



City of Cockburn  
Ordinary Council Meeting  
**Minutes**

For Thursday, 9 August 2018

These Minutes are subject to confirmation

Presiding Member's signature

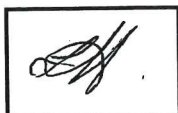


Date: 13 September 2018

## CITY OF COCKBURN

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## CITY OF COCKBURN

### MINUTES OF ORDINARY COUNCIL MEETING HELD ON THURSDAY, 9 AUGUST 2018 AT 7:00 PM

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#### PRESENT:

##### ELECTED MEMBERS

Mr L Howlett	-	Mayor (Presiding Member)
Mrs C Reeve-Fowkes	-	Councillor
Ms L Smith	-	Deputy Mayor
Dr C Terblanche	-	Councillor
Mr K Allen	-	Councillor
Mr P Eva	-	Councillor
Mr S Pratt	-	Councillor
Mr M Separovich	-	Councillor
Ms C Sands	-	Councillor
Ms L Kirkwood	-	Councillor

##### IN ATTENDANCE

Mr S Cain	-	Chief Executive Officer
Mr D Arndt	-	Director Planning & Development
Mr S Downing	-	Director Finance & Corporate Services
Mr D Green	-	Director Governance & Community Services
Mr C Sullivan	-	Director Engineering & Works
Ms M Waerea	-	PA to Elected Members
Mr J Ngoroyemoto	-	Governance & Risk Management Co-ordinator
Ms M Nugent	-	Media & Communications Officer
Mr S Cecins	-	Media & Communications Officer

#### 1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 7.00pm.

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

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



The Presiding Member referred to Cr Michael Separovich, who made the following statement:

I would like to apologise for any remarks made by me on social media in the previous week. If anyone was offended by that, I would like to unreservedly apologise and I will do my best to make sure that any statements made publicly by me in the future are done in compliance with the City's Code of Conduct for Elected Members.

The Presiding Member then made the following statements:

### **NAIDOC Week**

The City acknowledges the theme for NAIDOC Week 2018 being: 'Because of Her We Can' and in particular the many Aboriginal and Torres Strait Islander Women who have made a huge contribution throughout history and currently in our local community and indeed Australia.

Over many thousands of years Aboriginal and Torres Strait Islander women have carried the stories, songs, art, languages and knowledge that have kept their culture alive.

Last week I attended the Youth Reach South NAIDOC Week event at the Cockburn Youth Centre and on Monday Deputy Mayor Lee-Anne Smith and I attended the NAIDOC Flag Raising Ceremony followed by the unveiling of the City's latest Aboriginal art-piece acquisition titled; 'Flora and Fauna' by Sharyn Egan, a well-known local, State, National and International Artist.

The celebrations continued with various performances and a video depicting the stories of local Aboriginal Women and their journey through life. Attendees then enjoyed a light lunch.

### **Growth Areas Perth & Peel (GAPP)**

The City of Cockburn has joined 10 other Perth outer metropolitan councils to lobby the Federal Government and Opposition in the lead up to the next Federal election.

GAPP is campaigning for a \$350m Federal Government allocation to a billion dollar special purpose account that will provide outer metropolitan communities with high quality sporting facilities like those in Perth's inner city suburbs.

The special purpose fund will leverage a complementary investment of up to \$700m from State Government, outer metropolitan local governments, and development contribution schemes.

The fund will create more liveable communities by building 12 major sporting precincts over the next six years in the fast growing Cities of Armadale, Canning, Gosnells, Kalamunda, Kwinana, Mandurah, Rockingham, Swan,





Wanneroo and Cockburn itself, together with the Shire of Serpentine-Jarrahdale.

### **Awards**

The City continues its strong performance within the local government and wider sectors with the following Award results in recent weeks:

- **State Parks and Leisure Industry awards; 'Best Place Award' – Winner Cockburn ARC**

This project now goes into their national award winner announcements on 16 October 2018 in Melbourne.

- **Institute of Public Administration Australia (WA branch); Best collaboration between a government agency and other parties.**

Gold award winner for Cockburn ARC reflecting the strength and dynamic partnership the City of Cockburn has with the Fremantle Football Club and Curtin University.

This is the second year that the City has won this award and our nomination outbid the new Optus Stadium and a long list of other key projects throughout Western Australia.

The Cockburn Integrated Health Facility was another project within this very competitive category – we were hoping of course for a joint winner announcement.

- **The Western Australian Information and Telecommunications Alliance Incite (WAITA) Awards**

The City received a 'Highly Commended' recognition for its new website.

The project will now go through to the national WAITA awards being judged in September 2018.

This is the second award for the City's website, the first being the National Local Government Awards for Excellence held in Canberra in June.

- **Department of Local Government Sport and Cultural Industries Places and Spaces Awards**

Cockburn ARC is a finalist in these awards with the winners to be announced on 7 August, 2018.

The City has also nominated the Cockburn ARC facility in The Australian Sport, Recreation and Play Innovation Awards which will be announced next week.



On behalf of the Elected Members I congratulate Mr Stephen Cain and his staff on the outstanding outcomes for our community that reflects excellence in community engagement, the professional input by our staff and the ongoing direction provided by our Long Term Financial Plan, Strategic Community Plan and the numerous other strategies, plans, policies and position statements that underpin all that we do.

Thank you.

**2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)**

Nil

**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)**

Cr Kevin Allen - Impartiality Interest – Item 17.3

**5. APOLOGIES & LEAVE OF ABSENCE**

Nil

**6. WRITTEN REQUESTS FOR LEAVE OF ABSENCE**

Nil

**7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**8. PUBLIC QUESTION TIME**

Mrs Robyn O'Brien, Munster



*Item 16.1 – Fawcett Road – Road Closure Traffic Impact*

*Item 16.2 – Fawcett Road – Traffic Calming*

Q1. I live on Fawcett Rd and only found out at midnight last night that these items were the agenda. Myself and the people that live on the south of Fawcett Road were not approached by the survey company that you asked to survey 450 residents. I have looked at the brief thing on your website. It shows that they have stopped seeking community engagement before it gets to us. The cul-de-sac is 10m from my property. We are actually quite upset that we weren't given the opportunity to make our comments.

Firstly, why weren't we included in the community engagement given that we live on Fawcett Road and travel up and down Fawcett Road several times a day so any traffic calming or cul-de-sac is very important to us.

Secondly, would Council and Councillors consider withdrawing 16.1 from the en-bloc vote, given that we weren't aware that this happened and whatever decision you make on the removing the cul-de-sac or keeping it right near us, has a specific important to our area because for 15 years we have been trying to get residential development here all along Fawcett Road. If it's not residential development, the WA Planning Commission are pushing light industrial and if it's not that then it's parks and recreation. Any one of those different developments will change the traffic that will be coming down Fawcett Road, whether Fawcett Road is cut off to allow parks and recreation so a decision on that now when I'm pushing very strongly for a decision on the development on that whole are in the next couple of months, will be premature and if it's en-bloc then that means it has already been decided. If one or two councillors can at least move it to discussion at least or put it off until September we would really appreciate it.

A1. In relation to the public consultation last year leading out to the report that went to Council at the December 2017 OCM, my understanding is that the letter drop was definitely to all properties directly abutting Fawcett Road.

Q2. I wasn't talking about last year, I was talking about the one that is on your agenda item tonight, the report from the company BG&E that said that they did a community engagement to July this year and they have a map of where they letter dropped.

A2. In terms of the letter drop for the report regarding the traffic calming, BG&E were the consulting engineers that independently looked at the options for the traffic calming. The area shown on the report recommending the traffic calming option also mentions 457 properties that were letter dropped including all properties abutting Fawcett Road.



- Q3. Can I make a meeting with you to show you the map and we are definitely outside of it.
- A3. Yes, after the Council meeting you can discuss further with the Director of Engineering and Works.
- Q4. On item 16.2 regarding the traffic calming measures, in reading the report early this morning from BG&E and the feedback from everyone else except us, it says most of the people were after speed humps but my experience from living there and I am at home all day, is that the traffic is severely decreased and it certainly isn't fast so anymore speed humps would be really inconvenient even if you go really slow, they still mess up your tyres and road blisters or T-junction, the other options will actually adversely affect any development so we would really like to ask whether Council planning and roads together with the land owners that have been trying to get the land developed for 15 years, work together to make definite decisions on that before you actually decide to spend money on what might be needed to be ripped up.
- A4. In relation to that section of Fawcett Road between West Churchill and Mayor Road, the public consultation as you can see in that attachment to that report, the peoples response, out of 457 letter drops, there was almost 90 responses and the top two responses were either speed cushions or speed humps almost equally preferred between those two, so the proposal is for speed humps in that section. In terms of the speed, well then this whole exercise began almost 2 years ago in terms of complaints from residents on Fawcett Road in the northern sector about speeding vehicles which led eventually to this recommendation, based on that response to the consultation.
- Q5. My last question. Given that as you said two years ago it was all in response to new home owners on the very north end of Fawcett Road, hasn't the cul-de-sac stopped it being a rat run and the rubber speed hump just after the corner of Mayor Road, just before you come up on the hill before Sam Cook's place has really severely, according to the people I've spoken to up there, slowed down cars and there's not as many cars along there anyway?
- A5. The result of public consultation to the do nothing option was very low, so quite clearly that indicated that people did want to see some kind of traffic calming in that section of Fawcett Road and bearing in mind that's why independent engineers were asked to look at it in terms of coming up with the most appropriate options upon which to base the consultation. In terms of the volume of vehicles, the closure of Fawcett Road has had some impact on the behaviour of traffic in the surrounding area but Fawcett Road in that northern sector is still a dead straight section of road and we are still getting complaints about speeding.





- Q6. As your last speed hump is half way down between the top of the hill and West Churchill avenue now, there's a speed hump there, where would you sight the other speed humps and have you put strips across there since July to measure what the speed is to say that people are still speeding even though there's two speed humps there.
- A6. Yes to both of those questions and we also have eye witness accounts via reports to the police about speeding. In terms of the speed hump locations then the option propose by BN&E shows those locations.
- Q7. I didn't get a clear answer as to whether he had the little things across the road and they had measure the speed since July, since we have had the measures put in? I want the results from the previous one.
- A7. CS. The speed volume counts are included in the report that is associated with Item 16.1. .I can certainly provide the details of the previous speed volume counts on Fawcett Road.

**Mr Christopher Davies, Coogee**

*Item 17.1 – Overview of Country Week Event – Beale Park*

- Q1. I am here on behalf of the Cockburn Soccer Club. Essentially we have 2 questions. Firstly, how did the Council come to the figure of \$5,000 to host the event, that that is the cost to the Council? We have different figures.
- A1. According to the report the \$5,000 was for the increased costs associated with repairing the damage to the turf, staff time in assessing applications, plans and conducting inspections of the event. Previous fees had been set at \$1,000 and weren't realistically reflecting the costs associated with all of those activities.
- Q2. Are we able to provided contradictory figures later on?
- A2. Yes.
- Q3. Is the Council aware the club has lost annually \$20,000 from the loss of this event?
- A3. No.



## 9. CONFIRMATION OF MINUTES

### 9.1 (2018/MINUTE NO 0113) MINUTES OF THE ORDINARY COUNCIL MEETING - 12/07/2018

**RECOMMENDATION**

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 12 July 2018 as a true and accurate record.

**COUNCIL DECISION**

MOVED Cr K Allen SECONDED Cr P Eva

That the recommendation be adopted.

**CARRIED 10/0**

## 10. DEPUTATIONS

The Presiding Member invited the following deputation:

- **Michale Di Lazzaro**, in relation to Item 16.1 Fawcett Road - road closure traffic impact

The Presiding Member thanked the deputation for their presentation.

## 11. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

## 12. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Nil



AT THIS POINT IN THE MEETING, THE TIME BEING 7:34 PM THE FOLLOWING ITEMS WERE CARRIED BY 'EN BLOC' RESOLUTION OF COUNCIL

13.1	14.1	15.1	17.2	18.1	22.1
13.3	14.2				22.3
13.4	14.3				
	14.4				
	14.5				
	14.6				

### 13. COUNCIL MATTERS

#### 13.1 (2018/MINUTE NO 0114) MINUTES OF GRANTS & DONATIONS COMMITTEE MEETING - 17 JULY 2018

**Author(s)** G Bowman  
**Attachment** 1. Minutes of Grants & Donations Committee Meeting - 17 July 2018

#### **RECOMMENDATION**

That Council receive the Minutes of the Grants & Donations Committee Meeting held on Tuesday, 17 July 2018, and adopt the recommendations contained therein.

#### **COUNCIL DECISION**

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes  
 That the recommendation be adopted.

**CARRIED 10/0**

#### **Background**

The Grants & Donations Committee conducted a meeting on 17 July 2018. The Minutes of the meeting are required to be presented.

#### **Submission**

N/A

#### **Report**

The Committee recommendations are now presented for consideration by Council and if accepted, are endorsed as the decisions of Council.



Any Elected Member may withdraw any item from the Committee meeting for discussion and propose an alternative recommendation for Council's consideration. Any such items will be dealt with separately, as provided for in Council's Standing Orders.

Council approved a budget for Grants and Donations for 2018/19 of \$1,350,000 to be distributed as grants, donations, sponsorship and subsidies. The Grants and Donations Committee is empowered to recommend to Council how these funds should be distributed.

The primary focus of this meeting was to determine the allocation of funds for the new financial year and consider the Cockburn Wetlands Education Centre and Native ARC funding submissions and Cockburn Wetlands Precinct Key Performance Indicators.

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

#### Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

#### Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

Council approved a budget for Grants and Donations for 2018/19 of \$1,350,000. The following is a summary of the proposed grants, donations and sponsorship allocations.

#### Summary of Proposed Allocations

Committed/Contractual Donations	\$500,000
Donations	\$210,000
Sponsorship	\$100,000
<u>Specific Grant Programs</u>	<u>\$540,000</u>
Total	\$1,350,000





Total Funds Available	\$1,350,000
Less Total of Proposed Allocations	\$1,350,000
Balance	\$0

There is also a committed amount of \$110,388 allocated from the 2017/18 Grants and Donations Budget that will be carried forward for the Community Innovation and Participatory Budgeting Program (Cockburn Creates).

### **Legal Implications**

N/A

### **Community Consultation**

Council's grants, donations and sponsorships are advertised widely in the local community through the City's website, local media, Cockburn Soundings, social media and Council networks. It is recommended that advertising start immediately following the Council decision to ensure a wide representation of applications.

### **Risk Management Implications**

The Council allocates a significant amount of money to support individuals and groups through a range of funding arrangements. There are clear guidelines and criteria established to ensure that Council's intent for the allocation of funds are met. To ensure the integrity of the process there is an acquittal process for individuals and groups to verify funds are used for the purpose they have been allocated.

The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups not meet the criteria and guidelines and / or were not used for the purposes they were provided. Adherence to these requirements is essential.

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

Cockburn Wetlands Education Centre and Native ARC have been advised that their submissions will be considered at the 17 July 2018 Grants and Donations Committee Meeting and then an outcome will be advised following the 9 August 2018 Council Meeting.

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

Nil





City of Cockburn  
Grants & Donations Committee  
**Minutes**

For Tuesday, 17 July 2018

These Minutes are subject to confirmation

Presiding Member's signature

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Date: 16 October 2018

## CITY OF COCKBURN

### SUMMARY OF MINUTES OF THE GRANTS & DONATIONS COMMITTEE MEETING HELD ON TUESDAY, 17 JULY 2018 AT 6:00 PM

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## CITY OF COCKBURN

### MINUTES OF GRANTS & DONATIONS COMMITTEE HELD ON TUESDAY, 17 JULY 2018 AT 6:00 PM

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#### PRESENT:

##### ELECTED MEMBERS

Mrs C Reeve-Fowkes	-	Councillor
Ms L Smith	-	Deputy Mayor
Mr P Eva	-	Councillor
Mr S Pratt	-	Councillor (Presiding Member)
Mr M Separovich	-	Councillor

##### IN ATTENDANCE

Ms G Bowman	-	Manager Community Development
Mr C Beaton	-	Environment Manager
Ms M Bolland	-	Grants & Research Coordinator
Ms B Miller	-	Grants & Research Officer

#### 1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6:01pm.

#### 2. APPOINTMENT OF PRESIDING MEMBER (If required)

Nil

#### 3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (by Presiding Member)

Nil

#### 4. APOLOGIES & LEAVE OF ABSENCE

Mayor Logan Howlett - Apology

#### 5. CONFIRMATION OF MINUTES





**5.1 (2018/MINUTE NO 0004) MINUTES OF THE GRANTS & DONATIONS COMMITTEE MEETING - 17/04/2018**

**RECOMMENDATION**

That Committee confirms the Minutes of the Grants & Donations Committee Meeting held on Tuesday, 17 April 2018 as a true and accurate record.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor L Smith SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 5/0**

**6. DEPUTATIONS**

Nil

**7. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil

**8. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING**

Nil



## 9. COUNCIL MATTERS

### 9.1 (2018/MINUTE NO 0005) COCKBURN WETLANDS EDUCATION CENTRE AND NATIVE ARC FUNDING SUBMISSIONS AND COCKBURN WETLANDS PRECINCT KEY PERFORMANCE INDICATORS

**Author(s)** C Beaton  
**Attachments** 1. Cockburn Wetlands Precinct Funding Submissions and KPI Reporting

#### RECOMMENDATION

That Council approve the donation request from both the Cockburn Wetlands Education Centre and Native ARC for funding towards the annual administration costs for each organisation (\$90,765.25 (ex. GST) for Cockburn Wetlands Education Centre and \$90,765.25 (ex. GST) for Native ARC) for a period of five years, indexed annually according to Perth consumer price index and also being subject to:

- (1) The Cockburn Wetlands Precinct members continuing to provide an annual report detailing their progress in meeting designated joint Key Performance Indicators (KPI's) as endorsed previously by Council on 8 May 2014.
- (2) The Cockburn Wetlands Education Centre and Native ARC each providing a separate annual report which summarises the previous 12 months activities and their progress in meeting designated individual organisation KPI's previously endorsed by Council on 8 May 2014.
- (3) The Cockburn Wetlands Education Centre and Native ARC adopting two new joint KPI's which reflect a commitment to the Wetlands Precinct redevelopment process.

#### COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr P Eva

That the recommendation be adopted.

**CARRIED 5/0**

#### Background

In July 2013 the Cockburn Wetlands Precinct (this being Cockburn Wetlands Education Centre (CWEC) and Native ARC) submitted an



application to the Grants and Donations Committee for funding towards the annual administration costs of the CWEC and Native ARC. The funding was recommended to Council for approval by the Grants and Donations Committee subject to a number of conditions, these being:

- (1) The Cockburn Wetlands Precinct providing an annual report which includes a demonstration of their ongoing financial viability and joint programs and activities undertaken.
- (2) The Cockburn Wetlands Precinct Committee extending an invitation to a City of Cockburn Elected Member to join the Cockburn Wetlands Precinct Committee.
- (3) That the City of Cockburn Officers work with the Cockburn Wetlands Precinct to develop a set of Key Performance Indicators (KPIs) on which the Precinct's performance will be measured and reported on to the Committee before the allocation of the 2014/15 budget.

The KPI's were developed and the funding submission for 2013 was subsequently considered and recommended by the Grants and Donations Committee for approval on 15 April 2014 and adopted by Council on 8 May 2014. Since that time, funding submissions for subsequent years have included reports from each individual organization on individual and joint KPI's.

Funding submissions towards annual administration costs for each organization for the 2018/19 financial year have been received. These submissions include joint and individual KPI reports, annual reports for each of the organizations and seeks funding of \$90,765.25 (ex. GST) for both.

### **Submission**

A joint request letter and KPI's, plus submissions from each organization with individual KPI's, are attached to the report.

### **Report**

In line with the Grants and Donation Committee recommendation of 15 July 2014, funding submissions, annual reports and KPI reports have been submitted to the Committee from CWEC and Native ARC for the past four years.

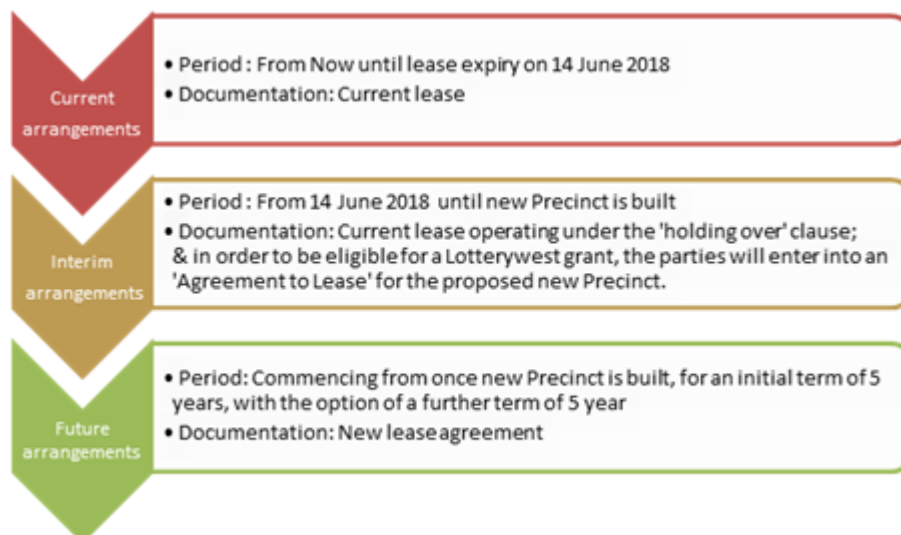
Each organisation is seeking funding of \$90,765.25 (ex. GST) to continue to provide unique services to the City that protect and enhance the natural environment, care for sick and injured wildlife while also providing education, training and volunteering opportunities for the community and large corporations. CWEC and Native ARC are again



seeking to obtain an agreement for long term funding as this provides each organisation with surety and the ability to undertake long term planning.

Both organisations' leases with the City expired on 14 June 2018. The City offered both Native ARC and CWEC an 'Agreement to Lease' for a term of five years with the option of a further five years for a portion of the newly built Precinct. Clause 20 of the CWEC Lease and Clause 21 of the Native ARC Lease states that they may continue to remain in possession of the Premises after the expiry of the term with the consent of the City as a monthly tenant on the same terms of the original lease.

This current arrangement provides security for all parties during the redevelopment stage of the precinct as well as providing both organisations with longevity onsite, for a period of up to 10 years. The figure below displays this agreement in a flowchart. These lease arrangements have been accepted by both CWEC and Native ARC.



Early indications from Lottery West are that they may provide up to \$1.2M in funding towards the wetlands precinct redevelopment, subject to a successful application, for the construction of a Conference Centre as part of the redevelopment. This is conditional on the facility being utilised predominantly by not-for-profit community groups including Native ARC and the CWEC. Lottery West also requested assurance in relation to the longevity of the Wetlands Precinct members being on site by way of long term leasing arrangements, financial viability and continued sponsorship from the City.

Eligibility criteria for Lottery West grant funding includes applicants demonstrating a long term investment and ongoing benefit from grants received. Therefore, given that the CWEC and Native ARC leases have expired, the City demonstrates to Lottery West its intention of long term benefit by offering CWEC and NARC extended tenure by proposing to



enter into an 'Agreement to Lease' for a term of five years with an option of a further five years (10 years total). This is in line with the City's previous Lottery West grant funding application for the newly opened Cockburn Men's Shed.

Following is a list of the KPI's that were developed and a summary of the performance against these KPI's for the past 11 months. More detailed reports and additional information on other activities are attached to this report.

All of the KPI's were achieved with the exception of the last CWEC KPI (4) and joint KPI (3). CWEC KPI (4) was not able to be met due to a focus on developing a marketing and promotions strategy. Joint KPI (3) was not met as each organisation put their joint efforts into helping to develop the business case for the redevelopment of the Cockburn Wetlands Precinct.

#### Cockburn Wetlands Education Centre

- (1) Financial Performance Indicator:  
Aim to achieve a 5% growth in income per annum, from sources other than the City of Cockburn Grants and Donations Program, averaged over the preceding 5 years.

*Preceding 5 year average (\$57,162) plus 5% growth (\$2,858 is \$60,020).*

*2017/18 unaudited income (including projections for June 2018) is \$114,260 representing an increase of \$54,240 or 90%.*

*KPI achieved.*

- (2) Education Performance Indicator:  
Aim to exceed the education program participation rate of the preceding 12 months.

*Participation rate in the preceding 12 months: 8,739 hours.*

*Participation rate current reporting period (11 months): 9,546 hours.*

*KPI achieved.*

- (3) Landcare Performance Indicator:  
Plant a minimum of 5,000 seedlings per annum.

*Seedlings planted in the previous 12 months: 6,605.*

*Seedlings planted in current reporting period (11 months): 3,402.*



*Planting events scheduled for 5th and 9th June will ensure KPI is met.*

*KPI achieved.*

- (4) Volunteering Performance Indicator:  
Aim to exceed the number of volunteer hours of the preceding 12 months.

*Participation rate in preceding 12 months: 8,325 hours.*

*Participation rate for current reporting period (11 months): 7,006 hours.*

*Current reporting period does not reflect volunteers attending in June planting season.*

*KPI not likely to be achieved. Volunteer recruitment put on hold while new marketing and promotions are being developed for the Wetlands Education Centre*

#### Native ARC

- (1) Service Delivery Performance Indicator:  
Achieve industry standard for outcomes and maintain minimum standards of animal care based on Department of Parks and Wildlife requirements.

*Granted a 63.5% success rate from the Department of Biodiversity, Conservations and Attractions (DBCA). This figure is considered above the industry standard.*

*KPI achieved.*

- (2) Finance Performance Indicator:  
Aim to achieve a growth in income per annum of at least 10%, from sources other than the City of Cockburn Grants and Donations Program, over the preceding 12 months.

*Income for 2016/17 excluding City funding and capital grants was \$149,391.*

*Projected income for 2018/19 excluding City funding and capital grants is \$165,368. This represents a 10.69% increase on the previous year.*

*KPI achieved.*



- (3) Investment and Development Performance Indicator:  
Aim to achieve a 10% growth in education/training programs income over the preceding 12 months.

*Education training program income 2016/17 was \$29,818.*

*Education training program income for current reporting period (11 months) was \$35,000. This represents a 17.38% increase on the previous year.*

*KPI achieved.*

- (4) Strong Corporate Partnerships Performance Indicator:  
At least one corporate involvement/partnership developed annually.

*24 corporate involvement/partnerships held at Native ARC in 2017/18.*

*KPI achieved.*

#### Cockburn Wetlands Precinct (Joint KPIs)

- (1) Financial Performance Indicator:  
Undertake at least one joint fundraising activity annually to raise funds for the Precinct.

*Three events were held in 2017/18.*

- *Terrific Turtle Family Fest Fun Day – 87 participants, \$867 raised.*
- *Joint Art Auction raising \$200.*
- *Precinct Open Day Fundraiser – Three planning meetings held.*

*KPI achieved.*

- (2) Community Education Performance Indicator:  
Deliver a minimum of two programs annually.

1. One community education program in partnership with the City of Cockburn.

*Two programs were delivered.*

- *Turtle Watch Schools Program. 12 school classes, 210 participants.*
- *World Environment Schools Festival. 9 school classes, 210 participants.*



*KPI achieved.*

2. Attend and host an Information and Education display at a minimum of one Cockburn Community Event.

*Attended City of Cockburn Spring Fair.*

*KPI achieved.*

- (3) Corporate Performance Indicator:  
Deliver a minimum of one corporate volunteering event annually.

*No joint corporate events held but the precinct partners contributed considerable resources to develop the business case for the redevelopment of the Cockburn Wetlands Precinct.*

*KPI not achieved.*

- (4) Communications/Marketing Performance Indicator:  
Develop an appropriate electronic delivery system to highlight the events offered within the Precinct. Deliver an events calendar updated at least quarterly highlighting events within the Precinct.

*In progress: Steering committee established consisting of CWEC, Native ARC, City of Cockburn staff and Bibra Lake Scouts to progress precinct redevelopment including future marketing strategy incorporating electronic advertising system. On request from the City's Environmental Services Unit this was put on hold until such time as the redeveloped precinct had been completed. Currently events are advertised on social media and partner websites.*

The submissions and reports lodged by both CWEC and Native ARC indicate they have met all but two of their KPIs and delivered a number of additional programs. Each continues to bring benefits to the City that are of a very high standard, are keenly sought after and appreciated by the community as well as large corporations and tertiary institutions.

Although exceeding the financial KPI's via alternative funding sources and sponsorship, the funding from Council is still necessary if each organisation is to maintain and expand the existing high and valued level of service.

The existing KPI's are seen as current and relevant, however, two additional joint KPI's have been developed to help strengthen each group's commitment to the Wetlands Precinct redevelopment. They are as follows:





- (5) Coordinate bimonthly Wetlands Precinct Committee meetings (including Chairing, preparation of agenda and minutes).

*This KPI is included in the groups 'Wetlands Precinct Strategic Plan' and it is beneficial for this KPI to be reported to the City annually.*

- (6) Each stakeholder group to provide two representatives to attend Wetlands Precinct Development Project Steering Committee Meetings until project completion (currently six meetings per year).

*This KPI is pertinent to the redevelopment of the Wetlands Precinct and reflects each group's desire and commitment to ensure the viability of the project. The steering committee has been established to allow the City and stakeholders to provide a mechanism to discuss, investigate and provide resolution to all matters pertaining to the redevelopment.*

It is recognised that each group's abilities to meet the existing individual and joint KPI's may be impacted due to the redevelopment of the site.

During construction phases Native ARC will continue to deliver animal hospital, treatment and rehabilitation operations in the two existing demountable buildings located onsite. Off-site rehabilitation will also take place which will result in a likely increase in administration requirements due to ramifications on insurance, risk management and current licensing agreements with the Department of Biodiversity, Conservations and Attractions. The ability to host site tours and onsite education capabilities will also be impacted.

CWEC may need to vacate their building for a short period of time during extension, construction and renovation and their venue hire capabilities and program delivery will be reduced during this time.

On completion of the precinct redevelopment, funding allocations will again be linked to the length of the lease agreements for each group. This will again give surety to each group and the City given the City's investment in the Wetlands Precinct.

Each group continues to strive to become financially independent from the City, but it is recognized their investment and involvement in the redevelopment may limit their capacity to achieve this in the short-term. However it is anticipated that the redevelopment will increase their viability long term by providing potential for growth, increasing their scope for delivery of programs and events, thus resulting in less reliance on funding from the City in the long term.

The submissions have been assessed by officers as meeting the criteria for funding under the relevant Policy ACS17 'Major Funding Proposals and Committed and Contractual Funding' and related Policy



SC35 'Grants, Donations & Sponsorships – Community Organisations & Individuals'.

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

The applications meet the criteria for funding in Policy ACS17 'Major Funding Proposals and Committed and Contractual Funding' and Policy SC35 'Grants, Donations & Sponsorships – Community Organisations & Individuals'.

### **Economic, Social & Environmental Responsibility**

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

### **Leading & Listening**

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

This report recommends that \$90,765.25 (ex. GST) per annum, for each organization, for a period of five years, indexed annually according to the Perth Consumer Price Index, be committed against the Grants and Donations Budget Project Accounts 9239 and 9310.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

Failure to adopt the recommendations to fund each organisation may have a number of risks and result in the following adverse consequences including a high likelihood of brand and reputation damage to the City. Risks and adverse consequences include:

- Both Native ARC and the Cockburn Wetlands Education Centre having to close down or the community services they provide being drastically scaled down. This would put into question the need for the redevelopment of the Wetlands Precinct and developer contributions of \$3.9M may need to be refunded.



- Native ARC could potentially look to relocate to another municipality. The City will no longer have any wildlife rehabilitation centre located in the district. Only three such facilities exist in the metropolitan area. This will impact on survival rates for injured native animals. The nearest facility offering similar care for injured native animals is Kanyana in Lesmurdie.
- The award winning Wild about Wetlands School holiday program will be likely to cease to exist or be heavily scaled down.
- The number of volunteer hours available to the community will be substantially reduced.
- Training opportunities for local community members including schools in both wildlife care and natural area management will be limited.
- Potential Lottery West funding of \$1.2M toward construction of a Conference Centre for the Wetlands Precinct redevelopment would be put at risk.

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

CWEC and Native ARC have been advised that their submissions will be considered at the 17 July 2018 Grants and Donations Committee Meeting and then an outcome will be advised following the 9 August 2018 Council Meeting.

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

Nil



## COCKBURN WETLANDS PRECINCT STEERING COMMITTEE

C/- Cockburn Wetlands Education Centre

184 Hope Road, Bibra Lake WA 6163



**5 July 2018**

Ms Gail Bowman  
Manager, Community Development  
City of Cockburn  
PO Box 1215  
BIBRA LAKE DC 6965

Dear Ms Bowman,

**RE: 2018-2019 Budget Request for Precinct Partners Cockburn Wetlands Education Centre Inc. (CWEC) and Native ARC Inc. (NARC)**

The City of Cockburn sponsorships provided to CWEC and NARC are due to expire. The Boards of CWEC and NARC are requested to report on Key Performance Indicators (KPI's) for the Cockburn Wetlands Precinct and report on their individual performance and KPI's for the 2017/18 year.

The KPI's reflect the requirements outlined by the Grants and Donations Committee in July 2014.

The existing KPI's are seen as current and relevant, however two additional joint KPI's have been developed to help strengthen each group's commitment to the Wetlands Precinct redevelopment. The following two KPI's were developed by CWEC and NARC in consultation with Environmental Services staff from the City of Cockburn:

- (1) Coordinate bimonthly Wetlands Precinct Committee meetings (including Chairing, preparation of agenda and minutes). This KPI is included in the groups' 'Wetlands Precinct Strategic Plan' and it is beneficial for this KPI to be reported to the City annually.

- (2) Each stakeholder group to provide two representatives to attend Wetlands Precinct Development Project Steering Committee Meetings until project completion (currently six per year). This KPI is pertinent to the redevelopment of the Wetlands Precinct and reflects each group's desire and commitment to ensure the viability of the project. The steering committee has been established to allow the City and stakeholders to provide a mechanism to discuss, research and provide resolution to all matters pertaining to the redevelopment.

In five years when the next round of funding is reviewed, KPIs will be reviewed.

Since 2014 CWEC and NARC have jointly participated in activities that have benefited the Precinct and these are reflected in the Precinct KPI's. To ensure the integrity of both Member groups and the ongoing development of the Precinct the Boards of CWEC and NARC request sponsorship for the term of our lease agreement which we have been advised by the City of Cockburn is 5 years.

Both CWEC and NARC request the funding with CPI increases for 2018/2019 to 2023/2024 to cover the 5 year lease.

The Cockburn Wetlands Precinct KPI's and reports from the CWEC and NARC are presented for consideration by the Grants and Donations Committee.

We would appreciate if you could forward this letter and accompanying documentation to the Grants and Donations Committee.

Yours sincerely



Pp:

Philip Jennings  
President  
Cockburn Wetlands Education  
Centre Inc.

Robert Dunn  
Chairman  
Native ARC Inc.

Cc: Mayor Logan Howlett

## **DISCLAIMER: Wetlands Precinct Development**

It is recognised both groups' abilities to meet the existing individual and joint KPI's will be limited due to the redevelopment of the site. Both groups' day to day activities, delivery of education, training and landcare services may be affected and reduced. During construction phases NARC will deliver animal hospital, treatment and rehabilitation operations in existing demountables onsite. Off-site rehabilitation will also take place and hence increase administration requirements on NARC (insurance, risk management and licensing from relevant wildlife agencies). Site tours and onsite education capabilities for NARC will be reduced significantly. CWEC may need to vacate their building for a short period of time during extension, construction and renovation and their venue hire capabilities and program delivery will be reduced during this time.



## 2017-2018 KPI's Developed for Joint Programs Conducted by the Wetland Precinct Members

KPI No.	Annual Objective	KPI
1	Financial Performance	<b>Undertake at least one joint fundraising activity annually to raise funds for the Precinct.</b>
		Date      Progress.
		05/10/2017      "Terrific Turtle Fest Family Fun Day" Minor Precinct Fundraising Event to raise community awareness about the ecology of the Long-necked turtle. 87 participants. Raised \$867 Completed.
		21/08/2017      Donation of Lyn Merrington artwork by Public Transport Authority. Art Auction raised \$200. Completed.
		09/09/2018      'Precinct Open Day Fundraiser' showcasing the precinct and promoting individual organisations onsite. City of Cockburn showcasing the new precinct development. Three planning meetings held. In progress.
Postponed      'Amazing Race: Schools' Wetlands Challenge'. Postponed until 2019.		
KPI No.	Annual Objective	KPI
2	Community Education	<b>Deliver a minimum of two programs annually.</b>
		<b>One community education program in partnership with the City of Cockburn.</b>
		Date      Progress
		14/02/2018      Turtle Watch Schools' Program
		07/03/2018      (12 school classes, 210 Participants).
		28/03/2018
		08/06/2018      World Environment Day Schools Festival (9 school classes, 210 Participants).
<b>Attend a minimum of one Cockburn Community Event.</b>		
Date      Progress.		
29/10/2017      City of Cockburn Rotary Festival. Completed.		



KPI No.	Annual Objective	KPI
3	Corporate	<b>Deliver a minimum of one corporate volunteering event annually.</b>
		Date Progress
		Current No joint corporate events for 2017-2018. <i>Note: Precinct partners contributed additional resources for the development of the business plan for the Cockburn Wetlands Precinct.</i>
KPI No.	Annual Objective	KPI
4	Communication/ Marketing	<b>Develop an appropriate electronic delivery system to highlight the events offered within the Precinct.</b>
		Ongoing Steering Committee established consisting of CWEC, NARC, CoC representatives & Bibra Lake Scouts to progress Precinct re-development. This includes implementation of additional governance processes as well as a future marketing strategy for the Precinct.
		<b>Deliver an events calendar updated at least quarterly highlighting events within the Precinct.</b>
Ongoing Prepare a marketing flyer to advertise Turtle Watch Schools' Programs in addition to those held in partnership with the City of Cockburn. As above KPI & 2.		

### 2017-2018 Additional Joint Programs Conducted by the Wetland Precinct Members

No.	Programs	Comments
1	Precinct site planning	As above point 4.
2	Precinct meetings	Twelve meetings between 1 July 2017 and 30 June 2018. Meetings include Precinct Committee meetings, Precinct visioning workshops, and Precinct fundraising meetings.
3	Professional Development	5-6/08/2017 – Day 1: Precinct partners attended the Nature Play Conference to increase knowledge and skills in environmental education. Day 2: Provided nature activities at Manning Park. 04/05/2018 - Aboriginal Awareness Training program (35 participants).
4	Joint education programs	04/04/2018 - Turtle Biology – John Curtin College of the Arts (2 classes, 44 participants).
6	Joint events	05/06/2018 - World Environment Day: Blue Gum Montessori whole school event (6 school classes, 144 participants).
5	Meeting	16/11/2017 - Precinct partners attended the Roe8 Stakeholder meeting.



## 2018-2019 Additional KPI's to be Conducted by the Wetland Precinct Members

- (1) Coordinate bimonthly Wetlands Precinct Committee meetings (including Chairing, preparation of agenda and minutes). This KPI is included in the groups' 'Wetlands Precinct Strategic Plan' and it is beneficial for this KPI to be reported to the City annually.
  
- (2) Each stakeholder group to provide two representatives to attend Wetlands Precinct Development Project Steering Committee Meetings until project completion (currently six per year). This KPI is pertinent to the redevelopment of the wetlands precinct and reflects each group's desire and commitment to ensure the viability of the project. The steering committee has been established to allow the City and stakeholders to provide a mechanism to discuss, research and provide resolution to all matters pertaining to the redevelopment.

## Part A - Sponsorship request

### Cockburn Wetlands Education Centre Inc

<b>*Financial Forecast of 2017 – 2018 salary package (CWEC Inc)</b>						
Name	Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
Denise Crosbie	Wetlands Officer (f/t)	65,749.03	2,629.96	6,246.16	1,095.81	\$75,720.96
Danielle Tyrils	Administrative Officer (p/t)	12,360.10	494.40	1,174.21	205.98	\$14,234.69
Rex Sallur	General Assistant (p/t)	8,149.79	325.99	774.23	TBA	\$9,250.01
Natasha Bowden	Landcare/Educ. Assistant (casual)	4,434.29	177.37	421.26	N/A	\$5,032.92
	Marketing Consultant	3,050.00		N/A	N/A	\$3,050.00
<b>2017 - 2018 Total Salary Package</b>						<b>\$107,288.58</b>
<b>2017 - 2018 City of Cockburn Sponsorship Received</b>						<b>\$89,955.65</b>
<b>2017 - 2018 CWEC Contribution</b>						<b>\$17,332.93</b>

<b>2018 – 2019 sponsorship request (CWEC Inc)</b>		Totals
<b>2017 - 2018 City of Cockburn sponsorship received</b>		<b>\$89,955.65</b>
<b>Perth CPI change March Quarter 2017 to March Quarter 2018 (0.9%)</b>		<b>\$809.60</b>
<b>2018 - 2019 City of Cockburn sponsorship request</b>		<b>\$90,765.25</b>

<b>2018 – 2019 Proposed salary package (CWEC Inc)</b>						
Name	Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
Denise Crosbie	Wetlands Officer (f/t)	66,340.77	2,653.63	6,302.37	1,105.68	\$76,402.45
Danielle Tyrils	Administrative Officer (p/t)	12,471.34	498.85	1,184.78	207.83	\$14,362.80
Rex Sallur	General Assistant (p/t)	8,223.14	328.92	781.19	TBA	\$9,333.25
Matthew Moore	Landcare Assistant (p/t)	8,572.88	342.91	814.42	TBA	\$9,730.21
TBC	Educ. Assistant (casual)	Unknown: dependent on education bookings				
<b>2018 – 2019 Proposed Total Salary Package</b>						<b>\$109,828.71</b>
<b>2018 - 2019 Proposed City of Cockburn Sponsorship Request</b>						<b>\$90,765.25</b>
<b>2018 - 2019 Proposed CWEC Contribution (minimum)</b>						<b>\$19,063.46</b>

## Notes

- *\*The 2017-2018 financial figures represent actual salaries plus a financial forecast for the month of June.*
- *The salaries for the General Assistant and Landcare Assistant (totalling a minimum of \$19,063.46) are funded from the CWEC's own revenue streams. Additional funding will be provided for the salary of the Wetlands Education Assistant dependent on funded bookings. We are not seeking salary support for any of these positions.*
- *CWEC does not come under any registered agreements so long service leave rulings are used from the Long Service Leave Act (1958). Full-time and part-time (pro-rata) employees are eligible for 8 2/3 weeks of paid leave after 10 years of service. They are eligible for 4 1/3 weeks of paid leave for subsequent 5 year periods thereafter.*



## Part B - Sponsorship request

### Native ARC Inc

2017 – 2018 salary package (NARC Inc)						
Name	Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
Diane Munrowd	Manager (f/t – job share)	65,098.05	2,603.92	6,184.31	1,084.96	\$75,720.96
Dean Huxley						
Megan Goodwin	Administrative Officer	12,237.64	489.50	1,162.57	203.94	\$14,234.69
<b>2017 – 2018 Total Salary Package</b>						<b>\$89,955.65</b>
<b>2017 - 2018 City of Cockburn Sponsorship Received</b>						<b>\$89,955.65</b>

2018 – 2019 sponsorship request (NARC Inc)		Totals
<b>2017 - 2018 City of Cockburn sponsorship received</b>		<b>\$89,955.65</b>
<b>Perth CPI change March Quarter 2017 to March Quarter 2018 (0.9%)</b>		<b>\$809.60</b>
<b>2018 - 2019 City of Cockburn sponsorship request</b>		<b>\$90,765.25</b>

2018 – 2019 Proposed salary package (NARC Inc)						
Name	Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
Diane Munrowd	Manager (f/t - job share)	66,340.77	2,653.63	6,302.37	1,105.68	\$76,402.45
Dean Huxley						
Dr Szou Whua Bosci	Treatment Coordinator/ Administrative Officer	12,471.34	498.85	1,184.78	207.83	\$14,362.80
Rachel Pearsall	Rehabilitation Coordinator	17,400.86	696.03	1,509.66	263.79	\$18,360.69
Dr Meg Rodgers	Veterinarian	6,427.20	257.08	610.58	106.69	\$7,401.56
<b>2018 – 2019 Proposed Total Salary Package</b>						<b>\$116,527.50</b>
<b>2018 - 2019 Proposed City of Cockburn Sponsorship Request</b>						<b>\$90,765.25</b>
<b>2018 - 2019 Proposed NARC Contribution</b>						<b>\$25,762.25</b>

**Notes**

- *The salaries for the Rehabilitation Coordinator and Veterinarian (totalling \$25,762.25) are funded from NARC's own revenue streams and are dependent on ongoing financial sustainability (these are reviewed quarterly).*
- *The Veterinary Surgeons Board of WA (VSB) and the Health Department of WA require the prescription and administration of medications for wildlife to be directly undertaken by a veterinarian. This requires all injured wildlife to be transported offsite to a veterinary clinic for administration of the required medications if a veterinarian is not onsite. Due to the increased costs associated with this new requirement, a more cost-effective approach for Native ARC was to recruit a part-time veterinarian to undertake this activity to ensure the Centre was complying with the requirements of the VSB and the Health Department of WA. This has reduced costs that would have been incurred if all animals had to be treated offsite.*

## Part C - Summary of Sponsorship request Cockburn Wetlands Precinct

2018 – 2019 Proposed salary package (Cockburn Wetlands Precinct)						
Name	Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
<b>CWEC</b>						
Denise Crosbie	Wetlands Officer (f/t)	66,340.77	2,653.63	6,302.37	1,105.68	\$76,402.45
Danielle Tyrils	Wetlands Administrative Officer (p/t)	12,471.34	498.85	1,184.78	207.83	\$14,362.80
<b>NARC</b>						
Diane Munrowd	Manager (f/t – job share)	66,340.77	2,653.63	6,302.37	1,105.68	\$76,402.45
Dean Huxley						
Dr Szou Whua Bosci	Treatment Coordinator/ Administrative Officer (p/t)	12,471.34	498.85	1,184.78	207.83	\$14,362.80
<b>2018 - 2019 Total Salary Package</b>						<b>\$181,530.50</b>
<b>2018 - 2019 Proposed City of Cockburn Sponsorship Request (GST-exclusive)</b>						<b>\$181,530.50</b>

# Report on KPI's and Activities

2017-2018

**Native ARC Inc.**



**NativeARC**  
Wildlife • Rehabilitation • Sustainability



## To the Grants and Donations Committee

### OVERVIEW

The Executive Committee of Native ARC Inc. is pleased to provide this report to the City of Cockburn outlining the activities of the last twelve months.

Native ARC is committed to continue working with the City of Cockburn, the Cockburn Wetlands Precinct and other groups to ensure a sustainable future.

Native ARC has undertaken several projects as a Precinct Member as outlined in the reported KPIs and is also working very closely with the City of Cockburn to finalise a business plan for the development of the Precinct.

A major initiative this year was the registration of Native ARC by the Veterinary Surgeons' Board of WA as a veterinary hospital. This is a huge milestone and will be a major addition to the development of the Precinct.

We are committed to developing ongoing partnerships with corporate groups, local community organisations and other environmental groups to strengthen Native ARC and the Precinct and expand activities it can offer including potential for eco-tourism activities.

We have a strong Executive Committee with Members bringing a range of skills including finance, media, journalism, social networking and policy development. The Committee is well placed to guide Native ARC into the future with support from our staff and volunteers.

Our aim is to be a major contributor to the Cockburn community, a strong Precinct partner and a leader in wildlife medicine, rehabilitation, environmental education, tourism and sustainability.

Our progress would not have been possible without the support of the City of Cockburn and we are very grateful for this.



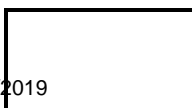
Robert Dunn  
Chairman  
Native ARC Inc.



## 2017 KPI's developed for Native ARC Inc

KPI No.	Annual Objective	KPI	Progress
1	Service Delivery	Achieve industry standard for outcomes and maintain minimum standards of animal care based on Department of Parks and Wildlife requirements.	<ul style="list-style-type: none"> <li>In 2017 the 'successful outcome' rate was 63.5%. Successful outcomes include released, transferred or still in care at the time of reporting. This figure is considered above industry standard.</li> <li>In 2017 Native ARC commenced negotiations with the Veterinary Surgeons' Board of WA, the Health Department and the Radiology Council of WA regarding the development of a veterinary treatment facility at the Centre as an interim measure until a fully equipped wildlife hospital was built which would add value to the Cockburn Wetlands Precinct.</li> <li>In January 2018, the Veterinary Surgeons Board of WA registered Native ARC as a Veterinary Hospital, making Native ARC the first and only wildlife veterinary hospital in Western Australia and the only veterinary hospital to also rehabilitate wildlife (a three-stage process including intensive care, acclimatisation and pre-release conditioning).</li> <li>Native ARC is a partner with Murdoch University and is listed as a practicum site for veterinary students requiring experience in wildlife medicine hosting more than 20 students in 2017.</li> <li>Native ARC also partners with Murdoch University and is a 'Streaming' site for 5<sup>th</sup> year veterinary students wishing to gain speciality in wildlife and exotics. Previously, Perth Zoo was the only other 'Streaming' site in Western Australia.</li> <li>All enclosures conform to the Department of Biodiversity, Conservation and Attractions (DBCA) animal housing requirements.</li> <li>Native ARC presents at South Metropolitan TAFE on captive bird management, husbandry of marsupials and trained over 200 Veterinary Nurses as part of their studies in 2017.</li> <li>A number of Native ARC volunteers are now Registered Veterinary Nurses undertaking pro bono work at Native ARC in the new veterinary treatment facility.</li> <li>Native ARC offers a 24/7 phone service and is the only organisation in Western Australia that provides a 24-hour phone service for sick, injured and orphaned wildlife.</li> <li>Native ARC presents at several DBCA training programs on wildlife rehabilitation with three metropolitan courses and one regional course run each year.</li> <li>Native ARC's Veterinarian flew to Karratha in February 2018 to present at a wildlife rehabilitation course facilitated by the DBCA. The course was attended by more than 40 regional participants from the North West.</li> </ul>

	Annual Objective	KPI	Progress
			<ul style="list-style-type: none"> <li>Native ARC is the only wildlife rehabilitation centre in Western Australia to have every animal admitted to the Centre assessed and treated by a veterinarian making the Centre a 'best practice' facility.</li> <li>Native ARC admitted more animals in 2017 than any of the other wildlife rehabilitation centres in Perth.</li> <li>Native ARC expanded the number of 'resident' animals that live at the Centre including two Alpine Dingoes, a Southern Hairy-nosed Wombat and two Netted Dragons. These animals provide additional opportunities and experiences for visitors to the Centre and play a key role in Native ARC's education and training programs.</li> <li>Native ARC's Interactive Alpine Dingo exhibit meets the 'NSW Standards for Housing Australian Mammals' which is a set of guidelines many Zoos in Australia adhere to.</li> <li>Native ARC achieved registration with the Radiology Council to purchase and set-up x-ray facilities at the Centre which provides an additional layer of veterinary services available to wildlife at the Centre.</li> </ul>
2	Financial Performance	Aim to achieve a growth in income of at least 10% over the preceding 12 months.	<ul style="list-style-type: none"> <li>Income for <u>July 2016 to June 2017</u> <span style="float:right">\$308, 443.00</span>  <i>less CoC Grant &amp; Capital Grants</i> <span style="float:right">\$159, 052.00</span>  <b>TOTAL</b> <span style="float:right"><b>\$149, 391.00</b></span></li> <li><b>Projected Income for</b>  <u>July 2017 to June 2018</u> <span style="float:right">\$ 324, 630.00</span>  <i>less CoC Grant &amp; Capital Grants</i> <span style="float:right">\$ 159,262.00</span>  <b>TOTAL</b> <span style="float:right"><b>\$ 165,368.00</b></span></li> </ul> <p><b>10.69 % increase</b> -</p>





3	Annual Objective	KPI	Progress
	Investment and Development	Aim to achieve a 10% growth in Education/ training programs income over the preceding 12 months	<ul style="list-style-type: none"> <li>Income for July 2016 to June 2017 \$ 29, 818.00</li> <li>Projected Income for July 2017 to June 2018 \$ 35, 000.00</li> <li><b>% increase 17.38%</b></li> </ul>
4	Annual Objective	KPI	Progress
	Strong Corporate Partnerships	At least one corporate involvement/ partnership developed annually.	<ul style="list-style-type: none"> <li>24 corporates attended team building days at Native ARC in 2017 including:                             <ul style="list-style-type: none"> <li>Fiona Stanley Hospital</li> <li>Woodside Energy</li> <li>Deloitte Australia</li> <li>US Navy</li> <li>General Electric</li> <li>Fremantle Ports</li> </ul> </li> <li>BP Kwinana's ongoing partnership. BP Kwinana grant in 2017 \$30,000.00 for Alpine Dingo Exhibit.                             <p><i>BP Kwinana committed to funding in 2015/2016, 2016/2017 and 2017/2018 for \$30,000.00 each year. 2017/2018 funds allocated for the purchase of an X-ray machine.</i></p> </li> <li>The Rotary Club of Booragoon provided funding to run two 'Self Care for Animal Carers' seminars in 2017. The seminar addresses mental health and burnout in animal care giving professions including volunteer wildlife rehabilitators, veterinary professionals and animal rescue organisations.</li> <li>Native ARC partnered with Deloitte Australia in 2017 as part of Deloitte's 'Impact Day'. The Executive Committee and staff of Native ARC participated in a series of scoping and planning sessions facilitated by staff from Deloitte to develop a five-year Strategic Direction (2018-2023).</li> <li>Native ARC partnered with the Murdoch Student Emerging Leaders (MSEL) in 2018 to review and redevelop its Policies and Procedures. As part of the project's scope, students identified the need to ensure Native ARC's growth and involvement with the Precinct were factored into all Policies and procedures developed.</li> </ul>



## 2017 Native ARC Additional Initiatives

	Programs	Comments
	Grants	<p><b>Successful Grants Achieved (Excluding City of Cockburn Grant)</b></p> <ul style="list-style-type: none"> <li>• ANZ Staff Foundation provided funding in 2017/2018 for \$5,000.00 to fund an environmental education program.</li> <li>• BP Kwinana Alpine Dingo Exhibit 2017 \$30,000.00</li> <li>• BP Kwinana Radiology Room 2018 \$30,000.00 (to be expended 2018/2019)</li> </ul> <p>Please note these are for specific projects and capital builds.</p> <p><b>Unsuccessful Grants</b></p> <ul style="list-style-type: none"> <li>• Telstra Kids Club Grant \$1,500.00 environmental education program for children with disabilities.</li> <li>• Bankwest Easy Grant \$1,000.00 environmental education program for children with disabilities.</li> </ul>
	Programs Education & Training	<p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• Native ARC's Manager now sits on the 'Animal Studies Industry Advisory Committee' which reviews the curriculum for animal study courses at TAFEs in Western Australia.</li> <li>• Cockatoo Kids Club (CKC) in Partnership with City of Cockburn, Millennium Kids and the Canning River Eco Education Centre (CREEC). The program is very successful with all sessions fully booked and Membership at full capacity.</li> <li>• All environmental education programs reflect the National Curriculum.</li> <li>• Native ARC delivers wildlife training to the Department of Biodiversity, Conservation and Attractions (DBCA), Murdoch University, South Metropolitan TAFE, wildlife rehabilitation centres and the public.</li> <li>• 10 free environmental education sessions were offered to local schools in 2017 as part of the ANZ Staff Foundation Grant. The program was run as a Pilot and will be continued in 2018/2019 due to positive feedback.</li> <li>• Over 3500 students participated in programs in 2017.</li> </ul>



	Programs		Comments
	Sustainability		<ul style="list-style-type: none"> <li>• Worm Farms, compost and recycling bins are in use and operational.</li> <li>• A large composting system was designed by Native ARC volunteers in 2017 with construction due June /July 2018. The new system will be able to accommodate 10 times as much organic waste as the Centre's current system.</li> <li>• There are currently 5 fully functional Aquaponics systems installed which provide water filtration in Turtle and Waterbird enclosures.</li> <li>• Native ARC has developed a 'green waste' collection area on site which allows green waste to be collected by the City of Cockburn's Parks and Gardens team who recycle the material into mulch.</li> </ul>
	Programs		Comments
	Fundraising		<ul style="list-style-type: none"> <li>• Regular collection of donation tins from local businesses raised in excess of \$7,000 in 2017/2018 (over 100 tins are placed at local businesses predominately in the City of Cockburn).</li> <li>• Several fund-raising initiatives were undertaken in 2017/2018 including movie nights, bingo, quiz night and raffles generating approximately \$40,000.00 in revenue.</li> <li>• The Centre has an online shop, merchandise range and Animal Sponsorship opportunities.</li> </ul>
No.	Programs		Comments
	Upgrade of Leased Site at 172Hope Road Bibra Lake.		<ul style="list-style-type: none"> <li>• Strong emphasis on the grounds and gardens have been made with all exotic and regional plants on the lease removed and replaced with endemic species to support the conservation values of the surrounding A Class reserve. In excess of 1500 volunteer hours were allocated to the maintenance of the grounds and gardens of the leased site in 2017/2018.</li> <li>• Signage has been installed to prevent parking in 'No Standing' zones.</li> <li>• New toilets installed to upgrade the number of toilets on site from including a disabled toilet access.</li> <li>• Native ARC has upgraded security at the Centre with additional cameras, window bars and locks installed.</li> </ul>





NativeARC

[info@nativearc.org.au](mailto:info@nativearc.org.au)

08 9417 7105

[www.nativearc.org.au](http://www.nativearc.org.au)

**Native ARC's Future**

**State of the art wildlife treatment & rehabilitation facility**

Unique environmental education programs

**Natural bush setting**

Quiet healing sanctuary

Community resource

**Specialists in wildlife *medicine***

**Cockburn Wetlands Precinct Partner**

Partnerships with relevant organisations

**24/7 service**

Opportunities to connect to the land

Eco-tourism opportunities

**Financial sustainability**

**Inclusive workplace**

Research programs

**Recognition of Indigenous Culture**

**Collaboration with government**

Environmental conservation

Sustainability showcase

*Opportunities for Corporate Social Responsibility*

**Skills-based training**

**Advocacy for environmental protection**





## SUMMARY OF NATIVE ARC's ACTIVITIES (2017) OVERVIEW

Native ARC was incorporated in 1998. A restructure at the end of 2009 resulted in a major overhaul of operations at the Centre positioning Native ARC as a professional wildlife organisation with appropriate infrastructure, governance and administrative processes. Native ARC is now capitalising on the improvements made.

The Executive Committee has the skills and experience to oversee the development and the future expansion of the Centre. There are demonstrated competencies and/or qualifications required to be eligible for nomination and acceptance on the Executive Committee. Two new Committee members joined the Committee in 2017.

### Executive Committee Members:

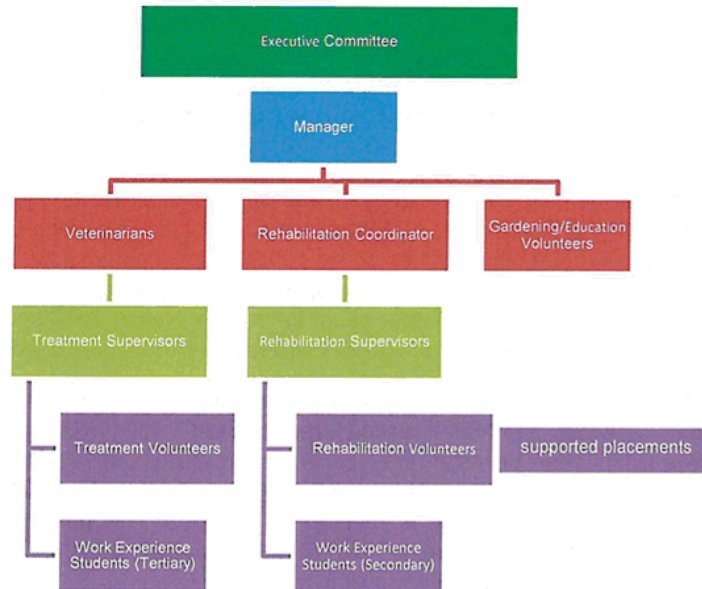
- One Member with small business experience;
- One with private sector policy/legislation experience (Chamber of Commerce and Industry of Western Australia) at a State/Federal level;
- One with experience in the State Public Sector at a senior executive level;
- One with a background in journalism, public relations and state politics.
- One with CPA and Chartered Management Accountant qualifications, broad finance, business improvement and program management skills and experience across public and private sectors.
- One with 20 years' experience as CEO of a not for profit organisation;
- Two are registered wildlife rehabilitators with the Department of Biodiversity, Conservation and Attractions (DBCA) and are members of the DBCA Wildlife Rehabilitators' Consultation Group (Committee that oversees the development of wildlife rehabilitation industry standards).

### Native ARC is registered with:

- Australian Charities and Not for Profits Commission (ACNC) Register (Federal Government);
- Register of Environmental Organisations (Federal Government);
- Registered Wildlife Rehabilitation Centre Department of Biodiversity, Conservation and Attractions (State Government);
- Registered Veterinary Hospital Veterinary Surgeons' Board WA (State Government);
- Registered for a Charitable Collections License (State Government).

These registrations are reviewed annually by the responsible organisations with Native ARC compliant with all requirements.

## Native ARC's Organisation Structure.



Native ARC's volunteers and staff are directed by a range of policies developed to support due diligence and governance. Policies in place are:

- Occupational Safety and Health Policy
- Volunteer/Staff Code of Conduct
- Emergency Evacuation Procedure
- Grievance and Dispute Policy
- Supportive Placement Policy
- Social Media Content Management Policy
- Regulation 16 License Policy
- Euthanasia Policy
- Bats and Snakes Policy
- Domestic Animal Policy
- Invasive Species Policy
- Off-Site Rehabilitation Policy
- Off-Site Rehabilitation Reptile Policy
- Photographs at Native ARC Policy
- Snake Policy



## HIGHLIGHTS FOR 2017

### **PARTNERSHIPS**

Native ARC partnered with Deloitte Australia in 2017 as part of Deloitte's 'Impact Day'. The Executive Committee and staff of Native ARC participated in a series of scoping and planning sessions facilitated by staff from Deloitte to develop a five-year Strategic Direction (2018-2023). This not only provides a framework for growth and expansion but a guide for Native ARC's involvement in the Cockburn Wetlands Precinct.

The Murdoch Student Emerging Leaders (MSEL) was created in 2013 as a joint initiative between Murdoch Guild and the Careers and Employment Centre at Murdoch University to provide leadership development opportunities and support the local community. Native ARC partnered with MSEL in 2018 to review and redevelop its Policies and Procedures. As part of the project's scope, students identified the need to ensure Native ARC's growth and involvement with the Precinct were factored into all Policies and Procedures developed.

Native ARC is assisting Western Australian Seabird Rescue (WASR) by providing veterinary and rehabilitation services. WASR rescue more than 400 sick and injured seabirds/waterbirds each year however they have limited access to veterinarians and experienced wildlife rehabilitators. Native ARC refers all seabird/waterbird rescue requests to WASR who then transfer the rescued animals to Native ARC. This partnership utilises each organisation's strengths and resources thus increasing overall outcomes for sick and injured seabirds/waterbirds in the Perth metropolitan area.

The Centre contributes as a Member of the Cockburn Wetlands Precinct to promote environmental sustainability within the Cockburn community and the addition of the new Veterinary Treatment Facility and Dingo/Wombat Enclosures value add to the Precinct. The potential to develop the site further as a tourism destination is something Native ARC is committed to achieve in partnership with Precinct Members and the City of Cockburn.

The Rotary Club of Booragoon sponsors two 'Self Care for Animal Carers' seminars each year with more than 150 participants attending. Native ARC has partnered with several other organisations to deliver Self Care seminars for their members including 'Fostering and Assistance for Wildlife Needing Aid' (FAWNA) in Bussleton, Dogs Refuge in Shenton Park and a Wildlife Rehabilitation Group in Tasmania that applied for a grant in 2018 for Native ARC to run 4 Self Care Seminars across the state. The outcome of the grant is pending.

Native ARC continues to have a strong partnership with Volunteering WA and participated as a member of the steering committee organising the State Volunteering WA Conference in 2017. Native ARC has an ongoing partnership with Volunteering WA to provide opportunities for corporate organisations wishing to undertake team building activities onsite and to participate in their skills-based volunteering programs.

## PERFORMANCE STATISTICS

### Native ARC:

- is open 365 days a year;
- provided an afterhours service (7.00pm to 8:30am) for wildlife calls (600 calls);
- rescued 387 animals from a variety of locations and situations;
- provided opportunities for over 280 regular volunteers;
- admitted in 3355 animals to the Centre;
- provided education and information to more than 4000 participants;
- provided ongoing placement opportunities for people with disabilities including an ongoing partnership with Alzheimers Australia;
- supported more than 50 work experience students from private/public schools;
- provided placements for 20 veterinary students from Murdoch University (a formal veterinary placement program is now in place);
- provided placements for 5 veterinary nurse students from Open Colleges and South Metropolitan TAFE; and
- hosted 24 corporate team building days.

Native ARC is the only wildlife rehabilitation centre operating in the catchment area of the City of Cockburn and operates 24/7 providing a point of contact for concerned Cockburn residents who have either rescued or require assistance with wildlife.

### WILDLIFE ADMISSIONS

In 2017 3355 animals were admitted compared to 1458 in 2012 (an increase of over 130% over the 5 year period).

Volunteer hours in 2017 were 64,581 compared to 20,497 in 2012 (an increase of over 215% over the 5 year period).

Successful outcomes recorded in 2017 was 63.5% reflecting in part the ongoing skill development and training of volunteers.

The number of wildlife admissions continues to increase each year with costs associated with veterinary examinations, treatment, medicines and food and housing costs borne by Native ARC. A significant amount of expenditure is directed towards treatment and care.

Native ARC receives many referrals from local veterinarians and the Animal Hospital at Murdoch University as veterinary clinics are not equipped to rehabilitate wildlife.

Year	Admissions	Rehabilitation Success Rate	Volunteer hours at Native ARC	Financial Value Hours <sup>1</sup> \$30.00 per hour
2017	3355	63.5%	64 581	\$1,937,430.00
2016	2864	65%	63 833	\$ 1, 914, 990.00
2015	2922	67%	54,444	\$1,633,320.00
2014	2662	67%	41,518	\$1,245,540.00
2013	2244	67%	26,249	\$787,470
2012	1458	64%	20,497	\$614,910
2011	1200	47%	17,535	\$526,050
2010	950	41%	13,492	\$404,760

<sup>1</sup> Note the financial figures are based on State National Resource Management Community Grants Adult Volunteer in kind costings.

#### SUMMARY OF PARTICIPATION HOURS RECORDED for 2017

Volunteers	Participation at the Centre undertaking rehabilitation of wildlife/gardening etc.	49, 379
Fundraising/Misc	Attendance at fetes, events, stalls, etc.	1, 270
Training	Volunteers/External groups attending training workshops.	3, 382
Inductions	New volunteers attending Induction training at the Centre.	1, 500
Work Experience	Secondary and Tertiary work experience student participation.	2, 200
Executive Committee	Executive Committee Meetings/events.	300
*Corporate Participation	On site / Team building.	1, 950
Off-Site Rehabilitation	Volunteers rehabilitating animals off-site.	2,000
Pro-bono Veterinarian	On-site Veterinarians contributing in-kind volunteer time.	2,600



## FINANCIAL MANAGEMENT.

The Audit Report for 2017/2018 is attached (Attachment 1).

Native ARC actively pursues in kind contributions, fundraising, social media or grants in addition to education/training programs to fund activities at the Centre.

Native ARC is now recognised as a medium-sized charity and appointed a new Auditor in 2017 – Australian Audit.

“In our opinion, Native ARC Inc has complied with 60-30(3)(b), (c) and (d) of the *ACNC Act* and 82(1)(b), (c) and (d) of the *Associations Incorporation Act 2015 (WA)*:

- by providing us with all information, explanation and assistance necessary for the conduct of the audit;
- by keeping financial records sufficient to enable a financial report to be prepared and audited; and
- by keeping other records required by Part 3-2 of the *ACNC Act*, including those records required by Section 50-5 that correctly record its operations, so as to enable any recognised assessment activity to be carried out in relation to the entity.
- by keeping other records required by Part 5 of the *Associations Incorporation Act 2015 (WA)*, including those records required by Section 66 that correctly record its operations, so as to enable true and fair financial statements to be prepared.”

~ Robert John Campbell, CA CPA – Australia Audit.

## VETERINARY TREATMENT FACILITY

Between 2011-2016 Native ARC achieved significant growth and achievements in wildlife rehabilitation as a result of improved infrastructure. Native ARC is recognised as a best practice wildlife rehabilitation facility. Native ARC commenced negotiations with the Veterinary Surgeons Board of WA, the Health Department and the Radiology Council of WA to progress a veterinary treatment facility at the Centre. This facility is an interim measure until a fully equipped wildlife hospital is built as part of the Cockburn Wetlands Precinct project.

The Veterinary Surgeons' Board of WA registered Native ARC as a Veterinary Hospital in January 2018, making Native ARC the first and only wildlife veterinary hospital in Western Australia and the only veterinary hospital to also rehabilitate wildlife (a three-stage process including intensive care, acclimatisation and pre-release conditioning). This is a significant achievement and has placed Native ARC in an advantageous position as we progress our vision to transition to a fully equipped wildlife hospital.

The Veterinary Treatment Facility was funded by BP Refinery Kwinana over a two-year period and includes a treatment room, operating theatre and radiology facility. Native ARC is now able to treat all animals on-site as opposed to transporting them to nearby veterinary clinics for veterinary treatment. This process continues to improve patient outcomes and welfare standards for wildlife, places less pressure on nearby veterinary clinics and is providing a demonstration model for successful wildlife medicine techniques.

Native ARC employed two veterinarians (both part time) in 2017 which ensures the Centre has a veterinarian on site every day with both veterinarians also contributing pro bono time to the Centre. Native ARC is the only wildlife rehabilitation centre to have every animal treated by a registered veterinarian making Native ARC a 'best practice' organisation within the industry.

The facility also strengthens the partnership with the Murdoch University College of Veterinary Medicine by providing an opportunity for Veterinary Science students to gain valuable skills and experience in treating wildlife. In addition, South Metropolitan TAFE provides training to Veterinary Nurse students who will also be able to take advantage of this opportunity as there is limited training in wildlife for both Veterinary Science and Veterinary Nurse students.

Plans for the future include opportunities for overseas veterinary placements and research partnerships with international wildlife rehabilitation/medicine facilities.

### **TOURISM**

Our vision for the future incorporates the expansion of Native ARC's ability to provide the community with environmental experiences, education and tourism opportunities. The education and eco-tourism components will provide the community with exciting opportunities to connect with the land, the natural environment and increase community awareness of the importance of environmental sustainability. Eco-tourism will also provide opportunities for income generation.

Not only does the Veterinary Treatment Facility provide onsite resources for the provision of veterinary services to wildlife until the future wildlife hospital is built, it also serves as a prototype for education and ecotourism experiences as the building has viewing windows incorporated into the design.

An Alpine Dingo Exhibit was built in 2017 and provides an additional layer of experiential learning and education to the Centre's environmental education programs and tourism. Emphasis will be placed on increasing interactive opportunities for schools and the community. An expansion of Native ARC's resident animal program in 2017 resulted in the acquisition of additional fauna for display include Alpine Dingoes, a Southern Hairy-nosed Wombat and Netted Dragons.

### **CALL CENTRE SERVICE**

Native ARC received in excess of 7,000 calls in 2017. In addition, 600 calls were received as part of the Centre's after-hours service. Many calls are directed to the Centre by the City of Cockburn regarding community concerns about wildlife. The Wild Care Helpline run by the Department of Biodiversity, Conservation and Attractions also refers callers to Native ARC for wildlife assistance. Native ARC provides a 24 hour phone service for wildlife in Western Australia.

## SCHOOL EDUCATION

In 2017, in excess of 8,000 primary/secondary school education hours were provided through onsite and off-site programs with more than 4000 participants attending education and information sessions.

Native ARC's ongoing involvement in World Environment Day in partnership with the City of Cockburn and the Cockburn Wetlands Education Centre provides information to hundreds more students.

In addition Native ARC provides eight school holiday sessions annually which have been very well attended and received.

Cockatoo Kids Club (CKC) has been developed in partnership with the City of Cockburn, Millennium Kids and the Canning River Eco Education Centre. The program has been very successful with every session fully booked.

The Centre has an ongoing partnership with the Perth Waldorf School and All Saints College providing a series of education and hands on sessions spread over each term for students focusing on wildlife education, habitat creation and environmental sustainability.

Ten free environmental education sessions were offered to local schools in 2017 as part of the ANZ 'Staff Foundation Grant'. The program was run as a Pilot and will be continued in 2018/2019 due to positive feedback.

Native ARC has education programs for students with disabilities including Deaf students. A number of programs were run in 2016 and 2017 in partnership with the Mosman Park School for Deaf Children.

## TERTIARY EDUCATION / TRAINING

Native ARC has a strong focus on training and tertiary education. The Centre runs courses throughout the year for tertiary students and members of the public in consultation with several organisations and runs many more workshops for its volunteers.

The programs incorporate experts in many areas of wildlife rehabilitation attracting practicing wildlife rehabilitators, tertiary students and Native ARC volunteers. The Centre also has a program for veterinary nurses providing information on wildlife rehabilitation and first aid for injured wildlife.

Native ARC's Manager is a Member of the 'Animal Studies Industry Advisory Committee' which reviews work experience programs associated with animal study courses at TAFEs in Western Australia.

Native ARC regularly presents wildlife rehabilitation courses facilitated by the Department of Biodiversity, Conservation and Attractions. Native ARC's veterinarian flew to Karratha in February 2018 to present at one of these courses which was attended by more than 40 regional participants from the North West.



Native ARC has been approached by veterinary clinics across Perth, the Department of Biodiversity, Conservation and Attractions, Fostering and Assistance for Wildlife Needing Aid (FAWNA), and a Wildlife Rehabilitation Group in Tasmania to conduct 'Self Care' seminars for their organisations.

Native ARC is a 'streaming' site for 5th year veterinary students wishing to gain speciality in wildlife medicine and exotics.

Native ARC presents at South Metropolitan TAFE on captive bird management and husbandry of marsupials.

### **COCKBURN YOUTH AND PEOPLE WITH DISABILITIES**

Native ARC places priority in providing opportunities for Cockburn youth. In 2017, more than 50 students from local schools participated in work experience at the Centre.

Native ARC also encourages opportunities for people with disabilities to gain valuable social skills and experience working with wildlife.

Native ARC partners with Alzheimers Australia to provide supported placements for volunteers with early onset Dementia/Alzheimers. This program is ongoing and has proven to be a very successful initiative.

Native ARC also participated in a number of programs with Millennium Kids focusing on the health of waterways and contributed to an international program with students from overseas.

The Centre also partners with Conservation Volunteers to provide on-site education and hands on activities to students with special learning requirements and provides opportunities for Bush Ranger groups.

### **VOLUNTEERING OPPORTUNITIES/TRAINING**

Native ARC provides volunteering opportunities for the Cockburn community with the majority of volunteers coming from the area. Emphasis has been on up skilling volunteers to enhance the level of care and this is reflected in outcome data. At any one-time Native ARC has between 250-280 regular volunteers providing their services at the Centre. Native ARC works closely with the City of Cockburn Volunteer Resource Centre on a range of projects promoting volunteering opportunities in the Cockburn area.

Our volunteers are representative of a variety of ages, professions and experiences. In addition to older volunteers and retired professionals the number of younger volunteers is also increasing. The Centre also attracts student volunteers undertaking tertiary courses in veterinary studies and environment and conservation.

Volunteers come from various backgrounds and have skills and experience across many fields. This is potentially useful when the Centre requires maintenance and gardening work. This ongoing relationship is essential to ensuring the Centre and its assets are well maintained.

Our volunteers are representative of a variety of ages (16-80 years of age), ethnic backgrounds and experiences.

Native ARC has a skilled team of gardening and maintenance volunteers who dedicate more than 25 hours each week to maintaining the Centre, gardens and grounds. This has drastically improved the site and surrounding areas which supports Native ARC's lease responsibilities and the A Class reserve.

#### **MENTAL HEALTH AWARENESS**

In 2014 Native ARC commenced 'Self Care' workshops for its volunteers to address stress, burn out and mental health in animal care. The workshop was initially run as a Fee for Service for participants. The content proved to be of immense value to participants and Native ARC began investigations as to how this program could be provided to a broader group at no cost due to the benefit it provided.

With support from the Rotary Club of Booragoon, two seminars are funded every year with more than 150 participants attending.

Native ARC has been approached by veterinary clinics across Perth as well as the Department of Biodiversity, Conservation and Attractions to run these courses for their Wildlife Officers, Animal Control Agents and Wild Care Helpline Volunteers to help address wellness issues in the work places.

In 2017/2018 Self Care Seminars were run for staff at the Shenton Park Dog Home, Melville Animal Hospital and Veterinary Nurse Students at South metropolitan TAFE.

Fostering and Assistance for Wildlife Needing Aid (FAWNA) in Bussleton approached Native ARC to run a Self Care Seminar for their Members which is scheduled for July 2018.

A Wildlife Rehabilitation Group in Tasmania applied for a grant in 2018 for Native ARC to run four Self Care Seminars across the state. The outcome of the grant is pending.

#### **VOLUNTEER SOCIAL EVENTS**

In 2017 Native ARC hosted three volunteer social events which were sponsored privately by the Executive Committee (not paid for out of operational funds) with the focus on recognising and rewarding the Centre's 280 plus volunteers. These included:

- Whiteman Park nocturnal tour;
- Volunteer BBQ;
- Volunteer Christmas party.
- Possum Valley Animal Sanctuary busy bee and tour



## CORPORATE PARTNERSHIPS AND COMMUNITY DAYS

Native ARC recognises the importance of developing strong links with the private sector in Cockburn and continues to explore opportunities for corporate groups to utilise the Centre for team building activities.

Organisations participating in community days in the last twelve months:

- Fiona Stanley Hospital
- Woodside Energy
- BP Refinery Kwinana
- Western power
- General Electric

Native ARC hosted 24 team-based volunteering projects in 2017 with more than 350 participants contributing in-kind support to the Centre.

Native ARC is a member of Volunteering WA and has hosted a number of private sector corporate community days with very positive feedback from Volunteering WA and the groups involved.

Native ARC partnered with Deloitte Australia in 2017 as part of Deloitte's 'Impact Day'. The Executive Committee and staff of Native ARC participated in a series of scoping and planning sessions facilitated by staff from Deloitte to develop a five-year Strategic Direction (2018-2023). This not only provides a framework for growth and expansion but a guide for Native ARC's involvement in the Precinct.

### Native ARC:

- is a member of the DBCA Wildlife Rehabilitation Consultation Group.
- is a member of the Turtle Watch Network Inc.
- is a member of the Western Australian Wildlife Rehabilitation Council.
- is a member of the Cockburn Wetlands Precinct Committee.
- is a member of the Chamber of Commerce and Industry.
- is a member of Volunteering WA.
- has five DBCA Registered Wildlife Rehabilitators.

## SUMMARY

Native ARC has transitioned into a professional wildlife treatment and rehabilitation facility in a very short time primarily because resources have been available to develop and maintain administrative structures and processes that underpin the operations of the Centre.

The Centre has a strong focus on continuous improvement and values the commitment of our volunteers to assist us achieve this. Ongoing support will assist us to grow the Centre and also ensure the Cockburn Wetlands Precinct continues to develop and expand in partnership with the City of Cockburn.

We have had a long and productive relationship with the City of Cockburn who support the activities of Native ARC and support Native ARC's vision to be: "Western Australia's leading native wildlife conservation, treatment and rehabilitation sanctuary incorporating experiences in education, training and eco-tourism based on a sustainable business model."

Native ARC is and will be the first of its kind in Western Australia and will provide not only state of the art wildlife medicine and rehabilitation facilities, but will promote values of: Respect, Advocacy and Protection of the natural environment.

Our ongoing development will ensure the Cockburn Wetlands Precinct can offer the community a range of best practice environmentally based programs.

### Addressing the ACS17 Criteria

Native ARC is requesting a donation of \$90,765.25 annually from 2018/2019 to 2023/2024 towards the running costs of the Centre. This cannot be accommodated within the limits of SC35 as our running costs are typically around \$240,000 pa, of which the City provides approximately \$90,000.00. The other \$150,000.00 is generated from fee for service activities including education and training, fundraising and public donations.

It is useful to project the financial value of volunteer contributions to the running of the Centre as without volunteers the Centre would not be able to provide a seven day a week service to the community. Approximately 65,000 volunteer hours were contributed in kind in 2017. Applying a \$30.00/hour rate (based on the State National Resource Management Community Grants Adult Volunteer in kind costings) to the work of Native ARC volunteers, and adding Native ARC's financial expenses, Native ARC's annual contribution is approximately \$2,200,000.00 of volunteer in-kind and financial input. Using these figures, for every \$1.00 contributed by the City of Cockburn, Native ARC contributes approximately \$24.00.

The financial support of the City of Cockburn ensures consistent maintenance of the Centre's operations (which in turn allows the Centre to provide many programs that benefit the Cockburn Community) and ensures wildlife treatment and rehabilitation is undertaken. This year we are requesting a donation of \$90,765.25.

The number of animals admitted (on average) increases per annum by 15% increasing the amount of money required to run the Centre. Not only do costs increase with the number of animals admitted, it is also important the Centre maintains its compliance requirements with the Department of Biodiversity, Conservation and Attractions and the Veterinary Surgeons' Board of WA as a best practice facility.

Without Native ARC's services almost 3500 sick and injured wildlife each year would either not receive treatment or would be unnecessarily euthanised due to the fact most veterinary clinics do not have the resources to care or house wildlife. Whilst the Department of Biodiversity, Conservation and Attractions have overall responsibility for wildlife they only have the resources to offer a referral service. Without Native ARC, City of Cockburn residents would have to travel to Malaga, Mandurah or Lesmurdie to seek help for sick and injured wildlife.

Native ARC also supports the City of Cockburn Ranger Services and the City of Cockburn Environmental Services with calls regarding wildlife from concerned Cockburn residents. Native ARC, with support from the City, admits more animals per annum than any other wildlife rehabilitation centre in the Perth catchment making Native ARC and the City of Cockburn a significant contributor to wildlife rehabilitation in Western Australia. As Native ARC is the only registered wildlife hospital in Western Australia, the City of Cockburn is positioned in the wider community as a leader in wildlife rehabilitation and environmental sustainability.

The donation will be used for running costs to support a range of programs which benefit the City of Cockburn and its ratepayers. Native ARC is the only wildlife

rehabilitation centre South of the Swan River through to Mandurah and the only veterinary hospital in the City of Cockburn to provide a service to sick and injured wildlife. Native ARC provides a free wildlife rescue, treatment and rehabilitation service including a 24-hour phone service to the community.

In addition to its wildlife rescue, treatment and rehabilitation services Native ARC runs information, education and training programs for the public and secondary/tertiary education institutions. These programs range in content which support the City's values surrounding environmental sustainability and are often run in partnership with the City to bolster their environmental message. Native ARC regularly asks members of the community to sign a petition in support of its work and to date has collected more than 2500 signatures.

Native ARC leases its site and buildings from the City of Cockburn which have required considerable upgrades and maintenance over the years due to the age of the site. Native ARC spends on average \$6,000.00 annually on repairs and maintenance which contributes to the City's assets.

Native ARC has a large social media following with up to 10,000 followers between its Facebook, Instagram and Newsletter publications. Native ARC regularly promotes and recognises the City of Cockburn for their ongoing support which brings considerable favourable publicity to the City of Cockburn supporting the City's social responsibilities. Native ARC also promotes the City of Cockburn as its major sponsor on its website, promotional material and by the entrance to the Centre.

Native ARC is a Member of the Cockburn Wetlands Precinct contributing many hours and resources to the development of the Precinct. Native ARC has been an active Member of the Cockburn Wetlands Precinct Committee since it began in 2013. A Steering Committee has recently been established to allow the City to provide resolution to all matters pertaining to the redevelopment. Native ARC actively contributes to the Steering Committee.

For key terms and conditions, proposed outputs, and how these will be evaluated, refer to the KPI's on page 18.



### Addressing the SC35 Criteria

Native ARC Incorporated is eligible for a donation because it is a registered charity which provides the only wildlife rescue, treatment and rehabilitation service covering the City of Cockburn and surrounding areas (in 2017, 3350 animals were brought to the Centre by concerned residents). We provide a range of environmental information, education programs for residents and work experience opportunities for a considerable number of schools in the City of Cockburn catchment area. In addition, School Holiday Programs provide opportunities for City of Cockburn families.

Native ARC partners with the City of Cockburn and the Cockburn Wetlands Education Centre to run several programs including World Environment Day, Turtle Watch and Terrific Turtle Fest which provides information/education activities for residents, students and families in the City of Cockburn. With ongoing clearing of bush and habitat due to the increased development and expansion within the City of Cockburn, these programs provide valuable information on the importance of retaining and preserving habitat to support environmental sustainability and healthy communities.

Native ARC partners with many schools in the Cockburn community including the Perth Waldorf School and Blue Gum Montessori School with several ongoing education programs for its students. The Centre also runs numerous education programs for other schools in the Cockburn community. Native ARC's aim is to make students and the community aware how special Australia's wildlife is and how they can contribute to wildlife conservation.

Cockatoo Kids Club (CKC) has been developed in partnership with the City of Cockburn, which has been very successful to date with all sessions fully booked. This program provides youth (ages 5 to 12) in the Cockburn community with an avenue to engage in environmental programs that would otherwise not be available to them due to their age.

Native ARC is a community organisation with a strong volunteer base (300 plus volunteers attend the Centre each week). The Centre works closely with the Cockburn Volunteer Resource Centre to provide volunteering opportunities and programs for Cockburn residents. Native ARC partners with several Resident Associations including Harvest Lakes and Bibra Lake to value add to their community programs and events. In addition, we participate in several City of Cockburn events including the Cockburn Rotary Festival, Harvest Hoo Haa and Networking Nights.

Native ARC's Executive Committee has the necessary skills and experience to oversee the development and the future expansion of the Centre. There are demonstrated competencies and/or qualifications required to be eligible for nomination and acceptance on the Executive Committee. Native ARC's Treasurer has CPA and Chartered Management Accountant qualifications and broad finance and business improvement skills. Members with experience within the public and private sectors also bring strong and robust decision making to the organisation. Other Members have backgrounds in Policy and Governance (at a State and Federal

level within the private and public sector), small business management, journalism and public relations. Native ARC is recognised as a medium-sized charity and appointed a new Auditor in 2017 (Australian Audit report attached in this document). Native ARC Inc. complied with 60-30(3)(b), (c) and (d) of the *ACNC Act* and 82(1)(b), (c) and (d) of the *Associations Incorporation Act 2015 (WA)*.

Native ARC updated its Rules to conform to the requirements of the *Associations Incorporation Act of 2015* and submits all reports and compliance documentation with relevant regulatory bodies to maintain its various registrations and licenses.

The funds from the requested donation will be used to support the Centre's running costs. Support from the City is vital as it provides the base support on which the Centre can operate to allow the provision of basic services and compliance requirements in addition to expanding additional programs and services (for the community) and source additional funds.



**Native ARC Incorporated**  
**ABN 83275625469**

**Financial Report for the Year Ended 30 June 2017**





## Native ARC Incorporated ABN 83275625469

## COMMITTEE'S REPORT

The committee members submit the financial report of Native ARC Incorporated for the financial year ended 30 June 2017.

**Committee Members**

The names of committee members throughout the year and at the date of this report are:

Robert Dunn (Chairman)	Anne Bellamy
Diane Munrowd (Secretary)	David Settlemaier
Sue Henderson (Treasurer)	Dean Huxley
Catarina Luz-Aniere	Pauline Mealor

**Principal Activities**

The first is the provision of medical care and rehabilitation services for over 3000 injured, sick, orphaned native wildlife each year. Located in the south metropolitan region of Perth WA, Native ARC receives injured wildlife from a variety of sources including the public, veterinarian clinics, local councils, rangers and other wildlife centres.

Native ARC's second priority is the provision of information/education on the importance of biodiversity and environmental sustainability to support the conservation of native flora and fauna. These services are provided to the general public, schools, tertiary and training institutions.

Native ARC Inc is a registered charity, license number 21503, licensed in Western Australia under the Charitable Collections Act 1946.

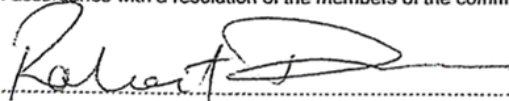
**Significant Changes**

No significant change in the nature of these activities occurred during the year.

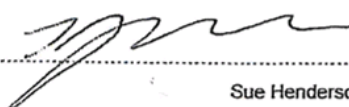
**Operating Result**

The surplus for the 2017 financial year amounted to \$35,658.

Signed in accordance with a resolution of the members of the committee.



Robert Dunn - Chairman



Sue Henderson - Treasurer

Dated this 29th day of December 2017

## Native ARC Incorporated ABN 83275625469

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR  
ENDED 30 JUNE 2017

	Note	2017	2016
		\$	\$
Revenue		273,839	262,382
Administration expense		1,727	1,224
Advertising and promotion expenses		3,120	-
Service provision expenses		267,938	171,139
<b>Operating surplus before income tax</b>		<u>1,054</u>	<u>90,019</u>
Capital Grants		34,604	-
<b>Surplus before tax</b>		<u>35,658</u>	<u>90,019</u>
Income Tax		-	-
Other Comprehensive income		-	-
<b>Total Comprehensive surplus</b>		<u>35,658</u>	<u>90,019</u>

The accompanying notes form part of these financial statements.

## Native ARC Incorporated ABN 83275625469

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2017

	Note	2017 \$	2016 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash on hand	3	210,093	181,475
Accounts receivable and other debtors	4	1,700	-
<b>TOTAL CURRENT ASSETS</b>		<u>211,793</u>	<u>181,475</u>
<b>NON-CURRENT ASSETS</b>			
Buildings	5	82,734	97,687
Plant and equipment	5	42,989	15,519
Vehicle	5	25,182	31,818
<b>TOTAL NON-CURRENT ASSETS</b>		<u>150,905</u>	<u>145,024</u>
<b>TOTAL ASSETS</b>		<u>362,698</u>	<u>326,500</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Accounts payable and other payables	6	33,637	19,236
Grants received in advance	7	45,739	59,600
<b>TOTAL CURRENT LIABILITIES</b>		<u>79,376</u>	<u>78,836</u>
<b>TOTAL LIABILITIES</b>		<u>79,376</u>	<u>78,836</u>
<b>NET ASSETS</b>		<u>283,322</u>	<u>247,664</u>
<b>EQUITY</b>			
Retained surplus		<u>283,322</u>	<u>247,664</u>
<b>TOTAL EQUITY</b>		<u>283,322</u>	<u>247,664</u>

## Native ARC Incorporated ABN 83275625469

The accompanying notes form part of these financial statements.

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2017

	<b>Retained Surplus</b>
	<b>\$</b>
<b>Balance at 1 July 2015</b>	157,645
<b>Comprehensive income</b>	
Surplus for the year attributable to members of the entity	90,019
Other comprehensive income for the year	
<b>Total comprehensive income attributable to members of the entity</b>	90,019
<b>Balance at 30 June 2016</b>	247,664
<b>Comprehensive income</b>	
Surplus for the year attributable to members of the entity	35,658
Other comprehensive income for the year	
<b>Total comprehensive income attributable to members of the entity</b>	35,658
<b>Balance at 30 June 2017</b>	283,322

The accompanying notes form part of these financial statements.

## Native ARC Incorporated ABN 83275625469

	Note	2017	2016
		\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from sales: education, training, members		35,089	26,247
Receipts from donations, bequests and fundraising		103,155	72,872
Grants received		148,156	134,077
Payments to suppliers and employees		(221,798)	(147,365)
Interest received		1,075	1,037
Net cash (used in)/generated from operating activities	8	<u>65,677</u>	<u>86,868</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payment for fixed assets		37,059	76,796
Payment for intangible asset		-	-
Net cash used in investing activities		<u>37,059</u>	<u>76,796</u>
Net increase in cash held		28,618	10,072
Cash on hand at the beginning of the financial year		181,475	171,403
Cash on hand at the end of the financial year	3	<u>210,093</u>	<u>181,475</u>

The accompanying notes form part of these financial statements.

## Native ARC Incorporated ABN 83275625469

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

The financial statements cover Native ARC Incorporated as an individual entity, incorporated and domiciled in Australia. Native ARC Incorporated is an association incorporated in Western Australia under the Associations Incorporation Act 2015.

The financial statements were authorised for issue on 13<sup>th</sup> November 2017 by the members of the association.

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The members have prepared the financial statements on the basis that the Association is a non-reporting entity because there are no users dependent on general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in accordance with the Associations Incorporations ACT 2015, the Australian Charities and Not-for-Profit Commission Act 2012, and the following accounting standards:

AASB 101 - Presentation of Financial Statements  
 AASB 107 - Cash Flow Statements  
 AASB 108 - Accounting Policies, Changes in Accounting Estimates and Errors  
 AASB 1031 - Materiality  
 AASB 1048 - Interpretation of Standards  
 AASB 1054 - Australian Additional Disclosures

No other applicable Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs unless otherwise stated in the notes. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise. The amounts presented in the financial statements have been rounded to the nearest dollar.

**Accounting Policies****a. Revenue**

Non-reciprocal grant revenue is recognised in the profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before the entity is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. Native ARC Inc. accounts for Grant Income using this method wherever it was suitable.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor; otherwise the grant is recognised as income on receipt.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised as it accrues using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

All revenue is stated net of the amount of goods and services tax.

Native ARC Incorporated ABN 83275625469

b. **Inventories on Hand**

Native ARC Inc. does not hold inventories.

c. **Property, Plant and Equipment**

**Plant and equipment**

Plant and equipment are measured on the cost basis less depreciation and any impairment losses.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed using judgement on the basis of the net realisable value that would be received from the assets' sale.

In the event the carrying amount of plant and equipment is greater than the recoverable amount, the carrying amount is written down immediately to the estimated recoverable amount. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(f) for details of impairment).

Plant and equipment that have been contributed at no cost, or for nominal cost, are recognised at the fair value of the asset at the date it is acquired.

**Depreciation**

The depreciable amount of all fixed assets including buildings and vehicles, is depreciated on a straight-line basis over the asset's useful life to the entity commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Buildings	10% -25%
Plant and equipment	20%-33%
Vehicle	20%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised in profit or loss in the period in which they arise. No assets have been sold in 2016-17 (*note sale of assets is restricted by Native ARC's Constitution*).

d. **Leases**

Native ARC Inc. does not lease fixed assets.

e. **Financial Instruments**

Native ARC Inc. does not hold financial instruments.

f. **Impairment of Assets**

At the end of each reporting period, the entity reviews the carrying amounts of its assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair amount less costs of disposal and value in use, is compared to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its



## Native ARC Incorporated ABN 83275625469

remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

g. **Employee Provisions**

Provision is made for the association's obligation for 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 annual leave. Long Service Leave is calculated on nominal basis.

The association's obligations for short-term employee benefits such as wages, salaries and annual leave are recognised as part of accounts payable and other payables in the statement of financial position.

Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred. Payments due to the Superannuation Clearing House are recognised as part of accounts payable in the statement of financial position.

h. **Cash on Hand**

Cash on hand equivalents includes cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and the PayPal account.

i. **Accounts Receivable and Other Debtors**

Native ARC Inc. does not have accounts receivable except the insurance prepayment at the year end.

j. **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a net basis.

k. **Income Tax**

No provision for income tax has been raised as the entity is exempt from income tax under Div 50 of the *Income Tax Assessment Act 1997*.

l. **Intangible Assets**

Native ARC Inc. does not have Intangible Assets

m. **Provisions**

Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

n. **Comparative Figures**

Native ARC Inc. has not retrospectively applied an accounting policy.

## Native ARC Incorporated ABN 83275625469

o. **Accounts Payable and Other Payables/Accruals**

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period which remain unpaid. The balance is recognised as a current liability with the amount being normally paid within 30 days of recognition of the liability.

p. **Critical Accounting Estimates and Judgements**

The members evaluate estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the association.

**Key estimates**(i) *Impairment*

The association assesses remaining useful lives and impairment at the end of each reporting period by evaluating conditions and events specific to the association that may be indicative of impairment triggers.

(ii) *Inventories – n/a*q. **Economic Dependence**

Native ARC Incorporated is dependent on the City of Cockburn for around 30% of its funding used to operate the business. At the date of this report the Committee has no reason to believe the City will not continue to support Native ARC Incorporated.

## Native ARC Incorporated ABN 83275625469

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

## NOTE 2: DEPRECIATION EXPENSES

	2017	2016
	\$	\$
<b>a. Expenses</b>		
Depreciation and amortisation:		
Buildings	10,233	1,199
Plant and equipment	15,820	3,203
Vehicles	6,636	1,360
Total depreciation and amortisation expenses	<u>32,689</u>	<u>5,762</u>

## NOTE 3: CASH ON HAND

	2017	2016
	\$	\$
Cash at bank – unrestricted	209,421	181,063
Cash float	672	412
	<u>210,093</u>	<u>181,475</u>

## NOTE 4: ACCOUNTS RECEIVABLE AND OTHER DEBTORS

	2017	2016
	\$	\$
Prepayments	1,700	-
	<u>1,700</u>	<u>-</u>

## Native ARC Incorporated ABN 83275625469

## NOTE 5: FIXED ASSETS

	2017	2016
	\$	\$
Buildings *:		
At cost	95,622	100,377
Less accumulated depreciation	12,887	2,689
Net carrying amount	<u>82,734</u>	<u>97,688</u>
Plant and equipment *:		
At cost	67,220	23,931
Less accumulated depreciation	24,232	8,412
Net carrying amount	<u>42,988</u>	<u>15,519</u>
Vehicles:		
At cost	33,178	33,178
Less accumulated depreciation	7,996	1,360
Net carrying amount	<u>25,182</u>	<u>31,818</u>

*\*Reclassification of asset categories and comprehensive review of asset useful lives completed in 2016/17*

## NOTE 6: ACCOUNTS PAYABLE AND OTHER PAYABLES

	2017	2016
	\$	\$
CURRENT		
Accounts payable	17,030	3,369
Employee provisions	16,607	15,867
	<u>33,637</u>	<u>19,236</u>

## Native ARC Incorporated ABN 83275625469

## NOTE 7: GRANTS RECEIVED IN ADVANCE

	2017	2016
	\$	\$
Cockburn City	-	26,564
ANZ	5,000	-
BP	40,739	-
BHP	-	3,058
Auslan Children with Disabilities	-	9,000
Stronger Communities	-	18,179
Precinct Funds	-	2,799
	<u>45,739</u>	<u>59,600</u>

## NOTE 8: CASH FLOW INFORMATION

	2017	2016
	\$	\$
<b>Reconciliation of cash flows from operating activities with net current year surplus</b>		
Net current year surplus	35,658	90,019
Non-cash flows in current year surplus:		
- depreciation and amortisation	32,689	5,762
- FOC Asset income less asset reclassifications w/offs	(1,510)	-
Changes in assets and liabilities:		
- decrease in grants received in advance	(13,861)	(9,246)
Increase in prepayments	(1,700)	-
- (decrease)/increase in accounts payable and other payables	14,401	334
	<u>65,677</u>	<u>86,869</u>

## NOTE 9: ENTITY DETAILS

The registered office and principal place of business is:

Native ARC Inc.  
172 Hope Road  
Bibra Lake  
Perth WA 6163

Native ARC Incorporated ABN 83275625469

COMMITTEE MEMBERS' DECLARATION

The committee members of the registered entity declare that, in their opinion:

1. The financial statements and notes, as set out on pages 1 to 14 are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012 and the Associations Incorporation Act 2015* and:
  - a. comply with Australian Accounting Standards to the extent described in Note 1;  
and
  - b. give a true and fair view of the financial position of the registered entity as at 30 June 2017 and of its performance for the year ended on that date.
2. There are reasonable grounds to believe that the registered entity will be able to pay its debts as and when they become due and payable.

This declaration is signed in accordance with subs 60.15(2) of the *Australian Charities and Not-for-profits Commission Regulation 2013*.



Robert Dunn (Chairman)

Dated this 29th day of December 2017



# AUSTRALIAN AUDIT

DIRECTORS:

ROBERT CAMPBELL, CA, CPA, RCA, MSW  
VIRAL PATEL, CA, CPA, FCCA (UK), RCA  
ALASTAIR ABBOTT, CA, RCA, M.FORENSIC ACCOUNTING

## AUDITOR'S INDEPENDENCE DECLARATION

To the Management Committee of Native ARC Inc

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* and section 80 of the *Associations Incorporation Act 2015 (WA)*, in relation to our audit of the financial report of Native ARC Inc for the year ended 30 June 2017, to the best of my knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- b) No contraventions of the auditor independence requirements of the *Associations Incorporation Act 2015 (WA)* in relation to the audit; and
- c) No contraventions of any applicable code of professional conduct in relation to the audit



**Robert John Campbell, CA CPA**  
Registered Company Auditor number 334773  
**Director**  
**Australian Audit**  
Perth, Western Australia

**Dated:** 31 December 2017

PO BOX 7465 CLOISTERS SQUARE PO WA 6850 | LEVEL 8, 251 ST GEORGES TERRACE PERTH, WA 6000 AUSTRALIA  
PHONE: (08) 9218 9922 | EMAIL: INFO@AUSAUDIT.COM.AU | WWW.AUSTRALIANAUDIT.COM.AU | ABN: 63 166 712 698

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# AUSTRALIAN AUDIT

## DIRECTORS:

ROBERT CAMPBELL CA, CPA, RCA, MSW  
VIRAL PATEL CA, CPA, FCCA (UK), RCA  
ALASTAIR ABBOTT CA, RCA, M FORENSIC ACCOUNTING

## INDEPENDENT AUDITOR'S REPORT

To the members of Native ARC Inc

### Report on the Audit of the Financial Report Qualified Audit Opinion

We have audited the financial report of Native ARC Inc (the Entity), which comprises the statement of financial position as at 30 June 2017, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the statement by the Management Committee.

In our opinion, except for the possible effects of the matter described in the Qualification paragraph, the accompanying financial report has been prepared in accordance with requirements of the *Associations Incorporation Act 2015 (WA)* and Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012*, including:

- a) giving a true and fair view of the Entity's financial position as at 30 June 2017, and of its financial performance and its cash flows for the year then ended; and
- b) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 the *Australian Charities and Not-for-profits Commission Regulation 2013*.

### Qualification

We have not audited the comparative financial information, therefore we express no opinion on the comparative information.

### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Entity in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

PO BOX 7465 CLOISTERS SQUARE PO WA 6850 | LEVEL 8, 251 ST GEORGES TERRACE PERTH, WA 6000 AUSTRALIA  
PHONE: (08) 9218 9922 | EMAIL: INFO@AUSAUDIT.COM.AU | WWW.AUSTRALIANAUDIT.COM.AU | ABN: 63 166 712 698



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#### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Entity to meet the requirements of the *Associations Incorporation Act 2015 (WA)* and the *ACNC Act*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

#### Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Act 2015 (WA)* and the *ACNC Act* and the needs of the members. The responsibility of Management also includes such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

Australian Audit is a CA Practice



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### Report on Other Legal and Regulatory Requirements

In our opinion, Native ARC Inc has complied with 60-30(3)(b), (c) and (d) of the *ACNC Act* and 82(1)(b), (c) and (d) of the *Associations Incorporation Act 2015 (WA)*:

- by providing us with all information, explanation and assistance necessary for the conduct of the audit;
- by keeping financial records sufficient to enable a financial report to be prepared and audited ; and
- by keeping other records required by Part 3-2 of the *ACNC Act*, including those records required by Section 50-5 that correctly record its operations, so as to enable any recognised assessment activity to be carried out in relation to the entity.
- by keeping other records required by Part 5 of the *Associations Incorporation Act 2015 (WA)*, including those records required by Section 66 that correctly record its operations, so as to enable true and fair financial statements to be prepared.

