



The Council of the City of Cockburn

Ordinary Council Meeting
Agenda Paper

For Thursday, 8 June 2023



City of Cockburn
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Western Australia 6965

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Coleville Crescent, Spearwood

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NOTICE OF MEETING

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 8 June 2023.

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

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

A handwritten signature in black ink, appearing to be 'Daniel Arndt', is written over a horizontal line.

Daniel Arndt
Acting Chief Executive Officer

The Council of the City of Cockburn

Ordinary Council Meeting Thursday, 8 June 2023 At 7pm

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The Council of the City of Cockburn

Ordinary Council Meeting Thursday, 8 June 2023 At 7pm

Agenda

- 1. Declaration of Meeting**
- 2. Appointment of Presiding Member (If required)**
- 3. Disclaimer (To be read aloud by Presiding Member)**

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

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

- 4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)**
- 5. Apologies & Leave of Absence**
- 6. Response to Previous Public Questions Taken on Notice**
Nil
- 7. Written Requests for Leave of Absence**
Nil

8. Public Question Time

9. Confirmation of Minutes

9.1 Minutes of the Ordinary Council Meeting - 11/5/2023

Recommendation

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 11 May 2023 as a true and accurate record.

10. Deputations

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

Nil

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

13. Decisions Made at Electors Meeting

Nil

14 Reports - CEO (and Delegates)

14.1 Built and Natural Environment

14.1.1 Proposed Structure Plan Amendment - Amendment No.1 to the Lots 705 & 707 Armadale Road (Lake Treeby Estate) Structure Plan

Executive	A/Chief of Built and Natural Environment
Author	Senior Strategic Planner
Attachments	<ol style="list-style-type: none"> 1. Approved Structure Plan Map ↓ 2. Proposed Structure Plan Amendment Map ↓ 3. Revised Bushfire Management Plan ↓ 4. Gate Access Location - Bush Forever Site 390 ↓ 5. Preliminary Earthworks Plan ↓ 6. Schedule of Submissions ↓ 7. Schedule of Modifications ↓
Location	Lot 9100 (No.432) Torwood Avenue, Treeby
Owner	Perron Treeby Pty Ltd
Applicant	CLE Town Planning + Design
Application Reference	110/239

RECOMMENDATION

That Council:

- (1) ADOPTS the Schedule of Submissions prepared in respect of the proposed Structure Plan Amendment as set out in Attachment 5;
- (2) RECOMMENDS pursuant to Schedule 2, Part 4, Clause 20 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Western Australian Planning Commission approve the proposed Structure Plan Amendment, subject to modifications listed in Attachment 7;
- (3) ENDORSES the revised Bushfire Management Plan, prepared by Bushfire Safety Consulting (Revision 4, dated 9 September 2022), once modified in accordance with recommendation (2) (above); and
- (4) ADVISES those who made a submission of Council's decision accordingly.

Background

The proposed Structure Plan Amendment is presented for a recommendation on final determination by the Western Australian Planning Commission (WAPC).

On 18 April 2019, Amendment 1346/57 to the Metropolitan Region Scheme (MRS) was gazetted, which transferred large portions of Lots 705 and 707 Armadale Road, Treeby from the 'Rural-Water Protection' zone to the 'Urban' zone under the MRS.

Finalised in advance of the detailed negotiations regarding Bush Forever Site 390 being complete, a number of interface areas (including the land the subject of this proposal) were temporarily retained within the MRS 'Rural-Water Protection' zone.

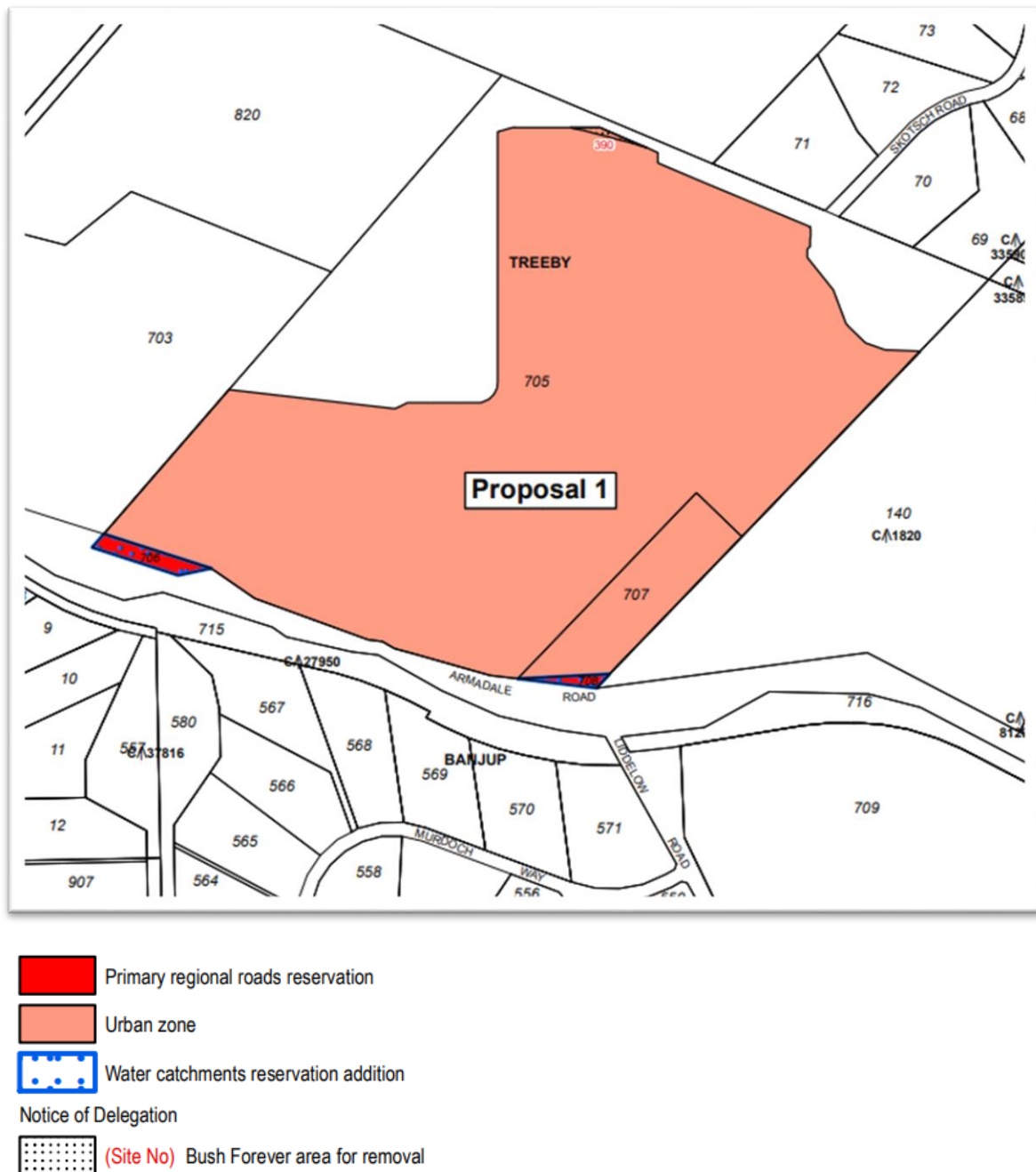


Figure 1 – Approved Metropolitan Region Scheme Amendment 1346/57 Map

On 18 September 2020, Amendment No.146 to the City of Cockburn Town Planning Scheme No.3 (TPS 3) was gazetted, which transferred all the then MRS 'Urban' zoned land from the local 'Resource' to 'Development' zone under TPS3.

The amendment also introduced a Special Control Area (Development Area 43), requiring the preparation of a structure plan to guide future subdivision and development.

On 19 November 2020, the WAPC approved a subdivision application (WAPC Ref: 159402) across the entirety of Lots 705 and 707.

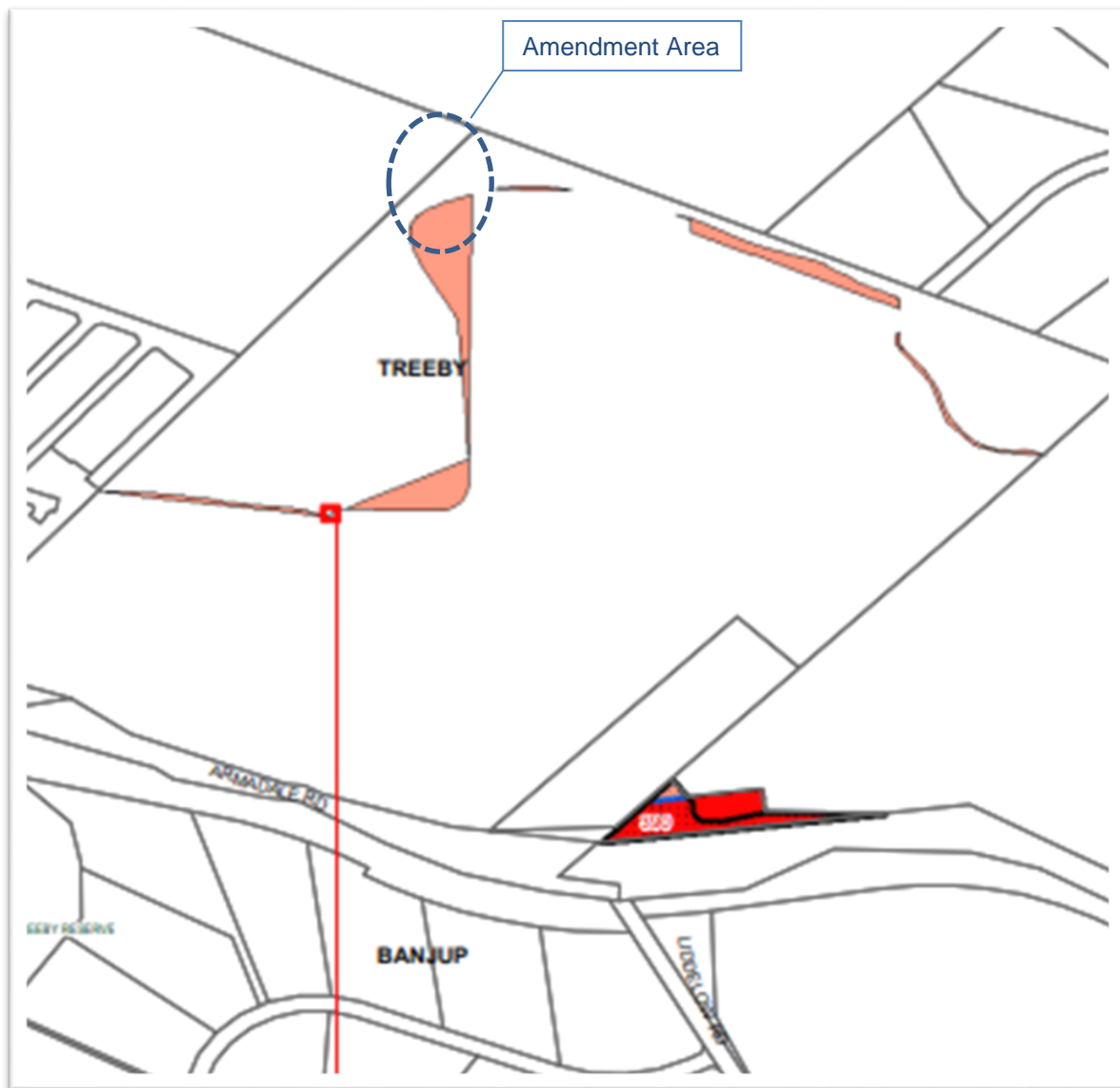
The subdivision approval included 660 residential lots, a lot for a future primary school, one 'Local Centre' lot and multiple POS reserves (including the designated Bush Forever site). This approval is valid until 19 November 2024, with several stages of subdivision having already been completed.

On 22 December 2020, the WAPC approved the Lots 705 and 707 Armadale Road, Treeby Local Structure Plan (refer Attachment 1), covering the entirety of the then Development Area 43 plus a small portion of Lot 705 zoned 'Resource' under TPS 3.

Whilst TPS 3 did not require the preparation of a structure plan over the 'Resource' zoned portion of the site, these Bush Forever interface areas were designated as (non-creditable) public open space.

Following finalisation of the negotiations regarding Bush Forever Site 390, on 23 December 2022 Amendment 1380/57 to the MRS was gazetted, which (in part) transferred these Bush Forever interface areas within Lot 705 from the 'Rural-Water Protection' to 'Urban' zone.

Pursuant to Section 126 (3) of the *Planning and Development Act 2005*, the MRS amendment concurrently amended TPS 3 by extending the 'Development' zone and 'Development Area 43' special control boundary around the additional MRS 'Urban' zoned land.



- Excluded from Parks and Recreation reservation and included in Primary Regional Roads reservation
- Excluded from Rural - Water Protection zone and the Parks and Recreation and Other Regional Roads reservations and included in Urban zone
- (Site No. 390) Excluded from Bush Forever area
- Included in Water Catchments reservation
- Excluded from Water Catchments reservation

Figure 2 – Approved Metropolitan Region Scheme Amendment 1380/57 Map (Proposals 3 and 4)

Submission

N/A

Report

Overview

The proposed Structure Plan Amendment (refer Attachment 2) seeks to designate a 'Local Centre' zoning over a portion (approximately 5,500m²) of Lot 9100 (No.432) Torwood Avenue, Treeby (part of the former Lot 705 Armadale Road) which is currently designated as 'Public Open Space' under the approved Structure Plan.

The proposal is premised on the site being developed for a Child Care Centre land use but may ultimately accommodate other land uses as are approvable under the proposed 'Local Centre' zoning.

The Amendment area forms part of the interface area to Bush Forever Site 390 (BF 390), which contains regionally significant flora, including the endangered *Caladenia huegelii* (White Spider Orchid).

An outcome of the Bush Forever negotiation is that an agreement is in place between the landowner and the WAPC for BF 390 to be transferred into State ownership.

Public Open Space Provision

Under the WAPC's *Liveable Neighbourhoods* policy (LN) and *Development Control Policy 2.3 – Public Open Space in Residential Areas* (DC 2.3), a minimum 10 per cent of the gross subdivisible area for subdivisions in residential zoned areas is to be provided as public open space (POS).

The existing structure plan provides 4.27 hectares of LN creditable POS, which equates to 10.1 per cent of the gross subdivisible area.

This figure excludes all the interface area that formed the subject of MRS Amendment 1380/57 (despite it being designated as POS on the approved Structure Plan Map).

Despite the Structure Plan amendment seeking to reclassify an area previously designated as POS to the 'Local Centre' centre, the proposal would not result in any loss of creditable POS.

This is due to efficiencies achieved in the design of the POS reserves developed to date, which have maximised the amount of usable POS via the use of underground drainage cells where permanent drainage basins had previously been proposed. This has resulted in the proportion of creditable POS increasing to approximately 11.7 per cent of the gross subdivisible area.

Reasons for Support

Despite the Department of Biodiversity Conservation and Attraction's (DBCA) preference to retain the land as vegetated POS, reclassification from 'Public Open

Space' to 'Local Centre' (with exception to a small part of the site, further discussed below) is considered appropriate in this instance, for the following reasons:

- a) The Amendment area has been determined suitable for urban development, through its rezoning under the MRS and TPS 3, which occurred after approval of the current Structure Plan.
- b) The site represents a unique opportunity for a use the Department of Education (DoE) have advised they consider 'complementary' to the adjoining school use, in a location that avoids the difficulties often associated with interfacing childcare facilities with residential development.
- c) The Landscape Concept Plan prepared for the Structure Plan identified a level difference between the POS and adjacent road reserve (Torwood Avenue) of up to four metres. This would necessitate the construction of a retaining wall along the Torwood Avenue frontage, providing poor visual surveillance into the reserve and associated access limitations.
- d) As evidenced above, removal of the POS designation does not affect compliance with the developers 10% requirement and will remove the City's ongoing obligation to maintain the land and manage the vegetation on site in a low-threat condition.

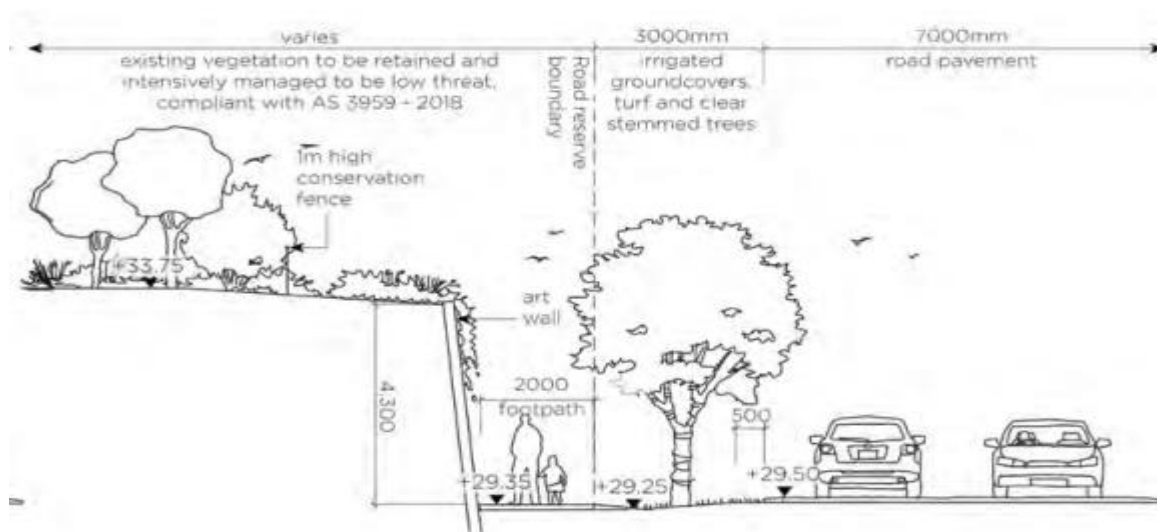


Figure 3 – Cross-Section Extract from the Approved Landscape Strategy

Bushfire Management

The proposed 'Local Centre' zone is premised upon the future development of the amendment area for a Child Care Premises.

The Applicant has prepared a revision to the Bushfire Management Plan approved with the original Structure Plan, in recognition of the proposed change in zoning and intended land use (Refer Attachment 3).

Under *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* (SPP 3.7), the location of habitable buildings is limited to the area of the site which achieves a Bushfire Attack Level (BAL) rating of BAL-29 or below.

By virtue of the site's proximity to a significant stand of unmanaged vegetation within BF 390, a significant portion of the amendment area is subject to a BAL rating of BAL-40 and BAL-FZ, due to the presence of unmanaged vegetation in BF 390.

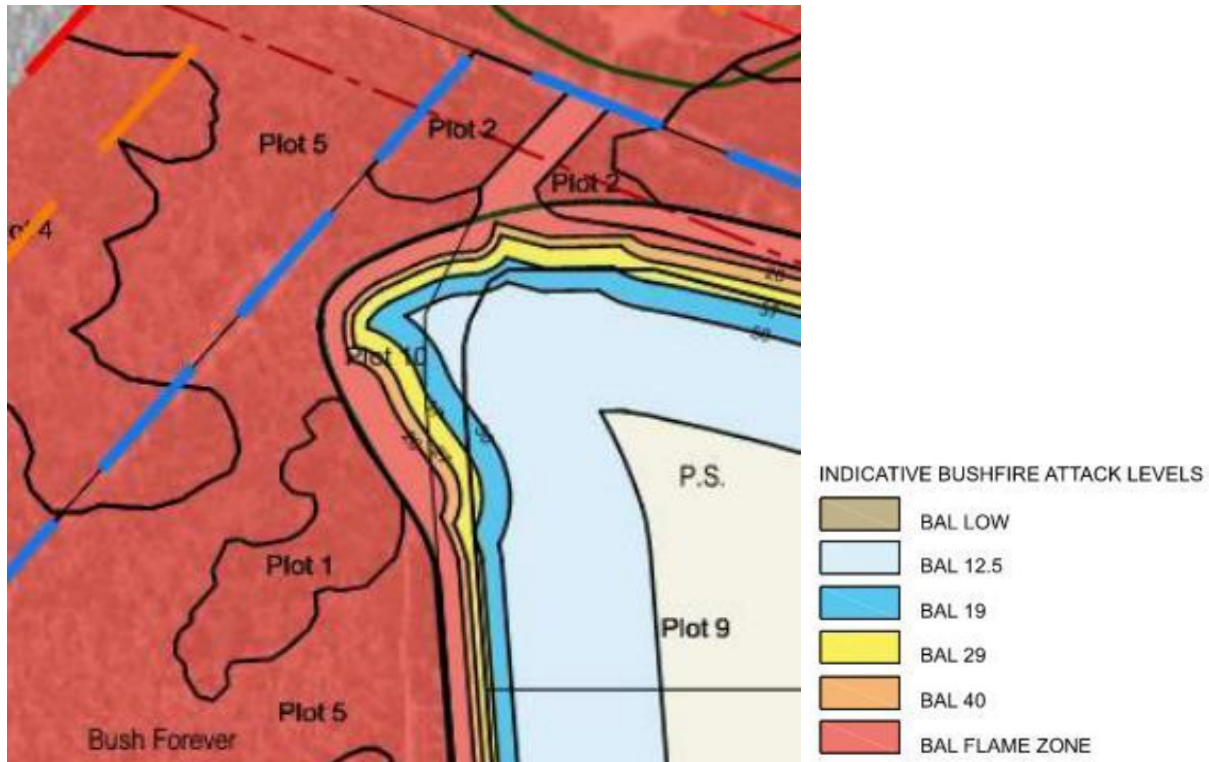


Figure 4 – BAL Contour Plan (extract) – Revised Bushfire Management Plan

Under Element 3: Vehicular Access of the Guidelines for Planning in Bushfire Prone Areas, a perimeter road or Fire Services Access Route (FSAR) is typically provided between an area of classifiable vegetation and habitable development to:

- provide access and egress for emergency vehicles;
- provide a defensible space for emergency services on the interface between classifiable vegetation and the development; and
- to provide separation between the bushfire hazard (classifiable vegetation) and the lot to reduce the radiant heat impact.

The Amendment does not currently propose a constructed road or FSAR to address Acceptable Solution 3.4a and 3.4b of the Guidelines.

The provision of an FSAR is not expected to reduce the radiant heat impact on adjacent development (more than the proposed Asset Protection Zone (APZ) on the site to achieve BAL-29 for a future development), however, the provision of an FSAR is considered essential to address Element 3 of the Guidelines by:

- providing a trafficable surface for emergency vehicle to access BF 390 in a bushfire event, which would otherwise be restricted by no 'as of right' access to a freehold lot;
- providing a defensible space between future development and BF 390; and
- providing an area free of vegetation which can be appropriately managed by a public authority (City of Cockburn), rather than by a private landowner.

To accommodate the FSAR, it is recommended a minimum 6-metre-wide POS reserve is retained along the northern, western and southern side of the Amendment area, with two direct points of access to the subdivisional road (future Torwood Avenue).

The FSAR is to be constructed by the current landowner at their own expense, with the City ultimately responsible for ongoing access and maintenance.

The City would not normally seek to manage an FSAR, the need for which has been triggered by a proposed change in zoning over the site. In this instance, this is considered acceptable, as:

- a) The site has previously been approved as public open space through the approved Structure Plan and was proposed to be ceded to the Crown (through subdivision approval WAPC Ref: 159402).
Whilst an FSAR is primarily used as a means of access for firefighters during a bushfire, its retention within a reserve will also provide an ongoing community benefit as a walking track adjacent to BF 390.
- b) The City previously approved an Environment and Wildlife Management Plan for subdivision of Lot 705 and 707 Armadale Road, which included an access gate to BF 390 adjacent the Amendment area (refer Attachment 4).
Retention of part of the site as a reserve adjacent this gate, will ensure public access to BF 390 along its eastern interface is not hindered by a private development.
- c) A managed FSAR will provide physical separation between the Local Centre site and BF 390, which will assist in preventing the encroachment of weeds and non-endemic species into an area containing regional and nationally significant vegetation.
- d) A managed FSAR will significantly reduce the area of Asset Protection Zone the landowner of the Local Centre site will be required to manage, and subject to further consideration by the City, may be acceptable in lieu of a managed firebreak as is typically required for any lot over 4,000m² under the City's Fire Control Order.

Interface With Bush Forever Site 390

As noted above, the development of the Amendment area under the current approvals would result in a significant level difference between the POS and future Torwood Avenue reserve.

A preliminary earthworks plan detailing how the level difference between BF 390 and the Local Centre site is proposed to be managed is included at Attachment 5.

The approach involves an earthworks batter (at grades between 1:3 and 1:6) from BF 390 down to the new development site.

A consequence of requiring an FSAR within the Amendment area, is either the batter will encroach further into the site (reducing the resultant developer area), or steeper batter grades and/or portions of retaining walls will be required (at greater expense).

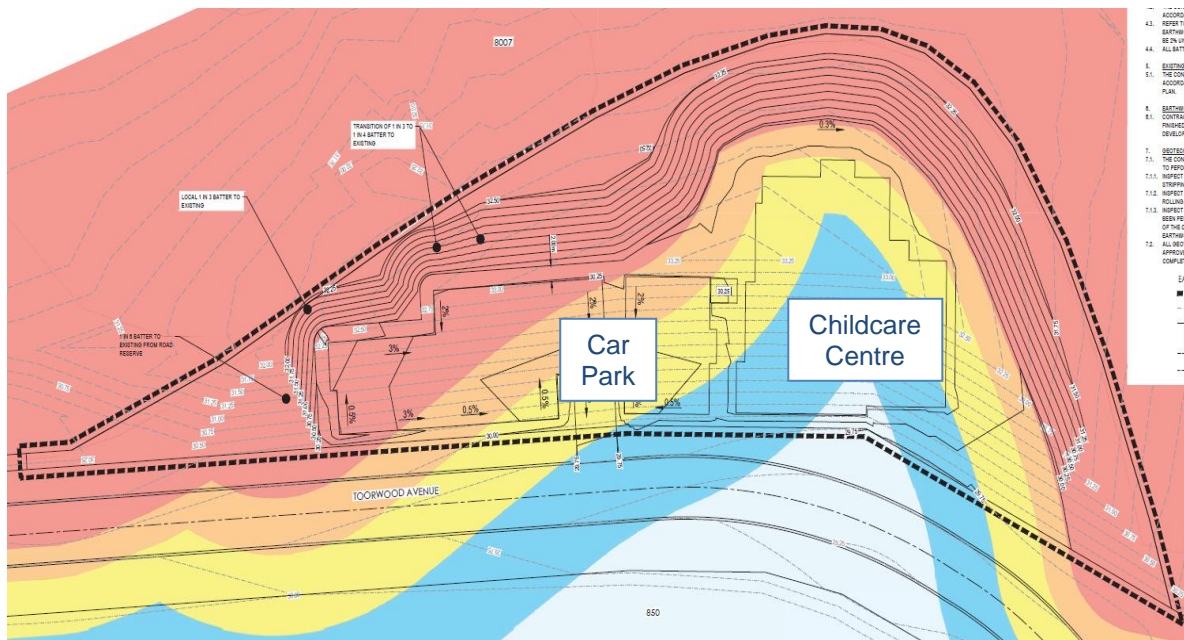


Figure 5 – Extract of Preliminary Earthworks Plan

The City's preference is for the level difference to be managed via retaining walls, in lieu of a managed batter.

The Applicant has considered this approach (in combination with the request for an FSAR) and has objected on the grounds of cost.

Despite this objection, the City considers that retaining walls, in lieu of managed batter, is preferable in this instance given:

- a) The Preliminary Earthworks Plan appears premised upon earthworks for the batter extending into BF 390. The City does not support any works encroaching into BF 390, as this may undermine the conservation values of this future reserve.

- b) The limitations on planting and difficulties associated with maintaining a vegetated batter and water run-off in a low-threat condition within an Asset Protection Zone (in particular access to the land at the top of the batter).
- c) In addition to an FSAR, retaining walls would provide physical separation between the Local Centre site and BF 390, which would limit the encroachment of weeds and invasive species into BF 390.

It is recommended that the Preliminary Earthworks Plan is amended to detail a minimum 6-metre wide FSAR and retaining walls to manage the level difference and included as a new Appendix (No.8) of the Structure Plan.

It is the City's expectation the FSAR and retaining walls are implemented through consequent subdivision and development approvals, should the WAPC approve this Structure Plan Amendment.

Building Requirements

DFES have advised of forthcoming changes to the National Construction Code that will introduce more stringent building requirements for Class 9 buildings located within Bushfire Prone Areas, that depending on the timing of development may render the site unsuitable for childcare purpose.

These changes include:

- limiting habitable buildings to a radiant heat exposure of no greater than 10kW/m² (i.e. buildings limited to BAL-10 or below); and
- limiting areas external to habitable buildings (such as car parks and outdoor play areas) to a radiant heat exposure no greater than 1kW/m² (i.e. outdoor area limited BAL-1 or BAL-Low).

These changes do not obligate the City or WAPC in respect of planning decisions (structure plans, subdivisions and development applications) made under the *Planning and Development Act 2005* (including subsidiary regulations).

The proponent has been made aware of this advice and is still keen to proceed.

Residential Density

Whilst the proposal is not intended to facilitate residential development within the amendment area, the approved Structure Plan shows a density coding range of 'R40-R80' as applying to all 'Local Centre' zoned land.

Despite development of the amendment area for residential purposes already being difficult (given the extent of the BAL-40 and BAL-FZ contours across the site within which habitable development is generally not supported under SPP 3.7), to further discourage attempts and minimise the potential risks associated with high-density residential development in close proximity to a bushfire threat, it is recommended the density coding for all 'Local Centre' zoned land be capped at 'R40'.

This would match the 'R40' coding approved by the WAPC for the existing Local Centre zoned site, via the Density Coding plan included as part of its subdivision determination (WAPC Ref. 159402).

Consequential Revisions to the Structure Plan

Whilst this amendment focuses on reclassifying a small distinct portion of the site, the proposal represents an important opportunity to update the Structure Plan to reflect other changes approved by the WAPC through the subdivision process, such as:

- a) correcting the Structure Plan Map, by extending the 'Local Centre' zoning over the full 3,005m² extent of future Lot 9100 (as shown on Deposited Plan 423211).
- b) correcting the Structure Plan Map and Public Open Space Schedule, to reflect:
 - the extent and impact of the new and corrected Local Centre zones on the gross subdivisible area;
 - the additional creditable (unrestricted) POS within 'Activity Park' as a result of using underground storage cells, in lieu of permanent surface drainage;
 - the relocation and reduced area of the future 'Western Pocket Park' POS;
 - adjustments to the Lycaste Parade/Torwood Avenue intersection (as shown on Deposited Plan 423211); and
 - the excision of constructed (and future anticipated) Western Power padmount sites from creditable POS.
- c) inserting the WAPC Approved Density Code Plans for the land.
- d) updating Part 2 of the Structure Plan to acknowledge on 1 July 2023 the *Aboriginal Cultural Heritage Act 2021* takes effect, which may trigger the need for further assessment prior to undertaking further ground disturbing activities.
- e) other minor administrative adjustments (as further detailed in the Schedule of Modifications included at Attachment 6).

Strategic Plans/Policy Implications

Local Economy

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

- Increased Investment, economic growth and local employment.
- Thriving local commercial centres, local businesses and tourism industry.

Environmental Responsibility

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

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

City Growth & Moving Around

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

- An attractive, socially connected and diverse built environment.

Budget/Financial Implications

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

Legal Implications

N/A

Community Consultation

The proposal was advertised for a period of 42 days, in accordance with Regulation 18 (3A) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, between 26 January and 9 March 2023.

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

The City received five submissions, all from State Government agencies and/or servicing authorities. In summary:

- one submission (DoE) supported the proposal
- two (DWER and the Water Corporation) provided general comment
- two (DFES and DBCA) provided comment that raised concerns with the proposal in its current configuration.

A copy of the Schedule of Submissions, inclusive of more detailed officer commentary in response to the matters raised, is included at Attachment 6.

Risk Management Implications

The officer recommendation considers the relevant planning matters associated with the proposal. It is considered that the officer recommendation is appropriate.

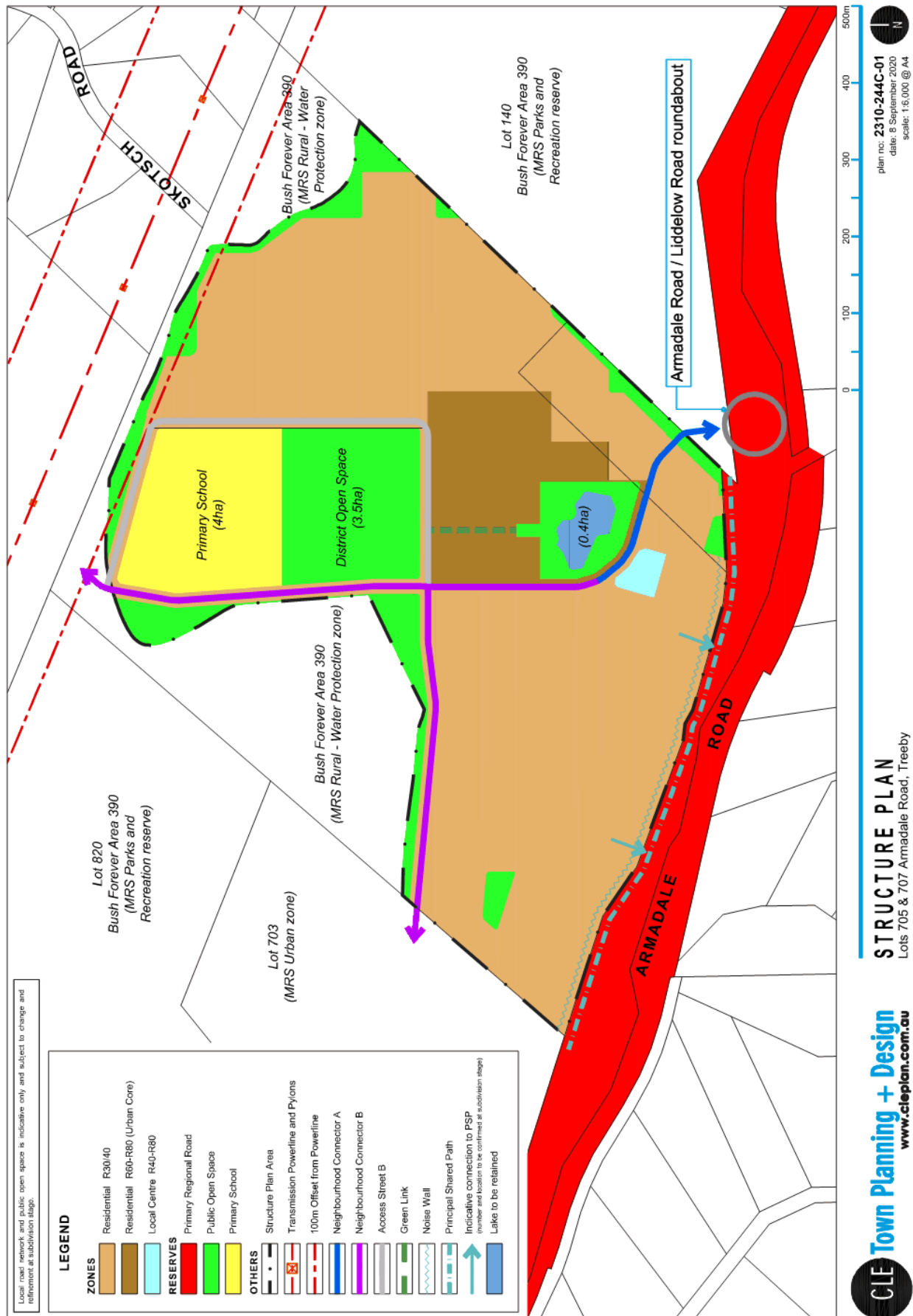
Council is required under the *Planning and Development (Local Planning Schemes) Regulations 2015*, to provide the WA Planning Commission with a recommendation within 60 days of the closure of the advertising process. The Commission is able to make a decision in the absence of Council's recommendation. The risk being the view of the local government is not available to the decision maker (in this case the Commission).

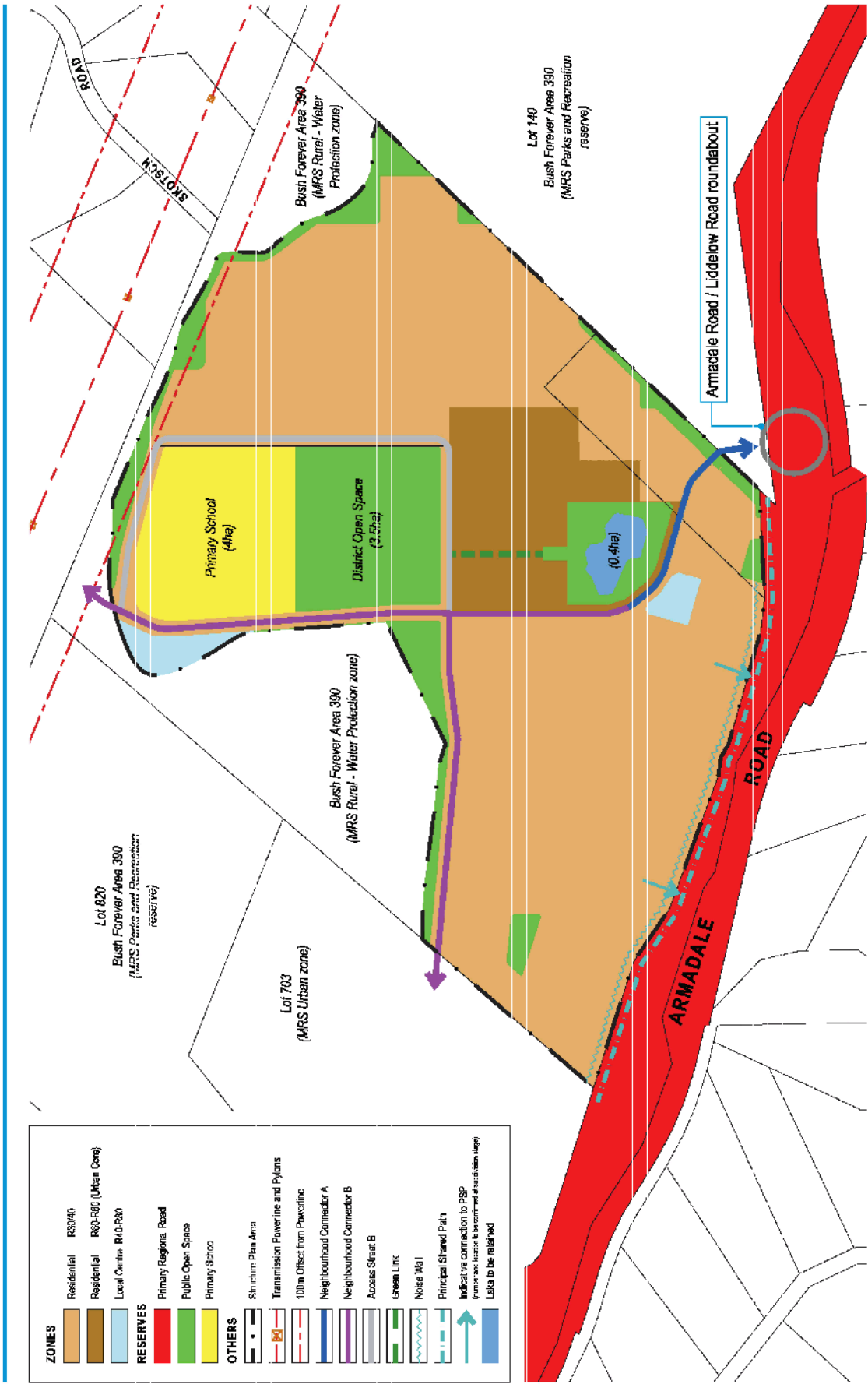
Advice to Proponent(s)/Submitters

The proponent and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 June 2023 Ordinary Council Meeting.

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

Nil





STRUCTURE PLAN
Lots 705 & 707 Armadale Road, Treby

2310-317A-01 20.07.2022 Not to Scale

CLE Town Planning + Design



Prepared For:
E.W.H Pty Ltd
9 September 2022
Version 4.0


bushfiresafetyconsulting.com.au

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

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Document Information

Prepared for: E.W.H Pty Ltd
 Project Name: Local Structure Plan
 Project Address: Lots 705 & 707 Armadale Road, Treeby WA 6164
 Prepared by: Rohan Carboon (Level 3 - BPAD 23160)
 & Dr Karen Brown (Level 2 - BPAD 48364)
 Bushfire Safety Consulting Pty Ltd

I hereby declare that I am a BPAD accredited bushfire practitioner.	
Accreditation No.	23160
Signature	
Date	09/09/2022



Document Control

Bushfire Management Plan – Lots 705 & 707 Armadale Road, Treeby			
REPORT VERSION	PURPOSE	AUTHOR/REVIEWER AND ACCREDITATION DETAILS	DATE SUBMITTED
V1	Draft for review	Rohan Carboon (Level 3 BPAD 23160) Dr Karen Brown (Level 2 BPAD 48364)	6/12/2019
V2	Submission	Rohan Carboon (Level 3 BPAD 23160)	13/12/2019
V3	Final Submission	Rohan Carboon (Level 3 BPAD 23160)	9/11/2020
V4	Update Final	Rohan Carboon (Level 3 BPAD 23160)	09/09/2022

Front cover photo: BAL Contour over the site

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EXECUTIVE SUMMARY

This Bushfire Management Plan (BMP) has been prepared to support a proposed Local Structure Plan (LSP) for a portion of Lots 705 and 707 Armadale Road in Treeby. The LSP area is 47.9 hectares in size and herein referred to as 'the site'. The LSP proposes urban residential lots and associated infrastructure, with areas of Public Open Space (POS) varying in size and type to be provided throughout the site. A large 'Bush Forever' Conservation Reserve to the north-west and north-east of the development site is 13.6 ha in size and this connects to the Bush Forever Reserve on the east of the site.

Land immediately to the north and south of the site consists of existing rural residential development on lots 2 to 2.5 hectares in size.

The LSP provides a guide for residential development within the site and creates a framework for the future urban subdivision of the site into anticipated residential lots and areas of POS and a future school site. Following development, all classified vegetation within the site will be removed or modified into managed POS areas. The POS areas will be landscaped and be classified as low threat vegetation and contain irrigated and maintained turf and garden beds. Long term bushfire hazard exists in the Bush Forever Conservation Reserve within and adjacent to the site to the north and east.

All areas within 150 metres of the site boundary have been assessed for vegetation classification and BAL contours. It has been determined that all proposed future dwellings arising from the LSP will be exposed to BAL-29 or lower and will fall within the acceptable level of risk. There is good vehicular access both within and surrounding the site. A reticulated water supply will be provided and fire hydrants will be installed by the developer/s to meet the specifications of Water Corporation (Design Standard 63) and DFES.

The objective of this BMP is to address bushfire management issues within the LSP. If there is a bushfire within or near the site, implementing this BMP will reduce the threat to residents, property and emergency response personnel. This document sets out the roles and responsibilities of the developer, future residents and the City of Cockburn, and responds to the performance criteria in the *Guidelines for Planning in Bushfire Prone Areas* V1.4 (WAPC *et.al.* 2021). It is important that the measures and procedures outlined in this BMP are adopted across the various stages of the land use planning and dwelling construction approvals processes. At future stages of subdivision, the BMP will be updated a to confirm compliance with SPP 3.7 and BAL ratings will be confirmed to support building license applications.

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

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BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

1 PROPOSAL DETAILS

This Bushfire Management Plan (BMP) has been prepared to support a Local Structure Plan (LSP) for a portion of Lots 705 and 707 Armadale Road, in Treeby (Figure 1). This area is herein referred to as “the site” and its location is shown in Figure 2. The site is 47.7 hectares (ha) in size and is located within the City of Cockburn, approximately 20 km south of the Perth Central Business District (CBD) and 2.5 kilometres west of the Cockburn City Centre. (Figure 2).

The site is currently zoned ‘Development Contribution Area 13 Resource Zone’ under the City of Cockburn Town Planning Scheme 3, and currently contains a combination of cleared earth, degraded bushland and more intact native vegetation. The LSP proposes a range of residential housing densities, as well as areas of Public Open Space (POS) ranging in size from 2218m² to 6.7 hectares. A large conservation ‘Bushland Forever’ reserve, approximately 13.6 hectares in size is found to the north-west and north-east of the site. Degraded vegetation also occurs in the Bush Forever Reserve east of the site.

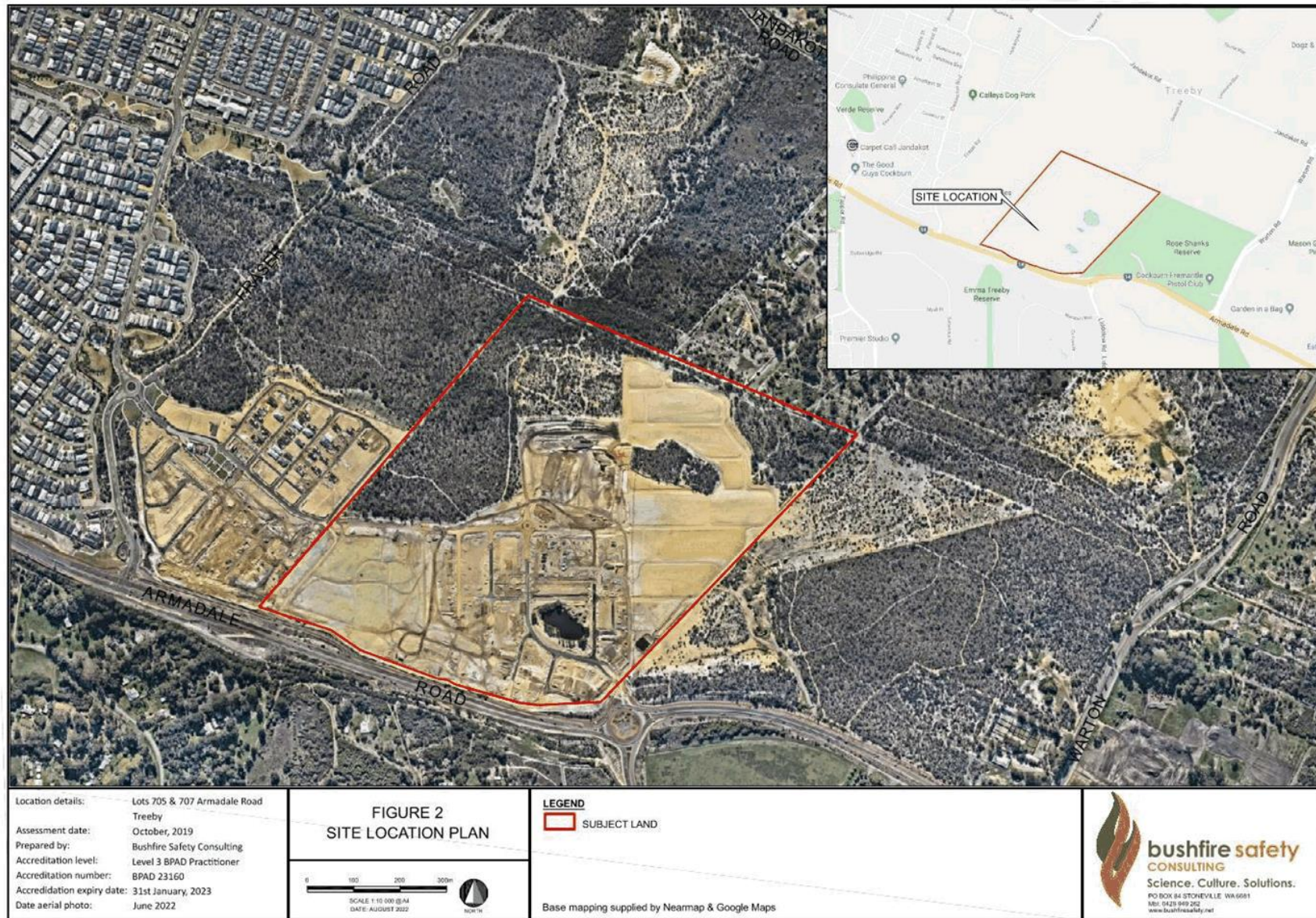
Land to the west and north-west of the proposed LSP site is similarly zoned ‘Development Contribution Area 13 Resource Zone’ and contains both degraded and intact native vegetation.

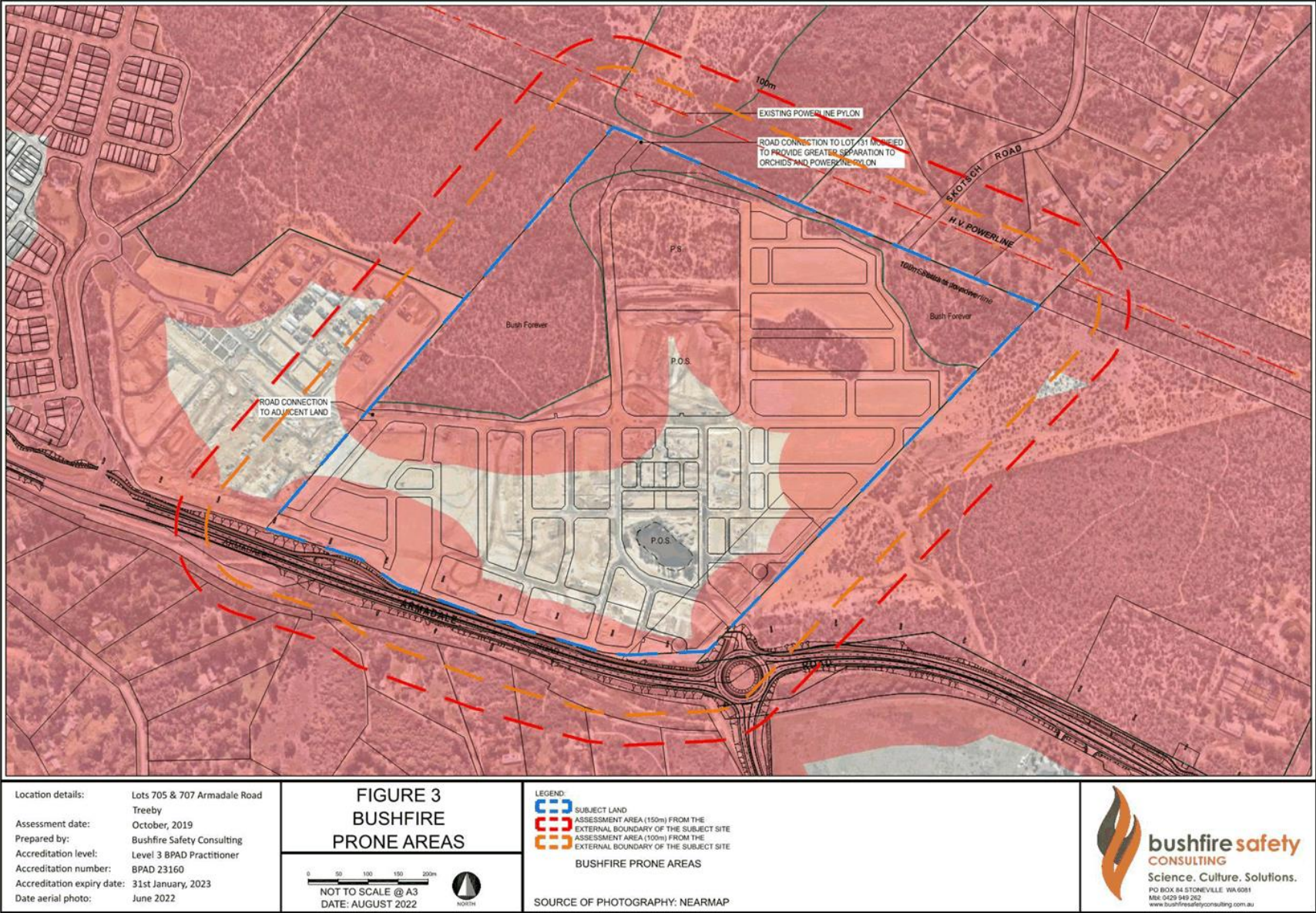
Rural residential lots are present to the north of the site and vary in size from 2 to 2.5 hectares, with a conservation reserve containing a combination of vegetation classes.

To the south of the site and Armadale Road are additional 2-to-2.5-hectare rural residential lots, with a small conservation reserve along a stream running south.

All proposed lots will have direct driveway entrance onto one of the newly created internal public roads. Egress from the site is supplied by a main internal road that provides access to Armadale Road in the south. Two other internal roads will connect to an adjacent development in the west, and another to the north, providing additional egress in the future. The fully developed site does not require any permanent Emergency Access Ways (EAW), however during the development of subdivision stages, temporary EAW’s may be required to ensure two access ways are provided at all times.







BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

1.1 Policy and Guidelines

1.1.1 Application of SPP 3.7

The *State Planning Policy No. 3.7: Planning in Bushfire Prone Areas (SPP 3.7)* provides the foundation for land use planning to address bushfire risk management in Western Australia. It is used to inform and guide decision makers, referral agencies and land owners/ proponents to help achieve acceptable bushfire protection outcomes.

The policy contains objectives and policy measures as well as reference to the bushfire protection criteria as outlined in the *Guidelines for Planning in Bushfire Prone Areas (WAPC 2021 V1.4; the 'Guidelines')*. The policy applies to this Local Structure Plan (LSP) proposal because the site is located in a designated bushfire prone area on the WA Map of Bushfire Prone Areas (Figure 4).

The following policy measures will need to comply with SPP 3.7:

Table 1. Policy measures

Policy Measure 6.2	The site is located within a designated bushfire prone area (Figure 3) and will have a Bushfire Hazard Level above low and a Bushfire Attack Level rating above BAL-LOW.
Policy Measure 6.4	Policy 6.4 applies meaning the LSP application will be accompanied by: <ul style="list-style-type: none"> - BAL Contour Plan; - BAL ratings; - Identification of relevant issues; and - Demonstration of compliance with the guidelines.
Policy Measure 6.6	Policy Clause 6.6 applies to vulnerable land use applications. The LSP designates a site for a future primary school and an area zoned "Local Centre" for a future Child Care Centre. Both of these types of developments are considered a 'vulnerable land use' under the policy and a future development application for the school or child care will therefore require a comprehensive emergency evacuation plan to be developed which specifically reflects the needs and circumstances of these facilities.

The site does not contain proposed minor or unavoidable development, or high-risk land use under *SPP 3.7*.

1.1.2 Guidelines for Planning in Bushfire Prone Areas V1.4 (2021)

The Department of Planning has released the *Guidelines for Planning in Bushfire Prone Areas V1.4 (2021)*. The requirements of this document are accommodated within this BMP. The *Guidelines for Planning in Bushfire Prone Areas V 1.4 (2021)* is intended to inform and guide decision makers, referral authorities and proponents to achieve acceptable bushfire protection outcomes, including expectations at the different stages of planning.

2 ENVIRONMENTAL CONSIDERATIONS

2.1 Native Vegetation – Modification and Clearing

The development site proposed for residential use, POS areas and a future school is sited on degraded vegetation, which is a result of revegetation following the sand extraction activities which have previously occurred on the site. The development impact is concentrated in this degraded area and the more intact areas of undisturbed vegetation are contained in the Bush Forever Reserves where the vegetation is protected in perpetuity.

There are no environmental restrictions to limit a future development on the site.

2.2 Revegetation/Landscape Plans

There are a number of parks, gardens, sports ovals, educational and nature areas proposed within and around the perimeter of the site. The landscape design, plant selection and maintenance regime has thoroughly considered how to minimise and manage bushfire threat. The plans are found in Appendix 4. The key design features of the landscaped areas is the use of irrigation, low groundcovers, turf and clear stemmed trees. Hardscaped areas such as paths, walls and recreation sites are located throughout to ensure vegetation is not continuous and fine fuels are separated in the maintained garden beds.

The establishment and maintenance of all landscaped low threat POS areas will involve the following in perpetuity:

- Under pruning of shrubs, scrub and trees of all fine fuels (<6mm) 2 metres from ground level
- Annually removing leaf litter, accumulated fine fuels and dead plants and/or plant material.
- Keeping garden beds irrigated and turf areas mown and grass green.
- Pruning to keep clumps of trees and shrubs separated from one another.
- Removal of weeds and regenerating Eucalypts, Acacia and other native plants not intended to be included as part of the landscape plans.

The southern interface with Armadale Road has recently undergone significant civil works, the road has been expanded into two double lanes and a 4m wide dual access path has been sited adjacent to the boundary of the site. The dominant vegetation type being planted between the road and the southern site boundary is groundcovers and prostrate shrubs. This will create a low shrubland vegetation class which has been considered in the method 1 BAL assessment. The road interface at the moment is woodchip mulch only (see photo 31).

There are bare areas and some narrow strips of revegetation and street tree planting between the 4m wide bike path and the proposed 2.4m acoustic wall. These strips are between 2-5 metres wide and not considered a bushfire threat due to the insignificant fire impact they could create.

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

3 BUSHFIRE ASSESSMENT RESULTS

Bushfires are common in the City of Cockburn and local brigades respond to numerous bushfires in the district annually. This BMP plays a critical role in ensuring that the proposed LSP, and the inherent possibility of an increase in usage and intensity of the land, appropriately mitigates the risk from bushfire.

3.1 Assessment Inputs

The methodology used to assess the site is outlined in the *Guidelines for Planning in Bushfire Prone Areas V1.4 (2021)*. The broad lot layout is known, and a strategic level bushfire hazard assessment is not required. A post development vegetation classification plan is provided, and a BAL Contour plan is provided in accordance with Appendix 3 of the guidelines.

Assessing bushfire threat at the site-specific level requires evaluating the predominant class of vegetation on the site and surrounding area for a minimum of 150 m, as shown in the Vegetation Classification Map (Figure 5).

3.1.1 Vegetation Classification

The vegetation surrounding the site consists of pockets of Class A Forest (photos 1-10) which is dominated by a mixture of eucalypts, Banksia trees and Casuarina trees with a defined middle storey fuel structure and litter fuels. Foliage cover also exceeds 30%.






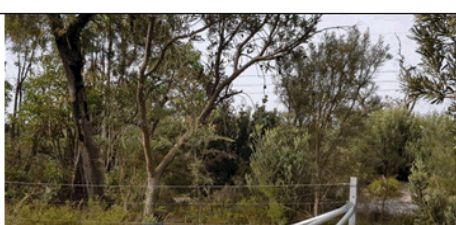
Where the canopy of the banksia trees are more separated (less than 30% foliage cover) and the trees exceed 6 metres in height, there is no middle storey vegetation and it consists of predominantly low shrubs or grass fuels. This is classified as Class B Woodland (see photos 10-15). Where the vegetation does not exceed 6 metres and consists of low banksia trees and woolybush shrubs (photos 16-28), class D Scrub is identified. This includes degraded areas with minimal vegetation east and west of the site seen in photos 22-24.

Shrubland is found in a small elevated position in the Bush Forever reserve (photos 29-30) and the low ground covers will mature into a shrubland class of vegetation in Armadale Road Reserve (phot 31). An unvegetated area near the round-about has been classed as shrubland consistent with the ground cover vegetation that dominates in the road reserve. There are minimal areas of grassland (photos 33-34) and the degraded vegetation within the site is predominantly regrowth shrubs (class D Scrub) as seen in Photos 34-35.





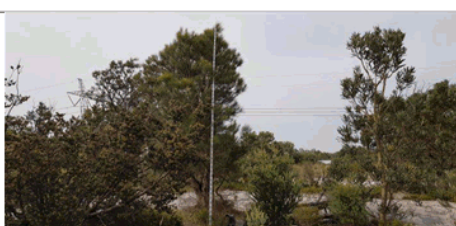

The vegetation plots on and surrounding the site and within 150 metres of the site boundary are found in Figure 4 with plot descriptions below.

<p>Photo ID: 1</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause: Class A Forest</p> <p>Description/justification of classification: Eucalypts and Banksias with isolated Casuarina trees that exceed 6m in height and have a distinct middlestorey fuel layer of shrubs and regrowth trees.</p>	
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BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

<p>Photo ID: 2</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause: Class A Forest</p> <p>Description/justification of classification: Eucalypts and Banksias with isolated Casuarina trees that exceed 6m in height and have a distinct middlestorey fuel layer of shrubs and regrowth trees.</p>	
<p>Photo ID: 3</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause: Class A Forest</p> <p>Description/justification of classification: Eucalypts and Banksias with isolated Casuarina trees that exceed 6m in height and have a distinct middlestorey fuel layer of shrubs and regrowth trees.</p>	
<p>Photo ID: 4</p> <p>Plot Number: 1</p> <p>Vegetation classification or exclusion clause: Class A Forest</p> <p>Description/justification of classification: Eucalypts and Banksias with isolated Casuarina trees that exceed 6m in height and have a distinct middlestorey fuel layer of shrubs and regrowth trees.</p>	
<p>Photo ID: 5</p> <p>Plot Number: 2</p> <p>Vegetation classification or exclusion clause: Class A Forest</p> <p>Description/justification of classification: Eucalypts and Banksias with isolated Casuarina trees that exceed 6m in height and have a distinct middlestorey fuel layer of shrubs and regrowth trees.</p>	
<p>Photo ID: 6</p> <p>Plot Number: 2</p> <p>Vegetation classification or exclusion clause: Class A Forest</p> <p>Description/justification of classification: Eucalypts and Banksias with isolated Casuarina trees that exceed 6m in height and have a distinct middlestorey fuel layer of shrubs and regrowth trees.</p>	
<p>Photo ID: 7</p> <p>Plot Number: 2</p> <p>Vegetation classification or exclusion clause: Class A Forest</p> <p>Description/justification of classification: Eucalypts and Banksias with isolated Casuarina trees that exceed 6m in height and have a distinct middlestorey fuel layer of shrubs and regrowth trees.</p>	







BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

<p>Photo ID: 8</p> <p>Plot Number: 2</p> <p>Vegetation classification or exclusion clause: Class A Forest</p> <p>Description/justification of classification: Eucalypts and Banksias with isolated Casuarina trees that exceed 6m in height and have a distinct middlestorey fuel layer of shrubs and regrowth trees.</p>	
<p>Photo ID: 9</p> <p>Plot Number: 2</p> <p>Vegetation classification or exclusion clause: Class A Forest</p> <p>Description/justification of classification: Eucalypts and Banksias with isolated Casuarina trees that exceed 6m in height and have a distinct middlestorey fuel layer of shrubs and regrowth trees.</p>	
<p>Photo ID: 10</p> <p>Plot Number: 3</p> <p>Description/justification of classification: Class B Woodland</p> <p>Description/justification of classification: Banksia dominated vegetation type with separated canopies less than 30% foliage cover and low shrubs and grassland understorey</p>	
<p>Photo ID: 11</p> <p>Plot Number: 3</p> <p>Description/justification of classification: Class B Woodland</p> <p>Description/justification of classification: Banksia dominated vegetation type with separated canopies less than 30% foliage cover and low shrubs and grassland understorey</p>	
<p>Photo ID: 12</p> <p>Plot Number: 3</p> <p>Description/justification of classification: Class B Woodland</p> <p>Description/justification of classification: Banksia dominated vegetation type with separated canopies less than 30% foliage cover and low shrubs and grassland understorey</p>	
<p>Photo ID: 13</p> <p>Plot Number: 4</p> <p>Description/justification of classification: Class B Woodland</p> <p>Description/justification of classification: Banksia dominated vegetation type with separated canopies less than 30% foliage cover and low shrubs and grassland understorey</p>	



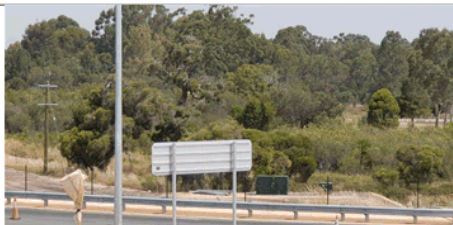



BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

<p>Photo ID: 14</p> <p>Plot Number: 4</p> <p>Description/justification of classification: Class B Woodland</p> <p>Description/justification of classification: Banksia dominated vegetation type with separated canopies less than 30% foliage cover and low shrubs and grassland understorey</p>	
<p>Photo ID: 15</p> <p>Plot Number: 4</p> <p>Description/justification of classification: Class B Woodland</p> <p>Description/justification of classification: Banksia dominated vegetation type with separated canopies less than 30% foliage cover and grassland understorey</p>	
<p>Photo ID: 16</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Woollybush and regrowth banksia dominated vegetation class in degraded area.</p>	
<p>Photo ID: 17</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Woollybush and banksia dominated vegetation class assessed as less than 6m in height and variety of vegetation heights. Staff is 5m high.</p>	
<p>Photo ID: 18</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Woollybush and banksia dominated vegetation class assessed as less than 6m in height and variety of vegetation heights. Staff is 5m high.</p>	
<p>Photo ID: 19</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Kunzea scrub which will mature to be less than 6m in height.</p>	






BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

<p>Photo ID: 20</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Woollybush and banksia dominated vegetation class assessed as less than 6m in height and variety of vegetation heights.</p>	
<p>Photo ID: 21</p> <p>Plot Number: 6</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Woollybush and regrowth banksia dominated vegetation class in degraded area.</p>	
<p>Photo ID: 22</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Woollybush and regrowth banksia dominated vegetation class in degraded area.</p>	
<p>Photo ID: 23</p> <p>Plot Number: 6</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Woollybush shrubs in degraded area.</p>	
<p>Photo ID: 24</p> <p>Plot Number: 6</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: degraded and unvegetated area but likely to revegetate over time into scrub vegetation.</p>	
<p>Photo ID: 25</p> <p>Plot Number: 6</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Woollybush and banksia dominated vegetation class assessed as less than 6m in height.</p>	

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

<p>Photo ID: 26</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Kunzea dominated vegetation class assessed as less than 6m in height.</p>	
<p>Photo ID: 27</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Acacia and Kunzea dominated vegetation class assessed as less than 6m in height and variety of vegetation heights.</p>	
<p>Photo ID: 28</p> <p>Plot Number: 5</p> <p>Description/justification of classification: Class D Scrub</p> <p>Description/justification of classification: Acacia and Kunzea dominated vegetation class assessed as less than 6m in height and variety of vegetation heights.</p>	
<p>Photo ID: 29</p> <p>Plot Number: 7</p> <p>Description/justification of classification: Class C Shrubland</p> <p>Description/justification of classification: Low shrubland vegetation class assessed as less than 2m in height and 100% coverage.</p>	
<p>Photo ID: 30</p> <p>Plot Number: 7</p> <p>Description/justification of classification: Class C Shrubland</p> <p>Description/justification of classification: Low shrubs in open woodland area</p>	
<p>Photo ID: 31</p> <p>Plot Number: 7</p> <p>Description/justification of classification: Class C Shrubland</p> <p>Description/justification of classification: Woodchip mulch area proposed for low groundcovers in the Armadale Road landscape plan.</p>	

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

<p>Photo ID: 32</p> <p>Plot Number: 7</p> <p>Description/justification of classification: Class C Shrubland</p> <p>Description/justification of classification: Unvegetated area near round about entrance off Armadale road, classed as future low shrubland.</p>	
<p>Photo ID: 33</p> <p>Plot Number: 8</p> <p>Description/justification of classification: Class G Grassland</p> <p>Description/justification of classification: Low grasses on slope northwest of site.</p>	
<p>Photo ID: 34</p> <p>Plot Number: 8</p> <p>Description/justification of classification: Class G Grassland</p> <p>Description/justification of classification: Grass fuels on the side of Scotch Road and in the adjacent paddock.</p>	
<p>Photo ID: 35</p> <p>Plot Number: 9</p> <p>Description/justification of classification: Exclusion clause 2.2.3.2(f)</p> <p>Description/justification of classification: Woollybush and banksia dominated vegetation in degraded area previously used for sand extraction. This area will become a future primary school.</p>	
<p>Photo ID: 36</p> <p>Plot Number: 10</p> <p>Description/justification of classification: Exclusion Clause 2.2.3.2e</p> <p>Description/justification of classification: Woollybush and banksia dominated vegetation class inside the site proposed for clearing and residential development.</p>	

3.1.2 Effective Slope

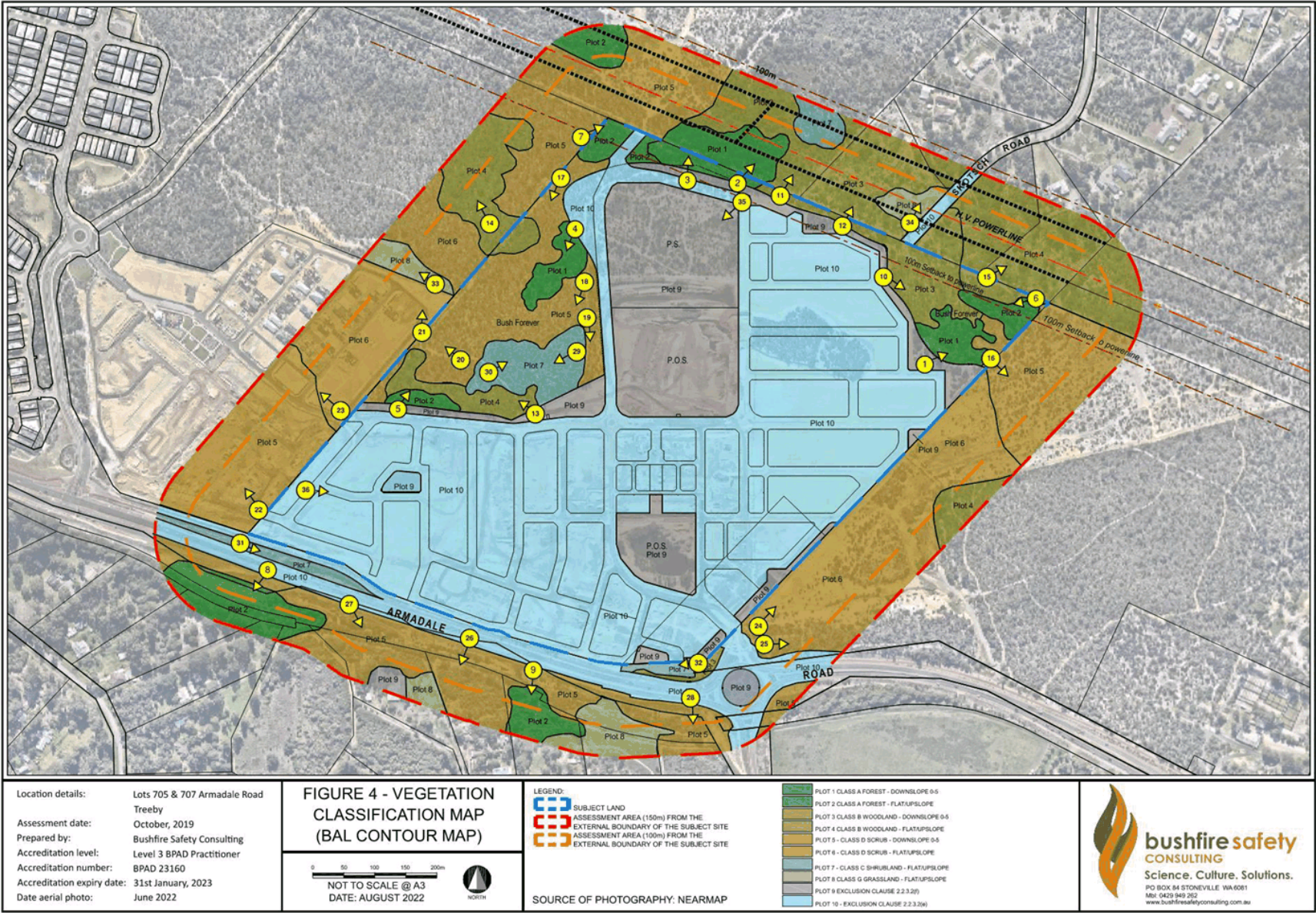
The effective slope of the landscape surrounding the site is the slope that will affect the behaviour of an approaching bushfire. The effective slope under the Class A Forest and Class B Woodland north of the site in the Bush Forever is downslope 0-5 degrees. There is also a gentle downslope of 0-5 degrees west of the future primary school. Slopes east and west of the site have been modified due to sand mining and slopes are generally flat adjacent to development lots. Once development occurs west of the site, the vegetation will be removed and effective slope is irrelevant.

13

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

Table 2. Summary of vegetation type and effective slope

Vegetation Area/ Plot	Applied Vegetation Classification	Effective Slope under the Classified Vegetation (degrees)
1	Class A Forest	Downslope 0-5
2	Class A Forest	Flat / upslope
3	Class B Woodland	Downslope 0-5
4	Class B Woodland	Flat / upslope
5	Class D Scrub	Downslope 0-5
6	Class D Scrub	Flat / upslope
7	Class C Shrubland	Flat / upslope
8	Class G Grassland	Flat / upslope
9	Exclusion Clause 2.2.3.2 (f)	N/A
10	Exclusion Clause 2.2.3.2 (e)	N/A



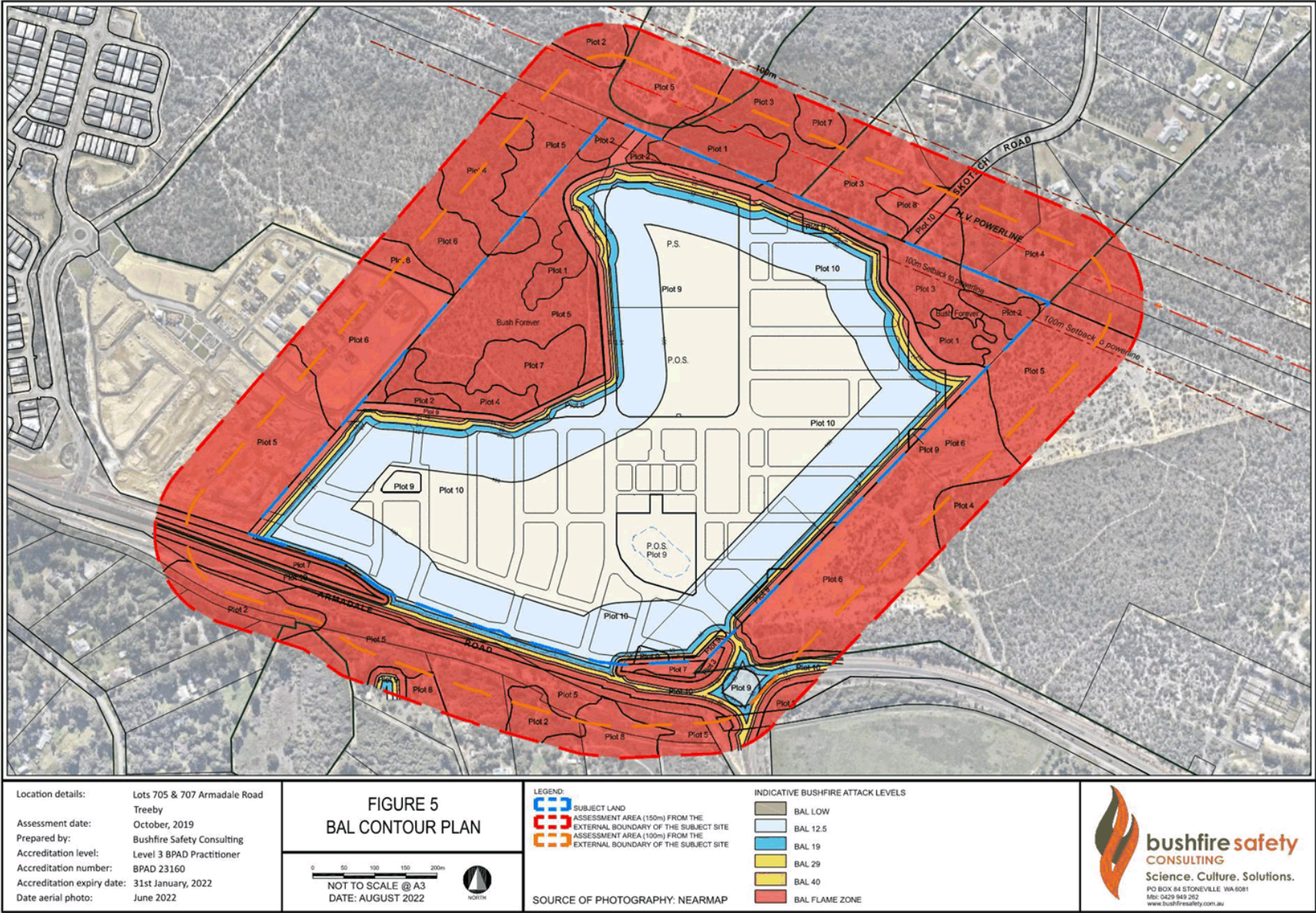
BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

3.2 Assessment Outputs

A post-development BAL contour assessment was undertaken according to Appendix 3 of the Guidelines and the results are found in Figure 6. A method 1 BAL Assessment was undertaken to determine the BAL contours impacting the site and the outputs are provided in Table 3.

Table 3. Summary of assessment outputs

LSP Interface	Plot No	Applied Vegetation Classification	Effective slope	Development lots	Minimum Separation Distance	Highest BAL Contour On Lots
North & West	1	Class A Forest	Downslope 0-5	Residential	27 m	BAL – 29
	2	Class A Forest	Flat/upslope	Future Primary School	18m road reserve 3m internal	BAL-29
	3	Class B Woodland	Downslope 0-5	Residential	21m	BAL – 29
	4	Class B Woodland	Flat/upslope	Residential	25m	BAL – 19
	5	Class D Scrub	Downslope 0-5	POS	18m	BAL – 29
	7	Class C Shrubland	Flat/upslope	Residential	42m	BAL-12.5
South & East	3	Class B Woodland	Downslope 0-5	Residential	18m	BAL-29
	5	Class D Scrub	Downslope 0-5	Residential	36m	BAL-12.5
	6	Class D Scrub	Flat/upslope	Residential	16m	BAL-29
	7	Class C Shrubland	Flat/upslope	Residential	13m	BAL-19



4 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES

Classified vegetation in the Bush Forever reserve to the north of the developable site will pose a long-term hazard to the adjacent residents and future school. Vegetation south of Armadale Road is similarly a long-term hazard. The vegetation west of the site is degraded, contains lower quantities of fine fuels and is a temporary hazard until removed permanently.

The vegetation east of the site is similarly degraded, contains lower quantities of fine fuels and is contained within the Bush Forever Conservation Reserve. As this area revegetates, Class d Scrub will further mature and will continue to be a long-term hazard to the site.

This bushfire threat to the proposed development will comply with SPP 3.7 and the *Guidelines for Planning in Bushfire Prone Areas V1.4 (2021)* based on the establishment of a perimeter Asset Protection Zone where required in the perimeter roads and landscaped parks and reserves.

5 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA

The Local Structure Plan illustrated in Figure 1 provides details about the nature of any future proposed urban land use. This BMP outlines strategies for compliance with the bushfire protection criteria based on the LSP.

This report adopts an acceptable solution and performance-based system of control for each bushfire protection criteria. This methodology is consistent with Appendix 4 of the *Guidelines for Planning in Bushfire Prone Areas, Version 1.4 (2021)*. The management issues are:

- Location of the development
- Siting and Design of Development
- Vehicular access.
- Water

5.1 Compliance Table

Acceptable solutions are proposed for all of the bushfire protection criteria and each illustrates a means of satisfactorily meeting the corresponding performance criteria. Land use planning bushfire risk mitigation strategies are comprehensively detailed in the following sections by providing responses to the performance criteria that fulfil the intent of the bushfire hazard management issues outlined in the *Guidelines for Planning in Bushfire Prone Areas V1.4 (2021)*. The compliance checklist is provided in Table 4 and spatial representation of the bushfire management strategies are illustrated in Figure 7.

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

Bushfire Protection Criteria	Method of compliance	Proposed bushfire management strategies
	Acceptable Solutions	
Element 1: Location	A1.1 Development Location	The Method 1 BAL Assessment in this report demonstrates the classified vegetation in the area surrounding the site does impact the proposed lots, but each does achieve a rating of BAL-29 or lower. All habitable buildings within the Amendment area (proposed 'Local Centre') will need to achieve a BAL-29 rating or below.
Element 2: siting and Design	A2.1 Asset Protection Zone (APZ)	A temporary and perimeter APZ is sited on the perimeter road reserves and adjacent landscape POS areas provide an additional low fuel managed setback to development. All internal POS areas within the site will be established in a low threat condition, with irrigated turf and mulched garden beds, and maintained in accordance with the details provided in Section 2.2 of this BMP. The APZ, consisting of the perimeter road reserve will achieve minimum APZ standards outlined in Appendix 1. The temporary APZ on the far western boundary is required as long as the vegetation remains adjacent to the site. Residential development is restricted in this zone until the vegetation is permanently cleared and the requirement for the temporary APZ is removed. Dwellings within 100 metres of classified vegetation will be managed in accordance with APZ standards (see Appendix 1). The future development in the Amendment area is to provide a permanent APZ to achieve a BAL rating of BAL-29 or below for all habitable buildings in the future.
Element 3: Vehicular Access	A3.1 Public Roads	The public roads to be created, as well as surrounding existing roads, comply with minimum public road standards outlined in Appendix 2.
	A3.2a Multiple access routes	Public road access is provided in two different directions with access from the site directly onto Armadale Road to the east and west and options onto Warton Road to the north and Lidelow Road to the south from Armadale Road. A second access way is to be developed from the northern end of the subdivision which will access Jandakot Road. Standards are met.
	A3.2b Emergency access way	Not applicable.
	A3.3 Through roads	Standards are met.
	A3.4a Perimeter roads	Not applicable
	A3.4b Fire service access route	The site is surrounded by roads and there are no Fire Service Access Routes proposed or required.
	A3.5 Battle-axe access legs	Not applicable
	A3.6 Private driveways	There are no private driveways proposed that are longer than 50m.
Element 4: Water	A4.1 Identification of future water supply	Water supply provided.

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

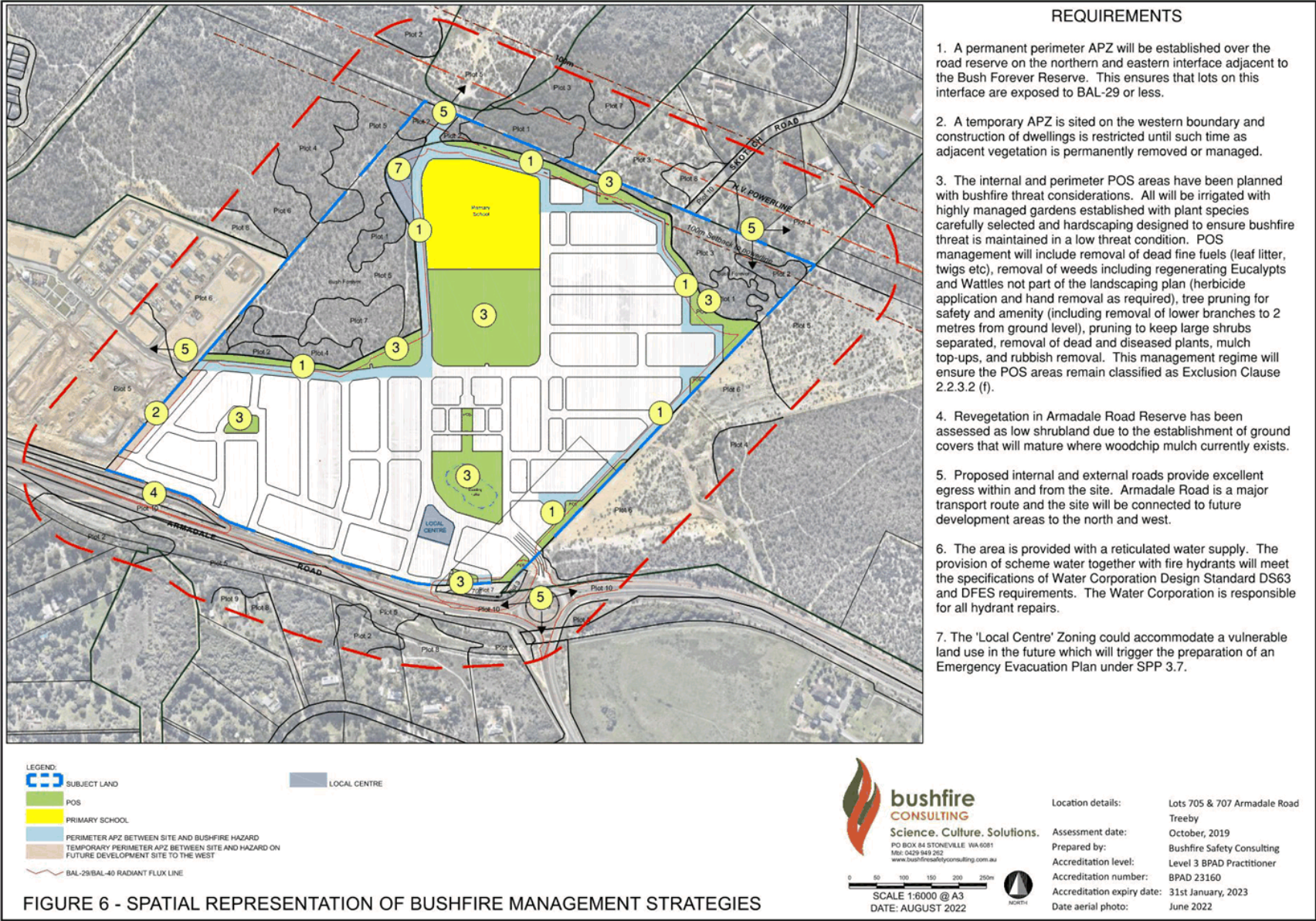
	A4.2 Provision of water for firefighting purposes	<p>The development will be provided with a reticulated water supply, together with fire hydrants that will be installed by the developer to meet the standard specifications of Water Corporation (Design Standard DS 63) and DFES.</p> <p>The development has access to a reticulated water supply. Hydrants will be spaced according to the Water Corporation's No. 63 Water Reticulation Standard.</p>
Element 5: Vulnerable Tourism Land Uses	A5.1 Siting and Design	Not applicable

Table 4. Compliance Table

5.2 Additional Management Strategies

A perimeter APZ will be established and maintained in the road reserve along the northern and eastern boundary which ensures that all future lots will be exposed to BAL-29 or lower. In addition, vegetation in POS areas within the site will be established and maintained in low threat condition as per Section 2.2.