**Robert John Campbell, CA CPA**

Registered Company Auditor number 334773

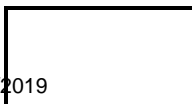
**Director**

**Australian Audit**

Perth, Western Australia

**Dated:** 31 December 2017

Australian Audit is a CA Practice





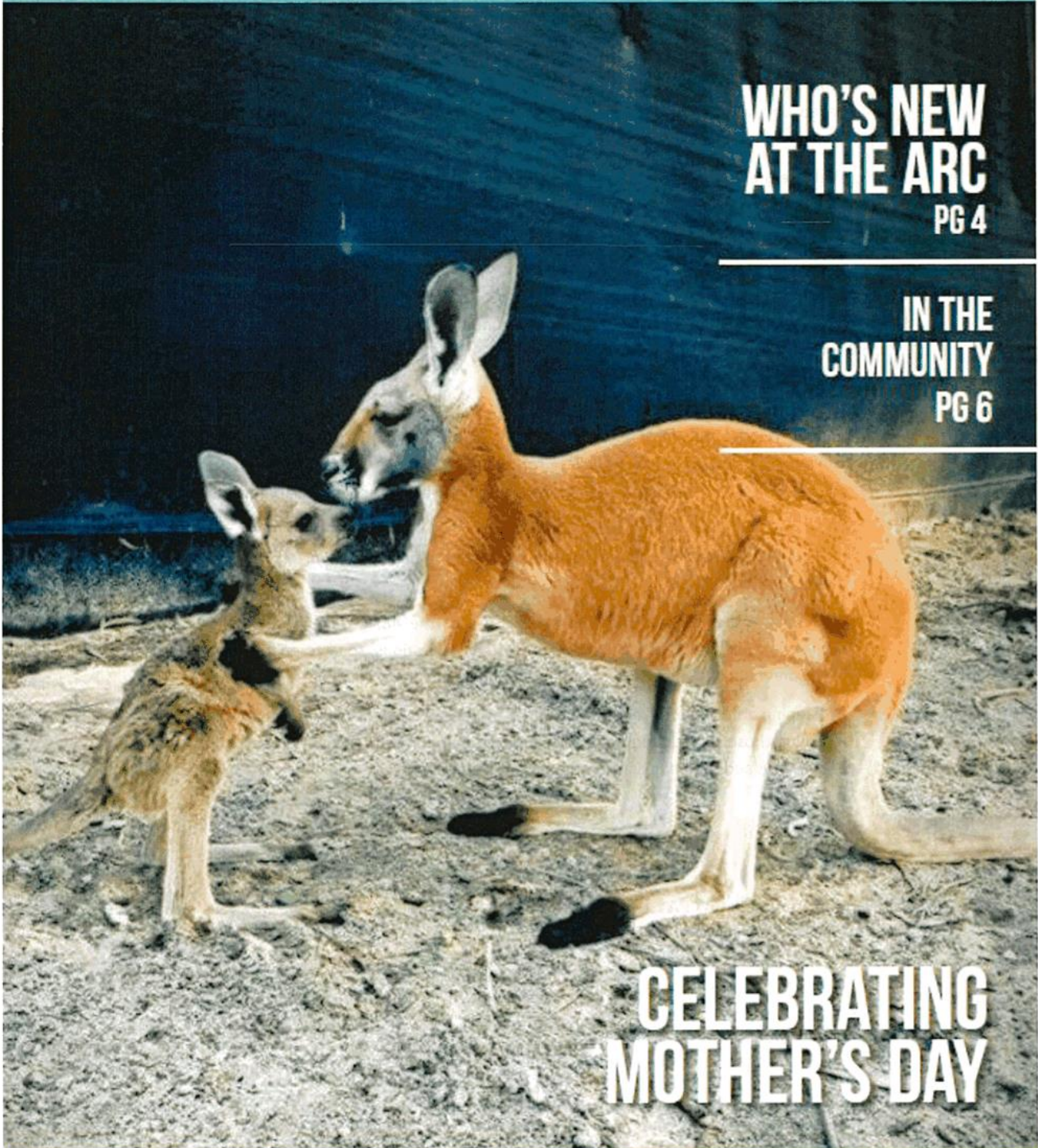
NATIVE ARC INC: NATIVE ANIMAL REHABILITATION CENTRE

ISSUE 04, MAY 2018 AUTUMN

# wild lives

**WHO'S NEW  
AT THE ARC**  
PG 4

**IN THE  
COMMUNITY**  
PG 6



**CELEBRATING  
MOTHER'S DAY**



[WWW.NATIVEARC.ORG.AU](http://WWW.NATIVEARC.ORG.AU)





**BASICS APPROVAL SERVICES SUPPORT NATIVE WILDLIFE**

BASICS Approval Services are a local private building surveying business that commenced operation in 2012 with more than 25 years' experience in the building surveying field.



They provide building certification for new building works both residential and commercial; for building works and structures that require retrospective approval, and inspection / certification services for strata titling and occupancy permits.

You will be guided through the building approval process and provided consistent and up-to-date advice on compliance with the Building Codes of Australia.

A certified application results in a quicker building approval time, reducing Council approval times to just a few days. A private building surveyor will deliver you a smooth, efficient and consistent approval process.

BASICS Approval Services supported Native ARC in 2017 and 2018 by assisting with Building Permits and Council Approvals for the Centre's new Veterinary Treatment Facility. BASICS Approval Services was extremely efficient, organised and provided clarity around the different approvals and applications required for the project.

Thank you BASICS Approval Services for supporting wildlife and the environment.

**ADVERTISING SPACE**  
 Advertise your business here.  
 Contact info@nativearc.org.au  
 for more information

**FRONT COVER: KANGAROO COMPANIONS.**  
 This orphaned Western Grey Kangaroo (left) has found comfort in one of our older Red Kangaroos.



ISSUE NO. 04



### CHAIRMAN'S ADDRESS

It's been a busy start to the year with over 900 animals admitted to the Centre.

Our new Veterinary Treatment Facility was launched on the 23 April 2018 making us the first wildlife rehabilitation Centre in Western Australia to become a registered veterinary hospital and the only veterinary hospital in Western Australia to solely treat wildlife.

I would like to thank our Executive Committee and staff for their role in progressing these developments and a huge thank you to our volunteers for their ongoing support and commitment to native wildlife.

There are some exciting new projects coming our way in 2018 and I look forward to sharing them with you as they develop.

**ROBERT DUNN**  
Chairman



### KANGAROOS WILD AND FREE

In March 2018, 13 Red Kangaroos were released back into the wild after spending more than 12 months in rehabilitation. All of the kangaroos were admitted as joeys after being orphaned. Our volunteers spend many hours each day bottle feeding them, cleaning enclosures, preparing food and finally preparing for them to be transported 650km north-east to their release site. With an average cost of \$500 to rear and release one kangaroo, we would like to thank everyone who has provided financial support to Native ARC.





## WHO'S NEW AT THE ARC

Each issue we feature the wildlife that make their way to our Centre. Once they pass a fitness check by our on-site veterinarian they are released in suitable bush land near to where they were found.



### PATIENT PROFILE – PIBBLES THE QUENDA

This Quenda was admitted after being hit by a car. The female Quenda sustained mostly minor injuries however she sustained significant trauma to her nose.

Upon assessment, our veterinarian discovered Pibbles was a mother of three tiny joeys which were inside her pouch.

After spending time in intensive care, she and her babies have been moved to pre-release where she will remain until her nose heals and she is deemed suitable for release by our veterinarian.



### "ABOUT QUENDAS" LEARN MORE ABOUT ME

Common name: Quenda or Southern Brown Bandicoot

Scientific Name: *Isodon obesulus*

#### Five Cool Facts

1. Like all marsupials, the Quenda has a pouch. Unlike most marsupials, the Quenda's pouch faces backwards.
2. The average weight for male Quendas is around 850 grams and females are around 700 grams.
3. On average, the female Quenda will have three young in each litter and between two and five litters per year.
4. A male Quenda may travel around an area as big as seven hectares (approximately 18 acres) and visit several different females in their own areas.
5. Quendas are 'multi-oestrus', meaning they breed at several times during the year, not just in one short season.

## entertainment

Memberships 2018 | 2019 in partnership with Native Arc Inc

Buy our Entertainment Book to get up to 50% off deals and enjoy 2-for-1 offers at many of WA's best restaurants, cafés, attractions, hotels, shops and much more - all whilst supporting Native ARC!

These books are excellent value, with hundreds of ready to use vouchers and ongoing exclusive member discounts that mean real savings.

20% from the sale of every book goes to Native ARC!

<https://www.entertainmentbook.com.au/orderbooks/918a38>

Still just **\$70** giving you over **\$20,000** of value!



NativeARC



OR







PATIENT PROFILE – SALLY SWAMPHEN

This beautiful Swamphen was admitted after being found with an injured leg. Upon assessment our veterinarians discovered the bird sustained a broken leg.

Our veterinarians were able to stabilise the fracture in time and apply this innovative leg splint to allow the bird to remain mobile as the leg healed.

Swampheens are ground dwelling birds and spend most of their day wading in shallow water so we have to be creative in how we house, treat and rehabilitate them.

THANK YOU SUE!



Our lovely Treasurer Sue Henderson with her award for her services to Native ARC and the community. Sue does an absolute amazing job keeping Native ARC's finances in order and we couldn't be prouder!

Sue holds CPA and Chartered Management Accountant qualifications. Sue has broad finance, business improvement and program management skills and experience. Currently employed by Tourism WA with previous management and analysis roles across public and private sectors. Sue ensures Native ARC delivers on finance and accounting obligations as well as enabling robust decision making through financial modelling and business case development.

SELF CARE FOR ANIMAL CARERS WORKSHOP



Native ARC ran its bi-annual 'Self Care for Animal Carers' workshop on Sunday 15 April 2018 at Murdoch University.

The workshop, sponsored by the Rotary Club of Booragoon, was attended by 40 participants ranging in professions from veterinarians, veterinary nurses, wildlife rehabilitators, animal rescue volunteers and veterinary science students.

The workshop was developed by Native ARC in 2013 for its volunteers to increase awareness of the challenges animal care giving roles can bring - especially from a mental health perspective. Since that time the workshop has grown from strength to strength.

"When we work in caring professions, jobs and volunteer positions, we need to be aware of the possible negative effects this may have on our lives physically, emotionally, spiritually and mentally." Marilyn Hughes – Counsellor

The workshop has a range of presenters that provide information on topics including: Effective Communication, Self Care Strategies, Workplace Communication and Compassion Fatigue Awareness.

A second session will be run in August 2018.



## IN THE COMMUNITY



After a 60-page lesson about the Fiver's improved their wildlife caring skills at a two-day course last week.

### Wildlife rehab course pulls big numbers

**Wildlife** in the Fiver's about a better chance of recovery than others and those who have been rescued in the wild. The course is a two-day course in which the students learn to care for the birds. The course is a two-day course in which the students learn to care for the birds. The course is a two-day course in which the students learn to care for the birds.

Our very own veterinarian Dr Meg Rodgers flew to Karratha and represented Native ARC at the Department of Biodiversity, Conservation and Attractions course in wildlife rehabilitation in February. A notable example of multiple groups collaborating to support wildlife rehabilitation.

## JON THE SWAN

Native ARC has become the forever home of 'Jon the Swan'. Jon previously lived with the Fiver Guardians but now joins 'Penny the Possum' and 'Calypto the Cockatoo' at Native ARC.

All three of our mascots can be seen out and about in the community at fetes, festivals, school holiday programs, and other community events.



## NACC

We had a fantastic time in Gingin back in February presenting a talk for the Northern Agricultural Catchments Council (NACC). We provided an information session on the types of fauna found in the Swan Coastal Plain and how participants can support wildlife conservation. Native ARC runs education and information sessions for schools and community groups with live animal displays and interactions. Email [info@nativearc.org.au](mailto:info@nativearc.org.au) for more information.



## VOLUNTEERS RELAX TOGETHER

Native ARC has over 300 volunteers who together keep the Centre open 365 days per year. Every couple of months we hold a volunteer social event where volunteers get to socialise away from their regular volunteer roles. In March 2018, our volunteers were privileged to a tour of Whiteman Park's Woodland Reserve where they enjoyed a BBQ and saw a variety of nocturnal animals that live within the reserve. Thank you Whiteman Park for the amazing experience and thank you to all our volunteers for your ongoing commitment to native wildlife.







### ANIMAL ART COMPETITION

What an amazing school holiday session! Our special guest and artist, Hollie Rowley, showed participants animal art basics and helped them create some stunning Dingo artwork after meeting Barjo and Bind! Hollie has an incredible passion for animals and the environment and brings this passion to her artwork which has won several awards and accolades. We would like to thank Hollie for passing on her passion and skills to the next generation! Congratulations to the winner of the Animal Art Competition, Joshua Whale, who took home a 'Wild Lives' gift pack valued at \$50.00. Thank you to everyone else who entered and well done on some amazing artwork!



### MEET OUR EDUCATION ANIMALS VINNIE THE WOMBAT

Vinnie is a five year old Southern Hairy-nosed Wombat who was initially from South Australia where he was taken from the wild illegally as a joey, and later seized by the Department of Biodiversity, Conservation and Attractions (DBCAs). Vinnie was not viable for release due to becoming too humanised during his time in captivity and subsequently spent the first 4 years of his life living on a Regulation 16 License (license issued by the DBCA to display wildlife for educational purposes) at another wildlife centre in Coolgardie. Vinnie relocated to Native ARC in December 2017 and now lives at the Centre under Native ARC's Regulation 16 License. Vinnie is an ambassador for his species providing visitors to the Centre with an opportunity to learn about Wombats and the consequences of taking animals from the wild. If you would like to meet Vinnie or some of our other Residents, visit our 'Sponsor an Animal' page on our website.

### JUNIOR VETS

Kids had fun at our 'Junior Wildlife Vets' in January 2018. They got to go behind the scenes and see what our two veterinarians get up to daily. They also practiced dressing as a veterinarian and checking each other's heart beats.





## FIRST OF ITS KIND



On the 23 April 2018 Native ARC launched its new Veterinary Treatment Facility and Alpine Dingo Exhibit, sponsored by BP Refinery Kwinana.

Annually, Native ARC's admission rate grows by 10-20% which is most likely a direct result on ongoing encroachment on the natural environment by humans. In 2017, the Centre admitted 3355 animals with approximately 80% requiring immediate veterinary treatment and intervention.

Whilst there are many other veterinary clinics in the Perth metro area, most of them are unable or unwilling to see wildlife due to the demands of their practice. Wildlife rehabilitation centres are the only real option for injured wildlife due the financial imperatives on veterinary practice. Wildlife rehabilitation centres are non-profit organisations relying on volunteers and public funding. Any and all veterinary treatment is undertaken at the expense of the wildlife rehabilitation centre.

The treatment facility will allow Native ARC to provide immediate veterinary treatment to its patients without having to outsource the work to nearby veterinary clinics. This will result in better outcomes due to reduced stress and handling of the animal and quicker diagnosis.

The treatment facility will also strengthen the partnership the Centre has with the Murdoch University College of Veterinary Medicine by providing an opportunity for Veterinary Science students to gain valuable skills and experience in dealing with wildlife.

In addition, South Metropolitan TAFE provides training to Veterinary Nurse students who will also be able to take advantage of this opportunity as there is limited training in wildlife for both Veterinary Science and Veterinary Nurse students.

The Alpine Dingo Exhibit was built to house two Alpine Dingos, Banjo and Bindi, who joined Native ARC's education team in December 2017. The Centre houses several resident animals providing different experiential learning opportunities for visitors to the Centre contributing to wildlife conservation and increased awareness on biodiversity.

The enclosure was designed to comply with the Department of Biodiversity, Conservation and Attraction's standards for wildlife rehabilitation and the Standards for Exhibiting Australian Mammals in NSW, which is a set of standards many Zoos across Australia adhere to.

We hope Banjo and Bindi will provide visitors with critical information on the importance of preserving habitat and biodiversity and how Dingos support biodiversity across many levels.

Native ARC would like to thank BP Refinery Kwinana for their ongoing partnership and we look forward to the next phase in our journey with them.



**NativeARC**  
Widilba • Kakkiltilba • Sastalawilba

# HABITAT FOR WILDLIFE

Learn how to care for wildlife in your own backyard

**PURCHASE NATIVE PLANTS THAT PROVIDE HABITAT AND SUPPORT WILDLIFE**

**PURCHASE FROM LINK:  
[WWW.TRYBOOKING.COM/VOLD](http://WWW.TRYBOOKING.COM/VOLD)  
Collect plants on the day**

**SUN MAY 27TH 2018 - 10AM - 3PM  
FREE ENTRY - \$5 TEA/COFFE & CAKE  
172 HOPE RD, BIBRA LAKE**

Trillion Trees  
Supported by

9





## SPECIAL THANKS TO OUR SPONSORS & SUPPORTERS



The City of Cockburn's strong focus on and leadership in environmental management has enabled Native ARC to become one of the strongest native animal rehabilitation centres in Australia and currently admits around 3350 animals annually.



BP Refinery Kwinana's ongoing support has enabled Native ARC to build a number of state of the art wildlife rehabilitation enclosures as well as a veterinary treatment facility at the Centre.



Native ARC would like to thank 'When Adam Met Eve' for the development of this magazine.





# **The Cockburn Wetlands Education Centre Incorporated**

## **Sponsorship Submission**

**2018- 2019**



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## 2017- 2018 KPI's Developed for Cockburn Wetlands Education Centre Inc

KPI No.	Annual Objective	KPI
1	Financial Performance	<p><b>Aim to achieve a 5% growth in income per annum averaged over the preceding 5 years.</b></p> <ul style="list-style-type: none"> <li>• Preceding 5 year average (\$57,162) plus 5% growth (\$2,858) is \$60,020 (see attachment 1)</li> <li>• 2017-2018 unaudited income (including sales projections for month of June 2018) is \$114,260 representing an increase of \$54,240 or 90%</li> <li>• KPI achieved</li> <li>• Income has increased all round but figures are higher than an average year due to the receipt of a major grant.</li> </ul>
		<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. The Centre receives valuable sponsorship support from the City of Cockburn and during 2017-18 they generate for every dollar of sponsorship additional income of approximately \$1.27 for every dollar of sponsorship. The additional monetary value of volunteer services can be found in kpi 3.</li> <li>2. During 2017-18 CWEC focused on the successful application for a major grant and increasing our hire income, fundraising, donations and education income. The continued development of our branding during 2017-18 will set the foundations for advertising our new membership category and developing marketing programs to promote the Centre and the Precinct.</li> </ol>
		<p><b>In progress</b></p> <p>Funding type: Grants                      Major Lotterywest Grant approved for the refurbishment of the 25 year old CWEC building and gardens, educational and landcare equipment, new brand identity and web design (including CRM database). Grant aims to increase hire income, expand the educational programs, attract membership and improve the amenities for volunteers. \$102,665 approved. The first instalment of \$50,000 is reflected in both the Income and Liability accounts. The second instalment of \$50,000, due before the end of the financial year, has not been forecast in the income. All grants appear in the Liability accounts and only appear as income as expenditure occurs. The Centre's in-kind contribution to support the brand identity and marketing included \$13,000 from CWEC's donations and fundraising initiatives.</p>
		<p><b>Ongoing</b></p> <p>Funding type: Contracts                      During 2017-18, CWEC grew 15,307 seedlings for:</p>

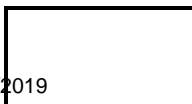


			<ul style="list-style-type: none"> <li>• Core business and meeting the minimum KPI no 3 (even when grants are not available),</li> <li>• Contract plant sales for revegetation in the Beeliiar Regional Park (public sales excluded).</li> <li>• purchase by corporate groups, and catering for ad hoc planting requests (sedges can be planted all-year)</li> </ul>
		In progress	<p>Funding type: Contracts</p> <p>Work-for-the-dole contract will be signed on 7 June 2018 for 4 placements every 6 months. Funding received will cover 50% of employment expenses for 1 day per week casual Landcare Assistant. The Wetlands Centre will fund the remaining costs.</p>
		Ongoing	<p>Funding type: Tax-deductible donations</p> <p>The distribution of donation boxes at local shops continues to produce a steady income. Donations decreased slightly during 2017-18 from \$8,592 to \$5,372 or a 37% decrease. The decrease reflects the additional donations received in the previous financial year as a result of the Roe Highway campaign.</p>
		Ongoing	<p>Funding type: Fundraising</p> <p>A fundraising licence was obtained during 2016 and income has remained steady decreasing slightly from \$4,121 to \$4,014, representing a 2.6% decrease over the last financial year. The maximum number of two Bunnings BBQ sausage sizzle fundraisers are held every year providing a regular source of income.</p>
		In progress	<p>Marketing and promotions: Event planning is underway for the Centre's combined 25<sup>th</sup> anniversary and unveiling of the Centre's new brand identity and website. The event will be held on Sunday 22 July 2018. Subsequent marketing and promotions is expected to yield new funding sources.</p>
		On-hold	<p>Funding type: Future self-funding venture</p> <p>Project: A new self-funding venture to increase the Centre's profile thereby generating additional education programs, visitors and funding has been placed on-hold. Currently of a confidential nature.</p>



KPI No.	Annual Objective	KPI
2	Education Performance	<b>Aim to exceed the education program participation rate of the preceding 12 months.</b>
		<ul style="list-style-type: none"> <li>• Participation rate of the preceding 12 months: 8,739</li> <li>• Participation rate of existing 11 months: 9,546</li> <li>• KPI participation rate increased by 9%</li> </ul>
		<p>NOTES:</p> <ol style="list-style-type: none"> <li>1. Schools program: increased from 4,140 to 5,049 participation hours, or by 22%. Our casual teacher, Natasha Bowden, who has taught at the Centre since 2014, has recently secured a fulltime teaching position. We are fortunate to be able to call on her services as a joint venture until such time that we have trained and developed a casual pool of staff. This year will focus on developing a communication plan and curriculum links to advertise our programs.</li> <li>2. Community education program: decreased from 2,185 to 1,621 participation hours or by 25%. 'Get Wild About Wetlands' school family holiday program is a partnership program between CWEC and COC. The program continues to be popular and oversubscribed. The reduction relates to a smaller pool of funding for external education consultants.</li> <li>3. Adult education: increased from 2,414 to 2,798 participation hours, or by 16%. A new adult term program will be developed once the new website is launched.</li> <li>4. WA Wetland Management Conference: The 14<sup>th</sup> annual event was held on World Wetlands Day and participation remained at capacity with 185 participants. The event is the largest, longest running event nationally.</li> </ol>
KPI No.	Annual Objective	KPI
3	Landcare Performance	<b>Plant a minimum of 5,000 seedlings per annum.</b>
		<ul style="list-style-type: none"> <li>• Seedlings planted preceding 12 months: 6,605</li> <li>• Seedlings planted existing 11 months: 3,402</li> <li>• Our first planting events commence 5 and 9 June and KPI will be achieved</li> </ul>
		<p>NOTES:</p> <ol style="list-style-type: none"> <li>1. Planting sites usually require 3 years site preparation/maintenance and planting rates must not exceed maintenance capacity. Maintenance costs need to be built into the cost per seedling.</li> <li>2. Nursery capacity: Twenty new galvanised tables have replaced aging tables and expanded table capacity from 24,000 to 36,000</li> </ol>

		seedlings. 3. Propagation: increased production from 14,556 seedlings, during the preceding 12 months, to 15,307 for the existing 12 months or by 5%.
<b>KPI No.</b>	<b>Annual Objective</b>	<b>KPI</b>
<b>4</b>	<b>Volunteering Performance</b>	<b>Aim to exceed the number of volunteer hours of the preceding 12 months.</b>
		<ul style="list-style-type: none"> <li>• Participation rate of preceding 12 months: 8,325</li> <li>• Participation rate of existing 11 months: 7,006</li> <li>• Participation hours decreased by 1,319, or 16%.</li> <li>• <i>NB: kpi figure does not reflect the occasional volunteers that will attend during the month of June for the start of the planting season</i></li> </ul>
		<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. Participation rates do not include voluntary hours contributed outside of the Centre.</li> <li>2. The value of volunteer services is \$252,216 yielding a minimum of \$2.80 for every dollar invested by the City (based on a \$36/hr rate based on 2012-3 Australian Bureau of Statistics (ABS) figures and inflation.</li> <li>3. Volunteer recruitment was put on hold as board members and staff are busy laying the foundations for future marketing, promotions, membership, education and volunteer programs.</li> <li>4. Regular volunteers remained steady at 34 while occasional volunteer numbers decreased slightly. Occasional volunteers will boost the kpi during the month of June as we commence the planting season. Two corporate groups attended the Centre during this financial year.</li> <li>5. The commencement of a volunteer policy and handbook is under way.</li> <li>6. Secured numerous volunteer placements from the Cockburn Volunteer Resource Centre</li> </ol>



**2017-2018 Additional Activities Conducted by the Cockburn Wetlands Education Centre Inc**

No.	Programs	Comments
		Held various displays including Catchments, Corridors and Coasts Expo, BirdLife and NaturePlay Conference
		Committees - Represented the Centre at the Beeliar Regional Park Community Consultative Committee and the Jandakot Groundwater Community Consultative Committee
		Training placements <ul style="list-style-type: none"> <li>• Hosted 2 placements for disability support learning</li> <li>• Hosted 1 placement for 'Return to Work Program' (4 weeks)</li> <li>• Hosted 6 placements for TAFE Work experience students (40 hours)</li> <li>• Hosted 2 placements for Indigenous Youth Mobility Program</li> </ul>
		Volunteer awards - nominated Elaine Christy for the City of Cockburn Inspiration Volunteer Awards who won the Environment category
		Safety management system - Committed \$3,000 of CWEC funding the contract an Occupational Health and Safety consultant to develop a corporate safety management system. This has been completed and implementation is underway
		Marketing - committed \$5,000 of CWEC funding to assist with the development of a marketing strategy for target audiences. This project is underway.
		Compliancy requirements – the Centre is compliant and up-to-date with all legal obligations annual requirements associated with: <ul style="list-style-type: none"> <li>• 2016-17 financial audits</li> <li>• Register of Environmental Organisation 2017 Statistical Return Form, Department of the Environment and Energy</li> <li>• 2017 Annual Information Statement, Australian charities and Not-for-profit Commission</li> <li>• 2017 Charitable Collections and Information Statement, Department of Mines, Industry Regulation and Safety Consumer Protection</li> </ul> NB: With the recent revoking of the Incorporation of the Friends of the Cockburn Wetlands Education Inc (FCWEC) the updated model rules for CWEC, for the first time, includes provisions for life members and a general membership. All Friends membership rights will transfer to the Centre allowing for a more streamlined approach to membership and marketing. The new membership categories will not be advertised until the CRM database, website and Social Media links are in place.



**Addressing the ACS17 Criteria**

We are requesting a donation of \$90,765.25 towards the running costs of the Wetlands Centre.

This cannot be accommodated within the limits of SC35 as our running costs are typically around \$150,000 pa, of which the City provides about \$89,000. The rest we raise through fundraising, donations, hiring fees, contracts and grants. In addition we receive a large amount of uncosted in-kind contributions from our volunteers and affiliated groups.

This year we are requesting a donation of \$90,765.25.

This will be used to support a range of programs which benefit the City and its ratepayers. They include maintenance and operation of the Wetlands Centre, school and community education programs, landcare and revegetation programs, community events such as corporate tree planting, the annual wetlands conference and numerous committee meetings, workshops and celebrations. All of these directly benefit the Cockburn community. The Wetlands Centre is heavily used by local residents, community groups and schools and is a vital resource for community development and environmental management. Staff of the Wetlands Centre interact daily with City of Cockburn staff, and many joint programs are offered, especially the school holiday education programs and the revegetation work. The Centre is widely recognised as the leading Wetlands Centre in WA and this brings considerable favourable publicity to the City of Cockburn.

**Addressing the SC35 Criteria**

1. The Wetlands Centre is eligible for a donation because it is a registered charity which provides a much needed service to the community in education, youth work and environmental management.
2. This work primarily serves the City of Cockburn and enhances the City's community outreach. The service is provided by an incorporated not-for-profit association, The Cockburn Wetlands Education Centre Incorporated, which has been operating the Centre effectively since it opened in 1993. It is a community based organisation which has a strong volunteer base and several affiliated community groups including the Bibra Lake Scouts, the Wetlands Conservation Society and the Wildflower Society (Murdoch Branch). The Centre has a Board of Management which meets regularly. A City of Cockburn Councillor sits on the Board, together with representatives of the Wetlands Conservation Society, the Bibra Lake Scouts and the membership of the Centre. The CWEC has an impressive record of sound financial management and the Board reviews the budget and financial statements at each meeting. The latest audited financial statement for 2016/17 is attached, together with a copy of our annual Report for 2016/17. The AGM is normally held in December of each year.



The CWEC has recently updated its constitution to conform to the requirements of the Associations Incorporation Act of 2015.

3. The funds from the requested donation will be used to support the Centre's running costs. Support from the City is vital as it provides the base support on which we can seek additional grants and in-kind contributions. A copy of the Centre's financial report for 1 July 2017 to 31 May 2018 shows how these funds were used for most of this financial year. Note that the Centre was able to secure a grant of \$102,000 from Lotterywest to enable us to upgrade our facilities, which were in need of replacement after 25 years of intensive use. This grant directly benefits the residents of Cockburn.



**Attachment 1 for KPI 1: Cockburn Wetlands Education Centre Inc**  
Income & Preceding 5-year average

Summary of preceding 5-year average (excluding sponsorship)					
Financial years	2009-2013	2010-2014	2011-2015	2012-2016	2013-2017
<b>5-year average</b>	\$ 52,006	\$ 52,150	\$ 51,987	\$ 51,620	\$ 57,162

CWEC Income	Financial year ending					2018 <sup>5</sup>
	2013	2014	2015	2016	2017 <sup>4</sup>	
Conference income	11,175	10,070	9,309	9,692	10,813	11,797
Consulting fees	600	250	1,045	500	955	2,682
Contract services	7,982	3,545	21,920	5,939	9,884	14,155
Donations	13,359	1,173	3,392	1,777	8,592	5,372
Education	2,537	1,077	4,212	7,279	6,090	5,526
Facility hire	11,722	8,903	10,687	15,565	20,158	14,311
Fundraising income	-	-	-	1,797	4,121	4,014
CWEC Grants - expended	11,916	7,453	4,653	2,637	10,480	50,000
Interest earnings	4,525	4,245	4,401	4,192	4,058	3,739
Miscellaneous income	27	287	239	288	288	2,664
<b>Subtotal Income<sup>1</sup></b>	<b>63,843</b>	<b>37,003</b>	<b>59,858</b>	<b>49,666</b>	<b>75,439</b>	<b>114,260</b>
<b>City of Cockburn Sponsorship</b>	<b>75,569</b>	<b>83,919</b>	<b>86,708</b>	<b>87,922</b>	<b>89,065</b>	<b>89,955</b>
<b>Total income</b>	<b>139,412</b>	<b>120,922</b>	<b>146,566</b>	<b>137,588</b>	<b>164,504</b>	<b>204,215</b>
<b>LIABILITIES</b>						
<b>CWEC<sup>2</sup></b>						
CWEC Grants - unexpended	22,764	16,266	12,646	6,413	45,933	50,000
CWEC Fundraising - unexpended	528	241	9,208	9,226	8,612	1,353
<b>Subtotal CWEC Liabilities</b>	<b>23,292</b>	<b>16,507</b>	<b>21,854</b>	<b>15,639</b>	<b>54,545</b>	<b>51,353</b>
<b>Precinct<sup>3</sup></b>						
Precinct Grants - expended	2,000					
Precinct Grants - unexpended						
Precinct Fundraising - expended					2,272	434
Precinct Fundraising - unexpended		2,712	2,712	2,712	642	642
<b>Subtotal Precinct Liabilities</b>	<b>2,000</b>	<b>2,712</b>	<b>2,712</b>	<b>2,712</b>	<b>2,914</b>	<b>1,076</b>
<b>TOTALS</b>	<b>\$ 164,704</b>	<b>\$ 140,141</b>	<b>\$ 171,132</b>	<b>\$ 155,939</b>	<b>\$ 221,963</b>	<b>\$ 256,644</b>

<sup>1</sup> The 5 year average, \$57,162 has been calculated by adding the Subtotal CWEC figures from financial years ending 2013 to 2017 and dividing by 5. City of Cockburn sponsorship has been excluded from the calculations. Precinct funding has also been excluded from the calculations as Grant funding cannot be evenly distributed amongst the Precinct partners.

<sup>2</sup> All grant monies received are held in the Centre's Liabilities account. Grant monies are considered unearned income until the conditions of the grant are satisfied. As the conditions are satisfied the grant monies are transferred to the profit and loss as expended grants.

<sup>3</sup> All precinct monies are held in trust in either, or both, of the Centre's or Native ARC's Liability accounts to ensure accountability. Joint Precinct Grants are auspiced by either CWEC or Native ARC on behalf of the Wetland Precinct while joint Precinct Fundraising is held 50/50 by CWEC and Native ARC until such time that the members agree to its expenditure.

<sup>4</sup> 2017 figures have been updated to reflect post-audit amounts.

<sup>5</sup> 2018 figures are unaudited and forecast for the month of June. Minor changes may occur.

## Attachment 2

Cockburn Wetlands Education Centre  
184 Hope Road, Bibra Lake WA 6163  
ABN: 48 996 459 438

## Profit &amp; Loss Statement

July 2017 through May 2018

1/06/2018  
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Income		
Conference Income		\$11,797
Consulting fees		\$2,682
Contract Services		\$14,155
Trust Fund		
Unsolicited donations (TD)	\$3,955	
Collection boxes (TD)	\$1,389	
Education event donations (TD)	\$28	
Trust Fund - Bank Interest	\$296	
Total Trust Fund		\$5,669
Education Services		\$5,526
Fundraising Activities		
Fundraising (Non TD)		
BBQ fundraisers (NTD)	\$3,499	
Education event (NTD)	\$40	
Book sales (NTD)	\$165	
Other sales (NTD)	\$100	
Gift vouchers (NTD)	\$210	
Total Fundraising (Non TD)		\$4,014
Fundraising (TD)		
Precinct Fundraising (Non TD)		
Education event (NTD)	\$434	
Total Precinct Fundraising (Non TD)		\$434
Total Fundraising Activities		\$4,447
Fundraising income c/f		\$972
Grant Income		
Grant 3-Lotterywest	\$32,639	
Insurance Recovery		\$2,555
Sponsorship		\$89,956
Bank Interest		\$3,013
Total Income		\$173,409
Cost of Sales		
Gross Profit		\$173,409
Expenses		
Advertising/promotions		\$7,505
Conference Expense		\$5,546
Consultants Fees		\$3,050
Consumables		\$2,870
Contractors		\$90
Education Expenses		\$1,756
Employment Expenses		
Superannuation Expense	\$7,455	
Wages & Salaries Expense	\$80,746	
Workers' Compensation	\$874	
Total Employment Expenses		\$89,075
Insurance		\$403
Landcare Equipment		
Repair & Maintenance - LEq	\$657	
Landcare Expenses		\$3,513
Fees Paid		\$100
Legal & Accounting		\$577
Plant/Equipment & Venue Hire		\$200
Reimburse Expenses-Volunteers		\$40
Repairs & Maintenance		\$2,964
Training & Safety		\$3,454
Communications		
Telephone	\$186	
Domain	\$234	
Internet	\$318	
Vehicle		
Fuel/oil - V	\$84	
Insurance - V	\$794	
Licensing - V	\$906	
Maintenance & Repair - V	\$1,754	
Vehicle attachments		
Licensing - T	\$12	
Fundraising Activities		
Fundraising (NonTD)		
BBQ Fundraiser expenses	\$906	
Gift vouchers redeemed	\$210	
Total Fundraising (NonTD)		\$1,116
Fundraising (TD)		
Total Fundraising Activities		\$1,116
Total Expenses		\$127,204
Operating Profit		\$46,205

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Management Income	
Facility Hire - (M)	\$12,301
Members Facility Hire - (M)	\$2,010
Miscellaneous income (M)	\$25
Renewable Energy Benefit	\$84
Total Management Income	<u>\$14,420</u>
Management Expenses	
Bank Expense - (M)	-\$1
Cleaning (M)	\$347
Consumables (M)	\$1,818
Electricity - (M)	\$986
Insurance (M)	\$2,786
Repairs & maintenance (M)	\$252
Security - (M)	\$339
Sewerage/water - (M)	\$343
Telephone - (M)	\$205
Total Management Expenses	<u>\$7,075</u>
Net Surplus / (Deficit)	<u>\$53,551</u>



## Balance Sheet

As of May 2018

Assets		
Current Assets		
Cash On Hand		
UniBank S1-603609670	\$15,745	
UniBank S10-100724108	\$41,840	
UniBank 110.1-379041616	\$57,856	
UniBank 110.2-379042229	\$67,006	
Undeposited Funds	\$3,040	
Petty Cash	\$300	
UniBank Trust S1-603624447	\$2,333	
UniBank Trust 110-379024948	\$32,583	
Total Cash On Hand		\$220,703
Pledges Receivable		\$23,116
Total Current Assets		\$243,819
Property & Equipment		
Landcare Equipment		
Landcare Equipment at Cost	\$35,149	
Landcare Equipment Accum Dep	-\$7,029	
Total Landcare Equipment		\$28,121
Vehicle attachments		
Vehicle attachments at Cost	\$634	
Vehicle attachments Accum Dep	-\$620	
Total Vehicle attachments		\$15
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$2,791	
Furniture & Fixtures Accum Dep	-\$1,321	
Total Furniture & Fixtures		\$1,470
Office Equipment		
Office Equipment at Cost	\$17,235	
Office Equipment Accum Dep	-\$7,424	
Total Office Equipment		\$9,811
Educational Equipment		
Education Equipment at Cost	\$10,176	
Education Equipment Accum Dep	-\$2,618	
Total Educational Equipment		\$7,558
Total Property & Equipment		\$46,975
Total Assets		\$290,793
Liabilities		
Current Liabilities		
Unexpended Grants		
Grant 1-BRP Booklets	\$1,350	
Grant 2-Posters	\$1,650	
Grant 3-Lotterywest	\$6,881	
Grant 8-Action Grant	\$2,163	
Grant 9-BRP Booklets 2	\$1,250	
Total Unexpended Grants		\$13,295
Unexpended Fundraising		
CWEC- Fundraising Income c/f	\$2,408	
BHPBIO Marketing Funds	\$8,613	
Gift vouchers	-\$70	
Total Current Liabilities		\$24,246
Unexpended Precinct JV Funds		
Quiz night income c/f		\$440
Turtle Fest income c/f		\$202
GST Liabilities		
GST Collected	\$6,685	
GST Paid	-\$1,806	
Total GST Liabilities		\$4,880
Payroll Liabilities		
PAYG Withholding Payable	\$2,717	
Superannuation Payable	\$1,291	
Prov for LSL (current)	\$27,845	
Total Payroll Liabilities		\$31,852
Total Liabilities		\$61,620
Net Assets		\$229,174
Equity		
Retained Earnings		\$175,623
Current Year Surplus/Deficit		\$53,551

Balance Sheet  
As of May 2018

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Total Equity	<u>\$229,174</u>
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Attachment 3: DRAFT

**Cockburn Wetlands Education Centre Inc  
July 2018 to June 2019 FY Budget Forecast - prepared 31 May 2018**

Profit & Loss	July 2016 - June 2017 Profit & Loss (Audited)	@ 31 May 2018 Profit & Loss	Forecast to 30 June 2018	2018 - 2019 Budget Forecast
<b>Operating Income</b>				
Conference income	10,814	11,797	11,797	13,500
Consulting fees	955	2,682	2,682	2,700
Contract services	9,884	14,155	14,155	18,000
Education services	6,090	5,526	5,526	6,500
Insurance recovery		2,555	2,555	3,500
<b>Grant and fundraising Income</b>				
Fundraising income	4,121	4,014	4,014	5,500
Grants expended	10,480	32,639	50,000	52,665
Membership fees	-	-	-	1,000
Precinct grants expended	2,475	-	-	-
Sponsorship	89,065	89,956	89,956	90,765
Trust Fund - Donations	8,592	5,372	5,372	6,500
Trust Fund - Bank Interest	434	296	296	330
Investment Account - Interest	3,624	3,013	3,443	3,650
<b>Total Operating Income</b>	<b>\$ 146,534</b>	<b>\$ 172,005</b>	<b>\$ 189,796</b>	<b>\$ 204,610</b>
<b>Operating Expenses</b>				
Advertising/promotions	296	7,505	9,665	3,000
Conference expense	4,970	5,546	7,036	6,200
Consultants Fees	764	3,050	3,250	3,000
Consumables	3,284	2,870	3,600	4,800
Contractors	-	90	300	500
Grant expenses	-	-	36,545	52,635
Precinct expenses	2,475	-	-	-
Education Expenses	4,149	1,756	2,000	4,500
<b>Employment Expenses</b>				
Superannuation Expense	8,737	7,455	8,716	9,082
Wages & Salaries Expense	93,845	80,746	94,027	95,608
Workers' Compensation	2,999	874	3,628	3,824
Long service leave				
<b>Total Employment Expenses</b>	<b>\$ 105,581</b>	<b>\$ 89,075</b>	<b>\$ 106,371</b>	<b>\$ 108,514</b>
Fundraising expenses	1,355	1,116	1,116	1,500
Insurance	1,051	403	2,446	2,600
Fuel/oil - LEq	79	-	50	120
Maintenance & Repair - LEq	135	657	657	200
Landcare Expenses	1,664	3,513	3,600	5,000
Fees paid	147	100	100	-
Legal & Accounting	684	577	825	700
Plant/equipment/venue hire	-	200	200	300
Reimburse Expenses - Volunteers	-	40	40	100
Repairs & Maintenance	257	2,964	2,964	500
Telephone	258	185	225	320
Domain	258	234	243	300
Internet	325	318	348	350
Training & Safety	49	3,454	3,454	1,000
Fuel/oil - V	151	84	100	200
Insurance - V	604	794	794	850
Licensing - V	815	906	906	950
Maintenance & Repair - V	49	1,754	1,754	500
Insurance - Trailer	57	-	60	70
Licensing - Trailer	62	12	12	70
Maintenance & Repair - Trailer	-	-	-	50
Fundraising profits deferred	2,766	1,116	2,884	2,500
<b>Total Operating Expenses</b>	<b>\$ 132,285</b>	<b>\$ 128,320</b>	<b>\$ 191,545</b>	<b>\$ 201,329</b>
<b>Operating Profit</b>	<b>\$ 14,249</b>	<b>\$ 43,685</b>	<b>-\$ 1,749</b>	<b>\$ 3,281</b>
<b>Profit &amp; Loss</b>	<b>July 2016 - June 2017 Profit &amp; Loss (Audited)</b>	<b>@ 31 May 2018 Profit &amp; Loss</b>	<b>Forecast to 30 June 2018</b>	<b>2018-2019 Budget Forecast</b>
<b>Management Income</b>				
Facility Hire - (M)	14,518	12,301	12,301	14,500
Members Facility hire - (M)	5,640	2,010	2,010	3,500
Miscellaneous income	-	25	25	50
Renewable Energy Benefit (M)	288	84	84	90
<b>Total Management Income</b>	<b>\$ 20,446</b>	<b>\$ 14,420</b>	<b>\$ 14,420</b>	<b>\$ 18,140</b>
<b>Management Expenses</b>				
Advertising/promotion				500
Bank Expense (M)	10	1	1	10
Cleaning (M)	218	347	347	6,700
Contractors (M)	-	-	-	600
Consumables (M)	1,388	1,818	2,000	2,500
Electricity (M)	1,283	986	1,100	1,500
Insurance (M)		2,786	2,786	3,000
Repairs & maintenance (M)	427	252	252	500
Security (M)	361	339	339	-
Sewerage/water (M)	479	343	380	450
Telephone (M)	258	205	225	320
<b>Total Management Expenses</b>	<b>\$ 4,424</b>	<b>\$ 7,075</b>	<b>\$ 7,430</b>	<b>\$ 16,080</b>
<b>Management Profit</b>	<b>\$ 16,022</b>	<b>\$ 7,345</b>	<b>\$ 6,990</b>	<b>\$ 2,060</b>
<b>Net Surplus / (Deficit)</b>	<b>\$ 30,271</b>	<b>\$ 51,030</b>	<b>\$ 5,241</b>	<b>\$ 5,341</b>

**Notes to the CWEC Budget Forecast 2018 - 2019****OPERATING INCOME****Conference income**

The 15th WA Wetland Management Conference will be held on 1 February 2019. Increased figures base on \$5 increase to all registrations.

**Contract services**

Includes tubestock supply contracts and new Work-for-dole contract.

**Education services**

Income is expected to grow slowly this year as the website and logo development are finalised this year. Will set the foundations for future marketing programs.

**Fundraising income**

Fundraising licence received and further Bunnings BBQ fundraisers will be held. The Precinct is organising a joint fundraising/open day event for 9 September 2018. These funds will be held in the liability accounts and are not

**Grants**

First installment of \$50,000 of approved \$102,655 Lotterywest grant for CWEC brand identity and website development, indoor/outdoor refurbishment, and education/landcare equipment received. Additional grants are an unknown factor but will be applied for during 2018-19. Additional grants are an unknown factor and are not forecast

**Sponsorship**

City of Cockburn sponsorship request of \$90,765.25 submitted.

**Trust Fund donations**

CWEC is registered under the Register for Environmental Organisations for tax-deductibility status for donations over \$2. Most donations are currently received through our 10 new donation boxes. On line donations will be available during 18/19 FY and it is expected the development of brand identity will attract further donations.

**Interest**

Bank interest earnings from 3-monthly investments are expected to continue to grow.

**OPERATING EXPENSES****Consultants fees**

Marketing assistance has been included in the budget.

**Employment expenses**

Based on Grants and Donations sponsorship request to City of Cockburn plus casual staff expenses plus 0.9% cpi increase. Additional casual salaries subject to teaching sessions but will be funded via education income.

**Training & safety**

Additional expenses were incurred during 2017-18 to develop a professional corporate safety management plan for

**Fundraising profits deferred**

Enables staff and volunteers to fundraise for agreed projects that are difficult to fund through external grants. Funds are transferred to the liabilities section while raising the funding to target amount.

**BUILDING MANAGEMENT INCOME & EXPENSES****Facility hire income**

new furnishings is expected to generate increased hire income. Unknown if building works will impact on hire income during 2018-19.

**Cleaning**

Due to increasing administrative requirements cleaning services have been included in the budget for 2018-19.



Attachment 4



**Cockburn Wetlands Education Centre Inc.**

# **Annual Report**

**2016-2017**



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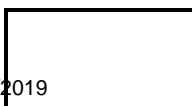
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## 1.0 About the Cockburn Wetlands Education Centre

### 1.1 Vision

To develop the Centre into the pre-eminent venue for wetlands education, wetland management and community involvement in landcare and Scouting in Western Australia (WA).

### 1.2 Objectives

The general objective of the Association is to operate a Centre for environmental and sustainability education, landcare and youth work supported by a strong volunteer base.

The specific objectives of the Association are to -

- a) offer environmental and sustainability education and information services;
- b) train and engage people in the conservation of the natural environment;
- c) undertake wetland restoration and associated landcare activities within the Beeliar Regional Park;
- d) operate a seed production area and native plant nursery for wetland restoration and community projects
- e) conduct or participate in research for the benefit of wetlands through citizen science
- f) develop and maintain a strong network of members and volunteers to support the work of the Centre;
- g) seek funding, investment and partnerships in order to develop the Centre to its fullest potential;
- h) develop an appropriate range of facilities to achieve its objectives;
- i) promote the Centre as a venue for community activities;
- j) manage all aspects of the operations of the Wetlands Centre;
- k) offer scouting and nature-based activities for youth;
- l) cooperate and collaborate with the Aboriginal community to integrate indigenous perspectives into our work
- m) investigate and where possible implement nature-based tourism opportunities;
- n) maintain the Wetlands Centre in accordance with the agreement with the City of Cockburn.
- o) establish and maintain a public fund to be called the Wetlands Education Trust Fund under the constitution and rules of the Cockburn Wetlands Education Centre Inc to further the environmental objectives of the Association. The Trust Fund shall comply with section 30-E of the Income Tax Assessment Act 1997.

## 2.0 Presidents report

The Cockburn Wetlands Education Centre was constructed by the City of Cockburn in early 1993 and opened for business in September 1993.

The Centre is run by three community groups through a Board of Management which operates under a five year lease agreement with the City of Cockburn. The Board consists of eight members. Two members are nominated by each of the three core groups, the Bibra Lake Scouts, the Friends of the Cockburn Wetlands Education Centre and the Wetlands Conservation Society. The City of Cockburn also nominates two Councillors to serve on the Board.

The Board members and office bearers for 2016/2017 were:

**President:** Philip Jennings (WCS)  
**Vice-President:** Marie Gibson (FBLS)  
**Secretary:** Pat Smith (FCWEC)  
**Treasurer:** Rex Sallur (WCS)  
**Committee Members:** vacant (FBLS)  
 Darryl James (FCWEC)  
 Cr Bart Houwen (CoC)  
 Cr Phil Eva (CoC)

The Board employed a full-time Wetlands Officer, a part-time Administrative Officer and two casual landcare assistants. They were:

**Wetlands Officer (full time):** Denise Crosbie  
**Administrative Officer (part time):** Danielle Tyrlls  
**Landcare Assistants (casual):** Rex Sallur, Natasha Bowden  
**Education Assistant (casual):** Natasha Bowden

The Centre is fortunate to have the services of many volunteers, from member groups and the community who contribute large amounts of time and expertise to various activities of the Centre.

The Centre runs programs in scouting, landcare and environmental education. It also provides resources and facilities for many local community, government and professional groups which use the Centre on a regular basis.

Over the past decade the Centre has become a focus for environmental and scouting activities in the Cockburn area. Many local groups meet at the Centre including the Wildflower Society, the Friends of the Cockburn Wetlands Education Centre, the Cockburn Community Wildlife Corridor, the Bibra Lake Scouts and the Wetlands Conservation Society.

Many Government and professional groups use the Centre for meetings including local government, the Department of Biodiversity, Conservation and Attractions and the Department of Water and Environmental Regulation. Hundreds of school students attend the Centre for environmental education classes each year and many use the Centre's library for wetland research projects.

The Centre hosted the 13th Wetlands Management Conference on 2 February 2017, and this was highly successful. Sponsorship from the City of Cockburn, and the Department of Parks and Wildlife was helpful in keeping the registration fees low and enabling community wetland carers to attend. The Centre also organized several community tree planting events and school holiday activities for children.

The Centre receives its funding from many sources. Our major sponsor is the City of Cockburn, which provides core funding for salary support and essential operations. Government agencies and community groups pay hire fees for the use of the Centre. Some of the Centre's funding comes from Government and industry grants for landcare and wetland education. These grants are very



competitive and our success in attracting grants varies from year to year. The Wetlands Officer spends a considerable amount of her time preparing grant applications and writing reports on the outcomes.

The Board of Management oversees the operations of the Centre. It is also involved in financial and strategic planning for the Centre. Over the past year the Board has focussed on strategic planning, budget management, constitutional reform and developing plans for the environmental precinct in which the Centre is located. The Board also considered ecotourism opportunities that the Centre could become involved in.

As a result of careful budgeting the Centre is in a sound financial position. The four-year and four months Lease Agreement with the City of Cockburn started in February 2014 and runs to June 2018. The Board has established a tax-deductible trust fund to receive donations for the Centre and this is a focus of our fundraising efforts.

The Centre has made great progress since it was established more than twenty years ago. It is now recognised locally and nationally as a leader in wetland care and education. The Centre will need to address some major issues in the year ahead, including the rewriting of its constitution, the planning for the future development of the wetlands precinct and the creation of a new membership structure to replace the Friends Group.

The Board wishes to record its thanks to the staff and volunteers who have contributed so much to the success of the Centre this year. In particular, the Wetlands Officer Denise Crosbie has provided excellent leadership and her commitment and dedication to the Centre has been exemplary.

Philip Jennings  
President  
December 2017

### 3.0 Wetlands Officer report

The Cockburn Wetlands Education Centre raises awareness about the importance of wetlands and their management through the delivery of programs in environmental education, landcare and training. The strength of our community organisation is maintained by the annual sponsorship funding provided by the City of Cockburn for staff to attract additional funding and coordinate the numerous volunteers including member groups, the community, work placement participants, students and corporate groups that assist the Centre. The multiplying effects and benefits to the City are reflected in the following performance indicators for the 2016-17 financial year:

No of staff - 1.6

No of volunteers - 38 regular, 190 occasional

No of visitors/hirees - >20,000

No of volunteer hours (participants x hours) - 8,325

No of education hours (participants x hours) - 8,739

No of seedlings propagated - 14,556

No of seedlings established in Cockburn - 6,605

*\*Performance indicators do not include figures for the Bibra Lake Scouts*

#### Environmental education program

The Centre runs a variety of formal and informal education programs for primary and secondary schools, the community, TAFE, university students and wetland practitioners. The Centre organises major events, delivers off-site presentations, provides a library and information service and a website at [www.cockburnwetlands.org.au](http://www.cockburnwetlands.org.au)

- **Schools program:** Primary students attend all-day wetland ecology excursion while secondary students undertake specific environmental studies including land-use changes, vegetation transects, soil augering, fauna surveys, and biological and chemical water quality assessment. During the year, 4,140 participation hours were undertaken by 48 classes totalling 1,196 school students and 113 adults.
- **Family holiday programs:** The popular "Get Wild about Wetlands", a series of eco walks, talks and night stalks, is held every school holiday and includes frog night stalks, snake awareness, bush survival, enviroart, bat dusk stalks and more. This is a partnership program delivered with the City of Cockburn. A total of 1,195 children and parents were involved in 2,185 participation hours during this year's program. All programs have a maximum limit applied to the sessions to maximise interaction with the presenter.
- **VET and university students:** The Centre delivered two 8-week off-campus courses for Certificate III Conservation and Land Management students from South Metropolitan TAFE, Murdoch. As a landcare operational facility the Centre provides invaluable training opportunities and industry experience for our future workforce. We provide an annual presentation/tour of our landcare demonstration trail for environmental restoration students from universities along with TAFE and other landcare groups.
- **TurtleFest:** Native ARC and the Centre held their inaugural joint TurtleFest to raise community awareness about the ecology of the Long-necked turtle. This event was attended by 81 community members and was supported by the City of Cockburn. The centre is also a member of the Turtle Watch group, a collaboration of environmental education centres, local government and researchers.
- **World Environment Day event:** Our 8<sup>th</sup> annual World Environment Day Schools Festival was celebrated on 9 June 2017 with ten classes totalling 282 students and teachers rotating through activities involving tree planting, magical minibeasts, Aboriginal discoveries, wildlife adventures and edible aquifers. The all-day event is a partnership project between the

wetlands precinct members: the Cockburn Wetlands Education Centre, Bibra Lake Scouts, Native ARC and the City of Cockburn.

- **World Wetlands Day event:** The Centre held the 13th annual WA Wetland Management Conference on 2 February 2017 in celebration of World Wetlands Day. The conference attracted 180 wetland practitioners from community groups, private landholdings, local and State government, educational institutions and the private sector. It is the largest ongoing national event held in recognition of World Wetlands Day and provides a forum for the exchange of information and ideas amongst delegates. Sponsorship was provided by the City of Cockburn, Department of Parks and Wildlife, Recycle Right and the National Climate Change Adaptation Research Facility.

### Landcare Program

The Centre's landcare activities and sites provide an ideal training venue for students and a showcase for other practitioners. The Centre has established wetland and bushland seed production areas, nursery facilities and a landcare demonstration trail. Activities include seed collection, propagation, potting-on, physical and chemical weed control, planting, reticulation and ongoing maintenance. Ongoing trials are monitored and evaluated to improve our knowledge and outcomes. Landcare demonstration trails link the sites and are used for training programs. A fully supervised landcare program, 2 days per week, is attended by volunteers and trainees. All works are focused within the Beeliar Regional Park located within the City of Cockburn.

- **Planting events:** A total of 6,605 seedlings were planted in conservation reserves throughout the City of Cockburn. Events were organised for National Tree Day and corporate groups.
- **Nursery operations:** Volunteers propagated native plants and divided sedges totalling 14,556 seedlings for revegetation works. Seed is sustainably sourced from our established dryland and wetland seed production areas.
- **Training:** The Centre hosted students from a variety of programs including 'In the Workplace Learning Program', 'Indigenous Youth Mobility Program' and VET 40-hour Work Experience programs.
- **Waterwise demonstration gardens:** The gardens continue to inspire many a visitor and volunteer to convert to native plants in their home gardens. All works have been designed, built and established by the Centre's volunteers. A worm farm and composting bins have been setup in close proximity to the kitchen to encourage in-house recycling initiatives.
- **Cockburn Wetlands Precinct:** The Centre remains committed to the further development of the Wetlands Precinct. Staff and volunteers committed considerable time attending meetings and visioning workshops to further this exciting joint initiative.

### Volunteering program

- **Volunteer contribution:** 8,325 participation hours of volunteer time valued at \$299,700 was recorded for the 2016-17 financial year. This figure is an under representation as it only captures time recorded at the Centre (*Figures based on Australian Bureau of Statistics*).
- **Inspiration Volunteer Awards:** Our long-term volunteer Simon Stott was nominated by the staff and volunteers for his long-term dedication and passion to looking after Bibra Lake. Simon was a runner-up in the Environmental category.

Denise Crosbie  
Wetlands Officer  
December 2017

#### 4.0 Financial report







## Face2Face Business Solutions

c/- 5 Renville Way, LYNWOOD WA 6147

Mobile: 0412 517 971

e-mail: [andy@f2fbusinessmentors.com.au](mailto:andy@f2fbusinessmentors.com.au)

web: [www.f2fbusinessmentors.com.au](http://www.f2fbusinessmentors.com.au)

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF COCKBURN WETLANDS EDUCATION CENTRE INC.

### **Scope**

We have audited the accompanying financial report, being a special purpose financial report, of Cockburn Wetlands Education Centre Inc. (CWEC), which comprises the Balance Sheet as at 30 June 2017 for the year then ended, the Income Statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

### **Committee's Responsibility for the Financial Report**

The committee of CWEC, through delegation to the Wetlands Officer, is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act Western Australia 2015 and the Australian Charities and Not for Profits Commission, and are appropriate to meet the needs of the members. The committee's responsibilities also include designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act Western Australia 2015. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Independence**

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.



Kilifi Blue Holdings Pty Ltd atf Business CPR Trust  
t/as Face 2 Face Business Mentors and Face 2 Face Business Solutions  
ACN – 127 579 159 / ABN – 69 284 557 061





## Face2Face Business Solutions

c/- 5 Renville Way, LYNWOOD WA 6147

Mobile: 0412 517 971

e-mail: [andy@f2fbusinessmentors.com.au](mailto:andy@f2fbusinessmentors.com.au)

web: [www.f2fbusinessmentors.com.au](http://www.f2fbusinessmentors.com.au)

### **Auditor's Opinion**

In our opinion, the financial report of Cockburn Wetlands Education Centre Inc. presents fairly, in all material respects the financial position as of 30 June 2017 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the Associations Incorporations Act Western Australia 2015.

A handwritten signature in black ink, appearing to be "N. Andrew Robert".

Name of firm: Face 2 Face Business Mentors

Name of auditor: Neville Andrew Robert FIPA

Member No.: 183180

Address: Lynwood, Perth

Dated this 27<sup>th</sup> day of October 2017



Kilifi Blue Holdings Pty Ltd atf Business CPR Trust  
t/as Face 2 Face Business Mentors and Face 2 Face Business Solutions  
ACN – 127 579 159 / ABN – 69 284 557 061



**Cockburn Wetlands Education Centre**

184 Hope Road, Bibra Lake WA 6163

ABN: 48 996 459 438

**Balance Sheet [Last Year Analysis]****June 2017**

	This Year	Last Year	% Difference
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash On Hand</b>			
UniBank S1-603609670	\$79,459	\$39,127	103.1%
UniBank S10-100724108	\$11,520	\$11,376	1.3%
UniBank I10.1-379041616	\$56,516	\$55,104	2.6%
UniBank I10.2-379042229	\$65,842	\$64,261	2.5%
Petty Cash	\$300	\$300	0.0%
UniBank Trust S1-603624447	\$15,193	\$6,602	130.1%
UniBank Trust I10-379024948	\$16,906	\$16,484	2.6%
<b>Total Cash On Hand</b>	<b>\$245,735</b>	<b>\$193,254</b>	<b>27.2%</b>
Pledges Receivable	\$18,378	\$10,030	83.2%
<b>Total Current Assets</b>	<b>\$264,114</b>	<b>\$203,284</b>	<b>29.9%</b>
<b>Property &amp; Equipment</b>			
<b>Landcare Equipment</b>			
Landcare Equipment at Cost	\$18,931	\$9,384	101.7%
Landcare Equipment Accum Dep	(\$7,029)	(\$5,681)	(23.7%)
<b>Total Landcare Equipment</b>	<b>\$11,903</b>	<b>\$3,702</b>	<b>221.5%</b>
<b>Vehicle attachments</b>			
Vehicle attachments at Cost	\$634	\$634	0.0%
Vehicle attachments Accum Dep	(\$620)	(\$605)	(2.5%)
<b>Total Vehicle attachments</b>	<b>\$15</b>	<b>\$30</b>	<b>(51.0%)</b>
<b>Furniture &amp; Fixtures</b>			
Furniture & Fixtures at Cost	\$2,791	\$2,791	0.0%
Furniture & Fixtures Accum Dep	(\$1,321)	(\$549)	(140.7%)
<b>Total Furniture &amp; Fixtures</b>	<b>\$1,470</b>	<b>\$2,243</b>	<b>(34.4%)</b>
<b>Office Equipment</b>			
Office Equipment at Cost	\$7,707	\$8,401	(8.3%)
Office Equipment Accum Dep	(\$7,424)	(\$6,107)	(21.6%)
<b>Total Office Equipment</b>	<b>\$283</b>	<b>\$2,294</b>	<b>(87.7%)</b>
<b>Educational Equipment</b>			
Education Equipment at Cost	\$3,576	\$3,576	0.0%
Education Equipment Accum Dep	(\$2,618)	(\$1,780)	(47.1%)
<b>Total Educational Equipment</b>	<b>\$958</b>	<b>\$1,796</b>	<b>(46.7%)</b>
<b>Total Property &amp; Equipment</b>	<b>\$14,628</b>	<b>\$10,065</b>	<b>45.3%</b>
<b>Total Assets</b>	<b>\$278,742</b>	<b>\$213,349</b>	<b>30.7%</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Unexpended Grants</b>			
Grant 1-BRP Booklets	\$1,350	\$1,350	0.0%
Grant 2-Posters	\$1,650	\$1,650	0.0%
Grant 3-Lotterywest	\$39,520	\$0	NA
Grant 8-Action Grant	\$2,163	\$2,163	0.0%
Grant 9-BRP Booklets 2	\$1,250	\$1,250	0.0%
<b>Total Unexpended Grants</b>	<b>\$45,933</b>	<b>\$6,413</b>	<b>616.2%</b>
<b>Unexpended Fundraising</b>			
CWEC- Fundraising Income c/f	\$3,380	\$615	450.0%
BHPBIO Marketing Funds	\$8,613	\$8,613	0.0%
<b>Total Current Liabilities</b>	<b>\$57,927</b>	<b>\$15,641</b>	<b>270.4%</b>
<b>Unexpended Precinct JV Funds</b>			
Quiz night income c/f	\$440	\$2,712	(83.8%)
Turtle Fest income c/f	\$202	\$0	NA
<b>GST Liabilities</b>			
GST Collected	\$11,742	\$6,196	89.5%
GST Paid	(\$1,380)	(\$1,662)	17.0%
<b>Total GST Liabilities</b>	<b>\$10,361</b>	<b>\$4,534</b>	<b>128.5%</b>

## Cockburn Wetlands Education Centre

## Balance Sheet [Last Year Analysis]

June 2017

	This Year	Last Year	% Difference
Payroll Liabilities			
PAYG Withholding Payable	\$4,907	\$10,247	(52.1%)
Superannuation Payable	\$2,263	\$2,357	(4.0%)
Prov for LSL (current)	\$27,845	\$0	NA
Total Payroll Liabilities	\$35,015	\$12,604	177.8%
Suspense Account	\$0	\$498	(100.0%)
Total Liabilities	\$103,945	\$35,989	188.8%
Net Assets	\$174,797	\$177,360	(1.4%)
Equity			
Retained Earnings	\$151,142	\$165,482	(8.7%)
Current Year Surplus/Deficit	\$23,654	\$11,877	99.2%
Total Equity	\$174,797	\$177,360	(1.4%)



### Cockburn Wetlands Education Centre

184 Hope Road, Bibra Lake WA 6163  
ABN: 48 996 459 438

#### Profit & Loss [Last Year Analysis]

July 2016 through June 2017

	This Year	Last Year	% Difference
<b>Income</b>			
Conference Income	\$10,814	\$9,693	11.6%
Consulting fees	\$955	\$500	90.9%
Contract Services	\$9,884	\$5,939	66.4%
Donations (Non TD)			
Unsolicited Donations (NTD)	\$0	\$30	(100.0%)
Total Donations (Non TD)	\$0	\$30	(100.0%)
Trust Fund			
Unsolicited donations (TD)	\$4,685	\$210	2,131.0%
Collection boxes (TD)	\$3,678	\$1,537	139.3%
Education event donations (TD)	\$229	\$0	NA
Trust Fund - Bank Interest	\$434	\$445	(2.5%)
Total Trust Fund	\$9,026	\$2,192	311.7%
Education Services	\$6,090	\$7,280	(16.4%)
Fundraising Activities			
Fundraising (Non TD)			
BBQ fundraisers (NTD)	\$4,036	\$1,299	210.6%
Book sales (NTD)	\$20	\$0	NA
Gift vouchers (NTD)	\$65	\$0	NA
Total Fundraising (Non TD)	\$4,121	\$1,299	217.2%
Fundraising (TD)			
Precinct Fundraising (Non TD)			
Education event (NTD)	\$202	\$0	NA
Income Precinct JV	\$2,273	\$0	NA
Total Precinct Fundraising (Non TD)	\$2,475	\$0	NA
Total Fundraising Activities	\$6,595	\$1,299	407.7%
Fundraising income c/f	\$0	\$498	(100.0%)
Grant Income			
Grant 3-Lotterywest	\$10,480	\$0	NA
Grant 6-State NRM	\$0	\$1,977	(100.0%)
Grant 8-Action Grant	\$0	\$662	(100.0%)
Sponsorship	\$89,065	\$87,922	1.3%
Bank Interest	\$3,624	\$3,748	(3.3%)
Total Income	\$146,532	\$121,740	20.4%
<b>Cost of Sales</b>			
Gross Profit	\$146,532	\$121,740	20.4%
<b>Expenses</b>			
Advertising/promotions	\$296	\$1,392	(78.7%)
Conference Expense	\$4,970	\$3,923	26.7%
Consultants Fees	\$764	\$1,499	(49.0%)
Consumables	\$3,284	\$2,966	10.7%
Contractors	\$0	\$1,525	(100.0%)
Depreciation			
Acc dep - Landcare Equipment	\$1,347	(\$393)	442.8%
Acc dep - Vehicle attachments	\$15	(\$5)	377.6%
Acc dep - Office Equipment	\$2,012	(\$789)	354.9%
Acc dep - Education Equipment	\$838	(\$299)	380.0%
Education Expenses	\$4,149	\$2,314	79.3%
Employment Expenses			
Superannuation Expense	\$8,737	\$8,288	5.4%
Wages & Salaries Expense	\$93,845	\$88,358	6.2%
Workers' Compensation	\$2,999	\$3,087	(2.8%)
LSL entitlement expense	\$1,627	\$0	NA
Total Employment Expenses	\$107,209	\$99,733	7.5%
Insurance	\$1,051	\$438	140.1%
Landcare Equipment			
Fuel/oil - LEq	\$79	\$69	15.2%
Repair & Maintenance - LEq	\$135	\$163	(17.4%)

## Cockburn Wetlands Education Centre

## Profit &amp; Loss [Last Year Analysis]

July 2016 through June 2017

	This Year	Last Year	% Difference
Landcare Expenses	\$1,664	\$1,972	(15.6%)
Fees Paid	\$147	\$0	NA
Legal & Accounting	\$684	\$487	40.5%
Plant/Equipment & Venue Hire	\$0	\$150	(100.0%)
Reimburse Expenses-Volunteers	\$0	\$20	(100.0%)
Repairs & Maintenance	\$257	\$0	NA
Training & Safety	\$49	\$14	262.5%
Communications			
Telephone	\$258	\$618	(58.2%)
Domain	\$258	\$242	6.6%
Internet	\$325	\$299	8.5%
Vehicle			
Fuel/oil - V	\$151	\$187	(19.0%)
Insurance - V	\$604	\$576	4.9%
Licensing - V	\$815	\$739	10.3%
Maintenance & Repair - V	\$49	\$723	(93.3%)
Vehicle attachments			
Insurance - T	\$57	\$33	74.0%
Licensing - T	\$62	\$62	0.4%
Fundraising Activities			
Fundraising (NonTD)			
BBQ Fundraiser expenses	\$1,290	\$685	88.4%
Gift vouchers redeemed	\$65	\$0	NA
Total Fundraising (NonTD)	\$1,355	\$685	97.9%
Fundraising (TD)			
Total Fundraising Activities	\$1,355	\$685	97.9%
Fundraising profits deferred	\$2,766	\$615	350.0%
Precinct Funding			
Expenses Precinct JV	\$2,273	\$0	NA
Precinct JV profits deferred	\$202	\$0	NA
Total Precinct Funding	\$2,475	\$0	NA
Profit/loss-Disposal of assets	\$0	\$1,566	(100.0%)
Total Expenses	\$138,127	\$121,522	13.7%
Operating Profit	\$8,405	\$218	3,754.2%
Management Income			
Facility Hire - (M)	\$14,518	\$11,415	27.2%
Members Facility Hire - (M)	\$5,640	\$4,150	35.9%
Recycling - (M)	\$0	\$38	(100.0%)
Renewable Energy Benefit	\$288	\$97	198.6%
Total Management Income	\$20,447	\$15,700	30.2%
Management Expenses			
Acc Dep - Furn & Fixtures (M)	\$772	(\$200)	485.8%
Bank Expense - (M)	\$10	\$2	514.2%
Cleaning (M)	\$218	\$302	(27.8%)
Contractors (M)	\$0	\$336	(100.0%)
Consumables (M)	\$1,388	\$557	149.1%
Electricity - (M)	\$1,283	\$1,698	(24.4%)
Repairs & maintenance (M)	\$427	\$172	147.9%
Security - (M)	\$361	\$366	(1.3%)
Sewerage/water - (M)	\$479	\$175	174.0%
Telephone - (M)	\$258	\$591	(56.3%)
Profit/loss-Disposal of assets	\$0	\$42	(100.0%)
Total Management Expenses	\$5,197	\$4,041	28.6%
Net Surplus / (Deficit)	\$23,654	\$11,877	99.2%

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NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Western Australia 2015 and the Australian Charities and Not for Profit Commission. The committee has determined that Cockburn Wetlands Education Centre Inc. (CWEC) is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

a. **Income Tax**

The Association is exempt from income tax under Section 50-5 of the Income Tax Assessment Act 1997.

b. **Property, Plant and Equipment (PPE)**

Each class of property, plant & equipment is carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

When an asset is disposed, the gain or loss is calculated by comparing proceeds received with its carrying amount and is taken to profit or loss.

c. **Employee Benefits**

Provision is made for CWEC's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

An additional \$26,217.28 in prior year adjustments to LSL Provision liability was brought to account and allocated against Retained Earnings.

d. **Provisions**

Provisions are recognised when CWEC has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at reporting date.

e. **Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

f. **Revenue and Other Income**

Non-reciprocal grant income is recognised in profit or loss when CWEC obtains control of the grant. It is probable that the economic benefits gained from the grants will flow to CWEC and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

When grant revenue is received whereby CWEC incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the Balance Sheet as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Donations of cash are recognised as revenue when received.

Gifts of time are brought to account at the volunteer's valuation.

Gifts of equipment are brought to account at a reasonably determined fair value. Both useability and marketability are joint considerations in determining fair value.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Interest revenue is recognised as it accrues.  
Revenue from the rendering of a service is recognised upon the delivery of the service to the customers. All revenue is stated net of the amount of goods and services tax (GST).

g. **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from or payable to the ATO is included as a current asset or liability in the Balance Sheet.

h. **Comparative figures**

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.



## 5.0 Wetlands Conservation Society report

The Wetlands Conservation Society (WCS) is one of the three core members of the Cockburn Wetlands Education Centre (CWEC).

The Wetlands Conservation Society was formed in 1985 to campaign for the protection of wetlands throughout the State. It has been based at the Cockburn Wetlands Education Centre since 1993.

The WCS played a major role in the establishment of the Centre and for the first seven years it managed the Centre under an agreement with the City of Cockburn. The Centre took over its own management following its incorporation in 2000.

The WCS is involved in a wide range of activities aimed at conserving WA wetlands. These include education, submissions, committee membership, wetland revegetation and excursions to wetlands.

During the 2016 – 2017 financial year the WCS held one general meeting and four committee meetings at the Wetlands Centre. The WCS was active on a number of policy issues including the Green Growth Plan, management of the Beeliar and Jandakot Regional Parks, opposition to the Roe Highway extension and the proposed Cape Peron Marina and the management of the Jandakot Mound. The WCS members assisted at several functions organised by the Wetlands Centre including the wetlands conference and the planting days. Several WCS members are actively involved in the Centre's landcare program. Members of the WCS served on several State and Local Government committees concerned with wetland issues.

The WCS Committee for 2016 was Philip Jennings (President), Denise Crosbie (Vice-President), Felicity Bairstow (Secretary), Rex Sallur (Treasurer), David James, Jeff Mengler and Robyn Pickering (Committee Members).

Philip Jennings  
President  
December 2017

## 6.0 Friends of the Cockburn Wetlands Education Centre report

It was decided and agreed to by all members of the Friends of the Cockburn Wetlands Centre that we should go into Voluntary Cancellation of Incorporation at the General Meeting held on 2<sup>nd</sup> December 2017.

The Friends have met for over more than 20 years and have achieved much during that time. We have obtained grants for the Centre, surveyed birds on Bibra Lake, North Lake, South Lake and Little Rush Lake. We have supported the Centre at the annual Wetland Management Conference, School Holiday Programs etc. In the very early days Friends helped plant trees around the Centre and had a watering roster, which meant watering with a hand-held hose!

Without new people joining the group, it is time to move on. We hope to become members of Cockburn Wetlands Education Centre under the new Constitution which will create a new membership structure to replace our group. The Centre and all that it represents will remain close to our hearts.

Pat Smith  
Secretary  
December 2017

## 7.0 Bibra Lake Scout Group report

The Bibra Lake Scout Group is a community based organisation to help develop the spiritual, mental, physical and emotional development of our youth aged between six and twenty five.

The group is run entirely by volunteers in a variety of roles including leaders, parent helpers and various committee members. The group comprises the following sections:

### Joeys

The Joey section is designed as an entry level for youth aged 6 to 7 into the scouting movement. The Joeys meet on a Tuesday night between 6 and 7 pm.

### Cubs

The Cub section is designed for 8 to 10 year olds and meets on a Monday night between 6.30 and 8 pm.

### Scouts

The Scout section caters for 11 to 14 year olds and meets on a Wednesday night between 7 and 9 pm.

### Venturers

The Venturer section is for teenagers aged between 15 and 18 years, they meet on Tuesday night between 7 and 9 pm.

### Rovers

The Rover section supports 18 to 25 years old, dedicated to fun and adventure, whilst serving the community in the Scouting way. They meet on a Tuesday night between 7 and 9pm.

### The year in review

2017 has been a year of rebuilding at Bibra Lake Scouts.

The numbers of youth members are steadily increasing and we now have over 65 kids in all sections. We have had 3 leaders complete training and 4 more will undertake the next training course. We are in need of more adults willing to give their time to be leaders. We particularly need another Joey leader and a male Cub leader. It is extremely important to have male role models for kids of this age. We have also had several leaders undertake their advanced leader training at Woodbeads as we know them.

Each section has had a busy year. The Joeys have had 2 Joeys complete their Promise Challenge badge which takes a lot of dedication for a 7 year old. Cub members are steadily increasing while Scout numbers are remaining steady. The Scout section has been focusing on the traditional scouting skills in preparation for the upcoming jamboree in 2019. The Venturer and Rover sections have also been running great programs.

### The year ahead

In 2018 we will continue to build our numbers of youth members and actively seek new leaders. Our main focus will be to provide a challenging and fun program based on the fundamentals of scouting that will benefit our youth. Jamboree year is always a big year in making sure the scouts that go have the time of their life!

Group Leaders  
Bibra Lake Scout Group  
December 2017

**9.2 (2018/MINUTE NO 0006) GRANTS AND DONATIONS COMMITTEE RECOMMENDED ALLOCATIONS 2018/19**

**Author(s)** G Bowman

**Attachments** 1. Grants, Donations and Sponsorships  
Recommended Allocations Budget 2018/19

**RECOMMENDATION**

That Council

- (1) adopts the grants, donations, and sponsorship recommended allocations for 2018/19 as attached to the agenda, and
- (2) advertises the availability of the grants, donations and sponsorships in two instalments closing 28 September 2018 and 29 March 2019 respectively.

**COMMITTEE RECOMMENDATION**

MOVED Cr S Pratt SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 5/0**

**Background**

Council approved a budget for grants and donations for 2018/19 of \$1,350,000. The Grants and Donations Committee is empowered to recommend to Council how these funds are to be distributed.

In early 2018, the Manager Community Development and Grants and Research officers conducted a review of the Community Grants, Cultural Grants, Donations and Sponsorship (Group and Individual) Policy, and assessment and internal processes, then provided a report with proposed changes to the Grants and Donations Committee at its meeting on 17 April 2018, which was received and recommended to Council on 10 May 2018.

Following this, Delegated Authority ACS2 'Applications for Grant and Individual Sponsorship Funded Projects' and Policy SC35 'Grants, Donations & Sponsorships – Community Organisations & Individuals' were updated to reflect the recommended changes to the programs and were presented to the DAPPS Committee on 24 May 2018 and adopted by Council on 14 June 2018.

**Submission**





N/A

## Report

### **COMMITTED/CONTRACTUAL DONATIONS**

As can be seen in the Budget attachment, a number of donations are deemed to be committed by legal agreements, such as leases, or by previous Council decisions.

There are three commitments that require approval for the 2018/19 financial year:

- A donation to support the administration costs of Native ARC of \$90,765.25 (previous Agenda Item).
- A donation to support the administration costs of Cockburn Wetlands Education Centre of \$90,765.25 (previous Agenda Item).
- Donation to the Cockburn Community Men's Shed Inc. to support the annual administration costs of a part-time coordinator, security, maintenance, utilities and equipment, in accordance with the Management Plan and Council Decision 10 August 2017. The funding of \$39,500 in 2017/18 was pro-rata as it wasn't for a full year. It is proposed to be increased to \$47,500 for the full 2018/19 year.

There are no other significant changes from last financial year in the new allocations that require additional approval.

**The total allocation proposed for committed/contractual donations for 2018/19 is \$500,000.**

### **DONATIONS**

It is proposed that Council will seek applications for Donations from not-for-profit organisations in two instalments. It is proposed for 2018/19 to have the first round closing on 28 September 2018 and the second round closing on 29 March 2019.

Applications for Donations will be assessed under Policy SC35 and a report will be presented to the Committee for its deliberation. The Committee will then consider the requests for Donations and make a recommendation to Council.

**An allocation of \$210,000 for Donations is proposed for 2018/19.**

### **SPONSORSHIPS**

It is proposed to seek applications for Sponsorship for Groups in line with the other funding opportunities closing on 28 September 2018 and



29 March 2019, other than Sponsorship for Individuals, where applications are invited all year round.

**It is proposed to allocate \$100,000 of the 2018/19 Grants and Donations Budget to the Sponsorship program (\$90,000 for Groups and \$10,000 for individuals).**

### **GRANTS**

As can be seen in the Budget attachment, there are a number of grants for which there are established criteria and processes in place.

The 2018/19 Budget proposes small increases to the following allocations based on increased expenditure in the previous year and anticipated increased subscriptions in the new financial year:

- Len Packham (Burdiya) Hall Subsidy increase from \$1,000 to \$2,000.
- Community/Residents Association Hall Hire Subsidy and Support Program increase from \$5,650 to \$7,000.
- Cultural Grants Program increase from \$28,000 to \$30,000 to accommodate increase in grant cap to \$5,000.
- Community Group Newsletter Subsidy increase from \$9,000 to \$11,000.
- Small Events Sponsorship Program increase from \$27,000 to \$30,000 to accommodate increase in grant cap to \$3,000.

It is proposed to remove from the 2018/19 Grants and Donations Budget the allocation of \$500 that has been approved in previous years for a gym subsidy for Jandakot Bush Fire Brigade, South Coogee Bush Fire Brigade and State Emergency Services. This subsidy hasn't been accessed since 2012/13 at South Lake Leisure Centre and to date has not been provided at Cockburn ARC. In considering and recommending the fees and charges schedule to Council, it was important that the City was consistent in the concession/subsidies provided at Cockburn ARC. Therefore, the following position was adopted with the objective of targeting those in the community who need assistance.

- 20% discount on memberships and joining fees waived for seniors and concession card holders, including the City's Very Important Volunteer card.
- 10% corporate discount on memberships and joining fees waived for Department of Fire and Emergency Services (there are currently 32 staff/volunteers under this membership type).

There are no other significant changes from last financial year in the new allocations.

**The total allocation proposed for grants for 2018/19 is \$540,000.**



Carry Forward – “Cockburn Creates”

There is an unspent amount of \$110,388 from the 2017/18 Grants and Donations Budget that will be carried forward for the Community Innovation and Participatory Budgeting Program (Cockburn Creates). Projects in this program have not yet been finalised. Once these have been completed, a thorough evaluation of the program will be conducted, and an allocation will be revisited in the next financial year.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

Council approved a budget for Grants and Donations for 2018/19 of \$1,350,000. The following is a summary of the proposed grants, donations and sponsorship allocations which is contained in the attachment to this report.

Summary of Proposed Allocations

Committed/Contractual Donations	\$500,000
Donations	\$210,000
Sponsorship	\$100,000
<u>Specific Grant Programs</u>	<u>\$540,000</u>
Total	\$1,350,000
Total Funds Available	\$1,350,000
<u>Less Total of Proposed Allocations</u>	<u>\$1,350,000</u>
Balance	\$0

There is also an unspent amount of \$110,388 from the 2017/18 Grants and Donations Budget that will be carried forward for the Community Innovation and Participatory Budgeting Program (Cockburn Creates).



**Legal Implications**

N/A

**Community Consultation**

Council's grants, donations and sponsorships are advertised widely in the local community through the City's website, local media, Cockburn Soundings, social media and Council networks. It is recommended that advertising start immediately following the Council decision to ensure a wide representation of applications.

**Risk Management Implications**

The Council allocates a significant amount of money to support individuals and groups through a range of funding arrangements. There are clear guidelines and criteria established to ensure that Council's intent for the allocation of funds are met. To ensure the integrity of the process there is an acquittal process for individuals and groups to verify funds are used for the purpose they have been allocated.

The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups not meet the criteria and guidelines and / or were not used for the purposes they were provided. Adherence to these requirements is essential.

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

N/A

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

Nil





## GRANTS, DONATIONS &amp; SPONSORSHIP RECOMMENDED ALLOCATIONS BUDGET 2018/2019

Activity OP 315 Natural Acc 6810	Description	Allocated 2017/2018	Actual 2017/2018	Proposed 2018/2019	Comments	Council Decision/ Delegated Authority
<b>Donations</b>						
<b>Committed/Contractual</b>						
8894	Nyungar Cultural Activities - Australia Day Citizenship Ceremony	2,000	1,565	2,000	Towards additional Nyungar cultural activities at the Australia Day Citizenship Ceremony in 2018, as to Council Decision 9 March 2017	Council Decision
9239	Native ARC	89,956	89,956	90,765	Donation to support the annual administration costs of Native ARC (plus CPI 0.9%)	Council Decision
9310	Cockburn Wetlands Education Centre	89,956	89,956	90,765	Donation to support the annual administration costs of the Cockburn Wetlands Education Centre (plus CPI 0.9%)	Council Decision
9317	Pineview Preschool Maintenance Contribution	7,794	7,794	7,864	Annual contribution for maintenance of grounds and building (plus	Lease Agreement
9322	Cockburn ARC/Dolphin Swim Club Subsidy	150,000	112,500	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	9,565	9,565	9,651	Assists with maintenance costs as per lease agreement (plus CPI	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	12,166	12,166	12,474	Reimbursement of 50% of annual rates payable by Spearwood Dalmatinac Club for 41 Azelia Rd, Spearwood as to Council Decision	Council Decision
8861	SmartyGrants Online Grants Management System	11,364	11,364	5,500	Subscription to SmartyGrants online grants management system for government and non-profit grantmakers	Council Decision
8243	Little Green Steps WA Partnership Agreement	25,000	25,000	0	Two-year partnership agreement with LGS WA, to promote Education for Sustainability in the Early Years for 2017 and 2018 as to Council Decision 11 May 2017	Council Decision
8896	Cockburn Community Men's Shed Coordinator	39,500	39,500	47,500	Funding for Cockburn Community Men's Shed Inc. to support the annual administration costs of a part-time coordinator, security,	Council Decision
	Future Allocations	16,600		81,980	(To be allocated throughout the year)	
	<b>Committed/Contractual Sub Total</b>	<b>455,400</b>	<b>400,866</b>	<b>500,000</b>		
<b>Donations to Organisations</b>						
9196	Donations to Organisations	205,000	205,000	210,000	Amount set aside for allocation in the two funding rounds for	Council Decision
	<b>Donations to Organisations Sub Total</b>	<b>205,000</b>	<b>205,000</b>	<b>210,000</b>		
<b>Sponsorships</b>						
9197	Sponsorships	92,200	92,200	90,000	Amount set aside for allocation in the two funding rounds for	Council Decision
9197	Individual Sponsorships	10,000	2,400	10,000	Formal Sponsorship program for individuals as per DA ACS2	Delegated Authority ACS2
	<b>Sponsorships Sub Total</b>	<b>102,200</b>	<b>94,600</b>	<b>100,000</b>		
<b>Grants</b>						
8040	Landowner Biodiversity Conservation Program	35,000	18,632	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 AEW5
9004	Emergency Disaster Fund	10,000	0	10,000	For one-off emergency and disaster situations as to DA ACS13 (revised as per Council Decision 10 February 2011)	Delegated Authority ACS13
9015	Youth Academic Grants	500	0	500	Assists young people to attend academic programs as per DA	Delegated Authority ACS11
9031	Junior Sports Travel Assistance Program	55,000	45,173	55,000	Assists young people in Cockburn representing WA or Australia in interstate or international team or individual sports by providing assistance for travel to competitions	Delegated Authority ACS12
9240	Sustainability Grants Program	40,000	32,109	40,000	Grants program established in accordance with Council Decision on 13 May 2010	Delegated Authority ACS2

Activity OP 315 Natural Acc 6810	Description	Allocated 2017/2018	Actual 2017/2018	Proposed 2018/2019	Comments	Council Decision/ Delegated Authority
9241	Len Packham Hall Subsidy (Burdia)	1,000	1,865	2,000	Subsidy program that allows Indigenous and multicultural Cockburn families to access funds to assist with hall hire costs for hosting funerals, memorials and cultural events	Delegated Authority LGACS2
9312	Community Grants Program	100,000	69,884	100,000	Formal grant process for local organisations as per DA ACS2	Delegated Authority ACS2
9314	Provide Bins Sporting Events	1,000	31	1,000	Provide bins to schools for sports carnivals	Delegated Authority LGACS2
9327	Community/Residents Assoc. Hall Hire Subsidy and Support Program	5,650	6,335	7,000	Assists community groups to conduct monthly meetings and events, and funds for Incorporation/set up costs for new residents	Delegated Authority LGACS7
9329	Cultural Grants Program	28,000	15,240	30,000	Provide small grants to cultural and artistic groups	Delegated Authority ACS2
9331	Bus Hire Subsidy	1,500	839	1,500	Provides a small allocation towards the bus hire for community	Delegated Authority LGACS2
9335	Grants General Welfare	6,000	4,433	6,000	Miscellaneous requests for small donations as per DA LGACS2	Delegated Authority LGACS2
9341	Community Group Newsletter Subsidy	9,000	10,205	11,000	Assists community groups to disseminate information	Delegated Authority LGACS7
9373	Small Events Sponsorship Program	27,000	16,596	30,000	Small Events Sponsorship Program for events for community	Delegated Authority ACS2
9396	U Fund	1,000	0	1,000	Small grants for youth for cultural/arts initiatives and events	Delegated Authority LGACS2
9399	Youth Arts Scholarships	7,000	6,100	7,000	Assist young people to travel in order to participate in performing/arts events and also for further study	Delegated Authority LGACS10
9475	Alcoa Cockburn Community Projects Fund	10,000	5,000	10,000	A partnership fund with Alcoa delivering community-driven projects (allocation doesn't include Alcoa funds, only CoC funds)	Delegated Authority LGACS2
9490	Environmental Education Initiatives Program	15,000	13,827	15,000	Support for Environmental Services to assist schools to facilitate environmental education	Delegated Authority LGACS2
9517	Cockburn Community Group Volunteer Insurance	11,000	10,342	11,000	Cockburn Community Group Insurance Program	Delegated Authority LGACS7
9535	Council Match Staff Donation	2,000	1,306	2,000	Council to match staff fundraising effort	Delegated Authority LGACS2
9596	Gym Subsidy for Emergency Services Volunteers	500	0	0	Gym subsidy for Jandakot BFB, South Coogee BFB and SES	Delegated Authority LGACS2
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 LGACS2
9673	Sport and Recreation Club Grants	35,000	14,965	35,000	Grants matched by local sporting clubs for minor capital works on Council owned facilities and sporting equipment	Delegated Authority ACS12
9674	Grants to Schools	8,000	6,914	8,000	For small donations to schools for minor items	Delegated Authority ACS7
9688	Security Subsidy for Seniors	30,000	26,364	30,000	Subsidy program for security devices for seniors	Delegated Authority LGACS2
8899	Community Innovation and Participatory Budgeting Program (Cockburn Creates)	120,000	10,371	0	Funding Program established as to Delegated Authority ACS15 and Policy ACS16, adopted by Council on 14 September 2017 (balance of funds from 2017/18 to be carried forward to 2018/19 financial year)	Delegated Authority ACS15
9495	Donation and Grants General Account	0	0	91,000	(Remainder of grant allocations, to be allocated based on expenditure throughout the year)	
	<b>Grants Programs Sub Total</b>	<b>560,150</b>	<b>316,531</b>	<b>540,000</b>		
	<b>Totals</b>	<b>1,322,750</b>	<b>1,016,997</b>	<b>1,350,000</b>		
	<b>Budget</b>	<b>1,322,750</b>		<b>1,350,000</b>		
	<b>Balance</b>	<b>0</b>		<b>0</b>		
	<b>Carried Forward 2017/2018 GAD Budget</b>					
8899	Community Innovation and Participatory Budgeting Program (Cockburn Creates)	120,000	10,371	110,388	Funding Program established as to Delegated Authority ACS15 and Policy ACS16, adopted by Council on 14 September 2017 (balance of funds from 2017/18 to be carried forward to 2018/19 financial year)	Delegated Authority ACS15

**10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS**

Nil

**11. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE**

Nil

**12. CLOSURE OF MEETING**

The meeting closed at 6:07pm.



### 13.2 (2018/MINUTE NO 0115) MINUTES OF AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 19 JULY 2018

**Author(s)** J Ngoroyemoto, S Downing and N Mauricio  
**Attachment** 1. Minutes of Audit & Strategic Finance Committee Meeting - 19 July 2018

#### **RECOMMENDATION**

That Council receive the Minutes of the Audit & Strategic Finance Committee Meeting held on Thursday, 19 July 2018, and adopt the recommendations contained therein.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

#### **COUNCIL DECISION**

MOVED Cr C Reeve-Fowkes SECONDED Cr C Sands

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0**

#### **Background**

The Audit & Strategic Finance Committee conducted a meeting on 19 July 2018. The Minutes of the meeting are required to be presented.

#### **Submission**

N/A

#### **Report**

At the Audit and Strategic Finance Committee Meeting held on 19 July 2018, the following reports were presented:

1. External Independent Membership on Audit & Strategic Finance Committee
2. Risk Management Information Update
3. Annual Debts Write-Off
4. Internal Audit Report – Records Management





5. Local Government Focus Audit: Timely Payment of Suppliers – Office of Auditor General
6. Review of Position Statement PSFCS24 – Corporate Credit Cards and Associated Delegated Authority LGAFCS8

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

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

Section 7.1A of the Local Government Act 1995 refers.

### **Community Consultation**

N/A

### **Risk Management Implications**

The Audit and Strategic Finance Committee is a formally appointed Committee of Council and is responsible to that body. The Audit and Strategic Finance Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Audit and Strategic Finance Committee does not have any management functions and is therefore independent of management.

Therefore, if any Committee recommendations of the Audit and Strategic Finance Committee are not adopted or deferred by Council, officers will be unable to action the recommendations contained within the Minutes.

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

N/A

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

Nil





City of Cockburn  
Audit & Strategic Finance Committee  
**Minutes**

For Thursday, 19 July 2018

These Minutes are subject to confirmation

Presiding Member's signature

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Date:

## CITY OF COCKBURN

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## CITY OF COCKBURN

### MINUTES OF AUDIT & STRATEGIC FINANCE COMMITTEE HELD ON THURSDAY, 19 JULY 2018 AT 6:00 PM

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**PRESENT:****ELECTED MEMBERS**

Mr K Allen		Councillor (Presiding Member)
Mr L Howlett		Mayor
Ms L Smith	-	Deputy Mayor
Mrs C Reeve-Fowkes	-	Councillor
Mr M Separovich	-	Councillor

**IN ATTENDANCE**

Mr S Cain	-	Chief Executive Officer
Mr D Green	-	Director Governance & Community Services
Mr S Downing	-	Director Finance & Corporate Services
Mrs M Tobin		Executive Manager, Strategy & Civic Support
Mrs B Pinto	-	Governance & Risk Support Officer
Mr J Ngoroyemoto	-	Governance & Risk Management Co-ordinator
Mrs V Frankson		EA to Directors Fin & Corp Serv / Gov & Comm Serv.

**1. DECLARATION OF MEETING**

The Presiding Member declared the meeting open at 6.00pm.

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

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

**2. APPOINTMENT OF PRESIDING MEMBER (If required)**

Nil



**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)**

Nil

**5. APOLOGIES & LEAVE OF ABSENCE**

Nil

**6. PUBLIC QUESTION TIME**

Nil

**7. CONFIRMATION OF MINUTES**

**7.1 (2018/MINUTE NO 0005) MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 15/03/2018**

**RECOMMENDATION**

That Committee confirms the Minutes of the Audit & Strategic Finance Committee Meeting held on Thursday, 15 March 2018 as a true and accurate record.

**COMMITTEE RECOMMENDATION**

MOVED Cr M Separovich SECONDED Mayor L Howlett

That the recommendation be adopted.

**CARRIED 5/0**



**8. DEPUTATIONS**

Nil

**9. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil

**10. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING**

Nil

AT THIS POINT IN THE MEETING, THE TIME BEING 6.05PM THE FOLLOWING ITEMS WAS CARRIED BY AN "EN BLOC" RESOLUTION OF THE COMMITTEE:

11.3	13.1	17.1
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## 11. COUNCIL MATTERS

### 11.1 (2018/MINUTE NO 0006) EXTERNAL INDEPENDENT MEMBERSHIP ON AUDIT & STRATEGIC FINANCE COMMITTEE

<b>Author(s)</b>	J Ngoroyemoto
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Draft Terms of Reference - Audit &amp; Strategic Finance Committee</li> <li>2. WA Department of Local Government and Communities' (DLGC) Guideline No 9 – Audit Committees,</li> </ol>

#### RECOMMENDATION

That Council:

- (1) adopts the updated Audit & Strategic Finance Committee Terms of Reference as per Attachment to the report, and;
- (2) advertise for expressions of interest from suitably qualified external persons to be considered for appointment as a member (one only) of the Audit and Strategic Finance Committee.

#### COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Deputy Mayor L Smith

That Council adopt the recommendation subject to the addition of the following sub-recommendation (3):

- (3) nominates a Selection Panel comprising of:
  1. the Presiding Member and Mr Logan Howlett and Mrs C Reeves-Fowkes (Elected Members) of the Audit and Strategic Finance Committee; and
  2. the Chief Executive Officer

to recommend the appointment of the Independent Member to the Committee and
- (4) Contact the Department of Local Government for advice on appropriate reimbursement payment methods.

**CARRIED 5/0!**





**Reason for Decision**

It is appropriate that the Presiding Member and at least two other elected members of the Committee be involved in the selection of the Independent Member, together with the CEO.

In relation to the amount to be paid to the appointed independent member, it is recommended to seek the Department of Local Government advice on this matter.

**Background**

Section 7.1A of the Local Government Act 1995 states:

- (1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- (2) *The members of the audit committee of a local government are to be appointed by the local government and at least 3 of the members, and the majority of the members, are to be Council members.*

*Absolute majority required.*

The City is required to have an Audit Committee which acts as an advisory committee to Council. The Audit Committee's Terms of Reference sets out the Committee membership. Currently, the Audit Committee has five council members and no Independent Members.

Council is legislatively required to have an Audit Committee consisting of three, or more, elected members. In addition, Council may choose to include external members on the committee.

**Submission**

Nil

**Report**

The traditional membership for the City's Audit Committee has been for the appointment of the mayor and all councillors.



A review was undertaken by the Governance and Risk section and included:

- 1) A review of Audit Committee practices and proposed legislation changes within the WA Local Government sector;
- 2) A review of Audit Committee requirements for Local Governments in other States
- 3) A review of Audit Committee requirements at state and federal government levels;
- 4) A review of Audit Guidelines for ASIC listed companies;
- 5) Review of material from Governance and Risk Institute; and
- 6) Review of International best practices relating to Audit Committees.

The following references were reviewed:

- *Global Institute of Internal Auditors' Public Sector Insight Paper on Audit Committees*
- *Tasmania - Local Government Audit Panels A practice guide*
- *Queensland - Audit Committee Guidelines Improving Accountability and Performance*
- *NSW – Internal Audit Guidelines*
- *Western Australia - Local Government Operational Guidelines Number 09 – Audit Committees*
- *Victoria - Audit Committees A Guide to Good Practice for Local Government*
- *South Australia – LGA Financial Sustainability Information Paper 3 - Audit Committees*
- *Northern Territory – Audit Committees – General Instruction No. 3*
- *USA - Association of Local Government Auditors – Audit Committee Guidance*
- *UK – HM Treasury - Audit and risk assurance committee handbook*



- *UK - Financial Reporting Council - Guidance on Audit Committees*
- *Europe – KPMG – Audit Committee Trends*
- *Public Accounts Committee – Improving Local Government Accountability Report*
- *Public Sector Commission – Conduct Guide for Boards and Committees*
- *Governance Institute - Issues to consider when constituting audit and risk committees.*

The following table benchmarks a number of other metropolitan Councils Audit Committees;

<b>Local Government</b>	<b>Total Members</b>	<b>Elected Members</b>	<b>Independent External Members</b>	<b>Remunerating Options</b> 1. Allow for reimbursements only. 2. Allowable reimbursable general expenses. 3. Reimbursed for time put in.
Belmont	5	4	1	Option 1
Vincent	6	4	2	Option 2
Stirling	8	7	1	Option 3
Canning	4	3	1 at present. Planning to increase to 2	Option 1
Joondalup	7	7	In the process of appointing a new external member to fill the position which has remained vacant since January 2013	Option 1
Perth	4	3	1	Option 1
Fremantle	5	4	1	Option 2
Wanneroo	15	15	0 ( report has been presented to a Council Forum to consider a	N/A

			revised TOR to make provision for an external member)	
Bayswater	5	5	0	N/A

There is a wealth of readily available information on the subject of best practice in audit committees and a list of references has been included in this report for further reading. Overall, the requirements and principles of Audit Committees are remarkably consistent across all of the sources reviewed. It was relatively straightforward therefore to distil this information into key themes that were common across all sectors and geographical boundaries.

The membership of an Audit Committee invariably consists of:

- A minimum of 3 members
- Recommended independent / external member/s



- A maximum membership of around 6
- Minimum frequency of 4 meetings per year
- Payment for work undertaken as a member (as a reimbursement of time commitment if appointed as an external member)
- Rotation of membership

Areas suggested for consideration:

- External / Independent Membership
- Reimbursement of expenses (if external member/s appointed)

#### External / Independent Membership

Without exception, every audit committee guide recommends that there be external / independent membership of the audit committee, particularly for reasons of bringing high level, professional finance / governance skills and for providing a specific skill perspective to the organisation. Having independent committee members is “best practice”. However, it could be argued that Council members meet the description of an independent member and therefore there is no need for non-Council members. This argument is perhaps countered by the guidelines for Local Government Audit Committees in all Australian states, which recommend that members who are not Elected Members be appointed, including the WA Department of Local Government and Communities’ (DLGC) Guideline No 9 – Audit Committees, which states: *“If the local government wishes to appoint one or more persons other than elected members to the committee, which is recommended, it should ensure that they have the requisite knowledge and skills to provide benefit to the committee.”* If Council were to opt for a model that involves external membership, the number of external members must also be determined.

The Local Government Act 1995 (“the Act”) requires that the majority of Audit Committee members be Council Members. The Australian Stock Exchange (ASX) recommends a majority of independent members on boards. NSW and Victorian Local Governments must also have a majority of independent members on their Audit Committees, while Queensland recommends a minimum of 2 independent members and Tasmania requires a minimum of 1/3 independent members. All best practice guides reviewed call for a broad and diverse mix of skills on the committee, but specifically demand skills and experience in finance and audit practices. Council itself is comprised of a diverse group of members with a range of skillsets and it is the City’s view that those skillsets would be complemented by a member with strong financial, risk management and auditing experience.

#### Reimbursement of Expenses





The issue of remuneration of Audit Committee members is closely related to external/independent membership issue. Independent Audit Committee members are typically paid for their work on the Audit Committee according to the level of skills and experience they bring to the committee. This is true for local government in all other states. However, the legislation for WA Local Government is clear in that it prevents a meeting fee being paid to an external person for membership on a committee. There are a number of Local Governments in WA that have external membership of their Audit Committee including: Stirling; Belmont; Vincent; Canning; Fremantle; Joondalup; Perth; Wanneroo. Among these local governments there are, broadly, three approaches to “remunerating” their external members:

1. Allow for reimbursements only;
2. Take a broader view of allowable reimbursable expenses, such as attendance at an interstate conference that may be related to the function/s of the committee; or
3. Take an further view of “expenses” whereby members are “reimbursed” for the time they put in.

The City’s view is that approach 3 is inconsistent with a strict interpretation of relevant legislation, in and that a payment is not a reimbursement unless an expense has been incurred. Nevertheless, this approach appears to have been taken by the City of Stirling and is arguably supported by the following taken from DLGC’s Guideline No 9 – Audit Committees: “...it is permissible for a payment to be made as a reimbursement of expenses incurred, commensurate with the expertise and knowledge such people bring to the committee.”

DLGC has previously provided the following response in regards to this matter:

*“It is understood that where reference to expenses commensurate with the “expertise and knowledge” relates to the person’s line of work in that if they are a self-employed professional, their consultancy rate they would normally charge for loss of earnings while they are engaged on committee business (i.e. commensurate with the value of their contribution) would be acceptable.. It is ultimately up to the council to decide if the local government (LG) will reimburse an expense incurred by a person in regard to a matter affecting the LG (refer s5.100 of the Act).”* (The following definition of a “reimbursement” is provided on the website of the Australian Tax Office:

*“A payment is a reimbursement for tax purposes if it is a precise compensation, in part or full, for an expense already incurred, even if the expense has not yet been paid.”*



The City recommends that this be determined at the time an appointment of an external member is to be considered.

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

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

### **Budget/Financial Implications**

The governance budget can accommodate reimbursement of expenses to an independent committee member.

### **Legal Implications**

Section 7.1A of the Local Government Act 1995 states:

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

(2) The members of the audit committee of a local government are to be appointed by the local government and at least 3 of the members, and the majority of the members, are to be Council members.

Absolute majority required, at the time of appointment.

### **Community Consultation**

N/A

### **Risk Management Implications**

The recommendation allows for the Audit and Strategic Finance Committee to distinguish its independence. The committee's independence from the day-to-day activities of management helps to ensure that it acts in an objective, impartial manner, free from conflict of interest, inherent bias or undue external influence.

Appointing an external member to the committee is the most visible and practical way to make sure the committee is as independent as possible from the management of the entity.

Failure to adopt the recommendation might potentially lead to reputational/ brand damage, as the City is seen as not being supportive



to good governance best practices that promote transparency in its decision making process.

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

N/A

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

Nil



# AUDIT & STRATEGIC FINANCE COMMITTEE

## TERMS OF REFERENCE

### 1 Background

- 1.1 The Audit and Strategic Finance Committee is a formally appointed Committee of Council and is responsible to that body. The Audit and Strategic Finance Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Audit and Strategic Finance Committee does not have any management functions and is therefore independent of management.

### 2. Objectives

- 2.1 As part of Council's governance obligations to its community, Council has constituted an Audit and Strategic Finance Committee to facilitate:
- 2.1.1 the enhancement of the credibility and objectivity of internal and external financial reporting;
  - 2.1.2 effective management of financial and other risks and the protection of Council assets;
  - 2.1.3 compliance with laws and regulations as well as use of best practice guidelines;
  - 2.1.4 the effectiveness of the internal audit function;
  - 2.1.5 the provision of an effective means of communication between the external auditor, internal audit, management and the Council.
- 2.2 The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.

### 3. Membership

- 3.1 Members of the Committee are to be appointed in accordance with sections 7.1A of the Local Government Act 1995 The Audit and Strategic Finance Committee will consist of three or more elected members of Council, and one external independent person.

- 3.2 All members will have full voting rights.

- 3.3 The members of the Committee are to elect a presiding member from amongst themselves in accordance with section 5.12 of the Act, with the exception that an external member cannot be the presiding member.
- 3.4 Appointment of external persons shall be for a maximum term of two years endorsed by Council following a public advertisement. Members will be eligible for reappointment. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.
- 3.5 External persons will have senior business or financial management/reporting knowledge, and experience and be conversant with financial, and/or risk management and other reporting requirements. The evaluation and selection of potential members will be reviewed and endorsed by the CEO and the Committee presiding member. This will take into consideration the candidate's work experience and their likely ability to apply appropriate analytical, strategic financial and management skills, and a recommendation for appointment put to Council. The nature of independence with regard to an external independent person is a person with no operating responsibilities with the City. Associations refer to commitment and paid services to the City, directly or indirectly, for example sporting clubs, regional committees and participation on other Council committees. The exclusion does not include ratepayers. The objective of the concept is to have the committee approach its tasks objectively, to maintain its independence and also to be seen to be independent.
- 3.6 The City will reimburse the independent member for expenses which are to be determined by Council. In accordance with 5.11 tenure of membership of the committee continues until: (a) the person no longer holds the office by virtue of which the person became a member, (b) the person resigns from membership of the committee, or (c) the committee is disbanded.
- 3.72 The Chief Executive Officer ~~and internal auditor~~ should attend all meetings, except when the Committee chooses to meet in camera. Other members of Council or Council staff may be invited to attend at the discretion of the Committee to advise and provide information when required.
- 3.38 Representatives of the external auditor should be invited to attend at the discretion of the Committee but **must** attend meetings considering the draft annual financial report and results of the external audit.
- 3.94 Council shall provide secretarial and administrative support to the Committee.