A summary of management strategies is outlined in Figure 7.



BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

6 RESPONSIBILITIES FOR IMPLEMENTATION AND MANAGEMENT OF THE BUSHFIRE MEASURES

Table 5 outlines the broad ongoing responsibilities, actions and associated works that need to be undertaken by the future Developer / Proponent or Land Owner and the City of Cockburn. An accredited Bushfire Planning Practitioner will need to be engaged at Subdivision Application stage to update the BMP and assess the development against all of the bushfire protection criteria and SPP 3.7.

Table 5. Responsibility for bushfire measures

DEVELOPER / PROPONENT / LANDOWNER	
LSP, SUBDIVISION STAGE AND ONGOING MANAGEMENT	
1	Ensure the POS areas are designed and established to a low threat condition with fuel loads and fuel structures managed as outlined in the landscape plans and section 2.2.
2	At subdivision stage update the BMP and ensure compliance with SPP 3.7 and the guidelines.
3	At subdivision stage, ensure vegetation within the site is removed and managed in a low threat condition within 100 metres of the subdivision boundaries where possible and confirm BAL ratings for individual lots prior to the creation of titles.
4	Install the public roads to standards outlined in Appendix 2.
5	Ensure the site complies with the City of Cockburn's Fire Control Order as published.
6	Ensure any future construction of buildings comply with AS 3959:2018 as and when required.
7	Update the Bushfire Management Plan as requested by the City of Cockburn if it has reason to believe site conditions have substantially changed, or new methodologies or practice are adopted as identified in future revisions of the "Guidelines".
CITY OF COCKBURN – ONGOING MANAGEMENT	
8	Maintain public roads to appropriate standards and ensure compliance with the City of Cockburn's Fire Control Order.
9	Provide fire prevention and preparedness advice to landowners upon request, including the <i>Homeowners Bush Fire Survival Manual, Prepare, Act, Survive</i> (or similar suitable documentation) and the City of Cockburn's Fire Control Order.

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

7 CONCLUSION

This Plan provides acceptable solutions and responses to the performance criteria that fulfil the intent of the bushfire hazard management issues outlined in the Guidelines for Planning in Bushfire Prone Areas (WAPC 2021 V1.4). However, community bushfire safety is a shared responsibility between governments, fire agencies, communities and individuals.

The proposed LSP is located in the bushfire prone area (i.e. within 100 m of classified vegetation) and risk is reduced via compliance with *AS 3959:2018* standards.

Future lots will be exposed to < 29 kW/m². A minimum of two vehicular access options is achieved, and fire hydrant requirements for fire-fighting are met. The proposed development will fall within the acceptable level of risk.

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

REFERENCES

Standards Australia. 2018. Construction of buildings in bushfire-prone areas (Amendments 1-3), AS 3959-2009, Standards Australia International Ltd, Sydney

Western Australian Planning Commission (WAPC). 2017. Guidelines for Planning in Bushfire Prone Areas. December 2017 V1.3. Western Australian Planning Commission and Department of Planning WA, Government of Western Australia.

Western Australian Planning Commission (WAPC). 2015b. State Planning Policy No. 3.7: planning in Bushfire Prone Areas (SPP3.7). December 2015. Western Australian Planning Commission and Department of Planning WA, Government of Western Australia.

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BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

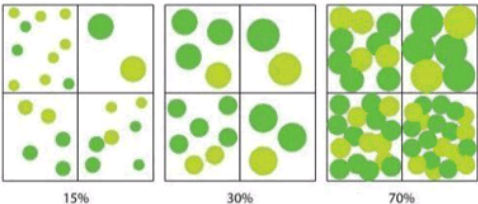


APPENDICES

- Appendix 1: Asset Protection Zone Standards
- Appendix 2: Vehicular Access Technical Requirements
- Appendix 3: City of Cockburn's Fire Control Order
- Appendix 4: Landscape Plans for the site
- Appendix 5: Armadale Road Landscape Plans

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

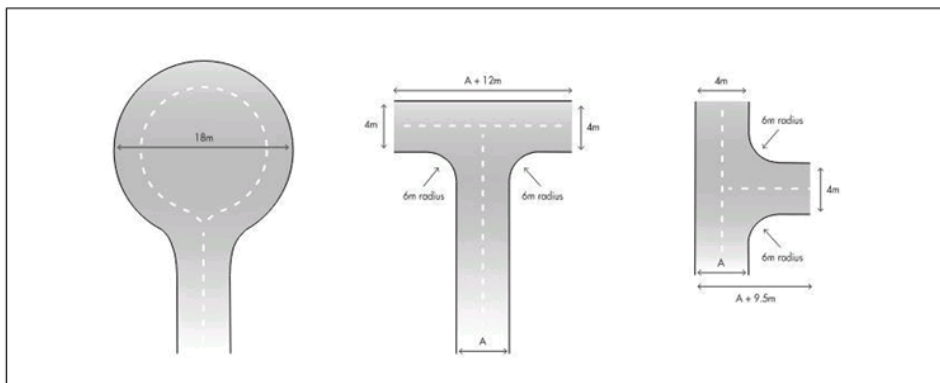
Appendix 1: Asset Protection Zone Standards

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES	
OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> Should be managed and removed on a regular basis to maintain a low threat state. Should be maintained at <2 tonnes per hectare (on average). Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> Trunks at maturity should be a minimum distance of six metres from all elevations of the building. Branches at maturity should not touch or overhang a building or powerline. Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. Canopy cover within the APZ should be <15 per cent of the total APZ area. Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ. <p>Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity</p>  <p>15% 30% 70%</p>
Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> Should not be located under trees or within three metres of buildings. Should not be planted in clumps >5 square metres in area. Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.
Grass	<ul style="list-style-type: none"> Grass should be maintained at a height of 100 millimetres or less, at all times. Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	<ul style="list-style-type: none"> Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	<ul style="list-style-type: none"> Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. The pressure relief valve should point away from the house. No flammable material within six metres from the front of the valve. Must sit on a firm, level and non-combustible base and be secured to a solid structure.

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

Appendix 2: Vehicle Access Technical Requirements**Table 6:** Vehicular access technical requirements

TECHNICAL REQUIREMENTS	1 Public roads	2 Emergency access way ¹	3 Fire service access route ¹	4 Battle-axe and private driveways ²
Minimum trafficable surface (metres)	In accordance with A3.1	6	6	4
Minimum horizontal clearance (metres)	N/A	6	6	6
Minimum vertical clearance (metres)	4.5			
Minimum weight capacity (tonnes)	15			
Maximum grade unsealed road ³	As outlined in the IPVVEA Subdivision Guidelines	1:10 (10%)		
Maximum grade sealed road ³		1:7 (14.3%)		
Maximum average grade sealed road		1:10 (10%)		
Minimum inner radius of road curves (metres)		8.5		

Notes:¹ To have crossfalls between 3 and 6%.² Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.³ Dips must have no more than a 1 in 8 (12.5% -7.1 degree) entry and exit angle.


BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

Appendix 3: City of Cockburn Fire Control Order

City of Cockburn Fire Control Order

Effective from 10 May 2018

First and Final Notice



Pursuant to Section 33 of the Bush Fires Act 1954 owners or occupiers of land situated within the City of Cockburn are required by law to comply with the prescribed Fire Control Order here within.

Definitions	
Authorised Officer	A person appointed by the City of Cockburn Chief Executive Officer as an authorised person/officer to exercise the powers and duties set out in the Local Government Act 1995, Bush Fires Act 1954 and Local Law(s).
Flammable Material	Any dead or dry grass, vegetation, substance, object, thing or material (except living flora including live and/or habitat standing trees) that may or is likely to catch fire and burn or any other thing deemed by an Authorised Officer to be capable of combustion.
Maintained Grass	Soil covered land, planted with grasses or other durable plants, maintained green and less than 50mm in height.
Prohibited Burning Time	The time of each year where it is unlawful to set fire to the bush at any time. This time is normally from 1 December of each year until and including 31 March of the following year. This time may be amended, subject to prevailing seasonal conditions.
Restricted Burning Time	The time of each year where it is unlawful to set fire to the bush without a valid Permit to Set Fire To The Bush issued by an Authorised Officer. This period normally is from 1 April until and including 31 May and from 1 October until and including 30 November of any year. This time may be amended, subject to the prevailing seasonal conditions.
Unrestricted Burning Time	The time of each year where it is lawful to set fire to the bush at any time, in areas zoned rural under the Metropolitan Region Scheme. This time normally is from 1 June until and including 30 September. This time may be amended, subject to the prevailing seasonal conditions.
Firebreak Time	The time of each year where fire hazard reduction works must be maintained as specified in this Fire Control Order. This time is 1 November of each year until and including 15 April of the following year.
Structure	A building, as defined in the Building Codes of Australia (BCA) may be made up of a number of classes if it has a mixed use.

1. All property (vacant or developed) – less than 4,047m²

To reduce the fire hazard on your land and to comply with the requirements of this Fire Control Order you are required to;

- 1.1 Have all flammable materials such as dry grass and weeds slashed, mown or trimmed down by other means to a maximum height of 50mm across the entire property for the duration of this Firebreak Time; and
- 1.2 Remove all dead vegetation.

2. All property (vacant or developed) – 4,047m² or greater

To reduce the fire hazard on your land and to comply with the requirements of this Fire Control Order you are required to;

- 2.1 Construct a firebreak (as defined within section 3 of this order) immediately inside all external property boundaries, this includes those adjacent to roads, drains, rail reserves and any public open space reserves; and
- 2.2 Remove all dead vegetation surrounding and over all habitable structures to a radius of 3 metres except living trees, shrubs, maintained grass and gardens under cultivation.

3. Firebreak Specifications

A firebreak is an area of land cleared of flammable material, installed to minimise the spread or extension of a fire and to provide suitable access for fire fighting vehicles. The standards of a compliant firebreak are as follows;

- 3.1 A firebreak must be constructed of bare earth, stone, or sealed surfaces and be clear of all flammable materials to create a 3 metre wide trafficable surface;
- 3.2 Maintained grass may occupy a firebreak;
- 3.3 Overhanging branches must be pruned to provide a 4 metre vertical clearance above the full width of the 3 metre firebreak surface; and
- 3.4 A firebreak must be a continuous trafficable surface for a fire fighting vehicle, clear of any obstructions and must not terminate in a cul-de-sac (dead end).

4. Additional Works

Regardless of land size and location, the City of Cockburn or its Authorised Officer(s) may require you to undertake additional work(s) on your property to improve access and/or undertake further works where in the opinion of that Authorised Officer(s), these works would be conducive to preventing the outbreak and/or the spread or extension of a fire.

5. Fire Control Order Variations

A variation will be considered where the owner and/or occupiers believe it is impractical to meet the compliance requirements of this Fire Control Order. Approved structure's occupying a firebreak will not require a variation approval. However, a firebreak will be required to be installed as close as practical around the approved structure.

If approved, variations will be valid in perpetuity, unless a new variation has been approved or the property changes ownership.

The City of Cockburn reserves the right to review, amend or revoke an existing variation in writing at any time. Should a request to vary the Fire Control Order requirements on your property not be approved in writing, this Fire Control Order must be complied with as applicable in its entirety.

6. Burning

During the declared Prohibited Burning Time owners and/or occupiers must not undertake any bush or garden refuse burning activities.

During the declared Restricted Burning Time only, owners and/or occupiers may:

- 6.1 Apply for a permit to burn the bush for bush fire risk mitigation purposes, by following the conditions imposed on a permit to burn as issued by an Authorised Officer.
- 6.2 In areas zoned rural by the Metropolitan Region Scheme you may undertake burning of leaves, tree branches, and other dry vegetation in piles no larger than 1m³ in size, without a permit to burn, subject to the following conditions:
 - 6.2.1 No flammable material (other than that being burned) is to be within 5m of the fire at any time while the fire is burning;
 - 6.2.2 The fire is lit between 6pm and 11pm and is completely extinguished before midnight on the same day;
 - 6.2.3 At least one person is present at the site of the fire at all times until it is completely extinguished; and
 - 6.2.4 When the fire is no longer required, the person ensures that the fire is completely extinguished by the application of water or earth.

During the Unrestricted Burning Time, owners and/or occupiers in areas zoned rural under the Metropolitan Region Scheme may burn garden refuse and set fire to bush on their land without a permit 'To Set Fire To The Bush'. Burning of the bush must be in accordance with all relevant State legislative requirements.

Burning of garden refuse in areas not zoned rural shall not be undertaken within the City of Cockburn, unless approved by an Authorised Officer.

Burning of household waste is prohibited in all areas of the City of Cockburn.

7. Penalties

Failing to comply with this Fire Control Order will result in a penalty of up to \$5,000. A person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by a City's Authorised Officer.

Any owner and/or occupier who engages a contractor to undertake works on their behalf is responsible to ensure that the works completed meet the requirements of this Fire Control Order.

Any Fire Control Order previously published by the City of Cockburn in the Government Gazette or in any Western Australian newsprint is hereby revoked.

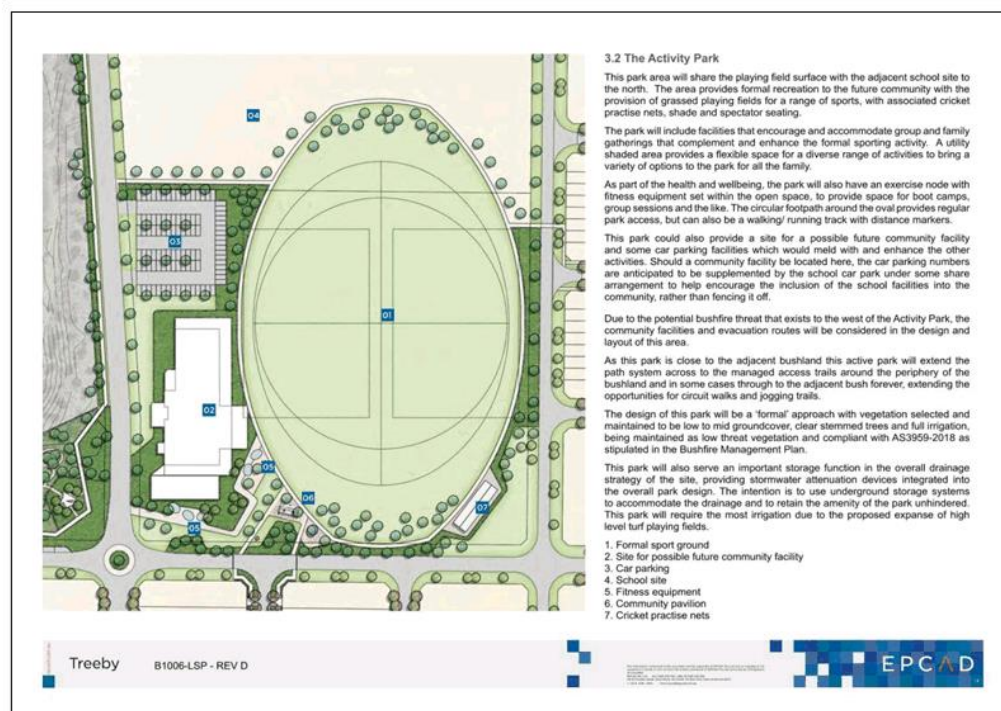
By Order of Council

Document Set ID: 7874932
 Version: 2, Version Date: 02/10/2023

The City of Cockburn Fire Control Order is available in Chinese, Portuguese, Italian and Croatian by contacting the City on 08 9411 3444.

BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

Appendix 4: Landscape Masterplan and POS Management



BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

Appendix 4: Landscape Masterplan and POS Management



The Lake Park

The location of this park was determined by the location of an existing lake and associated vegetation which we consider to have amenity value. The design intent is to retain and enhance both features and to exploit all the positive aspects of amenity that a lake brings from attracting wildlife, to the visual interest and the sound of water.

The intention is to formalise the edges of the existing water body, depending on the current situation. Where trees exist, there will be careful integration of low walls, boulders or rock pitching to make the slopes safe, with low shrub planting and limited access to these areas through the use of fences. Other clear areas will have higher wall finishes with balustrades to allow a close relationship with the water in complete safety. This combination of treatments and the meandering footpath provides a circular walk around the lake, sometimes up close, sometimes further away, to give a variety of views and experiences.

Cascades into the lake would provide water circulation with the bonus of the visual and audio amenity value.

The spaces in and around this lake will have a variety of uses, from low key quiet spaces beneath existing trees with yoga decks and reclined seating through to more active spaces of educational play and activity for all ages, bringing old and young together. The park is intended to have something for everyone.

Although this park is separate to the periphery areas of classified vegetation, we have still considered the local bushfire threat that could be created in the retention of the existing trees around the lake. All new vegetation will be fully irrigated and species chosen as low to mid groundcovers, with clear stemmed trees and maintained formally as low threat vegetation and compliant with AS3959-2018 as stipulated in the Bushfire Management Plan.

From this park there are two important links: north through to the activity park and south across to the sales office.

The sales office is where the inclusion of a pop up facility such as a café is proposed and the hope is to strongly link this facility with the park and to secure a more permanent local business of this nature in the future. The inclusion of a small community edible garden would be a positive addition to this space.

The strong connection north to the activity park will be accentuated using arbors, shade trees and feature sculptural elements to provide legibility and easy access between the reserves. The idea is to encourage walking and connectivity in shaded comfort wherever possible.

1. Retained lake with cascade
2. Multi-use play and amenity for all ages
3. Quiet and relaxing area for all ages
4. Strong green link between parks
5. Pop up cafe and community hub

Treeby B1006-LSP - REV D

EPCAD



The Arrival Experience

The southern entry to this community is designed to immediately influence road traffic to slow down and to bring an instant character narrative of a green, lush, calm place that is in contrast to the Armadale Road left behind.

The road layout is specifically designed to bifurcate around a group planting of large trees, and is slightly raised to slow traffic and to give the feeling that the trees were there first. This instantly provides a sense of shade and green aspect to the arrival experience.

Small parks lay to either side of this entry and are the start point to the circular walks around the community, with gateway entry walls bringing legibility. These walks (cycloways) connect into the main Armadale Road cycleway. The use of walls, art and paving, together with cascading plants and lush tree and shrub species combine to bring a sense of oasis.

Planting to the bund along Armadale Road is unfortunately outside the lot boundary and so negotiations will have to take place to make any changes to the bunds at this entry. As the bund treatment is outside our control, the arrival area and internal linear vegetation has been designed to be more formal, with full irrigation and maintained as low threat vegetation compliant with the Bushfire Management Plan. The hope is to achieve some ability to influence the shrub planting to the new bund, to try to bring some synergy between the two landscape environments.

1. Bifurcated road with mature tree planting
2. Road treatment to slow traffic
3. Gateway park to circuit walks
4. Cascading wall and plant treatment

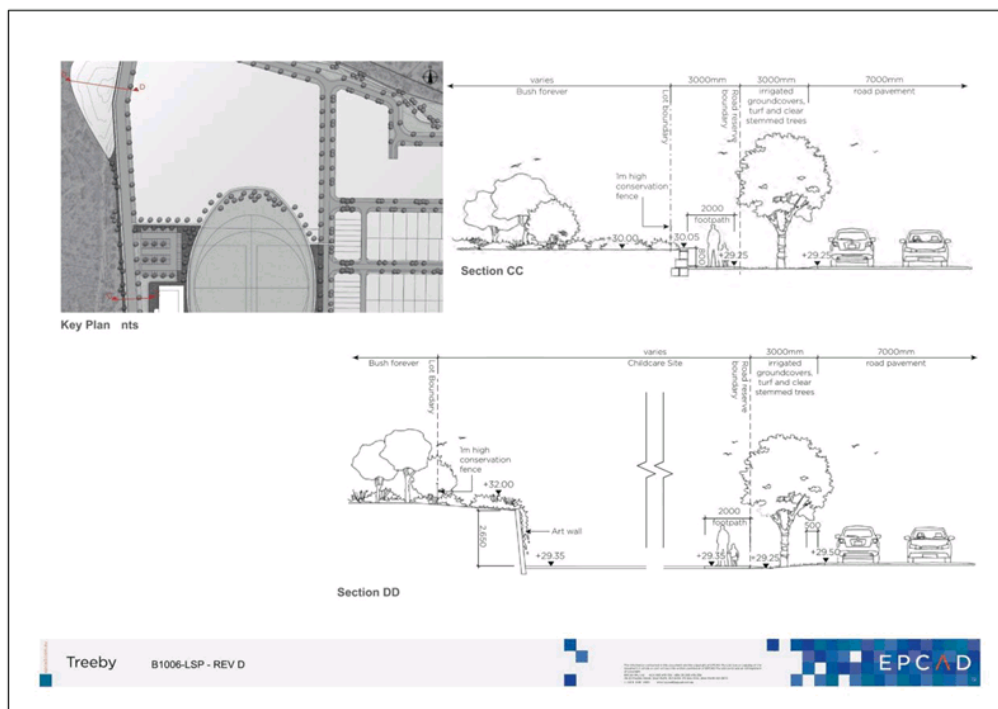
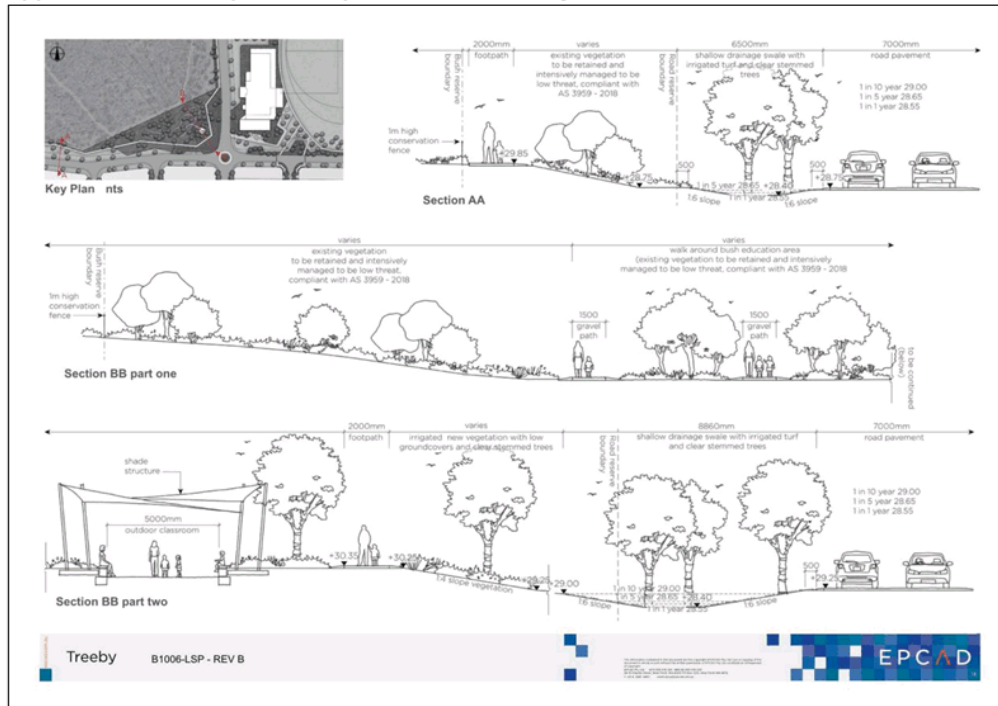


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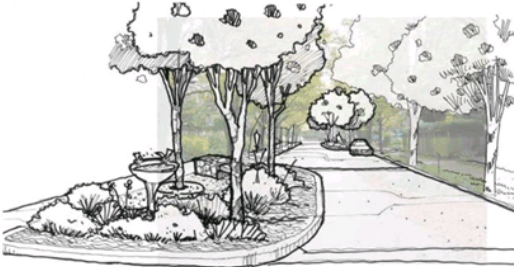
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BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

Appendix 4: Landscape Masterplan and POS Management



BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164



Streetscapes

One of the main drivers for a successful community lies in the streets. This is where people live, where their neighbour is and where the community develops. One of the main focus areas in this landscape masterplan is in rethinking the street design.

There has been interesting research into the design of streets and the opportunities to make them slower, safer and more people friendly. Also the identity of a street and the need to feel like it is a welcome experience to the residents. It is the crux of the neighbourhood.

In our climate, the user comfort value of any walking experience is so important. Streets that offer little tree cover can be too hostile and harsh to encourage any major walking or perambulating activity and so shade is paramount. Getting people using the streets more regularly to get to their local park enables residents to meet their neighbours, stop and chat, or sit and relax. Also, a mature tree canopy developed within a 10 to 15 year period can reduce the ambient urban temperature by 2-4 degrees with knock on benefits to reduce power consumption for air conditioning etc.

The intent of this design is to widen the verge wherever there are side lots, to enable large street tree planting for instant shade and identity to the streetscape. This also slows traffic to make the street safer, and provides a wider area to bring in elements of interest to the street. Perhaps a bird bath on one corner, a hopscotch game, a simple seat, book exchange box or piece of art. Bollards could be decorated or designed to pick out the street name and bring a sense of ownership to the street. The design would be improved with an element of shrub planting, but if maintenance was considered an issue, trees could be within permeable paving or bonded gravels. If required, these areas could also be used as underground storage for drainage at source.

In addition, to meander the road pavement slightly in one location within the reserve to enlarge the verge for group planting in the middle of that same street, again takes away the usual stark, straight street profile with single lot trees.


If there are existing trees in a development, we try to retain and work around them, which creates some of the best street outcomes. We are reversing this and accommodating new large trees as though they were there already to bring that same point of interest to the street.

Supplemented with the usual street trees, this approach should bring more shade to the street and bring a different aspect to the street on day one, making them more user friendly.

Each street should develop its own character and sense of place.

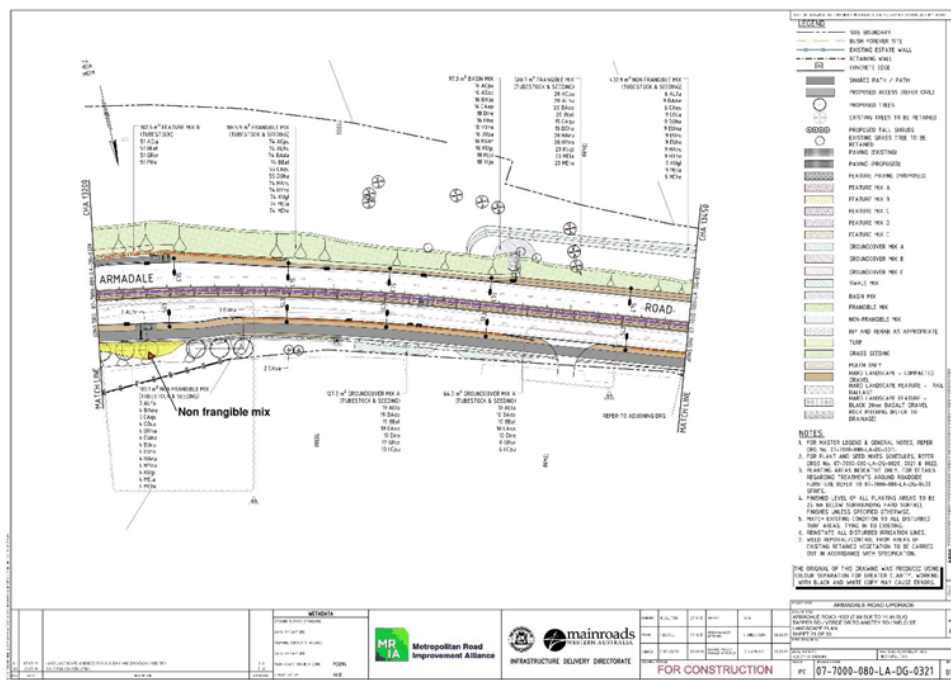
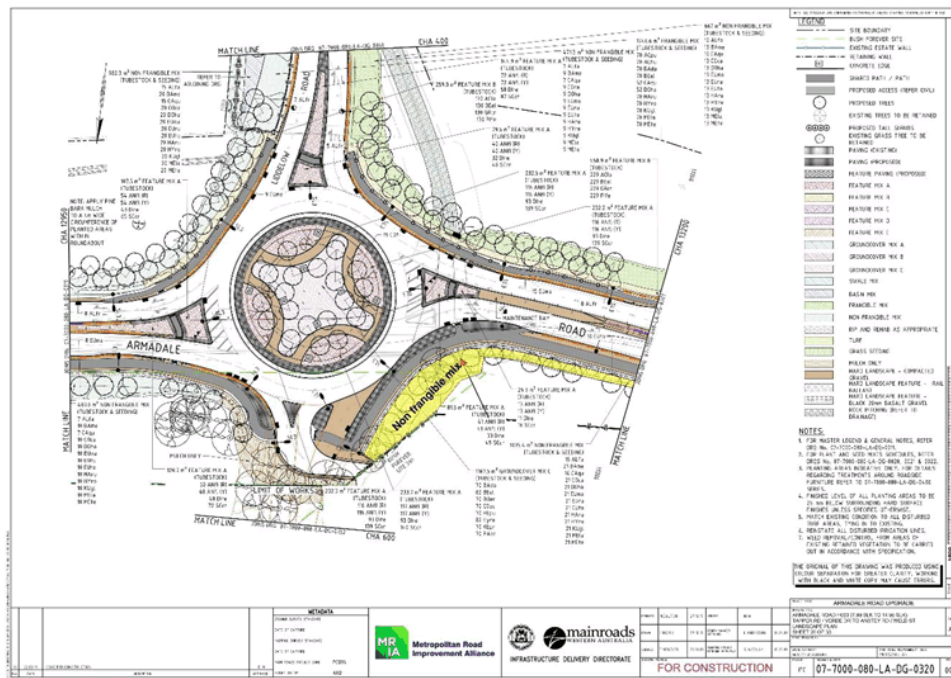
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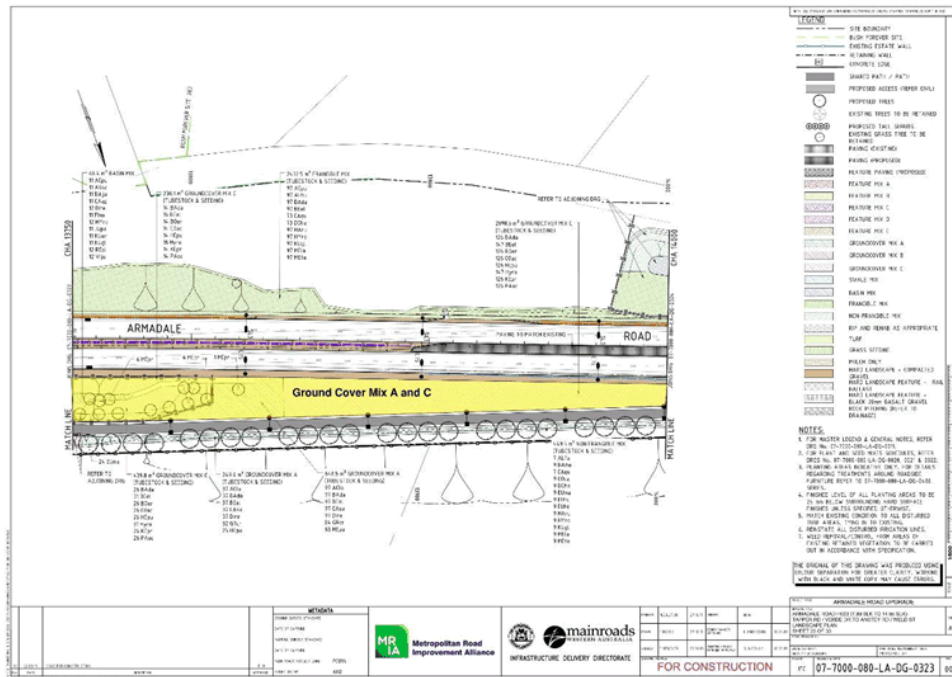
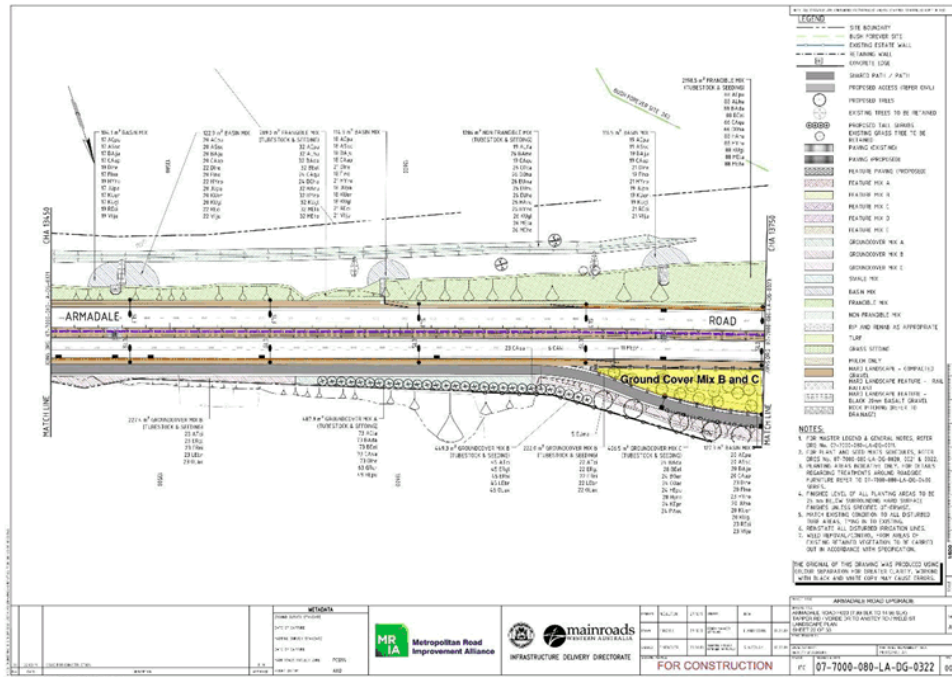
BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

Appendix 5: Armadale Road Landscape Plans



BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

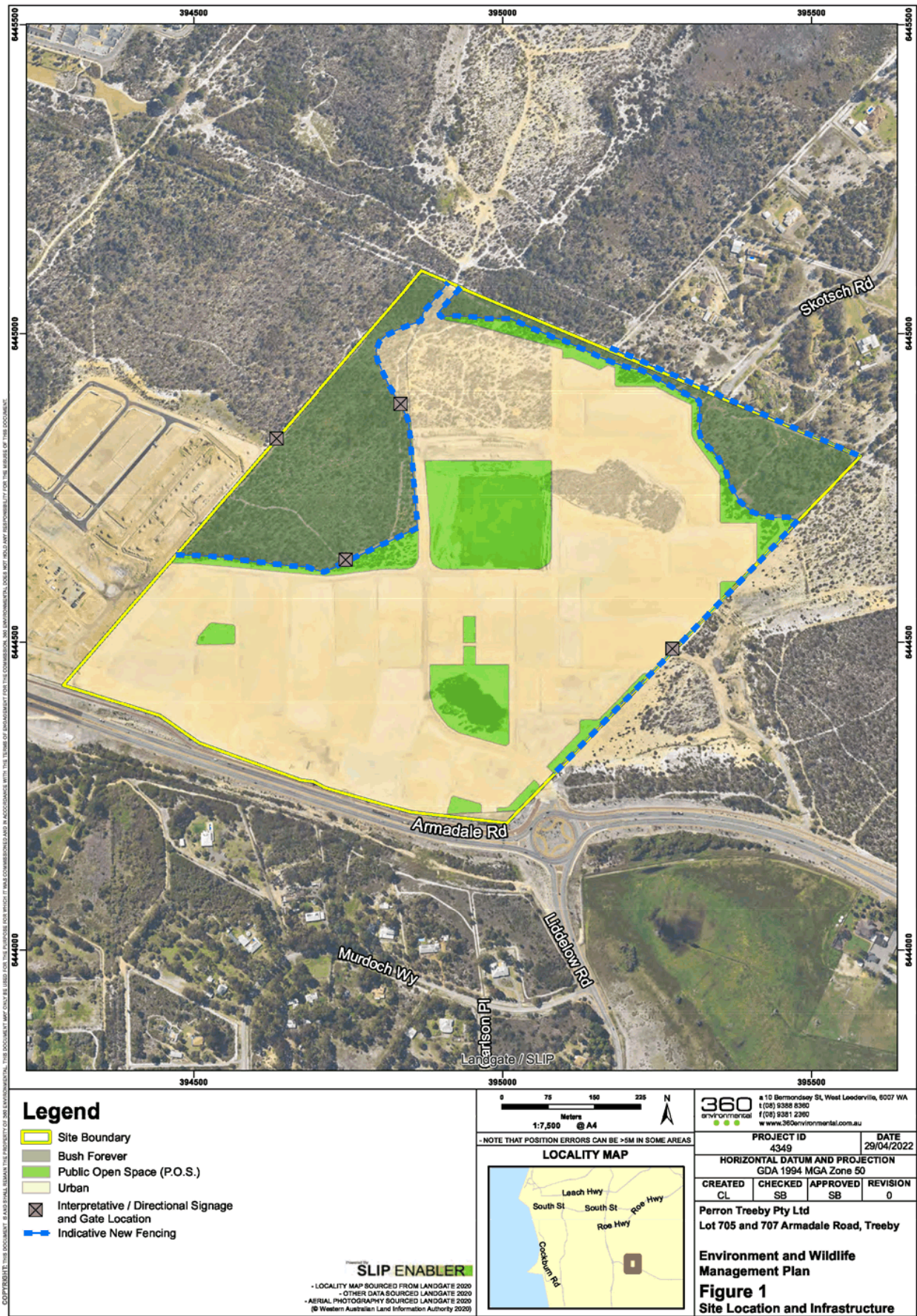
Appendix 5: Armadale Road Landscape Plans

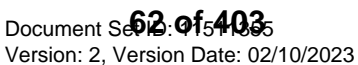


BMP – Local Structure Plan– Lots 705 & 707 Armadale Road, Treeby WA 6164

Appendix 5: Armadale Road Landscape Plans

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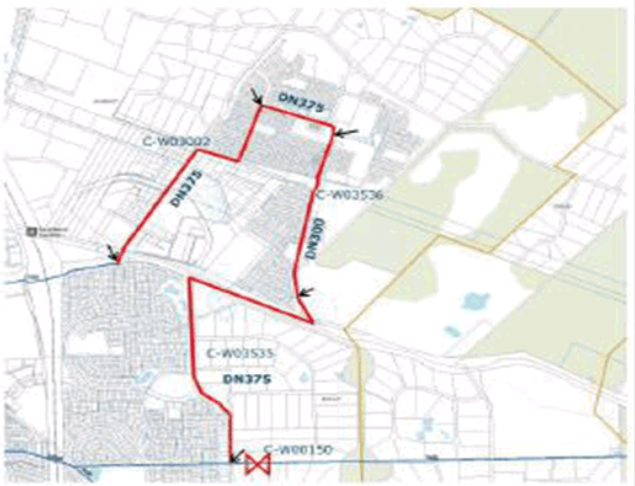



File No. 110/239

SCHEDULE OF SUBMISSIONS
PROPOSED STRUCTURE PLAN: Amendment No.1 - Lots 705 & 707 Armadale Rd, Treeby

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Department of Water and Environmental Regulation, Mandurah	<p>COMMENT: The Department has identified that the Lot 9100 Torwood Avenue, Treeby – Local Structure Plan Amendment has the potential to impact on water resource values and management. In principle the Department does not object to the proposal however key issues and advice are provided below and these matters should be addressed.</p> <p>Issue Better Urban Water Management/Water Resource Protection</p> <p>Advice The Department recommends that any development on the proposed amendment area should manage stormwater in accordance with the 'Decision process for stormwater management in WA (DoW 2016)' and the 'Stormwater Management Manual for Western Australia (DoW 2004–2007)'. This includes the first 15 mm of stormwater runoff from roads and carpark/hardstand areas being designed to undergo water quality treatment via biofiltration.</p> <p>Issue Native Vegetation Regulation</p> <p>Advice The applicant is advised that any native vegetation clearing permit exemption under Schedule 6, Clause 9 of the EP Act, which includes:</p> <ul style="list-style-type: none"> Clearing for the purposes of any development that is deemed by section 157 of the Planning and Development 	<p>1. Noted. Future development on the site will be required to contain all stormwater on site, consistent with the approved Local Water Management Strategy prepared for the Structure Plan.</p> <p>2. It is anticipated that the clearance of native vegetation will be exempt from a clearing permit, under Schedule 6, Clause 9 of the <i>Environmental Protection Act 1986</i>, where a subdivision approval is issued.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Act 2005 to have been approved by the responsible authority</p> <ul style="list-style-type: none"> Clearing in any building envelope described in the approving subdivision plan or diagram <p>will not be applicable to clear remnant vegetation for the childcare centre as the current subdivision approval does not include a building envelope for a childcare centre in the approved plan, only public open space.</p> <p>Should the amendment to the local structure plan be approved and a development approval for the childcare facility be issued, only then will the proposal be likely to be exempt from the requirement for a clearing permit under Regulation 5, Item 1 of the Clearing Regulations (clearing to construct a building).</p> <p>Where the Department has a statutory role, planning applications should be considered prior to the Department issuing any relevant permits, licenses and/or approvals.</p> <p>In the event there are modifications to the proposal that may have implications on aspects of environment or water management, the Department should be notified to enable the implications to be assessed.</p>	
2	Water Corporation, Leederville	<p>COMMENT: we wish to defer back to the Water Corporation's comments dated 13 March 2020 as attached;</p> <p>We offer the following comments in regard to this proposal.</p> <p>Water</p> <p>The subject area falls outside the approved planned water scheme area and therefore a reticulated potable water supply of</p>	<p>1. Water</p> <p>Noted. As part of the subdivision clearance process, the proponent will be required to construct the necessary potable water infrastructure.</p> <p>2. Protection of Water Sources</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>a sufficient capacity is not immediately available. The water planning for the area (that has been rezoned from Rural – Water Conservation to Urban) has not been undertaken as yet. But there is some preliminary planning that I have attached below.</p> <p>The proposed new development may require headworks size water mains to be constructed. The headworks mains may be required to be constructed as part of the subdivision process of this or other proposed developments in the surrounding area. A route for the headworks mains will also be required, up to 20 metres wide. The route shall be in the form of a road reserve.</p>  <p>Protection of Water Sources The subject area falls within the Jandakot Underground Water Pollution Control Area (UWPCA). Developers within a UWPCA need to fulfill their legal responsibilities including those covering 'land use' planning, environmental, health and building permit</p>	<p>Noted. The impact of future development on the Jandakot Groundwater Mound was considered prior to the original Structure Plan and Amendment area being rezoned to 'Urban' under the Metropolitan Region Scheme. Future development is required to connect to reticulated sewer to minimise contamination to the Groundwater Mound.</p> <p>3. Wastewater Noted. The northern part of the Structure Plan (and the southern part of Lot 5131 Jandakot Road, Treeby Structure Plan to the north) falls within a sewer catchment which is reliant upon the completion of Water Corporation managed pump station. It is acknowledged that the timing for the pump station to be operational may impact the implementation of the existing and future subdivision approvals.</p> <p>4. Drainage Noted. The drainage requirements across the Structure Plan area have been confirmed through the preparation of a Local Water Management Strategy and Urban Water Management Plan. The change in land use in the Amendment area does not require revisions to either document.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>matters. The Department of Water and Environmental Regulation is responsible for managing and protecting Western Australia's water resources. It is therefore recommended that this proposal is referred to the Department of Water and Environmental Regulation for assessment in accordance to the Land Use Compatibility in Public Drinking Water Source Areas publication if it has not been already.</p> <p><u>Wastewater</u></p> <p>It should be noted that approved wastewater planning for the area (that has been rezoned from Rural – Water Conservation to Urban) has not been undertaken as yet. But there is some preliminary planning that I have attached below.</p>  <p>According to the preliminary planning the subject area could fall within two catchments. The western portion of the subject area</p>	<p>5. General Comments</p> <p>Noted.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>may be able to gravitate thru the adjacent land to the west to the existing Clementine Blvd pump station. A route via a road reserve would be required. The remaining portion of the subject area falls within a catchment with no permanent pump station. This would all need to be investigated in the review of the current planning.</p> <p>Therefore reticulated sewerage is not immediately available to serve the subject area. All sewer main extensions required for the development site should be laid within the existing and proposed road reserves, on the correct alignment and in accordance with the Utility Providers Code of Practice.</p> <p>Consideration must be made to the location of the proposed pump station. The pump station will require appropriate land to be provided for the works and the odour buffer that will surround the works. A route for any headworks pressure mains will also be required, up to 20 metres wide. The route should be in the form of a road reserve.</p> <p>The location of the wastewater pump station is critical at the structure plan stage. It appears the proposed pump station may be located in a proposed park. We recommend that a meeting is arranged between the appropriate stakeholders. They could be the developer and or their representative, the Local Authority's Town Planning, Parks and Gardens representative, and Water Corporation. Could you please contact the enquiries officer to arrange the meeting?</p> <p><u>Drainage</u></p> <p>It appears from the LWMS that the subject area would like to connect into the Water Corporations drainage catchment to the south. If the developer decides to connect their drainage</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>system south of Armadale Road (which has been discussed) then the area would be required to make drainage headworks contributions and the area would be asked to pay drainage rates in the future.</p> <p>Our drainage system can only take predevelopment flows. So the developer will need to compensate any additional flows on their own land.</p> <p><u>General Comments</u></p> <p>The developer is expected to provide all water and sewerage reticulation if required. A contribution for Water, Sewerage and Drainage headworks may also be required. In addition the developer may be required to fund new works or the upgrading of existing works and protection of all works. Water Corporation may also require land being ceded free of cost for works.</p>	
3	Department of Biodiversity, Conservation and Attractions	<p>COMMENT: It is noted that the amendment seeks to introduce a Local Centre' zoning over a portion of Lot 9100 which is currently designated as public open space (POS) under the approved structure plan, to facilitate future development of a childcare centre.</p> <p>Advice to the City of Cockburn</p> <p>The proposed amendment area adjoins Bush Forever Site 390 "Fraser Road Bushland, Banjup" which contains regionally significant vegetation and a population of threatened flora. The agency responsible for the future management of the Bush Forever Site 390 has not yet been determined, although DBCA has indicated it is prepared to manage the western portion adjacent to the structure plan area in future, subject to negotiations with the Western Australian Planning Commission.</p>	<p>1. Boundary Interface</p> <p>It is noted that the specific interface treatment to manage the level difference between Bush Forever Site 390 and the proposed Local Centre site is yet to be determined.</p> <p>The City acknowledges that detail on earthworks is typically confirmed at the detailed design stage (in the clearance of subdivision conditions or as part of a development application) but is necessary in this instance to understand the implications (if any) on the Bush Forever Site.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>DBCA considers that the amendment area should be retained as vegetated POS, as shown on the approved structure plan, to avoid direct and indirect impacts to the adjacent high value bushland. Potential impacts may result from the construction and operation of the proposed childcare centre directly, and there may be potential threats to the centre from the future bushfire events.</p> <p>If the proposed amendment is approved by the City, the following advice should be considered.</p> <p>Boundary Interface</p> <p>To ensure access is controlled between the proposed childcare centre and the Bush Forever Site, a fence is required to be installed by the proponent along the boundary. Condition 21 of subdivision approval reference WAPC 159402 requires a fence to be constructed to the specification of the City of Cockburn and this requirement must be extended to the propose childcare centre. It is noted from recent aerial imagery that clearing has been undertaken along the Bush Forever Site boundary and the Torwood Avenue extension so a fence must be installed at the earliest opportunity to prevent unauthorised access into the Bush Forever site.</p> <p><i>Appendix 8 Explanatory Report for Amendment 1, with Attachments</i> (CLE Town Planning and Design, July 2022) states the following (page 6)</p> <ul style="list-style-type: none"> The topographical fall from Bush Forever Site 390 down to the level of the Torwood Avenue extension can be readily managed on-site through a mix of retaining and battering. 	<p>The City has since received a Preliminary Earthworks Plan which details a proposed batter within the Local Centre site to manage the level difference. To a</p> <p>2. Fire Management</p> <p>The revised Bushfire Management Plan prepared for the Amendment acknowledges that classifiable vegetation within Bush Forever Site 390 provides a constraint to future development within the Amendment area. This includes a significant portion of the site be required to be maintained as a permanent Asset Protection Zone to ensure habitable buildings achieve a Bushfire Attack Level (BAL) rating of BAL-29 or below.</p> <p>The City acknowledges that a Fire Services Access Route is required along the perimeter of the site, to accord with <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i> and the <i>Guidelines for Planning in Bushfire Prone Areas</i>.</p> <p>3. Threatened Flora</p> <p>Part 2.1.2 under Part Two of the Structure Plan refers to the landowner's obligations under the Commonwealth <i>Environmental Protection and</i></p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>It is important that the retaining and battering is designed and constructed to avoid impacts to the adjacent biodiversity values. There is to be no encroachment into the Bush Forever Site due to steep battering of retaining. DBCA recommends a maximum batter gradient of 1 in 6 in areas adjoining the fence line to avoid erosion and batter instability.</p> <p>Fire Management</p> <p>DBCA reiterates that all necessary fire management requirements should be provided for within the development area, and not place reliance or impositions upon the management of the adjoining Bush Forever Site in accordance with the provisions of <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas</i> and the associated guideline.</p> <p>This position has been emphasised in the <i>Environment and Wildlife Management Plan for Lot 705 and 707 Armadale Road</i> (360 Environmental April 2022, Revision 6). "Future bushfire protection requirements associated with urban development will be confined to the development area and will not impact on the bushfire and environmental management of the Bush Forever areas" (page 9).</p> <p>Threatened Flora</p> <p>Consistent with DBCA's previous advice regarding this development, it should be noted Bush Forever Site 390 contains a population of <i>Caladenia huegelii</i> (Grand spider orchid, ranked Critically Endangered). This threatened flora species is protected under the <i>State Biodiversity Conservation Act 2016</i> (BC Act) and <i>Commonwealth Environment Protection and Biodiversity Conservation Act 1999</i>. As the clearing and</p>	<p><i>Biodiversity Conservation Act 1999</i>, but does not include the landowner's obligations with respect to the <i>State Biodiversity Conservation Act 2016</i> regarding Section 40 applications.</p> <p>To make clear the landowner's obligations under the BC Act with respect to the proximity to <i>Caladenia huegelii</i>, modification to Section 2.1.2 is recommended.</p> <p>4. Encroachment from Wind Blown Sand Based on aerial imagery, it is not clear whether there has been encroachment of sand from subdivisional works on Lot 9100 Torwood Avenue into the Bush Forever site.</p> <p>Under the current subdivision approval for the site, there is a requirement for measures to be put in place to limit the impact of subdivisional works on the Bush Forever site.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>development associated with the proposed childcare centre is within 50 metres of known records of <i>C. huegelii</i>, the proponent should be advised of the requirement to submit a BC Act section 40 application, to address any inadvertent taking of threatened flora. Queries regarding BC Act requirements can be directed to DBCA's Species and Communities Program at flora.data@dbca.wa.gov.au</p> <p>Encroachment from Wind Blown Sand</p> <p>While not directly related to the proposed structure plan amendment, DBCA has noted from recent aerial imagery that there is evidence of incursion of yellow sand into the adjacent Bush Forever Site from the development area. This sand encroachment can cause vegetation impacts through smothering and should be managed by the proponent during earthworks and construction. The sand encroachment is particularly evident along the southern areas of the Bush Forever interface. Condition 21 of subdivision approval reference WAPC 159402 requires a fence to be constructed to the specification of the City of Cockburn. DBCA recommends that shade cloth be installed along the fence line at the earliest opportunity to reduce any further smothering of the vegetation resulting from sand picked up by strong easterly winds. This will also address any future wind-blown rubbish entering the bushland during house construction stages.</p>	
4	Department of Education, East Perth	<p>SUPPORT: The Department does not generally support Local Centre zones directly across from school sites due to associated adverse impacts that may result including increased traffic congestion and land use incompatibly issues.</p> <p><u>Compatibility of Land Uses</u></p>	<p>1. Compatibility of Land Uses</p> <p>Whilst the Structure Plan Amendment is premised on development of the proposed Local Centre site for a future child care centre, the City acknowledges</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Under clause 3.6.2 of the Western Australian Planning Commission's Operational Policy 2.4 – Planning for School Sites (OP 2.4), <i>'careful consideration needs to be given to ensure that schools sites are located amongst or adjacent to compatible land uses to support education, health and well-being outcomes'</i>.</p> <p>It is noted a child care premises is intended to be located on the future Local Centre zone which is considered a complementary land use with the school. However, there is provision for undesirable land uses including licenced premises, service stations, fast food outlets and shops (i.e. smoke/vapour/adult/liquor shops) to occupy within the Local Centre zone should the applicants deem not to pursue the child care premises option. Schools are deemed to be a sensitive land use. Consequently, it is vital that complementary land uses position in close proximity to school sites so as not to adversely impact the health and safety of students.</p> <p><u>Traffic / car parking</u> The applicant indicated a child care premises would not affect the movement network hierarchy and a traffic impact assessment / statement would be submitted at the development application phase. It is critical to ensure future land use operations would not generate significant increases in traffic, particularly during school peak hour drop off / pick up times. In addition, adequate provision of on-site car parking be provided that does not rely on any on-street embayment bays directly adjacent to school site to minimise any potential safety impacts to students of the school.</p> <p><u>Educare</u></p>	<p>that the zone could support land uses not suitable in proximity to a primary school.</p> <p>As part of a future development application for the site, the City will have due regard to the WAPC's <i>Operational Policy 2.4 – Planning for School Sites</i>, and refer the development application to the Department of Education for comment.</p> <p>2. Traffic/ car parking It is acknowledged that future development of the site will require a Traffic Impact Statement or Traffic Impact Assessment to assess the development's impact on the local road network, as the site was previously designated as POS under the Structure Plan.</p> <p>Future development of the site will be required to comply with Town Planning Scheme No.3 with respect to minimum car parking requirements for that land use.</p> <p>Where embayed parking is located within road reserves, it is unlikely that these bays would be available solely for pick-up and drop-off of students at the primary school.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Should the Local Centre zone be approved, the Department would support a future child care premises land use in the subject location as it is in line with the State Government's EduCare commitment which seeks to increase the opportunity for parents to access child care related services within close proximity of public primary school sites.</p> <p>In view of the above, the Department supports the proposed Local Centre zone for the purpose of a child care premises and that no incompatible land uses shall be developed on the subject site. Furthermore, the Department requests that any future development application be forwarded to the Department for comment to ensure compliance with relevant planning provisions.</p>	3. Educare Noted.
5	Department of Fire and Emergency Services, Cockburn Central	<p>COMMENT: This advice relates only to <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas</i> (SPP 3.7) and the <i>Guidelines for Planning in Bushfire Prone Areas</i> (Guidelines). It is the responsibility of the proponent to ensure the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.</p> <ul style="list-style-type: none"> The referral notes changes to lot 9100 Torwood Avenue, Treeby, however changes have been noted to other areas of the structure plan and BMP. These changes are discussed below, however primarily relate to the road layout and lots abutting existing vegetation. 	<p>1. BAL Contour Map Outputs Agreed. Table 3 in Section 3.2 of the Bushfire Management Plan does not recognise that the proposed 'Local Centre' site is subject to the highest BAL contour of BAL-FZ, due to its proximity to classified vegetation in Plots 1,2 and 5.</p> <p>A modification to Table 3.2 in Section 3.2 is recommended to reference separation distance between classified vegetation and the proposed Local Centre site, including the minimum BAL rating from each vegetation plot.</p> <p>2. Compliance with Bushfire Protection Criteria – Location</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION						
		<div><ul style="list-style-type: none">Of particular relevance, it is noted that the area in the north west of the site is proposed to change from Public Open Space to Local Centre, specifically identified as a Childcare Site in the Structure Plan report.</div> <div><p><u>Assessment</u></p><p>1. Policy Measure 6.3 a) (ii) Preparation of a BAL Contour Map</p><table><tr><th>Issue</th><th>Assessment</th><th>Action</th></tr><tr><td>BAL Contour Map outputs</td><td>The BAL contour outputs (Table 3 of Section 3.2) have not been updated to detail the impact of the vegetation on Plots 1, 2 and 5 on the lot proposed to be Childcare. It is noted that the lot will contain areas of BAL-FZ/40 from one or more of these Plots.</td><td>Modification to the BMP is required</td></tr></table></div> <div><p><u>2. Policy Measure 6.3 c) Compliance with the bushfire protection criteria</u></p></div>	Issue	Assessment	Action	BAL Contour Map outputs	The BAL contour outputs (Table 3 of Section 3.2) have not been updated to detail the impact of the vegetation on Plots 1, 2 and 5 on the lot proposed to be Childcare. It is noted that the lot will contain areas of BAL-FZ/40 from one or more of these Plots.	Modification to the BMP is required	<p>Noted. Under <i>State Planning Policy 3.7 – Planning for Bushfire Prone Areas</i>, habitable development is limited to areas of a site assessed as having a Bushfire Attack Level (BAL) rating of BAL-29.</p> <p>The proposed bushfire management strategies in Section 5.1 of the BMP recognises that all habitable buildings within the ‘Local Centre’ zone will need to achieve a BAL rating of BAL-29 or below, although this restriction is not stated in Table 5 – Responsibility for Bushfire Measures.</p> <p>To provide a mechanism to limit the development of habitable buildings in a part of the site assessed as a BAL-40 or BAL-FZ, it is recommended that Table 6 is modified to require a restrictive covenant at the subdivision stage.</p> <p>3. Compliance with Bushfire Protection Criteria – Siting and Design It is acknowledged that the development potential of the site is limited by the extent of BAL-40 and BAL-FZ.</p> <p>A site-specific BMP will be required at the development stage, which provides further detail on a proposed Asset Protection Zone (including landscaping) within the property boundaries to ensure</p>
Issue	Assessment	Action							
BAL Contour Map outputs	The BAL contour outputs (Table 3 of Section 3.2) have not been updated to detail the impact of the vegetation on Plots 1, 2 and 5 on the lot proposed to be Childcare. It is noted that the lot will contain areas of BAL-FZ/40 from one or more of these Plots.	Modification to the BMP is required							

NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
		Issue	Assessment	Action	
		Location	<p>A1.1 – not demonstrated</p> <p>The BAL ratings cannot be validated, as the vegetation classification inputs require modification as per the above table.</p> <p>The proposal is for a modification to reclassify an area of Public Open Space to Local Centre. The submitted information indicates that the future proposed use of the site would be a Childcare Centre, considered to be a vulnerable land use.</p> <p>The site is situated on an irregularly shaped lot between a Neighbourhood Connector Road (including a 3-way intersection) and a Bush Forever area.</p> <p>There are areas of the site exposed to BAL-40/BAL-FZ which represents an extreme risk which does not comply with A1.1.</p>	Modification to the BMP is required	<p>habitable development achieves a BAL-29 rating.</p> <p>4. Compliance with Bushfire Protection Criteria – Vehicular Access There is no scope for the City and WAPC to request amendments to the Structure Plan and a new subdivision application to provide a through road connection to Skotsch Road and removal of cul-de-sac roads.</p> <p>5. Emergency Evacuation Plan The City has not received an Emergency Evacuation Plan (EEP) from the applicant. It is noted that under SPP 3.7, an EEP will be required at the development application stage for any 'vulnerable' land uses</p> <p>6. Building Construction Standards The City notes that changes to the <i>Building Regulations 2012</i> (the Building Regulations) will come into effect on 1 May 2023, introducing provisions of the National Construction Code (NCC) 2022. These changes will introduce building requirements for Class 9 buildings (which include child care premises), which limit such buildings to a part of a site with a radiant heat impact of no greater than 10kWh/m², and outdoor</p>

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			<p>Specifically, the BAL Contour Map shows large areas of the site classified as BAL-FZ which means “<i>direct exposure to flames from the fire front in addition to heat flux and ember attack</i>” (AS3959). In a ‘no notice’ bushfire event “<i>radiant heat levels and flame contact are likely to significantly threaten building integrity and result in significant risk to... students/visitors ... who are unlikely to be adequately protected.</i>”</p> <p>The site for the proposed modification would not achieve BAL-29 or below, it does not appear that the risk can be managed and it is not considered unavoidable. This location is therefore not considered suitable for the zoning indicated.</p> <p>It is further noted that DPLH has recently released a Draft Position Statement on Childcare premises. This considers Childcare premises in bushfire prone areas as</p>	<p>areas to a radiant heat impact of no greater than 1kWh/m².</p> <p>Such changes have the potential to limit the implementation of a development approval for a Child Care Premises land use (including other ‘Vulnerable’ land uses), even if an approved development is fully compliant with SPP 3.7 and the associated guidelines.</p> <p>In recognition that changes to the Building Regulations may impact the ability to develop the site for a Child Care Premises, modification to Section 2.4 – Bushfire in Part Two of the Structure Plan is recommended.</p>

NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
			undesirable. The draft Position Statement is available online: Draft PS Child care premises.pdf (dplh.wa.gov.au)		
		Siting & Design	<p>A 2.1 – not demonstrated</p> <p>The proposed lot would be surrounded by an extreme hazard designated as Bush Forever, with the vegetation granted protection from modification by that designation.</p> <p>Given the large area of the site classified as BAL-40/-FZ as a result of the adjoining vegetation, it is not clear whether a future design could be produced that appropriately responds to the surrounding hazards and addresses Element 2 to minimise the potential impact of bushfire to impact to buildings and any outdoor play area.</p> <p>Clause 1 on Figure 6 (Spatial Representation of Bushfire Management Strategies) references a permanent</p>	Modification to the BMP is required.	

NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
			<p>perimeter APZ over the road reserve on the northern and eastern interface adjacent to the Bush Forever Reserve, clearly indicating the importance to provide separation between the hazard and any development. This is considered even critical when vulnerable land uses are contemplated.</p> <p>It is also noted that the classification for the Future Primary School site relies upon a setback of 3m within the future site to achieve BAL-29, which implies that the proposed lot would be subject to BAL-40.</p> <p>Strategic planning represents an opportunity to avoid creation of lots containing BAL40/FZ through appropriate layout and design rather than relying on building treatments, which should only be relied upon when planning cannot achieve an appropriate response.</p>		

NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
			It is noted that the proposed Childcare use would be more suitably sited if integrated into the proposed Future Primary School site, or an alternative location that does not abut high risk vegetation.		
		Vehicular Access	A3.2a – comment only It is acknowledged that the subject Structure Plan has previously been granted approval, however there is potential for improved vehicle access for the development if a link through Skotsch Road is investigated to the north of site. It is noted that this would align with existing road connections and could be used prior to the required Jandakot Road connection discussed in the structure plan.	Comment only	
		Vehicular Access	A3.3 – not demonstrated In bushfire prone areas, a cul-de-sac subdivision layout is not favoured because they do not provide access in different directions for	Modification to the BMP is required.	

NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
			residents. The updated BMP details two cul-de-sacs to the north and south of the structure plan in the map, however state in the assessment that no cul-de-sacs are proposed. It is noted that these cul-de-sacs were not present in the previously submitted BMP dated 13 December 2019.		
		3. Policy Measure 6.6.1 Vulnerable and High-Risk land uses			
		Bushfire Emergency Evacuation Plan (BEEP)	The referral has included a 'Bushfire Emergency Evacuation Plan' for the purposes of addressing the policy requirements. Consideration should be given to the Guidelines Section 5.5.4 'Developing a Bushfire Emergency Evacuation Plan'. This contains detail regarding what should be included in a BEEP and will ensure the appropriate content is detailed when finalising the BEEP to the satisfaction of the City.	Comment only	

NO.	NAME/ADDRESS	SUBMISSION		RECOMMENDATION
		Building Construction Standards	<p>Noting that this proposal is for modification to a Structure Plan, Childcare Centres are a class of building not covered by AS3959:2018. If such a development is approved in future then the building should be constructed to utilise all of the aspects of AS3959 that apply to the appropriate Bushfire Attack Level (BAL). This is consistent with Clause 78E(1) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> which requires the local government to have regard to the bushfire construction requirements of the Building Code of Australia. In addition, Clause 5.8.3 of <i>Applying SPP 3.7</i> in the Guidelines reads as follows:</p> <p><i>The bushfire construction provisions of the Building Code of Australia do not apply to Class 4 to Class 9 buildings. In these instances the applicant has the discretion to</i></p>	Comment only

NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
			<p><i>utilise any or all of the elements of AS3959 in the construction of the building that they deem appropriate.</i></p> <p>Although BAL construction standards do not guarantee the survival of the occupants or building, DFES does support the improved bushfire resilience provided by AS3959 construction.</p> <p>Importantly, Class 9 buildings should be afforded significant protection from the impacts of a bushfire due to being occupied by people who may need assistance, or be unable, to evacuate the building in the event of a bushfire. In response, revised provisions in the National Construction Code are proposed for implementation in 2023.</p> <p>The proposed changes include but are not limited to; minimum separation between buildings, and separation from allotment boundaries,</p>		

NO.	NAME/ADDRESS	SUBMISSION		RECOMMENDATION
			<p>carparking areas and hazards. It is suggested the decision maker consider applying the proposed higher construction and design standards to the proposed development.</p> <p>Further information regarding the proposed changes can be found here: NCC 2022 Volume One - Building Code of Australia Class 2 to 9 buildings.pdf (abcb.gov.au)</p>	<p><u>Recommendation – Compliance with Acceptable Solutions not demonstrated – modifications required</u></p> <p>The BMP does not adequately address the policy requirements of SPP 3.7 and the Guidelines.</p> <p>DFES has assessed the Structure Plan and accompanying BMP. Several issues that need to be addressed (refer to the tables above). It should be noted that support for the proposed modification to enable a vulnerable use on the land at the north west of the site, formerly public open space, is unlikely to be provided based on information provided to date.</p> <p>In addition to the BMP updates, DFES recommends amendments to the proposed Structure Plan, consistent with any future modifications to the BMP. The proposed changes include commitments regarding the location of any development within the proposed Local Centre lot in an area of BAL-29 or below; and</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		vehicular access to meet the requirements of SPP3.7 and Guidelines at all stages of the development.	

City of Cockburn – Recommended Modifications**Amendment No.1 to the Lots 703 & 707 Armadale Road, Treeby Structure Plan**Structure Plan Map

1. Modify the Structure Plan Map to retain a minimum 6 metre wide area along the northern, western and southern boundary of the proposed Local Centre site as Public Open Space
2. Relocate the western public open space to the same alignment as the subdivision approval for Lot 705 and 707 Armadale Road, Treeby (WAPC Ref: 159402) and amend the extent of the adjacent 'Residential R30/40' zone accordingly.
3. Provide a seamless connection between Encyclia Boulevard (in the Lot 703 Ghostgum Avenue Structure Plan) and the south-west subdivisional road, as per the subdivision approval (WAPC Ref: 159402).
4. Extend the 'Local Centre' site (bound by Torwood Avenue, Opulence Street and Gratitude Street) to include an area of approximately 130m² to south which is zoned 'Residential R30/40' under the structure plan map, consistent with the approved R-Code Plan approved by the Western Australian Planning Commission.
5. Amend the 'Local Centre' zone from a density range of 'R40-R80' to 'R40'.

Part One Implementation

6. Insert the R-Code Plan approved under WAPC Ref: 159402, consistent with the Western Australian Planning Commission's Structure Plan Framework.

Part Two Explanatory

7. Amend Section 1.3.2 City of Cockburn Town Planning Scheme No.3 to update the title of Table 2 to 'Table 2: Development Area 4 Provisions'.
8. Amend Section 2.5.1 Aboriginal Heritage to reference the proclamation of the Aboriginal Cultural Heritage Act 2021 on 1 July 2023, and reference that ground disturbance works after this date may trigger assessment under this legislation.
9. Amend 'Table 6 – Public Open Space Schedule' in Section 3.4.1 Public Open Space Provision to:
 - amend the area of 'uncredited interface POS' to reflect the additional area of road reserve ceded under Deposited Plan 423211; and
 - amend the area of 'Activity Park' and resultant creditable public open space, to reflect the additional area of road reserved ceded under Deposited Plan 423211.
10. Insert an additional section (Section 3.11 Building Requirements) to reference that amendments to the *Building Regulations 2012* (which will fully come into effect from 1 May 2024) will apply to Class 9 Buildings, which may impact the ability to development certain land uses in Bushfire Prone Areas.

Appendix B – Bushfire Management Plan

11. Amend Table 5.1 Compliance to reference the construction of a minimum 6 metre wide Fire Services Access Route (constructed to the standards prescribed in the *Guidelines for Planning in Bushfire Prone Areas*) as the proposed bushfire management strategy to address Acceptable Solution A3.4b.
12. Amend Figure 6 – Spatial Representation of Bushfire Management Strategies to include the requirement for a minimum 6 metre wide Fire Services Access Route within the Amendment area, and designate the FSAR as 'Public Open Space'.
13. Amend Table 5: Responsibility for Bushfire Measures to:
 - Reference the need for the Developer/Proponent/ Landowner to construct a Fire Services Access Route along the perimeter of the site (to the technical standards provided for in the *Guidelines for Planning in Bushfire Prone Areas*), such that it provides for two points of access onto Torwood Avenue and provides access into Bush Forever Site 390.
 - Reference the City of Cockburn having ongoing management for the Fire Services Access Route.

Appendix 8 – Explanatory Report for Amendment 1

14. Insert a revised Preliminary Earthworks Plan which details the indicative site level of the Local Centre site, Bush Forever Site 390 and adjoining public open space which includes:
 - the design of a Fire Services Access Route along the northern, western and southern boundary of the lots, such that there are two direct points of access with Torwood Avenue; and
 - provide retaining walls to manage the level difference between the Public Open Space (Fire Services Access Route) and the developable area of the Local Centre site, in lieu of a batter.

14.1.2 Development Application DA23/0006 - Lot 1 (171) Fawcett Road, Lake Coogee - Renewal of DA20/1042 - Sea Container and Storage Yard

Responsible Executive A/Chief of Built and Natural Environment

Author(s) Acting Coordinator of Development Services

Attachments 1. Attachment 1 - Development Plans [↓](#)
2. Attachment 2- Schedule of Submissions [↓](#)

RECOMENDATION

That Council:

- (1) GRANTS temporary development approval for a Storage Yard, two (2) sea containers and associated fencing at Lot 1 (171) Fawcett Road, Lake Coogee, in accordance with the approved plans and subject to the following conditions and footnotes:

Conditions

1. Development shall be carried out in accordance with the terms of the application as approved herein and any approved plan
2. This is a temporary approval valid for a period of two (2) years from the date of this decision. Upon expiry of this approval, the approved use shall cease. All materials being stored and the structures and sea containers pertaining to this approval shall be removed unless a subsequent development approval is issued by the City.
3. All stormwater shall be contained and disposed of on-site to the satisfaction of the City.
4. The Dust Management Plan submitted as part of DA20/1042 shall be implemented for the duration of the approval, to the satisfaction of the City.
5. The Access Management Plan (AMP) submitted as part of DA20/1042 shall be implemented for the duration of the approval, to the satisfaction of the City.
6. No storage of goods or structures shall be stored outside of the Storage Yard as shown on the hereby approved plans, to the satisfaction of the City.
7. For the duration of the approval, the Storage Yard shall only be accessed and used between the hours of 8am to 6pm on Mondays to Fridays only. No access or use of the Storage Yard is permitted on Saturdays, Sundays or Public Holidays.
8. The sea containers hereby approved shall only be used for storage purposes and shall not be used for human habitation, to the satisfaction of the City
9. The premises shall be kept in a neat and tidy condition to the satisfaction of the City.

Footnotes

- a) This is a Development Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the City, or with any requirements of the City of Cockburn Town Planning Scheme No. 3 or with the requirements of any external agency.
 - b) The issue of a development approval does not negate the need for the owner and/or applicant to seek all other required approvals for the site. You may also require approval under the Strata Titles Act 1985, approval from any relevant Strata company or other Strata Lot owners.
 - c) No storage or any other related development shall be located within 1.2m from a septic tank or within 1.8m from a leach drain. Please be advised that it is the obligation of the applicant/landowner(s) to ensure sufficient setbacks to the effluent disposal system(s) are maintained at all times.
 - d) With regards to Condition No. 2, the applicant/landowner(s) are advised that if it is proposed to continue the use of the land beyond the expiration of the approval period, a further application must be lodged with the City prior to the expiration date for determination. It should be noted that further approval may not be granted depending on circumstances pertaining to the use and or development of the land in the context of the surrounding locality.
 - e) The development shall comply with the noise pollution provisions of the Environmental Protection Act 1986, and more particularly with the requirements of the Environmental Protection (Noise) Regulations 1997.
 - f) This temporary approval has not incurred liability for a development contribution fee as per 5.3.13 of the City's Town Planning Scheme No. 3. However, any subsequent approvals may incur a liability.
- (2) NOTIFIES the Applicant and those who made a submission during the public consultation period of Council's Decision.

Background

The City is in receipt of an application to extend a temporary approval granted under DA20/1042.

The original development application was issued a temporary approval by Council at its ordinary council meeting held on 12 September 2019 (DA19/0047), and further extended at the 8 April 2021 Ordinary Council Meeting.

The collective total storage area is 1,090m²; 400m² proposed storage is comprised of sea containers of 29.28m² in area (closed storage) with the remaining 370.72m² as open-air storage.

The two separate storage areas were approved under different development applications with varying expiry dates. This application seeks to consolidate the two areas into a singular development application with a singular expiry date (being 2 years from the determination date).

The existing 690m² storage yard (DA19/0047) arose following complaints in 2018 received of a [then] unkempt property.

At that time the owner was storing materials scattered on the property beyond the final approval area of 690m².

The City took compliance action prior to this approval to address the overflow of materials and construction equipment affecting nearby landholdings.

As a result of the compliance process, the owner's cooperation and Council approval, the landowners received the above approval. This approval maintains a clear boundary of 690m² for a storage yard to contain the loose materials away from adjoining residences.

The applicant under the previous 12 September 2019 Council approval has since been adhering to the conditions set.

The City has received community enquiries regarding the existing storage use; however, these enquiries are able to be addressed via the existing and proposed conditions.

On 14 September 2020 the planning compliance matter was resolved to have been closed by the City, noting the compliance issues in relation to this property have been addressed.

No further compliance matters of concern relate to this property, however, should any arise the City's Compliance Officers will be able to enforce compliance with the existing and proposed conditions under the Planning and Development Act 2005.

Given the original decision was determined by Council, this extension application has been brought to Council for determination.

Report

The proposal comprises of the following:

- A total storage area of approximately 400m² (20m x 20m)
- The provision of two sea containers, which are 2.4m x 12.2m (29.28m²) each and a height of 2.6m
- The storage yard being setback 31.47m from the northern property boundary, the closest residential dwelling, and approximately 81.51m east of Fawcett Road
- A 1.8m high temporary fence with 70% block-out shade cloth enclosing and screening the storage yard

- A ground base of 150mm crushed limestone road base
- The storage of scaffolding and general construction materials by a construction company
- Vehicle movements typically between the standard work hours of 8am to 4pm
- No external lighting proposed
- Two employees, related to the storage yard, residing at the premises.

Collectively, the subject site would comprise of an aggregate storage area of 1,090m² of similar merits, including:

- The storage of general building and construction materials for two separate building companies
- Constrained hours of access between the hours of 8am to 6pm on Mondays to Fridays, with minimal traffic movements
- Two areas with 1.8m high temporary fencing and screening devices inclusive of 70% block-out shade cloth enclosing and screening either storage yard
- Large setbacks to residences within close proximity to the subject site; with the storage yard subject to this report being setback the least to the adjoining residence.

Public Consultation

Given the previous applications were advertised and the lack of movement within the planning framework as it pertains to Development Area 5, the decision was made to advertise the application to adjoining neighbours.

The Planning and Development (Local Planning Scheme) Regulations 2015 stipulate development applications are advertised for a minimum of 14 days. The application was advertised from the 18th of April until the 4th of May (16 days).

One objection was received, which is outlined in Attachment 2 along with officer comments. The objection raised a number of concerns which are addressed in the attachment. However, the concerns can either be addressed through an appropriate condition or they are not planning matters.

Town Planning Scheme No. 3 (TPS3)

The subject site is zoned 'Development' – Development Area 5 (Munster) under TPS 3. The objective of the Development zone in TPS3 is:

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

Development Area 5 – Munster (DA5) provides the following provisions for development within this area:

1. *"An approved Structure Plan together with all approved amendments shall be given due-regard in the assessment of applications for subdivision and development in accordance with clause 27(1) of the Deemed Provisions."*

2. *To provide for residential development except within the buffers to the Woodman Point WWTP, Munster Pump Station and Cockburn Cement.*
3. *The local government will not recommend subdivision approval or approve land use and development for residential purposes contrary to Western Australian Planning Commission and Environmental Protection Authority Policy on land within the Cockburn Cement buffer zone."*

As the proposal is for a "temporary approval valid for a period of 2 years" the proposal is considered to comply with the above clause.

The proposal is not anticipated to compromise orderly and proper planning. In addition, the proposal is not likely to prejudice the development potential of the area as it is temporary and there are no permanent structures.

The planning framework has not changed since this application was last approved, and the questions around zoning and planning constraints are unlikely to be resolved within 2 years. As such, a further 2-year approval is warranted.

Perth and Peel @ 3.5 million – State Planning Framework

The Sub-Regional Planning Framework identifies the subject location as 'Industrial Investigation'.

This provides "key considerations" for the respective "industrial investigation areas". Lake Coogee is identified, in response to the subject area in stating:

"Located within Woodman Point wastewater treatment works buffer. Suitable non-residential uses yet to be determined."

Page 72 – Plan 10, Urban Staging of the Sub-Regional Planning Framework identifies the subject site as;

"Subject to the review of the Kwinana Industrial (including Air Quality) Buffer".

The State Government has yet to resolve the higher order Planning Framework in response to the subject area. In the absence of the above, should Council resolve to approve the proposal, it is recommended a condition be imposed limiting the approval to a two-year period.

Draft Local Planning Strategy

Consultation on the draft strategy confirmed the community do not support use of the area for industrial purposes and requested the City advocate for removal of its 'Industrial Investigation Area' designation.

The City's draft Local Planning Strategy identifies the area as not suitable for industrial development. The land is indicated as a proposed 'Planning Area' to investigate whether residential development is appropriate for this area (subject to resolution of the Wastewater Treatment Plant Buffer).

Whilst the storage land use is generally not compatible with residential zones, the strategy notes further structure planning and rezoning would be required to facilitate residential development.

A time frame of ~5 years is provided within the draft strategy for these projects.

This means a 2-year extension of the existing use could be acceptable given matters of compliance have been resolved and there would be ongoing conditions in place to manage these.

With respect to this application, the proposal will not jeopardise or give prejudice to the future assessments needed under the draft Local Planning Strategy.

The proposal is of such a manner to be easily deconstructed and removed by the end of the temporary approval.

Conclusion

The application is temporary in nature and easily deconstructed. The approval of such a development will not prejudice the future capability of the land.

Most of the neighbour's concerns can be addressed through conditions or are not planning matters. Many can be addressed through other regulations and legislation.

All previous compliance issues have been resolved and closed. All conditions of the previous approvals have been satisfied. Further information required (the access management plan and dust management plan) have been submitted and approved.

Strategic Plans/Policy Implications

Local Economy

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

- A City that is 'easy to do business with'.

Listening & Leading

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

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

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The application was advertised to adjoining landowners for a period of 14 days.

One objection was received, which is outlined in Attachment 2 along with officer comments.

Risk Management Implications

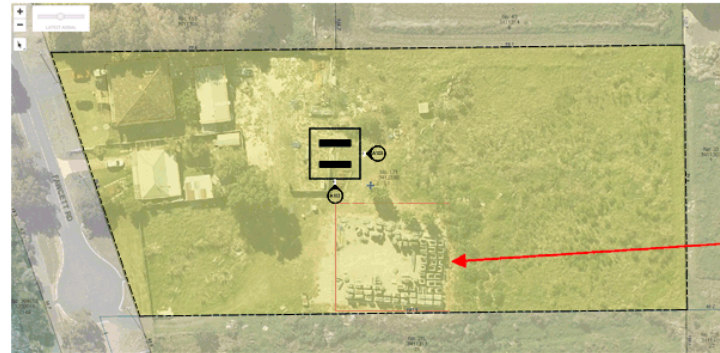
The applicant has the right to review Council's decision through the State Administrative Tribunal. Should the applicant exercise this right, there may be financial implications, particularly where legal counsel is required.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 June 2023 Ordinary Council Meeting.

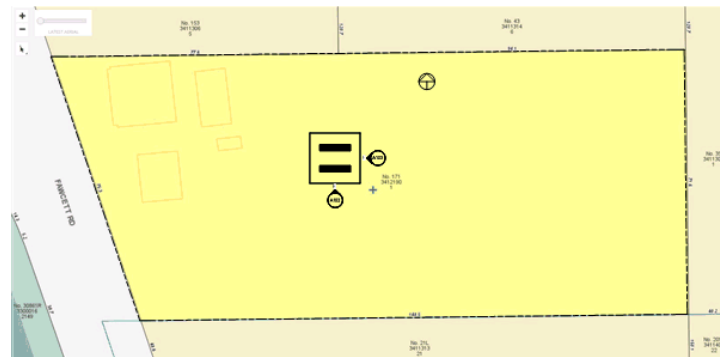
Implications of Section 3.18(3) *Local Government Act 1995*

Nil



1 Site - Half Aerial
1:500

Storage Yard
Approved under
DA19/0047



2 Site - Property Survey Map
1 : 500

Enclosed
Storage Yard
-
Seacontainers

Application for Development Approval

PROPERTY		1 of 2
Property No	3412190	
Association	PROPERTY	
Address	171 Faucon Road LAI COOGEE WA 6166	
Lot	1	
Area	1.0948 Ha	
Ward	West	
TP53 Zoning	DA 3 DA 13 DA 6 Development Zone	
Structure Plan Zoning	none	
R-Code	none	
RCode-Source	none	
Local Dev Plan	none	
Proposed Scheme Amendment	none	
Constraints	Bush Fire Prone Area	
Land Encumbrances	none	

[illegible]

Proposed
Development

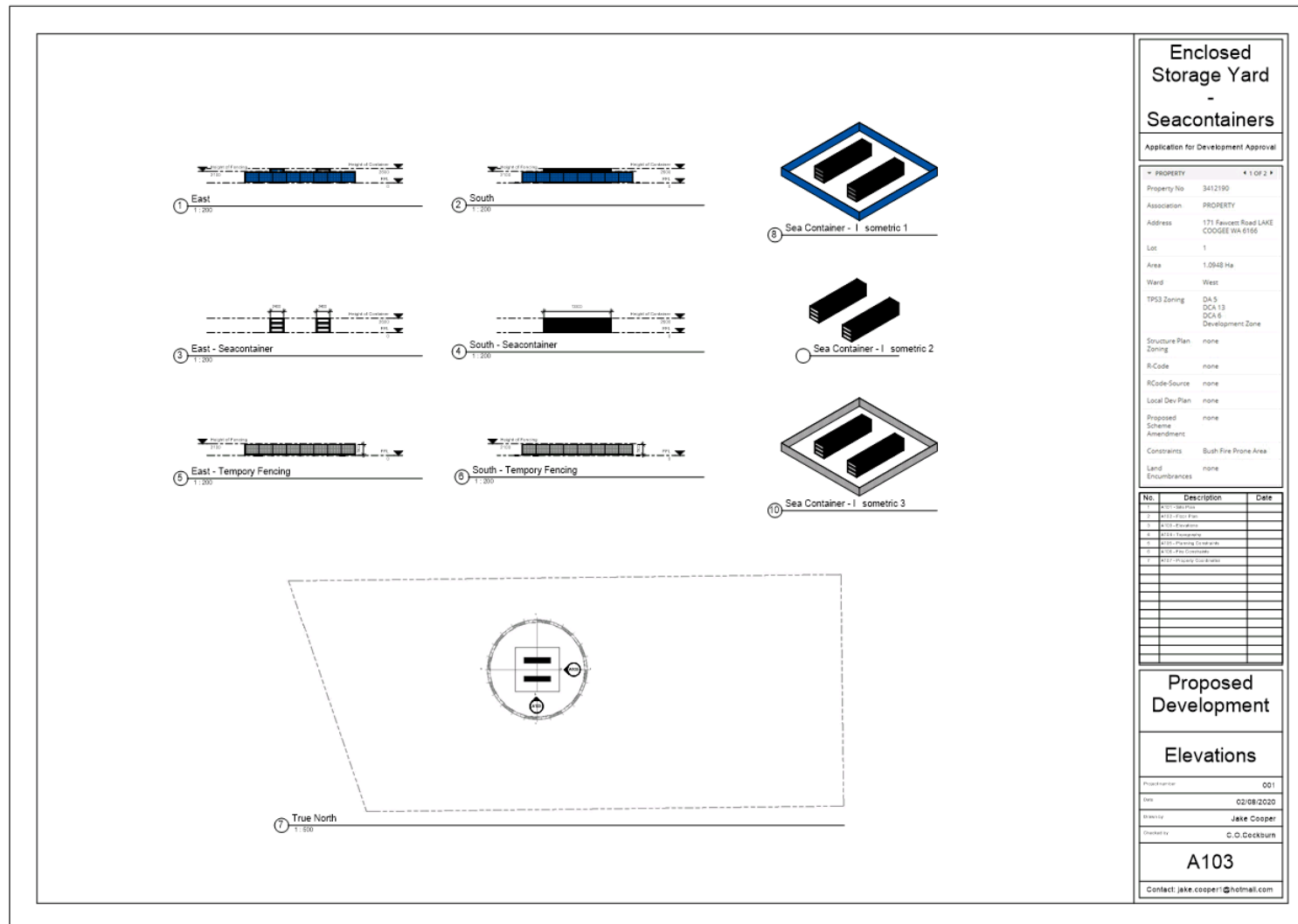
Site Plan

Project number	001
Date	02/08/2020
Drawn by	Jake Cooper
Checked by	C.O. Cockburn

A101

Contact: jake.cooper1@hotmail.com





Attachment 2 – Schedule of Submission DA23/0006

No.	Submission	Officer Response
1	<ol style="list-style-type: none"> 1. Clarification is requested as to why the storage yard has been exempted from this renewal. The original application and approval contained this land use definition. Also, the submitter has inserted the words ‘enclosed storage yard’ 2. In previous deliberations it was discussed that either sea container would store perishable products as used in the building industry. We object to any flammable liquids, gels, resins, paints, solvents or thinners which pose a fire and toxic hazard risk. In our opinion this is an inappropriate use of sea containers and is to be stipulated as a condition if approval is to be granted 3. We recommend that both containers have external colours that blend into the landscape surroundings and that the fence be lined with a shade cloth colour so as to not create a negative visual amenity impact onto adjoining residential properties 4. This is a commercial activity that will attract crime opportunists. If the fence is to be toppled over, then a sufficient fence is to be constructed with cooperation from all land owners. 5. A condition requirement shall be imposed that the storage yard and surrounds be cleared of building construction waste material and disposed of to a recover facility in Henderson. 6. A condition shall be imposed that occupiers and users shall not burn any rubbish waste associated with the business. Any weeds or overgrown vegetation shall be cut and removed off site to reduce fire fuel loadings 7. To lodge a complaint or concern is difficult as no telephone number or address is associated with the business. If no disclosure is made with good intentions to adjoining land owners then the local government shall be the first point of contact. 8. We confirm that the storage yard is empty and no activities have commenced to date 	<ol style="list-style-type: none"> 1. This was discussed with the applicant. Decision was made to combine all approved land uses under 1 temporary DA with a singular expiry date. Approval is for sea containers, storage yard and associated fencing. 2. The operators are bound by other legislation pertaining to storage of dangerous goods. Such a condition was never imposed on previous approvals. 3. Suitable/blending colours are subjective and difficult to enforce from a compliance perspective. Sea containers are over 130m from dwelling, meaning there is not a major visual amenity concern. 4. Not a planning consideration – there have not been any reports of criminal activity that the City is aware of. 5. Noted – this can be a condition pertaining to the expiry of the approval 6. The operators are bound by other legislation pertaining to burning of goods. 7. Noted and agreed. 8. Noted

14.1.3 Initiation and Adoption of Amendment No.161 to Town Planning Scheme No.3 - Rationalisation of Development Area 3 ('Meve at Beeliar' Local Structure Plan)

Executive	A/Chief of Built and Natural Environment
Author	Strategic Planning Officer
Attachments	1. Draft Scheme Amendment No.161 Report ↓
Location	Beeliar
Owner	Various
Applicant	City Of Cockburn
Application	N/A
Reference	

RECOMMENDATION

That Council:

- (1) AMENDS the City of Cockburn Town Planning Scheme No.3, pursuant to Section 75 of the *Planning and Development Act 2005*, by
 1. Rezoning lots within 'Development Area 3' from 'Development' to 'Residential R20', 'Residential R40' and 'Local Centre', as depicted on the Scheme Amendment Map.
 2. Reclassifying land within 'Development Area 3' from the 'Development' zone to a local 'Parks and Recreation' reservation as depicted on the Scheme Amendment Map.
 3. Deleting Development Area 3 (DA 3) entirely, from within Table 9 – Development Areas of the Scheme Text and the face of the Scheme Map.
- (2) NOTES the Amendment is 'basic' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it satisfies the following criteria of Part 5, Division 1, Regulation 34:
 - an amendment to the local planning scheme that involves zoning land consistent with an approved structure plan for the same land.
- (3) DETERMINES that the Amendment is consistent with Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and that the amendment be referred to the Environmental Protection Authority (EPA) as required under Section 81 of the *Planning and Development Act 2005*;
- (4) Upon receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, DELEGATES authorisation and submission of the amendment documentation to the Western Australian Planning Commission along with a request for the endorsement of final approval by the Hon. Minister for Planning; and
- (5) REQUESTS that the Western Australian Planning Commission revoke the 'Meve at Beeliar' Structure Plan, pursuant to Schedule 2, Part 4, Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, upon approval of Amendment No.161.

Background

Structure plans are important planning instruments, regularly used to coordinate the subdivision and development of land, particularly in new, green-field locations.

Reflective of its rapid urbanisation over the past 20+ years, the City currently has over 150 local structure plans operating within its scheme area, many of which are substantially subdivided and/or have been built out.

When the *Planning and Development (Local Planning Scheme) Regulations* were released in 2015, a key change involved the introduction of a 10-year time limit to the validity of structure plans. Plans approved prior to this date were automatically given a 10-year timeframe from when the regulations were adopted.

Under the State Planning Framework, once a structure plan has served its purpose (typically once all the lots have been subdivided and physically created), the zones and reserves are to be transferred into the Scheme and the Structure Plan revoked.

This process, commonly referred to as structure plan ‘rationalisation’, ensures the City retains appropriate planning mechanisms to guide and control future use and/or redevelopment of the land (including the same range of permissible land uses and associated development standards as currently apply) into the future, consistent with community expectations.

This proposal is the first of a series of Scheme Amendments required to rationalise large portions of the City’s urban areas ahead of a number of existing Structure Plans expiring upon the 10-year anniversary of the Regulations’ release (19 October 2025).

Submission

N/A

Report

The Structure Plan 03A – ‘Meve at Beeliar’ has been fully developed for some time.

The purpose of this amendment is simply to transfer the zones and reserves shown on the structure plan for this area into Town Planning Scheme No.3 (TPS3), revoke the Structure Plan and (as there are no other structure plans in this Development Area) remove the enabling Development Area No.3 zoning and Table 9 Special Provisions for this area from both the Scheme Text and Scheme Map.

Development Area 3

The current extent of the DA 3 area was determined when TPS3 was first gazetted in December 2002 and matches the extent of the 2006 WAPC Approved Structure Plan.

The special provisions included in Table 9 and were used to guide the preparation of the Structure Plan and determination of the subsequent subdivision proposals.

As the land is fully subdivided and developed, they are no longer required.

Local Structure Plan

The Structure Plan identifies a local road and public open space network for the area, plus a range of low-to-medium residential density codings (R20 to R40), largely gravitating out from a centralised Local 'Village' Centre incorporating a range of local commercial and community purpose facilities.

All the proposed zonings and reserves shown on the Structure Plan map directly correlate to zonings and reserves pursuant to the Scheme.

All of the public roads have been constructed, and all other public reserves embellished to the required standard and transferred into either public or public utility operator ownership.

Further detail on both the Development Area and Structure Plan are included in the Draft Scheme Amendment No.161 Report (refer Attachment 1).

Type of Amendment

Amendment No.161 is considered a 'Basic' Amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* on the basis it is an amendment to the local planning scheme involving zoning land consistent with an approved structure plan for the same land.

Strategic Plans/Policy Implications

Local Economy

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

- A City that is 'easy to do business with'.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

None – the Amendment documentation has been prepared, and the proposal will be progressed by the Strategic Planning Service Unit under its standard operating budget.

Legal Implications

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Community Consultation

Part 5 (Division 1, Regulation 34) of the Planning and Development (Local Planning Schemes) Regulations 2015 identifies three amendment types: basic, standard and complex.

The changes proposed by Amendment 161 meet the definition of a 'Basic' Scheme Amendment. Such proposals do not require public advertisement.

Risk Management Implications

If the Amendment does not proceed (or is ultimately refused by the Minister for Planning):

- an opportunity will be missed to simplify the planning framework and remove additional layers of planning (the Structure Plan) that has served its purpose; and
- the City will need to consider alternatives to ensure an appropriate local planning framework is in place to guide future land use and/or redevelopment proposals in the area ahead of the Structure Plan's expiry on 19 October 2025.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Town Planning Scheme No.3
Amendment No.161
(Basic)

Normalisation of the 'Meve at Beeliar' Structure Plan

JUNE 2023

Planning and Development Act 2005
RESOLUTION TO AMEND A TOWN PLANNING SCHEME

City of Cockburn
Town Planning Scheme No.3
Amendment No.161

RESOLVED that the Council, in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the City of Cockburn Town Planning Scheme No.3 by:

1. Rezoning lots within 'Development Area 3' from 'Development' to 'Residential R20', 'Residential R40' and 'Local Centre', as depicted on the Scheme Amendment Map.
2. Reclassifying land within 'Development Area 3' from the 'Development' zone to a local 'Parks and Recreation' reservation as depicted on the Scheme Amendment Map.
3. Deleting Development Area 3 (DA 3) entirely, from within Table 9 – Development Areas of the Scheme Text and the face of the Scheme Map.

The Amendment is 'basic' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- It is an amendment to the local planning scheme that involves zoning land consistent with an approved structure plan for the same land.

Pursuant to Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the amendment to the above Local Planning Scheme affects the following structure plan(s):

- 'Meve at Beeliar' – Local Structure Plan No.3A (WAPC Ref # 801/2/23/0005P 1V)

Upon the amendment taking effect, the approval of the structure plan is to be revoked.

Dated this _____ day of _____ 20____

CHIEF EXECUTIVE OFFICER

AMENDMENT REPORT

1.0 INTRODUCTION

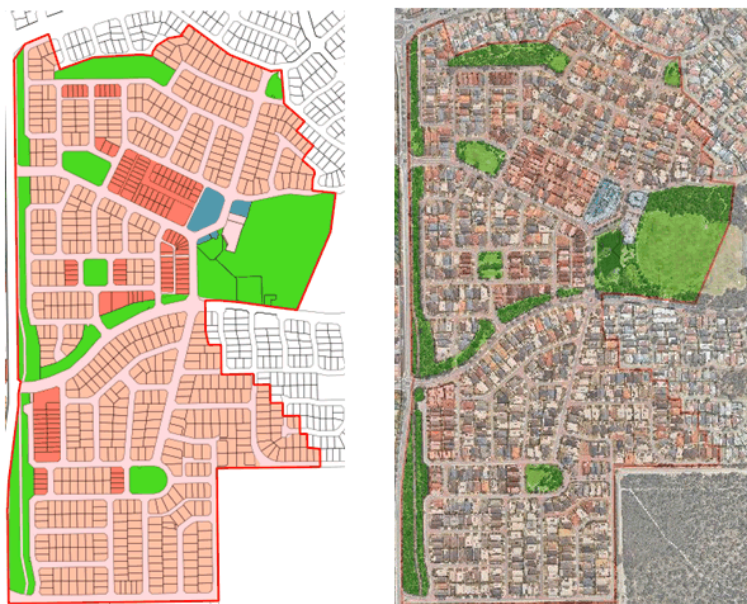
Structure Plan No.3A – 'Meve at Beeliar' has been fully implemented.

The purpose of this basic amendment is to transfer the zones and reserves shown for this area into Town Planning Scheme No.3 (TPS3), to ensure the City maintains appropriate development control once the Structure Plan expires on 19 October 2025.

This process is referred to as rationalisation of a Structure Plan.

2.0 BACKGROUND

The area the subject of this proposal is outlined in red in the images below.



Current endorsed Structure Plan and Aerial Photograph showing that the area is fully subdivided and developed in accordance with the current Structure Plan.

The original 'Meve at Beeliar' Structure plan was adopted by the City in 1993.

A revised Structure Plan for the undeveloped portion of the site was prepared in 2001, further amended and ultimately endorsed by the Western Australian Planning Commission on 18 May 2006.

The Structure Plan area includes Local Development Plans (LDPs). This amendment has no effect on the operation of those instruments which will remain in effect until they expire on 19 October 2025.

A copy of the current Structure Plan map for the area appears on the next page.



3.0 AMENDMENT TYPE

Part 5, Division 1, Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, identifies different amendment types: basic, standard and complex.

Regulation 35(2) requires the local government to specify in their resolutions to prepare or adopt an amendment what type of amendment it is, as well as the explanation for forming that opinion.

This amendment is considered a 'basic' amendment, which Regulation 34 describes as any of the following amendments to a local planning scheme:

- a) *an amendment to correct an administrative error;*
- b) *an amendment to the scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme;*
- c) *an amendment to the scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2;*
- d) *an amendment to the scheme so that it is consistent with any other Act that applies to the scheme or the scheme area;*
- e) *an amendment to the scheme so that it is consistent with a State planning policy;*
- f) *an amendment to the scheme map to include a boundary to show the land covered by an improvement scheme or a planning control area;*
- g) *an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan;*
- h) *an amendment that results from a consolidation of the scheme in accordance with section 92(1) of the Act;*
- i) *an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area if the amendment will have minimal effect on the scheme or landowners in the scheme area.*

This proposed amendment specifically satisfies *part (g)* of the above criteria.

In particular, it is an amendment to the local planning scheme map that involves zoning land consistent with an approved structure plan for the same land.

4.0 TOWN PLANNING CONTEXT

4.1 State Planning Framework

The entire Structure Plan area is both identified in the South Metropolitan Peel Sub-Regional Planning Framework and zoned 'Urban' under the Metropolitan Region Scheme.

4.2 City of Cockburn Local Planning Framework

Under TPS3, the area is zoned 'Development' and identified on the Scheme Map (Appendix C) and in Table 9 of the Scheme Text as Development Area 3 (DA 3).

The purpose of the 'Development' zone is to trigger the requirement for a Structure Plan to guide further subdivision and/or development.

Table 9 allows specific 'provisions' to then be applied to defined Development Areas, to inform the subsequent Structure Planning and subdivision processes. For Development Area 3 it includes the following:

TABLE 9 – DEVELOPMENT AREAS		
REF. NO.	AREA	PROVISIONS
DA 3	BEELIAR (DEVELOPMENT ZONE)	<ol style="list-style-type: none"> 1. An approved Structure Plan together with all approved amendments shall be given due regard in the assessment of applications for subdivision and development in accordance with clause 27(1) of the Deemed Provisions. 2. Subdivision of the land for single housing shall conform with the requirements of the R Code density of R20, except that the minimum lot size may be reduced to 350m², but the minimum average lot size must remain at 500m², however, the Council may permit portions of the land being developed to a maximum R Code density of R40, in accordance with an adopted Structure Plan.

5.0 PROPOSAL

Subdivision and development of the area is now complete, meaning that that the Structure Plan and its enabling Scheme provisions have served their purpose and are no longer required.

This amendment therefore seeks to delete Development Area 3 (in its entirety) and transfer the Structure Plan identified zonings and reservations for the land into the Scheme, ahead of the current Structure Plan reaching its 10-year time limit and expiring on 19 October 2025.

Development Area 3:

The current extent of the DA 3 area was determined when TPS3 was first gazetted in December 2002 and matches the extent of the 2006 WAPC Approved 'Meve at Beeliar' Structure Plan.

The special provisions included in Table 9, that were used to guide the preparation of the Structure Plan and the subsequent determination of subdivision proposals are now redundant and no longer required.

Of note, Provision 2 has been superseded by progressive updates to *State Planning Policy 7.3 – Residential Design Codes Volume 1*, which (to encourage more efficient use of existing zoned land), currently allow for a minimum lot size of 350m² (and a reduced average lot size of 450m²) on R20 coded land.

Removal of the higher 500m² average lot area requirement is not expected to generate any additional subdivision potential in the area, however if this was to occur (via demolition and/or re-subdivision of multiple properties), such a proposal would be consistent with the intent of the current State Planning Framework which encourages infill residential development in appropriate locations.

‘Meve at Beeliar’ Local Structure Plan:

The Structure Plan identifies a local road and public open space network for the area, plus a range of low-to-medium residential density codings (R20 to R40), that gravitate out from a centralised Local ‘Village’ Centre that incorporates a range of local commercial and community purpose facilities.

All the proposed zonings and reserves shown on the Structure Plan map directly correlate to zonings and reserves pursuant to the Scheme. All of the public roads have been constructed, and all other public reserves embellished to the required standard and transferred into either public or public utility operator ownership.

The Structure plan also identifies specific areas where a Local Development Plan (formerly called Detailed Area Plans) are required, and other areas where ‘Home Business’, ‘Home Office’ and ‘Home Store’ are encouraged.

Approved Local Development Plans (LDPs) are in place for the relevant landholdings and whilst also largely redundant, will remain in effect until they expire on 19 October 2025. Existing LDPs are not affected by this proposal and there is no process under the Regulations for LDPs to be revoked.

‘Home Business’, ‘Home Office’ and ‘Home Store’ are all approvable uses (at the City’s discretion) on any Residential Zoned lot within TPS3. The suitability of No.1-7 Bluebush Avenue (or any other Residential Zoned site) can be adequately determined through the Development Application process.

Such applications would be guided by the City’s relevant Local Planning Policies (e.g. LPP 1.17 *Non-Residential Uses in Residential Zones* – which encourages their location in close proximity to existing Activity Centres), without the need for the LSP notation to be carried forward or otherwise reflected in the Scheme.

Pursuant to Part 5, Division 1, Regulation 35A of the Regulations, upon the amendment taking effect, the Structure Plan will be revoked.

6.0 CONCLUSION

For the following key reasons, it is suggested that now is an appropriate time for the Structure Plan No.3A – ‘Meve at Beeliar’ to be revoked, and its local zones and reserves rationalised into the Scheme:

- all public reserves (including local roads, drainage, public open space and community purposes) have been suitably constructed/embellished and transferred into public or utility provider ownership; and
- all zoned land on the endorsed Structure Plan have been subdivided and/or developed for private commercial and/or residential purposes.

Recognising these zones and reserves within TPS3 will:

- avoid the future need to seek WAPC approval to extend the approval period of the existing Structure Plan; and
- remove a redundant layer of planning control; whilst still
- ensuring the City maintains appropriate mechanisms to guide and control future redevelopment of the land (including the same range of permissible land uses and associated development standards as currently apply), consistent with current community expectations.

Planning and Development Act 2005
RESOLUTION TO AMEND A TOWN PLANNING SCHEME

City of Cockburn
Town Planning Scheme No.3
Amendment No.161

RESOLVED that the Council, in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the City of Cockburn Town Planning Scheme No.3 by:

1. Rezoning lots within 'Development Area 3' from 'Development' to 'Residential R20', 'Residential R40' and 'Local Centre', as depicted on the Scheme Amendment Map.
2. Reclassifying land within 'Development Area 3' from the 'Development' zone to a local 'Parks and Recreation' reservation as depicted on the Scheme Amendment Map.
3. Deleting Development Area 3 (DA 3) entirely, from within Table 9 – Development Areas of the Scheme Text and the face of the Scheme Map.

The Amendment is 'basic' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- It is an amendment to the local planning scheme that involves zoning land consistent with an approved structure plan for the same land.

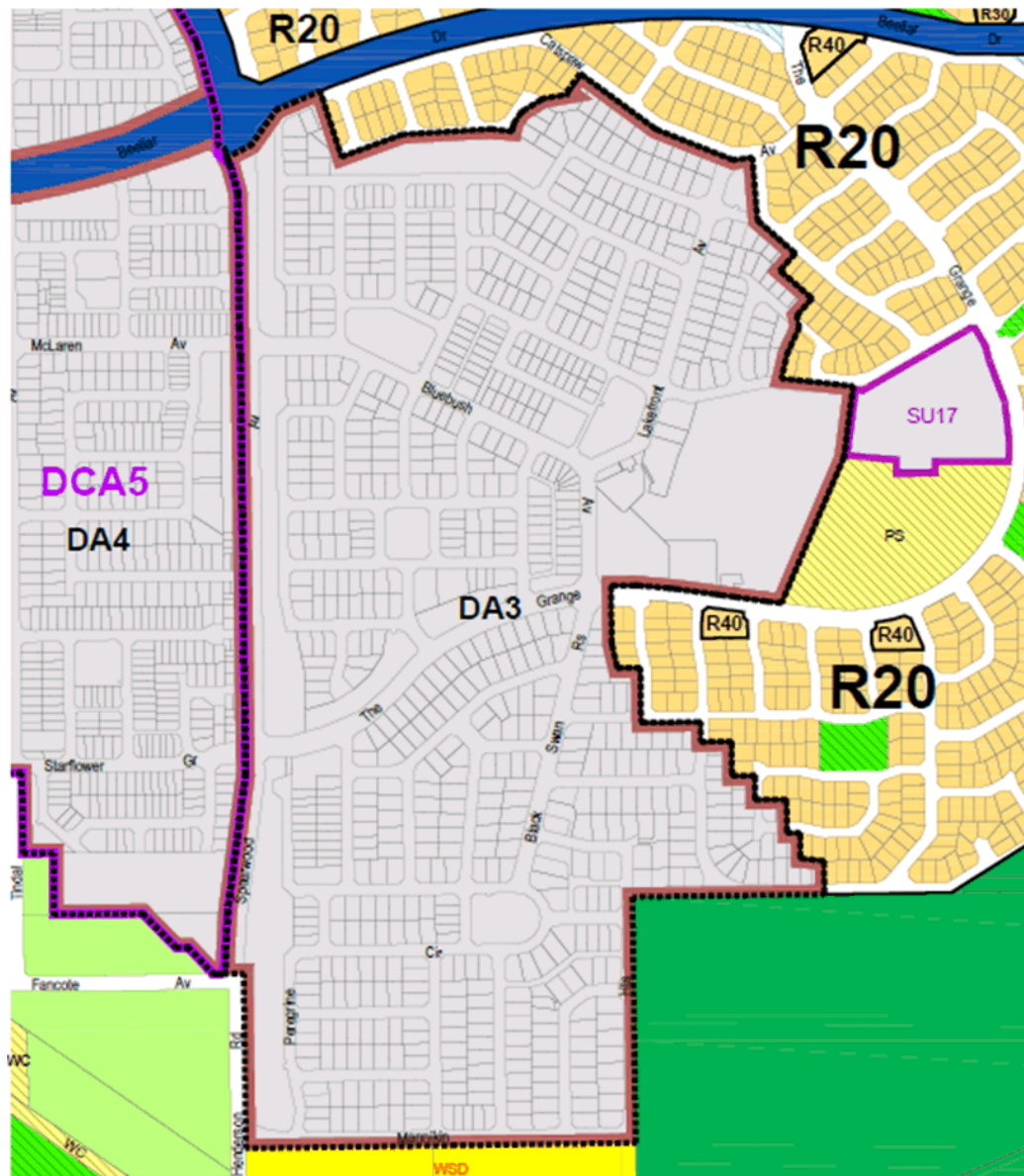
Pursuant to Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the amendment to the above Local Planning Scheme affects the following structure plan(s):

- 'Meve at Beeliar' – Local Structure Plan No.3A (WAPC Ref # 801/2/23/0005P 1V)

Upon the amendment taking effect, the approval of the structure plan is to be revoked.

Dated this _____ day of _____ 20____

CHIEF EXECUTIVE OFFICER

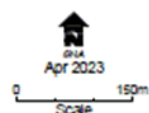


GENERAL
 [R20] Residential Density Codes
SPECIAL CONTROL AREAS:
 [DA3] Development Areas
 [DCA5] Development Contribution Areas

REGION RESERVES
 [Green] Parks & Recreation
 [Blue] Other Regional Roads
 [Yellow] Public Purposes
 DENOTED AS FOLLOWS:
 WSD - Water Authority of WA

LOCAL RESERVES
 [Green] Parks & Recreation
 [Blue] Drainage
 [Yellow] Public Purposes
 DENOTED AS FOLLOWS:
 PS - Primary School
 WC - Water Corporation

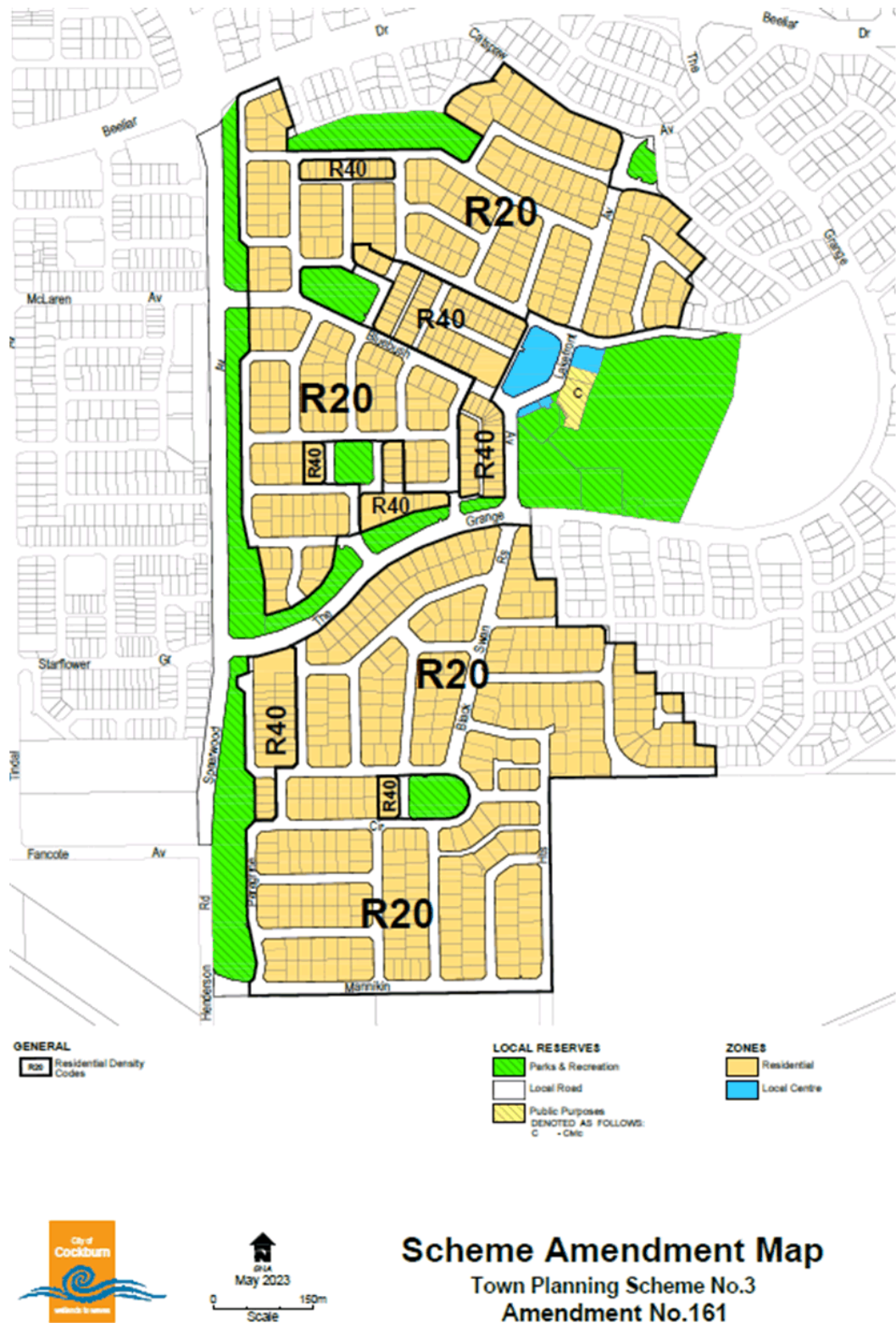
ZONES
 [Yellow] Residential
 [Green] Development
 [Purple] Special Use
 [Light Green] Rural



Current Scheme Map

Town Planning Scheme No.3

Amendment No.161



This Basic Amendment was adopted and is recommended for approval by resolution of the City of Cockburn at the Ordinary Meeting of the Council held on the ____ day of _____, and the Common Seal of the City of Cockburn was hereunto affixed by the authority of a resolution of the Council in the presence of:

MAYOR

(Seal)

CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE _____

APPROVAL GRANTED

MINISTER FOR PLANNING

DATE _____

14.2 Finance

14.2.1 Payments Made from Municipal Fund and Local Procurement Summary - April 2023

Responsible Executive A/Chief Financial Officer

Author(s) A/Head of Finance

Attachments 1. Payment Listing April 2023 [↓](#)
2. Credit Card Expenses Report March 2023 [↓](#)

RECOMMENDATION

That Council:

- (1) RECEIVES the list of payments from the Municipal Fund during the month of April 2023, as attached to the Agenda.

Background

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

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

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

Submission

N/A

Report

Payments made under delegation during the month of April totalled \$16.582 million, and a listing of these is attached to the agenda for review by Council.

These comprise:

- EFT payments (suppliers and sundry creditors) - \$12.969 million (697 payments)
- Payroll payments - \$3.481 million (2 fortnights)
- Corporate credit cards – total of \$125,438 (67 cards used)
- Bank transactional fees (BPay and merchant fees) - \$6,752.

The City has several payment runs each month to ensure its trade suppliers are paid on a timely basis, particularly local and small businesses.

Also attached is the monthly credit card payments report, showing March transactions (paid in April) by cardholder position.

This month's total spend on credit card is higher than usual due to several travel and accommodation related transaction costs.

There were 7 transactions made on the Acting CEO's credit card for \$3,203 mostly relating to travel and accommodation.

Local Procurement

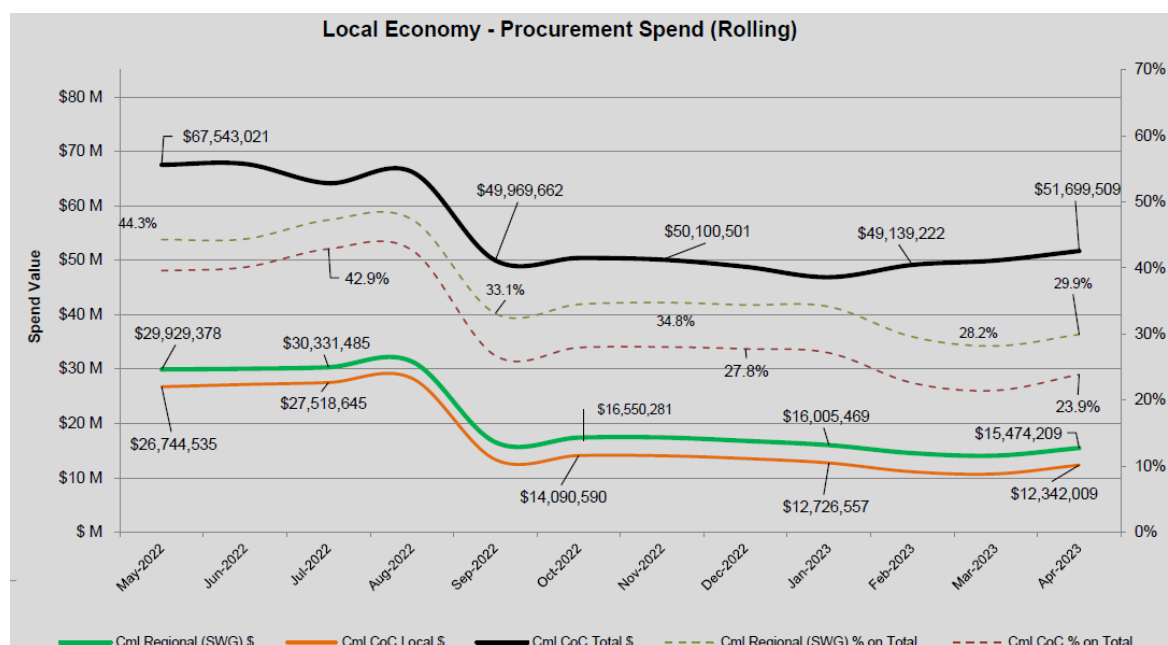
Monthly statistics on local and regional procurement spend are summarised below, showing the spend amounts and percentages against total spend:

Procurement Report - Monthly Summary & Trends						April	2023
Monthly Statistics	Committed spend	\$4,229,021		Local CoC \$	47.8%	SWG \$ total	50.3%
	Orders raised	326		Local CoC %	32.5%	SWG % total	38.4%
Suppliers used	181	Categories used	104	Contract/Exempt \$	84.8%	Non-compliance	5.02%

In April, local spending within Cockburn made up 47.8 percent of the City's monthly spend, comprising 32.5 percent of all procurement transactions made for the month.

Within the Perth South West region, this increased to 50.3 percent of monthly spend from 38.4 percent of transactions.

The following one year rolling chart to April 2023 tracks the City's procurement spend with businesses located within Cockburn and the Perth South West region:



The 12-month rolling local Cockburn spend was \$12.34 million, representing 23.9 percent of the City's total spend, with \$15.47 million or 29.9 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 & 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 Proponent(s)/Submitters

N/A

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

Nil

April 2023 PAYMENT LISTING

MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF157949	27492	Superchoice Services Pty Limited	Payroll Deductions	3/04/2023	645,813.90
EF157950	11465	Speedo Australia Pty Ltd	Swim Wear Supplies	4/04/2023	2,890.25
EF157951	11794	Synergy	Electricity Usage/Supplies	4/04/2023	325.12
EF157952	26987	Cti Risk Management	Security - Cash Collection	4/04/2023	786.70
EF157953	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	4/04/2023	4,112.00
EF157954	27622	Truegrade Medical Supplies	Medical Supplies	4/04/2023	708.60
EF157955	99997	Family Day Care	Fdc Payment W/E 02/04/23	6/04/2023	52,667.97
EF157956	27387	Stackmap	Indoor Mapping Software	5/04/2023	3,647.87
EF157957	11557	Technology One Ltd	It Consultancy Services	12/04/2023	14,778.50
EF157958	11789	Walga	Advertising/Training Services	12/04/2023	638.00
EF157959	26987	Cti Risk Management	Security - Cash Collection	12/04/2023	1,993.40
EF157960	28247	Fremantle City Centre Podiatry	Consultancy - Heritage	12/04/2023	85.80
EF157961	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	12/04/2023	50.00
EF157962	99997	Mrs Joan Elizabeth Sutton	Senior Security Subsidy Scheme	12/04/2023	120.00
EF157963	99997	A Peck And A Warne	Reimbursement For Purchase	12/04/2023	36.20
EF157964	99997	Cataldi, Bianca	Reimbursement Of Parking Costs	12/04/2023	52.52
EF157965	99997	Perth Waldorf School	Sustainability Grant Inv 107022	12/04/2023	4,125.00
EF157966	99997	Anne Maria Luobikis	Grants, Donations & Refunds	12/04/2023	400.00
EF157967	99997	Vesna Milanovic	Grants, Donations & Refunds	12/04/2023	75.65
EF157968	99997	Gregory Watson	Grants, Donations & Refunds	12/04/2023	600.00
EF157969	99997	Cockburn Ses	Ses Reimbursement 16.03.23	12/04/2023	4,660.49
EF157970	99997	Aubin Grove Community Association	Mural Project Cultural Grant	12/04/2023	5,000.00
EF157971	99997	Cj & Lg Thorne	Artist Payment -Lenard Thorne	12/04/2023	1,500.00
EF157972	11758	Water Corp Utility Account Only - Please Refer To 11760 When Raising	Water Usage / Sundry Charges	14/04/2023	32,238.24
EF157973	99996	Steve Lawson	Rates And Property Related Refunds	13/04/2023	30.00
EF157974	99996	Kelair Holdings	Rates And Property Related Refunds	13/04/2023	537,068.31
EF157975	99996	Goran Stojcic	Rates And Property Related Refunds	13/04/2023	2,177.25
EF157976	99996	Mofo Foods Pty Ltd	Rates And Property Related Refunds	13/04/2023	295.00
EF157977	99996	Residential Building Wa Pty Ltd	Rates And Property Related Refunds	13/04/2023	748.03
EF157978	99996	Laura Hickey	Rates And Property Related Refunds	13/04/2023	320.00
EF157979	99996	Sonia Kovac	Rates And Property Related Refunds	13/04/2023	269.65
EF157980	99996	Brett Scourse	Rates And Property Related Refunds	13/04/2023	527.74
EF157981	99996	Katelyn Kelly	Rates And Property Related Refunds	13/04/2023	414.50
EF157982	99996	Steven Renshaw	Rates And Property Related Refunds	13/04/2023	860.59
EF157983	99996	Christopher Hardy	Rates And Property Related Refunds	13/04/2023	416.50
EF157984	99996	Kam Ching Man	Rates And Property Related Refunds	13/04/2023	523.00
EF157985	99996	Vicky Dutton	Rates And Property Related Refunds	13/04/2023	579.26

EF157986	99996	Cally' S Conveyancing	Rates And Property Related Refunds	13/04/2023	463.96
EF157987	99996	Simone Spriggs	Rates And Property Related Refunds	13/04/2023	417.00
EF157988	99996	Janine Betz	Rates And Property Related Refunds	13/04/2023	836.50
EF157989	99996	Smas (Wa) Pty Ltd	Rates And Property Related Refunds	13/04/2023	647.00
EF157990	99996	Shane Carter	Rates And Property Related Refunds	13/04/2023	560.50
EF157991	99996	Daniel Knezovic	Rates And Property Related Refunds	13/04/2023	470.50
EF157992	99996	Perron Treeby Pty Ltd	Rates And Property Related Refunds	13/04/2023	541.93
EF157994	10016	Bushfire Works Deeley Family Trust	Consultancy Services - Environmental	13/04/2023	3,850.00
EF157995	10097	Blackwoods Atkins	Engineering Supplies	13/04/2023	443.61
EF157996	10207	Boc Gases	Gas Supplies	13/04/2023	1,143.14
EF157997	10226	Bridgestone Australia Ltd	Tyre Services	13/04/2023	9,277.12
EF157998	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	13/04/2023	622.54
EF157999	10287	Centreline Markings	Linemarking Services	13/04/2023	748.00
EF158000	10333	Cjd Equipment Pty Ltd	Hardware Supplies	13/04/2023	619.80
EF158001	10359	Cockburn Painting Service	Painting Supplies/Services	13/04/2023	2,102.00
EF158002	10535	Workpower Incorporated	Employment Services - Planting	13/04/2023	2,122.89
EF158003	10589	Fines Enforcement Registry	Fines Enforcement Fees	13/04/2023	1,296.00
EF158004	10683	Gronbek Security	Locksmith Services	13/04/2023	1,126.64
EF158005	10708	Heavy Automatics Pty Ltd	Equipment Maintenance Services	13/04/2023	4,417.89
EF158006	10787	Jandakot Accident Repair Centre	Panel Beating Services	13/04/2023	1,000.00
EF158007	10794	Jason Signmakers	Signs	13/04/2023	2,034.56
EF158008	10879	Les Mills Aerobics	Instruction/Training Services	13/04/2023	1,638.43
EF158009	10888	Lj Caterers	Catering Services	13/04/2023	3,006.08
EF158010	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	13/04/2023	10,945.82
EF158011	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	13/04/2023	3,337.44
EF158012	10938	Mrp Pest Management	Pest & Weed Management	13/04/2023	1,942.36
EF158013	10944	Mcleods	Legal Services	13/04/2023	1,875.28
EF158014	11036	Northlake Electrical Pty Ltd	Electrical Services	13/04/2023	11,698.39
EF158015	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	13/04/2023	7,799.99
EF158016	11307	Satellite Security Services Pty Ltd	Security Services	13/04/2023	4,075.70
EF158017	11334	Shenton Pumps	Pool Equipment/Services	13/04/2023	10,444.54
EF158018	11361	Sigma Chemicals Pty Ltd	Chemical Supplies	13/04/2023	3,112.34
EF158019	11387	Bibra Lake Soils	Soil & Limestone Supplies	13/04/2023	125.00
EF158020	11469	Sports Turf Technology Pty Ltd	Turf Consultancy Services	13/04/2023	6,237.00
EF158021	11511	Statewide Bearings	Bearing Supplies	13/04/2023	130.35
EF158022	11625	Nutrien Water	Reticulation Supplies	13/04/2023	1,633.58
EF158023	11651	Tree Watering Services	Tree Watering Services	13/04/2023	1,732.50
EF158024	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	13/04/2023	334.30
EF158025	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	13/04/2023	27,992.52
EF158026	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	13/04/2023	1,163.13
EF158027	11828	Worldwide Online Printing - O'connor	Printing Services	13/04/2023	675.00
EF158028	11873	Wattleup Tractors	Hardware Supplies	13/04/2023	275.71
EF158029	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	13/04/2023	24,836.18

EF158030	12018	O'connor Lawnmower & Chainsaw Centre	Mowing Equipment/Parts/Services	13/04/2023	880.20
EF158031	12153	Hays Personnel Services Pty Ltd	Employment Services	13/04/2023	6,164.60
EF158032	13825	Jackson Mcdonald	Legal Services	13/04/2023	2,772.00
EF158033	13998	Air & Power Pty Ltd	Mechanical Parts	13/04/2023	724.30
EF158034	15393	Stratagreen	Hardware Supplies	13/04/2023	243.98
EF158035	15550	Apac Aid Inc	Plants & Landscaping Services	13/04/2023	473.00
EF158036	15588	Natural Area Consulting Management Services	Weed Spraying	13/04/2023	20,096.45
EF158037	16064	Cms Engineering	Airconditioning Services	13/04/2023	21,861.92
EF158038	16396	Mayday Rental	Road Construction Machine Hire	13/04/2023	14,036.00
EF158039	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	13/04/2023	3,214.79
EF158040	17555	Maia Financial	Equipment Lease Payments	13/04/2023	10,756.24
EF158041	17608	Nu-Trac Rural Contracting	Beach Cleaning/Firebreak Construction	13/04/2023	9,994.98
EF158042	18126	Dell Australia Pty Ltd	Computer Hardware	13/04/2023	4,092.00
EF158043	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	13/04/2023	990.00
EF158044	20885	Tactile Indicators Perth	Tactiles	13/04/2023	2,682.00
EF158045	21010	Redman Solutions	Computer Software	13/04/2023	4,829.58
EF158046	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	13/04/2023	832.62
EF158047	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	13/04/2023	96.00
EF158048	22553	Brownes Food Operations	Catering Supplies	13/04/2023	240.60
EF158049	22569	Sonic Health Plus Pty Ltd	Medical Services	13/04/2023	1,900.72
EF158050	22613	Vicki Royans	Artistic Services	13/04/2023	300.00
EF158051	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	13/04/2023	26,110.21
EF158052	23457	Totally Workwear Fremantle	Clothing - Uniforms	13/04/2023	794.68
EF158053	23971	Find Wise Location Services	Locating Services - Underground	13/04/2023	1,731.40
EF158054	24595	Contemporary Image Photography Pty Ltd	Photography Services	13/04/2023	644.60
EF158055	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	13/04/2023	972.48
EF158056	25121	Imagesource Digital Solutions	Billboards	13/04/2023	669.90
EF158057	25418	Cs Legal	Legal Services	13/04/2023	5,263.60
EF158058	25771	Integral Development Associates Pty Ltd	Training Courses	13/04/2023	3,498.00
EF158059	26114	Grace Records Management	Records Management Services	13/04/2023	1,841.35
EF158060	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	13/04/2023	17,066.00
EF158061	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	13/04/2023	116,288.15
EF158062	26314	Cpe Group	Temporary Employment Services	13/04/2023	3,077.46
EF158063	26470	Scp Conservation	Fencing Services	13/04/2023	1,276.00
EF158064	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	13/04/2023	1,068.54
EF158065	26625	Andover Detailers	Car Detailing Services	13/04/2023	1,028.55
EF158066	26904	Green Services	Sustainability Education For Households	13/04/2023	880.00
EF158067	26923	Woodlands	Rubbish Collection Equipment	13/04/2023	31,315.81
EF158068	26929	Elan Energy Matrix Pty Ltd	Recycling Services	13/04/2023	978.73
EF158069	26940	Floorwest Pty Ltd	Floor Coverings	13/04/2023	8,910.00
EF158070	26946	Av Truck Services Pty Ltd	Truck Dealership	13/04/2023	2,322.10
EF158071	26985	Access Icon Pty Ltd	Drainage Products	13/04/2023	4,672.47
EF158072	26986	Ahal Consulting	Consultancy	13/04/2023	3,850.00

EF158073	27010	Quantum Building Services Pty Ltd	Building Maintenance	13/04/2023	7,395.23
EF158074	27028	Technogym Australia Pty Ltd	Fitness Equipment	13/04/2023	1,920.18
EF158075	27046	Tfh Hire Services Pty Ltd	Hire Fencing	13/04/2023	219.60
EF158076	27054	Vocus Pty Ltd	Telecommunications	13/04/2023	9,078.30
EF158077	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	13/04/2023	1,662.10
EF158078	27082	Kulbardi Pty Ltd	Stationery Supplies	13/04/2023	447.14
EF158079	27098	Q2 (Q-Squared)	Digital Data Service	13/04/2023	4,372.50
EF158080	27198	Green Promotions Pty Ltd	Promotional Supplies	13/04/2023	693.00
EF158081	27241	Landscape Elements	Landscaping Services	13/04/2023	54,794.59
EF158082	27269	Payrix Australia	Payment Processing	13/04/2023	13,202.59
EF158083	27348	Message Media	Telecommunications	13/04/2023	275.09
EF158084	27362	The Mighty Booths	Photobooth	13/04/2023	649.00
EF158085	27377	Accidental Health And Safety - Perth	First Aid Supplies	13/04/2023	2,037.73
EF158086	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	13/04/2023	57.85
EF158087	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	13/04/2023	261.25
EF158088	27427	Home Chef	Cooking/Food Services	13/04/2023	268.72
EF158089	27455	Site Protective Services	Cctv Parts	13/04/2023	4,555.16
EF158090	27507	Serco Facilities Management Pty Ltd	Cleaning Services	13/04/2023	1,931.89
EF158091	27534	Ralph Beattie Bosworth	Quantity Survey	13/04/2023	1,980.00
EF158092	27539	Jasmin Carpentry & Maintenance	Carpentry	13/04/2023	9,980.41
EF158093	27546	Bpa Engineering	Consultancy - Engineering	13/04/2023	19,910.00
EF158094	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	13/04/2023	8,542.16
EF158095	27684	Jani Murphy Pty Ltd	Training	13/04/2023	3,174.60
EF158096	27695	Qtm Pty Ltd	Traffic Management	13/04/2023	2,372.81
EF158097	27710	Relay Controls	Electrical Services	13/04/2023	1,364.00
EF158098	27771	Leanne Taylor T/A Creative Culture	Aboriginal Weaving Art And Cultural Work	13/04/2023	1,615.00
EF158099	27825	Wespray On Paving	Concrete Works	13/04/2023	570.24
EF158100	27829	Smec Australia Pty Ltd	Consultancy - Engineering	13/04/2023	81,536.92
EF158101	27835	Diverseco Pty Ltd	Weighing Equipment	13/04/2023	3,006.47
EF158102	27850	Dowsing Group Pty Ltd	Concreting Services	13/04/2023	3,060.15
EF158103	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	13/04/2023	36,960.00
EF158104	27894	Homecare Physiotherapy	Healthcare	13/04/2023	1,649.45
EF158105	27916	Body Bike Australia Pty Ltd	Bike Repairs & Servicing	13/04/2023	995.45
EF158106	27917	Go Doors Advanced Automation	Door Maintenance & Repair	13/04/2023	4,136.71
EF158107	27983	Engie Mechanical Services (Wa) Pty Ltd	Mechanical & Hvac&R	13/04/2023	22,522.50
EF158108	27992	Learning Horizons	Training/Education	13/04/2023	5,940.00
EF158109	28156	Innovation Culture	Workshop	13/04/2023	5,101.80
EF158110	28169	Nexacu	Excel Courses	13/04/2023	980.00
EF158111	28188	Technologically Speaking	Workshop	13/04/2023	990.00
EF158112	28196	Brightmark Group Pty Ltd	Cleaning Services	13/04/2023	5,078.88
EF158113	28197	Lite N Easy Pty Ltd	Food Supplies	13/04/2023	169.35
EF158114	28231	Typeset Pty Ltd	Editorial And Business Communications Se	13/04/2023	660.00
EF158115	28241	Swift Flow Pty Ltd	Plumbing	13/04/2023	17,507.70

EF158116	28250	Midland Brick Pty Ltd	Bricks/Pavers	13/04/2023	663.16
EF158117	28258	Garden Care West	Gardening Services	13/04/2023	412.50
EF158118	28265	Tree Care Wa	Vegetation Maintenance Services	13/04/2023	9,790.00
EF158119	28277	Gesha Coffee Co	Coffee Supplies	13/04/2023	956.00
EF158120	28289	Grafton General Products	Mobility Equipment	13/04/2023	427.90
EF158121	28303	Miracle Recreation Equipment	Playground Equipment	13/04/2023	8,805.50
EF158122	28318	Ati-Mirage	Training	13/04/2023	774.00
EF158123	28349	Cable Locates & Consulting	Underground Utility Location And Survey	13/04/2023	1,997.60
EF158124	28371	Flexi Staff	Employment Services	13/04/2023	8,066.59
EF158125	28399	Abe's Audio	Audio/Video Production	13/04/2023	181.50
EF158126	28409	Sanpoint Pty Ltd (Ld Total)	Landscape Services	13/04/2023	30,133.02
EF158127	28426	Power Paving Pty Ltd	Paving Services	13/04/2023	3,333.00
EF158128	28427	Tredwell Management Services Pty Ltd	Drafting Services	13/04/2023	17,415.20
EF158129	28437	Building & Industrial Cleaning Services	Clenaing Services	13/04/2023	6,257.36
EF158130	28454	Aussie Natural Spring Water	Water Supplies	13/04/2023	86.10
EF158131	28461	Carealert	Entertainment	13/04/2023	6.49
EF158132	28493	Heat Exchangers Wa Pty Ltd	Parts And Service	13/04/2023	3,269.94
EF158133	28505	Maltia Caffè The Trustee For Caruana Family Trust	Cafe And Catering Services	13/04/2023	225.00
EF158134	28523	Rsa Pty Ltd Rsa Engineering	Consulting Engineers	13/04/2023	880.00
EF158135	28524	Gemini Building And Construction	Construction	13/04/2023	1,567.50
EF158136	10047	Alinta Energy	Natural Gas & Electrcity Supply	14/04/2023	21,138.10
EF158137	11794	Synergy	Electricity Usage/Supplies	14/04/2023	23,173.10
EF158138	12025	Telstra Corporation	Communications Services	14/04/2023	22,533.89
EF158153	88888	Ms Rose Diment	Bond Refund	13/04/2023	100.00
EF158154	88888	Diana Dunbar	Bond Refund	13/04/2023	100.00
EF158155	88888	Elizabeth Court	Bond Refund	13/04/2023	100.00
EF158156	99997	Leslie Shuttleworth And Heather Atwell	Bird Bath Rebate	13/04/2023	35.99
EF158157	99997	Lewis And Maaik Hine	Bus Hire For Coogee Jetty To Jetty 2023	13/04/2023	500.00
EF158158	99997	Shil Shanghavi	Grants, Donations & Refunds	13/04/2023	11,440.00
EF158159	99997	Marsmen Plumbing & Gas	Grants, Donations & Refunds	13/04/2023	995.50
EF158160	99997	Softfallguys National PI -	Grants, Donations & Refunds	13/04/2023	324.50
EF158161	99997	M G & J M Stephen	Bird Bath Rebate	13/04/2023	50.00
EF158162	99997	M S Conti	Bird Bath Rebate	13/04/2023	49.99
EF158163	99997	Shaju Kannanaikkal Francis	Bird Bath Rebate	13/04/2023	14.49
EF158164	99997	Ema Olivares	Bird Bath Rebate	13/04/2023	24.75
EF158165	99997	Lauren Andrews	Cash Exp Claim 04.04.23	13/04/2023	32.93
EF158166	99997	Maryline Cassou	Petty Cash Expenses	13/04/2023	54.44
EF158167	99997	Penelope Anne Mullumby	Workshop	13/04/2023	350.00
EF158168	99997	Western Australia Vietnam Business Counc	WAVBC Partnership	13/04/2023	1,500.00
EF158169	99997	Vj Hartill & GI Maker	Cash Exp Claim 05.04.2023	13/04/2023	10.80
EF158170	99997	Clint Earnshaw	Pen Fee Reund K254	13/04/2023	315.20
EF158171	99997	Success Netball Association	Refund Br2080	13/04/2023	638.03
EF158172	99997	Lynnette Bell	Artist Payment From Exhibition Sales	13/04/2023	400.00

EF158173	99997	Kyro Carpenter	Artist Payment From Exhibition Sales	13/04/2023	250.00
EF158174	99997	John Dakin	Artist Payment From Exhibition Sales	13/04/2023	100.00
EF158175	99997	Shelda Halliday	Artist Payment From Exhibition Sales	13/04/2023	800.00
EF158176	99997	Krystal Hickman	Artist Payment From Exhibition Sales	13/04/2023	700.00
EF158177	99997	Neta Knapp	Artist Payment From Exhibition Sales	13/04/2023	1,200.00
EF158178	99997	Jane Martin	Artist Payment From Exhibition Sales	13/04/2023	600.00
EF158179	99997	Alana Francas Mc Nee	Artist Payment From Exhibition Sales	13/04/2023	700.00
EF158180	99997	Shannah Mitchell	Artist Payment From Exhibition Sales	13/04/2023	1,100.00
EF158181	99997	Liliana Stafford	Artist Payment From Exhibition Sales	13/04/2023	710.00
EF158182	99997	Debbie Walker Tremlett	Artist Payment From Exhibition Sales	13/04/2023	120.00
EF158183	99997	Danica Wichtermann	Artist Payment From Exhibition Sales	13/04/2023	485.00
EF158184	99997	Pasquale & Angela Catanzaro	Senior Security Subsidy Scheme	13/04/2023	200.00
EF158185	99997	Anne Leishman	Senior Security Subsidy Scheme	13/04/2023	100.00
EF158186	99997	Helena Di Ciero	Senior Security Subsidy Scheme	13/04/2023	300.00
EF158187	99997	I & T Cavallaro	Senior Security Subsidy Scheme	13/04/2023	180.00
EF158188	99997	Kam Mun Poon / Im Sing Ho	Senior Security Subsidy Scheme	13/04/2023	100.00
EF158189	99997	G & I A Pittorino	Senior Security Subsidy Scheme	13/04/2023	200.00
EF158190	99997	Mrs M Simoes	Senior Security Subsidy Scheme	13/04/2023	300.00
EF158191	99997	Miriam Banks	Senior Security Subsidy Scheme	13/04/2023	300.00
EF158192	99997	Rebeka C Hadden	Senior Security Subsidy Scheme	13/04/2023	100.00
EF158193	99997	Ww & Gm Symington	Senior Security Subsidy Scheme	13/04/2023	200.00
EF158194	99997	Y And P Hayon	Senior Security Subsidy Scheme	13/04/2023	100.00
EF158195	99997	Gloria Joan Brown And Barry Frank Brown	Senior Security Subsidy Scheme	13/04/2023	300.00
EF158196	99997	Claire Lyons	Bird Bath Rebate	13/04/2023	39.99
EF158197	99997	Vittoria Iannello	Crossover Rebate	13/04/2023	300.00
EF158198	99997	Arianne Bugarin	Crossover Rebate	13/04/2023	300.00
EF158199	22752	Elgas Limited	Gas Supplies	18/04/2023	530.38
EF158200	26987	Cti Risk Management	Security - Cash Collection	18/04/2023	1,644.65
EF158201	28521	Inspired Development Solutions	Organisational Development	18/04/2023	440.00
EF158202	99997	Sarah Malumalu	Arc- Refund	18/04/2023	120.00
EF158203	99996	Darren Joy	Rates And Property Related Refunds	18/04/2023	1,022.23
EF158204	99996	Marley Spoon Pty Ltd	Rates And Property Related Refunds	18/04/2023	279.00
EF158205	99996	Richard De Gracie	Rates And Property Related Refunds	18/04/2023	113.23
EF158206	99996	Elizabeth Reiss & Associates	Rates And Property Related Refunds	18/04/2023	8,693.40
EF158207	11557	Technology One Ltd	It Consultancy Services	20/04/2023	402,983.90
EF158208	99997	Family Day Care	Fdc Payment W/E 5/2/2023	20/04/2023	51,665.95
EF158209	11316	Seek Limited	Recruitment Advertising	24/04/2023	15,305.96
EF158210	11465	Speedo Australia Pty Ltd	Swim Wear Supplies	24/04/2023	2,323.20
EF158211	11557	Technology One Ltd	It Consultancy Services	24/04/2023	4,730.00
EF158212	19533	Woolworths Ltd	Groceries	24/04/2023	1,822.52
EF158213	26987	Cti Risk Management	Security - Cash Collection	24/04/2023	194.60
EF158214	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	24/04/2023	206.91
EF158215	27492	Superchoice Services Pty Limited	Payroll Deductions	26/04/2023	662,589.02

EF158216	11557	Technology One Ltd	It Consultancy Services	26/04/2023	26,896.10
EF158217	11867	Kevin John Allen	Elected Member Sitting Fees & Allowances	28/04/2023	2,711.84
EF158218	12740	Logan Howlett	Elected Member Sitting Fees & Allowances	28/04/2023	11,725.09
EF158219	19059	Carol Reeve-Fowkes	Elected Member Sitting Fees & Allowances	28/04/2023	2,741.04
EF158220	25353	Philip Eva	Elected Member Sitting Fees & Allowances	28/04/2023	2,719.93
EF158221	27326	Michael Separovich	Elected Member Sitting Fees & Allowances	28/04/2023	2,714.77
EF158222	27327	Chontelle Stone	Elected Member Sitting Fees & Allowances	28/04/2023	2,738.88
EF158223	27871	Tom Widenbar	Elected Member Sitting Fees & Allowances	28/04/2023	4,653.03
EF158224	27872	Phoebe Corke	Elected Member Sitting Fees & Allowances	28/04/2023	2,730.21
EF158225	28238	Tarun Dewan	Elected Member Sitting Fees & Allowances	28/04/2023	2,815.56
EF158226	10747	linet Limited	Internet Services	28/04/2023	1,009.88
EF158227	11758	Water Corp Utility Account Only - Please Refer To 11760 When Raising	Water Usage / Sundry Charges	28/04/2023	9,162.18
EF158228	10152	Aust Services Union	Payroll Deductions	28/04/2023	828.70
EF158229	10154	Australian Taxation Office	Payroll Deductions	28/04/2023	535,830.00
EF158230	10305	Child Support Agency	Payroll Deductions	28/04/2023	906.43
EF158231	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	28/04/2023	44.00
EF158232	19726	Health Insurance Fund Of Wa	Payroll Deductions	28/04/2023	1,066.80
EF158233	27874	Smartsalary	Salary Packaging/Leasing Administration	28/04/2023	12,884.66
EF158234	28458	Easi Group	Novated Leasing	28/04/2023	4,908.35
EF158235	99996	Scott Adams	Rates And Property Related Refunds	28/04/2023	30.00
EF158236	99996	Complete Approvals	Rates And Property Related Refunds	28/04/2023	147.00
EF158237	99996	Status Residential	Rates And Property Related Refunds	28/04/2023	2,073.16
EF158238	99996	Mod Property Group	Rates And Property Related Refunds	28/04/2023	1,586.17
EF158239	99996	Mark Cicanese	Rates And Property Related Refunds	28/04/2023	507.87
EF158240	99996	Adrian Martin	Rates And Property Related Refunds	28/04/2023	433.17
EF158241	99996	Marilyn Sy	Rates And Property Related Refunds	28/04/2023	996.22
EF158242	99996	Michael Delpach	Rates And Property Related Refunds	28/04/2023	75.87
EF158243	99996	Hwee Kim Toh	Rates And Property Related Refunds	28/04/2023	427.35
EF158244	99996	Hope Evans	Rates And Property Related Refunds	28/04/2023	423.50
EF158245	99996	Caitlin Barber	Rates And Property Related Refunds	28/04/2023	232.11
EF158246	99996	Julie Bloxham	Rates And Property Related Refunds	28/04/2023	421.50
EF158247	99996	Lindsay Corless	Rates And Property Related Refunds	28/04/2023	415.24
EF158248	99996	Janet Selboiskar	Rates And Property Related Refunds	28/04/2023	229.06
EF158249	99996	Antonio Gaglia	Rates And Property Related Refunds	28/04/2023	1,298.35
EF158250	99996	Irima Gaglia	Rates And Property Related Refunds	28/04/2023	1,298.35
EF158251	99996	Antonio Gaglia	Rates And Property Related Refunds	28/04/2023	173.36
EF158252	99996	Irima Gaglia	Rates And Property Related Refunds	28/04/2023	173.36
EF158253	99996	Onside Nominees Pty Ltd	Rates And Property Related Refunds	28/04/2023	397.93
EF158254	99996	Overmorrow Investments	Rates And Property Related Refunds	28/04/2023	380.44
EF158255	88888	Gaius Davy	Bond Refund	28/04/2023	500.00
EF158256	88888	Craig Lee Steere	Bond Refund	28/04/2023	100.00
EF158257	88888	Linda Anne Barnett	Bond Refund	28/04/2023	500.00
EF158258	88888	Fj & Mj McGinty	Bond Refund	28/04/2023	500.00

EF158259	88888	Ben & Sharon Gillard	Bond Refund	28/04/2023	500.00
EF158260	88888	Pa & Re Hoes	Bond Refund	28/04/2023	500.00
EF158261	88888	Damien D'ascenzo	Bond Refund	28/04/2023	500.00
EF158262	99997	Clive Douglas Mccallum & Diana Lillian M	Senior Security Subsidy Scheme	28/04/2023	200.00
EF158263	99997	John & Elizabeth Wotherspoon	Bird Bath Rebate	28/04/2023	50.00
EF158264	99997	Peter Strickland	Port Coogee Marina K270 Pen Fee Refund	28/04/2023	564.00
EF158265	99997	Frank Santa-Maria	Grants, Donations & Refunds	28/04/2023	89.00
EF158266	99997	Tamala P Paterniti	Nappy & Sanitary Rebate	28/04/2023	40.00
EF158267	99997	Chantel Duggan	Grants, Donations & Refunds	28/04/2023	40.80
EF158268	99997	Amanda & Ashley Dicker-Lee	Nappy & Sanitary Rebate	28/04/2023	50.00
EF158269	99997	Jessica Morrison	Nappy & Sanitary Rebate	28/04/2023	50.00
EF158270	99997	Andrew Phelps	Compost Bin Rebate	28/04/2023	50.00
EF158271	99997	Jocelyn Clyne	Nappy & Sanitary Rebate	28/04/2023	50.00
EF158272	99997	Mj & Rk Smigrodzki	Nappy & Sanitary Rebate	28/04/2023	50.00
EF158273	99997	Il & J Weston	Compost Bin Rebate	28/04/2023	50.00
EF158274	99997	Ross Porter	Grants, Donations & Refunds	28/04/2023	50.00
EF158275	99997	Sandy Lam	Grants, Donations & Refunds	28/04/2023	50.00
EF158276	99997	Carmen Forde	Grants, Donations & Refunds	28/04/2023	50.00
EF158277	99997	Christopher Dudley	Grants, Donations & Refunds	28/04/2023	50.00
EF158278	99997	Angela Mcmeeken	Nappy Rebate	28/04/2023	98.00
EF158279	99997	Isobel M Stevenson	Nappy Rebate	28/04/2023	100.00
EF158280	99997	Nina Dakin	Invoice 230406l	28/04/2023	110.00
EF158281	99997	Beth Lewis Physiotherapy Pty Ltd	Invoice 101643	28/04/2023	160.00
EF158282	99997	Harvest Lakes Resident Association	Mayors Donation	28/04/2023	200.00
EF158283	99997	Michael Emery	Cash Exp Claim 05.04.2023	28/04/2023	241.00
EF158284	99997	Damian Denyer	Art Exhibition Jazz Performance	28/04/2023	900.00
EF158285	99997	Gaius Davy	Pen Licence J234 Pen Fee Refund	28/04/2023	1,048.00
EF158286	99997	Rhianna Abu Lashin	Invoice For Cultural Fair	28/04/2023	450.00
EF158287	99997	Servau Offcl. Departmental Recpts&Paymen	Doc Number: 180141807 Centrepay/03	28/04/2023	206.91
EF158288	99997	Nicole And Simon Zilko	Invoice 2301 - Show Off Art Exhibition	28/04/2023	400.00
EF158289	99997	Servau Offcl. Departmental Recpts&Paymen	Doc Number: 180142694 - Centrepay	28/04/2023	250.47
EF158290	99997	Brogen Investments Pty Ltd	Port Coogee Marina J236 Pen Fee Refund	28/04/2023	5,149.00
EF158291	99997	Wetlands Centre	Invoice 0002	28/04/2023	1,600.00
EF158292	99997	Mr Cm Koehler And Mrs Bm Koehler	Reimbursement Steam Activity Supplies	28/04/2023	29.99
EF158293	99997	Devon Gibson	Port Coogee Marina K259 Pen Fee Refund	28/04/2023	1,709.00
EF158294	99997	Kaitlyn Holyman	Sanitary Product Rebate - K Holyman	28/04/2023	50.00
EF158295	99997	Nicholas Chapman	Compost Bin Rebate - N Chapman	28/04/2023	50.00
EF158296	99997	Danae Pearl	Sanitary Product Rebate - D Blennerhasse	28/04/2023	20.95
EF158297	99997	City Of Kalgoorlie - Boulder	Lsl - Jonathon Shapcott Inv214069	28/04/2023	32.94
EF158298	99997	Danae Pearl	Sanitary Product Rebate - D Blennerhasse	28/04/2023	15.00
EF158299	99997	Melissa Scott	Nappy And Sanitary Product	28/04/2023	75.50
EF158300	99997	Success Netball Assoication	Capital Works Grant Cwg014	28/04/2023	5,149.50
EF158301	99997	Nathan Smith	Bird Bath Rebate - N Smith	28/04/2023	47.49

EF158302	99997	Janet Grljusich	Bird Bath Rebate - J Grljusich	28/04/2023	50.00
EF158303	99997	Samantha Grljusich	Bird Bath Rebate - S Grljusich	28/04/2023	50.00
EF158304	99997	Stephanie Yohandra	Nappy And Sanitary Product Rebate	28/04/2023	50.00
EF158305	99997	Megan Leitner	Sanitary Products Rebate	28/04/2023	50.00
EF158306	99997	Viet Dang	Sanitary Products Rebate	28/04/2023	50.00
EF158307	99997	Sonja Macmath	Compost Bin Rebate	28/04/2023	50.00
EF158308	99997	Rob Walkley	Compost Bin Rebate	28/04/2023	50.00
EF158309	99997	Timothy Newlands	Compost Bin Rebate	28/04/2023	50.00
EF158310	99997	Jeremy Ong	Compost Bin Rebate	28/04/2023	50.00
EF158311	99997	Marlenie Caballero	Compost Bin Rebate	28/04/2023	50.00
EF158312	99997	Perth South Dancing Troupe	Invoice Number: 2022113001	28/04/2023	378.00
EF158313	99997	Sean J De Vaney	Cloth Nappy Rebate	28/04/2023	97.00
EF158314	99997	Shino Pecoult	Sanitary Products Rebate	28/04/2023	50.00
EF158315	99997	Gabrielle Walker	Compost Bin Rebate	28/04/2023	50.00
EF158316	99997	Sheryl Lincoln	Compost Bin Rebate	28/04/2023	50.00
EF158317	99997	Brian Murphy	Compost Bin Rebate	28/04/2023	50.00
EF158318	99997	Cm & Rj Vinci	Sanitary Products Rebate	28/04/2023	50.00
EF158319	99997	Kieran Sheehan	Compost Bin Rebate	28/04/2023	50.00
EF158320	99997	Miss Rhegan J Criddle	Sanitary Product Rebates	28/04/2023	25.00
EF158321	99997	Felicity Miller	Sanitary Products Rebates	28/04/2023	50.00
EF158322	99997	Lm And Jg Ivey	Compost Bin Rebate	28/04/2023	50.00
EF158323	99997	Surya Wahidin Tan	Compost Bin Rebate	28/04/2023	50.00
EF158324	99997	Hayley Ogneris	Sanitary Products Rebate	28/04/2023	50.00
EF158325	99997	Louise Oakey	Sanitary Product Rebate	28/04/2023	34.39
EF158326	99997	Hannah Coppen	Sanitary Product Rebate	28/04/2023	36.00
EF158327	99997	Nd And Km Taylor	Compost Bin Rebate	28/04/2023	50.00
EF158328	99997	George Jurcun	Sanitary Product Rebate	28/04/2023	48.57
EF158329	99997	Kelly A Nair	Sanitary Product Rebate	28/04/2023	50.00
EF158330	99997	Brianna Edwards	Sanitary Product Rebate	28/04/2023	50.00
EF158331	99997	Kylie Chatto	Sanitary Product Rebate	28/04/2023	50.00
EF158332	99997	Timeer Patel	1St Place In Cockburns Got Talent 15 +	28/04/2023	500.00
EF158333	99997	Ben & Sharon Gillard	Pen Fee Refund K265	28/04/2023	840.00
EF158334	99997	Pa & Re Hoes	H221 Pen Fee Refund	28/04/2023	1,294.00
EF158335	99997	Livinnia Chinnery	2Nd Place In Cockburns Got Talent 15+	28/04/2023	250.00
EF158336	99997	James Culverhouse	3Rd Place In Cockburns Got Talent 15+	28/04/2023	100.00
EF158337	99997	Edward Dark	1St Place In Cockburns Got Talent 11 - 1	28/04/2023	500.00
EF158338	99997	Sophie Oakey	2Nd Place In Cockburns Got Talent 11 - 1	28/04/2023	250.00
EF158339	99997	Yovindu Wehalle	3Rd Place In Cockburns Got Talent 11 - 1	28/04/2023	100.00
EF158340	99997	Amelia Dark	1St Place In Cockburns Got Talent 5- 10Y	28/04/2023	500.00
EF158341	99997	Roselle Villaluz	Ckckburn Got Talent	28/04/2023	100.00
EF158342	99997	Nicholas Wilkin	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158343	99997	Kyra Giuffre	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158344	99997	Ahri Bache	Junior Sport Travel Assistant Grant	28/04/2023	400.00

EF158345	99997	Riley Leach	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158346	99997	Alexis Mayers	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158347	99997	Imogen Scilipoti	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158348	99997	Ahmad Nadeem	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158349	99997	Annabel Rowe	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158350	99997	Carly Viljoen	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158351	99997	Connor Davies	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158352	99997	Ahlia Jones	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158353	99997	Gorgia Platten	Junior Sport Travel Assistant Grant	28/04/2023	400.00
EF158354	99997	Christine Angela Hems	Senior Security Subsidy Scheme	28/04/2023	200.00
EF158355	99997	Mrs Donna M Brooks	Senior Security Subsidy Scheme	28/04/2023	300.00
EF158356	99997	E Rix And H R Devitt	Senior Security Subsidy Scheme	28/04/2023	200.00
EF158357	99997	K.L. Stella	Senior Security Subsidy Scheme	28/04/2023	160.00
EF158358	99997	Kevin & Ellen Grant	Senior Security Subsidy Scheme	28/04/2023	100.00
EF158359	99997	Mary Paulik	Senior Security Subsidy Scheme	28/04/2023	300.00
EF158360	99997	Roma Marie Milovitch	Senior Security Subsidy Scheme	28/04/2023	200.00
EF158361	99997	Mr W Walbran	Senior Security Subsidy Scheme	28/04/2023	200.00
EF158362	99997	S Thompson And S Palenberg	Pen Licence Refund C060	28/04/2023	30.00
EF158363	99997	Joshua L Gardner	Insurance Claim 8881 - Reimbursement	28/04/2023	1,989.99
EF158364	10035	Adventure World	Entertainment Services	28/04/2023	1,503.50
EF158365	10040	Aibs Wa Chapter	Conference Registration	28/04/2023	4,975.00
EF158366	10058	Alsco Pty Ltd	Hygiene Services/Supplies	28/04/2023	289.42
EF158367	10082	Armandos Sports	Sporting Goods	28/04/2023	1,431.43
EF158368	10091	Aslab Pty Ltd	Asphalting Services/Supplies	28/04/2023	16,808.22
EF158369	10097	Blackwoods Atkins	Engineering Supplies	28/04/2023	567.25
EF158370	10118	Australia Post	Postage Charges	28/04/2023	10,631.91
EF158371	10207	Boc Gases	Gas Supplies	28/04/2023	789.36
EF158372	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	28/04/2023	28,022.85
EF158373	10226	Bridgestone Australia Ltd	Tyre Services	28/04/2023	14,831.55
EF158374	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	28/04/2023	1,386.00
EF158375	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	28/04/2023	2,985.22
EF158376	10279	Castrol Australia Pty Ltd	Grease/Lubricants	28/04/2023	3,316.50
EF158377	10287	Centreline Markings	Linemarking Services	28/04/2023	990.00
EF158378	10325	City Of Fremantle	Contributions & Cost Sharing	28/04/2023	652.05
EF158379	10333	Cjd Equipment Pty Ltd	Hardware Supplies	28/04/2023	7,919.62
EF158380	10359	Cockburn Painting Service	Painting Supplies/Services	28/04/2023	2,046.00
EF158381	10368	Cockburn Wetlands Education Centre	Community Grant	28/04/2023	165.00
EF158382	10375	Veolia Environmental Services	Waste Services	28/04/2023	142,751.77
EF158383	10483	Landgate	Mapping/Land Title Searches	28/04/2023	282.00
EF158384	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	28/04/2023	47,954.76
EF158385	10526	E & Mj Rosher Pty Ltd	Mower Equipment	28/04/2023	3,266.23
EF158386	10528	Easifleet	Vehicle Lease	28/04/2023	633.93
EF158387	10535	Workpower Incorporated	Employment Services - Planting	28/04/2023	13,978.38

EF158388	10589	Fines Enforcement Registry	Fines Enforcement Fees	28/04/2023	18,741.10
EF158389	10768	Institute Of Public Works Engineering Aust - Wa Inc	Membership Fees	28/04/2023	950.00
EF158390	10783	Jandakot Metal Industries Pty Ltd	Metal Supplies	28/04/2023	739.20
EF158391	10787	Jandakot Accident Repair Centre	Panel Beating Services	28/04/2023	1,000.00
EF158392	10888	Lj Caterers	Catering Services	28/04/2023	10,349.08
EF158393	10892	Local Government Professionals Australia Wa	Subscription	28/04/2023	3,280.00
EF158394	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	28/04/2023	6,001.05
EF158395	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	28/04/2023	450.31
EF158396	10938	Mrp Pest Management	Pest & Weed Management	28/04/2023	1,517.14
EF158397	10944	Mcleods	Legal Services	28/04/2023	5,307.58
EF158398	10951	Melville Motors Pty Ltd	Motor Cars	28/04/2023	142.88
EF158399	10991	Beacon Equipment	Mowing Equipment	28/04/2023	697.55
EF158400	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	28/04/2023	833.80
EF158401	11028	Neverfail Springwater Ltd	Bottled Water Supplies	28/04/2023	431.55
EF158402	11036	Northlake Electrical Pty Ltd	Electrical Services	28/04/2023	46,927.38
EF158403	11267	Rolloways Leisure Centre	Entertainment Services	28/04/2023	180.00
EF158404	11307	Satellite Security Services Pty Ltd	Security Services	28/04/2023	79,490.88
EF158405	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	28/04/2023	132.00
EF158406	11334	Shenton Pumps	Pool Equipment/Services	28/04/2023	12,510.39
EF158407	11361	Sigma Chemicals Pty Ltd	Chemical Supplies	28/04/2023	8,758.55
EF158408	11425	Resource Recovery Group	Waste Disposal Gate Fees	28/04/2023	1,620.00
EF158409	11469	Sports Turf Technology Pty Ltd	Turf Consultancy Services	28/04/2023	1,815.00
EF158410	11483	St John Ambulance Aust Wa Operations	First Aid Courses	28/04/2023	4,920.00
EF158411	11625	Nutrien Water	Reticulation Supplies	28/04/2023	2,362.07
EF158412	11701	Vibra Industrial Filtration Australasia	Filter Supplies	28/04/2023	781.22
EF158413	11702	Villa Dalmacia Association Inc.	Special Club Activities	28/04/2023	390.00
EF158414	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	28/04/2023	1,264.74
EF158415	11789	Walga	Advertising/Training Services	28/04/2023	297.00
EF158416	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	28/04/2023	3,126.81
EF158417	11795	Western Power	Street Lighting Installation & Service	28/04/2023	975,597.25
EF158418	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	28/04/2023	4,339.32
EF158419	11828	Worldwide Online Printing - O'connor	Printing Services	28/04/2023	1,148.98
EF158420	11854	Zipform Pty Ltd	Printing Services	28/04/2023	2,210.65
EF158421	12153	Hays Personnel Services Pty Ltd	Employment Services	28/04/2023	18,560.62
EF158422	12295	Stewart & Heaton Clothing Co. Pty Ltd	Clothing Supplies	28/04/2023	711.57
EF158423	12458	Kite Kinetics	Entertainment Services	28/04/2023	550.00
EF158424	12796	Isentia Pty Ltd	Media Monitoring Services	28/04/2023	17,952.00
EF158425	12996	Accessible Transit Specialists	Repairs/Maintenance Services	28/04/2023	1,254.00
EF158426	13102	Michael Page International (Australia) Pty Ltd	Employment Services	28/04/2023	8,228.87
EF158427	13563	Green Skills Inc	Employment Services	28/04/2023	10,411.70
EF158428	13998	Air & Power Pty Ltd	Mechanical Parts	28/04/2023	418.44
EF158429	14307	Beilby Downing Teal Pty Ltd	Hr Consultancy Services	28/04/2023	5,368.00
EF158430	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	28/04/2023	18,122.50

EF158431	14777	Lgis Jardine Lloyd Thompson Pty Ltd	Insurance Premiums	28/04/2023	161.12
EF158432	15003	Dadaa Ltd	Community Grant	28/04/2023	1,755.33
EF158433	15393	Stratagreen	Hardware Supplies	28/04/2023	2,166.81
EF158434	15588	Natural Area Consulting Management Services	Weed Spraying	28/04/2023	22,804.69
EF158435	16064	Cms Engineering	Airconditioning Services	28/04/2023	18,706.56
EF158436	16107	Wren Oil	Waste Disposal Services	28/04/2023	99.00
EF158437	16396	Mayday Rental	Road Construction Machine Hire	28/04/2023	37,752.00
EF158438	16648	Youth Affairs Council Of Wa Inc	Youth Affairs	28/04/2023	1,485.00
EF158439	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	28/04/2023	1,022.58
EF158440	16914	Element Advisory Pty Ltd	Consultancy Services	28/04/2023	1,727.00
EF158441	16985	Wa Premix	Concrete Supplies	28/04/2023	4,382.29
EF158442	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	28/04/2023	7,171.37
EF158443	17555	Maia Financial	Equipment Lease Payments	28/04/2023	2,420.00
EF158444	18203	Natsync Environmental	Pest Control	28/04/2023	1,300.00
EF158445	18272	Austraclear Limited	Investment Services	28/04/2023	76.93
EF158446	18446	Artzplace Inc	Cultural Grant	28/04/2023	950.00
EF158447	18962	Sealanes (1985) P/L	Catering Supplies	28/04/2023	3,120.46
EF158448	19107	Forever Shining Artforms Wa	Monument	28/04/2023	13,585.00
EF158449	19496	Officer Woods Architects Pty Ltd	Architects	28/04/2023	27,544.00
EF158450	19533	Woolworths Ltd	Groceries	28/04/2023	2,444.32
EF158451	19541	Turf Care Wa Pty Ltd	Turf Services	28/04/2023	17,877.94
EF158452	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	28/04/2023	27,089.23
EF158453	20321	Riverjet Pty Ltd	Educting-Cleaning Services	28/04/2023	21,499.50
EF158454	21139	Austraffic Wa Pty Ltd	Traffic Surveys	28/04/2023	2,376.00
EF158455	21291	The Worm Shed	Environmental Education	28/04/2023	450.00
EF158456	21469	John Hughes Volkswagon	Purchase Of New Vehicle	28/04/2023	38,127.40
EF158457	21577	Lavan	Legal Services	28/04/2023	43,494.41
EF158458	21627	Manheim Pty Ltd	Impounded Vehicles	28/04/2023	456.50
EF158459	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	28/04/2023	32,763.58
EF158460	21747	Unicare Health	Mobility And Home Care Products	28/04/2023	132.05
EF158461	21868	Australian Barbell Company P/L	Fitness Equipment	28/04/2023	5,853.70
EF158462	21946	Ryan's Quality Meats	Meat Supplies	28/04/2023	194.31
EF158463	22106	Intelife Group	Services - Daip	28/04/2023	110.25
EF158464	22404	Cleverpatch Pty Ltd	Arts/Craft Supplies	28/04/2023	110.51
EF158465	22511	Johnny's Tiling	Tiling Services	28/04/2023	550.00
EF158466	22553	Brownes Food Operations	Catering Supplies	28/04/2023	354.25
EF158467	22613	Vicki Royans	Artistic Services	28/04/2023	150.00
EF158468	22639	Shatish Chauhan	Training Services - Yoga	28/04/2023	2,330.00
EF158469	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	28/04/2023	400.14
EF158470	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	28/04/2023	146,764.30
EF158471	22903	Unique International Recoveries Llc	Debt Collectors	28/04/2023	294.40
EF158472	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	28/04/2023	1,920.73
EF158473	23457	Totally Workwear Fremantle	Clothing - Uniforms	28/04/2023	2,616.65

EF158474	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	28/04/2023	31,871.40
EF158475	23579	Daimler Trucks Perth	Purchase Of New Truck	28/04/2023	1,402.37
EF158476	23735	Sidra Solutions	Software	28/04/2023	2,640.00
EF158477	23849	Construction Equipment Australia	Plant/Machinery Purchase & Maintenance	28/04/2023	4,697.04
EF158478	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	28/04/2023	4,101.90
EF158479	24655	Automasters Spearwood	Vehicle Servicing	28/04/2023	12,391.30
EF158480	24736	Zenien	Cctv Camera Licences	28/04/2023	33,380.41
EF158481	24748	Pearmans Electrical & Mechanical Services P/L	Electrical Services	28/04/2023	34,373.50
EF158482	24902	Crimson Wolf Fine Art	Artistic Services	28/04/2023	1,960.00
EF158483	25063	Superior Pak Pty Ltd	Vehicle Maintenance	28/04/2023	2,260.51
EF158484	25121	Imagesource Digital Solutions	Billboards	28/04/2023	669.90
EF158485	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	28/04/2023	48,198.56
EF158486	25201	Jtagz Pty Ltd	Wriststraps	28/04/2023	3,333.00
EF158487	25264	Acurix Networks Pty Ltd	Wifi Access Service	28/04/2023	6,360.20
EF158488	25418	Cs Legal	Legal Services	28/04/2023	4,955.60
EF158489	25586	Envirovap Pty Ltd	Hire Of Leachate Units	28/04/2023	19,992.50
EF158490	25736	Blue Tang (Wa) Pty Ltd T/As Emerge Associates (The Trustee For The	Consultancy Services	28/04/2023	13,975.50
EF158491	25813	Lg Connect Pty Ltd	Erp Systems Development	28/04/2023	14,938.88
EF158492	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	28/04/2023	2,455.00
EF158493	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	28/04/2023	129,688.81
EF158494	26314	Cpe Group	Temporary Employment Services	28/04/2023	10,554.31
EF158495	26357	Designfarm (Aust) Pty Ltd	Furniture	28/04/2023	7,645.00
EF158496	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	28/04/2023	491.05
EF158497	26416	Coolbellup Newsagency The Trustee For Dawkins Family Trust	Newspaper Delivery Services	28/04/2023	2,632.30
EF158498	26419	Equifax Australasia Credit Ratings Pty Ltd	Credit Reference Checks	28/04/2023	603.90
EF158499	26470	Scp Conservation	Fencing Services	28/04/2023	22,143.00
EF158500	26535	Janetia Knapp	Purchase Of Artwork	28/04/2023	400.00
EF158501	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	28/04/2023	189.96
EF158502	26574	Eva Bellydance	Entertainment - Belly Dancing	28/04/2023	225.00
EF158503	26597	West Coast Shade Pty Ltd	Shade Structures	28/04/2023	28,160.00
EF158504	26610	Tracc Civil Pty Ltd	Civil Construction	28/04/2023	1,195,580.17
EF158505	26614	Marketforce Pty Ltd	Advertising	28/04/2023	9,425.30
EF158506	26625	Andover Detailers	Car Detailing Services	28/04/2023	612.30
EF158507	26677	Australia And New Zealand Recycling Platform Limited	Not- For-Profit Member Services Body	28/04/2023	1,860.38
EF158508	26705	Creative Adm	Marketing Services	28/04/2023	8,778.00
EF158509	26709	Talis Consultants Pty Ltd	Waste Consultancy	28/04/2023	8,530.50
EF158510	26735	Shane McMaster Surveys	Survey Services	28/04/2023	13,882.00
EF158511	26739	Kerb Doctor	Kerb Maintenance	28/04/2023	3,729.83
EF158512	26754	Connect Call Centre Services	Call Centre Services	28/04/2023	5,721.98
EF158513	26782	Soft Landing	Recycling Services	28/04/2023	48,039.20
EF158514	26812	Brooks Choice Removals	Removalists	28/04/2023	13,266.00
EF158515	26843	Ergolink	Ergonomic Office Furniture	28/04/2023	334.71
EF158516	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	28/04/2023	2,032.24