#### 4. Meetings

- 4.1 The Committee shall meet in accordance with the attached 'Audit Committee Calendar', as a minimum.
- 4.2 Additional meetings shall be convened:
  - 4.2.1 at the discretion of the Presiding Member;
  - 4.2.2 in accordance with Council's Standing Orders; or,
  - 4.2.3 at the request of the internal or external auditor.
- 4.3 As a minimum, meetings will be arranged to coincide with the finalisation of the financial statements and the draft annual report to the Minister.

#### 5. Reporting

- 5.1 The Audit and Strategic Finance Committee shall after every meeting forward the Minutes of that meeting to the next practicable ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.

#### 6. Duties and Responsibilities

- 6.1 The following are the duties and responsibilities of the Audit Committee:
  - 6.1.1 To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
    - internal controls over significant areas of risk, including non-financial management control systems;
    - internal controls over revenue, expenditure, assets and liability processes;
    - the efficiency, effectiveness and economy of significant Council programs; and
    - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements. **(Internal Audit)**
  - 6.1.2 Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer **(Internal Audit)**
  - 6.1.3 Review the level of resources allocated to internal audit and the scope of its authority. **(Internal Audit)**

- 6.1.4 Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit. **(Internal Audit)**
- 6.1.5 Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems. **(Internal Audit)**
- 6.1.6 Review tendering arrangements and advise Council. **(Internal Audit)**
- 6.1.7 Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators. **(Internal Audit)**
- 6.1.8 Identify, initiate and/or refer, investigations or specific audit projects that are considered necessary, to the Internal Auditor (through the CEO) and/or the Council. Oversee any subsequent investigation, including overseeing the investigation of all suspected cases of fraud within the organisation. **(Internal Audit)**
- 6.1.9 Monitor the progress of any major lawsuits facing the Council. **(Internal Audit)**
- 6.1.10 Review Council's draft annual financial report, focussing on:
- accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements;
  - significant variances from prior years. **(External Audit)**
- 6.1.11 Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed. **(External Audit)**
- 6.1.12 Discuss with the external auditor the scope of the audit and the planning of the audit. **(External Audit)**
- 6.1.13 Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters. **(External Audit)**

- 6.1.14 Review the annual performance statement and recommend its adoption to Council. **(External Audit)**
  - 6.1.15 Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs. **(Internal/External Audit)**
  - 6.1.16 Critically analyse and follow-up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's Terms of Reference. Review management's response to, and actions taken as a result of the issues raised. **(Internal/External Audit)**
  - 6.1.17 Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's Terms of Reference. **(Internal/External Audit)**
  - 6.1.18 Provide guidance and assistance to Council in the development of a process to be used to select and appoint a person to be an auditor. **(Internal/External Audit)**
  - 6.1.19 Provide recommendations to Council regarding all matters related to the management of Council's cash and real property assets. **(Internal/External Audit)**
- 6.2 The Audit and Strategic Finance Committee, following authorisation from Council and through the Chief Executive Officer, and within the scope of its responsibilities, may seek information or obtain expert advice in relation to matters of concern.



## AUDIT & STRATEGIC FINANCE COMMITTEE CALENDAR

### MARCH

1. To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
  - internal controls over significant areas of risk, including non-financial management control systems;
  - internal controls over revenue, expenditure, assets and liability processes;
  - the efficiency, effectiveness and economy of significant Council programs; and
  - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements. **(Internal Audit)**
2. Review the level of resources allocated to internal audit and the scope of its authority. **(Internal Audit)**
3. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs. **(Internal/External Audit)**
4. Critically analyse and follow-up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's Terms of Reference. Review management's response to, and actions taken as a result of the issues raised. **(Internal/External Audit)**
5. Provide guidance and assistance to Council in the development of a process to be used to select and appoint a person to be an auditor. **(Internal/External Audit)**

NOTE: This will be required when tenders for audit services are being prepared.

### JULY

1. Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit. **(Internal Audit)**

### NOVEMBER

1. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters. **(External Audit)**

NOTE: This is in regard to the external audit.

1. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems. **(Internal Audit)**
2. Review tendering arrangements and advise Council. **(Internal Audit)**
3. Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators. **(Internal Audit)**
4. Identify, initiate and/or refer, investigations or specific audit projects that are considered necessary, to the Internal Auditor (through the CEO) and/or the Council. Oversee any subsequent investigation, including overseeing the investigation of all suspected cases of fraud within the organisation. **(Internal Audit)**
5. Monitor the progress of any major lawsuits facing the Council. **(Internal Audit)**
6. Review Council's draft annual financial report, focussing on:
  - accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements;
  - significant variances from prior years. **(External Audit)**
7. Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed. **(External Audit)**
8. Discuss with the external auditor the scope of the audit and the planning of the audit. **(External Audit)**
9. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters. **(External Audit)**
10. Review the annual performance statement and recommend its adoption to Council. **(External Audit)**
12. Consider all matters related to the management of Council's Cash and Real Property Assets. **(Internal/External Audit)**

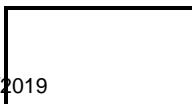
#### **AT ANY MEETING**

Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's Terms of Reference. **(Internal/External Audit)**



The Audit Committee, following authorisation from Council and through the Chief Executive Officer, and within the scope of its responsibilities, may seek information or obtain expert advice in relation to matters of concern.

Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer. **(Internal Audit)**





Government of **Western Australia**  
Department of **Local Government and Communities**

# Local Government Operational Guidelines

Number 09 – Revised September 2013

## Audit in Local Government

The appointment, function  
and responsibilities of  
Audit Committees



## 1. Introduction

The *Local Government Act 1995* (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The purpose of this guideline is to assist local governments to establish and operate an effective audit committee. Clear and comprehensive terms of reference, setting out the committee's roles and responsibilities, are essential and a model terms of reference for an audit committee is provided with this guideline. Matters such as the governing legislation, membership, primary roles and responsibilities of the committee and ancillary functions are also addressed. Guidance is provided to the committee as it approaches its task of appointing an external auditor through provision of a minimum standard audit specification and as it forms an opinion of the local government's internal audit requirements.

## 2. Audit Requirements, Committees and Functions

The relevant parts of the Act and regulations that relate to audit requirements, audit committees and their functions are listed below.

### Financial Management

In relation to financial management under Part 6 of the Act, a local government is to –

- a) prepare and adopt an annual budget in the form and manner prescribed (section 6.2). A copy of the budget is to be sent to the Department within 30 days of adoption.
- b) prepare an annual financial report and such other financial reports as prescribed. The accounts of the local government and annual financial report are to be submitted to the auditor for audit by 30 September (section 6.4).
- c) have a municipal fund and a separate and distinct trust fund (section 6.6).
- d) establish and maintain reserve funds for the holding of monies set aside for future use (section 6.11).

### Audit Requirements for Local Governments

Part 7 of the Act and the *Local Government (Audit) Regulations 1996* (the Regulations) address the situation of audit. In relation to the duties of the local government with respect to audits –

- a) the local government is to do everything in its power to –
  - i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and

- ii. ensure that audits are conducted successfully and expeditiously;
- b) a local government is to meet with its auditor at least once in every year;
- c) a local government is to examine the report of the auditor and is to –
  - i. determine if any matters raised require action to be taken by the local government; and
  - ii. ensure that appropriate action is taken in respect of those matters;
- d) a local government is to –
  - i. prepare a report on any actions taken in respect of any matters raised in the report of the auditor; and
  - ii. forward a copy of that report to the Minister by the end of the next financial year, or six months after the last report prepared by the auditor is received by the local government, whichever is the latest in time.

### **Establishment of the Audit Committee**

The Act and Regulations provide that:

In relation to the establishment of an audit committee –

- a) each local government is to establish an audit committee consisting of three or more persons to exercise the powers and discharge the duties conferred on it;
- b) members of the committee are to be appointed by an absolute majority decision of Council. At least three of the members, and the majority of the members, are to be elected members;
- c) the Chief Executive Officer (CEO) is not to be a member of the committee and may not nominate a person to be a member or have a person to represent him or her as a member of the committee;
- d) an employee is not to be a member of the committee;

- e) the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The committee cannot on-delegate the powers and duties delegated to it;
- f) an audit committee with a member who is a person that is not an elected member can be delegated powers and duties referred to in (e); and
- g) a decision of the committee is to be made by simple majority.

### **Audit Committee Functions**

The Regulations state that an audit committee –

- (a) is to provide guidance and assistance to the local government –
  - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
  - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;
- (b) may provide guidance and assistance to the local government as to –
  - (i) matters to be audited;
  - (ii) the scope of audits;
  - (iii) its functions under Part 6 of the Act;
  - (iv) the carrying out of its functions relating to other audits and other matters related to financial management;
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
  - (i) report to the council the results of that review;
  - (ii) give a copy of the CEO's report to the council;

- (d) review the annual Compliance Audit Return and report to the council the results of that review, and
- (e) consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

### 3. Operation of Audit Committees

#### Role and Responsibilities

The role of the audit committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The audit committee should critically examine the audit and management reports provided by the external auditor. The committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.

A further role for the audit committee would be to receive and authorise the report relating to the audit prepared by the CEO that is to be sent to the Minister.

This report would outline any actions the local government has taken or intends to take in relation to the matters identified by the auditor.

While a formal internal audit function could be considered to be an operational function and therefore the responsibility of the CEO, it is desirable for an internal auditor to have a direct line of communication to the Audit Committee.

The Audit Committee needs to form an opinion of the local government's internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent. The role of the external auditor in this regard can be established at the time of appointment.

**Please note** that an audit committee (or any other committee) cannot be given a management task where the Act and Regulations make the CEO specifically responsible. Where the local government is assigned the function through the legislation, the audit committee may have a role unless the function has been delegated to the CEO by the Council.

The deliberations and recommendations of the committee must be independent and autonomous. Therefore, the Act prohibits the CEO being a member of the committee. However, it is essential that the CEO be given every opportunity to provide his/her expert advice to the committee as he/she does with full Council and other committees.

A model terms of reference is attached as Appendix 1 to assist local governments to define an appropriate role for its audit committee. When considering the model, local governments need to remember it is a guide and they can delete or modify any matters they believe not applicable.



It is important to note that the legislation gives the audit committee a specific role in appointing the auditor. It is to recommend to the Council who should be appointed as the auditor. Attached as Appendix 2 is a model 'Minimum Standard Audit Specification' that local governments can use when developing a process to be used to select and appoint a person to be the auditor.

Local governments can amend the document to suit their individual requirements. Any scope adopted must meet, as a minimum, the legislative requirements, as outlined in the Act and the Regulations.

The legislation specifies that a local government is required to meet with its auditor at least once in every year. The term "local government" in this context means the Council. If Council so resolved via a formal delegation, a meeting between the audit committee and the auditor would satisfy this requirement.

It is acknowledged that the requirement to meet at least once per year may incur a significant financial burden for the more remote local governments. In such circumstances the meeting can be conducted by telephone or video conference. The Council or audit committee should resolve how the meeting with the auditor will be conducted and for the record of the meeting to show that the auditor was involved and the matters discussed. It would be inappropriate for Council representatives to meet with the auditor in their offices unless they were members of the Audit Committee or a significant majority of the members are present.

The committee may need to liaise regularly with the external auditor to discuss the audit plan, results of the audit and implementation of any recommendations for action emerging from the audit. How communication and liaison between auditor and committee is to occur should be addressed in the agreement of appointment.

Advice from the auditor may address issues such as –

- (i) an assessment of accounting procedures;
- (ii) an assessment of internal controls;
- (iii) an assessment of risk;
- (iv) compliance with the Act and associated regulations;
- (v) compliance with Council policies;
- (vi) performance assessments on the efficiency and effectiveness of operations;
- (vii) processes of the internal audit;
- (viii) outcomes of the external audit prior to issue of management and audit reports; and
- (ix) changes to accounting standards and legislation and the impact on the local government.

### **Membership**

The Act requires that an audit committee is to consist of a minimum of 3 members and in that situation all must be council members. Where a committee consists of more than 3 members then a majority of those members must be council members. Local governments may decide to appoint a committee involving only elected members or they may appoint one or more persons who are external to the Council. If a Council considers it appropriate, the whole Council can be appointed to the audit committee.

If the local government wishes to appoint one or more persons other than elected members to the committee, which is recommended, it should ensure that they have the requisite knowledge and skills to provide benefit to the committee.

### **Operation of the Committee**

Irrespective of the membership of the committee, all legislative requirements relating to committee meetings such as advertising meeting dates, notice of meeting and keeping minutes of meetings need to be complied with.

The legislation prevents a meeting fee being paid to an external person but it is permissible for a payment to be made as a reimbursement of expenses, commensurate with the expertise and knowledge such people bring to the committee. The Council will need to determine whether payment will be offered and the level of that reimbursement payment.

Members of the committee should be encouraged to attend appropriate courses to keep them up to date with legislation, accounting and other relevant issues.

### **Other Responsibilities**

Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk."

The Audit Committee is to review the annual CAR and report to the Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Mayor or President and the CEO prior to it being forwarded to the Department.

The Audit Committee is to consider the CEO's biennial reviews (see Regulation 17) of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

Attached as Appendix 3 is information to assist in determining what falls within the terms 'risk management,' 'internal control' and 'legislative compliance.'

The audit committee could also consider proposals from the CEO as to whether the compliance audit, and the biennial reviews of risk management, internal control and legislative compliance, are undertaken internally or an external party is contracted to undertake the task. In the case of an external party the audit committee would have responsibility to receive the review report from the CEO and make recommendations on it to full Council.

## 4. The External Audit

### Appointment of the Auditor

The Act and Regulations provide that –

- a) on the recommendation of the audit committee a local government is to from time to time appoint, by absolute majority, a person to be its auditor;
- b) the local government may appoint one or more persons as its auditor;
- c) the local government's auditor is to be a person who is –
  - a. a registered company auditor; or
  - b. an auditor approved by the Minister;
- d) a person may not be appointed as a local government auditor if that person is –
  - a. a councillor or employee of the local government;
  - b. in debt to the local government for more than \$5,000;
  - c. a councillor or employee of a regional local government in which the local government is a participant;
  - d. a member of an incorporated association formed by the local government; or
  - e. a class of persons as prescribed in the Regulations;
- e) an auditor is not to be appointed for more than five years; and
- f) the appointment of a person as an auditor is to be made by agreement in writing and is to include –
  - i. the objectives of the audit;
  - ii. the scope of the audit;
  - iii. a plan for the audit;
  - iv. details of the remuneration and expenses to be paid to the auditor; and
  - v. the method to be used by the local government to communicate with, and supply information to, the auditor.

The committee should undertake a proper selection and appointment process as part of appointing, or reappointing an auditor. If reappointment is being considered, the process should include the review of key issues as in i. to v. above.

It is important to realise that the Act specifies that it is a named person(s) that is appointed as auditor, not the company, or 'the partners' of the company which employs the person. Therefore, when the audit report is received it must be signed by the person(s) appointed as the auditor; it cannot be the generic signature identifying the firm.

### Conduct of the Audit

The Act and Regulations provide that –

- a) the auditor is required by 31 December next following the financial year to which the audit relates, to examine the accounts and annual financial report submitted for audit;
- b) the auditor is to form an opinion as to whether –
  - i. the accounts are properly kept; and
  - ii. the annual financial report –
    - is prepared in accordance with the financial records; and
    - represents fairly the results of the operations of the local government and its financial position at 30 June;
- c) the auditor is to prepare a report on the audit and within 30 days of completing the audit forward a copy to –
  - i. the mayor or president;
  - ii. the CEO of the local government; and
  - iii. the Minister;

- d) the report is to give the auditor's opinion on –
- i. the financial position of the local government; and
  - ii. the results of the operation of the local government;
- e) the report is to include –
- i. any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
  - ii. any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law;
  - iii. details of whether information and explanations were obtained;
  - iv. a report on the conduct of the audit; and
  - v. the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions;
- f) where it is considered appropriate to do so the auditor is to prepare a management report to accompany the auditor's report;
- g) where the auditor considers that –
- i. there is any error or deficiency in an account or financial report;
  - ii. any money paid from, or due to the local government has been, or may have been misapplied; or
  - iii. there is a matter arising from the audit that needs to be addressed by the local government; details are to be included in the report to the Minister; and

- h) the auditor has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are in the opinion of the auditor necessary to allow the audit to be conducted.

### Scope of the Audit

The Act and Regulations prescribe the scope of the external audit of the annual financial statements of a local government.

The scope details are going to vary between local governments but as an aid a model minimum standard audit specification is attached as Appendix 2 to this guideline. Individual local governments can amend that document to suit their particular needs.

### Reporting by the Auditor

Regulations require the auditor, where appropriate, to prepare a management report to accompany the auditor's report. Although there is no legislative requirement for the auditor to prepare a management report unless he or she deems it appropriate, local government may wish to require the auditor to prepare a report on all issues identified during the audit.

The auditor, after completing the audit, is to forward a copy of his or her audit and management report to –

- the Mayor or President;
- the CEO of the local government; and
- the Minister via the Department.

It is the CEO's responsibility to ensure that the external audit report is provided to the audit committee. In considering the audit and management reports presented to the audit committee, the CEO should:

- a) examine any critical matters raised in the reports that affect the financial position of the local government; and
- b) provide comment on any critical matters raised and action proposed to be taken to address those matters.

Once Council has addressed matters raised, or accepted the CEO's planned remedial action on matters raised in the audit and management reports, the CEO should provide feedback to the Department on those matters.

## Appendix 1

### Model Terms of Reference – Audit Committees

**Important:** The following Model Terms of Reference contains clauses that may not be applicable to each local government. Local governments will need to consider each clause and only adopt those that are applicable to the roles and responsibilities and delegated powers and functions that will apply to their audit committee.

The clauses that may be considered optional have been asterisked (\*).

#### Objectives of Audit Committees

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the credibility and objectivity of \*internal and external financial reporting;



- \*effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- \*the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, \*internal auditor, the CEO and the Council.

#### Powers of the Audit Committee

The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

#### Membership

The committee will consist of \*four members with three elected and \*one external person. All members shall have full voting rights.

\*External persons appointed to the

committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

\*Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

\*Reimbursement of approved expenses will be paid to each external person who is a member of the committee.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

#### Meetings

The committee shall meet at least \*quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

#### Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

\*The committee shall report annually to the Council summarising its activities during the previous financial year.

#### Duties and Responsibilities

The duties and responsibilities of the committee will be –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
- c) Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –
  - the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
  - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
  - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) \*Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO (see reference to internal audit page 14);
- l) \*Review the level of resources allocated to internal audit and the scope of its authority;
- m) \*Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) \*Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) \*Review the local government's draft annual financial report, focusing on –
  - accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;

- compliance with accounting standards and other reporting requirements; and
  - significant variances from prior years;
- p) \*Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) \*Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- s) Review the annual Compliance Audit Return and report to the council the results of that review, and
- t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

### Internal Audit

Many local governments have recognised the need to improve their internal auditing processes, and have moved to either employ an internal auditor or contract out the internal audit function.

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.

The scope of an internal audit would be determined by the Audit committee, with input from the CEO, based on the size of the local government's internal operations and the level of compliance to be achieved. The role differs from that of the external auditor who is appointed by council on the recommendation of the Audit Committee, to report independently to it, through the mayor/president and the CEO, on the annual financial statements. The external auditor's primary role is to decide whether the annual financial statements of a local government are free of material misstatement.

There are certain functions of the internal audit that complement the external auditor's role. As the external auditor plans for an effective audit they need to assess and determine whether to include the scope, procedures and outcomes of the internal audit. The CEO must refer all internal audit reports to the Audit Committee for consideration.

An internal auditor's activities should typically include the following:

- (a) review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- (b) a risk assessment with the intention of minimising exposure to all forms of risk on the local government;
- (c) examination of financial and operating information that includes detailed testing of transactions, balances and procedures;

- (d) a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- (e) a review of compliance with management policies and directives and any other internal requirements;
- (f) review of the annual Compliance Audit Return;
- (g) assist in the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance; and
- (h) specific tasks requested by management.

For local government, the internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of council activities including the direction of staff and implicitly the internal audit function. The CEO may choose to delegate this responsibility provided always that the delegation does not directly or indirectly interfere with the ability of the Internal Auditor to conduct an internal audit function free from interference.

A clear and properly defined reporting relationship ensures that the internal auditor is empowered to perform their role working with management. The direct reporting line to the audit committee also acts as an adequate safeguard in the event of a serious breakdown in internal controls or internal control culture at senior levels in the organisation.

While it is recognised that smaller councils may not be able to justify a

full-time internal auditor, a small size of operation does not justify forgoing internal audit altogether. If audit committee or management is of the view that the employment of an independent internal auditor either full-time or part-time is not warranted, it may request the council to have the internal audit function undertaken as necessary by an external contractor, or expand the role of its external auditor.

The external auditor or his or her professional company should only undertake internal audit functions that complement the external audit and do not cloud the objectivity and independence of the external audit. An external auditor must not audit information prepared by them or their accounting practice, as this is considered incompatible with the standard of independence.

Local governments that do not establish an internal audit process but require a review of the financial management systems and procedures, may decide to use the services of the external auditor for that purpose. Such reviews are to be undertaken every four years in accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

The review of financial management systems and procedures provides the external auditor with greater assurance of systems and procedures used to prepare the annual financial statements, and whether they provide information free of material misstatement.



## Appendix 2

### Model Minimum Standard Audit Specification

**Important:** The following Model Minimum Standard Audit Specification may be used as the basis for the calling of tenders or seeking of quotes for the appointment of an auditor. Local governments need to consider the Model to ensure that only those clauses applicable to its requirements are used. This applies, in particular, to the "Critical matters to be audited".

#### Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the City/Town/Shire.

Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the audit committee.

#### Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.

#### Term of Audit Appointment

For the financial years commencing 1 July ..... through to 30 June..... (not more than 5 years)

### Scope of the Audit

The auditor is to –

Carry out such work as is necessary to form an opinion as to whether –

- (a) the accounts are properly kept; and
- (b) the annual financial report –
  - (i) is prepared in accordance with the financial records; and
  - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended) (the Act), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

Give an opinion in his or her audit report on –

- (a) the financial position of the local government; and
- (b) the results of the operation of the local government.

Include in his or her audit report –

- (a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
- (b) any matters indicating non-compliance with financial management or control requirements of the Act, Regulations and any other written law;
- (c) details of whether information and explanations were obtained by the auditor;



- (d) a report on the conduct of the audit; and
- (e) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions.

#### Audit Methodology and Approach

Other requirements of the Auditor –

- (a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*;
- (b) An audit is to be carried out in accordance with accounting standards adopted from time to time by the Australian Government Auditing and Assurance Standards Board (AuASB);
- (c) The auditor is to provide the local government with a general outline of his/her methodology;
- (d) The auditor is to provide the local government with a plan for the audit including –
  - timing of interim audit visits;
  - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
  - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means;
  - the method to be used to communicate with, and provide advice and information to, the local government; and
- (e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

#### Critical Matters to be Audited

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

- (i) Revenue
  - Rates revenue
  - Government grants
  - User pays revenue
  - Profit on sale of non-current assets
  - Other income
- (ii) Expenditure
  - Salary and wage costs
  - Depreciation
  - Materials and contract expenditure
  - Loss on sale of non-current assets
  - Insurances
  - Bad debts
  - Other expenditure
- (iii) Current Assets
  - Bank and short term investments
  - Receivables and prepayments
  - Inventory
- (iv) Non-Current Assets
  - Property, plant, furniture and equipment
  - Infrastructure and depreciation
  - Other receivables
- (v) Liabilities (Current and non-current)
  - Creditors and accruals
  - Loan borrowings including new loans raised
  - Provision for annual and long service leave entitlements
- (vi) Reserve Funds
- (vii) Contingent Liabilities
- (viii) Capital Commitments
- (ix) Accounting Policies and Notes to the Financial Statements
- (x) Cash Flow Statement
- (xi) The financial ratios required by the *Local Government (Financial Management) Regulations 1996*

### Hours, Fees and Expenditure

The auditor is to provide –

- estimate of the time to be spent on the audit;
- fees for completing the audit in accordance with this specification;
- nominated auditor(s) and registered company audit number(s); and
- experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

### Terms

Conditions to be noted by auditors –

- the auditor shall not sub contract to a third party;
- the auditor shall not, and has no right to, assign the audit contract to third parties;
- the auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit; and
- the auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

### Termination of Appointment

The appointment as auditor is terminated if –

- (a) the auditor ceases to be a registered company auditor;
- (b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;
- (c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;
- (d) the auditor resigns by notice in writing to Council; or
- (e) Council serves notice in writing to the auditor terminating the appointment.

## Appendix 3

### Issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance

**Please note:** Section 7 of the Department's Western Australian Local Government Accounting Manual provides a comprehensive internal control framework related to internal control and risk management.

#### Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:
  - potential non-compliance with legislation, regulations and standards and local government's policies;
  - important accounting judgements or estimates that prove to be wrong;
  - litigation and claims;
  - misconduct, fraud and theft;
  - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated,

monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

### Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and

- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

### Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the

effectiveness of its compliance and making recommendations for change as necessary;

- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.



These guidelines are also available on the Department's website at [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)



#### About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

#### **Department of Local Government and Communities**

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall (Country only): 1800 620 511

Email: [info@dlgc.wa.gov.au](mailto:info@dlgc.wa.gov.au) Website: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

Translating and Interpreting Service (TIS) – Tel: 13 14 50

## 11.2 (2018/MINUTE NO 0007) RISK MANAGEMENT INFORMATION UPDATE

**Author(s)** J Ngoroyemoto

**Attachments** 1. High/Extreme Risks Quarterly Update (April-July 2018)

### RECOMMENDATION

That Council receive the Risk Management Information update report, as attached to the Agenda.

### COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr K Allen

That the recommendation be adopted.

**CARRIED 5/0!**

### Background

The City's Risk Program, is committed to a culture of risk management, to ensuring that sound risk management practices and procedures are fully integrated into its strategic and operational processes and day to day business practices. The City is progressing in implementing the Risk Program, and this report provides an update on the key milestones achieved over the past 4 months since the last information report was submitted to the Audit Committee.

The purpose of this report is to provide an overview of the current and planned risk management activities by the City of Cockburn, incorporating the Status of the City Business Continuity Management Program.

### Submission

N/A

### Report

This Risk Report covers the months of April 2018 to July 2018 and outlines the risk and business continuity management activities undertaken during these months.

### RISK MANAGEMENT PROGRAM

#### Update on High and Extreme Risks



As at 2<sup>nd</sup> of July 2018, 25 Strategic Risks and 252 Operational risks currently sit on the City's Risk Registers.

<u>Risk</u>	<u>No of Risks</u>
Extreme	Nil
High	4
Substantial	17
Moderate	146
Low	120

These risks are monitored and reviewed in priority of the risk rating level as per the City of Cockburn risk treatment levels. Updates on all of the identified 'High/Extreme' are attached to the report.

#### Operational Risks Update

As at 2<sup>nd</sup> of July 2018, all of the City's 18 Business Units' annual operational risk review assessments have been completed. All risk registers have being updated and uploaded into RMSS.

Two new risks were identified and included in the City's operational risk profile. The risks are listed below:

**1. Risk Name:** Cyber Security

**Risk Owner:** Manager Information Services

**Risk Rating:** Substantial

**Controls Effectiveness:** Inadequate

This risk was identified as part of the review conducted by Veev Group to document and analyse the current state of information security and to provide a roadmap of remediation activities. The review involved a review of existing controls against the ISO standard IEC27001, and provided a level of organisation compliance. Overall the City has a low level of compliance against the ISO/IEC27001 standard and therefore a low level of protection against cyber threats. The review provided roadmap for critical information security initiatives and to ensure the City has a comprehensive approach to Cyber Security. The City will develop and implement Information Security Management System in its efforts to mitigate this risk.

**2. Risk Name:** Waste Trucks Operations Safety and Standards

**Risk Owner:** Manager Waste



**Risk Rating:** Moderate

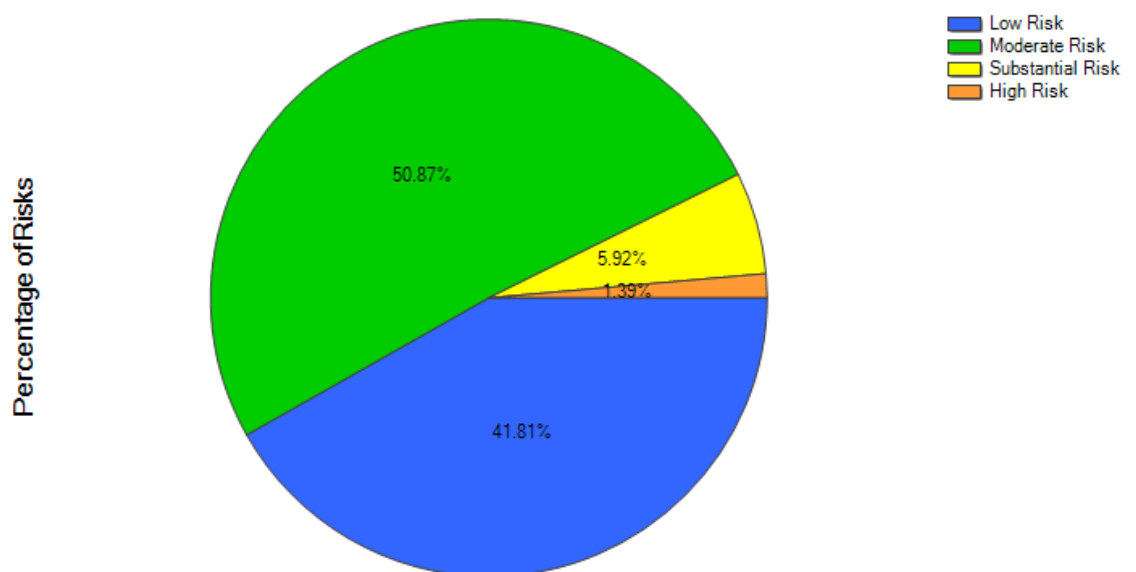
**Control Effectiveness:** Adequate

This risk was identified following the Dee Why incident in Sydney, whereby a woman was accidentally killed by a waste truck. In light of this incident the City reviewed its practices and identified a potential risk in relation to waste trucks providing waste collection services which meet and comply with safety, road & industry standards and legislation. As part of the ongoing efforts to further mitigate this risk, a safety hazard assessment for all waste operations was conducted. All elements of controls identified during the assessment will be incorporated into job safety analysis (JSA) procedures. Two JSA have been created and signed off by staff for waste traffic operations and verge collection operations.

Interim Risk Profile

All of the City’s risk information is continuously reviewed by the risk owners in Risk Management & Safety System (RMSS). The distribution of risk ratings for both strategic and operational risks throughout the organisation is shown in the following risk matrix and pie chart. The pie chart demonstrates the overall image of the City’s risk categorised into Low, Moderate, Substantial, High and Extreme risks. The City is proactively managing its risks with no Extreme risks identified and only 1.39% rated as high. The distribution of the risk ratings is likely to change as the City transitions through the risk maturity levels and continues to review all operational and strategic risks.

**Figure 1:** Distribution of risk ratings as at 2<sup>nd</sup> of July 2018



**Figure 2: Risk Matrix** - This matrix maps out the distribution of risks within the City's Risk Matrix.

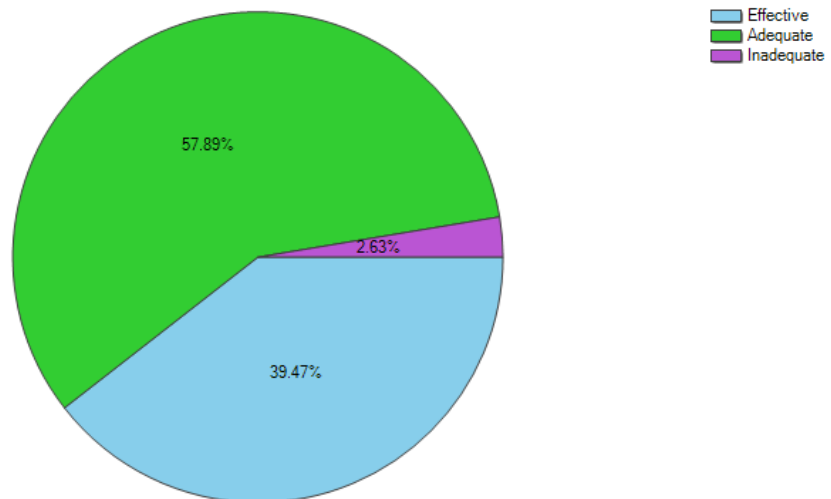
		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Consequence	Insignificant 1 - 1	7 Risk(s)	10 Risk(s)	1 Risk(s)	L	M
	Minor 2 - 2	6 Risk(s)	69 Risk(s)	15 Risk(s)	10 Risk(s)	S
	Major 3 - 3	22 Risk(s)	63 Risk(s)	19 Risk(s)	2 Risk(s)	2 Risk(s)
	Critical 4 - 4	5 Risk(s)	29 Risk(s)	12 Risk(s)	1 Risk(s)	E
	Catastrophic 5 - 5	10 Risk(s)	3 Risk(s)	1 Risk(s)	E	E

E	Extreme	Significant impact making it unlikely for the organisation to achieve its objectives. Capability of the organisation Risk Treatment: Eliminated. Requires treatment to eliminate risk. Formal assessment and action plan prepared.
H	High	Significant impact making it difficult for organisation to achieve objectives. Will diminish capability of organisation. Risk Treatment: mitigate. Risk requires treatment to mitigate impact. Formal assessment and action plan prepared.
S	Substantial	Will Impact on the ability of organisation to achieve objectives or will diminish capability. Risk Treatment: Accepted with detailed review and assessment. Action Plan prepared.
M	Moderate	May Impact on the ability of organisation to achieve objectives or may diminish capability. Risk Treatment: Accepted with review.
L	Low	Little or no impact on the achievement of objectives or capability Risk Treatment: Accepted without detailed review.

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**Figure 3: Controls Effectiveness – Existing controls ratings**

Whereby controls have been rated as inadequate, controls are not operating as intended, and therefore improvement is needed. An action plan has been prepared to introduce new treatment options and to align with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation.

#### THE CITY'S BUSINESS CONTINUITY MANAGEMENT PROGRAM

Riskwest was engaged by the City of Cockburn to assist in the development and implementation of location-based Business Continuity Plans (BCPs). As the first step of the business continuity planning process, a Business Impact Analysis (BIA) workshop was conducted with key managers on 9<sup>th</sup> May 2018. The objectives of the workshop were to:

- To provide an overview of the Business Continuity Management (BCM) process
- To assess the potential business impacts on City of Cockburn of a disruption to services and to determine the Maximum Tolerable Period of Disruption (MTPD) for each service

- To determine the priorities for recovery of services following a disruption

Findings from the BIA form the basis for the determination of recovery strategies and options in the later phase of the business continuity planning process. Follow-up interviews have subsequently been conducted with each business unit to identify the critical dependencies, recovery strategies and resource requirements for recovery.

#### Insights and moving forward:

As the City continues to implement and embed risk management through its Risk Program, it will continue to focus on the following key areas and current initiatives:

- I. **Organisational Risk Maturity Assessment** - CEO's biennial review of risk management, internal controls and legislative compliance. As required by Regulation 17 of the Local Government (Audit) Regulations 1996, a review of the appropriateness and effectiveness of systems and procedures in relation to risk management, internal control and legislative compliance is required to be undertaken every three years. The main aim of this process is to benchmark the City against the principles of ISO standard 31:000 and other Western Australia Local Governments. Adopted recommendations from the maturity assessment will be implemented through a roadmap of set milestones over an agreed period of time.

- II. **Location Based Business Continuity Plans Project:**

#### Tranche 1

- Conduct follow-up workshops / interviews with business groups / services units located in the Administration Building and Cockburn ARC to identify recovery strategies and resource requirements for recovery - completed
- Prepare BCP documentation for the Administration Building and Cockburn ARC – currently in progress
- Submit initial draft of the BCPs for review and sign-off – November 2018 Committee Meeting

#### Tranche 2



- Conduct follow-up workshops / interviews with business groups / services units located in the Operations Centre and Henderson Waste Facility to identify recovery strategies and resource requirements for recovery – January 2019
- Prepare BCP documentation for the Operations Centre and Henderson Waste Facility – March 2019
- Submit initial draft of the BCPs for review and sign-off – March 2019 Committee Meeting

#### Tranche 3

- Conduct training and exercises to validate the completeness and accuracy of the plans – May 2019

III. **Risk Management Integration:** Continue working with all business units to implement robust processes for embedding risk management and provision of risk management training for officers to improve the City's risk culture, commitment and development of a risk management training program.

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

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

#### **Budget/Financial Implications**

Organisational Risk Maturity Assessment has been budgeted for in 2018/19 financial year.

#### **Legal Implications**

Regulation 17 of the Local Government (Audit) Regulations 2013 refers.

#### **Community Consultation**

N/A



**Risk Management Implications**

Failure to adopt the recommendations will result in the inability to support an integrated and effective approach to risk management and lack of guidance on the arrangements for designing, implementing, monitoring and continually improving risk management process.

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

N/A

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

Nil



## HIGH/EXTEME RISKS QUARTERLY REPORT (APRIL – JULY 2018)

**Risk Owner:** Director Governance and Community Services**Risk Name:** Community Services Major Projects

Risk ID	Risk Description	Causes	Control Effectiveness	Risk Rating
	Failure to coordinate Community Services major projects on behalf of the City of Cockburn	Lack of due diligence Lack of detailed project scope Lack of resourcing Poor contractors performance Variations of expenditure Inaccurate project cost estimate		
			Adequate	High
	<b>Risk Impacts</b>	<b>Existing Controls</b>		
	Delays in projects Financial Loss	Contract independent specialist consultant Project control group & project working group Committees & Council reference group Consulting teams/meetings Financial monitoring, extensive project program, monthly progress reports Risk management Plans.		

**Update:**

The Project Portfolio Management team has now completed 33% of the overall project. It is anticipated that the project will be delivered in line with the original timeframe that is August 2019.





HIGH/EXTEME RISKS QUARTERLY REPORT (APRIL – JULY 2018)

**Risk Owner:** Director Finance and Corporate

**Risk Name:** Records Management

Risk ID	Risk Description	Causes	Control Effectiveness	Risk Rating
	Inconsistently applied record management practices	Lack of due diligence Lack of detailed project scope Lack of resourcing Poor contractors performance Variations of expenditure Inaccurate project cost estimate	Adequate	High
	<b>Risk Impacts</b>	<b>Existing Controls</b>		
	Breach of State Records Act Inefficiencies Incomplete records Loss of records	Record management policy and guidelines Training Dedicated resources ECM		

**Update:** An internal audit of the City's records management practices was undertaken by Deloitte in February 2018, the results of the audit report are presented in a separate report. Deloitte recommended that the City continue with its managed transitional approach to improving records management practices and that the Knowledge Management project should continue in order to achieve this. Deloitte also recommended that the risk rating be reduced from High to Significant at most following improvements made over the last 12 to 18 months. The risk has been re-assessed on the Strategic risk register, and will be rated at a Significant level.



HIGH/EXTEME RISKS QUARTERLY REPORT (APRIL – JULY 2018)

**Risk Owner:** Director Finance & Corporate / Executive Manager Strategy & Civic Support

**Risk Name:** Project Management

Risk ID	Risk Description	Causes	Control Effectiveness	Risk Rating
	Fail to consistently apply project management methodology and implementation to City projects	Resistance to cultural change Inconsistent and duplication of processes Lack of skills training Inconsistent project management frameworks Selecting the wrong project management software solution for the City Fundamental lack of governance from an IS perspective	Adequate	High
	<b>Risk Impacts</b> Capital works carry over Silo approach to projects Budget impacts Parachuted project	<b>Existing Controls</b> Project management tools Staff training Cross functional meetings Long term financial plan		

**Update:** The Project Portfolio Management team has now completed 33% of the overall project. It is anticipated that the project will be delivered in line with the original timeframe that is August 2019.



HIGH/EXTEME RISKS QUARTERLY REPORT (APRIL – JULY 2018)

**Risk Owner:** Director Engineering and Works

**Risk Name:** Water Availability

Risk ID	Risk Description	Causes	Control Effectiveness	Risk Rating
	Reducing water availability to irrigate City and maintain service delivery and amenity	Drying climate Lower allocation of groundwater, by Department of water	Adequate	High
	<b>Risk Impacts</b>	<b>Existing Controls</b>		
	Poor appearance of street scapes and parks	Water management plan Adapt landscaping plans Water recharge options Community education		

Update: The City's Water Resource Operating Strategy's continues to provide the framework for the management of the groundwater allocated through the 5C licence issued by the Department of Water and Environmental Regulations. Annual groundwater abstraction continues to be below the annual allocation through the implementation of a central control system, renewal of irrigation systems which are designed to meet coefficient distribution measures, hydro zoning, water transference in sub regions and favourable environmental conditions. Landscape plans approved for new subdivisions and internal projects require irrigation designs to meet Water Conservation Plan and irrigation specifications. Ongoing education is through the Water Efficiency Action Plan, environmental education programs and through media channels.

The Department of Water and Environmental Regulations have released the "Cockburn groundwater allocation plan" for public comment, Principle document governing the City's ground water, highlighting our annual allocations will not be impacted in the current environment. Allocations for new developments will be subject to the availability of existing licences or will require water trading with other providers. The plan advocates for the continued improvement in water efficiencies and investigating alternative water sources such as managed aquifer recharge systems.



### 11.3 (2018/MINUTE NO 0008) A GUIDE TO LOCAL GOVERNMENT AUDITING REFORMS

**Author(s)** S Downing  
**Attachments** 1. A Guide to Local Government Auditing Reforms - June 2018

#### RECOMMENDATION

That the Committee receive the Report

#### COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett

That the recommendation be adopted.

**CARRIED 5/0**

#### Background

In September 2017, the Department of Local Government, Sport and Cultural Interests proposed changes to the conduct of local government audits and financial management.

#### Submission

N/A

#### Report

Following consultation with local government in line with the State - Local Government Partnership Agreement, the proposed amendments to the Local Government (Financial Management) Regulations 1996 and Local Government (Audit Regulations) 1996 were revised and gazetted on 28 June 2018. A copy of the "A guide to local government auditing reforms – June 2018" is attached.

The Key Changes affecting Local Government are:

1. From 1 July 2018, an asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition is under \$5,000. CEO's must take all reasonable steps to prevent the loss of non-consumable portable items valued under \$5,000.

Comment – The City current does this for all plant and equipment but not for infrastructure assets for which this guideline would be applicable. After consulting the Manager, Financial Services, the



City believes the impact will be very minimal as the City rarely has a capital spend on an infrastructure asset that is below \$5,000 (if at all).

2. From 27 June 2018, local governments will be required to conduct a review of their audit systems and procedures, and their financial management systems no less than every three years. Previously local governments were required to conduct these reviews no less than every two years and four years respectively.

Comment – The City will comply with this requirement and the first review of Financial Management Systems and Controls will occur in 2018-2019.

3. From 27 June 2018, local governments will be required to revalue an asset whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying value and in any event with a period of at least three year but no more than five years after the day on which the asset was last valued or revalued.

Comment – The City will comply.

4. From 27 June 2018, the role of the Audit Committee has been strengthened to assist the CEO to carry out the review of audit systems. The Audit Committee's responsibilities have also been extended to "monitor and advise" the CEO in reviews conducted into financial management systems and audit systems and procedures. The Audit Committee will also support the auditor as required and have functions to oversee the implementation of audit recommendations made by the auditor, which have been accepted by Council and accepted recommendation's arising from review of local government systems and procedures.

Comment – The City always seeks the advice and views of the Committee in relation to strategic financial matters and audit issues for both external and internal audit matters.

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

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

### **Budget/Financial Implications**





The funding of this change should be able to be covered within existing budgetary allocations.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

The City will ensure that it will comply with the new guidelines so as to ensure the financial management and auditing systems and procedures meet the relevant regulatory requirements

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

N/A

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

Nil





Department of  
**Local Government, Sport  
and Cultural Industries**

# A Guide to Local Government Auditing Reforms - June 2018

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June 2018

Department of Local Government, Sport and Cultural Industries  
Gordon Stephenson House, 140 William Street, Perth WA 6000  
GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall: 1800 620 511 (Country only)

Email: [legislation@dlgsc.wa.gov.au](mailto:legislation@dlgsc.wa.gov.au) Website: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

Translating and Interpreting Service (TIS) – Telephone: 13 14 50

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## A Guide to Local Government Auditing Reforms – June 2018

### Introduction

On 24 August 2017, amendments to the *Local Government Act 1995* were passed by State Parliament that will enable the Auditor General to audit council finances and performance.

The changes to the Act have been supported by amendments to the *Local Government (Financial Management) Regulations 1996* and *Local Government (Audit Regulations)* gazetted on Tuesday, 26 June 2018,

Unless otherwise specified, the changes to the regulations commence on 27 June 2018. Regulations 13 and 14 of the *Local Government (Financial Management) Regulations 1996* commence on 1 July 2018.

This guide has been prepared by the Department of Local Government, Sport and Cultural Industries (the Department) to inform local governments and auditors about the changes and replaces the guide published in September 2017.

### Changes to the *Local Government Act 1995* made in 2017

#### **Auditor General will be responsible for financial and supplementary audits**

The reforms made in 2017 have expanded the Auditor General's scope of powers to undertake and report on local government financial audits and provide for the independent oversight of the local government sector.

The Auditor General will take over responsibility for financial audits on a transitional basis as existing audit contracts expire. From 2020-21, all local governments will be audited by the Auditor General, regardless of whether their auditing contracts have expired.

The Department has received advice that this termination requirement will not expose the State, the Director General, or local governments to any liability if audit contracts are cancelled as a result of the changes.

A local government may not appoint a person to be its auditor.

The Auditor General will be able to contract out some or all of the financial audits but all audits will be done under the supervision of the Auditor General.

As is currently the case, local governments will be responsible for meeting the costs of financial audits. The Auditor General will determine the fees for a financial audit.



The Department has published the status of each local government's audit arrangements. This will provide transparency so that members of the community are aware of whether or not the Auditor General has responsibility for a local government audit.

Amendments mean that regional subsidiaries and regional councils will be audited by the Auditor General in the same way as local governments. The Auditor General will have the power to dispense with a financial audit of a local government or regional subsidiary where the Auditor General believes this is appropriate.

The Auditor General must consult with the Minister for Local Government before exercising this power. This could be used, for example, if a regional council has ceased to operate but has not yet been wound up. If this power is exercised, the Auditor General must notify the Public Accounts Committee and the Estimates and Financial Operations Committee of Parliament.

The Auditor General must give the report on the financial audit to the Mayor / President of the local government, the CEO of the local government, and the Minister for Local Government.

#### **New category of audits: performance audits**

The 2017 reforms introduced a new category of audits: performance audits. These audits examine the economy, efficiency, and effectiveness of programs and organisations, including compliance with legislative provisions and internal policies.

The new legislation gives the Auditor General the power to conduct such audits, which may focus on a particular issue or theme, such as procurement practices, and may include individual or multiple local governments and related bodies. This is in line with the approach adopted in other jurisdictions and with what applies to State Government agencies. Performance audits will be paid for by the State Government.

The Auditor General publishes its audit program on the Auditor General's website.

Performance audit reports are submitted to both Houses of Parliament for the Public Accounts Committee and the Estimates and Financial Operations Committee. The report is also provided to the relevant local governments.

#### **Publication of financial reports**

Commencing with their 2017-18 annual report, local governments will be required to publish the annual report, including audit reports on the local government's official website within 14 days after the report has been accepted by the local government.

Local governments will be required to publish their annual report online regardless of who undertakes the audit.

### **Local government duties with respect to audits**

Legislation now requires local governments to examine an audit report it receives and implement appropriate action in respect to the significant matters raised.

Local governments must prepare a report addressing the significant matters identified in the report and state what action the local government has taken or intends to take. This report must be provided to the Minister within three months of receiving the audit report. Within 14 days after the local government gives the report to the Minister, the CEO must publish a copy of the report on its official website.

### **Amendments to the Local Government (Financial Management) Regulations 1996**

The following amendments to the *Local Government (Financial Management) Regulations 1996* have been made.

#### **Timeframe for review of financial management systems**

Regulation 5 regarding the CEO's duties as to financial management has been amended to require the CEO to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures from no less than once in very four financial years to no less than three financial years. This change in combination with amendments to the provisions in the Audit Regulations related to reviewing auditing systems, will achieve greater consistency.

#### **Timeframe for local governments to revalue assets**

Regulation 17A(4) has been amended to require a local government to revalue an asset:

- whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and
- in any event, within a period of at least 3 years but not more than 5 years after the day on which the asset was last valued or revalued.

These changes have been introduced to achieve greater consistency with the Australian Accounting Standards.

#### **Assets values under \$5,000**

Amendments to Regulation 17A excludes assets valued under \$5,000. This regulation commences on 1 July 2018.

Regulation 17B requires the CEO to take steps to protect excluded portable and attractive assets. This regulation requires a CEO to take all reasonable steps to prevent the theft or loss of non-consumable assets that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale.

The language of this requirement is consistent with State Government requirements contained in Treasurer's Instruction 410 Record of Assets and has been revised following consultation with the local government sector.

A property register for portable and attractive items may be an appropriate means to properly record portable and attractive assets. The steps necessary to protect portable and attractive assets are a decision for each local government CEO.

### Terminology

Amendments to the terminology used in the *Local Government (Financial Management) Regulation 1996* have been made to achieve consistency with the Australian Accounting Standards:

1. the statement from the CEO specified in Schedule 2 Form 1 has been modified replacing the part that states that annual financial report is in the opinion of the CEO properly drawn, with a statement that the annual financial report is 'based on proper accounts and records.'
2. clarification that the annual financial report complies with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

## Amendments to the Local Government (Audit) Regulations 1996

### Role of the Audit Committee

With the transfer of auditing to the Auditor General, local government Audit Committees will have a new and important role.

The role of the Audit Committee has been amended so that the Audit Committee has greater involvement in assisting the CEO to carry out the review under Regulation 17 of the Audit Regulations of systems and procedures concerning risk management, internal control, and legislative compliance. The Audit Committee is empowered to 'monitor and advise' the CEO in reviews of certain systems prescribed by the audit and financial management regulations. The terms 'monitor and advise' have been selected following consultation with the sector.



The reforms are intended to help CEOs formulate recommendations to council to address issues identified in the reviews.

The Audit Committee will also support the auditor as required and have functions to oversee:

- the implementation of audit recommendations made by the auditor, which have been accepted by council; and
- accepted recommendations arising from reviews of local government systems and procedures.

These roles reflect the importance of the Audit Committee as a section of council charged with specific responsibilities to scrutinise performance and financial management. The regulations continue to allow for external membership of Audit Committees. Councils are encouraged to consider inviting appropriate people with expertise in financial management and audit to be members of their Audit Committee.

### **Role of the council assisting the auditor**

Local governments are required to provide the auditor with a copy of their Strategic Community Plan, Corporate Business Plan or another plan or informing strategy. The powers to request documentation are consistent with the Auditor General's powers to request information of State Government agencies when conducting audits.

### **Timeframe for reviewing audit systems and procedures**

An amendment to Regulation 17(2) requires the CEO to undertake a review of audit systems and procedures no less than once in every three financial years. This change will introduce consistency in CEO responsibilities to review financial management and audit systems and procedures in a timely manner.

### **Compliance Audit Return**

Questions regarding the adoption of Integrated Planning and Reporting documents have been included as fields in the Compliance Audit Return.

### **Terminology**

The following amendments for the terminology used in the Audit Regulations have been made:

- references to Executive Director have been replaced by Departmental CEO to reflect Machinery of Government changes; and
- references to the conduct of audits in regulation 9 have been updated to reflect language used in the Australian Accounting Standards.

For more information, please contact:

Department of Local Government, Sport and Cultural Industries  
Gordon Stephenson House, 140 William Street, Perth WA 6000  
GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall: 1800 620 511 (Country only)

Email: [legislation@dlgsc.wa.gov.au](mailto:legislation@dlgsc.wa.gov.au) Website: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

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## 12. PLANNING & DEVELOPMENT DIVISION ISSUES

Nil



## 13. FINANCE & CORPORATE SERVICES DIVISION ISSUES

### 13.1 (2018/MINUTE NO 0009) ANNUAL DEBTS WRITE-OFF

<b>Author(s)</b>	N Mauricio
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Council - Sundry Debtor Write offs Schedule June 2018</li> <li>2. Council - Infringement Write-Offs April 2018</li> </ol>

#### RECOMMENDATION

That Council write off the bad debts for sundry debts and infringements totalling \$23,564.11 (inc. GST), as shown in the attachment to the Agenda.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

#### COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett

That the recommendation be adopted.

**CARRIED 5/0**

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

#### Background

Section 6.12 (1)(c) of the Local Government Act allows local governments to write off any amount of money owing to it (other than rates and service charges). This action is necessary where delinquent debts become uncollectible.

Council first adopted the Debtors Management Policy AFCS9 at its meeting in August 2012. This states that bad debt write offs should only occur where all avenues for recovery have been exhausted or it is unviable to keep pursuing the debt.

The policy provides for unrecoverable debts (other than rates and service charges) up to the individual value of \$300 to be written off under the associated Council delegation. However, those over \$300 are to be brought to Council for write off on an annual basis.

#### Submission

N/A



## Report

Whilst the City has a good track record in managing and collecting its outstanding debts, it is unavoidable for some to become uncollectible for a variety of reasons.

The City's debtors mix comprises commercial debtors (mainly landfill trade debtors) and community based debtors (hall and reserve hire and provision of community related services). Bad debts are usually attributable to failed businesses or untraceable companies and individuals. Some debts are also not worth pursuing due to the cost of formal debt recovery processes.

The revenue team have exhausted all administrative endeavours to recover these debts recommended for write-off and considers any further recovery attempts would prove futile and cost ineffective.

Attached to the Agenda are detailed listings of the uncollectible debts recommended for write off by Council this year. These have been categorised by their debt type and include relevant commentary on their status and the recovery efforts made where applicable. A consolidated summary of the write offs requested is provided below:

Debt category	No. of debts	Amount to be written-of \$ (ex gst)	Amount to be written-off \$ (inc gst)
Community (hall/reserve hire, services)	2	779.92	857.91
Regulatory related (licences, Health Act)	1	598.18	658.00
<b>Sundry Debts Sub-Total</b>	<b>3</b>	<b>1,378.10</b>	<b>1,515.91</b>
Infringements - FER recommended	5	21,548.20	21,548.20
Infringements – interstate plates	1	500.00	500.00
<b>Infringements Sub-Total</b>	<b>6</b>	<b>22,048.20</b>	<b>22,048.20</b>
<b>Total Debt write off Total</b>	<b>9</b>	<b>23,426.30</b>	<b>23,564.11</b>

It should be noted that the impact on Council's financial position will be \$23,426.30, being the GST exclusive value of the debts to be written off.



There are two small facility hire debts and an outstanding flower seller's licence fee recommended for write off, as these are not cost effective to continue pursuing following many failed attempts.

It is worth noting that there are no debts recommended for write-off from the City's commercial revenue streams, including the Henderson Waste Recovery Park. This serves to highlight current collection methods and processes are operating effectively in this area.

Infringements to be written off include a \$19,590 Food Act prosecution fine from 2012, relating to a company which is no longer registered and there is no other legal avenue available for the City to pursue.

The City is guided by the write-off recommendations it receives from the Fines Enforcement Registry (FER), where these are recommended for a number of reasons, including interstate plates, deceased offenders, unregistered companies and past statute of limitations (no further legal option to pursue).

#### Debt write-offs under delegation

The delegation under the City's Debt Management Policy AFCS9 allows for small debts owing to the City to be written off up to a maximum value of \$300 (other than for rates levied or prescribed service charges). The following table summarises the debts written off under delegation for 2017-18:

Debt category	No. of debts	Amount to be written-off \$ (ex gst)	Amount to be written-off \$ (inc gst)
HWRP Tipping fees	1	50.00	55.00
Community (hall/reserve hire, services)	8	821.26	903.39
Regulatory related (licences, Health Act)	2	184.09	202.50
<b>Sundry Debts Sub-Total</b>	<b>11</b>	<b>1,055.35</b>	<b>1,160.89</b>
Infringements - FER recommended	14	2,927.80	2,927.80
Infringements – interstate plates	3	300.00	300.00
Infringements – unable to proceed (past statute of limitations)	12	1,229.20	1,229.20
<b>Infringements Sub-Total</b>	<b>29</b>	<b>4,457.00</b>	<b>4,457.00</b>



Total Debt write off Total	40	5,512.35	5,617.89
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### **Strategic Plans/Policy Implications**

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

Bad debts written off totalling \$\$23,426.30 (ex GST) will marginally reduce the operating revenue reported for the 2017-18 financial year as the City does not maintain a provision for doubtful debts.

### **Legal Implications**

Uncollectable sundry debts require Council authorisation in order to be written off under the provisions of the Local Government Act Section 6.12 (1)(c).

### **Community Consultation**

N/A

### **Risk Management Implications**

It is considered good risk and financial management to annually assess overdue debts and determine their collectability. Those that are uncollectible should be written off to increase the accuracy of the debtors value reported in the balance sheet and is an expectation of audit. Further, this ensures debt collection efforts and resources are focused on collectible debts.

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

N/A

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

Nil



<u>Debtor Name</u>	<u>Debtor Number</u>	<u>Debt Category</u>	<u>Date of Debt</u>	<u>Amount Excl GST</u>	<u>Amount Inc GST</u>	<u>Details of Debt</u>	<u>Write Off Reason</u>
Rowel De Paz	415951	Hall Hire	22/06/2016	\$ 315.82	\$ 347.40	Casual Youth Centre Hire	Debt collection process followed with several statements sent. Debtors whereabouts unknown. The debt is regarded as not cost effective to pursue and is recommended for write off.
Positive Parenting	415692	Hall Hire	7/07/2015	\$ 464.10	\$ 510.51	Hire of Aubin Grove Facility	Debt collection process followed with several statements sent. Debt also referred to CS Legal for collection. Debtor has disputed charges and Bookings Team unable to prove debt. The debt is regarded as not cost effective to pursue and is recommended for write off.
Nhung Linton	415250	Licence Fee	13/06/2016	\$ 598.18	\$ 658.00	Flower sellers licence fee	Debt collection process followed with several statements sent. The debtor was also pursued via email by the City's Revenue and Rangers Team's without success. Whereabouts of the debtor unknown. The debt is regarded as not cost effective to pursue and is recommended for write off.
			<b>TOTAL</b>	<b>\$ 1,378.10</b>	<b>\$ 1,515.91</b>		



### Infringement Write-offs

July 2017 - April 2018

FER Recommended:							
Infringement Number	Date of Issue	Offender Name	FER Case Number	Initial Fine Amount	Fees to be Written Off	Total Write-Off Amount	Write-Off Reason
2610011419	9/04/2013	AGULHON, Sebastien	13/2378411	\$80.00	\$230.50	\$310.50	Case Registered over 4 years ago
2610011187	6/05/2013	AGULHON, Sebastien	13/2625570	\$80.00	\$230.50	\$310.50	Case Registered over 4 years ago
2610012789	5/05/2013	AGULHON, Sebastien	13/2625651	\$80.00	\$230.50	\$310.50	Case Registered over 4 years ago
Various		COLLARD-UGLE, Clarrie	17/507565	\$500.00	\$526.00	\$1,026.00	Offender deceased
FR 9599/2012		ASTERLEIGH PTY LTD	13/2296802	\$19,400.00	\$190.70	\$19,590.70	Company no longer registered
							<b>Sub-Totals</b>
Total #							5
Total \$							\$21,548.20

Interstate Plates:							
Infringement Number	Date of Issue	Offender Name	FER Case Number	Initial Fine Amount	Fees to be Written Off	Total Write-Off Amount	Write-Off Reason
30202802	28/07/2015	Unknown	NA	\$500.00	\$0.00	\$500.00	Over 24 months old - Past Statute of Limitations
							<b>Sub-Totals</b>
Total #							1
Total \$							\$500.00

Total	
Total #	6
Total \$	\$22,048.20



## 13.2 (2018/MINUTE NO 0010) INTERNAL AUDIT REPORT - RECORDS MANAGEMENT

**Author(s)** N Mauricio

**Attachments** 1. Records Management Internal Audit Report

### RECOMMENDATION

That Council receive the Internal Audit Report on Records Management

### COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 5/0**

### Background

At its July 2016 meeting, the Audit and Strategic Finance Committee adopted a three year Strategic Internal Audit Plan. The Internal Audit Plan was developed through the City's Risk Review Group (comprising cross functional Managers), with input from the internal auditor. The audit planning was informed by the City's Operational and Strategic Risk Registers, where assessed risk levels influenced audit priorities.

The internal audit assignments planned for the 2017-18 financial year were as follows:

1. Records Management (completed)
2. Rates Modelling (no longer required)
3. Land Development and Developer Contributions (planning underway)

Records Management was assessed as a high risk area within the City's Strategic Risk Register and defined as "inconsistently applied record management practices". There were questions around the effectiveness of the City's ECM system and an identified lack of awareness, increased officer workloads, non-compliance and no perceived consequences for it. These factors were resulting in a lack of audit trail for documents and sent emails not being captured in ECM (incomplete records, loss of records, State Records Act breaches).

### Submission

N/A



## Report

The City's internal auditor, Deloitte was engaged to undertake the assessment of the City's records management function and the use of its enterprise content management system (ECM). The agreed audit purpose was to consider whether the City's corporate records management processes and controls had been designed, implemented and operating effectively to enable the City to most effectively meet its program and legislative obligations for paper and electronic records.

The audit scope centred on three key areas:

1. The City's records management function meets legislative requirements,
2. Corporate records are appropriately retained, maintained and disposed of in a secure manner,
3. Corporate records are stored in the City's enterprise content management system (ECM), where possible, to minimise resource and storage costs associated with hard copy records and to maximise efficiency of retrieval.

The audit involved planning meetings, examination of policies and procedures and interviews with nominated staff from selected business functions. It assessed the design of internal controls and walked through the process of retaining and retrieving corporate records. A validation meeting was held with key stakeholders following the audit work to discuss results and potential improvements.

A key area of the audit was the review of the City's Knowledge Management Project. This project was focused on a gradual and measured transition to improving record keeping practices and the use of ECM as the single centralised repository for the City's corporate information. The audit acknowledged the Knowledge Management Project had achieved a number of successes in its first 12 months (the Project's initial minimum timeframe) and its Stage 2 was for completion by 30 June 2018.

### Key Audit Results

Internal audit observed that the City had made considerable progress over the past 12 to 18 months to strengthen its records management capabilities. The City's approach to implementing change in a gradual manner was driving the required behavioural change within most business functions. However, there was still some underlying risk that corporate records were not being effectively managed in business functions not yet subjected to the City's change program.





Overall though, internal audit determined it was evident that over the past 12 to 18 months, the City had recognised, managed and reduced its strategic risk relating to “Inconsistently applied records management practices”. While inconsistencies in records management practices remained, it was unlikely that the impact on the City’s operations continued to be at a ‘High’ risk rating and appeared to be “Significant” at most.

With respect to the use of the ECM system as the designated central repository for corporate records, internal audit identified several key attributes for its ongoing success, these being:

- Defined process
- Supportive systems
- Recognised value and imperative for change, and
- Tailored training and structure of ECM

It is important that all these attributes are addressed when implementing the change program across the remaining business functions.

#### Audit Recommendation

The internal audit made the one overarching recommendation:

The City continue to pursue the managed transition of its record keeping and management practices, through a clear project plan, which incorporates the following issues:

1. Clear and measurable objectives and outcomes, including the targeted rate/timing of transition and expected level of compliance (including full transition to ECM) throughout business functions
2. Recognition of opportunities for business units to further design and document operational processes, which incorporate record keeping practices, including recognition of corporate records, timing of when corporate records are required to be captured and ECM naming conventions.
3. Recognition of opportunities and triggers for business functions to introduce or develop supportive information systems, which integrated with, or allow for easy use of ECM
4. Use of change management principles, including a communication plan, particularly to support individual staff in business functions where the relatively maturity level is



assessed as “Repeatable” and where considerable effort is required to transition from existing platforms and record keeping practices

5. Use of an extended training plan to meet ongoing and tailored training requirements, particularly around management of emails, tailoring naming conventions, working within existing (or enhanced) operational processes.
6. Integration with the City’s leadership development and performance management.

#### Management Comment

Management agrees with the recommendation to pursue the managed transition of its record keeping and management practices, through a clear project plan. In order to achieve this the following actions will be implemented:

1. As the existing Knowledge Management project plan finishes 30 June 2018, a new project plan will be developed to incorporate the recommendations from this audit (estimated completion date 31 July 2018)
2. The new project plan will be renamed Records Management as this better reflects the strategic risk the City is looking to mitigate
3. Incorporate change management principles, including a communication plan in the new Records Management project plan to support individual staff in business functions where considerable effort is required to transition from existing platforms and record keeping practices
4. Identify opportunities that lie with existing or potential TechOne capabilities, including opportunities to further develop ECM in order to link in with City’s existing business systems
5. Engage with Records Services when reviewing and mapping existing or developing new processes to ensure records management requirements are incorporated
6. Work with the Learning and Development team to explore tailored records management training opportunities
7. Engage with the Senior Management Team (SMT) to develop methods for greater collaboration between Records Services and business functions to address any specific



records management issues within the organisation (i.e. invites to attend team meetings)

8. Develop effective KPI measures to demonstrate the organisation's records management maturity level.

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

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

The cost of the internal audit was covered by the City's budget for these services. Hourly fees are set in accordance with the WALGA supply panel contract for audit services.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

The City recognised Records Management as a high risk aspect of its operations (risk COC-STR-19) in its Strategic Risk Register. As a consequence this was prioritised for audit within the City's three year Strategic Internal Audit Plan.

Audit activities are an important mitigation measure in addressing risk. It is important that any audit findings and recommendations from this report are considered and implemented where agreed.

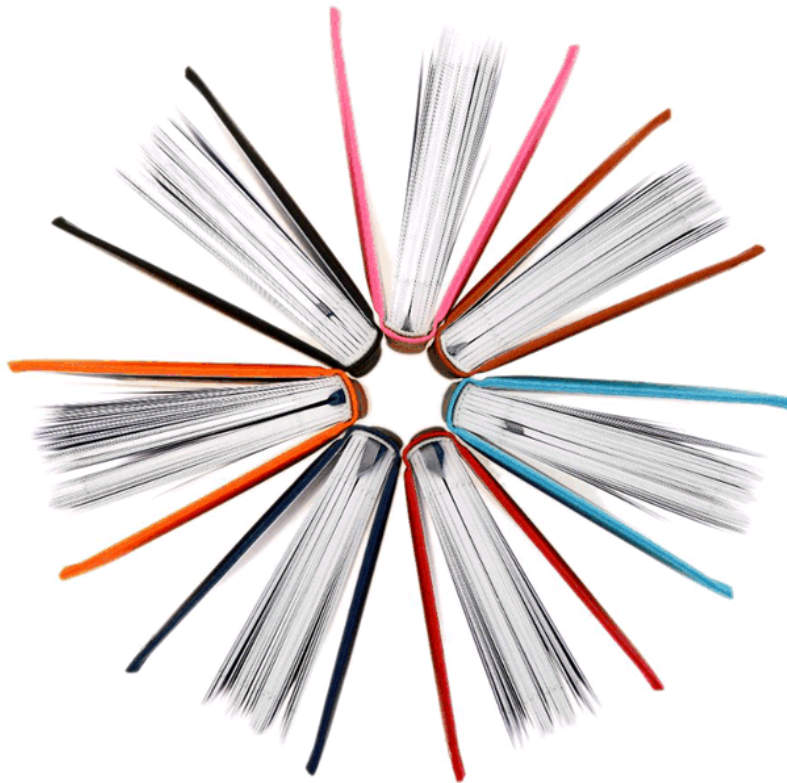
### **Advice to Proponent(s)/Submitters**

N/A

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

Nil

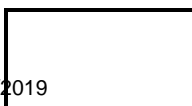




## City of Cockburn

### Records management internal audit

May 2018 report



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### Inherent Limitations

The Services provided are advisory in nature and have not been conducted in accordance with the standards issued by the Australian Auditing and Assurance Standards Board and consequently no opinions or conclusions under these standards are expressed.

Because of the inherent limitations of any internal control structure, it is possible that errors or irregularities may occur and not be detected. The matters raised in this report are only those which came to our attention during the course of performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made. Our work is performed on a sample basis; 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.

Any projection of the evaluation of the control procedures to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate. Recommendations and suggestions for improvement should be assessed by management for their full commercial impact before they are implemented.

We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy, or reliability is given in relation to the statements and representations made by, and the information and documentation provided by City of Cockburn personnel. We have not attempted to verify these sources independently unless otherwise noted within the report.

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## Introduction

As part of the City of Cockburn's (the **City**) 2017/18 Internal Audit activity, Deloitte was assigned to undertake an assessment of the City's records management function.

### Reference to strategic risk

In its 2016 recent strategic risk assessment, the City recognised Records Management as a **high risk**<sup>1</sup> aspect of its functional operations. Risk COC-STR-19 is described as "*Inconsistently applied records management practices*". The causal factors, impacts, current controls and treatment options outlined in the City's strategic risk register (as at April 2016) are:

Causal factors	Impacts *	Current controls	Treatment options
<ul style="list-style-type: none"> <li>Lack of audit trail for documents/external sent emails not saved in ECM</li> <li>Noncompliance with processes and requirements</li> <li>Lack of awareness and training</li> <li>No perceived consequences</li> <li>Increased Officer workloads.</li> </ul>	<ul style="list-style-type: none"> <li>Breach State Records Act</li> <li>Inefficiencies</li> <li>Incomplete records</li> <li>Loss of records.</li> </ul>	<ul style="list-style-type: none"> <li>Record management policy and guidelines</li> <li>Staff training</li> <li>Dedicated resources</li> <li>ECM</li> </ul>	<ul style="list-style-type: none"> <li>Compulsory training (Staff &amp; Elected Members)</li> <li>Assurance activities (Internal Audit - spot review of compliance)</li> <li>Leadership</li> <li>Review technology solutions</li> <li>CoC recently renewed its Recordkeeping Plan to the State Records Commission and currently awaiting their response.</li> <li>The effectiveness of the City's ECM system remains satisfactory, but compliance with requirements to comply remain a priority and will immediately follow the formation of the Knowledge Management Plan document which will act as a guide to which actions to take to achieve the goal of best practices.</li> </ul>

\* Additional potential impacts raised during this internal audit include:

- Reduced service delivery
- Litigation (regarding unauthorised material)
- Loss of corporate knowledge.

### Purpose

The internal audit was initiated to consider whether the City's corporate records management processes and controls have been designed, implemented and are operating effectively to enable the City to most effectively meet (i.e. an appropriate balance has been achieved) its program and legislative obligations for paper and electronic records.

Ultimately, the results of this internal audit are expected to further inform the City on its management of the risk of "*Inconsistently applied records management practices*".

<sup>1</sup> Refer to risk rating/severity matrix at Appendix B

## Scope

The following areas were included in the scope of the internal audit. Our focus was on 'What Must Go Right' within the records management function and we tested controls around the relevant key threats:

What must go right (Critical success factors)	Threats (to achievement of critical success factors)
1. The City's records management function meets legislative requirements	<ul style="list-style-type: none"> <li>The City's records management policies and procedures do not align with key legislative requirements</li> <li>Records management requirements are not effectively communicated or understood across the organisation</li> <li>Records management practices are inconsistent across the organisation, resulting in non-compliance with legislative requirements.</li> </ul>
2. Corporate records are appropriately retained, maintained and disposed of in a secure manner	<ul style="list-style-type: none"> <li>The City's requirements for record retention, maintenance and disposal are not documented and/or understood throughout the organisation</li> <li>Staff do not recognise the relative importance of corporate records and the associate consequence of not adequately retaining and managing those records</li> <li>A method for classifying and referencing the importance of corporate records is not established, clearly understood or used consistently throughout the organisation</li> <li>Staff do not recognise or uphold personal responsibility for complying with the City's expectations for retaining, maintaining or disposing of corporate records in a secure manner</li> <li>Appropriate storage facilities for hard copy and/or electronic records are not available.</li> </ul>
3. Corporate records are stored in the City's enterprise content management system (ECM), where possible, to minimise resource and storage costs associated with hard copy records and to maximise efficiency of retrieval.	<ul style="list-style-type: none"> <li>ECM is not effective in retaining, maintaining and disposing of corporate records in an efficient and secure manner</li> <li>Staff are unable or unwilling to effectively and efficiently use ECM to store and retrieve corporate records</li> <li>An effective strategy for maximising the use and benefit of ECM has been not be defined and implemented.</li> </ul>

## Work performed

We applied the following approach to this assignment:

- Held an initial planning meeting with the Records Manager, Governance & Risk Manager Coordinator and Manager Financial Services
- Developed an understanding of the City's key records management processes through:
  - Discussions with the Records Manager and other key stakeholders
  - Examination of relevant City policies, procedures and guidelines
  - Consideration of the results of the 2017 staff survey on the use of ECM
- Conducted interviews with nominated staff, including from selected business functions with responsibility for maintaining corporate records to understand the application of records management practices across the City, including the use of ECM. We interviewed a total of 12 staff across 10 functions (refer to Appendix B for a list of staff interviewed)
- Identified and assessed the design of internal controls (on a sample basis) in place to achieve the critical success factors within the records management process

- For a sample of instances where a corporate record exists, walked through the process applied to retain and retrieve the corporate record in accordance with the City's requirements
- Identified areas for improvement in the City's records management processes and controls
- Conducted a validation meeting with the Records Manager, Governance & Risk Manager Coordinator and Manager Financial Services following completion of fieldwork to discuss the results of our work and potential improvements.

## Background and context

### Governance requirements

In accordance with the State Records Act 2000 the City has established a recordkeeping plan, which is required to outline the City's responsibility for the creation, control and disposal of records. The City's recordkeeping plan also provides functional guidance and direction on the creation and management of records, with defined roles and responsibilities. This guidance is reflected in the City's Record keeping policy, developed in 2015 which addresses the following record keeping elements:

- Definitions
- Ownership
- Creation of Records
- Capture and Control of Records
- Security and Protection of Records
- Access to Records
- Appraisal, Retention and Disposal of Records
- Roles and Responsibilities
- Statutory Obligations.

### Designated records management platform

The City uses the TechOne ECM as its designated records management system. ECM is designed to be the City's central repository for storing and retrieving corporate records. Since the implementation of ECM in 2013, the City has applied a gradual transition of its records management procedures, ultimately aiming to achieve a full uptake of ECM throughout the City's operations. This transition is not yet complete, with some corporate records still maintained on traditional platforms such as network drives and email folders.

In 2017, the City surveyed staff to gauge their use of ECM and other platforms, and to seek feedback on the effectiveness of ECM.

### Guidance and training

To ensure that City staff are aware of their obligations to maintain corporate records, the City has implemented:

- The following key references:
  - Elected Members Recordkeeping Guidelines
  - Employees Recordkeeping Guidelines
- An organisational wide training program, designed to cater for staff needs, including:
  - Mandatory ECM training for new starters
  - A suite of on-line training for all staff, including in their role as ECM users
  - Additional tailored training upon request.

Overall, feedback on the effectiveness of available guidance and training has been positive, however staff have also expressed an appetite for more tailored training and guidance.

**Transitional plan**

In October 2016, within its Project Brief for the City's *Knowledge Management Project*, the City recognised the importance of a managed transition to improved record keeping practices and the use of ECM as the single centralised repository for the City's corporate information. The City elected to use a gradual and measured approach to implementing change, including the transition to ECM.

The Knowledge Management Project achieved a number of successes in its first 12 months (the Project's initial minimum timeframe) and its Stage 2 is due to be completed by 30 June 2018. The Project's results to date have been tracked and reported to the City's Executive, who continue to support the Project.

Refer to *Recommendation* below for this internal audit's recommendation for the City to make use of this existing project structure to pursue the managed transition of its record keeping and management practices.



## Key Results

### Summary

This internal audit observed that the City has made considerable progress over the past 12 to 18 months to strengthen its records management capabilities and to generally demonstrate that, in line with the critical success factors nominated in the scope of this assignment:

1. Its records management function (including documented policies, procedures, systems and processes) designed to meet legislative requirements
2. Its records management practices continue to improve, to enable corporate records to be appropriately retained, maintained and disposed of in a secure manner. In particular, the City has raised the profile of records management and has aligned its practices with good risk management principles. Our walkthrough testing confirmed that the Records Management function has a good awareness of the level of compliance with the City's records management requirements across different business functions, particularly where improvement is required
3. Even though there has been internal concern, mistrust and criticism by some users that ECM is not user friendly and may even cause inefficiencies in locating and recalling information, ECM has been increasingly used to effectively store corporate records to:
  - Minimise resource and storage costs associated with hard copy and electronic records
  - Maximise efficiency of retrieval.

The City's approach to implementing change in a gradual manner also appears to be driving required behavioural change in a way that most business functions are able to make the most use of available systems and support in order to reap the benefit of efficiencies and stronger records management practices, including the use of ECM.

The strategy to implement gradual change does mean there remains an underlying risk that the City's corporate records are not effectively managed in accordance with its obligations and expectations, particularly within those business functions that have not yet transitioned or where there are further opportunities to improve. *Appendix A: Business function operating practice / maturity levels* highlights those business functions where a higher risk remains.

In general terms, those business functions that have not yet made substantial progress toward effective records management practices and a successful transition to ECM appear to be operating without one or more of the following factors:

- i. Well defined processes in place (e.g. record keeping and the use of ECM is not built into standard business processes). In these cases, business functions are inclined to continue to use methods that have worked for them in the past (e.g. email and shared drive folders)
- ii. Integrated systems, which allow for partial or full automation of the corporate record being captured (from the source process/system) in ECM
- iii. Full buy-in from senior leaders or influencers within the team, which also dilutes the imperative for change
- iv. Tailored training for business functions and individual staff
- v. A genuine imperative for change other than compliance with City policy. For example, where there is little immediate value in changing practices, including use of ECM.

In pressing ahead with its change program, the City needs to continue to be mindful of the following factors:

- Relative risks involved with managing records across the organisation. i.e. the risk is relatively higher in business functions such as Governance / Elected Members; Rates & Revenue and Infrastructure Services, and lower in business functions such as Family and Community Development
- Support required by staff, particularly in those business functions that do not have existing support systems and standard business processes in place.

For further detail, refer to the *Current operating practices* heading below and the information contained at *Appendix A: Business function operating practice / maturity levels*.



**Impact on current risk assessment**

It is evident that over the past 12 to 18 months, the City has recognised, managed and reduced its strategic risk relating to *Inconsistently applied records management practices*.

While inconsistencies in records management practices do remain, the likelihood of those inconsistencies having a substantial or high impact on the City’s operations is reduced to the point where the appropriate risk rating appears to be “Significant”<sup>2</sup> at most.

The observations and recommendations made by this internal audit will help the City to further reduce its exposure to *“Inconsistently applied records management practices”*.

The City should consider the results and recommendations of this internal audit in its next assessment of the current and target rating for Risk COC-STR-19 *“Inconsistently applied records management practices”*.

**Current operating practices**

Through interviews and process walkthroughs, this internal audit considered the relative maturity of records management practices throughout the City’s operations. In the absence of a formal, accepted method for assessing records management operating practice/maturity levels, the following definitions were developed as a guide for the purpose of this internal audit:

<b>Records management operating practice/maturity levels</b>
<b>Ad hoc:</b> BU/function has no systematic or formal approaches to recordkeeping. Processes and practices are fragmented or non-existent. Any pockets of maturity that the BU has are based on the experience and initiatives of individuals and don't align to the City’s Record Keeping Plan. Use of ECM is ad hoc.
<b>Repeatable:</b> BU/function has limited team-wide recordkeeping processes. Basic management controls and disciplines are in place; however policies and practices and are not applied consistently to align with the City’s Record Keeping Plan. Some transition to ECM
<b>Defined:</b> BU/function has a significant degree of recordkeeping maturity. BU awareness, policies, procedures, and processes exist and are used consistently across the BU to align with the City’s Record Keeping Plan. Transition to ECM mostly effective.
<b>Managed:</b> BU/function manages records and recordkeeping processes consistently and comprehensively across the team, to align with the City’s Record Keeping Plan. Processes and practices are routinely measured to ensure delivery of desired results. Effective transition to ECM.
<b>Optimised:</b> BU/function considers records and recordkeeping to be an asset that underpins all business processes. BU's recordkeeping practices are aligned with the City’s Record Keeping Plan. Recordkeeping processes and practices are regularly measured and monitored and the results are analysed and used for continuous improvement. ECM is used extensively and proactively.

Appendix A outlines our summary assessment of the key records management attributes in place in each of the business functions considered by this internal audit. Of the 10 business functions considered:

- Five are assessed to be at the “Repeatable” level of maturity
- Three are assessed to be at the “Defined” level of maturity
- Two at the “Managed” level of maturity.

Overall, the combination of business function specific risk (likelihood and consequence) considerations and the relative strength of controls in place reduce the risk associated with each business function to “moderate” in the majority of instances, and “significant” at most.

<sup>2</sup> Refer to risk rating/severity matrix at Appendix B



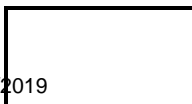
### Use of ECM as the designated central repository for corporate records

The internal audit observed the following key attributes associated with business functions that most effectively use ECM:

- Defined process: ECM is built into core operating processes, allowing records to be effectively and efficiently managed through ECM with little (if any) additional effort
- Supportive systems: Information systems available to support business unit processes are integrated with or allow for easy use of ECM
- Recognised value and imperative for change: Business unit leaders and influential staff recognise the value of maintaining corporate records within ECM, communicate that understanding and support required changes to improve records management practices. Importantly, there is a genuine benefit and imperative for change (compared to limited instances where there is little or no imperative for change)
- Tailored training and structure of ECM: Business unit staff are confident in their understanding of corporate records (e.g. what, when and how to record documents and files, such as emails and evidence of work-in-progress), their effective and efficient use of ECM and how to most effectively structure ECM (e.g. tailored naming conventions).

Without one or a combination of these attributes, a number of business functions are likely to continue to:

- Not fully comply with the City's policies and procedures, and the State Records Act for maintaining appropriate corporate records
- Be out of step with the City's records management expectations. Note that in cases where there is little genuine imperative for change, it may be more appropriate for the City to revisit its expectations
- Encounter time management and business process inefficiencies
- Encounter unnecessary staff frustrations with ECM functionality and requirements
- Dilute the potential and value of ECM.



## Recommendation and management comment

This internal audit makes a single recommendation that is designed to:

- Recognise and support the City's recent progress in strengthening its records management capabilities, plus its intentions to complete a gradual transition all corporate records onto ECM
- Help the City to further manage its strategic risk relating to *Inconsistently applied records management practices*
- Collectively address the observations made throughout this report.

This recommendation is not designed to address any individual compliance matters specific to business functions.

### Recommendation

**The City continue to pursue the managed transition of its record keeping and management practices, through a clear project plan, which incorporates the following issues:**

- (a) Clear and measurable objectives and outcomes, including the targeted rate/timing of transition and expected level of compliance (including full transition to ECM) throughout business functions. It will be important to establish clear measures of success, particularly to enable the City to assess where the level of improvement has reached the point where the project can either conclude or revert to a maintenance phase.
- (b) Recognition of opportunities for business units to further design and document operational processes, which incorporate record keeping practices, including recognition of corporate records, timing of when corporate records are required to be captured and ECM naming conventions.

The role of Records Services in supporting these tasks should be clearly outlined.

- (c) Recognition of opportunities and triggers for business functions to introduce or develop supportive information systems, which integrated with, or allow for easy use of ECM. i.e. to remove or minimise reliance on individuals and manual processes. Examples of those opportunities include existing or potential TechOne capabilities and the CIAnywhere tool.

The role of Records Services in supporting any such development should be clearly outlined.

- (d) Use of change management principles, including a communication plan, particularly to support individual staff in business functions where the relatively maturity level is assessed as "Repeatable" and where considerable effort is required to transition from existing platforms and record keeping practices (e.g. Infrastructure Services, Governance & Community Services and Family & Community Development).
- (e) Use of an extended training plan to meet ongoing and tailored training requirements, particularly around management of emails, tailoring naming conventions, working within existing (or enhanced) operational processes.
- (f) Integration with the City's leadership development and performance management.

The City should consider using its existing Knowledge Management Project for this purpose. Note that a full project would extend beyond the current timeframe of the Knowledge Management Project, potentially over two/three years.

The Project's achievements should then be formally tracked against project objectives and reported/communicated throughout the organisation.



### Management comment

Management agrees with the recommendation to pursue the managed transition of its record keeping and management practices, through a clear project plan. In order to achieve this the following actions will be implemented:

- As the existing Knowledge Management project plan finishes 30 June 2018, a new project plan will be developed to incorporate the recommendations from this audit (estimated completion date 31 July 2018)
- The new project plan will be renamed Records Management as this better reflects the strategic risk the City is looking to mitigate
- Incorporate change management principles, including a communication plan in the new Records Management project plan to support individual staff in business functions where considerable effort is required to transition from existing platforms and record keeping practices
- Identify opportunities that lie with existing or potential TechOne capabilities, including opportunities to further develop ECM in order to link in with City's existing business systems
- Engage with Records Services when reviewing and mapping existing or developing new processes to ensure records management requirements are incorporated
- Work with the Learning and Development team to explore tailored records management training opportunities
- Engage with the Senior Management Team (SMT) to develop methods for greater collaboration between Records Services and business functions to address any specific records management issues within the organisation (i.e. invites to attend team meetings)
- Develop effective KPI measures to demonstrate the organisation's records management maturity level.

### Appendix A: Business function operating practice / maturity level

Business function	Operating practice / maturity level	Volume of records	Extent of ECM use	Manual/automated RM processes	BU aware of risk & value?	BU rating of current risk	Defined BU record keeping process?	Supportive system?	Reliance on non-ECM platform?	Confident ECM users?	IA risk rating estimate	Link to key themes or improvement opportunities
Governance / Elected Members	Repeatable	High	Ad Hoc	Manual	Yes	Moderate	Partial, minimal process description	No	Yes - Outlook	Key user(s) confident, others limited	Moderate/Significant	<ul style="list-style-type: none"> <li>Process not defined</li> <li>Naming conventions make it difficult to search for items in ECM</li> <li>No supportive system available, meaning heavy reliance on accountable staff and elected members</li> </ul>
Statutory Planning	Managed	High	High	Semi-automated	Yes	Low	Yes	Yes – tailored to BU needs	No	Very Confident	Low	Statutory Planning offers a good case study for building record keeping into BAU operations. Note that the right elements are in play, including the willingness of the team to implement new processes and practices
Environmental Health	Defined	High	Medium	Semi-automated	Yes	Moderate	Partial: Working process in place, but not formally documented	Partial: P&R integrated, remainder under development	No, although supplemented by manual files	Confident	Moderate	<ul style="list-style-type: none"> <li>TechOne Property and Rating system integrates with ECM, however BU draws more value from the detail and structure within its manual records</li> <li>BU has concerns about the capability of the new iPad process to provide the same level of information and value</li> </ul>
Rates and Revenue	Defined	Very high	High	Mostly manual	Yes	Moderate	Yes, plus ongoing monitoring.	Partial, P&R is not fully integrated into ECM	No	Confident	Moderate/Significant	<ul style="list-style-type: none"> <li>TechOne module does not adequately integrate with ECM, meaning all ECM entries are manual, requiring heavy monitoring and training to ensure staff accurately and completely enter key rating information. i.e. it is critical to maintain the existing controls</li> <li>Given the high volume of transactions and the potential severity of the impact if the corporate record is not adequately retained and recoverable, the risk remains relatively high</li> </ul>
Human Resources	Defined	Medium	Medium	Semi-automated	Yes	Moderate	Partial, minimal process description	Partial, HR/Payroll integrated into ECM	Partially – Outlook	Key user(s) confident, others limited	Moderate	<ul style="list-style-type: none"> <li>Requirement to maintain personnel records is a key element of HR policies and procedures</li> <li>There is some inconsistency and lack of rigour with the practice applied to other HR activity</li> </ul>
Recreation and Community Services	Repeatable	Medium	Medium	Manual	Yes	Moderate	No, process not defined	No	Partially – S drive and Outlook	Key user(s) confident, others limited	Moderate	<ul style="list-style-type: none"> <li>Staff rely on admin support officer for maintaining records on ECM and have little capability to use ECM in the absence of the admin support officer</li> <li>No supportive system available, meaning the BU places heavy reliance on accountable staff</li> <li>Current naming conventions are not user friendly</li> </ul>
Rangers and Community Safety	Managed	Medium	Medium	Semi-automated	Yes	Moderate	Partial: Working process in place, but not formally documented	Yes – tailored to BU needs	No	Confident	Moderate	<ul style="list-style-type: none"> <li>BU reinforces the benefit of good record keeping for the unit's services, without needing to reference record keeping policy</li> <li>ECM training provided was good, but deeper training is needed for more experienced staff</li> <li>Want to retain the benefit of TechOne's hierarchy</li> </ul>
Infrastructure Services	Repeatable	Medium	Ad Hoc	Manual	Yes	Moderate	Partial, minimal process description	No	Yes – Outlook and S drive	Limited	Moderate/Significant	<ul style="list-style-type: none"> <li>No supportive system available, meaning heavy reliance on staff for capturing key records throughout the project process (potential for TechOne project management module to be supportive?)</li> <li>BU has not yet proactively sought to make use of ECM or an effective records management approach</li> <li>Effective naming conventions (to suit project process) have not yet been established</li> <li>There is some appetite for tailored staff training</li> </ul>
Family and Community Development	Repeatable	Low	Ad Hoc	Manual	Yes	Moderate	Partial, minimal process description	No	Yes – S drive and Outlook	Limited	Low	<ul style="list-style-type: none"> <li>No supportive system available, meaning heavy reliance on staff for capturing key records</li> <li>Record keeping process has not been defined</li> <li>Effective naming conventions (to suit grant/funding application and management process) have not yet been established</li> <li>There is some appetite for tailored staff training</li> <li>Overall however, the risk of any significant impact of non-compliance/performance (with obligations to maintain records in accordance with the low volume of funding agreements and conditions of grants) appears to be low</li> </ul>
Corporate Communication	Repeatable	Low	Medium	Manual	Yes	Moderate	Yes	Partial – tailored to BU needs	Partially – S drive and Outlook	Key user(s) confident, others limited	Moderate	<ul style="list-style-type: none"> <li>Record keeping processes for key activities (e.g. links to web pages) have been defined, although not for all activities</li> <li>Records Services has assisted to design crib sheets</li> <li>Training available to staff appears to be adequate</li> </ul>





# Appendix B: Maturity level and risk rating tables

## Records management operating practice/maturity levels

<b>Ad hoc:</b> BU/function has no systematic or formal approaches to recordkeeping. Processes and practices are fragmented or non-existent. Any pockets of maturity that the BU has are based on the experience and initiatives of individuals and don't align to the City's Record Keeping Plan. Use of ECM is ad hoc.
<b>Repeatable:</b> BU/function has limited team-wide recordkeeping processes. Basic management controls and disciplines are in place; however policies and practices are not applied consistently to align with the City's Record Keeping Plan. Some transition to ECM
<b>Defined:</b> BU/function has a significant degree of recordkeeping maturity. BU awareness, policies, procedures, and processes exist and are used consistently across the BU to align with the City's Record Keeping Plan. Transition to ECM mostly effective.
<b>Managed:</b> BU/function manages records and recordkeeping processes consistently and comprehensively across the team, to align with the City's Record Keeping Plan. Processes and practices are routinely measured to ensure delivery of desired results. Effective transition to ECM.
<b>Optimised:</b> BU/function considers records and recordkeeping to be an asset that underpins all business processes. BU's recordkeeping practices are aligned with the City's Record Keeping Plan. Recordkeeping processes and practices are regularly measured and monitored and the results are analysed and used for continuous improvement. ECM is used extensively and proactively.

## Risk rating/severity matrix

		Consequence				
		Insignificant	Minor	Major	Critical	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Moderate
	Unlikely	Low	Low	Moderate	Moderate	Significant
	Possible	Low	Moderate	Moderate	Significant	High
	Likely	Low	Moderate	Significant	High	Extreme
	Almost Certain	Moderate	Significant	High	Extreme	Extreme

Source: City of Cockburn Risk Management Framework – December 2017



## Appendix C: Personnel consulted

The following City staff assisted this internal audit through interviews and process walkthroughs:

<b>Personnel</b>	<b>Position</b>
<u>Process owner</u>	
Emma Machura	Records Manager
<u>Interviews – representatives of selected business units/functions</u>	
Doug Vickery	Manager Infrastructure Services
Andrew Lefort	Manager Statutory Planning
Nick Jones	Manager Environmental Health *
Phill Oorjitham	Coordinator Environmental Health *
Barbara Freeman	Family and Community Development Manager
Michael Emery	Rangers and Community Safety Manager
Chantelle D’Ascenzo	Rates and Revenue Manager
Sam Seymour-Eyles	Manager Corporate Communications
Don Green	Director Governance & Community Services **
Melody Waerea	Personal Assistant to Mayor and Elected Members **
Kathleen Koelen	Administration Support Officer Recreation and Community Services
Tammie Tingley	Learning & Development Coordinator
<u>Additional process walkthrough</u>	
Steve Elliot	Plant Coordinator Facilities and Plant Services
* - combined interview	
** - combined interview	



**13.3 (2018/MINUTE NO 0011) LOCAL GOVERNMENT FOCUS AUDIT: TIMELY PAYMENT OF SUPPLIERS - OFFICE OF AUDITOR GENERAL**

<b>Author(s)</b>	N Mauricio
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. WA Auditor General Report - Timely Payment of Suppliers</li> <li>2. Email to OAG (extract)</li> </ol>

<p><b>RECOMMENDATION</b></p> <p>That Council receive the Western Australian Auditor General's Report on the Timely Internal Audit Report from the Office of the Auditor General on the Timely Payment of Suppliers, as attached to the Agenda.</p>
<p><b>COMMITTEE RECOMMENDATION</b></p> <p>MOVED Deputy Mayor L Smith SECONDED Cr K Allen</p> <p>That the recommendation be adopted.</p> <p style="text-align: right;"><b><u>CARRIED 5/0</u></b></p>

**Background**

The Local Government Amendment (Auditing) Act 2017 made the Auditor General responsible for the financial and performance auditing of local governments.

The City of Cockburn was chosen by the Office of the Auditor General (OAG) to take part in a focus area audit looking at controls over timely payment of suppliers for 10 local governments. A management letter from the OAG was presented to the March Audit and Strategic Finance Committee meeting, which contained only one audit finding related to untimely payment of a few non-trade invoices. This had a minor rating (not of primary concern).

The management letters for all the local governments audited were used to prepare a draft report, which was then circulated to all parties to ensure factual accuracy and contextual appropriateness. The City provided feedback to the OAG on the draft report (see attached email extract), although they were unable to adopt our recommendations for more disclosure of individual findings and ratings.

The final report as attached to the agenda was tabled in Parliament on 13 June 2018 and is brought to this meeting as previously advised.



**Submission**

N/A

**Report**What did the OAG find?

The report tabled in Parliament had two key findings.

1. Only 3 local governments had policies and procedures that addressed timely payment of suppliers  
  
(City of Cockburn was one of them).
2. For 13% of payments there was no valid reason why payments were later than supplier requirements or management policy/procedures

(The City's audit found 8% of the payments in the sample were outside of policy terms, but all of these did have genuine reasons, as reported to the March ASFC meeting).

Recommendations

The report made three recommendations, being that Local governments should:

1. Have policies or procedures that clearly require payment of invoices within specified periods after receiving the invoice or after the receipt of goods and services (whichever is later)  
  
(The City was found by the audit to be one of three local governments that already had policies and procedures in place).
2. Ensure they improve administrative processes so that all payments are made in accordance with their policies and procedures  
  
(Since audit, the City has implemented a new procedure to ensure overdue invoices that are ready to be paid, are paid promptly, rather than waiting for the next supplier end of month payment run)
3. Improve recordkeeping to ensure that for all payments there are records of the date that the invoice and goods or services were received. Ideally, this information should be recorded in the



financial information management system and used as a key date for determining when payments should be made.

(The City was named in the report as one of only two local governments that were already following this practice).

As a consequence of this audit, The City has taken the opportunity to review its practices to ensure it further improves its performance in making timely payments to its suppliers. However, it was reassuring to find the City's current performance compares favourably within the local government sector.

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

#### Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

There was no cost to the City for the conduct of the focus audit by the OAG.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

Audit activities are an important mitigation measure in addressing risk. It is important that any audit findings and recommendations are considered and addressed. In response to this audit, the City has already established new procedures to further address the risk of making untimely payments to suppliers.

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

N/A





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

Nil



# Western Australian Auditor General's Report



## Timely Payment of Suppliers



Report 12: June 2018



## Office of the Auditor General Western Australia

7<sup>th</sup> Floor Albert Facey House  
469 Wellington Street, Perth

**Mail to:**

Perth BC, PO Box 8489  
PERTH WA 6849

**T:** 08 6557 7500

**F:** 08 6557 7600

**E:** [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

**W:** [www.audit.wa.gov.au](http://www.audit.wa.gov.au)

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ISSN: 2200-1931 (Print)  
ISSN: 2200-1921 (Online)



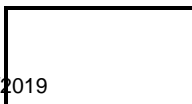
WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

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**Timely Payment of Suppliers**

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Report 12  
June 2018





**THE PRESIDENT  
LEGISLATIVE COUNCIL**

**THE SPEAKER  
LEGISLATIVE ASSEMBLY**

#### **TIMELY PAYMENT OF SUPPLIERS**

This report has been prepared for Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

This focus area audit assessed whether 10 local governments were making payments to suppliers on a timely basis in accordance with better practice.

I wish to acknowledge the cooperation of the staff at the local governments included in this audit.

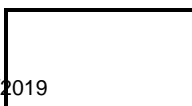
A handwritten signature in black ink, appearing to read "Caroline Spencer".

CAROLINE SPENCER  
AUDITOR GENERAL  
13 June 2018



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## Timely Payment of Suppliers

### Background

Each year local governments spend hundreds of millions of dollars purchasing goods and services. To assist the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs, it is important that local governments make timely payments to suppliers. In some instances, slow payments may impact the ability of suppliers to meet subsequent orders.

Due to the variety of factors affecting the circumstances under which local governments and their suppliers operate, we did not expect to find identical payment practices across the local governments included in our audit. Local government regulations do not specify payment timeframes and during this audit we have not regarded a particular payment period as the ideal. Rather, we have had regard mainly to the policies and practices of the sampled local governments and the payment terms of their suppliers. This audit therefore required significant judgement when identifying and investigating the timeliness of payments.

### Conclusion

Most payments were made in a timely manner. However, 7 local governments did not have formal payment policies and practices that addressed the need to pay on time, which led to inconsistency in how quickly payments were made. For the 3 local governments with timely payment policies, 15% of payments were outside the timeframes in the policies without a valid reason.

### What we did

The focus of the audit was to assess whether 10 sampled local governments were making payments to suppliers on a timely basis in accordance with better practice.

We assessed the policies and practices over an 11-month period from 1 January to 30 November 2017, using the following lines of inquiry:

1. Have local governments developed procedures and controls for ensuring that payments are made on a timely basis?
2. Are suppliers being paid on a timely basis?

We audited 600 transactions across 10 local governments with a total value of \$68.9 million. Where payments were not made in accordance with policies and procedures or suppliers' terms, we considered whether there were valid reasons for delays.

We conducted this audit under section 18 of the *Auditor General Act 2006* and in accordance with Australian Auditing and Assurance Standards. The approximate cost of undertaking this audit was \$170,000.

### Local governments included in our audit

Focus area audits assess local governments against common business practices to identify good practices and control weaknesses and exposures so that local governments, including those not audited, can evaluate their own performance.

When deciding which local governments to include in this audit we aimed for a mix of different size local governments from diverse locations with varying budgets, resourcing and purchasing requirements. This allowed us to identify potential issues, better practice examples and improvement opportunities that are likely to be applicable across the broader local government sector. We included the following local governments in this audit:

Local government	Number of transactions 1 January – 30 November 2017	Value of transactions 1 January – 30 November 2017
City of Armadale	20,723	\$77,888,825
Shire of Bruce Rock	1,642	\$6,333,914
City of Cockburn	20,981	\$114,500,102
Shire of Cunderdin	2,774	\$6,171,374
Shire of Kellerberrin	1,489	\$7,929,003
Shire of Kojonup	2,977	\$8,596,354
Shire of Merredin	3,976	\$8,075,895
City of Swan	27,650	\$123,501,738
Shire of Tammin	970	\$2,634,177
Shire of York	1,974	\$9,229,998
<b>Total</b>	<b>85,156</b>	<b>\$364,861,380</b>

Table 1: Volume and value of transactions

## What did we find?

### Only 3 local governments had policies and procedures that addressed timely payment of suppliers

Good policies and procedures provide essential guidance for staff to manage payments in accordance with management's expectations and the needs of suppliers. They should specify timelines and where appropriate, circumstances where alternate timelines may be acceptable.

Only 3 metropolitan local governments in our sample had policies or procedures that addressed the timely payment of suppliers. Two of these required payment within 30 days, with the other requiring payment by the end of the month after the invoice is received. For these 3 local governments 15% of payments did not comply with their policies and procedures.

To enable management to monitor any payment delays it is important to record the dates when goods or services and the invoice are received. While 6 of the 10 local governments were recording on the invoices the date that they were received, only the cities of Cockburn and Swan were recording the date that goods and services were received in their financial system to enable effective monitoring.

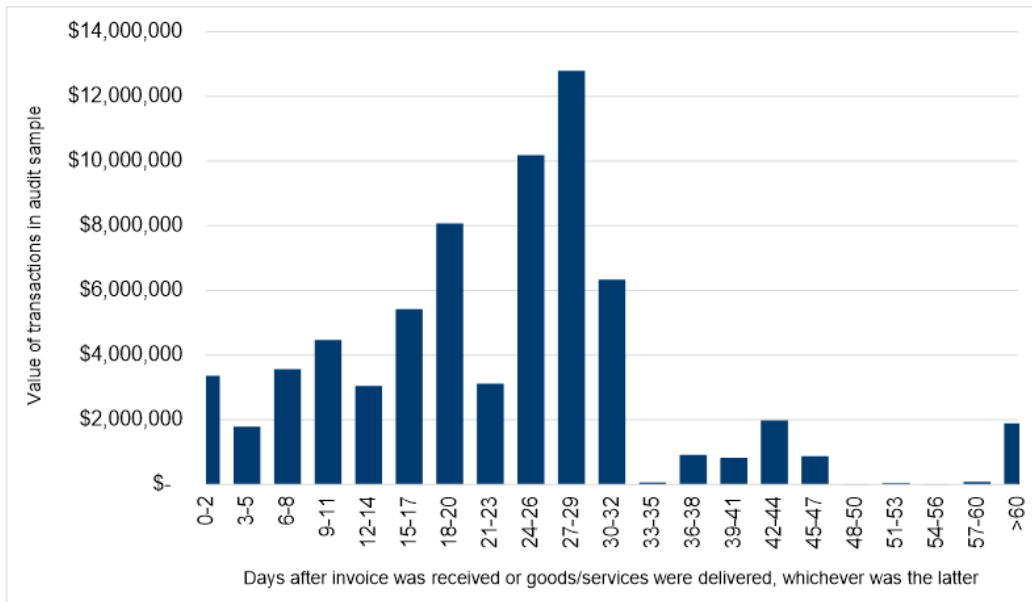
For our audit, where the local government had not recorded the date of receipt, we have assumed that the invoice was received 3 days after the date on the invoice.

At 4 local governments there was no documented evidence that someone had checked that goods and services were received prior to payment. Invoices were approved and it is possible that someone checked whether goods or services were received as part of this approval. Some local governments advised that their 'OK to Pay' stamp implied that goods or services were received, however, we consider that an explicit signoff for receipt is better practice.

### For 13% of payments there was no valid reason why payments were later than supplier requirements or management policy/procedures

Delays in paying invoices adversely affects the cashflow of suppliers. It may also result in late payment fees although we did not find any instances in this audit.

Figure 1 shows the timing of all payments by number of days and by value including those with valid reasons and no reason for delays. This table shows that most payments were made within 32 days.

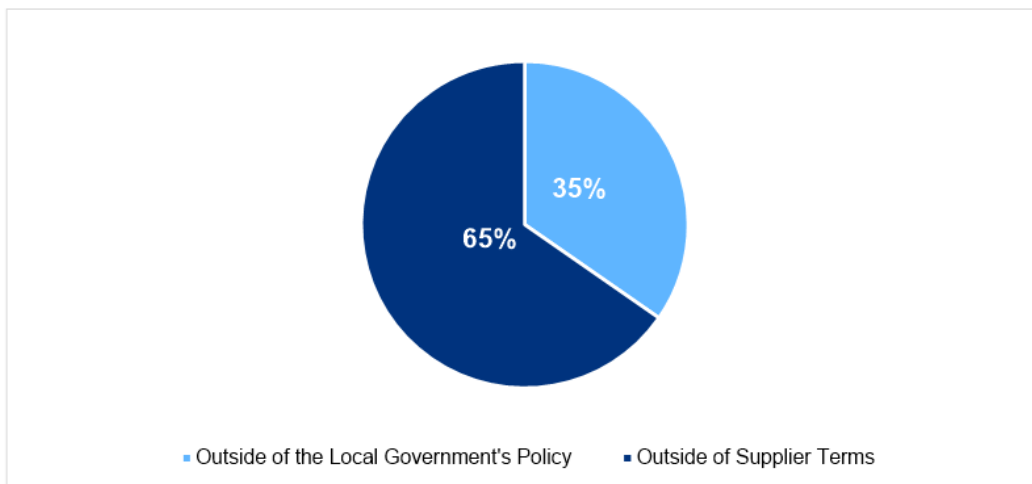


**Figure 1: Timeline of all payments in our sample**

The largest late payment to a state government agency with no valid reason was for \$5.2 million, paid 31 days after receipt of the invoice. This was 1 day later than the local government’s policy. The largest late payment to a private sector supplier was \$1.4 million, paid 29 days later than the local government’s policy.

The longest overdue payment, relating to the purchase of gym equipment, was paid 154 days after the invoice. There was no valid reason for the delay.

We regarded payments that, for no valid reason, did not meet supplier requirements or the local government’s own policies and procedures and were also later than 30 days to be of particular concern. There were 75 payments (13%) which were paid later than 30 days and were either outside of the suppliers’ terms or the local government’s policy, split as shown in Figure 2.



**Figure 2: Analysis of payments later than 30 days without a valid reason**



Figures 3 and 4 provide a breakdown of the main reasons for delays in paying invoices. Valid reasons for delays included:

- goods and services were received after the invoice was received
- dispute with the supplier
- delay in the supplier sending the invoice.

The main reasons for delays that we considered avoidable were:

- some larger local governments experienced internal delays in submitting invoices to the finance area for payment
- delays in processing payments in the finance area
- unable to provide an explanation for the delay
- misplaced or lost invoice.

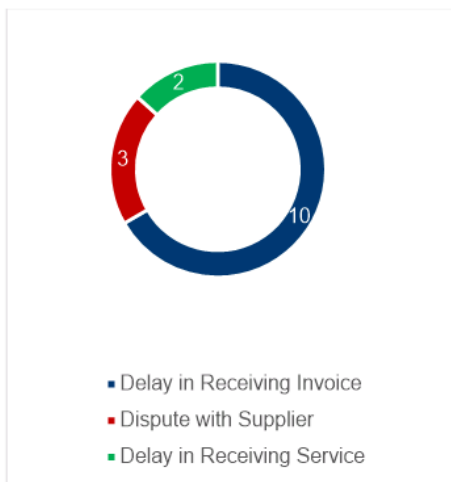


Figure 3: Valid reasons for delays

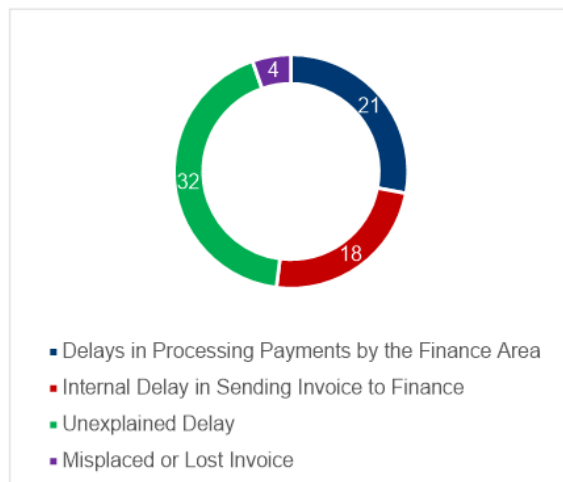


Figure 4: Invalid reasons for delays

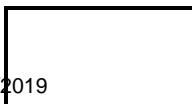
## Recommendations

Local governments should:

1. have policies or procedures that clearly require payment of invoices within specified periods after receiving the invoice or after the receipt of goods and services (whichever is later)
2. ensure they improve administrative processes so that all payments are made in accordance with their policies and procedures
3. improve recordkeeping to ensure that for all payments there are records of the date that the invoice and goods or services were received. Ideally, this information should be recorded in the financial information management system and used as a key date for determining when payments should be made.

### Response from local governments

Local governments in our sample generally accepted the recommendations and confirmed that, where relevant, they have either amended policies, procedures or administrative systems or will improve practices for managing timely payments.



## Auditor General's reports

Report number	2018 reports	Date tabled
11	WA Schools Public Private Partnership Project	13 June 2018
10	Opinions on Ministerial Notifications	24 May 2018
9	Management of the State Art Collection	17 May 2018
8	Management of Salinity	16 May 2018
7	Controls Over Corporate Credit Cards	8 May 2018
6	Audit Results Report – Annual 2017 Financial Audits and Management of Contract Extensions and Variations	8 May 2018
5	Confiscation of the Proceeds of Crime	3 May 2018
4	Opinions on Ministerial Notifications	11 April 2018
3	Opinion on Ministerial Notification	21 March 2018
2	Agency Gift Registers	15 March 2018
1	Opinions on Ministerial Notifications	22 February 2018



Office of the Auditor General  
Western Australia

7<sup>th</sup> Floor Albert Facey House  
469 Wellington Street, Perth

Mail to:  
Perth BC, PO Box 8489  
PERTH WA 6849

T: 08 6557 7500

F: 08 6557 7600

E: [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

W: [www.audit.wa.gov.au](http://www.audit.wa.gov.au)



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***(Email Extract to OAG on 23 May 2018 - providing the City's comments on the draft audit report into the Timely Payment of Suppliers to be tabled in Parliament)***

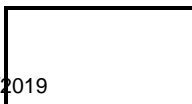
Thank you for providing the City with a copy of the Summary of Findings and giving us the opportunity to pass comment before finalising the report to Parliament. We acknowledge and support the primary purpose of this focus audit in making recommendations that assist the local government sector improve its practices for the timely payment of suppliers.

After having reviewed, considered and internally discussed the audit findings, we provide the following comments and observations:

1. The conclusion section refers to 7 local governments not having any formal policies and practices in place, whilst 3 do. It is important in our view to mention that this reflects the split between metropolitan and regional local governments. All 3 metropolitan local governments audited did have policies in place.
2. For the 3 local governments with policies in place, the conclusion section states that 15% of payments were outside of policy without any valid reason. Given that the City of Cockburn is one of these 3, we question this finding being related to our City. The City's audit found 5 (8% of) payments made outside our policy terms. However, all of these had valid reasons for late payment (3 due to delay in receiving the invoice and 2 from disputing/clarifying details with the supplier), and none of these were for small businesses or trade suppliers (being state government agencies and one community organisation receiving a grant).
3. As the (adverse) finding of 15% in late payments only applies to the 3 identifiable metropolitan local governments, we believe this finding should be further elaborated on within the report. Readers can incorrectly infer that 15% of the City's payments are late, translating to \$17m in value.
4. Why not publish the key findings of individual audits? That is, what were the values of the tested payments, what wasn't paid in accordance with policy or supplier requirements, what was the value of these invoices etc. We note that Figure 1 is demonstrating most high value payments being made within 32 days, but a table by local government would be desirable to ensure factual accuracy and contextual appropriateness.
5. We also note that the Cities of Cockburn and Swan have been singled out with regard to being the only ones recording the date of goods and services received within their systems. Accordingly, more individual references to local governments could be made where the individual results vary significantly.
6. We question how focusing on a \$5.2m state government agency payment that was only one day late will provide useful insight to readers of the report (we understand this payment does not relate to us).
7. The audit findings don't appear to highlight any good practices encountered that could provide insight for other local governments to improve their own practices. Were any good practices found during the audits? We believe the City of Cockburn has several that could have been highlighted (e.g. central point for remittal of invoices, automated paperless invoice data entry, integrated purchase order matching, exception reporting to identify outstanding invoice approvals etc.). These all serve to assist the timely payment of suppliers.
8. Will the final report by the Auditor General to Parliament provide a direct and overall answer to the two questions posed in the audit objectives and scope?
9. Our City's audit report showed only one finding and this had a minor rating (not of primary concern). Will there be an overall rating provided in the report to

Parliament? We recommend that the individual local government ratings should be included within a table to demonstrate how each local government was assessed.

The City has used these audit results constructively and taken the opportunity to further improve its processes, particularly in regard to outstanding invoices remaining unpaid beyond the City's standard trading terms. New monitoring and reporting procedures have been established to ensure any overdue invoices are paid as soon as practical, rather than scheduled for the next monthly payment run.





**14. ENGINEERING & WORKS DIVISION ISSUES**

Nil

**15. COMMUNITY SERVICES DIVISION ISSUES**

Nil

**16. EXECUTIVE DIVISION ISSUES**

Nil



**17. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****17.1 (2018/MINUTE NO 0012) REVIEW OF POSITION STATEMENT - PSFCS24 - "CORPORATE CREDIT CARDS" AND ASSOCIATED DELEGATED AUTHORITY LGAFCS8**

**Author(s)** N Mauricio  
**Attachments** 1. Western Australia Auditor General's Report "Controls Over Corporate Credit Cards"

**RECOMMENDATION**

That the City's Position Statement PSFCS24 "Corporate Credit Cards" and associated Delegated Authority LGAFCS8 be reviewed at the November 2018 meeting of the Audit & Strategic Finance Committee

**COMMITTEE RECOMMENDATION**

MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett

That the recommendation be adopted.

**CARRIED 5/0**

**Background**

Mayor Logan Howlett provided a notice of motion via email on 14<sup>th</sup> of May as follows:

*Audit & Strategic Finance Committee Meeting  
 Thursday 19 July 2018  
 Notice of Motion*

*That a review of the City's Position Statement PSFCS24 - "Corporate Credit Cards" - and associated Delegated Authority LGAFCS8 be undertaken and a report provided to the November 2018 meeting of the Audit & Strategic Finance Committee.*

**Reason**

To address recommendations contained in the Auditor General's Report 7 to Parliament dated 9 May, 2018 – 'Controls over Corporate Credit Cards' - as they relate to local governments

**Submission**

N/A



**Report**

A report is proposed to be presented at the November 2018 meeting of the Audit & Strategic Finance Committee to address the recommendations contained in the Auditor General's Report 7 to Parliament dated 9 May, 2018 – 'Controls over Corporate Credit Cards' - as they relate to local governments. A copy of the Report is attached.

**Strategic Plans/Policy Implications**

Position Statement PSFCS24 and Delegated Authority LGAFCS8  
"Corporate Credit Cards" refer

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

Failure to provide a report when a valid notice of motion is received will constitute a breach of the City's Standing Orders.

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

N/A

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

Nil



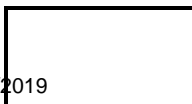
# Western Australian Auditor General's Report



## Controls Over Corporate Credit Cards



Report 7: May 2018



## Office of the Auditor General Western Australia

7<sup>th</sup> Floor Albert Facey House  
469 Wellington Street, Perth

**Mail to:**

Perth BC, PO Box 8489  
PERTH WA 6849

**T:** 08 6557 7500

**F:** 08 6557 7600

**E:** [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

**W:** [www.audit.wa.gov.au](http://www.audit.wa.gov.au)

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ISSN: 2200-1931 (Print)  
ISSN: 2200-1921 (Online)



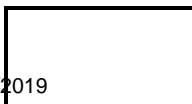
WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

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**Controls Over Corporate Credit Cards**

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Report 7  
May 2018







**THE PRESIDENT  
LEGISLATIVE COUNCIL**

**THE SPEAKER  
LEGISLATIVE ASSEMBLY**

### **CONTROLS OVER CORPORATE CREDIT CARDS**

This report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

The report summarises the results of my first focus area audit in the local government sector.

The audit assessed whether 8 local governments have effective controls over the use of corporate credit cards. We found that they generally had satisfactory controls, but we did note various shortcomings and have made related recommendations for improvement.

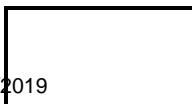
I wish to acknowledge the cooperation of the staff at the local governments included in this audit.

A handwritten signature in black ink, appearing to read "C. Murphy".

COLIN MURPHY  
AUDITOR GENERAL  
9 May 2018

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## Auditor General's overview

I am pleased to present my first local government audit report to Parliament, under the *Local Government Amendment (Auditing) Act 2017*.

This report reflects the results of a focus area audit on Controls Over Corporate Credit Cards. These audits have a narrow scope and normally focus on specific areas of financial controls. We audited 8 local governments, some big in size and some small, some metropolitan based and some regional, to give an idea of how local governments are performing in this area.



Given the huge diversity among local governments, the intent of these audits is not to compare, but to provide examples of better practice as well as opportunities for improvement.

Corporate credit cards offer significant benefits to entities. They can reduce costs and streamline business processes associated with authorising, tracking, purchasing, payment and reconciling purchases. But like all financial processes and tools, they can be misused if not properly managed.

I recognise the challenges that small local governments in particular experience with regard to matters such as segregation of duties and suitable arrangements while key staff are on leave. In saying that, the results of this audit are generally good. While we noted some areas that could be done better, the local governments mostly had satisfactory controls in place.

Importantly, the local governments were accepting of our findings and were open to change to address the issues we identified. And I encourage all local governments to follow suit – to assess their own management of corporate credit cards against the findings and recommendations of this report and to promptly act where required.

Parliament gave the Auditor General the mandate to audit local government to enhance accountability and transparency across the sector. For this to be a success we need to continue on the path we started with this audit. That is working together to recognise good practice as well as identify areas where things can and should be done better – in the public interest.

## Controls over corporate credit cards

### Background

Corporate credit cards are an important part of modern purchasing systems, offering significant benefits such as reduced costs and streamlined business processes. They are used for local government purchases including computing and other equipment, general consumables, hospitality and travel. While local governments generally use credit cards for a small proportion of their payments, it is important they are effectively managed to reduce the risk of improper or unauthorised use.

Local government employees and chief executive officers (CEOs) use corporate credit cards. However, the elected members that make up a local government Council cannot use these cards as the *Local Government Act 1995* (LG Act) does not allow them to incur debts. Instead, local governments pay allowances or reimburse expenses to an elected member.

The LG Act and associated regulations require:

- the Council to oversee allocation of the local government's finances and resources and to determine policies
- the CEO to ensure that proper accounts and records are kept in accordance with regulations
- local governments to develop procedures for the payment of accounts to ensure that there is effective security for, and properly authorised use of credit cards.

In conducting our audit, we considered the above requirements, *Local Government Operational Guidelines Number 11 – September 2006 Use of Corporate Credit Cards* and other accepted better practice guidance.

### Conclusion

Local governments in our sample generally had satisfactory controls in place to manage the use of credit cards. We noted shortcomings however, of varying significance, in the policies and practices at most local governments we audited. We did not find any inappropriate use of credit cards.

### Recommendations

1. Local governments should:
  - a. ensure policies specify requirements for all key credit card processes
  - b. keep adequate records of all card transactions, including information that describes the nature/purpose of the expenditure and evidence of review and approval
  - c. cancel redundant cards in a timely manner to avoid loss and/or misuse of cards
  - d. regularly monitor outstanding transactions to identify and follow up on long outstanding un-acquitted transactions
  - e. ensure senior management periodically reviews credit card use, to confirm compliance with policies and to identify any abnormal trends. The results of these reviews should be documented and retained.

## What we did

The focus of this audit was to determine if the local governments in our sample have effective controls over the use of corporate credit cards. We also assessed if there was adequate independent review of the credit card use of CEOs.

We assessed the policies and practices at 8 local governments, over the period 1 January 2017 to 30 September 2017, using the following lines of inquiry:

1. Do local governments have appropriate policies and administrative systems in place for corporate credit cards?
2. Are suitable controls in place to monitor and manage the issue and use of cards and the timely approval of card transactions?
3. Do management periodically review their use of corporate credit cards and act on any identified shortcomings?

We conducted this audit under sections 18 of the *Auditor General Act 2006* and 7.12AJ of the *Local Government Act 1995* and in accordance with Australian Auditing and Assurance Standards.

## Local governments included in our audit

Focus area audits assess local governments against common business practices to identify good practices, and control weaknesses and exposures so that local governments, including those not audited, can compare their own performance.

When deciding which local governments to include in this audit we aimed for a mix of different size local governments from diverse locations with varying budgets, resourcing and purchasing requirements. This allowed us to identify potential issues, better practice examples and improvement opportunities that are likely to be applicable across the broader local government sector.

We included the following local governments in this audit:

Local government	Number of credit cards	Number of credit card purchases made	Number of credit card purchases as a % of all purchases made	Value of credit card purchases	Value of credit card purchases as a % of all purchases made
City of Kalamunda	12	959	14%	\$159,585	0.34%
City of Rockingham	90	4,391	20%	\$1,213,175	0.89%
City of Wanneroo	54	3,199	4%	\$417,185	0.28%
Shire of Carnarvon	4	108	4%	\$17,144	0.17%
Shire of Cranbrook	2	293	16%	\$45,688	1.06%
Shire of Dandaragan	4	143	4%	\$41,249	0.43%
Shire of Denmark	4	122	6%	\$22,799	0.34%
Town of Port Hedland	8	553	12%	\$176,929	0.47%

**Table 1: Key expenditure statistics from 1 January 2017 to 30 September 2017**

## What did we find?

### Overall policies and administrative systems for managing corporate credit cards were appropriate

Good policies and procedures provide essential guidance for staff to manage credit cards in accordance with management’s expectations. They should cover matters such as controls over issuing and cancelling cards as well as approving and acquitting purchases.

We found that appropriate policies and administrative systems were generally in place for use of credit cards, however:

- at the Shire of Denmark and the City of Wanneroo we found that policies did not specify the timelines for acquitting and approving monthly credit card statements. Setting timelines is important as they help ensure timely acquittal and approvals, and also early identification of any unauthorised transactions
- at the City of Wanneroo, we found 2 instances where cardholders had not completed cardholder agreements. Cardholder agreements outline cardholder duties and responsibilities.

### Suitable controls were generally in place for managing credit card use, however most local governments had opportunities for improvement

Strong controls assist in the early identification of erroneous, inappropriate or unauthorised transactions. It is good practice for transactions to be matched to invoices and vetted by the cardholder before being independently approved by the cardholder’s supervisor. These steps should be completed within a reasonable timeframe on a monthly basis.

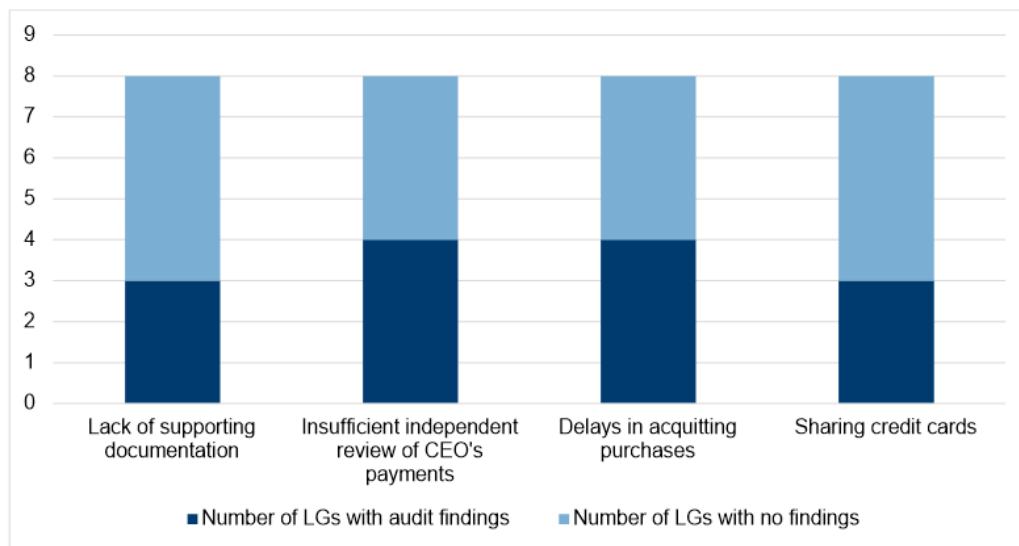


Figure 1: Audit findings by number of local governments (LGs)

We identified control weaknesses of varying significance at all local governments, except the Shire of Carnarvon:

- The City of Rockingham did not always have appropriate independent approval of credit card transactions. For 54% of cardholders, the coding and review of their transactions was performed by subordinates, and the cardholders thereafter approved their own transactions.



- CEO credit card transactions were approved by a subordinate, or were self-approved at 4 local governments. This process could be improved to increase transparency, without introducing additional approval processes, by periodically reporting the CEO's transactions to the Council, and clearly identifying them for noting.
- To ensure the person using the credit card is identifiable and accountable, staff should not share credit cards. We found sharing of cards at 3 local governments:
  - At the City of Kalamunda, we found that cardholders permitted staff within their departments to use their card. The monthly statement was then signed off by the cardholder and a subordinate. We were unable to determine who made the purchases and could not substantiate if approvals were independent. Staff at the City of Wanneroo and Shire of Dandaragan also shared cards but they were able to demonstrate independent approval and monitoring of these purchases.

We recognise the challenges of small local governments in this regard, however they should consider other arrangements to avoid sharing of cards.

- We found delays in cancelling cards when staff resigned, at the Shire of Denmark and the City of Wanneroo. The maximum delays were 4 months and 11 months respectively. If cards are not cancelled promptly, they may be used by other non-authorized staff.
- The City of Rockingham did not have adequate documentation for 20% of the transactions we audited. The Shire of Cranbrook and Shire of Denmark lacked adequate documents for a small number of transactions. This makes it difficult for management or auditors to determine the appropriateness of purchases.
- We found 4 local governments were not always acquitting their credit card transactions in a timely manner or in line with their own policy. The delays ranged from 7 business days later than required by the policy, to over 4 months. Timely acquittals help identify any erroneous or inappropriate payments.

#### **While local governments were reviewing credit card usage, there was inconsistent reporting to Council**

We found that all the local governments were reviewing the use of credit cards in some way, on a regular basis. We were pleased to note that the City of Rockingham and the Shire of Carnarvon recently audited their credit cards. Internal audits provide management with important insight into credit card usage and associated effectiveness of controls.

Reporting to Council on credit card expenditure was inconsistent as:

- half the local governments reported payment of the outstanding credit card balance
- the others reported individual purchases made on the credit card.

The latter approach clearly provides more transparent oversight of this expenditure as regular detailed review of all payments can help identify unusual card use. Councils interpreted Regulation 13 of the Local Government (Financial Management) Regulations 1996 inconsistently. This regulation requires local governments to present the details of all payments, including corporate credit card payments to Council on a monthly basis.

## Response from local governments

Local governments in our sample generally accepted the recommendations and confirmed that, where relevant, they have amended policies and administrative systems or will improve practices for managing credit cards.

The City of Wanneroo agreed that in future credit cards will be cancelled when staff leave. The City advised that in the instances identified during our audit, although the cards had not been promptly cancelled with the bank, they had been promptly destroyed when the staff members resigned and that no transactions had been made using those cards.

## Auditor General's Reports

Report number	2018 reports	Date tabled
6	Audit Results Report – Annual 2017 Financial Audits and Management of Contract Extensions and Variations	8 May 2018
5	Confiscation of the Proceeds of Crime	3 May 2018
4	Opinions on Ministerial Notifications	11 April 2018
3	Opinion on Ministerial Notification	21 March 2018
2	Agency Gift Registers	15 March 2018
1	Opinions on Ministerial Notifications	22 February 2018



Office of the Auditor General  
Western Australia

7<sup>th</sup> Floor Albert Facey House  
469 Wellington Street, Perth

Mail to:  
Perth BC, PO Box 8489  
PERTH WA 6849

T: 08 6557 7500

F: 08 6557 7600

E: [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

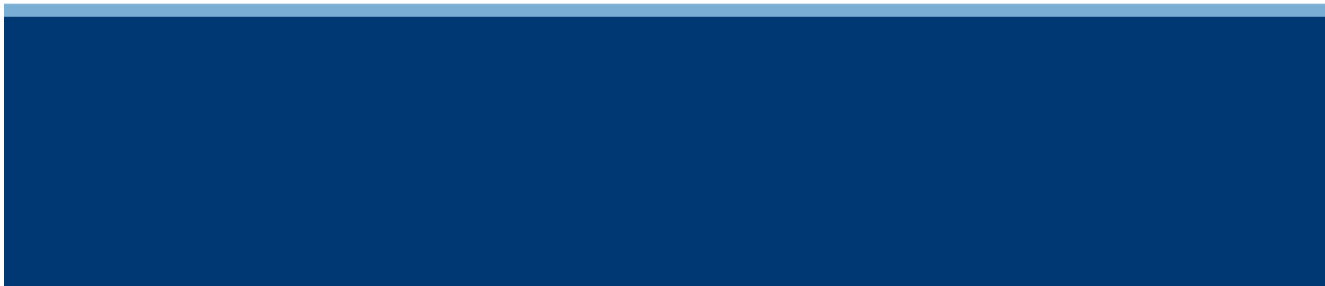
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**18. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING**

Nil

**19. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS**

Nil

**20. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE**

Nil

**21. CONFIDENTIAL BUSINESS**

Nil

**22. CLOSURE OF MEETING**

The meeting closed at 6.38pm.



**13.3 (2018/MINUTE NO 0116) MEMBERSHIP NOMINATION TO VARIOUS REFERENCE GROUPS - CR LARA KIRKWOOD****Author(s)** B Pinto**Attachments** N/A**RECOMMENDATION**

That Council appoint Cr Lara Kirkwood to the following Reference Groups:

- (1) Road Safety and Travel Smart Reference Group;
- (2) Neighbourhood Watch Reference Group; and
- (3) Cockburn Community Interagency Crime Prevention Reference Group.

**COUNCIL DECISION**

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

**Background**

In an email from Cr Kirkwood dated 11 July 2018, Cr Kirkwood has requested to join the above Reference Groups.

**Submission**

N/A

**Report****Road Safety & Travel Smart Reference Group:**

At the Ordinary Council Meeting of 14 March 2013, it resolved that Council:

- (1) *support the concept of establishing a Road Safety and Travelsmart Reference Group based on the WALGA Roadwise framework;*
- (2) *seek a briefing on the Roadwise Program by WALGA at its April General Briefing; and*





- (3) *receive a Draft Terms of Reference for the Road Safety and Travelsmart Reference Group at the May Ordinary Council Meeting.*

The Group was formed in 2013 but as there was no Travel Smart Officer to oversee the purpose of this Group it did not officially convene until mid-2017.

The Group meets on an 'as required' basis (generally quarterly) and will determine the meeting frequency based on the level of business required to be transacted.

Neighbourhood Watch Reference Group:

The Neighbourhood Watch (NHW) Reference Group is in place to promote safety in the district through the provision of co-operative assistance to neighbours, thus helping to create effective deterrents to potential criminal activity. The Group consists of suburb "Managers" recruited to share strategies and promote the NHW values among residents.

The NHW Reference Group meets monthly and is administratively supported by relevant staff. As an internal Reference Group, there is no limitation on Elected Member participants in its activities.

Cockburn Community Interagency Crime Prevention Reference Group:

The Cockburn Community Interagency Crime Prevention Reference Group (CCICPRG) is a multi-agency group convened by the City of Cockburn with the objective of addressing identified crime prevention issues within the District. Whilst it is facilitated through the City's administration, it harnesses the combined resources of the following State Government departments:

- WA Police
- Education Department
- Department of Housing and Works
- Department of Community Development

These resources are complemented by relevant Council staff from Council's Community Safety, Community Development and Human Services Units, as required.

The CCICPRG meets on an "as required" basis (usually each quarter) at the City of Cockburn. One of its primary strategic functions is to monitor progress of the Community Safety and Crime Prevention Plan (2015 – 2018), which was endorsed by Council in March 2015. The Group's Terms of Reference provides for an Elected Member delegate, as well as a deputy.



**Strategic Plans/Policy Implications**Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Brand/Reputation' risk associated with this item.

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

N/A

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

Nil.



### 13.4 (2018/MINUTE NO 0117) PROPOSED CITY OF COCKBURN WASTE LOCAL LAW 2018

**Author(s)** J Ngoroyemoto

**Attachments** 1. Proposed City of Cockburn Waste Local Law 2018 [↓](#)

#### RECOMMENDATION

That Council

- (1) amend the City of Cockburn (Local Government Act) Amendment Local Law 2000 to repeal sections that relate to waste management activities, as shown in the attachment;
- (2) make the City of Cockburn Waste Local Law 2018 for the purposes of public advertising;
- (3) give state wide public notice stating that:
  1. The City of Cockburn proposes to amend the City of Cockburn (Local Government Act) Local Law, 2000 and that a copy of the proposed waste local law may be inspected or obtained at any place specified in the notice.
  2. Submissions about the proposed local law may be made to the City before the day specified in the notice, being not less than 6 weeks after the notice is given.
- (4) send a copy of the proposed local law, together with the public notice and the National Competition Policy (NCP) form, to both the Minister for Local Government, Minister for Environment, and Director General of the Department of Environment Regulation.

#### COUNCIL DECISION

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

#### Background

The City undertook a review of its local laws, as required every eight years. The review identified The City's consolidated local law *City of Cockburn Local Government Act Local Law 2000* currently has general provisions to waste management activities. Specific local law provisions



are needed to effectively manage waste. The general issues that require management include, but are not limited to:

- a) the provision and administration of waste services and related matters;
- b) the establishment, provision, use and control of receptacles for the deposit and collection of waste, whether temporary or otherwise;
- c) removal of waste from premises,
- d) the temporary placing of waste receptacles in streets or lanes by owners or occupiers of property for collection of waste, and requiring the replacement of the receptacles on the property;
- e) providing for the maintenance by owners and occupiers of waste receptacles provided by a local government;
- f) providing for the issue of approvals to collect local government waste and remove it from premises;
- g) fixing fees and charges in relation to waste services provided by a local government and prescribing the persons liable and the method of recovery of amounts not duly paid.

### **Submission**

N/A

### **Report**

Until mid-2015, local governments were prevented from establishing new waste local laws under the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) due to an embargo issued by the Department of Environment. During this time the Municipal Waste Advisory Council (MWAC), in conjunction with key State Government stakeholders, developed a model waste local law for use by all Western Australian local governments.

The model local law was reviewed by the Joint Standing Committee on Delegated Legislation (JSCDL), which gave its in-principle support to the model local law. The Department of Environment subsequently lifted the embargo, enabling local governments to prepare waste local laws within the scope of the model local law. Since then a number of Local governments have developed waste Local Laws including:

- Waste Local Law 2017 – City of Albany
- Waste Local Law 2016 – City of Joondalup
- Waste Local Law 2017 – City of South Perth
- Waste Local Law 2016 – Town of Cambridge
- Waste Local Law 2018 – Town of Port Hedland
- Waste Local Law 2018 – Shire of Chittering



The proposed City of Cockburn Waste Local Law 2018 has been drafted using the model waste local law as the template and taking into consideration the City's Waste Management & Education Strategy 2013-2023. It is therefore recommended that Council makes the Waste Local Law. The proposed City of Cockburn Waste Local Law 2018 is a key tool to improve the City's safe management and enforcement of waste activities. It is an integral component of the City's future approach to waste management and in particular, provides a mechanism to reinforce educational campaigns aimed at changing behaviour and increasing participation in reducing waste generation and improving recycling.

Below is a comparison of the waste provisions in the current consolidated Local Laws compared to the proposed Waste Local Law.

<b>CITY OF COCKBURN (LOCAL GOVERNMENT ACT) LOCAL LAWS 2000</b>	<b>CITY OF COCKBURN PROPOSED WASTE LOCAL LAW 2018</b>
Operation of Refuse and Recycling Facility	Operation of Waste Facilities
Receptacles	Supply of receptacles
Exemptions	Exemption
Removal of Rubbish from Premises or Receptacle	Removal of waste from premises
Damage to Receptacles	Damaging or removing receptacles
Use of Other Containers	Receptacles and containers for public use
Suitable Enclosure	Suitable Enclosure
Use of Receptacles	Deposit of waste in receptacles
N/A	Garden or organic waste receptacles
N/A	General waste receptacles
N/A	Recycling waste receptacles
N/A	Food waste receptacles
N/A	Direction to place or remove a receptacle

N/A	Duties of owner or occupier
N/A	Verge Collections
Litter Control on Construction Sites	Waste Control on Building Sites
General Offence and Penalty Provisions	Improved Prescribed Offences

The purpose of this local law is to provide for the regulation, control and management of waste services, including the use and control of receptacles for the deposit and collection of waste, undertaken by or on behalf of the City of Cockburn within the district.

The effect of this local law is to establish the requirements with which any owner or occupier of premises using City of Cockburn waste services, including the use of receptacles for the deposit and collection of waste within the district, must comply.

**Strategic Plans/Policy Implications**

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

Minor associated advertising costs are provided for in the City’s Governance budget

**Legal Implications**

Section 3.12 of the Local Government Act 1995

**Community Consultation**

State wide advertising of the proposed Local Law will be for a period of at least 6 weeks to receive submissions. Submissions will also be sourced through the City’s Comment on Cockburn facility on the City of Cockburn website.





**Risk Management Implications**

regulation, control and management of waste services, including the use and control of receptacles for the deposit and collection of waste, undertaken by or on behalf of the City of Cockburn within the district.

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

N/A

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

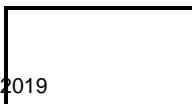
Nil



**CITY OF COCKBURN**

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**WASTE LOCAL LAW 2018**



*Waste Avoidance and Resource Recovery Act 2007  
Local Government Act 1995*

CITY OF COCKBURN

**Waste Local Law 2018**

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**Waste Avoidance and Resource Recovery Act 2007  
Local Government Act 1995**

**CITY OF COCKBURN**

**Waste Local Law 2018**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and under all other enabling powers, the Council of the City of Cockburn resolved on [*insert date*] to make the following local law.

**Part 1 - Preliminary**

**1.1 Short title**

This is the City of Cockburn Waste Local Law 2018.

**1.2 Commencement**

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Purpose and effect**

- (1) The purpose of this local law is to provide for the regulation, control and management of waste services, including the use and control of receptacles for the deposit and collection of waste, undertaken by or on behalf of the local government within the district.
- (2) The effect of this local law is to establish the requirements with which any owner or occupier of premises using local government waste services, including the use of receptacles for the deposit and collection of waste within the district, must comply.

**1.4 Application**

This local law applies throughout the district.

**1.5 Repeal**

*Part V Division 2, clause 5.2, Part V Division 6, Part VII Division 1 clause 7.1, Part VII Division 4, and Part VII Division 5 of the City of Cockburn Local Government Act Local Laws 2000*, published in the *Government Gazette* on 9 October 2000, and amended on 13 November 2001, 15 November 2002, 26 September 2003, 25 November 2003, 27 July 2004, 17 May 2005; 1 January 2008; 10 December 2010; 16 December 2011; 22 June 12; 20 December 2013; and 12 October 2017 is repealed.

**1.6 Meaning of terms used in this local law**

- (1) In this local law—

**authorised person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

**collectable waste** means local government waste that is not—

- (a) hazardous waste;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) a garden waste or an organic waste receptacle;

**collection**, when used in relation to a receptacle, means the lifting, emptying and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**commercial purpose** means using junk waste in or for a business activity or for a direct or indirect financial gain;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**district** means the district of the local government;

**food waste** – means food intended for consumption that is discarded along the food supply chain and cannot be used. It does not include bones, shells, wooden or plastic skewers, liquids, cutlery, plates, glass or plastic bags (compostable bin liners only);

**green waste** means vegetative material as approved by the local government;

**garden waste** means organic material derived from the garden but does not include soil or tree stumps

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling, liquid or hazardous waste;

**junk waste** means domestic household items, such as furniture, timber products, stoves and refrigerators, e-waste and electronic items, steel and metal items;



**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**hazardous waste** means component of the waste stream which by its characteristics poses a threat or risk to public health, safety or the environment (includes substances which are toxic, infectious, mutagenic, carcinogenic, teratogenic, explosive, flammable, corrosive, oxidising and radioactive)

**liquid waste** means bathroom, kitchen, scullery and laundry wastes, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for disposal; This includes all washings from windows and vehicles, overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and other liquid used for cooling purposes and swimming pool discharges

**local government** means City of Cockburn;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of garden or organic waste ;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**receptacle**, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic food and drink containers;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste

**refuse** includes any rubbish, dirt, ashes, vegetation, garden refuse, waste material, waste food, sludge, offensive matter, cinders, wood or metal shavings and sawdust but does not include hazardous or liquid waste;

**site controller** means an authorised officer of the Local Government charged with the conduct of operations at the waste facility and includes any person acting in that position;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**verge** means that part of a thoroughfare between the carriageway and the nearest adjacent street alignment, but does not include a footpath;

**verge waste collection** means the collection of junk waste or garden waste invited by the Local Government to be placed on the verge adjacent to a residential property;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**WARR Regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government or a contractor; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

### 1.7 Authority to make determinations

The local government may make determinations as to specific matters affecting the operation of this local law, as follows –

- (a) the determination of "recycling waste" for the purposes of the definition in clause 1.6;
- (b) the determination of other "non-collectable" waste for the purposes of paragraph (m) of Schedule 1;
- (c) the determination of a "collection day" for the purposes of the definition in clause 1.6;
- (d) the determination of a "collection time" for the purposes of the definition in clause 1.6.

### 1.8 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter –

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

### 1.9 Rates, fees and charges

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

### 1.10 Power to provide waste services

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

## Part 2 - Local government waste

### 2.1 Supply of receptacles

- (1) The local government is to supply, for the use of each premises that are, or are capable of being occupied or used for residential, commercial or industrial purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) In the case of multi-residential premises, where it is considered that individual receptacles for each premises would not be efficient or practical, the local government may exercise discretion as to the number of receptacles to be

supplied for the collection and removal, from those premises, of collectable waste.

- (3) Where 4 or more multi-units or grouped dwellings exist, one recycle and one general waste bin will serve 3 dwellings in a shared bin arrangement within a common bin store.
- (4) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle and its ongoing servicing is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this Local Law.

## 2.2 Deposit of waste in receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

## 2.3 General waste receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
  - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies garden waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any garden waste.

## 2.4 Recycling waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or

- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

#### 2.5 Garden or organic waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of garden or organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

#### 2.6 Food waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in a food waste receptacle—

- (a) anything other than food waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 120 litres - more than 70 kilograms of food waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

#### 2.7 Direction to place or remove a receptacle

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
  - (a) the position to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

#### 2.8 Duties of owner or occupier

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment and not visible from the road;

- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
  - (i) within 1.5 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway,
  - (iii) facing squarely to the edge of and opening towards the carriageway,
  - (iv) placed no closer than 300 mm to another bin,
  - (v) placed out by 6am on the day of collection,
  - (vi) placed out with the lid fully closed to avoid street litter,
- (c) placed clear of obstacles, cars, trees or overhanging branches or in such other position as is approved in writing by the local government or an authorised person;
- (d) take reasonable steps to ensure that bins provided at the premises are used correctly to minimise number of receptacles used ; and
- (e) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.
- (f) Accept that waste auditing of bins once presented for servicing may occur.

## 2.9 Suitable Enclosure

- (1) An owner or occupier of premises:
  - (a) consisting of more than 4 dwellings that have not been provided with individual receptacles; or
  - (b) used for commercial, industrial purposes, or as an eating house or food premises, shall:
  - (c) if required by the local government:
    - (i) provide a suitable enclosure for the storage and cleaning of receptacles on the premises; and
    - (ii) install in the enclosure a tap connected to an adequate supply of water.
- (2) An owner or occupier of premises required to provide a suitable enclosure under this section shall keep the enclosure thoroughly clean and disinfected.
- (3) For the purposes of this section, a "suitable enclosure" means an enclosure:



- (a) of sufficient size to accommodate all receptacles used on the premises but in any event having a floor area not less than a size approved by the local government;
- (b) having walls not less than 1.8 metres in height and having an access way of not less than 1.5 metres in width and fitted with a self-closing gate;
- (c) containing a smooth and impervious floor:
  - (i) of not less than 75 millimetres in thickness; and
  - (ii) which is evenly graded to sewer or an approved liquid refuse disposal system; and
- (d) which is easily accessible to allow for the removal of the receptacles as approved by the local government.

#### 2.10 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.8(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply –
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.10(4)(a).

#### 2.11 Damaging or removing receptacles

- (1) A person, other than the local government or its contractor, must not—
  - (a) damage, destroy or interfere with a receptacle; or
  - (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

- (2) Clause 2.11(1)(a) and (b) does not apply to the person who owns the receptacle.
- (3) Clause 2.11(1)(b) does not apply to—
  - (a) the person who owns the receptacle; or
  - (b) the owner or occupier of the premises on which the receptacle is kept.
- 4) Clause 2.11(1) does not apply to the local government or a contractor in the course of undertaking waste services for the local government.

## 2.12 Verge collections

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
  - (a) present waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble, vandalise, spread or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person or the amenity of the area.
- (4) Clause 2.12(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

## Part 3 - General duties

### 3.1 Duties of an owner or occupier

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and report damaged bins to the City;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;

- (ii) prevent the emission of offensive or noxious odours from each receptacle; and
- (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.
- (e) A person must not act in a violent, abusive or threatening manner towards any person employed or contracted by the City that is engaged in waste education or waste management activities.

### 3.2 Removal of waste from premises

- (1) A person must not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of –
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### 3.3 Receptacles and containers for public use

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on, next to or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

### 3.4 Waste control on building sites

- (1) In this clause –
  - building work** means –
    - (a) building work for which a building permit is required under the Building Act 2011; and
    - (b) demolition work for which a demolition permit is required under the Building Act 2011;

**building work waste** means all waste from building work that is capable of being windblown; and

**receptacle** means a receptacle the waste from which is collected and removed otherwise than by the local government or its contractor.

- (2) A person must not allow, commence or continue any building work on premises unless, at all times while the building work is being undertaken –
- (a) there is located on the premises, as close as practicable to the building work, a receptacle with a capacity of not less than four cubic metres, or as otherwise approved by the local government, suitable for the collection and disposal of building work waste; and
  - (b) building work waste is deposited and kept in the receptacle.
  - (c) Building sites managers are to ensure that:
    - (i) products are recycled where possible,
    - (ii) litter does not leave the site boundary and
    - (iii) illegal dumping does not occur on the site

#### **Part 4 - Operation of waste facilities**

##### **4.1 Operation of this Part**

This Part applies to a person who enters a waste facility.

##### **4.2 Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

##### **4.3 Signs and directions**

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed an offence under this clause, to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

**4.4 Fees and charges**

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

**4.5 Depositing waste**

- (1) A person must not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility subject to the production to the Site Controller of a certificate from a laboratory certified by the National Association of Testing Authorities and verified by a suitably qualified, independent environmental consultant, which certifies that the Assessed Waste complies with standards prescribed by the Waste Management Division of the Department of Environmental Protection for a Prescribed Premises Category 64 Site.
- (3) An authorised person may determine material that can be recovered from the waste stream and removed from the facility for recycling or reuse in accordance with the principles of the State Waste Strategy's Waste Hierarchy.

**4.6 Prohibited activities**

- (1) Unless authorised by the local government, a person must not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire or smoke in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;

- (e) remove, injure or otherwise interfere with any fauna in a waste facility; or
  - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in a violent, abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

#### **Part 5 - Enforcement**

##### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.8(b);
- (b) an exemption under clause 2.10(2);
- (c) an approval under clause 2.11(b);
- (d) an approval under clause 2.12(1);
- (e) an authorisation under clause 3.2(1)(c);
- (f) an approval under clause 3.2(2); and
- (g) an approval under clause 3.3.

##### **5.2 Offences and general penalty**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.
- (3) Failure to comply with notice.
- (4) A person who fails to comply with a notice given to him or her under this local law commits an offence.

##### **5.3 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.



- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

#### 5.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

#### 5.5 Form of notices

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

**Schedule 1 - Meaning of 'non-collectable waste'**  
[Clause 1.6(1)]

**non-collectable waste** means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares, lithium batteries or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, pharmaceutical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

## Schedule 2 - Prescribed offences

Item No.	Clause No.	Description	Modified Penalty
1	2.1(4)(a)	Failing to pay fee or charge	\$350
2	2.1(4)(b)	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorized waste in an garden/organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an garden/organic waste receptacle	\$350
11	2.6(a)	Depositing unauthorized waste in a food waste receptacle	\$350
12	2.6(b) and (c)	Exceeding weight capacity of an garden/organic waste receptacle	\$350
13	2.7(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
14	2.8(a)	Failing to keep a receptacle in the required location	\$250
15	2.8(b)	Failing to place a receptacle for collection in a lawful position	\$250
16	2.8(c)	Failing to provide a sufficient number of receptacles	\$250
17	2.8(e)	Failing to notify of a lost, stolen, damaged or defective receptacle	\$50
18	2.11(1)(a)	Damaging, destroying or interfering with a receptacle	\$400
19	2.11(1)(b)	Removing a receptacle from premises	\$400
20	2.12(1)	Failing to comply with a term or condition of verge waste collection	\$400
21	2.12(2)	Removing waste for commercial purposes	\$350
22	2.12(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
23	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
24	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
25	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
26	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350

Item No.	Clause No.	Description	Modified Penalty
27	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
28	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300
29	3.2(1)	Unauthorised removal of waste from premises	\$250
30	3.2(2)	Removing waste from a receptacle without approval	\$250
31	3.3(a)	Depositing unauthorised waste into waste receptacle provided for use of the general public	\$350
32	3.3(b)	Removing waste from waste receptacle provided for use of the general public	\$350
33	3.4(2)(a)	Failing to provide receptacle for building waste	\$250
34	3.4(2)(b)	Failing to deposit and keep building waste in receptacle	\$250
35	4.3(2)	Failing to comply with a sign or direction	\$500
36	4.3(4)	Failing to comply with a direction to leave	\$500
37	4.4(1)	Disposing waste without payment of fee or charge	\$500
38	4.5(1)	Depositing waste contrary to sign or direction	\$500
39	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
40	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
41	4.6(1)(c)	Lighting a fire in a waste facility	\$300
42	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
43	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
44	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
45	4.6(2)	Acting in an abusive or threatening manner	\$300
46	5.2(3)	Offence to fail to comply with notice	\$250

**14. PLANNING & DEVELOPMENT DIVISION ISSUES**

**14.1 (2018/MINUTE NO 0118) PROPOSED SCHEME AMENDMENT - ADDITIONAL USE - CLUB PREMISES - PORTION OF LOT 9000 (NO. 30) PLANTAGENET CRESCENT, HAMILTON HILL (GOODCHILD PARK)**

**Author(s)** D Di Renzo  
**Attachments** N/A

**RECOMMENDATION**

That Council

- (1) request the following information from the applicant to accompany the Scheme Amendment documentation:
  - 1. Noise assessment, demonstrating that noise attenuation can be achieved;
  - 2. Traffic and parking impact assessment;
  - 3. 3D visual perspectives to demonstrate the aesthetic edges and treatments needed, and information regarding the building and its integration to existing residential development in the locality;
  - 4. Development and landscape concept plan.
- (2) upon receipt of the above information, in pursuance of Section 75 of the Planning and Development Act 2005 amend the City of Cockburn Town Planning Scheme No. 3 (“Scheme”) for the following purposes:

**TABLE 6**

No.	Description of Land	Additional Use	Conditions
AU 19	Portion of Lot 9000 (No. 30) Plantagenet Crescent, Hamilton Hill	Club Premises	Proposed development of address, amongst other things: <ul style="list-style-type: none"> <li>a) An appropriate integration with adjacent residential development and the public realm to ensure an attractive and articulated appearance;</li> <li>b) Appropriate noise attenuation measures.</li> <li>c) The impact of traffic and parking on the surrounding residential development;</li> <li>d) Landscaping to enhance the appearance of the site;</li> <li>e) Appropriate waste management measures, including recycling.</li> </ul>



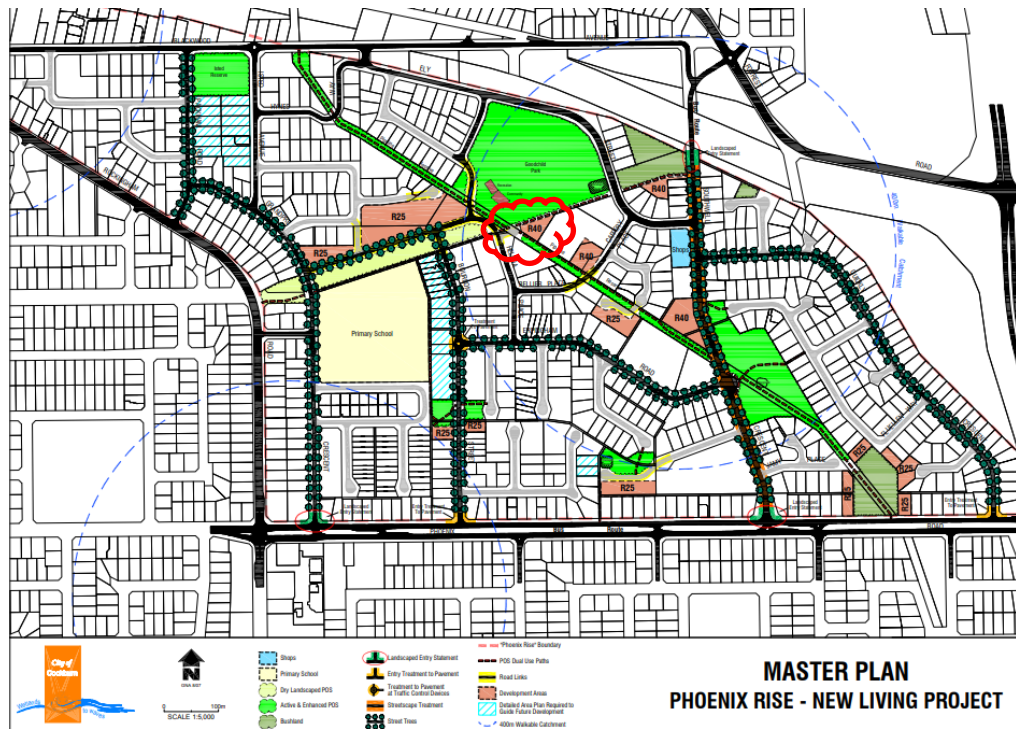
			waste vehicles and bin storage.
<p>(3) note the amendment referred to in resolution (1) above is a 'standard amendment' as it satisfies the following criteria of Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015:</p> <ul style="list-style-type: none"> <li>a. <i>an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;</i></li> <li>b. <i>any other amendment that is not a complex or basic amendment.</i></li> </ul> <p>(4) upon preparation of amending documents in support of resolution (1) and (2) above, determine that the amendment is consistent with Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the amendment be referred to the Environmental Protection Authority ("EPA") as required by Section 81 of the Act, and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, be advertised for a period of 42 days in accordance with the Regulations.</p>			
<p><b>COUNCIL DECISION</b>                  MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes</p> <p>That the recommendation be adopted.</p> <p style="text-align: right;"><b><u>CARRIED 10/0</u></b></p>			

**Background**

The Phoenix Rise Master Plan and the City's Land Management Strategy identified the southeast corner of Lot 9000 (No. 30) Plantagenet Crescent, Hamilton Hill as land available for sale and development. The area overlooks the adjoining open space of Goodchild Park. The Phoenix Rise Master Plan (Southwell New Living Project) was prepared and advertised in 2005, and adopted in 2006, and the portion of land in question (Lot 1) is shown in the Master Plan as follows:

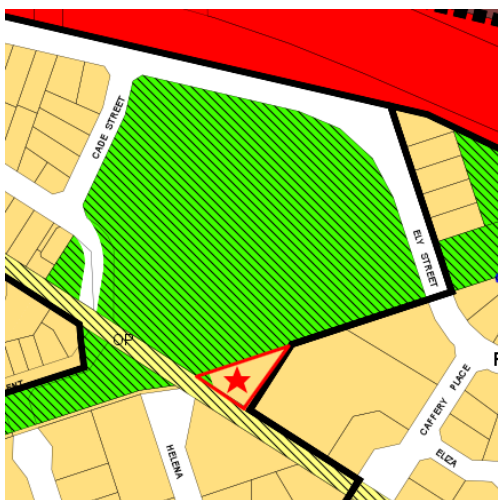




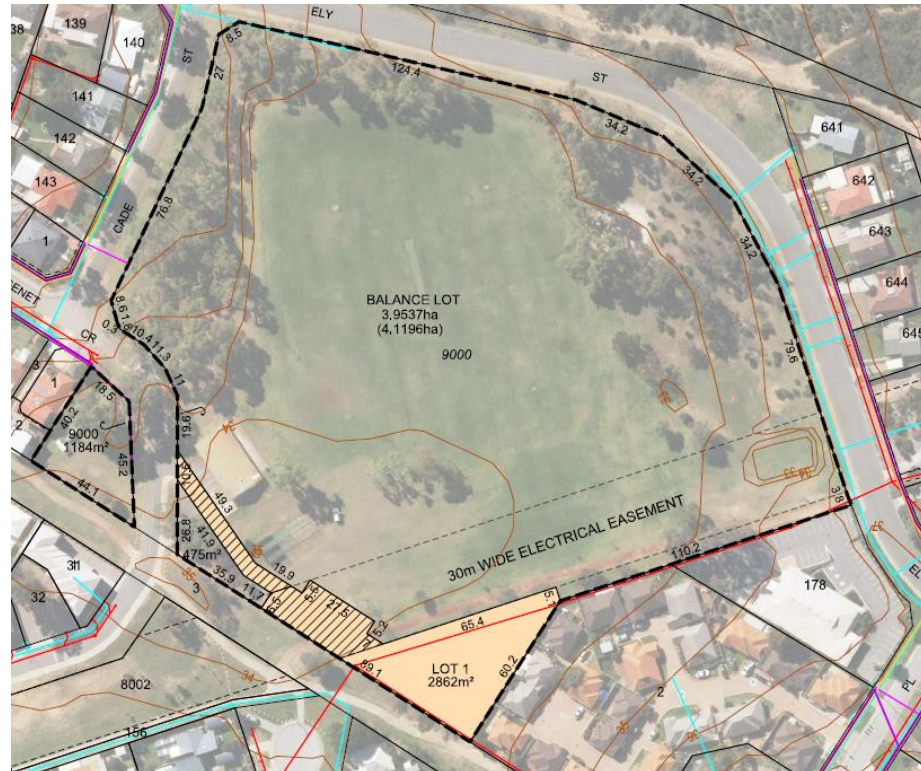


The Master Plan focuses on achieving the key objectives of increasing safety and revitalisation of the overall area, and had initially envisaged Lot 1 being redeveloped with a residential uses. In recent times however the City has been approached by the WA Portuguese Club Inc. who are currently located within the City of Fremantle and seeking to relocate to a site within the City of Cockburn.

At the 11 October 2012 Council meeting (Item 17.1), Council resolved to consider a portion of Goodchild Reserve be made available for purchase for the construction of a new club and community facility. For a number of reasons at the time, the WA Portuguese Club Inc. did not proceed with the proposal, but are now seeking to recommence the project.



The City is proposing to subdivide a 2,862sqm portion of Lot 9000 (No. 30) Plantagenet Crescent, Hamilton Hill, as shown in the image below, including a development area of 1,500sqm and the driveway and carpark being 1,362sqm (Lot 1).



The WA Portuguese Club Inc. has made an offer to the City to purchase Lot 1, plus a commitment to construct 25 car parking bays along the access way, which will be made available for public use with an easement in favour of the City. The WA Portuguese Club Inc. intends to develop a Club Premise on the land which will support both the Portuguese and broader community by providing club activities, social sport competitions, cultural events and the like.

The City intends for the value of the land transaction to be reinvested into Goodchild Park and the Phoenix Rise Master Plan (Southwell Renewal) area.

Given the location of proposed Lot 1 immediately adjoining an active reserve/public open space, the WA Portuguese Club Inc. intend to re-establish a soccer club/academy with both junior and senior teams, and will liaise with the City's Recreation Services team to use Goodchild Park and the Goodchild Park clubrooms for soccer training and competition matches in conjunction with other sporting clubs.



The proposed land sale is consistent with the City's Land Management Strategy objectives and will support the City's draft Strategic Community, Sport and Recreation Facilities Plan to maximise the utilisation and multi-sport capacity of Goodchild Park.

### Submission

N/A

### Report

The purpose of this report is for Council to consider initiating an amendment to the Scheme to facilitate development of the land by the WA Portuguese Club Inc. as club premises.

The portion of Goodchild Park, Lot 9000 (No. 30) Plantagenet Crescent, Hamilton Hill to be purchased by the WA Portuguese Club Inc. is predominately zoned 'Residential', with the access and car park area reserved 'Local Reserve – Parks and Recreation', pursuant the City of Cockburn Town Planning Scheme No. 3 ("the Scheme").

The proposed development is considered to fit the definition of 'Club Premises' in accordance with the Scheme, defined as: 'premises used by a legally constituted club or association or other body of persons united by a common interest.'

'Club Premises' are as 'X' use in the 'Residential' zone, which means that currently Council have no discretion to consider the use on the subject land.

It is therefore proposed that an 'Additional Use' for 'Club Premises' be included over the 'Residential' zoned portion of the subject land to facilitate such use.

In accordance with clause 3.5 of the Scheme an 'Additional Use' is a land use that is permitted on a specific portion of land in addition to the uses already permissible in the zone that applies to the land. This is subject to the conditions set out in Table 6 of the Scheme with respect to that land. This zoning will prevent undesirable or unanticipated development from occurring, and will ensure development addresses the key issues.

The proposed Amendment is considered to be a 'standard amendment, which means any of the following amendments to a local planning scheme —

- a) *an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;*



- b) *any other amendment that is not a complex or basic amendment.*

#### Proposed 'Additional Use' Conditions

The introduction of an 'Additional Use' into Table 6 of the Scheme provides the opportunity for conditions to be identified. Development of the proposed 'Club Premises' must then meet these conditions.

The subject land directly abuts residential development on the south eastern boundary. It is therefore imperative that development of the subject land does not negatively impact on the residential amenity of this land, considering noise, visual impacts and privacy issues.

#### Additional Information Required

It is considered that there is additional information required regarding the proposed development of the site that should accompany the Scheme Amendment. This information will assist the community in understanding the proposal and how it may affect them, and will enable them to provide informed comments.

It is therefore recommended that the following additional information be provided to be advertised with the Scheme Amendment if it is initiated.

- Noise assessment, demonstrating that noise attenuation can be achieved.
- Traffic and parking impact assessment,
- 3D visual perspectives to demonstrate the aesthetic edges and treatments needed, and information regarding the building and its integration to existing residential development in the locality.
- Development and landscape concept plan.

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

##### Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

##### **Budget/Financial Implications**

The required fee for the Scheme Amendment will be calculated in accordance with the *Planning and Development Regulations 2009*, and paid by the applicant.



**Legal Implications**

N/A

**Community Consultation**

As per Part 5 of the *Planning and Development (Local Planning Schemes) Regulations*, there several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34.

A standard amendment (such as this) requires 42 days consultation.

Community consultation will include letters to adjacent landowners, a newspaper advertisement, notice on 'Comment on Cockburn', and a sign on site.

**Risk Management Implications**

The zoning of the subject land must be amended to facilitate development of 'club premises' by the WA Portuguese Club Inc. If the zoning is not amended, the sale of the land will not proceed as it cannot be developed for the purpose intended.

The officer's recommendation takes in to consideration all the relevant planning factors associated with this proposal. It is considered that the officer recommendation is appropriate in recognition of making the most appropriate planning decision.

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

The WA Portuguese Club Inc. have been advised that this matter is to be considered at the 9 August 2018 Ordinary Council Meeting.

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

Nil.





**14.2 (2018/MINUTE NO 0119) SCHEME AMENDMENT NO. 136 - RATIONALISATION OF LOTS 3-7 AND 24-27 LYON ROAD STRUCTURE PLANS, AUBIN GROVE**

<b>Author(s)</b>	T Van der Linde
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Lots 3-6 Lyon Road Structure Plan <a href="#">↓</a></li> <li>2. Lots 5-7, 25 &amp; 26 Lyon Road Structure Plan <a href="#">↓</a></li> <li>3. Lots 24 &amp; 27 Lyon Road Structure Plan <a href="#">↓</a></li> <li>4. Current Scheme Amendment Map <a href="#">↓</a></li> <li>5. Proposed Scheme Amendment Map <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

That Council:

- (1) in pursuance of Section 75 of the *Planning and Development Act 2005* amend the City of Cockburn Town Planning Scheme No. 3 (“Scheme”) for the following purposes:
  1. Rezoning various lots in Aubin Grove within ‘Development Area 11 – Lyon Road (Development Zone)’ from ‘Development’ zone to ‘Residential R20’, ‘Residential R30’, ‘Residential R40’ and ‘Residential R60’ as depicted in the Scheme Amendment Map (Attachment 4).
  2. Reclassifying various lots in Aubin Grove within ‘Development Area 11 – Lyon Road (Development Zone)’ from ‘Development’ zone to ‘Parks and recreation’ as depicted in the Scheme Amendment Map.
  3. Deleting ‘Development Area 11– Lyon Road (Development Zone)’ from various lots in Aubin Grove as depicted in the Scheme Amendment Map.
- (2) note the amendment referred to in resolution (1) above is a ‘basic amendment’ as it satisfies the following criteria of Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 

*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;*
- (3) upon preparation of amending documents in support of resolution (1) above, determine that the amendment is consistent with Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the amendment be referred to the Environmental Protection Authority (“EPA”) as required by





Section 81 of the Act, and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, ensure the amendment documentation, be signed and sealed and then submitted to the Western Australian Planning Commission along with a request for the endorsement of final approval by the Hon. Minister for Planning.

**COUNCIL DECISION**

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

**Background**

The Lots 3-6 Lyon Road Structure Plan ("Lots 3-6 Structure Plan"), Lot 5-7, 25 & 26 Lyon Road Structure Plan ("Lots 5-7, 25 & 26 Structure Plan") and the Lots 24 & 27 Lyon Road Structure Plan ("Lots 24 & 27 Structure Plan") are located in Aubin Grove, and are generally bound by the Kwinana Freeway to the west, Latteri Turn to the south, Lyon Road to the east and further residential development to the north ("the subject area").

Lot 375 Lyon Road, which falls within Lots 24 & 27 Structure Plan, has been excluded from this Scheme Amendment proposal and will instead be rezoned under a separate Scheme Amendment No. 137, as it has potential to be further subdivided.

The Lots 3-6 Structure Plan was endorsed by the WAPC on 1 June 2006 and modified in 2009 under delegated authority (see Attachment 1).

The Lots 5-7, 25 & 26 Structure Plan was endorsed by the WAPC on 1 December 2004 (see Attachment 2).

The Lots 24 & 27 Structure Plan was endorsed by the WAPC on 21 August 2006 (see Attachment 3).

The endorsed structure plans have served their purpose in guiding subdivision and development of the area, and development in accordance with the Structure Plans has now occurred.

The proposed Scheme Amendment now seeks to rationalise the Structure Plans into the Scheme.



**Submission**

N/A

**Report**Purpose

The purpose of this basic Scheme Amendment is to rationalise the abovementioned Structure Plans within 'Development Area 11' ("DA11") into the Scheme. This will remove an additional layer of planning added by the Structure Plans that is no longer required. The current Scheme Amendment Map is shown in Attachment 4 and the proposed Scheme Amendment Map is shown in Attachment 5.

The subject area is zoned 'Development' and included within DA 11 pursuant to the Scheme.

The purpose of the 'Development' zone is to require a Structure Plan to guide subdivision and development. The 'DA 11' provisions set out the requirement for subdivision and development within the Development Area to be in accordance with an approved Structure Plan and to provide for Residential development. Given the Structure Plans were approved in accordance with these requirements and have now been implemented, these provisions serve no further purpose and are proposed to be deleted from the subject area. It is noted that the provisions of DA 11 apply to various other structure plan areas outside of the subject area and will continue to apply to these areas.

The proposed amendment will rezone and reclassify the subject area from 'Development' zone and 'DA 11' to the correlating zones and reserves identified on the Structure Plan maps shown in Attachment 1, 2 and 3. This is deemed to be a 'basic amendment' in accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as it is an amendment to the Scheme map that is consistent with a structure plan that has been approved under the Scheme where the Scheme currently includes zones of all the types that are outlined in the plan. In accordance with the Regulations no advertising is required.

The endorsed Structure Plans have served their purpose in guiding subdivision and development of the area, and development in accordance with the Structure Plans has occurred.

As mentioned above, one balance lot within the Lots 24 & 27 Structure Plan (Lot 375 Lyon Road) has been excluded from this Scheme Amendment proposal and will instead be rezoned under a separate Scheme Amendment No. 137 (standard amendment).



There are a number of Local Development Plans adopted throughout the two Structure Plan areas. These will continue to be operational in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Lots 3-6 Lyon Road Structure Plan 01/06/06

The Lots 3-6 Structure Plan applies to approximately 10 hectares of land and sets out the local road network for the area, a range of low to medium residential density codings from R20 to R60, as well as two areas of POS. All POS has been embellished and ceded to the City.

All of these zonings and reserves directly correlate to zonings and reserves pursuant to the Scheme. Therefore it is proposed that all lots are rezoned and reclassified from the 'Development' zone accordingly, and that 'DA 11' be deleted from the Lots 3-6 Structure Plan area.

Lots 5-7, 25 & 26 Lyon Road Structure Plan 01/12/2004

The Lots 5-7, 25 & 26 Structure Plan applies to two areas of land separated by the Lots 24 & 27 Structure Plan discussed below. The two areas amount to a total of approximately 15 hectares.

The Lots 5-7, 25 & 26 Structure Plan sets out the local road network for the area, a range of low to medium residential density coding from R20 to R40, as well as two areas of POS. All POS has been embellished and ceded to the City.

Subdivision of land within the Structure Plan area has in some locations slightly varied the local road reserve boundaries and residential coding boundaries identified in the Structure Plan. Given this land has been developed in accordance with the subdivision rather than the Structure Plan, the Scheme Amendment seeks to amend these zoning anomalies to be consistent with the boundaries created at subdivision.

All of these zonings and reserves directly correlate to zonings and reserves pursuant to the Scheme. Therefore it is proposed that all lots are rezoned and reclassified from the 'Development' zone accordingly, and that 'DA 11' be deleted from the Lots 5-7, 25 & 26 Structure Plan area.

Lots 24 & 27 Lyon Road Structure Plan 21/08/2006

The Lots 24 & 27 Structure Plan applies to a 4.7 hectare parcel of land, and sets out the local road network for the area, residential development at an R20 coding, and a central area of POS. The POS has been embellished and ceded to the City.

One balance lot coded R20 within the Lots 24 & 27 Structure Plan (Lot 375 Lyon Road), being 3467m<sup>2</sup> in size has not been included in this



Scheme Amendment proposal but instead will be considered separately as Scheme Amendment No. 137 (standard amendment). This is due to this lot still having the potential to be subdivided and thus a standard amendment will allow the proposed rationalisation to be advertised to the landowner. For all other lots within the Structure Plan areas, there is no opportunity to further subdivide as all lots have been developed in accordance with the Structure Plan and thus there is no need to advertise.

All of these zonings and reserves directly correlate to zonings and reserves pursuant to the Scheme. Therefore it is proposed that all lots are rezoned and reclassified from the 'Development' zone accordingly, and that 'DA 11' be deleted from the Lots 24 & 27 Structure Plan area.

### Conclusion

Proposed Scheme Amendment No. 136 will rationalise the zonings and reserves outlined in the three abovementioned Structure Plans into the Scheme, removing a layer of planning that is no longer required.

It is therefore recommended that Council adopt the Scheme Amendment for referral to the Environmental Protection Authority ("EPA"), and upon receipt of advice from the EPA that formal assessment is not required, refer the Scheme Amendment to the WAPC for approval by the Hon. Minister for Planning.

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

#### City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**



Not applicable. This amendment is an administrative matter and there is no opportunity for any party to suggest changes or modifications.

As per Part 5 of the *Planning and Development (Local Planning Schemes) Regulations*, there are several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34.

A basic amendment (such as this) requires no consultation. A standard amendment is 42 days consultation and a complex amendment is 60 days consultation in recognition that such proposals which have a greater impact on the community are given a longer period of consideration.

### **Risk Management Implications**

If the officer's recommendation is not adopted, an opportunity will be missed to simplify the planning framework over this land and remove additional layers of planning (the Structure Plans) that have served their purpose. The proposal provides the opportunity to keep the Scheme current.

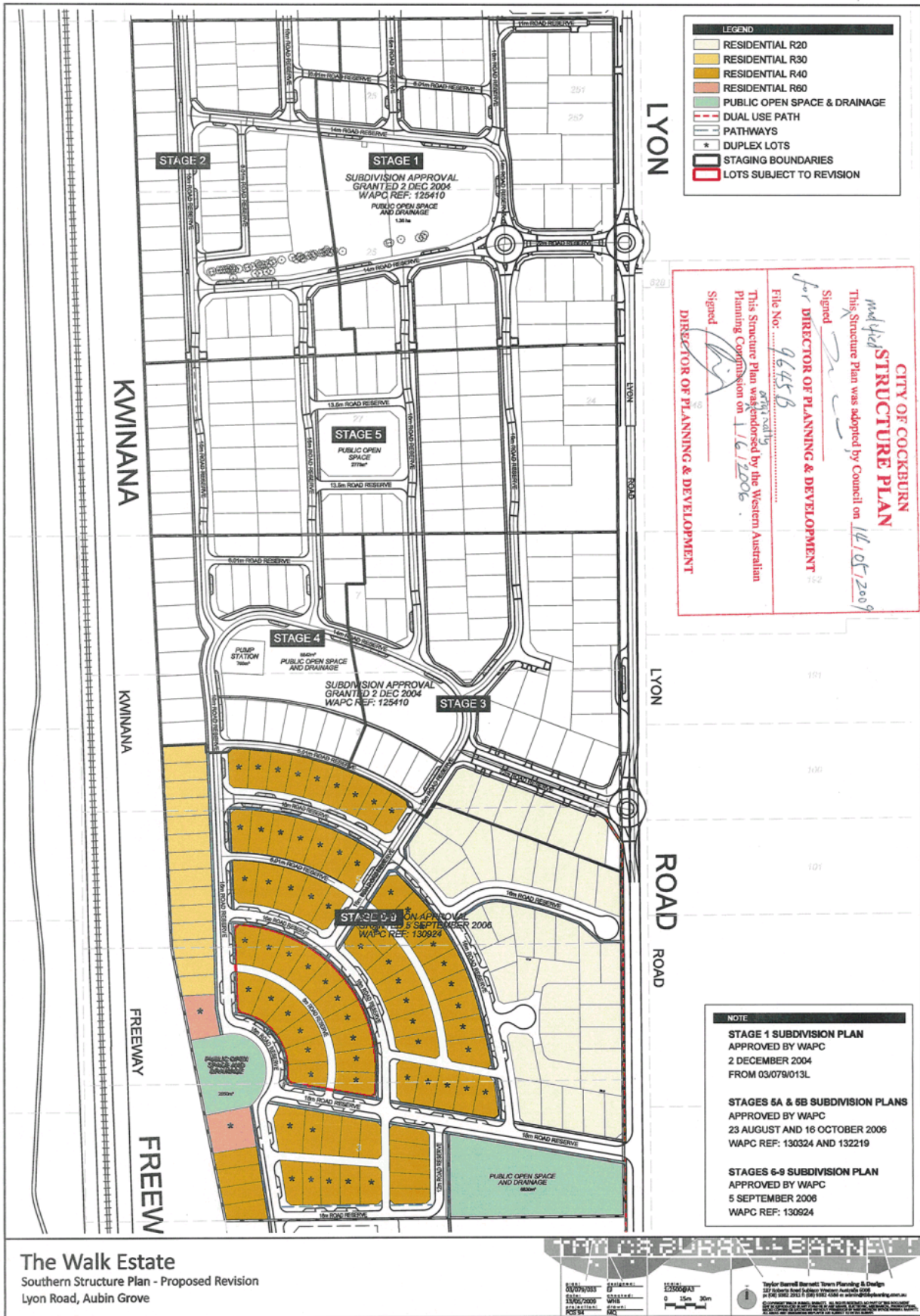
### **Advice to Proponent(s)/Submitters**

N/A

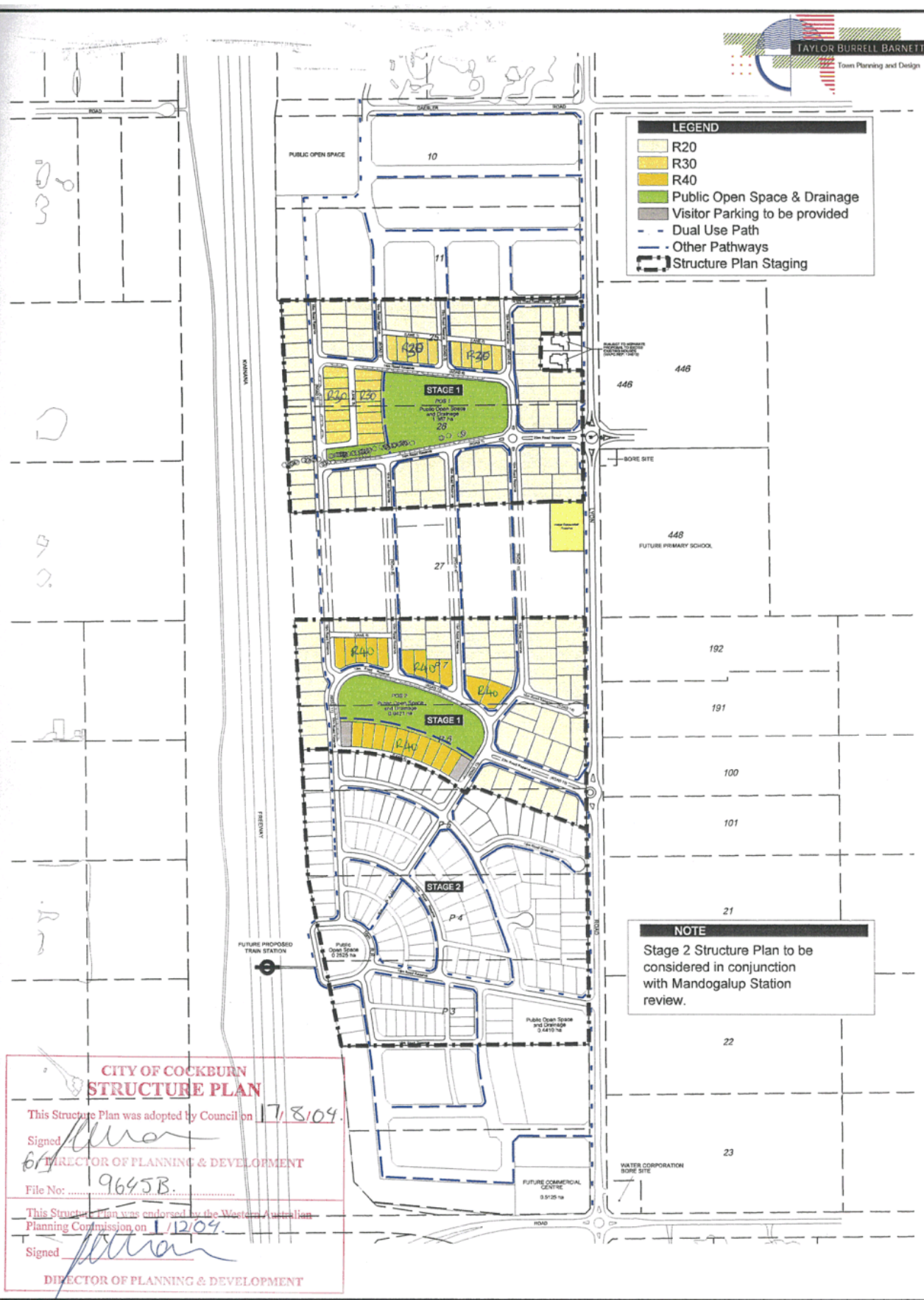
### **Implications of Section 3.18(3) *Local Government Act, 1995***

Nil









**LEGEND**

- R20
- R30
- R40
- Public Open Space & Drainage
- Visitor Parking to be provided
- Dual Use Path
- Other Pathways
- Structure Plan Staging

**NOTE**  
 Stage 2 Structure Plan to be considered in conjunction with Mandogalup Station review.

**CITY OF COCKBURN  
 STRUCTURE PLAN**

This Structure Plan was adopted by Council on 17/8/09.

Signed [Signature]  
 DIRECTOR OF PLANNING & DEVELOPMENT

File No: 9645B

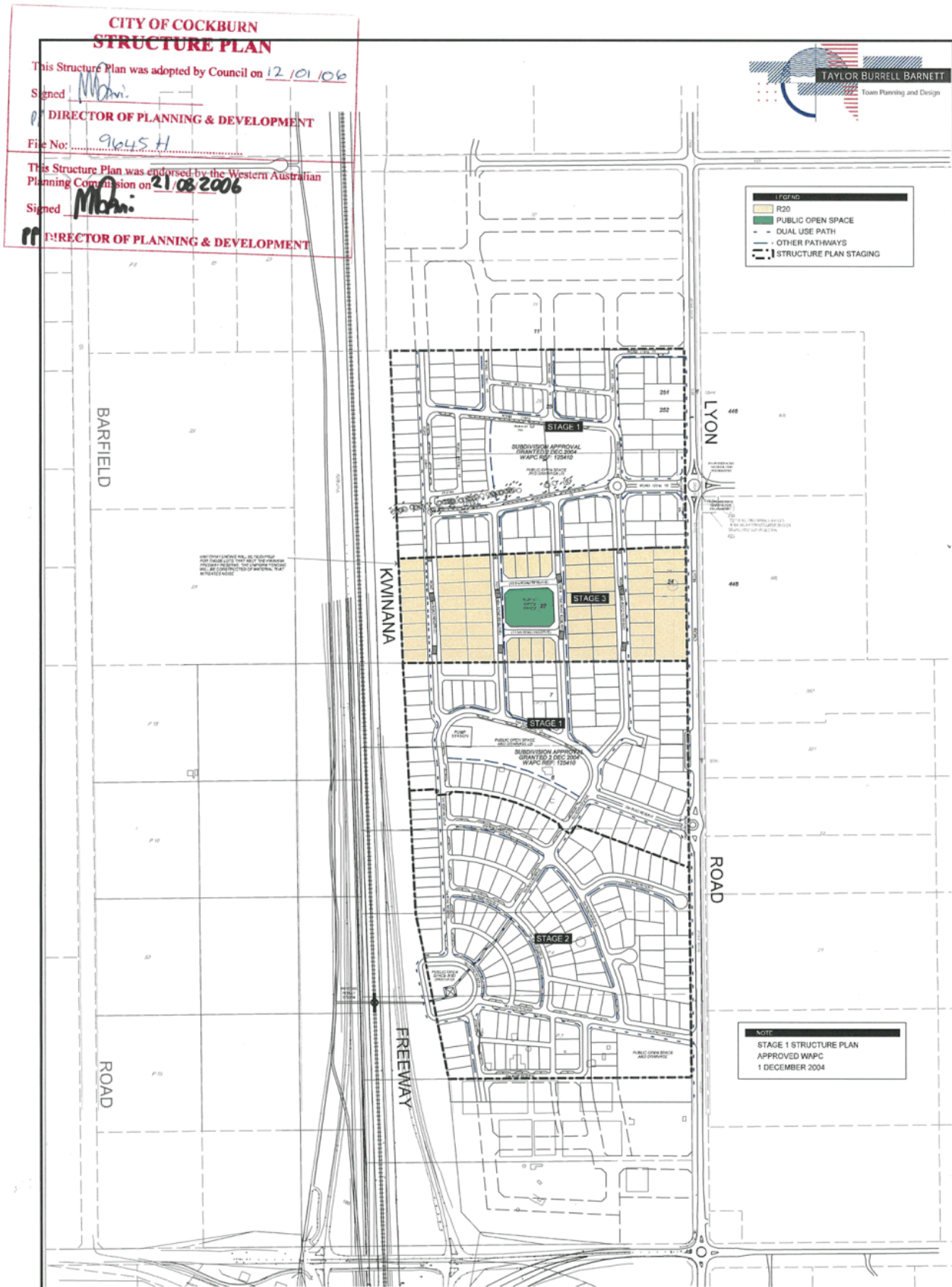
This Structure Plan was endorsed by the Western Australian Planning Commission on 1/12/09.

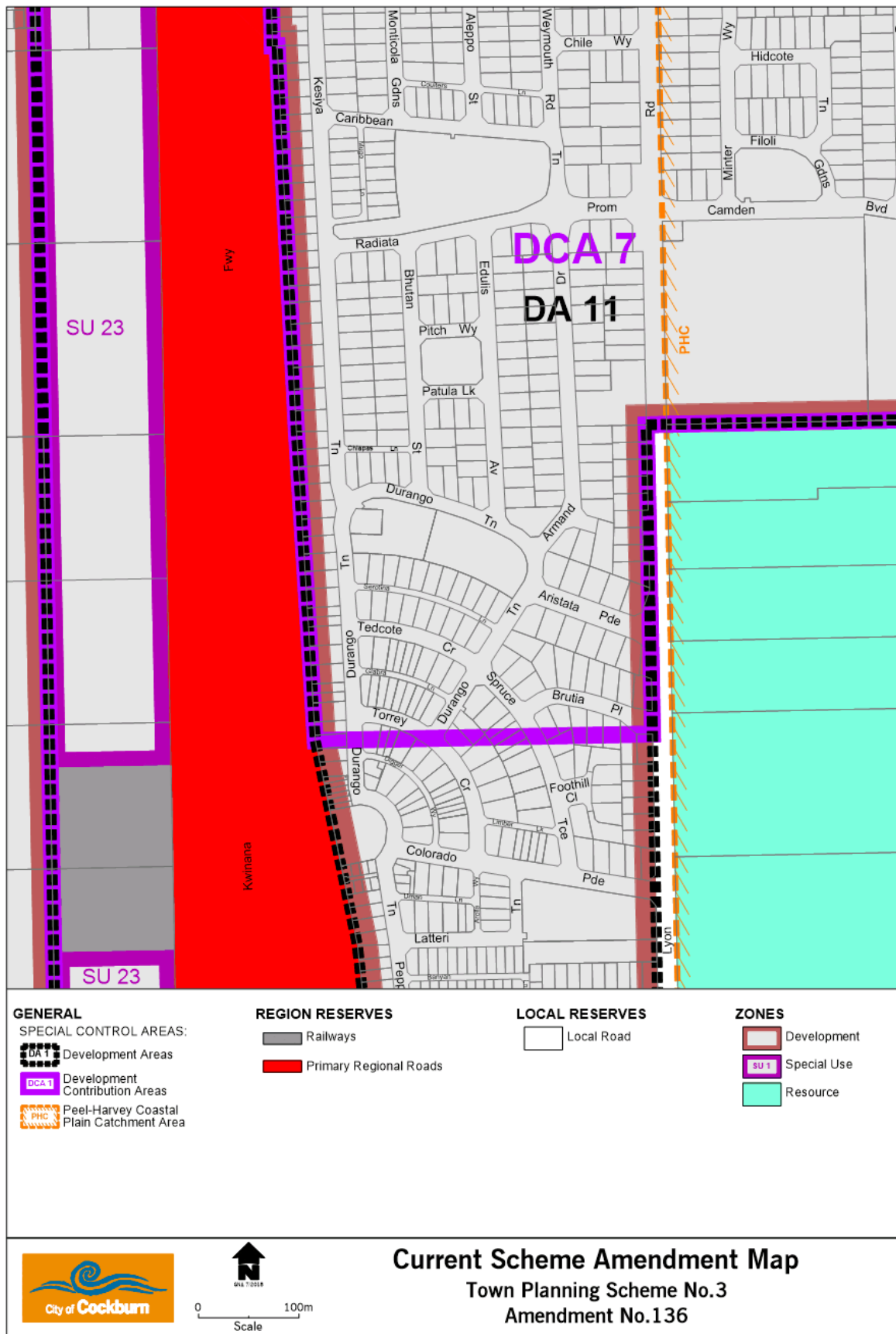
Signed [Signature]  
 DIRECTOR OF PLANNING & DEVELOPMENT

PROPOSED STRUCTURE PLAN

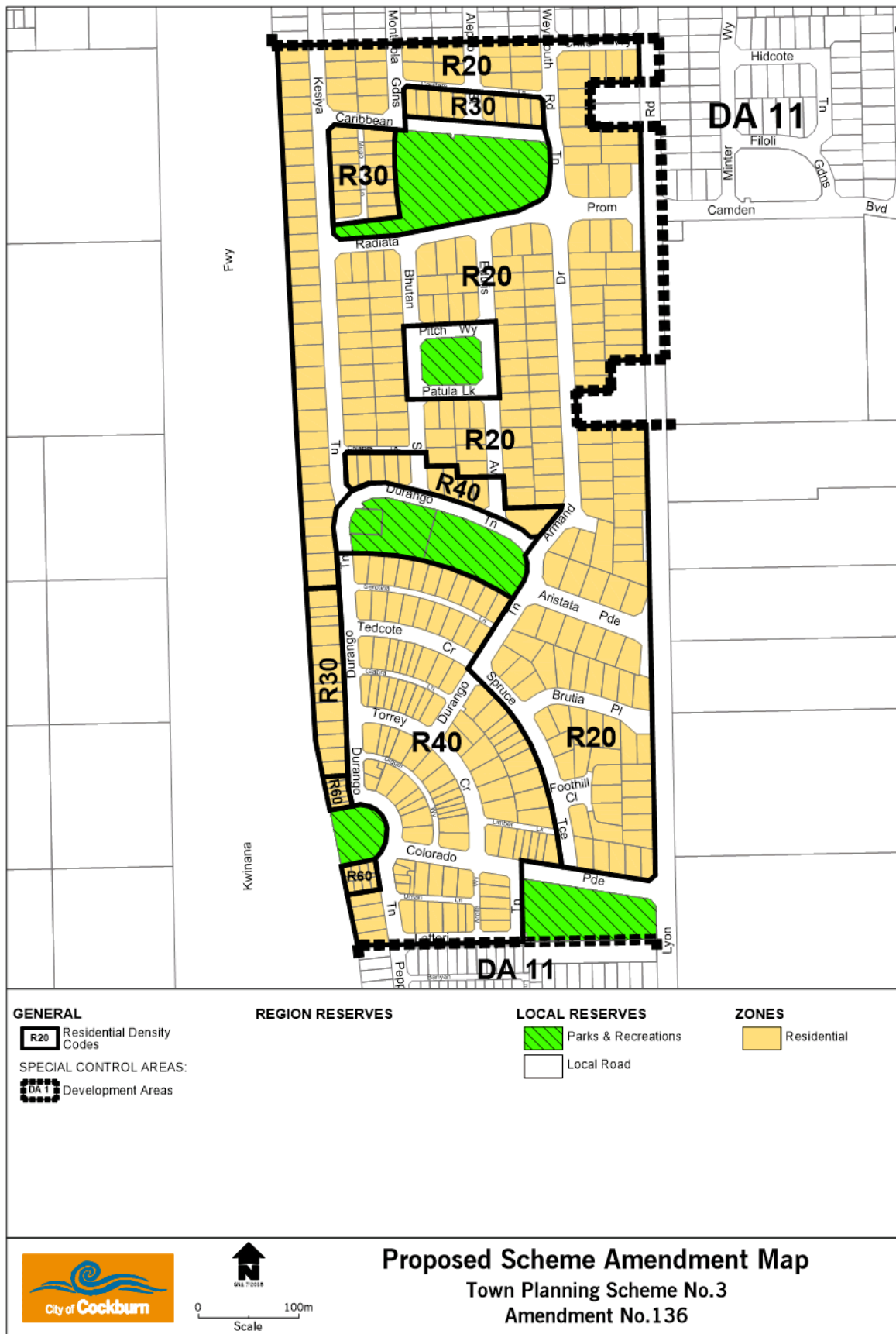
PROPOSED LOCAL STRUCTURE PLAN, LYON ROAD - BANJUP

Figure No.









**14.3 (2018/MINUTE NO 0120) SCHEME AMENDMENT NO. 137 - RATIONALISATION OF LOT 375 LYON ROAD, AUBIN GROVE - LOTS 24 & 27 LYON ROAD STRUCTURE PLAN**

<b>Author(s)</b>	T Van der Linde
<b>Attachments</b>	1. Lots 24 & 27 Lyon Road Structure Plan <a href="#">↓</a> 2. Location Plan <a href="#">↓</a> 3. Scheme Amendment Map <a href="#">↓</a>

**RECOMMENDATION**

That Council:

- (1) in pursuance of Section 75 of the *Planning and Development Act 2005* amend the City of Cockburn Town Planning Scheme No. 3 ("Scheme") for the following purposes:
  1. Rezoning Lot 375 Lyon Road, Aubin Grove within 'Development Area 11 – Lyon Road (Development Zone)' from 'Development' zone to 'Residential R20' as depicted in the Scheme Amendment Map (Attachment 3).
  2. Deleting 'Development Area 11– Lyon Road (Development Zone)' from Lot 375 Lyon Road, Aubin Grove as depicted in the Scheme Amendment Map.
- (2) note the amendment referred to in resolution (1) above is a 'standard amendment' as it satisfies the following criteria of Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015:
  - a) *an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;*
  - b) *an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;*
  - c) *an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;*
  - d) *an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;*
- (3) upon preparation of amending documents in support of resolution (1) above, determine that the amendment is consistent with Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the amendment be referred to



the Environmental Protection Authority (“EPA”) as required by Section 81 of the Act, and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, be advertised for a period of 42 days in accordance with the Regulations.

**COUNCIL DECISION**

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

**Background**

The Lot 24 & 27 Lyon Road Structure Plan (“Structure Plan”) is located in Aubin Grove, and is generally bound by the Kwinana Freeway to the west, Lyon Road to the east and further residential development to the north and south.

The Structure Plan was endorsed by the WAPC on 21 August 2006 (see Attachment 1).

The endorsed Structure Plan has served its purpose in guiding subdivision and development of the area, and development in accordance with the Structure Plan has now occurred.

Scheme Amendment No. 136 proposes to rationalise the majority of the Structure Plan area zones and reserves into the Scheme. However, there is one lot, Lot 375 Lyon Road, which requires separate consideration due to its large size and potential to be further subdivided.

Lot 375 Lyon Road (“subject site”) was created when the Structure Plan area was subdivided in 2006. The subject site was created as a 3,467m<sup>2</sup> balance lot containing an existing dwelling and outbuildings. The outbuildings have now been removed, while the existing dwelling remains along the southern boundary of the lot. The location of the subject site is depicted in Attachment 2.

The proposed Scheme Amendment now seeks to rationalise the Structure Plan as it relates to the subject site into the Scheme.

**Submission**

N/A





## Report

### Purpose

The purpose of this basic scheme amendment is to rationalise the Structure Plan as it applies to the subject site into the Scheme. This will remove an additional layer of planning added by the Structure Plan that is no longer required.

The majority of the Structure Plan area is being rationalised into the Scheme via a basic Amendment (Scheme Amendment No. 136).

The subject site however, requires separate consideration due to its large size and potential to still be subdivided and developed.

The Scheme Amendment Map is shown in Attachment 3.

### Planning Background

The subject site is zoned 'Development' and included within DA 11 pursuant to the Scheme.

The purpose of the 'Development' zone is to require a Structure Plan to guide subdivision and development. The 'DA 11' provisions set out the requirement for subdivision and development within the Development Area to be in accordance with an approved Structure Plan and to provide for Residential development.

The Structure Plan has been approved in accordance with the 'DA 11' provisions of the Scheme. Future subdivision and development of the subject site is required to be in accordance with the Structure Plan which designates the subject site as 'Residential' at an R20 density coding. Thus, the 'DA 11' provisions serve no further purpose and are proposed to be deleted from the subject site.

It is noted that the provisions of 'DA 11' apply to various other structure plan areas outside of the subject site and will continue to apply to these areas.

### Proposal

The proposed amendment will rezone the subject site from 'Development' zone and 'DA 11' to 'Residential R20' as currently designated on the Structure Plan map shown in Attachment 1.

The size and shape of the lot was designed at the time of subdivision to logically facilitate subdivision at an R20 coding in the future, if sought. Residential lots in the immediately vicinity of the subject site are coded R20, with higher codings of R30, R40 and R60 located immediately adjacent to POS. Given the location of the subject site away from POS



and within a predominately R20 coded area, the 'Residential R20' land use designation by the Structure Plan is considered appropriate. Thus, it is intended to rezone the subject site in accordance with this land use designation in order to rationalise the Structure Plan into the Scheme.

The proposed 'Residential R20' zoning directly correlates to the 'Residential R20' zoning pursuant to the Scheme. Therefore it is proposed that all lots are rezoned from the 'Development' zone accordingly, and that 'DA 11' be deleted from the subject site.

Due to the subject site being capable of further subdivision and development, it is recommended that the landowner is made aware of the proposal to ensure they understand the implications of the proposed rezoning. These implications will not change what the landowner is permitted to develop at the subject site, nor the size of the lots should the site be subdivided. Thus, the Amendment is deemed to be a 'Standard Amendment' which requires advertising for 42 days, allowing the landowner to be informed and comment on the proposed change in planning framework over the subject site.

### Conclusion

Proposed Scheme Amendment No. 137 will rationalise the 'Residential R20' land use designation over the subject site into the Scheme, rezoning the subject site from 'Development' to 'Residential R20' and removing a layer of planning that is no longer required.

In conjunction with Scheme Amendment No. 136, the proposed Amendment will enable the rationalisation of the Lots 24 & 27 Lyon Road Structure Plan, as well as the Lots 3-6, 5-7, 25 & 26 Lyon Road Structure Plans into the Scheme.

It is therefore recommended that Council initiate the Scheme Amendment for referral to the Environmental Protection Authority ("EPA") and the WAPC, and upon receipt of advice from the EPA that formal assessment is not required, advertise the Amendment for 42 days.

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

#### City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.



**Budget/Financial Implications**

The Scheme Amendment documentation has been prepared by Strategic Planning, and community consultation costs (letters to affected landowners) will be undertaken from the Strategic Planning advertising budget.

**Legal Implications**

N/A

**Community Consultation**

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34. A standard amendment (such as this) requires 42 days consultation.

**Risk Management Implications**

If the officer's recommendation is not adopted, an opportunity will be missed to simplify the planning framework over the subject site and remove additional layers of planning (the Structure Plan) that have served their purpose. The proposal provides the opportunity to keep the Scheme current.

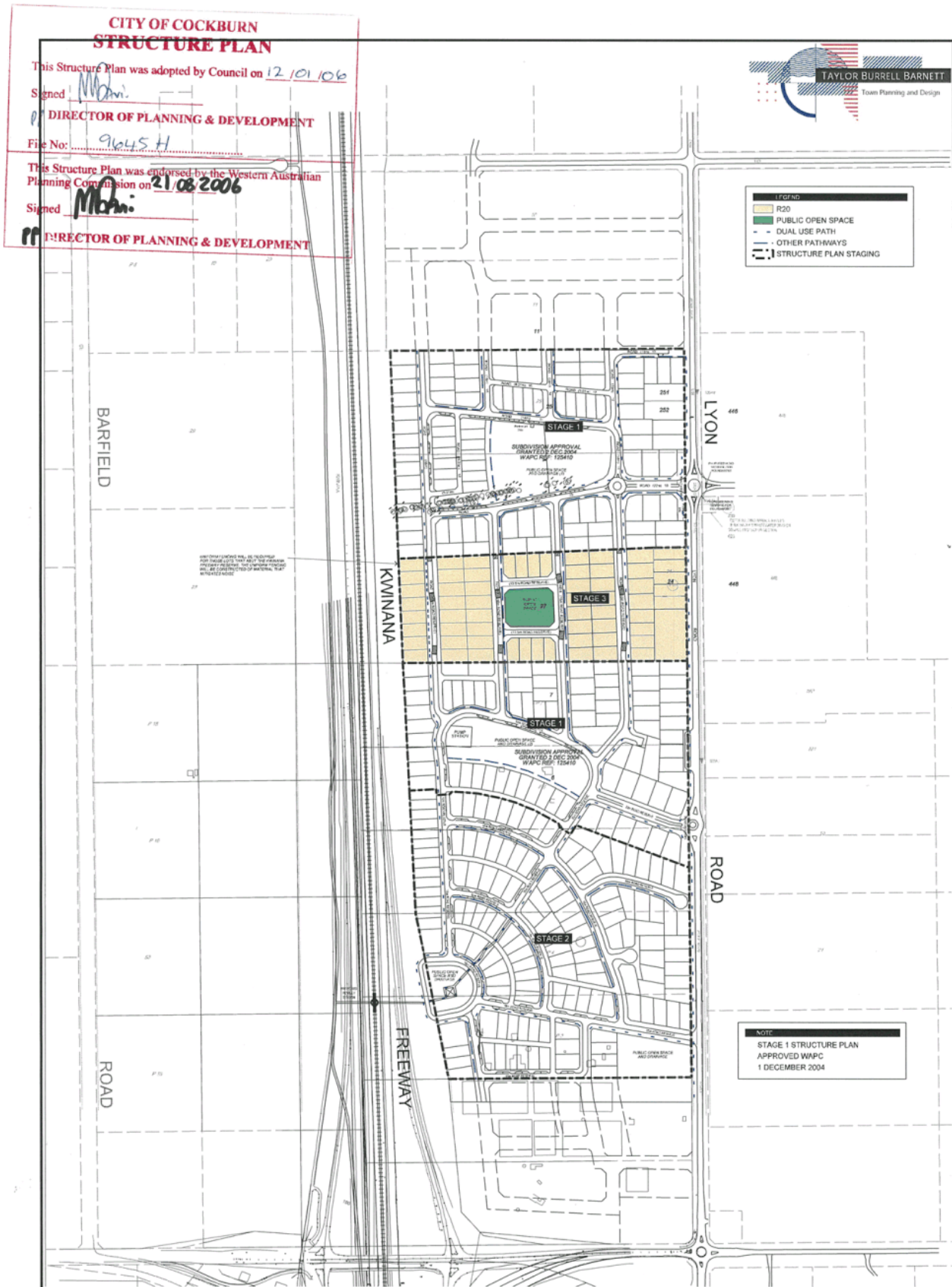
**Advice to Proponent(s)/Submitters**

N/A

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

Nil



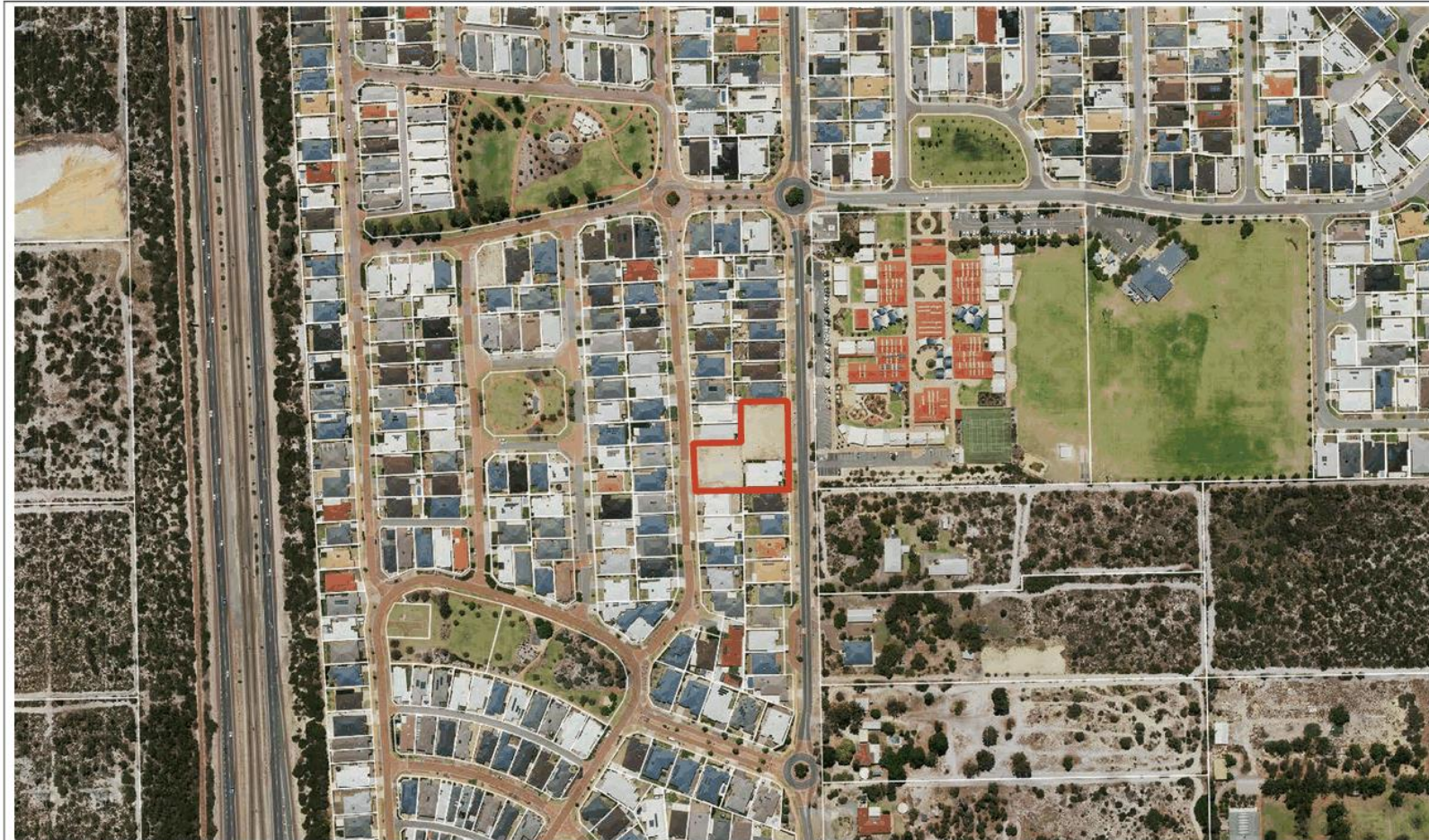


PROPOSED LOCAL STUCTURE PLAN

PROPOSED LOCAL STRUCTURE PLAN  
LOT 24 & 27 LYON ROAD - AUBIN GROVE (DA11)

Figure No.

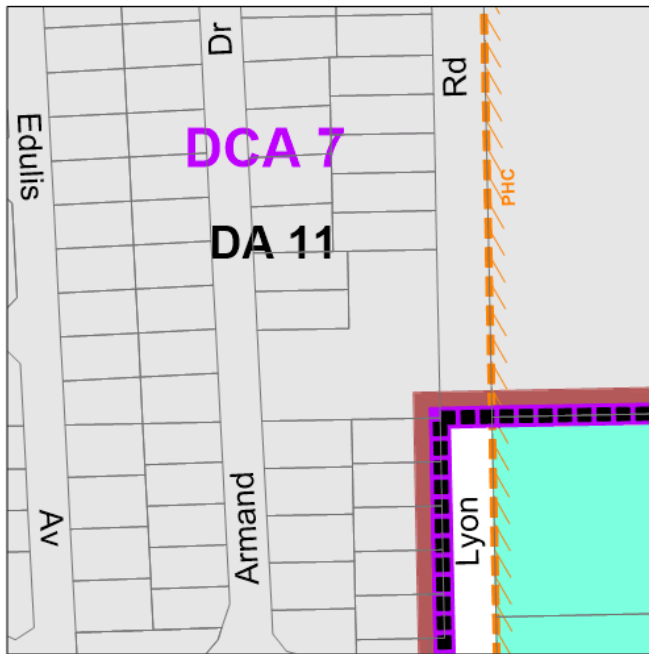




 <p><b>City of Cockburn</b> G.I.S Services Department</p>	<p><b>Attachment 2 – Location Plan (subject site outlined in red)</b></p>	<p>PRINTED ON: 10/07/2018</p>	<p>SCALE = 1:4000</p>	 <p><b>NORTH</b></p>
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Existing Zoning

**GENERAL**

**R20** Residential Density Codes

**SPECIAL CONTROL AREAS:**

**DA 1** Development Areas

**DCA 1** Development Contribution Areas

**PHC** Peel-Harvey Coastal Plain Catchment Area

**LOCAL RESERVES**

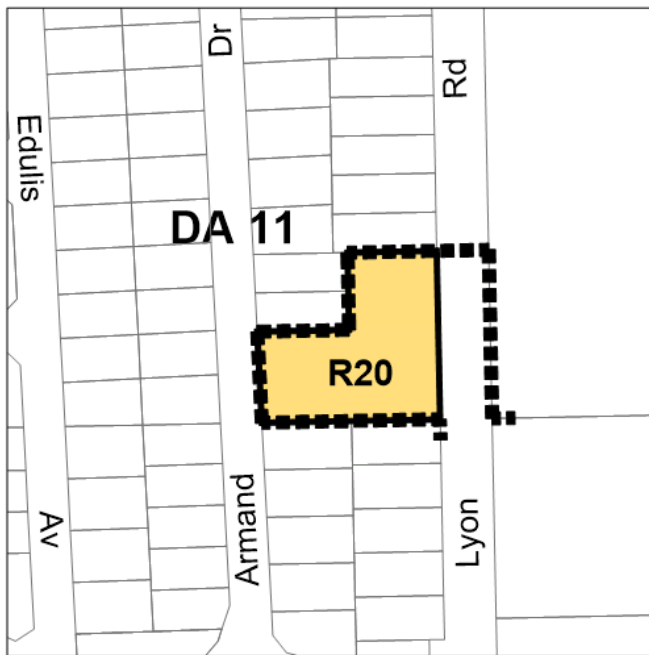
Local Road

**ZONES**

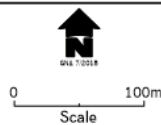
Residential

Development

Resource



Proposed Zoning



**Current Scheme Amendment Map**  
 Town Planning Scheme No.3  
 Amendment No.137



#### 14.4 (2018/MINUTE NO 0121) PROPOSED STRUCTURE PLAN - LOT 33 OCEAN ROAD, COOGEE

**Author(s)** D Di Renzo

**Attachments**

1. Draft Structure Plan Map (as advertised) [↓](#)
2. Bushfire Management - BAL Contour Plan [↓](#)
3. Proposed alternative Structure Plan layout [↓](#)
4. Schedule of Submissions [↓](#)

#### RECOMMENDATION

That Council

- (1) adopts the Schedule of Submissions prepared in respect to the proposed structure plan.
- (2) endorse the Bushfire Management Plan prepared by Bushfire Safety Consulting in respect of the proposed structure plan and dated 12 March 2018, subject to written confirmation from the landowner of Lot 34 Ocean Road, Coogee, that the land will remain low-threat standard in perpetuity.
- (3) pursuant to Schedule 2, Part 4, clause 20 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, recommend to the Western Australian Planning Commission the proposed structure plan for Lot 33 Ocean Road, Coogee, be approved subject to the following modifications:
  1. Modification to the proposed local roads to:
    - a) delete the extension of Prizba Rise,
    - b) relocate the proposed public open space to the southern boundary with 'Residential R30' abutting the public open space, serviced by a 6m wide rear laneway, and
    - c) provide a temporary cul-de-sac for the laneway for waste vehicles.
  2. All lots adjoining public open space and laneways to require Local Development Plans, annotated on the Structure Plan accordingly.
- (4) advise the landowners within the structure plan area and those who made a submission of Council's recommendation accordingly.