EF158517	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	28/04/2023	660.00
EF158518	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	28/04/2023	614.97
EF158519	26923	Woodlands	Rubbish Collection Equipment	28/04/2023	9,584.30
EF158520	26929	Elan Energy Matrix Pty Ltd	Recycling Services	28/04/2023	5,833.03
EF158521	26946	Av Truck Services Pty Ltd	Truck Dealership	28/04/2023	1,353.00
EF158522	26957	Jbs & G Australia Pty Ltd	Consultancy - Enviromental	28/04/2023	10,599.05
EF158523	26983	Hitech Sports Pty Ltd	Sporting Equipment	28/04/2023	4,014.45
EF158524	26985	Access Icon Pty Ltd	Drainage Products	28/04/2023	12,283.26
EF158525	26987	Cti Risk Management	Security - Cash Collection	28/04/2023	1,404.15
EF158526	27002	Cockburn Party Hire	Hire Services	28/04/2023	3,072.00
EF158527	27010	Quantum Building Services Pty Ltd	Building Maintenance	28/04/2023	23,191.72
EF158528	27011	Baileys Marine Fuel Australia	Fuel	28/04/2023	1,535.16
EF158529	27015	Intelli Trac	Gps Tracking	28/04/2023	2,685.10
EF158530	27028	Technogym Australia Pty Ltd	Fitness Equipment	28/04/2023	3,478.76
EF158531	27031	Downer Edi Works Pty Ltd	Asphalt Services	28/04/2023	624.52
EF158532	27034	Adelby Pty Ltd	Firebreak Construction	28/04/2023	25,630.00
EF158533	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	28/04/2023	24,806.98
EF158534	27054	Vocus Pty Ltd	Telecommunications	28/04/2023	5,419.00
EF158535	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	28/04/2023	194.27
EF158536	27060	Canterbury Group Pty Ltd	Office Furniture	28/04/2023	77,720.50
EF158537	27065	Westbooks	Books	28/04/2023	7,008.58
EF158538	27069	Hart Sport	Sports Equipment	28/04/2023	1,652.30
EF158539	27077	Carbon Neutral	Carbon Solutions Provider	28/04/2023	1,870.00
EF158540	27082	Kulbardi Pty Ltd	Stationery Supplies	28/04/2023	807.99
EF158541	27085	Savills Project Management Pty Ltd	Project Management	28/04/2023	5,920.75
EF158542	27130	Motio Play Pty Ltd	Digital Marketing & Software Service Pro	28/04/2023	709.82
EF158543	27169	Natural Power Solutions Pty Ltd	Power Supply Protection, Products & Serv	28/04/2023	14,190.00
EF158544	27177	Rentokil Initial Pty Ltd (Initial Hygiene)	Hygiene	28/04/2023	198.00
EF158545	27189	Healthstrong Pty Ltd	Home Care	28/04/2023	297.00
EF158546	27198	Green Promotions Pty Ltd	Promotional Supplies	28/04/2023	3,988.05
EF158547	27231	Civil Survey Solutions Pty Ltd	Consultancy - Engineering	28/04/2023	2,007.50
EF158548	27235	Cove Waterways Management	Aquatic Weed Removal	28/04/2023	3,520.00
EF158549	27246	Veale Auto Parts	Spare Parts Mechanical	28/04/2023	269.90
EF158550	27252	Position Partners	Survey	28/04/2023	940.50
EF158551	27269	Payrix Australia	Payment Processing	28/04/2023	20,898.97
EF158552	27275	Hospitality Total Services	Hospitality Consultants	28/04/2023	5,819.00
EF158553	27277	Department Of Water And Environmental Regulation	Quarterly Land Fill Levy	28/04/2023	2,378,365.42
EF158554	27334	Westcare Print	Printing Services	28/04/2023	126.50
EF158555	27348	Message Media	Telecommunications	28/04/2023	247.37
EF158556	27362	The Mighty Booths	Photobooth	28/04/2023	699.00
EF158557	27366	The Henna Leaf	Artistic - Henna	28/04/2023	555.00
EF158558	27377	Accidental Health And Safety - Perth	First Aid Supplies	28/04/2023	147.96
EF158559	27401	Emprise Mobility	Mobility Equipment	28/04/2023	2,395.00

EF158560	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	28/04/2023	321.20
EF158561	27427	Home Chef	Cooking/Food Services	28/04/2023	941.96
EF158562	27455	Site Protective Services	Cctv Parts	28/04/2023	219,420.79
EF158563	27491	Applied Innovation Centre Pty Ltd	Consultancy - Marketing	28/04/2023	6,600.00
EF158564	27499	Hodge Collard Preston Architects	Architects	28/04/2023	9,440.20
EF158565	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	28/04/2023	3,952.39
EF158566	27531	Simplylogical.Net	Software System	28/04/2023	11,880.14
EF158567	27534	Ralph Beattie Bosworth	Quantity Survey	28/04/2023	9,020.00
EF158568	27539	Jasmin Carpentry & Maintenance	Carpentry	28/04/2023	790.90
EF158569	27548	Standing Fork	Catering	28/04/2023	4,026.00
EF158570	27551	Incognito Catering	Catering Services	28/04/2023	356.40
EF158571	27575	Shred X Secure Destruction	Document Destruction	28/04/2023	22.13
EF158572	27592	Hey Jay Fix It! Home Maintenance Service	Home Maintenance	28/04/2023	790.00
EF158573	27597	Wa Defence Review	Communication And Events	28/04/2023	5,500.00
EF158574	27617	Atturra Business Applications	Consultancy - It	28/04/2023	2,475.00
EF158575	27620	Gold Corporation	Ceremonial Coins	28/04/2023	1,754.50
EF158576	27622	Truegrade Medical Supplies	Medical Supplies	28/04/2023	3,208.45
EF158577	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	28/04/2023	12,643.13
EF158578	27635	Mammoth Security	Security	28/04/2023	50.09
EF158579	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	28/04/2023	285.24
EF158580	27657	Positive Balance Massage	Massage Therapy	28/04/2023	400.00
EF158581	27661	Matrix Productions	Event Mngement	28/04/2023	1,400.00
EF158582	27664	Disability Awareness Training	Training Disabilities	28/04/2023	1,400.00
EF158583	27675	Wgawa Pty Ltd	Consultancy Engineering	28/04/2023	16,831.33
EF158584	27676	Blue Force Pty Ltd	Security Services	28/04/2023	2,472.38
EF158585	27684	Jani Murphy Pty Ltd	Training	28/04/2023	3,432.00
EF158586	27695	Qtm Pty Ltd	Traffic Management	28/04/2023	3,645.98
EF158587	27701	Perth Better Homes	Shade Sails	28/04/2023	8,723.00
EF158588	27749	Advisian	Consulting - Enginnering	28/04/2023	3,115.22
EF158589	27778	Culture Counts Australia	Surveying/Marketing Services	28/04/2023	5,775.00
EF158590	27784	Rops Engineering Australia Pty Ltd	Crane Repairs	28/04/2023	5,368.06
EF158591	27809	Ra-One Pty Ltd	Software	28/04/2023	23,430.00
EF158592	27814	Kinesis	Consultancy - Sustainability	28/04/2023	16,500.00
EF158593	27831	Butler And Brown	Event Management	28/04/2023	1,000.00
EF158594	27850	Dowsing Group Pty Ltd	Concreting Services	28/04/2023	4,694.94
EF158595	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	28/04/2023	23,137.40
EF158596	27886	Bbc Entertainment	Entertainment Agency	28/04/2023	1,375.00
EF158597	27894	Homecare Physiotherapy	Healthcare	28/04/2023	27,834.03
EF158598	27908	Raubex Construction	Engineering Civil	28/04/2023	441,718.96
EF158599	27910	One Degree Advisory	Consultancy	28/04/2023	4,081.00
EF158600	27917	Go Doors Advanced Automation	Door Maintenance & Repair	28/04/2023	262.01
EF158601	27965	Stantec Australia Pty Ltd	Engineering Services	28/04/2023	2,693.90
EF158602	27969	Perfect Gym Solutions	Software For Gym's	28/04/2023	711.59

EF158603	27970	Forksafe	Servcie - Fork Lift	28/04/2023	500.06
EF158604	27978	Frontline Safety Australia Pty Ltd	Clothing - Uniforms	28/04/2023	19,702.09
EF158605	27984	Sabrina Fenwick	Excercise Classes	28/04/2023	1,440.00
EF158606	28003	Taylor Made Design	Graphic Design	28/04/2023	649.00
EF158607	28049	Copy Magic	Printing Services	28/04/2023	798.30
EF158608	28061	Go2cup	Paper Cups	28/04/2023	609.40
EF158609	28078	Crayon Australia Pty Ltd	Licensing	28/04/2023	9.70
EF158610	28115	Survitec	Safety And Survival Equipment	28/04/2023	182.95
EF158611	28151	Polaris Central	Sales, Service & Parts	28/04/2023	314.00
EF158612	28162	Lift Equipt Pty Ltd	Forklift Hire, Sales & Services	28/04/2023	316.80
EF158613	28173	David Barr	Architectural Services	28/04/2023	927.27
EF158614	28184	Spearwood Veterinary Hospital	Veterinary Hospital	28/04/2023	165.00
EF158615	28191	Enviro Sweep	Sweeping Services	28/04/2023	7,775.91
EF158616	28193	Deep Recognition Holdings Ltd	Cctv Software	28/04/2023	24,024.00
EF158617	28197	Lite N Easy Pty Ltd	Food Supplies	28/04/2023	1,046.71
EF158618	28201	Select Fresh	Food Supplies	28/04/2023	508.63
EF158619	28214	Beyond Skateboarding	Skateboarding Clinics	28/04/2023	4,345.00
EF158620	28218	Laminar Capital Pty Ltd	Financial Services	28/04/2023	1,474.00
EF158621	28230	Cgm Communications Pty Ltd	Public Relations	28/04/2023	1,980.00
EF158622	28231	Typeset Pty Ltd	Editorial And Business Communications Se	28/04/2023	470.80
EF158623	28241	Swift Flow Pty Ltd	Plumbing	28/04/2023	27,930.10
EF158624	28246	Hendercare	Nursing Services	28/04/2023	2,760.26
EF158625	28254	Cleantex Pty Ltd	Laundry Service	28/04/2023	1,131.21
EF158626	28258	Garden Care West	Gardening Services	28/04/2023	2,145.00
EF158627	28261	Hazed Services Pty Ltd	Safety - Roof	28/04/2023	3,041.50
EF158628	28264	Garden Organics	Organics Processing	28/04/2023	15,839.63
EF158629	28265	Tree Care Wa	Vegetation Maintenance Services	28/04/2023	76,118.65
EF158630	28270	Volunteer Home Support	Aged Care	28/04/2023	244.59
EF158631	28275	Farrington Dry Cleaners	Dry Cleaning	28/04/2023	230.00
EF158632	28277	Gesha Coffee Co	Coffee Supplies	28/04/2023	1,875.08
EF158633	28283	Mills Recruitment	Recruitment Services	28/04/2023	11,290.51
EF158634	28289	Grafton General Products	Mobility Equipment	28/04/2023	374.00
EF158635	28297	Techbrain	It Consultancy	28/04/2023	1,324.40
EF158636	28303	Miracle Recreation Equipment	Playground Equipment	28/04/2023	946.00
EF158637	28318	Ati-Mirage	Training	28/04/2023	3,630.00
EF158638	28351	Clever Designs Uniforms	Clothing	28/04/2023	1,100.50
EF158639	28354	Sauna And Steam Wa	Carpentry Services	28/04/2023	200.00
EF158640	28361	Indoor Gardens Pty Ltd	Hiring Indoor Plants	28/04/2023	765.60
EF158641	28371	Flexi Staff	Employment Services	28/04/2023	46,379.61
EF158642	28392	Mcs Civil Contracting	Engineering/Earthworks	28/04/2023	14,184.50
EF158643	28410	Wa Temporary Fencing Supplies	Hire Fencing	28/04/2023	2,685.10
EF158644	28426	Power Paving Pty Ltd	Paving Services	28/04/2023	990.00
EF158645	28437	Building & Industrial Cleaning Services	Clenaing Services	28/04/2023	57,300.39

EF158646	28446	Simon Mullumby	Entertainment Band	28/04/2023	2,100.00
EF158647	28454	Aussie Natural Spring Water	Water Supplies	28/04/2023	127.94
EF158648	28463	Antree Dnh Pty Ltd	Gardening	28/04/2023	1,201.20
EF158649	28481	Ink Strategy Pty Ltd	Strategic Planning	28/04/2023	7,881.50
EF158650	28482	Ozfish Unlimited	Preserve Fish Habitat	28/04/2023	5,000.00
EF158651	28487	Perth Is Ok Kelleway Whelan Holdings Pty Ltd	Digital Media	28/04/2023	5,478.00
EF158652	28496	Global Fitness And Leisure Pty Ltd	Mobility	28/04/2023	1,217.03
EF158653	28499	Galactic Scientific Galactic Co-Operative Wa Ltd	Maint for Scientific Equipment	28/04/2023	3,354.30
EF158654	28531	Little Miss Squeezebox	MUSIC And Entertainment	28/04/2023	500.00
EF158655	28537	Redz Zoo Pty Ltd	Mobile Zoo	28/04/2023	690.00
EF158656	28544	Forpark Australia 4Park Pty Ltd	Fitness Equipment	28/04/2023	44,354.20
EF158657	28556	The Leadership Institute T/A Konnect Learning	Leadership Conferences	28/04/2023	17,591.20
EF158658	10047	Alinta Energy	Natural Gas & Electricity Supply	28/04/2023	322.55
EF158659	11794	Synergy	Electricity Usage/Supplies	28/04/2023	916,873.27
EF158660	12025	Telstra Corporation	Communications Services	28/04/2023	32,290.83
TOTAL OF 697 EFT PAYMENTS					12,970,826.13
LESS: CANCELLED EFT PAYMENTS					
EF155908	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	26/04/2023	- 200.00
EF156812	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	13/04/2023	- 56.65
EF157500	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	13/04/2023	- 113.23
EF157515	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	13/04/2023	- 1,022.23
EF157884	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	6/04/2023	- 100.00
EF157919	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	3/04/2023	- 120.00
EF157961	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	26/04/2023	- 50.00
EF158214	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	28/04/2023	- 206.91
TOTAL CANCELLED EFT PAYMENT					- 1,869.02
TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)					12,968,957.11
<u>ADD: BANK FEES</u>					
BPAY BATCH FEE					5.04
MERCHANT FEES COC					1,270.92
MERCHANT FEES MARINA					70.96
MERCHANT FEES ARC					2,178.57
MERCHANT FEES VARIOUS OUT CENTRES					1,013.12
NATIONAL BPAY CHARGE					2,003.84
RTGS/ACLR FEE					-

	NAB TRANSACT FEE		209.40
	MERCHANDISE / OTHER FEES		-
			6,751.85
	<u>ADD: CREDIT CARD PAYMENTS</u>		125,438.23
	<u>ADD: PAYROLL PAYMENTS</u>		
	COC-04/04/23 Pmt 000228986945 City of Cockburn	9/03/2023	268.71
	COC-04/04/23 Pmt 000229011297 City of Cockburn	3/03/2023	346.53
	COC-04/04/23 Pmt 000229224717 City of Cockburn	9/03/2023	4,373.42
	COC-07/04/23 Pmt 000230120521 City of Cockburn	7/03/2023	49,047.51
	COC-09/04/23 Pmt 000229503842 City of Cockburn	1/03/2023	1,666,116.28
	COC-10/04/23 Pmt 000229921659 City of Cockburn	15/03/2023	3,951.61
	COC-12/04/23 Pmt 000230386248 City of Cockburn	16/03/2023	554.89
	COC-13/04/23 Pmt 000229625961 City of Cockburn	17/03/2023	1,832.55
	COC-13/04/23 Pmt 000229921319 City of Cockburn	20/03/2023	1,131.15
	COC-14/04/23 Pmt 000229921522 City of Cockburn	21/03/2023	3,593.10
	COC-18/04/23 Pmt 000230387009 City of Cockburn	29/03/2023	5,733.25
	COC-19/04/23 Pmt 000230387623 City of Cockburn	1/03/2023	4,263.30
	COC-23/04/23 Pmt 000230446186 City of Cockburn	29/03/2023	1,720,669.47
	COC-27/04/23 Pmt 000230587952 City of Cockburn	30/03/2023	834.69
	COC-28/03/23 Pmt 000228977022 City of Cockburn	24/03/2023	15,251.60
	COC-28/04/23 Pmt 000230715939 City of Cockburn	24/03/2023	2,604.13
			3,480,572.19
	TOTAL PAYMENTS MADE FOR THE MONTH		16,581,719.38

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City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 01-Mar-2023 and 29-Mar-2023

Reference	Date	Service Provider	Card Liability	Description
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Acting CEO

3,203.14

000469	14/03/2023	AVIS RENT A CAR	592.70	Travel and Accommodation
000469	14/03/2023	QANTAS	1,683.94	Travel and Accommodation
000469	14/03/2023	TRYBOOKING* National G	726.50	Conferences and Seminars
000469	21/03/2023	UDIAWA	104.04	Conferences and Seminars
000469	22/03/2023	CV CHECK	49.50	Application, Licence, Registration Fees
000469	22/03/2023	PAYPAL *FIT2WORK	38.39	Application, Licence, Registration Fees
000469	24/03/2023	CROWN PERTH PARKING	8.07	Travel and Accommodation

Acting CFO

550.00

000503	2/03/2023	MOORE AUSTRALIA WA PL	550.00	Subscriptions and Memberships
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ACTING MANAGER OF DEVELOPMENT SERVICES

690.55

000461	1/03/2023	ANNUAL FEE	18.67	Bank and other fees
000461	6/03/2023	WOOLWORTHS 4367	16.00	Consumables
000461	13/03/2023	ENGINEERING EDUCATIO	415.88	Conferences and Seminars
CC81160	24/03/2023	LGPA	120.00	Conferences and Seminars
000461	24/03/2023	LGPA	120.00	Conferences and Seminars

Acting Manager Public Health and Buildin

356.22

000476	1/03/2023	ANNUAL FEE	18.67	Bank and other fees
000476	1/03/2023	TOWN OF CAMBRIDGE	5.80	Parking Expenses
000476	1/03/2023	WOOLWORTHS 4367	35.33	Events and Functions
000476	1/03/2023	WOOLWORTHS 4367	3.00	Supplies and Materials purchases
000476	8/03/2023	BIBRA LAKE LUNCH BAR	44.00	Meeting/Workshop Catering
000476	9/03/2023	TOTALLY WORK WEAR FR	205.00	Equipment purchases
000476	27/03/2023	CPP HIS MAJESTYS	22.21	Parking Expenses
000476	28/03/2023	CPP HIS MAJESTYS	22.21	Parking Expenses

Adult Services Coordinator

421.82

000505	1/03/2023	PERTH FESTIVAL	-24.00	Supplies and Materials purchases
000505	10/03/2023	WOOLWORTHS 4367	11.25	Consumables
000505	16/03/2023	OFFICEWORKS	147.00	Equipment purchases
000505	20/03/2023	BIG W 0455	40.00	Consumables
000505	27/03/2023	FARMER JACKS SPEARWO	36.68	Consumables
000505	28/03/2023	Arts Margaret River	207.50	Conferences and Seminars
000505	28/03/2023	EB *Refund to buyer	3.39	Professional Services

Art and Culture Coordinator

494.40

CC80988	16/03/2023	DI LAZZARO & SONS	90.00	Supplies and Materials purchases
CC81243	17/03/2023	BUNNINGS 729000	24.98	Supplies and Materials purchases
CC81245	17/03/2023	OFFICEWORKS 0620	46.70	Supplies and Materials purchases
CC81249	17/03/2023	SQ *BEELIAR DRIVE FLOW	63.24	Supplies and Materials purchases
CC81163	20/03/2023	WOOLWORTHS 4367	130.85	Supplies and Materials purchases
CC81264	22/03/2023	OFFICEWORKS 0620	68.72	Supplies and Materials purchases
CC80926	22/03/2023	SCAVACI IGA	19.91	Consumables
CC81242	23/03/2023	DRACA FARM PTY LTD	20.00	Supplies and Materials purchases
CC81246	23/03/2023	DRACA FARM PTY LTD	30.00	Supplies and Materials purchases

Branch Manager - Spearwood Library

1,390.20

000453	13/03/2023	ZAGREB CROATION BOOKSH	1,066.00	Subscriptions and Memberships
000453	14/03/2023	MYO*GREEN WORLD INDOOR	198.00	Professional Services
000453	15/03/2023	NEVERFAIL SPRINGWTR	46.20	Supplies and Materials purchases
000453	17/03/2023	SEC*THE SEED COLLECTIO	80.00	Supplies and Materials purchases

Branch Manager Coolbellup Library

1,774.80

000497	1/03/2023	FREEDOM MYAREE	1,000.00	Equipment purchases
000497	1/03/2023	Windcave	231.85	Application, Licence, Registration Fees
000497	2/03/2023	WOOLWORTHS 4703	5.90	Supplies and Materials purchases
000497	13/03/2023	SP JB HI-FI ONLINE	133.88	Supplies and Materials purchases
000497	15/03/2023	DISCOUNT TOY CO	209.90	Supplies and Materials purchases
000497	15/03/2023	RAINBOW FUN	138.74	Supplies and Materials purchases
000497	15/03/2023	WOOLWORTHS 4703	24.35	Supplies and Materials purchases
000497	27/03/2023	ICONS8.COM	19.49	Supplies and Materials purchases
000497	27/03/2023	INTNL TRANSACTION FEE	0.49	Supplies and Materials purchases
000497	28/03/2023	WOOLWORTHS 4703	10.20	Supplies and Materials purchases

Branch Support Librarian

886.19

000466	1/03/2023	KMART	240.00	Supplies and Materials purchases
000466	3/03/2023	KMART 1088	24.00	Supplies and Materials purchases
000466	3/03/2023	SP 66FITAUSTRALIA	116.60	Supplies and Materials purchases
000466	8/03/2023	Booktopia Pty Ltd	-33.75	Supplies and Materials purchases
000466	13/03/2023	NEWS LIMITED	56.00	Supplies and Materials purchases
000466	16/03/2023	FAIRFAX SUBSCRIPTIONS	99.00	Supplies and Materials purchases
000466	20/03/2023	Booktopia Pty Ltd	227.26	Supplies and Materials purchases
000466	20/03/2023	SP JB HI-FI ONLINE	153.88	Supplies and Materials purchases
000466	21/03/2023	YELLOW RAVEN CAFE	3.20	Consumables

Chief of Community Services			119.74	
CC81041	1/03/2023	ANNUAL FEE	18.67	Bank and other fees
CC81010	13/03/2023	CPP HIS MAJESTYS	15.14	Parking Expenses
CC81040	21/03/2023	BLEND CAFE AND PIZZA	20.63	Meeting/Workshop Catering
CC81294	22/03/2023	DOME PORT COOGEE	15.80	Meeting/Workshop Catering
CC81300	22/03/2023	CV CHECK	49.50	Subscriptions and Memberships

Chief Operations Officer			4,542.62	
000458	6/03/2023	APPLE R508 GARDEN CITY	1,857.00	Equipment purchases
000458	13/03/2023	DELAWARE NORTH RETAQPS	26.60	Travel and Accommodation
000458	15/03/2023	INTNL TRANSACTION FEE	17.00	Travel and Accommodation
000458	15/03/2023	SKYE	680.14	Travel and Accommodation
000458	16/03/2023	INTNL TRANSACTION FEE	2.56	Bank and other fees
000458	16/03/2023	KAFE BATAVIA FATAHILLA	102.53	Travel and Accommodation
000458	17/03/2023	INTNL TRANSACTION FEE	45.29	Bank and other fees
000458	17/03/2023	MANDARIN ORIENTAL HOTELS	1,811.50	Travel and Accommodation

Child Care Services Manager			815.00	
000470	22/03/2023	MYO*Harmony Kids	815.00	Subscriptions and Memberships

Citizenship and Civic Services Superviso			49.75	
000463	17/03/2023	BUNNINGS 303000	39.80	Supplies and Materials purchases
000463	29/03/2023	OFFICEWORKS 0616	9.95	Supplies and Materials purchases

City Facilities Coordinator			141.74	
000535	13/03/2023	PARKER BLACK FORREST	86.39	Supplies and Materials purchases
000535	17/03/2023	COLES 0329	55.35	Consumables

City Facilities Manager			1,403.48	
000516	6/03/2023	EZI*FMA	880.28	Subscriptions and Memberships
000516	13/03/2023	EZI*FMA	330.00	Conferences and Seminars
000516	17/03/2023	HEATS LCLH PTY LTD	12.00	Meeting/Workshop Catering
000516	17/03/2023	WILSON PARKING PER057	16.20	Parking Expenses
000516	20/03/2023	EZI*FMA	165.00	Training & Professional Development

Civil Infrastructure Manager			1,496.73	
000472	9/03/2023	WESTERN POWER	498.91	Supplies and Materials purchases
000472	20/03/2023	WESTERN POWER	498.91	Supplies and Materials purchases
000472	23/03/2023	WESTERN POWER	498.91	Supplies and Materials purchases

Cockburn ARC Manager			2,249.31	
000480	9/03/2023	KMART 1362	53.00	Equipment purchases
000480	9/03/2023	SQ *THE ELECTRIC BEAN	96.90	Meeting/Workshop Catering
000480	9/03/2023	WOOLWORTHS 4394	161.26	Events and Functions
000480	17/03/2023	AUSTRALIAN SWIM SCHOOL	750.00	Conferences and Seminars
000480	17/03/2023	AUSTRALIAN SWIM SCHOOL	300.00	Conferences and Seminars
000480	17/03/2023	Webjet	888.15	Travel and Accommodation

Cockburn Parenting Services Coordinator			327.75	
000504	1/03/2023	SEC*CITY OF COCKBURN	336.00	Hire of equipment and facilities
000504	1/03/2023	SPACETOCO VENUE HIRE	110.00	Hire of equipment and facilities
000504	3/03/2023	SPOTLIGHT COCKBURN	92.75	Supplies and Materials purchases
000504	17/03/2023	SPACETOCO VENUE HIRE	-105.50	Hire of equipment and facilities
000504	17/03/2023	SPACETOCO VENUE HIRE	-105.50	Hire of equipment and facilities

Collection Development Librarian			1,587.95	
000495	2/03/2023	OFFICEWORKS	293.97	Supplies and Materials purchases
000495	3/03/2023	AMAZON MARKETPLACE AU	73.99	Supplies and Materials purchases
000495	3/03/2023	AMAZON MARKETPLACE AU	59.08	Supplies and Materials purchases
000495	6/03/2023	AMAZON MARKETPLACE AU	59.95	Supplies and Materials purchases
000495	22/03/2023	BOLINDA PUBLISHING	474.98	Supplies and Materials purchases
000495	22/03/2023	Booktopia Pty Ltd	625.98	Supplies and Materials purchases

Communications and Marketing Manager			3,924.34	
CC81002	1/03/2023	FACEBK *R3R9AMFMT2	49.99	Subscriptions and Memberships
CC80942	2/03/2023	DROPBOX*D9S88BNW31YY	18.69	Subscriptions and Memberships

CC81069	10/03/2023	CATCH	70.56	Subscriptions and Memberships
CC81073	10/03/2023	STATE OF SOCIAL 23	852.50	Subscriptions and Memberships
CC81174	14/03/2023	TOURISMCOUN	90.00	Subscriptions and Memberships
CC81188	14/03/2023	FAIRFAX SUBSCRIPTIONS	59.00	Subscriptions and Memberships
CC81018	15/03/2023	INTNL TRANSACTION FEE	0.08	Bank and other fees
CC81112	15/03/2023	TOURISMCOUN	180.00	Subscriptions and Memberships
CC81118	15/03/2023	PIXLR.COM Inmage Lab	3.03	Subscriptions and Memberships
CC81120	15/03/2023	ASANA.COM	404.58	Subscriptions and Memberships
CC81155	20/03/2023	FACEBK *EQCNEP39H2	964.77	Subscriptions and Memberships
CC80959	21/03/2023	eBay O*26-09834-98380	58.50	Supplies and Materials purchases
CC81108	24/03/2023	INTNL TRANSACTION FEE	1.12	Bank and other fees
CC81114	24/03/2023	PADDLE.NET* SPEECHELO	44.67	Subscriptions and Memberships
CC81027	27/03/2023	INTNL TRANSACTION FEE	0.04	Bank and other fees
CC81039	27/03/2023	INTNL TRANSACTION FEE	1.32	Bank and other fees
CC81060	27/03/2023	BITLY.COM	52.84	Subscriptions and Memberships
CC81062	27/03/2023	LNK.BIO	1.49	Subscriptions and Memberships
CC81066	27/03/2023	iStock.com	176.00	Subscriptions and Memberships
CC81070	27/03/2023	Mailchimp	895.16	Subscriptions and Memberships

Community Development Coordinator			2,309.29	
000462	10/03/2023	THE HUB 6163	44.77	Hire of equipment and facilities
000462	13/03/2023	PLANET FINSKA	39.95	Supplies and Materials purchases
000462	15/03/2023	SPACETOCO VENUE HIRE	33.00	Hire of equipment and facilities
000462	15/03/2023	WOOLWORTHS 4367	18.50	Meeting/Workshop Catering
000508	15/03/2023	SPACETOCO VENUE HIRE	88.00	Hire of equipment and facilities
000462	20/03/2023	WOOLWORTHS 4367	210.00	Meeting/Workshop Catering
000462	21/03/2023	GAN ZHE ZHI PTY LTD	260.00	Meeting/Workshop Catering
000462	21/03/2023	SPOTLIGHT COCKBURN	80.00	Meeting/Workshop Catering
000462	23/03/2023	WOOLWORTHS 4367	65.85	Meeting/Workshop Catering
000462	24/03/2023	AUSPOST PO BOX	148.00	Bank and other fees
000462	24/03/2023	BIG W 0455	84.00	Meeting/Workshop Catering
000462	24/03/2023	DMIRS - ONLINE PAYMENT	140.80	Bank and other fees
000462	24/03/2023	WOOLWORTHS 4367	53.43	Meeting/Workshop Catering
000462	27/03/2023	FREMANTLE HOCKEY CLU	283.00	Meeting/Workshop Catering
000462	28/03/2023	Canva* 03737-4538348	164.99	Subscriptions and Memberships
000508	29/03/2023	Portuguese Delights	595.00	Meeting/Workshop Catering

Community Safety Manager			188.05	
000494	1/03/2023	OFFICEWORKS 0620	11.05	Supplies and Materials purchases
000494	15/03/2023	MILMAR DISTRIBUTORS	59.00	Supplies and Materials purchases
000494	15/03/2023	OFFICEWORKS 0620	59.00	Supplies and Materials purchases
000494	22/03/2023	MILMAR DISTRIBUTORS	59.00	Supplies and Materials purchases

Coordinator Work Health and Safety			396.00	
000506	9/03/2023	BREATHALYSER SALES	396.00	Professional Services

Customer Experience and Marketing Lead			2,019.35	
000479	2/03/2023	Expertise Events Pty L	65.00	Conferences and Seminars
000479	3/03/2023	BUFFER PLAN	35.86	Subscriptions and Memberships
000479	3/03/2023	BUNNINGS 729000	321.36	Supplies and Materials purchases
000479	3/03/2023	Canva* 03712-12318096	164.99	Subscriptions and Memberships
000479	3/03/2023	CLARK RUBBER JANDAKOT	50.35	Supplies and Materials purchases
000479	3/03/2023	INTNL TRANSACTION FEE	0.90	Bank and other fees
000479	3/03/2023	OFFICEWORKS 0620	314.20	Consumables
000479	3/03/2023	SLIMLINE WAREHOUSE	294.17	Equipment purchases
000479	3/03/2023	YELLOW RAVEN CAFE	58.32	Consumables
000479	6/03/2023	AMAZON MARKETPLACE AU	62.99	Supplies and Materials purchases
000479	6/03/2023	AMAZON MARKETPLACE AU	19.99	Supplies and Materials purchases
000479	6/03/2023	BIGW ONLINE	112.00	Supplies and Materials purchases
000479	7/03/2023	JAYCAR PTY LTD	269.00	Supplies and Materials purchases
000479	13/03/2023	CRICUT	13.99	Subscriptions and Memberships
000479	15/03/2023	WOOLWORTHS 4367	20.00	Consumables
000479	17/03/2023	AMZN Mktp US*HC44F3LV1	43.62	Supplies and Materials purchases
000479	20/03/2023	SOCIAL CLUB GROUP PTY	53.90	Subscriptions and Memberships
000479	21/03/2023	AMAZON MARKETPLACE AU	118.71	Supplies and Materials purchases

Customer Experience Coordinator			510.60	
000483	29/03/2023	SCORPTEC COMPUTERS	510.60	Equipment purchases

Customer Experience Coordinator - ARC			3,466.17	
000482	1/03/2023	FACEBK *FJMURJ3D52	47.01	Advertising
000482	1/03/2023	INTNL TRANSACTION FEE	0.71	Bank and other fees
000482	1/03/2023	ZUBTITLE.COM	28.37	Subscriptions and Memberships
000482	2/03/2023	Google ADS7377651407	25.89	Advertising
000482	2/03/2023	OFFICEWORKS	377.95	Equipment purchases
000482	7/03/2023	INTNL TRANSACTION FEE	4.29	Bank and other fees
000482	7/03/2023	OUTGROW	171.48	Subscriptions and Memberships

000482	8/03/2023	FITNESS.EDU.AU	-35.88	Subscriptions and Memberships
000482	8/03/2023	FITNESS.EDU.AU	-35.88	Subscriptions and Memberships
000482	8/03/2023	FITNESS.EDU.AU	-35.88	Subscriptions and Memberships
000482	8/03/2023	FITNESS.EDU.AU	-35.88	Subscriptions and Memberships
000482	10/03/2023	EMAILMEFORM LLC	150.69	Subscriptions and Memberships
000482	10/03/2023	INTNL TRANSACTION FEE	13.59	Bank and other fees
000482	10/03/2023	INTNL TRANSACTION FEE	3.77	Bank and other fees
000482	10/03/2023	JB HI FI COCKBURN	698.00	Equipment purchases
000482	10/03/2023	KEEPME PTE LTD	543.68	Subscriptions and Memberships
000482	10/03/2023	KMART 1362	137.50	Events and Functions
000482	10/03/2023	SMP*IMO Bibra Lake	21.35	Events and Functions
000482	10/03/2023	WOOLWORTHS 4394	64.65	Events and Functions
000482	10/03/2023	WOOLWORTHS 4394	51.53	Events and Functions
000482	13/03/2023	KMART 1024	258.00	Equipment purchases
000482	15/03/2023	COLES 0490	68.00	Events and Functions
000482	15/03/2023	WOOLWORTHS 4394	199.70	Events and Functions
000482	16/03/2023	OZWASHROOM	312.00	Equipment purchases
000482	21/03/2023	FACEBK *34E4LNB5Z2	35.48	Advertising
000482	22/03/2023	HALLOWEENCOSTUMES.COM.	130.97	Equipment purchases
000482	28/03/2023	INTNL TRANSACTION FEE	4.83	Bank and other fees
000482	28/03/2023	QUICKTAPSURVEY	193.25	Subscriptions and Memberships
000482	29/03/2023	RED DOT STORES	67.00	Equipment purchases

Events Officer757.19

CC81222	14/03/2023	BP BEELIAR 7395	16.00	Motor vehicle expenses
CC81068	15/03/2023	OFFICEWORKS 0620	194.31	Supplies and Materials purchases
CC80943	16/03/2023	7-ELEVEN 3010	122.31	Consumables
CC80955	16/03/2023	OFFICEWORKS 0620	30.42	Supplies and Materials purchases
CC81207	17/03/2023	Mega Office Supplies	209.77	Supplies and Materials purchases
CC81111	20/03/2023	COLES 0494	63.30	Supplies and Materials purchases
CC81123	20/03/2023	COLES 0494	30.20	Supplies and Materials purchases
CC81164	24/03/2023	170517CH PTY LTD	90.88	Supplies and Materials purchases

Executive Corporate Affairs • Corporate1,797.71

000502	13/03/2023	Perth T3 Departures	107.55	Travel and Accommodation
000502	15/03/2023	Harum Manis Restaura H	1,487.65	Events and Functions
000502	15/03/2023	INTNL TRANSACTION FEE	37.19	Travel and Accommodation
000502	17/03/2023	INTNL TRANSACTION FEE	2.51	Travel and Accommodation
000502	17/03/2023	PANCIOUS PANCAKE SC	100.33	Events and Functions
000502	21/03/2023	GM CABS PTY LTD	62.48	Travel and Accommodation

Executive Officer883.37

000517	1/03/2023	FAIRFAX SUBSCRIPTIONS	26.00	Subscriptions and Memberships
000517	1/03/2023	WANEWSDTI	28.00	Subscriptions and Memberships
000517	14/03/2023	BIG BIRD PUSAKA-IPG	631.68	Travel and Accommodation
000517	14/03/2023	INTNL TRANSACTION FEE	15.79	Bank and other fees
000517	20/03/2023	NEWS LIMITED	20.00	Subscriptions and Memberships
000517	20/03/2023	NEWS LIMITED	20.00	Subscriptions and Memberships
000517	23/03/2023	SQ *CAFFISSIMO PHOENIX	47.50	Meeting/Workshop Catering
000517	27/03/2023	WANEWSDTI	28.00	Subscriptions and Memberships
000517	27/03/2023	WANEWSDTI	12.40	Subscriptions and Memberships
000517	29/03/2023	FAIRFAX SUBSCRIPTIONS	26.00	Subscriptions and Memberships
000517	29/03/2023	WANEWSDTI	28.00	Subscriptions and Memberships

Executive officer to the Mayor and Counc18,509.06

CC80983	13/03/2023	AUSTRALIAN LOCAL GOV	1,295.00	Travel and Accommodation
CC81216	14/03/2023	QANTAS	1,907.56	Travel and Accommodation
CC81191	17/03/2023	ZEN*TP*Bicton Trave	15,306.50	Travel and Accommodation

Family & Community Development Manager1,636.45

CC80966	1/03/2023	INTNL TRANSACTION FEE	5.19	Bank and other fees
CC81017	1/03/2023	EDX.ORG	207.58	Subscriptions and Memberships
CC80991	16/03/2023	AP SPEARWOOD LPO	105.95	Supplies and Materials purchases
CC81009	16/03/2023	AP SPEARWOOD LPO	1,271.40	Supplies and Materials purchases
CC80916	29/03/2023	HAMILTON HILL IGA	46.33	Consumables

Fleet Manager2,786.32

000454	1/03/2023	ANNUAL FEE	18.67	Bank and other fees
000454	2/03/2023	TOTALLY WORK WEAR FR	356.95	Supplies and Materials purchases
000454	7/03/2023	NHB GROUP PTY LTD	333.75	Motor vehicle expenses
000454	7/03/2023	NHB GROUP PTY LTD	23.93	Motor vehicle expenses
000454	9/03/2023	OIL AND ENERGY	478.28	Motor vehicle expenses
000454	17/03/2023	DEPARTMENT OF TRANSPOR	413.55	Motor vehicle expenses
000454	21/03/2023	RAC MOTORING PTY LTD	267.00	Motor vehicle expenses
000454	22/03/2023	IDOM MELVILLE PTY LT	160.00	Motor vehicle expenses
000454	22/03/2023	SOLACE FLATGLASS PER	420.00	Motor vehicle expenses
000454	29/03/2023	OFFICEWORKS 0620	314.19	Supplies and Materials purchases

Head of Community Development**850.00**

CC81159	20/03/2023	SP RECONCILIATION BANN	850.00	Supplies and Materials purchases
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Head of Community Safety & Ranger Svcs**1,455.60**

CC80882	3/03/2023	SYNTHESIA LIMITED	433.12	Subscriptions and Memberships
CC80888	3/03/2023	INTNL TRANSACTION FEE	10.83	Bank and other fees
CC80851	6/03/2023	Lucid Software Inc.	15.40	Subscriptions and Memberships
CC81219	9/03/2023	Tony Ale	34.00	Consumables
CC81065	20/03/2023	INTNL TRANSACTION FEE	0.72	Bank and other fees
CC81147	20/03/2023	VENNGAGE.COM	28.63	Subscriptions and Memberships
CC81151	20/03/2023	Starlink Internet	139.00	Subscriptions and Memberships
CC80947	21/03/2023	OFFICEWORKS	413.00	Supplies and Materials purchases
CC81324	22/03/2023	A LA FOLIE PTY LTD	101.50	Supplies and Materials purchases
CC80896	22/03/2023	A LA FOLIE PTY LTD	80.19	Supplies and Materials purchases
CC81180	24/03/2023	WESTERN AUSTRALI	147.00	Subscriptions and Memberships
CC80925	29/03/2023	COLES 0494	52.21	Supplies and Materials purchases

Head of Information & Technology**3,957.18**

CC80948	2/03/2023	PLE COMPUTERS PTY LT	98.00	Equipment purchases
CC80853	6/03/2023	EZI*AIISA	2,640.00	Equipment purchases
CC80887	16/03/2023	MISCELLANEOUS CREDIT	-2.50	Subscriptions and Memberships
CC80891	16/03/2023	MISCELLANEOUS CREDIT	-2.50	Subscriptions and Memberships
CC80893	16/03/2023	MISCELLANEOUS CREDIT	-2.50	Subscriptions and Memberships
CC80982	16/03/2023	AUSSIE TELECOM PTY LIM	979.18	Subscriptions and Memberships
CC81003	16/03/2023	BUSINESS NEWS PTY LT	250.00	Subscriptions and Memberships
CC81015	16/03/2023	MISCELLANEOUS CREDIT	-2.50	Subscriptions and Memberships

Head of Library and Cultural Services**3,391.81**

CC80844	6/03/2023	FACEBK ZSTCEMK9H2	1,375.00	Subscriptions and Memberships
CC81231	8/03/2023	FACEBK *SG2U3P39H2	1,375.00	Subscriptions and Memberships
CC80917	13/03/2023	SMP*Master Panda Food	21.35	Meeting/Workshop Catering
CC80923	13/03/2023	SQ *THE GROOVIN BEANS	17.00	Meeting/Workshop Catering
CC80938	13/03/2023	PERTH MOBILE CATERIN	22.00	Meeting/Workshop Catering
CC80944	13/03/2023	WILSON PARKING AUSTRAL	21.26	Parking Expenses
CC81226	14/03/2023	DOME PORT COOGEE	38.20	Meeting/Workshop Catering
CC81230	14/03/2023	CHOICE	336.00	Subscriptions and Memberships
CC81082	15/03/2023	WILSON PARKING AUSTRAL	21.00	Parking Expenses
CC81134	24/03/2023	LEADERSHIP WESTERN AUS	165.00	Subscriptions and Memberships

Head of Planning**780.00**

000451	16/03/2023	PROPERTY COUNCI	750.00	Conferences and Seminars
000451	23/03/2023	LGPA	30.00	Events and Functions

Head of Projects**1,374.00**

CC81103	10/03/2023	BRAYCO COMMERCIAL	1,264.00	Equipment purchases
CC81013	21/03/2023	SEC*CITY OF COCKBURN	110.00	Subscriptions and Memberships

Head of Recreation Infrastructure & Svcs**3,432.82**

000477	13/03/2023	U N M COOGEE	93.82	Meeting/Workshop Catering
000477	17/03/2023	COMPANY DIRECTOR	2,499.00	Conferences and Seminars
000477	17/03/2023	COMPANY DIRECTOR	840.00	Training & Professional Development

Head of Sustainability and Environment**1,964.47**

000490	8/03/2023	PAYPAL *AAEE	250.00	Subscriptions and Memberships
000490	9/03/2023	SQ *ALL GOOD GRUB	694.95	Events and Functions
000490	10/03/2023	Tickets-Women for the	650.00	Conferences and Seminars
000490	13/03/2023	CPP CONVENTION CENTRE	13.12	Parking Expenses
000490	15/03/2023	AU.FERRETTOOLS.COM	251.90	Equipment purchases
000490	15/03/2023	SPACETOCO VENUE HIRE	104.50	Hire of equipment and facilities

Health Promotion Officer**857.55**

000455	9/03/2023	KMART 1362	614.10	Supplies and Materials purchases
000455	13/03/2023	COLES EXPRESS 6906	4.50	Supplies and Materials purchases
000455	13/03/2023	WOOLWORTHS 4857	31.95	Supplies and Materials purchases
000455	17/03/2023	BIG W 0455	167.00	Supplies and Materials purchases
000455	17/03/2023	KMART 1278	40.00	Supplies and Materials purchases

Infrastructure & Operations Coordinator**679.19**

000481	1/03/2023	OFFICEWORKS	-4.00	Supplies and Materials purchases
000481	2/03/2023	GECKBOARD	297.18	Subscriptions and Memberships
000481	2/03/2023	INTNL TRANSACTION FEE	7.43	Bank and other fees
000481	3/03/2023	Canva* 03712-8110492	17.99	Subscriptions and Memberships
000481	6/03/2023	NAAVI PTY LTD	25.00	Subscriptions and Memberships
000481	8/03/2023	Mailchimp	172.14	Subscriptions and Memberships
000481	22/03/2023	OFFICEWORKS 0620	163.45	Equipment purchases

Landfill Supervisor HWRP				751.62
000484	3/03/2023	BOSS INDUSTRIAL	27.92	Consumables
000484	3/03/2023	COLES 0494	21.95	Consumables
000484	13/03/2023	SAFETY ZONE	411.40	Supplies and Materials purchases
000484	13/03/2023	SAFETY ZONE	201.05	Supplies and Materials purchases
000484	23/03/2023	BOSS INDUSTRIAL	71.30	Supplies and Materials purchases
000484	23/03/2023	COLES 0494	18.00	Consumables
Lead Advocacy and Engagement				2,818.79
CC81345	23/03/2023	KMART 1057	7.00	Supplies and Materials purchases
CC81342	28/03/2023	Hotel at Booking.com	390.00	Travel and Accommodation
CC81343	28/03/2023	QANTAS	837.79	Travel and Accommodation
CC81344	28/03/2023	BUSINESS NEWS PTY LT	1,500.00	Subscriptions and Memberships
CC81341	29/03/2023	WANEWSDTI	84.00	Subscriptions and Memberships
Library Technician				1,575.89
000456	6/03/2023	AMAZON AU	61.80	Supplies and Materials purchases
000456	6/03/2023	AMAZON AU	16.10	Supplies and Materials purchases
000456	6/03/2023	BIGW ONLINE	54.90	Supplies and Materials purchases
000456	6/03/2023	BIGW ONLINE	18.00	Supplies and Materials purchases
000456	6/03/2023	Booktopia Pty Ltd	263.02	Supplies and Materials purchases
000456	6/03/2023	SP JB HI-FI ONLINE	281.74	Supplies and Materials purchases
000456	9/03/2023	BIGW ONLINE	16.00	Supplies and Materials purchases
000456	9/03/2023	SP JB HI-FI ONLINE	192.81	Supplies and Materials purchases
000456	9/03/2023	WWW.FISHPOND.COM.AU	54.92	Supplies and Materials purchases
000456	17/03/2023	AMAZON AU	-38.49	Supplies and Materials purchases
000456	20/03/2023	AMAZON AU	16.36	Supplies and Materials purchases
000456	20/03/2023	SP JB HI-FI ONLINE	194.84	Supplies and Materials purchases
000456	21/03/2023	AMAZON MARKETPLACE AU	17.84	Supplies and Materials purchases
000456	22/03/2023	BIGW ONLINE	32.00	Supplies and Materials purchases
000456	23/03/2023	Booktopia Pty Ltd	357.85	Supplies and Materials purchases
000456	24/03/2023	AMAZON MARKETPLACE AU	36.20	Supplies and Materials purchases
Library Technology Coordinator				1,989.99
000509	6/03/2023	MAILCHIMP *MISC	358.94	Subscriptions and Memberships
000509	8/03/2023	Windcave	234.32	Subscriptions and Memberships
000509	14/03/2023	DREAMITHOS* DREAMIT HO	234.70	Subscriptions and Memberships
000509	15/03/2023	ADVANCENET INVOICE	646.29	Equipment purchases
000509	17/03/2023	MERCHANDISINGLIBRARIES	333.09	Equipment purchases
000509	23/03/2023	TACTICS GAMES PTY LT	182.65	Supplies and Materials purchases
Manager Building Services				305.13
CC81304	13/03/2023	WWW.FLORALSTATE.COM.AU	75.00	Supplies and Materials purchases
CC81198	14/03/2023	BUNNINGS 303000	230.13	Supplies and Materials purchases
Manager Business & Economic Development				3,392.38
CC81020	1/03/2023	CURTIN UNIVERSITY	59.41	Training & Professional Development
CC80870	3/03/2023	CITY OF PERTH PARKING-	4.54	Parking Expenses
CC80835	6/03/2023	SQ *MR. SANDWICH	12.50	Meeting/Workshop Catering
CC81181	9/03/2023	SWELL MULLALOO BEACH	72.40	Meeting/Workshop Catering
CC81256	13/03/2023	INTNL TRANSACTION FEE	24.68	Bank and other fees
CC80899	13/03/2023	DELAWARE NORTH RETAI	37.90	Supplies and Materials purchases
CC80905	13/03/2023	A LA FOLIE PTY LTD	59.89	Supplies and Materials purchases
CC80911	13/03/2023	MARRIOTT	408.80	Travel and Accommodation
CC80932	13/03/2023	MANDARIN ORIENTAL HOTELS	987.00	Travel and Accommodation
CC80950	13/03/2023	Jetescape Travel Pty L	440.06	Travel and Accommodation
CC81234	14/03/2023	City of Joondalup	2.40	Parking Expenses
CC81236	14/03/2023	SQ *DINO-MITE COOKIE C	210.00	Meeting/Workshop Catering
CC81240	14/03/2023	Flight on Booking.com	151.28	Travel and Accommodation
CC81030	15/03/2023	INTNL TRANSACTION FEE	4.44	Bank and other fees
CC81046	15/03/2023	PUSAKA PRIMA TRANSPORT	177.66	Travel and Accommodation
CC80885	16/03/2023	INTNL TRANSACTION FEE	2.92	Bank and other fees
CC80928	16/03/2023	MANDARIN ORIENTAL HOTELS	116.66	Travel and Accommodation
CC81287	17/03/2023	PUSAKA PRIMA TRANSPORT	58.92	Travel and Accommodation
CC81332	17/03/2023	INTNL TRANSACTION FEE	1.47	Bank and other fees
CC81057	20/03/2023	INTNL TRANSACTION FEE	0.30	Bank and other fees
CC81075	20/03/2023	METOOCEL	11.84	Travel and Accommodation
CC81083	20/03/2023	KAYOENE-HO	417.52	Travel and Accommodation
CC81167	20/03/2023	INTNL TRANSACTION FEE	10.44	Bank and other fees
CC81001	21/03/2023	GM CABS PTY LTD	110.25	Travel and Accommodation
CC81214	23/03/2023	TOWN OF VICTORIA PARK	4.30	Parking Expenses
CC81142	24/03/2023	City of Joondalup	4.80	Parking Expenses
Manager Recreation Services				629.91
000478	2/03/2023	WOOLWORTHS 4394	117.20	Meeting/Workshop Catering
000478	2/03/2023	INTNL TRANSACTION FEE	0.07	Bank and other fees

000478	2/03/2023	IGLOOCOMPANY	2.98	Consumables
000478	9/03/2023	BIG W 0455	120.00	Events and Functions
000478	13/03/2023	OFFICEWORKS 0616	19.96	Consumables
000478	14/03/2023	ASSURANCE VENTURE PTY	280.80	Consumables
000478	20/03/2023	FARMER JACKS SPEARWO	24.85	Consumables
000478	22/03/2023	OFFICEWORKS 0620	64.05	Supplies and Materials purchases

Organisational Development Coordinator**3,963.62**

000475	1/03/2023	SAFETYCULTURE	184.80	Subscriptions and Memberships
000475	3/03/2023	ATI MIRAGE TRAINING	841.50	Training & Professional Development
000475	6/03/2023	INTNL TRANSACTION FEE	0.82	Subscriptions and Memberships
000475	6/03/2023	POLINODE - NETWORKS	32.80	Subscriptions and Memberships
000475	6/03/2023	ST JOHN AMBULANCE AUST	55.00	Training & Professional Development
000475	8/03/2023	ST JOHN AMBULANCE AUST	55.00	Training & Professional Development
000475	8/03/2023	ST JOHN AMBULANCE AUST	55.00	Training & Professional Development
000475	9/03/2023	GU - STUDENT FEES	928.70	Training & Professional Development
000475	10/03/2023	PINNACLE HEIGHT SAFETY	59.00	Training & Professional Development
000475	14/03/2023	ST JOHN AMBULANCE AUST	55.00	Training & Professional Development
000475	16/03/2023	ST JOHN AMBULANCE AUST	160.00	Training & Professional Development
000475	17/03/2023	Ezypay*Fire and Safety	295.00	Training & Professional Development
000475	21/03/2023	ETHICALJOBS.COM.AU	154.00	Professional Services
000475	22/03/2023	AHRI LTD	396.00	Subscriptions and Memberships
000475	22/03/2023	Ezypay*Fire and Safety	295.00	Training & Professional Development
000475	24/03/2023	BOB COOPER OUTBACK	396.00	Training & Professional Development

Parks Operations Coordinator**1,891.96**

CC80900	2/03/2023	WOOLWORTHS 4703	160.00	Consumables
CC80858	3/03/2023	DIRECTCOMMSUPPLIES	440.00	Supplies and Materials purchases
CC80859	3/03/2023	DIRECTCOMMSUPPLIES	149.71	Supplies and Materials purchases
CC81274	13/03/2023	SQ *ALL GOOD GRUB	482.25	Meeting/Workshop Catering
CC80974	21/03/2023	Tickets-Syngenta Turf	440.00	Events and Functions
CC80980	21/03/2023	Tickets-Syngenta Turf	220.00	Events and Functions

People Experience Business Partner**12.20**

000515	27/03/2023	SECURE A SPOT - SECURE	6.10	Parking Expenses
000515	27/03/2023	SECURE A SPOT - SECURE	6.10	Parking Expenses

Recycling Supervisor**892.95**

000487	14/03/2023	COLES 0494	312.25	Consumables
000487	16/03/2023	SAFETY ZONE	269.06	Supplies and Materials purchases
000487	17/03/2023	BOSS INDUSTRIAL	44.70	Supplies and Materials purchases
000487	17/03/2023	BUNNINGS 323000	66.96	Supplies and Materials purchases
000487	17/03/2023	TWW ROCKINGHAM	199.98	Supplies and Materials purchases

Senior Centre Coordinator**3,682.67**

000468	1/03/2023	NEW NORCIA SERVICES	925.00	Events and Functions
000468	3/03/2023	Charthouse Cafe	17.90	Meeting/Workshop Catering
000468	3/03/2023	COCKBURN SENIORS	6.00	Meeting/Workshop Catering
000468	10/03/2023	ATI MIRAGE TRAINING	632.50	Training & Professional Development
000468	15/03/2023	BUNNINGS 303000	219.00	Equipment purchases
000468	15/03/2023	COUNCIL ON THE AGEING	1,650.00	Application, Licence, Registration Fees
CC81318	22/03/2023	WILSON PARKING AUSTRAL	6.50	Parking Expenses
000468	23/03/2023	ATLAS FUEL ASCOT PL	69.90	Events and Functions
CC81021	28/03/2023	Get Wines Direct	155.87	Events and Functions

Senior Centre Programs Booking Officer**4,114.71**

000512	1/03/2023	NEW NORCIA SERVICES	1,000.00	Events and Functions
000512	3/03/2023	ALH VENUES 8557	536.00	Events and Functions
000512	3/03/2023	BENTLEYPINEST230517NB	300.00	Events and Functions
000512	13/03/2023	Canva* 03721-5149293	164.99	Subscriptions and Memberships
000512	15/03/2023	SPACETOCO VENUE HIRE	152.00	Hire of equipment and facilities
000512	16/03/2023	DEPARTMENT OF TRANSPOR	94.00	Training & Professional Development
000512	16/03/2023	DEPARTMENT OF TRANSPOR	43.00	Training & Professional Development
000512	21/03/2023	MY DELICOUS CK & D P	556.50	Events and Functions
000512	21/03/2023	SQ *PERTH BOUNCY CASTL	250.22	Events and Functions
000512	28/03/2023	GESHA COFFEE CO	168.00	Consumables
000512	29/03/2023	SQ *PONIES FOR ANY OCC	850.00	Events and Functions

Senior Library Manager**1,653.51**

000464	6/03/2023	AMAZON AU	67.59	Supplies and Materials purchases
000464	6/03/2023	ART GALLERY OF WA	19.95	Supplies and Materials purchases
000464	6/03/2023	Boffins Bookshop	99.98	Supplies and Materials purchases
000464	6/03/2023	QUALITY COMICS	150.00	Supplies and Materials purchases
000464	6/03/2023	SP PERTH VINYL SUPPL	57.28	Supplies and Materials purchases
000464	10/03/2023	YELLOW RAVEN CAFE	3.20	Supplies and Materials purchases
000464	14/03/2023	MYO*GREEN WORLD INDOOR	495.00	Hire of equipment and facilities
000464	17/03/2023	AMAZON AU	148.80	Supplies and Materials purchases

000464	17/03/2023	EB GAMES	119.00	Supplies and Materials purchases
000464	17/03/2023	EB GAMES	29.00	Supplies and Materials purchases
000464	24/03/2023	EB GAMES	171.00	Supplies and Materials purchases
000464	24/03/2023	EB GAMES	69.00	Supplies and Materials purchases
000464	24/03/2023	RED DOT STORES	30.00	Supplies and Materials purchases
000464	27/03/2023	JB HI FI COCKBURN	94.46	Supplies and Materials purchases
000464	27/03/2023	THE REJECT SHOP 611A	99.25	Supplies and Materials purchases

Senior Youth Justice and Outreach Worker			7.50	
000510	16/03/2023	CITY OF VINCENT	7.50	Meeting/Workshop Catering

Seniors and Childcare Manager			1,758.03	
CC81292	13/03/2023	ZLR*Clever Designs Un	47.50	Supplies and Materials purchases
CC81124	15/03/2023	SP CHATSWORTH F	73.95	Supplies and Materials purchases
CC80881	16/03/2023	EZI*SANDWAI	1,581.58	Supplies and Materials purchases
CC80946	29/03/2023	BUNNINGS GROUP LTD	55.00	Supplies and Materials purchases

Social Club Coordinator			938.31	
CC80828	6/03/2023	Woolworths Online	236.80	Consumables
CC80910	16/03/2023	AMERICAN MEDICAL ID &	71.95	Subscriptions and Memberships
CC81255	17/03/2023	HAMILTON HILL IGA	58.01	Consumables
CC80992	21/03/2023	WANEWSDTI	35.60	Subscriptions and Memberships
CC81200	23/03/2023	WOOLWORTHS 4703	28.70	Consumables
CC81088	27/03/2023	ORICOM INTERNATIONAL	79.95	Subscriptions and Memberships
CC80979	28/03/2023	Woolworths Online	427.30	Consumables

Strategic Procurement Manager			8,466.16	
000457	2/03/2023	FREEDOM MYAREE	1,677.50	Equipment purchases
000457	8/03/2023	AUSTRALIAN LOCAL GOV	1,750.00	Conferences and Seminars
000457	8/03/2023	QANTAS	1,365.42	Travel and Accommodation
000457	8/03/2023	QANTAS	1,365.42	Travel and Accommodation
000457	10/03/2023	Live Payments*Live Pa	1,728.00	Equipment purchases
000457	21/03/2023	Flight on Booking.com	-89.30	Travel and Accommodation
000457	23/03/2023	SEC*RIMPA	669.12	Subscriptions and Memberships

Support Services Lead			1,693.18	
000474	1/03/2023	ALDI STORES - SOUTH LA	83.66	Meeting/Workshop Catering
000474	3/03/2023	SCAVACI IGA	11.65	Meeting/Workshop Catering
000474	9/03/2023	COCKBURNHLS	140.00	Professional Services
000474	10/03/2023	SCAVACI IGA	27.87	Meeting/Workshop Catering
000474	13/03/2023	KMART 1362	108.50	Supplies and Materials purchases
000474	15/03/2023	MISS MAUD	301.60	Meeting/Workshop Catering
000474	15/03/2023	SPACETOCO VENUE HIRE	259.00	Hire of equipment and facilities
000474	16/03/2023	Prof Psych Services	220.00	Training & Professional Development
000474	20/03/2023	MISS MAUD	410.90	Meeting/Workshop Catering
000474	20/03/2023	MISS MAUD	410.90	Meeting/Workshop Catering
000474	20/03/2023	MISS MAUD	-410.90	Meeting/Workshop Catering
000474	29/03/2023	Tony Ale	130.00	Meeting/Workshop Catering

Waste Collection Supervisor			482.04	
000501	8/03/2023	BUNNINGS 729000	198.14	Supplies and Materials purchases
000500	10/03/2023	OFFICEWORKS 0616	54.00	Supplies and Materials purchases
000488	24/03/2023	BOSS INDUSTRIAL	229.90	Consumables

Waste Services Manager			334.78	
000459	2/03/2023	REMONDIS AUSTRALIA	113.03	Supplies and Materials purchases
000459	6/03/2023	WOOLWORTHS 4703	14.75	Meeting/Workshop Catering
000459	8/03/2023	WOOLWORTHS 4367	30.25	Meeting/Workshop Catering
000459	9/03/2023	SPACETOCO VENUE HIRE	51.00	Hire of equipment and facilities
000459	13/03/2023	PLE COMPUTERS PTY LT	55.00	Equipment purchases
000459	15/03/2023	SPACETOCO VENUE HIRE	57.00	Hire of equipment and facilities
000459	23/03/2023	SPACETOCO VENUE HIRE	13.75	Hire of equipment and facilities

Young Peoples Services Coordinator			1,773.49	
000452	2/03/2023	DYMOCKS ONLINE	59.97	Supplies and Materials purchases
000452	2/03/2023	EZI*FULLERS BOOKSHOP	39.99	Supplies and Materials purchases
000452	3/03/2023	Booktopia Pty Ltd	237.29	Supplies and Materials purchases
000452	3/03/2023	SP CBCA MERCHANDISE	978.21	Supplies and Materials purchases
000452	7/03/2023	DYMOCKS ONLINE	-24.99	Supplies and Materials purchases
000452	17/03/2023	COLES 0490	32.25	Supplies and Materials purchases
000452	17/03/2023	EB GAMES	30.00	Supplies and Materials purchases
000452	17/03/2023	SPOTLIGHT COCKBURN	56.70	Supplies and Materials purchases
000452	20/03/2023	PEGI WILLIAMS BOOKSHOP	71.96	Supplies and Materials purchases
CC80935	21/03/2023	INTNL TRANSACTION FEE	7.12	Bank and other fees
CC80941	21/03/2023	HILTON	284.99	Supplies and Materials purchases

Young Peoples Services Librarian			353.28	
000486	13/03/2023	AP WILLAGEE CENTRAL	87.00	Application, Licence, Registration Fees
000486	13/03/2023	DYMOCKS BOORAGOON	133.59	Supplies and Materials purchases
000486	15/03/2023	Booktopia Pty Ltd	104.57	Supplies and Materials purchases
000486	20/03/2023	Booktopia Pty Ltd	41.30	Supplies and Materials purchases
000486	23/03/2023	Booktopia Pty Ltd	-13.18	Supplies and Materials purchases

Youth Centre Coordinator			702.41	
000492	1/03/2023	BP EX THOMSNS L 5992	12.20	Consumables
000492	1/03/2023	COLES 0490	13.70	Consumables
000492	2/03/2023	COLES 0490	70.63	Consumables
000492	6/03/2023	AUST WIDE FIRST AID	62.00	Training & Professional Development
000492	9/03/2023	BP EX THOMSNS L 5992	12.20	Consumables
000492	9/03/2023	COLES 0490	61.13	Consumables
000492	10/03/2023	BIG W 0444	57.00	Consumables
000492	10/03/2023	COLES 0490	16.60	Consumables
000492	10/03/2023	EB GAMES	59.00	Supplies and Materials purchases
000492	10/03/2023	Etsy.com - PennyandHor	38.58	Supplies and Materials purchases
000492	10/03/2023	KMART 1362	12.00	Supplies and Materials purchases
000492	13/03/2023	BUNNINGS 729000	21.88	Supplies and Materials purchases
000492	13/03/2023	JB HI FI COCKBURN	4.00	Supplies and Materials purchases
000492	13/03/2023	KMART 1362	8.50	Supplies and Materials purchases
000492	14/03/2023	COLES 0490	74.20	Consumables
000492	16/03/2023	COLES 0490	29.94	Consumables
000492	27/03/2023	COLES ONLINE	112.75	Supplies and Materials purchases
000492	27/03/2023	SUSHI COCKBURN GATEWAY	36.10	Consumables

Youth Development Officer			825.81	
000513	1/03/2023	Woolworths Online	57.80	Meeting/Workshop Catering
000513	2/03/2023	COLES 0490	22.50	Meeting/Workshop Catering
000513	8/03/2023	Woolworths Online	66.90	Meeting/Workshop Catering
000513	9/03/2023	BLUE ASTER PTY LTD	221.70	Meeting/Workshop Catering
000513	15/03/2023	Woolworths Online	60.76	Meeting/Workshop Catering
000513	22/03/2023	COLES ONLINE	255.50	Meeting/Workshop Catering
000513	22/03/2023	Woolworths Online	56.30	Meeting/Workshop Catering
000513	24/03/2023	SMP*Perth Car Care	30.50	Motor vehicle expenses
000513	29/03/2023	Woolworths Online	53.85	Meeting/Workshop Catering

Total Cards - 67	125,438.23
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Report Run On: 11-May-2023 10:51:31

14.2.2 Monthly Financial Report - April 2023**Executive** A/Chief Financial Officer**Author(s)** A/Head of Finance**Attachments** 1. Monthly Financial Report April 2023 [↓](#)**RECOMMENDATION**

That Council:

- (1) ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of April 2023, as attached to the Agenda.

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 for Council approval through the Expenditure Review Committee or included in the City's mid-year budget review required by legislation.

Submission

N/A

Report

The attached Monthly Financial Report for April 2023 has been prepared in accordance with the Local Government Act and the associated Financial Management Regulations.

This was reviewed by management, with the following commentary addressing key financial results and the City's budgetary performance to the end of the month.

Opening Surplus

The amended budget opening surplus is now \$11.93 million which includes the \$3.86 million mid-year budget review adjustment adopted by Council in February, \$2.50 million original budget surplus and \$5.56 million municipal funding for the City's carry forward projects.

Closing Surplus

The City's YTD closing surplus to the end of April was \$64.82 million, versus a YTD budget of \$56.88 million.

This represents a favourable variance of \$7.94 million, inclusive of variances across the FY23 operating and capital budget reported in the following sections.

Operating Revenue

Operating revenue of \$167.58 million was \$2.03 million behind YTD budget for April. The flowing table summarises the operating revenue budget performance by nature:

Revenue from operating activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Rates	118,200,126	118,200,126	117,926,240	(273,886)
Specified Area Rates	624,000	624,000	614,413	(9,587)

Revenue from operating activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Operating Grants, Subsidies, Contributions	11,863,320	9,588,898	8,287,562	(1,301,336)
Fees and Charges	40,972,049	35,115,679	34,250,996	(864,683)
Interest Earnings	6,425,280	5,542,195	6,052,186	509,991
Profit/(Loss) Asset Sale	1,476,042	535,361	447,084	(88,277)
Total	179,560,817	169,606,259	167,578,481	(2,027,778)

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

- Operating grants, subsidies, contributions (\$1.30 million under YTD budget):
 - Federal grant funding for childcare subsidies and Home Care Packages are behind YTD budget by \$0.32 million and \$0.49 million respectively.
- Fees and charges (\$0.86 million under YTD budget):
 - Building permits received this period is \$0.34 million under YTD budget due to lower building activity and is likely to come in under full year budget.
 - Development related fees are down \$0.31million against YTD budget due to lower development activity, also likely to not achieve full year budget.
 - Landfill fees is \$0.40 million under YTD budget reflecting a reduction in patronage at the Henderson Waste Recovery Park.
- Interest earnings (\$0.51 million over YTD budget). The City's investment strategy continues to deliver higher interest earnings than allowed for in the YTD budget.

Operating Expenditure

Operating expenditure to the end of April is \$135.02 million and was under YTD budget by \$10.99 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	69,593,027	56,231,914	52,561,098	(3,670,816)
Materials & Contracts	45,093,895	36,052,325	29,803,098	(6,249,227)
Utility charges	6,209,122	5,174,456	5,013,243	(161,213)
Depreciation/Amortisation	42,461,606	34,036,610	33,360,746	(675,864)
Interest/Finance Costs	500,921	224,435	216,865	(7,570)
Insurance expenses	2,275,300	2,275,300	2,345,078	69,778
Other expenditure	15,013,811	12,020,609	11,723,953	(296,656)
Total	181,147,682	146,015,649	135,024,081	(10,991,568)

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

- Employee Costs (\$3.67 million under YTD budget):
 - There are salary budget variances across all business units totalling \$2.59 million, due to the remaining Enterprise Agreement increase factored into the budget not yet paid and increased duration of staff vacancies due to a tight labour market.
 - Leave entitlement reductions contributed a net \$0.58 million to the variance, reflecting the positive impact of leave management strategies
 - Indirect employee costs also had an underspend of \$0.41 million (training, recruitment, conferences etc.)
- Materials and Contracts (\$6.25 million under YTD budget):
 - Operations & maintenance had \$1.03 million underspend; \$1.06 million of it was due to the underspend in parks and streetscapes maintenance (a timing issue as expenditure increases at the end of the financial year)
 - Community Development & Services were collectively \$1.03 million behind YTD budget, with underspending across Family & Community, Childcare, Cockburn Care, Seniors, and Youth Services.
 - Sustainability & Environment had \$0.99 million underspend, due to timing issues in the spending of the Rehabilitating Roe 8 project, and general underspending across the Sustainability & Climate Change, Coastal Management and Planning and Environmental Management, Policy and Planning service units.
 - Recreation Services Service Unit had a \$0.43 million YTD underspend (considered a timing issue).

Capital Expenditure

Council adopted a capital works program of \$50.9 million in the FY23 annual budget, that is now \$69.76 million following carry forwards and the mid-year budget review adopted by Council.

The City had spent \$30.81 million on its capital program to the end of April, representing an underspend of \$12.13 million against YTD budget (delivery 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	8,870,920	6,998,067	4,074,778	(2,923,289)
Furniture & Equipment	77,000	77,000	20,000	(57,000)
Plant and equipment	10,350,992	3,998,452	2,560,943	(1,437,509)
Information Technology	4,022,732	736,528	354,658	(381,870)
Infrastructure - Roads	25,175,682	15,355,791	15,111,139	(244,652)
Infrastructure - Drainage	3,070,903	2,638,430	912,091	(1,726,339)
Infrastructure - Footpath	1,989,439	1,569,409	800,692	(768,717)
Infrastructure - Parks hard	3,950,935	3,103,351	2,693,802	(409,549)
Infrastructure - Landscaping	1,742,132	1,368,294	728,364	(639,930)
Infrastructure - Landfill site	5,474,672	1,173,744	942,692	(231,052)
Infrastructure - Marina	2,224,348	1,700,423	830,265	(870,158)
Infrastructure - Coastal	1,129,933	918,434	102,855	(815,579)
Total	69,759,688	41,317,922	30,812,279	(10,505,643)

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

- Building construction had a net budget variance of \$2.92 million under YTD budget due to timing issues. This variance comprises many projects, with the following the more significant:
 - Internal Cladding ARC Sports Stadium - \$299K under YTD budget (no spending)
 - Wally Hagen Recreation Centre Redevelopment - \$304K under YTD budget (no spending).
- Drainage infrastructure had a net budget variance of \$1.73 million under YTD budget due to timing issues. The following are the more significant variances:
 - Edeline Street Sump \$284K under YTD budget (design stage)
 - Stratton Street Upgrade \$275K Under YTD budget (design stage)

- Spearwood & Doolette Drainage stages 1&2 \$217K under YTD budget (13% spent)
- Sump Investigations and Design \$177K under YTD budget
- Collis Road new sump \$198K under YTD budget (4% spent).
- Marina infrastructure had \$0.87 million underspend mainly due to a couple of projects behind YTD budget:
 - Othello/Mariboo Island anti climb structures \$418K under YTD budget (8% spent)
 - Marina Expansion \$415K under YTD budget.
- Coastal infrastructure had \$0.82 million underspend with several projects having not yet commenced:
 - Port Coogee Revetment Renewals \$425K under YTD budget (no spending).
 - Coogee Beach boardwalk access \$140K under YTD budget (no spending).

Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is a net \$20.77 million. This includes \$24.74 million in funding to be received, less an outgoing contribution of \$3.97 million to the State Government for underground power in South Lake.

Non-operating revenue of \$11.68 million was recognised to the end of April, \$1.65 million over YTD budget (only a timing issue).

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing a balance of \$178.0 million held at the end of April (\$179.91 million last month).

Council funded reserves made up \$148.45 million of the balance, \$12.11 million for restricted and legislated purposes, and another \$17.44 million for developer contribution plans.

Transfers in and out of financial reserves are made in accordance with budgetary requirements.

Cash and Financial Assets

The City's closing cash and financial assets investment holding at month's end totalled \$246.54 million (down from \$251.44 million last month).

This balance included financial assets (term deposits and investments) of \$237.36 million, and cash and cash equivalent holdings (cash at bank and at call deposits) of \$9.18 million.

\$181.77 million of these funds were internally and externally restricted, representing the City's financial reserves and liability for bonds and deposits held.

The remaining \$64.78 million represented unrestricted municipal funds 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 3.07 percent as of 30 April (up from 2.97 percent last month and 2.89 percent the month before).

This underperformed the City's KPI target rate of 4.10 percent, comprising RBA cash rate of 3.60 percent (end of April) plus a 0.50 percent performance margin.

The swiftness of back-to-back increases made to the official cash rate by the Reserve Bank of Australia (RBA), has meant many of the City's existing term deposits are yielding well under the City's current KPI target.

The City is in the process of breaking some longer dated term deposits placed with various institutions to address this issue and improve performance.

Performance against the KPI target continues improving each month with the City's new deposits being placed at relatively higher rates.

New investments placed during the month were at rates ranging between 4.72 and 4.90 percent over various durations.

There was no rate increase at the last RBA meeting in April and the latest three cash rate increases have been for 0.25 percent (rather than 0.50 percent), indicating the RBA may be nearing the top of this tightening cycle.

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 \$2.435 million and market value of \$1.591 million, although the City currently carries them at a book value of \$0.86 million (net of a \$1.575 million impairment provision made several years ago).

The City continues receiving interest and capital payments, with \$0.565 million returned to date of the original \$3.0 million invested.

The City's investments were held with the following financial institutions as at 30 April (inclusive of accrued interest):

Issuer	Market Value	% Total Value
AMP Bank Ltd	13,724,188.47	5.70%
Australian Unity Bank	2,059,616.44	0.85%
Auswide Bank Limited	8,022,542.46	3.33%
Bank of Queensland Ltd	22,898,523.39	9.51%
Commonwealth Bank of Australia Ltd	80,949,581.07	33.60%
Credit Union Australia Ltd t/as Great Southern Bank	5,053,368.78	2.10%
Defence Bank Ltd	5,098,479.45	2.12%
Emerald Reverse Mortgage Trust	1,584,006.45	0.66%
Macquarie Bank	0.01	0.00%
MyState Bank Ltd	15,739,066.83	6.53%
National Australia Bank Ltd	25,733,315.09	10.68%
Suncorp-Metway Ltd	24,894,148.52	10.33%
Westpac Banking Corporation Ltd	35,139,964.32	14.59%
Portfolio Total	240,896,801.27	100.00%

The City's short-term deposits (less than 12 months) made up 85.99 percent (\$207.15 million) of the City's portfolio, compared to 84.7 percent (\$203.75 million) last month.

This has risen over recent months as there has been no value in placing longer term deposits in a rising interest rate environment.

These were classified under the following credit ratings:

Market Value by Security Rating Group (Short Term)



Deposits invested between 1 and 3 years made up 14.01 percent (\$33.7 million) of the City's portfolio, compared to 15.3 percent (\$36.8 million) last month.

These were classified under following credit ratings:

Market Value by Security Rating Group (Long Term)



Investment in Fossil Fuel Free Banks

At month end, the City held \$62.4 million (26.1 percent) of its investment portfolio with banks considered non-funders of fossil fuel related industries (up from \$56.4 million or 23.6 percent 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 endeavour to preference a fossil fuel free investment, given a similar deposit rate.

Rates Debt Recovery

The collectible rates and charges for 2022-23 (comprising arrears, annual levies, and part year rating) totals \$142.97 million.

To the end of April, the City had collected \$134.83 million (94.31 percent), leaving a balance outstanding of \$8.14 million (5.69 percent).

The City has also received \$1.76 million in prepayments for future year's rates.

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 201 properties owing a total of \$0.96 million in combined rates and legal fees (down from 232 properties last month owing \$1.07 million).

Given the size of the City's ratepayer base (around 53,000 properties), this reflects the City's effective processes in controlling and managing overdue rates accounts.

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 \$3.05 million in outstanding trade and sundry debtors to the end of April (\$3.18 million last month).

Those debts overdue by more than 90 days made up \$144k or 4.72 percent of total debts outstanding (\$204k or 6.42 percent last month).

The 90-day debtors included lease monies owed by naval base tenants totalling \$131k (on payment plans).

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

Budget amendments are referred to Council's Expenditure Review Committee for recommendation. Recommended changes were adopted by Council at its May meeting and will be included in the May monthly financial report.

Council's adopted budget surplus for FY23 of \$360,899 has reduced over the year to a deficit of \$71,046 due to various Council decisions (including the mid-year budget review).