#### COUNCIL DECISION



MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

### **Background**

The Packham North District Structure Plan covers a portion of North Coogee and Spearwood and was adopted by Council in August 2011. The District Structure Plan addresses housing density expectations, land use mix and road layouts. It is used to guide future structure planning of the area.

### **Submission**

N/A

### **Report**

The purpose of this report is for Council to consider a proposed Structure Plan for Lot 33 Ocean Road, Coogee that has been advertised for public comment; and to make a recommendation to the Western Australian Planning Commission (“WAPC”).

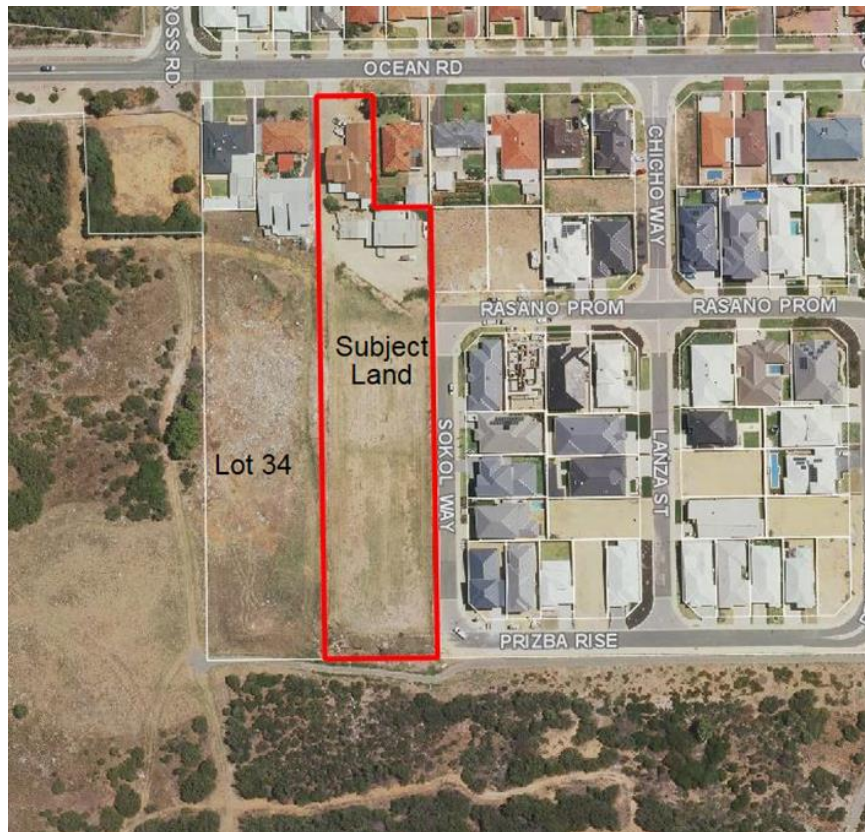
### **Subject Land**

The subject land is 7,289sqm, with a 20m frontage to Ocean Road. It contains a dwelling fronting Ocean Road, with outbuildings to the rear (south) of the dwelling. The remaining area of land to the south is cleared and vacant, with Sokol Way abutting a 125m section of the eastern boundary.

The subject land is zoned ‘Development’ and is located within ‘Development Area 31’ (Packham North). The subject land is located within a ‘Bushfire Prone Area’.

The subject land is located immediately to the west of the Packham North – Ocean Crest Structure Plan which has been predominately subdivided and developed for residential development (see aerial photograph below).





### Proposed Structure Plan

The draft Structure Plan is included at Attachment 1, and proposes a westward extension of the existing Rasano Promenade and Prizba Rise, and the creation of a verge on the western side of Sokol Way (currently constructed with a verge on the eastern side and the carriageway). With the exception of one lot facing Ocean Road, all future lots will address Sokol Way and Rasano Promenade.

A 729sqm area of public open space (which equates to 10% of the lot) is proposed to the south of the lots, on the corner of Prizba Rise and Sokol Way.

The draft Structure Plan proposes a residential coding of R25. The indicative subdivision layout indicates that the Structure Plan has the potential to yield a total of 12 dwellings at a coding of R25, including the creation of one lot accessed from Ocean Road.

A Bushfire Management Plan has been submitted which demonstrates that the future lots will be BAL 12.5. The BAL Contour Plan can be seen at Attachment 2.

### Community Consultation



The proposed Structure Plan was advertised for a period of 28 days, with letters (including a copy of the proposed Structure Plan) sent to 31 nearby landowners on Sokol Way, portions of Prizba Rise, Rasano Promenade, Chicho Way and Ocean Road.

Two submissions of support were received, four submissions of objection, and one submission from the adjacent landowner suggesting an alternative layout with a cul-de-sac instead of the extension of Prizba Rise (discussed further below). Department of Fire and Emergency Services provided comment on the Bushfire Management Plan. All submissions are included and summarised in Attachment 4.

There were concerns raised in four submissions that the proposed POS at the southern end is isolated and would not have any surveillance given the side fences of the adjacent dwellings which would abut the POS. Preference was expressed in the submissions for the POS to be located to the north, however given the bushfire hazard to the south the POS provides an important separation. This southern portion of land is FZ (Flame zone) in the BAL mapping, which makes it unsuitable for residential lots (see Attachment 2: BAL Contour Plan).

Notwithstanding, an alternative design is proposed that provides rear loaded lots fronting the POS to provide surveillance. This alternative is discussed in further detail later in this report.

Three submissions objected to the proposed R25 coding, expressing concern that this is inconsistent with the R20 coding of the adjacent area; that the proposed lots would be out of character; and that the traffic generated would be excessive.

The Packham North District Structure Plan states that structure plans should aim to achieve a minimum density of R25 across the structure plan area with higher densities concentrated around high frequency public transport routes, public open spaces, commercial centres and schools. Therefore the proposed Structure Plan is consistent with the District Structure Plan, in that it seeks to deliver lots that exactly reflect the minimum standard expected by the District Structure Plan.

In terms of traffic generated, the existing and proposed local roads have the capacity to cope with the residential development at a coding of R25 which only has the potential to create two dwellings more than would be possible under a coding of R20. Therefore the proposed R25 coding is considered to be acceptable.

#### Future Structure Planning of adjacent Lot 34

In considering a Structure Plan for the subject land, consideration must be given to the orderly and proper planning of the adjacent 7,610sqm landholding to the west (Lot 34 Ocean Road) which does not have a current adopted structure plan.



Lot 34 Ocean Road to the west is further constrained due to its boundary to the Reserve on the southern and western sides. The proposed road layout and POS location on the subject land will dictate how Lot 34 can be developed and therefore requires careful consideration.

The landowner of Lot 34 has suggested that the proposed extension of Prizba Rise be deleted, the POS shifted to the southern boundary, and that vehicular access be provided only via an extension of Rasano Promenade to the west then south (terminating in a cul-de-sac head).

While the road network proposed by the draft Structure Plan represents a logical, permeable and highly connected road network, it is noted that the extension of Prizba Rise would only provide access to Lot 34 and does not connect elsewhere. As an alternative, deleting this road extension, and providing vehicular access to Lot 34 via an extension of Rasano Promenade (terminating in a cul-de-sac in the south eastern corner of Lot 34) would provide an acceptable alternative movement network.

However, the main issue with this configuration is that there will be no passive surveillance of the POS, and the POS will be abutting the reserve to the south, with side fences from the adjacent dwellings. This offers no surveillance of the POS either from any roads or dwellings which is contrary to the requirements of *Liveable Neighbourhoods*. This is an undesirable outcome, and the lack of surveillance of the proposed POS has been raised as a concern by nearby residents during the advertising of the current plan. Therefore this configuration is not supported.

Given that there is a section of BAL Flame Zone on the BAL Contour Plan along the southern boundary, it is considered that either a road and/or POS be required along the southern boundary within the BAL Flame Zone, which is not suitable for development. Given that 10 per cent POS is required, it is considered logical that this be provided on the southern boundary to provide separation. It is also important for the POS to have surveillance from dwellings.

In response to these issues, an alternative plan is proposed which deletes the southern extension of Prizba Way and shifts the POS to the southern boundary, but with the insertion of a small east-west laneway to allow the creation of some lots fronting the POS to provide surveillance. Attachment 3 is a concept plan depicting this layout.

This configuration has the benefit of providing surveillance of the POS, and reduces road construction required for both the subject land and the adjacent Lot 34. This alternative layout has been discussed with the proponent and is supported in principle.



It is considered that this layout provides sufficient flexibility for the future structure planning and development of Lot 33.

For this configuration to work the laneway would require a temporary turning circle to facilitate the movement of waste vehicles.

#### Bushfire Management Plan

Comments were received from Department of Fire and Emergency Services, and are included at Attachment 4.

The key issue that they have raised relates to the maintenance of the adjacent Lot 34 in a low-threat standard in perpetuity, which the BAL contour map is based on.

The landowner of Lot 34 has engaged a planning consultant to progress structure planning of the site, so it is likely the site will be developed within the medium term. However in the meantime to ensure that Lot 34 remains in a low-threat standard it is recommended that the applicant obtain a letter from the landowner of Lot 34 confirming that this is the case. This will provide certainty that the proposed management measures within the BMP can be enforced, and the City can issue a notice pursuant to the *Bush Fires Act 1954* if required.

#### Conclusion

It is recommended that Council recommend to the WAPC that the proposed Structure Plan for Lot 33 Ocean Road, Coogee, be approved subject to the modifications outlined in this report and set out in the recommendation.

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

#### City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure a variation in housing density and housing type is available to residents.

### **Budget/Financial Implications**

The required Structure Plan fee has been calculated in accordance with the *Planning and Development Regulations 2009*, and has been paid by the applicant.

### **Legal Implications**





NA.

### **Community Consultation**

The proposed Structure Plan was advertised for a period of 28 days, ending on 7 July 2018. A total of eight submissions were received and these are included in the Schedule of Submissions (Attachment 4).

### **Risk Management Implications**

The officer's recommendation takes in to consideration all the relevant planning factors associated with this proposal. It is considered that the officer recommendation is appropriate in recognition of making the most appropriate planning decision.

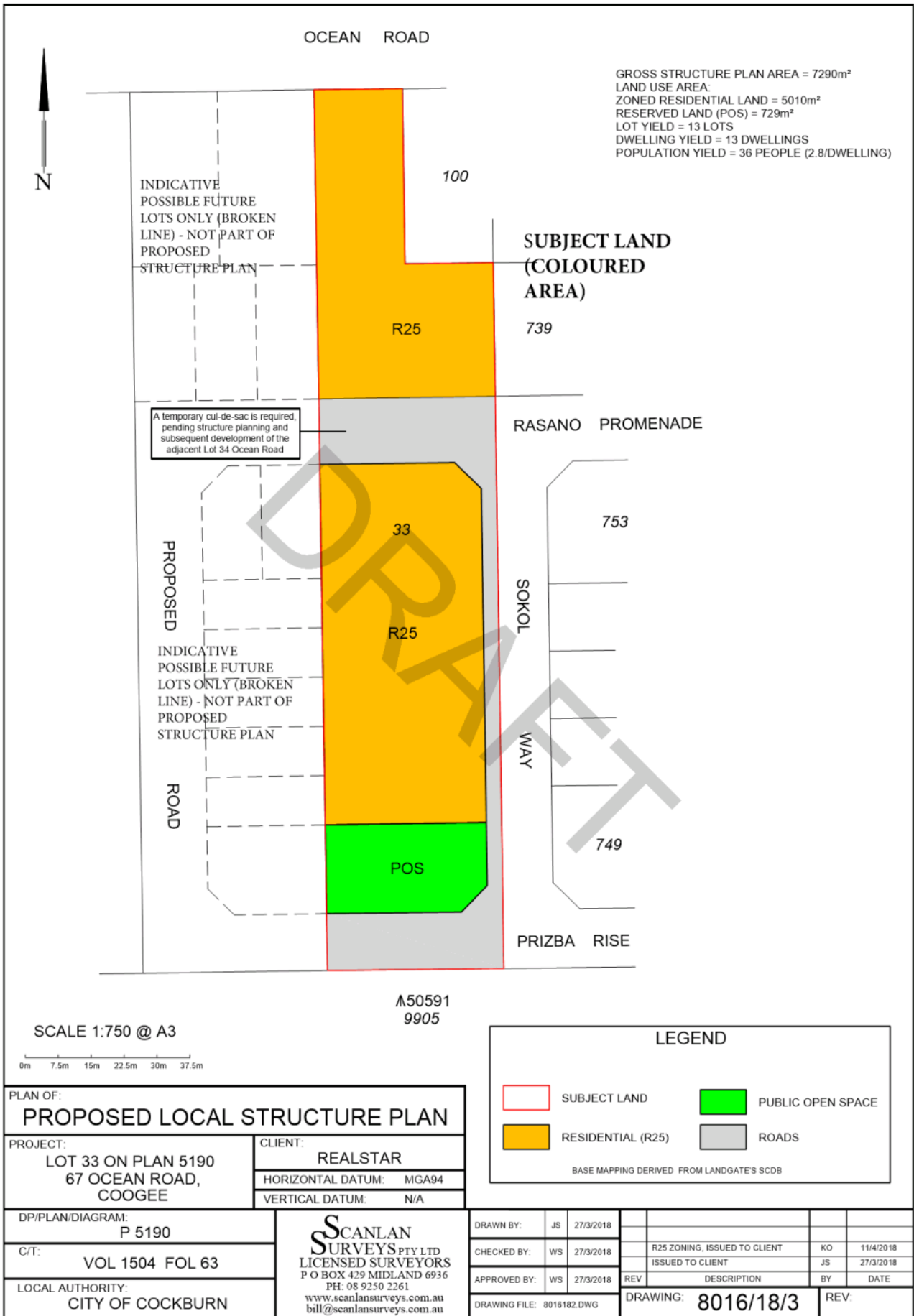
### **Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 August 2018 Ordinary Council Meeting.

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

Nil.





Bushfire Management Plan – Lot 33 (#67) Ocean Road, Coogee

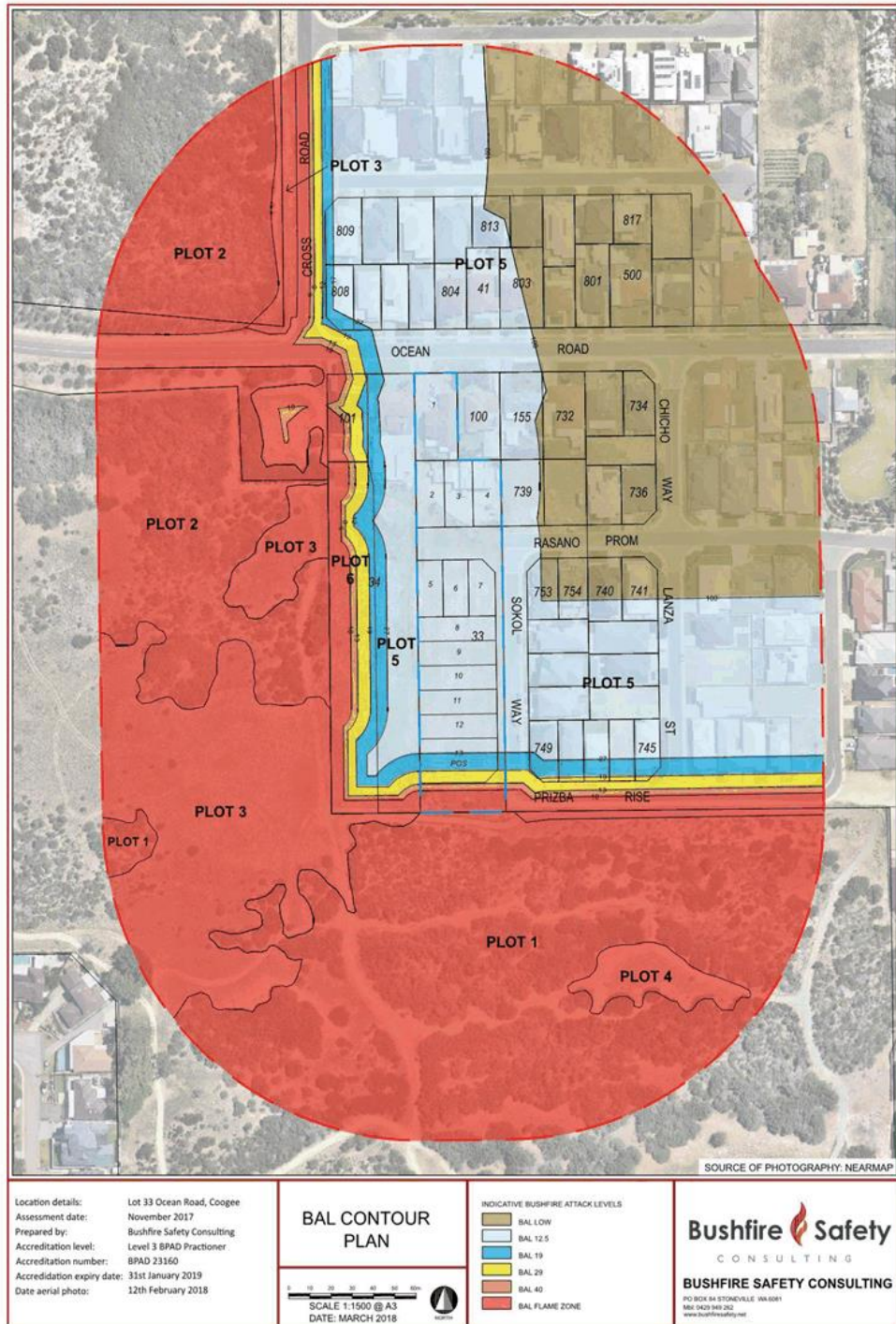
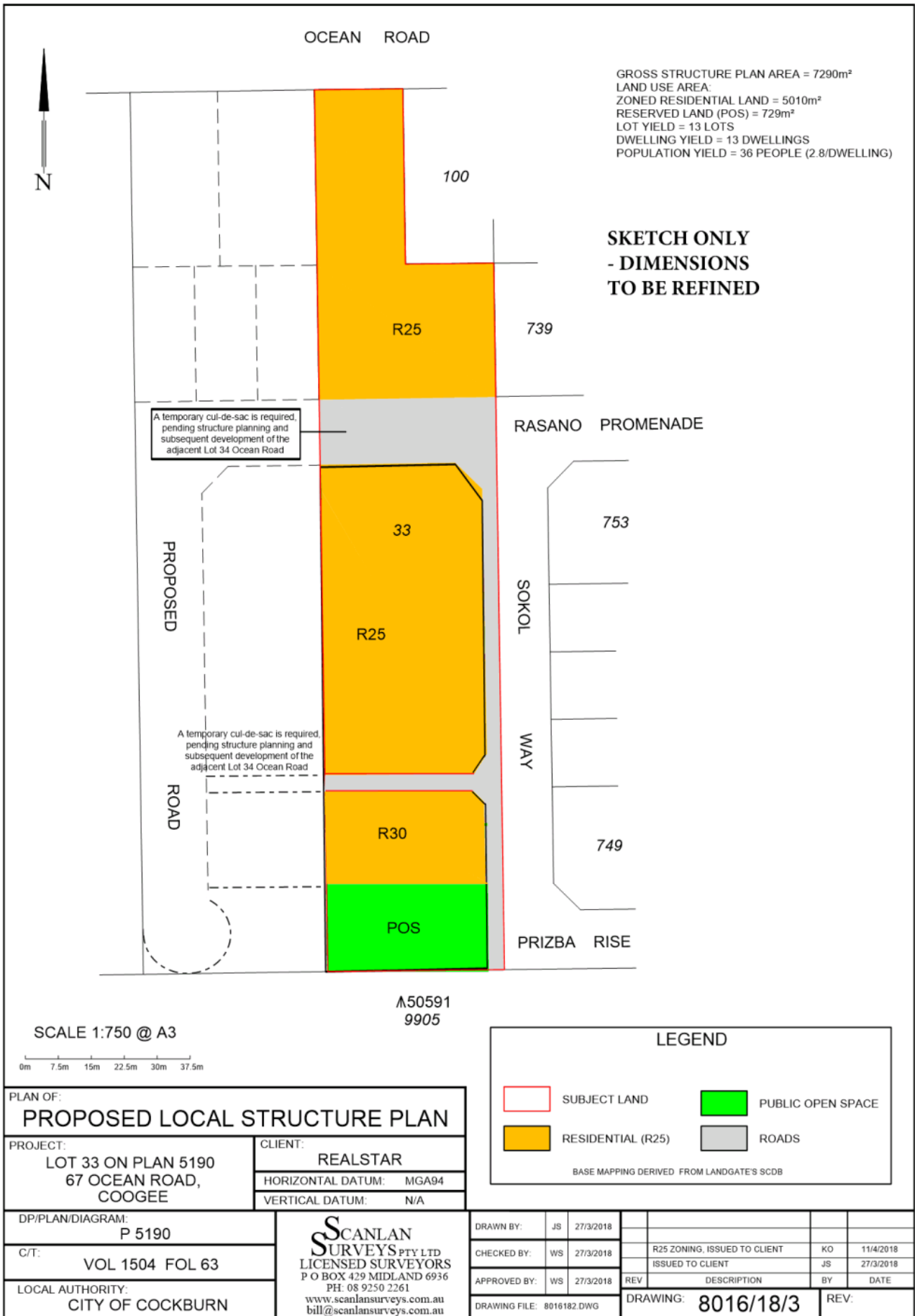


Figure 5: BAL Contour Plan showing predicted radiant heat flux levels into the site



File No. 110/185

**SCHEDULE OF SUBMISSIONS**  
**PROPOSED STRUCTURE PLAN – LOT 33 (67) OCEAN ROAD, COOGEE**

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Community member	<b>SUPPORT</b> I have been monitoring the upcoming development of this area and am glad to see someone is moving forward with it as I am interested in buying/building in this pocket. The only complaint I would have is that I was hoping larger size blocks (500sqm) would be on offer.	Noted.
2	Rhonda Maloney 28 Prizba Rise COOGEE WA 6166	<b>SUPPORT</b> The plan is consistent with the area. The location of the public open space is suitable as it will have access via 2, and in the future 3 roads. There is also no other public open space within this area of the development.	Noted.
3	Peter and Eileen Heath 3 Sokol Way COOGEE WA 6166	<b>OBJECT</b> <ol style="list-style-type: none"> <li>1. The placement of the POS in/near the corner of the estate in close proximity to reserved land we consider would encourage undesirables to the area where they would be out of the public eye. It would not offer a safe environment for children to play.</li> <li>2. R25 zoning directly opposite R20 zoning does not lend to the same quality and density of housing and would therefore devalue the properties adjacent. Current developments in this area zoned R25 have resulted in a large number of blocks remaining unsold which is of concern and adding further blocks with this zoning would place further downward pressure on current property values and the overall aesthetics of this area.</li> </ol>	<ol style="list-style-type: none"> <li>1. These comments are noted, however placement of POS is important to provide separation to the fire hazard to the south, given that the southern portion of land is FZ (flame zone) in the BAL mapping, which makes it unsuitable for residential lots. To address these concerns a modified layout is proposed that includes residential lots fronting and addressing the POS to provide surveillance.</li> <li>2. A coding of R25 is consistent with the Packham District Structure Plan, and the difference between an R20 and R25 coding, in terms of lot sizes and setbacks, is not considered to be significant enough to create development that is out of character.</li> </ol>



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
4	James Naylor 7 Sokol Way COOGEE WA 6166	<p><b>OBJECT</b> I would like the proposal to require the same lot sizes and building permit requirements as exists on the other side of Sokol Way to hold &amp; enhance the value of the street. It would be reasonable for us existing Sokol Way residents to assume there would be consistency when this land was developed in the future.</p> <p>I also suggest strongly the POS is located at the opposite end of the street or in middle as it is far to secluded up the current end with the adjoining bushland creating potential security/behaviour issues. I would rather the residents in Sokol Way can monitor activity more closely in the POS.</p>	<ol style="list-style-type: none"> <li>1. A coding of R25 is consistent with the Packham District Structure Plan, and the difference between an R20 and R25 coding, in terms of lot sizes and setbacks, is not considered to be significant enough to create development that is out of character.</li> <li>2. These comments are noted, however placement of POS is important to provide separation to the fire hazard to the south, given that the southern portion of land is FZ (flame zone) in the BAL mapping, which makes it unsuitable for residential lots. To address these concerns a modified layout is proposed that includes residential lots fronting and addressing the POS to provide surveillance.</li> </ol>
5	Landowner	<p><b>OBJECT</b> We have no objections to the R25 zoning however do not agree with the location of the POS. The present proposal doesn't appear to provide for storm water sump and given the higher density and paving all there will be increased runoff and stormwater will flow to existing facilities which is not part of this application, and potentially flood this area. The POS outside of this application should not be jeopardized by this and future indicative applications. It would appear to make more sense to have the POS much closer to Ocean Road where the natural incline of the land will present a better opportunity to deal with stormwater within the POS. The existing POS is also opposite reserve land and doesn't really provide for additional "greening" of the area. It appears to be an afterthought to meet the development application and not a decision to improve and enhance the overall developments in the area. The POS within this area have been completed in an excellent manner and as we understand have won awards. This present proposal does not appear to have given any consideration to this type of POS. We do not wish to have a tagged on development that is shoddy and out of character with what has already been developed alongside.</p>	<p>These comments are noted, however placement of POS is important to provide separation to the fire hazard to the south, given that the southern portion of land is FZ (flame zone) in the BAL mapping, which makes it unsuitable for residential lots. To address these concerns a modified layout is proposed that includes residential lots fronting and addressing the POS to provide surveillance.</p> <p>The Structure Plan is accompanied by a Drainage Technical Memo that has been supported by the City's Engineering Services. The drainage is primarily being retained in underground chambers in the POS.</p>
6	Brett & Diana Lyon	<p><b>OBJECT</b></p>	<ol style="list-style-type: none"> <li>1. These comments are noted, however placement</li> </ol>





NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	5 Sokol Way COOGEE WA 6166	<p>While we are in support of developing the lot into residential, we are in objection of the current proposal for the following reasons:</p> <ol style="list-style-type: none"> <li>1. POS - the location of the POS would be better suited where it has good surveillance from adjoining properties ie Cnr Rasano &amp; Sokol. also if the POS is part intended for drainage, this would be better suited towards Ocean Rd (downhill) rather than Beelair Regional Park (uphill) as proposed.</li> <li>2. R25 - our concern over the requested R25 zoning is what this means to the population in this area (13 dwelling @ 2.8 people per dwelling = 36 people) plus the neighbouring development of a further 13 lots would see the density increase to 72 people. Our preference would be to see a zoning of R20, similar to our existing properties or R30 which would caveat double story dwellings to maintain the integrity of the estate and minimize impact to the existing infrastructure.</li> </ol>	<p>of POS is important to provide separation to the fire hazard to the south, given that the southern portion of land is FZ (flame zone) in the BAL mapping, which makes it unsuitable for residential lots. To address these concerns a modified layout is proposed that includes residential lots fronting and addressing the POS to provide surveillance.</p> <ol style="list-style-type: none"> <li>2. A coding of R25 is consistent with the Packham District Structure Plan, and the difference between an R20 and R25 coding, in terms of lot sizes and setbacks, is not considered to be significant enough to create development that is out of character. In terms of traffic generated, the existing and proposed local roads have the capacity to cope with the residential development at a coding of R25 which only has the potential to create two dwellings more than would be possible under a coding of R20. Therefore the proposed R25 coding is considered to be acceptable.</li> </ol>
7	John Lyus 65 Ocean Road Coogee 6166	<p>As the City would be aware, I am currently looking at options for the subdivision/development of my land and intend lodging my Structure Plan soon. Therefore, I am keen to work with the City and the developer of the adjoining land (Lot 33 Ocean Road) to coordinate the development of both sites, in particular the layout of roads and POS.</p> <p>I generally support the proposed Structure Plan for 67 Ocean Road, but some details need further consideration.</p> <p>Extending Prizba Rise as 13m wide road reserve along the southern boundary of both sites seems an inefficient use of land, given it only provides access to the proposed POS. It seems more appropriate for the POS to abut the southern boundary. If a through link for vehicles is required between the two sites for emergency access in the rare event of a bushfire, surely a 6m wide lane (or similar) would suffice.</p>	<p>These comments are noted. The main issue with this proposed configuration is that there will be no passive surveillance of the POS, and the POS will be abutting the Reserve to the south, with side fences from the adjacent dwellings. This offers no surveillance of the POS either from any roads or dwellings which is contrary to the requirements of <i>Liveable Neighbourhoods</i>. This is an undesirable outcome, and the lack of surveillance of the proposed POS has been raised as a concern by nearby residents during the advertising of the current plan. Therefore this configuration is not supported.</p> <p>An alternative plan is proposed which deletes the southern extension of Prizba Way and shifts the POS to the southern boundary, but with the insertion of a small east-west laneway to allow the creation of some lots</p>



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>I would be happy to discuss these matters further with the City and the proponent of the Structure Plan for Lot 33 Ocean Road to ensure both sites can be appropriately developed in a coordinated manner.</p>	<p>fronting the POS to provide surveillance.</p> <p>This configuration has the benefit of providing surveillance of the POS, and reduces road construction required for both the subject land and the adjacent Lot 34.</p> <p>This layout is considered to provide flexibility for the future structure planning of Lot 33.</p>



**14.5 (2018/MINUTE NO 0122) PROPOSED STRUCTURE PLAN AMENDMENT (MINOR) - LOTS 9139 AND 9144 MARABOO WHARF, NORTH COOGEE**

<b>Author(s)</b>	D Di Renzo
<b>Attachments</b>	1. Proposed Structure Plan Amendment Map <a href="#">↓</a>
<b>Location</b>	Lots 9139 and 9144 Maraboo Wharf, North Coogee
<b>Owner</b>	Port Catherine Developments Pty Ltd
<b>Applicant</b>	Taylor Burrell Barnett Town Planning and Design
<b>Application Reference</b>	110/023

**RECOMMENDATION**

That Council pursuant to Schedule 2, Part 4, clause 29 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, recommend to the Western Australian Planning Commission the proposed amended structure plan for Lots 9139 and 9144 Maraboo Wharf, North Coogee ('The Island'), be approved.

**COUNCIL DECISION**

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

**Background**

The Port Coogee Structure Plan was originally adopted by Council in March 2004 in conjunction with the Scheme Amendment introducing Development Area 22 ("DA 22"). The Amendment was gazetted in June 2005.

The Port Coogee Structure Plan area is zoned 'Urban' under the Metropolitan Region Scheme ("MRS") and 'Development' under City of Cockburn Town Planning Scheme No. 3 ("Scheme"). The subject land is also located within Development Area 22 ("DA 22") and Development Contribution Area No. 13 ("DCA 13").

There have been a number of modifications to the Structure Plan since its initial adoption. The most recent amendment was approved by the Western Australian Planning Commission ("WAPC") on 13 September 2016. This included changes to 'The Island', specifically an increase to



residential density from R60 to R80 and an increase in maximum building heights from 13.3m to 17.3m.

The Structure Plan required the preparation of Local Development Plans (LDP) to identify and address the development principles and details that will provide the preferred development outcome for Stage 5.

In the process of preparing a development concept for the subject land the applicant has determined that their desired development outcome for 'The Island' requires a minor amendment to the Structure Plan to accommodate their design prior to an LDP, development application or subdivision being determined.

### **Submission**

The proposal has been submitted by Taylor Burrell Barnett Town Planning and Design.

### **Report**

The purpose of this report is for Council to consider a proposed minor amendment to the Port Coogee Structure Plan and to make a recommendation to the WAPC pursuant to Schedule 2, Part 4, clause 29 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

### Type of Structure Plan Amendment

In accordance with Clause 29(3) of the Regulations the local government may decide not to advertise an amendment to a structure plan if, in the opinion of the local government and the WAPC, the amendment is of a minor nature.

The City and Department of Planning, Lands and Heritage (DPLH) determined the proposal to be a 'minor amendment' in accordance with the Regulations and the City's Notice of Delegation APD55 'Structure Plans, Rezoning Applications and Metropolitan Region Scheme Amendments'.

The proposed amendment was determined to be a 'minor amendment' because it is not considered to materially alter the intent of the current Structure Plan.

### Proposed Structure Plan Amendment

The Structure Plan amendment proposes changes to the pedestrian access ways (PAW) on 'The Island' as shown in Attachment 1.



The changes propose to delete the PAW on the eastern side of 'The Island', offset by an increase in the width of the southern PAW (to become a PAW/ROW), enabling a more effective use of that area.

The southern PAW is 8m wide on the current Structure Plan, and it is proposed that this be widened to 11.4m as a PAW/ROW to accommodate emergency vehicle access, pedestrian access and parking for the marina pens.

It is noted that the eastern PAW on the structure plan is a 4m wide strip that provides limited public benefit in that it is essentially a 'dead end' pathway of approximately 76m in length that does not form part of a connected pedestrian network or provide any through connection to a destination for pedestrians. The PAW, in its present form offers neither a linkage function nor any significant amenity benefit, compared to the other PAWs along the southern and western edges.

As a recreational experience in its own right, it offers only limited value as it does not provide any access to the water and its visual aspect is looking back on to the beach (which is only approximately 70m away) and the housing behind (approximately 120m away).

In terms of recreational value, the Structure Plan distinguishes between the eastern edge and the southern and western edges. The latter edges are identified on the structure plan map as 'Dual Use Path', and on the Context Analysis, Walkable Catchments and Movement System Plan as "Local Commuter / Recreational Dual Use Path". The eastern edge, however, is not referenced at all on either plan.

The deletion of the eastern PAW will also mean a reduced burden on the City for the ongoing maintenance and repair given that the ongoing responsibility for the retaining structures will be transferred to the future private owners, in the same manner as the northern section of the island, as well as the existing canal precincts further to the north.

It should be noted that details regarding pedestrian movement, landscaping, parking and the public realm are to be addressed through a Local Development Plan (LDP). In this regard, the Structure Plan outlines that as a minimum the LDP is to respond to the following intended outcomes:

- *Dwelling density (is to be the maximum of the prescribed density for each of the density codes);*
- *Built form in respect of bulk, scale, height, visual permeability and architectural expression;*
- *The maximum building height is to be 17.3 metres; the achievement of this maximum to be determined by built form outcomes that provide articulation and adequate setbacks*



*(including at the upper level) to mitigate any adverse visual impacts from the view-sheds to the north, east and south and will not detract from the intended prominence of development of the Marina Village, as this is the focal point of Port Coogee in regard to built form and activity;*

- *Building setbacks;*
- *Private and public car parking (the plan is to show the appropriate number, location and configuration of parking bays to service the public marina pens);*
- *The private and public realms (this is to include the public pedestrian movement network to and from the island, including the universal access to and from marina car parking to public access ways, marina pens and the public road system);*
- *Adequate provision being made for the (Council) rubbish collection vehicles to manoeuvre in all circumstances;*
- *Site landscaping, including the water edge treatment; and*
- *Noise attenuation (if required) for those buildings affected by any adverse noise generated from within the locality.*

### Conclusion

The proposed Structure Plan amendment is considered to provide a wider more practical area of PAW/ROW on the southern boundary of 'The Island' to accommodate emergency vehicle access, pedestrian access and parking for the marina pens.

It is therefore recommended that Council recommend to the WAPC that the Structure Plan amendment be approved in accordance with clause 29(1) of the Regulations.

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

#### City Growth

Ensure growing high density living is balanced with the provision of open space and social spaces.

#### Economic, Social & Environmental Responsibility

Improve the appearance of streetscapes, especially with trees suitable for shade.

### **Budget/Financial Implications**





The required Structure Plan fee has been calculated in accordance with the *Planning and Development Regulations 2009*, and has been paid by the applicant.

**Legal Implications**

N/A

**Community Consultation**

The proposed Structure Plan amendment was not advertised, as it was deemed to be of a minor nature by the City and DPLH.

In accordance with Clause 29(3) of the Regulations the local government may decide not to advertise an amendment to a structure plan if, in the opinion of the local government and the Commission, the amendment is of a minor nature.

**Risk Management Implications**

The officer's recommendation takes into consideration all the relevant planning factors associated with this proposal. It is considered that the officer recommendation is appropriate in recognition of making the most appropriate planning decision.

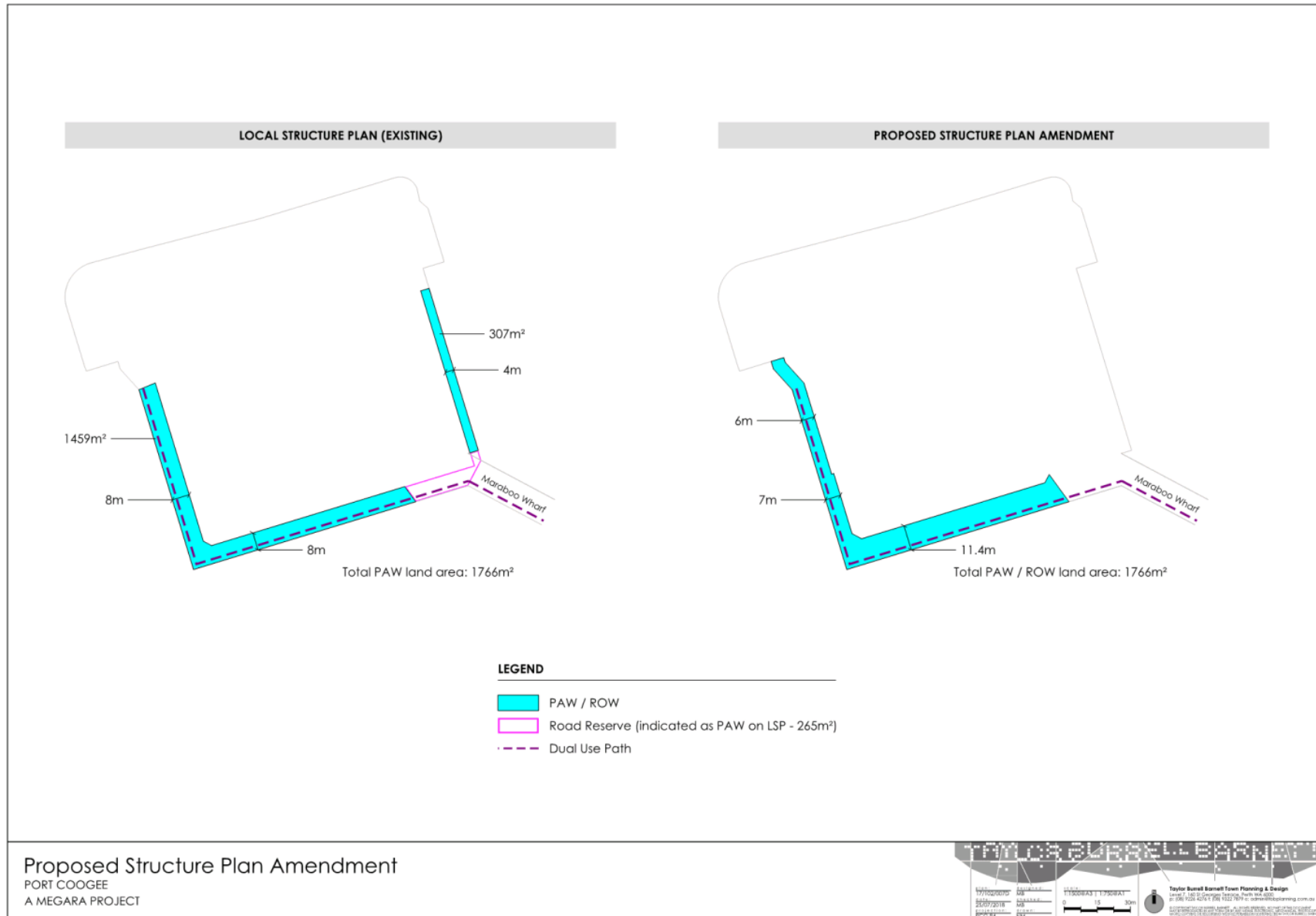
**Advice to Proponent(s)/Submitters**

The Proponent(s) has been advised that this matter is to be considered at the 9 August 2018 Ordinary Council Meeting.

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

Nil.





**14.6 (2018/MINUTE NO 0123) PROPOSED AMENDMENT 128 - TOWN PLANNING SCHEME NO. 3 - ADDITIONAL EXCLUSIONS TO DEVELOPMENT CONTRIBUTION LIABILITY**

<b>Author(s)</b>	C Catherwood
<b>Attachments</b>	1. Schedule of Submissions <a href="#">↓</a>
<b>Location</b>	N/A
<b>Owner</b>	N/A
<b>Applicant</b>	N/A
<b>Application Reference</b>	109/128

**RECOMMENDATION**

That Council

- (1) endorse the Schedule of Submissions prepared in respect of Amendment 128 to City of Cockburn Town Planning Scheme No. 3 (“Scheme”);
- (2) adopt Scheme Amendment No. 128 for final approval for the purposes of:

Rearrangement and addition the existing clause 5.3.13.3 to read-

*“Notwithstanding clause 5.3.13.2, an owner’s liability to pay the owner’s cost contribution does not arise if the owner:*

- a) *Commences development of the first single house or outbuildings associated with that first single house on an existing lot which has not been subdivided or strata subdivided since the coming into effect of the development contribution plan;*
- b) *Commences a temporary or time limited approval;*
- c) *Commences any site preparation works such as retaining walls, demolition, clearing of vegetation, bulk earthworks, temporary fencing, remediation, advertising and signage that does not result in development that will place demand on infrastructure included in a development contribution plan;*
- d) *Commences any other minor or incidental development or subdivision which does not have a connection (nexus) to the infrastructure included in the development contribution plan;*
- e) *Lodges Deposited Plans for the consolidation of land parcels (amalgamation) or for the sole purpose of ceding land required*



*for a development contribution plan item.”*

- (3) note the amendment referred to in resolution (2) above is a ‘standard amendment’ as it satisfies the following criteria of Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015:

*an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;*

*any other amendment that is not a complex or basic amendment.*

- (4) ensure the amendment documentation, be signed and sealed and then submitted to the Western Australian Planning Commission along with a request for the endorsement of final approval by the Hon. Minister for Planning; and
- (5) advise those parties that made a submission of Council’s decision accordingly.

#### **COUNCIL DECISION**

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

#### **Background**

The purpose of this amendment is to insert additional wording to ensure greater alignment between the intent of the State Planning Policy 3.6 Development contributions for infrastructure (“SPP3.6”) and existing City of Cockburn Town Planning Scheme No. 3 (“TPS3”) wording, in particular which types of development will trigger the need for contributions to be made.

Development contribution provisions have been contained in TPS3 for a number of years. The current provisions primarily reflect the wording from SPP3.6 with some additions which clarify and deal with the specific issues related to the City of Cockburn.

It has become apparent that on occasion Cockburn landowners undertake types of development which inadvertently trigger the development contribution liabilities before they were intended. There are a number of principles set out in SPP3.6 which underpin the



imposition of development contributions and the SPP was clearly written with primarily greenfield development in mind.

The City of Cockburn is a large municipality with areas of greenfield development, but also the complexities of infill developments and brownfield redevelopments. With fourteen development contribution plans covering a range of areas including infill and greenfield development areas and industrial areas, the standard scheme provisions have been found to be lacking.

### Submission

N/A

### Report

The current liability clause in TPS3 (based on SPP3.6) reads:

*“5.3.13.2*

*An owner’s liability to pay the owner’s cost contribution to the local government arises on the earlier of -*

- a) the Western Australian Planning Commission endorsing its approval on the deposited plan or survey strata plan of the subdivision of the owner’s land within the development contribution area;*
- b) the commencement of any development on the owner’s land within the development contribution area;*
- c) the approval of any strata plan by the local government or Western Australian Planning Commission on the owner’s land within the development contribution area; or*
- d) the approval of a change or extension of use by the local government on the owner’s land within the development contribution area.*

*The liability arises only once upon the earliest of the above listed events”.*

This is followed by a clause which provides an exemption as follows:

*“5.3.13.3*

*Notwithstanding clause 5.3.13.2, an owner’s liability to pay the owner’s cost contribution does not arise if the owner commences development of the first single house or outbuildings associated with that first single house on an existing lot which .has not been*



*subdivided or strata subdivided since the coming into effect of the development contribution plan”.*

There is potential for this clause to include additional exemptions, similar to the manner applied in the City of Swan and Shire of Serpentine-Jarrahdale local planning schemes. There are ‘draft model provisions’ in the current SPP3.6 and none of the advertised revisions to SPP3.6 (or the associated scheme provisions) have sought to alter the liability clause wording. This is perhaps indicative these suit the majority of local government areas and developer expectations reasonably well. Likewise, it could be most local governments do not apply DCPs in areas where there is already a level of development or an area may be transitioning from other uses in the same manner as Cockburn. In any case, to introduce additional exemptions would be less punitive on developers and not be considered as a concern.

Providing for additional exemptions to suit the circumstances which would arise in the context of the City of Cockburn’s DCPs would be more closely aligned to the principles set out in SPP3.6. It would reflect the reputation the City of Cockburn has in implementing its DCPs in a fair, consistent and transparent manner.

The following rearrangement and addition to clause 5.3.13.3 was initiated by Council and publicly advertised:

*“Notwithstanding clause 5.3.13.2, an owner’s liability to pay the owner’s cost contribution does not arise if the owner:*

- a) Commences development of the first single house or outbuildings associated with that first single house on an existing lot which has not been subdivided or strata subdivided since the coming into effect of the development contribution plan;*
- b) Commences demolition;*
- c) Commences an extension to an existing non-conforming use;*
- d) Commences a temporary or time limited approval;*
- e) Commences or obtains a development approval for a change of use where there is no physical alterations to the outside of the existing buildings;*
- f) Commences or obtains a development approval for a change of use where there is no connection (nexus) to the infrastructure items contained within the development contribution plan;*





- g) Commences or obtains approval for construction of subdivisional works, including retaining walls;*
- h) Commences development of a land sales office and associated signage and parking;*
- i) Commences stockpiling or storage of earthwork materials;*
- j) Lodges Deposited Plans for the consolidation of land parcels (amalgamation);*
- k) Lodges Deposited Plans to cede road widening requirements where that road is a DCP contribution item; or*
- l) Commences any other minor or incidental development or subdivision which does not have a connection (nexus) to the infrastructure included in the development contribution plan.*

On reflection, and with consideration of the submission received, there is scope to streamline this proposed provision. Some aspects could be captured in a broader wording of the provision which would provide flexibility. This would be important, for example if there were a circumstance the more detailed wording had not covered. A broader provision wording is consistent with the approach other Councils have taken. City officers are comfortable this would still achieve the same intent of the amendment. Therefore, it is proposed the following provision wording be adopted:

*“Notwithstanding clause 5.3.13.2, an owner’s liability to pay the owner’s cost contribution does not arise if the owner:*

- a) Commences development of the first single house or outbuildings associated with that first single house on an existing lot which has not been subdivided or strata subdivided since the coming into effect of the development contribution plan;*
- b) Commences a temporary or time limited approval;*
- c) Commences any site preparation works such as retaining walls, demolition, clearing of vegetation, bulk earthworks, temporary fencing, remediation, advertising and signage that does not result in development that will place demand on infrastructure included in a development contribution plan;*
- d) Commences any other minor or incidental development or subdivision which does not have a connection (nexus) to the infrastructure included in the development contribution plan;*



- e) *Lodges Deposited Plans for the consolidation of land parcels (amalgamation) or for the sole purpose of ceding land required for a development contribution plan item.*”

### Amendment Type

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there several amendment types: basic, standard and complex.

These are defined in Part 5, Division 1, Regulation 34.

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 proposed amendment is considered to be a standard amendment, which Regulation 34 describes as:

*“standard amendment means any of the following amendments to a local planning scheme —*

- a) *an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;*
- b) *an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;*
- c) *an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;*
- d) *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 does not currently include zones of all the types that are outlined in the plan;*
- e) *an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;*
- f) *an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;*
- g) *any other amendment that is not a complex or basic amendment”.*



This proposed amendment satisfies two of the above criteria. In particular, it is:

*“an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area”*

and

*“not a complex or basic amendment”.*

Complex amendments include those which

*“identify or amend a development contribution area or to prepare or amend a development contribution plan”.*

In this case there is no proposal to amend a contribution area boundary or any of the DCP specific provisions contained in Table 10 – Development Contribution Areas. This is simply an addition to the operative provisions which will have a positive impact on DCP participants to ensure development contribution requirements are not inadvertently triggered too early in the development cycle.

It is a less punitive requirement than the scheme provides for, is consistent with the types of exemptions other local governments (City of Swan and Shire of Serpentine-Jarrahdale) have introduced. As a sensible and logical addition to the provisions set out in SPP3.6 it is entirely prudent to consider this as a standard amendment which will mean a lesser advertising period as well as not requiring the matter to be put through the Statutory Planning Committee (“SPC”) of the WA Planning Commission.

This amendment should be supported, with the revised provision wording.

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

#### City Growth

Ensure growing high density living is balanced with the provision of open space and social spaces.

#### Moving Around

Improve connectivity of transport infrastructure.

#### Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.



### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

### **Budget/Financial Implications**

There is not considered to be a budget/financial implication on the City in the context of SPP3.6. The situations covered by this proposed amendment are relatively infrequent occurrences and in most cases the exemption is not that a developer does not pay at all. It is a change to when they technically trigger the DCP liability.

By way of example, if a developer obtains subdivision approval, the intent of the SPP is that the DCP liability is paid at the point when subdivision clearance for the lots is to be issued. However, in preparing for this, a developer undertakes civil works constructing roads, parks and in some cases retaining walls. These works are considered to be development whether they are exempt or not from the need for development approval (or building permits in the case of retaining walls).

As “commencement of any development” would be the first trigger under the current scheme provision, technically a developer undertaking such works has set off the need to meet the DCP liability. This could be months before they seek subdivision clearance for their deposited plans which was the intended trigger point for those circumstances.

### **Legal Implications**

Planning and Development Act 2005

### **Community Consultation**

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34. A standard amendment (such as this) requires 42 days consultation.

The proposed amendment was advertised from 5 June till 17 July 2018. This involved an advertisement in the Cockburn Gazette which appeared on 5 June 2018, as well as individual letters to representatives of three of the major developers in Cockburn likely to be most impacted by this amendment.



One did not formalise a submission, but emailed their thoughts that it appeared to be a 'common sense' approach.

One did not respond at all, however the amendment was discussed verbally after Council's initiation, but just prior to advertising starting. They did not express concern with the amendment at that point in time.

The other (Landcorp) provided a submission which supported the rationale but questioned whether a more simplified provision would work better. This is discussed in more detail in the Report section above and has informed in part the revised provision wording.

### **Risk Management Implications**

The officer's recommendation takes in to consideration all the relevant planning factors associated with this proposal. It is considered that the officer recommendation is appropriate in recognition of making the most appropriate planning decision.

This amendment seeks to formally implement an approach which is of less risk to the City by ensuring consistency with the intent of SPP3.6. This amendment will make it clear to both City staff and developers when the intended trigger points for payment of DCP liability occurs and what types of developments were never meant to trigger these liabilities. It formalises what might otherwise be left to the assumption of the development community, the discretion of senior management and/or the practice of individuals administering the DCPs.

Providing this clarity will ensure continuing DCP compliance, which is subject to audit each year. As well as the continuing recognition in the planning industry as a model local government for DCP administration.

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

Those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 August 2018 Ordinary Council Meeting.

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

Nil



File No. 109/128

**SCHEDULE OF SUBMISSIONS**  
**SCHEME AMENDMENT NO. 128 – DEVELOPMENT CONTRIBUTION EXEMPTIONS**

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Western Australian Land Authority (Landcorp) Locked Bag 5 Perth Business Centre Perth WA 6849	<p>The rationale for exempting certain types of development is supported however it is considered that a less prescriptive approach could be adopted to provide greater flexibility and discretion to planning officers to assess applications on their merits. Instead the following broader clauses could be adopted to ensure that development contributions are only collected when there is a clear and established nexus between the proposed development and the infrastructure included in the relevant development contribution plan.</p> <p>This approach would also ensure that new clauses do not conflict with the objectives of redevelopment projects and the intent of other town planning scheme provisions relating to non-conforming uses.</p> <p>The following revised clauses (in bold) are suggested for consideration:</p> <p><i>Notwithstanding clause 5.3.13.2, an owner's liability to pay the owner's cost contribution does not arise if the owner:</i></p> <ul style="list-style-type: none"> <li>a) <i>Commences development of the first single house or outbuildings associated with that first single house on an existing lot created prior to the coming into effect of the development contribution plan;</i></li> <li>b) <b>Commences any minor or temporary development (or land use) that does not have a connection (nexus) to infrastructure included in a development contribution plan.</b></li> <li>c) <i>Commences any site preparation works such as retaining walls, demolition, clearing of vegetation, bulk earthworks, temporary</i></li> </ul>	<p>Agree the provision as drafted should be modified to reflect a broader, more flexible approach.</p> <p>Noted</p> <p>City officers have reviewed this suggested modification and have proposed a slightly differing wording to this (shown further below).</p> <p>Part (a) is existing so no need to comment</p> <p>Part (b) is similar to the (l) in the advertised version, with the exception the Landcorp wording does not mention subdivision. The wording of the City's version of this Part as shown in (l) will be retained in preference</p> <p>This consolidates several of the parts shown in the advertised version and is a logical revision.</p>





NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p><i>fencing, remediation, advertising and signage that does not result in development that will place demand on infrastructure included in a development contribution plan.</i></p> <p>d) <i>Lodges Deposited Plans for the consolidation of land parcels (amalgamation) or for the sole purpose of ceding land required for a development contribution plan item.</i></p>	<p>This consolidates several of the parts shown in the advertised version and is a logical revision.</p> <p>This submission has (in part) resulted in a change to the proposed officer recommendation for this scheme amendment. The revised provision recommended is:</p> <p><i>"Notwithstanding clause 5.3.13.2, an owner's liability to pay the owner's cost contribution does not arise if the owner:</i></p> <ul style="list-style-type: none"> <li><i>a) Commences development of the first single house or outbuildings associated with that first single house on an existing lot which has not been subdivided or strata subdivided since the coming into effect of the development contribution plan;</i></li> <li><i>b) Commences a temporary or time limited approval;</i></li> <li><i>c) Commences any site preparation works such as retaining walls, demolition, clearing of vegetation, bulk earthworks, temporary fencing, remediation, advertising and signage that does not result in development that will place demand on infrastructure included in a development contribution plan;</i></li> <li><i>d) Commences any other minor or incidental development or subdivision which does not have a connection (nexus) to the infrastructure included in the development contribution plan;</i></li> <li><i>e) Lodges Deposited Plans for the consolidation of land parcels (amalgamation) or for the sole purpose of ceding land required for a development contribution plan item."</i></li> </ul>



**14.7 (2018/MINUTE NO 0124) SALE OF LOT 23 DORSAL BEND (RUSSELL ROAD), HAMMOND PARK**

**Author(s)** K Sim

**Attachments** 1. Market Valuation - Lot 23 Russell Road, Hammond Park (**CONFIDENTIAL**)

**RECOMMENDATION**

That Council, subject to the completion of all statutory requirements required under Section 3.58 of the *Local Government Act 1995*:

- (1) accept the offer from Prosperous Developments Pty Ltd for the purchase of Lot 23 Russell Road, Hammond Park (Lot 23) for a consideration of \$1,274,400 (ex GST); and
- (2) amend the 2018/19 adopted municipal budget by adding a capital income of \$1,274,400 (ex GST) received from the sale proceeds into the Land Development and Investment Fund Reserve.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**COUNCIL DECISION**

MOVED Cr P Eva SECONDED Councillor L Kirkwood

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0**

**Background**

Lot 23 Russell Road, Hammond Park ("Lot 23") was acquired by the City of Cockburn ("City") in freehold interest in 1998, as part of the severed portion of land that remained after the creation of Russell Road. The lot remained vacant and undeveloped until the announcement of the funding for the new Aubin Grove Train Station, which proposed an optimal time to develop the lot for sale, as earmarked in the City's Land Management Strategy. In 2015, the City undertook site works, swamp remediation and fauna relocation to create a developable site for purchase.



The City has received an offer for the land to be purchased, for the purposes of a residential development. It is recommended this offer be accepted.

### Submission

N/A

### Report

Lot 23 is a triangular shaped block with its largest frontage on Russell Road. The lot is located within walking distance (estimated 220 metres) from the Park Hive shopping centre in Hammond Park and is approximately 600 metres to the Aubin Grove Train Station.

The land has remained undeveloped since purchase in 1998 but was earmarked in the City's Land Management Strategy for potential sale.

The shape of the block and undeveloped state was not conducive to achieving a sale at a reasonable market price so the City assessed options to improve the property. In 2014 the City engaged an architect to plan a suitable development for the site. A 28 unit two storey apartment development was designed and subsequently submitted and planning approval received in November 2014.



As Lot 23 was retaining a considerable amount of water, the City undertook to clear, fill and compact it ready for development. The works were finalised in May 2015 which created a level lot ready for the construction of the approved apartment development.

The recent valuation undertaken by the City's valuer (McGees) has investigated the offer, and concludes in their report dated 16 July 2018 that *"the subject property's current Offer of \$1,274,400 exclusive of*



*GST or \$400.00/m<sup>2</sup> which was negotiated in July 2018, represents market value.*” This is provided as a confidential attachment. Accordingly, it is recommended the offer be accepted.

It is worth noting that investigations took place regarding the prospect of the City of Cockburn constructing a residential apartment complex on the land. In the current property market, there are a number of additional risks associated with construction, versus a land sale scenario as recommended by this option. Risks include:

- Residential apartment prices suppressed due to low rent yields and capital growth, with questions about the amount of supply available on the market and that further falls in the property market may have a greater impact on apartment product;
- The residential construction market still being strong, meaning that savings associated with the mining investment down turn are struggling to flow through fully to this sector;
- Degree to which pre-sales could be secured;
- Degree to which completed development could be sold.

So while a built form product could yield a possibly greater return, building an appropriate risk factor would recognise that such returns carry significantly more risk compared to the sale of land recommended in this item. Placing City funds in such risky situations is not recommended at this time.

## **Strategic Plans/Policy Implications**

### City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure a variation in housing density and housing type is available to residents.

### Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

## **Budget/Financial Implications**

Amend the 2018/19 adopted municipal budget by adding a capital income of \$1,274,400 (ex GST) received from the sale proceeds into the Land Development and Investment Fund Reserve.

## **Legal Implications**



Provisions of Section 3.58 of the *Local Government Act 1995* apply.

**Community Consultation**

As required by Section 3.58 of the *Local Government Act 1995*. Details of the proposed disposal has been advertised in the newspaper for State-wide publication, for a period of two weeks, and no comments were received.

**Risk Management Implications**

N/A

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

The proponent has been advised that this matter is to be considered at the August 2018 Ordinary Council Meeting.

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

Nil.



## 15. FINANCE & CORPORATE SERVICES DIVISION ISSUES

### 15.1 (2018/MINUTE NO 0125) LIST OF PAYMENTS MADE FROM MUNICIPAL AND TRUST FUND - JUNE 2018

**Author(s)** N Mauricio  
**Attachments** 1. Payments Summary - June 2018 [↓](#)  
 2. Payments Listing - June 2018 [↓](#)

#### RECOMMENDATION

That Council receive the List of Payments made from the Municipal and Trust Funds for June 2018, as attached to the Agenda.

#### COUNCIL DECISION

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

#### Background

Council has delegated its power to make payments from the Municipal or Trust fund to the CEO and other sub-delegates under LGAFCS4.

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.

#### Submission

N/A

#### Report

The lists of accounts paid for June 2018 totalling \$18,746,283.82 is attached to the Agenda for consideration. The list contains details of all payments made by the City in relation to goods and services purchased by the City, as well as summarised totals for credit card and payroll transactions paid.

#### Strategic Plans/Policy Implications

Leading & Listening





Deliver sustainable governance through transparent and robust policy and processes

Ensure sound long term financial management and deliver value for money

### **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 S 6.10(d) of the *Local Government Act 1995* and Regulations 12 & 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 in meeting its contractual requirements. This is a statutory requirement and allows Council to review and question any payment made.

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

N/A

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

Nil



**JUNE PAYMENTS SUMMARY**

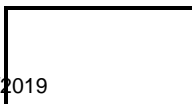
**ELECTRONIC FUNDS TRANSFER PAYMENT – 806**

EF112901– EF113706

**CANCELLED PAYMENTS - 15**

EF112700  
EF112879  
EF112742  
EF112900  
EF112846  
EF112785  
EF112885  
EF112874  
EF112782  
EF112801  
EF112828  
EF111550  
EF112917  
EF112914  
EF112981

**CHEQUE PAYMENTS - Nil**



JUNE PAYMENTS LISTING

MUNICIPAL & TRUST FUND

Payment Ref.	Account No.	Account/Payee	Date	Value
EF112901	10152	AUST SERVICES UNION PAYROLL DEDUCTIONS	5/06/2018	1,180.21
EF112902	10154	AUSTRALIAN TAXATION OFFICE PAYROLL DEDUCTIONS	5/06/2018	411,109.00
EF112903	10305	CHILD SUPPORT AGENCY PAYROLL DEDUCTIONS	5/06/2018	3,647.38
EF112904	10733	HOSPITAL BENEFIT FUND PAYROLL DEDUCTIONS	5/06/2018	200.95
EF112905	10888	LJ CATERERS CATERING SERVICES	5/06/2018	1,289.05
EF112906	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU PAYROLL DEDUCTIONS	5/06/2018	164.00
EF112907	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	5/06/2018	508.00
EF112908	11860	45S CLUB PAYROLL DEDUCTIONS	5/06/2018	18.00
EF112909	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	5/06/2018	14,922.25
EF112910	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	5/06/2018	1,264.00
EF112911	23250	DEPARTMENT OF PLANNING DAP APPLICATIONS & DAP FEES	5/06/2018	4,548.00
EF112912	25987	TOYOTA FLEET MANAGEMENT PAYROLL DEDUCTIONS - NOVATED LEASE	5/06/2018	608.14
EF112913	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	5/06/2018	1,540.50
EF112914	99997	BEELIAR PRIMARY SCHOOL ENVIRONMENTAL EDUCATION GRANT 2018	5/06/2018	1,100.00
EF112915	99997	SOUTH LAKE PRIMARY SCHOOL ENVIRONMENTAL EDUCATION GRANT 2018	5/06/2018	1,100.00
EF112916	99997	BIBRA LAKE PRIMARY SCHOOL ENVIRONMENTAL EDUCATION GRANT 2018	5/06/2018	1,100.00
EF112917	99997	NEWTON PRIMARY SCHOOL ENVIRONMENTAL EDUCATION GRANT 2018	5/06/2018	1,100.00
EF112918	10747	IINET LIMITED INTERNET SERVICES	5/06/2018	649.85
EF112919	10244	BUILDING & CONST INDUSTRY TRAINING FUND LEVY PAYMENT	8/06/2018	61,518.32
EF112920	10484	DEPT OF MINERALS & ENERGY INDUSTRY REGULATION AND SAFETY	8/06/2018	55,104.06
EF112921	12740	MAYOR LOGAN HOWLETT MONTHLY COUNCILLOR ALLOWANCE	12/06/2018	160.20
EF112922	26696	CHAMONIX TERBLANCHE MONTHLY COUNCILLOR ALLOWANCE	12/06/2018	658.75
EF112923	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	12/06/2018	1,053.65
EF112924	99996	PHILIPPA TAYLOR RATES REFUND	12/06/2018	15.00
EF112925	99997	ALICE BARTER BIRD BATH REBATE	12/06/2018	42.40
EF112926	99997	SHANE ROONEY YOUTH ART SCHOLARSHIP	12/06/2018	450.00
EF112927	99997	BIBRA LAKE SCOUT GROUP KIDSPORT INV: KS021835 HEATH LANGLEY	12/06/2018	150.00
EF112928	99997	GRAEME WELLS VOLUNTEER DRIVER - MEDICAL-F ENDORSEMENT	12/06/2018	132.00
EF112929	99997	BIBRA LAKE SCOUT GROUP KIDSPORT INV KS018769 GEORGIA SATIE	12/06/2018	150.00
EF112930	99997	BIBRA LAKE SCOUT GROUP KIDSPORT INV KS022408 - T CRAIGIE	12/06/2018	150.00
EF112931	99997	RAJINDER SRAN COMPOST BIN REBATE 16 QUINLAN STREET	12/06/2018	50.00
EF112932	99997	RONALD DE GUZMAN REFUND FOR PART PAYMENT OF CASUAL HIRE	12/06/2018	58.00
EF112933	99997	XIU TANG COMPOST BIN REBATE 23 BEEDELUP LOOP	12/06/2018	50.00
EF112934	99997	F & M FONTANA REFUND FOR TRAVEL ASSOCIATED COSTS - FRA	12/06/2018	166.27



EF112935	99997	COCKBURN INTEGRATED HEALTH SUSTAINABILITY GRANT	12/06/2018	1,590.00
EF112936	99997	GOODSTART EARLY LEARNING CENTRE JANDAKOT SUSTAINABILITY GRANT - 0090033767	12/06/2018	1,332.08
EF112937	99997	HARVEST LAKES RESIDENTS ASSOCIATION SUSTAINABILITY GRANT	12/06/2018	3,999.91
EF112938	99997	RANDWICK STABLES SUSTAINABILITY GRANT	12/06/2018	3,973.35
EF112939	99997	YANGEBUP FAMILY CENTRE INC SUSTAINABILITY GRANT -00002335	12/06/2018	3,963.30
EF112940	99997	KAFATAHA ASSOCIATION OF WA BUS HIRE FOR COMMUNITY CULTURAL PERFORMA	12/06/2018	605.00
EF112941	99997	STEPHEN ATHERTON HBF RUN FOR A REASON - S ATHERTON	12/06/2018	35.00
EF112942	99997	SALLY PARMENTER HBF RUN FOR A REASON REIMBURSEMENT	12/06/2018	35.00
EF112943	99997	ANDREW LEFORT HBF RUN FOR A REASON REIMBURSEMENT	12/06/2018	35.00
EF112944	99997	BT & SL LORD JACKET FOR CITIZENSHIPS - S LORD	12/06/2018	112.46
EF112945	99997	SARAH LORD UNIFORM REIMBURSEMENT - S LORD	12/06/2018	149.77
EF112946	99997	CM D'ASCENZO & LJ OAKLEY THE LONG BLOODY WALK - C D'ASCENZO	12/06/2018	40.00
EF112947	99997	COLLEEN CHERIE CROWLEY REFUND - TRAVEL EXPENSES FOR CONFERENCE	12/06/2018	80.85
EF112948	99997	SUCCESS PRIMARY SCHOOL SUSTAINABILITY GRANT	12/06/2018	2,988.70
EF112949	10384	PROGILITY PTY LTD COMMUNICATION SERVICES	14/06/2018	3,786.31
EF112950	10537	EDUCATIONAL ART SUPPLIES CO ART/CRAFT SUPPLIES	14/06/2018	143.00
EF112951	10636	FUJI XEROX AUSTRALIA PTY LTD PHOTOCOPY CHARGES	14/06/2018	220.00
EF112952	10893	LOCAL GOVT SUPERVISORS ASSOC OF WA INC CONFERENCE/SEMINARS	14/06/2018	55.00
EF112953	10944	MCLEODS LEGAL SERVICES	14/06/2018	2,804.34
EF112954	11028	NEVERFAIL SPRINGWATER LTD BOTTLED WATER SUPPLIES	14/06/2018	105.98
EF112955	11036	NORTHLAKE ELECTRICAL ELECTRICAL SERVICES	14/06/2018	2,444.52
EF112956	11361	SIGMA CHEMICALS PTY LTD CHEMICAL SUPPLIES	14/06/2018	385.00
EF112957	11557	TECHNOLOGY ONE LTD IT CONSULTANCY SERVICES	14/06/2018	346,405.40
EF112958	15587	DAVIDSON TRAHAIRE CORPSYCH TRAINING SERVICES	14/06/2018	19,470.22
EF112959	26256	ROTA MOULDING UNIVERSAL TANKS	14/06/2018	2,992.00
EF112960	26257	PAPERBARK TECHNOLOGIES ARBORICULTURAL CONSULTANCY SERVICES	14/06/2018	1,207.00
EF112961	26843	ERGOLINK ERGONOMIC OFFICE FURNITURE	14/06/2018	36.45
EF112962	26888	MEDIA ENGINE GRAPHIC DESIGN, MARKETING, VIDEO PRODUCT	14/06/2018	1,100.00
EF112963	26913	MIRANDA KISSELL CONTRACTING CARPENTRY SERVICES	14/06/2018	3,975.95
EF112964	26938	MAJESTIC PLUMBING PLUMBING SERVICES	14/06/2018	2,224.20
EF112965	27065	WESTBOOKS BOOKS	14/06/2018	153.76
EF112966	27166	TJS SERVICES (WA) PTY LTD FACILITY CLEANING SERVICES	14/06/2018	2,121.26
EF112967	27238	AUTO INGRESS PTY LTD SERVICE AUTO DOORS	14/06/2018	225.50
EF112968	27242	KP ELECTRIC (AUSTRALIA) PTY LTD ELECTRICAL SERVICES	14/06/2018	1,011.54
EF112969	10152	AUST SERVICES UNION PAYROLL DEDUCTIONS	18/06/2018	1,207.66
EF112970	10154	AUSTRALIAN TAXATION OFFICE PAYROLL DEDUCTIONS	18/06/2018	413,714.00
EF112971	10305	CHILD SUPPORT AGENCY	18/06/2018	3,436.22

EF112972	10733	PAYROLL DEDUCTIONS <b>HOSPITAL BENEFIT FUND</b> PAYROLL DEDUCTIONS	18/06/2018	79.80
EF112973	10888	<b>LJ CATERERS</b> CATERING SERVICES	18/06/2018	2,939.47
EF112974	11001	<b>LOCAL GOVERNMENT RACING &amp; CEMETERIES EMPLOYEES UNION LGRCEU</b> PAYROLL DEDUCTIONS	18/06/2018	164.00
EF112975	11857	<b>CHAMPAGNE SOCIAL CLUB</b> PAYROLL DEDUCTIONS	18/06/2018	504.00
EF112976	11860	<b>45S CLUB</b> PAYROLL DEDUCTIONS	18/06/2018	18.00
EF112977	18553	<b>SELECTUS PTY LTD</b> PAYROLL DEDUCTIONS	18/06/2018	15,193.00
EF112978	25987	<b>TOYOTA FLEET MANAGEMENT</b> PAYROLL DEDUCTIONS - NOVATED LEASE	18/06/2018	608.14
EF112979	99997	<b>JENNIFER LITTLE JOHN</b> LEARNING & DEVELOPMENT REFUND	18/06/2018	50.00
EF112980	99997	<b>BEELIAR PRIMARY SCHOOL</b> ENVIRONMENTAL EDUCATION GRANT 2018	18/06/2018	1,100.00
EF112981	99997	<b>NEWTON PRIMARY SCHOOL</b> ENVIRONMENTAL EDUCATION GRANT 2018	18/06/2018	1,100.00
EF112982	11794	<b>SYNERGY</b> ELECTRICITY USAGE/SUPPLIES	18/06/2018	293,873.25
EF112983	26987	<b>CTI RISK MANAGEMENT</b> SECURITY - CASH COLLECTION	19/06/2018	1,439.55
EF112984	26517	<b>CLICKSUPER</b> PAYROLL DEDUCTIONS	20/06/2018	744,342.75
EF112985	10590	<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES</b> ESL LEVY & RELATED COSTS	21/06/2018	1,597,423.65
EF112986	12565	<b>SOUTHERN METRO REGIONAL COUNCIL - LOANS</b> LOAN REPAYMENT	21/06/2018	401,420.13
EF112987	27509	<b>PRINCIPLE ENGINEERING SERVICES</b> MAINTENANCE TO BOWLING CLUB SCOREBOARDS	21/06/2018	5,201.35
EF112988	11741	<b>WESTERN AUSTRALIAN TREASURY CORPORATION</b> LOAN REPAYMENTS	26/06/2018	1,564,500.00
EF112989	26987	<b>CTI RISK MANAGEMENT</b> SECURITY - CASH COLLECTION	26/06/2018	2,916.55
EF112990	10747	<b>IINET LIMITED</b> INTERNET SERVICES	29/06/2018	649.85
EF112991	11758	<b>WATER CORP UTILITY ACCOUNT ONLY - PLEASE REFER TO 11760 WHEN RAISING PO</b> WATER USAGE / SUNDRY CHARGES	29/06/2018	17,292.08
EF112992	11760	<b>WATER CORPORATION</b> SEWER EASEMENT	29/06/2018	7,411.32
EF112993	11867	<b>KEVIN JOHN ALLEN</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	2,613.67
EF112994	12740	<b>MAYOR LOGAN HOWLETT</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	11,325.83
EF112995	19059	<b>CAROL REEVE-FOWKES</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	2,613.67
EF112996	20634	<b>LEE-ANNE SMITH</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	4,465.00
EF112997	23339	<b>STEPHEN PRATT</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	2,613.67
EF112998	25353	<b>PHILIP EVA</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	2,613.67
EF112999	26696	<b>CHAMONIX TERBLANCHE</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	2,613.67
EF113000	27326	<b>MICHAEL SEPAROVICH</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	2,613.67
EF113001	27327	<b>CHONTELLE SANDS</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	2,613.67
EF113002	27475	<b>LARA KIRKWOOD</b> MONTHLY COUNCILLOR ALLOWANCE	29/06/2018	2,613.67
EF113003	99996	<b>EVERSWELL PTY LTD</b> RATES REFUND	29/06/2018	843.05
EF113004	99996	<b>GAYLE ANDREA CHRISTIE</b> RATES REFUND	29/06/2018	150.00
EF113005	99996	<b>DUSTIN CALDWELL</b> RATES REFUND	29/06/2018	150.00
EF113006	99996	<b>MICHAEL COCHRANE</b> RATES REFUND	29/06/2018	2,789.00
EF113007	99996	<b>DAVID DAVENPORT</b> RATES REFUND	29/06/2018	346.00

EF113008	99996	G H & H KRIEK RATES REFUND	29/06/2018	497.00
EF113009	99996	IAN TAGLIAFERRI RATES REFUND	29/06/2018	1,344.00
EF113010	99996	MELISSA WATTS RATES REFUND	29/06/2018	858.15
EF113011	99996	JOESPH GANGEMI RATES REFUND	29/06/2018	2,056.00
EF113012	99996	DENTONS AUSTRALIA PTY LTD RATES REFUND	29/06/2018	398.96
EF113013	99996	DON CRELLIN RATES REFUND	29/06/2018	240.00
EF113014	99996	VERONIQUE GARCIA RATES REFUND	29/06/2018	1,250.00
EF113015	99996	SERVICE STREAM LTD RATES REFUND	29/06/2018	960.00
EF113016	99996	PORT COOGEE NO 790 PTY LTD RATES REFUND	29/06/2018	778.00
EF113017	99996	ONE STOP PATIO SHOP RATES REFUND	29/06/2018	147.00
EF113018	99996	SETTLE WISE CONVEYANCING RATES REFUND	29/06/2018	437.96
EF113019	99996	BGC RESIDENTIAL PTY LTD RATES REFUND	29/06/2018	562.70
EF113020	99996	STOCKLAND WA DEVELOPMENT PTY LTD RATES REFUND	29/06/2018	1,494.74
EF113021	99996	BUILDWA GROUP RATES REFUND	29/06/2018	518.79
EF113022	99996	SBG PROPERTIES PTY LTD RATES REFUND	29/06/2018	907.51
EF113023	99996	BH US PTY LTD RATES REFUND	29/06/2018	2,214.00
EF113024	99996	K A CRITCHETT RATES REFUND	29/06/2018	440.00
EF113025	99996	DEPARTMENT OF JUSTICE RATES REFUND	29/06/2018	905.39
EF113026	99996	SBG PROPERTIES PTY LTD RATES REFUND	29/06/2018	804.90
EF113027	99996	TANYA TRAYNOR RATES REFUND	29/06/2018	130.31
EF113028	99996	JACINTA MORGAN RATES REFUND	29/06/2018	1,467.62
EF113029	99996	STOCKLAND DEVELOPMENT PTY LTD RATES REFUND	29/06/2018	16,031.54
EF113030	99996	EVERSWELL PTY LTD RATES REFUND	29/06/2018	835.10
EF113031	99996	FIRST CHOICE CONVEYANCING TRUST ACCOUNT RATES REFUND	29/06/2018	680.33
EF113032	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	13,959.00
EF113033	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	1,755.00
EF113034	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	9,062.00
EF113035	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	4,200.00
EF113036	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	2,000.00
EF113037	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	48.48
EF113038	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	500.00
EF113039	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	411.00
EF113040	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	260.00
EF113041	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	332.65
EF113042	88888	SUNDRY CREDITOR EFT REFUND	29/06/2018	500.00
EF113043	99997	PENELOPE ANNE MUUUMBY SPRWD LIBRARY WRITIN COURSE-MAR-APR18	29/06/2018	686.00
EF113044	99997	SCOPE ( AUST ) LTD	29/06/2018	2,801.00



		RAGGED PDF DOC QUOTE #18026 PO8878		
EF113045	99997	<b>HOLT MUSIC</b> INVOICE 00000686 - DJ SERVICE	29/06/2018	575.00
EF113046	99997	<b>HISTORICAL SOCIETY COCKBURN</b> ANNUAL CONTRIBUTION TO OPERATING COSTS A	29/06/2018	14,000.00
EF113047	99997	<b>SOUTH COOGEE JUNIOR FOOTBALL CLUB INC</b> KIDSPORT INV KS022703 - X2	29/06/2018	300.00
EF113048	99997	<b>THE DANCE COLLECTIVE</b> KIDSPORT INV KS022670 - G MORGAN	29/06/2018	165.00
EF113049	99997	<b>SOUTHERN STAR TRAMPOLINE AND GYMNASTICS</b> KIDSPORT INV KS022718 - X3	29/06/2018	495.00
EF113050	99997	<b>LAKESIDE LIGHTNING BASKETBALL CLUB</b> KID SPORT INV: KS022716	29/06/2018	180.00
EF113051	99997	<b>GIRL GUIDES WESTERN AUSTRALIA INC</b> KID SPORT INV-KS022861 TRINITY THOMAS	29/06/2018	150.00
EF113052	99997	<b>MELVILLE LAKERS NETBALL CLUB</b> KID PORT INV-KS022886 NARDINE KARRA	29/06/2018	150.00
EF113053	99997	<b>COOLBELLUP AMATEUR FOOTBALL CLUB</b> KID SPORT INV-KS022899 S UGLE	29/06/2018	120.00
EF113054	99997	<b>IWS CORPORATE PTY LTD</b> INSURANCE CLAIM 8736	29/06/2018	2,074.00
EF113055	99997	<b>COOPERS &amp; COLE PTY LTD</b> THE SHRUTIBOX INDIAN CULTURAL PERFORMANC	29/06/2018	165.00
EF113056	99997	<b>MRS PETRINA WILLIAMS</b> HALL HIRE REFUND	29/06/2018	217.50
EF113057	99997	<b>NEWTON PRIMARY SCHOOL</b> ENVIRONMENTAL EDUCATION GRANT 2018	29/06/2018	1,100.00
EF113058	99997	<b>JULIA CALVERT</b> COMPOST BIN REBATE 7A PAVONIA HEIGHTS	29/06/2018	39.90
EF113059	99997	<b>ANNE ELLIS</b> COMPOST BIN REBATE - ANNE ELLIS	29/06/2018	50.00
EF113060	99997	<b>SOUTH BEACH COMMUNITY GROUP INC.</b> INV 116 - DISTRIBUTION OF LETTER	29/06/2018	60.00
EF113061	99997	<b>SVGR EVENT MANAGEMENT</b> COMMUNITY CONSULTATION LUNCH	29/06/2018	450.00
EF113062	99997	<b>STEPHEN JOHN HART</b> CAT STERILIZATION - S.HART	29/06/2018	50.00
EF113063	99997	<b>LEANNE SMYTHE</b> COMPOST BIN REBATE - 13 MORTLOCK ST	29/06/2018	50.00
EF113064	99997	<b>P REUBENS</b> HOME CARE STATEMENT FINAL BALANCE	29/06/2018	3.72
EF113065	99997	<b>COCKBURN BASKETBALL ASSOCIATION INC</b> KIDSPORT- KS022664 - L.RUSSELL	29/06/2018	115.50
EF113066	99997	<b>COOLBELLUP AMATEUR FOOTBALL CLUB</b> KIDSPORT- KS022637 - L.LYNDON	29/06/2018	150.00
EF113067	99997	<b>CURTIN STADIUM PAEDS PROGRAM</b> KIDSPORT INV: KS022529 J. FLANAGAN	29/06/2018	165.00
EF113068	99997	<b>COCKBURN JUNIOR FOOTBALL CLUB INC.</b> KIDSPORT INV:KS022570 X 2 CHILDREN	29/06/2018	300.00
EF113069	99997	<b>RIDING FOR THE DISABLED ASC - OAKFORD</b> KID SPORT INV-KS022832 PIERRE DROLLETT	29/06/2018	119.90
EF113070	99997	<b>SPEARWOOD DALMATINAC SPORT</b> KID SPORT INV-KS022886 BROOKE KARRA	29/06/2018	165.00
EF113071	99997	<b>GIRL GUIDES WESTERN AUSTRALIA INC</b> KID SPORT INV-KS022886 C&K GEE	29/06/2018	300.00
EF113072	99997	<b>COOGEE BASKETBALL CLUB INC</b> KIND SPORT INV- KS022997 T. NYEMBO	29/06/2018	150.00
EF113073	99997	<b>SOUTH COOGEE JUNIOR FOOTBALL CLUB INC</b> KIDSPORT INV KS023099 X 3	29/06/2018	450.00
EF113074	99997	<b>COOGEE BEACH PROGRESS ASSOCIATION</b> DELEGATED AUTHORITY LGACS7	29/06/2018	417.90
EF113075	99997	<b>COOGEE BEACH PROGRESS ASSOCIATION</b> DELEGATED AUTHORITY LGACS7	29/06/2018	417.90
EF113076	99997	<b>COOGEE BEACH PROGRESS ASSOCIATION</b> DELEGATED AUTHORITY LGACS7	29/06/2018	417.90
EF113077	99997	<b>COCKBURN CITY SOCCER CLUB INC</b> KIDSPORT INV KS023399 X 2 CHILDREN	29/06/2018	330.00
EF113078	99997	<b>COCKBURN JUNIOR FOOTBALL CLUB INC.</b> KIDSPORT INV: KS023388 TYLER HOWELL	29/06/2018	100.00
EF113079	99997	<b>1ST WILLAGEE KARDINYA SCOUT GROUP</b> KIDSPORT INV: KS023370 ABIGAIL ATKINSON	29/06/2018	150.00
EF113080	99997	<b>LAKESIDE LIGHTNING BASKETBALL CLUB</b> KIDSPORT INV: KS023262 X 2 CHILDREN	29/06/2018	270.00



EF113081	99997	<b>FREMANTLE PCYC</b> KIDSPORT INV: KS023261 X 1 CHILD	29/06/2018	165.00
EF113082	99997	<b>WINNACOTT KATS JUNIOR FOOTBALL CLUB INC</b> KIDSPORT INV: KS023250 CODY DELLER	29/06/2018	150.00
EF113083	99997	<b>KARDINYA NETBALL CLUB INC.</b> KIDSPORT INV: KS022583 SURAIYA ADEN	29/06/2018	150.00
EF113084	99997	<b>CRACOVIA CLUB INC</b> KIDSPORT INV: KS022591 X1 CHILD	29/06/2018	165.00
EF113085	99997	<b>FREMANTLE PCYC</b> KIDSPORT INVOICE KS023447	29/06/2018	165.00
EF113086	99997	<b>FREMANTLE PCYC</b> KIDSPORT INVOICE KS023141	29/06/2018	110.00
EF113087	99997	<b>AMALIE MENEGHETTI</b> 3RD PRIZE 11YRS- 17YRS	29/06/2018	100.00
EF113088	99997	<b>TARUN DEWAN</b> ELECTION CANDIDATES NOMINEE 2018 REFUND	29/06/2018	80.00
EF113089	99997	<b>LARA KIRKWOOD</b> ELECTION CANDIDATES NOMINEE 2018 REFUND	29/06/2018	80.00
EF113090	99997	<b>IAN WHITFIELD</b> ELECTION CANDIDATES NOMINEE 2018 REFUND	29/06/2018	80.00
EF113091	99997	<b>HANNAH MARTIN</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113092	99997	<b>JAMES KJELLGREN-LEWIS</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113093	99997	<b>TARKIN BARKER</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113094	99997	<b>JOSEPHINE MICKEL</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113095	99997	<b>BEN DREW</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113096	99997	<b>TAMLYN ROYER</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113097	99997	<b>NICHOLAS HARDWICK</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113098	99997	<b>DAISY HOWARTH-MIDDLE</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113099	99997	<b>NAILONI MAUE</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113100	99997	<b>TAJ VARGA</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113101	99997	<b>LILYANNE PORSCHA CROFT</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113102	99997	<b>BLAIR WALSH</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113103	99997	<b>LINDA MCKENNA</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113104	99997	<b>SOLACE MULLER</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113105	99997	<b>LATRYSE TAVITA</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113106	99997	<b>LOCHLAN BLOOMER</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113107	99997	<b>BROOKE MALONE</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113108	99997	<b>MADDISON GRAY</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113109	99997	<b>AMBER LAWLESS</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113110	99997	<b>CASSIDY FERNANDES</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113111	99997	<b>RAPHAEL MCCRACKAN</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113112	99997	<b>SIENNA LEWIS</b> LGACS9 - JUNIOR SPORT TRAVEL ASSISTANCE	29/06/2018	400.00
EF113113	99997	<b>COOGEE BEACH CARAVAN RESORT SOCIAL CLUB</b> DELEGATED AUTHORITY LGACS2	29/06/2018	65.00
EF113114	99997	<b>COOGEE BEACH CARAVAN RESORT SOCIAL CLUB</b> DELEGATED AUTHORITY LGACS2	29/06/2018	65.00
EF113115	99997	<b>ST JEROMES SENIORS</b> DELEGATED AUTHORITY LGACS2	29/06/2018	65.00
EF113116	99997	<b>SANDY GASKETT</b> PURCHASE OF SHOW OFF ARTWORK	29/06/2018	900.00
EF113117	99997	<b>KYM GOW</b>	29/06/2018	250.00

EF113118	99997	PURCHASE OF SHOW OFF ARTWORK <b>BILL LANG</b>	29/06/2018	1,200.00
EF113119	99997	PURCHASE OF SHOW OFF ARTWORK <b>RUTH VICKERS</b>	29/06/2018	1,200.00
EF113120	99997	PURCHASE OF SHOW OFF ARTWORK <b>PCYC</b>	29/06/2018	180.00
EF113121	99997	DONATION DA LGACS2 <b>HONG SHU</b>	29/06/2018	55.00
EF113122	99997	INCORRECT CHARGE @ WEIGHBRIDGE-H.SHU <b>SHAUYAN XU</b>	29/06/2018	300.00
EF113123	99997	CROSS-OVER CONTRIBUTION - S.XU <b>PM &amp; KN SUMMERS</b>	29/06/2018	50.00
EF113124	99997	COMPOST BIN REBATE - K.SUMMERS <b>ABIGAIL DSOUZA</b>	29/06/2018	300.00
EF113125	99997	CROSS-OVER CONTRIBUTION - A.DSOUZA <b>COCKBURN BMX</b>	29/06/2018	2,829.37
EF113126	99997	COCKBURN BMX CLUB INVOICE 02052018 <b>ANNABELLE KENNENBERGER</b>	29/06/2018	300.00
EF113127	99997	CROSSOVER CONTRIBUTIONS - A.KELLENBERGER <b>BRADLEY AND NATALIE WALL</b>	29/06/2018	300.00
EF113128	99997	CROSS OVER CONTRIBUTION - B.WALL <b>PAULA L FLETCHER</b>	29/06/2018	300.00
EF113129	99997	CROSS-OVER CONTRIBUTION-PAULA FLETCHER <b>SHABNAM ISLAM</b>	29/06/2018	300.00
EF113130	99997	CROSS-OVER CONTRIBUTION-S.ISLAM <b>AMY BARLOW &amp; LIAM COLGAN</b>	29/06/2018	300.00
EF113131	99997	CROSSOVER CONTRIBUTION <b>LJ &amp; SA GIBSON</b>	29/06/2018	300.00
EF113132	99997	CROSS-OVER CONTRIBUTION - SHARON GIBSON <b>P &amp; R MALONEY</b>	29/06/2018	300.00
EF113133	99997	CROSS-OVER CONTRIBUTION - P MALONEY <b>PURUSHOTTAM &amp; APSARA BISTA</b>	29/06/2018	300.00
EF113134	99997	CROSS-OVER CONTRIBUTION - P.BISTA <b>JANET CHIA</b>	29/06/2018	300.00
EF113135	99997	CROSS-OVER CONTRIBUTION - J.CHIA <b>TAN PICK WAH</b>	29/06/2018	300.00
EF113136	99997	CROSS-OVER CONTRIBUTION - T.P.WAH <b>XINGJUN LONG</b>	29/06/2018	50.00
EF113137	99997	COMPOST BIN REBATE - X.LONG <b>YEOK BURROWS</b>	29/06/2018	50.00
EF113138	99997	COMPOST BIN REBATE - Y.BURROWS <b>CHRISTINE M SIMON</b>	29/06/2018	50.00
EF113139	99997	COMPOST BIN REBATE - C.SIMON <b>MATTHEW &amp; JOANNA LEWIS</b>	29/06/2018	50.00
EF113140	99997	COMPOST BIN REBATE - MATTHEW LEWIS <b>HUGH BURNS</b>	29/06/2018	300.00
EF113141	99997	PRESCRIPTION SAFETY GLASSES - H BURNS <b>EMMANUEL CATHOLIC COLLEGE</b>	29/06/2018	1,100.00
EF113142	99997	ENVIRONMENTAL EDUCATION GRANT 2018 <b>YA AO CORPORATE SERVICES PTY LTD</b>	29/06/2018	500.00
EF113143	99997	INVOICE 20170545 - FOOD CATERING 02/06/1 <b>MARIE JORDAN</b>	29/06/2018	104.95
EF113144	99997	REQUEST FOR REIMBURSEMENT - MARIE JORDAN <b>DOROTHY PETERSEN</b>	29/06/2018	45.00
EF113145	99997	REQUEST FOR REIMBURSEMENT - DOROTHY PETE <b>REBECCA BOWEN</b>	29/06/2018	78.80
EF113146	99997	REQUEST FOR REIMBURSEMENT - REBECCA BOWE <b>KATHRYN GEORGE</b>	29/06/2018	30.00
EF113147	99997	REQUEST FOR REIMBURSEMENT KATHRYN GEORGE <b>DEPARTMENT OF HUMAN</b>	29/06/2018	283.14
EF113148	99997	CENTERPAY CHARGES <b>SOUTH BEACH COMMUNITY GROUP INC.</b>	29/06/2018	60.00
EF113149	99997	DISTRIBUTION OF FLYERS DELEGATED AUTHOR <b>DELANEY HYDE</b>	29/06/2018	150.00
EF113150	99997	KIDSPORT- KS023452 - J.SMITH <b>PERTH ATHLETIC FOOTBALL CLUB</b>	29/06/2018	883.62
EF113151	99997	INV 2018-0012S PORT EQUIPMENT GRANT <b>DIAMONDS NETBALL CLUB</b>	29/06/2018	300.00
EF113152	99997	KIDSPORT INV KS023490 - 2 FERNANDEZ <b>COCKBURN BMX STADIUM</b>	29/06/2018	150.00
EF113153	99997	KIDSPORT INV KS023492 - L YOUNG <b>PAUL PFIGU</b>	29/06/2018	135.15
		REQUEST FOR REIMBURSEMENT - PAUL PFIGU		

EF113154	99997	<b>SOUTH COOGEE BUSHFIRE BRIGADE</b>	29/06/2018	1,915.42
EF113155	99997	SOUTH COOGEE BUSHFIRE BRIGADE REIMBURSEM <b>JANDAKOT BUSHFIRE BRIGADE</b>	29/06/2018	1,644.06
EF113156	99997	JANDAKOT BUSHFIRE BRIGADE REIMBURSEMENT <b>JANDAKOT BUSHFIRE BRIGADE</b>	29/06/2018	1,083.50
EF113157	99997	JANDAKOT BUSHFIRE BRIGADE REIMBURSEMENT <b>JANET NUTTALL</b>	29/06/2018	40.00
EF113158	99997	REFUND OF MEMBERSHIP - JANET NUTTALL <b>YING JIA</b>	29/06/2018	545.00
EF113159	99997	REIMBURSEMENT OF FEES - FLORA ( YING ) J <b>JESS QUENET</b>	29/06/2018	300.00
EF113160	99997	CROSSOVER CONTRIBUTION 35 RAVELLO VISTA <b>JOHN DYKE</b>	29/06/2018	39.90
EF113161	99997	COMPOST BIN REBATE - JOHN DYKE <b>AMBER DAWSON</b>	29/06/2018	50.00
EF113162	99997	COMPOST BIN REBATE - AMBER DAWSON <b>SHAYNE HAMPEL</b>	29/06/2018	50.00
EF113163	99997	COMPOST BIN REBATE - SHAYNE HAMPEL <b>JACINTA &amp; BORIS LEPOUTRE</b>	29/06/2018	300.00
EF113164	99997	CROSSOVER CONTRIBUTION 33 TEMPLETONIA <b>NATESHA SANTICH</b>	29/06/2018	300.00
EF113165	99997	CROSSOVER CONTRIBUTION 108 GAEBLER ROAD <b>TOM WALL</b>	29/06/2018	50.00
EF113166	99997	COMPOST BIN REBATE - TOM WALL <b>FREMANTLE PCYC</b>	29/06/2018	330.00
EF113167	99997	KIDSPORT INV KS023679 - GREAVES X 2 <b>FREMANTLE RUGBY LEAGUE CLUB</b>	29/06/2018	100.00
EF113168	99997	KIDSPORT INV KS023701 - O POUNDER <b>FREMANTLE RUGBY LEAGUE CLUB</b>	29/06/2018	450.00
EF113169	99997	KIDSPORT INV KS023699 X 4 <b>BARNABAS SUGUTT</b>	29/06/2018	27.49
EF113170	99997	STAFF REIMBURSEMENT - BARNABAS SUGUTT <b>EMMANUEL CATHOLIC COLLEGE</b>	29/06/2018	2,000.00
EF113171	99997	FREMANTLE PORTS COCKBURN COMMUNITY FUND <b>PAULINE HARRIS</b>	29/06/2018	19.95
EF113172	99997	FLU INJECTION-REIMBURSEMENT <b>JOSEPHINE BOOTH</b>	29/06/2018	138.80
EF113173	99997	STAFF REIMBURSEMENT - JOSEPHINE BOOTH <b>LEON HODGES</b>	29/06/2018	4,839.00
EF113174	99997	REFUND OF PEN FEES C085 <b>PAULINE ADAMS</b>	29/06/2018	200.00
EF113175	99997	DONATION <b>REBECCA KIERATH</b>	29/06/2018	400.00
EF113176	99997	INDIVIDUAL SPONSORSHIP - REBECCA KIERATH <b>WA ASSOCIATION FOR MENTAL HEALTH INC</b>	29/06/2018	10,000.00
EF113177	99997	SPONSORSHIP - COCKBURN MULTICULTURAL WOM <b>MELVILLE COCKBURN CHAMBER OF COMMERCE</b>	29/06/2018	15,747.50
EF113178	99997	SPONSORSHIP - MCCC <b>SHAYNE HAMPEL</b>	29/06/2018	50.00
EF113179	99997	BIRD BATH REBATE FORM - SHAYNE HAMPEL <b>K &amp; P HOAR</b>	29/06/2018	47.00
EF113180	99997	BIRD BATH REBATE - K HOAR <b>COOGEE PRIMARY SCHOOL</b>	29/06/2018	1,100.00
EF113181	99997	ENVIRONMENTAL EDUCATION GRANT 2018 SC35 <b>COOLBELLUP LEARNING CENTRE</b>	29/06/2018	1,100.00
EF113182	99997	ENVIRONMENTAL EDUCATION GRANT 2018 <b>VAUGHAN MCGUIRE</b>	29/06/2018	1,550.00
EF113183	99997	WELCOME TO THE COUTNRY INVOICE 14 <b>SVGR EVENT MANAGEMENT</b>	29/06/2018	450.00
EF113184	99997	CATERING INVOICE 017 21/06/18 <b>SOUTH COOGEE JUNIOR FOOTBALL CLUB</b>	29/06/2018	300.00
EF113185	99997	KIDSPORT INV: KS023664 X 2 CHILDREN <b>TONY TOLEDO</b>	29/06/2018	80.00
EF113186	99997	ELECTION CANDIDATES NOMINEE 2018 REFUND <b>COOGEE BEACH PROGRESS ASSOCIATION</b>	29/06/2018	132.00
EF113187	99997	DONATION <b>GERALDINE STANTON</b>	29/06/2018	258.96
EF113188	99997	REIMBURSEMENT OF PAYMENT - GERALDINE <b>SOUTHERN STAR TRAMPOLINE AND GYMNASTICS</b>	29/06/2018	495.00
EF113189	99997	KIDSPORT INV: KS023659 X 3 CHILDREN <b>CHARLES SULLIVAN</b>	29/06/2018	644.50
EF113190	99997	REIMBURSEMENT OF MEMBERSHIP FEES <b>MLLLNGTON ENTERPRISES PTY LTD</b>	29/06/2018	1,174.50

EF113191	99997	ADVANCE VISUAL INVOICE JI36500 <b>FREMANTLE PCYC</b>	29/06/2018	165.00
EF113192	99997	KIDSPORT INV KS023812 - J FORDER <b>HAMMOND PARK JUNIOR FOOTBALL CLUB INC</b>	29/06/2018	950.00
EF113193	99997	KIDSPORT INV: KS023835 X7 CHILDREN <b>BIBRA LAKE JUNIOR FOOTBALL CLUB (BLJFC)</b>	29/06/2018	250.00
EF113194	10010	KIDSPORT INV: KS023817 X2 CHILDREN <b>AAC ID SOLUTIONS</b>	29/06/2018	2,900.00
EF113195	10023	<b>SECURITY &amp; PROMOTIONAL PRODUCTS</b>	29/06/2018	4,326.19
EF113196	10058	<b>ACTIV FOUNDATION INC</b> PACKAGING SERVICES	29/06/2018	5,785.18
EF113197	10071	<b>ALSCO PTY LTD</b> HYGIENE SERVICES/SUPPLIES	29/06/2018	832.86
EF113198	10091	<b>AUSTRALASIAN PERFORMING RIGHT ASSOC. LTD</b> LICENCE - PERFORMING RIGHTS	29/06/2018	8,569.90
EF113199	10097	<b>ASLAB PTY LTD</b> ASPHALTING SERVICES/SUPPLIES	29/06/2018	165.57
EF113200	10118	<b>BLACKWOODS ATKINS</b> ENGINEERING SUPPLIES	29/06/2018	37,512.41
EF113201	10160	<b>AUSTRALIA POST</b> POSTAGE CHARGES	29/06/2018	10,189.94
EF113202	10184	<b>DORMA AUSTRALIA PTY LTD</b> AUTOMATIC DOOR SERVICES	29/06/2018	1,463.00
EF113203	10201	<b>BENARA NURSERIES</b> PLANTS	29/06/2018	7.50
EF113204	10207	<b>BIG W DISCOUNT STORES</b> VARIOUS SUPPLIES	29/06/2018	689.20
EF113205	10220	<b>BOC GASES</b> GAS SUPPLIES	29/06/2018	673.34
EF113206	10221	<b>BOYA EQUIPMENT</b> EQUIPMENT SUPPLIES	29/06/2018	28,935.51
EF113207	10226	<b>BP AUSTRALIA LIMITED</b> DIESEL/PETROL SUPPLIES	29/06/2018	42,288.63
EF113208	10235	<b>BRIDGESTONE AUSTRALIA LTD</b> TYRE SERVICES	29/06/2018	50,727.32
EF113209	10246	<b>BRUCE SHANNAHANS MELVILLE TOYOTA</b> MOTOR VEHICLES/PARTS/SERVICES	29/06/2018	2,297.89
EF113210	10255	<b>BUNNINGS BUILDING SUPPLIES PTY LTD</b> HARDWARE SUPPLIES	29/06/2018	580.86
EF113211	10256	<b>CABCHARGE AUSTRALIA PTY LTD</b> CABCHARGES	29/06/2018	2,066.08
EF113212	10279	<b>CABLE LOCATES &amp; CONSULTING</b> LOCATING SERVICES	29/06/2018	1,284.01
EF113213	10287	<b>CASTROL AUSTRALIA PTY LTD</b> GREASE/LUBRICANTS	29/06/2018	1,870.00
EF113214	10321	<b>CENTRELINE MARKINGS</b> LINEMARKING SERVICES	29/06/2018	353.10
EF113215	10333	<b>CITY OF CANNING</b> LOST/DAMAGED BOOK FEES	29/06/2018	41,447.44
EF113216	10346	<b>CJD EQUIPMENT PTY LTD</b> HARDWARE SUPPLIES	29/06/2018	233.42
EF113217	10353	<b>COATES HIRE OPERATIONS PTY LTD</b> EQUIPMENT HIRING SERVICES	29/06/2018	353.76
EF113218	10358	<b>COCKBURN CEMENT LTD</b> RATES REFUND	29/06/2018	461.62
EF113219	10359	<b>COCKBURN LIQUOR CENTRE</b> LIQUOR SUPPLIES	29/06/2018	9,548.00
EF113220	10368	<b>COCKBURN PAINTING SERVICE</b> PAINTING SUPPLIES/SERVICES	29/06/2018	16,420.00
EF113221	10375	<b>COCKBURN WETLANDS EDUCATION CENTRE</b> COMMUNITY GRANT	29/06/2018	7,694.26
EF113222	10384	<b>VEOLIA ENVIRONMENTAL SERVICES</b> WASTE SERVICES	29/06/2018	2,112.00
EF113223	10456	<b>PROGILITY PTY LTD</b> COMMUNICATION SERVICES	29/06/2018	8,065.20
EF113224	10459	<b>DATANET PTY LTD</b> SOFTWARE MODIFICATIONS	29/06/2018	493.88
EF113225	10483	<b>DAVID GRAY &amp; CO</b> MOBILE GARBAGE BINS	29/06/2018	11,925.24
EF113226	10512	<b>LANDGATE</b> MAPPING/LAND TITLE SEARCHES	29/06/2018	709.30
		<b>DOMUS NURSERY</b> VARIOUS PLANTS		



EF113227	10526	<b>E &amp; MJ ROSHER PTY LTD</b> MOWER EQUIPMENT	29/06/2018	7,564.90
EF113228	10528	<b>EASIFLEET MANAGEMENT</b> VEHICLE LEASE	29/06/2018	568.90
EF113229	10535	<b>WORKPOWER INCORPORATED</b> EMPLOYMENT SERVICES - PLANTING	29/06/2018	42,261.86
EF113230	10580	<b>FC COURIERS</b> COURIER SERVICES	29/06/2018	2,591.73
EF113231	10589	<b>FINES ENFORCEMENT REGISTRY</b> FINES ENFORCEMENT FEES	29/06/2018	3,717.00
EF113232	10597	<b>FLEXI STAFF PTY LTD</b> EMPLOYMENT SERVICES	29/06/2018	42,714.68
EF113233	10600	<b>FLICK ANTICIMECT PTY LTD FORMERLY FLICK PEST CONTROL SERVICES</b> PEST CONTROL SERVICES	29/06/2018	242.00
EF113234	10609	<b>FORESTVALE TREES P/L</b> PLANTS - TREES/SHRUBS	29/06/2018	8,228.00
EF113235	10636	<b>FUJI XEROX AUSTRALIA PTY LTD</b> PHOTOCOPY CHARGES	29/06/2018	26,407.58
EF113236	10655	<b>GHD PTY LTD</b> CONSULTANCY SERVICES	29/06/2018	9,484.20
EF113237	10679	<b>GRASSTREES AUSTRALIA</b> PLANTS & PLANTING SERVICES	29/06/2018	478.50
EF113238	10708	<b>HEAVY AUTOMATICS PTY LTD</b> EQUIPMENT MAINTENANCE SERVICES	29/06/2018	1,193.17
EF113239	10726	<b>HOLTON CONNOR ARCHITECTS &amp; PLANNERS</b> ARCHITECTURAL SERVICES	29/06/2018	15,447.08
EF113240	10732	<b>HORIZONS WEST BUS &amp; COACHLINES</b> TRANSPORTATION SERVICES	29/06/2018	946.00
EF113241	10767	<b>INST OF PUBLIC WORKS ENG AUST - NSW</b> TRAINING SERVICES	29/06/2018	275.00
EF113242	10779	<b>J F COVICH &amp; CO PTY LTD</b> ELECTRICAL SERVICES	29/06/2018	5,865.20
EF113243	10787	<b>JANDAKOT ACCIDENT REPAIR CENTRE</b> PANEL BEATING SERVICES	29/06/2018	1,000.00
EF113244	10791	<b>JASMAN ENTERPRISES PTY LTD</b> HIGH PRESSURE CLEANING	29/06/2018	11,830.50
EF113245	10814	<b>JR &amp; A HERSEY PTY LTD</b> SAFETY CLOTHING SUPPLIES	29/06/2018	516.56
EF113246	10872	<b>LAWN DOCTOR</b> TURF MAINTENANCE SERVICES	29/06/2018	6,979.50
EF113247	10879	<b>LES MILLS AEROBICS</b> INSTRUCTION/TRAINING SERVICES	29/06/2018	1,642.86
EF113248	10888	<b>LJ CATERERS</b> CATERING SERVICES	29/06/2018	2,739.05
EF113249	10893	<b>LOCAL GOVT SUPERVISORS ASSOC OF WA INC</b> CONFERENCE/SEMINARS	29/06/2018	929.50
EF113250	10900	<b>LO-GO APPOINTMENTS</b> EMPLOYMENT SERVICES	29/06/2018	4,705.39
EF113251	10913	<b>BUCHER MUNICIPAL PTY LTD</b> PURCHASE OF NEW PLANT / REPAIR SERVICES	29/06/2018	525.20
EF113252	10918	<b>MAIN ROADS WA</b> REPAIRS/MAINTENANCE SERVICES	29/06/2018	5,185.62
EF113253	10923	<b>MAJOR MOTORS PTY LTD</b> REPAIRS/MAINTENANCE SERVICES	29/06/2018	740.98
EF113254	10942	<b>MCGEES PROPERTY</b> PROPERTY CONSULTANCY SERVICES	29/06/2018	2,062.50
EF113255	10944	<b>MCLEODS</b> LEGAL SERVICES	29/06/2018	36,322.27
EF113256	10991	<b>BEACON EQUIPMENT</b> MOWING EQUIPMENT	29/06/2018	12,868.60
EF113257	11028	<b>NEVERFAIL SPRINGWATER LTD</b> BOTTLED WATER SUPPLIES	29/06/2018	660.48
EF113258	11029	<b>NEWCASTLE WEIGHING SERVICES PTY LTD</b> SOFTWARE SUPPORT	29/06/2018	6,875.00
EF113259	11036	<b>NORTHLAKE ELECTRICAL</b> ELECTRICAL SERVICES	29/06/2018	53,160.39
EF113260	11039	<b>NOVUS AUTO GLASS</b> WINDSCREEN REPAIR SERVICES	29/06/2018	275.00
EF113261	11077	<b>P &amp; G BODY BUILDERS PTY LTD</b> PLANT BODY BUILDING SERVICES	29/06/2018	3,036.00
EF113262	11152	<b>FULTON HOGAN INDUSTRIES PTY LTD</b> ROAD MAINTENANCE	29/06/2018	943.80
EF113263	11155	<b>PK PRINT PTY LTD</b>	29/06/2018	4,484.00



EF113264	11177	PRINTING SERVICES PITNEY BOWES AUSTRALIA PTY LTD	29/06/2018	826.67
EF113265	11182	GIS SOFTWARE PREMIUM BRAKE & CLUTCH SERVICE	29/06/2018	9,398.40
EF113266	11205	BRAKE SERVICES QUALITY TRAFFIC MANAGEMENT PTY LTD	29/06/2018	43,899.36
EF113267	11208	TRAFFIC CONTROL SERVICES QUICK CORPORATE AUSTRALIA PTY LTD	29/06/2018	9,623.54
EF113268	11244	STATIONERY/CONSUMABLES RESEARCH SOLUTIONS PTY LTD	29/06/2018	13,523.32
EF113269	11247	RESEARCH SERVICES RICHGRO WA	29/06/2018	265.99
EF113270	11307	GARDENING SUPPLIES SATELLITE SECURITY SERVICES PTY LTD	29/06/2018	13,799.74
EF113271	11308	SECURITY SERVICES BOSS INDUSTRIAL FORMALLY SBA SUPPLIES	29/06/2018	2,723.86
EF113272	11332	HARDWARE SUPPLIES SHEET METAL FABRICATORS SPEARWOOD	29/06/2018	462.00
EF113273	11334	METAL FABRICATION SHENTON ENTERPRISES PTY LTD	29/06/2018	12,310.03
EF113274	11337	POOL EQUIPMENT/SERVICES SHERIDANS FOR BADGES	29/06/2018	1,060.68
EF113275	11361	NAME BADGES & ENGRAVING SIGMA CHEMICALS PTY LTD	29/06/2018	138.17
EF113276	11425	CHEMICAL SUPPLIES SOUTHERN METROPOLITAN REGIONAL COUNCIL	29/06/2018	847,219.70
EF113277	11447	WASTE DISPOSAL GATE FEES SPEARWOOD DALMATINAC CLUB INC	29/06/2018	18,811.50
EF113278	11449	COMMUNITY GRANT SPEARWOOD FLORIST ULTIMATE CO PTY LTD	29/06/2018	750.00
EF113279	11459	FLORAL ARRANGEMENTS SPEARWOOD VETERINARY HOSPITAL	29/06/2018	537.50
EF113280	11483	VETERINARY SERVICES ST JOHN AMBULANCE AUST WA OPERATIONS	29/06/2018	958.00
EF113281	11496	FIRST AID COURSES STANLEE WA LTD	29/06/2018	351.89
EF113282	11502	CATERING EQUIPMENT/SUPPLIES STATE LAW PUBLISHER	29/06/2018	517.50
EF113283	11511	ADVERTISING SERVICES STATEWIDE BEARINGS	29/06/2018	209.24
EF113284	11531	BEARING SUPPLIES SUNNY INDUSTRIAL BRUSHWARE PTY LTD	29/06/2018	1,436.60
EF113285	11546	BRUSH/ROAD BROOM SUPPLIES T FAULKNER & CO	29/06/2018	12,540.00
EF113286	11556	INSTALLATIONS/SUPPLY OF HAND RAILS TECHNIFIRE 2000	29/06/2018	616.60
EF113287	11619	FIRE FIGHTING EQUIPMENT TITAN FORD	29/06/2018	274.75
EF113288	11625	PURCHASE OF VEHICLES & SERVICING TOTAL EDEN PTY LTD	29/06/2018	26,271.63
EF113289	11642	RETICULATION SUPPLIES TRAILER PARTS PTY LTD	29/06/2018	216.15
EF113290	11651	TRAILER PARTS TREE WATERING SERVICES	29/06/2018	31,952.00
EF113291	11657	TREE WATERING SERVICES TRUCKLINE PARTS CENTRES	29/06/2018	359.21
EF113292	11658	AUTOMOTIVE SPARE PARTS TRUGRADE MEDICAL SUPPLIES	29/06/2018	286.40
EF113293	11667	MEDICAL SUPPLIES TURFMASTER FACILITY MANAGEMENT	29/06/2018	10,139.80
EF113294	11690	TURF & MOWING SERVICES URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA WA	29/06/2018	198.00
EF113295	11699	CONSULTANCY SERVICES - PLANNING VERNON DESIGN GROUP	29/06/2018	3,767.50
EF113296	11701	ARCHITECTURAL SERVICES VIBRA INDUSTRIA	29/06/2018	877.80
EF113297	11702	FILTER SUPPLIES VILLA DALMACIA ASSOCIATION INC.	29/06/2018	100.00
EF113298	11715	SPECIAL CLUB ACTIVITIES WA BLUEMETAL	29/06/2018	5,975.73
EF113299	11722	ROADBASE SUPPLIES WA HINO SALES & SERVICE	29/06/2018	915.90
		PURCHASE OF NEW TRUCKS / MAINTENANCE		



EF113300	11726	<b>WA LIMESTONE</b>	29/06/2018	3,931.64
		LIMESTONE SUPPLIES		
EF113301	11773	<b>WESFARMERS LANDMARK LIMITED</b>	29/06/2018	4,180.00
		CHEMICAL SUPPLIES		
EF113302	11787	<b>DEPT OF TRANSPORT</b>	29/06/2018	1,559.65
		VEHICLE SEARCH FEES		
EF113303	11789	<b>WALGA</b>	29/06/2018	2,663.00
		ADVERTISING/TRAINING SERVICES		
EF113304	11793	<b>WESTERN IRRIGATION PTY LTD</b>	29/06/2018	6,811.55
		IRRIGATION SERVICES/SUPPLIES		
EF113305	11795	<b>WESTERN POWER</b>	29/06/2018	168,002.74
		STREET LIGHTING INSTALLATION & SERVICE		
EF113306	11806	<b>WESTRAC PTY LTD</b>	29/06/2018	1,848.45
		REPAIRS/MTNCE - EARTHMOVING EQUIPMENT		
EF113307	11810	<b>ABAXA PREVIOUSLY WH LOCATIONS</b>	29/06/2018	935.00
		LOCATING SERVICES		
EF113308	11828	<b>WORLDWIDE ONLINE PRINTING - O'CONNOR</b>	29/06/2018	222.75
		PRINTING SERVICES		
EF113309	11835	<b>WURTH AUSTRALIA PTY LTD</b>	29/06/2018	1,033.64
		HARDWARE SUPPLIES		
EF113310	11841	<b>YANGEBUP FAMILY CENTRE INC</b>	29/06/2018	480.00
		VENUE HIRE / GRANTS & DONATIONS		
EF113311	11873	<b>WATTLEUP TRACTORS</b>	29/06/2018	5,626.20
		HARDWARE SUPPLIES		
EF113312	11985	<b>IVO GRUBELICH</b>	29/06/2018	5,500.00
		BUS HIRE		
EF113313	12014	<b>TUTT BRYANT EQUIPMENT BT EQUIPMENT PTY LTD T/AS</b>	29/06/2018	3,718.78
		EXCAVATING/EARTHMOVING EQUIPMENT		
EF113314	12207	<b>CIVICA PTY LTD</b>	29/06/2018	1,567.90
		SOFTWARE SUPPORT/LICENCE FEES		
EF113315	12219	<b>PARKS AND LEISURE AUSTRALIA</b>	29/06/2018	1,540.00
		SUBSCRIPTION RENEWAL		
EF113316	12415	<b>FACE PAINTING FUN AND GAMES</b>	29/06/2018	200.00
		ENTERTAINMENT SERVICES		
EF113317	12500	<b>ELLENBY TREE FARM</b>	29/06/2018	4,708.00
		PLANT SUPPLIES		
EF113318	12656	<b>COOGEE BEACH SURF LIFESAVING CLUB INC</b>	29/06/2018	1,188.50
		POORE GROVE SLSC DEVELOPMENT COSTS		
EF113319	12712	<b>MISS MAUD</b>	29/06/2018	392.80
		CATERING SERVICES		
EF113320	12791	<b>ALCHEMY TECHNOLOGY</b>	29/06/2018	13,569.33
		COMPUTER SOFTWARE SERVICES		
EF113321	12803	<b>ASSUREX ESCROW PTY LTD</b>	29/06/2018	1,094.50
		ANNUAL SOFTWARE FEE		
EF113322	12883	<b>CONSERVATION VOLUNTEERS AUSTRALIA</b>	29/06/2018	825.00
		ENVIRONMENTAL SERVICES		
EF113323	12996	<b>ACCESSIBLE TRANSIT SPECIALISTS</b>	29/06/2018	340.00
		REPAIRS/MAINTENANCE SERVICES		
EF113324	12998	<b>PLAYRIGHT AUSTRALIA PTY LTD</b>	29/06/2018	2,200.00
		INSPECTION SERVICES - PLAYGROUNDS		
EF113325	13037	<b>PPCA LTD</b>	29/06/2018	527.63
		LICENCE FEE - SOUND & MUSIC		
EF113326	13056	<b>CLEANDUSTRIAL SERVICES PTY LTD</b>	29/06/2018	97,251.40
		CLEANING SERVICES		
EF113327	13462	<b>ATI-MIRAGE PTY LTD</b>	29/06/2018	2,840.00
		TRAINING SERVICES		
EF113328	13563	<b>GREEN SKILLS INC</b>	29/06/2018	14,458.06
		EMPLOYMENT SERVICES		
EF113329	13671	<b>WINC AUSTRALIA PTY LTD</b>	29/06/2018	5,861.93
		OFFICE/STATIONERY SUPPLIES		
EF113330	13825	<b>JACKSON MCDONALD</b>	29/06/2018	15,670.11
		LEGAL SERVICES		
EF113331	13834	<b>SULO MGB AUSTRALIA PTY LTD</b>	29/06/2018	3,245.00
		MOBILE GARBAGE BINS		
EF113332	13860	<b>KRS CONTRACTING</b>	29/06/2018	40,627.95
		WASTE COLLECTION SERVICES		
EF113333	14258	<b>WARP GROUP PTY LTD</b>	29/06/2018	3,054.30
		ROAD CONSTRUCTION MATERIALS		
EF113334	14476	<b>COCKBURN PLEASURE BOAT STORAGE</b>	29/06/2018	1,980.00
		STORAGE SERVICES		
EF113335	14593	<b>AUSTREND INTERNATIONAL PTY LTD</b>	29/06/2018	3,016.48
		ALUMINIUM SUPPLIES		
EF113336	14665	<b>ANG, SANNY</b>	29/06/2018	198.00

EF113337	14700	ENTERTAINMENT SERVICES - ORIGAMI <b>KINGMAN SIGNS &amp; GRAPHICS</b> SIGNWRITING/SIGNMAKING	29/06/2018	2,752.74
EF113338	14831	<b>ANGLICARE WA</b> COMMUNITY SERVICES	29/06/2018	3,300.00
EF113339	15271	<b>PLE COMPUTERS PTY LTD PLE CORPORATE IT</b> COMPUTER HARDWARE	29/06/2018	149.00
EF113340	15393	<b>STRATAGREEN</b> HARDWARE SUPPLIES	29/06/2018	15,423.41
EF113341	15550	<b>APACE AID</b> PLANTS & LANDSCAPING SERVICES	29/06/2018	22,823.91
EF113342	15609	<b>CATALYSE PTY LTD</b> CONSULTANCY SERVICES	29/06/2018	17,160.00
EF113343	15678	<b>AZZ PEST CONTROL THE TRUSTEE FOR CALDOW TRADING TRUST</b> PEST CONTROL	29/06/2018	7,403.00
EF113344	15786	<b>AD ENGINEERING INTERNATIONAL PTY LTD</b> SIGNS - ELECTRONIC	29/06/2018	132.00
EF113345	15850	<b>ECOSCAPE</b> ENVIRONMENTAL CONSULTANCY	29/06/2018	2,282.50
EF113346	15868	<b>CARDNO (WA) PTY LTD</b> CONSULTANCY SERVICES - ENGINEERING	29/06/2018	1,813.90
EF113347	15914	<b>T-QUIP</b> MOWING EQUIPMENT	29/06/2018	785.20
EF113348	16064	<b>CMS ENGINEERING PTY LTD</b> AIRCONDITIONING SERVICES	29/06/2018	23,770.12
EF113349	16107	<b>WREN OIL</b> WASTE DISPOSAL SERVICES	29/06/2018	302.50
EF113350	16396	<b>MAYDAY EARTHMOVING</b> ROAD CONSTRUCTION MACHINE HIRE	29/06/2018	66,964.15
EF113351	16648	<b>YOUTH AFFAIRS COUNCIL OF WA INC</b> YOUTH AFFAIRS	29/06/2018	275.00
EF113352	16846	<b>ACTION GLASS &amp; ALUMINIUM</b> GLAZING SERVICES	29/06/2018	4,126.65
EF113353	16940	<b>RAC SECURITY SERVICES</b> SECURITY SERVICES	29/06/2018	200.00
EF113354	16985	<b>WA PREMIX</b> CONCRETE SUPPLIES	29/06/2018	23,916.64
EF113355	16996	<b>NEIGHBOURHOOD SECURITY</b> SECURITY SERVICES	29/06/2018	200.00
EF113356	16997	<b>AUS SECURE</b> SECURITY SERVICES/PRODUCTS	29/06/2018	400.00
EF113357	17092	<b>CENTRAL SCREENS</b> SECURITY SYSTEMS/PRODUCTS	29/06/2018	300.00
EF113358	17097	<b>VALUE TISSUE</b> PAPER PRODUCTS	29/06/2018	112.20
EF113359	17279	<b>AUSSIE COOL SHADES</b> SHADE SAILS & AWNINGS	29/06/2018	33,019.80
EF113360	17301	<b>GOOD READING MAGAZINE</b> SUBSCRIPTION	29/06/2018	1,795.00
EF113361	17343	<b>RAC BUSINESSWISE</b> MEMBERSHIP SUBSCRIPTION	29/06/2018	9,145.75
EF113362	17383	<b>AUST COMMUNICATIONS &amp; MEDIA AUTHORITY</b> LICENSE RENEWAL	29/06/2018	1,512.00
EF113363	17471	<b>PIRTEK (FREMANTLE) PTY LTD</b> HOSES & FITTINGS	29/06/2018	4,232.43
EF113364	17555	<b>MAIA FINANCIAL PTY LTD</b> EQUIPMENT LEASE PAYMENTS	29/06/2018	185,573.93
EF113365	17600	<b>ERLECTIONS (WA)</b> GUARD RAILS	29/06/2018	3,307.37
EF113366	17827	<b>NILSEN (WA) PTY LTD</b> ELECTRICAL SERVICES	29/06/2018	13,935.41
EF113367	17887	<b>RED SAND SUPPLIES PTY LTD</b> MACHINERY HIRE	29/06/2018	528.00
EF113368	18126	<b>DELL AUSTRALIA PTY LTD</b> COMPUTER HARDWARE	29/06/2018	3,888.50
EF113369	18286	<b>IW PROJECTS PTY LTD</b> CONSULTANCY SERVICES - CIVIL ENGINEERING	29/06/2018	5,541.80
EF113370	18494	<b>DEPARTMENT OF PARKS &amp; WILDLIFE</b> LICENCE RENEWAL	29/06/2018	1,996.07
EF113371	18508	<b>JOHN TURNER</b> BRICK LAYING SERVICES	29/06/2018	33,389.00
EF113372	18533	<b>FRIENDS OF THE COMMUNITY INC.</b> DONATION	29/06/2018	330.00



EF113373	18763	LOCAL COMMUNITY INSURANCE SERVICES COMMUNITY INSURANCE POLICIES	29/06/2018	32.09
EF113374	18774	PROQUEST LLC SUBSCRIPTION	29/06/2018	406.24
EF113375	18778	MSC SAFE CO SECURITY	29/06/2018	450.00
EF113376	18799	DOWN TO EARTH TRAINING & ASSESSING TRAINING SERVICES	29/06/2018	2,320.00
EF113377	18801	FREMANTLE BIN HIRE BIN HIRE - SKIP BINS	29/06/2018	880.00
EF113378	18962	SEALANES (1985) P/L CATERING SUPPLIES	29/06/2018	2,480.59
EF113379	19107	FOREVER SHINING MONUMENT	29/06/2018	13,750.00
EF113380	19500	PLAN E PLANNING CONSULTANCY SERVICES	29/06/2018	12,590.60
EF113381	19505	ADVANCED WINDOW SHUTTERS WINDOW SHUTTERS	29/06/2018	2,100.00
EF113382	19533	WOOLWORTHS LTD GROCERIES	29/06/2018	2,551.17
EF113383	19541	TURF CARE WA PTY LTD TURF SERVICES	29/06/2018	2,013.00
EF113384	19673	WA INTERPRETERS PTY LTD TRANSLATION/INTERPRETING	29/06/2018	308.00
EF113385	19731	IPDAT COMMUNICATIONS CONSULTATION CONSULTANCY SERVICES - COMMUNICATIONS	29/06/2018	3,080.00
EF113386	19856	WESTERN TREE RECYCLERS SHREDDING SERVICES	29/06/2018	61,279.44
EF113387	19967	FINGER FOOD CATERING CATERING SERVICES	29/06/2018	1,352.00
EF113388	20000	AUST WEST AUTO ELECTRICAL P/L AUTO ELECTRICAL SERVICES	29/06/2018	23,315.22
EF113389	20146	DATA#3 LIMITED CONTRACT IT PERSONNEL & SOFTWARE	29/06/2018	19,563.00
EF113390	20247	CHRISTIE PARKSAFE PARKS & RECREATIONAL PRODUCTS	29/06/2018	11,335.50
EF113391	20321	RIVERJET P/L EDUCTING-CLEANING SERVICES	29/06/2018	23,925.00
EF113392	20399	CODE GROUP BUILDING SURVEYING SERVICES	29/06/2018	11,165.00
EF113393	20549	A1 CARPET, TILE & GROUT CLEANING CLEANING SERVICES - TILES/CARPET	29/06/2018	2,200.00
EF113394	21120	SHOREWATER MARINE PTY LTD MARINE CONSTRUCTION SERVICES	29/06/2018	22,961.95
EF113395	21127	JOANNA AYCKBOURN (VOICES IN SINC) INSTRUCTION - SINGING	29/06/2018	400.00
EF113396	21151	DIGITAL MONOPOLY PERTH WEB DESIGN WEB DESIGN SERVICES	29/06/2018	280.50
EF113397	21193	SPM CONSULTANTS PTY LTD CONSULTANCY SERVICES	29/06/2018	2,091.21
EF113398	21287	T.J.DEPIAZZI & SONS SOIL & MULCH SUPPLIES	29/06/2018	6,371.20
EF113399	21291	CHITTERING VALLEY WORM FARM ENVIRONMENTAL EDUCATION	29/06/2018	2,959.00
EF113400	21294	CAT HAVEN ANIMAL SERVICES	29/06/2018	2,305.00
EF113401	21371	LD TOTAL SANPOINT PTY LTD LANDSCAPING WORKS/SERVICES	29/06/2018	20,878.00
EF113402	21397	THE PLAYROOM O'CONNOR TOYS AND GAMES	29/06/2018	492.37
EF113403	21405	CORPORATE PROFILE PTY LTD CLOTHING - UNIFORMS	29/06/2018	12,295.58
EF113404	21469	JOHN HUGHES VOLKSWAGON PURCHASE OF NEW VEHICLE	29/06/2018	49,603.55
EF113405	21525	AUSNET INDUSTRIES SPORTING EQUIPMENT	29/06/2018	8,553.18
EF113406	21627	MANHEIM PTY LTD IMPOUNDED VEHICLES	29/06/2018	924.00
EF113407	21665	MMJ REAL ESTATE (WA) PTY LTD PROPERTY MANAGEMENT SERVICES	29/06/2018	693.24
EF113408	21678	IANNELLO DESIGNS GRAPHIC DESIGN	29/06/2018	858.00
EF113409	21691	ZETTANET PTY LTD	29/06/2018	79.00

EF113410	21744	INTERNET/WEB SERVICES JB HI FI - COMMERCIAL	29/06/2018	10,499.00
EF113411	21853	ELECTRONIC EQUIPMENT NEARMAP PTY LTD	29/06/2018	22,000.00
EF113412	21915	COMPUTER SOFTWARE - PHOTOMAPS ECOWATER SERVICES PTY LTD	29/06/2018	394.70
EF113413	21946	MAINTENANCE SERVICES - WASTE SYSTEMS RYAN'S QUALITY MEATS	29/06/2018	2,141.66
EF113414	22106	MEAT SUPPLIES INTELIFE GROUP	29/06/2018	11,813.67
EF113415	22307	SERVICES - DAIP CREATIVE SPACES	29/06/2018	580.80
EF113416	22337	GRAPHIC DESIGN SEGAFREDO ZANETTI AUSTRALIA PTY LTD	29/06/2018	2,094.40
EF113417	22376	COFFEE & COFFEE MACHINES BCI SALES PTY LTD	29/06/2018	328.47
EF113418	22511	BUS SALES, REPAIRS, MAINTENANCE JOHNNY'S TILING	29/06/2018	150.00
EF113419	22553	TILING SERVICES BROWNES FOOD OPERATIONS	29/06/2018	473.23
EF113420	22569	CATERING SUPPLIES SONIC HEALTH PLUS PTY LTD	29/06/2018	3,602.50
EF113421	22602	MEDICAL SERVICES DENSFORD CIVIL PTY LTD	29/06/2018	632,040.67
EF113422	22613	CIVIL & ELECTRICAL WORKS VICKI ROYANS	29/06/2018	450.00
EF113423	22619	ARTISTIC SERVICES KSC TRAINING	29/06/2018	330.00
EF113424	22623	TRAINING SERVICES LANDMARK PRODUCTS LIMITED	29/06/2018	5,175.50
EF113425	22624	LANDSCAPE INFRASTRUCTURE AUSSIE EARTHWORKS PTY LTD	29/06/2018	62,844.44
EF113426	22639	EARTHWORKS SHATISH CHAUHAN	29/06/2018	1,581.00
EF113427	22658	TRAINING SERVICES - YOGA SERCUL	29/06/2018	4,240.00
EF113428	22680	URBAN LANDCARE SERVICES LEONARD THORN	29/06/2018	1,100.00
EF113429	22681	CULTURAL PRESENTATION SERVICES ABBEEY BLINDS PTY LTD	29/06/2018	104.50
EF113430	22682	BLINDS BEAVER TREE SERVICES PTY LTD	29/06/2018	67,641.49
EF113431	22806	TREE PRUNING SERVICES PUMA ENERGY (AUSTRALIA) FUELS PTY LTD	29/06/2018	72,481.22
EF113432	22854	FUEL SUPPLIES LGISWA	29/06/2018	154,378.40
EF113433	22903	INSURANCE PREMIUMS UNIQUE INTERNATIONAL RECOVERIES LLC	29/06/2018	422.40
EF113434	22913	DEBT COLLECTORS AUSTRALIAN OFFICE LEADING BRANDS.COM.AU	29/06/2018	834.81
EF113435	23254	ENVELOPES IBIS INFORMATION SYSTEMS PTY LTD	29/06/2018	7,964.00
EF113436	23332	COMPUTER SOFTWARE WRIGHTS HEAVY RECOVERY	29/06/2018	660.00
EF113437	23348	TOWING SERVICES ZUMBA WITH HONEY	29/06/2018	704.00
EF113438	23351	FITNESS CLASSES COCKBURN GP SUPER CLINIC LIMITED T/A COCKBURN INTEGRATED HEALTH	29/06/2018	991.01
EF113439	23450	LEASING FEES CLEVER DESIGNS	29/06/2018	233.60
EF113440	23457	UNIFORMS TOTALLY WORK WEAR FREMANTLE	29/06/2018	5,391.93
EF113441	23570	CLOTHING - UNIFORMS A PROUD LANDMARK PTY LTD	29/06/2018	183,811.65
EF113442	23579	LANDSCAPE CONTRUCTION SERVICES DAIMLER TRUCKS PERTH	29/06/2018	1,455.41
EF113443	23808	PURCHASE OF NEW TRUCK QUIK CORP PTY LTD	29/06/2018	190.60
EF113444	23817	CONTROLLER BOOM KITS ARUP PTY LTD	29/06/2018	12,494.46
EF113445	23844	CONSULTANCY-ENG, PLANNING, DESIGN IDEAL SYSTEMS (WA) PTY LTD	29/06/2018	1,177.84
		LIFTING EQUIPMENT		

EF113446	23858	<b>SPECIALISED SECURITY SHREDDING</b> DOCUMENT DESTRUCTION SERVICES	29/06/2018	50.60
EF113447	23864	<b>NATIONAL CENTRE FOR SUICIDE PREVENTION TRAINING (WA) INC.</b> TRAINING	29/06/2018	1,125.00
EF113448	23872	<b>ASB MARKETING PTY LTD</b> PROMOTIONAL PRODUCTS	29/06/2018	406.89
EF113449	23929	<b>ANTIQUITEA</b> HIRE-FUNCTION EQUIPMENT	29/06/2018	2,667.00
EF113450	23971	<b>FIND WISE LOCATION SERVICES</b> LOCATING SERVICES - UNDERGROUND	29/06/2018	7,260.00
EF113451	23989	<b>AWM</b> FURNITURE - OFFICE	29/06/2018	3,311.00
EF113452	24156	<b>MASTEC AUSTRALIA PTY LTD</b> PURCHASE OF NEW BINS	29/06/2018	4,319.93
EF113453	24189	<b>COMMUNITY TRANSFORMATIONS INC</b> TRAINING SERVICES	29/06/2018	1,330.00
EF113454	24275	<b>TRUCK CENTRE WA PTY LTD</b> PURCHASE OF NEW TRUCK	29/06/2018	3,022.10
EF113455	24506	<b>AMARANTI'S PERSONAL TRAINING</b> PERSONAL TRAINING SERVICES	29/06/2018	2,100.00
EF113456	24557	<b>AVELING</b> CONSULTANCY SERVICES	29/06/2018	1,600.00
EF113457	24595	<b>CONTEMPORARY IMAGE PHOTOGRAPHY PTY LTD</b> PHOTOGRAPHY SERVICES	29/06/2018	621.50
EF113458	24599	<b>POOLWERX SPEARWOOD</b> ANALYTICAL SERVICES	29/06/2018	1,776.80
EF113459	24610	<b>ALL FLAGS SIGNS &amp; BANNERS</b> SIGNS, FLAGS, BANNERS	29/06/2018	2,981.00
EF113460	24643	<b>BIBLIOTHECA RFID LIBRARY SYSTEMS AUSTRALIA PTY LTD</b> PURCHASE OF LIBRARY TAGS	29/06/2018	12,386.00
EF113461	24655	<b>AUTOMASTERS SPEARWOOD</b> VEHICLE SERVICING	29/06/2018	3,416.00
EF113462	24724	<b>QUALITY MARINE COATING SYSTEMS P/L</b> CLEANING SERVICES - ROAD SURFACES	29/06/2018	3,652.00
EF113463	24734	<b>MYRIAD IMAGES</b> PHOTOGRAPHY SERVICES	29/06/2018	6,308.50
EF113464	24736	<b>ZENIEN</b> CCTV CAMERA LICENCES	29/06/2018	17,327.02
EF113465	24748	<b>PEARMANS ELECTRICAL &amp; MECHANICAL SERVICES P/L</b> ELECTRICAL SERVICES	29/06/2018	16,048.77
EF113466	24862	<b>BEARDS SECURITY</b> SECURITY SERVICES	29/06/2018	200.00
EF113467	24945	<b>NS PROJECTS PTY LTD</b> PROJECT MANAGEMENT SERVICES	29/06/2018	1,909.89
EF113468	24949	<b>BITUMEN SURFACING THE TRUSTEE FOR COMPLETE ROAD SERVICES TRUST</b> BITUMEN SUPPLIES	29/06/2018	1,381.05
EF113469	24970	<b>LEDA SECURITY PRODUCTS PTY LTD</b> SECURITY PRODUCTS	29/06/2018	1,567.50
EF113470	24974	<b>SCOTT PRINT</b> PRINTING SERVICES	29/06/2018	11,684.20
EF113471	24978	<b>AMBIUS</b> PLANTS SUPPLIES	29/06/2018	519.56
EF113472	25063	<b>SUPERIOR PAK PTY LTD</b> VEHICLE MAINTENANCE	29/06/2018	4,760.30
EF113473	25102	<b>FREMANTLE MOBILE WELDING</b> WELDING SERVICES	29/06/2018	9,897.80
EF113474	25115	<b>FIG</b> INVESTMENT MANAGEMENT SERVICES	29/06/2018	2,750.00
EF113475	25121	<b>IMAGESOURCE DIGITAL SOLUTIONS</b> BILLBOARDS	29/06/2018	11,980.10
EF113476	25128	<b>HORIZON WEST LANDSCAPE &amp; IRRIGATION P/L</b> LANDSCAPING SERVICES	29/06/2018	41,373.46
EF113477	25262	<b>SANDOVER PINDER ARCHITECTS</b> ARCHITECTURAL SERVICES	29/06/2018	14,967.70
EF113478	25264	<b>ACURIX NETWORKS PTY LTD</b> WIFI ACCESS SERVICE	29/06/2018	4,357.10
EF113479	25333	<b>INTELLIGENZ SOLUTIONS</b> COMPUTER SOFTWARE	29/06/2018	2,475.00
EF113480	25415	<b>JANDAKOT STOCK &amp; PET SUPPLIES</b> PET SUPPLIES	29/06/2018	101.85
EF113481	25418	<b>CS LEGAL</b> LEGAL SERVICES	29/06/2018	15,767.37
EF113482	25586	<b>ENVIROVAP PTY LTD</b>	29/06/2018	14,162.50



EF113483	25644	HIRE OF LEACHATE UNITS <b>DYMOCKS GARDEN CITY</b> PURCHASE OF BOOKS	29/06/2018	732.64
EF113484	25645	<b>YELAKITJ MOORT NYUNGAR ASSOCIATION INC</b> WELCOME TO THE COUNTRY PERFORMANCES	29/06/2018	1,600.00
EF113485	25713	<b>DISCUS ON DEMAND THE TRUSTEE FOR DISCUS ON DEMAND UNIT TRUST</b> PRINTING SERVICES	29/06/2018	6,096.90
EF113486	25733	<b>MIRACLE RECREATION EQUIPMENT</b> PLAYGROUND INSTALLATION / REPAIRS	29/06/2018	8,781.30
EF113487	25813	<b>LGCONNECT PTY LTD</b> ERP SYSTEMS DEVELOPMENT	29/06/2018	38,375.00
EF113488	25819	<b>BRAJKOVICH DEMOLITION &amp; SALVAGE (WA) PTY LTD</b> DEMOLITION SERVICES	29/06/2018	9,900.00
EF113489	25832	<b>EXTERIA</b> STREET AND PARK INFRASTRUCTURE	29/06/2018	2,539.90
EF113490	25897	<b>COMMON GROUND TRAILS PTY LTD</b> CONSULTANCY SERVICES	29/06/2018	45,100.00
EF113491	25940	<b>LEAF BEAN MACHINE</b> COFFEE BEAN SUPPLY	29/06/2018	800.00
EF113492	26020	<b>GRANT ELEVATORS</b> LIFT MAINTENANCE	29/06/2018	858.00
EF113493	26029	<b>AUTOSWEEP WA</b> SWEEPING SERVICES	29/06/2018	4,587.00
EF113494	26067	<b>SPRAYKING WA PTY LTD</b> CHEMICAL WEED CONTROL SERVICES	29/06/2018	8,113.60
EF113495	26110	<b>DASH CIVIL CONTRACTING</b> CONCRETING SERVICES	29/06/2018	32,164.00
EF113496	26114	<b>GRACE RECORDS MANAGEMENT</b> RECORDS MANAGEMENT SERVICES	29/06/2018	1,338.33
EF113497	26195	<b>PLAY CHECK</b> CONSULTING SERVICES	29/06/2018	165.00
EF113498	26211	<b>AMCOM PTY LTD</b> INTERNET/DATA SERVICES	29/06/2018	12,650.14
EF113499	26251	<b>HEALING INDIA GLASS AND GIFTWARES</b> FACILITATION SERVICES - WORKSHOPS	29/06/2018	1,400.00
EF113500	26257	<b>PAPERBARK TECHNOLOGIES</b> ARBORICULTURAL CONSULTANCY SERVICES	29/06/2018	1,576.60
EF113501	26303	<b>GECKO CONTRACTING TURF &amp; LANDSCAPE MAINTENANCE</b> TURF & LANDSCAPE MAINTENANCE	29/06/2018	108,354.82
EF113502	26314	<b>CPE GROUP</b> TEMPORARY EMPLOYMENT SERVICES	29/06/2018	4,437.78
EF113503	26330	<b>KENNARDS HIRE - BIBRA LAKE</b> EQUIPMENT HIRE	29/06/2018	435.00
EF113504	26359	<b>WILSON SECURITY</b> SECURITY SERVICES	29/06/2018	197,262.33
EF113505	26369	<b>ALL RETAINING SYSTEMS</b> CONSTRUCTION SERVICES	29/06/2018	29,678.00
EF113506	26399	<b>PAPERSCOUT THE TRUSTEE FOR PETERS MORRISON FAMILY TRUST</b> GRAPHIC DESIGN SERVICES	29/06/2018	19,076.00
EF113507	26403	<b>CHES POWER GROUP</b> ENGINEERING SOLUTIONS / BACK UP GENERATO	29/06/2018	641.70
EF113508	26416	<b>COOLBELLUP NEWSAGENCY THE TRUSTEE FOR DAWKINS FAMILY TRUST</b> NEWSPAPER DELIVERY SERVICES	29/06/2018	977.24
EF113509	26418	<b>INTEGRANET TECHNOLOGY GROUP PTY LTD</b> ICT CONSULTANCY SERVICES	29/06/2018	12,177.00
EF113510	26423	<b>ALPHA PEST ANIMAL SOLUTIONS INVASIVE SPECIES PTY LTD</b> PEST CONTROL SERVICES	29/06/2018	25,568.00
EF113511	26439	<b>ALTERNATIVE TECHNOLOGY ASSOCIATION INC</b> SUSTAINABILITY EDUCATION SERVICES	29/06/2018	3,300.00
EF113512	26442	<b>BULLANT SECURITY PTY LTD KEY WEST LOCK SERVICE &amp; SALES</b> LOCKSMITH & SECURITY SERVICES	29/06/2018	2,199.22
EF113513	26470	<b>SCP CONSERVATION AND LAND MANAGEMENT</b> FENCING SERVICES	29/06/2018	23,650.00
EF113514	26516	<b>ULTIMATE LIMESTONE</b> CONSTRUCTION SERVICES	29/06/2018	40,425.00
EF113515	26547	<b>P. J. WRIGHT &amp; ASSOCIATES PTY LTD</b> CONSULTANCY SERVICES	29/06/2018	8,470.00
EF113516	26549	<b>SHARON GREGORY (KOORT-KADAK CONSULTANCY)</b> CONSULTANCY SERVICES	29/06/2018	100.00
EF113517	26550	<b>GAME VAULT PTY LTD</b> AMUSEMENT SERVICES	29/06/2018	840.00
EF113518	26558	<b>HEALTHCARE AUSTRALIA PTY LTD</b> TEMPORARY EMPLOYMENT SERVICES	29/06/2018	234.30



EF113519	26576	<b>WIZARD TRAINING SOLUTIONS</b> TRAINING SERVICES	29/06/2018	3,520.00
EF113520	26586	<b>WA TEMPORARY FENCING SUPPLIES</b> FENCING - TEMPORARY	29/06/2018	110.00
EF113521	26600	<b>TIMMOTHY KELLY</b> ABORIGINAL CULTURAL DANCING	29/06/2018	1,200.00
EF113522	26606	<b>ENVIRO INFRASTRUCTURE PTY LTD</b> CONSTRUCTION& FABRICATION	29/06/2018	12,552.95
EF113523	26613	<b>AVE BIN AND BBQ CLEANING PTY LTD</b> CLEANAING SERVICES (BBQ - BINS)	29/06/2018	2,666.00
EF113524	26614	<b>MARKETFORCE PTY LTD</b> ADVERTISING	29/06/2018	28,408.00
EF113525	26620	<b>GRA PARTNERS</b> CONSULTING/ADVISORY	29/06/2018	17,831.83
EF113526	26625	<b>ANDOVER DETAILERS</b> CAR DETAILING SERVICES	29/06/2018	1,560.45
EF113527	26639	<b>SAFEGUARD INDUSTRIES</b> SECURITY DOORS, SCREENS AND ROLLER SHUTT	29/06/2018	1,180.00
EF113528	26644	<b>FIRE PROTECTION ASSOCIATION AUSTRALIA</b> FIRE SERVICES TRAINING	29/06/2018	5,200.00
EF113529	26648	<b>EMC SOLAR CONSTRUCTION PTY LTD</b> SOLAR ENERGY	29/06/2018	908.60
EF113530	26655	<b>WORLDWIDE PRINTING SOLUTIONS EAST PERTH</b> PRINTING SERVICES	29/06/2018	16,225.00
EF113531	26660	<b>EPOCH TRAINING</b> BUSINESS TRAINING	29/06/2018	950.00
EF113532	26709	<b>TALIS CONSULTANTS PTY LTD</b> WASTE CONSULTANCY	29/06/2018	3,883.37
EF113533	26721	<b>QUAD SERVICES PTY LTD</b> CLEANING SERVICES	29/06/2018	24,758.63
EF113534	26728	<b>PROGRESSING PRIORITY PROJECTS</b> CONSULTANCY - COMMUNITY SERVICES	29/06/2018	1,000.00
EF113535	26732	<b>AMARE SAFETY</b> CLOTHING UNIFORMS	29/06/2018	155.00
EF113536	26735	<b>SHANE MCMASTER SURVEYS</b> SURVEY SERVICES	29/06/2018	5,720.00
EF113537	26739	<b>KERB DOCTOR</b> KERB MAINTENANCE	29/06/2018	16,389.78
EF113538	26743	<b>STATEWIDE TURF SERVICES</b> TURF RENOVATION	29/06/2018	23,491.60
EF113539	26746	<b>MOWER CITY</b> LAWN MAINTENANCE	29/06/2018	1,513.90
EF113540	26747	<b>BELL-VISTA FRUIT &amp; VEG</b> FRUIT AND VEGETABLES.	29/06/2018	498.64
EF113541	26752	<b>MG GROUP WA</b> CONSTRUCTION	29/06/2018	678,098.40
EF113542	26754	<b>INSIGHT CALL CENTRE SERVICES</b> CALL CENTRE SERVICES	29/06/2018	12,594.61
EF113543	26759	<b>METRO FILTERS</b> CANOPY, FLUE AND FANS CLEANIND AND FILTE	29/06/2018	39.60
EF113544	26766	<b>JPW EARTHMOVING PTY LTD</b> EARTHMOVING SERVICES	29/06/2018	3,319.25
EF113545	26780	<b>METROPOLITAN OMNIBUS COMPANY</b> BUS HIRE	29/06/2018	2,805.00
EF113546	26782	<b>SOFT LANDING</b> RECYCLING SERVICES	29/06/2018	14,298.24
EF113547	26789	<b>RAECO</b> SUPPLIER OF LIBRARY SHELVING AND FURNITU	29/06/2018	75.90
EF113548	26812	<b>BROOKS CHOICE REMOVALS</b> REMOVALISTS	29/06/2018	286.00
EF113549	26824	<b>WEB KEY IT PTY LTD</b> WEBSITE CONSULTANCY	29/06/2018	2,981.00
EF113550	26826	<b>PINDAN CONTRACTING PTY LTD</b> BUILDING CONSTRUCTION SERVICES	29/06/2018	15,653.74
EF113551	26830	<b>ECO EATS CATERING</b> CATERING	29/06/2018	978.80
EF113552	26854	<b>IFAP</b> TRAINING	29/06/2018	3,235.00
EF113553	26871	<b>JOHN PAPAS TRAILERS (AUST) PTY LTD</b> TRAILER MANUFACTURE	29/06/2018	4,550.00
EF113554	26876	<b>INTEGRITY MANAGEMENT SOLUTIONS</b> SOFTWARE DEVELOPMENT	29/06/2018	11,000.00
EF113555	26883	<b>GTA CONSULTANTS</b>	29/06/2018	11,591.80

EF113556	26888	TRANSPORT PLANNING <b>MEDIA ENGINE</b>	29/06/2018	33,902.20
EF113557	26898	GRAPHIC DESIGN, MARKETING, VIDEO PRODUCT <b>SPANDEX ASIA PACIFIC PTY LTD</b>	29/06/2018	1,321.00
EF113558	26901	SIGNAGE SUPPLIER <b>ALYKA PTY LTD</b>	29/06/2018	10,890.00
EF113559	26904	DIGITAL CONSULTANCY AND WEB DEVELOPMENT <b>GREEN SERVICES</b>	29/06/2018	9,600.00
EF113560	26909	SUSTAINABILITY EDUCATION FOR HOUSEHOLDS <b>WEST COAST PROFILERS PTY LTD</b>	29/06/2018	3,748.80
EF113561	26911	ROAD PLANING COLD SERVICES <b>HARVEY NORMAN OCONNOR</b>	29/06/2018	792.00
EF113562	26913	RETAIL <b>MIRANDA KISSELL CONTRACTING</b>	29/06/2018	8,050.90
EF113563	26917	CARPENTRY SERVICES <b>CIRRUS NETWORKS PTY LTD</b>	29/06/2018	3,058.28
EF113564	26921	IT NETWORK & TELEPHONY SERVICES <b>JULIET COGHLAN - PHOTOGRAPHER</b>	29/06/2018	560.00
EF113565	26929	PHOTOGRAPHY SERVCIES <b>ELAN ENERGY MATRIX PTY LTD</b>	29/06/2018	1,424.98
EF113566	26938	RECYCLING SERVICES <b>MAJESTIC PLUMBING</b>	29/06/2018	42,562.85
EF113567	26946	PLUMBING SERVICES <b>AV TRUCK SERVICES PTY LTD</b>	29/06/2018	1,294.53
EF113568	26950	TRUCK DEALERSHIP <b>WALCON MARINE AUSTRALASIA PTY LTD</b>	29/06/2018	563.97
EF113569	26964	MARINE SERVICES <b>SOUTH METROPOLITAN TAFE</b>	29/06/2018	434.65
EF113570	26979	EDUCATION <b>DIRECT OFFICE FURNITURE</b>	29/06/2018	2,163.00
EF113571	26982	FURNITURE/ COMMERCIAL, OFFICE <b>PLANTRITE</b>	29/06/2018	17,939.02
EF113572	26984	PLANTS <b>COMMERCIAL AQUATICS AUSTRALIA PTY LTD</b>	29/06/2018	8,866.00
EF113573	26985	POOL EQUIPMENT <b>ACCESS ICON PTY LTD</b>	29/06/2018	6,594.50
EF113574	26986	DRAINAGE PRODUCTS <b>AHA CONSULTING</b>	29/06/2018	10,175.00
EF113575	26987	CONSULTANCY <b>CTI RISK MANAGEMENT</b>	29/06/2018	5,006.80
EF113576	26988	SECURITY - CASH COLLECTION <b>BLADON WA PTY LTD</b>	29/06/2018	12,304.60
EF113577	26989	PROMOTIONAL PRODUCTS <b>P &amp; M AUTOMOTIVE EQUIPMENT</b>	29/06/2018	1,425.27
EF113578	27002	SERVICE & MAINTENANCE MECHANICAL <b>COCKBURN PARTY HIRE</b>	29/06/2018	1,189.00
EF113579	27010	HIRE SERVICES <b>QUANTUM BUILDING SERVICES PTY LTD</b>	29/06/2018	7,588.91
EF113580	27015	BUILDING MAINTENANCE <b>INTELLI TRAC</b>	29/06/2018	1,892.00
EF113581	27018	GPS TRACKING <b>MARK NORMAN CONSULTING</b>	29/06/2018	2,700.00
EF113582	27023	CONSULTANCY - ELECTRICAL <b>SOLARGAIN PV PTY LTD</b>	29/06/2018	4,614.50
EF113583	27027	SOLAR ENERGY PROVIDER <b>FRIG TECH WA</b>	29/06/2018	3,559.85
EF113584	27028	REFRIDGERATION SERVICES <b>TECHNOGYM AUSTRALIA PTY LTD</b>	29/06/2018	24,456.08
EF113585	27031	FITNESS EQUIPMENT <b>DOWNER EDI WORKS PTY LTD</b>	29/06/2018	48,579.23
EF113586	27044	ASPHALT SERVICES <b>GRAFFITI SYSTEMS AUSTRALIA</b>	29/06/2018	5,153.61
EF113587	27045	GRAFFITI REMOVAL & ANTI-GRAFFITI COATING <b>GANTNER ELECTRONICS PTY LTD</b>	29/06/2018	7,194.00
EF113588	27046	ELECTRICAL <b>TFH HIRE SERVICES PTY LTD</b>	29/06/2018	1,174.25
EF113589	27052	HIRE FENCING <b>EVENT MARQUEES</b>	29/06/2018	4,239.00
EF113590	27054	MARQUEE HIRE <b>VOCUS PTY LTD</b>	29/06/2018	2,323.20
EF113591	27059	TELECOMMUNICATIONS <b>FRONTLINE FIRE AND RESCUE EQUIPMENT</b>	29/06/2018	2,543.92
		MANUFACTURE-FIRE VEHICLES/EQUIPMENT		

EF113592	27060	CANTERBURY GROUP PTY LTD OFFICE FURNITURE	29/06/2018	660.00
EF113593	27064	COMMUNITY FIRST INTERNATIONAL DISABILITY SERVICES	29/06/2018	2,904.00
EF113594	27065	WESTBOOKS BOOKS	29/06/2018	700.65
EF113595	27067	IATA (AUST) PTY LTD EDUCATION & TRAINING	29/06/2018	1,300.00
EF113596	27072	NORDIC FITNESS EQUIPMENT FITNESS EQUIPMENT	29/06/2018	945.00
EF113597	27082	KULBARDI PTY LTD STATIONERY SUPPLIES	29/06/2018	1,203.95
EF113598	27085	SAVILLS PROJECT MANAGEMENT PTY LTD PROJECT MANAGEMENT	29/06/2018	21,753.19
EF113599	27098	Q2 (Q-SQUARED) DIGITAL DATA SERVICE	29/06/2018	5,790.95
EF113600	27104	BLACK DIAMOND SECURITY (AUSTRALIA) PTY LTD SECURITY	29/06/2018	9,078.30
EF113601	27107	A.LEVIS & SONS BORE DRILLING	29/06/2018	31,250.95
EF113602	27110	RISKWEST MANAGEMENT CONSULTANT	29/06/2018	6,204.00
EF113603	27119	MONITORED SECURITY SYSTEMS PTY LTD SECURITY	29/06/2018	360.25
EF113604	27124	LYCOPodium INFRASTRUCTURE PTY LTD ENGINEERING SERVICES	29/06/2018	2,864.62
EF113605	27126	LINDSAY MILES EDUCATION (SUSTAINABILITY)	29/06/2018	1,000.00
EF113606	27130	OOH MEDIA SOCIAL SPORTS PTY LTD DIGITAL MARKETING & SOFTWARE SERVICE PRO	29/06/2018	688.82
EF113607	27131	WEST COAST COMMERCIAL INDUSTRIES LOCKERS	29/06/2018	455.40
EF113608	27132	WILMA SCENINI TRAINING & INSTRUCTOR	29/06/2018	400.00
EF113609	27154	SUEZ RECYCLING & RECOVERY PTY LTD WASTE SERVICES	29/06/2018	17,476.37
EF113610	27166	TJS SERVICES (WA) PTY LTD FACILITY CLEANING SERVICES	29/06/2018	7,004.25
EF113611	27177	INITIAL HYGIENE HYGIENE	29/06/2018	2,560.29
EF113612	27179	PLUNGE & CO CAFE CATERING SERVICES	29/06/2018	238.40
EF113613	27183	ANGELA ROSSEN EDUCATION & COMMUNITY OUTREACH	29/06/2018	7,425.00
EF113614	27187	NEVE CONTRACTING DESIGN SERVICES	29/06/2018	72,253.50
EF113615	27189	HEALTHSTRONG PTY LTD HOME CARE	29/06/2018	93.50
EF113616	27194	ANIMAL CARE EQUIPMENT & SERVICES AUSTRALIA PTY LTD ANIMAL HANDLING & CATCHING EQUIPMENT	29/06/2018	903.33
EF113617	27197	TURFCARE AUSTRALIA PTY LTD CHEMICAL SUPPLIES	29/06/2018	2,405.34
EF113618	27213	K AND J CONSULTANCY INDIGENOUS CONSULTANCY	29/06/2018	2,220.00
EF113619	27217	CROTHERS CONSTRUCTION PTY LTD BUILDING CONSTRUCTION SERVICES	29/06/2018	80,295.95
EF113620	27225	WSP AUSTRALIA PTY LTD ENGINEERING	29/06/2018	1,760.00
EF113621	27229	REPCO AUTOMOTIVE PARTS	29/06/2018	220.00
EF113622	27231	CIVIL SURVEY SOLUTIONS PTY LTD CONSULTANCY - ENGINEERING	29/06/2018	10,659.00
EF113623	27236	INTERSKILL TRAINING	29/06/2018	825.00
EF113624	27238	AUTO INGRESS PTY LTD SERVICE AUTO DOORS	29/06/2018	1,375.00
EF113625	27240	CREATIVE DESIGN MODELS SCULPTURE	29/06/2018	528.00
EF113626	27241	LANDSCAPE ELEMENTS PTY LTD LANDSCAPING SERVICES	29/06/2018	68,901.44
EF113627	27242	KP ELECTRIC (AUSTRALIA) PTY LTD ELECTRICAL SERVICES	29/06/2018	1,524.13
EF113628	27243	ARJOHUNTLEIGH PTY LTD	29/06/2018	599.50

EF113629	27246	SUPPLY, REPAIRS HEALTH EQUIPEMNT <b>VEALE AUTO PARTS</b>	29/06/2018	810.00
EF113630	27250	SPARE PARTS MECHANICAL <b>TREVOR PHILLIPS &amp; ASSOCIATES</b>	29/06/2018	800.00
EF113631	27257	SURVEYING <b>BLACKWELL &amp; ASSOCIATES</b>	29/06/2018	13,582.80
EF113632	27269	LANDSCAPE ARCHITECTS <b>INTEGRAPAY PTY LTD</b>	29/06/2018	18,340.01
EF113633	27280	PAYMENT PROCESSING <b>FLOORWISE PTY LTD</b>	29/06/2018	2,995.19
EF113634	27282	FLOORING SERVICES <b>PERTH PLAYGROUND AND RUBBER</b>	29/06/2018	20,647.00
EF113635	27286	PLAYGROUNF EQUIP <b>METROCON PTY LTD</b>	29/06/2018	132,695.78
EF113636	27293	BUILDING CONSTRUCTION SERVICES <b>BASKETBALL WA</b>	29/06/2018	275.00
EF113637	27298	SPORTING EVENTS <b>MY MEDIA INTELLIGENCE PTY LTD</b>	29/06/2018	2,753.52
EF113638	27308	MEDIA MONITORING <b>JATU CLOTHING &amp; PPE PTY LTD</b>	29/06/2018	15,195.00
EF113639	27311	CLOTHING PPE <b>TOX FREE AUSTRALIA</b>	29/06/2018	2,292.18
EF113640	27314	WASTE MANAGEMENT <b>BRINKMAN AUSTRALIA PTY LTD</b>	29/06/2018	4,088.98
EF113641	27317	SALT SUPPLIES (SWIMMING POOL) <b>RAWURBAN CONSTRUCTIONS</b>	29/06/2018	1,286.84
EF113642	27320	BUILDING CONSTRUCTION <b>PRICHARD BOOKBINDERS THE TRUSTEE FOR PSCP INVESTMENT TRUST</b>	29/06/2018	3,608.00
EF113643	27321	BOOKBINDING & PRINTING <b>EVO COAST PTY LTD</b>	29/06/2018	1,210.00
EF113644	27322	COASTAL ENGINEERING <b>VISIONS PHOTO</b>	29/06/2018	3,190.00
EF113645	27323	PHOTOGRAPHIC SERVICES <b>GO NUTZ COFFEE AND DONUTZ</b>	29/06/2018	300.00
EF113646	27324	CATERING SERVICES <b>BEBBCART PTY LTD</b>	29/06/2018	2,359.50
EF113647	27334	CARTOGRAPHIC AND DRAFTING SERVICES <b>WESTCARE PRINT</b>	29/06/2018	4,316.40
EF113648	27336	PRINTING SERVICES <b>SRS AUSTRALIA PTY LTD</b>	29/06/2018	157,450.61
EF113649	27345	POOL PRODUCTS <b>ASF PROTECTIVE SERVICES PTY</b>	29/06/2018	13,177.61
EF113650	27348	SECURITY SERVICES <b>MESSAGE MEDIA</b>	29/06/2018	1,102.22
EF113651	27351	TELECOMMUNICATIONS <b>PROGRAMMED PROPERTY SERVICES</b>	29/06/2018	2,227.50
EF113652	27364	PROPERTY MAINTENANCE <b>BALSHAWS FLORIST</b>	29/06/2018	200.00
EF113653	27374	FLORIST <b>SOUTHERN CROSS CLEANING</b>	29/06/2018	10,423.88
EF113654	27376	COMMERCIAL CLEANING <b>EXCLUSIVE COMMERCIAL LININGS</b>	29/06/2018	3,344.00
EF113655	27377	CEILINGS & WALL LININGS <b>ACCIDENTAL HEALTH AND SAFETY - PERTH</b>	29/06/2018	993.52
EF113656	27379	FIRST AID SUPPLIES <b>ESRI AUSTRALIA PTY LTD</b>	29/06/2018	33,550.00
EF113657	27381	GIS SOFTWARE <b>FIT FOR LIFE EXERCISE PHYSIOLOGY</b>	29/06/2018	1,980.00
EF113658	27383	EXERCISE CLASSES <b>PAULA HART</b>	29/06/2018	5,500.00
EF113659	27384	ARTISTIC SERVICES <b>SIFTING SANDS</b>	29/06/2018	3,159.04
EF113660	27385	SAND CLEANING <b>PROGRAMMED ELECTRICAL TECHNOLOGIES</b>	29/06/2018	50,253.72
EF113661	27392	ELECTRICAL SERVICES <b>AXIS MAINTENANCE SERVICES PTY LTD</b>	29/06/2018	727.38
EF113662	27396	MAINTENANCE <b>ANKEET MEHTA SPEARWOOD NEWSPAPER ROUND DELIVERY</b>	29/06/2018	393.89
EF113663	27398	NEWSPAPER DELIVERY <b>MARKETING FOR CHANGE</b>	29/06/2018	6,864.00
EF113664	27401	MARKETING COMMUNICATION <b>EMPRISE MOBILITY PTY LTD</b>	29/06/2018	579.00
		MOBILITY EQUIPMENT		

EF113665	27403	FREEDOM FAIRIES PTY LTD AMUSEMENT	29/06/2018	2,640.00
EF113666	27417	NATIVE PLANTS WA PLANTS	29/06/2018	9,129.50
EF113667	27419	SPICE DIGITAL IMAGING PTY LTD SINGAGE	29/06/2018	10,172.80
EF113668	27423	MECHANICAL PROJECT SERVICES PTY LTD AIRCONDITIONING SERVICES	29/06/2018	2,634.28
EF113669	27428	KRYSTALS KIDS PARTIES ENTERTAINMENT - KIDS	29/06/2018	520.00
EF113670	27430	MY FLEX TRAINING TRAINING SERVICES	29/06/2018	1,386.00
EF113671	27433	ARTEM ARCHITECTURE PTY LTD ARCHITECTURE SERVICES	29/06/2018	6,050.00
EF113672	27437	PB RETICULATION & MAINTENANCE SERVICES PTY LTD IRRIGATION SERVICES	29/06/2018	495.00
EF113673	27438	ERTECH PTY LTD ENGINEERING CIVIL	29/06/2018	761,100.40
EF113674	27439	PUMPENG PTY LTD PUMPS	29/06/2018	2,282.50
EF113675	27441	STRYDER FENCING CO FENCING SERVICES	29/06/2018	53,554.85
EF113676	27446	BENCHMARK INFRASTRUCTURE SOLUTIONS PTY LTD ANTI CLIMB DEVICES	29/06/2018	4,976.51
EF113677	27451	SAFEWAY BUILDING & RENOVATIONS PTY LTD ROOFING	29/06/2018	635.00
EF113678	27456	SECUREPAY PTY LTD PAYMENT SOLUTIONS	29/06/2018	95.70
EF113679	27461	SIERRA TECHNOLOGIES ENVIRONMENTAL ENGINEERING	29/06/2018	35,853.40
EF113680	27462	OCTAGON LIFTS PTY LTD LIFT INSTALLATION, SERVICE AND REPAIRS	29/06/2018	2,062.50
EF113681	27463	AGILE DOGS DOG TRAINING	29/06/2018	4,000.00
EF113682	27465	LEADING AGE SERVICES AUSTRALIA LTD TRAINING	29/06/2018	2,750.00
EF113683	27466	GREG NORMAN GOLF COURSE DESIGN PTY LTD DESIGN CONSULTING	29/06/2018	12,375.00
EF113684	27471	ELECTRICAL DESIGN CONSULTANTS PTY LTD CONSULTANCY - ELECTRICAL ENGINEERING	29/06/2018	4,070.00
EF113685	27478	J&R PRESSURE CLEAN PRESSURE CLEANING	29/06/2018	1,815.00
EF113686	27479	VITAL INTERPRETING PERSONNEL TRANSLATING SERVICES	29/06/2018	492.80
EF113687	27482	BILLI AUSTRALIA PTY LTD WATER FILTER TAPS	29/06/2018	434.50
EF113688	27484	XANDER ROOD ARTISTIC	29/06/2018	15,400.00
EF113689	27487	ACCESS RENTALS AUSTRALIA PLANT & EQUIPMENT	29/06/2018	10,450.00
EF113690	27488	MALAGA PRINT & COPY PRINTING SERVICES	29/06/2018	753.00
EF113691	27489	VERBAL JUDO AUSTRALIA TRAINING SERVICES	29/06/2018	5,000.00
EF113692	27490	AQUA BUBBLER WATER DRINKING FOUNTAINS	29/06/2018	20,372.00
EF113693	27491	APPLIED INNOVATION CENTRE PTY LTD CONSULTANCY - MARKETING	29/06/2018	880.00
EF113694	27494	DYNAMIC PLAYGROUNDS PTY LTD WATER PLAYGROUNDS	29/06/2018	8,470.00
EF113695	27499	HODGE COLLARD PRESTON ARCHITECTS ARCHITECTS	29/06/2018	31,900.00
EF113696	27501	CHILD INCLUSIVE LEARNING AND DEVELOPMENT AUSTRALIA INC. LEARNING AND DEVELOPMENT	29/06/2018	5,000.00
EF113697	27504	CLAYTONS AUSTRALIA PTY LTD PROMOTIONAL	29/06/2018	3,630.00
EF113698	27505	DEC THE MALLS PTY LTD DISPALY EQUIPMENT	29/06/2018	3,179.00
EF113699	27507	TJS SERVICES GROUP PTY LIMITED CLEANING SERVICES	29/06/2018	102,468.34
EF113700	27521	NEXTGEN NETWORKS PTY LTD TELECOMMUNICATIONS	29/06/2018	27,693.35
EF113701	10047	ALINTA ENERGY	29/06/2018	114,535.51

EF113702	11794	NATURAL GAS & ELECTRCITY SUPPLY <b>SYNERGY</b>	29/06/2018	16,856.05
EF113703	12025	ELECTRICITY USAGE/SUPPLIES <b>TELSTRA CORPORATION</b>	29/06/2018	18,814.94
EF113704	27328	COMMUNICATIONS SERVICES <b>TCI NEW ZEALAND (1995) LTD</b>	28/06/2018	8,237.92
EF113705	27474	PLASTIC PRODUCTS <b>AIRHEAD SPORTS GROUP</b>	28/06/2018	5,789.66
EF113706	27217	WATERSPORTS MANUFACTUREER <b>CROTHERS CONSTRUCTION PTY LTD</b>	29/06/2018	960,689.48
		BUILDING CONSTRUCTION SERVICES		
<b>LESS CANCELLED PAYMENTS:</b>				
EF112700		ALICE BARTER	5/06/2018	-42.40
EF112879		XIU TANG	5/06/2018	-50.00
EF112742		SHANE ROONEY	5/06/2018	-450.00
EF112900		KAFATAHA ASSOCIATION OF WA	5/06/2018	-605.00
EF112846		RAJINDER SRAN	5/06/2018	-50.00
EF112785		GRAEME WELLS	5/06/2018	-132.00
EF112885		F & M FONTANA	5/06/2018	-166.27
EF112874		RONALD DE GUZMAN	5/06/2018	-58.00
EF112782		BIBRA LAKE SCOUT GROUP	5/06/2018	-150.00
EF112801		BIBRA LAKE SCOUT GROUP	5/06/2018	-150.00
EF112828		BIBRA LAKE SCOUT GROUP	5/06/2018	-150.00
EF111550		PHILIPPA TAYLOR	5/06/2018	-15.00
EF112917		NEWTON PRIMARY SCHOOL	14/06/2018	-1,100.00
EF112914		BEELIAR PRIMARY SCHOOL	14/06/2018	-1,100.00
EF112981		NEWTON PRIMARY SCHOOL	18/06/2018	-1,100.00
<b>PAYMENT LIST TOTAL</b>				<b>15,764,520.08</b>
<b>BANK FEES AND CREDIT CARD PAYMENTS:</b>				
BANK FEES				
MERCHANT FEES COC			\$	6,813.71
MERCHANT FEES			\$	583.75
MERCHANT FEES ARC			\$	6,532.12
MERCHANT FEES VARIOUS OUT CENTRES			\$	213.92
NATIONAL BPAY CHARGE			\$	1,587.55
RTGS/ACLR FEE				
NAB TRANSACT FEE			\$	427.32
MERCHANDISE / OTHER FEES				
CBA CREDIT CARD PAYMENT			\$	80,498.68
				<b>96,657.05</b>
<b>FAMILY DAY CARE AND IN HOME CARE PAYMENTS:</b>				
FDC PAYMENTS			\$	92,481.91
IHC PAYMENTS			\$	131,917.16
				<b>224,399.07</b>
<b>PAYROLL PAYMENTS:</b>				
COC01/06/18 Pmt 000117975389 City of Cockburn			8/06/2018 \$	7,320.68
COC12/06/18 Pmt 000118193413 City of Cockburn			13/06/2018 \$	1,307,599.08
COC14/06/18 Pmt 000118284269 City of Cockburn			14/06/2018 \$	795.40
COC19/06/18 Pmt 000118528209 City of Cockburn			19/06/2018 \$	3,178.31
COC15/06/18 Pmt 000118965670 City of Cockburn			16/06/2018 \$	5,739.49
COC26/06/18 Pmt 000119027125 City of Cockburn			26/06/2018 \$	1,324,993.22
COC26/06/18 Pmt 000119198901 City of Cockburn			26/06/2018 \$	11,081.44
				<b>2,660,707.62</b>
<b>TOTAL PAYMENTS</b>				<b>18,746,283.82</b>





**15.2 (2018/MINUTE NO 0126) STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - JUNE 2018**

**Author(s)** N Mauricio

**Attachments** 1. Statement of Financial Activity - June 2018 [↓](#)

**RECOMMENDATION**

That Council:

- (1) adopt the Statement of Financial Activity and associated reports for June 2018, as attached to the Agenda;
- (2) adopt a materiality threshold for the 2018-19 financial year of \$200,000 for the purposes of reporting budget variances in accordance with Local Government (Financial Management) Regulation 34 (5); and
- (3) amend the 2017-2018 Municipal Budget in accordance with the detailed schedule attached as follows:

Revenue adjustments	Decrease	\$54,580
Expenditure adjustments	Decrease	\$27,898
Transfers from Reserves adjustments	Increase	\$16,682
Net impact on Municipal Budget closing funds	Decrease	\$10,000

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**COUNCIL DECISION**

MOVED Cr P Eva SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0**

I

**Background**

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

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



- (1) details of the composition of the closing net current assets (less restricted and committed assets);
- (2) explanation for each material variance identified between YTD budgets and actuals; and
- (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 2 months after the end of the month to which the statement relates.

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

*Local Government (Financial Management) Regulations - Regulation 34 (5) states “Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, 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 and it is proposed that Council continue with a materiality threshold of \$200,000 for the 2018-19 financial year.

Detailed analysis of budget variances is an ongoing exercise, with any required budget amendments submitted to Council each month in this report or included in the City’s mid-year budget review as deemed appropriate.

### **Submission**

N/A

### **Report**

#### *Opening Funds*

The City had \$6.64 million in opening funds (brought forward from the previous year), which included \$5.42 million of municipal funding required for the carried forward works and projects.

#### *Closing Funds*

The City’s interim closing funds position of \$13.71 million includes municipal funding for carried forward works and projects that is yet to be finalised. This result also reflects budget variances across the operating and capital programs as further detailed in this report.



The 2017-18 revised budget reflects an End of Financial Year closing position of \$0.20 million, marginally down by \$15,000 on last month as a result of budget amendments adopted at the June ordinary meeting of Council.

### *Operating Revenue*

Consolidated operating revenue of \$148.59 million was over the full year budget by \$3.42 million. A significant portion of the City's operating revenue is recognised in July upon the issue of annual rates and charges. The remaining revenue, largely comprising service fees, operating grants and contributions and interest earnings from investments flows uniformly over the remainder of the year.

The following table summarises the operating revenue budget performance by nature and type:

Nature or Type Classification	Actual Revenue	FY Revised Budget	Variance to Budget
	\$M	\$M	\$M
Rates	99.60	99.83	(0.23)
Specified Area Rates	0.41	0.33	0.08
Fees & Charges	29.21	28.42	0.80
Operating Grants & Subsidies	12.73	10.21	2.53
Contributions, Donations, Reimbursements	1.57	1.44	0.12
Interest Earnings	5.07	4.94	0.12
<b>Total</b>	<b>148.59</b>	<b>145.17</b>	<b>3.42</b>

The material variances identified at month end were:

- Rates – Full year income was down \$0.23 million due mainly to part year rating (under by \$119,020) and residential GRV rates concessions (an extra \$74,680).
- Fees & Charges –
  - Cockburn ARC outperformed its budget by \$0.26 million;
  - Port Coogee Marina pen fees were \$0.38 million over budget, although part of this is for fees beyond 30 June and will be adjusted into next year.



- Operating Grants & Subsidies –
  - The Commonwealth government continued its strategy of paying 50% of next year's Federal Assistance Grants Scheme (FAGS) in advance, resulting in a budget variance of \$2.0 million (transferred into reserves for allocation to the 2018-19 budget);
  - Aged & Disabled Services home care packages was showing an additional \$0.26 million in funding received, as more clients have been taken on.
  - Family Day Care/In Home Care funding was also ahead of its budget by \$0.27 million.

### *Operating Expenditure*

Operating expenditure of \$139.95 million (including asset depreciation) was under the full year budget by \$3.86 million.

The following table shows the operating expenditure budget variance at the nature and type level. The internal recharging credits reflect the amount of internal costs capitalised against the City's assets:

Nature or Type Classification	Actual Expenses	FY Revised Budget	Variance to Budget
	\$M	\$M	\$M
Employee Costs - Direct	53.27	53.73	0.46
Employee Costs - Indirect	1.30	1.48	0.18
Materials and Contracts	39.62	41.77	2.15
Utilities	5.35	5.28	(0.07)
Interest Expenses	0.73	0.82	0.09
Insurances	1.32	1.17	(0.15)
Other Expenses	9.09	9.48	0.39
Depreciation (non-cash)	30.16	30.48	0.32
Amortisation (non-cash)	1.08	1.12	0.04
Internal Recharging-CAPEX	(1.96)	(1.53)	0.43
<b>Total</b>	<b>139.95</b>	<b>143.80</b>	<b>3.86</b>

- Material and Contracts was collectively \$2.15 million under the full year budget with the identified significant variances being:
  - Waste collection operating costs and gate fee expenses were collectively down \$0.38 million
  - Waste disposal operating costs were \$0.27 million under budget.
- Direct Employee Costs across the organisation were collectively \$0.46 million under the full year budget, with no material variances occurring.
- Insurances – A workers compensation performance based claim of \$140,344 for the 2013-14 year was processed in June, resulting in a budget variance for the year.
- Other Expenses – Council's donations program came in \$0.30 million under full year budget.
- Depreciation – Roads depreciation came in \$0.24 million under its full year budget of \$11.28 million.
- Internal Recharging – The recharging of operating costs to the capital works program resulted in a positive budget variance of \$0.43 million. This included higher internal project management costs of \$0.21 million

#### *Capital Expenditure*

The City's total capital spend to the end of the financial year was \$38.78 million, representing an under spend of \$25.87 million (40 per cent) against the YTD budget.

The following table details this budget variance by asset class:

<b>Asset Class</b>	<b>YTD Actuals \$M</b>	<b>Revised Budget \$M</b>	<b>YTD Variance \$M</b>	<b>Commit Orders \$M</b>
Roads Infrastructure	10.21	17.98	7.77	7.04
Drainage	0.79	1.52	0.73	0.15
Footpaths	0.88	1.58	0.71	0.19
Parks Infrastructure	7.48	13.03	5.55	1.89
Landfill Infrastructure	0.21	0.43	0.22	0.03
Freehold Land	0.67	1.53	0.86	0.01



<b>Asset Class</b>	<b>YTD Actuals \$M</b>	<b>Revised Budget \$M</b>	<b>YTD Variance \$M</b>	<b>Commit Orders \$M</b>
Buildings	12.24	20.31	8.07	1.84
Furniture & Equipment	1.01	1.19	0.18	0.13
Information Technology	1.33	2.86	1.54	0.38
Plant & Machinery	3.95	4.21	0.26	0.06
<b>Total</b>	<b>38.78</b>	<b>64.65</b>	<b>25.87</b>	<b>11.70</b>

These results include the following significant project budget variances:

- Roads Infrastructure (under by \$7.77 million) –
  - Spearwood Ave duplication [Beeliar to Barrington] under by \$2.0 million
  - Spearwood Ave bridge under by \$1.61 million
  - Verde Drive under by \$1.14 million
  - Bicycle network - west under by \$0.46 million
  - Russell-Hammond-Frankland roundabout under by \$0.29 million
  - Gibbs-Liddelow roundabout under by \$0.26 million
  - Bicycle network – east under by \$0.24 million
  - Spearwood Ave-Rockingham Rd upgrade under by \$0.22 million.
- Drainage Infrastructure (under by \$0.73 million) –
  - Hamilton Rd drainage and flooding works were under budget by \$0.38 million.
- Footpaths (under by \$0.71 million) –
  - Solomon & Armadale Roads under budget by \$0.24 million
  - Fawcett Rd [West Churchill to Ingrilli] under budget by \$0.22 million.
- Parks Infrastructure (under by \$5.55 million) –
  - Coogee Beach master plan spending under budget by \$0.74 million
  - CY O'Connor Reserve (North) Improvements under by \$0.33 million
  - Bibra Lake skate park under by \$0.86 million
  - MacFaul Park improvements under by \$0.28 million
  - Rinaldo Reserve improvements under by \$0.24 million



- Barrow Reserve improvements under by \$0.24million
- Briggs St Landscape Works under by \$0.21 million
- Street tree planting under by \$0.31 million
- McFaul Park improvements under by \$0.28 million
- Lot 7 Cockburn Central landscaping under by \$0.20 million.
- Freehold Land (under by \$0.86 million) –
  - purchase of lot 75 Quarimor Rd under budget by \$0.34 million
  - lot 1300 Goldsmith Rd subdivision under budget by \$0.36 million.
- Buildings (under by \$8.07 million) –
  - Lakelands Hockey Facilities under by \$4.44 million
  - Cockburn Bowling & Recreation Facility was under by \$1.88 million
  - Cockburn ARC minor works under by \$0.33 million,
  - Wetlands Education Centre under by \$0.27 million
  - Frankland Park Recreation Centre & Ovals design under by \$0.28 million
  - Jandakot volunteer fire brigade facility construction under by \$0.38 million.
- Furniture & Equipment (under by \$0.17 million) –
  - third bin rollout is under budget by \$0.35 million
  - Artworks (canvas, paintings) of \$0.20 million have been brought to account.
- Information Technology (under by \$1.54 million) –
  - CCTV under budget by \$0.15 million
  - Unified communication system under by \$0.26 million
  - Asset data collection under by \$0.20 million.
- Plant & Machinery (under by \$0.26 million) –
  - No significant variances with the major plant replacement program under by \$0.08m and the light fleet replacement program under by \$0.17 million.

### *Capital Funding*

Capital funding sources are highly correlated to capital spending, the sale of assets and the rate of development within the City (determining developer contributions received).

Significant variances for the month included:





- Developer Contribution Area (DCA) contributions were collectively ahead of the full year budget by \$1.58 million, with community infrastructure contributions ahead by \$0.75 million and roads infrastructure contributions ahead by \$0.83 million (Hammond Park DCA ahead by \$0.68 million and Yangebup West ahead by \$0.21 million).
- None of the budgeted \$3.01 million from the sale of land has been realised.
- The sale and trade-in of plant items came in \$0.37 million higher than budgeted (heavy plant \$0.20 million, light fleet \$0.17 million).
- Road grant funding for Spearwood Ave duplication [Beeliar to Barrington] under by \$1.48 million.
- Lakelands Hockey Facilities grant funding under by \$1.0 million
- Roads to Recovery funding for several projects was \$0.43 million under budget.
- State grant funding for the construction of the Jandakot volunteer fire brigade facility was \$0.25 million under budget.
- Department of Local Government, Sport & Cultural Industries funding for Bibra Lake Skate Park was \$0.20 million under budget (with remaining 50 percent balance to be claimed after project completion).

#### *Reserve Transfers*

- Transfers from reserves were \$12.47 million behind full year budget, mainly due to funding from reserves for capital projects being behind by \$12.24 million (correlating with the capital program under spend).
- Transfers to financial reserves were \$2.38 million greater than the full year budget due to:
  - Higher level of DCA developer contributions received (extra \$1.58 million)
  - Advance payment of FAGS grants transferred into restricted funds reserve (\$2.0 million)
  - Quarantining of various project grants not yet spent (extra \$0.75 million)
  - Operating savings at HWRP transferred into the Waste & Recycling reserve (extra \$0.22 million),
  - Additional revenue from higher interest earnings on invested reserves (extra \$0.33 million)
  - Higher sale proceeds from plant (extra \$0.31 million).
  - The above offset by sale of land proceeds not realised (less \$3.01 million).



*Cash & Investments*

The closing cash and financial investment holding at month's end totalled \$141.64 million, down from \$149.17 million the previous month.

\$118.46 million of this balance represented funds held for the City's financial reserves. The remaining balance of \$23.18 million represented the cash funding available to meet operational liquidity requirements.

*Investment Performance, Ratings and Maturity*

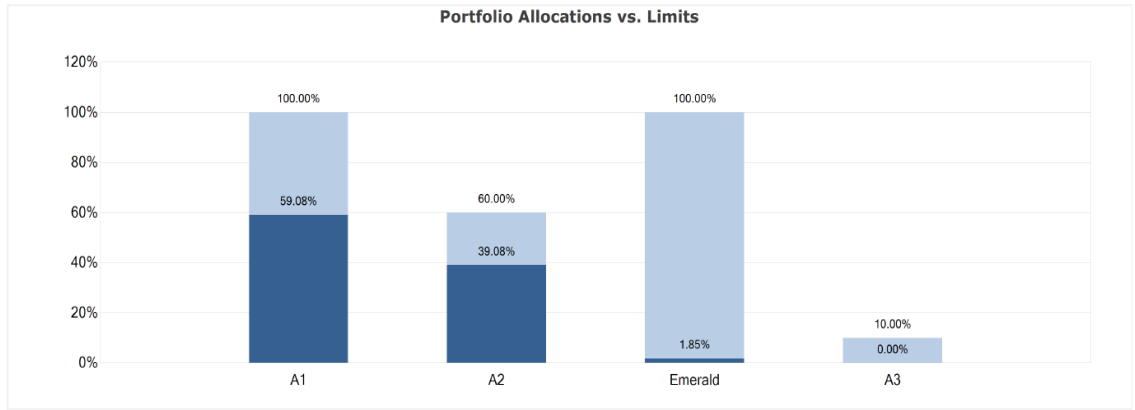
The City's investment portfolio made a weighted annualised return of 2.68 per cent for the month, slightly up on the 2.65 per cent reported last month. Interest earnings of \$5.07 million for the year outperformed the budget by \$0.12 million, which was a strong result.

The cash rate was most recently reduced at the August 2016 meeting of the Reserve Bank of Australia (by 25bp to 1.50 per cent). Markets are indicating that the next move in interest rates will most likely be up, but not until sometime in 2019 due to the prevailing economic conditions.

The majority of investments are currently held in term deposit (TD) products placed with highly rated APRA (Australian Prudential Regulation Authority) regulated Australian and foreign owned banks. These were invested for terms ranging from six to twelve months. All investments comply with the Council's Investment Policy, other than those made under previous statutory provisions that were grandfathered by updated legislation.

The City's TD investments fall within the following Standard and Poor's short term risk rating categories. During the month, the A-2 holding increased from 38 percent to 39.08 percent (still comfortably below the policy limit of 60 per cent).





Category	Item	Limit Type	Limit	Actual	Variance	Test
Group	A1	Maximum	100.00%	59.08%	40.92%	Compliant
	A2	Maximum	60.00%	39.08%	20.92%	Compliant
	Emerald	Maximum	100.00%	1.85%	98.15%	Compliant
	A3	Maximum	10.00%	0.00%	10.00%	Compliant

Figure 1: Portfolio allocations compared to Investment Policy limits

The current investment strategy seeks to secure the highest possible rate on offer (up to 12 months for term deposits), subject to cash flow planning and investment policy requirements. Value is currently being derived within the nine-12 month investment range.

The City’s TD investment portfolio had an average duration of 159 days or 5.2 months at month’s end (up slightly from 151 days the previous month). The maturity profile of the City’s TD investments is graphically depicted below, which shows sufficient maturities in the zero-90 days range to meet liquidity requirements:

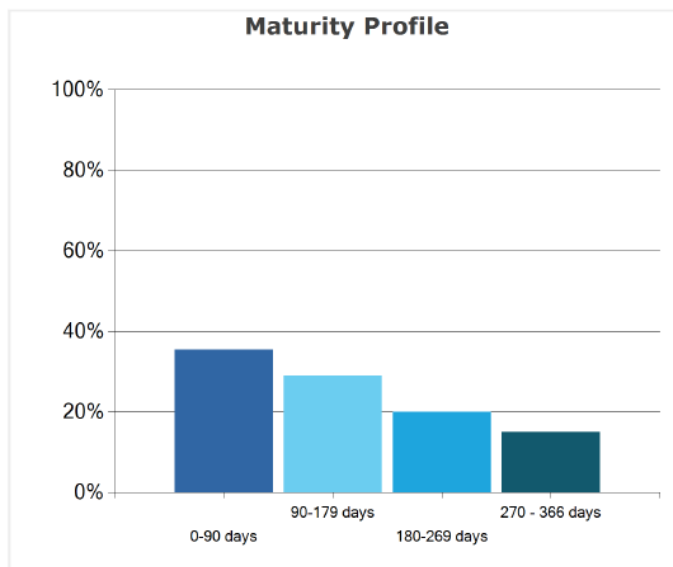


Figure 2: Council Investment Maturity Profile



*Investment in Fossil Fuel Free Banks*

At month end, the City held 47 per cent (\$65.50 million) of its TD investment portfolio with banks deemed free from funding fossil fuel related industries. This was up from 40 per cent (\$57.50 million) the previous month and fluctuates due to policy limits and deposit rates available at time of placement.

*Budget Amendments*

There were a number of budget amendments identified during the month that require Council adoption. These items are:

- Remove grant funding of \$54,580 for the South Lake Pump Track doubled up in the budget, also reducing the matching expenditure.
- Budget for general lease expense of \$10,000 for overflow parking capacity on lot 104 Cockburn Central West.
- Withdrawal from the Insurance Reserve of \$16,682 to cover additional insurance excess on property claims (self-insurance measure to reduce premiums).

The financial report attached includes a detailed schedule of the proposed budget changes and the associated funding sources.

*Description of Graphs & Charts*

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

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

A liquidity graph shows the level of Council's net current position (adjusted for restricted assets) and trends this against previous years. This gives a good indication of Council's capacity to meet its financial commitments over the course of the year. Council's overall cash and investments position is provided in a line graph with a comparison against the YTD budget and the previous year's position at the same time.

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



*Trust Fund*

At month end, the City held \$11.98 million within its trust fund. \$5.97 million was related to POS cash in lieu and another \$6.01 million in various cash bonds and refundable deposits.

**Strategic Plans/Policy Implications**Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

Listen to and engage with our residents, business community and ratepayers with greater use of social media

**Budget/Financial Implications**

The 2017-18 budget surplus as reported to the end of June is \$205,612. This will reduce by \$10,000 as a result of the budget changes recommended in this report.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

Council's adopted budget for revenue, expenditure and closing financial position will be misrepresented if the recommendation amending the City's budget is not adopted.

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

N/A

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

Nil



## STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 June 2018

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
<b>Operating Revenue</b>						
Financial Services	109,132,090	107,239,519	2%	1,892,571 ✓	107,239,519	109,281,923
Information Services	-	1,500	-100%	(1,500)	1,500	1,500
Human Resource Management	230,244	292,000	-21%	(61,756)	292,000	292,000
Library Services	42,655	53,146	-20%	(10,491)	53,146	53,146
Recreation & Community Safety	13,103,902	12,695,410	3%	408,491 ✓	12,695,410	9,197,863
Community Development & Services	9,771,793	9,185,814	6%	585,979 ✓	9,185,814	8,635,797
Corporate Communications	117,209	127,365	-8%	(10,156)	127,365	13,400
Governance & Risk	1,461	-	0%	1,461	-	-
Statutory Planning	1,060,869	977,000	9%	83,869	977,000	1,372,000
Strategic Planning	3,074,890	2,959,984	4%	114,906	2,959,984	2,961,734
Building Services	1,147,074	1,250,650	-8%	(103,576)	1,250,650	1,460,650
Environmental Health	344,738	325,500	6%	19,238	325,500	325,500
Waste Services	8,676,884	8,788,371	-1%	(111,488)	8,788,371	9,340,885
Parks & Environmental Services	280,143	146,155	92%	133,988	146,155	10,220
Engineering Services	375,569	292,045	29%	83,524	292,045	248,120
Infrastructure Services	1,153,608	737,198	56%	416,410 ✓	737,198	1,097,797
	148,591,310	145,169,839	2%	3,421,471	145,169,839	144,292,534
<b>Total Operating Revenue</b>	<b>148,591,310</b>	<b>145,169,839</b>	<b>2%</b>	<b>3,421,471</b>	<b>145,169,839</b>	<b>144,292,534</b>
<b>Operating Expenditure</b>						
Governance	(3,320,550)	(3,388,523)	-2%	67,973	(3,388,523)	(3,313,643)
Strategy & Civic Support	(928,720)	(1,239,217)	-25%	310,497 ✓	(1,239,217)	(1,234,467)
Financial Services	(6,084,492)	(5,917,894)	3%	(166,598)	(5,917,894)	(6,827,226)
Information Services	(5,242,478)	(5,406,124)	-3%	163,646	(5,406,124)	(5,266,526)
Human Resource Management	(2,461,751)	(2,740,330)	-10%	278,579 ✓	(2,740,330)	(2,775,521)
Library Services	(3,489,350)	(3,728,725)	-6%	239,375 ✓	(3,728,725)	(3,683,813)
Recreation & Community Safety	(15,299,125)	(15,661,905)	-2%	362,780 ✓	(15,661,905)	(14,253,359)
Community Development & Services	(12,365,984)	(12,808,376)	-3%	442,392 ✓	(12,808,376)	(12,251,506)
Corporate Communications	(3,595,716)	(3,639,240)	-1%	43,524	(3,639,240)	(3,417,525)
Governance & Risk	(147,310)	(243,170)	-39%	95,861	(243,170)	(250,670)
Statutory Planning	(1,311,838)	(1,342,640)	-2%	30,802	(1,342,640)	(1,576,865)
Strategic Planning	(1,958,257)	(2,008,061)	-2%	49,805	(2,008,061)	(1,851,561)
Building Services	(1,537,969)	(1,525,058)	1%	(12,911)	(1,525,058)	(1,670,771)
Environmental Health	(1,749,409)	(1,949,008)	-10%	199,599	(1,949,008)	(1,859,118)
Waste Services	(19,840,893)	(20,393,612)	-3%	552,719 ✓	(20,393,612)	(19,841,080)
Parks & Environmental Services	(13,178,595)	(13,489,190)	-2%	310,595 ✓	(13,489,190)	(13,330,993)
Engineering Services	(8,249,122)	(8,083,816)	2%	(165,306)	(8,083,816)	(7,901,213)
Infrastructure Services	(9,912,471)	(10,171,798)	-3%	259,328 ✓	(10,171,798)	(9,916,832)
	(110,674,028)	(113,736,688)	-3%	3,062,660	(113,736,688)	(111,222,691)

## STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 June 2018

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
<b>Less: Net Internal Recharging</b>	1,962,358	1,528,214	28%	434,145 ✓	1,528,214	1,331,071
<b>Add: Depreciation &amp; Amortisation on Non-Current Assets</b>						
Computer Equipment	(979,277)	(999,080)	-2%	19,803	(999,080)	(250,320)
Furniture and Equipment	(360,014)	(356,028)	1%	(3,986)	(356,028)	(203,364)
Plant & Machinery	(3,212,522)	(3,103,853)	4%	(108,669)	(3,103,853)	(2,999,255)
Buildings	(5,971,989)	(5,987,448)	0%	15,459	(5,987,448)	(5,350,032)
Infrastructure - Roads	(11,038,043)	(11,280,648)	-2%	242,605 ✓	(11,280,648)	(11,087,508)
Infrastructure - Drainage	(2,525,498)	(2,524,704)	0%	(794)	(2,524,704)	(2,524,704)
Infrastructure - Footpaths	(1,365,531)	(1,395,552)	-2%	30,021	(1,395,552)	(1,208,220)
Infrastructure - Parks Equipment	(3,759,826)	(3,854,160)	-2%	94,334	(3,854,160)	(3,701,592)
Landfill Infrastructure	(1,082,058)	(1,120,764)	-3%	38,706	(1,120,764)	(1,120,764)
Marina Infrastructure	(943,223)	(974,184)	-3%	30,961	(974,184)	(974,184)
	<b>(31,237,982)</b>	<b>(31,596,421)</b>	<b>-1%</b>	<b>358,439</b>	<b>(31,596,421)</b>	<b>(29,419,943)</b>
<b>Total Operating Expenditure</b>	<b>(139,949,651)</b>	<b>(143,804,896)</b>	<b>-3%</b>	<b>3,855,244</b>	<b>(143,804,896)</b>	<b>(139,311,564)</b>
<b>Change in Net Assets Resulting from Operations</b>	<b>8,641,659</b>	<b>1,364,944</b>	<b>533%</b>	<b>7,276,716</b>	<b>1,364,944</b>	<b>4,980,970</b>
<b>Non-Operating Activities</b>						
<b>Profit/(Loss) on Assets Disposal</b>						
Plant and Machinery	474,814	256,171	85%	218,643 ✓	256,171	(201,388)
Freehold Land	-	2,013,103	-100%	(2,013,103) ✗	2,013,103	1,763,103
Buildings	(189,348)	-	0%	(189,348)	-	-
	<b>285,466</b>	<b>2,269,274</b>	<b>-87%</b>	<b>(1,983,808)</b>	<b>2,269,274</b>	<b>1,561,715</b>
<b>Capital Expenditure</b>						
Computer Equipment	(1,329,203)	(2,864,970)	-54%	1,535,767 ✓	(2,864,970)	(2,197,915)
Furniture and Equipment	(1,010,209)	(1,185,314)	-15%	175,105	(1,185,314)	(509,000)
Plant & Machinery	(3,949,577)	(4,205,673)	-6%	256,096 ✓	(4,205,673)	(3,992,000)
Land	(674,483)	(1,533,090)	-56%	858,607 ✓	(1,533,090)	(110,000)
Buildings	(12,241,279)	(20,314,121)	-40%	8,072,842 ✓	(20,314,121)	(17,664,000)
Infrastructure - Roads	(10,209,947)	(17,978,657)	-43%	7,768,710 ✓	(17,978,657)	(11,769,788)
Infrastructure - Drainage	(794,477)	(1,523,366)	-48%	728,889 ✓	(1,523,366)	(1,000,000)
Infrastructure - Footpaths	(876,253)	(1,583,643)	-45%	707,390 ✓	(1,583,643)	(1,180,440)
Infrastructure - Parks Equipment	(6,752,867)	(11,387,338)	-41%	4,634,471 ✓	(11,387,338)	(8,592,000)
Infrastructure - Parks Landscaping	(731,236)	(1,643,184)	-55%	911,948 ✓	(1,643,184)	(1,500,000)
Landfill Infrastructure	(208,401)	(430,678)	-52%	222,277 ✓	(430,678)	(190,000)
<b>Note 1.</b>	<b>(38,777,933)</b>	<b>(64,650,034)</b>	<b>-40%</b>	<b>25,872,101</b>	<b>(64,650,034)</b>	<b>(48,705,143)</b>



## STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 June 2018

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
<b>Add:</b> Land - Vested in Crown	(741,058)	(680,000)	9%	(61,058)	(680,000)	-
<b>Add:</b> Transfer to Reserves	(36,828,911)	(34,450,105)	7%	(2,378,806) X	(34,450,105)	(25,599,306)
<b>Add Funding from</b>						
Non-Operating Grants, Subsidies and Contributions	11,573,995	15,171,685	-24%	(3,597,690) X	15,171,685	11,336,931
Developers Contributions Plans: Cash	8,734,325	7,153,484	22%	1,580,841 ✓	7,153,484	6,017,736
Proceeds on Sale of Assets	1,651,090	4,285,559	-61%	(2,634,469) X	4,285,559	3,578,000
Reserves	23,893,179	36,366,850	-34%	(12,473,671) X	36,366,850	19,082,533
Gifted Subdivision Assets	204,680	-	0%	204,680 ✓	-	-
	<b>46,057,269</b>	<b>62,977,578</b>	<b>-27%</b>	<b>(16,920,309)</b>	<b>62,977,578</b>	<b>40,015,200</b>
<b>Non-Cash/Non-Current Item Adjustments</b>						
Depreciation on Assets	30,155,923	30,475,657	-1%	(319,734) ✓	30,475,657	28,299,179
Amortisation on Assets	1,082,058	1,120,764	-3%	(38,706)	1,120,764	1,120,764
Profit/(Loss) on Assets Disposal	(285,466)	(2,269,274)	-87%	1,983,808 X	(2,269,274)	(1,561,715)
Loan Repayments	(2,500,000)	(2,597,176)	-4%	97,176	(2,597,176)	(2,597,176)
Non-Current Leave Provisions	73,381	-	0%	73,381	-	-
Deferred Pensioners Adjustment	(99,468)	-	0%	(99,468)	-	-
	<b>28,426,429</b>	<b>26,729,971</b>	<b>6%</b>	<b>1,696,458</b>	<b>26,729,971</b>	<b>25,261,052</b>
Opening Funds	6,643,985	6,643,985	0%	(0)	6,643,985	2,500,000
<b>Closing Funds</b>	<b>13,706,906</b>	<b>205,612</b>	<b>6566%</b>	<b>13,501,294</b>	<b>205,612</b>	<b>14,487</b>
	-	-	-	-	-	-

**Notes to Statement of Financial Activity**

**Note 1.**

Additional information on the capital works program including committed orders at end of month:

Assets Classification	Actuals	Commitments at Month End	Commitments & Actuals YTD	YTD Revised Budget	Full Year Revised Budget	Uncommitted at Month End
	\$	\$				\$
Computer Equipment	(1,329,203)	(374,063)	(1,703,266)	(2,864,970)	(2,864,970)	1,161,704
Furniture and Equipment	(1,010,209)	(126,920)	(1,137,130)	(1,185,314)	(1,185,314)	48,184
Plant & Machinery	(3,949,577)	(801,266)	(4,750,843)	(4,205,673)	(4,205,673)	(545,170)
Land	(674,483)	(9,100)	(683,583)	(1,533,090)	(1,533,090)	849,507
Buildings	(12,241,279)	(1,754,303)	(13,995,581)	(20,314,121)	(20,314,121)	6,318,540
Infrastructure - Roads	(10,209,947)	(7,662,825)	(17,872,772)	(17,978,657)	(17,978,657)	105,885
Infrastructure - Drainage	(794,477)	(147,913)	(942,391)	(1,523,366)	(1,523,366)	580,975
Infrastructure - Footpaths	(876,253)	(212,004)	(1,088,256)	(1,583,643)	(1,583,643)	495,387
Infrastructure - Parks Equipment	(6,752,867)	(1,629,024)	(8,381,891)	(11,387,338)	(11,387,338)	3,005,447
Infrastructure - Parks Landscaping	(731,236)	(395,232)	(1,126,468)	(1,643,184)	(1,643,184)	516,716
Landfill Infrastructure	(208,401)	(28,444)	(236,845)	(430,678)	(430,678)	193,833
	<b>(38,777,933)</b>	<b>(13,141,093)</b>	<b>(51,919,025)</b>	<b>(64,650,034)</b>	<b>(64,650,034)</b>	<b>12,731,008</b>

**Note 2.**

Closing Funds in the Financial Activity Statement are represented by:

	Actuals	YTD Revised Budget	Full Year Revised Budget	Adopted Budget
	\$	\$	\$	\$
<b>Current Assets</b>				
Cash & Investments	140,618,513	111,339,242	113,947,104	115,497,141
Rates Outstanding	2,082,969	2,150,000	2,150,000	2,150,000
Rubbish Charges Outstanding	88,904	120,000	120,000	120,000
Sundry Debtors	2,083,507	4,000,000	4,000,000	4,000,000
GST Receivable	525,033	-	-	-
Prepayments	279,680	420,000	420,000	420,000
Accrued Debtors	1,993,410	-	-	-
Stock on Hand	35,600	14,000	14,000	14,000
	<b>147,707,615</b>	<b>118,043,242</b>	<b>120,651,104</b>	<b>122,201,141</b>
<b>Current Liabilities</b>				
Creditors	(8,152,497)	(11,260,049)	(11,260,049)	(11,260,049)
Income Received in Advance	(458,786)	(1,500,000)	(1,500,000)	(1,500,000)
GST Payable	(1,221,493)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(4,121,942)	(3,992,256)	(3,992,256)	(3,992,256)
Provision for Long Service Leave	(2,609,004)	(2,000,000)	(2,000,000)	(2,000,000)
	<b>(16,563,722)</b>	<b>(18,752,305)</b>	<b>(18,752,305)</b>	<b>(18,752,305)</b>
<b>Net Current Assets</b>	<b>131,143,893</b>	<b>99,290,937</b>	<b>101,898,799</b>	<b>103,448,836</b>
<b>Add: Non Current Investments</b>	<b>1,021,816</b>	<b>4,825,000</b>	<b>4,825,000</b>	<b>4,825,000</b>
	<b>132,165,709</b>	<b>104,115,937</b>	<b>106,723,799</b>	<b>108,273,836</b>
<b>Less: Restricted/Committed Assets</b>				
Cash Backed Reserves #	(118,458,803)	(103,910,325)	(103,910,325)	(108,259,348)
Deposits & Bonds Liability *	-	-	-	-
	<b>13,706,906</b>	<b>205,612</b>	<b>2,813,474</b>	<b>14,487</b>
<b>Closing Funds (as per Financial Activity Statement)</b>	<b>13,706,906</b>	<b>205,612</b>	<b>2,813,474</b>	<b>14,487</b>

# See attached Reserve Fund Statement

\* See attached Restricted Funds Analysis



Note 3.  
Amendments to original budget since budget adoption. Surplus/(Deficit)

Ledger	Project/ Activity	Description	Council Resolution	Classification	Non Change (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended budget Running Balance
					\$	\$	\$	\$
	<b>Budget Adoption</b>			<b>Closing Funds Surplus(Deficit)</b>				<b>14,487</b>
GL	131	Recovery of Multicultural Officer		Operating Income		140		14,627
GL	855	Reduction in Insurance charges		Operating Expenditure		490,416		505,043
GL	105	Reduction in FAGS grant		Operating Income			40,968	464,075
CW	5681	Reduction in Tree Planting CW		Operating Expenditure		445,000		909,075
GL	355	Management cost recovery		Operating Income		11,893		920,968
GL	855	Savings in insurance premium transferred to Reserve		Operating Expenditure			500,000	420,968
OP	6827	New lease income at South Lake Child Health Clinic	OCM 14/12/17	Operating Income		3,750		424,718
CW	7742	Vehicle no longer purchased	OCM 14/12/17	Operating Expenditure		9,815		434,533
CW	7779	Vehicle no longer purchased	OCM 14/12/17	Operating Expenditure		22,795		457,328
OP	8987	Balancing and closing the project	OCM 08/02/18	Operating Income		32,515		489,843
		Various - Mid year budget review					224,231	265,612
CW	4650	Library refurbishment funded from surplus	OCM 08/03/18	Operating Expenditure			45,000	220,612
CW	3780	Poppy - Heritage interpretive signage Phase 2	OCM 14/06/18	Operating Expenditure			15,000	205,612
				<b>Closing Funds Surplus (Deficit)</b>	<b>0</b>	<b>1,016,324</b>	<b>825,199</b>	<b>205,612</b>



## Statement of Comprehensive Income *by Nature and Type*

for the period ended 30 June 2018

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
<b>OPERATING REVENUE</b>						
01 Rates	99,600,112	99,831,449	(231,337)	99,600,112	99,831,449	99,981,449
02 Specified Area Rates	408,143	330,000	78,143	408,143	330,000	330,000
05 Fees and Charges	Note 1 29,214,866	28,417,096	797,770	29,214,866	28,417,096	26,710,305
06 Service Charges	-	-	-	-	-	-
10 Grants and Subsidies	12,734,113	10,205,419	2,528,694	12,734,113	10,205,419	11,382,351
15 Contributions, Donations and Reimbursements	1,567,165	1,442,908	124,258	1,567,165	1,442,908	1,145,461
20 Interest Earnings	5,066,912	4,942,968	123,944	5,066,912	4,942,968	4,742,968
25 Other revenue and Income	-	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>148,591,310</b>	<b>145,169,839</b>	<b>3,421,471</b>	<b>148,591,310</b>	<b>145,169,839</b>	<b>144,292,534</b>
<b>OPERATING EXPENDITURE</b>						
50 Employee Costs - Salaries & Direct Oncosts	Note 2 (53,267,153)	(53,729,824)	462,671	(53,267,153)	(53,729,824)	(52,284,525)
51 Employee Costs - Indirect Oncosts	(1,300,197)	(1,481,959)	181,762	(1,300,197)	(1,481,959)	(1,491,754)
55 Materials and Contracts	Note 3 (39,615,422)	(41,766,086)	2,150,664	(39,615,422)	(41,766,086)	(40,166,898)
65 Utilities	(5,350,028)	(5,283,182)	(66,846)	(5,350,028)	(5,283,182)	(5,227,818)
70 Interest Expenses	(726,777)	(816,699)	89,922	(726,777)	(816,699)	(816,699)
75 Insurances	(1,322,018)	(1,174,908)	(147,110)	(1,322,018)	(1,174,908)	(2,228,200)
80 Other Expenses	(9,092,432)	(9,484,030)	391,598	(9,092,432)	(9,484,030)	(9,006,798)
85 Depreciation on Non Current Assets	(30,155,923)	(30,475,657)	319,734	(30,155,923)	(30,475,657)	(28,299,179)
86 Amortisation on Non Current Assets	(1,082,058)	(1,120,764)	38,706	(1,082,058)	(1,120,764)	(1,120,764)
<b>Add Back:</b> Indirect Costs Allocated to Capital Works	1,962,358	1,528,214	434,145	1,962,358	1,528,214	1,331,071
<b>Total Operating Expenditure</b>	<b>(139,949,651)</b>	<b>(143,804,896)</b>	<b>3,855,244</b>	<b>(139,949,651)</b>	<b>(143,804,896)</b>	<b>(139,311,564)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES</b>	<b>8,641,659</b>	<b>1,364,944</b>	<b>7,276,716</b>	<b>8,641,659</b>	<b>1,364,944</b>	<b>4,980,970</b>
<b>NON-OPERATING ACTIVITIES</b>						
11, 16 Non-Operating Grants, Subsidies and Contributions	11,573,995	15,171,685	(3,597,690)	11,573,995	15,171,685	11,336,931
18 Developers Contributions Plans: Cash	8,734,325	7,153,484	1,580,841	8,734,325	7,153,484	6,017,736
57 Land Ceded to the Crown	(741,058)	(680,000)	(61,058)	(741,058)	(680,000)	-
95 Profit/(Loss) on Sale of Assets	285,466	2,269,274	(1,983,808)	285,466	2,269,274	1,561,715
<b>Total Non-Operating Activities</b>	<b>20,057,409</b>	<b>23,914,443</b>	<b>(3,857,034)</b>	<b>20,057,409</b>	<b>23,914,443</b>	<b>18,916,382</b>
<b>NET RESULT</b>	<b>28,699,068</b>	<b>25,279,387</b>	<b>3,419,681</b>	<b>28,699,068</b>	<b>25,279,387</b>	<b>23,897,352</b>



**Notes to Statement of Comprehensive Income**

**Note 1.**

Additional information on main sources of revenue in fees & charges.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
<b><u>Recreation &amp; Community Safety</u></b>				
Recreational Services	635,989	591,080	591,080	591,080
Law and Public Safety	489,050	455,596	455,596	385,596
Cockburn ARC	10,708,502	10,447,138	10,447,138	7,253,485
	<u>11,833,541</u>	<u>11,493,814</u>	<u>11,493,814</u>	<u>8,230,161</u>
<b><u>Waste Services:</u></b>				
Waste Collection Services	2,699,110	2,715,000	2,715,000	2,800,000
Waste Disposal Services	5,966,410	6,073,371	6,073,371	6,540,885
	<u>8,666,448</u>	<u>8,788,371</u>	<u>8,788,371</u>	<u>9,340,885</u>
<b><u>Infrastructure Services:</u></b>				
Port Coogee Marina	1,119,946	734,901	734,901	1,095,500
	<u>1,119,946</u>	<u>734,901</u>	<u>734,901</u>	<u>1,095,500</u>
	<u>21,619,935</u>	<u>21,017,086</u>	<u>21,017,086</u>	<u>18,666,545</u>

**Note 2.**

Additional information on Salaries and Direct On-Costs by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(2,463,395)	(2,629,867)	(2,629,867)	(2,629,867)
Finance & Corporate Services Division	(7,460,027)	(7,448,927)	(7,448,927)	(7,358,795)
Governance & Community Services Division	(19,592,621)	(19,601,180)	(19,601,180)	(18,241,451)
Planning & Development Division	(5,417,089)	(5,554,688)	(5,554,688)	(5,869,626)
Engineering & Works Division	(18,334,020)	(18,495,162)	(18,495,162)	(18,184,786)
	<u>(53,267,153)</u>	<u>(53,729,824)</u>	<u>(53,729,824)</u>	<u>(52,284,525)</u>