These budget deficit changes are listed at Note 8 in 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 Proponent(s)/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 Ended 30 April 2023**LOCAL GOVERNMENT ACT 1995**
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**TABLE OF CONTENTS**

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2023

SUMMARY INFORMATION

Funding surplus / (deficit) Components

	Funding surplus / (deficit)			
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$11.93 M	\$11.93 M	\$11.93 M	(\$0.00 M)
Closing	(\$0.07 M)	\$58.51 M	\$64.82 M	\$6.31 M
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$246.54 M	% of total
Unrestricted Cash	\$64.78 M	26.3%
Restricted Cash	\$181.77 M	73.7%
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)
\$36.09 M	\$58.87 M	\$69.66 M	\$10.79 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$52.56 M)	% Variance
YTD Budget	(\$56.23 M)	(6.5%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$118.54 M	% Variance
YTD Budget	\$118.82 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$34.25 M	% Variance
YTD Budget	\$35.12 M	(2.5%)
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$29.80 M)	% Variance
YTD Budget	(\$36.05 M)	(17.3%)
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$46.78 M)	(\$30.01 M)	(\$17.45 M)	\$12.56 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$1.68 M	%
Amended Budget	\$2.21 M	76.2%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$30.81 M	% Spent
Amended Budget	\$69.76 M	44.2%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$11.68 M)	% Received
Amended Budget	(\$20.77 M)	56.2%
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)
(\$1.30 M)	\$17.72 M	\$0.69 M	(\$17.04 M)
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$2.38 M
Interest expense	\$0.22 M
Principal due	\$9.05 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$178.00 M
Interest earned	\$0.44 M
Refer to Note 6 - Cash Reserves	

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2023**

SUMMARY INFORMATION - GRAPHS



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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

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)	11,927,765	11,927,765	11,927,765	0	0.00%	
Revenue from operating activities							
Rates		118,200,126	118,200,126	117,926,240	(273,886)	(0.23%)	
Specified area rates		624,000	624,000	614,413	(9,587)	(1.54%)	
Operating grants, subsidies and contributions		11,863,320	9,588,898	8,287,562	(1,301,336)	(13.57%)	▼
Fees and charges		40,972,049	35,115,679	34,250,996	(864,683)	(2.46%)	▼
Interest earnings		6,425,280	5,542,195	6,052,186	509,991	9.20%	▲
Profit/(loss) on disposal of assets		1,476,042	535,361	447,084	(88,277)	(16.49%)	
		179,560,817	169,606,259	167,578,481	(2,027,778)		
Expenditure from operating activities							
Employee costs		(69,593,027)	(56,231,914)	(52,561,098)	3,670,816	6.53%	▲
Materials and contracts		(45,093,895)	(36,052,325)	(29,803,098)	6,249,227	17.33%	▲
Utility charges		(6,209,122)	(5,174,456)	(5,013,243)	161,213	3.12%	
Depreciation on non-current assets		(42,461,606)	(34,036,610)	(33,360,746)	675,864	1.99%	▲
Interest expenses		(500,921)	(224,435)	(216,865)	7,570	3.37%	
Insurance expenses		(2,275,300)	(2,275,300)	(2,345,078)	(69,778)	(3.07%)	
Other expenditure		(15,013,811)	(12,020,609)	(11,723,953)	296,656	2.47%	
		(181,147,682)	(146,015,649)	(135,024,081)	10,991,568		
Non-cash amounts excluded from operating activities							
	1(a)	37,674,729	35,282,170	37,105,513	1,823,342	5.17%	▲
Amount attributable to operating activities		36,087,864	58,872,780	69,659,913	10,787,132		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		20,765,807	10,031,785	11,677,364	1,645,579	16.40%	▲
Proceeds from disposal of assets	3	2,211,894	1,271,213	1,684,421	413,208	32.51%	▲
Payments for property, plant and equipment and infrastructure	4	(69,759,688)	(41,317,922)	(30,812,279)	10,505,643	25.43%	▲
Amount attributable to investing activities		(46,781,987)	(30,014,925)	(17,450,494)	12,564,431		
Financing Activities							
Transfer from reserves	6	49,651,942	26,086,479	16,350,270	(9,736,210)	(37.32%)	▼
Repayment of debentures	5	(3,900,000)	(2,300,000)	(2,381,916)	(81,916)	(3.56%)	
Transfer to reserves	6	(47,056,630)	(6,063,428)	(13,282,142)	(7,218,714)	(119.05%)	▼
Amount attributable to financing activities		(1,304,688)	17,723,051	686,212	(17,036,840)		
Closing funding surplus / (deficit)	1(c)	(71,046)	58,508,672	64,823,395	6,314,723		

KEY INFORMATION

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

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

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 APRIL 2023

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.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

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)	11,927,765	11,927,765	11,927,765	(0)	(0.00%)	
Revenue from operating activities							
Office of the CEO		0	0	715	715	0.00%	
Corporate Strategy		0	0	2,158	2,158	0.00%	
Governance, Risk & Compliance		1,653	1,378	984	(394)	(28.59%)	
Finance		127,872,961	126,392,870	126,186,646	(206,224)	(0.16%)	
Information & Technology		0	0	916	916	0.00%	
Procurement		1,927	1,927	1,927	0	0.00%	
Library & Cultural Services		279,324	219,328	124,780	(94,548)	(43.11%)	
Recreation Infrastructure & Services		14,001,313	11,953,148	12,137,616	184,468	1.54%	
Community Development & Services		8,024,815	6,640,060	5,584,406	(1,055,654)	(15.90%)	▼
Community Safety & Ranger Services		1,206,960	1,020,372	1,229,520	209,148	20.50%	
Development Assessment & Compliance		3,577,282	3,143,391	2,578,898	(564,493)	(17.96%)	▼
Planning		148,702	(17,400)	19,867	37,267	(214.18%)	
Sustainability & Environment		847,076	687,794	480,895	(206,899)	(30.08%)	
Operations & Maintenance		20,367,073	16,745,518	16,162,625	(582,893)	(3.48%)	▼
Projects		0	0	2,764	2,764	0.00%	
Property & Assets		2,934,730	2,570,372	2,584,526	14,154	0.55%	
Business & Economic Development		0	0	1,760	1,760	0.00%	
People Experience		297,000	247,500	477,477	229,977	92.92%	
		179,560,816	169,606,258	167,578,480	(2,027,778)		
Expenditure from operating activities							
Executive Support		(3,423,979)	(2,778,314)	(2,530,216)	248,098	8.93%	
Corporate Strategy		(389,536)	(312,258)	(205,398)	106,860	34.22%	
Governance, Risk & Compliance		(1,825,480)	(1,531,825)	(1,346,455)	185,370	12.10%	
Finance		(7,538,565)	(6,042,092)	(5,448,961)	593,131	9.82%	▲
Information & Technology		(8,418,881)	(7,040,753)	(6,934,210)	106,543	1.51%	
Procurement		(936,248)	(736,137)	(695,910)	40,227	5.46%	
Library & Cultural Services		(7,161,584)	(6,030,388)	(5,525,216)	505,172	8.38%	▲
Recreation Infrastructure & Services		(15,733,866)	(12,782,012)	(11,755,227)	1,026,785	8.03%	▲
Community Development & Services		(13,137,407)	(10,274,117)	(8,711,752)	1,562,365	15.21%	▲
Community Safety & Ranger Services		(6,666,132)	(5,183,858)	(4,340,299)	843,559	16.27%	▲
Development Assessment & Compliance		(6,735,280)	(5,353,080)	(4,359,525)	993,555	18.56%	▲
Planning		(3,134,073)	(2,074,935)	(2,049,010)	25,925	1.25%	
Sustainability & Environment		(4,244,605)	(3,470,471)	(2,561,559)	908,912	26.19%	▲
Operations & Maintenance		(81,669,920)	(65,432,754)	(64,053,304)	1,379,450	2.11%	▲
Projects		(1,098,167)	(861,662)	(640,456)	221,206	25.67%	
Property & Assets		(11,300,314)	(9,149,054)	(8,216,922)	932,132	10.19%	▲
Stakeholder Management		(1,067,949)	(909,430)	(765,304)	144,126	15.85%	
Communications & Marketing		(1,780,180)	(1,449,890)	(1,351,933)	97,957	6.76%	
Customer Experience		(1,248,337)	(1,008,607)	(830,976)	177,631	17.61%	
Business & Economic Development		(684,806)	(547,576)	(439,392)	108,184	19.76%	
People Experience		(3,268,578)	(2,637,454)	(2,674,155)	(36,701)	(1.39%)	
Transformation, Culture & Innovation		(612,800)	(490,728)	(287,312)	203,416	41.45%	
Internal Recharging		929,007	81,745	699,410	617,665	(755.60%)	
		(181,147,680)	(146,015,650)	(135,024,082)	10,991,568		
Non-cash amounts excluded from operating activities	1(a)	37,674,729	35,282,170	37,105,513	1,823,342	5.17%	▲
Amount attributable to operating activities		36,087,865	58,872,778	69,659,911	10,787,132		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		20,765,807	10,031,785	11,677,364	1,645,579	16.40%	▲
Proceeds from disposal of assets	3	2,211,894	1,271,213	1,684,421	413,208	32.51%	▲
Payments for property, plant and equipment and infrastructure	4	(69,759,688)	(41,317,922)	(30,812,279)	10,505,643	25.43%	▲
Amount attributable to investing activities		(46,781,987)	(30,014,925)	(17,450,494)	12,564,431		
Financing Activities							
Transfer from reserves	6	49,651,942	26,086,479	16,350,270	(9,736,210)	(37.32%)	▼
Repayment of debentures	5	(3,900,000)	(2,300,000)	(2,381,916)	(81,916)	(3.56%)	
Transfer to reserves	6	(47,056,630)	(6,063,428)	(13,282,142)	(7,218,714)	(119.05%)	▼
Amount attributable to financing activities		(1,304,688)	17,723,051	686,212	(17,036,840)		
Closing funding surplus / (deficit)	1(c)	(71,046)	58,508,670	64,823,396			

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 30 APRIL 2023**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, *Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2023

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

**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	(1,476,042)	(535,361)	(447,084)
Less: Movement in liabilities associated with restricted cash		(3,410,835)	1,780,921	3,740,906
Less: Movement in leased liabilities		0	0	(7,975)
Less: Movement in other liabilities		100,000	0	73,808
Movement in employee benefit provisions (non-current)		0	0	299,830
Add: Public Open Space payment (non-current)		0	0	85,282
Add: Depreciation on assets		42,461,606	34,036,610	33,360,746
Total non-cash items excluded from operating activities		37,674,729	35,282,170	37,105,513

(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 30 April 2022	Year to Date 30 April 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(181,064,488)	(167,538,372)	(177,996,360)
Less: Bonds & deposits		(4,303,373)	(5,377,172)	(3,770,107)
Add: Borrowings	5	3,934,065	3,261,287	1,552,149
Add: Lease liabilities		114,651	79,579	106,676
Add: Financial assets at amortised cost - non-current	2	101,900,141	910,452	29,860,774
Total adjustments to net current assets		(79,419,004)	(168,664,226)	(150,246,868)
Cash and cash equivalents	2	20,777,520	10,764,601	9,181,646
Financial assets at amortised cost	2	92,800,000	227,500,000	207,500,000
Rates receivables		2,204,257	34,796,268	7,308,161
Receivables		5,731,365	7,221,455	8,095,649
Other current assets		4,773,962	2,717,843	4,330,966
Less: Current liabilities				
Payables		(16,710,475)	(14,012,028)	(6,818,088)
Borrowings	5	(3,934,065)	(3,261,287)	(1,552,149)
Contract liabilities	7	(4,994,711)	(11,819,741)	(4,197,358)
Lease liabilities		(114,651)	(79,579)	(106,676)
Provisions	7	(9,186,433)	(9,642,377)	(8,671,882)
Less: Total adjustments to net current assets	1(b)	(79,419,004)	(168,664,226)	(150,246,868)
Closing funding surplus / (deficit)		11,927,765	75,520,924	64,823,398

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Institution
		\$	\$	\$	
Cash on hand					
Cash at bank	Cash and cash equivalents	167,630	0	167,630	NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	24,818	0	24,818	
Term deposits - current	Cash and cash equivalents	8,989,198		8,989,198	NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	0	14,700,000	14,700,000	BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	55,594,307	20,205,693	75,800,000	COMMONWEALTH BANK
Term deposits - current	Financial assets at amortised cost	0	2,000,000	2,000,000	ASIA UNITED BANK
Term deposits - current	Financial assets at amortised cost	0	8,000,000	8,000,000	AUSWIDE BANK
Term deposits - current	Financial assets at amortised cost	0	32,000,000	32,000,000	WESTPAC
Term deposits - current	Financial assets at amortised cost	0	16,500,000	16,500,000	NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	0	24,500,000	24,500,000	SUNCORP
Term deposits - current	Financial assets at amortised cost	0	5,000,000	5,000,000	CREDIT UNION AUSTRALIA
Term deposits - current	Financial assets at amortised cost	0	5,000,000	5,000,000	DEFENCE BANK
Term deposits - current	Financial assets at amortised cost	0	8,500,000	8,500,000	AMP
Term deposits - current	Financial assets at amortised cost	0	15,500,000	15,500,000	MYSTATE BANK
Other investment - non current	Financial assets at amortised cost	0	860,774	860,774	BARCLAYS BANK
Other investment - non current	Financial assets at amortised cost	0	8,000,000	8,000,000	BANK OF QUEENSLAND
Other investment - non current	Financial assets at amortised cost	0	4,000,000	4,000,000	COMMONWEALTH BANK
Other investment - non current	Financial assets at amortised cost	0	3,000,000	3,000,000	WESTPAC
Other investment - non current	Financial assets at amortised cost	0	9,000,000	9,000,000	NATIONAL AUSTRALIA BANK
Other investment - non current	Financial assets at amortised cost	0	5,000,000	5,000,000	AMP
Total		64,775,953	181,766,467	246,542,420	
Comprising		Unrestricted	Restricted	Total Cash	
		\$	\$	\$	
Cash and cash equivalents		9,181,646	0	9,181,646	
Financial assets at amortised cost		55,594,307	181,766,467	237,360,774	
		64,775,953	181,766,467	246,542,420	

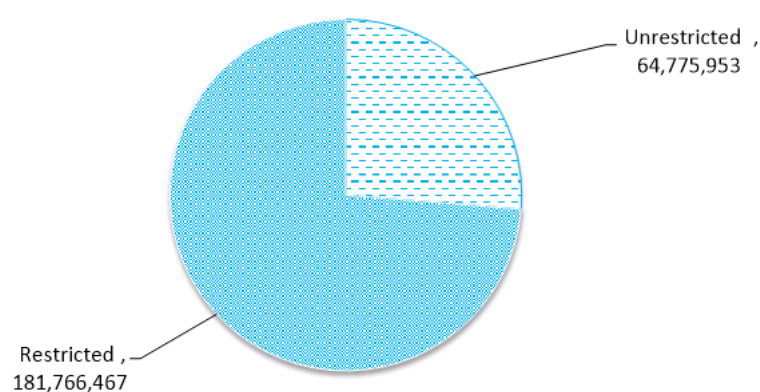
KEY INFORMATION

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

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

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

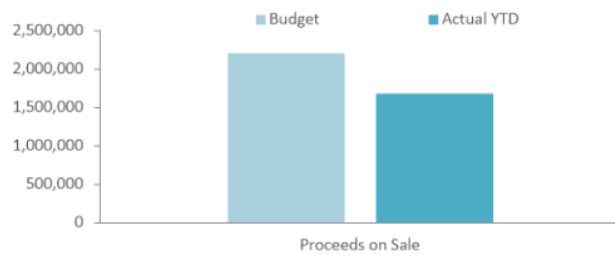
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

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	2,211,894	1,476,042	0	1,237,337	1,684,421	447,084	0
		735,852	2,211,894	1,476,042	0	1,237,337	1,684,421	447,084	0



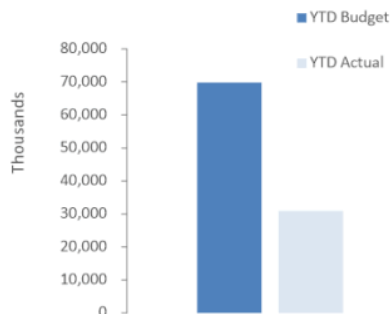
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

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	8,870,920	6,998,067	4,074,778	(2,923,289)
Furniture and equipment	77,000	77,000	20,000	(57,000)
Plant and equipment	10,350,992	3,998,452	2,560,943	(1,437,509)
Information technology	4,022,732	736,528	354,658	(381,870)
Infrastructure - roads	25,175,682	15,355,791	15,111,139	(244,652)
Infrastructure - drainage	3,070,903	2,638,430	912,091	(1,726,339)
Infrastructure - footpath	1,989,439	1,569,409	800,692	(768,717)
Infrastructure - parks hard	3,950,935	3,103,351	2,693,802	(409,549)
Infrastructure - parks landscaping	1,742,132	1,368,294	728,364	(639,930)
Infrastructure - landfill site	5,474,672	1,173,744	942,692	(231,052)
Infrastructure - marina	2,224,348	1,700,423	830,265	(870,158)
Infrastructure - coastal	1,129,933	918,434	102,855	(815,579)
Payments for Capital Acquisitions	69,759,688	41,317,922	30,812,279	(10,505,643)
Total Capital Acquisitions	69,759,688	41,317,922	30,812,279	(10,505,643)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	(20,765,807)	(10,031,785)	(11,677,364)	(1,645,578)
Other (disposals & C/Fwd)	(2,211,894)	(1,271,213)	(1,684,421)	(413,208)
Cash backed reserves				
Plant & Vehicle Replacement	(6,629,861)	(2,972,806)	(1,299,268)	1,673,538
Information Technology	(26,794)	(22,330)	(26,794)	(4,464)
Major Building Refurbishment	(171,568)	(171,568)	(111,997)	59,571
Waste & Recycling	(6,107,176)	(4,779,848)	(881,253)	3,898,595
Land Development and Investment Fund	(5,959,291)	(4,426,890)	(3,848,065)	578,825
Roads & Drainage Infrastructure	(880,162)	(299,060)	(163,768)	135,293
Community Infrastructure	(1,661,307)	(1,233,272)	(278,895)	954,378
Port Coogee Special Maintenance - SAR	(393,666)	(293,000)	(113,666)	179,334
Community Surveillance	(200,250)	(116,650)	(40,000)	76,650
Restricted Grants & Contributions	(4,554)	(4,554)	(4,555)	(1)
CIHCF Building Maintenance	(100,000)	(100,000)	(121,031)	(21,031)
Cockburn ARC Building Maintenance	(150,000)	(100,000)	0	100,000
Carry Forward Projects	(7,714,724)	(5,576,090)	(3,078,416)	2,497,674
Port Coogee Marina Assets Replacement	(487,816)	(123,330)	(65,706)	57,624
Port Coogee Waterways - WEMP	(345,000)	(212,500)	0	212,500
Public Open Space - Various	(125,693)	(104,740)	(125,693)	(20,953)
Contribution - operations	(15,824,125)	(9,478,286)	(7,291,389)	2,186,897
Capital funding total	(69,759,688)	(41,317,922)	(30,812,279)	10,505,643

SIGNIFICANT ACCOUNTING POLICIES

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

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	1,131,916	1,400,000	302,149	34,065	33,673	50,020
Recreation and culture										
To assist fund the Cockburn Central West development	8	10,000,000	0	0	1,250,000	2,500,000	8,750,000	7,500,000	183,192	350,000
C/Fwd Balance		11,434,065	0	0	2,381,916	3,900,000	9,052,149	7,534,065	216,865	400,020
Total		11,434,065	0	0	2,381,916	3,900,000	9,052,149	7,534,065	216,865	400,020
Current borrowings		3,226,983					1,552,149			
Non-current borrowings		8,207,082					7,500,000			
		11,434,065					9,052,149			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

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	1,000,000	0	(41,475)	0	1,720,561	762,036
Plant & Vehicle Replacement	12,190,360	0	0	1,320,000	572,574	(6,629,861)	(1,299,268)	6,880,499	11,463,666
Information Technology	1,674,702	0	0	1,500,000	0	(26,794)	(26,794)	3,147,908	1,647,908
Major Building Refurbishment	18,113,555	0	0	2,350,000	0	(171,568)	(111,997)	20,291,987	18,001,558
Waste & Recycling	16,226,330	0	0	6,133,456	0	(6,187,176)	(924,072)	16,172,610	15,302,258
Land Development and Investment Fund	8,173,172	0	0	963,272	0	(9,182,508)	(4,034,415)	(46,064)	4,138,758
Roads & Drainage Infrastructure	11,747,017	0	0	5,500,000	0	(974,818)	(163,768)	16,272,199	11,583,249
Naval Base Shacks	1,261,186	0	0	30,000	30,000	0	0	1,291,186	1,291,186
Community Infrastructure	31,702,223	0	0	10,000,000	0	(2,513,549)	(1,068,895)	39,188,674	30,633,329
Insurance	2,391,204	0	0	0	0	(558,840)	(21,597)	1,832,364	2,369,607
Greenhouse Action Fund	908,938	0	0	200,000	0	0	0	1,108,938	908,938
HWRP Post Closure Management & Contan	3,385,769	0	0	1,500,000	0	(60,000)	(287)	4,825,769	3,385,482
Municipal Elections	151,420	0	0	150,000	0	0	0	301,420	151,420
Community Surveillance	987,870	0	0	200,000	0	(450,250)	(207,520)	737,620	780,350
Waste Collection	8,312,856	0	0	1,607,149	1,607,149	(852,500)	0	9,067,505	9,920,005
Environmental Offset	248,759	0	0	0	0	0	0	248,759	248,759
Bibra Lake Management Plan	15,267	0	0	0	0	0	0	15,267	15,267
CIHCF Building Maintenance	11,706,747	0	0	800,000	565,221	(100,000)	(121,031)	12,406,747	12,150,937
Cockburn ARC Building Maintenance	6,675,048	0	0	1,500,000	0	(150,000)	0	8,025,048	6,675,048
Carry Forward Projects	12,322,168	0	0	7,414,128	5,563,428	(8,512,208)	(3,306,161)	11,224,088	14,579,436
Port Coogee Marina Assets Replacement	2,084,887	0	0	300,000	300,000	(487,816)	(65,706)	1,897,071	2,319,181
Coogee Beach Foreshore Management	0	0	1,541	0	116,165	0	0	0	117,706
Total Council Funded Reserve	151,041,516	0	1,541	42,468,005	8,754,537	(36,899,363)	(11,351,510)	156,610,158	148,446,084

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

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	8,508	0	0	0	0	465,834	474,343
Welfare Projects Employee Entitlements	1,053,457	0	9,127	20,000	0	0	0	1,073,457	1,062,585
Port Coogee Special Maintenance - SAR	2,040,979	0	36,783	400,000	396,708	(663,123)	(333,444)	1,777,856	2,141,025
Port Coogee Waterways - SAR	194,765	0	5,361	105,000	105,245	0	0	299,765	305,370
Family Day Care Accumulation Fund	11,600	0	212	0	0	0	0	11,600	11,812
Naval Base Shack Removal	826,130	0	15,408	35,000	35,000	0	0	861,130	876,537
Restricted Grants & Contributions	5,388,608	0	0	3,625	0	(4,088,649)	(4,460,168)	1,303,584	928,440
Public Open Space - Various	5,182,134	0	89,681	0	0	(125,693)	(125,693)	5,056,441	5,146,123
Port Coogee Waterways - WEMP	1,075,185	0	20,089	0	0	(482,231)	(55,676)	592,954	1,039,597
Cockburn Coast SAR	85,406	0	1,840	55,000	48,426	(12,048)	(11,008)	128,358	124,664
Total Restricted Funded Reserve	16,324,097	0	187,009	618,625	585,378	(5,371,744)	(4,985,989)	11,570,978	12,110,495
Developer Contribution Plans									
Community Infrastructure (DCA 13)	783,582	0	32,063	3,000,000	2,128,115	(2,979,783)	(12,771)	803,799	2,930,989
Developer Contribution Plans - Various	12,915,294	0	218,588	970,000	1,374,911	(4,401,052)	0	9,484,242	14,508,793
Total Developer Contribution Reserve	13,698,876	0	250,652	3,970,000	3,503,026	(7,380,835)	(12,771)	10,288,041	17,439,782
Total Cash Reserve	181,064,488	0	439,201	47,056,630	12,842,941	(49,651,942)	(16,350,270)	178,469,176	177,996,360

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 30 April 2023
Other current liabilities		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		4,994,711	10,718,489	(11,515,842)	4,197,358
Total unspent grants, contributions and reimbursements		4,994,711	10,718,489	(11,515,842)	4,197,358
Provisions					
Annual leave		4,812,649	48,999,688	(49,514,238)	4,298,098
Long service leave		4,373,784	0	0	4,373,784
Total Provisions		9,186,433	48,999,688	(49,514,238)	8,671,882
Total other current assets		14,181,144	59,718,177	(61,030,080)	12,869,240
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

**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
OP4908	Expenditure Review Committee May 2022 - Womens Shed investigation	OCM 09/06/22 #18.1 OCM 14/07/22 #0142-0152	Operating Expenses			(20,000)	340,899
OP7965	Recruitment expenses. Confidential item.		Operating Expenses			(100,000)	240,899
CW6268	Marina boardwalk refurbishment funded from Reserves and budget surplus	OCM 11/08/22 #18.1	Capital Expenses			(98,000)	142,899
CW6268	Transfer from Marina Reserves to fund marina boardwalk refurbishment	OCM 11/08/22 #18.1	Transfer from Reserve		65,332		208,231
Various	Amendments as per 8 Sept 22 OCM	OCM 08/09/22				(120,000)	88,231
Various	Amendments as per 9 June 22 OCM to the Events Calendar	OCM 09/06/22 #18.1	Operating Expenses			(19,000)	69,231
GL 531	External grant from Department of Communities	OCM 13/10/22 #18.1	Operating Revenue		39,922		109,153
CW7577	Expenditure reduction - budget unspent	OCM 13/10/22 #18.1	Capital Expenses		10,000		119,153
CW7664	Missed from carry forward - increased in expenditure	OCM 13/10/22 #18.1	Capital Expenses			(26,000)	93,153
CW7664	Reserve funding for purchasing animal capsule	OCM 13/10/22 #18.1	Transfer from Reserve		26,000		119,153
	Increased muni funding required to fund traffic officer on casual contract	OCM 13/10/22 #18.1	Operating Expenses			(50,000)	69,153
OP9851	Cost of demolishing at Lot 147 Mopsa Way, Coolbellup	OCM 13/10/22 #18.1	Operating Expenses			(80,000)	(10,847)
OP9851	Waste Reserve to fund cost of demolition	OCM 13/10/22 #18.1	Transfer from Reserve		80,000		69,153
OP4905	Muni fund required for traffic study in Banjup	OCM 13/10/22 #18.1	Operating Expenses			(80,000)	(10,847)
OP4900	Indonesian delegation visit	OCM 08/12/22 #0283	Operating Expenses			(20,298)	(31,145)
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Capital Expenses		96,000		64,855
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Transfer to Reserve			(3,275,000)	(3,210,145)
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Operating Revenue		6,240,740		3,030,595
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Operating Expenses			(4,221,994)	(1,191,399)
Various	Amendments as per Expenditure Review Committee November 2022	OCM 08/12/22 #0284	Transfer from Reserve		1,192,815		1,416
Various	Mid-year budget review	OCM 09/02/23 #0010			296,538		297,954
OP6297	Public consultation at Omeo Dive Trail	OCM 09/06/22 #0118	Operating Expenses			(15,000)	282,954
OP4897	Setting up Multicultural Reference Group	OCM 09/03/23 #0060	Operating Expenses			(4,000)	278,954

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

**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
				\$	\$	\$	\$
OP4103	Street trees audit	OCM 13/04/23	Operating Expenses			(213,000)	65,954
OP4107	Establishment of business fibre zone	OCM 13/04/23	Operating Expenses			(77,000)	(11,046)
Various	Expenditure Review Committee March 2023	OCM 13/04/23				(60,000)	(71,046)
				0	8,047,347	(8,479,292)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

**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				
Community Development & Services	(1,055,654)	(15.90%)	▼ Timing	Revenue delayed
Development Assessment & Compliance	(564,493)	(17.96%)	▼ Timing	Revenue brought forward
Expenditure from operating activities				
Library & Cultural Services	505,172	8.38%	▲ Timing	Expenditure delayed
Recreation Infrastructure & Services	1,026,785	8.03%	▲ Timing	Expenditure delayed
Community Development & Services	1,562,365	15.21%	▲ Timing	Expenditure delayed
Finance	593,131	9.82%	▲ Timing	Insurance claim reimbursement delayed
Community Safety & Ranger Services	843,559	16.27%	▲ Timing	Expenditure delayed
Sustainability & Environment	908,912	26.19%	▲ Timing	Expenditure delayed
Operations & Maintenance	1,379,450	2.11%	▲ Timing	Expenditure brought forward
Development Assessment & Compliance	993,555	18.56%	▲ Timing	Expenditure delayed
Property & Assets	932,132	10.19%	▲ Timing	Expenditure delayed
Payments for property, plant and equipment and infrastructure	10,505,643	25.43%	▲ Timing	Expenditure delayed
Proceeds from non-operating grants, subsidies and contributions	1,645,579	16.40%	▲ Timing	Revenue brought forward
Transfer to reserves	(7,218,714)	(119.05%)	▼ Timing	Revenue brought forward (DCP13)
Investing activities				
Proceeds from disposal of assets	413,208	32.51%	▲ Timing	Sale proceeds brought forward
Transfer from reserves	(9,736,210)	(37.32%)	▼ Timing	Expenditure brought forward

14.3 Community Services

14.3.1 Disability Access and Inclusion Plan (DAIP)

Executive	Chief of Community Services
Author	Disability Access and Inclusion Officer and Chief of Community Services
Attachments	1. Disability Access and Inclusion Plan 2023-2028 ↓

RECOMMENDATION

That Council:

- (1) ADOPTS the Disability Access and Inclusion Plan 2023-2028.

Background

The *Disability Services Act 1993* (the Act) requires public authorities to develop and implement a Disability Access and Inclusion Plan (DAIP), which must be reviewed at least every five years.

The Act requires public authorities to continuously work toward improving access and inclusion for people with disability across seven mandated outcome areas; services and events, facilities and buildings, information, customer service, complaints processes, public consultations and employment opportunities provided by the authority.

The principle of this legislation is to ensure that people with disability can access services provided by local governments in Western Australia and that these services facilitate increased independence, opportunities, and inclusion for people with disability in the community.

DAIPs provide a framework for the public authority to identify areas where access and inclusion can be improved and strategies for how to address them.

The City's progress toward achieving its DAIP strategies must be reported annually to the Department of Communities and be included in the City's Annual Report.

The City's first DAIP was implemented in 2007-2012 and its second in 2012-2017. The City has recently concluded its third Plan for 2017–2022 and is now embarking on its fourth plan for 2023–2028.

Report

The City's DAIP was due for renewal by February 2023 however the Department of Communities granted an extension until June 2023.

The City has undertaken a process to review the City's DAIP 2017-2022 in line with legislative requirements.

The City engaged a consultant to review the DAIP 2017-2022 and assist with developing strategies for a new five-year plan in collaboration with the Steering Group, led by the Disability Access and Inclusion Officer.

The review and consultation process has found that the City's previous DAIP 2017-2022 provided a sound framework to develop and maintain a wide range of initiatives and continues to reflect the commitment within council processes to promote access and inclusion.

A list of initiatives undertaken during the City's DAIP 2017-2012 which promote access and inclusion are included in the reviewed Plan.

In relation to the City of Cockburn, the estimated resident population is 122,211 so approximately 21,631 residents plus carers are likely to be impacted by disability. Of these approximately 7,088 will need help in their day to day lives.

The Act requires the City to address the following seven outcome areas:

1. People with disability have the same opportunities as other people to access the services of, and any event organised by the City of Cockburn.
2. People with disability have the same opportunities as other people to access the buildings and facilities of the City of Cockburn.
3. People with disability receive information from City of Cockburn in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from City of Cockburn staff as other people receive.
5. People with disability have the same opportunities as others to make complaints to the City of Cockburn.
6. People with disability have the same opportunities as other people to participate in any public consultation by City of Cockburn.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the City of Cockburn.

Upon the review and consultation process, the City has elected to merge the above outcomes 5 and 6, which will read as the following:

- People with disability have the same opportunities as other people to provide feedback, make complaints and participate in any public consultation at the City of Cockburn.

The DAIP 2023-2028 will now link initiatives to six outcomes; however, the DAIP will still address the priority areas outline in the original seven mandated outcomes.

The plan will consist of nineteen initiatives across the six outcomes

A draft Implementation Plan has been developed which outlines actions assigned to Business Units across the City to achieve the DAIP initiatives.

Each action identifies the estimated time for completion, the responsible Business Unit, and the resource implications.

This level of detail will assist the City to implement the DAIP in accordance with the requirements of the Act.

A new Steering Group will be established, representing the various business units, to implement and monitor the progress of the DAIP. The Steering Group will meet approximately three to four times per year and will establish priority actions along with any budget implications for each year over the life of the plan.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.
- A safe and healthy community that is socially connected.

Budget/Financial Implications

The Disability Services Act requires the City take all practicable measures to ensure the DAIP 2023-2028 is implemented by the authority, its officers, employees, and relevant agents and contractors, after it being accepted by the Department of Communities.

All actions which require additional Municipal resources will need to be considered by Council through Council's strategic and annual budget process.

The majority of resource implications for actions in the implementation plan can be achieved within existing budgets.

Legal Implications

The Western Australian Disability Services Act 1993 (amended 2004) requires state government agencies and local government authorities to:

- Develop a DAIP which furthers the principles and objectives of the Act and the seven Standards in Schedule 2 of the Disability Services Regulations 2013
- Take all practicable measures to ensure that the plan is implemented by the local government, its officers, employees and relevant agents and contractors
- Review its plan at least every 5 years
- Undertake public consultation, as specified in the regulations, when preparing, reviewing, or amending its plan.

- Communicate the review or amended plan to its employees through the methods specified in the Disability Services Regulations
- Lodge review reports amended plans or new plans with the Department of Communities
- Report to the Department of Communities annually on progress made by the Local Government and its Agents and Contractors in achieving the DAIP outcomes
- Report information about DAIP progress in the Annual Report
- Make the DAIP available in alternative formats on request.

Other legislation that impacts on the provision of accessible services, facilities and information include:

- The Commonwealth Disability Discrimination Act (1992)
- The Equal Opportunity Act (Western Australia amended 1988)
- Building Code of Australia, Access to Premises Standards and Australian Standards
- Web Content Accessibility Guidelines 2.0 & 2.1.

The new DAIP 2023-2028 will be lodged with the Department of Communities following adoption Council.

Community Consultation

As part of the review and development of the DAIP, a consultation was carried out with City of Cockburn staff and community members to identify barriers to access and inclusion as well as potential initiatives to be incorporated into the new DAIP.

Meetings were held with the Youth Advisory Group, Disability Reference Group and Age Friendly Reference Group. Staff and community members could also have their say by:

- Completing an online or hard copy survey
- Phoning, texting, or emailing feedback
- Attending an online or in person community forum
- Contributing feedback informally at various events including Disability Sports Day at the Cockburn ARC; booth at Treeby Community Centre event; morning tea at Cockburn Care.

A total of 281 submissions were received during the consultation including:

A total of 25 respondents to the community survey said they had a disability and 42 said they were a family member, carer, or advocate of a person with disability.

Community surveys came from service providers and people from a variety of age groups and cultural backgrounds.

Four respondents to the staff survey said they had a disability and seventeen said they were a family member, carer or advocate of a person with a disability.

A total of 69 percent of community survey respondents and 71 percent of staff respondents said that they agreed or strongly agreed that the City of Cockburn is welcoming and inclusive of people with disability.

Suggestions to improve access and inclusion for people with disability to programs services and events are included in the Plan in the “Summary of Community Consultation” section.

Risk Management Implications

If the Plan is adopted as recommended the financial implications of the actions contained in the Plan will need to be considered by Council in the relevant financial year and included in the Long-Term Financial Plan and Workforce Plan.

If the plan is not adopted by Council the City will not have a current DAIP and will be non-compliant to its obligations under the Disability Services Act 1993.

Advice to Proponent(s)/Submitters

N/A

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 June 2023 Ordinary Council Meeting.

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

Nil



Disability Access and Inclusion Plan 2023-2028



www.cockburn.wa.gov.au

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Forward

The Best Place to Be starts our journey of understanding, valuing and respecting that we are all different – different in so many ways that need to be reflected in the City's Disability Access & Inclusion Plan 2023 – 2028. As the pages of this Plan are turned the challenge for each of us is to make it functionally active, inclusive, equitable and focused to positively address universal access needs and expectations for our community and those who choose to visit our great City.

As we empower our people to be the very best, they can be, it is in the knowledge of achievement, recognition and celebration that we come together for the common good – people power can and does deliver as we work collaboratively to resolve the complex challenges of an increasingly diverse world.

Audacious goal setting, the application of informed resources and daring to challenge the 'norm' should be at the forefront of our mindset as we strive to make Cockburn the best place to be.

His Worship the Mayor

Logan K Howlett JP

Introduction

The City of Cockburn is committed to creating an accessible and inclusive community for everyone. The aim of this Disability Access and Inclusion Plan (DAIP) is to help the City with the coordination of planning and activities to ensure all community members have equal access to:

1. Services and events
2. Facilities and buildings
3. Information
4. Customer service
5. Complaints processes
6. Public consultations
7. Employment opportunities at the City

Review of Achievements to Date

The City of Cockburn has made considerable progress over the years to provide or improve access for people with a disability. Progress against the City's 2017 – 2022 DAIP has been reported annually to the Department of Communities. Examples of achievements include:

- Accessible events checklist for event organisers developed and annual reminders posted.
- Accessible events module delivered in staff training.
- Equipment purchases including portable hearing loop and speaker, beach wheelchairs and beach walker.
- Funding secured through grants for Safe Talk workshops (mental health first aid) and event for International Day of Persons with Disability.
- Procurement review completed and more stringent requirements placed on projects to consider access and inclusion including an Access Consultant involved in projects over \$70k.
- Feedback forms updated to include improving accessibility or inclusion in library events.
- Review of signage and wayfinding at Cockburn Health and Community Facility undertaken and improvements implemented.
- Touch and digital screens installed at the Cockburn Aquatic Recreation Centre (ARC), libraries, Cockburn Youth Centre and administration building.
- Social Inclusion forum held.
- Access audit of Cockburn ARC completed.

- Budget allocated for building improvements and some modifications made e.g. to steps in administration building, toilets (Ngarkal Beach), parks (Botany Park, Southwell Park, Mellor Park, Princeton, Aubin Gove, Monaco, Duffield, Tempest, Perena Rocchi, Blackthorne) and signage.
- Disability Reference Group (DRG) and Disability Access and Inclusion Officer consulted regularly on projects, parks and upgrades.
- New Employee Onboarding Checklist includes development of Personal Emergency Evacuation Plans (PEEPs) as required for staff with permanent or temporary disability.
- ACROD parking campaign codesigned with DRG and National Disability Services and implemented.
- Communications staff offered training in creating accessible docs and websites (5 day certificate level digital accessibility course).
- Access and Equity Policy developed and adopted.
- Auslan interpreted video created and shared on social media and Comment on Cockburn to raise awareness about providing feedback and right to request an interpreter.
- Disability Awareness Training added to Learning Management System (online).
- Compliments, Feedback and Complaints Policy developed with further detail about accessibility and adopted.
- Complaints and Compliments module (online) implemented by Human Resources.
- A list of accessible venues for holding public consultations, including options for portable equipment such as augmented hearing devices developed for event organisers.
- Community Engagement Guidelines updated to allow more time for consultations.
- Community Engagement Framework created and includes consideration of alternative communication strategies to meet the needs of all community members.
- Person with disability employed on traineeship on 18 month contract.

Links to the Vision and Strategic Community Plan 2020 - 2030

The DAIP supports the City's vision of **Cockburn, the best place to be**.

The City's [Access and Equity Policy](#) describes the City's commitment to maintain and improve the quality of life of its residents by creating an accessible and inclusive community in which information, services, resources, facilities, decision-making processes and other activities are equitably accessible, welcoming and inclusive to all residents.

Specific DAIP initiatives contribute to the City's overarching work in meeting the themes and objectives of the City's [Strategic Community Plan](#).

Community Strategic Plan Themes	DAIP initiative links
Local Economy: A sustainable and diverse local economy that attracts investment and provides local employment.	6.1, 6.2, 6.3
Environment Responsibility: A leader in environmental management that enhances and sustainably manages our local natural areas and resources.	3.2
Community, Lifestyle and Security: A vibrant, healthy, safe, inclusive and connected community.	1.1, 1.2, 1.3 2.1, 2.2, 2.3, 2.4
City Growth and Moving Around: A growing City that is easy to move around and provides a great place to live.	2.1, 2.2, 2.3, 2.4
Listening and Leading: a community focused, sustainable, accountable and progressive organisation.	3.1, 3.2, 3.3 4.1, 4.2 5.1, 5.2, 5.3, 5.4 6.1

Initiatives 2023 - 2028

The following initiatives address the outcomes mandated in the WA Disability Services Act (1993) amended in 2004 and 2014. They are not in order of priority and all are equally important.

Outcome 1 - People with disability have the same opportunities as other people to access the services of, and any events organised by, the City of Cockburn.

Initiatives	
1.1	Develop the capacity and capability of staff and community to support and deliver accessible and inclusive events, services and programs within the City of Cockburn.
1.2	Continue the provision of new and existing free and low cost inclusive activities by the City of Cockburn.
1.3	Investigate options to enable people with disability of all ages to access and utilize an inclusive meeting place within the City of Cockburn.

Outcome 2 - People with disability have the same opportunities as other people to access the buildings and other facilities of the City of Cockburn.

Initiatives	
2.1	Ensure new buildings and facilities, including significant upgrades, exceed minimum disability access requirements where possible.
2.2	Implement an accessible features description page to the City of Cockburn website for all facilities and public spaces.
2.3	Expand the accessible facilities in the City of Cockburn including accessible playgrounds, changing facilities and storage facilities for mobility devices.
2.4	Continue to improve the accessibility of the City's transport network, cycleways, footpaths and parking.

Outcome 3 – People with disability receive information from City of Cockburn in a format that will enable them to access the information as readily as other people are able to access it.

Initiatives	
3.1	Continue to improve website and mobile accessibility in line with recommendations from the World Wide Web Consortium (W3C).
3.2	Review and update the corporate style guide and other relevant policies and procedures to include best practice in accessible communications.
3.3	Include accessibility in the usability assessment when procuring new software, hardware or systems for the City of Cockburn.

Outcome 4 - People with disability receive the same level and quality of service from the staff of the City of Cockburn as other people receive from the staff of the City of Cockburn.

Initiatives	
4.1	Further develop the learning and development framework to enhance the delivery of disability awareness training.
4.2	Develop an information hub for staff on the intranet that provides guidance on accessibility, inclusion and protocols.

Outcome 5 – People with disability have the same opportunities as other people to provide feedback, make complaints and participate in any public consultation at the City of Cockburn.

Initiatives	
5.1	Improve the feedback and complaints process to better capture and inform projects, programs and initiatives offered through the City of Cockburn.
5.2	Ensure contractors involved in community engagement consider accessibility in their deliverables, including the provision of materials in alternative formats on request.
5.3	Explore the use of new methods and technologies that may improve the ease and access of participation in community engagement.
5.4	Seek opportunities to consult the City of Cockburn's reference groups to better understand the different needs within the community.

Outcome 6 – People with disability have the same opportunities as other people to obtain and maintain employment with the City of Cockburn.

Initiatives	
6.1	Build a workplace culture that embraces diversity, equity, inclusion and belonging to assist in the attraction and retention of people of all abilities in employment at the City of Cockburn.
6.2	Review the way the City communicates vacant positions, and the application and interview process, to make the experience more accessible and encourage more people with disability to apply for positions within the City of Cockburn.
6.3	Explore employment opportunities for people with disability in the City through traineeships, job carving and role creation, as well as volunteering and work experience pathways.

Summary of Community Consultation

As part of the review and development of the DAIP, a consultation was carried out with City of Cockburn staff and community members to identify barriers to access and inclusion as well as potential initiatives to be incorporated into the new DAIP.

Meetings were held with the Youth Advisory Group, Disability Reference Group and Age Friendly Reference Group. Staff and community members could also have their say by:

- Completing an online or hard copy survey
- Phoning, texting or emailing feedback
- Attending an online or in person community forum
- Contributing feedback informally at various events including Disability Sports Day at the Cockburn ARC; booth at Treeby Community Centre event; morning tea at Cockburn Care

The promotion of the consultation included:

- Advertising on the City's website over September/October 2022
- Advertising in the Perth Now Cockburn Gazette on 13th October 2022
- Advertising in community newsletters mailed out to residents
- Direct communications to stakeholders in the community with an interest in disability or potential staff or clients with disability

A total of 281 submissions were received during the consultation including:

- Community surveys x 96
- Staff surveys x 114
- Text message or email x 2
- Disability Reference Group x 11
- Age Friendly Reference Group x 11
- Youth Advisory Group x 6
- Community forums x 17
- Cockburn Care social club/morning tea x 15
- Informal feedback at Cockburn ARC x 7
- Informal feedback at Treeby event x 2

Demographic information was only requested in the surveys and some respondents preferred not to answer these questions.

25 respondents to the community survey said they had a disability and 42 said they were a family member, carer or advocate of a person with disability. Community surveys came from service providers and people from a variety of age groups and cultural backgrounds.

Four respondents to the staff survey said they had a disability and 17 said they were a family member, carer or advocate of a person with a disability. Staff survey respondents came from various City of Cockburn work areas as well as one contractor.

69% of community survey respondents and 71% of staff respondents said that they agreed or strongly agreed that the City of Cockburn is welcoming and inclusive of people with disability.

Suggestions to improve access and inclusion for people with disability to programs services and events included:

- Actively promote inclusion through communications and actions e.g. advertising, events, training
- More services, supports and programs specifically targeting people with disability e.g. rebates, respite, activities, social groups, facilities
- Inform people about accessible and inclusive programs and services
- Improve access to events and more events targeted at particular age groups
- Improve access to Cockburn ARC including programs and facilities

Suggestions to improve access and inclusion for people with disability to buildings, facilities, outdoor environments and other public spaces included:

- Embed access considerations into policy and planning
- Improve wayfinding
- Improve access to buildings and facilities e.g. ramps, audits, hearing loops, parking for gophers, lighting
- Improve pedestrian routes e.g. pathways, kerbs, ramps, foot bridges
- Improve access to the beaches, parks and playgrounds
- More changing rooms for adults with disability
- Review and improve availability of ACROD parking e.g. at Cockburn ARC, library

Suggestions to improve access and inclusion for people with disability to written/printed information included:

- Clear commitment to accessible information e.g. contemporary language, style guide
- Improve access to website for people with disability and from culturally and linguistically diverse backgrounds
- Accessible meetings and videos e.g. captions, Auslan/interpreters
- Accessible signage e.g. tactile, audio
- Accessible documents e.g. hard copy, easy read, large print

Suggestions to improve the level and quality of services from staff included:

- Start with leadership knowledge and commitment to access and inclusion
- Celebrate staff knowledge and awareness e.g. share successes, disability aware badge
- More training and support for staff e.g. on impact of different disabilities and ways to assist including technology

Suggestions to improve access and inclusion for people with disability to opportunities to provide feedback or make complaints included:

- Consult more with people with disability e.g. use existing reference groups, go via disability groups
- Use accessible communication methods e.g. face to face, alternative formats

Suggestions to improve access for people with disability to employment opportunities in City of Cockburn workplaces included:

- Commit to employing more people with disability
- Flexible and supportive employment e.g. customised roles, job carving
- Support people with disability in their own businesses
- Support local employers to employ people with disability e.g. incentives, training

Resourcing the DAIP

The DAIP is to be resourced through normal operational funding. Opportunities to secure external incomes such as grants will also be sought.

Implementing the DAIP

An internal implementation plan, has been developed for delivery by all of the City's business units.

It will be reviewed quarterly by the City to track the progress and achievements of the DAIP and assist with the annual reporting to the Department of Communities. Updates on DAIP progress will be posted on the City's website.

Promoting the DAIP

The City of Cockburn will promote the availability of the new DAIP by:

- Notice in the Cockburn Gazette local newspaper
- On the City of Cockburn and Comment on Cockburn website
- To all staff via email and intranet notification
- Directly to the DAIP Steering Group and Disability Reference Group

A summary document of the City of Cockburn DAIP 2023 – 2028 will also be made available.

Agents and Contractors

The City of Cockburn is required under the Act to inform agents and contractors of their obligations to the DAIP. The City achieves this by:

- Including a note in contract agreements that Contractors are expected to conduct their business in line with the City's DAIP.
- Contractors are required to submit a Contractors DAIP report to the City (on completion of the Contract or the 1st of June) annually whilst the contract is in place.
- Grant recipients are required to complete a "Disability Access and Inclusion Plan Checklist" with their applications, outlining how their grant will meet DAIP requirements.

Reporting

It is a requirement of the WA Disability Services Act (1993) amended in 2004 and 2014, that all public authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disability have equal

access to its facilities and services. The DAIP must be lodged with the Department of Communities, reported on annually by 30 June each year and reviewed at least every five years.

Demographic Information

Australian Bureau of Statistics (ABS) conducts a survey of Disability, Ageing and Carers every five years. Data from the 2018 Survey estimated that 17.7% of the Australian population have a disability. If you add to that the estimated 2.65 million Australians who are carers, then disability impacts approximately one third of the population.

A more recent ABS census asked specifically about a person's need for assistance with one or more of the core activities of self-care, communication, and mobility due to disability, long-term health conditions or the effects of old age. This census found that the percentage of people needing assistance with at least one of the core activities had increased from 5.1% to 5.8% (an increase of 1.2 million people).

In relation to the City of Cockburn, the estimated resident population is 122,211 so approximately 21,631 residents plus carers are likely to be impacted by disability. Of these approximately 7,088 will need help in their day to day lives.

References

[Disability, Ageing and Carers, Australia: Summary of Findings, 2018 | Australian Bureau of Statistics \(abs.gov.au\)](#)

[Cockburn Community Profile | Population, Trends | REMPLAN](#)

Contact Us

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14.4 Governance and Strategy

14.4.1 Committees of Council

Executive	Executive Governance and Strategy
Author(s)	Manager Legal and Compliance
Attachments	<ol style="list-style-type: none"> 1. Committee Meetings - Proposed Schedule ↓ 2. Strategic Governance Committee - Proposed Terms of Reference ↓

RECOMMENDATION

That Council:

- (1) ENDORSES the merger of the Governance Committee and Organisational Performance Committee to ESTABLISH the Strategic Governance Committee, and DISBANDS the Governance Committee and Organisational Performance Committee;
- (2) ENDORSES the Terms of Reference for the Strategic Governance Committee;
- (3) APPOINTS at least four (4) Elected Members to the Strategic Governance Committee; and
- (4) ENDORSES the Committee Meeting Structure as attached to this report, authorising required amendments to the Council Meeting Procedures Policy to reflect the authorised Meeting Schedule.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

On 10 March 2023 Council endorsed the outcomes following a review of its Committees of Council in response to recommendations made as part of the Department of Local Government Spots and Cultural Industries (DLGSC) Inquiry into the City of Cockburn. One of those recommendations included that:

Council review the structure, terms of reference and composition of each of its standing/core Council Committees having due regard to the comments and recommendations mentioned in Section 7.3(b)(i)-(vi)

The outcome of that review established the four regular Committees of Council being:

1. Governance Committee (GovCo);
2. Organisational Performance Committee (OpCo)
3. Expenditure Review Committee (ERC)
4. Audit Risk and Compliance Committee (ARC).

The current Committees of Council have been in place for over 12 months, and it is recommended a review of the efficiency and effectiveness of those committees be undertaken by Council.

The City has conducted a review of the committees, and this report presents to Council proposed amendments to the committee structure, giving consideration to recommendations by the City's Executive Committee.

Submission

N/A

Report

Review the current Committees of Council structure seeking to resolve issues relating to timeliness of reports to committee (impacted by a structure which does not align with some operational requirements) and improve the efficiency of the Council's Committee structure.

Committees of Council exist to consider items and make recommendations to Council for decision.

Committees are often utilised by local governments to reduce the workload of Council.

Committees will make recommendations to the full Council, where a matter will be considered for a decision.

Committees established by a local government will usually include a smaller number of Councillors who may have either a special interest or skills in relation to the matters considered by that committee.

The Council determines memberships of committees, and all Elected Members are entitled to be a member of at least one committee.

Since March 2022 the City's Committee structure has been as follows:

Current Committee Structure

- Governance Committee
- Organisational Performance Committee
- Audit Risk and Compliance Committee
- Expenditure Review Committee
- Code of Conduct Complaints Committee (ad-hoc, only as required).

This meeting structure was reviewed, to determine the effectiveness and efficiency of those.

It was noted the meeting frequency did not necessarily support operational demand, and the timing did not align with operational needs.

This has caused difficulty with meeting reporting deadlines (e.g. a reporting period ending days before a report is due, resulting in data and input analysis delays).

Further the structure had resulted in some instances of ineffective reporting, with an increase in reporting to Council of items for noting, which may have been more appropriately dealt with by alternate communication channels.

Some of these issues have resulted in undue pressure on officers including the Minute Clerk, Report Reviewers and the Executive Committee. There has also been an increase in report errors (e.g. structure, grammar and spelling).

The recommendation has given consideration to changes which mitigate some of the current issues.

It is recommended the Strategic Governance Committee be formed, by merger of GovCo and OpCo. It is recommended the ARC and ERC remain in the current format, with changes to the meeting frequency.

It is recommended the ERC meetings be held monthly from February, save for June when Council regularly holds an SCM to adopt the annual budget.

Regular ERC meetings will improve operational efficiencies where budget amendments and financial matters are recommended to be considered by the ERC for recommendations to Council.

The proposed Committee structure is as below, and detailed in Attachment 1:

New Committee Structure and Frequency

- Strategic Governance Committee (merger of GovCo and OpCo)
Four meetings per year
- Audit, Risk and Compliance Committee
Four meetings per year
- Expenditure Review Committee
February to November (excluding June)
- Code of Conduct Complaints Committee (adhoc).

It is not suggested that changes be made to the Council meeting framework, with no meetings to be held in January, (save for where identified at Attachment 1), the current framework is as follows:

Week 1: Agenda Briefing
Week 2: Ordinary Council Meeting
Week 3: Elected Member Strategic Briefing Forum
Week 4: Committees of Council
Week 5: No meetings, or Elected Member Strategic Briefing Forum as required.

The proposed changes are seeking to address some of the issues noted over the last 12 months, and improve the efficacy of Council Committees, to support Council's decision making.

Council will be required to appoint Committee Members to the newly established SGC, if the Officer Recommendation is supported.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

There are no/nominal financial implications from the recommendations in this report.

Legal Implications

Local Government Act 1995

s5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Community Consultation

N/A

Risk Management Implications

The current Committee structure has been identified as not the most efficient or effective committee structure, with opportunities for improvements recognised.

Reporting deadlines created by the current structure of some of the committees do not align with the operational timelines, therefore leaving insufficient time to produce reports.

This causes undue pressure on officers, including the Executive Committee.

It is recommended changes be adopted to the meeting structure and frequency, so the Committees align with operational requirements and support the efficacy and efficiency of the Council's Committee structure.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Committee Meeting - Annual Calendar

Expenditure Review Committee (ERC) Exec: Chief Financial Officer	Audit, Risk and Compliance (ARC) Exec: Executive Governance & Strategy	Strategic Governance Committee (SGC) Exec: Executive Governance & Strategy
--	--	--

Feb	Expenditure Review Committee (ERC)	Strategic Governance Committee (SGC)
	Mid-Year Budget Review <i>Standing Items (only when required)</i> <i>Oversight and Review of Revenue Streams</i> <i>Expenditure proposals not in budget</i> <i>Grants & Donations requests outside funding rounds</i>	Service Level Plan Reviews <i>Standing Items – where required</i> <i>CEO KPI & CBP Quarterly Review</i> <i>CEO KPI Mid-Year Update – Quarterly</i> <i>Review Local Laws/ Action Status Report</i> <i>Review of Policies/ Action Status Report</i> <i>Legislative Changes</i>
Mar	Expenditure Review Committee (ERC)	Audit, Risk and Compliance (ARC) (Week 3)
	<i>Standing Items (only when required)</i> <i>Oversight and Review of Revenue Streams</i> <i>Expenditure proposals not in budget</i> <i>Grants & Donations requests outside funding rounds</i> <i>Review rates and revenue strategy and policy</i>	Compliance Audit Return (CAR) <i>Standing Items – when required</i> <i>Operational Risk Report</i> <i>Review of OAG Focus Area/Performance Audits Report</i> <i>Audit Recommendations/Action Status Report</i> <i>Review of CCC Report</i> <i>Notifiable Incidents Reporting</i> <i>Notifiable Compliance Reporting</i> <i>SCM at the end of March to accept the CAR.</i>
Apr	Expenditure Review Committee (ERC)	
	Grants – March Round Rating Strategy Setting of Fees and Charges <i>Standing Items (only when required)</i> <i>Oversight and Review of Revenue Streams</i> <i>Expenditure proposals not in budget</i>	

Committee Meeting - Annual Calendar

May	Expenditure Review Committee (ERC)	Strategic Governance Committee (SGC)
	Annual Review of Calendar of Community Events <i>Standing Items (only when required)</i> <i>Oversight and Review of Revenue Streams</i> <i>Expenditure proposals not in budget</i> <i>Grants & Donations requests outside funding rounds</i>	Delegations Review <i>Standing Items – where required</i> <i>CEO KPI & CBP Quarterly Review</i> <i>CEO KPI Mid-Year Update – Quarterly</i> <i>Review Local Laws/ Action Status Report</i> <i>Review of Policies/ Action Status Report</i> <i>Legislative Changes</i>
Jun		
Jul	Expenditure Review Committee (ERC)	Audit, Risk and Compliance (ARC)
	<i>Standing Items (only when required)</i> <i>Oversight and Review of Revenue Streams</i> <i>Expenditure proposals not in budget</i> <i>Grants & Donations requests outside funding rounds</i>	Annual Strategic Risk Review Report <i>Standing Items – when required</i> <i>Operational Risk Report</i> <i>Review of OAG Focus Area/Performance Audits Report</i> <i>Audit Recommendations/Action Status Report</i> <i>Review of CCC Report</i> <i>Notifiable Incidents Reporting</i> <i>Notifiable Compliance Reporting</i>
	Expenditure Review Committee (ERC)	Strategic Governance Committee (SGC)

Committee Meeting - Annual Calendar

Aug	<i>Standing Items (only when required)</i> <i>Oversight and Review of Revenue Streams</i> <i>Expenditure proposals not in budget</i> <i>Grants & Donations requests outside funding rounds</i>	Annual CEO KPI Performance Review <i>Standing Items – where required</i> <i>CEO KPI & CBP Quarterly Review</i> <i>CEO KPI Mid-Year Update – Quarterly</i> <i>Review Local Laws/ Action Status Report</i> <i>Review of Policies/ Action Status Report</i> <i>Legislative Changes</i>
Sep	Expenditure Review Committee (ERC)	Audit, Risk and Compliance (ARC)
	<i>Standing Items (only when required)</i> <i>Oversight and Review of Revenue Streams</i> <i>Expenditure proposals not in budget</i> <i>Grants & Donations requests outside funding rounds</i>	Operational Risk Review – Deep Dive <i>Standing Items – when required</i> <i>Operational Risk Report</i> <i>Review of OAG Focus Area/Performance Audits Report</i> <i>Audit Recommendations/Action Status Report</i> <i>Review of CCC Report</i> <i>Notifiable Incidents Reporting</i> <i>Notifiable Compliance Reporting</i> <i>*Caretaker period will need to be considered in Election years.</i>
Oct	Expenditure Review Committee (ERC)	
	Grants – September Round <i>Standing Items (only when required)</i> <i>Oversight and Review of Revenue Streams</i> <i>Expenditure proposals not in budget</i>	
	Expenditure Review Committee (ERC)	Strategic Governance Committee (SGC)

Committee Meeting - Annual Calendar

Nov	<i>Standing Items (only when required)</i> <i>Oversight and Review of Revenue Streams</i> <i>Expenditure proposals not in budget</i> <i>Grants & Donations requests outside funding rounds</i> <i>Review and make recommendations on the Long-Term Financial Plan</i>	Acting CEO Appointment <i>Standing Items – where required</i> <i>CEO KPI & CBP Quarterly Review</i> <i>CEO KPI Mid-Year Update – Quarterly</i> <i>Review Local Laws/ Action Status Report</i> <i>Review of Policies/ Action Status Report</i> <i>Legislative Changes</i>
Dec		Audit, Risk and Compliance (ARC) (Week 1) Annual Financial Report Legal and Other Expert Advice and Proceeding Between City of Cockburn and Other Parties <i>Standing Items – when required</i> <i>Operational Risk Report</i> <i>Review of OAG Focus Area/Performance Audits Report</i> <i>Audit Recommendations/Action Status Report</i> <i>Review of CCC Report</i> <i>Notifiable Incidents Reporting</i> <i>Notifiable Compliance Reporting</i> <i>*Minutes of the ARC will be a late item at the December Ordinary Council Meeting</i>

Strategic Governance Committee (SGC)



Terms of Reference

Purpose

The Strategic Governance Committee (SGC) is a committee formed with the purpose of providing a concentrated focus on key aspects of the City's Governance and Strategic performance. The SGC will consider matters within its objectives and duties and provide valuable advice to the Council.

Background

1. The SGC is a formally appointed Committee of Council.
2. Section 2.7 (2) (b) of the *Local Government Act 1995* (the Act) stipulates that it is the role of the Council to "determine the local government's policies".
3. Section 3.11 of the Act provides for the making of Local Laws under the Act and other Acts of State Parliament, as well as the procedures for doing so.
4. In compliance with s5.56 of the Act and Regulation 19DA of the *Local Government (Administration) Regulations 1996* (the Regulations), the Council is required to develop a Corporate Business Plan aligned with the priorities outlined in the Strategic Community Plan, for the organisational operations related to asset management, workforce planning and long-term financial planning.
5. Section 5.38 of the Act and Regulation 18D of the Regulations require that the local government (Council) undertake a review of the performance of the Chief Executive Officer (CEO) on at least an annual basis.
6. Section 5.56 of the Act and Regulation 19C of the Regulations require that the local government (Council) must adopt and apply strategic performance indicators as a measure of its organisational planning framework.
7. Sections 5.42, 5.43 and 5.44 of the Act provides Council with the power to delegate some of its functions and powers to the CEO and for the CEO to sub delegate some functions and powers to other officers.

Objectives and Duties

The SGC will be responsible for:

1. The regular and timely review of the Council Policy documents excluding administrative policies within the CEO's remit.
2. Overseeing the development and review of Local Laws for consideration by Council.
3. The review of the Corporate Governance Framework.
4. The review of the Corporate Business Plan and associated Key Performance Indicators and subsequent recommendation to Council.
5. Recommending the Key Performance Indicators (KPIs) related to the CEO role and monitoring their progress with the option to seek external expertise for assessment and recommendations.
6. Assist in setting and monitoring Strategic KPIs for measuring organisational performance.
7. Assist the CEO in recommending a Succession Planning Framework for the roles of Acting CEO and the seven (7) Executive Officers.
8. The annual review of the delegations of functions and power to the CEO.

9. Recommending the endorsement and oversight of the City's Remuneration Policy in relation to the CEO, Executive, Senior Leadership Team.
10. Strategic review of services provided by the City (via Service Plan review) to ensure services provided by the City are in line with community need and appropriately costed and resourced.
11. Other matters referred by decision of Council.

Membership

1. The SGC will comprise of a minimum of four Elected Members, who shall be appointed by Council for a two-year term, in accordance with the two-year Electoral Cycle.
2. The Presiding Member will be the Mayor.
3. The CEO, Executive and administrative staff, under the direction of the CEO, shall attend each Meeting of the Committee to provide the necessary advisory, administrative and secretarial support.

Meetings

1. The SGC shall meet four (4) times each year, on the fourth Thursday in February, May, August, and November and on any other occasions as may be required to undertake the functions of the Committee.
2. The Committee meeting shall be held in person.
3. Any external Consultant or other officer of the Council may be invited to attend any Meeting of the Committee to address any specific item of business on the Agenda.

Delegation

1. Nil

Reporting

1. The Minutes of each Meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered in accordance with the *Standing Orders Local Law 2016*.
2. Reports from SGC are referred to the next practicable Ordinary Council Meeting for determination by Council.
3. Reports to Council shall include any recommendations from the Committee, including the Officer Recommendation.

15. Reports-Standing Committee

15.1 Audit Risk and Compliance Committee Meeting – 25/05/2023

15.1.1 Submission to the Office of the Auditor General – Performance Audit: Regulation of Air-handling and Water Systems

Responsible Executive A/Chief of Built and Natural Environment

Author A/Manager Public Health and Building Services

Attachments 1. OAG Performance Audit Report-20 21 April 2023 Regulation-of-Air-Handling-and-Water-Systems [↓](#)

Officer Recommendation/Committee Recommendation

That Council:

- (1) RECEIVES the attached Office of the Auditor General Regulation of Air-handling and Water Systems Performance Audit dated 21 April 2023 which seeks to minimise the risk of Legionella bacteria (in air-handling and water systems) which can result in a serious lung infection known as Legionnaire's Disease;
- (2) RECEIVES the report has been prepared by the Office of the Auditor General Western Australia for submission to Parliament under the provisions of the *Auditor General Act 2006*;
- (3) RECEIVES the purpose of the performance audit is to provide Parliament and the people of WA with opportunities for improved performance regarding the risk of Legionella bacteria; and
- (4) SUPPORTS the Office of the Auditor General recommendations.

Background

On 21 April 2023 the Office of the Auditor General (OAG) published Report 20: 2022-23 'Performance Audit Regulation of Air-handling and Water Systems'.

The Auditor General advises the performance audit has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

Section 25 of the *Auditor General Act 2006* specifies;

1. *The Auditor General may prepare and sign a report on an examination or investigation carried out under section 18 and may submit the report to —*
 - (a) *both Houses of Parliament; or*
 - (b) *the Public Accounts Committee and the Estimates and Financial Operations Committee*
2. *Before signing a report proposed to be submitted under subsection (1), the Auditor General must —*
 - (a) *give a summary of findings to the Treasurer, agency or audited local subsidiary, as the case may be, and any other person who, in the Auditor General's opinion, has a special interest in the report; and*
 - (b) *by written notice, invite the Treasurer, the accountable authority of the agency, the audited local subsidiary or that other person, as the case may be, to make submissions or comments on the content of the summary of findings before a specified day, being not more than 14 days after the summary of findings is given to the Treasurer, agency, audited local subsidiary or person.*

This report provides a summary of the audit with a recommended submission to the OAG under section 25(2) of the *Auditor General Act 2006*.

Submission

N/A

Report

Purpose of the OAG Audit

In our community the growth of *Legionella* bacteria in air-handling and water systems can, in rare instances, result in a serious lung infection known as Legionnaire's disease.

An outbreak in Melbourne in 2020 resulted in 125 people hospitalised and four dead.

Fortunately, in Western Australia we have not experienced an outbreak. However, this doesn't mean it can't or won't occur.

The risk of an outbreak may increase as our infrastructure and population ages, the climate warms, and new uses for water in our built environment emerge.

The OAG audit examined three State entities, and three local governments: City of Joondalup, City of Melville and City of Perth, as they are enforcement agencies under the *Health (Air-handling and Water Systems) Regulations 1994* (the Regulations).

Significant matters identified by the OAG

The OAG audit report has identified the matters summarised below:

- The existing regulatory framework requires improvement. Current limitations to the Regulations reduce their effectiveness in minimising public health risk.
- There is inconsistency in how owners maintain and test their air-handling and water systems.
- Improved education and guidance for owners of air-handling and water systems is needed, ahead of updated legislation.

Implications for local government

At present the Department of Health conducts limited education or awareness activities relevant to air-handling and water systems as part of its oversight role.

While the local government sector and the industry have been advised of the likely framework for the new regulations, there is limited advice on how the public health risk should be minimised in the interim.

The Department of Health has commenced preparations for the introduction of new regulations under the *Public Health Act 2016*.

The City understands that planning documents for these regulations propose engagement with Local Government and industry through training presentations, letters, updated web content and guidelines.

The OAG report recommends that the Department of Health provides updated guidance to owners of systems high-risk settings, to assist the industry to achieve best practice.

Table 1: The City's draft submission to the OAG in relation to the OAG Performance Audit dated 21 April 2023 (Regulation of Air-handling and Water Systems):

No.	OAG recommendation	City Response
1.	<p>The Department of Health, in consultation with local government entities should:</p> <ul style="list-style-type: none"> (a) Review current guidance to industry and local government entities in preparation for the adoption of the proposed new regulatory framework (b) Develop and implement an education program to support and encourage system owners to achieve more consistent risk-based practice. (c) Establish and maintain a central register of air-handling and water systems within WA (d) Consider splitting the implementation of the environmental health regulation package under the <i>Public Health Act 2016</i> to focus on areas of highest priority, including the air-handling and water systems regulations. 	<p>The City of Cockburn supports this recommendation.</p> <p>The Built and Natural Environment division will continue to work with the Department of Health with the implementation of all necessary measures to adequately address and communicate the public health risk of air-handling and water to affected property owners.</p> <p>The Department of Health has indicated July 2024 as an implementation timeframe for these requirements.</p>
2.	<p>Local government entities, in consultation with Department of Health should:</p> <ul style="list-style-type: none"> (a) develop ways to gather the information on air-handling and water systems in their areas that will support a central register (b) consider introducing a risk-based monitoring/compliance process for air-handling and water systems within their jurisdiction. 	<p>The City of Cockburn supports this recommendation.</p> <p>The Built and Natural Environment division will continue to maintain a register of the air-handling and water systems within the City and undertake modifications as necessary to meet the requirements of new regulations, within the indicated timeframe of December 2024.</p>

3.	<p>State and local government entities who own air-handling and water systems should:</p> <p>(a) develop risk management plans</p> <p>(b) ensure that systems are operated and maintained in accordance with Australian/New Zealand Standard 3666 <i>Air-handling and water systems of buildings– Microbial control</i>.</p>	<p>The City of Cockburn supports this recommendation.</p> <p>The Built and Natural Environment division will continue to liaise with the Department of Health as it progresses development of a risk management and assessment framework for Legionella control. The Department of Health has indicated that this will be implemented by July 2024.</p> <p>The Built and Natural Environment division will engage with local businesses to ensure that they are aware of their obligations to comply with Australian/New Zealand Standard 3666 <i>Air-handling and water systems of buildings– Microbial control</i>.</p> <p>The City's Operations Division will continue to ensure that air-handling and water systems owned by the City are maintained in accordance with AS/NZS 3666. This may include replacement of older air-handling systems overtime.</p>
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Conclusion

It is recommended the Committee notes the OAG'S performance audit and provides support of the above three recommendations.

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, 7.12A(3) and 7.12AJ of the *Local Government Act 1995* refer; and *Public Health Act 2016*.Community

Consultation

The OAG is currently consulting the community by way of the attached performance audit. Section 25 (2)(b) of the *Auditor General Act 2006* specifies the Auditor General must invite the public to make a submission or comments of the summary of findings before a specified day being not more than 14 days after the summary of findings.

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 has identified risks in its performance audit report and, as appropriate, the City will implement adequate appropriate control measures, where applicable.

Not following the OAG's audit recommendations would constitute a Substantial compliance risk.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Report 20: 2022-23 | 21 April 2023

PERFORMANCE AUDIT

Regulation of Air-handling and Water Systems



**Office of the Auditor General
Western Australia**

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(to assist people with hearing and voice impairment)

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those with visual impairment.

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ISSN: 2200-1913 (print)
ISSN: 2200-1921 (online)

***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: Pedal to the Stock/shutterstock.com

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

**Regulation of Air-handling and Water
Systems**

Report 20: 2022-23
21 April 2023

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THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

REGULATION OF AIR-HANDLING AND WATER SYSTEMS

This report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

Performance audits are an integral part of my Office's overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities, and identify opportunities for improved performance.

This audit assessed if the Department of Health and three local government entities regulate air-handling and water systems to minimise the risk of Legionella.

I wish to acknowledge the entities' staff for their cooperation with this audit.

A handwritten signature in grey ink that reads "Labuschagne".

SANDRA LABUSCHAGNE
ACTING AUDITOR GENERAL
21 April 2023

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Auditor General's overview

In our community the growth of Legionella bacteria in air-handling and water systems can, in rare instances, result in a serious lung infection known as Legionnaires' disease.

In Australia's largest outbreak of Legionnaires' disease at the Melbourne Aquarium in 2000, 125 people were hospitalised and four died. In the investigation that followed, Legionella was found in the Aquarium's cooling towers.

Thankfully WA has not experienced an outbreak of Legionnaires' disease, however this doesn't mean that it can't or won't occur. While individual cases remain rare, the risk of an outbreak may increase as our infrastructure and population ages, the climate warms and new uses for water in our built environment emerge.

As members of the public we do not often see or have access to air-handling and water systems. In fact, many of us would be unaware of their existence. Yet we are entitled to expect that they are effectively managed to minimise public health risks.

Our audit found inconsistencies in how owners maintain and test their systems. It also found that the existing regulatory framework requires improvement. The Department of Health has recognised this and is developing new regulations for air-handling and water systems. However, legislative change can be a long process and Legionella risks remain in the interim. Rather than await new legislation, I encourage all State and local government entities that own these systems to maintain and test in accordance with standards.

The Department of Health and the local government sector should also work together to support property owners through education and awareness, particularly for vulnerable and high-risk settings such as hospitals and aged care facilities.

Executive summary

Introduction

This audit assessed if the Department of Health (Department) and three local government entities (LG entities) effectively regulate air-handling and water systems to minimise the risk of Legionella. To consider how well this public health risk is managed we also included a sample of State government entities who operate these systems.

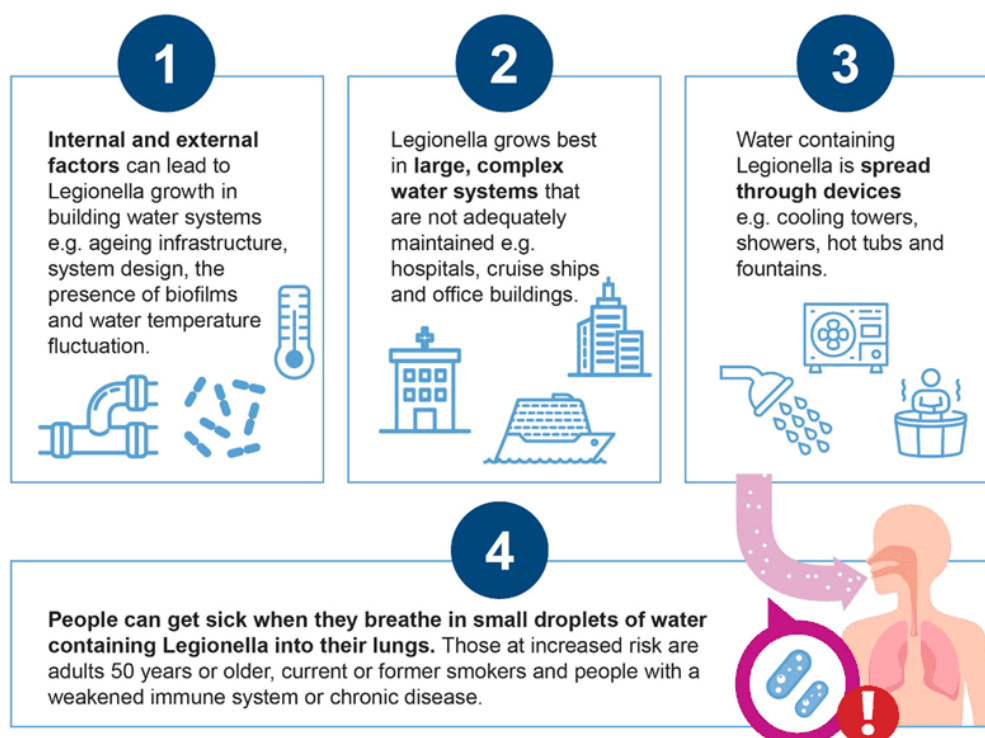
Background

Air-handling and water systems circulate water through built environments. Common examples include:

- cooling towers and evaporative air conditioners – devices commonly used for air cooling in hotels, hospitals, shopping centres, office towers and universities
- warm water systems – plumbing systems that distribute water at warm temperatures (approximately 40°C) to reduce the risk of scalding, often found in hospitals and aged care settings.

Wet surfaces within these systems can support the growth of viruses, fungi and bacteria. The most concerning risk is the growth of *Legionella pneumophila* (*Legionella*) bacteria. These bacteria naturally occur in the environment but can proliferate in poorly managed systems. If water droplets containing these bacteria are inhaled, it can result in Legionnaires' disease (Legionellosis), see Figure 1.

Legionnaires' disease is a rare but potentially life-threatening lung infection. Symptoms include fever, muscle and joint pain, headaches, dry cough and shortness of breath. Older adults, current or former smokers and people with weakened immune systems are at an increased risk of infection.



Source: OAG based on US Centers for Disease Control and Prevention information

Figure 1: Common sources and transmission of Legionella bacteria from water systems

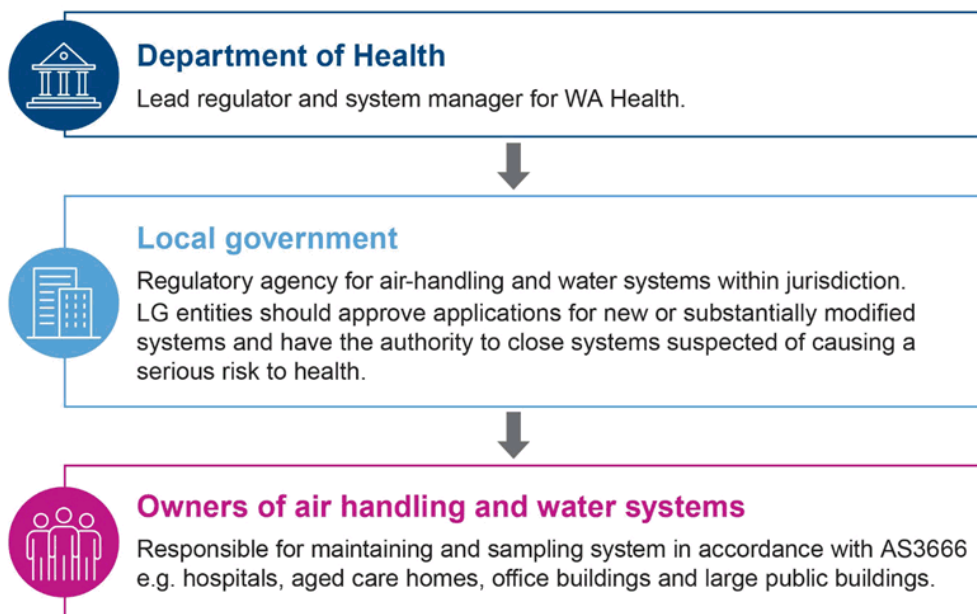
The Health (Air-handling and Water Systems) Regulations 1994 (the Regulations) detail the requirements for the design, installation, maintenance and operation of air-handling and water systems.

The Regulations are based on the Australian/New Zealand Standard 3666 titled *Air-handling and water systems of buildings – Microbial control* (the Standard). The Standard details minimum requirements for installing, operating and maintaining air-handling and water systems, with the aim of minimising health risks from viruses, fungi and bacteria.

We examined a selection of State and LG entities that have various responsibilities under the current Regulations (Figure 2):

- Department – lead regulator, as well as system manager for Health Service Providers (HSPs). HSPs are responsible for the delivery of health services within their local communities and manage infrastructure including air-handling and water systems in WA public hospitals.
- Three LG entities – the Cities of Joondalup, Melville and Perth were selected as they are enforcement agencies under the Regulations. All three LG entities also have buildings with air-handling and water systems within their boundaries and two are owners of cooling towers. The Department estimates the majority of LG entities in Western Australia (WA) have cooling towers or warm water systems within their boundaries.
- Three State entities that own and operate several different types of air-handling and water systems. Two HSPs, the North Metropolitan Health Service (NMHS) and WA Country Health Service (WACHS) were included as hospital settings are considered at

increased risk of Legionella due to their design and need to accommodate vulnerable populations. The other State entity selected was the Department of Local Government, Sport and Cultural Industries (DLGSC), who runs buildings open to the public, including museums, galleries and theatres.



Source: OAG

Figure 2: Current regulatory framework for air-handling and water systems

When administering regulation, it is important that the health of the community and a reasonable expectation of compliance is considered. A risk-based approach, that considers the consequences of an actual or potential event and the likelihood of occurrence is vital.

Conclusion

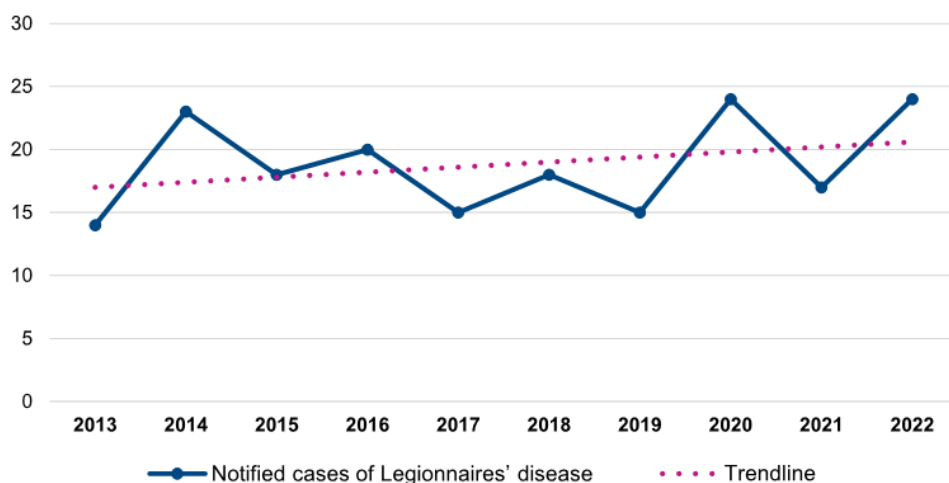
The number of notified cases of Legionnaires' disease is relatively low in WA, and there has not been an outbreak as has occurred in other states. But exposure to Legionella from air-handling and water systems remains a public health risk with potentially serious consequences, particularly for vulnerable groups. The existing regulatory framework requires improvement to ensure it effectively minimises the risk. Gaps in the current arrangements result in limited monitoring and information so it is not clear if low case numbers are the result of good practice by system owners, environmental factors or both.

The Department completed a review of the current regulatory arrangements in 2021 and has recommended new legislation that would update the regulatory approach in WA and see the Department take on responsibility for high-risk settings and State-owned buildings. However, the legislation forms part of a broader reform program and may take some time to introduce and implement. The differences we observed in how owners monitor and maintain their systems demonstrate that better education and guidance from the Department's public health unit is needed ahead of updated legislation.

Findings

Case numbers are low and there have been no outbreaks identified in WA

Legionnaires' disease is an urgently notifiable disease and must be reported to the WA Chief Health Officer within 24 hours of confirmation. Historically WA has experienced low levels of the illness, with no outbreaks¹ identified since the introduction of the Regulations in 1994. Data provided by the Department indicates that a total 188 cases were reported over the last 10 years (2013-2022). In 2022, there were 24 cases, with a slight upwards trend noted in cases over the 10 years examined (Figure 3).



Source: OAG

Figure 3: Numbers of notified Legionnaires' disease cases in WA over a 10-year period

Of the 188 cases in the past 10 years:

- 132 were suspected as being acquired in the WA community
- 46 were suspected to be acquired interstate or overseas
- five were suspected as being acquired in a WA hospital
- five were of an unknown source.

As with many notifiable diseases, the true number of cases may be higher as under diagnosis and under reporting may be present.

While the overall community risk posed by *Legionella* appears to be low, hospital and aged care settings are of particular concern. These facilities frequently feature both warm water systems and cooling towers in an environment that caters to highly vulnerable people who have increased susceptibility and likelihood of severe consequences from Legionnaires' disease. Currently the Regulations do not provide specific guidance or particular focus on higher risk groups or settings.

¹ Two or more cases linked in time and place to a common source.

Gaps in the current Regulations reduce their effectiveness in minimising the public health risk

Roles and responsibilities are fulfilled inconsistently by LG entities

Roles and responsibilities for regulators and owners are articulated under the Regulations and the Standard. However, the Department acknowledges the Regulations are poorly applied across LG entities and concedes authorised officers within LG entities may not have the specialised skills and knowledge required for air-handling and water systems. In the absence of guidance, LG entities are waiting for the new regulations to provide clarity on what they should be doing.

Currently the main activity of LG entities relevant to air-handling and water systems is case investigation. The Department completes an initial case investigation and then requests assistance from LG entities to contact and attend sites that have been visited by a Legionnaires' disease patient and have an air-handling or water system onsite. The relevant LG entity then collects water samples from systems identified and submits these samples to the State laboratory for Legionella testing.

We examined a summary of investigation data for 37 community acquired cases investigated by the Department over a three-year period from 2020 to 2023. A potential source was identified in 10 of the cases, meaning approximately 70% had no known source identified. While determining a source is not always possible, we noted several examples of incomplete case investigations, with the Department citing a lack of participation or response from the LG entity involved. None of the investigations involved the three LG entities included in this audit.

The Department and LG entities do not have accurate records on the number, type and location of air-handling and water systems

A key limitation of the current framework is the lack of accurate records detailing the type and location of air-handling and water systems. All three LG entities in our sample had registers for air-handling systems located within their boundaries but these were not complete or current. Having accurate and readily accessible system details is important for a timely and effective public health response to a Legionella outbreak.

Delays in identifying a contaminated system can mean that more individuals are exposed, particularly in busy public environments, as the system is not swiftly identified and decontaminated or shutdown. There is also a risk that Legionella can spread from a contaminated system to those within the surrounding area. Timely access to accurate details of systems within a nominated geographical area is therefore important.

Several attempts by LG entities to collate and maintain accurate records were evidenced, however activity has been sporadic and suffered from a lack of response from system owners. In 2017, the Department unsuccessfully attempted to determine the number of cooling towers and water systems within WA. It estimates there are approximately 3,000 sites fitted with a cooling tower and 400 vulnerable premises fitted with a warm water system, but the true numbers could be higher.

The Department has proposed a central register that it will collate and manage with input from LG entities who have systems within their boundaries. Details on the establishment and maintenance of the register are yet to be considered and its success will depend on timely submission of information. It is important that information on systems in higher risk settings (i.e. hospitals and aged care facilities) be prioritised for complete and accurate record keeping.

LG entities use the certified building licence process to assess and approve new or significantly modified systems

The Regulations require LG entities to provide written approval to a person who proposes to install or significantly modify an air-handling or water system. However, the three LG entities were unable to demonstrate a consistent process for assessing or approving the installation of new or significantly modified systems that complied with the Regulations.

The Department has identified a lack of a prescribed format for submission and approval as one of the barriers to LG entities meeting this requirement. There may also be a lack of awareness about the requirement by industry and potentially limited technical expertise within LG entities. For example, the three LG entities did not inform potential owners/builders of their obligation to apply to install a new or significantly modified system via their website.

The three LG entities rely on the certified building licence process to confirm that a commercial development complies with the National Construction Code and its adopted standards.

The certified building licence process allows for assessment of system design and installation requirements by those with specialised technical expertise and is the Department's proposed arrangement for new regulations.

The limited monitoring and information required under current regulations reduces assurance on whether systems are being effectively maintained

The existing regulatory framework does not require compliance monitoring activities by either the Department or LG entities. This means that information on how well owners are managing their systems is limited, and reduces the level of assurance on whether systems are being effectively maintained.

At present, the regulatory framework relies on self-regulation by owners. While self-regulation is common and appropriate in many sectors, the Department has assessed (including through public consultation) that as serious illness or death could eventuate from mismanagement of air-handling and water systems, a regulated approach is required.




The current Regulations enable but do not oblige LG entities to conduct inspections of air-handling and water systems within their jurisdiction. We found that two of the three LG entities do not conduct any or only limited monitoring activities. The third LG entity did conduct annual inspections of five cooling towers known to be in their jurisdiction, using an inspection template based on the Standard. Limited monitoring means the detection of non-compliance and use of enforcement powers are also limited. Under the current arrangements the first indicator of an issue is most likely to be the notification and subsequent investigation of a Legionnaires' disease case. More consistent risk-based compliance monitoring would move from a reactive to a more preventative approach.

The *Health (Miscellaneous Provisions) Act 1911* does not bind the Crown, meaning State government entities are not covered by the requirements of the current Regulations. New regulations under the *Public Health Act 2016* will require monitoring and compliance of all owners, including State government entities. However, it is reasonable to expect that managing the risk of Legionella in vulnerable facilities, particularly those owned by the State, should be prioritised while the new regulations are in progress.

There is inconsistency in how owners maintain and test their air-handling and water systems

Owners respond differently to detections that should produce a uniform response

The Standard sets out the minimum requirements for regular routine maintenance. Where these requirements are not practical (i.e. where systems need to be shutdown), the Standard provides an alternative approach based on regular testing and specifies the action to be taken in response to a detection of Legionella. Table 1 shows the control strategies as determined by the test result and the number of Legionella bacteria identified.

Legionella test result (cfu*/mL)		Required control strategy
	Not detected (<10)	<ul style="list-style-type: none"> System under control Maintain monitoring and treatment program
	Detected as <1,000	<ul style="list-style-type: none"> Immediate decontamination (alternative or higher dose of biocide than usual) Review control strategy Re-test within 3-7 days of plant operation Assess if further remedial action is necessary
	Detected as ≥ 1,000	<ul style="list-style-type: none"> Immediate decontamination (chlorine-based biocide) Review control strategy Re-test within 3-7 days of plant operation Assess if further remedial action is necessary

Source: OAG based on Department of Health information

* colony forming units

Table 1: Control strategies for the presence of Legionella

We found the Standard was not consistently followed because different owners tested at different frequencies and took different actions in response to detections. Inconsistent application of the Standard does not align with best practice and reduces confidence that the risk from Legionella is effectively managed.

The State and LG entities we reviewed were aware of the number of air-handling and waters systems they owned and were responsible to maintain. They all had asset registers that included these systems. Our sampled entities owned 87 air-handling and water systems, comprising 20 cooling towers and 67 warm water systems.

Two LG entities, DLGSC and the two HSPs were able to provide documented evidence for Legionella testing of the systems they owned. In the two HSPs who manage systems in high-risk settings, we found the frequency of testing varied depending on the hospital site. For example, the regularity of cooling tower testing varied from once a month to no testing within a two-year period.

Regular testing is important because it provides assurance and mitigates the risk of an outbreak. Results in the two HSPs showed:

- detection of Legionella was more common in warm water systems than cooling towers
- since July 2020 one HSP performed a total of 3,309 Legionella samples. An average of 4.6% of samples detected Legionella and required remedial flushing and/or thermal disinfection. Overall this percentage has declined over time. Where legionella was detected, the Department advised that 50% of those detections were borderline results (i.e. 10 CFU/ml)
- a total of four cooling towers samples showed a Legionella detection in the two-year period we reviewed
- the other HSP provided results for 803 water samples in 2022. These results showed Legionella was detected in 6.5% of the samples. While there is no evidence of any hospital acquired cases of Legionnaires' disease within this HSP, we found inconsistencies in record keeping including a lack of consistent remedial action. This indicates a need for greater management oversight across various sites.

Case study 1: Example of HSP activity in Legionella management and prevention

One HSP has invested significantly in the management of its on-site water systems. Initiatives include:

- the adoption of an overarching Water Quality Management Policy and Framework that defines the requirements and outcomes for effective onsite water management
- the development of site-specific Facility Water Safety Plans that detail the individual characteristics of systems and risks that are present at each site
- a risk-based monitoring and validation program
- the implementation of management software to record and document water monitoring activities.

A review of these initiatives undertaken by the Department indicated some area for improvement but in general found that the Water Quality Management System provided a reasonable risk-based framework for identifying and managing water quality risks.

The Department is developing a universal water risk management framework and assessment tool for HSPs to encourage consistency and reduce risk

In December 2021, the Department initiated a review of processes and procedures by HSPs to control Legionella. The review indicated there were varying strategies between HSPs to minimise and control Legionella in their water-based systems which could reduce the level of assurance and increase risk.

Following the completion of the review, work has started in the Department to develop a universal water risk management framework for Legionella control and a risk assessment tool for HSPs. The purpose of the risk assessment tool is to identify potential gaps and improvement opportunities within State owned health facilities. Six pilot hospital sites (three metropolitan and three regional) have been selected to trial the risk assessment tool.

The pilot program is scheduled for completion by July 2023 with the results to be presented to WA Health's Executive Committee. The implementation timeframe for the framework is yet to be established but the Department anticipates this work will benefit vulnerable settings, LG entities and the industry more broadly to standardise better practice, ensure consistency and reduce risk.

Aged care facilities have both warm water systems and vulnerable people, but little is known about how well their systems are managed

Aged care facilities are a high risk due to a combination of warm water systems and vulnerable people but are mostly privately owned and operated with little known about how well systems are managed. The LG entities we spoke to have limited awareness of warm water systems within their jurisdiction. Larger aged care facilities may also feature the use of cooling towers.

The Department liaised directly with the Commonwealth Aged Care Quality and Safety Commission regarding its proposed new regulatory requirements. The Commission informed the Department that the Aged Care Quality Standards do not include specific requirements relating to air-handling and water systems. Accordingly, the Department intends to ensure that aged care facilities are captured by the new regulations but there is nothing to address the risk in the interim.

New regulations are likely to take some time, better guidance and education would help reduce risk in the interim

The Department has identified the need to update the regulatory framework

In 2017 the Department started a review of the current Regulations. The review encompassed all subsidiary legislation under the *Health (Miscellaneous Provisions) Act 1911* and covered a wide range of public health risks such as asbestos, drinking water and public events. For air-handling and water systems the review included two consultations to seek the opinions and potential impacts of any proposed changes on industry, LG entities and other interested parties.

The review found that the Regulations have several limitations and are inconsistently administered by LG entities. Specifically, there is no requirement for air-handling and water system registration, no notification requirement when elevated levels of *Legionella* are detected and no requirements for maintenance and testing to be reviewed or checked. Further, in the event of non-compliance with the Regulations, enforcement options are limited and the maximum penalty is \$1,000.

A key purpose of the review was to determine the most effective options for managing the public health risk of air-handling and water systems into the future. Four options were considered:

- A. Deregulate to enable self-regulation and provide an industry guideline or code of practice.
- B. Develop equivalent regulations under the *Public Health Act 2016* and retain the status quo.
- C. Develop new regulations to manage the public health risk, with building requirements addressed by the Building Code of Australia.
- D. Manage the public health risk under occupational safety and health legislation.