**Note 3**

Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(1,522,667)	(1,692,398)	(1,692,398)	(1,612,768)
Finance & Corporate Services Division	(3,473,961)	(3,702,701)	(3,702,701)	(3,531,376)
Governance & Community Services Division	(12,442,704)	(13,205,442)	(13,205,442)	(12,408,779)
Planning & Development Division	(979,511)	(1,116,677)	(1,116,677)	(935,287)
Engineering & Works Division	(21,196,578)	(22,048,868)	(22,048,868)	(21,678,688)
Not Applicable	0	0	0	0
	<u>(39,615,422)</u>	<u>(41,766,086)</u>	<u>(41,766,086)</u>	<u>(40,166,898)</u>



City of Cockburn - Reserve Funds

Financial Statement for Period Ending 30 June 2018

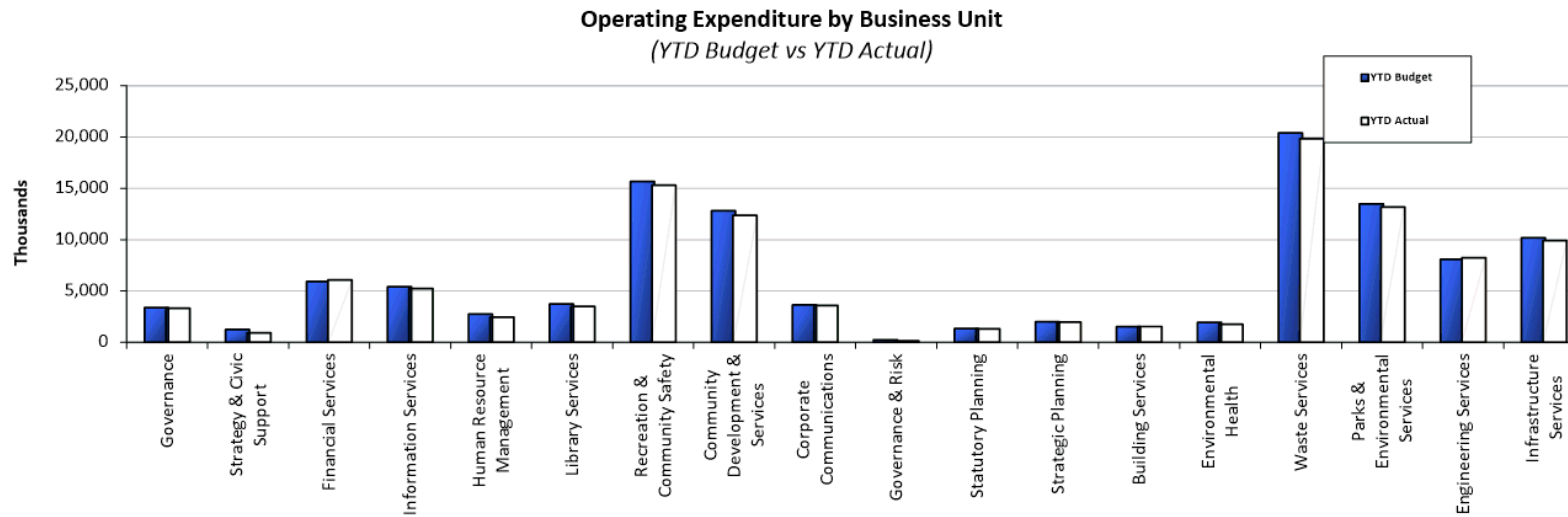
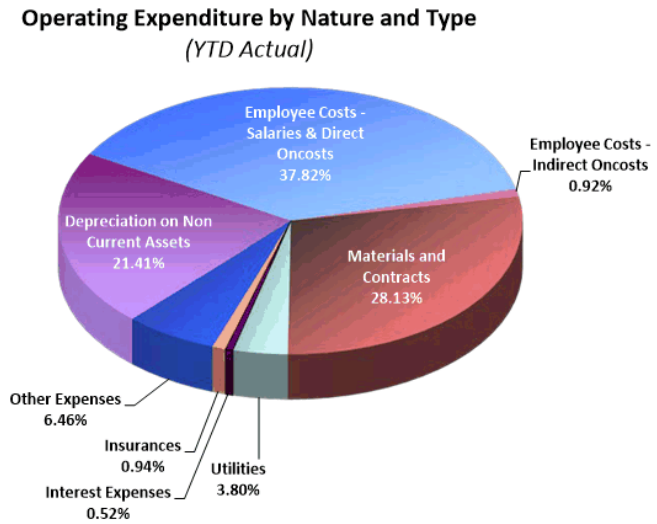
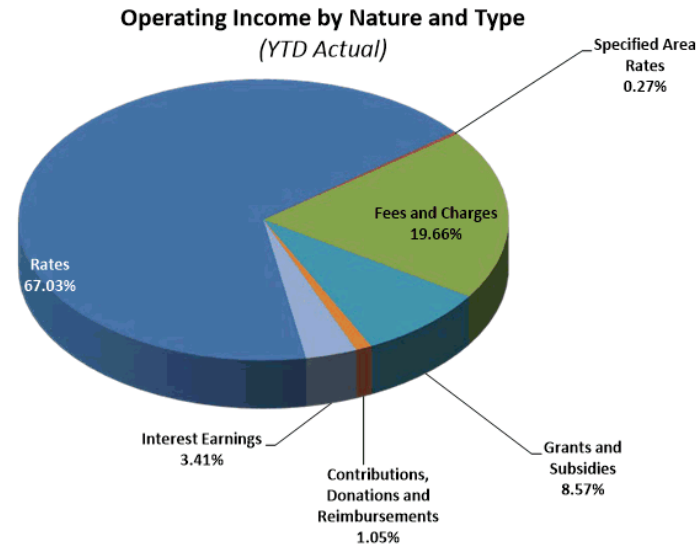
Account Details	Opening Balance		Interest Received		t/f's from Municipal		t/f's to Municipal		Closing Balance	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<b>Council Funded</b>										
Bibra Lake Management Plan	589,288	589,288	11,324	12,503	-	-	(25,000)	-	575,612	601,791
Carry Forward Projects	3,974,994	3,974,994	-	-	5,419,903	5,419,903	(7,570,973)	(5,682,408)	1,823,924	3,712,489
Cockburn ARC Building Maintenance	500,000	500,000	53,573	10,608	1,500,000	1,500,000	-	-	2,053,573	2,010,608
Cockburn Coast SAR	-	-	-	1	-	896	-	-	-	897
Community Infrastructure	13,210,265	13,210,265	127,034	314,659	2,356,082	2,356,082	(3,592,570)	(1,001,173)	12,100,811	14,879,832
Community Surveillance	1,097,742	1,097,742	23,842	23,183	200,000	200,000	(674,114)	(405,391)	647,470	915,534
Environmental Offset	298,185	298,185	8,033	6,327	-	-	-	-	306,218	304,512
Greenhouse Action Fund	349,919	349,919	10,790	8,839	200,000	200,000	(138,325)	(138,325)	422,384	420,432
HWRP Post Closure Management & Contaminated	2,359,654	2,359,654	50,489	49,551	-	-	(85,000)	(85,000)	2,325,143	2,324,206
Information Technology	290,055	290,055	8,388	5,035	100,000	100,000	(222,680)	(197,560)	175,763	197,531
Insurance	328,198	328,198	8,801	18,042	925,580	925,580	-	-	1,262,579	1,271,819
Land Development and Investment Fund	4,177,766	4,177,766	256,447	83,436	3,260,000	334,307	(1,922,290)	(863,798)	5,771,923	3,731,710
Major Building Refurbishment	11,573,486	11,573,486	147,574	259,922	1,500,000	1,500,000	(240,000)	(240,000)	12,981,060	13,093,407
Municipal Elections	155,198	155,198	2,977	3,839	120,000	120,000	(200,000)	(200,000)	78,175	79,037
Naval Base Shacks	1,077,675	1,077,675	24,153	21,510	75,363	75,363	(96,534)	(96,534)	1,080,657	1,078,013
Plant & Vehicle Replacement	7,371,172	7,371,172	115,183	184,817	3,453,284	3,661,516	(2,066,916)	(1,731,917)	8,872,723	9,485,589
Port Coogee Marina Assets Replacement	-	-	-	423	300,000	300,000	(15,000)	(15,000)	285,000	285,423
Port Coogee Special Maintenance - SAR	1,246,841	1,246,841	28,417	31,633	274,000	351,247	-	-	1,549,258	1,629,721
Port Coogee Waterways - SAR	112,477	112,477	8,852	3,287	56,000	56,000	(79,742)	(79,742)	97,587	92,022
Port Coogee Waterways - WEMP	2,296,993	2,296,993	43,009	47,424	45,000	45,000	(698,192)	(626,120)	1,686,810	1,763,297
Roads & Drainage Infrastructure	13,987,382	13,987,382	81,300	309,299	2,345,646	2,041,646	(4,168,665)	(892,103)	12,245,663	15,446,223
Staff Payments & Entitlements	1,947,631	1,947,631	47,023	35,725	125,000	125,000	(403,067)	(398,625)	1,716,587	1,709,732
Waste & Recycling	13,165,896	13,165,896	363,713	268,858	1,326,365	1,544,738	(1,200,798)	(945,146)	13,655,176	14,034,345
Waste Collection	2,437,627	2,437,627	66,093	46,756	79,349	79,349	(565,843)	(471,435)	2,017,226	2,092,296
Welfare Redundancies	41,748	41,748	797	886	-	-	-	-	42,545	42,634
POS Cash in Lieu (Restricted Funds)	-	-	108,937	0	-	-	-	-	108,937	0
	<b>82,590,191</b>	<b>82,590,191</b>	<b>1,596,749</b>	<b>1,746,560</b>	<b>23,661,572</b>	<b>20,936,627</b>	<b>(23,965,709)</b>	<b>(14,070,278)</b>	<b>83,882,804</b>	<b>91,203,101</b>
<b>Grant Funded</b>										
Aged and Disabled Asset Replacement	223,193	223,193	8,628	4,684	-	-	(27,000)	(26,644)	204,821	201,233
CIHCF Building Maintenance	4,621,068	4,621,068	5,641	109,672	1,450,000	1,439,494	(20,000)	(19,422)	6,056,709	6,150,813
Family Day Care Accumulation Fund	8,482	8,482	-	180	-	-	-	-	8,482	8,662
Naval Base Shack Removal	526,838	526,838	10,822	11,162	-	-	(10,000)	(10,000)	527,660	528,000
Restricted Grants & Contributions	3,585,466	3,585,466	-	-	543,902	3,448,376	(3,439,722)	(3,171,408)	689,646	3,862,434
Underground Power - Service Charge	0	0	-	-	-	-	-	-	0	0
Welfare Projects Employee Entitlements	459,203	459,203	9,223	10,052	16,020	16,020	(14,012)	(14,012)	470,433	471,262
	<b>9,424,250</b>	<b>9,424,250</b>	<b>34,314</b>	<b>135,750</b>	<b>2,009,921</b>	<b>4,903,889</b>	<b>(3,510,735)</b>	<b>(3,241,486)</b>	<b>7,957,751</b>	<b>11,222,403</b>
<b>Development Cont. Plans</b>										
Cockburn Coast DCP14	(109,448)	(109,448)	-	(2,326)	-	-	(40,177)	(481)	(149,625)	(112,255)
Community Infrastructure DCP 13	5,964,447	5,964,447	220,238	184,299	5,000,000	5,749,609	(8,463,452)	(6,184,101)	2,721,232	5,714,253
Hammond Park DCP	1,398,439	1,398,439	9,354	43,416	626,114	1,301,004	(6,559)	(481)	2,027,349	2,742,378
Munster Development	1,140,711	1,140,711	18,147	25,245	80,000	94,594	(8,045)	(481)	1,230,812	1,260,069

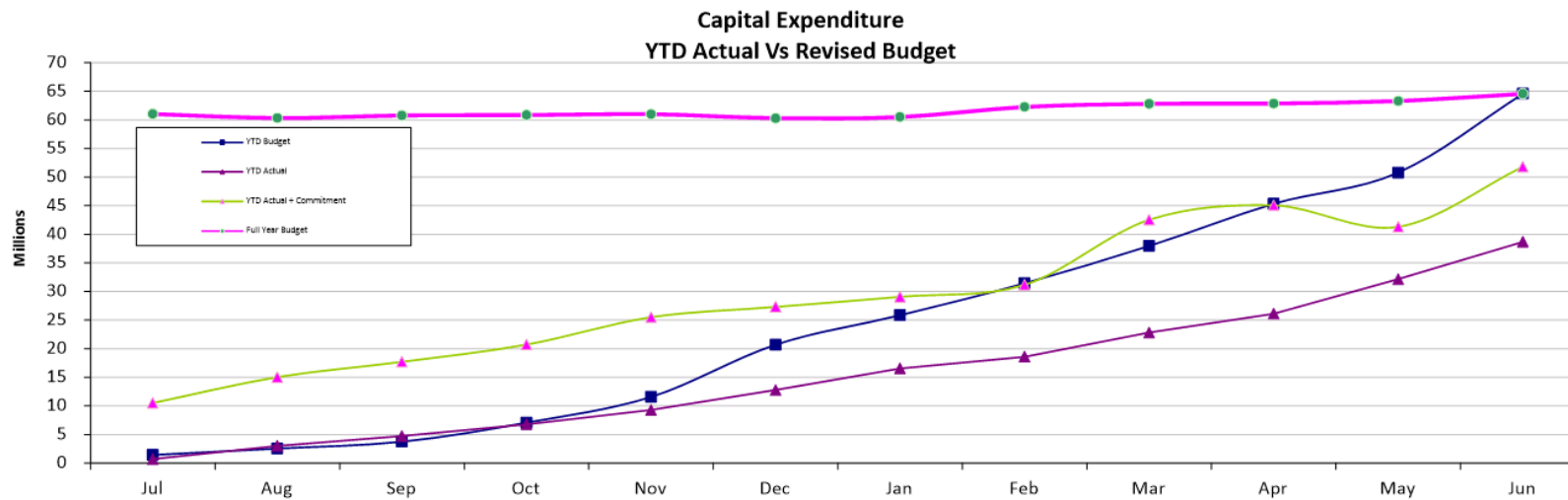
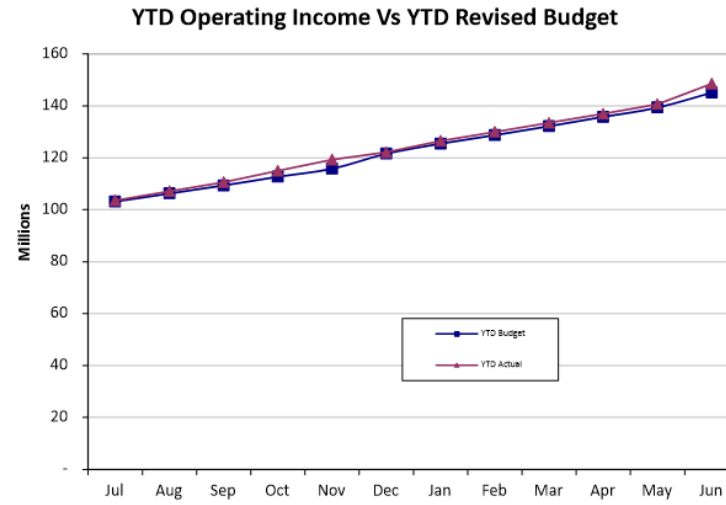
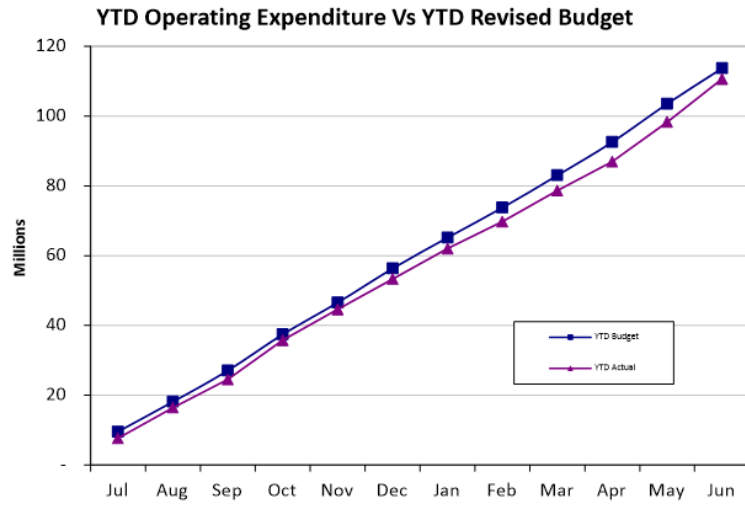


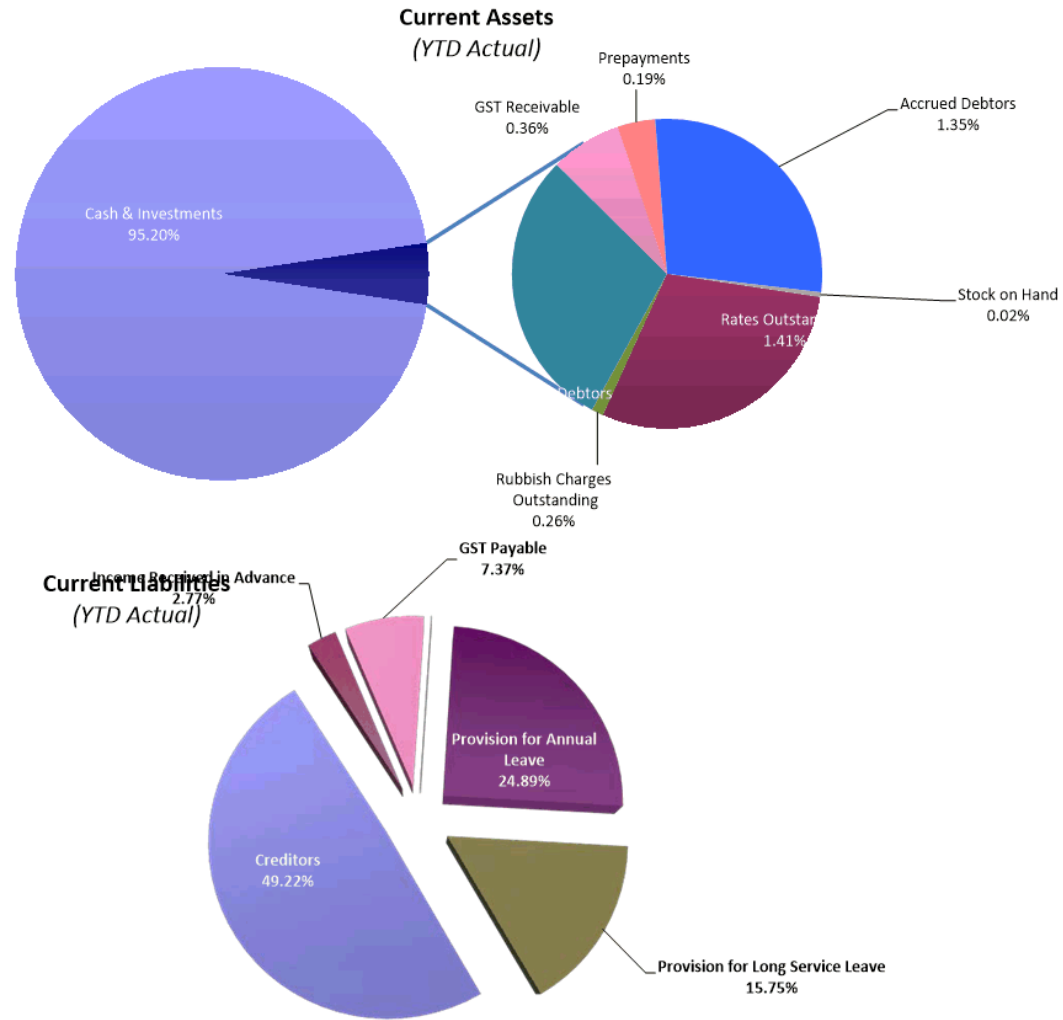
Muriel Court Development Contribution	(110,762)	(110,762)	-	2,463	366,392	366,392	(11,328)	(481)	244,302	257,613
Packham North - DCP 12	34,792	34,792	1,000	863	150,000	39,156	(9,019)	(59,789)	176,773	15,021
Solomon Road DCP	626,939	626,939	16,500	13,298	-	-	(5,235)	(481)	638,204	639,757
Success Nth Development Cont. Plans	2,684,263	2,684,263	15,311	63,263	535,802	535,802	(3,518)	(481)	3,231,859	3,282,848
Thomas St Development Cont. Plans	12,986	12,986	294	276	-	-	-	-	13,280	13,262
Wattleup DCP 10	91,140	91,140	2,000	3,789	256,370	256,370	(336,559)	(334,158)	12,952	17,141
Yangebup East Development Cont. Plans	1,347,473	1,347,473	6,026	28,858	5,000	46,760	(3,398)	(481)	1,355,101	1,422,610
Yangebup West Development Cont. Plans	427,648	427,648	9,195	12,954	133,806	340,000	(3,118)	-	567,531	780,602
	<b>13,508,629</b>	<b>13,508,629</b>	<b>298,065</b>	<b>376,399</b>	<b>7,153,484</b>	<b>8,729,686</b>	<b>(8,890,407)</b>	<b>(6,581,415)</b>	<b>12,069,771</b>	<b>16,033,299</b>
<i>Total Reserves</i>	<b>105,523,070</b>	<b>105,523,070</b>	<b>1,929,128</b>	<b>2,258,709</b>	<b>32,824,977</b>	<b>34,570,203</b>	<b>(36,366,850)</b>	<b>(23,893,179)</b>	<b>103,910,326</b>	<b>118,458,803</b>

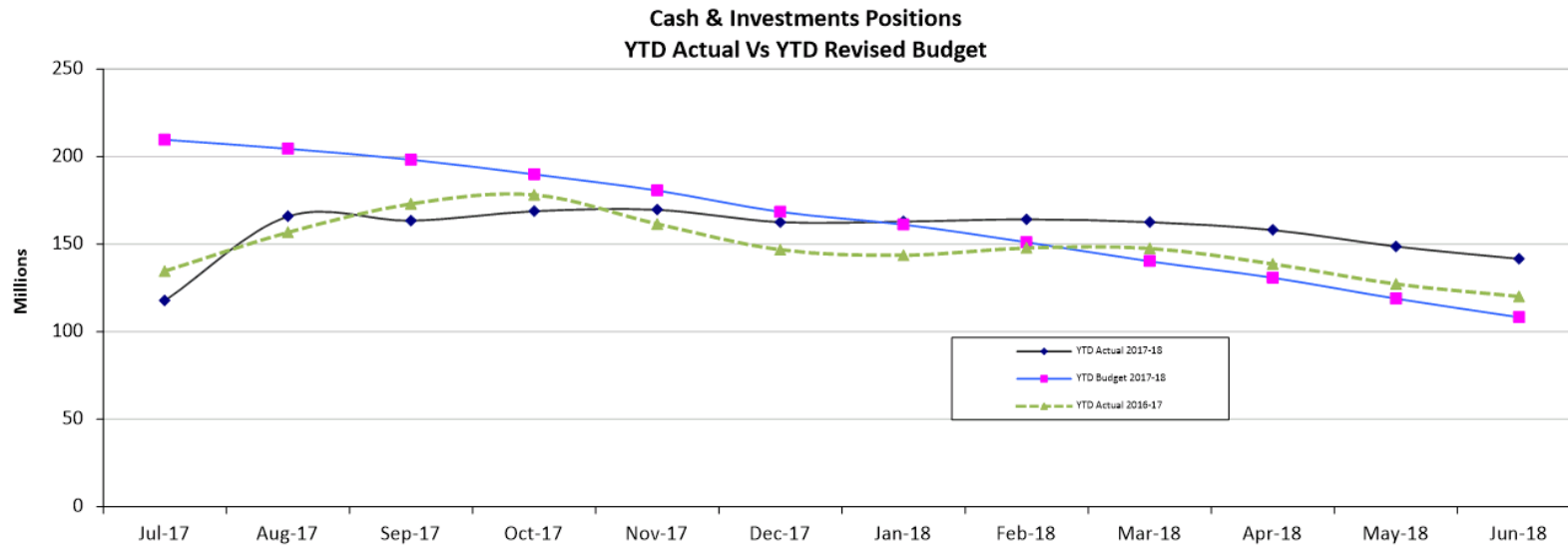
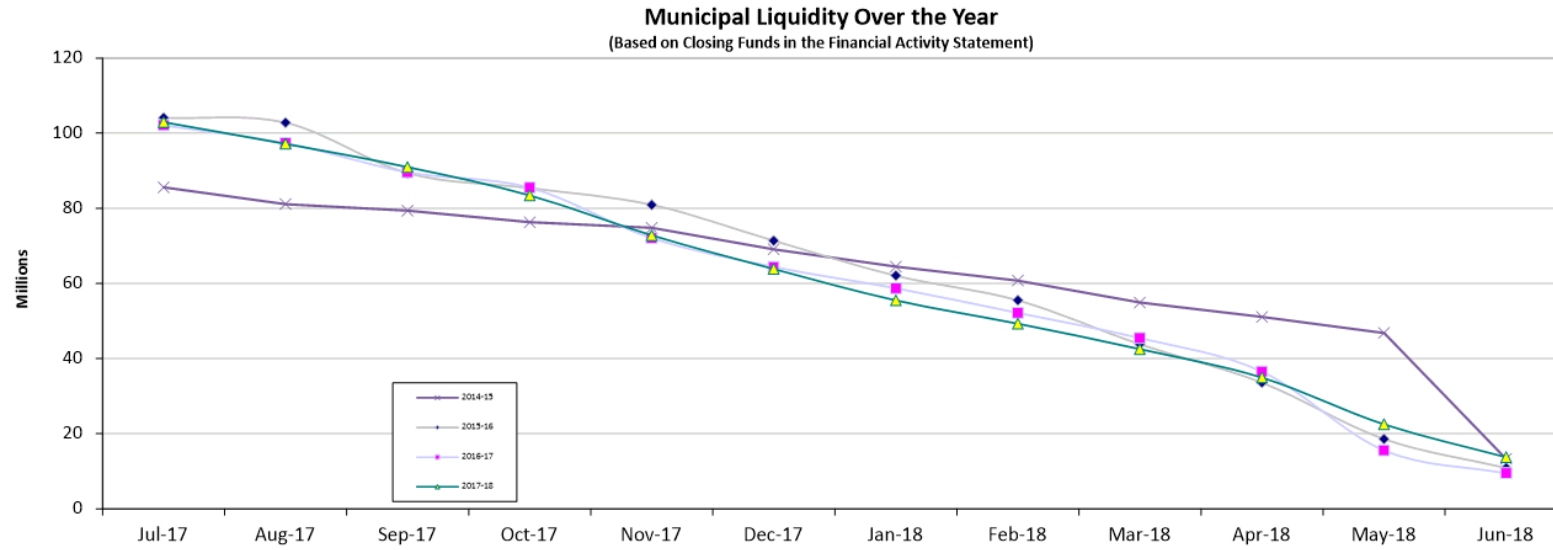












**DETAILED BUDGET AMENDMENTS REPORT**  
for the period ended 30 June 2018

PROJECT/ACTIVITY LIST		DESCRIPTION	ADD/LESS	EXPENDITURE	TF TO RESERVE	FUNDING SOURCES			
						RESERVE	EXTERNAL	MUNICIPAL	NON-CASH
CW5903	South Lake Pump Track	Grant funding is no longer going to be received	LESS	(54,580)			54,580		
OP6825	Lot 104 Cockburn Central West	General lease	ADD	10,000				(10,000)	
OP8731	Insurance Excess	Excesses from various claims	ADD	16,682		(16,682)			
				(27,898)	0	(16,682)	54,580	(10,000)	0



## 16. ENGINEERING & WORKS DIVISION ISSUES

### 16.1 (2018/MINUTE NO 0127) FAWCETT ROAD - ROAD CLOSURE TRAFFIC IMPACT

**Author(s)** J Kiurski

**Attachments**

1. ARUP Fawcett Road Technical Note [↓](#)
2. Petition to Reopen Fawcett Road [↓](#)
3. Fawcett Road Study Area [↓](#)

#### RECOMMENDATION

That Council:

- (1) receive the report, and
- (2) liaise with Main Roads Western Australia to secure Russell Road/Rockingham Road and Rockingham Road/Gardiner Avenue intersection upgrades and the performance and safety within the corridor improved; and
- (3) retain Fawcett Road closure as per the Council decision on 14 December 2017.

#### COUNCIL DECISION

MOVED Cr C Reeve-Fowkes SECONDED Cr C Sands

That the recommendation be adopted.

**CARRIED 7/3**

#### Background

On 10 May 2017, Deputy Mayor Lee-Ann Smith requested the following matter be noted for investigation:

*“A report be prepared for a future Council Meeting investigating the impact the closure of Fawcett Road has had on surrounding residents and businesses within a 2km radius of the closure point and including Gardiner Avenue.”*

The traffic concerns in Fawcett Road were considered by Council at the Ordinary Meeting of Council on 14 December 2017 and the following recommendations were adopted:



*That Council:*

- (1) approve the road closure of Fawcett Road, Munster, south of Albion Avenue;*
- (2) do not support the closure of the northern end of Fawcett Road;*
- (3) submit for Main Roads approval a line marking and signage layout to assist speed reduction; and*
- (4) the City carries out an origin-destination survey as soon as practicable in 2018 to provide more certainty on the composition and proportion of local compared to non-local traffic currently travelling on Fawcett Road and for the non-local traffic more.*

By way of background, the adopted Structure Plan for the Australian Marine Complex Technology Precinct identifies Fawcett Road being terminated at the northern edge of the structure plan area, and the resulting southern portion of the road ultimately being included as part of a consolidated wetland and conservation area. This would be timed with the delivery of the broader structure plan area including road links, land uses and the like.

The current closure of Fawcett Road is consistent with the adopted Structure Plan, and importantly limits the use of Fawcett Rd as an unintended alternative route to avoid the intended regional road network for movement through the immediate industrial area.

Road works were completed during May 2018 and Fawcett Road is now permanently closed as per Council decision. Consulting engineers Arup were commissioned to assess the impact of the closure of Fawcett Road on the surrounding road network. Arup completed their assessment and submitted a report and is included as Attachment No.1 for reference.

### **Submission**

A Petition to re-open Fawcett Road was submitted to Council at the July 2018 OCM and is included as Attachment 2 for reference, minus any individual personal details.

### **Report**

Since Fawcett Road was closed south of Albion Avenue, concerns were raised by local residents regarding traffic volume, speeding and congestion; in particular, within the section of Gardiner Avenue and intersection of Gardiner Avenue and Rockingham Road during peak traffic times.





The traffic analysis has been undertaken in a macroscopic model built as part of the City's 2018 District Traffic Study using software Aimsun. Two options have been modelled for the purpose of this study:

- Option 1: Fawcett Road remains open
- Option 2: Fawcett Road is closed, access from McGrath Road is closed

The purpose of this analysis is to identify the impact of the closure on the surrounding road network. The key indicators being analysed for the purpose of the assessment are the assigned volume (how traffic moves on a network) and volume capacity ratio (an index used to assess the traffic status of roads on a network) results on the surrounding roads.

Model calibration has been carried out using traffic counts collected by the City of Cockburn in 2014, 2015, 2017 (prior to Fawcett Road closure) and a traffic count on Gardiner Avenue, Albion Avenue, West Churchill Avenue, Frobisher Avenue and McGrath Road after the Fawcett Road closure.

The results of the modelling are outlined below:

**Option 1 - Fawcett Road being open providing access between Russell Road and Mayor Road.**

For the assigned volumes in the 2-hour AM (07:00-09:00) peak period, the key findings are:

- 22 vehicles travel northbound on Fawcett Road
- 87 vehicles travel southbound on Fawcett Road
- The primary access to the study area is McGrath Road heading north from Russell Road (262 vehicles)
- The primary exit out of the study area is Gardiner Road heading east onto Rockingham Road (166 vehicles).

For the assigned volumes in the 2-hour PM (16.00 to 18.00) peak period, the key findings are:

- 50 vehicles travel northbound on Fawcett Road
- 33 vehicles travel southbound on Fawcett Road
- The primary access to the study area is McGrath Road heading north from Russell Road (737 vehicles)



- The primary exit out of the study area is Gardiner Road heading east onto Rockingham Road (595 vehicles).

### **Option 2 - Fawcett Road being closed**

A key outcome of the closure of Fawcett Road is the division of the study area into two areas, a northern area and a southern area with access between the two via Rockingham Road.

For the assigned volumes in the 2-hour AM (07:00-09:00) peak period, the key findings are:

- The primary access to the southern area is McGrath Avenue heading north from Russell Road (193 vehicles)
- The primary exit out of the southern area is Gardiner Avenue heading east onto Rockingham Road (178 vehicles)
- The primary access to the northern area is Fawcett Road heading south from Mayor Road (98 vehicles)
- The primary exit out of the northern study area is West Churchill Avenue heading east onto Rockingham Road (64 vehicles)

For the assigned volumes in the 2-hour PM (16:00-18:00) peak period, the key findings are:

- The primary access to the southern area is McGrath Avenue heading north from Russell Road (716 vehicles)
- The primary exit out of the southern area is Gardiner Avenue heading east onto Rockingham Road (599 vehicles)
- The primary access to the northern area is Fawcett Road heading south from Mayor Road (153 vehicles)
- The primary exit out of the northern study area is Fawcett Road heading north onto Mayor Road (85 vehicles)

### **Options Comparison**

The table below is a copy of Table 7 from the Arup Technical Note, which displays the modelled assigned traffic volumes and volume capacity ratios, for both options in the 2-hour AM (07:00-09:00) and PM (16:00-18:00) peak hours, of the key corridors within the study area.

This allows for the identification of the impact of closing the Fawcett Road corridor on the surrounding road network.



Corridor	Direction	Assigned Traffic Volume				VC Ratio			
		AM		PM		AM		PM	
		Open	Closed	Open	Closed	Open	Closed	Open	Closed
Fawcett Road (section being closed)	NB	22	24	50	17	2%	2%	4%	1%
	SB	87	16	33	9	7%	1%	3%	1%
Fawcett Road (northern section)	NB	45	51	25	85	3%	4%	2%	6%
	SB	52	98	186	153	4%	7%	13%	11%
W Churchill Avenue	EB	47	64	16	21	3%	5%	1%	2%
	WB	30	46	153	118	2%	3%	11%	8%
Frobisher Avenue	EB	19	28	4	4	1%	2%	0%	0%
	WB	7	8	36	60	1%	1%	3%	4%
Gardiner Avenue	EB	166	178	595	599	12%	13%	42%	43%
	WB	141	160	40	60	10%	11%	3%	4%
McGrath Road	NB	262	193	737	716	19%	14%	53%	51%
	SB	123	31	87	31	9%	2%	6%	2%
Russell Road (west of McGrath Road)	EB	342	364	1224	1206	14%	15%	51%	50%
	WB	1062	1017	121	76	44%	42%	5%	3%
Russell Road (east of McGrath Road)	EB	356	332	763	762	15%	14%	32%	32%
	WB	1216	1147	310	318	51%	48%	13%	13%

The key findings from the modelling are:

- The performance of all the key roads analysed will remain at a similar level if Fawcett Road were to be open or closed. The VC ratio of most of the corridors is low, excluding Russell Road which is already congested, and remains fairly unchanged.
- Gardiner Road will have a small increase east bound in both peaks between Fawcett Road open or closed, larger increase west bound in both peaks for Fawcett Road closed.
- McGrath Road will have reduced traffic volumes travelling in both directions in both peaks with Fawcett Road closed.
- The northern section of Fawcett Road will have an increase in traffic volumes travelling northbound in both peaks but varying between the peaks southbound with Fawcett Road closed.
- West Churchill Avenue will have increased traffic volumes travelling in both directions in the AM peak with Fawcett Road closed.
- Russell Road heading westbound will have reduced traffic volumes in both peak periods with Fawcett Road closed

### Intersection Assessment



Sidra analysis has been completed on the Rockingham Road/Russell Road and Rockingham Road/ Gardiner Avenue intersections for both the 2-hour AM (07:00-09:00) and PM (16:00-18:00) peak periods, to see the impact of the redistribution of traffic caused by the closure of Fawcett Road. Rockingham Road and Russell Road intersection is the major exit intersection from the area. Direct outputs of the Sidra model analysis are shown below:

### Rockingham Road/Russell Road Intersection

Approach	Direction	AM				PM			
		Open		Closed		Open		Closed	
		Volume	LOS	Volume	LOS	Volume	LOS	Volume	LOS
Russell Road	Left	219	E	241	E	171	E	180	E
	Right	137	F	91	F	592	F	582	F
Rockingham Road South	Left	504	C	504	C	20	C	21	C
	Through	4281	F	4215	F	1261	C	1260	C
Rockingham Road North	Through	1227	C	1228	C	3510	F	3511	F
	Right	712	F	643	F	290	F	297	F

### Rockingham Road/ Gardiner Avenue Intersection

Approach	Direction	AM				PM			
		Open		Closed		Open		Closed	
		Volume	LOS	Volume	LOS	Volume	LOS	Volume	LOS
Gardiner Road	Left	166	C	178	C	595	A	599	A
Rockingham Road	Left	141	A	160	A	40	A	60	A
	Through	4359	A	4296	A	1392	A	1380	A

In summary, the Arup transport modelling analysis has concluded that the closure of Fawcett Road does not have adverse impact on the surrounding area.

There is a some shifts in traffic volumes on Gardiner Road, McGrath Road and Russell Road, however these volumes will not impact the overall performance of the corridors.

Russell Road and Rockingham Road intersection performance is currently nearing its capacity as demonstrated by Levels of Service E and F. Fawcett Road closure has a marginal negative effect on the intersection.



A review of the Main Roads WA 5-year reported crash history from 2012 to 2017 inclusive found that there has been one crash reported, and that was a Minor Property Damage crash near the west (McGrath Rd) end of that road.

There have been five crashes reported at intersection of Rockingham Road and Gardiner Avenue. Four of the crashes were rear-end crashes in Gardiner Avenue that suggests issues with peak hour delays for vehicles turning onto Rockingham Road and a one left–turn through crash involving a vehicle turning into Gardiner Ave hitting a vehicle exiting.

In conclusion, the future improvements to the Russell Road corridor would be recommended in the form of traffic signal improvements.

It is important that Council liaise with Main Roads Western Australia to secure Russell Road/Rockingham Road and Rockingham Road/Gardiner Avenue intersection upgrades and the performance and safety improved at these intersections.

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

#### Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

#### Leading & Listening

Listen to and engage with our residents, business community and ratepayers with greater use of social media.

### **Budget/Financial Implications**

The Consultancy cost of \$10,536 for the traffic impact assessment and traffic volume data has been accommodated within the current 2018-2019 adopted budget.

### **Legal Implications**

N/A

### **Community Consultation**

The report to the December 2017 OCM describes the public consultation carried out in 2017.

A petition was submitted to the City in July 2018, particularly in regard to the re-opening Fawcett Road. The petition states:



*“Re-open Fawcett Road as detailed in the recent letter sent regarding the traffic calming measures to be implemented for the entire road”*

The following reasons for re-opening Fawcett Road provided:

- *So local business in the area can remain viable;*
- *So local people can have easy access to their own area;*
- *To remove all the unnecessary angst that has been created due to the closure of the road;*
- *To install calming devices as per Council letter of 9<sup>th</sup> May 2018 for balance of Fawcett Road.*

From the total of 663 signatures, the petition was signed by 264 people living outside the City of Cockburn municipality, 83 residents from the Fawcett Road study area and 316 City of Cockburn residents living outside of the Fawcett Road study area.

The Fawcett Road study area has been defined by Mayor Road on the north side, Rockingham Road on the east side, Russel Road on the south side and by the Lake Coogee Reserve on the west side (refer Attachment 3).

There are the 830 properties and 1142 registered owners and occupiers within the study area. The number of owners and occupiers who signed petition to re-open Fawcett Road is 83 or 7% of the total number of owners and occupiers within the study area.

As presented at the Ordinary Meeting of Council on 14 December 2017, a total of 34 responses were received with 24 responses (71%) supporting the road closure; including 16 of them facing directly to Fawcett Road. In the current petition, 7 owners and occupiers with properties directly facing Fawcett Road signed to reopen Fawcett Road out of 83 in the Fawcett Road study area (7%).

Because a road closure is primarily focused on a particular street or location, this report also analysed the results from the residents of just Fawcett Road between Mayor Road and McGrath Road.

There is not any commercial property only the 33 residential properties along this section of Fawcett Road between Mayor Road and McGrath Road and the review of their responses are summarised below.



Community Consultation October 2017		Petition received on July 2018
Supporting the road closure	Not supporting the road closure	Not supporting the road closure
18	4	8
54.5%	12.1%	24.2%

There are four commercial properties within the study area located south of Fawcett Road and have access from McGrath Road and Gardiner Avenue. The number of people from these businesses that signed the petition to re-open Fawcett Rod is 14(16.9%) of the 83 signature within the study area.

As noted above, the petition was signed by 316 City of Cockburn residents who live outside of the Fawcett Road study area, the majority of signatures from the suburbs of Coogee (18.7%), Spearwood (17.7%), Munster (15.5%) and Beeliar (10.8%), which demonstrates that there is a significant number of non-local through traffic that need to be relocated to more appropriate north-south (distributor) roads such as Cockburn Road, Rockingham Road or Stock Road.

Also noted above, the number of people who signed the petition who live outside of the City of Cockburn area is 264 (40%). The reasons why this large number of people coming from Wellard, Kardinia, Innaloo, Nollamara, Kensington, Orelia, Cannington, Rockingham, Mandurah, Victoria Park and a number of other areas around Perth metropolitan area have an interest in re-opening Fawcett Road was not analysed in this report.

### **Risk Management Implications**

It is important that planning and development of the transport network within the City meets people and industry needs while minimising environmental impact.

Any consideration to re-open (and keep permanently open) Fawcett Road is likely to have unintended consequences of industrial traffic utilising the residential roads throughout the suburb of Munster. This is a concern for resident and broader community safety.

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

The convenor of the petition has been notified that this matter is being considered by Council at the August 2018 OCM.

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





Nil



## Technical Note

# ARUP

Level 14 Exchange Tower  
2 The Esplanade  
Perth WA 6000  
PO Box 5750  
St Georges Terrace  
Perth WA 6831  
Australia  
www.arup.com

t +61 8 9327 8300  
f +61 8 9221 5262

Project title	Cockburn District Traffic Study – Fawcett Road Analysis	Job number	259590-00
cc		File reference	
Prepared by	Stephen Loughnan Joanna Karasiewicz	Date	30 July 2018
Subject	Fawcett Road Analysis		

## 1 Introduction

Arup have been commissioned by the City of Cockburn to provide traffic and transport advice for the Cockburn District Traffic Study. This technical note is to supplement the findings of the District Traffic Study and assess the impact of the potential closure of Fawcett Road on surrounding network within 2km radius.

The analysis has been undertaken in macroscopic model built as part of the 2018 District Traffic Study using software Aimsun. The additional analysis has been integrated into macroscopic modelling. Two scenarios have been modelled, first, Fawcett Road being opened and second, Fawcett Road closure. Modelling was undertaken in the 2-hour AM (07:00-09:00) peak and 2-hour PM (16:00-18:00) peak for year 2016. All assumptions are consistent with those in the District Traffic Study.

To better reflect the distribution of traffic flows within the macroscopic model, the model strategic zone of the study area was split into seven smaller centroids and refined to better simulate vehicle flows on the residential road network.

Finally, SIDRA analysis has been undertaken for Rockingham Road and Russell Road intersection in order to investigate effects of Fawcett Road closure on the major exit intersection from the area.

Figure 1 displays the wider Cockburn study area highlighting the specific study surrounding Fawcett Road in red, with Figure 2 showing the study area in more detail.

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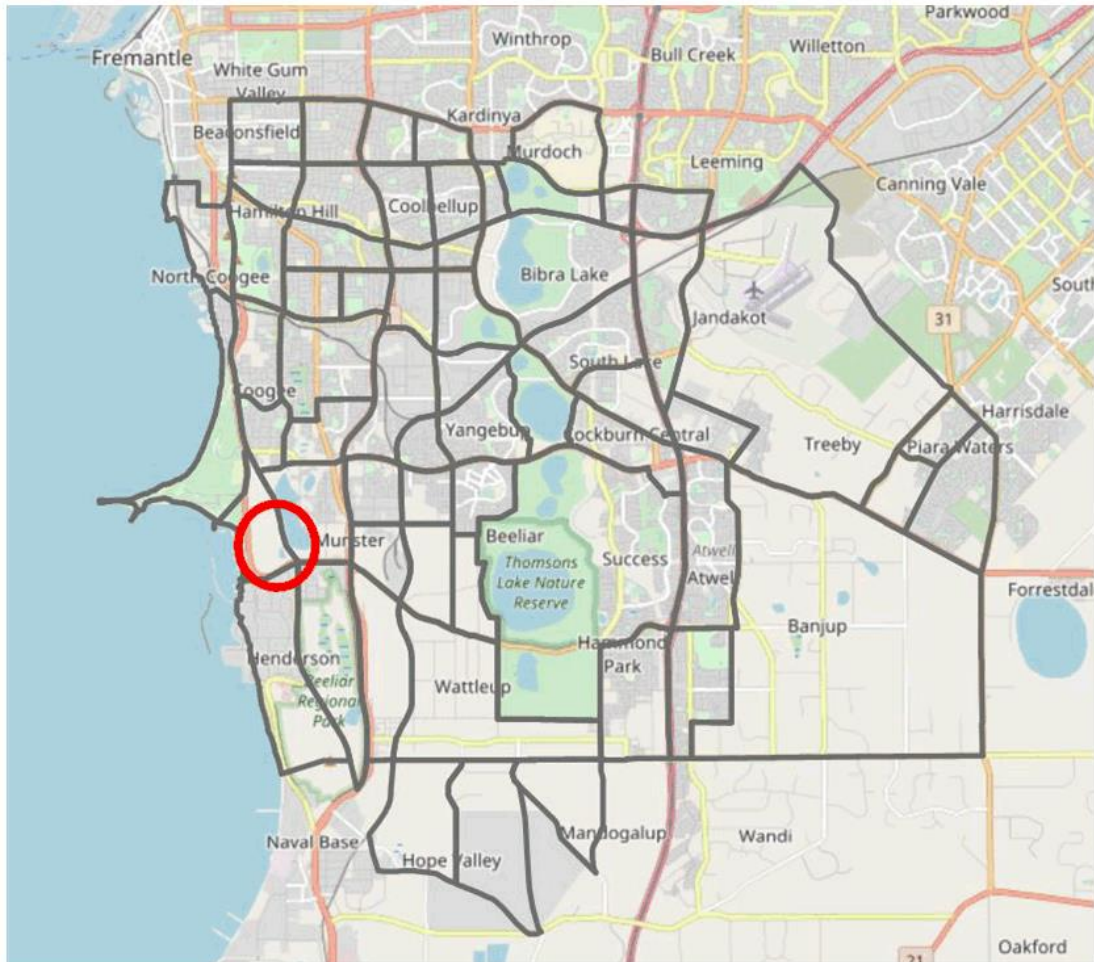


Figure 1 – Cockburn Study Area



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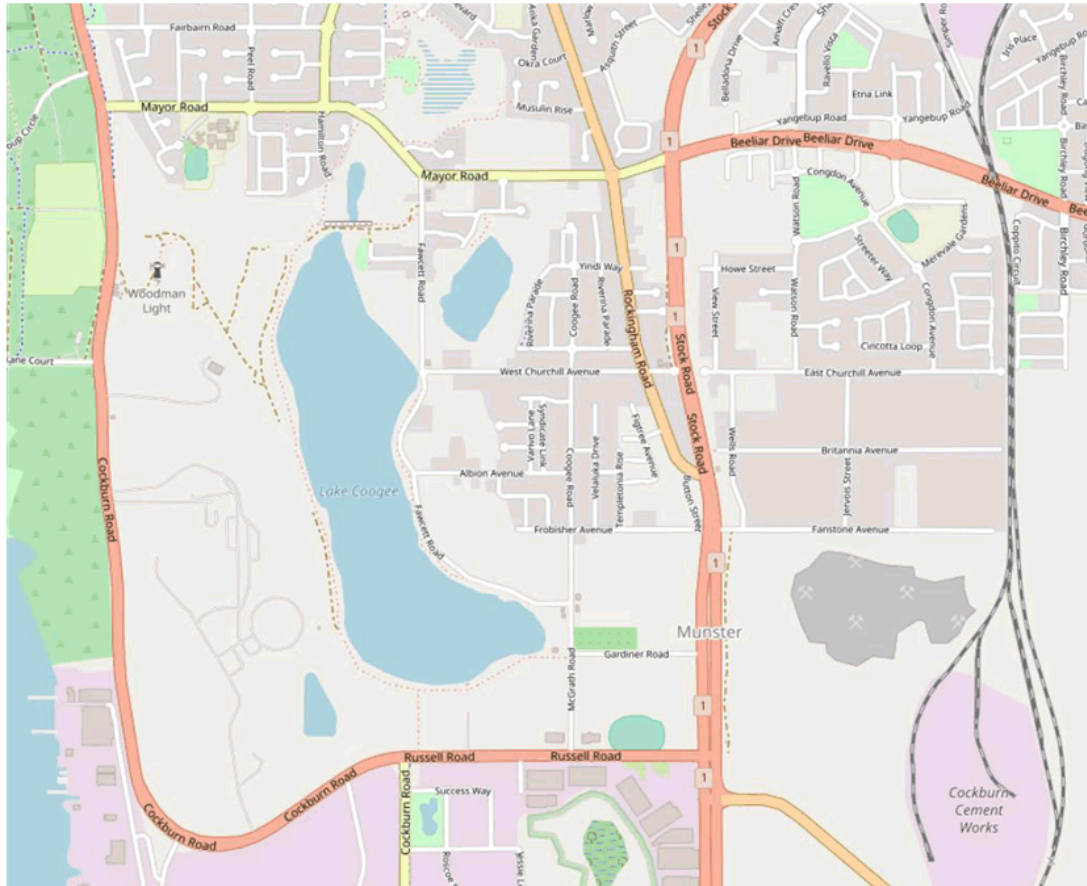


Figure 2 – Fawcett Road Study Area

Two options have been modelled for the purpose of this study:

- Option 1: Fawcett Road remains open
- Option 2: Fawcett Road is closed, access from McGrath Road is closed

The purpose of this analysis is to clearly identify the impact of the closure on the surrounding network. The key indicators being analysed for the purpose of the assessment are the assigned volume and volume capacity ratio results on the surrounding roads.

Assigned volumes allow for the identification of how traffic is currently moving on the network, and therefore the changes if Fawcett Road is closed.

A volume capacity ratio is an index used to assess the traffic status of roads on a network. It is the relationship between the volume of vehicles that pass a point over an assigned time period and the maximum number of cars that can pass that point at a reasonable traffic condition. This allows for

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the identification of roads that are currently experiencing congestion or will be congested as a result of the closure of Fawcett Road.

In addition to residential traffic, the Fawcett Road corridor also acted as an alternative northern access road for South Metropolitan TAFE Students heading both inbound and outbound as opposed to using Rockingham Road or Cockburn Road.

## 2 Calibration

Model calibration has been completed for both scenarios using traffic counts collected by the City of Cockburn. The criteria from RMS guidelines for model calibration are based on statistics formula called GEH. As RMS states:

*“the formula is a form of Chi-square statistic that is designed to be tolerant of largest errors in low flows. The reason for introducing such a statistic is the inability of either the absolute difference or the relative difference to cope over a wide range of flows.”*

The GEH equation is as follows:

$$GEH = \sqrt{\frac{(V_o - V_m)^2}{0.5 (V_o + V_m)}}$$

Where:  
 $V_o$  is the observed flow in vehicles per hour  
 $V_m$  is the modelled flow in vehicles per hour

According to RMS, turn volumes calibration is achieved when “85 per cent of individual turn volumes to have a  $GEH \leq 5.0$ ”.

### 2.1 Fawcett Road Open (Before 15<sup>th</sup> May 2018)

The following count locations were used to calibrate the study area traffic volumes for the Fawcett Road open scenario:

- Fawcett Road – 300m south of Albion Avenue (2015)
- McGrath Road – 60m north of Russell Road (2014)
- Russell Road – West of Rockingham Road (2016)
- Rockingham Road – West of Stock Road
- Fawcett Road – South of Mayor Road
- McGrath Road – South of Fawcett Road

To ensure the accuracy of the model, the GEH value was determined at all count locations within the study area. Table 1 to Table 3 summarise the GEH values for the count locations:

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Table 1 - Open AM peak

Count Location	Observed	Assigned	GEH
<b>Cars</b>			
Russell Road West of Rockingham Road Eastbound	225.0	251.2	1.2
McGrath Road 60m north of Russell Road Northbound	146.2	236.6	4.6
Rockingham Road west of Stock Road Westbound	380.0	357.0	0.8
Russell Road West of Rockingham Road Westbound	1147.0	1009.4	3.0
McGrath Road 60m north of Russell Road Southbound	122.0	109.5	0.8
McGrath Road south of Fawcett Road Northbound	23.0	18.5	0.7
Fawcett Road 300m south of Albion Avenue Northbound	21.0	18.5	0.4
Fawcett Road 300m south of Albion Avenue Southbound	83.2	83.6	0.0
Fawcett Road south of Mayor Road Northbound	169.0	140.4	1.6
<b>Trucks</b>			
Russell Road West of Rockingham Road Eastbound	65.0	55.3	0.9
Russell Road West of Rockingham Road Westbound	120.0	108.7	0.7

Table 2 - Open PM peak

Count Location	Observed	Assigned	GEH
<b>Cars</b>			
Russell Road West of Rockingham Road Eastbound	714.0	726.1	0.3
McGrath Road 60m north of Russell Road Northbound	875.9	719.0	3.9
Rockingham Road west of Stock Road Eastbound	315.0	309.6	0.2
Russell Road West of Rockingham Road Westbound	300.0	241.9	2.5
McGrath Road 60m north of Russell Road Southbound	41.8	83.3	3.7
McGrath Road south of Fawcett Road Southbound	56.0	27.1	3.2
Fawcett Road 300m south of Albion Avenue Northbound	57.5	49.7	0.8
Fawcett Road 300m south of Albion Avenue Southbound	38.0	27.1	1.3
Fawcett Road south of Mayor Road Southbound	223.0	170.3	2.7
<b>Trucks</b>			
Russell Road West of Rockingham Road Eastbound	26.0	19.5	1.0
Russell Road West of Rockingham Road Westbound	31.0	35.9	0.6

Table 3 - GEH results for AM and PM peaks

GEH Results	GEH Range	Car	Heavy	Total	% GEH ≤ 5
AM	≤5	9	2	11	100%
	5 to 10	0	0	0	
	>10	0	0	0	
PM	≤5	9	2	11	100%
	5 to 10	0	0	0	
	>10	0	0	0	



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### 2.2 Fawcett Road Closed (After May 15<sup>th</sup> 2018)

The following count locations were used to calibrate the study area traffic volumes for the Fawcett Road closed scenario:

- Fawcett Road – 240m south of Mayor Road (July 2018)
- Fawcett Road – 160m south of West Churchill Avenue (July 2018)
- West Churchill Avenue – 240m west of Coogee Road (July 2018)
- McGrath Road – 80m north of Gardiner Road (July 2018)
- McGrath Road – 130m north of Russell Road (July 2018)
- Gardiner Avenue – 130m west of Rockingham Road (June 2018)
- Albion Avenue – 20m west of Splash Terrace (July 2018)

Table 4 – Closed AM peak

Count Location	Observed	Assigned	GEH
<b>Cars</b>			
Fawcett Road 240m south of Mayor Road Northbound	147.3	87.5	3.9
Fawcett Road 240m south of Mayor Road Southbound	89.6	88.5	0.1
Fawcett Road 160m south of West Churchill Avenue Northbound	30.8	23.2	1.0
Fawcett Road 160m south of West Churchill Avenue Southbound	16.5	15.8	0.1
West Churchill Avenue 240m west of Coogee Road Eastbound	54.9	47.6	0.7
West Churchill Avenue 240m west of Coogee Road Westbound	70.5	15.6	5.9
McGrath Road 80m north of Gardiner Road Northbound	4.5	0	2.1
McGrath Road 80m north of Gardiner Road Southbound	8.9	0	3.0
McGrath Road 130m north of Russell Road Northbound	97.4	166.1	4.2
McGrath Road 130m north of Russell Road Southbound	15	14.9	0.0
Gardiner Avenue 130m west of Rockingham Road Eastbound	65.1	136.0	5.0
Gardiner Avenue 130m west of Rockingham Road Westbound	59.3	126.7	4.9
Albion Avenue 20m west of Splash Terrace Eastbound	17.3	15.8	0.3
Albion Avenue 20m west of Splash Terrace Westbound	26.5	23.2	0.5

Table 5 – Closed PM peak

Count Location	Observed	Assigned	GEH
<b>Cars</b>			
Fawcett Road 240m south of Mayor Road Northbound	79.4	76.3	0.2
Fawcett Road 240m south of Mayor Road Southbound	144.6	139.4	0.3
Fawcett Road 160m south of West Churchill Avenue Northbound	22.2	16.7	0.9
Fawcett Road 160m south of West Churchill Avenue Southbound	19.2	8.1	2.1
West Churchill Avenue 240m west of Coogee Road Eastbound	83.4	65.4	1.5
West Churchill Avenue 240m west of Coogee Road Westbound	64.6	66.6	0.2
McGrath Road 80m north of Gardiner Road Northbound	17.4	0	4.2

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McGrath Road 80m north of Gardiner Road Southbound	5.6	0	2.4
McGrath Road 130m north of Russell Road Northbound	675.6	693.8	0.5
McGrath Road 130m north of Russell Road Southbound	20.4	26.7	0.9
Gardiner Avenue 130m west of Rockingham Road Eastbound	622.3	575.8	1.3
Gardiner Avenue 130m west of Rockingham Road Westbound	10.5	45.4	4.7
Albion Avenue 20m west of Splash Terrace Eastbound	24.8	8.1	2.9
Albion Avenue 20m west of Splash Terrace Westbound	16.8	16.7	0.0

Table 6 - GEH results for AM and PM peaks

GEH Results	GEH Range	Car	% GEH ≤ 5
AM	≤5	13	92.9%
	5 to 10	1	
	>10	0	
PM	≤5	14	100%
	5 to 10	0	
	>10	0	

According to RMS, volume calibration is achieved when “85 percent of individual volumes have a GEH ≤ 5.0”. It is therefore clear that the model calibrates well in the study area and is within the recommended guidelines.

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### 3 Option 1: Fawcett Road open

Option 1 is Fawcett Road being open providing access between Russell Road and Mayor Road. The results of the modelling are outlined below.

The assigned volumes in the 2-hour AM (07:00-09:00) peak period are displayed in Figure 3, the key findings are:

- 22 vehicles travel northbound on Fawcett Road
- 87 vehicles travel southbound on Fawcett Road
- The primary access to the study area is McGrath Road heading north from Russell Road (262 vehicles)
- The primary exit out of the study area is Gardiner Road heading east onto Rockingham Road (166 vehicles)



Figure 3 – Assigned volumes AM peak period (07:00-09:00), Fawcett Road open



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The assigned volumes in the 2-hour PM (16:00-18:00) peak period are displayed in Figure 4, the key findings are:

- 50 vehicles travel northbound on Fawcett Road
- 33 vehicles travel southbound on Fawcett Road
- The primary access to the study area is McGrath Road heading north from Russell Road (737 vehicles)
- The primary exit out of the study area is Gardiner Avenue heading east onto Rockingham Road (595 vehicles)

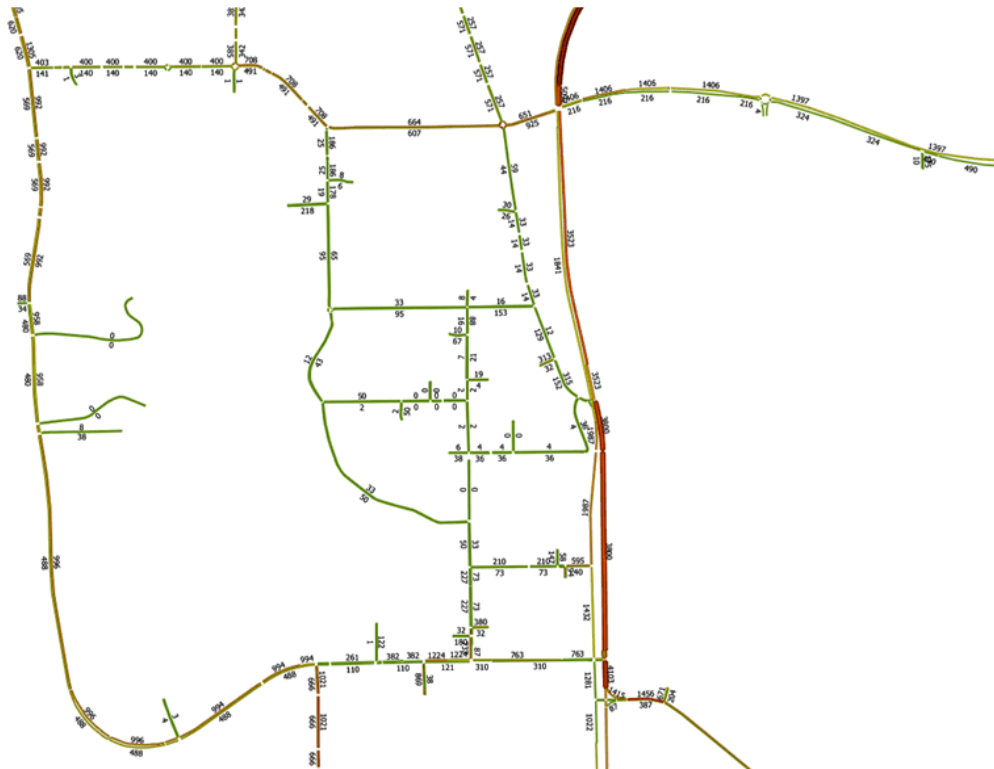


Figure 4 – Assigned volumes PM peak period (16:00-18:00), Fawcett Road open

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The volume capacity ratios of the study area for the 2-hour AM (07:00-09:00) peak are displayed in Figure 5, the key findings are:

- The VC ratio is relatively low for all minor roads within the study area
- Fawcett Road northbound has a VC ratio of 2%
- Fawcett Road southbound has a VC ratio of 7%
- The highest VC ratio in the minor road study area is 21% along Gardiner Avenue eastbound

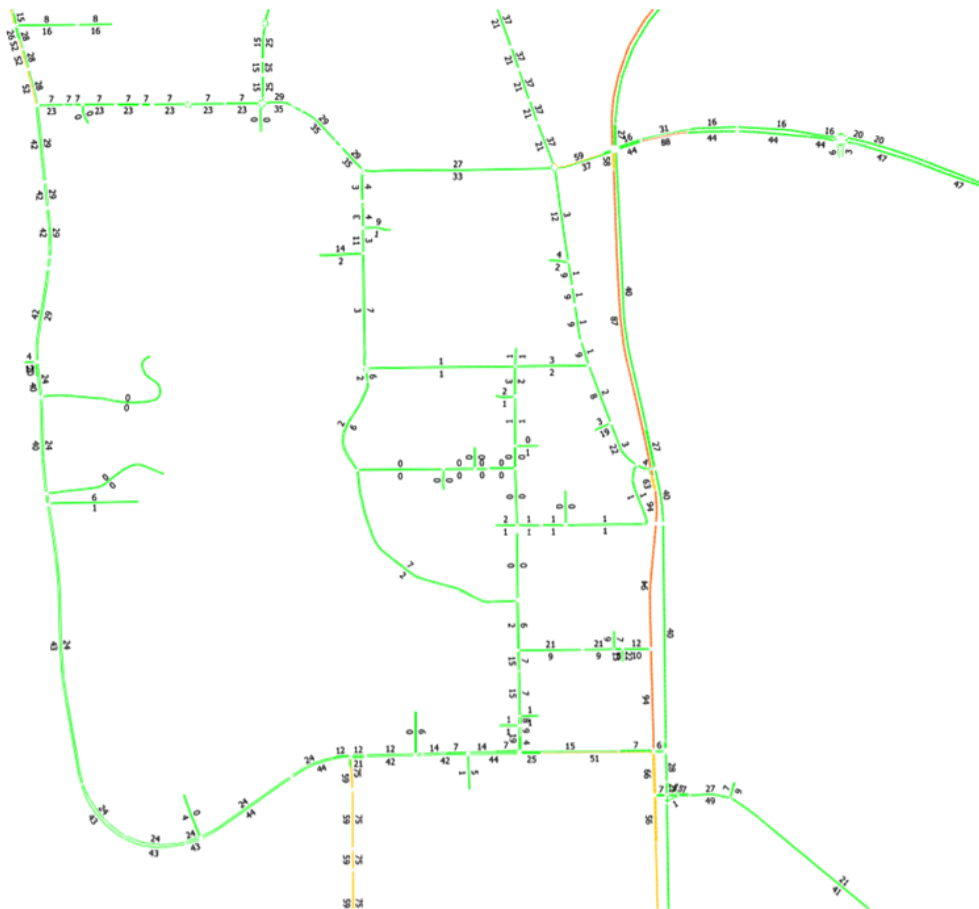


Figure 5 – Volume capacity ratio AM peak period (07:00-09:00), Fawcett Road open (Note: Values are in %)



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The volume capacity ratios of the study area for the 2-hour PM (16:00-18:00) peak are displayed in Figure 6, the key findings are:

- The VC ratio is relatively low for all minor roads within the study area
- Fawcett Road northbound has a VC ratio of 4%
- Fawcett Road southbound has a VC ratio of 3%
- The highest VC ratio in the minor road study area is 42% along Gardiner Avenue eastbound

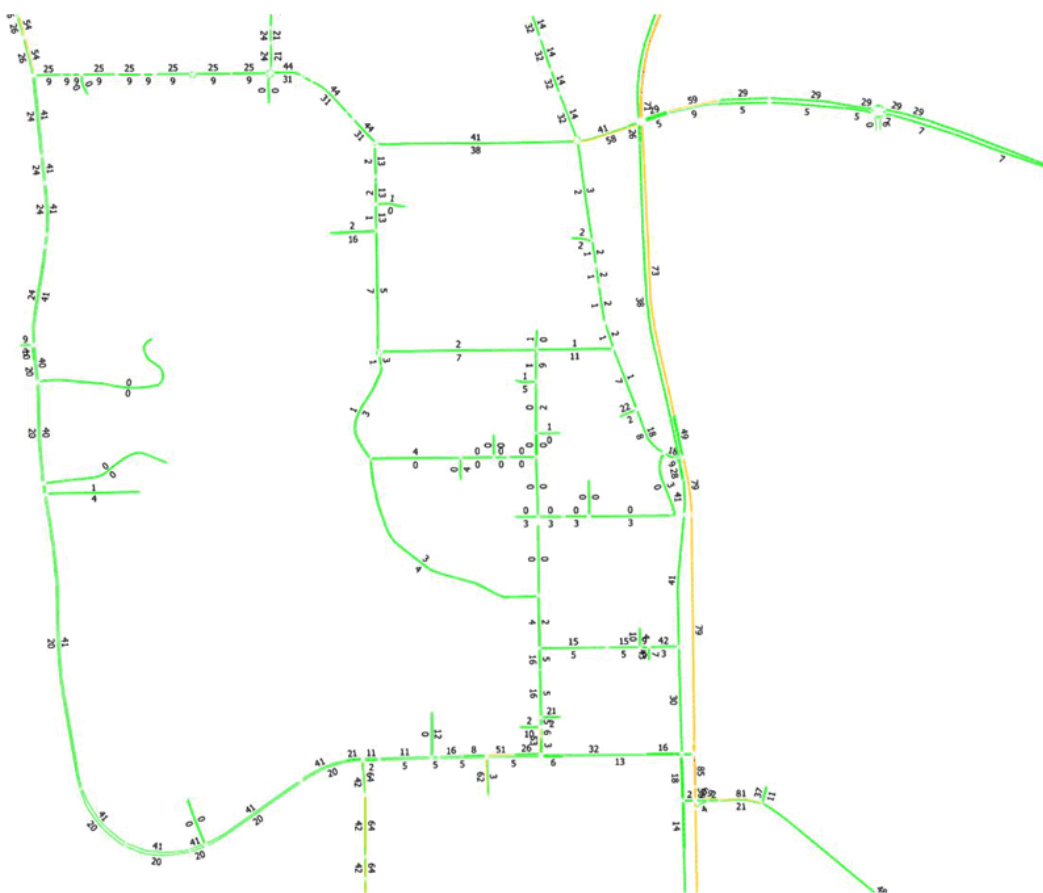


Figure 6 – Volume capacity ratio PM peak period (16:00-18:00), Fawcett Road open (Note: Values are in %)

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### 4 Option 2: Fawcett Road closed

Option 2 is to close all access to Fawcett Road and determine the impact on the surrounding network. A key outcome of the closure of Fawcett Road is the division of the study area into two areas, a northern area and southern area with access between the two via Rockingham Road. The results of the modelling are outlined below.

The assigned volumes in the 2-hour AM (07:00-09:00) peak period are displayed in Figure 7, the key findings are:

- The primary access to the southern area is McGrath Avenue heading north from Russell Road (193 vehicles)
- The primary exit out of the southern area is Gardiner Avenue heading east onto Rockingham Road (178 vehicles)
- The primary access to the northern area is Fawcett Road heading south from Mayor Road (98 vehicles)
- The primary exit out of the northern study area is W Churchill Avenue heading east onto Rockingham Road (64 vehicles)

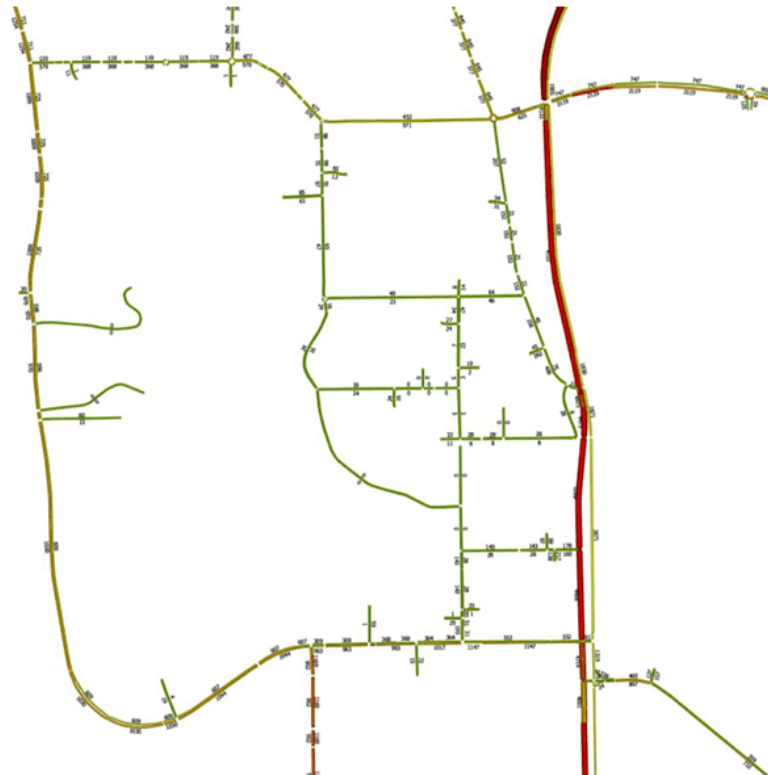


Figure 7 – Assigned volumes AM peak period (07:00-09:00), Fawcett Road closed

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The assigned volumes in the 2-hour PM (16:00-18:00) peak period are displayed in Figure 8, the key findings are:

- The primary access to the southern area is McGrath Road heading north from Russell Road (716 vehicles)
- The primary exit out of the southern area is Gardiner Avenue heading east onto Rockingham Road (599 vehicles)
- The primary access to the northern area is Fawcett Road heading south from Mayor Road (153 vehicles)
- The primary exit out of the northern study area is Fawcett Road heading north onto Mayor Road (85 vehicles)

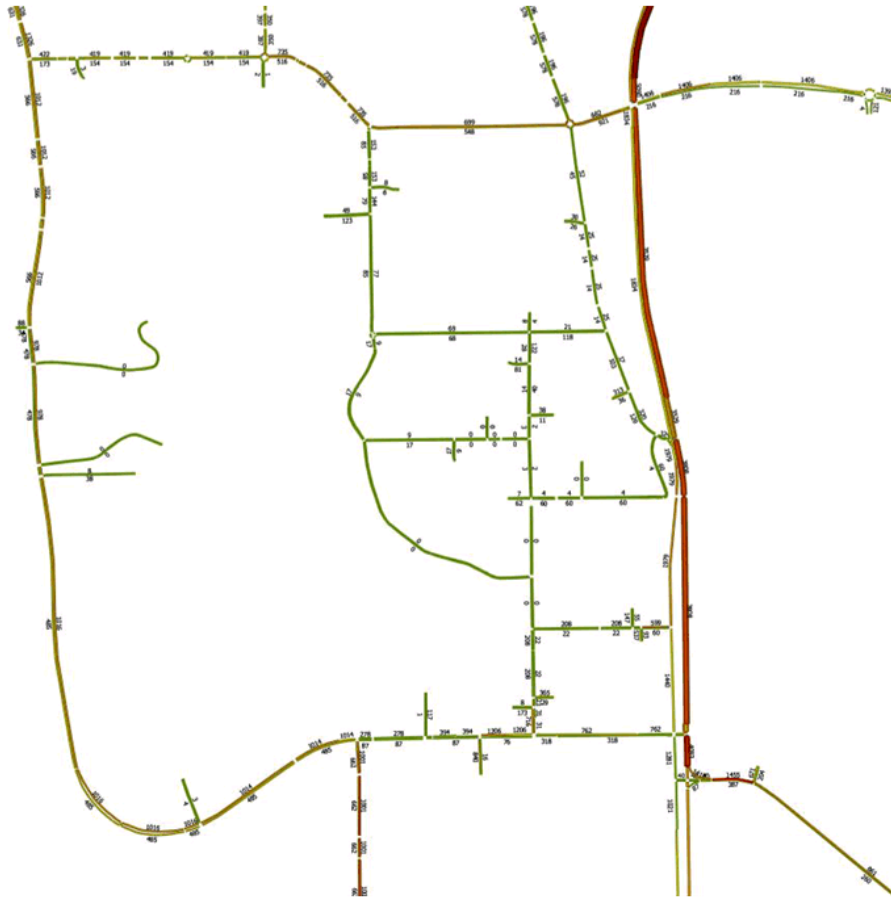


Figure 8 – Assigned volumes PM peak period (16:00-18:00), Fawcett Road closed

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The volume capacity ratios of the study area for the 2-hour AM (07:00-09:00) peak are displayed in Figure 9, the key findings are:

- The VC ratio is relatively low for all minor roads within the study area
- The highest VC ratio in the minor road study area to the south is 14% along McGrath Road northbound
- The highest VC ratio in the minor road study area to the north is 7% along Fawcett Road

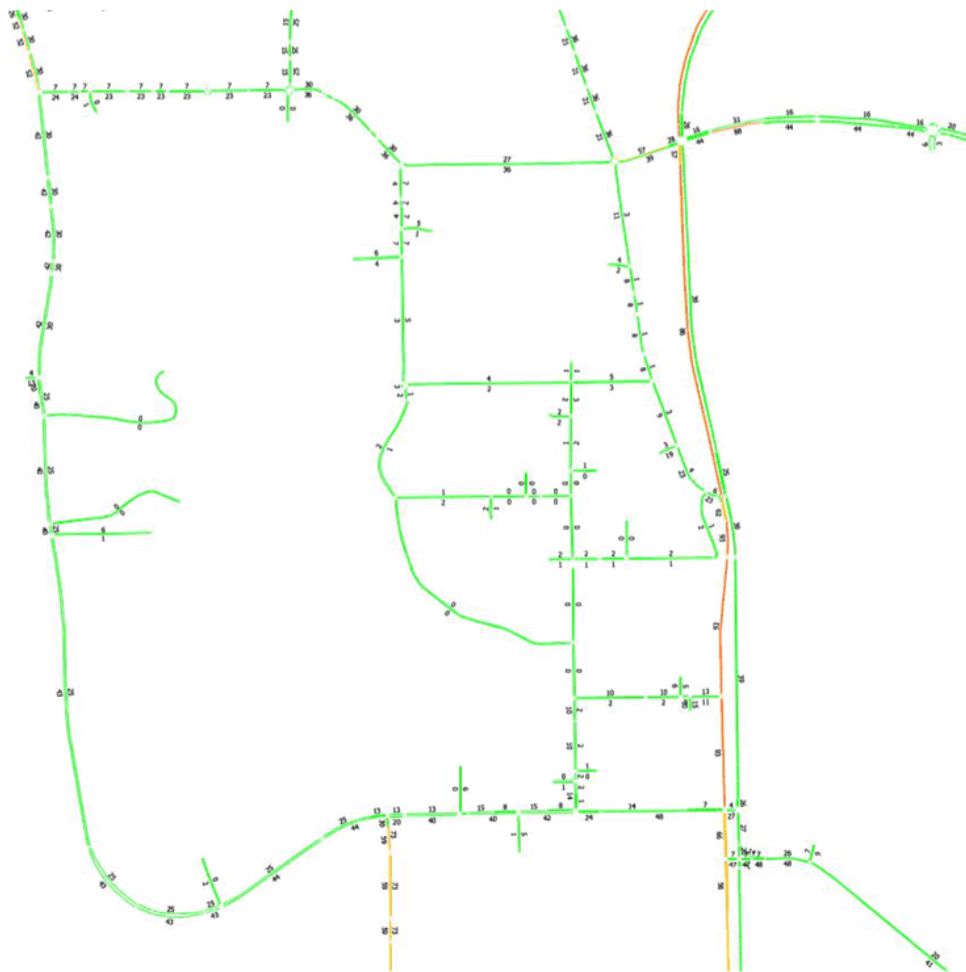


Figure 9 – Volume capacity ratio AM peak period (07:00-09:00), Fawcett Road closed (Note: Values are in %)



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The volume capacity ratios of the study area for the 2-hour PM (16:00-18:00) peak are displayed in Figure 9, the key findings are:

- The VC ratio is relatively low for all minor roads within the study area
- The highest VC ratio in the minor road study area to the south is 51% along McGrath Road northbound
- The highest VC ratio in the minor road study area to the north is 11% along Fawcett Road southbound

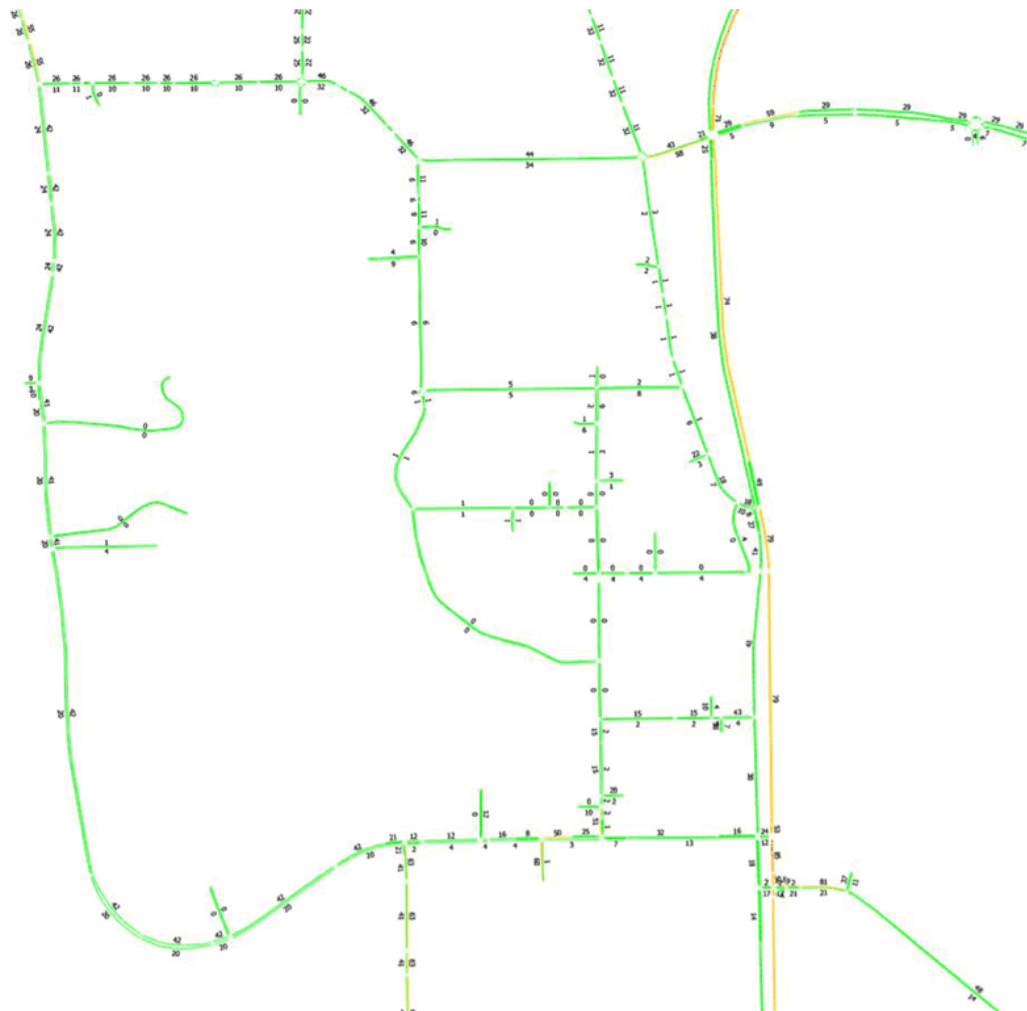


Figure 10 – Volume capacity ratio PM peak period (16:00-18:00), Fawcett Road closed (Note: Values are in %)

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5 Comparison

Table 7 displays the modelled assigned traffic volumes and volume capacity ratios, for both options in the 2-hour AM (07:00-09:00) and PM (16:00-18:00) peak hours, of the key corridors within the study area. This allows for the identification of the impact of closing the Fawcett Road corridor on the surrounding network.

Table 7 - Comparison of Options

Corridor	Direction	Assigned Traffic Volume				VC Ratio			
		AM		PM		AM		PM	
		Open	Closed	Open	Closed	Open	Closed	Open	Closed
Fawcett Road (section being closed)	NB	22	24	50	17	2%	2%	4%	1%
	SB	87	16	33	9	7%	1%	3%	1%
Fawcett Road (northern section)	NB	45	51	25	85	3%	4%	2%	6%
	SB	52	98	186	153	4%	7%	13%	11%
W Churchill Avenue	EB	47	64	16	21	3%	5%	1%	2%
	WB	30	46	153	118	2%	3%	11%	8%
Frobisher Avenue	EB	19	28	4	4	1%	2%	0%	0%
	WB	7	8	36	60	1%	1%	3%	4%
Gardiner Avenue	EB	166	178	595	599	12%	13%	42%	43%
	WB	141	160	40	60	10%	11%	3%	4%
McGrath Road	NB	262	193	737	716	19%	14%	53%	51%
	SB	123	31	87	31	9%	2%	6%	2%
Russell Road (west of McGrath Road)	EB	342	364	1224	1206	14%	15%	51%	50%
	WB	1062	1017	121	76	44%	42%	5%	3%
Russell Road (east of McGrath Road)	EB	356	332	763	762	15%	14%	32%	32%
	WB	1216	1147	310	318	51%	48%	13%	13%

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The key findings from the modelling are:

- Gardiner Road will have increased traffic volumes travelling in both directions in both peaks if Fawcett Road were to be closed
- McGrath Road will have significantly reduced traffic volumes travelling in both directions in both peaks if Fawcett Road were to be closed.
- The northern section of Fawcett Road will have increased traffic volumes travelling northbound in both peaks, and traffic volumes increase southbound in the AM and decrease southbound in the PM if Fawcett Road were to be closed.
- W Churchill Avenue will have increased traffic volumes travelling in both directions in the AM peak if Fawcett Road were to be closed.
- Russell Road west of McGrath Road heading westbound will have reduced traffic volumes in both peak periods if Fawcett Road were to be closed, specifically reducing 45 vehicles in the AM peak (1062 to 1017) and reducing 45 vehicles in the PM peak (121 to 76).
- The performance of all the key roads analysed will remain at a similar level to if Fawcett Road were to be open or closed. The VC ratio of most of the corridors is low, excluding Russell Road which is already congested, and remains fairly unchanged.

## 6 SIDRA Analysis

### 6.1 Rockingham Road and Russell Road

SIDRA analysis has been completed on the Rockingham Road and Russell Road intersection for both the 2-hour AM (07:00-09:00) and PM (16:00-18:00) peak periods, to see the impact of the redistribution of traffic caused by the closure of Fawcett Road. Figure 11 depicts the existing layout of the intersection, and Table 8 summarises the level of service for the two options. Table 9 to Table 12 are the direct outputs of the SIDRA model analysis.

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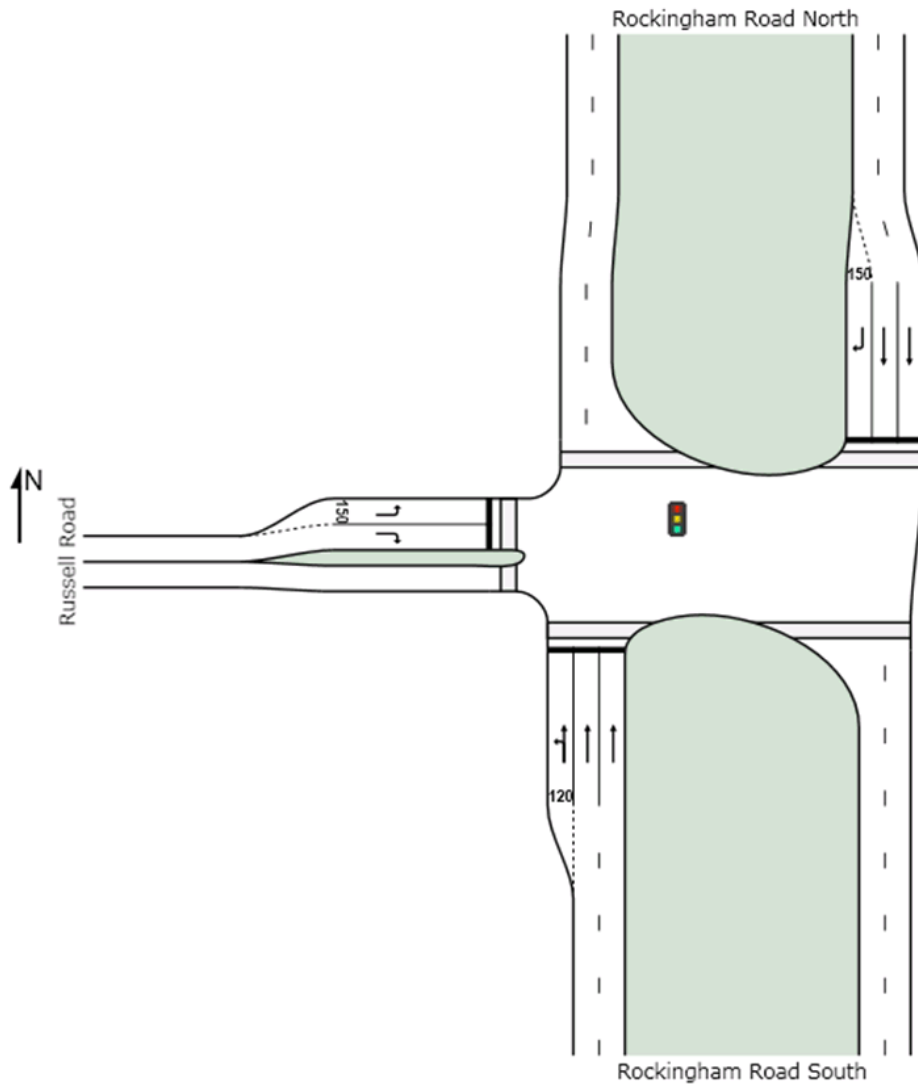


Figure 11 - SIDRA intersection, Rockingham Road and Russell Road



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Table 8 - Traffic volumes and LOS for Rockingham Road and Russell Road intersection

Approach	Direction	AM				PM			
		Open		Closed		Open		Closed	
		Volume	LOS	Volume	LOS	Volume	LOS	Volume	LOS
Russell Road	Left	219	E	241	E	171	E	180	E
	Right	137	F	91	F	592	F	582	F
Rockingham Road South	Left	504	C	504	C	20	C	21	C
	Through	4281	F	4215	F	1261	C	1260	C
Rockingham Road North	Through	1227	C	1228	C	3510	F	3511	F
	Right	712	F	643	F	290	F	297	F

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Table 9 - Movement Summary, AM peak period (7:00-9:00), Fawcett Road Open

Movement Performance - Vehicles											
Mov ID	OD Mov	Total veh/h	Demand Flows HV %	Deg. Satn w/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Rockingham Road South											
1	L2	265	0.0	0.306	31.8	LOS C	11.8	82.9	0.66	0.76	38.7
2	T1	2253	0.0	1.313	639.3	LOS F	339.2	2374.2	1.00	3.33	5.2
Approach		2518	0.0	1.313	575.3	LOS F	339.2	2374.2	0.96	3.06	5.7
North: Rockingham Road North											
8	T1	646	0.0	0.355	27.0	LOS C	14.8	103.6	0.68	0.59	41.6
9	R2	375	0.0	1.316	662.0	LOS F	104.7	732.9	1.00	2.13	5.0
Approach		1021	0.0	1.316	260.2	LOS F	104.7	732.9	0.80	1.16	11.4
West: Russell Road											
10	L2	115	0.0	0.345	63.7	LOS E	7.4	51.9	0.92	0.78	28.9
12	R2	72	0.0	0.971	115.2	LOS F	6.7	46.8	1.00	1.10	20.6
Approach		187	0.0	0.971	83.5	LOS F	7.4	51.9	0.95	0.91	25.0
All Vehicles		3726	0.0	1.316	464.2	LOS F	339.2	2374.2	0.92	2.43	6.9

Table 10 - Movement Summary, AM peak period (7:00-9:00), Fawcett Road Closed

Movement Performance - Vehicles												
Mov ID	Turn	Total veh/h	Demand Flows HV %	Deg. Satn w/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
South: Rockingham Road South												
1	L2	265	0.0	0.302	31.1	LOS C	11.7	81.8	0.66	0.76	0.66	39.0
2	T1	2218	0.0	1.276	562.0	LOS F	314.4	2200.6	1.00	3.12	3.76	5.8
Approach		2484	0.0	1.276	505.3	LOS F	314.4	2200.6	0.96	2.87	3.43	6.4
North: Rockingham Road North												
8	T1	646	0.0	0.350	26.3	LOS C	14.6	102.3	0.68	0.59	0.68	41.9
9	R2	338	0.0	1.242	517.7	LOS F	82.5	577.5	1.00	1.92	3.63	6.2
Approach		985	0.0	1.242	195.2	LOS F	82.5	577.5	0.79	1.05	1.69	14.0
West: Russell Road												
10	L2	127	0.0	0.379	64.1	LOS E	8.2	57.5	0.93	0.79	0.93	28.8
12	R2	48	0.0	0.645	88.3	LOS F	3.7	26.2	1.00	0.78	1.11	24.2
Approach		175	0.0	0.645	70.7	LOS E	8.2	57.5	0.95	0.79	0.98	27.4
All Vehicles		3643	0.0	1.276	400.6	LOS F	314.4	2200.6	0.91	2.28	2.84	7.8

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# Technical Note

259590-00

30 July 2018

Table 11 - Movement Summary, PM peak period (16:00-18:00), Fawcett Road Open

Movement Performance - Vehicles												
Mov ID	Turn	Total veh/h	Demand Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
South: Rockingham Road South												
1	L2	11	0.0	0.013	30.8	LOS C	0.4	3.0	0.59	0.65	0.59	39.1
2	T1	664	0.0	0.393	30.7	LOS C	16.3	114.0	0.73	0.64	0.73	39.9
Approach		674	0.0	0.393	30.7	LOS C	16.3	114.0	0.73	0.64	0.73	39.9
North: Rockingham Road North												
8	T1	1847	0.0	1.127	303.8	LOS F	177.4	1241.6	1.00	2.18	2.59	9.9
9	R2	153	0.0	1.121	311.5	LOS F	26.6	188.2	1.00	1.54	2.82	9.6
Approach		2000	0.0	1.127	304.4	LOS F	177.4	1241.6	1.00	2.13	2.60	9.8
West: Russell Road												
10	L2	90	0.0	0.269	62.7	LOS E	5.7	39.8	0.90	0.77	0.90	29.2
12	R2	312	0.0	1.094	268.2	LOS F	50.3	352.4	1.00	1.47	2.49	10.9
Approach		402	0.0	1.094	222.2	LOS F	50.3	352.4	0.98	1.31	2.14	12.6
All Vehicles		3076	0.0	1.127	233.7	LOS F	177.4	1241.6	0.94	1.70	2.13	12.2

Table 12 - Movement Summary, PM peak period (16:00-18:00), Fawcett Road Closed

Movement Performance - Vehicles												
Mov ID	Turn	Total veh/h	Demand Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
South: Rockingham Road South												
1	L2	11	0.0	0.014	30.8	LOS C	0.4	3.1	0.59	0.66	0.59	39.1
2	T1	663	0.0	0.392	30.7	LOS C	16.3	113.8	0.73	0.63	0.73	39.9
Approach		674	0.0	0.392	30.7	LOS C	16.3	113.8	0.73	0.64	0.73	39.9
North: Rockingham Road North												
8	T1	1848	0.0	1.128	305.6	LOS F	178.1	1246.8	1.00	2.19	2.60	9.8
9	R2	156	0.0	1.052	203.5	LOS F	20.8	145.7	1.00	1.33	2.30	13.5
Approach		2004	0.0	1.128	297.6	LOS F	178.1	1246.8	1.00	2.12	2.57	10.0
West: Russell Road												
10	L2	95	0.0	0.283	62.9	LOS E	6.0	42.1	0.91	0.77	0.91	29.1
12	R2	306	0.0	1.125	317.7	LOS F	54.9	384.3	1.00	1.57	2.74	9.4
Approach		401	0.0	1.125	257.5	LOS F	54.9	384.3	0.98	1.38	2.31	11.2
All Vehicles		3079	0.0	1.128	234.0	LOS F	178.1	1246.8	0.94	1.70	2.13	12.2

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## Technical Note

# ARUP

The results from the SIDRA analysis show that the LOS of the intersection is at or close to capacity from all directions in both options in both peak periods. Russell Road is the most congested with all movements having a LOS of either E or F.

The degree of saturation in the AM peak period is similar in both options with the through movement from Rockingham Road south (131% open, 128% closed) and the right turn from Rockingham Road north (132% open, 124% closed) being the most saturated. In the PM peak, the saturations are similar with the through movement from Rockingham Road north (113% open and closed) and the right turn from Russell Road (109% open, 113% closed) being the most saturated.

The longest average delay time in the AM is the Rockingham Road north approach for the through movement in the Fawcett Road closed option with a delay time of 11 minutes and 2 seconds. The longest average delay time in the PM peak is less, and occurs at the right turn from the Rockingham Road north approach being 5 minutes and 12 seconds when Fawcett Road is open, and occurs at the right turn from the Russell Road approach being 5 minutes and 18 seconds when Fawcett Road is closed.

### 6.2 Rockingham Road and Gardiner Avenue

SIDRA analysis has been completed on the Rockingham Road and Gardiner Avenue intersection for both the 2-hour AM (07:00-09:00) and PM (16:00-18:00) peak periods, to see the impact of the redistribution of traffic caused by the closure of Fawcett Road. Figure 12 depicts the existing layout of the intersection, and Table 13 summarises the level of service for the two options. Table 14 to Table 17 are the direct outputs of the SIDRA model analysis.

# Technical Note

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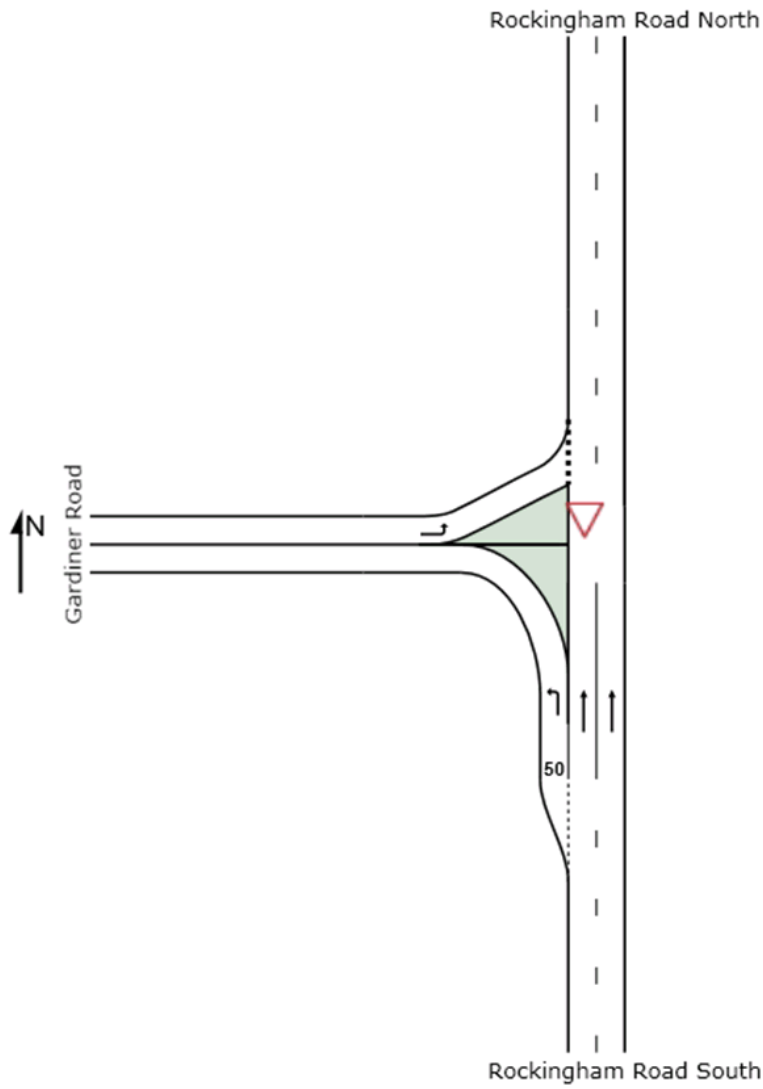


Figure 12 – SIDRA intersection, Rockingham Road and Gardiner Road

**Technical Note**



Table 13 - Traffic volumes and LOS for Rockingham Road and Gardiner Road intersection

Approach	Direction	AM				PM			
		Open		Closed		Open		Closed	
		Volume	LOS	Volume	LOS	Volume	LOS	Volume	LOS
Gardiner Road	Left	166	C	178	C	595	A	599	A
Rockingham Road	Left	141	A	160	A	40	A	60	A
	Through	4359	A	4296	A	1392	A	1380	A

Table 14 - Movement Summary, AM peak period (7:00-9:00), Fawcett Road Open

Movement Performance - Vehicles												
Mov ID	Turn	Total veh/h	Demand Flows HV %	Dep. Satn vic	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
South: Rockingham Road South												
1	L2	74	12.1	0.043	5.7	LOS A	0.0	0.0	0.00	0.52	0.00	54.5
2	T1	2294	9.5	0.625	0.1	LOS A	0.0	0.0	0.00	0.00	0.00	59.7
Approach		2368	9.6	0.625	0.3	NA	0.0	0.0	0.00	0.02	0.00	59.5
West: Gardiner Road												
10	L2	87	12.7	0.349	23.3	LOS C	1.3	9.8	0.89	1.00	1.08	42.8
Approach		87	12.7	0.349	23.3	LOS C	1.3	9.8	0.89	1.00	1.08	42.8
All Vehicles		2456	9.7	0.625	1.1	NA	1.3	9.8	0.03	0.05	0.04	58.7

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# Technical Note

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Table 15 - Movement Summary, AM peak period (7:00-9:00), Fawcett Road Closed

Movement Performance - Vehicles												
Mov ID	Turn	Total veh/h	Demand Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
South: Rockingham Road South												
1	L2	84	0.0	0.045	5.6	LOS A	0.0	0.0	0.00	0.53	0.00	54.9
2	T1	2261	0.0	0.580	0.1	LOS A	0.0	0.0	0.00	0.00	0.00	59.8
Approach		2345	0.0	0.580	0.3	NA	0.0	0.0	0.00	0.02	0.00	59.6
West: Gardiner Road												
10	L2	94	0.0	0.263	16.6	LOS C	1.0	6.7	0.83	0.95	0.94	46.7
Approach		94	0.0	0.263	16.6	LOS C	1.0	6.7	0.83	0.95	0.94	46.7
All Vehicles		2439	0.0	0.580	0.9	NA	1.0	6.7	0.03	0.05	0.04	59.0

Table 16 - Movement Summary, PM peak period (16:00-18:00), Fawcett Road Open

Movement Performance - Vehicles												
Mov ID	Turn	Total veh/h	Demand Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
South: Rockingham Road South												
1	L2	21	1.1	0.011	5.6	LOS A	0.0	0.0	0.00	0.53	0.00	54.9
2	T1	733	9.8	0.200	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
Approach		754	9.6	0.200	0.2	NA	0.0	0.0	0.00	0.01	0.00	59.8
West: Gardiner Road												
10	L2	313	8.8	0.290	7.6	LOS A	1.3	9.9	0.49	0.69	0.49	52.2
Approach		313	8.8	0.290	7.6	LOS A	1.3	9.9	0.49	0.69	0.49	52.2
All Vehicles		1067	9.3	0.290	2.4	NA	1.3	9.9	0.14	0.21	0.14	57.3

Table 17 - Movement Summary, PM peak period (16:00-18:00), Fawcett Road Closed

Movement Performance - Vehicles												
Mov ID	Turn	Total veh/h	Demand Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
South: Rockingham Road South												
1	L2	32	0.0	0.017	5.6	LOS A	0.0	0.0	0.00	0.53	0.00	54.9
2	T1	726	0.0	0.186	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
Approach		758	0.0	0.186	0.3	NA	0.0	0.0	0.00	0.02	0.00	59.7
West: Gardiner Road												
10	L2	315	0.0	0.269	7.2	LOS A	1.2	8.5	0.46	0.66	0.46	52.7
Approach		315	0.0	0.269	7.2	LOS A	1.2	8.5	0.46	0.66	0.46	52.7
All Vehicles		1073	0.0	0.269	2.3	NA	1.2	8.5	0.14	0.21	0.14	57.4

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## Technical Note

**ARUP**

The results from the SIDRA analysis show that the LOS along Rockingham Road is acceptable (LOS A) and the left turn from Gardiner Road is acceptable for both the AM (LOS C) and PM (LOS A) peaks. The degree of saturation is also low across the different options and peak periods with a max saturation across all options of 63% in the AM peak in the Fawcett Road open scenario. In addition, the maximum average delay time on Gardiner Road was 23 seconds in the AM peak in the Fawcett Road open scenario. From this analysis, it is clear that the Gardiner Road entry to Rockingham Road is sufficient for both options for both peak periods.

## 7 Conclusion

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In conclusion, the closure of Fawcett Road will not have adverse impacts on the surrounding area and in fact it will relieve internal network from traffic. The modelling analysis has shown that Gardiner Road, McGrath Road and Russell Road will see shifts in traffic volumes, however these volumes will not impact the overall performance of the corridors. Based on the volume capacity ratio analysis, it is clear that the level of service on the road network will see no change in road satisfactory operation. However, SIDRA analysis results show Russell Road and Rockingham Road intersection performance is currently nearing its capacity. Fawcett Road closure has a marginal negative effect on the intersection. Therefore, it is noted that Russell Road can be a potential corridor which might reach its capacity in the future.

As a result, Fawcett Road corridor closure creates potential need for future improvements to the Russell Road corridor which could be achieved by signal improvements.

It should be noted that this analysis has been undertaken as additional analysis for the District Transport Study and the scenarios have followed logical assumptions from previous analysis.