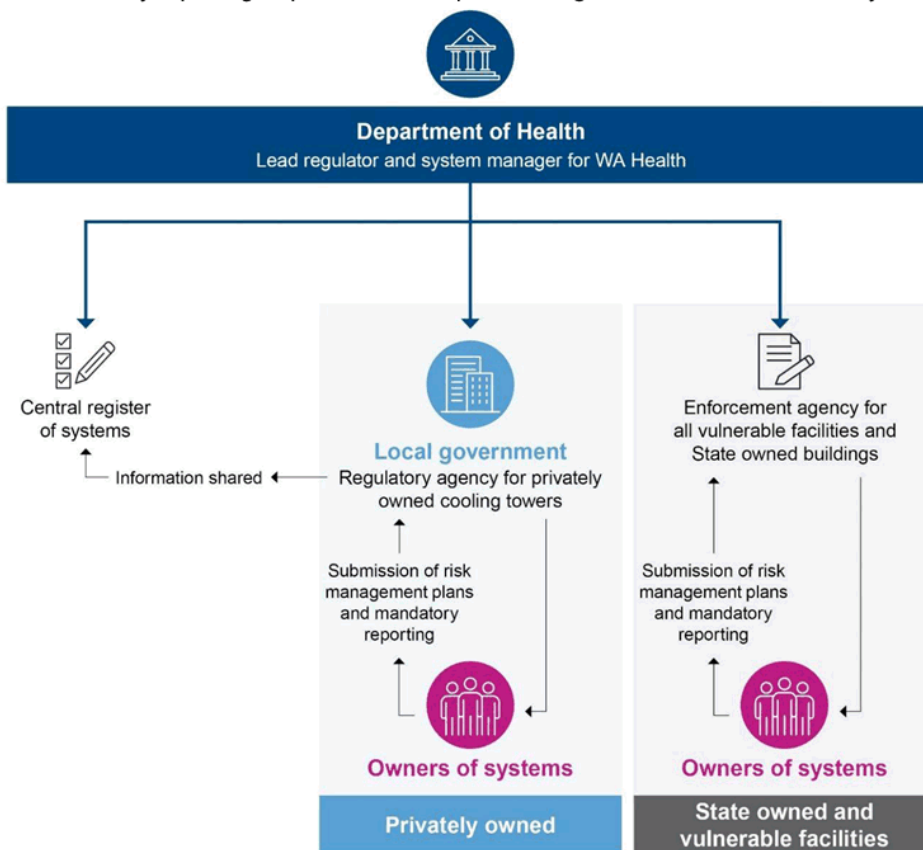
The Department and respondents who participated in the consultation strongly supported option C. This position was informed by a public health risk assessment undertaken as part of the consultation. The assessment classified the public health risk of death from *Legionella* as high and the risk of illness as medium. These classifications indicate that control measures are necessary to mitigate and manage the public health risk to the community.

The Department has designed new regulations, but they will take time to enact and implement

Following the outcome of the review the Minister for Health approved the drafting of new regulations. The Department has completed policy instructions to inform the drafting process. The proposed regulatory framework for air-handling and water systems is detailed in Figure 4.

Under the new regulations the Department intends to take responsibility for regulating hospitals (both public and private), aged care facilities and all State-owned buildings. LG entities will be responsible for privately owned cooling towers within their boundaries. Further changes include requiring or adopting:

- the responsible person where a cooling tower or warm water system is located, to register each system with the appropriate enforcement agency. A prescribed form for registration and certificates of approval will be introduced
- the installer of systems to certify that the system has been designed and installed in accordance with the applicable requirements of the Building Code of Australia, as a requirement of system registration
- mandatory risk management plans for all systems
- minimum maintenance and performance-based testing requirements for systems
- mandatory reporting requirements for specified Legionella detection limits in systems.



Source: OAG

Figure 4: Proposed regulatory framework for air-handling and water systems

The proposed changes align with arrangements in other jurisdictions such as Victoria. While an official timeframe has not been established, the Department had indicated that the proposed package of new environmental health regulations under the *Public Health Act 2016* may not be in place for at least two years. It has now advised that the individual regulations may be introduced separately based on priorities and risk.

Improved education and guidance is needed ahead of updated legislation

Currently the Department is conducting limited education or awareness activities relevant to air-handling and water systems as part of its oversight role. While the local government sector and the industry have been advised of the likely framework for the new regulations there is limited advice on how the public health risk should be minimised in the interim. This leads to a current holding pattern that awaits the implementation of the new regulations.

The Department has commenced preparations for the introduction of the new regulations. We reviewed planning documents that proposed engagement with LG entities and industry through training presentations, letters, updated web content and guidelines. However, these activities have no timeframe assigned. In the meantime, the Department should provide updated guidance to owners of systems particularly in vulnerable or high-risk settings to help ensure they adopt better practice.

Recommendations

1. The Department of Health, in consultation with local government entities should:
 - a. review current guidance to industry and local government entities in preparation for the adoption of the proposed new regulatory framework
 - b. develop and implement an education program to support and encourage system owners to achieve more consistent risk-based practice
 - c. establish and maintain a central register of air-handling and water systems within WA
 - d. consider splitting the implementation of the environmental health regulation package under the *Public Health Act 2016* to focus on areas of highest priority, including the air-handling and water systems regulations.

Implementation timeframe: July 2024

Department of Health response:

Recommendation supported.

The Department will review all current regulatory guidance material on the website for our co-regulators and industry and develop any information required which reflects the requirements for compliance with the Australian Standards that are at the core of best practice management of air handling and warm water systems currently and central to the proposed regulations being developed under the *Public Health Act 2016*. This approach will inform system owners and operators and other regulatory entities of what is proposed in the future and encourage transition to anticipated management practices that will provide more oversight.

The Department will develop guidance material and training to promote the proposed regulations and the expectations for future compliance to effect better risk-based management of systems.

The establishment of a central register was identified through consultation as a key requirement for the Department to undertake and manage to support implementation of new regulations. Considerations such as procurement of a suitable platform to host a register, how the information will be collected from third parties, how access to the registration information will be managed for the public and co-regulators and the cost for the register and staffing to maintain it, shall be factored into a forward work plan. In the meantime, the Department will inform co-regulators and industry of the intention to establish a register with the information that is likely to be required and the process to be adopted. In line with recommendations 1a and 1b, information relevant to these stakeholders about a proposed centralised register will be prepared in advance of any implementation.

DLGSC response:

The Department of Local Government, Sport and Cultural Industries is supportive of this recommendation.

2. Local government entities, in consultation with Department of Health should:
 - a. develop ways to gather the information on air-handling and water systems in their areas that will support a central register
 - b. consider introducing a risk-based monitoring/compliance process for air-handling and water systems within their jurisdiction.

Implementation timeframe: December 2024

City of Joondalup response:

Supported

City of Melville response:

Supported

City of Perth response:

Supported

3. State and local government entities who own air-handling and water systems should:
- develop risk management plans
 - ensure that systems are operated and maintained in accordance with Australian/New Zealand Standard 3666, *Air-handling and water systems of buildings – Microbial control*.

Implementation timeframe: July 2024

Department of Health response:

Recommendation supported. Work by the Department is already underway.

DLGSC response:

The Department of Local Government, Sport and Cultural Industries is supportive of this recommendation. The development by the Department of Health of a universal water risk management framework for Legionella control and a risk assessment tool that can be adopted by all State and Local Government entities would support implementation of this recommendation.

City of Joondalup response:

Supported

City of Perth response:

Supported

Response from the Department of Health

The Department has proactively commenced preparations for the implementation of a stronger regulatory process for air-handling and warm water systems. The Department will support stakeholders through the transition to effect better risk-based management of systems. Health System Providers are reviewing legislative requirements and developing quality assurance mechanisms and educational tools.

Response from the City of Joondalup

The City of Joondalup appreciates the opportunity to participate in the Office of the Auditor General performance audit on the regulation of air-handling and water systems. The City acknowledges the public health risks posed by air-handling and water systems and supports the recommendations provided.

The City recognises its obligations as an owner of air-handling and water systems, to ensure that appropriate operational and maintenance activities continue to be performed to manage any risk to public health.

The City also understands the importance of its role in promoting public health and that local governments are typically well placed to engage with businesses to provide advice on legislative obligations and monitor for compliance.

The City looks forward to working with the Department of Health in the lead up to a new regulatory framework that will be introduced as part of phase 5 implementation of the *Public Health Act 2016* and is confident that new regulations and any associated guidance will provide improved and consistent management of air-handling and water systems.

The City acknowledges that a new regulatory framework is approximately two years away. The City is committed to implementing the recommendations to ensure that the current risks associated with air-handling and water systems are being addressed.

Response from the City of Melville

We thank the Office of the Auditor General for the opportunity to participate in the Performance Audit which provide a valuable contribution to identifying opportunities for improvement.

Response from the City of Perth

On balance, the City accepts and welcomes the audit findings. The City has a strong risk based community/environmental health programme. While oversight of air-handling and water systems attracts a lower risk profile than other enforcement responsibilities (e.g., food safety, aquatic facility safety, lodging house), opportunity for improvement is acknowledged. The City is committed to continuous improvement and looks forward to working with the Department of Health on this matter.

Response from the Department of Local Government, Sport and Cultural Industries

The Department of Local Government, Sport and Cultural Industries (DLGSC) accepts the findings of this audit. DLGSC is supportive of improved practices regarding the Regulation of Air-handling and Water Systems that take a risk-based approach and are in line with the Australian/New Zealand Standard 3666 *Air-handling and water systems of buildings – Microbial control*. This includes the support of revised and/or new legislation to achieve this outcome.

Audit focus and scope

The objective of this audit was to assess if the Department of Health and local government entities effectively regulate air-handling and water systems to minimise the risk of Legionella.

We based our audit on the following criteria:

- Are sound arrangements in place for the management and oversight of the Legionella risks for air-handling and water systems?
- Do entities that regulate air-handling and water systems effectively administer requirements?

As part of this audit we:

- reviewed documentation related to the regulation of air-handling and water systems
- analysed available data from the Department of Health, North Metropolitan Health Service, WA Country Health Service, Department of Local Government, Sport and Cultural Industries and three local government entities (City of Joondalup, City of Melville and City of Perth)
- interviewed key staff at audited entities
- visited sites to view air-handling and water systems in operation.

Individual cases of Legionnaires' disease were not examined in relation to their potential sources, action/s taken or the investigation outcome.

A different sub-species of Legionella (*Legionella longbeachae*) can be found in soils and compost products and can also result in illness. This audit did not include *Legionella longbeachae*.

This was an independent performance audit, conducted under section 18 of the *Auditor General Act 2006*, in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements*. We complied with the independence and other ethical requirements related to assurance engagements. Performance audits focus primarily on the effective management and operations of entity programs and activities. The approximate cost of undertaking the audit and reporting was \$225,000.

Auditor General's 2022-23 reports

Number	Title	Date tabled
19	Information Systems Audit – Local Government 2021-22	29 March 2023
18	Opinions on Ministerial Notifications – Tourism WA's Campaign Expenditure	27 March 2023
17	Information Systems Audit – State Government 2021-22	22 March 2023
16	Opinions on Ministerial Notifications – Triennial Reports for Griffin Coal and Premier Coal	22 March 2023
15	Opinion on Ministerial Notification – Stamp Duty on the Landgate Building, Midland	8 March 2023
14	Administration of the Perth Parking Levy	16 February 2023
13	Funding of Volunteer Emergency and Fire Services	22 December 2022
12	Financial Audit Results – State Government 2021-22	22 December 2022
11	Compliance with Mining Environmental Conditions	20 December 2022
10	Regulation for Commercial Fishing	7 December 2022
9	Management of Long Stay Patients in Public Hospitals	16 November 2022
8	Forensic Audit Results 2022	16 November 2022
7	Opinion on Ministerial Notification – Tom Price Hospital Redevelopment and Meekatharra Health Centre Business Cases	2 November 2022
6	Compliance Frameworks for Anti-Money Laundering and Counter-Terrorism Financing Obligations	19 October 2022
5	Financial Audit Results – Local Government 2020-21	17 August 2022
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

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15.1.2 Cyber Risk Essential 8 Maturity Assessment

Responsible Executive	A/Chief Financial Officer
Author	Head of Information Technology
Attachments	<ol style="list-style-type: none"> 1. LGIS - Essential 8 Assessment Report - Cockburn - Final ↓ 2. City Information & Cyber Security Policy ↓ 3. ISO 27001 Gap Assessment 2021 (Confidential) 4. ISO 27001 Gap Assessment 2018 (Confidential)

Officer Recommendation/Committee Recommendation

That Council:

- (1) RECEIVES the LGIS/Marsh ASD Essential 8 Controls Maturity assessment, as attached to the Agenda.

Background

The City's Insurance Provider, LGIS, commissioned a cyber security audit on a select group of local government entities. This audit informs the cyber security insurance premium paid by LG entities.

The cyber audit, carried out by Marsh Cyber Advisory, is based on the Australian Cyber Security Centre's (ACSC) Essential Eight (E8) - [Essential Eight | Cyber.gov.au](#).

This is the City's first assessment against the E8.

The Essential Eight are practical guidelines, developed by the Australian Signals Directorate (ASD) and Australian Cyber Security Centre (ACSC), to mitigate cybersecurity incidents that include:

- The prevention of malware delivery and execution
- Limiting the extent of cybersecurity incidents
- Ensuring data recovery and system availability.

The E8 contains 8 cyber controls:

1. Application Control (Whitelisting)
2. Patch Applications
3. Block Microsoft Office Macros
4. User Application Hardening
5. Restrict Administrative Privileges
6. Patch Operating Systems
7. Implement Multi-Factor Authentication
8. Perform Daily Backups

The ASD E8 measures against a maturity model for each control, with maturity scores ranging from zero (0) (weakest) to three (3) highest. LGIS/Marsh minimum desired maturity level is two (2) for each E8 control.

The ACSC state “Maturity Level Three (3) will not stop adversaries that are willing and able to invest enough time, money and effort to compromise a target”, and should consider further mitigation strategies beyond the E8.

[Essential Eight Maturity Model | Cyber.gov.au](https://www.cyber.gov.au/essential-eight-maturity-model)



Submission

N/A

Report

Result of Assessment

The City scored an overall maturity level of 0.97 out of 3. The score reflects a poor maturity level across the ASD Essential 8 controls, indicating there is room for improving the City's overall cyber security mitigation strategy.

Recommendations have been provided as part of the assessment to enable the City to reach an overall maturity level score of 2.0, considered the baseline for a local government entity like Cockburn.

It is worth noting that work has already progressed since the assessment that will lead to an improved maturity score.

An example is the recently implemented Security Information and Event Management (SIEM) technology that supports threat detection, compliance, and security incident management. This was the number one priority for the City's recently commenced Cyber Security Officer and it will deliver greater intelligence for protecting against multiple cyber threats.

LGIS are in the last stages of finalising a benchmarking report for all the local governments that participated in the assessment. However, LGIS has indicated that a number of the City's scores of the LGIS Essential Eight (E8) areas are above average, while the rest are tracking closer to the average (showing a low maturity profile across the sector).

The pilot was undertaken by LGIS to assess the maturity and profile of the sector.

Ultimately, LGIS aim for an improved control environment across the sector to drive:

- Better availability of insurance coverage - maintaining cover and differentiating Local Government risk from the wider public sector (locally and internationally).
- Containing rising costs – cyber risk pricing is increasing and the (local government) portfolio effect will play a role in reducing the impact on pricing.

The LGIS/Marsh report also highlighted the following good practices at the City:

- Multi-Factor Authentication (MFA) very diligently implemented across organisation
- Privileged Access Management (PAM) diligently implemented and used within IT
- Documented backup processes with regular full backups
- Well-defined Windows patch management process
- Application Whitelisting diligently implemented

The City's Executive endorsed the first Information and Cyber Security Administration Policy in 2019 (attached). This policy aligns the City's Information Security Management Framework (ISMF) to the international standard of ISO 27001.

The ISO 27001 standard is a fully comprehensive list of controls, policies, risk management, procedures and technical and management controls designed to wholistically improve cyber security posture.

The ASD Essential Eight (E8) assessment is based on a set of tactical mitigation principles designed to protect Windows-based systems.

These mitigation strategies created by the Australian Cyber Security Centre that, when fully implemented provide protection from common cyber threats.

These principles have been defined at the federal level and are not specifically designed to protect cloud or non-Windows based systems which the City also uses.

Previous cyber audits at the City carried out by the Office of the Auditor General (OAG) were unofficially based on ISO 27002, which are not directly aligned to the Federal ASD E8. However, the WA State Government is following the ASD E8 protocol.

The City has also previously commissioned multiple ISO 27001 gap assessments (attached), with the most recent being December 2021. Below is a summary of results from the most recent ISO 27001 gap assessment.

Domain	Current Status *
A.5 Policies	75%
A.6 Organisation	43%
A.7 HR security	83%
A.8 Asset management	25%
A.9 Access control	50%
A.10 Cryptography	25%
A.11 Physical security	80%
A.12 Operations security	64%
A.13 Communications	29%
A.14 System acq. dev. and maint.	54%
A.15 Supplier relationships	60%
A.16 Incident management	43%
A.17 Business continuity	38%
A.18 Compliance	25%

The City also commissioned an earlier ISO 27001 gap assessment in 2018. This highlights the significant process the City has made in aligning to ISO 27001 and improving cyber security.

Standard	Section	Status
A.5	Information Security Policies	13%
A.6	Organisation of information security	1%
A.7	Human resources security	21%
A.8	Asset management	13%
A.9	Access control	14%
A.10	Cryptography	18%
A.11	Physical and environmental security	43%
A.12	Operations security	32%
A.13	Communications security	0%
A.14	System acquisition, development and maintenance	1%
A.15	Supplier relationships	20%
A.16	Information security incident management	0%
A.17	Information security aspects of business continuity management	0%
A.18	Compliance	7%

Overall Compliance	13%
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Whilst there is overlap of security controls between ISO 27001, ISO 27002 and ASD E8, an assessment against each framework will yield differing results.

The ACSC note that Application Control (whitelisting) and Multi-Factor Authentication provide the strongest protection against cyber threats; the City's assessed maturity level was high against these controls.

The City will incorporate recommendations from the E8 assessment into its cyber roadmap and action plan currently being developed to address gaps identified through the ISO 27001 and ISO 27002 assessments, to meet policy objectives.

Marsh's findings are tabled below along with the City's response comment.

Control	Current State Summary of Findings	Assessed Maturity Level	City Comment
Restrict Administrator Privileges	<ol style="list-style-type: none"> Privileged accounts can still login to the unprivileged Operating environments Privileged accounts (excluding privileged service accounts) are not prevented from accessing the internet, email and web services. Windows Defender Credential Guard and Windows Privileged access to systems and applications are not automatically disabled after 45 days of inactivity. There is no unique Credentials for local administrator accounts and service accounts Privileged access to systems and applications are not automatically disabled after 12 months Defender Remote 	0.60	<ol style="list-style-type: none"> Significant progress already made since the report was commissioned. Review current controls for privileged accounts due June 2023 Continue work of distinguishing privileged and unprivileged accounts due August 2023

Control	Current State Summary of Findings	Assessed Maturity Level	City Comment
	Credential Guard are not enabled		
Regular Backups	<ol style="list-style-type: none"> 1. There is no Business Continuity Plan (BCP) 2. Testing of backups are not conducted periodically 3. Restoration of backups not done 4. Unprivileged accounts are not prevented from modifying or deleting backups. 5. Users with Privileged accounts can still access backups 	0.75	<ol style="list-style-type: none"> 1. The City currently has a BCP in place, and updated this in March 2023 2. Scheduled testing of backups has since been introduced 3. Scheduled testing of restorations has since been introduced 4. Helpdesk staff currently have access to backups to perform data restores.
User Application Hardening	<ol style="list-style-type: none"> 1. There is no documented hardening guidelines 2. Web browsers are not configured to block web advertisements 3. PowerShell is not configured to use Constrained Language Mode 4. PDF software is not blocked from creating child processes. 5. Blocked PowerShell script executions are logged 6. Microsoft Office is not blocked from creating executable content. 7. Microsoft Office is not blocked from injecting code into other processes. 8. Web browser, 	0	<ol style="list-style-type: none"> 1. Hardening guidelines to be documented by June 2023 2. Web browsers to be configured to block web advertisements by June 2023 3. PowerShell to have secure controls applied by August 2023 4. Application Whitelisting currently prevents all execution of process not whitelisted 5. PowerShell to have logging applied by August 2023 6. Application Whitelisting currently prevents all execution of process not whitelisted 7. Application Whitelisting currently prevents all execution

Control	Current State Summary of Findings	Assessed Maturity Level	City Comment
	Microsoft Office and PDF software security settings cannot be changed by users		of non-Office processes not whitelisted 8. Further user application hardening to be applied by December 2023
Patch Operating Systems	1. There is no vulnerability scanner to identify the missing patches or security vulnerabilities	0.6	1. The City has since implemented a vulnerability scanner to identify missing operating system (OS) patches
Patch Applications	1. Controls pertaining to patching of applications are not implemented nor appropriate risk management practices are enabled in the environment 2. Patches, updates or vendor mitigations for security vulnerabilities in internet-facing services are not applied within two weeks of release, or within 48 hours if an exploit exists. 3. A vulnerability scanner is not used at least daily to identify missing patches or updates for security 4. Patches, updates or vendor mitigations for security vulnerabilities in office productivity suites, web browsers and their extensions,	0	1. The City has since implemented a vulnerability scanner to identify missing applications patches. The same method to apply OS patches will be applied to Applications by August 2023

Control	Current State Summary of Findings	Assessed Maturity Level	City Comment
	email clients, PDF software, and security products are not applied within two weeks of release, or within 48 hours if an exploit exists, this is covered only as a part of Patch Cycle		
Configure Microsoft Office Macros	1. There are no Microsoft Macros settings enabled throughout the Organisation	0	1. Currently being investigated. The City's Enterprise resource planning (ERP) System uses macros extensively. The City will apply MS Office macro settings by September 2023 or raise this as a risk if required by the ERP.
Application Control	1. Application whitelisting control is not implemented throughout the organisation	2.8	1. The City scored above the minimum recommendation for this control. All laptops and desktops have whitelisting applied. Servers to have whitelisting applied by December 2023.
Multi Factor Authentication (MFA)	1. MFA used extensively throughout organisation	3.0	1. The City scored above the minimum recommendation for this control

Marsh also recommended some further next steps. These are not ASD E8 specific recommendations but will further improve the City's cyber security posture.

Marsh Further Recommendations	City of Cockburn Response
<ul style="list-style-type: none"> Defining the risk profile for each control as a result of inadequacies in the current implementation of controls. This will help the council in drafting the right mitigation strategies and minimise the probability of Cyber Security breach / data breach that can be caused by internal or external threats 	<ul style="list-style-type: none"> The City will define a risk profile for each control as per the City's Risk Management Framework by June 2023.
<ul style="list-style-type: none"> Define Data Classification policy document to identify the critical and non-critical data and strengthen the controls to protect the critical / confidential data handled by the council 	<ul style="list-style-type: none"> The City has already commenced defining a data classification policy based on WA state government data classification framework. This should be complete by January 2024.
<ul style="list-style-type: none"> Create a roadmap, which is essentially a statement on the improvement areas and plan of action for implementation of the improvement areas. This is where the organisation will review the risk statements and categorise them into the relevant risk actions i.e., accept, mitigate, transfer or avoid 	<ul style="list-style-type: none"> A cyber roadmap is currently being developed by the City's recently appointed Cyber Security Officer. This will be complete by June 2023.
<ul style="list-style-type: none"> Create the strategy for implementation of the improvements for which risk mitigation is selected as the action in the roadmap. The strategy takes into consideration the budget available for implementation of the controls and prioritises the actions accordingly over a time frame of 12-18 months 	<ul style="list-style-type: none"> The cyber roadmap will be incorporated into the City's Information and Technology Strategy.
<ul style="list-style-type: none"> Development of cyber incident response plans and cybersecurity awareness training for employees of the council to minimise possibilities of unintentional internal attacks through negligence or unawareness 	<ul style="list-style-type: none"> The City has a Digital Forensics & Incident Response (DFIR) plan in place. This plan includes prepaid engagement with cyber security professional services should this response plan require invoking. This plan is currently being reviewed and will be complete by June 2023.

Strategic Plans/Policy ImplicationsListening & 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, and software, along with specialist skills necessary to operationalise and support these controls.

Given the enhanced focus on IT Controls and ongoing audits from LGIS, OAG, other stakeholders and an internal audit regime, additional funds will be requested through the budget process to ensure the City meets the required levels of cyber security protection.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The review of findings and recommendations contained in the ASD Essential 8 assessment (and other recent cyber security audits) help steer the future direction, development, and implementation of cyber controls at the City. This work aims to reduce cyber security risks and improve the City's cyber security posture in a constantly evolving cyber threat landscape.

Addressing the ASD E8 recommendations will reduce the City's risk from cyber-attack on the City's operational IT systems and potentially compromising the confidentiality, integrity, and availability of the City's data. This mitigates against potential financial loss to recover data, and any subsequent reputational loss.

Advice to Proponent(s)/Submitters

N/A

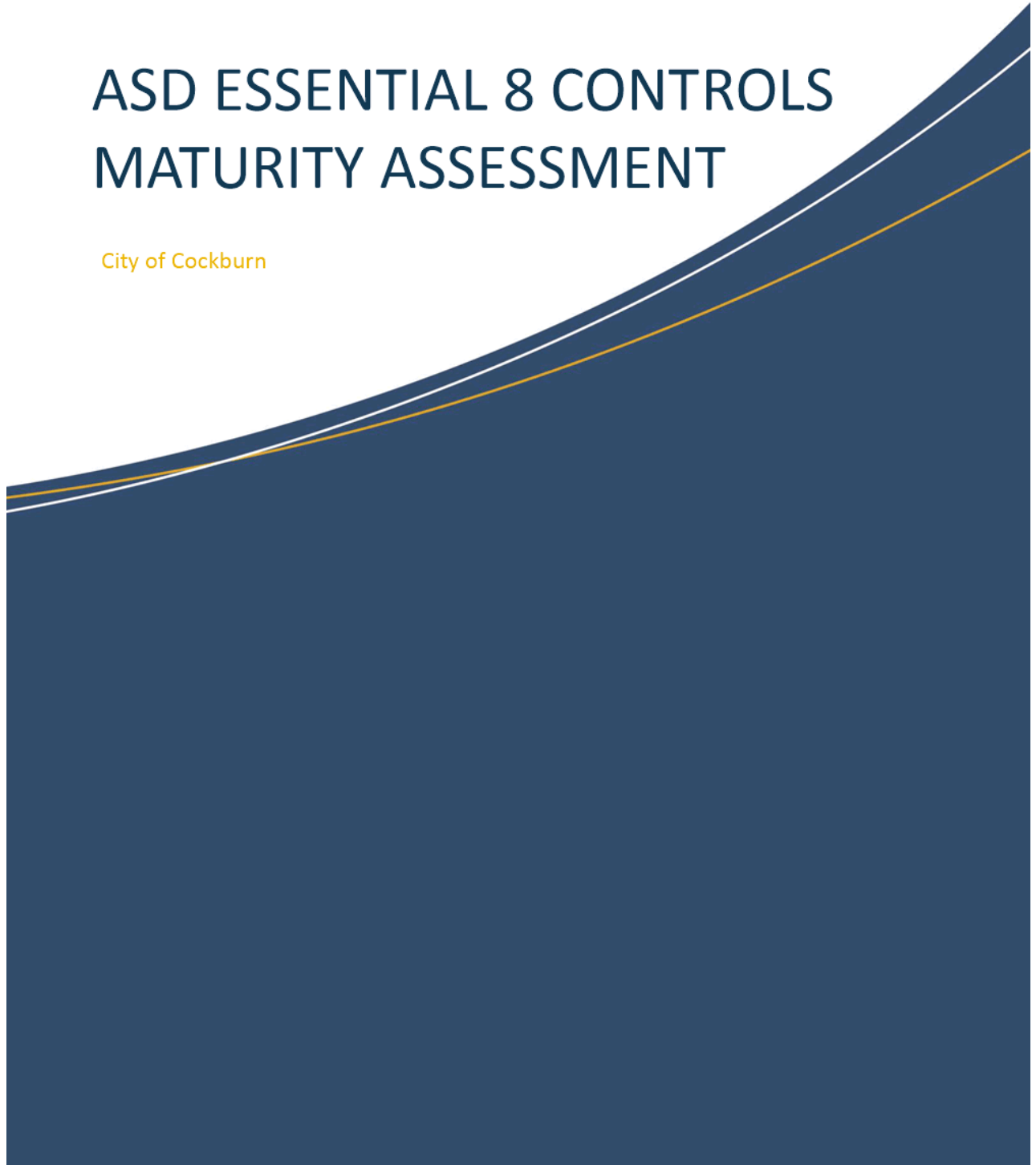
Implications of Section 3.18(3) *Local Government Act 1995*

Nil



ASD ESSENTIAL 8 CONTROLS MATURITY ASSESSMENT

City of Cockburn



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EXECUTIVE SUMMARY

ASD Essential 8 is the most effective mitigation strategy developed by the Australian Cyber Security Centre (ACSC) to help all levels of government protect themselves against various cyber threats. Effective implementation of the controls listed under the mitigation strategy provides remediation for a major percentage of vulnerabilities that are typically identified for an organisation, and help reduce the probability for occurrence of cyber security incidents that occur through exploitation of untreated vulnerabilities.

Approach

The high level assessment is conducted by Marsh Advisory, on behalf of LGIS, to assess the risks associated with City of Cockburn's systems against ASD Essential 8 controls. This was an interactive session which was conducted for an overall 4 hours, split into two 2 hours sessions with "Brett Fellows – Head of Information & Technology", that was targeted at getting an understanding on whether and how the controls are implemented within the ecosystem. The assessment of ASD Essential 8 maturity is based on the survey responses captured during the interactive session and the supporting artefacts provided by the City of Cockburn. Post the interactive session, requirement for Artefacts were shared with the council for the controls discussed. Supplied artefacts were reviewed and captured for the overall maturity rating.

This is a first step towards getting a high-level view of compliance.

Result

The Council scored an overall maturity of 0.97 out of 3. The scores reflect a poor maturity level across the ASD Essential 8 controls. There is room for improving the overall mitigation strategy.

Recommendations are provided as part of the assessment to enable the **Council to elevate the overall maturity score to 2.0**, which is considered the baseline for non-corporate Commonwealth entities.



DEFINING THE ESSENTIAL 8 CONTROLS

The table below lists the Essential 8 controls and a description about what these controls are.

SI No	Control	Description
1	Multi-factor Authentication (MFA)	An authentication method that requires the user to provide two or more verification factors to gain access to a resource
2	Restrict Administrator Privileges	Users with administrative privileges for operating systems and applications are able to make significant changes to their configuration and operation, bypass critical security settings and access sensitive information. Restricting these accesses for relevant business use only is the mitigation strategy for over exposure of these privileges
3	Regular Backups	Information is the lifeline of an organisation and without the availability of critical business information, the organisation is unable to meet its mission critical requirements. Taking regular backups of critical information and systems ensures mitigation against loss of this data as a result of a cyber-incident such as ransomware, data breach, accidental or intentional data removal
4	User Application Hardening	Application hardening is a housekeeping of the application to ensure users have only those components or functions that they need access based on user roles and context (such as with application control). The hardening also calls for removal of sample files and default passwords, which can be leveraged by unauthenticated users to gain access to systems
5	Patch Operating Systems	Security patches are updated with latest fixes for newly discovered threats that can exploit vulnerabilities within the operating systems. Regular patching is a recommendation to ensure that fixes are updated into the operating systems. The other requirement is to minimise the use of unsupported operating systems for which fixes are no longer created
6	Patch Applications	Just like operating systems, fixes are released by application vendors on a regular basis, but these need to be applied on the applications installed within the organisation for the control to be effective. As with operating systems, the out of support applications should be identified and their use within the organisation minimised
7	Microsoft Office Macro Settings	Microsoft Office applications can execute macros to automate routine tasks. However, macros can contain malicious code resulting in unauthorised access to sensitive information as part of a targeted cyber intrusion. Recommended mitigation is minimal use of macros in the environment and if macros are required for business purposes, use only those macros that are signed by trusted publishers
8	Application Control	Maintaining an inventory of applications that are required by the business to function and allow the use of only these applications within the organisation, whilst also disabling ability for end users to install applications or make configuration changes to bypass these controls



Each of the Essential 8 controls sit across 4 maturity levels. Each of the maturity levels and the significance of each level along with the risk to business as each of the maturity levels is documented below:

Maturity Level	Description and statement of risk
0	There are weaknesses in an organisation's overall cyber security posture. These weaknesses can be exploited to facilitate the compromise of the confidentiality of their data, or the integrity or availability of their systems and data
1	At this level, the adversaries seek to target common weaknesses in many targets rather than investing heavily in gaining access to specific target. They employ common social engineering techniques to trick users into weakening the security by launching malicious applications, for example via Microsoft Office macros. The other common targets are unpatched internet-facing systems, using stolen, reused, brute forced or guessed credentials to authenticate to an internet-facing service. If the account that an adversary compromises has special privileges they will seek to exploit it. Depending on their intent, adversaries may also destroy data (including backups).
2	At this level, the focus is on adversaries that have higher capability and who are willing to invest more time in a target and in the effectiveness of the tools. These adversaries will employ well-known techniques to bypass security controls implemented by the target to evade detection. This includes actively targeting credentials using phishing and employing technical and social engineering techniques to circumvent weak multi-factor authentication. Generally, adversaries are likely to be more selective in their targeting but still somewhat conservative in the time, money and effort they may invest in a target. Adversaries will likely invest time to ensure their phishing is effective and employ common social engineering techniques to trick users to weaken the security of a system and launch malicious applications, for example via Microsoft Office macros. If the account that an adversary compromises has special privileges they will seek to exploit it, otherwise they will seek accounts with special privileges. Depending on their intent, adversaries may also destroy all data (including backups) accessible to an account with special privileges.
3	At this level, the focus is on highly skilled adversaries who are less reliant on public tools and techniques. These adversaries are able to exploit the opportunities provided by weaknesses in their target's cyber security posture, such as the existence of older software or inadequate logging and monitoring. Adversaries not only extend their initial access in a target, but also evades detection and solidify their presence. Adversaries are more focused on particular targets and, more importantly, are willing and able to invest some effort into circumventing policy and technical security controls implemented by their targets. This includes social engineering a user to not only open a document but also to unknowingly assist in bypassing security controls. This can also include circumventing stronger multi-factor authentication by stealing authentication token values to impersonate a user. Once a foothold is gained on a system, adversaries will seek to gain privileged credentials or password hashes, pivot to other parts of a network, and cover their tracks. Depending on their intent, adversaries may also destroy all data (including backups).

As per the updated guidelines for the ACSC Essential 8 controls, it is recommended that all controls are at least at a baseline maturity level 2 and the overall maturity level is greater than 2.



THE ASSESSMENT

This section is segregated into listing down the good practices that the Council is following, result of the assessment with a summary of the controls maturity and control wise maturity rating, roadmap to improvement.

Good Practices

We analyzed the information provided and concluded that the City of Cockburn mostly aligns with the intent of the mitigation strategy based on their current state of controls listed as ASD Essential 8 and are following good practices in patching applications and taking daily backups of data that they categorize as important to their business

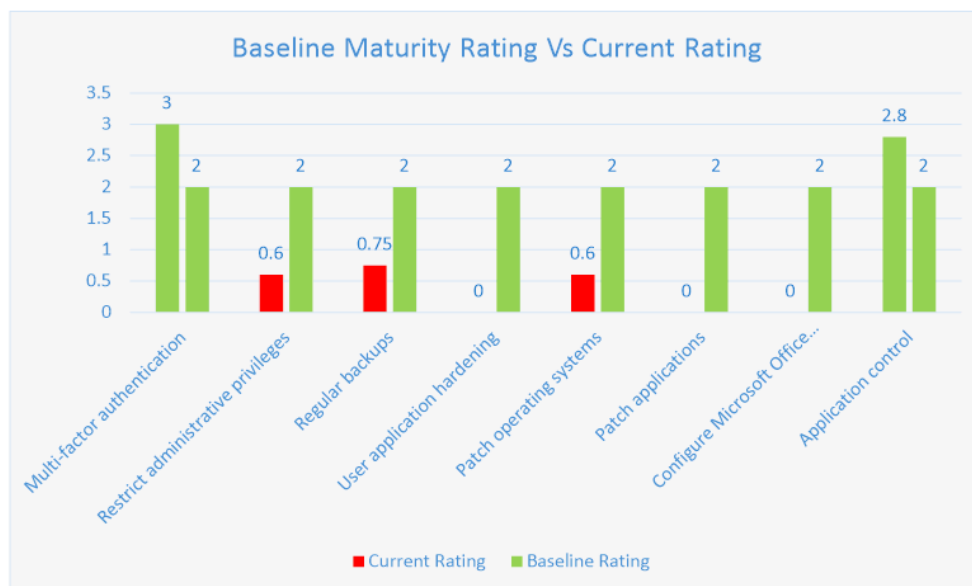
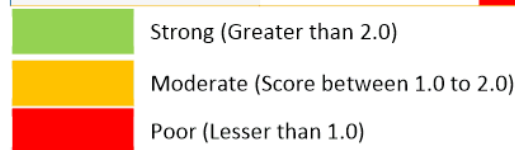
- Multi-Factor Authentication has been very diligently implemented within the Organisation.
- PAM Solution “Thycotic” is widely used within the IT team to manage the IT Privilege accounts
- A backup process is documented and regular full backups are taken to ensure business continuity during any disaster
- A patch management process has been defined and patches are updated automatically on all the workstations and servers via SCCM
- Application whitelisting is implemented across the Organisation

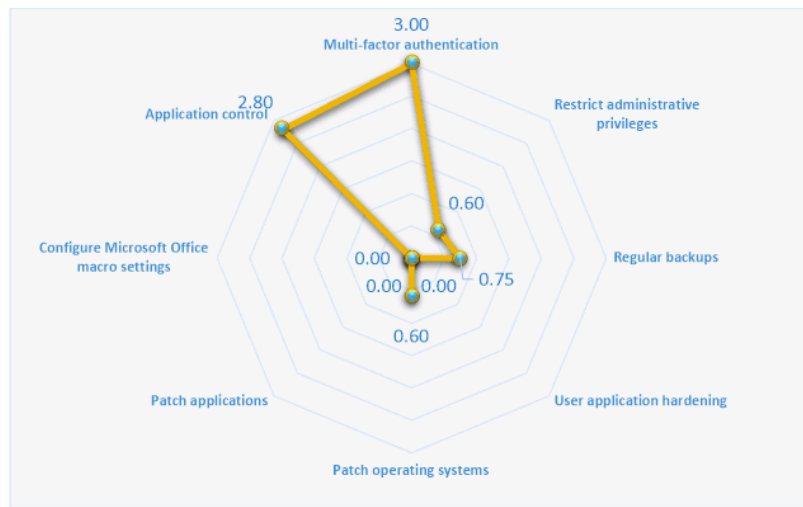


Result of Assessment

The table below shows the control wise maturity rating and the overall rating on the Essential 8 controls for the council.

Control	Score	Rating
Multi-factor Authentication (MFA)	3	Strong
Restrict Administrator Privileges	0.60	Poor
Regular Backups	0.75	Poor
User Application Hardening	0.0	Poor
Patch Operating Systems	0.60	Poor
Patch Applications	0.0	Poor
Microsoft Office Macro Settings	0.0	Poor
Application Control	2.8	Strong
Overall Rating (Average for the ratings for individual controls)	0.97	Poor





The summary of findings for the Essential 8 controls are documented below:

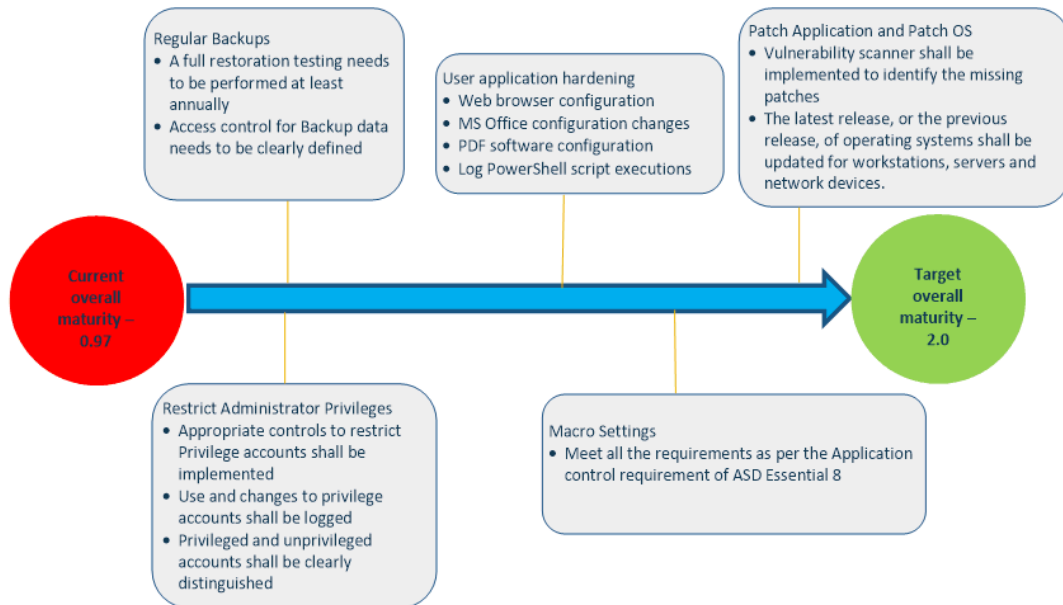
Control	Current State Summary of Findings	Maturity Level
Restrict Administrator Privileges	<ul style="list-style-type: none"> Privileged accounts can still login to the unprivileged Operating environments Privileged accounts (excluding privileged service accounts) are not prevented from accessing the internet, email and web services. Windows Defender Credential Guard and Windows Privileged access to systems and applications are not automatically disabled after 45 days of inactivity. There is no unique Credentials for local administrator accounts and service accounts Privileged access to systems and applications are not automatically disabled after 12 months Defender Remote Credential Guard are not enabled. 	0.60
Regular Backups	<ul style="list-style-type: none"> There is no Business Continuity Plan Testing of backups are not conducted periodically Restoration of backups not done Unprivileged accounts are not prevented from modifying or deleting backups. Users with Privileged accounts can still access backups 	0.75
User Application Hardening	<ul style="list-style-type: none"> There is no documented hardening guidelines Web browsers are not configured to block web advertisements PowerShell is not configured to use Constrained Language Mode PDF software is not blocked from creating child processes. Blocked PowerShell script executions are logged Microsoft Office is not blocked from creating executable content. Microsoft Office is not blocked from injecting code into other processes. Web browser, Microsoft Office and PDF software security settings cannot be changed by users 	0
Patch operating systems	<ul style="list-style-type: none"> There is no vulnerability scanner to identify the missing patches or security vulnerabilities 	0.6

Control	Current State Summary of Findings	Maturity Level
Patch Applications	<ul style="list-style-type: none"> Controls pertaining to patching of applications are not implemented nor appropriate risk management practices are enabled in the environment Patches, updates or vendor mitigations for security vulnerabilities in internet-facing services are not applied within two weeks of release, or within 48 hours if an exploit exists. A vulnerability scanner is not used at least daily to identify missing patches or updates for security Patches, updates or vendor mitigations for security vulnerabilities in office productivity suites, web browsers and their extensions, email clients, PDF software, and security products are not applied within two weeks of release, or within 48 hours if an exploit exists, this is covered only as a part of Patch Cycle 	0
Configure Microsoft Office Macros	<ul style="list-style-type: none"> There are no Microsoft Macros settings enabled throughout the Organisation 	0
Application Control	<ul style="list-style-type: none"> Application whitelisting control is not implemented throughout the Organisation 	2.8



Road to Improvement

The figure below shows at a high level, the activities that the Council is recommended to carry out to transition from their current state of maturity on the Essential 8 controls to the baseline maturity. At this point we are only considering those controls, where the maturity level is less than 2.



Following are detailed recommendations for improvements to the controls, whose maturity is less than 2.0. Implementation of the recommendations will elevate the maturity levels for the controls to 2.0

Control	Recommendation(s) for mitigation	Risk(s) if mitigation is not applied
Multi-factor Authentication (MFA)	<ul style="list-style-type: none"> All the critical and non-critical systems shall be implemented with MFA 	<ul style="list-style-type: none"> Minimal detection of forced attempts by unauthorised users to bypass multi-factor authentication controls
Restrict Administrator Privileges	<ul style="list-style-type: none"> Ensure that Privileged account users cannot logon to unprivileged Operating environments Enable Windows Defender Credential Guard and Windows Defender Remote Credential Guard are enabled. Use of privileged access and changes to Privileged access shall be logged Privileged users shall use separate privileged and unprivileged operating environments. Privileged accounts (excluding local administrator accounts) should not be able to logon to unprivileged operating environments. SIEM Solution can be considered for 	<ul style="list-style-type: none"> Inactive privileged access accounts increase threat footprint Minimal detection for attempt to execute system utilities by inactive privileged accounts Minimal detection of unaccounted for changes to privileged system accounts
User Application Hardening	<ul style="list-style-type: none"> Web browsers are configured so they do not process web advertisements from the internet Microsoft Office is blocked from creating child processes Microsoft Office is blocked from creating executable content Microsoft Office is blocked from injecting code into other processes Microsoft Office is configured to prevent activation of OLE packages PDF software is blocked from creating child processes ACSC or vendor hardening guidance for web browsers, Microsoft Office and PDF software is implemented Blocked PowerShell script executions are logged 	<ul style="list-style-type: none"> Increased threat footprint as a result of increased number of vulnerabilities introduced by applications and processes that are not required to be run by the business
Patch Application	<ul style="list-style-type: none"> Patches, updates or vendor mitigations for security vulnerabilities in other applications shall be applied within two weeks of release. vulnerability scanner shall be used at least daily to identify missing patches or updates for security vulnerabilities Controls pertaining to patching of applications shall be implemented Vulnerability scanner shall be used to implemented to identify the missing patches and Security vulnerabilities All the End of Life applications shall be removed from the environment 	<ul style="list-style-type: none"> Weak controls on the application patching increases the vulnerabilities on your software and applications that are susceptible to cyber-attacks Vulnerabilities in the OS and applications software such as web browsers and document readers or in PC and adapter firmware can allow threat actors to run malware and gain a foothold on the network

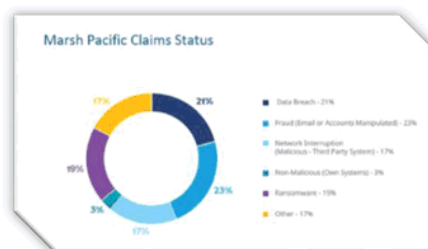
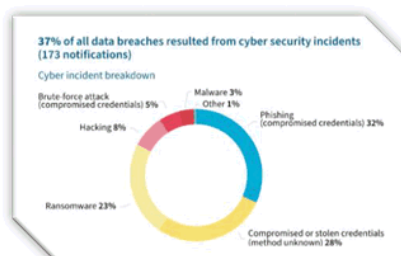
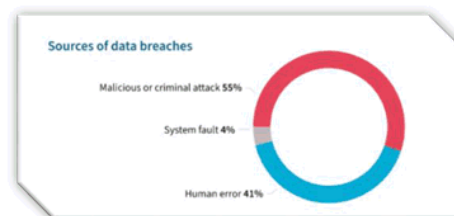
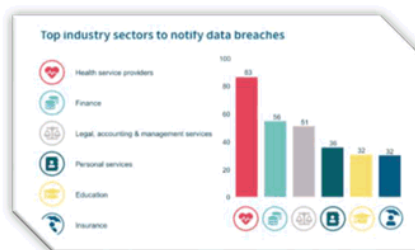


Control	Recommendation(s) for mitigation	Risk(s) if mitigation is not applied
Application Control	<ul style="list-style-type: none"> Application whitelisting controls shall be implemented or appropriate risk management practices shall be enabled The execution of executables, software libraries, scripts, installers, compiled HTML, HTML applications and control panel applets is prevented on workstations from within standard user profiles and temporary folders used by the operating system, web browsers and email clients Allowed and blocked executions on workstations and internet-facing servers shall be logged Microsoft's 'recommended block rules' and 'recommended driver block rules' shall be implemented Allowed and blocked executions on workstations and internet-facing servers are logged 	<ul style="list-style-type: none"> Increased threat footprint by expansion of privileges to execute utilities using standard user profiles Minimal detection for execution of blocked utilities on workstations and internet facing servers
Patch Operating Systems	<ul style="list-style-type: none"> Vulnerability scanners shall be used to identify the missing patches and security vulnerabilities Latest release, or the previous release, of operating systems shall be used for workstations, servers and network devices. 	<ul style="list-style-type: none"> Poor patch management can leave an organisation's data exposed, subjecting them to malware and ransomware attacks where data is hijacked unless a ransom is paid
Configure Microsoft Office macro settings	<ul style="list-style-type: none"> Allowed and blocked Microsoft Office macro executions are not logged Microsoft Office's list of trusted publishers are not followed Allowed and blocked Microsoft Office macro executions are not logged and protected from unauthorised modification and deletion, monitored for signs of compromise, and actioned when cyber security events are detected Evidence of the control implementation could not be verified as the snap shot of the console was not shared by the council 	<ul style="list-style-type: none"> Utilisation of vulnerabilities in unsigned and unverified macros for weakening the security and launching malicious applications



Data Breach Insights from 2021

- Australian organisations have seen close to a 25 percent increase in data breaches resulting from ransomware incidents according to the latest report from the Office of the Australian Information Commissioner (OAIC)
- The latest Notifiable Data Breaches Report showed the agency received 446 data breach notifications from January to June 2021, 43 percent of which were from cyber security incidents.
- Data breaches arising from ransomware incidents in particular increased by 24 percent, up from 37 notifications last reporting period to 46.
- There was a 10% increase in the number of claims notified to insurers between 1 July 2021 – 31 December 2021, compared to the previous six months.



NEXT STEPS

Following the ASD 8 essential assessment, these are the next steps that we recommend:

- Defining the risk profile for each control as a result of inadequacies in the current implementation of controls. This will help the council in drafting the right mitigation strategies and minimise the probability of Cyber Security breach / data breach that can be caused by internal or external threats
- Define Data Classification policy document to identify the critical and non-critical data and strengthen the controls to protect the critical / confidential data handled by the council
- Create a roadmap, which is essentially a statement on the improvement areas and plan of action for implementation of the improvement areas. This is where the organisation will review the risk statements and categorise them into the relevant risk actions i.e., accept, mitigate, transfer or avoid
- Create the strategy for implementation of the improvements for which risk mitigation is selected as the action in the roadmap. The strategy takes into consideration the budget available for implementation of the controls and prioritises the actions accordingly over a time frame of 12-18 months
- Development of cyber incident response plans and cybersecurity awareness training for employees of the council to minimise possibilities of unintentional internal attacks through negligence or unawareness



PROPRIETARY NATURE OF PROPOSAL

This proposal is prepared for the sole and exclusive use of the part or organisation to which it is addressed. Therefore, this document is considered proprietary to LGIS and may not be made available to anyone other than the addressee or person (s) within the addressee's organisation who are designated to evaluate or implement the proposal. LGIS proposals may be made available to other persons or organisations only with written permission of LGIS.

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West Leederville WA 6007
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lgiswa.com.au

Title	Information and Cyber Security
Policy Number (Governance Purpose)	



Policy Type

Administration

Policy Purpose

To prevent, where possible, cyber security incidents, and to safeguard, as far as is reasonably practicable, the Information and Communications Technology (ICT) assets of the City of Cockburn (the City).

To ensure that the City has business continuity to reduce business damage by minimising the impact of, and increase resilience to, cyber security incidents.

To achieve best practice in ICT risk management by implementing an Information Security Management Framework (ISMF) which has been developed in accordance with the requirements of Standards Australia AS ISO/IEC 270001:2013 *Information technology - Security Techniques - Information security management systems — Requirements*.

This policy applies to all City staff, suppliers and contractors across all City sites and assets.

Policy Statement

The City is committed to developing, maintaining and continually improving an ISMF to ensure that:

- (1) Legal, contractual and regulatory requirements are met -
 1. The Executive Team and Senior Management Team will promote a culture within the City of awareness and active implementation of this policy; and
 2. The Executive Team and Senior Management Team will ensure that all staff, suppliers and contractors have the required knowledge and training in the areas needed to uphold these requirements.
- (2) Confidentiality, integrity and availability of information is protected -
 1. The City will implement controls over systems and processes to prevent unauthorised access to City data and ICT assets; and
 2. All City staff must at all times maintain the confidentiality, integrity and availability of information by only allowing those authorised City staff, suppliers and contractors to view it, to take necessary steps to prevent unauthorised editing of information and to have information available when required.
- (3) Business Continuity Plans (BCP) are developed, maintained and tested to ensure that the City is able to deliver critical services to the Community during a business disruptive incident -

[1]

Title	Information and Cyber Security
Policy Number (Governance Purpose)	



- (4) All suspected breaches of information security are reported and investigated -
1. All City staff, suppliers and contractors must report to their Line Managers any breaches, or suspected breaches of information security; and
 2. The City's Information Services business unit must investigate any reported breaches, or suspected breaches of information security to continually improve the resilience, redundancy, rapid recovery of the City's ISMF.
- (5) Where appropriate, the City applies other security controls to the City's ICT assets on an ad hoc basis as required, to ensure the confidentiality, integrity and availability of information and where existing controls are deemed insufficient.

Strategic Link:	Strategic Community Plan – Key Objective 'Leading & Listening'
Category:	Business, Economy & Technology
Lead Business Unit:	Information Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	10 September 2019
Next Review Due: (Governance Purpose Only)	September 2021
ECM Doc Set ID: (Governance Purpose Only)	8564383

[2]

Document Set ID: 8564383
Version: 3, Version Date: 02/10/2019

15.1.3 Henderson Waste Recovery Park Annual Department of Water and Environmental Regulation (DWER) Report**Executive** Chief Operations Officer**Author** Waste Services Manager**Attachments** 1. Henderson Waste Recovery Park - Annual Report [↓](#)**Officer Recommendation/Committee Recommendation**

That Council:

- (1) RECEIVES the Henderson Waste Recovery Park Annual Report to the Department of Water and Environmental Regulation.

Background

The Henderson Waste Recovery Park (HWRP) operates under a licence (L9159/2018/1) issued by the Department of Water and Environmental Regulation (DWER).

Section 36 of the licence states: The licence holder must submit to the CEO Department of Water and Environmental Regulation (DWER) an Annual Environmental Report within 28 days after the end of the annual period.

The annual period is defined as the 12-month period commencing from 2 March until 1 March of the year immediately following.

The report is to include:

- Condition 5.2.1 - Summary of any failure or malfunction of any pollution control equipment and any environmental incidents that have occurred during the annual period, and any action taken
- Condition 5.2.1 - Surveyed Topographic Contour Map depicting the area of the planned footprint, including cross sections for cut slopes, filled areas and unexcavated areas
- Condition 3.6.1 -Waste input and output data (including rejected loads)
- Condition 3.7.1 - Process monitoring
- Condition 3.8.1 - Monitoring of Ambient Groundwater Quality
- Condition 5.1.3 - Compliance Annual Audit Report
- Condition 5.1.4 - Compliant Summary
- Condition IR5 - Submit a Geotechnical Report.

The report and attachments were signed by the A/Chief Executive Officer and electronically submitted to DWER on 20 March 2023.

Note, the annual report is being presented to the May 2023 ARC as the report was not finalised until after the closing date for agenda items to the 16 March 2023 ARC.

Submission

N/A

Report

The 2022/23 Annual Report, attached, has been prepared in accordance with the proforma issued by the DWER.

Responses to each of the City's licence conditions have been detailed along with all supporting documentation being issued with the report.

Key highlights of the report include:

1. Compliance with Licence
2. Approval to bury quarantine waste current
3. 182,092 tonnes of waste received (30% increase on 2021/22)
4. 21,109 diverted from landfill
5. Two complaints received
6. 2 Bushfire crossed into the Site causing facility closure and evacuation.
7. Household Hazardous Waste removal:
 - a) 91.8 tonnes of chemicals and paint
 - b) 27.72 tonnes of gas bottles.

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.

Budget/Financial Implications

The report was prepared by officers within the Waste Service Unit with costs associated with external reports covered under operational budgets.

Legal Implications

NA

Community Consultation

NA

Risk Management Implications

As the report has been issued to the Department of Water and Environmental Regulations, there is a low risk the City's licence will be revoked should Council not adopt the recommendation.

Advice to Proponent(s)/Submitters

N/A

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

Nil



2022/23 Annual Report

Henderson Waste Recovery Park

Licence No. L9159/2018/1

**Author: Lyall Davieson
Waste Manager**



March 2023

Cover Picture: Fire in the Medium Strip to Rockingham Road Outside the Entrance to the Henderson Waste Recovery Park

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Government of Western Australia
Department of Environment Regulation

EXECUTIVE SUMMARY

In the reporting period beginning 2 March 2022 to 1 March 2023 the Henderson Waste Recovery Park (HWRP) received 182,092 tonnes. This is a 30% increase from the previous reporting period.. Products and materials totalling 21,109 tonnes were diverted from landfill which equates to 11.6% of the total tonnes received. Recycled metals are still attracting reasonable spot market prices.

The weighbridge was recalibrated on 11 March 2023 to ensure compliance with State regulatory authorities.

Two complaints were received during the reporting period. One related to dust and the other related to odour and dust.

4 fires occurred in the reporting period. 2 occurred as a result of bushfires from adjoining land and two from separate waste delivered to the Transfer Station and the active face of Cell 7.

Cleanaway removed Household Hazardous Waste from the Hazardous Waste Store as follows;

- 91.8 Tonnes of chemicals and paints and
- 27.72 Tonnes of gas bottles in the reporting period.

The Site's Commonwealth Department Agriculture Water and Environment approval to bury quarantine waste is current.

The City continues to ensure that the HWRP operates beyond best practice principles and exceeds the requirements of the DWER Licence.

INTRODUCTION

The Henderson Waste Recovery Park (HWRP) accepts MSW, C&I, C&D, Inert waste annually.

The City of Cockburn has operated the HWRP in Rockingham Road, Wattleup since 1990, when the first lined landfill cell was constructed in WA. Cells One, Two and Three were completed in the 90's, Cell Four was commissioned in 2000, and Cell Five in Feb 2004. Cell Six was commissioned in October 2007 and Cell Seven in December 2012. The City capped Cell Six in 2020 and Cell 7 is the active landfill cell.

The HWRP provides an essential service to the Kwinana Industrial strip and many other commercial and domestic users.

The HWRP has developed its capacity to remove reusable product from the waste stream and will continue to divert waste from landfill to meet the City's Sustainability Targets and the State Waste Strategy goals.



Government of Western Australia
Department of Environment Regulation

SITE OPERATIONS SUMMARY

Refrigerant degassing was contracted to Workpower during the reporting period and will continue for the foreseeable future.

The City has a Memorandum of Understanding under the State Government's Household Hazardous Waste (HHW) Program. Under this program, Cleanaway removed 118.86 tonnes of Household Hazardous Waste from the Hazardous Waste Store as follows;

91.9 Tonnes of chemicals and paints and
27.72 Tonnes of gas bottles in the reporting period.

Department of Agriculture, Water and Environment representative conducted another successful annual audit of the quarantine burial process during the reporting period on 22 November 2022. The Site's Commonwealth Department Agriculture Water and Environment approval to bury quarantine waste is current.

The City has contracted the processing of its garden and greenwaste waste to convert the material to compost.

Site boundaries and internal buffers have not changed.

During the reporting period, 2 fire incidents were recorded in the Incident Register due to Site operations. The first fire occurred on 23/3/2022 on Cell 7 with City staff extinguishing the fire. No damage was caused. The second fire occurred on the Transfer Station on 21/1/23 with no damaged reported.

2 fires entered the HWRP as a result of bushfires from adjoining land. DFES was called to assist on both occasions. The Park was closed and evacuated. The fires occurred on 17/12/23 and 16/2/23 with no damage to the landfill infrastructure.

In 2022/23 the City awarded the tender for the bulk earthworks for the Cockburn Resource Recovery Precinct upon receipt of the Development Application.

The HWRP operates under an Environmental Management Plan that is central to our Operation Manual. The HWRP management and staff operate under the City's Waste Strategy 2020-2030, approved DWER Waste Plan and the Sustainability Policy. These documents detail requirements for improved environmental outcomes and beyond best practice waste management principles along with committing the City to further improve its renewable energy targets and environmental sustainability initiatives.

DWER LICENCED PREMISES REPORTING RESPONSIBILITY

The City of Cockburn currently holds a DWER Licence No. L9159/2018/1, which expires on the 22 October 2031. Under 5.2.1 of this Licence, the City is required to submit an Annual Report to the CEO of the Department of Water and Environmental Regulation within 28 calendar days after the end of the annual period



Government of Western Australia
Department of Environment Regulation

The report is to include:

- Condition 5.2.1. Summary of any failure or malfunction of any pollution control equipment and any environmental incidents that have occurred during the annual period and action taken - Refer Water Pollution Control Conditions
- Condition 5.2.1 Surveyed Topographical contour map depicting the area of planned footprint including cross sections for cut slopes, filled area and un-excavated area - See Attached
- Condition 3.6.1 – Waste input and output data.
- Condition 3.7.1 – Process Monitoring
- Condition 3.8.1– Monitoring of Ambient Groundwater Quality.
- Condition 5.1.3 – Compliance Annual Audit Report
- Condition 5.1.4 - Complaint Summary
- Condition IR5 – Submit a Geotechnical Report

Table 5.2.1

Water Pollution Control Conditions

The Post Winter 2022 Groundwater Monitoring Report for the Site is sent as attachment to this Annual Report. The Post Summer 2022 Groundwater Monitoring Report for the site was not completed at the time this report was prepared. This Report will be forwarded to the DWER when it becomes available.

Surveyed Topographical Contour Map

The surveyed topographic contour map depicting the area of filled landfill cells are attached in the submission package to this Report as a DWG, PFD and Word files.

Condition 3.6.1

Waste Input and Output Data

- Refer to the drop box for spreadsheets detailing the Landfill Reports covering the period March 2022 – February 2023.
- Special Waste Type One. The Asbestos Logbook is available at the HWRP office and details all asbestos waste placements. The asbestos disposal area is a single column in Cell Seven. The GPS coordinates are consistent with every burial.
Northwest Corner S=32 degrees 09.911. E= 115 degrees 47.943.
Northeast Corner S =32 degrees 09.912. E= 115 degrees 47.971.
Southwest Corner S= 32 degrees 09.922 E= 115 degrees 47.941.
Southeast Corner S=32 degrees 09.926 E= 115 degrees 47.970.
73.38 tonnes were received and buried in the reporting period.
- Special Waste Type Two. The Clinical Waste Logbook is available at the HWRP and identifies the GPS location of each individual burial. 1,330.5 Tonnes were landfilled in the reporting period.



Government of Western Australia
Department of Environment Regulation

- Quarantine Waste. The Quarantine Burial Logbook is available at the HWRP and identifies the GPS location of each individual burial. 224.3 tonnes were landfilled in the reporting period.
- Waste Leaving the Site. The Rejected Loads Register recorded seven loads during the reporting period were rejected by the Weighbridge Officers as non-compliant. One rejected load was a biosecurity load without a booking. The other 6 were domestic customers who failed to correctly wrap asbestos. This Register is available in the HWRP Weighbridge Office

Condition 3.7.1

Process Monitoring

Mulched Greenwaste Windrows

Currently greenwaste is removed from the domestic waste stream only and stockpiled onsite until it is mulched.

The stockpiles of greenwaste and mulch have not exceeded the respective 2000m³ or 6000m³ limits as specified in the Licence Conditions.

Greenwaste is stored in a manner that minimises fire risk.

Small greenwaste stockpiles remain on site (< 100m³) for consumption, free of charge, by HWRP domestic users. Any large mulch stockpile is monitored throughout the holding period for temperature and recorded in the Greenwaste Logbook according to the Licence Conditions.

Leachate Monitoring

Refer to Ground Water Monitoring Report in the submission package.

Condition 3.8.1

Monitoring of Ambient Groundwater Quality

The October Post Winter 2022 Ground Water Monitoring Reports is included in the submission package. The Post Summer 2023 Groundwater Monitoring Report will be forwarded to the DWER when completed. These Reports were undertaken by Strategen JBS&G for the HWRP under the WALGA Landfill Groundwater and Contaminated Site Tender.

Condition 5.1.3

Compliance Annual Audit Report.

Refer to Section B.

Condition 5.1.4

Complaint Summary



Government of Western Australia
Department of Environment Regulation

Two complaints were received during the reporting period. One related to dust and one related to Dust and odour. All complaints were noted in the Complaints Register during the reporting period.

Condition IR5

Geotechnical Report

Refer to the submission package.

Schedule 2: Reporting & notification forms

These forms are provided for the proponent to report monitoring and other data required by the Licence. They can be requested in an electronic format.

ANNUAL AUDIT COMPLIANCE REPORT PROFORMA

SECTION A

LICENCE DETAILS

Licence Number: L9159/2018/1	Licence File Number: DER2018/001433
Company Name: CITY OF COCKBURN	ABN: 27471341209
Trading as: CITY OF COCKBURN	
Reporting period: 2/03/21 to 1/03/22	

STATEMENT OF COMPLIANCE WITH LICENCE CONDITIONS

1. Were all conditions of the Licence complied with within the reporting period? (please tick the appropriate box)

Yes ☐ Please proceed to Section C

No ☒ Please proceed to Section B

Each page must be initialled by the person(s) who signs Section C of this Annual Audit Compliance Report (AACR).

1. Were all conditions of the Licence complied with within the reporting period? (please tick the appropriate box)

Yes ☐ Please proceed to Section C

No ☒ Please proceed to Section B

Initial:



Government of Western Australia
Department of Environment Regulation

SECTION B

ANNUAL AUDIT COMPLIANCE REPORT FORM

Environmental Protection Act 1986, Part V Division 3

Once completed, please submit this form either via email to info@dwer.wa.gov.au, or to the below postal address:

Department of Water and Environmental Regulation
Locked Bag 10
Joondalup DC WA 6919

Section A – Licence details			
Licence number:	L9159	Licence file number:	DER2018/001433
Licence holder name:	City of Cockburn		
Trading as:	Henderson Waste Recovery Park		
ACN:			
Registered business address:			
Reporting period:	2/3/2022 to 1/3/2023		

Section B – Statement of compliance with licence conditions	
Did you comply with all of your licence conditions during the reporting period? (please tick the appropriate box)	
<input type="checkbox"/> Yes – please complete: <ul style="list-style-type: none"> section C; section D (if required); and sign the declaration in Section F. 	
<input checked="" type="checkbox"/> No – please complete: <ul style="list-style-type: none"> section C; section D (if required); section E; and sign the declaration in Section F. 	

Initial:



Government of Western Australia
Department of Environment Regulation

Audit Compliance Reports Fire Incident 21 January 2023

Section C – Statement of actual production	
Provide the actual production quantity for this reporting period. Supporting documentation is to be attached.	
Prescribed premises category	Actual production quantity
64	140,176 tonnes

Section D – Statement of actual Part 2 waste discharge quantity	
Provide the actual Part 2 waste discharge quantity for this reporting period. Supporting documentation is to be attached.	
Prescribed premises category	Actual Part 2 waste discharge quantity
64	5,000Lts

Section E – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.			
Condition no:	General Site Management Condition 7	Date(s) of non-compliance:	21 January 2023
Details of non-compliance:			
A small fire ignited in the Transfer Station from the delivery of residential waste.			
What was the actual (or suspected) environmental impact of the non-compliance?			
NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
Nil the fire occurred on the profiling hardstand			
Cause (or suspected cause) of non-compliance:			
Unknown			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
The water cannon on the water cart was deployed and sand was then dumped on the extinguished waste.			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No			
<input type="checkbox"/> Reported to DWER verbally		Date: //	
<input type="checkbox"/> Reported to DWER in writing		Date:	

Initial:



Government of Western Australia
Department of Environment Regulation

Section F – Declaration

I / We declare that the information in this Annual Audit Compliance Report is true and correct and is not false or misleading in a material particular¹.

I / We consent to the Annual Audit Compliance Report being published on the Department of Water and Environmental Regulation's (DWER) website.

Signature ⁱⁱ :		Signature:	
Name: (printed)	Daniel Arndt	Name: (printed)	
Position:	Acting CEO	Position:	
Date:		Date:	

Fire Incident March 2022

Section C – Statement of actual production

Provide the actual production quantity for this reporting period. Supporting documentation is to be attached.

Prescribed premises category	Actual production quantity
64	140,176 tonnes

Section D – Statement of actual Part 2 waste discharge quantity

Provide the actual Part 2 waste discharge quantity for this reporting period. Supporting documentation is to be attached.

Prescribed premises category	Actual Part 2 waste discharge quantity
64	5,000lts

Initial:



Government of Western Australia
Department of Environment Regulation

Section E – Details of non-compliance with licence condition			
Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.			
Condition no:	General Site Management Condition 7	Date(s) of non-compliance:	23 March 2022
Details of non-compliance:			
Fire ignited on Cell 7			
What was the actual (or suspected) environmental impact of the non-compliance?			
NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
Burning of waste.			
Cause (or suspected cause) of non-compliance:			
Unknown			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Burn material was soaked with the water cannon, covered with sand, spread out and resoaked.			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input type="checkbox"/> Reported to DWER in writing		Date:	

Initial:



Government of Western Australia
Department of Environment Regulation

Section F – Declaration

I / We declare that the information in this Annual Audit Compliance Report is true and correct and is not false or misleading in a material particularⁱⁱⁱ.

I / We consent to the Annual Audit Compliance Report being published on the Department of Water and Environmental Regulation's (DWER) website.

Signature ^{iv} :		Signature:	
Name: (printed)	Daniel Arndt	Name: (printed)	
Position:	Acting CEO	Position:	
Date:		Date:	

Complaint 1 - Dust and Odour - 1 March 2022

Section C – Statement of actual production

Provide the actual production quantity for this reporting period. Supporting documentation is to be attached.

Prescribed premises category	Actual production quantity
64	140,176 tonnes

Section D – Statement of actual Part 2 waste discharge quantity

Provide the actual Part 2 waste discharge quantity for this reporting period. Supporting documentation is to be attached.

Prescribed premises category	Actual Part 2 waste discharge quantity
64	50,000Lts

Initial:



Section E – Details of non-compliance with licence condition

Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.

Condition no:	General Site Management Condition 8 and 10	Date(s) of non-compliance:	1 March 2022
Details of non-compliance:			
Odour from Cell 7 and the landfilling operations and dust from reshaping batters			
What was the actual (or suspected) environmental impact of the non-compliance?			
NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
Odour and dust extended beyond the premises boundary			
Cause (or suspected cause) of non-compliance:			
Landfill operations and through reshaping of batters			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
A less dusty cover material was applied and the reshaping of the batter work ceased in strong wind conditions			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input type="checkbox"/> Reported to DWER in writing		Date:	

Section F – Declaration

I / We declare that the information in this Annual Audit Compliance Report is true and correct and is not false or misleading in a material particular^v.

I / We consent to the Annual Audit Compliance Report being published on the Department of Water and Environmental Regulation's (DWER) website.

Signature ^{vi} :		Signature:	
Name: (printed)	Daniel Arndt	Name: (printed)	
Position:	Acting CEO	Position:	
Date:		Date:	
Seal (if signing under seal):			

Initial:



Government of Western Australia
Department of Environment Regulation

Complaint 2 – Dust -31 March 2022

Section C – Statement of actual production

Provide the actual production quantity for this reporting period. Supporting documentation is to be attached.

Prescribed premises category	Actual production quantity
64	140,176 tonnes

Section D – Statement of actual Part 2 waste discharge quantity

Provide the actual Part 2 waste discharge quantity for this reporting period. Supporting documentation is to be attached.

Prescribed premises category	Actual Part 2 waste discharge quantity
64	Odour discharge across the boundary to be zero

Section E – Details of non-compliance with licence condition

Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period.

Condition no:	General Site Management Condition 8	Date(s) of non-compliance:	31 March 2022
Details of non-compliance:			
Dust reported outside the boundary premises.			
What was the actual (or suspected) environmental impact of the non-compliance?			
NOTE – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place.			
Dust extended west to adjoining property due to strong easterly winds over several weeks.			
Cause (or suspected cause) of non-compliance:			
Hot dry conditions and strong easterly winds over several weeks.			
Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance:			
Ongoing surveillance of covered landfill areas and deployment of an additional water cart.			
Was this non-compliance previously reported to DWER?			
<input checked="" type="checkbox"/> No			
<input type="checkbox"/> Reported to DWER verbally		Date: / /	
<input type="checkbox"/> Reported to DWER in writing		Date: / /	

Initial:



Government of Western Australia
Department of Environment Regulation

Section F – Declaration

I / We declare that the information in this Annual Audit Compliance Report is true and correct and is not false or misleading in a material particular^{vii}.

I / We consent to the Annual Audit Compliance Report being published on the Department of Water and Environmental Regulation's (DWER) website.

Signature ^{viii} :		Signature:	
Name: (printed)	Daniel Arndt	Name: (printed)	
Position:	Acting CEO	Position:	
Date:		Date:	

SECTION C

SIGNATURE AND CERTIFICATION

This Annual Audit Compliance Report (AACR) may only be signed by a person(s) with legal authority to sign it. The ways in which the AACR must be signed and certified, and the people who may sign the statement, are set out below.

Please tick the box next to the category that describes how this AACR is being signed. If you are uncertain about who is entitled to sign or which category to tick, please contact the licensing officer for your premises.

If the licence holder is		The Annual Audit Compliance Report must be signed and certified:
An individual	<input type="checkbox"/> by the individual licence holder, or <input type="checkbox"/> by a person approved in writing by the Chief Executive Officer of the Department of Environment Regulation to sign on the licensee's behalf.	
A firm or other unincorporated company	<input type="checkbox"/> by the principal executive officer of the licensee; or <input type="checkbox"/> by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.	
A corporation	<input type="checkbox"/> by affixing the common seal of the licensee in accordance with the <i>Corporations Act 2001</i> ; or <input type="checkbox"/> by two directors of the licensee; or <input type="checkbox"/> by a director and a company secretary of the licensee, or <input type="checkbox"/> if the licensee is a proprietary company that has a sole director who is also the sole company secretary – by that director, or <input type="checkbox"/> by the principal executive officer of the licensee; or <input type="checkbox"/>	



Government of Western Australia
Department of Environment Regulation

		by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
A public authority (other than a local government)	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div>	by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
a local government	<div><input checked="" type="checkbox"/></div> <div><input type="checkbox"/></div>	by the chief executive officer of the licensee; or by affixing the seal of the local government.

It is an offence under section 112 of the *Environmental Protection Act 1986* for a person to give information on this form that to their knowledge is false or misleading in a material particular. There is a maximum penalty of \$50,000 for an individual or body corporate.

Initial:

I/We declare that the information in this annual audit compliance report is correct and not false or misleading in a material particular.

SIGNATURE:

NAME:
(printed) Daniel Arndt

POSITION: Acting Chief Executive Officer

DATE: ?????? 2023

SIGNATURE: _____

NAME:
(printed) _____

POSITION: Acting CEO

DATE: ____/____/____

ⁱ It is an offence under section 112 of the *Environmental Protection Act 1986* for a person to give information on this form that to their knowledge is false or misleading in a material particular.

ⁱⁱ AACRs can only be signed by the licence holder or an authorised person with the legal authority to sign on behalf of the licence holder.

ⁱⁱⁱ It is an offence under section 112 of the *Environmental Protection Act 1986* for a person to give information on this form that to their knowledge is false or misleading in a material particular.

^{iv} AACRs can only be signed by the licence holder or an authorised person with the legal authority to sign on behalf of the licence holder.

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^{vii} It is an offence under section 112 of the *Environmental Protection Act 1986* for a person to give information on this form that to their knowledge is false or misleading in a material particular.

^{viii} AACRs can only be signed by the licence holder or an authorised person with the legal authority to sign on behalf of the licence holder.

15.1.4 Risk Maturity Assessment - Report

Executive	Executive Governance and Strategy
Author	Manager Legal and Compliance
Attachments	1. Risk Maturity Review 2023 ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ACCEPTS the Risk Maturity Assessment Report; and
- (2) RECEIVES annual reporting to the Audit Risk and Compliance Committee, on the Risk Maturity Improvement Plan.

Background

The City set a corporate KPI to undertake a Risk Management Maturity Review by June 2023.

Regulation 17 of the *Local Government (Audit) Regulations 1996* provides that the Chief Executive Officer is to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management not less than once every three years.

The CEO is to report to the audit committee the results of that review.

Moore Australia were engaged by the City to complete a broad scope Risk Maturity Review.

The purpose of the external review is to determine the appropriateness and effectiveness of the City's risk management practices, against the Australian Standard AS ISO 31000:2018 Risk Management Guidelines.

The scope of the review included the City's Risk Management Framework, Risk Culture and Risk Management processes.

Submission

N/A

Report

The Report is attached for consideration by the Audit Risk and Compliance Committee (ARC).

The objective of a risk maturity review is to assess an organisation's ability to effectively identify, evaluate, and manage risks across its operations.

The review aims to evaluate the maturity of the organisation's risk management processes and to identify areas where improvements can be made.

A risk maturity review typically involves an assessment of the organisation's risk management framework, policies and procedures and practices as well as an evaluation of the effectiveness of risk management activities, and the alignment of those activities with the organisation's overall strategic objectives.

A risk maturity review may also examine risk culture, risk appetite, risk reporting and communication and the roles and responsibilities of individuals involved in the risk management process.

The ultimate objective is to aid the organisation in developing more robust and effective risk management, which can help better manage risks, protect assets and reputation, and ultimately achieve its strategic objectives.

Moore Australia were engaged to conduct the review. Moore assessed the maturity of the City's Risk Management Framework, the Risk Culture, and the Risk Management process.

Moore Australia have finalised the review report and it is presented to the ARC for review (note: the document is marked draft for the City's input to finalise).

The report has identified the City's maturity in the three areas reviewed to be inadequate.

There are several recommendations in the report and the City's response/actions will form the Project Implementation Plan to address the recommendations (Risk Maturity Improvement Plan).

The Risk Maturity Improvement Plan is presented to the ARC for information only. The actions, owners, and delivery dates may be subject to change

The implementation of the Risk Maturity Improvement Plan is an operational matter, however given the outcomes of the risk maturity review it was deemed prudent to provide assurance to the ARC of the City's response.

A mature risk management framework is one which is characterised by a number of key attributes:

1. A clear understanding of the organisation's risk appetite, tolerance and strategy.
2. An integrated approach to risk management with risk considerations integrated into all aspects of the organisation's decision-making processes.
3. The use of standardised risk management processes and tools which are consistently applied across the organisation.
4. The use of objective risk assessments to identify, evaluate and prioritise tasks.
5. The implementation of effective risk mitigation strategies, which are regularly monitored and updated as needed.

6. The establishment of a strong risk culture with a shared understanding of the importance of risk management and a commitment to continuous improvement.

As identified in the report, the City has a number of actions to implement in order to work towards being a more mature organisation in its approach to risk management.

The independent Risk Maturity Review highlights the City's areas which need improvement, and the Risk Maturity Improvement Plan identifies the actions to be undertaken.

Reporting on the Risk Maturity Improvement Plan will be presented to the ARC for assurance and transparency.

On 14 April the Council resolved to:

“...CONDUCT a briefing session on the topic of the City’s Corporate Risk Management Framework and Policy, and its strategic relevance to the City”

Moore will be presenting to the Elected Members at a future Elected Member Strategic Briefing Forum (EMSBF) on Risk Management, where Elected Members will also have the opportunity to ask questions directly to Moore representatives regarding the Risk Maturity Assessment and Risk Management at the City of Cockburn.

The objective of the Risk Maturity Improvement Plan and the EMSBF for Elected Members is to progress improvements in the City’s Risk Maturity and provide assurance to the Elected Members.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

The FY24 and FY25 budgets include a provision for the implementation of the Risk Maturity Improvement Plan.

Legal Implications

Local Government (Audit) Regulations 1996 r17 CEO to review certain systems and procedures.

Community Consultation

NA

Risk Management Implications

The Risk Maturity Review has identified several areas of improvement in the City's Risk Management Framework, the Risk Culture, and the Risk Management Processes.

The report has benchmarked the City's practices, procedures, framework etc against industry standards and best practices.

This benchmarking helps the City understand its current position and areas of improvement.

The delivery of the Risk Management Improvement Plan will require substantive resources, and some skills which the City cannot meet internally.

The City has to operate accepting some of the areas of concern while the improvement Plan is implemented, which is itself an exercise of determining the City's risk appetite.

Due to the nature of the recommendations from the Risk Maturity Review, it is recommended regularly reporting on the actions and outcomes be presented to the ARC to ensure that improvements are made and sustained over time.

The objective is for the organisation to more effectively manage risk and improve it's risk management maturity over time.

Advice to Proponent(s)/Submitters

N/A

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

Nil



RISK MANAGEMENT MATURITY REVIEW

City of Cockburn

8 May 2023



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1. EXECUTIVE SUMMARY

1.1. Background

The City of Cockburn is a local government in Western Australian. As a local government, the City's Chief Executive Officer ("CEO") is required by *Regulation 17 of the Local Government (Audit) Regulations 1996* to review the appropriateness and effectiveness of the City's systems and procedures in relation to **risk management, internal controls**, and **legislative compliance** and to report the outcome to the Audit, Risk and Compliance Committee.

To assess how well the City's current risk management practices are working to ensure the City is ready for the above review, the City requires an independent review of its risk management processes against better practice. Risk Management is a critical part of the First Line of Defence.

This is represented in Figure 1 below.

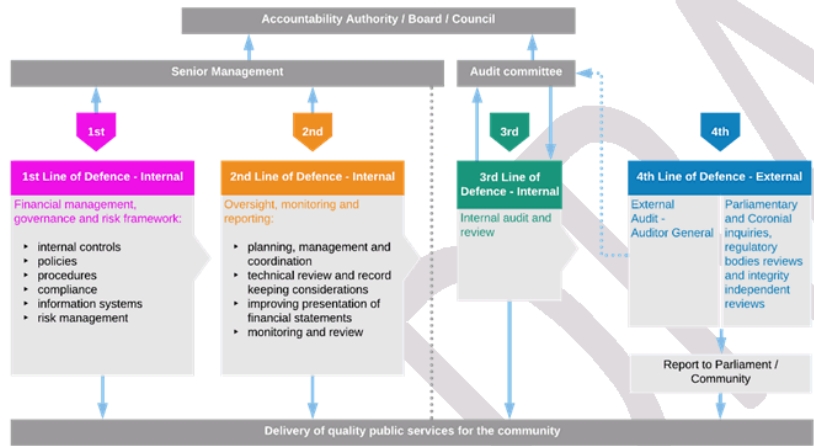


Figure 1: Four Lines of Defence Model. Source: Office of the Auditor General

1.2 Objective and Scope

The objective of the review is to provide the basis for a report by the Chief Executive Officer to the Audit, Risk & Compliance Committee ("ARC") on the appropriateness and effectiveness of the City's risk management practices, against the Australian Standard AS ISO 31000:2018 Risk Management - Guidelines.

The scope of the Risk Management Maturity Review engagement will include:

- **A review of the Risk Management Framework** - The City's approach to risk management, including documentation, review, governance, and compliance with standards;
- **A review of the Risk Culture** - How the culture of the City supports risk management, from clear commitment of the Senior Leadership Team through to reward and recognition programs; and
- **A review of the Risk Management Process** - How the City systematically deploys policies, processes, and procedures to manage risk.

1.3 Approach

The review is to be conducted primarily by applying discussion, observation, and review techniques, concentrating on:

- Entrance meeting with Risk Management Process Owner;
- Holding meetings with relevant stakeholders to understand the current environment, challenges, and opportunities;
- Review of documentation provided during the engagement;
- Exit meeting with Risk Management Process Owner to discuss emerging observations and recommendations;
- Issue of Draft Risk Management Maturity Review Report;
- Receive and incorporate Management feedback; and
- Issue final report to the ARC.

1. EXECUTIVE SUMMARY (CONT.)

1.4 Summary of Work Performed

Moore Australia assessed the risk management using the Local Government Audit Committee Guidelines (2013). This document identifies the key areas of internal controls within a Risk Management Maturity Review. We have also used the Australian Standard AS ISO 31000:2018 Risk Management – Guidelines as better practice.

In our professional judgement, sufficient and appropriate review procedures were completed, and appropriate evidence gathered to support the accuracy of the conclusions reached and contained in this report. As mentioned above, the scope of the review is on the appropriateness and effectiveness of the City's risk management practices.

1.5 Overall Observation

Risk Management is a critical function in the governance of the City. The Council, Audit, Risk and Compliance Committee ("ARC"), Management, Employees, Contractors, Consultants and Volunteers all have a role to play to ensure it is resourced, efficient and effective.

The quantity and nature of the observations and recommendations demonstrate there is considerable room for improvement within Risk Management maturity in the City. There is significant investment of resources and time required to improve the Risk Management Framework, Risk Culture and Risk Management Process. The City may not be able to adequately demonstrate, based on available documentation and existing practice, an effective Risk Management function which requires:

- A robust and strong documentation of risk management and governance framework and policies in the City;
- Regular review and timely update of the risk management and governance documents, as well as the related policies to ensure relevancy to the City's operations and activities;
- A good risk management and governance framework which align to compliance requirements and better practice principles, where fit for purpose for the City;
- Positive culture and strong capability to drive the implementation of risk management activities, regular risk training and awareness;
- Consistent implementation of risk management and governance framework, policies and processes across all levels in the City, Risk management is embedded in the City's culture, environment and processes to ensure it is integrated at all levels;
- Effective risk assessment to review validity of risk profile and monitoring of risk management action plans and comprehensive risk reporting to the SLT, ARC and Council; and
- Systems which are easy to use, reliable, continuity and maintain confidentiality and insight which is gained from the systems to inform decision making.



1.6 Maturity Assessment Model

There are three elements which have been agreed with Management and assessed within the engagement. This includes Risk Management Framework, Risk Culture and Risk Management Process. The definitions have been set out in Table 1 below.

1. Risk Management Framework	The City's approach to risk management, including documentation, review, governance, and compliance with standards
2. Risk Culture	How the culture of the City supports Risk management, from clear commitment of the Senior Leadership Team through to reward and recognition programs
3. Risk Management Process	How the City systematically deploys policies, processes, and procedures to manage risk.

Table 1 Definitions for Risk Management Maturity Model.

1.7 Summary of Observations

Moore Australia has completed a review of the City's Risk Management function. As stated above, there are three areas where we assessed the Risk Management practices. These areas included: **1. Risk Management Framework, 2. Risk Culture, and 3. Risk Management Process.** A summary of the observations is identified in Table 2 below.

Area	High	Medium	Low	Total
1. Risk Management Framework	2	3	1	6
2. Risk Culture	1	2	4	7
3. Risk Management Process	4	9	9	22
Total	7	14	14	35

Table 2: Summary of Observations

The Key Observations and Recommendations are set out in Section 3.2.

1. EXECUTIVE SUMMARY (CONT.)

1.8 Summary of Risk Management Maturity Model

We have assessed the Risk Management practices of the City using a maturity model as set out below. See Figure 2 for the Risk Management Maturity Model.

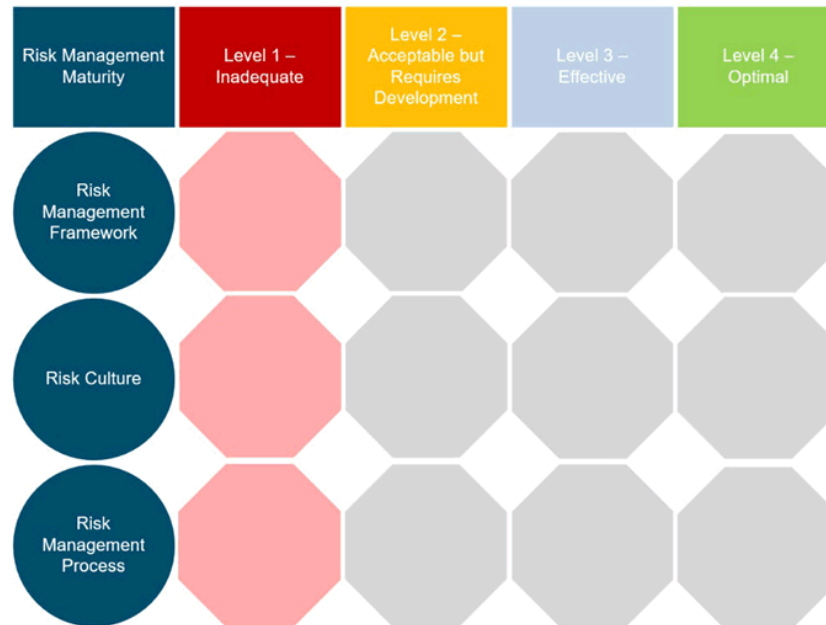


Figure 2: Overall Risk Management Maturity Model

1.9 Acknowledgement

We have met and / or interviewed key personnel within the City to perform the engagement. We would like to thank the following personnel for their assistance in the review (by division).

Governance & Strategy Division

- Acting Chief Executive Officer;
- Executive Governance & Strategy;
- Risk & Governance Advisor;

Community Services Division

- Chief of Community Services;
- Head of Library & Cultural Services;
- Head of Community Safety & Ranger Services;
- Manager, Recreation Infrastructure and Services;

Finance Division

- Acting CFO;
- Acting Head Finance;
- Head of IT;
- Head of Procurement;

Operations Division

- Chief of Operations;
- Head of Property & Assets;
- Head of Operations and Maintenance;
- Manager, Building Services;

Corporate Affairs

- Executive Corporate Affairs;

People Experience and Transformation Division;

- Acting Executive People Experience and Transformation; and
- Head of Workplace Health and Safety

2. SCOPE AND APPROACH

2.1. Background

Risk management is an integral part of good management practice and an essential element of sound corporate governance. Risk management involves establishing an appropriate framework and culture, and applying a logical and systematic method to identify and manage risks by:

- implementing and communicating an organisational policy;
- balancing risk and opportunity within organisational policies;
- defining the organisation's Risk Appetite and Tolerance to inform decision making;
- training Council Members, ARC Members, Management, and Officers in their risk management, and oversight responsibilities;
- identifying, analysing, evaluating, treating, monitoring, and communicating risks associated with any activity, function or process in a way that will maximise the potential to achieve strategic objectives and minimise risks within Risk Appetite and Tolerance; and
- Risk Management is a critical part of the First Line of Defence.

2.2. Objective and Scope

The objective of the review was to determine the compliance, efficiency, and effectiveness of the Risk Management Framework and its consideration of better practice principles.

The scope of the Risk Management Maturity Review engagement will include:

1. A review of the **Risk Management Framework**. The City's approach to risk management, including documentation, review, governance, and compliance with standards. This includes:
 - a framework expressed in terms that are easy to understand and carry out;
 - well defined processes and policies, which are communicated to the whole organisation and are easy for staff to access; and
 - demonstrated commitment from the Senior Leadership Team.
2. A review of the **Risk Culture**. How the culture of the City supports risk management, from clear commitment of the Senior Leadership Team through to reward and recognition programs. This includes:

- desired values and behaviours defined in key documents and communicated to staff;
 - people Leaders acting in line with the values and behaviour and modelling the culture; and
 - practices that encourage learning and innovation
3. A review of the **Risk Management Process**. How the City systematically deploys policies, processes, and procedures to manage risk. This includes:
 - transparent risk management processes, which are communicated to the City as a whole and can be easily accessed;
 - risk response planning; and
 - a continuous improvement process that captures lessons learned and makes them available for future projects.

2.3. Summary of Work Performed

Moore Australia assessed the risk management using the Local Government Audit Committee Guidelines (2013). We have also used the Australian Standard AS ISO 31000:2018 Risk Management – Guidelines as better practice.

This document identifies the key areas of internal controls within a Risk Management Maturity Review.

In our professional judgement, sufficient and appropriate review procedures were completed, and appropriate evidence gathered to support the accuracy of the conclusions reached and contained in this report.

The overall scope of the engagement has excluded certain areas and so this report needs to be read in conjunction with that exclusion.

3. OBSERVATIONS AND RECOMMENDATIONS

3.1 Risk Management Overall Conclusion

Overall, there is 'Inadequate' Risk Management Framework, Risk Culture and Risk Management Process within the City.

The City may not be able to adequately demonstrate, based on available documentation and existing practice, an effective Risk Management function.

3.2 Key Observations 7

Risk Management Framework

The Risk Management Framework is assessed as being 'Inadequate'. There are improvement opportunities identified which include:

1. Risk Management Policy – There is a Risk Management Policy however we identified a few improvement opportunities:

- Risk Appetite was referenced in the Enterprise Risk Management Framework but not in the Risk Management Policy;
- Governance structure was not defined in the Risk Management Policy. This includes:
 - Roles and responsibilities of Risk Officer, relevant departments, and governing committee in managing risks; and
 - Reporting lines.
- Focus is currently on business continuity and risk management but not on other key risks currently managed by the City e.g., Strategic Risk, Reputation Risk, Financial, Compliance Risk, Operational Risk including fraud and corruption risks, Project Risks and OSH.

2. Enterprise Risk Management Framework ("RMF") – We identified the following improvement opportunities in the RMF:

- The RMF is dated July 2021. It is due for its next review in December 2022, and this has not been performed;
- Some of the contents in the RMF were outdated e.g.; it still refers to the Audit and Strategic Finance Committee instead the ARC;
- We noted that not all risk owners interviewed, particularly the non-ExCo members are aware of the RMF. Some of the feedbacks from the risk owners are that RMF should be simplified, less legislative and focus on what it means to the employees and risk owners; and
- We noted that majority of the Risk Management Action Plans have not been performed as planned in the RMF which is a non-compliance issue noted.

Action	Description	Responsibility	Timing	Moore Australia Comments
Strategic Risk Management Review	Strategic risk workshops with the key deliverable of a strategic risk register for the City, to identify high level key strategic risks associated with the City's external environment, stakeholders, strategic direction and systemic organisational issues.	Executive Committee (coordinated by Governance Services)	Every 4 years in conjunction with the SCP review	In April 2019, the City's Executive team conducted a series of risk profiling workshops to review its Risk registers and risk appetite statement. However, no evidence of workshop provided.
Risk Maturity Review	Maturity review to measure and test Risk Management culture and assess appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal controls and legislative compliance.	Managers (coordinated by Governance Executive Committee, Business / Service Unit Heads & All)	Biennially	Previous Risk Management Maturity Assessment was performed by the RiskWest in 2018 and due in October 2020. Last Reg 17 performed in November 2020 (triennial review). Due in Nov 2023.

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Framework (cont.)

Action	Description	Responsibility	Timing	Moore Australia Comments
Review Risk Management Framework	Review the currency and effectiveness of Council's RMF.	Council to adopt (review to be coordinated by Governance Services)	Biennially	RMF approved in July 2021 and due for next review in Dec 2022.
Build robust contingency services to ensure the protection of Council assets and services	Annual test and review of Council Business Continuity & Crisis Management Program.	Governance Services	Annually	Business Continuity Exercise was last performed by the RiskWest in 2017.
Review Operational Risk Registers	Review risks and controls contained in Council's corporate risk register and identify new or emerging risks.	All Managers (risk owners) to complete review (review to be facilitated by Governance Services)	Annually – presented to A&SFC	Risk & Governance Advisor will review the risk register in the RMSS regularly and conducts risk chats with the risk owners and risk managers. Review is also performed online via RMSS in February - March every year, however, there was no discussion note documented.
Risk Controls Assurance Review	Targeted control review to rate and confirm the effectiveness for controls contained in the operational risk register.	Governance Services	Annually – presented to the November Executive Committee Meeting	As informed by the City, this may be an outdated action plan.
Include risk treatment plans in Operational Plan	Ensure that actions required by risk treatment plans are incorporated into the Operational Plan.	All Managers	Every year in conjunction with Operational Plan development / review	As informed by the City, no Operational Plan is in place.
Risk assessments for projects / initiatives in accordance with the project methodology	Conduct risk assessments as required for new or altered activities, processes or events.	Relevant Manager / Risk Owner / Project	Prior to deciding to proceed with new project	As informed by the City, the risk assessments conducted for new or altered activities, processes, or events prior to deciding to proceed with new project are not part of the RMSS and independently covered by the Project Portfolio Management (PPM).
Operational Plan	Identify key risks that may impact on objectives as well as strategies and controls in place (or proposed) to manage those risks.	Managers / Risk Owners (overseen by Governance Services)	Annually	As informed by the City, no Operational Plan is in place.
Staff Performance Review	Ensure risk management performance of managers is assessed on a regular basis.	Manager, Human Resources	Annually	<ul style="list-style-type: none"> No risk management included in recognition and risk award programs. No managers performance review specifically addressing risk management.

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Framework (cont.)

3. **Risk Appetite Statement** – We identified the following improvement opportunities in the Risk Appetite Statement:
 - Did not include all risks such as:
 - Strategic risks – alignment to achieve strategic objectives and strategic community plans; and
 - Governance – implementation of governance control framework.
 - There was no definition of risk appetite levels such as no, very low, low, moderate, high;
 - No consideration of the costs to reach the Risk Appetite within the Risk Appetite Statement in the RMF as having low appetites comes as a cost;
 - There was no reference to Risk Appetite in the management of risks and comparison to residual risks. This is where effective risk management takes place to determine whether the City's risks are within or outside the approved risk appetite; We noted that not all risk owners interviewed, particularly the non- ExCo members are aware of the Risk Appetite;
 - The Risk Appetite is not quantified or articulated to be an effective tool to compare the Residual Risk, Strategic Plan, or Risk Register. It needs to be quantified so it can be compared to Residual Risk and Treatment Actions identified to reduce Residual Risk to within Risk Appetite; and
 - No process to ensure any risks which sit outside the defined risk appetite are escalated to the ARC or Council for review and decision-making.
4. **Risk Tolerance Statement** – There is currently no Risk Tolerance Statement developed to set the degree of variance from the City's Risk Appetite that the City is willing to tolerate.
5. **Strategic Risk Management Plan** – We noted that the Risk Management Action Plans are currently documented in the RMF. However, there was no Strategic Risk Management Strategy (i.e., more than one year) or Risk Management Plan (i.e., annual plan) in place.
6. **Risk Management Procedures Manual** – There are RMSS User Guides which sets out guidelines as to how to use the system to identify and assess risks, evaluate the control and update of risk actions. These are not a procedures manual for how risk management is embedded within the City and does not underpin the Risk Management Framework.

Management Comment

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Framework (cont.)					
No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
1.	<p>Review and revise the Risk Management Policy to:</p> <ul style="list-style-type: none"> Make reference to the Risk Appetite Statement in the RMF; Include governance structure in managing risks in the City. This includes the high-level roles and responsibilities of Risk Officer, relevant departments, and governing committee in managing risks, as well as the reporting lines and structure; Focus on other key risks currently managed by the City e.g., Strategic Risk, Reputation Risk, Financial, Compliance Risk, Operational Risk including fraud and corruption risks, Project Risks and OSH; and Reflect better practice principles and ensure the policy is implemented, reviewed and approved on a timely basis. 	Medium	<p>A risk appetite statement and risk management governance to be developed and added to the Risk Management Policy.</p> <p>The risk policy will be reviewed to include governance structure in managing risks in the City.</p> <p>Improvements to risk reporting to the Audit Risk and Compliance Committee to improve focus on key risks.</p> <p>Biennial review of the Risk Management Policy</p>	Governance & Strategy	Q2 FY 2023-2024
2.	<p>Review and update the RMF to ensure that contents are relevant and reflect the current practice and processes. Ensure that RMF is easy to understand and focus on the key tasks and processes that employees need to carry out. This will encourage employees to adhere and adopt the framework.</p> <p>Ensure that the Risk Management Action Plans included in the RMF are effectively tracked, implemented and periodically reported to the ARC and Council. Any delays should be reported to the ARC and Council for review and decision-making.</p>	High	<p>Complete a comprehensive review of the Risk Management Framework adopting recommendations from the Risk Maturity Review.</p>	Governance & Strategy	Q2 FY 2023-2024

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Framework (cont.)					
No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
3.	<p>Enhance the Risk Appetite Statement to:</p> <ul style="list-style-type: none"> • Include all other key risks managed by the City including Strategic and Governance risks; • Clearly definite the appetite levels and consider costs factor when defining the Risk Appetite; • Monitor and report on a Risk Appetite within the City and then consider these in relation to the Residual Risk rating and whether the City are within the Risk Appetite; and • Escalate any risks which sit outside the defined risk appetite to the ARC or Council for review and decision-making. <p>Clearly communicate the revised Risk Appetite Statement to all employee for reference.</p>	Medium	Adoption of a risk appetite statement for the City of Cockburn will include costs consideration which addresses the elements identified in the Risk Maturity Review.	Governance & Strategy	Q3 FY 2023-2024
4.	Develop Risk Tolerance which sets the degree of variance from the City's risk appetite that the City is willing to tolerate and clearly communicate to all employee. This includes specifying the circumstances which are allowable for each risk tolerance level.	Low	Develop the risk tolerance statement for the City of Cockburn to set the degree of variance from the City's risk appetite that the City is willing to tolerate.	Governance & Strategy	Q2 FY 2024-2025
5.	<ul style="list-style-type: none"> • Develop a Risk Management Strategy and Risk Management Plan and review the strategy and plan at least every 3 years and annually respectively, or when material risks are identified. Consider moving the Risk Management Action Plans in the RMF to the Risk Management Strategy and Risk Management Plan; and 	High	Develop a City of Cockburn Risk Management Strategy, which considers the City's Strategic Community Plan.	Governance & Strategy	Q2 FY 2023-2024
	<ul style="list-style-type: none"> • Ensure that the actions in the strategy and plan are effectively monitored, timely closed and periodically reported to the ARC and 	High	Incorporate appropriate reporting to the ARC on the Risk Management	Governance & Strategy	Q2 FY 2023-2024

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Risk Management Framework (cont.)					
	Council. Any delays should be reported to the ARC and Council for review and decision-making.		Strategy and Risk Management Plan. Develop and implement a Risk Management plan.		
6.	Develop and approve a Risk Management Procedure which are effective for staff to perform risk management responsibilities.	Medium	Replace guidelines with a risk management procedure to support staff in performing their risk management responsibilities.	Governance & Strategy	Q4 FY 2023-2024

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Culture

The Risk Culture is assessed as being '*Inadequate*'. There are improvement opportunities identified which include:

7. **Audit, Risk and Risk Committee ("ARC") Term of Reference** – The ARC plays a key role in the oversight of risk management function and sets the "tone at the top" and overall risk culture of the City together with the Council and SLT. We understand it was approved by Council on 13 October 2022 and it also does not appear to align with better practice principles and does not have a Version Control table including endorsement and approval of the TOR. The ARC's Terms of Reference requires improvements:
 - a) Roles of responsibilities
 - Roles of responsibilities to review the effectiveness of system of internal control for the City and not just limited to and in the context of Regulation 17 only; and
 - Reference to Risk Appetite and RMF, including oversight of identification and management of emerging risks.
 - b) Memberships
 - CEO and employees are currently not a member of the ARC. However, the ARC Terms of Reference did not preclude the CEO and Officers of the City to be ARC members; and
 - Payment to ARC External Members was not mentioned by the City.
 - c) Meetings
 - There was no meeting quorum stated in the ARC's TOR. As per the TOR, the Committee will comprise a minimum of four (4) Members, who shall be appointed by Council, and includes one (1) independent. We noted the following inconsistencies in members' attendance:

ARC Meeting	Attendees
19 May 2022	4 members (non-independent)
28 July 2022	4 members and 1 independent member
21 Sep 2022	3 members and 1 independent member
7 Dec 2022	3 members
 - Conduct of meetings is too explicit and could lead to non-compliance (e.g. The Committee shall be held in person at 6:00pm to 7:00pm or at 7:30 to 8:30pm on rotating basis with the other 3 Committees); and
 - Ability to meet remotely and proxies not included.
 - d) Delegation
 - As per the ARC TOR, the ARC will be delegated the authority to meet with appointed external auditor. Meeting the auditor is not be a delegation item as the ARC does not need any delegation to meet with the auditors. The TOR should specify the requirement for ARC to meet with both appointed external auditor and internal auditor privately.
 - e) Reporting - Process and minimum timeline for Circulation of agenda papers.

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Culture (cont.)

- f) In addition to the above, the following were not included in the ARC TOR to reflect the better practice principles:
- Performance Review of the ARC including KPI's;
 - Awareness and Training of ARC Members;
 - Use of experts, when required;
 - Access to budget, if required with approval of CEO;
 - Conflicts of interest management; and
 - Requirement for periodic review of the TOR
8. **Resources** – There was no assessment of the adequacy of the resources for Risk Management.
9. **Budget** – No budget was specifically allocated for risk management. A budget includes training and the use of experts when identified as a need by the City.
10. **Job Descriptions ("JD")** - The following observations were noted:
- No evidence that the position descriptions of employees include responsibility for identification and monitoring of risks, although this was mentioned as one of the measurement controls in the Risk Management Indicators;
 - Some of the Specific Accountabilities / Statement of Duties outlined in the Job Descriptions for Risk and Governance Advisor appears to be not being performed:
 - Develop, manage and review Council's ongoing Risk Management Strategy; and
 - Undertake risk audits and reporting regime to Executive and Audit and Strategic Finance Committee, as required.
11. **Recognition and reward programs** - Risk management was not included in recognition and reward programs, although this was mentioned as one of the measurement controls in the Risk Management Indicators.
12. **Risk Experts** – Risk Experts are recommended to complement in house resources for complex and sensitive risk management e.g. redefining / development of Risk Appetite and Risk Tolerance levels and ensuring that risks are being managed within Risk Appetite and Risk Tolerance.
13. **Awareness and Training** – The awareness and training observations are as follows:
- There was no specific and structured risk management training session performed on an annual basis or on ad-hoc basis for employees and SLT to provide an overview of the RMF, as required by the RMF. There was also no formal Risk Management Training Calendar in place. We noted that training performed in 2022 were mainly relating to the functionality of the new RMSS Version 16 and training materials provided are mainly Cheat Sheet on how to use the RMSS. In addition, there were BCM workshop conducted in October and November 2022. We are not able to sight to any attendance records and training register maintained;

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Culture (cont.)

- Most of the risk owners interviewed recommend a relaunch of RMF and a formal and structured risk management training to brief them on their roles and responsibilities in risk management and risk assessment process. This is a recommendation in a further observation;
- No risk trainings performed for ARC. There were 2 risk trainings conducted for SLT on 2 operational risks in Jun 2022 (i.e. Hazard and child safety risks) and 1-hour RMSS training provided to the SLT. No attendance records and register were maintained;
- The Elected Member Training for 2021/2022 and 2022/2023 published on City website and showed that:
 - There was no training for risk management, internal control framework including fraud / corruption, misconduct and WHS; and
 - Limited training on risk topics such as Risk landscape / insight, ESG, cyber security risk etc .
- The City does not currently consider Risk Management upon induction and termination of employees. Provision of awareness and training on Risk management matters such as identification of Risk Owners, fraud and corruption, PID training etc. was not performed upon commencement and termination so that new ones can be appointed.

Management Comment

No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
7.	• Review the ARC's Terms of Reference to include recommended improvements and align with better practice principles, including reviewing the performance of the ARC on a regular basis to ensure responsibilities are being performed; and	Medium	Annually review the ARC Terms of Reference.	Governance & Strategy	Q1 FY 2023-2024
	• Ensure the role and responsibility of the ARC is being performed efficiently and effectively each year in compliance with the revised Terms and Reference.		Annually review the ARC performance.	Governance & Strategy	Q4 FY 2023-2024
8.	Perform assessment of the adequacy of the resources for Risk Management . This will ensure sufficient and quality resources to implement robust risk management process and drive strong risk management cultures and internal control environment to meet legislative compliance requirements and better practice principles.	Medium	Review current risk management resourcing for the City and make recommendations where required.	Governance & Strategy	Q3 FY 2023-2024

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Risk Culture (cont.)

- Most of the risk owners interviewed recommend a relaunch of RMF and a formal and structured risk management training to brief them on their roles and responsibilities in risk management and risk assessment process. This is a recommendation in a further observation;
- No risk trainings performed for ARC. There were 2 risk trainings conducted for SLT on 2 operational risks in Jun 2022 (i.e. Hazard and child safety risks) and 1-hour RMSS training provided to the SLT. No attendance records and register were maintained;
- The Elected Member Training for 2021/2022 and 2022/2023 published on City website and showed that:
 - There was no training for risk management, internal control framework including fraud / corruption, misconduct and WHS; and
 - Limited training on risk topics such as Risk landscape / insight, ESG, cyber security risk etc .
- The City does not currently consider Risk Management upon induction and termination of employees. Provision of awareness and training on Risk management matters such as identification of Risk Owners, fraud and corruption, PID training etc. was not performed upon commencement and termination so that new ones can be appointed.

9.	Allocate budget specifically for risk management activities. This includes risk management training and the use of experts when identified as a need by the City.	Low	Review current risk management budget for the City and make recommendations where required.	Governance & Strategy	Q2 FY 2024-2025
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3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Culture (cont.)

No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
10.	<ul style="list-style-type: none"> • Include the responsibility for identification and monitoring of risks in the position descriptions of employees. This will ensure accountability and that they are aware of their roles and responsibilities in risk management; and 	Low	Review all organisation PDs and include responsibility for identification and monitoring of risks.	People Experience & Transformation	Q4 FY 2023-2024
	<ul style="list-style-type: none"> • Review the Specific Accountabilities / Statement of Duties outlined in the JD for Risk and Governance Advisor to assess whether they are still relevant. If yes, ensure compliance with the JD. Otherwise, update the JD to reflect current roles and requirements. 		Review Risk and Governance Advisor PD	Governance & Strategy	Q1 FY 2023-2024
11.	Include risk management in the recognition and reward programs to drive and encourage good risk management culture.	Low	Incorporate reward and recognition actions for risk management.	People Experience & Transformation	Q1 FY 2023-2024



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Risk Culture (cont.)					
12.	Consider the need for a Risk Expert in the redefinition of Risk Appetite and development of Risk Tolerance levels. Also to ensure that risks are being managed within Risk Appetite and Risk Tolerance.	Low	Develop City of Cockburn Risk Appetite and Risk Tolerance statement.	Governance & Strategy	Q4 FY 2023-2024
13.	<ul style="list-style-type: none"> Develop, maintain and implement a formal approach to risk management training for employees and SLT within the City including Future Training Program. This should include briefing on RMF, roles and responsibilities in risk management, risk assessment process and risk topics for risk awareness. Ensure retention of training material, and maintenance of attendance records for quality assurance and audit purposes; Design a structured training for risk management and internal control for the Elected Members. This includes fraud / corruption, misconduct and WHS Training and risk topics such as risk landscape / insight, ESG, cyber security risk etc; and Include Risk Management upon induction and termination of employees. 	High	Develop and deliver a formal training program for all staff, with annual reviews and delivery. Program delivery to be audited.	Governance & Strategy	Q2 FY 2023-2024
			Develop and deliver a cyber security risk formal training program for all staff.	Finance	Q2 FY 2023-2024
			Develop and deliver a formal training program for Elected members, with annual reviews and delivery. Program delivery to be audited.	Governance & Strategy	Q3 FY 2023-2024
			Develop and deliver a formal training program for all staff, as part of induction for new employees, with annual reviews and delivery. Program delivery to be audited.	People Experience & Transformation	Q4 FY 2023-2024

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process

The Risk Management Process is assessed as being '*Inadequate*'. There are improvement opportunities identified which include:

14. Risk Identification and Risk Register – The observations about the Strategic Risk Register and Operational Risk Register are as follows:

- No regular strategic risk workshops conducted to identify and update key strategic risks associated with the City's external environment, stakeholders, strategic direction and systemic organisational issues. We were also unable to sight the evidence of the last strategic workshop performed in 2019;
- As at September 2022 ARC meeting, there were 7 Strategic Risks and 272 Operational Risks included in the City's Risk Register and does not adequately identify succinctly operational risks to enable them to be managed effectively or efficiently. Interviews with risk owners and review of the Risk Register revealed that there are too many risks and duplicated risks noted in the Operational Risk Register. There is also very limited input from the risk owners on the risk descriptions. Hence, risk owners are not agreeable with some of the risk descriptions written. Risk Taxonomy is not expanded to include other risk categories such as Reputation Risk, Financial Risk, Compliance Risk, Fraud and Corruption Risk, Project Risks;
- Some of the key stakeholders interviewed are not fully aware of the Strategic Risks and Operational Risks recorded in the RMSS under their division's purview. No regular risk discussions or risk reports provided to the SLT for their review. Risk owners are currently not trained, and they are not familiar with the risk assessment process. Very limited information provided in the RMF to guide staff on risk identification process;
- As represented by the risk owners, the last risk workshop was performed more than 18 months ago and was very high-level. Subsequently, there was no risk assessment or risk workshop conducted for each division to review all the risks collectively in the Risk Register. At present, risk owners will update the status of a particular action plan upon receiving notification from RMSS and will not focus on reviewing the risk descriptions of other risks. Hence, some of the risk descriptions may be obsolete and require updates;
- There are various risk register templates used for projects, programs, events, hazard assessments, cyber security assessments and WHS which are kept offline and not kept within RMSS. We understand that the RMSS system is currently not able to support these risk assessments. We were not provided the evidence that risks were identified and action plans were monitored and reported to ensure timely closure. The City uses the TechnologyOne Project Portfolio Management ("PPM") online solution for managing high value projects. Projects risks are registered in PPM and some projects risks, usually associated with strategic finance are captured in RMSS. Other assessments are manually recorded on paper and / or in spreadsheets;
- Risk events with low likelihood or high consequence ("black swan events") were not identified so that scenario planning can be implemented to ensure that the City can recover quickly from major disruptions and outages; and
- Both the Strategic Risk Register and the Operational Risk Register do not provide a comparison of the Residual Risk Rating to Risk Appetite and Risk Tolerance.

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process

15. Controls identification and effectiveness, and Treatment Actions Plans

- Currently, there is no testing performed on the effectiveness of controls and treatment action plans provided; and
- As per RMF, the CEO, Divisional Chiefs and Divisional Executives monitor substantial risks and treatment implementation as part of their normal Executive Committee meeting agenda item with specific attention to be given to risks that meet certain criteria (i.e. Risk of High or Extreme level, Risks with an Inadequate Existing Control Rating, a Consequence Rating of Catastrophic; and a Likelihood Rating of Almost Certain). However, we are not able to sight to the evidence that this has been conducted. Subsequently, we were informed that there was no standing item in relation to risk included in the Agenda of the Executive Committee.

16. Risk Reporting to the SLT, ARC and Council

- Composition of Operational risks for reporting is not effective. Only 13 Operational Risks categorised as 'substantial' and above were reported, with no further breakdown or details or analysis provided on the remaining 259 risks (e.g. type of risks, trend of risk etc.);
- No reporting and escalation of risks which sit outside the defined risk appetite to the ARC and Council for review and decision-making;
- Deep dive was performed on Cybersecurity, harassment and bullying and WHS. This should be done on other key risks on a rotation basis;
- The City has reported 3 notifiable incidents to WorkSafe WA but limited information was provided to the ARC;
- Tabling of OAG reports to the ARC in September 2022 i.e. Information Security Report, OAG Fraud Report and self-assessment. However, no actions clearly identified with timeframes;
- There is no comprehensive reporting of the Risk Management activities to the SLT, Audit and Risk Committee or Council (e.g. status of Risk Management Action plans and Risk Management Indicators as outlined in the RMF); and
- Statements included in the ARC minutes without authority and assessment done i.e. "The report confirms the City has appropriate and effective systems to manage risk aligned to standard AS ISO 31000:2018 Risk Management Guidelines".

17. Risk Management and Safety Systems ("RMSS") – The following observations were noted in RMSS:

- During the RMSS demo, we sighted the Overdue Actions Report and noted that the report was not accurate as it captures actions which are already closed. We understand that there may be flaw in the system and the system is not user-friendly as there are some limitations in the system e.g. RMSS currently doesn't reflect the changes in organisation structure. i.e. any change of risk owner / manager will have to be updated manually in the system; and
- All the risk owners interviewed confirmed that RMSS is not user-friendly, not intuitive and doesn't encourage user's engagement. E.g. The RMSS notification requires the risk owners to update a particular action plan but it's not visible which risk the action plan is related to.

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)

- 18. Assurance Map** – There was no Assurance Map within the City which maps the Strategic Risks of the City to the various assurance activities which have been performed over recent times and which are then identified to inform the Strategic Internal Audit Plan.
- 19. Access to Risk Manager** – There is no direct access to the Risk Manager by Council, Management, Staff, Contractors and Volunteers. This is a key role for the City there should be direct access to raise safety hazards, additional risks, discuss risk mitigation strategies, seek risk experts, advice or training. This may be via an e-mail address such as risk@cockburn.wa.gov.au.
- 20. Information and Cyber Security**
- The Information and Cyber Security Policy adopted 10 September 2019, outdated and overdue for next review in September 2021;
 - The Information and Cyber Security Policy is too high-level lack of the following information;
 - Roles and responsibility of staff and relevant department and teams in managing and mitigating cyber security risk and threats;
 - Acceptable usage of IT system and resources, including internet usage;
 - Access control and access management policy e.g., password management, system access, creation of accounts commensurate with job requirements;
 - E-mail and communication policy;
 - ICT Hardware acquisition, handling and disposal;
 - The ISO 27001 Information security management gap analysis and assessment performed by Cyber CX in December 2021 was not presented to the ARC. The report was presented to the CFO and no evidence that action plans were being tracked and resolved by IT department. The next assessment will be performed by end of 2023 and it's important that the City ensures alignment to the ISO 27001 requirements and include cyber security consideration specifically for projects; and
 - There was no IT Security Breach Register within the City. As represented by the City, there was no IT data security breach received to-date.
- 21. ICT Strategic Plan** - The following observations were noted:
- Information Services Strategy Refresh 2018-2020 was dated 12 Aug 2020, outdated and currently being reviewed by the IT Team; and
 - It outlines the list of projects according to the priorities (Tier 1 – 3) but with no clear timeline assigned.

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)

22. Business Continuity, Emergency Management, Incident Management and Crisis Management – The suite of documents are in various stages of development, none are current, approved, tested or key stakeholders adequately trained. Some specific observations are identified below:

a) Business Continuity Plan (“BCP”) and Incident Management (“IM”):

- Draft BCP dated November 2022 and not approved. It did not include key elements and make reference to standards and better practice e.g. ISO standards; and
- The incident scenario in the draft BCP should be expanded to include other potential emergency events and incidents e.g. fire, chemical spills, bomb threats, electrical outages, cyber-attacks, security breaches, medial events and pandemics. Currently, there are emergency evacuation plan for unexpected incident such as fire, injuries, bomb threats, armed confrontations and natural disasters but not the incident management plan and detailed BCP.

b) Crisis Management Plan (“CMP”):

- Crisis Management Plan and Crisis Communication Plan are outdated and currently being reviewed by the external BCM consultant;
- Crisis Management Plan last revised Oct 2017, outdated and overdue for review 20 July 2017; and
- Crisis Communications Plan not dated, no version control table and no approval details.

c) Emergency Management Plan (“EMP”):

- Emergency Management Plan last revised Aug 2015, outdated and overdue for review July 2016. No approval details; and
- No evidence of testing or training.

d) Disaster Recovery Plan (“DRP”):

- Disaster Recovery Design Document – DR Infrastructure dated 4 Jun 2014, outdated and next review not stated. No approval details;
- Records Services – Disaster Recovery Plan July 2014 dated 30 Sep 2003, last revised on 18/09/2020 and next review not stated; and
- Both documents did not include key elements and make reference to standards and better practice.

e) Business Continuity Management (“BCM”) exercise and testing:

- No recent testing performed for BCP, IM, CMP, EMP or DRP. Last review was performed by RiskWest Management Consultants on 28 March 2017;
- No evidence of implementation of recommendations arising from the RiskWest Business Continuity Exercise Report;

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)

23. **Privacy Breach Register** - There was no **Privacy Breach Register** within the City. As represented by the City, there was no privacy breach received to-date;
24. **Public Information Disclosure ("PID")**;
- There is a PID Statement, but this is not a formal policy. Thus, no version control date, approval details and City's branding;
 - The PID officer contact in Public Sector Commission ("PSC") PID Directory is Bernadette Pinto, Governance Officer. However, as per the City's website, the PID Officers are James Ngoroyemoto and Don Green which does not match the PID Directory;
 - No PID Procedures in place;
25. **Complaint Management**;
- Compliments, Feedback and Complaints Policy ("Policy") dated 16 March 2021 and due for next review in March 2023;
 - The following inconsistencies were noted;
 - The Policy requires complaints about employees must initially be directed to the (CEO) for attention. The Complaint Handling Procedures require complaints about employees to be directed to the supervisor or the Manager Human Resources as appropriate;
 - The Corporate Governance Framework requires the City to provide resolution or an interim response within five (5) working days, unless otherwise discussed with the complainant. The Complaint Handling Procedures requires the City to acknowledge e-mail or written request within five (5) or seven (7) working days respectively;
 - Both Policy and Procedures state that the City complies with the Australian Standard Guidelines and the Ombudsman Western Australia Guidelines, but no evidence of assessment;
 - Complaint Register;
 - No resolution dates recorded in the Complaint Register for tracking and monitoring purposes;
 - The register did not include better practice metrics to efficiently and effectively manage the complaints and to monitor and report this to the ARC;
26. **Freedom of Information**;
- There is an Accessible-Information-Statement-2022-2023 in the City's website (dated 5 Dec 2022), but this is not a formal policy. Thus, no version control with approval details;
 - No FOI Procedures in place;
27. **Work Health and Safety** - No version control table to outline the adoption date and next review due and no WHS Procedures; and
28. There was no **Register of Hazardous Material** maintained by the City to reflect properties under the control of the City which may contain hazardous materials such as asbestos, and if associated risks have been adequately treated.

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)

29. **Fraud and Corruption** – The following are the observations about the Fraud and Corruption Control.
- There is a Fraud Misconduct Control and Resilience Policy dated 10 June 2021, but reference to the old standards (Australian Standard AS8001-2008 Fraud and Corruption Control) and ASFC. The policy also made reference to the Fraud and Misconduct Control and Resilience Framework dated 13 Aug 2021;
 - No Fraud and Corruption Control Plan and procedures;
 - No Fraud Incident Register; and
 - No other fraud training conducted apart from the fraud training conducted by LGIS on 19 & 26 November 2020. No attendance records and register were maintained.
30. **Key Performance Indicators (“KPI”)** - The RMF identifies Risk Management Indicators to measure performance of the Risk Management function. There was no evidence that assessment has been performed to assess the achievement of the KPIs. We noted that some of the current controls included under measurements were not implemented and in place (.e.g. Risk management included in Job descriptions, Risk management is included in recognition and reward programs, Organisation wide risk appetite and tolerance has been documented, approved and available to all staff, Assurance map).
31. **Risk Management Process Review** - Previous Risk Management Maturity Assessment was performed by the RiskWest in 2018 and due in October 2020. No evidence that the key actions / recommendations arising from RiskWest's review of the risk management framework in 2018 have been tracked or implemented.
32. **CEO's Triennial Review For Risk Management, Internal Control and Legislative Compliance** was performed on 19 Nov 2020. However, we noted that only good audit committee practices in monitoring internal control and risk management programs were included, with no recommendation for improvement.
33. **Surveys** – There was no survey performed to measure the performance of the Risk Management function.
34. **Data Analytics** – Data analytics has not been considered for use in reporting risk management activities. Data analytics can be a very powerful tool to identify risk areas for Management to focus their limited resources for maximum benefit.
35. **Better Practice Principles** – There is no comparison of the Risk Management Framework to better practice principles to identify continuous improvement opportunities.

Management Comment

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)					
No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
14.	<p>Improve the Risk Identification process and Risk Register:</p> <ul style="list-style-type: none"> Conduct regular strategic risk workshops with Executive Committee to identify and update key strategic risks and maintain records of workshops conducted; Consider the possibility of merging the Operational Risks for effective risk management and expanding the Risk Taxonomy to include other risk categories such as Reputation Risk, Financial Risk, Compliance Risk, Fraud and Corruption Risk, Project Risks. This will ensure that majority of the risks are not combined as Operational Risks; Conduct regular risk workshops with each division, at least half yearly to collectively validate and update the Strategic Risk Register and Operational Risk Registers maintained in the RMSS. During the risk workshop, there should be active engagement with risk owners to review and update the risk descriptions, controls and risk mitigation action plans. Duplicated risks should be merged, and obsolete risks should be removed; Update the RMF to include more detailed process to provide guidance to the employees on risk identification process. E.g., How are risks identified, who will review the registers to ensure new or emerging risks are identified and no duplication of risks; 	High	<p>Deliver and implement a program for regular workshops with Exco on Risk Management (strategic risks) at the City of Cockburn.</p>	Governance & Strategy	Q4 FY 2023-2024
			<p>Expand risk taxonomy to include these risk categories</p> <ul style="list-style-type: none"> • Reputational risk • Financial risk • Compliance risk • Fraud and corruption risk • Project Risks. 	Governance & Strategy	Q4 FY2023-2024
			<p>Develop and facilitate a program for half yearly risk management workshops with Divisions at the City.</p>	Governance & Strategy	Q4 FY 2023-2024
			<p>Ensure employees are appropriately informed to seek guidance on risk identification through training.</p>	Governance & Strategy	Q4 FY 2023-2024

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Risk Management Process (cont.)					
<ul style="list-style-type: none"> Minimise offline risk registers to ensure that various risk register templates used for projects, programs, events, hazard assessments cyber security assessments and WHS are kept within RMSS risk registers. This will ensure centralised recording of risk profile. If the current RMSS is not able to support these assessments, explore using a single platform or system to capture all other assessments; Perform risk assessment for projects, programs, events, hazard, cyber, WHS and ensure action plans identified are monitored and reported to ensure timely closure; Identify the risks events with low likelihood or high consequence ("black swan events"). Implement scenario planning to ensure that the City can recover quickly from major disruptions / outages and setbacks; and Ensure both the Strategic Risk Register and the Operational Risk Register compare the residual risks to Risk Appetite and Risk Tolerance; 			Adopt a record management practice which complies with the City's record keeping practices and ensures a central repository of all risks.	Governance & Strategy	Q4 FY 2023-2024
			Perform risk assessments for projects, programs, events and hazards, ensuring action plans are monitored and reported to ensure timely closure.	Governance & Strategy	Q4 FY 2023-2024
			Identify risks with low likelihood or high consequence and implement planning for such risk events	Governance & Strategy	Q4 FY 2023-2024
			Ensure both the Strategic Risk Register and the Operational Risk Register compare the residual risks to Risk Appetite and Risk Tolerance.	Governance & Strategy	Q2 FY 2023-2024

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)					
No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
15.	<ul style="list-style-type: none"> Perform random testing on the effectiveness of controls and treatment action plans provided. This will ensure controls identified and action plans provided are effectively implemented to mitigate the risks; and 	Medium	Ensure random testing of effectiveness of controls is undertaken to determine whether mitigating actions are effective.	Governance & Strategy	Q2 FY 2024-2025
	<ul style="list-style-type: none"> Include risk management as one of the standing items in the Agenda of the Executive Committee. Document the evidence of monitoring process performed by the CEO, Divisional Chiefs and Divisional Executives on substantial risks and treatment implementation, as per the RMF. 		Exco to adopt a standing item on the monthly agenda.	Governance & Strategy	Q2 FY 2023-2024
16.	Enhance the risk reporting to the SLT, ARC and Council to include the following:	High			
	<ul style="list-style-type: none"> More breakdowns or analysis on the remaining risks (e.g., type of risks, trend of risk, etc.), in addition to the 'Substantial' and above Operational Risks reported; 		Enhance risk reporting to include breakdown or analysis on the remaining risks (e.g., type of risks, trend of risk etc.), in addition to the 'substantial' and above Operational Risks reported.	Governance & Strategy	Q4 FY 2023-2024
	<ul style="list-style-type: none"> Escalation of risks which sit outside the defined risk appetite for review and decision-making; 		Define the review and escalation process for those risks which sit outside the defined risk appetite.	Governance & Strategy	Q4 FY 2023-2024
	<ul style="list-style-type: none"> Deep dive to be performed and reported on other key risks on rotation basis; 		Develop a deep dive reporting schedule for risks (strategic and operational)	Governance & Strategy	Q4 FY 2023-2024

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Risk Management Process (cont.)					
	<ul style="list-style-type: none"> More comprehensive reporting including notifiable incidents to WorkSafe WA, OAG reports, with actions clearly identified with timeframes; 	High	Develop and implement comprehensive reporting procedure of notifiable incidents.	Governance & Strategy/People Experience & Transformation	Q4 FY 2023-2024
			Develop and implement comprehensive reporting procedure of OAG reports.	Governance & Strategy	Q4 FY 2023-2024
	<ul style="list-style-type: none"> Include a summary of the Risk Management activities as a standard Agenda Paper for SLT, Audit and Risk Committee and / or Council meetings on a regular basis to discuss current, new, emerging risks, status of Risk Management Action plans and Risk Management Indicators, Risk Management Annual Work Plan etc.; and 		Develop reporting framework for regular risk reporting to SLT.	Governance & Strategy	Q4 FY 2023-2024
	<ul style="list-style-type: none"> Only include accurate statements in the ARC minutes after assessment done. 		Review all ARC reports for accuracy to remove instances of inaccurate reporting to ARC.	Governance & Strategy	Q4 FY 2023-2024
17.	Discuss with the RMSS service provider to explore options to address the system flaw and system limitations. This will ensure that the risk system is user-friendly and providing a good user experience to the system administrator, risk owners and managers. Provide regular training to the risk owners to provide support and guidance on how to use the system.	Medium	Conduct a system suitability analysis and include recommendations.	Governance & Strategy	Q4 FY 2024-2025

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)					
No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
18.	Develop an Assurance Map which is the mapping of the Strategic Risks to the assurance activities to identify the potential gaps in the assurance over strategic risks. This should be used as a basis in developing the risk-based strategic internal audit plan and other assurance activities for the City.	Low	Prepare an assurance map of the Strategic Risks to identify potential gaps in assurance over strategic risks.	Governance & Strategy	Q4 FY 2024-2025

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Risk Management Process (cont.)					
19.	Provide the contact details and direct generic e-mail address of the Risk Manager on the Risk Management intranet site for Council, Management, Staff, Contractors and Volunteers to have direct contact.	Low	Implement a risk email address such as Risk@cockburn.wa.gov.au and implement organisational training to educate staff on how it is to be used.	Governance & Strategy	Q4 FY 2024-2025
20.	<ul style="list-style-type: none"> Timely review, approval and implementation of a comprehensive Information and Cyber Security Policy which is aligned to standards and better practice principles; 	Medium	The administration <i>City of Cockburn Information and Cyber Security Policy</i> was approved by the CEO on 10 September 2019 and was due for review in September 2021. Conduct a review of the policy and incorporate amendments to implement a comprehensive Information and Cyber Security Policy which aligns to standards and better practice principles.	Finance	Q3 FY 2024-2025
	<ul style="list-style-type: none"> Ensure that any Cyber Security Risk Assessment and gap analysis is presented to the ARC, with action plans being effectively tracked and monitored for closure; and 		ICT Department to meet regular reporting to the ARC on Cyber Security Risk assessments and gap analysis, including monitoring of action plans.	Finance	Q3 FY 2024-2025
	<ul style="list-style-type: none"> Maintain an IT Security Breach Register within the City. 		ICT to develop and implement an IT security breach register.	Finance	Q3 FY 2024-2025
21.	ICT Strategic Plan – Timely review, approval and implementation of the Information Services Strategy Refresh which clearly outlines the ICT plans and projects to be executed, with timeline assigned for effective tracking and monitoring.	Medium	Review and implement the Information Services Strategy Refresh, with timeline assigned for effective tracking and monitoring.	Finance	Q3 FY 2024-2025

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3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)					
No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
22.	<ul style="list-style-type: none"> BCP and IM - Ensure that the draft BCP is reviewed and revised to include other potential emergency events / incidents and align to the standards and better practice; 	High	Complete a review of the BCP to include other potential emergency events/incidents and ensure it aligns to standards and better practice principles.	Governance & Strategy	
	<ul style="list-style-type: none"> CMP - Timely review, approval and implementation of the Crisis Management Plan and Crisis Communication and align to the standards and better practice; 		Review the City of Cockburn Crisis Management Plan and Crisis Communication Plan, and ensure timely reviews occur at least on a triennial basis.	Governance & Strategy/Corporate Affairs	Q3 FY 2023-2024
	<ul style="list-style-type: none"> EMP - Timely review, approval and implementation of EMP. Provide testing or training to employee to create awareness; 		Conduct a review the Emergency Management Plan and provide testing/training to employees, including implementation of a regular training program for employees.	Governance & Strategy/Community Services	Q3 FY 2023-2024
	<ul style="list-style-type: none"> DRP - Timely review, approval and implementation of DRP and align to the standards and better practice; and 		Review the <i>City of Cockburn Disaster Recovery Design Document</i> , and ensure timely reviews occur at least on a yearly basis.	Finance	Q3 FY 2023-2024
	<ul style="list-style-type: none"> Perform BCM exercise and testing regularly and ensure that action plans arising from the exercise are effectively tracked and monitored for closure. 		Perform BCM exercise and testing regularly. Adopt a process for management of actions from BCM exercises	Governance & Strategy	Q4 FY 2023-2024

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Risk Management Process (cont.)					
23.	Maintain a Privacy Breach Register within the City.	Low	Develop and implement a Privacy Breach Register.	Governance & Strategy	Q3 FY 2024-2025
24.	• Develop and approve the PID Policy and Procedures , with version control date, approval details and City's branding; and	Medium	Develop PID Policy and Procedures.	Governance & Strategy	Q3 FY 2024-2025
	• Ensure that the PID officer contact in PSC PID Directory matched with the PID Officers in the City's website.		Review and ensure correct information is posted on the intranet.	Governance & Strategy	Q3 FY 2024-2025
25.	• Review and revise the Complaint Handling Procedures to ensure consistent and in line with the Compliments, Feedback and Complaints Policy and the Corporate Governance Framework;	Medium	Review the City of Cockburn Complaint Handling Procedures, to ensure consistent and in line with the Compliments, Feedback and Complaints Policy and the Corporate Governance Framework.	Governance & Strategy	Q3 FY 2024-2025
	• Only include accurate statements in the Compliments, Feedback and Complaints Policy after assessment done; and		Ensure to include only accurate statements in the Compliments, Feedback and Complaints Policy after assessment done.	Governance & Strategy	Q3 FY 2024-2025
	• Complaint Register: ○ Record the resolution dates in the Complaint Register for effective tracking and monitoring purposes; and		Ensure prompt recording of actions is completed in the Complaints Register.	Governance & Strategy	Q3 FY 2024-2025
	○ Include better practice metrics to efficiently and effectively manage the complaints and to monitor and report this to the ARC (e.g. trend on no. of complaints, types etc.).		Ensure to include better practice metrics to efficiently and effectively manage the complaints and to monitor and report this to the ARC.	Governance & Strategy	Q4 FY 2024-2025

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3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)					
No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
26.	<ul style="list-style-type: none"> Develop and / or revise and approve a comprehensive FOI Policy and Procedure which aligns to legislation, better practice principles and standards. 	Low	Adopt a Freedom of Information policy	Governance & Strategy	Q4 FY 2024-2025
27.	<ul style="list-style-type: none"> Review and revise the WHS Policy, with version control table to outline the adoption date and next review due; and 	Medium	Review the WHS Policy to ensure it complies with the City's policy development guidelines and template.	People Experience & Transformation	Q2 FY 2023-2024
	<ul style="list-style-type: none"> Develop and approve the WHS Procedures which aligns to legislation, better practice principles and standards. 		Review the WHS Procedures to ensure compliance with the City's procedure development guidelines and template.	People Experience & Transformation	Q2 FY 2023-2024
28.	Develop and implement a Register of Hazardous Materials .	Low	Develop and implement a Register of Hazardous Materials.	People Experience & Transformation	Q4 FY 2023-2024
29.	Develop and approve a comprehensive Fraud and Corruption Control Framework , Fraud and Corruption Control Plan and Procedure, and, Fraud Incident Register which aligns to the legislation, better practice principles and standards. Organise fraud training to create awareness among staff.	Medium	<p>Review the City's Fraud and Corruption Control Framework to align with legislation and better practice principles.</p> <p>Adopt a Fraud and Corruption Control Plan and Procedure, and Fraud Incident Register.</p>	Governance & Strategy	Q3 FY 2024-2025

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Risk Management Process (cont.)					
30.	Assess the achievement of Risk Management Indicators to measure performance of the Risk Management function and report to SLT, ARC and Council. Document the assessment as evidence. Ensure that current controls included under measurements in the RMF are implemented and in place. Otherwise, this may be seen as non-compliances.	High	Report on achievement of Risk Management Indicators to the SLT, ARC and Council.	Governance & Strategy	Q4 FY 2023-2024
31.	Timely review of Risk Management Maturity Assessment and ensure that key actions / recommendations arising from the review of the risk management framework are tracked and implemented.	Medium	Reporting and tracking of Risk Maturity Assessment actions to ARC annually.	Governance & Strategy	Q4 FY 2023-2024
32.	Include the recommendations for improvement in the future CEO's Triennial Review For Risk Management, Internal Control and Legislative Compliance.	Low	Review the CEO's triennial review for risk management, internal control and legislative compliance and implement the recommendations from the Risk Maturity Assessment.	Governance & Strategy	Q4 FY 2024-2025
33.	Survey a selection of Council Members, ARC Members, Risk Owners, Management, Staff, Contractors and / or Volunteers to identify continuous improvement opportunities and to gauge feedback on the current Risk Management Function and System.	Low	Identify opportunities for internal and external feedback for identification of continuous improvement opportunities.	Governance & Strategy	Q4 FY 2024-2025

3. OBSERVATIONS AND RECOMMENDATIONS (CONT.)

3.2 Key Observations (cont.)

Risk Management Process (cont.)					
No	Recommendation	Risk Rating	Agreed Action	Responsible Owner	Action Date
34.	Consider the use of data analytics to analyse large volumes of data to identify current or emerging risks or opportunities within the City.	Low	Identify opportunities for use of data analytics to analyse data or identify current or emerging risks.	Governance & Strategy	Q4 FY 024-2025
35.	Consider the following sources of better practice and compare these to the City on a timely basis to identify improvement opportunities: <ul style="list-style-type: none"> Auditor General tabled reports in all jurisdictions of Australia; Risk Management Institute of Australasia; Australian Institute of Company Directors; and Governance Institute of Australia. 	Low	Conduct regularly reviews against resources available from sources such as (but not limited to) the OAG, Risk Management Institute of Australia and Governance Institute of Australia to achieve continuous improvement.	Governance & Strategy	Ongoing

4. OTHER

4.1. Disclaimers

Moore Australia (WA) Pty Ltd as agent, 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 as agent 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.

4.2. Basis of Use

This report has been prepared in accordance with the objectives and approach agreed in the engagement document and subject to the following limitations:

- Other than use by you for the purpose, our report cannot be issued, accessed, or relied upon by any third party without our prior written approval. Furthermore, neither the report nor extracts from it will be included in any document to be circulated to other third parties without our prior written approval of the use, form, and context in which it is proposed to be released. We reserve the right to refuse to grant approval to issue the reporting to any other party;
- The matters raised in this report are only those which came to our attention while performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud. Accordingly, management should not rely on our report to identify all weaknesses that may exist in the systems and procedures under examination, or potential instances of non-compliance that may exist;

- We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to statements and representations made by, and the information and documentation provided by, Management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted within the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with the client. The observations expressed in this report have been formed on the above basis; and
- Recommendations for improvement should be assessed by management for their full commercial impact, before they are implemented.

4.3. Conflicts of Interest

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services rendered. Should the possibility of a perceived or actual conflict arise the matter would be raised with the Chief Executive Officer immediately and activities suspended until the issue was resolved to your satisfaction.

4.4. Liability

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961, an independent member of Moore Global Network Limited - members in principal cities throughout the world.

Liability limited by a scheme approved under Professional Standards Legislation.

APPENDIX 1: KEY TO SIGNIFICANCE OF RISK RATING

Rating	Definition	Guidance	Action required
High	Issue represents a control weakness, which could cause or is causing major disruption of the process or major adverse effect on the ability of the process to achieve its objectives.	<ul style="list-style-type: none"> Material errors and departures from the organisation's policies and procedures; Financial management / accountability / probity concerns. Non-compliance with governing legislation and regulations may result in fines or other penalties; and Collective impact of many moderate or low issues. 	<ul style="list-style-type: none"> Requires significant senior management intervention and may require significant mobilisation of resources, including external assistance; and A detailed plan of action to be approved by Management with resolution within 30 days.
Medium	Issue represents a control weakness, which could cause or is causing moderate adverse effect on the ability of the process to meet its objectives.	<ul style="list-style-type: none"> Events, operational, business, and financial risks could expose the organisation to losses could be marginally material to the organisation; and Departures from best practice management procedures, processes. 	<ul style="list-style-type: none"> Requires substantial management intervention and may require possible external assistance; and Timeframe for action is subject to competing priorities and cost benefit analysis but should not exceed 3 months.
Low	Issue represents a minor control weakness, with minimal but reportable impact on the ability to achieve process objectives.	<ul style="list-style-type: none"> Events, operational and business risks could expose the organisation to losses which are not material due to the low probability of occurrence of the event and insignificant impact on the operating capacity, reputation, and regulatory compliance; and Departures from management procedures, processes, however, appropriate monitoring and governance generally mitigates these risks. 	<ul style="list-style-type: none"> Requires management attention and possible use of external resources; and Minor treatment is desirable. Action should be completed within 6 to 12 months.

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15.1.5 Audit Risk and Compliance Committee - Terms of Reference and Annual Calendar of Business

Responsible Executive	Executive Governance and Strategy
Author	Manager Legal and Compliance
Attachments	<ol style="list-style-type: none"> 1. Audit Risk and Compliance Committee Terms of Reference ↓ 2. Audit Risk and Compliance Committee Annual Calendar ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the Audit Risk and Compliance Terms of Reference as attached to this Report.

Background

Council established the Audit Risk and Compliance Committee (ARC) on 10 March 2022.

The Council recommended the Terms of Reference be referred to the first ARC before adoption by Council.

The Terms of Reference were ultimately adopted by Council in April 2022.

The Terms of Reference have been subject to minor amendments over the last 12 months.

The purpose of this report is to present to the Committee, and Council recommended changes following an annual review.

Submission

N/A

Report

The review of the Terms of Reference has resulted in several recommended changes.

Consideration has also been given to recommendations from the Risk Maturity Review.

Key change themes include:

1. Addition of purpose: to clearly identify the purpose of the Committee;
2. Objectives and Duties – additions to a) “*which includes reviewing and ensuring the accuracy and completeness of the financial statements of the City of*

Cockburn” and i) “monitor and report on the effectiveness of the City's risk management framework, including reviewing risk assessments, risk treatment plans, and the effectiveness of controls”;

3. Membership – additions to add clarity to membership, no remuneration for independent members, training recommendations for ARC members to support ARC members in professional development and clarity around proxies and quorum requirements;
4. Meetings – not less than 4 per year with a commencement time of 6pm, removing the proposed end times as limitations should not be imposed or implied for the ARC;
5. Reporting – amendments to include current practices with agenda publications, and committee reporting duties to Council.

The Annual Calendar, which is indicative and an operational guide for ARC reporting, has been updated and is attached for the Committees reference.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- Employer of choice focusing on equity, innovation and technology.

Budget/Financial Implications

There are no budget implications from the recommendations in this report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The recommended changes to the Terms of Reference address some of the issues identified in the Risk Maturity Review.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Audit, Risk and Compliance Committee (ARC)

Terms of Reference

Purpose

The purpose of the ARC is to provide independent assurance and assistance to the Council in overseeing the financial reporting process, monitoring the effectiveness of internal control systems, assessing the management of financial and other risks, and ensuring compliance with relevant laws and regulations. The ARC also aims to promote transparency and accountability in the City's operations and to provide guidance and recommendations for continuous improvement of financial and risk management practices.

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, T~~he ARC facilitates:
 - a. external financial audit reporting which includes reviewing and ensuring the accuracy and completeness of the financial statements of the City of Cockburn;
 - b. ~~the~~ examination of an Annual Financial Audit Report received and follow up of any matters raised in the ~~r~~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 Ggovernment aAct* 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) Rregulations* 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. monitor and report on the effectiveness of the City's risk management framework, including reviewing risk assessments, risk treatment plans, and the effectiveness of controls;

i.j. effective communication between the external auditor, internal auditor, administration (management) and the Council;

j.k. effective management of financial and other risks to the City through a comprehensive risk management framework;

k.l. the protection of City assets; and

l.m. 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 ~~t~~The Act, Regulations, or any other written law.

Membership

1. The Committee will comprise of a minimum of Elected Members four (4) Members, who shall be appointed by Council, and includes one (1) independent, appropriately qualified appointed member.

2. Payment of any fee to the independent member is prohibited by the Act.

3. No less than two proxies will be appointed, who will attend in the absence of a member.

4. A quorum shall be deemed present when at least half of the appointed Committee members are in attendance at a meeting.

4.

5. Elected Members who are ARC members (including proxies) will be encouraged to undertake training to support their role as ARC Members.

6. Training recommendations will be in accordance with the Executive Governance and Strategy recommendations.

2.7. 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 and cannot be members.

3.8. Other City officers shall attend as required to provide administrative and secretarial support.

4.9. 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 a quarterly basis or more frequently as required, with a minimum of four meetings per year 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 on meeting dates in accordance with Councils endorsed meeting schedule, 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.
- 3.2. 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 tThe 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 Agenda papers for the ARC will be published and made available to members no less than 7 days before a meeting.
- 4.2. Reports and decisions of the ARC will be considered at the next Ordinary Council Meeting, or Special Council Meeting as may be required.
3. The accompanying officer report will include all specific recommendations and a summary of the items considered at the relevant Committee meeting.
4. The Committee shall report to Council any significant issues or concerns regarding financial management, internal control, risk management, or legislative compliance that it identifies during its activities.

<u>Strategic Link:</u>	
<u>Category</u>	<u>Governance</u>
<u>Lead Business Unit:</u>	<u>Legal and Compliance</u>
<u>Public Consultation:</u> <u>(Yes or No)</u>	<u>No</u>
<u>Adoption Date:</u> <u>(Governance Purpose Only)</u>	

<u>Next Review Due:</u>	
<u>(Governance Purpose Only)</u>	
<u>ECM Doc Set ID:</u>	
<u>(Governance Purpose Only)</u>	

AUDIT, RISK AND COMPLIANCE (ARC) COMMITTEE

Terms of Reference – Objectives and Duties

1. External audit reporting on annual financial statements.
2. The examination of the annual financial audit report (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.
3. Vetting and responding to Office of the Auditor General (OAG) Local Government performance audits, whether the City is directly involved or not.
4. Compliance with the Council functions under Part 6 of the *Local Government Act 1995* (the Act) in relation to the City's financial management.
5. Compliance with the Council functions under Part 7 of the Act in relation to Audit requirements.
6. An appropriate internal audit program endorsed by Council.
7. The review of the CEO's Report provided under:
 - a. Regulation 17 (3) of the *Local Government (Audit) Regulations 1996*; and
 - b. Regulation 5 (2) (c) of the *Local Government (Financial Management) Regulations 1996*.
8. Compliance with Regulation 17 of the *Local Government (Audit) Regulations 1996* in relation to:
 - a. Risk management;
 - b. Internal control; and
 - c. 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.
9. Effective communication between the external auditor, internal auditor, administration (management) and the Council.
10. Effective management of financial and other risks to the City through a comprehensive risk management framework.
11. The protection of City assets.
12. Review of the annual Compliance Audit Return required under Regulation 14 of the *Local Government (Audit) Regulations 1996*.

AUDIT, RISK AND COMPLIANCE (ARC) COMMITTEE

Calendar of Business – 2 Year Election Cycle Year 1

	September	November	March	May	July	September
Election 2021		Review of Monetary and Non-Monetary Investments	Compliance Audit Return (Part 7)	Review new FY Internal Audit Schedule	Audit Plan for End of Financial Year (OAG)	
		Annual Bad Debts Review and Write-offs		Review of systems and procedures for risk management; internal control; and legislative compliance (3 yearly program)	Audit Results Report – Annual Financial Audits of Local Government Entities (OAG)	
	Internal Audit Program Reporting	Annual Financial Audit Report		Strategic Risk Report	Risk Review Register	Internal Audit Program Reporting
	Operational Risk Report	Legal Proceedings between Council and Other Parties				
Standing Items						
Audit Recommendations / Action Status Report						
Review of OAG focus area/performance audits Report						
Review of CCC Report						
Legislative Changes						
Notifiable incidents reporting						
Notifiable compliance reporting						

AUDIT, RISK AND COMPLIANCE (ARC) COMMITTEE

Calendar of Business – 2 Year Election Cycle Year 2

November	March	May	July	September	Election 2023
Review of Monetary and Non-Monetary Investments	Compliance Audit Return (Part 7)	Review new FY Internal Audit Schedule	Audit Plan for End of Financial Year (OAG)		
Annual Bad Debts Review and Write-offs		Review of systems and procedures for risk management; internal control; and legislative compliance (3 yearly program)	Audit Results Report – Annual Financial Audits of Local Government Entities (OAG)		
Annual Financial Audit Report		Strategic Risk Report	Risk Review Register	Internal Audit Program Reporting	
Legal Proceedings between Council and Other Parties		Appointment of Independent Auditor			
Standing Items					
Audit Recommendations / Action Status Report					
Review of OAG focus area/performance audits Report					
Review of CCC Report					
Risk Management Reporting					
Notifiable incidents reporting					
Notifiable compliance reporting					

15.1.6 Internal Audit Plan FY2024-2026

Responsible Executive	Executive Governance and Strategy
Author	Manager Legal and Compliance
Attachments	1. City of Cockburn Internal Audit Plan 2024-2026 Proposed ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the proposed Internal Audit Plan FY2024-2026.

Background

The City of Cockburn's current Enterprise Risk Management Framework (RMF) 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 four lines of assurance are 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.

In October 2022 Council endorsed the Interim Internal Audit Plan for FY23, which comprised of an "Acting Through" audit.

The FY2024-2026 Internal Audit Plan is presented to the Audit Risk and Compliance Committee for endorsement by Council.

Submission

N/A

Report

The FY2024-2026 Internal Audit Plan comprises of several audits which were not delivered from the 2019-2022 Internal Audit Plan and a strategic risk identified in the City's risk register, which is categorised as an extreme risk.

As previously reported to the Audit Risk and Compliance Committee (ARC), when adopting the Interim Internal Audit Plan, several audits from the 2019-2022 Internal Audit Plan were not delivered due to the implications of COVID-19 in March 2020 and the resource limitations faced by the City at this time.

1. Contract Management

An evaluation of how the City manages contracts to verify and ensure that systems, policies, and controls (including resourcing capacity) are being met, and that all obligations and stipulations are taking place as agreed upon and scheduled.

2. Effectiveness of Service Delivery Planning and Review Processes

The audit objective is to assess the effectiveness of the City's service delivery planning and review processes, do they:

- Determine the viability and sustainability of the City's current service delivery model for services
- Forecast future demand and service needs
- Consider the best type of service delivery model (insource, outsource, mix etc.)
- Identify future funding challenges and solutions for controlling financial costs
- Survey and monitor community expectations (industry trends, benchmarking, customer satisfaction levels etc.)
- Measure the level and quality of services and require benefit analysis
- Consider and embrace technological changes
- Enable reshaping or repurposing of existing services.

To be undertaken in a staged approach with the first stage being a high-level review to determine overall current state and identify gaps and improvement opportunities.

Second (and future stages if necessary) will be to review specific areas identified and progress of improvement plan delivery).

3. Fleet management

The objective of the audit is to assess the adequacy of the management control framework and related risk management strategies for the fleet management function, including processes relating to the planning, organizing, controlling, directing, communicating, and the management of vehicle assets.

Extent to which the City's is complying with policies, procedures, guidelines, and with laws and regulations pertaining to fleet management.

4. Climate Change Strategy – Adaptation

The City has identified key solutions in its climate resilience roadmap in the form of six adaptation objectives that will help the City increase resilience to climate change:

1. Waterwise City
2. Conserve biodiversity
3. Coastal adaptation
4. Increase the urban forest
5. Protect community infrastructure
6. Enhance health and wellbeing.

The audit objective is to assess the effectiveness of the six adaptation objectives that will help the City and its community increase resilience to climate change.

The first phase of this audit will be to create a program of work to schedule multiple audits, to track the implementation of the six mitigation objectives that will help the City mitigate climate change. This is due to the size and complexity of the 6 mitigation actions to achieve Net Zero by 2030.

The City will aim to deliver three internal audits each financial year.

Following the recent Risk Maturity Review undertaken by Moore Australia, subsequently reported on in this ARC meeting, there will be some additions to the Internal Audit Plan (FY2024-2026) to meet some of the recommendations.

Once this FY2024-2026 Internal Audit Plan is adopted, the City will commence the process to appoint an independent auditor.

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Address Climate Change.

Listening & 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

Local Government (Audit) Regulations 1996 Regulation 17.

Community Consultation

N/A

Risk Management Implications

The risk management implications of not having an internal audit plan are significant and could result in a number of negative consequences.

Without an internal audit plan, it is difficult to systematically identify, assess and manage risks that may impact the City of Cockburn.

Some potential risk management implications for not having an internal audit plan can include, increased risk of non-compliance, increased risk of operational inefficiencies and increased reputational risk.

It is recommended the incomplete audit items from the 2019-2022 Internal Audit Plan be included in the FY2024-2026 Internal Audit Plan to ensure they are completed and the relevant risks managed.

Advice to Proponent(s)/Submitters

N/A

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

Nil

City of Cockburn Internal Audit Plan 2024 – 2026 (Proposed) [ECM Doc Set ID: TBA]

Audit Name, Division, Owners	Reason	Likelihood	Consequence	Risk	Audit Scope	Organisational Context	2024	2025	2026
1. Contract Management Finance [ExCo member: Nelson Mauricio. Responsible Person: Tony Natale]	<p>The potential costs and legal implications of contract noncompliance are so significant, it is vital to conduct regular audits to identify potential issues and opportunities within the existing contracts management processes.</p> <p><i>Linked to Strategic Community Plan 2020–2030, Strategic Outcomes and Objectives; Listening and Leading - A community focused, sustainable, accountable, and progressive organisation</i></p> <p><i>Strategic Objectives - 5.1 Best practice Governance, partnerships, and value for money Measurements - Improved satisfaction with the City's Governance and financial sustainability.</i></p>	Possible 3	Minor 2	Moderate 6	An evaluation of how the City of Cockburn (the City) manages contracts to verify and ensure that systems, policies, and controls (including resourcing capacity) are being met, and that all obligations and stipulations are taking place as agreed upon and scheduled.	On 20 June 2022, the then Chief Financial Officer recommended scheduling this audit for the 2023 calendar year. The reason being that the Procurement Team were at capacity with tenders and the conversion from Ci to Ci – Anywhere until December 2022.	✓		
2. Effectiveness of Service Delivery Planning and Review Processes Governance and Strategy [ExCo member: Emma Milne. Responsible Person: Jane Downsborough]	<p>Over time, the needs and expectations of communities can change. The City should have robust and comprehensive processes for service planning and review to ensure all services continue to provide value for money that is in line with community expectations. Community engagement is a critical aspect in prioritising resources for service provision against other responsibilities such as asset maintenance and capital works. How does the City ensure it remains focused on the delivery of services at optimal service levels that match community expectations and use the best, most efficient delivery models?</p> <p><i>Extracted from the City of Cockburn Strategic Community Plan 2020-2030: Community, Lifestyle and Security objective 3.1 –</i> <i>'Provide a diverse range of accessible, inclusive and targeted community services, recreation programs, events and cultural activities that enrich our community.'</i> <i>City Growth and Moving Around objective 4.2 –</i> <i>'Sustainable revitalise urban areas to deliver high levels of amenity and to cater for population growth.'</i></p>	Unlikely 2	Critical 4	Moderate 8	<p>The audit objective is to assess the effectiveness of the City's service delivery planning and review processes, do they:</p> <ul style="list-style-type: none"> Determine the viability and sustainability of the City's current service delivery model for services, Forecast future demand and service needs. Consider the best type of service delivery model (insource, outsource, mix etc.), Identify future funding challenges and solutions for controlling financial costs, Survey and monitor community expectations (industry trends, benchmarking, customer satisfaction levels etc.), Measure the level and quality of services and require benefit analysis. Consider and embrace technological changes, Enable reshaping or repurposing of existing services. <p>To be undertaken in a staged approach with the first stage being a high-level review to determine overall current state and identify gaps and improvement opportunities. Second (and future stages if necessary) will be to review specific areas identified and progress of improvement plan delivery).</p>	<p>On 02 June 2020, the then Executive Manager Strategy & Civic Support recommended that this audit be postponed after the COVID-19 pandemic restrictions were removed because this audit required significant input and resources from all business and service units in the organisation.</p> <p>On 04 November 2022, the Manager Strategy, and Integrated Planning stated that assessing the effectiveness of the services required meaningful KPIs and determining indicators for service level. This information should be included in the service plans.</p>		✓	

City of Cockburn Internal Audit Plan 2024 – 2026 (Proposed) [ECM Doc Set ID: TBA]

Audit Name, Division, Owners	Reason	Likelihood	Consequence	Risk	Audit Scope	Organisational Context	2024	2025	2026
3. Fleet Management Operations [ExCo member: Anton Lees. Responsible Person: Lou Viera]	<p>The City has a considerable investment in its fleet assets and considerable resources are consumed in operating and maintaining the fleet to ensure it services the City's business requirements. Independent review will assist the City to determine the effectiveness of the fleet management model.</p> <p><i>Linked to Strategic Community Plan 2020–2030, Strategic Outcomes and Objectives; Listening and Leading - A community focused, sustainable, accountable, and progressive organisation</i></p> <p><i>Strategic Objectives - 5.1 Best practice Governance, partnerships, and value for money</i> <i>Measurements - Improved satisfaction with the City's Governance and financial sustainability.</i></p>	Unlikely 2	Major 3	Moderate 6	The objective of the review is to assess the adequacy of the management control framework and related risk management strategies for the fleet management function, including processes relating to the planning, organizing, controlling, directing, communicating, and the management of vehicle assets. Extent to which the City's is complying with policies, procedures, guidelines, and with laws and regulations pertaining to fleet management.	Emerging Strategic and Operational Risks		✓	
4. Climate Change Strategy - Adaptation Built and Natural Environment [ExCo member: Daniel Arndt. Responsible Person: Christopher Beaton]	<p>Climate change has significant social, economic, and legal implications for local government. The City is already experiencing effects with increased coastal erosion, higher summer temperatures, more severe heatwaves and a longer bushfire season.</p> <p>The City has a critical role in responding to climate change through its responsibilities for land use planning, emergency management, ownership of public infrastructure and delivery of community services.</p> <p>On 22 April 2020 Ernst and Young facilitated a risk assessment for the City, to update its climate change risk register. The process considered the consequences and likelihood of 18 climate risks using the City's ratings frameworks, which are consistent with AS ISO 31000:2018 <i>Risk management Guidelines</i>. The 18 risks have been grouped into their areas of impact and consolidated into the six overarching risks below:</p> <ol style="list-style-type: none"> 1. Reduced water availability from decreased rainfall 2. Biodiversity loss from sea level rise 3. Coastal impacts from sea level rise 4. Urban forest decline from climate change 5. Community infrastructure damage from climate change impacts. 6. Public health decline from climate change 	Likely 4	Catastrophic 5	Extreme 20	<p>The City has identified key solutions in its climate resilience roadmap in the form of six adaptation objectives that will help the City increase resilience to climate change:</p> <ol style="list-style-type: none"> 1. Waterwise City 2. Conserve biodiversity 3. Coastal adaptation 4. Increase the urban forest 5. Protect community infrastructure 6. Enhance health and wellbeing <p>The audit objective is to assess the effectiveness of the six adaptation objectives that will help the City and its community increase resilience to climate change.</p> <p>The first phase of this audit will be to create a program of work to schedule multiple audits, to track the implementation of the six mitigation objectives that will help the City mitigate climate change. This is due to the size and complexity of the 6 mitigation actions to achieve Net Zero by 2030.</p>	The vision of the <i>City of Cockburn Climate Change Strategy 2020-2023</i> is for the City to continue to be a leader in climate resilience and sustainability. The City aspires to become a carbon neutral City and commit to working with the community to adapt to our changing climate.		✓	✓

15.1.7 Organisational Culture Review by Independent Member - Quotation

Responsible Executive	Acting Executive, People Experience and Transformation
Author	Acting Executive, People Experience and Transformation
Attachments	1. Proposal One - Mapien (Confidential) 2. Proposal Two - Keogh (Confidential) 3. Proposal Three - Integral Development Associates (Confidential)

Officer Recommendation/Committee Recommendation

That Council:

- (1) RECEIVES the proposals received and attached to the report; and
- (2) DEFERS consideration of the Organisational Culture Review to an Audit Risk and Compliance Meeting to be held within six months of the commencement of the Chief Executive Officer.

Background

The following Council Decision was made at the 13 October 2022 Ordinary Council Meeting, Council

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.

Submission

N/A

ReportOrganisational Culture Review

The City has requested quotations in relation to the undertaking of an organisational cultural review by an independent consultant.

The following scope was provided to prospective consultants:

- Analysis of previous engagement surveys, pulse surveys, exit surveys and other People Experience metrics to ascertain the status of the organisational culture at the City.
- The review must include
 - Direct, in person engagement of employees, including interviews and focus groups.
 - A whole of business engagement survey.
- Debrief to be undertaken with the Chief Executive Officer, Executive Committee (ExCo) and Council.
- Recommendations made in relation to short comings and areas of improvement in relation to organisational culture at the City.

A recent pulse survey, coordinated in December 2022, indicated three main areas of concern:

1. A lack of capability and trust with senior leaders.
2. The unresolved Enterprise Agreement process.
3. The uncertainty involved in the Chief Executive Officer recruitment process.

Of these areas of concern two are deemed to be resolved, with a comprehensive strategy relating to leadership capability in development. An organisational wide engagement survey is scheduled to take place in late May 2023.

It is proposed that any decision pertaining to the commencement of an organisational culture review is deferred to an ARC Meeting that is held within six months of the commencement of the Chief Executive Officer.

Review of City Policy - Bullying and Harassment

The City's current Bullying, Harassment and Discrimination Policy is an Administration Policy.

It was reviewed and endorsed by the Executive Committee on 24 February 2023.

The Policy was drafted in line with best practice processes and compliant to relevant legislation.

The Policy was peer reviewed by WALGA prior to endorsement.

Workplace Bullying and Harassment Claims

Any claims made by employees in relation to bullying and harassment are a confidential employee matter and will not be disclosed.

Strategic Plans/Policy Implications

Listening & Leading

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

- Employer of choice focusing on equity, innovation and technology.

Budget/Financial Implications

The costs associated with undertaking an independent organisational culture review has not been budgeted for in FY23 or FY24.

If the Council were to proceed with an independent organisational culture review a budget provision will be required.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Poor organisational culture can have implications on attraction and retention of employees, as well as having an impact on the overall strategic and operational performance of the organisation.

The City currently undertakes regular engagement activities with whole of business to ensure that feedback is captured, and strategies are developed and implemented promptly with the aim of improving employee engagement.

Should an independent organisational culture review take place prior to the commencement of the Chief Executive Officer, there will be no ability for the incumbent to actively participate in this process.

Advice to Proponent(s)/Submitters

N/A

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

Nil

15.2 Expenditure Review Committee Meeting – 25/05/2023

15.2.1 Budget Amendments for the FY23 Municipal Budget

Executive A/Chief Financial Officer

Author A/Head of Finance

Attachments N/A

Officer Recommendation

The Committee recommends Council:

- (1) AMENDS the FY23 Municipal Budget as detailed and summarised below:

Nature	Budget Surplus Impact \$
Operating Expenditure - Decrease	-\$26,085
Capital Expenditure - Increase	\$332,000
Transfers from Reserves - Increase	-\$292,000
Net Budget Surplus – Decrease	-\$13,915

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Committee Recommendation

That Council:

- (1) AMENDS the FY23 Municipal Budget as detailed and summarised below, excluding the Mayoral travel expense to Split:

Nature	Budget Surplus Impact \$
Operating Expenditure - Decrease	-\$26,085
Capital Expenditure - Increase	\$332,000
Transfers from Reserves - Increase	-\$292,000
Net Budget Surplus – Decrease	-\$13,915

- (2) RECOMMENDS a review of the Sister City process and Policy with a report to come to the August 2023 Governance Committee Meeting; and
- (3) INCREASES the Elected Member Travel Budget by \$13,915 to cover the expense of the Mayor's trip to Split.

Reason

I do not believe that the Mayor's travel expense reimbursement meets the criteria under the Sister City Policy to be classified as a delegation, as the Chief Executive Officer was not invited, as a requirement of our Policy. Because of this I do not believe it was classified as a delegation and should therefore not be coming out the of the Sister City funding.

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 8 June 2023:

Description (Service Unit)	Expend. \$	Income \$	Reserves \$	Budget Surplus Impact
SU532 – City Facilities [CW6243 – Integrated Health Centre – Landscaping and Courtyard] Increase funding from CIHFC Building Maintenance Reserve to complete the project.	+\$292,000		-\$292,000	Nil
SU511 – Environment, Parks and Streetscapes [CW6315 – Colorado Park Playground Renewal] Increase expenditure budget to install accessible playground equipment funded from OP8930 – Accessible Playground Equipment.	+\$40,000			-\$40,000
SU332 – Family and Community Development [OP8930 – Accessible Playground Equipment] Transfer fund in this project to fund playground installation in CW6315 – Colorado Park Playground Renewal.	-\$40,000			+\$40,000

Description (Service Unit)	Expend. \$	Income \$	Reserves \$	Budget Surplus Impact
SU611 – Advocacy and Engagement <i>[OP0052 – Sister Cities and International Arrangements]</i> Increase expenditure to fund Mayor's travel expenses for visit to City of Split.	+\$13,915			-\$13,915
Total	+\$305,915		-\$292,000	-\$13,915

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The impact on the City's budget surplus from the budget amendments recommended in this report will be a net decrease of \$13,915.

The current net budget surplus is showing \$278,954, as reported in the March 2023 Financial Report (adopted at 11 May 2023 Ordinary Council Meeting).

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

15.2.2 Service Review - Finance

Responsible Executive	A/Chief Financial Officer
Author	A/Chief Financial Officer
Attachments	<ol style="list-style-type: none"> 1. Rates and Revenue FY23 Service Plan Review ↓ 2. Management Accounting FY23 Service Plan Review ↓ 3. Information Technology Services FY23 Review ↓ 4. Information Management FY23 Review ↓ 5. GIS Services FY23 Review ↓ 6. Business Systems FY23 Review ↓ 7. Procurement Services FY23 Review ↓

Officer Recommendation/Committee Recommendation

That Council:

(1) RECEIVES the Service Plan Review for Finance.

Background

The City undertakes regular reviews of Service Plans to ensure the needs, standards, resourcing, and benchmarking are appropriate set for each service area.

This also assists to identify any risks and opportunities to safeguard and enhance delivery of the City's Corporate Business Plan.

The presentation of these reviews to the Expenditure Review Committee is in accordance with its stated objectives within the Terms of Reference.

Submission

N/A

Report

The Finance Division comprises three distinct business units/areas, with two having a service unit sub-structure below them:

1. Finance

- Rates & Revenue (now named Revenue Management)
- Management Accounting (since split into two service units)

2. Information and Technology

- Information Technology (IT)
- Information Management
- Geographic Information Systems (GIS)
- Business Systems

3. Procurement Services

A restructure of the Finance business unit towards the end of FY22 (but after FY23 service plans were prepared) resulted in Management Accounting splitting into the following two new service units:

- **Financial Accounting** - provides transactional finance, statutory reporting, and treasury services, also ensuring legislative and audit compliance.
- **Financial Performance** – ensures sustainable financial performance through facilitating best practice budgeting, project costing and financial planning outcomes for the City.

Other than the requirement for new service plans in FY24 for the above two, there were no other significant changes identified or resourcing requirements needing attention in FY23.

Software system upgrades undertaken during the year challenged all areas of the Finance directorate, but the risks and impacts are being effectively managed.

Strategic Plans/Policy Implications

Local Economy

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

- A City that is 'easy to do business with'.

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

Risk Management Implications

Risks have been identified and addressed (where appropriate) in each Service Plan document reviewed (as attached).

Risks with operational impacts have been and will be managed accordingly.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Listening and
Leading

Rates and Revenue Services

FY23 Service Plan Review		
Service Purpose	Supporting ratepayers and debtors to make payments affordably.	
Service Units Reviewed	Rates & Revenue Services (restructured during FY22 to Revenue Management)	
Relevance of service on strategic plan delivery	Rates & revenue levying and property database management Receipting, banking and gateway management Name and address database administration	
Identify new risks or opportunities that will impact the service unit	Risks <ul style="list-style-type: none"> • Cost of living pressure on ratepayers • Delay in Property and Rating system upgrade (CI Anywhere) • GRV Revaluation for FY24 • LG Reform (waste charges & pensioner impacts) 	Opportunities <ul style="list-style-type: none"> • Review of administration fees for rates and interest charges. • More supportive and accommodating debt management (financial hardship policy) • Technology for mobile payments anywhere
Identify any changes to strategic assumptions and impact on strategic plan	Rate increases for FY24 – high inflation and cost of living pressures will constrain ability to fully pass on costs through rate increases.	
Outlined what has worked well in the last 12 months	Cash/rate collections – best result achieved under difficult economic conditions	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> • Timing of proposed Local Government reform on rating (waste service charges) unknown • Quantifying and reporting financial impacts from rating exemptions for NGO and other charities in Financial Report 	



Any changes required to service plan	No significant change required
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Listening and
Leading

Management Accounting Services

FY23 Service Plan Review		
Service Purpose	Supporting sustainable financial compliance and performance	
Service Units Reviewed	Management Accounting Service unit was restructured during FY22 into two new units – Financial Accounting & Financial Performance	
Relevance of service on strategic plan delivery	Facilitating the efficient allocation of financial resources to deliver the City's strategic objectives, while also mitigating financial risks and ensuring statutory compliance.	
Identify new risks or opportunities that will impact the service unit	Risks <ul style="list-style-type: none"> Retention of and building knowledge across new split structure Increased potential for budget overruns due to high inflationary conditions New Ci Anywhere implementation 	Opportunities <ul style="list-style-type: none"> Improving integrated financial planning Refining budget management and revision processes New model financial statements from DLGSC (Department of Local Government, Sport and Cultural)
Identify any changes to strategic assumptions and impact on strategic plan	None	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> New Technology One Ci Anywhere modules for budgeting and credit cards implemented and well regarded Clean audit results Good budget performance 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> Heightened cashflow and investment management from rapidly rising interest rates, to maximise interest revenue for the City. High inflation to cause pressure on operating and capital budget for FY24 	



Any changes required to service plan	Two new service plans to be created for FY24 because of the restructure.
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Listening and
Leading

Information Technology

FY23 Service Plan Review		
Service Purpose	Supporting access anytime, anywhere and anyhow	
Service Units Reviewed	Information Technology	
Relevance of service on strategic plan delivery	Assist the City's business units with suitable hardware and software requirements as well as providing training.	
Identify new risks or opportunities that will impact the service unit	<p>Risks</p> <p>Supply Chain delays for all hardware requirements continuing</p> <p>Inflation increasing hardware costs</p> <p>New projects outside BAU</p> <p>Cyber breach (none to date)</p>	<p>Opportunities</p> <p>Workforce anywhere (Zero client fleet replacement project) which will provide for greater flexibility</p>
Identify any changes to strategic assumptions and impact on strategic plan	None	
Outlined what has worked well in the last 12 months	<p>Network core replacement</p> <p>DR Centre replacement complete</p> <p>Help desk software – with service KPI outperformance</p>	
Outline internal/external environmental changes impacting on service	<p>Supply chain issues for all IT equipment across the board</p> <p>Greater emphasis on Cyber security</p>	
Any changes required to service plan	None	



Listening and
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Information Management

FY23 Service Plan Review		
Service Purpose	Information Management supporting access to information 24/7.	
Service Units Reviewed	Information Management	
Relevance of service on strategic plan delivery	Service Unit is responsible for managing all records and information coming into and leaving the City.	
Identify new risks or opportunities that will impact the service unit	Risks SharePoint – corporate records stored outside of recordkeeping system.	Opportunities Information Classification solutions – Data Leakage Protection (better controls)
Identify any changes to strategic assumptions and impact on strategic plan	No changes	
Outlined what has worked well in the last 12 months	Knowledge management project and updating of the Council's Record Keeping Plan	
Outline internal/external environmental changes impacting on service	None	
Any changes required to service plan	None	





Listening and
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GIS Services

FY23 Service Plan Review		
Service Purpose	Support, maintain and development of GIS systems to support decision making processes for the City	
Service Units Reviewed	Geographic Information Systems	
Relevance of service on strategic plan delivery	Managing online mapping services and databases, spatial data, data extraction and development of mobile data collection tools.	
Identify new risks or opportunities that will impact the service unit	<p>Risks</p> <p>TechOne SaaS requires all recent ESRI/TechOne integrations to be redeveloped.</p> <p>Also impacts new ESRI developments during SaaS migration</p>	<p>Opportunities</p> <p>Additional ESRI mapping developments for Parks & Rangers.</p> <p>Spatial data accuracy by using an integration piece of middle ware - Open Spatial.</p>
Identify any changes to strategic assumptions and impact on strategic plan	None	
Outlined what has worked well in the last 12 months	ESRI Developments (Co-Safe, Waste Collection and Health inspections)	
Outline internal/external environmental changes impacting on service	None	
Any changes required to service plan	None	



Listening and
Leading

Business Systems

FY23 Service Plan Review		
Service Purpose	Business Systems supporting core and non-core information systems	
Service Units Reviewed	Business Systems	
Relevance of service on strategic plan delivery	Reviewing and assisting with the improvement of business processes, systems and applications	
Identify new risks or opportunities that will impact the service unit	Risks TechOne SaaS migration – potential risk to availability of core system	Opportunities Power BI for dashboard development CI – Anywhere – Property & Rating (to make it easier for internal and external users)
Identify any changes to strategic assumptions and impact on strategic plan	None	
Outline what has worked well in the last 12 months	TechOne CiAnywhere migration – Financials, Credit cards, Power BI dashboards. Next is eRecruitment	
Outline internal/external environmental changes impacting on service	External resourcing to be provided by Technology One for SaaS migration	
Any changes required to service plan	None	



Listening and
Leading

Procurement Services

FY23 Service Plan Review		
Service Purpose	Procurement educating and engaging to create value with integrity.	
Service Units Reviewed	Procurement Services (sourcing, tendering and contract management)	
Relevance of service on strategic plan delivery	Service unit responsible for promoting the benefits of buying locally and to facilitate a transparent procurement process that delivers value for money while maintaining compliance.	
Identify new risks or opportunities that will impact the service unit	Risks <ul style="list-style-type: none"> The impact of cost escalations impacting timeframes and contract liabilities for projects and operations contracts. Alignment of resources to meet the demands and priorities for Business / Service units. New Ci Anywhere implementation. 	Opportunities <ul style="list-style-type: none"> Improve contract / contractor management processes for users. Improve social procurement benefits with greater focus on local, Aboriginal and social enterprise contracts. Streamline the Procure to Pay process within the Ci Anywhere system.
Identify any changes to strategic assumptions and impact on strategic plan	Introduction of Circular Economy principals to the City.	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Reporting on local buy to Council and others. Team adapting to working in different locations as well as working from home. 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> Cost escalation impact on project and service viability. SOPA (Securities of Payment Act) identifying an increase in risk for construction and maintenance contracts. Lack of competition in Supply market impacting VFM. Labour shortages for procurement professionals. Continual rollout of the Procurement framework, solutions and training. 	
Any changes required to service plan	No significant change required.	

15.2.3 Grants, Donations and Sponsorship Allocations for 2022-2023

Responsible Executive	Chief of Community Services
Author	Community Grants Coordinator
Attachments	1. Grants, Donations and Sponsorship Recommended Allocations Budget 2022-2023 ↓

Officer Recommendation

The Committee recommends Council:

- (1) ADOPTS the revised Grants, Donations and Sponsorship allocations for 2022-23 as attached to the Agenda.

Committee Recommendation

That Council:

- (1) ADOPTS the revised Grants, Donations and Sponsorship allocations for 2022-23 as attached to the Agenda, with the following amendments:
 1. Increase the Assisting Your Life to Achieve (AYLA) donation to \$15,000,
 2. Increase the Kiteboarding Australia (KA) donation to \$12,500; and
- (2) REVIEWS the decision regarding the Spearwood Dalmatinac Club's rates reimbursement and bring a report to the Expenditure Review Committee within the next 12 months.

Background

Council approved a Grants and Donations budget for 2022-23 of \$1,455,000.

The Expenditure Review Committee is empowered to recommend to Council how these funds are to be distributed.

At the Expenditure Review Committee meeting on 28 July 2022, the Committee recommended a range of allocations of grants, donations, and sponsorships which were duly adopted by Council on 11 August 2022.

The March 2023 funding round was advertised to close on 24 March 2023.

A total of 43 applications were received, including eight applications for Community Grants, four for Cultural Grants, ten for Sustainability Grants and twelve for Environmental Education for Schools Grants, which are being reviewed under the delegated authority of the Head of Community Development and Services.

The remainder includes five applications for Donations and four applications for Sponsorship to be considered by the Expenditure Review Committee.

Submission

N/A

Report

In the summary of Grants, Donations and Sponsorship Recommended Allocations Budget 2022-23 (refer Attachment 1), the following items are for Committee consideration:

- five applications for donations (shaded blue)
- four applications for sponsorship (shaded blue)

Donations

The donations recommended to Council for the March grants round are as follows:

Applicant	Comment	Requested Amount	Recommended Amount
Assisting Your Life to Achieve (AYLA Inc.)	The City supported a donation of \$5,000 in September 2019. Insufficient evidence to support an additional \$15,000 funding.	\$20,000	\$6,600
The Churches Commission on Education Incorporated T/A YouthCARE for Hamilton Hill YOUTHCARE Council	As requested	\$10,250	\$10,250
Second Harvest (Aust) Inc	As requested	\$20,000	\$20,000
Constable Care Foundation	The City supported a donation of \$12,000 in March 2022. Insufficient evidence to support an additional \$6,000 funding.	\$18,000	\$15,000
Black Swan Health	As requested	\$20,000	\$20,000
Total		\$88,250	\$71,850

The allocated budget for Donations in 2022-23 is \$210,000.

The recommended allocation for Donations for the March 2023 grants round is \$71,850.

The applications for donations are summarised below:

Applicant - Assisting Your Life To Achieve (AYLA)

Requested: \$20,000

Recommended: \$ 6,600

Assisting Your Life to Achieve (AYLA Inc.) is a not-for-profit charity and registered NDIS service that has been operating in Cockburn since 2015.

Based in Cockburn Central, AYLA Inc.'s purpose is to give everyone a chance to overcome hardship and reach their potential, and strives to aid and strengthen local communities, empower individuals and provide assistance in crisis situations.

AYLA Inc. provides emergency assistance seven days per week, including food, clothing and furniture, via an emergency food bank.

AYLA Inc. has a low-cost food centre, not-for-profit café using 50% of rescued food products to produce fresh meals, an OP shop, hair salon and LGBTQI+ hostel accommodation.

AYLA Inc. also provides volunteer and job opportunities, creating pathways to future employment and referrals to local support services.

AYLA Inc. distributes food and household goods donated by businesses and the community to those in need throughout the City and surrounds, however, they have reported that, due to COVID-19 and an increase in the cost of living, food donations received from the community have decreased.

Organisations that support AYLA Inc. include Lottery West and SecondBite.

SecondBite have been a registered partner agency since July 2018 and have provided 410,021kgs of free food donations to AYLA, equating to over 820,000 meals in less than five years.

Second Harvest, Coolbellup Butchers, IGA Beeliar, Bunnings and various local schools also support AYLA Inc.

AYLA Inc. reported that in the last 12 months they have dispatched 5,498 packages to those in need at a total cost of \$672,636, with the majority being for food (5,095), clothing (300), other (153) and toys (105).

No other historical, current, comparative, or projected data was provided by AYLA Inc. for the various services they provide.

The City has previously financially supported AYLA Inc, as follows:

- 2019, September \$5,000 (Donation)
- 2018, September \$3,750 (Donation)
- 2017, September \$5,000 (Donation)
- 2017, May \$3,636 (Sustainability Grant-Community shopping bag project)
- 2016, September \$5,000 (Donation).

AYLA Inc. report the demand on their services has increased significantly and that there has been a decrease in community donations, and are requesting a significant increase in the request for funding support from the City. However, AYLA Inc. has not sufficiently quantified, qualified, or evidenced this request in their application, providing minimal information about their service.

Donation requests over \$5,000 are required to provide a current audited financial statement to establish an organisation's financial viability and meet the criteria for donation funding.

In 2019, AYLA's Inc's audited financial statement and overdue information statements and financial report for the Australian Charities and Not-For-Profit Commission (ACNC) raised concerns regarding the organisation's ability to continue as a going concern.

In 2023, AYLA Inc. has provided a current, independently audited financial statement with their donation application which states: *"In our opinion, except for the effects of the matter described in the Qualifications section of our report, the financial report of Assisting Your*

Life to Achieve (AYLA) Inc is in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012”.

Recommendation:

The application scored 15/18 against the donation criteria.

AYLA Inc. is a worthy organisation that provides a broad range of services that assist disadvantaged and vulnerable people in the community and surrounds, however evidence has not been provided to support the significant increase in funding that has been requested.

The application provides very limited information about the organisation, it's services and those who benefit from the service.

As a result, it is recommended that a donation of \$6,600 is supported.

This is based on the reported 5,498 packages dispatched to the community over a 12-month period, and in considering the level of funding received from the City by a similar type of organisation, such as Second Harvest (Aus Inc.), who have reported that they assist approximately 15,600 people per annum and regularly receive a donation of \$20,000 from the City.

Applicant: The Churches Commission on Education Incorporated T/A YouthCARE for Hamilton Hill YOUTHCARE Council

Requested: \$10,250

Recommended: \$10,250

YouthCARE is one of WA's largest not-for-profit organisations.

With the combined commitment of staff, volunteers, schools, and partner organisations, they provide the best possible pastoral care and values education programs to improve the lives of young people, their families and school communities across WA.

They currently have over 465 Chaplains in 601 schools across the state.

Chaplaincy is provided to schools through one-on-one pastoral conversations, programs, staff and family support, and community collaborations.

YouthCARE Chaplains support students, staff, and families individually, as well as facilitating various programs and activities, which can include:

- Social and emotional learning programs
- Mental health and wellbeing programs
- Mentoring and role modelling
- Breakfast Club programs
- Community development events and activities
- Education support programs
- Grief and loss programs
- Memorial services.

Every YouthCARE Chaplain is trained and resourced to identify areas of need within a school and provide a range of pastoral care initiatives based on these needs.

Chaplains are there to listen and provide a supportive place to talk.

They offer confidential, non-judgmental pastoral care and values education based on respect, compassion, and service.

A donation of \$3,000 in March 2022 from the City assisted Hamilton Hill YouthCARE Council to support a three-day chaplaincy position at North Lake Senior Campus, where 78 or 33.5% of students reside within the City of Cockburn.

YouthCARE have reported that in 2022 Chaplains helped over 111,000 students across the state through formal pastoral conversations.

Within the City of Cockburn, Chaplains had more than 4,100 formal conversations with students, 250 staff conversations, and 97 conversations with parents and guardians.

The main topics discussed within the City of Cockburn were family and peer relationships, school concerns, and mental health.

In 2022 YouthCARE Chaplains fed thousands of students in the City of Cockburn through the Breakfast Club program.

The Breakfast Club aims to feed students who attend school without eating breakfast.

This simple meal fuels the minds and bodies of students for a full day ahead, allowing them to concentrate in class and achieve better learning outcomes.

Chaplains within the City of Cockburn also had contact with a range of students and parents from different demographics and situations, including Indigenous Australians, refugees, and children and young people in out of home care or foster care.

YouthCARE (Hamilton Hill YOUTHCARE Council) has received funding from the City in previous years, as follows:

- 2022, March \$3,000 (Donation)
- 2021, March \$3,000 (Donation)
- 2020, March \$12,000 (Donation)
- 2019, March \$9,000 (Donation)
- 2018, March \$9,000 (Donation)
- 2017, March \$9,000 (Donation)
- 2016, March \$9,000 (Donation)
- 2015, March \$9,000 (Donation)
- 2014, March \$9,000 (Donation)
- 2013, March \$9,000 (Donation)
- 2012, March \$9,000 (Donation)
- 2011, March \$9,000 (Donation)
- 2010, March \$9,000 (Donation)
- 2009, March \$9,000 (Donation)
- 2008, March \$9,000 (Donation)
- 2006, October \$9,000 (Donation)

YouthCARE (Hamilton Hill YOUTHCARE Council) has requested a donation of \$10,250 to support positions at both the North Lake Senior Campus and Fremantle College.

With 970 students across these schools residing in the City of Cockburn, allowing the Chaplain to extend support to the students who require pastoral care and practical support, particularly with community needs increasing due to the current housing crisis and the rising cost of living pressures post-COVID.

Recommendation:

Based on an assessment score of 16/18, the recommendation is to support this application with a donation of \$10,250, based on the current need for the service, for Cockburn residents who attend the schools.

Applicant: Second Harvest Australia

Requested: \$20,000

Recommended: \$20,000

Founded in 1982, Second Harvest is a small organisation located at Southwell Community Centre in Hamilton Hill, strategically placed to support the most vulnerable.

Services include emergency food relief and household items, travel and chemist vouchers, low-cost food and personal care, return to school back packs and healthy breakfast and morning recess for the students at the local Primary School, Christmas gift food hampers and hospital hampers for Fiona Stanley Hospital's maternity department.

Second Harvest also advocates for clients' needs, provides volunteer and work opportunities for the most vulnerable in the community, and a safe, non-threatening environment for people to connect with others.

Emergency relief (ER) is a vetted process whereby individuals and families experiencing financial hardship are provided with food hampers for three to four days, which include basic nutritious food.

Each week Second Harvest is visited by over 300 people or more than 15,000 customers, school children and their families.

Data from their client management system has recorded a 12 % increase over the past year and this trend is expected to increase to 20%.

With the shortage of rental properties, families and individuals are camping out in tents and sleeping in the back of cars, and advocacy, blankets, towels and food helps to ease these conditions.

The Committee, 16 volunteers and four part time staff, exhaust all avenues within their capacity to cover the costs of the growing need within Cockburn.

Weekly visits to Foodbank, re-packing bulk food, Secondbite fruit and vegetables, half price specials from local supermarkets and donations from local suppliers are how they are trying to meet the need via their ER program, but with growing numbers of families needing support there are shortfalls.

This funding will allow Second Harvest to continue to provide a service that is established and recognised within the community by recipients and advocating agencies, and directly support the administration of their programs.

The City has previously financially supported Second Harvest, as follows:

- 2022, March \$20,000 (Donation)
- 2021, March \$20,000 (Donation)
- 2020, June \$3,000 (COVID-19 Response Grant)
- 2020, March \$20,000 (Donation)
- 2019, March \$18,000 (Donation)
- 2018, March \$18,000 (Donation)
- 2017, March \$18,000 (Donation)
- 2016, March \$16,000 (Donation)
- 2015, March \$14,000 (Donation)
- 2014, March \$12,000 (Donation)
- 2013, March \$10,000 (Donation)
- 2012, March \$8,850 (Community Grant for fridge and freezer).

Second Harvest is also supported by Lotterywest, ATCO Gas, Finance Corp, Southwell Primary School, Black Swan, Moorditj Djena Mobile Clinic, Pineview Kindergarten, Secondbite, Foodbank and Cockburn Masters Swim Club.

Recommendation:

Based on an assessment score of 17/18, the recommendation is to support this application with a donation of \$20,000, as the organisation provides direct assistance to the most vulnerable and disadvantaged people in the local community.

Applicant: Constable Care Foundation (CCF)

Requested: \$18,000

Recommended: \$15,000

Constable Care Foundation (CCF) has a 34-year history of providing effective safety and crime prevention education to children and young people state-wide.

CCF believes harm prevention education can create a better WA for children and young people, and they seek to empower young people to find creative solutions to youth issues.

CCF provides theatre-in-education programs within primary and secondary schools, and other community venues, designed to empower young people to find creative solutions and responses to difficult peer, social and community issues, including child abuse, bullying, internet safety, racism, drug and alcohol abuse, protective behaviours, crime prevention, relationship violence, mental health and issues of tolerance and empathy.

CCF is part-funded by the WA government and local government partners, and incorporates robust continuing evaluation of knowledge, attitude and behaviour change outcomes for students who take part in program activities.

The City of Cockburn have previously identified personal safety, anti-social behaviour, and road safety as areas of particular focus for the City's harm prevention activities with young people.

CCF will deliver programs that address these key community issues with students that are engaging and allow students to participate by acting out their ideas and approaches for resolving these issues, through the best practice "Forum Theatre" process.

In 2023-2024, secondary schools will also be able to access 'Rapid Response' incursions, which allow schools to identify a youth issue currently affecting them, with CCF providing an immediate intervention that explores that issue directly.

In addition, City of Cockburn secondary schools will be encouraged to access the City After Dark Safety Tours operated by CCF, in partnership with WA Police, and the Safety School experiential road safety centre in Maylands.

Cockburn Youth Services have also expressed an interest in having a City After Dark Safety Tour delivered in Cockburn.

CCF anticipate that well over 3,500 young people within the City of Cockburn will participate in programs in the coming year.

During 2022-2023, CCF delivered 80 targeted theatres in education programs in local primary and secondary schools to 5,878 children and young people.

Participative programs delivered explored crime prevention and emergencies, safety, and health issues, including road safety, protective behaviours, cybersafety and bullying, relationship violence, drug and alcohol abuse, coercive control, and mental health.

An additional five road safety excursions were hosted for 280 City of Cockburn primary schools at the Constable Care Road Safety experiential learning centre in Maylands, and safety performances were provided to the City of Cockburn, Coogee Live event.

Over 1,550 children and young people took part in or will take part in Youth Choices participative workshops during the year, on drug and alcohol abuse, bullying and cyberbullying, coercive control and mental health.

The City has previously financially supported CCF with a donation as follows:

• 2022, March \$12,000	• 2013, March \$10,000
• 2020, September \$12,000	• 2012, March \$10,000
• 2019, September \$12,000	• 2010, September \$20,950
• 2018, September \$12,000	• 2009, September \$20,495
• 2017, September \$12,000	• 2008, September \$19,531
• 2016, September \$12,000	• 2007, October \$18,780
• 2015, March \$12,000	• 2006, October \$18,045
• 2014, March \$12,000	

With City of Cockburn's support, CCF can provide the local community with greater targeted marketing and promotion (which delivers 3-4 times as many school programs in partner regions as in non-partner regions) and allows CCF to include performances in non-funded, non-school environments such as the City's public libraries, youth centres, and at community events.

CCF has requested a donation of \$18,000 for 2023-24, which is an increase of \$6,000 from the previous year's funding, due to increased costs of delivering their services.

They also stated they will extend further program support to the City, with the ability to add additional services to meet the City's youth needs during the year.

Recommendation:

Based on an assessment score of 16/18, the recommendation is to support this application with a donation of \$15,000, due to the quality and value of the programs provided, and CCF's strong history with the City and support from local schools.

An increase in funding of \$3,000 in comparison to the donation CCF received in 2022-23 is substantiated as it supports an increase in organisational costs, however additional service provision in Cockburn can't be determined as it is dependent on school demand. Also, there has been no noticeable increase in service delivery in Cockburn when comparing the previous two years of funding received from the City.

Applicant: Black Swan Health

Requested: \$20,000

Recommended: \$20,000

Black Swan Health is an independent not for profit primary healthcare provider.

Established in 2014, Black Swan Health are one of the largest (outpatient) healthcare providers in WA with a workforce of almost 300 health professionals.

An award-winning, multi-disciplinary healthcare team of GPs (General Practitioners), Psychiatrists, Clinical Psychologists, Registered Psychologists, Nurse Practitioners, Registered Nurses, Credentialed Diabetes Educators, Dietitians, Physiotherapists, Exercise Physiologists, Pharmacists, Occupational Therapists and Social Workers. Their personalised services positively impact individuals and communities across the metropolitan area.

This application for funding is to assist Black Swan Health with the running costs of the Freo Street Doctor service, available at two locations within City of Cockburn, the Jean Willis Centre and Second Harvest, for three hours per week.

These locations are well known to people who engage with the Freo Street Doctor, are accessible and are co-located with other service providers supporting the needs of their shared clients.

The Freo Street Doctor is an award-winning, accredited mobile medical health service that provides accessible, free, non-judgmental and culturally safe medical and mental health services to those most in need in the local community.

All medical services provided at mainstream practices are available to Freo Street Doctor, no appointment is necessary, and each clinic is staffed by a GP, a Registered Nurse and an Outreach Worker, who links people with the most appropriate local services and supports, to address complex social needs.

The service provides treatment to disadvantaged, marginalised and at-risk populations, including young people, Aboriginal and Torres Strait Islander people, YouthCARE (Hamilton Hill YOUTHCARE Council) people with diagnosed and undiagnosed mental illness, people who are experiencing homelessness, people with a substance use disorder and those with little or no income.

The Freo Street Doctor patient cohort does not readily engage with mainstream services and experience many barriers in accessing medical care. This service removes those barriers, enabling people to address their health issues and improve their lives.

With 98% of clients having identified Freo Street Doctor as their primary source of health care, it is likely many of the City of Cockburn clients would not otherwise have received the healthcare they required in a timely manner.

In addition, 93.3% of respondents reported in the last three months they had no need to attend hospital emergency departments because of visiting the Freo Street Doctor.

City of Cockburn specific demographics at Freo Street Doctor clinics indicate:

- 58% of patients are female
- 82% of patients have a mental health illness
- 61% of patients identify as Aboriginal or Torres Strait Islander
- 98% of patients identify Freo Street Doctor as their primary source of healthcare
- 67% of patients have at least two chronic health conditions
- 25% of clients are over 65 years of age.

In addition to high quality health care the Outreach Worker linked people with a range of community-based services to address the many social needs experienced by clients.

The Freo Street Doctor's partner organisations include Second Harvest, Cockburn Integrated Health, Orange Sky Laundry and St Patrick's, amongst others.

The City has previously financially supported Freo Street Doctor with a donation as follows:

- | | |
|-----------------------------------|-----------------------------------|
| • 2022, March \$20,000 (Donation) | • 2019, March \$15,000 (Donation) |
| • 2021, March \$20,000 (Donation) | • 2018, March \$15,000 (Donation) |
| • 2020, March \$20,000 (Donation) | • 2017, March \$15,000 (Donation) |

Recommendation:

Based on an assessment score of 17/18, the recommendation is to support this application with a donation of \$20,000, as Black Swan Health have demonstrated how the most disadvantaged and vulnerable people within Cockburn benefit from the delivery of this service.

Sponsorship

The sponsorships recommended to Council for the March grants round are as follows:

Applicant	Comment	Requested Amount	Recommended Amount
Kiteboarding Australia	Funding recommended in line with other similar City sponsored events	\$12,500	\$11,000
Curtin University	As requested	\$3,750	\$3,750
The Trustee for Spinnaker Health Research Foundation	As requested	\$20,000	\$20,000
Swimming WA Inc	As requested	\$13,000	\$12,500
Total		\$49,250	\$47,250

Allocated group sponsorship for 2022-23 is \$90,000.

The recommended sponsorship allocation for the March 2023 grants round is \$47,250.

The applications for sponsorship are summarised below:

Applicant: Kiteboarding Australia (KA)
Proposal: 2024 Wingfoiling National Championships - Major Event Partner
 Requested: \$12,500
Recommended: \$11,000

As the peak body for Kiteboarding and Wingfoiling in Australia, KA is responsible for representation and development of the sport.

Its focus is on the delivery of leadership, governance and best practice safety for its members and the kiteboarding community.

KA is the national member of the International Wing Sports Association and Global Wing Sports Association.

With a strong membership nation-wide, they aim to provide members with access to events, training opportunities, development, insurance, community, and participation. The organisation has 1500 members and 40 school members.

KA is based in Maroubra NSW and is requesting funding to support the delivery of the Wingfoiling National Championships in conjunction with the Jervis Bay Sailing Club, to take place off the beach from the Club, situated at Woodman's Point.

The championships are held annually and are relatively new, this being the third year the event will run, with previous events being held in Melbourne at Royal Brighton Yacht Club and most recently on Sydney Harbour at Woollahra Sailing Club.

Participation levels have doubled each year with 25 participants in the first year and 50 in the second. It is hoped that this event will attract between 80-100 participants.

The event is the pinnacle event on the Australian Wing Foil racing calendar and will attract top riders from across the country.

Although the event is targeted at high-end racing, there is a large emphasis on community participation and inclusion.

The four-day event will include:

- an opening event
- four days of action-packed wing foil racing
- learn to wing opportunities in partnership with local wingfoiling schools to provide approx. 20-23 free introductory wing lessons to members of the community
- a wingfoil expression session for the broader wingfoil community
- social events with local partner venues to host social evening activities including dinner, celebrations and event presentations.

The expected outcomes of the event include:

Participation

80-100 wingfoilers will participate in the event, with approximately 50% being from interstate locations. Approximately 10–15 local volunteers from the wingfoiling and sailing clubs will assist, and 400 spectators will attend the event.

Increased community participation in sport

Stronger engagement with the wing community, increased participation on the water, increased mental, social and physical well-being for participants and local community members.

Increased economic development benefit to City of Cockburn

An increase in overnight stays in the area and increased spend in local business cafes, bars, restaurants and services.

Increased engagement with local sporting clubs and schools

Increased ongoing participation in the Jervoise Bay Sailing Club and increased participation in learn to wing programs.

It is proposed that City of Cockburn's sponsorship would be promoted by:

- Verbal mentions during public announcements
- Social media such as Facebook and Instagram
- Website Hashtags
- Videos
- External media such as press releases, radio, TV and newspaper-hard and online.

Branding benefits include:

- Four branded teardrops at the round (to be supplied by the City)
- Additional signage if required and supplied by sponsor
- Activation/booth opportunity at the event
- Sponsor logo on KA website and all collateral for the event
- Sponsor recognition on all KA Wingfoil event electronic media for duration of the event
- Council representatives VIP invitation to opening event and presentations and speaking opportunities.

The KA Wingfoiling National Championships will be a new event for WA and the City of Cockburn, and is supported by the City's Economic Development, Recreation Services and Environmental Health areas.

It will be an opportunity to showcase Coogee Beach and the City of Cockburn to competitors from around Australia.

In addition, WA athletes who so often have the burden of paying for travel costs will be able to compete at home.

There will also be a lasting legacy for local participants and the community, with the inclusion of free wingfoil lessons. There is a leisure trader's licensee at Jervious Bay who offers wing foiling lessons.

Also, as part of the City's tourism destination planning, the event aligns with the interests of the City's blue economy businesses, who have a strong affiliation with ocean and sustainable tourism and innovation.

Recommendation:

Based on an assessment score of 17/21, the recommendation is to support this application with a donation of \$11,000 and not \$12,500 as requested, as it is a new event and recommended funding will be in line with other sponsored City events such as the Coogee Jetty to Jetty Swim.

Applicant:	Curtin University
Proposal:	Curtin Ignition 2023 - Program Sponsor (Scholarship)
Requested:	\$3,750
<u>Recommended:</u>	<u>\$3,750</u>

Curtin University is a vibrant and forward-thinking university that defines itself through innovative practice in teaching and research, earning it a growing international reputation for excellence.

Curtin University is ranked in the top 1% of universities worldwide in the highly regarded Academic Rankings of World Universities and ninth in Australia.

Curtin Business School's Executive Education programs deliver practical skills and knowledge in a range of business areas, including luxury branding, human resources, business strategy, tourism, international business, supply chain management and data analytics.

The purpose of the Curtin Ignition Program is to deliver world-class entrepreneurial education with the goal of stimulating commercialisation and creating a more diversified industry base in WA.

To date it has aided potential high growth ventures raise equity funding, helped create new enterprises, and created over 200 new jobs in alumni ventures.

Curtin Ignition is an intensive training program for aspiring entrepreneurs, academics and corporate innovators to trial and then prepare business ideas for the commercial environment.

It provides the tools, contacts and confidence to transform ideas into a successful business venture.

This is the thirteenth year Curtin University has successfully run the program.

Each year there are 50-60 delegates that attend the program, and they now have an alumnus of over 650 people.

The 2023 program is aiming to have 100 delegates.

The 5½-day program held in September each year includes:

- Sunday - Welcome/Induction
- Monday - Business Models and Marketing
- Tuesday - Intellectual Property
- Wednesday - Finance and Investment
- Thursday - Team Building/Launching your idea
- Friday - Clinics, Posters, Presentation Pitch.

Each day has 3-4 presentations from industry experts.

At the end of all presentations the delegates split into groups of 5-6 and can apply the day's learnings to their own businesses one on one with their mentor.

On Tuesday and Wednesday there are panel sessions in the evening, one is "Ask the Alumni", and the second is a "Finance" panel.

The program then culminates on the final day where the delegates can have two 30-minute appointments of their choice with a range of different clinicians i.e., IP lawyer, marketing expert. After this each delegate gives a 10-minute pitch on their business to a panel of experts and receives 10 minutes of feedback on their pitch.

Ignition has already generated over \$6,000,000 of economic activity for WA over its 10 years and to date it has aided potential high growth ventures raise equity funding, helped create new enterprises and created over 214 new fulltime jobs and over 83 part time jobs in alumni ventures.

Curtin University report the benefits to the Ignition program includes:

- Stimulates the creation of new high growth ventures
- Increases knowledge in the start-up community
- Fosters entrepreneurial spirit in WA
- Increases the level of collaboration between corporate innovation partners, universities, government departments, small and large businesses
- Increases employment opportunities
- Encourages creation of new connections
- Improves business and innovation knowledge and capability
- Improves access to advice from key experienced professionals
- Creates linkages between delegates, students, and the business community.

The sponsorship benefits for the City include:

- Sponsorship Announcement to the Ignition Community (database comprising 5000+ of the WA Start Up and SME Community)
- Logo and link on the Curtin Ignition Website
- Inclusion on Ignition social media channels
- Inclusion of City's logo on appropriate PR communications
- Opportunity to display City's banner in the teaching room for Ignition's duration
- Opportunity to provide collateral for the delegate bags
- Ongoing verbal mention throughout the event
- An invitation for two people to the 'Welcome' session', 'Ask the Alumni Panel Session' and 'Funding Panel Session'
- Opportunity to attend a selection of the keynote sessions
- An invitation for two people to attend the finale Cocktail Function
- Exposure to high level industry guests, media, and attendees
- Entry in and copy of the contributor directory booklet
- Members of the organisation to be invited to be a member of the Pitch Panel and the one-on-one clinics
- Access to the Ignition program's extensive network of entrepreneurs and corporate innovators.

The Curtin Ignition Program receives financial support from Landgate, Wrays, ECU Cyberwest, Peel Development Commission, DPIRD, Cities of Canning, Wanneroo, South Perth and Town of Victoria Park, amongst others.

The City has previously financially supported the Curtin Ignition Program with sponsorship as follows:

- March 2022, \$6,500 (Sponsorship of two delegates)
- March 2021, \$6,500 (Sponsorship of two delegates)
- March 2020, \$6,500 (Sponsorship of four delegates)

Curtin University has requested sponsorship for one Cockburn delegate to attend the 2023 program, with the cost of the program being \$3,750 per delegate, which includes all teaching, materials.

This is an increase of \$500 per person compared to previous years to accommodate the rising costs of mentors, speakers, catering and other program expenses. The first increase in 10 years.

The City's Economic Development team strongly support Curtin Ignition's request for sponsorship, who they are in regular communication with.

Local businesses have found value and benefit from the program, and the City looks forward to sponsoring another Cockburn business to participate this year.

Recommendation:

Based on an assessment score of 17/21, the recommendation is to support this application with sponsorship of \$3,750.00 as requested.

Applicant: The Trustee for Spinnaker Health Research Foundation (SHRF)
Proposal: The City of Cockburn Spinnaker Health Research Foundation Award 2024 - Naming Rights Sponsorship

Requested: \$20,000

Recommended: \$20,000

Over 24 years, Spinnaker Health Research Foundation (SHRF) has funded more than 240 medical research projects, travel grants and PhD scholarships, totalling over \$6million and leveraging a further \$20million from peak funding bodies.

Established at Fremantle Hospital as an independent charitable entity in 1996, first grants were awarded in 1999.

In 2016, the foundation expanded its partnership to include Fiona Stanley Hospital, renaming to Spinnaker as homage to founding Chair, Warren Jones.

As the only medical research foundation south of the river, SHRF has expanded its traditional mission of support for early career research and seed grants to include priority areas that are recognised gaps in knowledge.

SHRF's purpose is to support innovative research into the causes, prevention, treatments and cures of the illnesses and diseases most prevalent in the local community.

Uniquely positioned in partnership with WA's leading tertiary hospital, SHRF funds the entire life cycle of health, from maternity to geriatrics, including newborns, paediatrics, life-impacting diseases such as cardiovascular and diabetes, cancer, mental health, and rare disease.

SHRF strives to:

- Support research that responds to the identified needs of the south metropolitan community of Perth, Western Australia
- Support and inspire research with demonstrable translation to clinical practice to improve patient outcomes across all areas of disease and injury
- Support research for the prevention of chronic health conditions
- Provide opportunities for the translation of knowledge for the benefit of all members of the community.

All SHRF grant projects are scored by an esteemed panel of scientific advisors so that the most feasible projects that demonstrate outcomes that translate into improved health and enhanced clinical practices are selected.

2022 saw a record number of exceptional applications and SHRF expect this trend to continue in 2023.

Only a small number of applications will receive funding.

SHRF rely on supporters like the City to ensure these exceptional projects don't go unfunded and potential outcomes lost.

SHRF will work with the City to select a project to support, post the appropriate Scientific Advisory meeting. The final decision is at the discretion of the SHRF Board.

Sponsorship funding from the City of Cockburn will ensure the awarding of one grant within the annual SHRF round of competitive grants, for Early Career Research and Seed Grants, commencing in 2024.

The grants are subject to an Expressions of Interest process which opens in late May 2023.

Applications are then reviewed by a Scientific Advisory Committee against rigorous scoring criteria and shortlisted candidates are then invited to submit a full application prior to final assessment and recommendation for award.

Recipients are awarded the grants at a formal ceremony to be held in late November 2023.

The grants are then effective for a 12-month period commencing February 2024.

By awarding these grants, SHRF fulfill their purpose of continuing to ensure the best research, that will have translatable outcomes for the South Metropolitan Perth region, is able to continue.

The event will recognise the successful grant recipients, as well as the donor or named sponsor.

The City will have the opportunity to present their award in front of an audience of 120-150 guests comprised of research grant recipients, university representatives, South Metropolitan Health Service Executives, South West Local Government Councillors and Mayors, corporate and community partners, Fremantle and Attadale Rotary Club supporters, media, and suppliers.

The applicant advises it will promote and publicise the City of Cockburn's sponsorship support through:

- Logo promotion on their supporter's webpage
- Newsletter distributed to 1,035 subscribers
- Naming in the event program
- Naming in the Foundation's Annual Review
- On-screen logo at the Awards night
- Social media post acknowledgment including use of event hashtags.

Branding benefits include:

- Naming of an Award
- Opportunity for the City to be involved in the selection of the project receiving the award in line with the City's Strategic Community Plan in Community, Lifestyle and Security - providing safe, attractive, healthy programs and infrastructure for a diverse range of activity and people
- Invitation for the Mayor, CEO and suggested staff members to attend the Annual Awards night in November 2023
- Opportunity for City representative to present the award at the Annual Awards night
- Opportunity for City to provide pull up banner to display at Awards night.

Other benefits include:

- City to receive outcomes and benefits of the City's sponsored award via partnership report or grant acquittal
- Publicity and photos of the Award Ceremony provided to the City
- Certificate of Appreciation
- Invitation to the SHRF other key events provided to the CEO and Mayor.

The City has previously financially supported The Trustee for Spinnaker Health Research Foundation with sponsorship as follows:

- | | |
|----------------------------|----------------------------|
| • March 22, \$15,000 | • September 2010, \$15,000 |
| • March 2021, \$15,000 | • September 2009, \$10,000 |
| • September 2019, \$15,000 | • September 2008, \$10,000 |
| • September 2012, \$15,000 | • October 2007, \$10,000 |
| • September 2011, \$15,000 | • October 2006, \$10,000. |

The application states Spinnaker has a large base of supporters and donors including Cockburn Integrated Health, South Metropolitan Health Service, Austal Shipping, Little Creatures Brewing Company, Rotary Club of Fremantle and Attadale.

They also have a number of private, individual donors from the community and across WA.

In 2022, the City of Cockburn award (for the 2023 period) was granted to Dr Chanakya Sharma at Fiona Stanley Hospital, who will use finger-prick testing to check blood levels of methotrexate of patients with rheumatoid arthritis.

This research has been identified as important to a large number of residents in south metropolitan Perth and the aim is that outcomes of Dr Sharma's research will create better translational health outcomes for our community.

A similarly important topic for the local community will be chosen for the 2024 award.

SHRF has requested sponsorship of \$20,000 which is a \$5,000 increase compared to previous years.

They are requesting an increase of \$5,000 to award a grant of \$20,000 in the next round to meet the increasing costs of research.

In 2022 the value of each Spinnaker grant increased from \$15,000 to \$20,000 which has been a welcomed change from the research community as the value of grants had not increased for more than 15 years.

Recommendation:

Based on an assessment score of 18/21, the recommendation is to support this application with sponsorship of \$20,000 as requested.

The sponsorship opportunity is in line with the City's desired image.

Applicant: Swimming WA Inc (SWA)
Proposal: OWS Series 2023/24 Coogee Round incl 10km Open Water State Championships - Official Sponsorship

Requested: \$13,000

Recommended: \$12,500

Swimming WA (SWA) is the State Sporting Association for swimming in WA.

Founded in 1902, SWA represents 81 affiliated clubs and over 11,000 members state-wide.

They manage and promote the sport of swimming in WA and host a full calendar of pool and open water swimming events annually.

A critical focus of their strategic plan is to deliver participation opportunities and development pathways for swimmers of all ages and abilities, including disadvantaged populations such as those with disabilities.

Open Water Swimming (OWS) events are growing in popularity in WA, nationally and internationally.

SWA has been building its Open Water Series in recent years, comprising 10 events in 2022-23 including the Coogee Round, hosted at a range of WA's prestigious beach locations.

These events are open to all ages above nine years, offering distances from the Come and Try 500m to 10kms.

They deliver significant community vibrancy and economic impact and offer a fantastic competition opportunity for elite swimmers to those competing for the first time.

WA has world class natural waters and SWA seeks, through the OWS Series to showcase them and provide ocean swimming competition opportunities, through events that are responsibly and safely managed in partnership with local Surf Life Saving Clubs.

In 2022-3, Coogee was one of six hosts of the new and successful Elite Series (top 25 males and 25 females).

SWA are proposing to hold the Coogee 2023-24 round over two days from 24-25 November 2023, which will incorporate the OWS 10km State Championships, meaning the Coogee Round will be contested by the best open water swimmers in WA, adding prestige, community vibrancy and attracting more swimmers/spectators to the event (total 1,400+ expected).

WA also hopes to launch a new OW Schools' Championship as part of the event, expecting to attract at least 45 schools and 225 competitors, which has been identified as a priority for growth and development in coming years.

This new event will require additional promotion and leveraging of SWA's school relationships Perth-wide.

Local swimming clubs will benefit from the event including South Lake Dolphins who partner with Swimming WA to provide volunteer assistance at the event.

This provides valuable event management experience to the individuals and the Club.

The local SWA affiliated clubs (and Masters Swimming Clubs) enjoy access to a top-class event on their doorstep.

The variety of swimming distances (including Come and Try) attracts swimmers from the local community who may not be club members, and this provides opportunity for connection to and recruitment by clubs.

Coogee Beach Surf Lifesaving Club will benefit financially as the contracted water safety provider for the event.

As a key partner they also benefit from the additional profile and showcasing their critical work in the event.

The event delivers local community vibrancy and economic impact, offering a healthy and fun activity to participate in as swimmer or spectator.

As a large community event with an expected 940-plus swimmers it also builds the profile of the community, not least as a premier swimming and beach location.

Swimming WA will look to engage with local businesses pre and post event where possible, and those hospitality businesses adjacent to the Beach benefit from increased footfall.

It is proposed the City of Cockburn's sponsorship would be promoted by:

- An opportunity for an interview with the MC at the event and regular reference throughout the event
- Presentation of medals and awards at the event
- 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.

With the following branding benefits on offer:

- Four branded teardrops at the round (to be 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 Series
- Sponsor acknowledgements / read-outs throughout the event on the day.
- Free entry for City of Cockburn employees to event.

The City has previously supported SWA's OWS Coogee Round as follows:

- September 2022, \$7,500
- September 2021, \$5,000
- March 2019, \$5,000.

SWA has requested sponsorship of \$13,000, an increase of \$5,500 to accommodate the introduction of two new events i.e., hosting the OWS 10km State Championships and WA OWS School Championships for secondary schools, for the first time as part of the Coogee round.

SWA has advised that the WA OWS School Championships may not be able to be run if sufficient City of Cockburn sponsorship support is not granted.

This event is the cornerstone of SWA's strategy to expand the OWS Series to the next generation.

It will be open to all schools across the wider Perth metropolitan area, with events offered at 250m, 500m, 1.0km distances and relays.

There will be three age groups - Years 7 & 8; 9 & 10; and 11 & 12.

Schools can enter teams with a minimum of four swimmers per team.

This is an exciting initiative, not least because it offers access to swimmers of all abilities, in the knowledge that traditional pool-based swimming carnivals typically target competitive swimmers and are less inclusive.

The Schools Championships will add to aggregate event numbers, vibrancy and the prestige and profile of the event. It will be scheduled on the Friday before the individual event on Saturday.

The addition of the WA OW Schools' Championship, and requirement to stage it on the Friday (a school day) adds appreciably to the event's budgeted expenditure because of the need to set up for two days, not one.

However, this event and the 10km State Championships will establish Coogee as our premier event in the OWS Series Calendar. SWA are excited about establishing and developing the Schools' Championship at Coogee if the City chooses to support the initiative.

Its potential is large, given SWA's reach to all secondary schools in metropolitan Perth.

Recommendation:

Based on an assessment score of 17/21, the recommendation is to support this application with sponsorship of \$12,500.

Council approved a SWA Sponsorship application of \$7,500 for the OWS Series 2022/23 Coogee Round at the Ordinary Council Meeting held on Thursday 13 October 2022.

The application was submitted out of the regular grant round due to the timing of the event being 14 January 2023.

OWS have completed their acquittal obligations for this funding.

The current application has been submitted in the March 2023 round to accommodate the new proposed event date being 24 and 25 November 2023.

It is recommended that the City support the application with sponsorship of \$12,500, to ensure funding stays within the maximum funding allocation of \$20,000 per organisation, per financial year, as outlined in the "Community Funding for Community Organisations and Individuals" Guidelines.

Committed And Contractual Funding

As can be seen in the attachment budget, several donations are deemed to be committed by legal agreements, such as leases, or by Council decision.

There are no recommended adjustments to the commitments for the 2022-23 financial year.

The recommended allocation for committed/contractual donations for 2022-23 is \$482,971

Strategic Plans/Policy Implications

Community, Lifestyle & Security

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

- A safe and healthy community that is socially connected.

Budget/Financial Implications

Council approved a budget for Grants and Donations for 2022-23 of \$1,455,000.

Following is a summary of the grants, donations, and sponsorship categories for 2022-23.

Summary of Proposed Allocations	Budget for FY23
Committed/Contractual Donations	\$482,971
Donations	\$195,975
Sponsorship	\$90,574
Specific Grant Programs	\$685,480
Total	\$1,455,000

Legal Implications

N/A

Community Consultation

In the lead up to the March 2023 round, grants, donations, and sponsorship funding opportunities were promoted through the local media and Council networks, as follows:

- Three advertisements in the Perth Now Cockburn Gazette on 16 February, 2 March and 17 March 2023
- City of Cockburn Facebook promotional posts from 13 February to 15 March 2023
- Promotion to community groups through the Community Development Service Unit email networks, contacts, and community group meetings
- Cockburn Community Group E News March 2023 edition
- School email update March 2023 edition
- Information available on the City of Cockburn website
- Reminder email sent to previous and regular applicants and 55 organisations and individuals who made enquiries during the application period
- Distribution of promotional flyers.

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 be allocated to individuals or groups who did not meet the criteria and guidelines and/or did not use the funds for the purposes they were provided.

Adherence to these requirements is essential.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 June 2023 Ordinary Council Meeting.

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

Nil

GRANTS, DONATIONS & SPONSORSHIP ADOPTED BUDGET 2022-23

Activity OP 315 Natural Acc 6810	Description	Allocated 2022-23	Actual as at 5 May 23	Proposed Adjustments 2022-23	Comments	Council Decision/ Delegated Authority
	Donations					
	Committed/Contractual					
8243	Little Green Steps WA Partnership Agreement	31,569	31569	31,569	Two-year partnership agreement with LGS WA to support early year childhood services with education for sustainability for 2021/22 and 2022/23. Council Decision 12 August 2021.	Council Decision
8896	Cockburn Community Men's Shed Coordinator	54,854	54854	54,854	Funding for Cockburn Community Men's Shed Inc. to support the annual administration costs of a part-time coordinator. (plus CPI 7.6%). Council Decision 11 August 2022.	Council Decision
9239	Native ARC	102,020	51,010	102,020	Donation to support the annual administration costs of Native ARC (plus annual CPI 7.6%). Council Decision 11 August 2022.	Council Decision
9310	The Wetlands Centre Cockburn	102,020	102,020	102,020	Donation to support the annual administration costs of The Wetlands Centre Cockburn (plus CPI 7.6%). Council Decision 11 August 2022.	Council Decision
9317	Pineview Preschool Maintenance Contribution	8,305	8,305	8,305	Annual contribution for maintenance of grounds and building (plus CPI 1.1%)	Lease Agreement
9322	Cockburn ARC/Dolphin Swim Club Subsidy	150,000	83,130	150,000	Subsidised fees for Dolphin Swim Club at Cockburn ARC (as to Minute 6057 of OCM 13 April 2017)	Council Decision
9398	Cockburn Senior Citizens Building Donation	10,192	10,192	10,192	Assists with maintenance costs as per lease agreement (plus CPI 1.1%)	Lease Agreement
9559	Cockburn Cricket Club Insurance	1,500	1,500	1,500	Commitment included in the lease agreement (flat fee)	Lease Agreement
9574	Spearwood Dalmatinac Club - Rates Reimbursement	12,511	12,511	12,511	Reimbursement of 50% of annual rates payable by Spearwood Dalmatinac Club for 42 Azelia Rd, Spearwood as to Council Decision 14 May 2009	Council Decision
9244	Melville Cockburn Chamber of Commerce (MCCC)	10,000	10000	10,000	6 months funding until June 2023.	Council Decision
	Future Allocations					
	Committed/Contractual Sub Total	482,971	365,090	482,971		
	Donations to Organisations					
9196	Donations to Organisations	85,875			Amount set aside for allocation in the March 2023 funding round	Council Decision
9196	Cockburn Volunteer Sea Search and Rescue Group Inc	15,000	15,000	15,000	Request for \$15,000 Donation towards operating costs for 24/7 radio coverage and sea search and rescue service	Council Decision
9196	City of Cockburn RSL Sub-Branch	10,000	10,000	10,000	Request for \$10,000 Donation towards their activities, operations and commemorative services such as the ANZAC Youth Parade	Council Decision
9196	St Vincent de Paul Society Yangebup	5,000	5,000	5,000	Request for \$5,000 Donation towards their ongoing costs to assist people in need	Council Decision
9196	Cockburn Central YouthCARE Council (CCYC)	20,000	20,000	20,000	Request for \$20,000 Donation towards chaplaincy services at Atwell College, Lakeland Senior High School and Hammond Park Secondary College	Council Decision
9196	Cockburn Community and Cultural Council Inc.	10,000	10,000	10,000	Request for \$10,000 Donation towards their general operating costs	Council Decision
9196	Cockburn Toy Library	7,000	7,000	7,000	Request for \$7,000 Donation towards their rent and other operational expenses	Council Decision
9196	Friends of the Community Inc.	2,000	2,000	2,000	Request for \$2,000 Donation towards operating and administration costs to allow funds raised to be returned to the community	Council Decision
9196	Yangebup Family Centre	13,125	13,125	13,125	Request for \$13,125 Donation towards operating three creche sessions a week to support participation in PlayClub and various workshops for parents	Council Decision
9196	Meerilinga Young Children's Service	10,000	10,000	10,000	Request for \$10,000 Donation towards operation of family and children's services in Cockburn	Council Decision
9196	Volunteer Home Support	2,000	2,000	2,000	Request for \$6,500 Donation to assist with garden waste removal costs for Cockburn homes	Council Decision
9196	Cooby Youth Space	0	0	0	Request for \$6,000 to deliver Stephen Michael Foundation Nightfields program. Received a Community Grant	Council Decision
9196	Imagined Futures (formally South West Metropolitan Partnership Forum)	15,000	15,000	15,000	Request for \$15,000 Donation to assist in planning and delivery of collective impact projects that support local young people and vulnerable community members	Council Decision
9196	Anglicare	10,000	10,000	10,000	Request for \$15,000 Donation to assist with running the Making Ends Meet program	Council Decision
9196	Portcare	5,000	5,000	5,000	Request for \$20,000 Donation to assist with operating costs, including rent	Council Decision
9196	Assisting Your Life to Achieve (AYLA Inc)			6,600	Request for \$20,000 Donation towards operating costs for AYLA Inc	Council Decision

Item 15.2.3 Attachment 1

Activity OP 315 Natural Acc 6810	Description	Allocated 2022-23	Actual as at 5 May 23	Proposed Adjustments 2022-23	Comments	Council Decision/ Delegated Authority
9196	Hamilton Hill Youth CARE			10,250	Request for \$10,250 Donation towards Chaplaincy services at North Lake Secondary College and Fremantle College	Council Decision
9196	Second Harvest (Aus) Inc			20,000	Request for \$20,000 Donation towards operating costs for Second Harvest Australia	Council Decision
9196	Constable Care Foundation			15,000	Request for \$18,000 Donation towards operating costs for the delivery of programs in Cockburn	Council Decision
9196	Black Swan Health			20,000	Request for \$20,000 Donation towards operating costs for the Freo Street Doctor service in Cockburn	Council Decision
	Donations to Organisations Sub Total	210,000	124,125	195,975		
	Sponsorships					
9197	Sponsorships	56,176			Amount set aside for allocation in the March 2023 funding round	Council Decision
9197	Swimming WA	7,500	7,500	7,500	Official Sponsorship-Open Water Series 2022/23 Coogee Round - Approved OCM 13/10/22	Council Decision
9197	Cockburn Masters Swimming Club Inc	11,000	11,000	11,000	Request for \$11,000 for "major event partner sponsorship" for the Coogee Jetty to Jetty Swim, 12 March 2023	Council Decision
9197	Southern Lions Rugby Union Football Club	9,500	9,500	9,000	Request for \$12,500 for "naming rights sponsorship" for the 2023 City of Cockburn, 10s Rugby Invitational Tournament on the 25th of February 2023	Council Decision
9197	Perth Glory Football Club	5,824	5,824	5,824	Request for \$5,824 for "partner sponsorship" for Womens A League training at Beale Park	Council Decision
9197	Meeples, Decks and Dice Inc	0	0	0	Request for \$4,104 for "official sponsorship" for board game meets	Council Decision
9197	Kiteboarding Australia			11,000	Request for \$12,500 for a "major event partner sponsorship for the 2024 Wingfoiling National Championships	Council Decision
9197	Spinnaker Health Research Foundation			20,000	Request for \$20,000 for 'Naming Rights' Sponsorship for the City of Cockburn Award for a Health Research Grant 2024	Council Decision
9197	Curtin University			3,750	Request for \$3,750 'Program Sponsorship' for one Cockburn delegate to attend the 2023 Curtin Ignition program	Council Decision
9197	Swimming WA			12,500	Request for \$13,000 for Official Sponsorship -Open Water Series 2023-24 Coogee Round, 24/11/23-25/11/23	Council Decision
9197	Individual Sponsorship	10,000	5,850	10,000	Formal Sponsorship Program for Individuals	
	Sponsorships Sub Total	100,000	39,674	90,574		
	Grants					
8040	Landowner Biodiversity Conservation Program	35,000	28,882	35,000	Financial and natural resource management training support program for Cockburn landowners to conserve the natural bushland and wetland areas on their property	Delegated Authority
9004	Emergency Disaster Fund	15,000	0	15,000	For one-off emergency and disaster situations	Delegated Authority
9015	Youth Academic Grants	2,000	636	2,000	Assists young people to travel to attend academic programs and activities	Delegated Authority
9031	Junior Sports Travel Assistance Program	40,000	38,800	40,000	Assists young people in Cockburn representing WA or Australia in interstate or international team or individual sports to travel to competitions	Delegated Authority
9240	Sustainability Grants Program	40,000	3,659	40,000	Grants program established in accordance with Council Decision on 13 May 2010	Delegated Authority
9241	Len Packham Hall Subsidy (Burdiya)	6,000	20	6,000	Subsidy program that assists Indigenous and multicultural Cockburn families with hall hire costs for hosting funerals, memorials and cultural events	Delegated Authority
9312	Community Grants Program	100,000	30,531	113,803	Formal grant process for local community groups and organisations	Delegated Authority
9314	Provide Bins Sporting Events	3,000	4,543	3,000	Provide bins to schools for sports carnivals	Delegated Authority
9327	Community/Residents Assoc. Hall Hire Subsidy and Support Program	12,000	7,399	12,000	Assists community groups with hall hire for monthly meetings and events, incorporation/set up funds for new residents associations, small PO box hire funds	Delegated Authority
9329	Cultural Grants Program	40,000	22,793	40,000	Provide small grants to cultural and artistic groups and individuals	Delegated Authority
9331	Bus Hire Subsidy	1,500	273	1,500	Provides a subsidy towards the bus hire for community organisations	Delegated Authority
9335	Grants General Welfare	10,000	3,463	10,000	Miscellaneous requests for small donations as per Community Funding Guidelines	Delegated Authority
9341	Community Group Newsletter Subsidy	10,000	3,950	10,000	Assists community groups to disseminate information	Delegated Authority
9373	Small Events Sponsorship Program	45,000	41,726	45,000	Small Events Sponsorship Program for local events for community organisations	Delegated Authority
9396	U Fund	1,000	0	1,000	Small grants for youth for cultural/arts initiatives and events	Delegated Authority

Activity OP 315 Natural Acc 6810	Description	Allocated 2022-23	Actual as at 5 May 23	Proposed Adjustments 2022-23	Comments	Council Decision/ Delegated Authority
9399	Youth Arts Scholarships	5,000	0	5,000	Assist young people to travel in order to participate in performing/arts events and also for further study	Delegated Authority
9490	Environmental Education Initiatives Program	15,000	1,900	15,000	Assists schools to facilitate environmental education	Delegated Authority
9517	Cockburn Community Group Volunteer Insurance	18,500	16,944	18,500	Cockburn Community Group Insurance Program	Delegated Authority
9535	Council Match Staff Donation	2,000	1,569	2,000	Council to match staff fundraising effort	Delegated Authority
9649	Safety House/Walk to School Program	1,000	0	1,000	Support to schools for safety programs for children getting to school and to attend Safety House shows in Safety House month	Delegated Authority
9673	Sport and Recreation Club Grants	50,000	18,836	50,000	Grants matched by local sporting clubs for minor capital works on Council owned facilities and sporting equipment	Delegated Authority
9674	Grants to Schools	13,000	9,759	13,000	For small donations to schools for minor items	Delegated Authority
9688	Security Subsidy for Seniors	63,000	39,460	63,000	Subsidy program for security devices for seniors	Delegated Authority
9732	Economic Development (Business) Grants	100,000	-6,147	101,675	For one-off projects or activities that support local economic development	Delegated Authority
9495	Donation and Grants General Account	34,029	0	42,002	Remainder of grant allocations, to be allocated based on expenditure throughout the year	
	Grants Programs Sub Total	662,029	268,998	685,480		
	Totals	1,455,000	797,887	1,455,000		
	Budget	1,455,000		1,455,000		
	Balance	0		0		

15.2.4 Annual Calendar of Events

Responsible Executive	Chief of Community Services
Author	Head of Library and Cultural Service
Attachments	N/A

Officer Recommendation

The Committee recommends Council:

- (1) ADOPTS the proposed 2023/2024 Annual Calendar of Events, as identified in the report; and
- (2) INCLUDES an additional \$40,000 in the FY24 Annual Budget to cover the shortfall in funding needed to deliver the proposed Program of Events.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Committee Recommendation

That Council:

- (1) DEFERS the 23/24 Annual Calendar of Events, pending a Workshop for input with Elected Members.

Reason

There are a number of items that have been substantially changed from the previous Calendar of Events and need consultation with Elected Members before we can approve the new format, dates and locations of these events.

Background

Council is required to determine the calendar for the 2023/2024 events season, as per the Corporate Strategic Business Planning and Budget Policy, which states:

‘Provisional allocation for Community Events is to be up to a maximum of 0.8% of Rates Revenue (excluding any specified area rates).

Council approves the Annual Calendar of Events each year.’

Events included in this Policy are generally larger community events and related expenses detailed in the report are funded from this budget.

Other City run events, such as the Spring Fair, Show Off Art Exhibition, Hiroshima Day, and ANZAC events are funded from separate budgets.

Major events and festivals provide opportunities to nurture, enhance and celebrate arts, culture and our community through positive and diverse participation.

The Events and Culture Team have developed this year’s proposal for the 2023/2024 program of events based on:

- A review of the 2022/23 season
- Feedback from surveys, including the community scorecard data
- Staff debrief of events
- Feedback from event attendees, stakeholders, and monitoring of social media platforms.

Submission

N/A

Report

In 2023/24, it is proposed that the Annual Calendar of Events Program follows a revised format from the 2022/2023 events season.

The one exception to this is the Cultural Fair, which, after consultation, will be discontinued in its current format with funds proposed to be allocated to a greater spread of smaller cultural activations throughout the City (Arts and Cultural Activation Fund).

This is in line with the offerings and practice in other local Government areas and allows for more targeted cultural offerings which will lead to a greater overall attendance/participation.

Additionally, the current event brief does not provide multicultural experiences or opportunities for cultural exchange.

The title is historic and possibly misleading.

As part of the proposed activation fund, the events and community development team will collaborate to deliver multicultural events in collaboration with the new Multicultural Reference Group, that are representative and informed by our community.

Proposed 2023/2024 Calendar of Events

Below is the proposed 2023/2024 calendar of events:

All dates and times are provisional as they are subject to change, possible COVID-19 restrictions, and artist availability.

City officers will advise Elected Members of any significant changes through appropriate channels, and this will include the appointment of headline acts for the proposed community concert series.

Event Name	Date Time	Budget Ex-GST	Comments Location
Fur Run	Sunday 10 September 2023	OP8992 \$12,000	Bibra Lake. *Fur run will be delivered in collaboration with recreation services and include the Bibra Lake fun run to maximise event costs and community participation.
Teddy Bears Picnic	Wednesday 18 October 2023	OP 9307 \$50,000	Manning Park, Hamilton Hill. *Featuring 'Hello Baby' in collaboration with Community Development, children's services.
Side Splitter	6 & 7 13 & 14 October 2023	OP 8854 \$45,000	Memorial Hall, Hamilton Hill.
Seniors Social Evening 1	November 2023 6pm - 10.30pm	OP 9492 \$13,000	Rotating venues based on availability: Frankland Park /Treeby Community Centre/Spearwood Dalmatinac Club.

Event Name	Date Time	Budget Ex-GST	Comments Location
Christmas on the Coast (Working Title)	Sunday 17 December 2023	OP 9460 \$52,000	Coogee Beach Reserve, Coogee
Australia Day Coogee Beach Festival	Friday 26 January 2024 or Sunday 28 January.	OP 9107 \$103,000	Coogee Beach Reserve, Coogee *Officers are proposing to deliver the Australia Day Coogee Beach Festival in its current format on Sunday 28th January based on community feedback and to pay respect to our first nations community.
Community Concert Series (Working Title)	November 2023 February 2024	OP 9476 \$200,000	Venue to be determined as Cockburn Central venue not available due to Cockburn ARC expansion.
Seniors Social Evening 2	February 2024	OP 8856 \$13,000	Rotating venues based on availability: Frankland Park/Treeby Community Centre/Spearwood Dalmatinac Club
Coogee Live	March 2024	\$299,000, plus sponsorship income	Coogee Beach Reserve and Omeo Park, Coogee <i>* Approved for three years in 2021</i>
Arts and Culture Activation Fund (previously Cultural Fair event budget)	Various	OP 9108 \$90,000	Various locations Activation fund developed to deliver children's art exhibition, performing arts residency, pop up exhibitions and other installations as well as a multicultural celebration.
Seniors Social Evening 3	June 2024	OP 8856 \$13,000 (ticket income offset last dance in the season)	Rotating venues based on availability: Frankland Park/Treeby Community Centre/Spearwood Dalmatinac Club
Marketing and Research		OP 9021 \$140,000	Marketing for all events; Surveys at two events and increased images and video content.
TOTAL		\$1,030,000	

It is necessary to consider and adopt the events calendar no later than June for the following reasons:

- Booking and securing artists and performers
- Marketing for the season needs to start in September and adequate time is required for marketing material to be produced prior. Preparation of the events guide commences in July of each year
- October-November events are included in Cockburn Soundings October edition, which is prepared in August.
- Event and Cultural Services apply to a variety of funding bodies. Council needs to have determined the season of events before applications are submitted.

The number of events in this program are designed according to budget and to enable the events staff to manage them, in addition to the other events that are delivered during the year.

It should be noted that funding of the events below is not taken from this policy budget.

- Bibra Lake Fun Run
- Hiroshima Day
- Show Off Art Exhibition
- Spring Fair
- ANZAC events (Memorial Service and Youth Parade)
- Other external cultural events and Ad hoc city events
- Civic Services events (including citizenship ceremonies, pioneers' luncheon, emergency services recognition event, annual mayoral functions)
- End of Year staff recognition event.

School, Resident Group and Cultural Group events participation

Where appropriate, the City will contact schools, residents and cultural and community groups inviting them to express interest in contributing to the proposed Art and Cultural activations, and Coogee Live.

Additionally, the Events and Culture team work closely with internal stakeholders, including but not limited to, community development, public health, property and assets and recreation.

Community Concert Series

The Cockburn Central venue previously used for the Community Concert is not available for February 2024 due to the commencement of the Cockburn ARC expansion.

This, combined with the evaluation and low attendance of the 2023 Concert, has led to a decision to try a new format for this concept going forward.

As such, additional funding has been requested to fund a series of two smaller concerts for the 2023/24 event season with the intent to activate new areas within the Cockburn municipality and increase the opportunities for the community to engage with arts and culture.

Both concerts will showcase local and state-based talent with a headlining act, should the full budget be approved.

Elected Members will be advised via hub communications when the headliner has been confirmed.

The November concert will be a smaller more intimate outdoor performance with the venue options still being explored, followed by a larger outdoor event in February to align with previous programming.

This shift to two events will allow Officers to gather feedback from the community to determine what style of concerts they would like into the future, and ensure we are meeting the broader needs of the community rather than focusing on a one-off mass appeal event.

All performer contracts have a COVID-19 clause included. If the contracted performer is unable to attend, Officers will book a local act for the main and support act.

The support act choice would be determined based on budget and complementary style and genre.

Seniors' Events

The City presents three seniors' evening events.

It is proposed to keep the price to \$13 per person for 2023/2024 (cost to the City is \$45.00 per senior).

This is based on the capacity of the Dalmatinac Club and the sale of 270 tickets.

An allocation of one ticket each (ten in total) is made for Elected Members, and up to twenty volunteers from the Seniors Centre.

Only Cockburn residents are permitted to attend.

New locations are being explored to ensure multiple engagement opportunities for seniors are being presented.

Fur Run

Fur Run is a popular event that has been held in Manning Park since its inception.

Given environmental constraints within Manning Park, it's proposed that the event move to Bibra Lake to align with the Fun Run.

The Fun Run (delivered by Recreation Services) is an early morning event, which when followed by Fur Run will bring the community together to enjoy the services, stalls, and offerings of both events, while allowing for co-promotion and shared resources, and minimizing the impact on the environment.

Christmas Event

Due to numbers being stagnant, lack of shade and lack of existing facilities at the Cockburn Central venue, Christmas on the Green is becoming Christmas on the Coast (working title).

The change in location will allow Events staff to 383evitalize the event and broaden the opportunities for coastal activities.

Example activations such as Santa arriving by boat, Christmas mermaids and sandcastles, carolers on the jetty and storytelling are being explored.

Australia Day Coogee Beach Festival

The annual community scorecard demonstrated a strong desire to 'change the date' of Australia Day celebrations.

This was coupled with a decline in satisfaction relating to festivals, events and arts and culture activations via our first nations community.

Officers are proposing to retain the current beach festival event structure as the event is well received by the community in its current format but deliver the event on Sunday 28 January 2024 instead of Friday 26 January.

The City will continue to run a Citizenship Ceremony on Australia Day.

Summary of other events proposed to continue without change

The following events are retained with no or minor modifications due to their popularity and good attendance:

- Teddy Bear's Picnic – October 2023
- Side Splitter Comedy Festival – October 2023
- Coogee Live - March 2023

Marketing/Insurance/Research/Concept Development

The Marketing Plan will include traditional advertising, use of social media, the annual events brochure mailed to all households, Cockburn Soundings, billboards, posters, and promotion at other events, with the possibility of bus backs, waste trucks and electronic billboards with the increased amount.

Promotion also occurs on Messages on Hold and internal communications and the funding also contributes to event surveys (two events per year) and photography/ videography at events.

Funding

The City is currently reviewing its sponsorship opportunities and will be applying to a range of local businesses and government funding opportunities.

This will include Lotterywest funding, Department of Local Government, Sports and Cultural Industries funding, and other relevant arts, culture and events funding.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

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

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.
- A safe and healthy community that is socially connected.

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

The FY24 Draft Budget currently includes \$990,000 for the Calendar of Events Program, representing 0.8% of rates revenue set within the Corporate Sponsorship Policy.

The funding needed for the proposed Annual Calendar of Events Program is \$1,030,000 due to a considerable increase in suppliers and services costs.

Additional budget funding of \$40,000 will be needed for the 2023/24 financial year.

Legal Implications

N/A

Community Consultation

The 2023 Catalyse Market Community Scorecard research for events showed an overall positive rating of 90% for events and festivals.

The research demonstrated the City's strong position for popular events and the reach across multiple demographics.

It should be noted that there has been a five-point decline in Major events and Festivals (the same decline has been captured for arts and culture), which indicates programming requires refreshment and diversification.

Additionally, the performance index score has declined from 72% to 68%, meaning that the internal KPI has not been met.

The proposed changes for the 2023/2024 event season will ensure that the City continues to deliver innovative and engaging events that meet the needs of our community.

Risk Management Implications

The risks in not adopting the events program at the June 2023 Council meeting are:

- A delay in booking acts, which reduces the choice of preferred acts
- Preventing the events team from being able to fully plan and execute events to a high standard
- Preventing the events team from being able to market events in a timely and effective way
- Preventing the City from securing sponsorship and creative partnerships
- Reputation risk needs to be considered, should the City decide not to increase funding allocation and diversify offerings
- Continued disengagement and a decline in community performance, should the offering not diversify.

Risk of not securing sponsorship for Coogee Live

If sponsorship is significantly reduced, the City will be required to reduce the event component to what is affordable within the budget or seek additional funds from Council.

It should be noted that a new funding approach is being developed for Coogee Live for implementation for the 2024 Festival.

The recent culture counts survey (406 responses) reported that 96% of people attending the event had a positive experience and 33% of respondents identified as being born overseas, signifying a multicultural community who have a strong desire for multicultural, creative experiences.

Advice to Proponent(s)/Submitters

N/A

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

Nil

15.2.5 Service Review - Governance and Strategy

Responsible Executive	Executive Governance and Strategy
Author	Manager Legal and Compliance
Attachments	<ol style="list-style-type: none">1. Service Plan Review - Legal and Compliance ↓2. Service Plan Review - Strategy and Integrated Planning ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) RECEIVES the Service Plan Review for Governance and Strategy.

Background

The City undertakes regular reviews of Service Plans to ensure that all service units remain relevant, risks and opportunities are identified, and that delivery of the Corporate Business Plan is maintained.

Submission

N/A

Report

The Governance and Strategy Division is comprised of:

1. Legal and Compliance Service Unit; and
2. Strategy and Integrated Planning Service Unit.

The Legal and Compliance and Strategy and Integrated Planning Service Units are both within the Governance and Strategy Division.

The division was established through the organisational restructure in 2021, reorganising and realigning services which had previously been in separate divisions, addressing under-capacity and resourcing in key areas.

The reason for establishing the Legal and Compliance service unit is to ensure compliance and risk management responsibilities are fulfilled within a timely manner within statutory and best practice standards.

The reason for establishing the Strategy and Integrated Planning service unit is to support the City in the development and integration of corporate planning.

The Service Plan Review for both Service Units has identified the risk of legislative changes on service delivery, specifically the Local Government Amendment Bill 2023.

The Bill will see substantive changes to integrated planning and reporting in local government, and several governance functions delivered by the legal and compliance service unit.

The reviews propose no substantive changes for the remainder of FY23.

The FY24 Service Legal Plans will be updated to give consideration to the impacts resulting from the Local Government Amendment Bill 2023.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

There are no financial implications from this review.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Risks have been identified and addressed (where appropriate) in each Service Plan document reviewed (as attached).

Risks with operational impacts have been and will be managed accordingly.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Listening and
Leading

Legal and Compliance

FY23 Service Plan Review	
Service Purpose	The City of Cockburn on the right side of the law.
Service Units Reviewed	<ul style="list-style-type: none"> • Legal services • Corporate governance and compliance • Enterprise risk management.
Relevance of service on strategic plan delivery	Listening and Leading - 5.1 Best practice Governance, partnerships and value for money.
Identify new risks or opportunities that will impact the service unit	Local Government Amendment Bill 2023 Results of Risk Maturity Assessment
Identify any changes to strategic assumptions and impact on strategic plan	Local Government Amendment Bill 2023
Outlined what has worked well in the last 12 months	Governance Framework Risk Maturity Review Changes to governance practices to align with industry best practice
Outline internal/external environmental changes impacting on service	Resource limitations
Any changes required to service plan	No significant changes required



Listening and
Leading

Strategy and Integrated Planning

FY23 Service Plan Review	
Service Purpose	A clear vision with reportable and deliverable milestones.
Service Units Reviewed	Strategy and Integrated Planning
Relevance of service on strategic plan delivery	Service ensures strategic plan delivery is aligned to Integrated Planning and Reporting Framework
Identify new risks or opportunities that will impact the service unit	Local Government Reform Bill 2023
Identify any changes to strategic assumptions and impact on strategic plan	Changes to the Integrated Planning and Reporting Framework via the Local Government Reform Bill 2023
Outlined what has worked well in the last 12 months	Improved integration of Corporate Business plan review with annual budget process
Outline internal/external environmental changes impacting on service	Changes to the Integrated Planning and Reporting Framework via the Local Government Reform Bill 2023
Any changes required to service plan	No significant changes required

15.2.6 Service Review - People Experience and Transformation

Responsible Executive	Acting Executive, People Experience and Transformation
Author	Acting Executive, People Experience and Transformation
Attachments	<ol style="list-style-type: none">1. People Experience Service Plan FY23 ↓2. Work Health and Safety Service Plan FY23 ↓3. Transformation, Innovation and Culture Service Plan FY23 ↓4. People Experience Service Plan Review FY23 ↓5. Work Health and Safety Service Plan Review FY23 ↓6. Culture and Organisational Development Service Plan Review FY23 ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) RECEIVES the Service Plan Review for People Experience and Transformation.

Background

The City undertakes regular reviews of Service Plans to ensure that all service units remain relevant, risks and opportunities are identified, and that delivery of the Corporate Business Plan is maintained.

Submission

N/A

Report

The People Experience and Transformation Division consists of three service units:

1. People Experience
2. Workplace Health and Safety
3. Culture and Organisational Development.

These service units are responsible for the provision of support whole of business, delivering human resource management, workplace health and safety support and culture and organisational development initiatives.

The People Experience and Transformation Division was established through the organisational restructure in 2021, aligning the three service units together to deliver on a principal purpose, to 'unlock the potential of our people'.

All activities delivered by these three service units work collaboratively towards delivering on this purpose.

The service review identified that significant legislative changes in Human Resource and Work Health and Safety have had impacts on the service unit deliverables, leading to new risks.

The Enterprise Agreement has been negotiated during a financially volatile time with cost-of-living pressures being heavily advocated and considered throughout this process.

The Culture and Organisational Development focus has been on the developing of capability across the business, particularly focusing on leadership development and career and succession planning.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- Employer of choice focusing on equity, innovation and technology.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Risks have been identified in each Service Unit Review document.

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*

N/A



Listening and
Leading

People Experience

Service Plan 2022/2023	
Service Purpose	Employee lifecycle experience that unlocks the potential of our people.
Sub-services	<ul style="list-style-type: none"> • People Experience • Organisational Development • Payroll
Objectives (Deliverables)	<p>People Experience:</p> <ul style="list-style-type: none"> • High-level human resources expertise and support across divisions • The Performance Experience Framework • Recruiting and onboarding • Performance management • Workforce Plan development • Enterprise Agreement negotiations and administration • Industrial relations advice (to mitigate risk). <p>Organisational Development:</p> <ul style="list-style-type: none"> • Managing performance review program across divisions • Delivering compliance and development training plans • Succession planning • Capability building. <p>Payroll:</p> <ul style="list-style-type: none"> • Preparing and distributing payroll in a timely manner • Managing superannuation payments • Complying with relevant legislation.
Strategic Link	Listening and Leading - 5.3 Employer of choice focusing on equity, innovation and technology.
Insourcing vs Outsourcing	<p>Primarily insourced.</p> <p>Outsourcing of senior and executive recruitment, industrial relations advice, legal and investigation support, and training and development, as required.</p>
Service Risks	<ul style="list-style-type: none"> • COVID-19 poses a risk to resourcing, due to increased absenteeism across the City • The transition from the Federal Industrial Relations system to the State system is expected to occur in 2022. The transition will increase the workload of this service unit. However, with no firm time frames, it also creates uncertainty around the delivery of other projects.



Service Assets	Minor assets		
Service Requirements	Other (please specify) Provide organisational support		
Linked Committees/Advisory Groups	Nil		
Funding	Primarily Municipally Funded		
Volunteer Reliance	Nil		
KPI	Annual KPI	Measurement	
	Completion of deliverables	Target FY23	90% achieved
Financial Year	FY22	FY23	
	FTE: 11.4	FTE: 12.4	
	Budget (711)	Budget (711)	
Direct Service Cost	\$2,577,796	\$2,513,489	
Revenue	\$(297,000)	\$(97,000)	
Internal Recharging	\$(2,584,379)	\$(2,416,489)	
Net Service Cost (Total)	\$(303,583)	\$0	
Customer Feedback	The 2021 Internal Customer Satisfaction Survey found People Experiences had an overall satisfaction score of 82.1%.		
What's needed to achieve the FY23 ask?	<ul style="list-style-type: none">• A highly engaged workforce• Establish a best practice People Experience Management Framework to empower and support People Leaders and employees• Explore further integration opportunities in the existing People Experience technology and software solutions to find digital efficiencies• Invest in the development of the Leadership Framework.		



Listening and
Leading

Workplace Health and Safety

Service Plan 2022/2023	
Service Purpose	A workplace free of injury and harm.
Sub-services	<ul style="list-style-type: none"> Workplace Health and Safety Injury Management
Objectives (Deliverables)	<p>Workplace Health and Safety:</p> <ul style="list-style-type: none"> Manage the City's safety management system Provide advisory services on safety, hazards, risks and wellbeing promotion Investigate safety incidents Lead safety culture projects and initiatives Provide safety and emergency management training Test innovative approaches to improve safety outcomes. <p>Injury Management:</p> <ul style="list-style-type: none"> Provide injury management administration and support Manage active workers compensation claims.
Strategic Link	Listening and Leading - 5.3 Employer of choice focusing on equity, innovation and technology.
Insourcing vs Outsourcing	Primarily insourced
Service Risks	<ul style="list-style-type: none"> The <i>Workplace Health and Safety Act 2020</i> adds new legislative requirements regarding employees and volunteers COVID-19 poses a risk to the City's ability to meet its legislative obligation to ensure the health and safety of our people while at work, and the safety of the wider community.
Service Assets	Significant assets only (vehicles, fleet, etc., valued at more than \$50,000)
Service Requirements	<p>Other (please specify)</p> <p>Provide organisational support</p>



Linked Committees/Advisory Groups	N/A		
Funding	Primarily Municipally Funded		
Volunteer Reliance	Nil		
KPI	Annual KPI	Measurement	
	Loss Time Injuries	Target FY23	3.5>LTI
Financial Year	FY22	FY23	
	FTE: 3	FTE: 3	
	Budget (new service unit - no budget allocated at the time of the FY22 annual budget adoption)	Budget (721)	
Direct Service Cost	\$N/A	\$752,033	
Revenue	\$N/A	\$(200,000)	
Internal Recharging	\$N/A	\$22,938	
Net Service Cost (Total)	\$N/A	\$574,971	
Customer Feedback	The 2021 Internal Customer Satisfaction Survey found the City's Workplace Health and Safety had an overall satisfaction score of 82.1%.		
What's needed to achieve the FY23 ask?	<ul style="list-style-type: none">• A highly engaged workforce• Establish a best practice Safety Management Framework that will help everyone to be responsible for safety in the workplace• Improved safety, risk and injury management reporting technology.		



Listening and
Leading

Transformation, Culture and Innovation

Service Plan 2022/2023	
Service Purpose	Our people are enabled to think, behave and work in better ways.
Sub-services	<ul style="list-style-type: none"> • Culture • Leadership Capability • Change Management • Innovation
Objectives (Deliverables)	<p>Culture:</p> <ul style="list-style-type: none"> • Design and implement the City's Employee Code of Conduct • Review organisational values • Conduct the City's employee engagement survey • Engage in the Enterprise Agreement process • Provide diversity, equity, inclusion and belonging training. <p>Leadership Capability:</p> <ul style="list-style-type: none"> • Coordinate the Senior Leadership Team and the People Leader Team development forums • Design and deliver a Leadership Transformation Framework. <p>Change Management:</p> <ul style="list-style-type: none"> • Design and deliver a Change Management Framework and resources. <p>Innovation:</p> <ul style="list-style-type: none"> • Lead delivery of the City's Transformation Framework • Develop and implement an Innovation Program • Lead innovation capability building.
Strategic Link	Listening and Leading - 5.3 Employer of choice focusing on equity, innovation, and technology.
Insourcing vs Outsourcing	<p>Primarily insourced.</p> <p>Outsourcing of employee surveys, innovation capability building, and leadership programs, as required.</p>
Service Risks	<ul style="list-style-type: none"> • COVID-19 poses a risk to resourcing (due to absenteeism across the City) • Project prioritisation across the City may have an impact on delivering the Transformation Framework (which requires cross-team collaboration).



Service Assets	Minor assets		
Service Requirements	Council Driven		
Linked Committees/Advisory Groups	None		
Funding	Primarily Municipally Funded		
Volunteer Reliance	Partially		
KPI	Annual KPI	Measurement	
	Achievement of deliverables	Target FY23	90% achievement
Financial Year	FY22	FY23	
	FTE: 1.8	FTE: 2.0	
	Budget (new service unit - no budget allocated at the time of the FY22 annual budget adoption)	Budget (731)	
Direct Service Cost	\$N/A	\$610,297	
Revenue	\$N/A	\$0	
Internal Recharging	\$N/A	\$18,846	
Net Service Cost (Total)	\$N/A	\$629,143	
Customer Feedback	N/A		
What is needed to achieve the FY23 ask?	<ul style="list-style-type: none">• Ongoing, active leadership engagement (across functions and divisions) and support for the proposed FY23 initiatives• Continued development and improvement of technology systems and software to support digital transformation across the City• Ongoing and active participation from the Executive Committee in leadership programs.		



Listening and
Leading

People Experience

FY23 Service Plan Review	
Service Purpose	Employee lifecycle experience that unlocks the potential of our people.
Service Units Reviewed	<ul style="list-style-type: none"> People Experience (Human Resources) Payroll
Relevance of service on strategic plan delivery	Service unit is essential in providing support across whole of business in relation to all human resource (HR) related activities.
Identify new risks or opportunities that will impact the service unit	<p>Risks</p> <ul style="list-style-type: none"> Moving to the State Industrial Relations System has resulted in less rigor around industrial relation claims being made by Union Representatives. The current economic climate is resulting in a higher turnover rate than previous years which creates additional workload pressure around recruitment and selection tasks. <p>Opportunities</p> <ul style="list-style-type: none"> Technology advancements. Integrates software option to improve the employee experience.
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> Labour market challenges that are being experienced. High turnover rates have caused workload pressures on people experience team and the delay or deferral of key operational and strategic process.
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Restructure within the service unit to introduce strategic team (Business Partners) and transactional team (Officers) to clearly demarcate roles and responsibilities to create efficiencies. A focus on building capability of leaders in human resource management through the development and implementation of the People Experience Management Framework.
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> New Enterprise Agreement has been bargained throughout a volatile financial climate which has impacted on employee conditions as well as employee engagement. From 1 January 2023 the City transfer to being a State System Employer which has modified the relevant Industrial relation legislation.
Any changes required to service plan	The Organisation Development team has transferred to the Culture and Organisational development Service Unit (still within People Experience and transformation)



Listening and
Leading

Work Health and Safety

FY23 Service Plan Review	
Service Purpose	A workplace free of injury and harm.
Service Units Reviewed	<ul style="list-style-type: none"> Work Health and Safety Injury Management
Relevance of service on strategic plan delivery	Service unit is essential in providing support to whole of business in relation to all workplace health and safety activities.
Identify new risks or opportunities that will impact the service unit	<p>Risks</p> <ul style="list-style-type: none"> Revised Work Health and Safety legislation. New Regulations in relation to management and mitigation of psychological hazards in the workplace. Increase in fitness for work cases as a result of an aging workforce. <p>Opportunities</p> <ul style="list-style-type: none"> Technology advancements. Increase in leadership capabilities across all aspects of work health and safety to drive a positive safety culture.
Identify any changes to strategic assumptions and impact on strategic plan	Not required.
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Implementation of a revised fit for purpose structure in the WHS team which clearly demarcates roles and responsibilities between safety and injury management. Introduction of hazards and safety alerts for whole of business to put safety as front of mind. Focus on hazard and near miss reporting with the aim of minimising the number of incidents and injuries. Development of a new safety management system (implementation in FY24).
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> Work Health and Safety legislation is still in transitional period with new regulations being drafted and Codes of Practice being drafted. Increased technology options becoming available in the market for safety reporting and injury management. These options are currently being explored for FY24.
Any changes required to service plan	Not required.



Listening and
Leading

Culture & Organisational Development Service Unit

FY23 Service Plan Review	
Service Purpose	To deliver frameworks, programs and initiatives that positively influence culture, inclusion, leadership, and organisational capability.
Service Units Reviewed	Culture & Organisational Development comprising: <ul style="list-style-type: none"> • Culture & Inclusion • Organisational Development
Relevance of service on strategic plan delivery	Listening and Leading - 5.3 Employer of choice focusing on equity, innovation, and technology.
Identify new risks or opportunities that will impact the service unit	<p>Risks</p> <ul style="list-style-type: none"> • Executive leadership changes have resulted in uncertainty/unfamiliarity. • Pulse survey results indicating issues around leadership particularly in the cultural, staff well-being, staff engagement and staff growth areas. • Poor onboarding and induction resulting in the lost opportunity of embedding new staff into the organisation from a values and relationships perspective as well as systems and processes perspective. • Lack of a clear pathways for career progression. <p>Opportunities</p> <ul style="list-style-type: none"> • Ongoing, active leadership engagement (across functions and divisions) and support for implementation of different frameworks and programs being delivered. • Implementation of leadership development and emerging leaders programs. • Implementation of an organisational culture index aligned with delivery of new organisational values. • Implementation of a training and capability needs analysis for whole of business. • Develop an approach for more targeted pulse surveying of staff.
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> • Explore the concept of employer of choice and define it for what it means for the organisation in terms of adding well-being, systems and leadership to equity, innovation and technology.
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> • Alignment between culture and inclusion with organisational development. • Completion and roll out of new Code of Conduct. • Completion and endorsement of new organisational values with significant staff engagement. • Completion of an initial Senior Leadership development program.



	<ul style="list-style-type: none"> • Bringing forward the need to develop a new Onboarding & Induction approach was predictive of issues around our incumbent onboarding & induction. • Bringing forward the need to undertake a strategic and operational training and capability needs analysis was predictive of staff need to develop. • Temporarily putting a hold on rolling out a significant (and costly) innovation program in favour of cultural and leadership capability. • Ongoing development of new documents and frameworks (Diversity Equity Inclusion and Belonging, Reward & Recognition, Leadership Capability Framework, Onboarding & Induction Framework) • Modified Hearts & Minds purpose (Creating connections so that people feel a greater sense of belonging) and implementation of new staff-led approach. • Two pulse surveys being held that have providing solid trending data.
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> • Organisational uncertainty. • People's expectations changing about what they want and need from their employer hence the focus on culture, leadership capability, training and capability needs and diversity.
Any changes required to service plan	<ul style="list-style-type: none"> • Change of service unit name from Transformation, Innovation and Culture to Culture and Organisational Development. • Inclusion of the organisational development team to the service unit.

16. Committee Minutes

16.1 Audit Risk and Compliance Committee Meeting – 25/05/2023

Recommendation

That Council RECEIVES the Minutes of the 25 May 2023 Audit, Risk and Compliance Committee Meeting.

16.2 Expenditure Review Committee Meeting – 25/05/2023

Recommendation

That Council RECEIVES the Minutes of the 25 May 2023 Expenditure Review Committee Meeting .

17. Motions of Which Previous Notice Has Been Given

Nil

18. Notices Of Motion Given At The Meeting For Consideration At Next Meeting

19. New Business of an Urgent Nature Introduced by Members or Officers

20. Matters to be Noted for Investigation, Without Debate

Nil

21. Confidential Business

21.1 Confidential Land Matter

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.

22. 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.

23. Closure of Meeting