## Technical Note

259590-00      30 July 2018

### **A1**      **Traffic Counts Fawcett Road Open**

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SITE 4672

# Hourly Volume

Russell Rd (H025)

2016/17

Monday to Friday

West of Rockingham Rd (SLK 9.56)

	All Vehicles		
	EB	WB	Both
00:00	17	24	41
01:00	9	13	22
02:00	8	12	20
03:00	11	17	28
04:00	14	61	75
05:00	30	607	637
06:00	74	770	844
07:00	127	672	799
08:00	163	595	758
09:00	207	356	563
10:00	234	302	536
11:00	271	283	554
12:00	314	314	628
13:00	303	282	585
14:00	408	258	666
15:00	410	211	621
16:00	386	177	563
17:00	354	154	508
18:00	159	106	265
19:00	94	55	149
20:00	62	43	105
21:00	66	27	93
22:00	49	13	62
23:00	25	20	45
<b>TOTAL</b>	<b>3795</b>	<b>5372</b>	<b>9167</b>

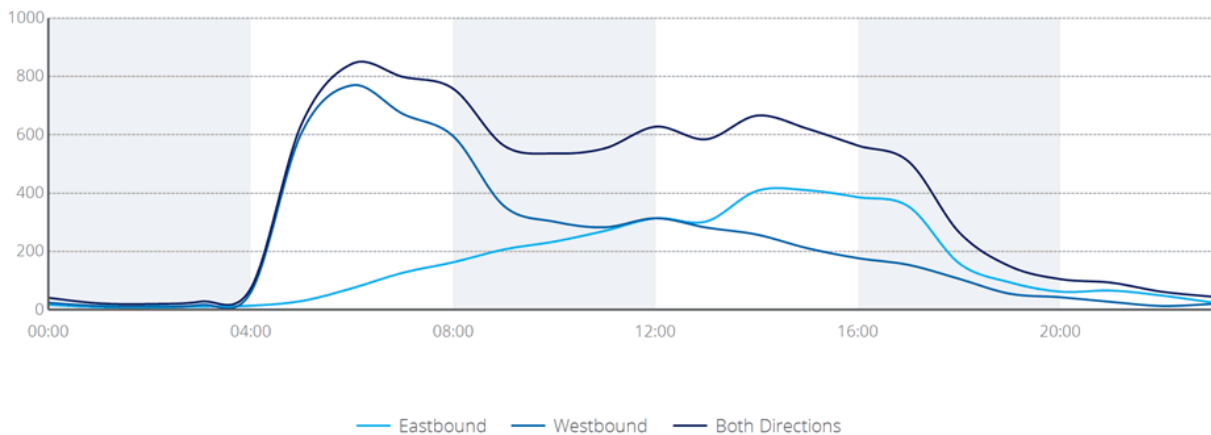
	Heavy Vehicles				%
	EB	WB	Both		
	1	5	6	14.6	
	3	3	6	27.3	
	1	3	4	20.0	
	2	2	4	14.3	
	3	7	10	13.3	
	6	28	34	5.3	
	15	47	62	7.3	
	29	55	84	10.5	
	36	65	101	13.3	
	60	68	128	22.7	
	48	71	119	22.2	
	51	56	107	19.3	
	50	68	118	18.8	
	47	63	110	18.8	
	50	52	102	15.3	
	36	32	68	11.0	
	17	20	37	6.6	
	9	11	20	3.9	
	7	6	13	4.9	
	2	7	9	6.0	
	1	4	5	4.8	
	3	6	9	9.7	
	3	1	4	6.5	
	2	3	5	11.1	
<b>TOTAL</b>	<b>482</b>	<b>683</b>	<b>1165</b>	<b>12.7</b>	



## Peak Statistics

<b>AM</b>	<b>TIME</b>	11:45	05:30	<b>05:30</b>	09:00	10:15	<b>09:00</b>
	<b>VOL</b>	301	797	<b>856</b>	60	72	<b>128</b>
<b>PM</b>	<b>TIME</b>	14:30	12:15	<b>14:00</b>	13:15	12:15	<b>13:15</b>
	<b>VOL</b>	448	318	<b>666</b>	55	68	<b>122</b>

Volume





SITE 4672

# Hourly Volume

Russell Rd (H025)

2016/17

Monday to Sunday

West of Rockingham Rd (SLK 9.56)

	All Vehicles		
	EB	WB	Both
00:00	19	19	38
01:00	11	11	22
02:00	8	14	22
03:00	11	14	25
04:00	12	47	59
05:00	25	445	470
06:00	54	535	589
07:00	99	472	571
08:00	130	427	557
09:00	165	271	436
10:00	185	235	420
11:00	217	237	454
12:00	252	252	504
13:00	228	223	451
14:00	313	205	518
15:00	307	170	477
16:00	287	147	434
17:00	269	137	406
18:00	129	98	227
19:00	89	52	141
20:00	57	38	95
21:00	64	30	94
22:00	62	22	84
23:00	32	21	53
<b>TOTAL</b>	<b>3025</b>	<b>4122</b>	<b>7147</b>

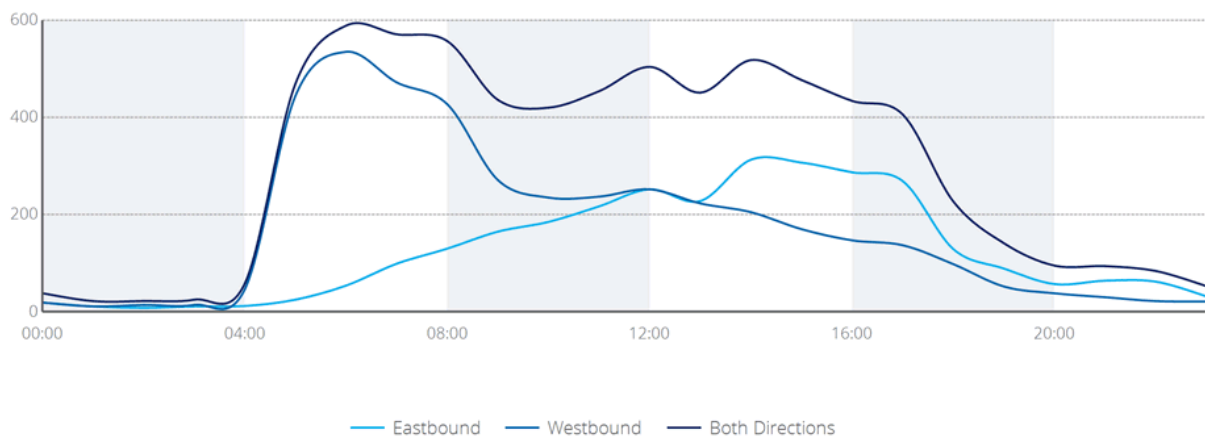
	Heavy Vehicles				%
	EB	WB	Both		
00:00	1	4	5		13.2
01:00	2	2	4		18.2
02:00	0	3	3		13.6
03:00	1	1	2		8.0
04:00	1	5	6		10.2
05:00	4	20	24		5.1
06:00	10	32	42		7.1
07:00	21	38	59		10.3
08:00	25	43	68		12.2
09:00	40	46	86		19.7
10:00	32	46	78		18.6
11:00	32	38	70		15.4
12:00	33	44	77		15.3
13:00	31	41	72		16.0
14:00	33	37	70		13.5
15:00	24	21	45		9.4
16:00	12	15	27		6.2
17:00	7	8	15		3.7
18:00	6	4	10		4.4
19:00	2	6	8		5.7
20:00	1	3	4		4.2
21:00	3	5	8		8.5
22:00	3	2	5		6.0
23:00	2	2	4		7.5
<b>TOTAL</b>	<b>326</b>	<b>466</b>	<b>792</b>		<b>11.1</b>



## Peak Statistics

<b>AM</b>	<b>TIME</b>	11:45	05:30	<b>05:30</b>	09:00	08:45	<b>09:00</b>
	<b>VOL</b>	250	570	<b>615</b>	40	49	<b>86</b>
<b>PM</b>	<b>TIME</b>	14:30	12:15	<b>14:00</b>	13:15	13:30	<b>13:15</b>
	<b>VOL</b>	328	254	<b>518</b>	36	45	<b>80</b>

Volume





SITE 4672

# Hourly Volume

Russell Rd (H025)

2016/17  
Weekend

West of Rockingham Rd (SLK 9.56)

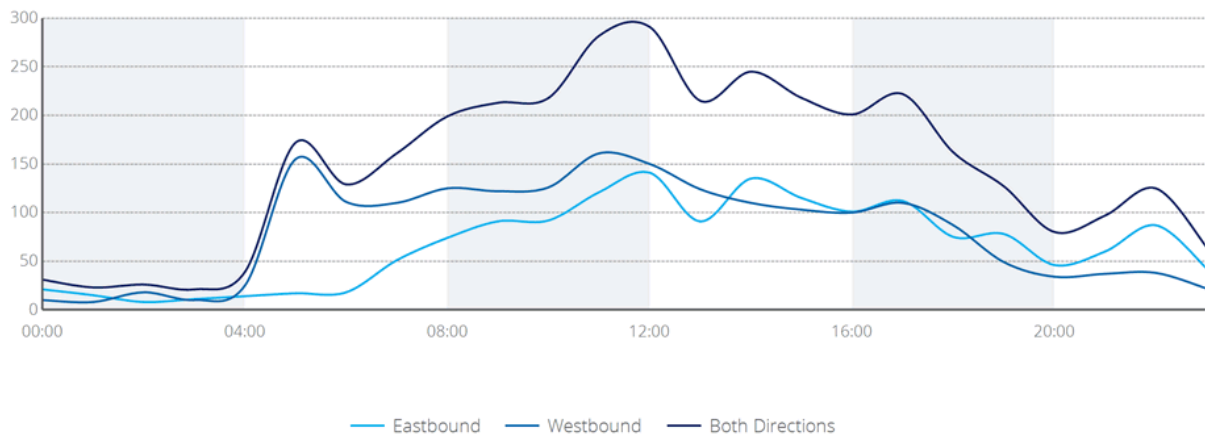
	All Vehicles			Heavy Vehicles				
	EB	WB	Both	EB	WB	Both		%
00:00	21	10	31	1	2	3		9.7
01:00	15	8	23	2	1	3		13.0
02:00	8	18	26	0	2	2		7.7
03:00	11	10	21	0	1	1		4.8
04:00	14	25	39	2	3	5		12.8
05:00	17	155	172	1	7	8		4.7
06:00	18	111	129	3	6	9		7.0
07:00	51	110	161	9	5	14		8.7
08:00	74	125	199	10	6	16		8.0
09:00	91	122	213	8	7	15		7.0
10:00	92	126	218	3	10	13		6.0
11:00	121	161	282	3	9	12		4.3
12:00	141	150	291	8	7	15		5.2
13:00	91	124	215	3	7	10		4.7
14:00	135	110	245	3	9	12		4.9
15:00	115	103	218	5	8	13		6.0
16:00	101	100	201	3	11	14		7.0
17:00	112	110	222	4	3	7		3.2
18:00	75	87	162	4	3	7		4.3
19:00	78	49	127	2	5	7		5.5
20:00	46	34	80	0	3	3		3.8
21:00	60	37	97	3	3	6		6.2
22:00	87	38	125	2	4	6		4.8
23:00	43	22	65	2	1	3		4.6
<b>TOTAL</b>	<b>1617</b>	<b>1945</b>	<b>3562</b>	<b>81</b>	<b>123</b>	<b>204</b>		<b>5.7</b>



## Peak Statistics

<b>AM</b>	<b>TIME</b>	11:45	05:15	11:30	08:00	09:30	08:00
	<b>VOL</b>	157	165	317	10	10	16
<b>PM</b>	<b>TIME</b>	12:00	12:15	12:00	12:00	15:45	14:15
	<b>VOL</b>	141	150	291	8	12	15

Volume



		2 Hour Total Vehicles	
		NB AM	SB PM
SITE A	Fawcett Rd south of Mayor Rd	169	223
SITE B	Rockingham Rd west of Stock Rd	380	315
SITE C	McGrath Rd south of Fawcett Rd	23	56

		Matches		
Northbound B -> A	10	vehicles	6%	Thru-traffic
Northbound C -> A	15	vehicles	9%	Thru-traffic
Southbound A -> B	19	vehicles	9%	Thru-traffic
Southbound A -> C	26	vehicles	12%	Thru-traffic

Northbound 15 min Flows	A	B	C
	0700 - 0715	14	39
0715 - 0730	23	35	4
0730 - 0745	15	48	0
0745 - 0800	19	58	3
0800 - 0815	19	41	2
0815 - 0830	32	57	2
0830 - 0845	39	63	5
0845 - 0900	8	39	4
	169	380	23

Southbound 15 min Flows	A	B	C
	1500 - 1515	43	39
1515 - 1530	35	46	9
1530 - 1545	21	36	6
1545 - 1600	24	48	8
1600 - 1615	27	47	5
1615 - 1630	13	34	8
1630 - 1645	32	33	8
1645 - 1700	28	32	5
	223	315	56





**City of Cockburn**  
**Weekly Vehicle Counts (Virtual Week)**

**Datasets:**

**Site:** [Fawcett-03] Fawcett Road - 300m south of Albion Avenue (Coogee) <50>  
**Attribute:** [-32.137993 +115.779063]  
**Direction:** 7 - North bound A>B, South bound B>A. **Lane:** 0  
**Survey Duration:** 13:40 Wednesday, 13 May 2015 => 13:31 Thursday, 21 May 2015,  
**Zone:**  
**File:** Fawcett-03 0 2015-05-21 1330.EC0 (Plus )  
**Identifier:** FS33EQCZ MC56-L5 [MC55] (c)Microcom 19Oct04  
**Algorithm:** Factory default axle (v4.06)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 14:00 Wednesday, 13 May 2015 => 13:00 Thursday, 21 May 2015 (7.95833)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** North, South (bound), P = North  
**Separation:** GapX > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 4262 / 4296 (99.21%)

City of Cockburn traffic data

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-449**

**Site:** Fawcett-03.0.1NS  
**Description:** Fawcett Road - 300m south of Albion Avenue (Coogee) <50>  
**Filter time:** 14:00 Wednesday, 13 May 2015 => 13:00 Thursday, 21 May 2015  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1 2 3 4 5 6 7 8 9 10 11 12 ) Dir(NS) Sp(10,160) GapX(>0) Span(0 - 100)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	1.0	0.0	1.0	1.0	2.0	2.0	0.7	1.0
0100-0200	0.0	0.0	1.0	0.0	1.0	1.0	1.0	0.3	0.5
0200-0300	2.0	1.0	1.0	1.0	3.0	4.0	1.0	1.5	1.8
0300-0400	1.0	1.0	1.0	3.0	1.0	3.0	1.0	1.7	1.8
0400-0500	3.0	1.0	2.0	3.0	2.0	1.0	0.0	2.3	1.9
0500-0600	29.0	28.0	26.0	28.5	26.0	9.0	2.0	27.7	22.1
0600-0700	<b>81.0</b>	<b>87.0</b>	<b>86.0</b>	<b>85.0</b>	<b>67.0</b>	15.0	2.0	<b>81.8</b>	<b>63.5</b>
0700-0800	55.0	60.0	63.0	62.5	56.0	9.0	7.0	59.8	46.9
0800-0900	42.0	50.0	42.0	41.5	49.0	18.0	10.0	44.3	36.8
0900-1000	29.0	25.0	28.0	24.5	37.0	17.0	14.0	28.0	24.9
1000-1100	24.0	35.0	23.0	31.0	29.0	24.0	22.0	28.8	27.4
1100-1200	28.0	31.0	28.0	33.0	36.0	<b>25.0</b>	<b>26.0</b>	31.5	30.0
1200-1300	46.0	37.0	<b>56.0</b>	41.0	41.0	<b>30.0</b>	19.0	43.7	38.9
1300-1400	31.0	37.0	52.0	35.0	42.0	26.0	23.0	39.4	35.1
1400-1500	36.0	40.0	34.5	39.0	<b>48.0</b>	21.0	16.0	38.7	33.6
1500-1600	39.0	39.0	49.0	<b>60.0</b>	46.0	25.0	<b>28.0</b>	47.0	41.9
1600-1700	<b>51.0</b>	<b>57.0</b>	50.5	56.0	46.0	19.0	16.0	<b>51.8</b>	<b>43.3</b>
1700-1800	39.0	44.0	50.0	46.0	33.0	23.0	25.0	43.7	38.8
1800-1900	14.0	15.0	22.5	21.0	22.0	14.0	10.0	19.5	17.6
1900-2000	17.0	11.0	9.5	7.0	17.0	13.0	20.0	11.8	13.0
2000-2100	4.0	8.0	7.0	6.0	3.0	6.0	4.0	5.8	5.6
2100-2200	4.0	6.0	5.5	9.0	2.0	3.0	3.0	5.3	4.8
2200-2300	4.0	4.0	6.5	4.0	7.0	5.0	1.0	5.3	4.8
2300-2400	2.0	2.0	0.0	1.0	5.0	2.0	0.0	1.7	1.5
<b>Totals</b>									
0700-1900	434.0	470.0	498.5	490.5	485.0	251.0	216.0	476.2	415.0
0600-2200	540.0	582.0	606.5	597.5	574.0	288.0	245.0	581.1	501.9
0600-0000	546.0	588.0	613.0	602.5	586.0	295.0	246.0	588.1	508.1
0000-0000	581.0	620.0	644.0	639.0	620.0	315.0	253.0	622.2	537.1
<b>AM Peak</b>	0600	0600	0600	0600	0600	1100	1100		
	81.0	87.0	86.0	85.0	67.0	25.0	26.0		
<b>PM Peak</b>	1600	1600	1200	1500	1400	1200	1500		
	51.0	57.0	56.0	60.0	48.0	30.0	28.0		

\* - No data.

City of Cockburn traffic data

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-450**

**Site:** Fawcett-03.0.1NS  
**Description:** Fawcett Road - 300m south of Albion Avenue (Coogee) <50>  
**Filter time:** 14:00 Wednesday, 13 May 2015 => 13:00 Thursday, 21 May 2015  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1 2 3 4 5 6 7 8 9 10 11 12 ) Dir(N) Sp(10,160) GapX(>0) Span(0 - 100)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages		
								1 - 5	1 - 7	
0000-0100	0.0	1.0	0.0	0.5	1.0	1.0	1.0	0.5	0.6	
0100-0200	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.2	0.3	
0200-0300	1.0	0.0	0.0	1.0	2.0	2.0	1.0	0.8	1.0	
0300-0400	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.3	
0400-0500	2.0	1.0	1.0	1.0	1.0	0.0	0.0	1.2	0.9	
0500-0600	1.0	2.0	1.0	2.0	2.0	1.0	0.0	1.7	1.4	
0600-0700	4.0	7.0	5.0	7.0	2.0	2.0	0.0	5.3	4.3	
0700-0800	6.0	10.0	9.0	10.5	12.0	0.0	0.0	9.7	7.3	
0800-0900	10.0	13.0	10.0	10.0	15.0	7.0	4.0	11.3	9.9	
0900-1000	9.0	9.0	12.0	10.5	12.0	4.0	1.0	10.5	8.5	
1000-1100	8.0	14.0	6.0	9.5	11.0	13.0	13.0	9.7	10.5	
1100-1200	11.0	14.0	14.0	15.0	15.0	17.0	13.0	14.0	14.3	
1200-1300	21.0	15.0	17.0	18.5	20.0	10.0	10.0	18.3	16.3	
1300-1400	11.0	15.0	21.0	12.0	15.0	14.0	8.0	14.8	13.7	
1400-1500	16.0	22.0	19.0	18.0	23.0	6.0	7.0	19.5	16.3	
1500-1600	21.0	23.0	24.0	35.0	25.0	13.0	20.0	25.3	23.1	
1600-1700	33.0	33.0	29.0	39.0	20.0	7.0	7.0	30.5	24.6	
1700-1800	26.0	27.0	28.0	31.0	22.0	7.0	10.0	27.0	22.4	
1800-1900	10.0	8.0	14.0	11.0	15.0	8.0	6.0	12.0	10.8	
1900-2000	6.0	5.0	2.5	5.0	10.0	7.0	9.0	5.2	5.9	
2000-2100	0.0	2.0	2.5	2.0	1.0	2.0	1.0	1.7	1.6	
2100-2200	2.0	2.0	3.0	2.0	0.0	1.0	1.0	2.0	1.8	
2200-2300	2.0	3.0	3.5	2.0	4.0	4.0	0.0	3.0	2.8	
2300-2400	2.0	0.0	0.0	1.0	2.0	0.0	0.0	0.8	0.6	
<b>Totals</b>										
0700-1900	182.0	203.0	203.0	220.0	205.0	106.0	99.0	202.6	177.5	
0600-2200	194.0	219.0	216.0	236.0	218.0	118.0	110.0	216.8	191.0	
0600-0000	198.0	222.0	219.5	239.0	224.0	122.0	110.0	220.6	194.3	
0000-0000	202.0	226.0	222.5	243.5	230.0	129.0	112.0	225.0	198.7	
<b>AM Peak</b>	1100	1100	1100	1100	1100	1100	1100			
	11.0	14.0	14.0	15.0	15.0	17.0	13.0			
<b>PM Peak</b>	1600	1600	1600	1600	1500	1300	1500			
	33.0	33.0	29.0	39.0	25.0	14.0	20.0			

\* - No data.

City of Cockburn traffic data





**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-451**

**Site:** Fawcett-03.0.1NS  
**Description:** Fawcett Road - 300m south of Albion Avenue (Coogee) <50>  
**Filter time:** 14:00 Wednesday, 13 May 2015 => 13:00 Thursday, 21 May 2015  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1 2 3 4 5 6 7 8 9 10 11 12 ) Dir(S) Sp(10,160) GapX(>0) Span(0 - 100)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages		
								1 - 5	1 - 7	
0000-0100	0.0	0.0	0.0	0.5	0.0	1.0	1.0	0.2	0.4	
0100-0200	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.2	0.3	
0200-0300	1.0	1.0	1.0	0.0	1.0	2.0	0.0	0.7	0.8	
0300-0400	1.0	1.0	1.0	3.0	1.0	1.0	1.0	1.7	1.5	
0400-0500	1.0	0.0	1.0	2.0	1.0	1.0	0.0	1.2	1.0	
0500-0600	28.0	26.0	25.0	26.5	24.0	8.0	2.0	26.0	20.8	
0600-0700	77.0	80.0	81.0	78.0	65.0	13.0	2.0	76.5	59.3	
0700-0800	49.0	50.0	54.0	52.0	44.0	9.0	7.0	50.2	39.6	
0800-0900	32.0	37.0	32.0	31.5	34.0	11.0	6.0	33.0	26.9	
0900-1000	20.0	16.0	16.0	14.0	25.0	13.0	13.0	17.5	16.4	
1000-1100	16.0	21.0	17.0	21.5	18.0	11.0	9.0	19.2	16.9	
1100-1200	17.0	17.0	14.0	18.0	21.0	8.0	13.0	17.5	15.8	
1200-1300	25.0	22.0	39.0	22.5	21.0	20.0	9.0	25.3	22.6	
1300-1400	20.0	22.0	31.0	23.0	27.0	12.0	15.0	24.6	21.4	
1400-1500	20.0	18.0	15.5	21.0	25.0	15.0	9.0	19.2	17.4	
1500-1600	18.0	16.0	25.0	25.0	21.0	12.0	8.0	21.7	18.8	
1600-1700	18.0	24.0	21.5	17.0	26.0	12.0	9.0	21.3	18.6	
1700-1800	13.0	17.0	22.0	15.0	11.0	16.0	15.0	16.7	16.4	
1800-1900	4.0	7.0	8.5	10.0	7.0	6.0	4.0	7.5	6.9	
1900-2000	11.0	6.0	7.0	2.0	7.0	6.0	11.0	6.7	7.1	
2000-2100	4.0	6.0	4.5	4.0	2.0	4.0	3.0	4.2	4.0	
2100-2200	2.0	4.0	2.5	7.0	2.0	2.0	2.0	3.3	3.0	
2200-2300	2.0	1.0	3.0	2.0	3.0	1.0	1.0	2.3	2.0	
2300-2400	0.0	2.0	0.0	0.0	3.0	2.0	0.0	0.8	0.9	
<b>Totals</b>										
0700-1900	252.0	267.0	295.5	270.5	280.0	145.0	117.0	273.6	237.6	
0600-2200	346.0	363.0	390.5	361.5	356.0	170.0	135.0	364.3	310.9	
0600-0000	348.0	366.0	393.5	363.5	362.0	173.0	136.0	367.4	313.8	
0000-0000	379.0	394.0	421.5	395.5	390.0	186.0	141.0	397.3	338.4	
<b>AM Peak</b>	0600	0600	0600	0600	0600	0900	1100			
	77.0	80.0	81.0	78.0	65.0	13.0	13.0			
<b>PM Peak</b>	1200	1600	1200	1500	1300	1200	1700			
	25.0	24.0	39.0	25.0	27.0	20.0	15.0			

\* - No data.

City of Cockburn traffic data

**MetroCount Traffic Executive**  
**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-848 -- English (ENA)****Datasets:**

**Site:** [McGrath-01] McGrath Road - 60m north of Russell Road <50>  
**Direction:** 7 - North bound A>B, South bound B>A. **Lane:** 0  
**Survey Duration:** 14:36 Monday, 19 May 2014 => 13:26 Thursday, 29 May 2014  
**Zone:**  
**File:** McGrath-01 0 2014-05-29 1325.EC0 (Plus )  
**Identifier:** FQ89MEQ9 MC56-L5 [MC55] (c)Microcom 19Oct04  
**Algorithm:** Factory default axle (v4.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 15:00 Monday, 19 May 2014 => 13:00 Thursday, 29 May 2014  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** North, South (bound), P = North  
**Separation:** All - (Headway)  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (meter, kilometer, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 22230 / 22426 (99.13%)

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-848**

**Site:** McGrath-01.0.0NS  
**Description:** McGrath Road - 60m north of Russell Road <50>  
**Filter time:** 15:00 Monday, 19 May 2014 => 13:00 Thursday, 29 May 2014  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1 2 3 4 5 6 7 8 9 10 11 12 ) Dir(NS) Sp(10,160) Headway(>0)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	3.0	4.5	5.5	8.0	2.0	3.0	4.3	3.9
0100-0200	0.0	5.5	5.0	3.5	1.0	4.0	3.0	3.6	3.6
0200-0300	0.0	4.0	4.0	3.0	3.0	1.0	2.0	3.1	2.8
0300-0400	5.0	5.0	4.0	4.5	4.0	3.0	0.0	4.5	3.9
0400-0500	2.0	2.0	2.0	3.5	5.0	1.0	2.0	2.8	2.5
0500-0600	115.0	121.0	126.0	125.5	122.0	30.0	7.0	122.8	101.9
0600-0700	156.0	159.5	133.0	149.5	134.0	24.0	9.0	146.8	120.7
0700-0800	145.0	170.0	139.5	145.0	151.0	32.0	6.0	150.6	124.3
0800-0900	127.0	130.5	103.0	106.5	133.0	25.0	18.0	117.5	98.3
0900-1000	93.0	112.0	101.5	99.5	110.0	38.0	17.0	103.6	88.4
1000-1100	78.0	93.0	75.5	101.0	98.0	52.0	28.0	89.4	79.5
1100-1200	105.0	118.0	108.0	106.0	107.0	67.0	24.0	109.5	96.7
1200-1300	163.0	157.0	157.0	147.5	184.0	99.0	39.0	158.8	140.8
1300-1400	122.0	89.0	113.5	119.0	148.0	54.0	28.0	113.4	97.3
1400-1500	157.0	155.5	171.0	166.0	289.0	47.0	45.0	180.7	150.8
1500-1600	309.5	353.5	342.5	343.0	343.0	32.0	41.0	337.1	277.0
1600-1700	528.5	481.0	498.5	478.0	427.0	38.0	29.0	490.1	398.8
1700-1800	433.0	444.0	436.0	494.0	330.0	41.0	31.0	431.3	352.2
1800-1900	59.5	77.5	79.5	73.0	49.0	17.0	12.0	69.4	58.4
1900-2000	17.5	20.5	23.0	29.0	12.0	7.0	11.0	20.4	18.1
2000-2100	11.5	13.5	11.5	16.0	12.0	9.0	9.0	12.6	11.9
2100-2200	9.0	6.0	6.0	10.0	20.0	2.0	2.0	9.0	7.6
2200-2300	3.0	4.5	6.5	3.0	9.0	0.0	1.0	5.0	4.1
2300-2400	4.0	1.5	3.0	7.0	8.0	8.0	3.0	4.0	4.3
<b>Totals</b>									
0700-1900	2320.5	2381.0	2325.5	2378.5	2369.0	542.0	318.0	2351.4	1962.5
0600-2200	2514.5	2580.5	2499.0	2583.0	2547.0	584.0	349.0	2540.1	2120.8
0600-0000	2521.5	2586.5	2508.5	2593.0	2564.0	592.0	353.0	2549.1	2129.2
0000-0000	2643.5	2727.0	2654.0	2738.5	2707.0	633.0	370.0	2690.1	2247.8
<b>AM Peak</b>	0600	0700	0700	0600	0700	1100	1000		
	156.0	170.0	139.5	149.5	151.0	67.0	28.0		
<b>PM Peak</b>	1600	1600	1600	1700	1600	1200	1400		
	528.5	481.0	498.5	494.0	427.0	99.0	45.0		

\* - No data.

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-849**

**Site:** McGrath-01.0.0NS  
**Description:** McGrath Road - 60m north of Russell Road <50>  
**Filter time:** 15:00 Monday, 19 May 2014 => 13:00 Thursday, 29 May 2014  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1 2 3 4 5 6 7 8 9 10 11 12 ) Dir(N) Sp(10,160) Headway(>0)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	3.0	4.0	4.5	5.0	1.0	2.0	3.5	3.1
0100-0200	0.0	4.0	4.0	2.5	1.0	2.0	2.0	2.8	2.6
0200-0300	0.0	3.0	3.0	2.0	3.0	1.0	1.0	2.4	2.1
0300-0400	3.0	2.5	2.0	2.5	2.0	3.0	0.0	2.4	2.2
0400-0500	1.0	0.5	0.5	1.5	2.0	0.0	0.0	1.0	0.8
0500-0600	5.0	11.5	10.0	8.5	11.0	5.0	3.0	9.5	8.4
0600-0700	26.0	26.5	25.5	29.0	19.0	7.0	4.0	25.9	21.8
0700-0800	70.0	<b>88.0</b>	71.5	<b>73.0</b>	79.0	18.0	1.0	<b>76.8</b>	63.3
0800-0900	<b>74.0</b>	77.0	59.0	63.0	<b>83.0</b>	15.0	9.0	69.4	57.9
0900-1000	62.0	70.0	65.5	65.5	75.0	22.0	7.0	67.4	56.8
1000-1100	56.0	60.0	54.0	68.5	72.0	40.0	13.0	61.6	54.6
1100-1200	70.0	83.0	<b>72.5</b>	72.5	72.0	<b>56.0</b>	<b>18.0</b>	74.8	<b>67.2</b>
1200-1300	108.0	107.0	106.5	99.5	136.0	<b>88.0</b>	29.0	108.8	98.7
1300-1400	83.0	62.5	78.5	84.0	113.0	46.0	20.0	80.3	69.8
1400-1500	137.0	126.5	146.0	137.0	260.0	34.0	<b>31.0</b>	154.1	127.1
1500-1600	284.0	331.0	313.0	319.0	310.0	25.0	27.0	310.6	253.7
1600-1700	<b>503.0</b>	<b>459.5</b>	<b>473.5</b>	458.0	<b>405.0</b>	28.0	21.0	<b>466.9</b>	<b>378.4</b>
1700-1800	412.5	419.5	417.0	<b>469.0</b>	305.0	32.0	23.0	409.0	332.7
1800-1900	54.5	72.5	67.5	66.0	46.0	17.0	9.0	62.6	52.7
1900-2000	11.0	16.5	17.0	22.0	7.0	4.0	7.0	14.8	12.9
2000-2100	6.5	7.5	8.5	7.0	9.0	5.0	4.0	7.6	7.0
2100-2200	5.0	4.0	5.0	10.0	15.0	1.0	2.0	6.6	5.6
2200-2300	2.5	3.0	4.0	3.0	6.0	0.0	1.0	3.5	2.9
2300-2400	1.5	0.5	2.0	4.0	6.0	4.0	1.0	2.3	2.3
<b>Totals</b>									
0700-1900	1914.0	1956.5	1924.5	1975.0	1956.0	421.0	208.0	1942.2	1612.9
0600-2200	1962.5	2011.0	1980.5	2043.0	2006.0	438.0	225.0	1997.1	1660.2
0600-0000	1966.5	2014.5	1986.5	2050.0	2018.0	442.0	227.0	2002.8	1665.4
0000-0000	1975.5	2039.0	2010.0	2071.5	2042.0	454.0	235.0	2024.3	1684.6
<b>AM Peak</b>	0800	0700	1100	0700	0800	1100	1100		
	74.0	88.0	72.5	73.0	83.0	56.0	18.0		
<b>PM Peak</b>	1600	1600	1600	1700	1600	1200	1400		
	503.0	459.5	473.5	469.0	405.0	88.0	31.0		

\* - No data.



**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-850**

**Site:** McGrath-01.0.0NS  
**Description:** McGrath Road - 60m north of Russell Road <50>  
**Filter time:** 15:00 Monday, 19 May 2014 => 13:00 Thursday, 29 May 2014  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1 2 3 4 5 6 7 8 9 10 11 12 ) Dir(S) Sp(10,160) Headway(>0)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages		
								1 - 5	1 - 7	
0000-0100	0.0	0.0	0.5	1.0	3.0	1.0	1.0	0.8	0.8	
0100-0200	0.0	1.5	1.0	1.0	0.0	2.0	1.0	0.9	1.0	
0200-0300	0.0	1.0	1.0	1.0	0.0	0.0	1.0	0.8	0.7	
0300-0400	2.0	2.5	2.0	2.0	2.0	0.0	0.0	2.1	1.7	
0400-0500	1.0	1.5	1.5	2.0	3.0	1.0	2.0	1.8	1.7	
0500-0600	110.0	109.5	116.0	117.0	111.0	25.0	4.0	113.3	93.5	
0600-0700	130.0	133.0	107.5	120.5	115.0	17.0	5.0	120.9	98.9	
0700-0800	75.0	82.0	68.0	72.0	72.0	14.0	5.0	73.9	61.0	
0800-0900	53.0	53.5	44.0	43.5	50.0	10.0	9.0	48.1	40.4	
0900-1000	31.0	42.0	36.0	34.0	35.0	16.0	10.0	36.3	31.6	
1000-1100	22.0	33.0	21.5	32.5	26.0	12.0	15.0	27.8	24.9	
1100-1200	35.0	35.0	35.5	33.5	35.0	11.0	6.0	34.8	29.5	
1200-1300	55.0	50.0	50.5	48.0	48.0	11.0	10.0	50.0	42.1	
1300-1400	39.0	26.5	35.0	35.0	35.0	8.0	8.0	33.1	27.6	
1400-1500	20.0	29.0	25.0	29.0	29.0	13.0	14.0	26.6	23.7	
1500-1600	25.5	22.5	29.5	24.0	33.0	7.0	14.0	26.5	23.3	
1600-1700	25.5	21.5	25.0	20.0	22.0	10.0	8.0	23.3	20.4	
1700-1800	20.5	24.5	19.0	25.0	25.0	9.0	8.0	22.3	19.5	
1800-1900	5.0	5.0	12.0	7.0	3.0	0.0	3.0	6.8	5.7	
1900-2000	6.5	4.0	6.0	7.0	5.0	3.0	4.0	5.6	5.2	
2000-2100	5.0	6.0	3.0	9.0	3.0	4.0	5.0	5.0	4.9	
2100-2200	4.0	2.0	1.0	0.0	5.0	1.0	0.0	2.4	2.0	
2200-2300	0.5	1.5	2.5	0.0	3.0	0.0	0.0	1.5	1.2	
2300-2400	2.5	1.0	1.0	3.0	2.0	4.0	2.0	1.8	2.0	
<b>Totals</b>										
0700-1900	406.5	424.5	401.0	403.5	413.0	121.0	110.0	409.2	349.6	
0600-2200	552.0	569.5	518.5	540.0	541.0	146.0	124.0	543.1	460.6	
0600-0000	555.0	572.0	522.0	543.0	546.0	150.0	126.0	546.3	463.8	
0000-0000	668.0	688.0	644.0	667.0	665.0	179.0	135.0	665.8	563.2	
<b>AM Peak</b>	0600	0600	0500	0600	0600	0500	1000			
	130.0	133.0	116.0	120.5	115.0	25.0	15.0			
<b>PM Peak</b>	1200	1200	1200	1200	1200	1400	1500			
	55.0	50.0	50.5	48.0	48.0	13.0	14.0			

\* - No data.

## Technical Note

259590-00      30 July 2018

### **A2**      Traffic Counts Fawcett Road Closed

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**MetroCount Traffic Executive**  
**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-96 -- English (ENA)****Datasets:**

**Site:** [18044] McGrath Road 130m north of Russell Road <50>  
**Attribute:** [-32.143253 +115.784750]  
**Direction:** 1 - North bound, A trigger first. **Lane:** 1  
**Survey Duration:** 22:15 Tuesday, 17 July 2018 => 14:10 Wednesday, 25 July 2018,  
**Zone:**  
**File:** 18044 0 2018-07-25 1410.EC1 (Plus )  
**Identifier:** Y5990V8E MC56-L5 [MC55] (c)Microcom 19Oct04  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Site:** [18044] McGrath Road 130m north of Russell Road <50>  
**Attribute:** [-32.143253 +115.784750]  
**Direction:** 3 - South bound, A trigger first. **Lane:** 1  
**Survey Duration:** 22:14 Tuesday, 17 July 2018 => 14:10 Wednesday, 25 July 2018,  
**Zone:**  
**File:** 18044 0 2018-07-25 1411.EC1 (Plus B)  
**Identifier:** GT59DPKH MC56-L5 [MC55] (c)Microcom 19Oct04  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 23:00 Tuesday, 17 July 2018 => 14:00 Wednesday, 25 July 2018 (7.625)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** North, South (bound), P = North, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 10506 / 10529 (99.78%)



**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-96**

**Site:** 18044.1.ON 18044.1.OS  
**Description:** Multiple sites - See Header sheet for site descriptions.  
**Filter time:** 23:00 Tuesday, 17 July 2018 => 14:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(NS) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages		
								1 - 5	1 - 7	
0000-0100	0.0	6.0	10.0	11.0	12.0	4.0	0.0	8.2	6.6	
0100-0200	1.0	2.0	3.0	2.0	1.0	0.0	1.0	2.0	1.6	
0200-0300	1.0	4.0	1.5	0.0	7.0	4.0	3.0	2.5	2.8	
0300-0400	2.0	6.0	8.5	4.0	10.0	2.0	0.0	6.5	5.1	
0400-0500	2.0	3.0	7.5	10.0	14.0	2.0	1.0	7.3	5.9	
0500-0600	11.0	20.0	21.5	13.0	15.0	6.0	2.0	17.0	13.8	
0600-0700	34.0	24.0	22.5	24.0	21.0	9.0	1.0	24.7	19.8	
0700-0800	52.0	58.0	53.0	56.0	54.0	13.0	2.0	54.3	42.6	
0800-0900	52.0	59.0	61.5	61.0	53.0	10.0	6.0	58.0	45.5	
0900-1000	59.0	71.0	72.5	68.0	76.0	22.0	12.0	69.8	56.6	
1000-1100	58.0	49.0	53.5	67.0	64.0	33.0	18.0	57.5	49.5	
1100-1200	77.0	88.0	75.0	66.0	89.0	47.0	12.0	78.3	66.1	
1200-1300	108.0	123.0	114.0	110.0	206.0	105.0	30.0	129.2	113.8	
1300-1400	85.0	80.0	74.5	95.0	97.0	27.0	15.0	84.3	68.5	
1400-1500	116.0	130.0	118.0	127.0	190.0	33.0	19.0	136.2	104.7	
1500-1600	294.0	273.0	299.0	291.0	392.0	21.0	15.0	309.8	226.4	
1600-1700	470.0	486.0	539.0	453.0	298.0	24.0	17.0	449.2	326.7	
1700-1800	249.0	259.0	266.0	267.0	193.0	13.0	15.0	246.8	180.3	
1800-1900	73.0	79.0	86.0	62.0	38.0	10.0	8.0	67.6	50.9	
1900-2000	18.0	29.0	20.0	17.0	17.0	8.0	4.0	20.2	16.1	
2000-2100	15.0	14.0	16.0	17.0	10.0	2.0	2.0	14.4	10.9	
2100-2200	8.0	3.0	5.0	4.0	3.0	4.0	4.0	4.6	4.4	
2200-2300	3.0	2.0	2.0	5.0	4.0	3.0	2.0	3.2	3.0	
2300-2400	7.0	11.0	9.0	9.0	7.0	1.0	2.0	9.0	7.1	
<b>Totals</b>										
0700-1900	1693.0	1755.0	1812.0	1723.0	1750.0	358.0	169.0	1741.1	1331.6	
0600-2200	1768.0	1825.0	1875.5	1785.0	1801.0	381.0	180.0	1805.0	1382.8	
0600-0000	1778.0	1838.0	1886.5	1799.0	1812.0	385.0	184.0	1817.2	1392.9	
0000-0000	1795.0	1879.0	1938.5	1839.0	1871.0	403.0	191.0	1860.7	1428.7	
<b>AM Peak</b>	1100	1100	1100	0900	1100	1100	1000			
	77.0	88.0	75.0	68.0	89.0	47.0	18.0			
<b>PM Peak</b>	1600	1600	1600	1600	1500	1200	1200			
	470.0	486.0	539.0	453.0	392.0	105.0	30.0			

\* - No data.



**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-94**

**Site:** 18044.1.ON  
**Description:** McGrath Road 130m north of Russell Road <50>  
**Filter time:** 23:00 Tuesday, 17 July 2018 => 14:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(N) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	6.0	10.0	10.0	12.0	3.0	0.0	8.0	6.4
0100-0200	1.0	1.0	2.0	1.0	1.0	0.0	1.0	1.3	1.1
0200-0300	1.0	4.0	1.0	0.0	5.0	4.0	2.0	2.0	2.3
0300-0400	2.0	6.0	8.0	4.0	8.0	2.0	0.0	6.0	4.8
0400-0500	2.0	3.0	7.0	10.0	13.0	2.0	1.0	7.0	5.6
0500-0600	3.0	9.0	11.0	8.0	8.0	6.0	1.0	8.3	7.1
0600-0700	19.0	15.0	17.0	18.0	15.0	8.0	1.0	16.8	13.8
0700-0800	39.0	44.0	46.5	46.0	46.0	10.0	1.0	44.7	34.9
0800-0900	47.0	54.0	56.0	57.0	46.0	10.0	6.0	52.7	41.5
0900-1000	52.0	62.0	65.0	61.0	67.0	21.0	10.0	62.0	50.4
1000-1100	46.0	42.0	48.5	59.0	57.0	30.0	16.0	50.2	43.4
1100-1200	66.0	76.0	60.5	59.0	78.0	44.0	11.0	66.7	56.9
1200-1300	90.0	105.0	101.5	96.0	187.0	99.0	26.0	113.5	100.8
1300-1400	70.0	66.0	67.5	85.0	90.0	24.0	13.0	74.3	60.4
1400-1500	108.0	115.0	108.0	115.0	176.0	29.0	15.0	124.4	95.1
1500-1600	267.0	258.0	270.0	269.0	359.0	20.0	13.0	284.6	208.0
1600-1700	457.0	467.0	520.0	439.0	288.0	22.0	15.0	434.2	315.4
1700-1800	247.0	253.0	263.0	259.0	185.0	12.0	13.0	241.4	176.0
1800-1900	72.0	75.0	81.0	58.0	36.0	9.0	8.0	64.4	48.4
1900-2000	16.0	23.0	18.0	15.0	16.0	6.0	4.0	17.6	14.0
2000-2100	9.0	13.0	13.0	12.0	9.0	2.0	2.0	11.2	8.6
2100-2200	4.0	3.0	4.0	4.0	3.0	3.0	2.0	3.6	3.3
2200-2300	3.0	2.0	2.0	4.0	4.0	3.0	1.0	3.0	2.7
2300-2400	7.0	9.5	9.0	9.0	7.0	1.0	2.0	8.5	6.8
<b>Totals</b>									
0700-1900	1561.0	1617.0	1687.5	1603.0	1615.0	330.0	147.0	1613.0	1231.1
0600-2200	1609.0	1671.0	1739.5	1652.0	1658.0	349.0	156.0	1662.2	1270.7
0600-0000	1619.0	1682.5	1750.5	1665.0	1669.0	353.0	159.0	1673.7	1280.2
0000-0000	1628.0	1711.5	1789.5	1698.0	1716.0	370.0	164.0	1706.4	1307.4
<b>AM Peak</b>	1100	1100	0900	0900	1100	1100	1000		
	66.0	76.0	65.0	61.0	78.0	44.0	16.0		
<b>PM Peak</b>	1600	1600	1600	1600	1500	1200	1200		
	457.0	467.0	520.0	439.0	359.0	99.0	26.0		

\* - No data.

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-95**

**Site:** 18044.1.0S  
**Description:** McGrath Road 130m north of Russell Road <50>  
**Filter time:** 23:00 Tuesday, 17 July 2018 => 14:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	0.0	0.0	1.0	0.0	1.0	0.0	0.2	0.3
0100-0200	0.0	1.0	1.0	1.0	0.0	0.0	0.0	0.7	0.5
0200-0300	0.0	0.0	0.5	0.0	2.0	0.0	1.0	0.5	0.5
0300-0400	0.0	0.0	0.5	0.0	2.0	0.0	0.0	0.5	0.4
0400-0500	0.0	0.0	0.5	0.0	1.0	0.0	0.0	0.3	0.3
0500-0600	8.0	11.0	10.5	5.0	7.0	0.0	1.0	8.7	6.6
0600-0700	15.0	9.0	5.5	6.0	6.0	1.0	0.0	7.8	6.0
0700-0800	13.0	14.0	6.5	10.0	8.0	3.0	1.0	9.7	7.8
0800-0900	5.0	5.0	5.5	4.0	7.0	0.0	0.0	5.3	4.0
0900-1000	7.0	9.0	7.5	7.0	9.0	1.0	2.0	7.8	6.3
1000-1100	12.0	7.0	5.0	8.0	7.0	3.0	2.0	7.3	6.1
1100-1200	11.0	12.0	14.5	7.0	11.0	3.0	1.0	11.7	9.3
1200-1300	18.0	18.0	12.5	14.0	19.0	6.0	4.0	15.7	13.0
1300-1400	15.0	14.0	7.0	10.0	7.0	3.0	2.0	10.0	8.1
1400-1500	8.0	15.0	10.0	12.0	14.0	4.0	4.0	11.8	9.6
1500-1600	27.0	15.0	29.0	22.0	33.0	1.0	2.0	25.2	18.4
1600-1700	13.0	19.0	19.0	14.0	10.0	2.0	2.0	15.0	11.3
1700-1800	2.0	6.0	3.0	8.0	8.0	1.0	2.0	5.4	4.3
1800-1900	1.0	4.0	5.0	4.0	2.0	1.0	0.0	3.2	2.4
1900-2000	2.0	6.0	2.0	2.0	1.0	2.0	0.0	2.6	2.1
2000-2100	6.0	1.0	3.0	5.0	1.0	0.0	0.0	3.2	2.3
2100-2200	4.0	0.0	1.0	0.0	0.0	1.0	2.0	1.0	1.1
2200-2300	0.0	0.0	0.0	1.0	0.0	0.0	1.0	0.2	0.3
2300-2400	0.0	1.5	0.0	0.0	0.0	0.0	0.0	0.5	0.4
<b>Totals</b>									
0700-1900	132.0	138.0	124.5	120.0	135.0	28.0	22.0	128.1	100.5
0600-2200	159.0	154.0	136.0	133.0	143.0	32.0	24.0	142.7	112.1
0600-0000	159.0	155.5	136.0	134.0	143.0	32.0	25.0	143.4	112.7
0000-0000	167.0	167.5	149.0	141.0	155.0	33.0	27.0	154.3	121.2
<b>AM Peak</b>	0600	0700	1100	0700	1100	1100	1000		
	15.0	14.0	14.5	10.0	11.0	3.0	2.0		
<b>PM Peak</b>	1500	1600	1500	1500	1500	1200	1400		
	27.0	19.0	29.0	22.0	33.0	6.0	4.0		

\* - No data.



**MetroCount Traffic Executive**  
**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-93 -- English (ENA)****Datasets:**

**Site:** [18043] McGrath Road 80m north of Gardiner Avenue <50>  
**Attribute:** [-32.141900 +115.784708]  
**Direction:** 7 - North bound A>B, South bound B>A. **Lane:** 1  
**Survey Duration:** 21:53 Tuesday, 17 July 2018 => 14:07 Wednesday, 25 July 2018,  
**Zone:**  
**File:** 18043 0 2018-07-25 1407.EC1 (Plus B)  
**Identifier:** CJ37B25K MC56-L5 [MC55] (c)Microcom 19Oct04  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 22:00 Tuesday, 17 July 2018 => 14:00 Wednesday, 25 July 2018 (7.66667)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** North, South (bound), P = North, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 1062 / 1070 (99.25%)

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-93**

**Site:** 18043.1.2NS  
**Description:** McGrath Road 80m north of Gardiner Avenue <50>  
**Filter time:** 22:00 Tuesday, 17 July 2018 => 14:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(NS) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	2.0	0.5	1.0	1.0	2.0	0.0	0.8	0.9
0100-0200	0.0	0.0	2.5	0.0	0.0	1.0	1.0	0.8	0.9
0200-0300	0.0	3.0	0.5	0.0	6.0	0.0	2.0	1.7	1.5
0300-0400	2.0	0.0	2.0	0.0	6.0	3.0	0.0	2.0	1.9
0400-0500	1.0	0.0	1.0	1.0	5.0	1.0	3.0	1.5	1.6
0500-0600	6.0	5.0	8.0	4.0	6.0	2.0	2.0	6.2	5.1
0600-0700	3.0	15.0	4.0	4.0	1.0	4.0	0.0	5.2	4.4
0700-0800	6.0	12.0	5.0	7.0	6.0	5.0	1.0	6.8	5.9
0800-0900	6.0	4.0	4.5	7.0	13.0	1.0	4.0	6.5	5.5
0900-1000	7.0	5.0	12.0	6.0	13.0	0.0	7.0	9.2	7.8
1000-1100	13.0	10.0	6.5	15.0	5.0	6.0	12.0	9.3	9.3
1100-1200	14.0	21.0	12.5	11.0	14.0	4.0	6.0	14.2	11.9
1200-1300	10.0	12.0	13.0	11.0	16.0	14.0	9.0	12.5	12.3
1300-1400	9.0	14.0	10.5	6.0	15.0	8.0	9.0	10.8	10.3
1400-1500	6.0	8.0	6.0	14.0	5.0	4.0	7.0	7.8	7.1
1500-1600	13.0	7.0	17.0	15.0	21.0	9.0	6.0	14.6	12.6
1600-1700	16.0	17.0	15.0	13.0	27.0	6.0	6.0	17.6	14.3
1700-1800	6.0	7.0	6.0	18.0	11.0	6.0	10.0	9.6	9.1
1800-1900	1.0	6.0	4.0	5.0	4.0	2.0	5.0	4.0	3.9
1900-2000	5.0	4.0	6.0	2.0	8.0	6.0	3.0	5.0	4.9
2000-2100	2.0	5.0	5.0	6.0	5.0	0.0	1.0	4.6	3.4
2100-2200	3.0	0.0	2.0	1.0	0.0	5.0	6.0	1.2	2.4
2200-2300	2.0	0.5	1.0	3.0	3.0	0.0	3.0	1.7	1.6
2300-2400	1.0	2.5	2.0	2.0	1.0	0.0	2.0	1.8	1.6
<b>Totals</b>									
0700-1900	107.0	123.0	112.0	128.0	150.0	65.0	82.0	122.9	109.8
0600-2200	120.0	147.0	129.0	141.0	164.0	80.0	92.0	138.9	124.8
0600-0000	123.0	150.0	132.0	146.0	168.0	80.0	97.0	142.4	128.1
0000-0000	132.0	160.0	146.5	152.0	192.0	89.0	105.0	155.4	140.0
<b>AM Peak</b>	1100	1100	1100	1000	1100	1000	1000		
	14.0	21.0	12.5	15.0	14.0	6.0	12.0		
<b>PM Peak</b>	1600	1600	1500	1700	1600	1200	1700		
	16.0	17.0	17.0	18.0	27.0	14.0	10.0		

\* - No data.



**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-93**

**Site:** 18043.1.2NS  
**Description:** McGrath Road 80m north of Gardiner Avenue <50>  
**Filter time:** 22:00 Tuesday, 17 July 2018 => 14:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(N) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	1.0	0.5	1.0	0.0	1.0	0.0	0.5	0.5
0100-0200	0.0	0.0	1.5	0.0	0.0	1.0	1.0	0.5	0.6
0200-0300	0.0	2.0	0.0	0.0	3.0	0.0	1.0	0.8	0.8
0300-0400	1.0	0.0	1.5	0.0	3.0	2.0	0.0	1.2	1.1
0400-0500	1.0	0.0	0.5	1.0	3.0	1.0	1.0	1.0	1.0
0500-0600	0.0	0.0	0.5	0.0	0.0	1.0	1.0	0.2	0.4
0600-0700	0.0	4.0	0.5	0.0	0.0	2.0	0.0	0.8	0.9
0700-0800	1.0	4.0	1.0	2.0	1.0	2.0	0.0	1.7	1.5
0800-0900	3.0	0.0	2.5	2.0	7.0	0.0	2.0	2.8	2.4
0900-1000	3.0	3.0	5.0	4.0	5.0	0.0	3.0	4.2	3.5
1000-1100	5.0	4.0	2.5	7.0	1.0	2.0	5.0	3.7	3.6
1100-1200	8.0	12.0	4.5	3.0	8.0	1.0	2.0	6.7	5.4
1200-1300	4.0	7.0	7.5	5.0	9.0	8.0	5.0	6.7	6.6
1300-1400	4.0	7.0	5.0	4.0	6.0	4.0	5.0	5.2	5.0
1400-1500	3.0	2.0	4.0	7.0	3.0	1.0	3.0	3.8	3.3
1500-1600	6.0	4.0	10.0	9.0	11.0	4.0	4.0	8.0	6.9
1600-1700	11.0	13.0	9.0	9.0	15.0	3.0	4.0	11.4	9.1
1700-1800	5.0	5.0	4.0	11.0	5.0	2.0	5.0	6.0	5.3
1800-1900	0.0	4.0	3.0	1.0	2.0	1.0	3.0	2.0	2.0
1900-2000	3.0	2.0	4.0	1.0	4.0	4.0	1.0	2.8	2.7
2000-2100	1.0	2.0	2.0	3.0	4.0	0.0	1.0	2.4	1.9
2100-2200	2.0	0.0	1.0	1.0	0.0	4.0	3.0	0.8	1.6
2200-2300	1.0	0.5	0.0	2.0	2.0	0.0	1.0	1.0	0.9
2300-2400	1.0	1.0	1.0	1.0	0.0	0.0	2.0	0.8	0.9
<b>Totals</b>									
0700-1900	53.0	65.0	58.0	64.0	73.0	28.0	41.0	62.0	54.6
0600-2200	59.0	73.0	65.5	69.0	81.0	38.0	46.0	68.9	61.6
0600-0000	61.0	74.5	66.5	72.0	83.0	38.0	49.0	70.7	63.3
0000-0000	63.0	77.5	71.0	74.0	92.0	44.0	53.0	74.9	67.7
<b>AM Peak</b>	1100	1100	0900	1000	1100	1000	1000		
	8.0	12.0	5.0	7.0	8.0	2.0	5.0		
<b>PM Peak</b>	1600	1600	1500	1700	1600	1200	1700		
	11.0	13.0	10.0	11.0	15.0	8.0	5.0		

\* - No data.

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-93**

**Site:** 18043.1.2NS  
**Description:** McGrath Road 80m north of Gardiner Avenue <50>  
**Filter time:** 22:00 Tuesday, 17 July 2018 => 14:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(S) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages		
								1 - 5	1 - 7	
0000-0100	0.0	1.0	0.0	0.0	1.0	1.0	0.0	0.3	0.4	
0100-0200	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.3	0.3	
0200-0300	0.0	1.0	0.5	0.0	3.0	0.0	1.0	0.8	0.8	
0300-0400	1.0	0.0	0.5	0.0	3.0	1.0	0.0	0.8	0.8	
0400-0500	0.0	0.0	0.5	0.0	2.0	0.0	2.0	0.5	0.6	
0500-0600	6.0	5.0	7.5	4.0	6.0	1.0	1.0	6.0	4.8	
0600-0700	3.0	11.0	3.5	4.0	1.0	2.0	0.0	4.3	3.5	
0700-0800	5.0	8.0	4.0	5.0	5.0	3.0	1.0	5.2	4.4	
0800-0900	3.0	4.0	2.0	5.0	6.0	1.0	2.0	3.7	3.1	
0900-1000	4.0	2.0	7.0	2.0	8.0	0.0	4.0	5.0	4.3	
1000-1100	8.0	6.0	4.0	8.0	4.0	4.0	7.0	5.7	5.6	
1100-1200	6.0	9.0	8.0	8.0	6.0	3.0	4.0	7.5	6.5	
1200-1300	6.0	5.0	5.5	6.0	7.0	6.0	4.0	5.8	5.6	
1300-1400	5.0	7.0	5.5	2.0	9.0	4.0	4.0	5.7	5.3	
1400-1500	3.0	6.0	2.0	7.0	2.0	3.0	4.0	4.0	3.9	
1500-1600	7.0	3.0	7.0	6.0	10.0	5.0	2.0	6.6	5.7	
1600-1700	5.0	4.0	6.0	4.0	12.0	3.0	2.0	6.2	5.1	
1700-1800	1.0	2.0	2.0	7.0	6.0	4.0	5.0	3.6	3.9	
1800-1900	1.0	2.0	1.0	4.0	2.0	1.0	2.0	2.0	1.9	
1900-2000	2.0	2.0	2.0	1.0	4.0	2.0	2.0	2.2	2.1	
2000-2100	1.0	3.0	3.0	3.0	1.0	0.0	0.0	2.2	1.6	
2100-2200	1.0	0.0	1.0	0.0	0.0	1.0	3.0	0.4	0.9	
2200-2300	1.0	0.0	1.0	1.0	1.0	0.0	2.0	0.7	0.8	
2300-2400	0.0	1.5	1.0	1.0	1.0	0.0	0.0	1.0	0.8	
<b>Totals</b>	<hr/>									
0700-1900	54.0	58.0	54.0	64.0	77.0	37.0	41.0	60.9	55.2	
0600-2200	61.0	74.0	63.5	72.0	83.0	42.0	46.0	70.0	63.2	
0600-0000	62.0	75.5	65.5	74.0	85.0	42.0	48.0	71.7	64.8	
0000-0000	69.0	82.5	75.5	78.0	100.0	45.0	52.0	80.5	72.3	
<b>AM Peak</b>	1000	0600	1100	1100	0900	1000	1000			
	8.0	11.0	8.0	8.0	8.0	4.0	7.0			
<b>PM Peak</b>	1500	1300	1500	1700	1600	1200	1700			
	7.0	7.0	7.0	7.0	12.0	6.0	5.0			

\* - No data.





**MetroCount Traffic Executive**  
**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-92 -- English (ENA)****Datasets:**

**Site:** [18042] West Churchill Avenue 240m west of Coogee Road<50>  
**Attribute:** [-32.133953 +115.783595]  
**Direction:** 8 - East bound A>B, West bound B>A. **Lane:** 1  
**Survey Duration:** 21:04 Tuesday, 17 July 2018 => 13:50 Wednesday, 25 July 2018,  
**Zone:**  
**File:** 18042 0 2018-07-25 1350.EC1 (Plus B)  
**Identifier:** CJ14AVPP MC56-L5 [MC55] (c)Microcom 19Oct04  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 22:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018 (7.625)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** East, West (bound), P = East, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 5352 / 5388 (99.33%)

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-92**

**Site:** 18042.1.2EW  
**Description:** West Churchill Avenue 240m west of Coogee Road<50>  
**Filter time:** 22:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(EW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	4.0	1.0	2.5	2.0	5.0	4.0	5.0	2.8	3.3
0100-0200	0.0	1.0	3.0	0.0	0.0	3.0	7.0	1.2	2.1
0200-0300	1.0	0.0	1.0	1.0	0.0	5.0	3.0	0.7	1.5
0300-0400	0.0	1.0	0.5	2.0	0.0	1.0	3.0	0.7	1.0
0400-0500	4.0	4.0	3.0	7.0	4.0	4.0	4.0	4.2	4.1
0500-0600	8.0	7.0	5.0	8.0	7.0	4.0	4.0	6.7	6.0
0600-0700	20.0	19.0	21.0	24.0	24.0	11.0	13.0	21.5	19.1
0700-0800	44.0	52.0	47.5	45.0	49.0	19.0	4.0	47.5	38.5
0800-0900	<b>72.0</b>	<b>82.0</b>	<b>77.0</b>	<b>78.0</b>	<b>81.0</b>	31.0	24.0	<b>77.8</b>	<b>65.3</b>
0900-1000	29.0	35.0	42.0	38.0	46.0	53.0	37.0	38.7	40.3
1000-1100	48.0	27.0	31.5	33.0	33.0	56.0	50.0	34.0	38.8
1100-1200	26.0	36.0	32.5	35.0	38.0	<b>68.0</b>	<b>61.0</b>	33.3	41.1
1200-1300	35.0	28.0	34.5	38.0	29.0	42.0	<b>63.0</b>	33.2	38.0
1300-1400	27.0	32.0	25.0	36.0	36.0	46.0	48.0	31.2	35.7
1400-1500	46.0	62.0	44.0	56.0	54.0	47.0	35.0	52.4	49.1
1500-1600	<b>88.0</b>	<b>108.0</b>	72.0	<b>91.0</b>	<b>117.0</b>	41.0	60.0	<b>95.2</b>	<b>82.4</b>
1600-1700	78.0	78.0	<b>83.0</b>	73.0	81.0	53.0	48.0	78.6	70.6
1700-1800	59.0	71.0	69.0	87.0	61.0	<b>60.0</b>	57.0	69.4	66.3
1800-1900	34.0	47.0	45.0	58.0	44.0	34.0	35.0	45.6	42.4
1900-2000	26.0	32.0	30.0	33.0	26.0	25.0	32.0	29.4	29.1
2000-2100	22.0	23.0	20.0	25.0	21.0	17.0	11.0	22.2	19.9
2100-2200	4.0	7.0	9.0	18.0	19.0	14.0	10.0	11.4	11.6
2200-2300	14.0	9.0	6.0	12.0	7.0	12.0	6.0	9.5	9.4
2300-2400	5.0	1.5	2.0	2.0	4.0	12.0	7.0	2.7	4.4
<b>Totals</b>									
0700-1900	586.0	658.0	603.0	668.0	669.0	550.0	522.0	636.9	608.4
0600-2200	658.0	739.0	683.0	768.0	759.0	617.0	588.0	721.4	688.1
0600-0000	677.0	749.5	691.0	782.0	770.0	641.0	601.0	733.6	701.9
0000-0000	694.0	763.5	706.0	802.0	786.0	662.0	627.0	749.7	719.9
<b>AM Peak</b>	0800	0800	0800	0800	0800	1100	1100		
	72.0	82.0	77.0	78.0	81.0	68.0	61.0		
<b>PM Peak</b>	1500	1500	1600	1500	1500	1700	1200		
	88.0	108.0	83.0	91.0	117.0	60.0	63.0		

\* - No data.



**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-92**

**Site:** 18042.1.2EW  
**Description:** West Churchill Avenue 240m west of Coogee Road<50>  
**Filter time:** 22:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(E) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	2.0	0.0	0.0	1.0	3.0	3.0	1.0	1.0	1.3
0100-0200	0.0	1.0	2.0	0.0	0.0	1.0	3.0	0.8	1.1
0200-0300	0.0	0.0	0.5	1.0	0.0	2.0	3.0	0.3	0.9
0300-0400	0.0	1.0	0.5	1.0	0.0	1.0	2.0	0.5	0.8
0400-0500	3.0	3.0	1.5	4.0	2.0	3.0	3.0	2.5	2.6
0500-0600	5.0	4.0	2.0	5.0	4.0	2.0	3.0	3.7	3.4
0600-0700	11.0	11.0	10.0	12.0	11.0	4.0	6.0	10.8	9.4
0700-0800	18.0	21.0	18.5	19.0	20.0	9.0	2.0	19.2	15.8
0800-0900	31.0	37.0	33.5	33.0	46.0	17.0	12.0	35.7	30.4
0900-1000	14.0	17.0	25.5	24.0	24.0	28.0	15.0	21.7	21.6
1000-1100	26.0	16.0	16.5	20.0	19.0	27.0	22.0	19.0	20.4
1100-1200	15.0	18.0	20.0	17.0	21.0	36.0	34.0	18.5	22.6
1200-1300	22.0	15.0	17.0	20.0	13.0	24.0	39.0	17.3	20.9
1300-1400	11.0	17.0	16.0	21.0	23.0	30.0	28.0	17.6	20.9
1400-1500	23.0	29.0	18.0	26.0	25.0	21.0	15.0	24.2	22.4
1500-1600	58.0	70.0	51.0	57.0	86.0	19.0	32.0	64.4	53.3
1600-1700	40.0	48.0	46.0	44.0	43.0	32.0	27.0	44.2	40.0
1700-1800	36.0	36.0	42.0	47.0	35.0	30.0	32.0	39.2	36.9
1800-1900	16.0	25.0	22.0	33.0	23.0	23.0	19.0	23.8	23.0
1900-2000	15.0	21.0	17.0	13.0	14.0	15.0	18.0	16.0	16.1
2000-2100	10.0	14.0	11.0	13.0	13.0	7.0	6.0	12.2	10.6
2100-2200	3.0	6.0	6.0	12.0	12.0	8.0	7.0	7.8	7.7
2200-2300	5.0	3.0	2.0	6.0	4.0	5.0	1.0	3.8	3.6
2300-2400	2.0	1.5	0.0	1.0	2.0	5.0	5.0	1.3	2.3
<b>Totals</b>									
0700-1900	310.0	349.0	326.0	361.0	378.0	296.0	277.0	344.7	328.1
0600-2200	349.0	401.0	370.0	411.0	428.0	330.0	314.0	391.6	371.9
0600-0000	356.0	405.5	372.0	418.0	434.0	340.0	320.0	396.7	377.7
0000-0000	366.0	414.5	378.5	430.0	443.0	352.0	335.0	405.6	387.7
<b>AM Peak</b>	0800	0800	0800	0800	0800	1100	1100		
	31.0	37.0	33.5	33.0	46.0	36.0	34.0		
<b>PM Peak</b>	1500	1500	1500	1500	1500	1600	1200		
	58.0	70.0	51.0	57.0	86.0	32.0	39.0		

\* - No data.

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-92**

**Site:** 18042.1.2EW  
**Description:** West Churchill Avenue 240m west of Coogee Road<50>  
**Filter time:** 22:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(W) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	2.0	1.0	2.5	1.0	2.0	1.0	4.0	1.8	2.0
0100-0200	0.0	0.0	1.0	0.0	0.0	2.0	4.0	0.3	1.0
0200-0300	1.0	0.0	0.5	0.0	0.0	3.0	0.0	0.3	0.6
0300-0400	0.0	0.0	0.0	1.0	0.0	0.0	1.0	0.2	0.3
0400-0500	1.0	1.0	1.5	3.0	2.0	1.0	1.0	1.7	1.5
0500-0600	3.0	3.0	3.0	3.0	3.0	2.0	1.0	3.0	2.6
0600-0700	9.0	8.0	11.0	12.0	13.0	7.0	7.0	10.7	9.8
0700-0800	26.0	31.0	29.0	26.0	29.0	10.0	2.0	28.3	22.8
0800-0900	<b>41.0</b>	<b>45.0</b>	<b>43.5</b>	<b>45.0</b>	<b>35.0</b>	14.0	12.0	<b>42.2</b>	<b>34.9</b>
0900-1000	15.0	18.0	16.5	14.0	22.0	25.0	22.0	17.0	18.6
1000-1100	22.0	11.0	15.0	13.0	14.0	29.0	<b>28.0</b>	15.0	18.4
1100-1200	11.0	18.0	12.5	18.0	17.0	<b>32.0</b>	27.0	14.8	18.5
1200-1300	13.0	13.0	17.5	18.0	16.0	18.0	24.0	15.8	17.1
1300-1400	16.0	15.0	9.0	15.0	13.0	16.0	20.0	13.6	14.9
1400-1500	23.0	33.0	26.0	30.0	29.0	26.0	20.0	28.2	26.7
1500-1600	30.0	<b>38.0</b>	21.0	34.0	31.0	22.0	<b>28.0</b>	30.8	29.1
1600-1700	<b>38.0</b>	30.0	<b>37.0</b>	29.0	<b>38.0</b>	21.0	21.0	<b>34.4</b>	<b>30.6</b>
1700-1800	23.0	35.0	27.0	<b>40.0</b>	26.0	<b>30.0</b>	25.0	30.2	29.4
1800-1900	18.0	22.0	23.0	25.0	21.0	11.0	16.0	21.8	19.4
1900-2000	11.0	11.0	13.0	20.0	12.0	10.0	14.0	13.4	13.0
2000-2100	12.0	9.0	9.0	12.0	8.0	10.0	5.0	10.0	9.3
2100-2200	1.0	1.0	3.0	6.0	7.0	6.0	3.0	3.6	3.9
2200-2300	9.0	6.0	4.0	6.0	3.0	7.0	5.0	5.7	5.8
2300-2400	3.0	0.0	2.0	1.0	2.0	7.0	2.0	1.3	2.1
<b>Totals</b>									
0700-1900	276.0	309.0	277.0	307.0	291.0	254.0	245.0	292.2	280.4
0600-2200	309.0	338.0	313.0	357.0	331.0	287.0	274.0	329.8	316.3
0600-0000	321.0	344.0	319.0	364.0	336.0	301.0	281.0	336.8	324.2
0000-0000	328.0	349.0	327.5	372.0	343.0	310.0	292.0	344.2	332.2
<b>AM Peak</b>	0800	0800	0800	0800	0800	1100	1000		
	41.0	45.0	43.5	45.0	35.0	32.0	28.0		
<b>PM Peak</b>	1600	1500	1600	1700	1600	1700	1500		
	38.0	38.0	37.0	40.0	38.0	30.0	28.0		

\* - No data.



**MetroCount Traffic Executive**  
**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-972 -- English (ENA)****Datasets:**

**Site:** [18041] Albion Avenue 20m west of Splash Terrace<50>  
**Attribute:** [-32.137030 +115.781823]  
**Direction:** 8 - East bound A>B, West bound B>A. **Lane:** 1  
**Survey Duration:** 21:31 Tuesday, 17 July 2018 => 13:57 Wednesday, 25 July 2018,  
**Zone:**  
**File:** 18041 0 2018-07-25 1357.EC1 (Plus B)  
**Identifier:** N826X7S2 MC56-L4 [MC55] (c)Microcom 19Sep03  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 22:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018 (7.625)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** East, West (bound), P = East, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 1668 / 1682 (99.17%)

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-972**

**Site:** 18041.1.2EW  
**Description:** Albion Avenue 20m west of Splash Terrace<50>  
**Filter time:** 22:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(EW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	0.0	0.0	3.0	2.0	0.0	7.0	0.8	1.5
0100-0200	0.0	0.0	0.0	1.0	0.0	1.0	1.0	0.2	0.4
0200-0300	1.0	1.0	0.5	1.0	1.0	1.0	2.0	0.8	1.0
0300-0400	1.0	0.0	1.0	1.0	0.0	2.0	0.0	0.7	0.8
0400-0500	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.2	0.1
0500-0600	2.0	2.0	1.5	2.0	1.0	3.0	0.0	1.7	1.6
0600-0700	8.0	9.0	4.0	5.0	3.0	1.0	0.0	5.5	4.3
0700-0800	16.0	14.0	19.0	13.0	19.0	8.0	2.0	16.7	13.8
0800-0900	<b>29.0</b>	<b>26.0</b>	<b>25.5</b>	<b>27.0</b>	<b>30.0</b>	12.0	4.0	<b>27.2</b>	<b>22.4</b>
0900-1000	14.0	14.0	15.5	11.0	7.0	17.0	4.0	12.8	12.3
1000-1100	15.0	12.0	11.5	13.0	13.0	16.0	10.0	12.7	12.8
1100-1200	13.0	9.0	10.5	10.0	11.0	<b>17.0</b>	<b>20.0</b>	10.7	12.6
1200-1300	16.0	13.0	16.0	5.0	16.0	16.0	13.0	13.7	13.9
1300-1400	7.0	14.0	13.0	13.0	12.0	<b>22.0</b>	15.0	11.8	13.7
1400-1500	22.0	19.0	25.0	17.0	25.0	14.0	8.0	21.6	18.6
1500-1600	<b>27.0</b>	<b>27.0</b>	<b>31.0</b>	<b>28.0</b>	<b>40.0</b>	19.0	16.0	<b>30.6</b>	<b>26.9</b>
1600-1700	17.0	16.0	26.0	20.0	17.0	18.0	<b>21.0</b>	19.2	19.3
1700-1800	21.0	23.0	25.0	18.0	25.0	18.0	8.0	22.4	19.7
1800-1900	10.0	8.0	14.0	9.0	8.0	15.0	8.0	9.8	10.3
1900-2000	5.0	8.0	12.0	8.0	4.0	4.0	3.0	7.4	6.3
2000-2100	9.0	5.0	5.0	4.0	7.0	0.0	2.0	6.0	4.6
2100-2200	6.0	2.0	3.0	4.0	4.0	5.0	1.0	3.8	3.6
2200-2300	2.0	2.5	0.0	5.0	4.0	2.0	1.0	2.7	2.4
2300-2400	0.0	2.0	1.0	2.0	1.0	3.0	0.0	1.3	1.4
<b>Totals</b>									
0700-1900	207.0	195.0	232.0	184.0	223.0	192.0	129.0	209.1	196.1
0600-2200	235.0	219.0	256.0	205.0	241.0	202.0	135.0	231.8	214.7
0600-0000	237.0	223.5	257.0	212.0	246.0	207.0	136.0	235.8	218.5
0000-0000	241.0	226.5	260.5	220.0	250.0	214.0	146.0	240.1	223.9
<b>AM Peak</b>	0800	0800	0800	0800	0800	1100	1100		
	29.0	26.0	25.5	27.0	30.0	17.0	20.0		
<b>PM Peak</b>	1500	1500	1500	1500	1500	1300	1600		
	27.0	27.0	31.0	28.0	40.0	22.0	21.0		

\* - No data.



**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-973**

**Site:** 18041.1.2EW  
**Description:** Albion Avenue 20m west of Splash Terrace<50>  
**Filter time:** 22:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(E) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages		
								1 - 5	1 - 7	
0000-0100	0.0	0.0	0.0	2.0	1.0	0.0	6.0	0.5	1.1	
0100-0200	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.3	
0200-0300	1.0	1.0	0.5	1.0	1.0	1.0	1.0	0.8	0.9	
0300-0400	1.0	0.0	0.5	1.0	0.0	2.0	0.0	0.5	0.6	
0400-0500	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.2	0.1	
0500-0600	1.0	1.0	0.0	0.0	0.0	1.0	0.0	0.3	0.4	
0600-0700	2.0	3.0	2.5	3.0	1.0	0.0	0.0	2.3	1.8	
0700-0800	6.0	6.0	7.0	8.0	10.0	3.0	0.0	7.3	5.9	
0800-0900	9.0	9.0	9.0	12.0	12.0	6.0	1.0	10.0	8.4	
0900-1000	11.0	8.0	11.5	8.0	7.0	9.0	1.0	9.5	8.4	
1000-1100	7.0	9.0	6.5	8.0	7.0	10.0	7.0	7.3	7.6	
1100-1200	8.0	4.0	5.5	3.0	8.0	12.0	10.0	5.7	7.0	
1200-1300	8.0	6.0	10.5	3.0	11.0	12.0	5.0	8.2	8.3	
1300-1400	5.0	6.0	7.0	9.0	6.0	12.0	8.0	6.6	7.6	
1400-1500	10.0	9.0	10.0	7.0	7.0	8.0	5.0	8.6	8.0	
1500-1600	20.0	20.0	23.0	20.0	27.0	9.0	12.0	22.0	18.7	
1600-1700	11.0	11.0	14.0	10.0	7.0	10.0	8.0	10.6	10.1	
1700-1800	11.0	16.0	17.0	14.0	13.0	10.0	5.0	14.2	12.3	
1800-1900	8.0	6.0	4.0	4.0	7.0	7.0	5.0	5.8	5.9	
1900-2000	3.0	6.0	11.0	5.0	1.0	4.0	1.0	5.2	4.4	
2000-2100	8.0	3.0	2.0	3.0	4.0	0.0	2.0	4.0	3.1	
2100-2200	3.0	1.0	2.0	3.0	3.0	3.0	1.0	2.4	2.3	
2200-2300	2.0	2.0	0.0	3.0	3.0	1.0	0.0	2.0	1.6	
2300-2400	0.0	1.0	0.0	1.0	1.0	3.0	0.0	0.7	0.9	
<b>Totals</b>										
0700-1900	114.0	110.0	125.0	106.0	122.0	108.0	67.0	115.8	108.1	
0600-2200	130.0	123.0	142.5	120.0	131.0	115.0	71.0	129.7	119.7	
0600-0000	132.0	126.0	142.5	124.0	135.0	119.0	71.0	132.4	122.2	
0000-0000	135.0	128.0	144.0	128.0	137.0	124.0	79.0	134.7	125.6	
<b>AM Peak</b>	0900	1000	0900	0800	0800	1100	1100			
	11.0	9.0	11.5	12.0	12.0	12.0	10.0			
<b>PM Peak</b>	1500	1500	1500	1500	1500	1300	1500			
	20.0	20.0	23.0	20.0	27.0	12.0	12.0			

\* - No data.



**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-974**

**Site:** 18041.1.2EW  
**Description:** Albion Avenue 20m west of Splash Terrace<50>  
**Filter time:** 22:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(W) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages		
								1 - 5	1 - 7	
0000-0100	0.0	0.0	0.0	1.0	1.0	0.0	1.0	0.3	0.4	
0100-0200	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.2	0.1	
0200-0300	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.1	
0300-0400	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.2	0.1	
0400-0500	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
0500-0600	1.0	1.0	1.5	2.0	1.0	2.0	0.0	1.3	1.3	
0600-0700	6.0	6.0	1.5	2.0	2.0	1.0	0.0	3.2	2.5	
0700-0800	10.0	8.0	12.0	5.0	9.0	5.0	2.0	9.3	7.9	
0800-0900	20.0	17.0	16.5	15.0	18.0	6.0	3.0	17.2	14.0	
0900-1000	3.0	6.0	4.0	3.0	0.0	8.0	3.0	3.3	3.9	
1000-1100	8.0	3.0	5.0	5.0	6.0	6.0	3.0	5.3	5.1	
1100-1200	5.0	5.0	5.0	7.0	3.0	5.0	10.0	5.0	5.6	
1200-1300	8.0	7.0	5.5	2.0	5.0	4.0	8.0	5.5	5.6	
1300-1400	2.0	8.0	6.0	4.0	6.0	10.0	7.0	5.2	6.1	
1400-1500	12.0	10.0	15.0	10.0	18.0	6.0	3.0	13.0	10.6	
1500-1600	7.0	7.0	8.0	8.0	13.0	10.0	4.0	8.6	8.1	
1600-1700	6.0	5.0	12.0	10.0	10.0	8.0	13.0	8.6	9.1	
1700-1800	10.0	7.0	8.0	4.0	12.0	8.0	3.0	8.2	7.4	
1800-1900	2.0	2.0	10.0	5.0	1.0	8.0	3.0	4.0	4.4	
1900-2000	2.0	2.0	1.0	3.0	3.0	0.0	2.0	2.2	1.9	
2000-2100	1.0	2.0	3.0	1.0	3.0	0.0	0.0	2.0	1.4	
2100-2200	3.0	1.0	1.0	1.0	1.0	2.0	0.0	1.4	1.3	
2200-2300	0.0	0.5	0.0	2.0	1.0	1.0	1.0	0.7	0.8	
2300-2400	0.0	1.0	1.0	1.0	0.0	0.0	0.0	0.7	0.5	
<b>Totals</b>										
0700-1900	93.0	85.0	107.0	78.0	101.0	84.0	62.0	93.3	88.0	
0600-2200	105.0	96.0	113.5	85.0	110.0	87.0	64.0	102.0	95.1	
0600-0000	105.0	97.5	114.5	88.0	111.0	88.0	65.0	103.4	96.3	
0000-0000	106.0	98.5	116.5	92.0	113.0	90.0	67.0	105.4	98.3	
<b>AM Peak</b>	0800	0800	0800	0800	0800	0900	1100			
	20.0	17.0	16.5	15.0	18.0	8.0	10.0			
<b>PM Peak</b>	1400	1400	1400	1600	1400	1500	1600			
	12.0	10.0	15.0	10.0	18.0	10.0	13.0			

\* - No data.



**MetroCount Traffic Executive**  
**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-91 -- English (ENA)****Datasets:**

**Site:** [18040] Fawcett Road 160m south of West Churchill Avenue <50>  
**Attribute:** [-32.135067 +115.779060]  
**Direction:** 7 - North bound A>B, South bound B>A. **Lane:** 1  
**Survey Duration:** 20:52 Tuesday, 17 July 2018 => 13:47 Wednesday, 25 July 2018,  
**Zone:**  
**File:** 18040 0 2018-07-25 1347.EC1 (Plus B)  
**Identifier:** CJ28CQX0 MC56-L5 [MC55] (c)Microcom 19Oct04  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 20:53 Tuesday, 17 July 2018 => 13:47 Wednesday, 25 July 2018 (7.70432)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** North, South (bound), P = North, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 1966 / 1976 (99.49%)

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-91**

**Site:** 18040.1.2NS  
**Description:** Fawcett Road 160m south of West Churchill Avenue <50>  
**Filter time:** 20:53 Tuesday, 17 July 2018 => 13:47 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(NS) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	1.0	0.0	0.5	2.0	3.0	1.0	7.0	1.2	1.9
0100-0200	1.0	0.0	1.0	0.0	0.0	1.0	1.0	0.5	0.6
0200-0300	1.0	1.0	0.5	0.0	1.0	2.0	2.0	0.7	1.0
0300-0400	1.0	0.0	1.0	1.0	0.0	2.0	0.0	0.7	0.8
0400-0500	0.0	2.0	0.5	0.0	2.0	0.0	0.0	0.8	0.6
0500-0600	4.0	2.0	3.0	3.0	2.0	4.0	2.0	2.8	2.9
0600-0700	6.0	10.0	5.0	12.0	5.0	3.0	1.0	7.2	5.9
0700-0800	15.0	17.0	19.0	12.0	22.0	8.0	1.0	17.3	14.1
0800-0900	29.0	27.0	27.5	32.0	37.0	13.0	5.0	30.0	24.8
0900-1000	16.0	13.0	17.5	10.0	16.0	15.0	6.0	15.0	13.9
1000-1100	17.0	19.0	14.5	13.0	14.0	23.0	11.0	15.3	15.8
1100-1200	20.0	17.0	14.0	10.0	16.0	24.0	15.0	15.2	16.3
1200-1300	11.0	14.0	22.0	10.0	25.0	22.0	19.0	17.3	18.1
1300-1400	6.0	16.0	14.5	15.0	9.0	22.0	14.0	12.5	13.9
1400-1500	27.0	22.0	22.0	17.0	31.0	21.0	15.0	23.8	22.1
1500-1600	33.0	27.0	34.0	32.0	35.0	21.0	16.0	32.2	28.3
1600-1700	22.0	28.0	28.0	23.0	25.0	22.0	18.0	25.2	23.7
1700-1800	23.0	30.0	27.0	24.0	35.0	18.0	14.0	27.8	24.4
1800-1900	10.0	9.0	11.0	12.0	10.0	11.0	10.0	10.4	10.4
1900-2000	4.0	11.0	14.0	13.0	4.0	5.0	5.0	9.2	8.0
2000-2100	9.0	2.5	2.0	7.0	7.0	1.0	3.0	5.0	4.3
2100-2200	1.0	4.0	3.0	6.0	9.0	6.0	1.0	4.5	4.3
2200-2300	5.0	2.5	1.0	3.0	4.0	4.0	2.0	3.0	3.0
2300-2400	0.0	0.5	2.0	2.0	2.0	5.0	0.0	1.2	1.5
<b>Totals</b>									
0700-1900	229.0	239.0	251.0	210.0	275.0	220.0	144.0	242.1	225.7
0600-2200	249.0	266.5	275.0	248.0	300.0	235.0	154.0	267.9	248.1
0600-0000	254.0	269.5	278.0	253.0	306.0	244.0	156.0	272.1	252.6
0000-0000	262.0	274.5	284.5	259.0	314.0	254.0	168.0	278.8	260.4
<b>AM Peak</b>	0800	0800	0800	0800	0800	1100	1100		
	29.0	27.0	27.5	32.0	37.0	24.0	15.0		
<b>PM Peak</b>	1500	1700	1500	1500	1700	1600	1200		
	33.0	30.0	34.0	32.0	35.0	22.0	19.0		

\* - No data.



**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-91**

**Site:** 18040.1.2NS  
**Description:** Fawcett Road 160m south of West Churchill Avenue <50>  
**Filter time:** 20:53 Tuesday, 17 July 2018 => 13:47 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(N) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages		
								1 - 5	1 - 7	
0000-0100	0.0	0.0	0.0	0.0	1.0	1.0	1.0	0.2	0.4	
0100-0200	1.0	0.0	0.5	0.0	0.0	0.0	0.0	0.3	0.3	
0200-0300	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.1	
0300-0400	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.2	0.1	
0400-0500	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.3	0.3	
0500-0600	3.0	2.0	2.5	3.0	2.0	3.0	1.0	2.5	2.4	
0600-0700	6.0	7.0	3.0	6.0	4.0	2.0	1.0	4.8	4.0	
0700-0800	12.0	11.0	13.5	6.0	12.0	5.0	1.0	11.3	9.3	
0800-0900	21.0	17.0	18.0	20.0	23.0	7.0	4.0	19.5	16.0	
0900-1000	4.0	6.0	6.0	4.0	4.0	7.0	4.0	5.0	5.1	
1000-1100	8.0	6.0	6.0	4.0	5.0	11.0	4.0	5.8	6.3	
1100-1200	7.0	9.0	4.5	5.0	7.0	8.0	5.0	6.2	6.3	
1200-1300	5.0	8.0	7.5	4.0	9.0	7.0	11.0	6.8	7.4	
1300-1400	1.0	8.0	7.0	5.0	4.0	11.0	6.0	5.3	6.1	
1400-1500	16.0	12.0	13.0	11.0	20.0	9.0	7.0	14.4	12.6	
1500-1600	8.0	8.0	10.0	6.0	12.0	11.0	5.0	8.8	8.6	
1600-1700	10.0	12.0	15.0	13.0	13.0	11.0	10.0	12.6	12.0	
1700-1800	8.0	10.0	8.0	6.0	16.0	6.0	6.0	9.6	8.6	
1800-1900	3.0	2.0	9.0	7.0	1.0	6.0	5.0	4.4	4.7	
1900-2000	1.0	3.0	3.0	5.0	3.0	0.0	2.0	3.0	2.4	
2000-2100	1.0	1.0	0.0	2.0	3.0	1.0	1.0	1.3	1.3	
2100-2200	0.0	1.5	1.0	2.0	4.0	3.0	0.0	1.7	1.6	
2200-2300	0.0	0.0	0.0	2.0	1.0	2.0	1.0	0.5	0.8	
2300-2400	0.0	0.0	1.0	1.0	0.0	0.0	0.0	0.3	0.3	
<b>Totals</b>										
0700-1900	103.0	109.0	117.5	91.0	126.0	99.0	68.0	109.8	102.8	
0600-2200	111.0	121.5	124.5	106.0	140.0	105.0	72.0	120.6	112.1	
0600-0000	111.0	121.5	125.5	109.0	141.0	107.0	73.0	121.5	113.1	
0000-0000	115.0	124.5	129.0	112.0	145.0	111.0	76.0	125.0	116.6	
<b>AM Peak</b>	0800	0800	0800	0800	0800	1000	1100			
	21.0	17.0	18.0	20.0	23.0	11.0	5.0			
<b>PM Peak</b>	1400	1600	1600	1600	1400	1600	1200			
	16.0	12.0	15.0	13.0	20.0	11.0	11.0			

\* - No data.

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-91**

**Site:** 18040.1.2NS  
**Description:** Fawcett Road 160m south of West Churchill Avenue <50>  
**Filter time:** 20:53 Tuesday, 17 July 2018 => 13:47 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(S) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	1.0	0.0	0.5	2.0	2.0	0.0	6.0	1.0	1.5
0100-0200	0.0	0.0	0.5	0.0	0.0	1.0	1.0	0.2	0.4
0200-0300	1.0	1.0	0.5	0.0	1.0	2.0	1.0	0.7	0.9
0300-0400	1.0	0.0	0.5	1.0	0.0	2.0	0.0	0.5	0.6
0400-0500	0.0	1.0	0.5	0.0	1.0	0.0	0.0	0.5	0.4
0500-0600	1.0	0.0	0.5	0.0	0.0	1.0	1.0	0.3	0.5
0600-0700	0.0	3.0	2.0	6.0	1.0	1.0	0.0	2.3	1.9
0700-0800	3.0	6.0	5.5	6.0	10.0	3.0	0.0	6.0	4.9
0800-0900	8.0	10.0	9.5	12.0	14.0	6.0	1.0	10.5	8.8
0900-1000	12.0	7.0	11.5	6.0	12.0	8.0	2.0	10.0	8.8
1000-1100	9.0	13.0	8.5	9.0	9.0	12.0	7.0	9.5	9.5
1100-1200	13.0	8.0	9.5	5.0	9.0	16.0	10.0	9.0	10.0
1200-1300	6.0	6.0	14.5	6.0	16.0	15.0	8.0	10.5	10.8
1300-1400	5.0	8.0	7.5	10.0	5.0	11.0	8.0	7.2	7.8
1400-1500	11.0	10.0	9.0	6.0	11.0	12.0	8.0	9.4	9.6
1500-1600	25.0	19.0	24.0	26.0	23.0	10.0	11.0	23.4	19.7
1600-1700	12.0	16.0	13.0	10.0	12.0	11.0	8.0	12.6	11.7
1700-1800	15.0	20.0	19.0	18.0	19.0	12.0	8.0	18.2	15.9
1800-1900	7.0	7.0	2.0	5.0	9.0	5.0	5.0	6.0	5.7
1900-2000	3.0	8.0	11.0	8.0	1.0	5.0	3.0	6.2	5.6
2000-2100	8.0	1.5	2.0	5.0	4.0	0.0	2.0	3.7	3.0
2100-2200	1.0	2.5	2.0	4.0	5.0	3.0	1.0	2.8	2.6
2200-2300	5.0	2.5	1.0	1.0	3.0	2.0	1.0	2.5	2.3
2300-2400	0.0	0.5	1.0	1.0	2.0	5.0	0.0	0.8	1.3
<b>Totals</b>									
0700-1900	126.0	130.0	133.5	119.0	149.0	121.0	76.0	132.3	122.9
0600-2200	138.0	145.0	150.5	142.0	160.0	130.0	82.0	147.3	136.0
0600-0000	143.0	148.0	152.5	144.0	165.0	137.0	83.0	150.6	139.5
0000-0000	147.0	150.0	155.5	147.0	169.0	143.0	92.0	153.8	143.8
<b>AM Peak</b>	1100	1000	0900	0800	0800	1100	1100		
	13.0	13.0	11.5	12.0	14.0	16.0	10.0		
<b>PM Peak</b>	1500	1700	1500	1500	1500	1200	1500		
	25.0	20.0	24.0	26.0	23.0	15.0	11.0		

\* - No data.



**MetroCount Traffic Executive**  
**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-90 -- English (ENA)****Datasets:**

**Site:** [18039] Fawcett Road 240m south of Mayor Road <50>  
**Attribute:** [-32.128370 +115.779357]  
**Direction:** 7 - North bound A>B, South bound B>A. **Lane:** 1  
**Survey Duration:** 20:41 Tuesday, 17 July 2018 => 13:43 Wednesday, 25 July 2018,  
**Zone:**  
**File:** 18039 0 2018-07-25 1343.EC1 (Plus B)  
**Identifier:** GT07C9G6 MC56-L5 [MC55] (c)Microcom 19Oct04  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 21:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018 (7.66667)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** North, South (bound), P = North, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 9021 / 9081 (99.34%)

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-90**

**Site:** 18039.1.2NS  
**Description:** Fawcett Road 240m south of Mayor Road <50>  
**Filter time:** 21:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(NS) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	2.0	0.0	1.0	7.0	5.0	5.0	15.0	2.7	4.5
0100-0200	1.0	1.0	3.5	0.0	1.0	5.0	8.0	1.7	2.9
0200-0300	2.0	1.0	1.0	1.0	1.0	5.0	9.0	1.2	2.6
0300-0400	2.0	1.0	2.0	4.0	3.0	4.0	4.0	2.3	2.8
0400-0500	5.0	7.0	5.0	8.0	7.0	2.0	4.0	6.2	5.4
0500-0600	18.0	20.0	17.0	16.0	15.0	12.0	5.0	17.2	15.0
0600-0700	43.0	37.0	38.5	50.0	41.0	16.0	15.0	41.3	34.9
0700-0800	89.0	83.0	86.0	74.0	83.0	40.0	12.0	83.5	69.1
0800-0900	<b>140.0</b>	<b>141.0</b>	<b>134.5</b>	<b>148.0</b>	<b>161.0</b>	58.0	39.0	<b>143.2</b>	<b>119.5</b>
0900-1000	49.0	57.0	71.5	54.0	79.0	77.0	54.0	63.7	64.1
1000-1100	83.0	56.0	65.0	75.0	58.0	87.0	73.0	67.0	70.3
1100-1200	56.0	55.0	58.5	63.0	60.0	<b>98.0</b>	<b>96.0</b>	58.5	68.1
1200-1300	64.0	56.0	56.0	47.0	58.0	88.0	74.0	56.2	62.4
1300-1400	60.0	58.0	51.0	57.0	59.0	78.0	71.0	57.0	62.0
1400-1500	109.0	96.0	80.0	108.0	120.0	81.0	56.0	102.6	92.9
1500-1600	<b>139.0</b>	<b>168.0</b>	<b>130.0</b>	<b>145.0</b>	<b>162.0</b>	85.0	75.0	<b>148.8</b>	<b>129.1</b>
1600-1700	102.0	132.0	107.0	110.0	111.0	89.0	76.0	112.4	103.9
1700-1800	99.0	132.0	121.0	134.0	123.0	<b>90.0</b>	<b>84.0</b>	121.8	111.9
1800-1900	66.0	72.0	81.0	78.0	63.0	58.0	57.0	72.0	67.9
1900-2000	32.0	46.0	54.0	47.0	56.0	47.0	38.0	47.0	45.7
2000-2100	39.0	40.0	29.0	52.0	34.0	36.0	22.0	38.8	36.0
2100-2200	13.0	14.0	21.0	30.0	31.0	27.0	11.0	20.5	20.1
2200-2300	13.0	10.0	2.0	8.0	20.0	14.0	5.0	10.5	10.3
2300-2400	5.0	3.5	8.0	6.0	12.0	14.0	9.0	6.3	7.6
<b>Totals</b>									
0700-1900	1056.0	1106.0	1041.5	1093.0	1137.0	929.0	767.0	1086.6	1021.1
0600-2200	1183.0	1243.0	1184.0	1272.0	1299.0	1055.0	853.0	1234.2	1157.8
0600-0000	1201.0	1256.5	1194.0	1286.0	1331.0	1083.0	867.0	1251.1	1175.7
0000-0000	1231.0	1286.5	1223.5	1322.0	1363.0	1116.0	912.0	1282.2	1208.8
<b>AM Peak</b>	0800	0800	0800	0800	0800	1100	1100		
	140.0	141.0	134.5	148.0	161.0	98.0	96.0		
<b>PM Peak</b>	1500	1500	1500	1500	1500	1700	1700		
	139.0	168.0	130.0	145.0	162.0	90.0	84.0		

\* - No data.





**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-90**

**Site:** 18039.1.2NS  
**Description:** Fawcett Road 240m south of Mayor Road <50>  
**Filter time:** 21:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(N) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	1.0	0.0	0.5	4.0	2.0	1.0	6.0	1.3	1.9
0100-0200	1.0	0.0	1.5	0.0	0.0	3.0	4.0	0.7	1.4
0200-0300	1.0	0.0	0.0	0.0	0.0	1.0	4.0	0.2	0.8
0300-0400	1.0	1.0	1.0	2.0	2.0	1.0	2.0	1.3	1.4
0400-0500	3.0	6.0	4.5	6.0	6.0	1.0	1.0	5.0	4.0
0500-0600	15.0	16.0	13.5	12.0	8.0	9.0	3.0	13.0	11.3
0600-0700	31.0	26.0	30.5	31.0	33.0	13.0	9.0	30.3	25.5
0700-0800	60.0	53.0	58.5	49.0	56.0	24.0	10.0	55.8	46.1
0800-0900	<b>86.0</b>	<b>98.0</b>	<b>90.0</b>	<b>94.0</b>	<b>91.0</b>	37.0	27.0	<b>91.5</b>	<b>76.6</b>
0900-1000	24.0	29.0	30.0	24.0	38.0	41.0	39.0	29.2	31.9
1000-1100	41.0	25.0	34.0	35.0	26.0	<b>47.0</b>	38.0	32.5	35.0
1100-1200	27.0	26.0	26.0	38.0	24.0	38.0	<b>44.0</b>	27.8	31.1
1200-1300	24.0	27.0	21.0	22.0	23.0	37.0	31.0	23.0	25.8
1300-1400	28.0	26.0	24.0	23.0	25.0	37.0	26.0	25.2	27.0
1400-1500	<b>62.0</b>	<b>57.0</b>	<b>45.0</b>	<b>62.0</b>	<b>74.0</b>	38.0	29.0	<b>60.0</b>	<b>52.4</b>
1500-1600	36.0	46.0	36.0	45.0	40.0	37.0	28.0	40.6	38.3
1600-1700	47.0	52.0	40.0	35.0	40.0	<b>40.0</b>	30.0	42.8	40.6
1700-1800	36.0	55.0	38.0	53.0	52.0	37.0	<b>34.0</b>	46.8	43.6
1800-1900	25.0	27.0	44.0	31.0	25.0	24.0	28.0	30.4	29.1
1900-2000	11.0	15.0	13.0	19.0	24.0	17.0	16.0	16.4	16.4
2000-2100	13.0	11.0	7.0	23.0	12.0	17.0	14.0	13.2	13.9
2100-2200	4.0	4.0	11.0	9.0	12.0	11.0	3.0	7.3	7.3
2200-2300	4.0	3.5	1.0	3.0	5.0	5.0	3.0	3.3	3.5
2300-2400	1.0	1.0	4.0	4.0	3.0	5.0	3.0	2.3	2.8
<b>Totals</b>									
0700-1900	496.0	521.0	486.5	511.0	514.0	437.0	364.0	505.6	477.5
0600-2200	555.0	577.0	548.0	593.0	595.0	495.0	406.0	572.9	540.5
0600-0000	560.0	581.5	553.0	600.0	603.0	505.0	412.0	578.6	546.8
0000-0000	582.0	604.5	574.0	624.0	621.0	521.0	432.0	600.1	567.4
<b>AM Peak</b>	0800	0800	0800	0800	0800	1000	1100		
	86.0	98.0	90.0	94.0	91.0	47.0	44.0		
<b>PM Peak</b>	1400	1400	1400	1400	1400	1600	1700		
	62.0	57.0	45.0	62.0	74.0	40.0	34.0		

\* - No data.

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-90**

**Site:** 18039.1.2NS  
**Description:** Fawcett Road 240m south of Mayor Road <50>  
**Filter time:** 21:00 Tuesday, 17 July 2018 => 13:00 Wednesday, 25 July 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(S) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	1.0	0.0	0.5	3.0	3.0	4.0	9.0	1.3	2.6
0100-0200	0.0	1.0	2.0	0.0	1.0	2.0	4.0	1.0	1.5
0200-0300	1.0	1.0	1.0	1.0	1.0	4.0	5.0	1.0	1.9
0300-0400	1.0	0.0	1.0	2.0	1.0	3.0	2.0	1.0	1.4
0400-0500	2.0	1.0	0.5	2.0	1.0	1.0	3.0	1.2	1.4
0500-0600	3.0	4.0	3.5	4.0	7.0	3.0	2.0	4.2	3.8
0600-0700	12.0	11.0	8.0	19.0	8.0	3.0	6.0	11.0	9.4
0700-0800	29.0	30.0	27.5	25.0	27.0	16.0	2.0	27.7	23.0
0800-0900	<b>54.0</b>	<b>43.0</b>	<b>44.5</b>	<b>54.0</b>	<b>70.0</b>	21.0	12.0	<b>51.7</b>	<b>42.9</b>
0900-1000	25.0	28.0	41.5	30.0	41.0	36.0	15.0	34.5	32.3
1000-1100	42.0	31.0	31.0	40.0	32.0	40.0	35.0	34.5	35.3
1100-1200	29.0	29.0	32.5	25.0	36.0	<b>60.0</b>	<b>52.0</b>	30.7	37.0
1200-1300	40.0	29.0	35.0	25.0	35.0	51.0	43.0	33.2	36.6
1300-1400	32.0	32.0	27.0	34.0	34.0	41.0	45.0	31.8	35.0
1400-1500	47.0	39.0	35.0	46.0	46.0	43.0	27.0	42.6	40.4
1500-1600	<b>103.0</b>	<b>122.0</b>	<b>94.0</b>	<b>100.0</b>	<b>122.0</b>	48.0	47.0	<b>108.2</b>	<b>90.9</b>
1600-1700	55.0	80.0	67.0	75.0	71.0	49.0	46.0	69.6	63.3
1700-1800	63.0	77.0	83.0	81.0	71.0	<b>53.0</b>	<b>50.0</b>	75.0	68.3
1800-1900	41.0	45.0	37.0	47.0	38.0	34.0	29.0	41.6	38.7
1900-2000	21.0	31.0	41.0	28.0	32.0	30.0	22.0	30.6	29.3
2000-2100	26.0	29.0	22.0	29.0	22.0	19.0	8.0	25.6	22.1
2100-2200	9.0	10.0	10.0	21.0	19.0	16.0	8.0	13.2	12.9
2200-2300	9.0	6.5	1.0	5.0	15.0	9.0	2.0	7.2	6.8
2300-2400	4.0	2.5	4.0	2.0	9.0	9.0	6.0	4.0	4.9
<b>Totals</b>									
0700-1900	560.0	585.0	555.0	582.0	623.0	492.0	403.0	581.0	543.6
0600-2200	628.0	666.0	636.0	679.0	704.0	560.0	447.0	661.3	617.3
0600-0000	641.0	675.0	641.0	686.0	728.0	578.0	455.0	672.5	628.9
0000-0000	649.0	682.0	649.5	698.0	742.0	595.0	480.0	682.2	641.4
<b>AM Peak</b>	0800	0800	0800	0800	0800	1100	1100		
	54.0	43.0	44.5	54.0	70.0	60.0	52.0		
<b>PM Peak</b>	1500	1500	1500	1500	1500	1700	1700		
	103.0	122.0	94.0	100.0	122.0	53.0	50.0		

\* - No data.



**MetroCount Traffic Executive**  
**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-887 -- English (ENA)****Datasets:**

**Site:** [STC006] Gardiner Ave 80m West of Rockingham Rd  
**Attribute:** [+51.477222 +0.000000]  
**Direction:** 8 - East bound A>B, West bound B>A. **Lane:** 0  
**Survey Duration:** 11:00 Wednesday, 13 June 2018 => 11:17 Thursday, 21 June 2018,  
**Zone:**  
**File:** Gardiner Ave STC006 0 2018-06-21 1119.EC0 (Plus )  
**Identifier:** HF10SKYE MC56-L5 [MC55] (c)Microcom 19Oct04  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 11:01 Wednesday, 13 June 2018 => 11:00 Thursday, 21 June 2018 (7.99931)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** East, West (bound), P = East, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 11509 / 11552 (99.63%)

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-887**

**Site:** STC006.0.1EW  
**Description:** Gardiner Ave 80m West of Rockingham Rd  
**Filter time:** 11:01 Wednesday, 13 June 2018 => 11:00 Thursday, 21 June 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(EW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	2.0	2.0	2.5	0.0	6.0	1.0	1.5	2.0
0100-0200	1.0	1.0	2.0	1.0	4.0	2.0	0.0	1.7	1.5
0200-0300	1.0	3.0	0.0	3.0	3.0	3.0	6.0	2.2	2.8
0300-0400	0.0	8.0	7.0	9.5	2.0	6.0	1.0	6.0	5.4
0400-0500	2.0	4.0	4.0	3.5	8.0	1.0	0.0	4.2	3.3
0500-0600	10.0	21.0	16.0	17.5	25.0	12.0	6.0	17.8	15.6
0600-0700	23.0	20.0	29.0	21.0	25.0	9.0	4.0	23.2	19.0
0700-0800	69.0	63.0	71.0	59.0	61.0	8.0	1.0	63.7	48.9
0800-0900	59.0	68.0	60.0	52.5	73.0	19.0	7.0	60.8	48.9
0900-1000	51.0	49.0	75.0	78.5	65.0	21.0	12.0	66.2	53.8
1000-1100	50.0	71.0	51.0	56.0	54.0	29.0	11.0	56.3	47.3
1100-1200	<b>71.0</b>	<b>76.0</b>	<b>76.5</b>	<b>84.0</b>	<b>98.0</b>	<b>51.0</b>	<b>20.0</b>	<b>80.3</b>	<b>69.1</b>
1200-1300	105.0	119.0	120.5	103.0	167.0	<b>103.0</b>	<b>31.0</b>	122.5	108.6
1300-1400	68.0	70.0	65.0	77.0	110.0	34.0	16.0	75.8	63.1
1400-1500	119.0	161.0	138.0	163.0	187.0	50.0	20.0	151.0	122.0
1500-1600	295.0	332.0	330.0	320.0	<b>399.0</b>	24.0	14.0	334.3	255.5
1600-1700	<b>411.0</b>	<b>402.0</b>	<b>434.0</b>	<b>437.0</b>	335.0	31.0	18.0	<b>408.8</b>	<b>312.8</b>
1700-1800	245.0	246.0	239.5	231.0	143.0	16.0	10.0	224.0	171.3
1800-1900	65.0	68.0	77.0	64.0	40.0	11.0	10.0	65.2	51.5
1900-2000	15.0	14.0	19.5	22.0	5.0	7.0	9.0	15.8	13.9
2000-2100	9.0	13.0	21.0	24.0	7.0	3.0	2.0	15.8	12.5
2100-2200	3.0	3.0	2.5	1.0	2.0	2.0	1.0	2.3	2.1
2200-2300	2.0	5.0	0.5	5.0	2.0	0.0	1.0	2.5	2.0
2300-2400	6.0	8.0	8.5	9.0	8.0	0.0	0.0	8.0	6.0
<b>Totals</b>									
0700-1900	1608.0	1725.0	1737.5	1725.0	1732.0	397.0	170.0	1709.0	1352.6
0600-2200	1658.0	1775.0	1809.5	1793.0	1771.0	418.0	186.0	1766.2	1400.1
0600-0000	1666.0	1788.0	1818.5	1807.0	1781.0	418.0	187.0	1776.7	1408.1
0000-0000	1680.0	1827.0	1849.5	1844.0	1823.0	448.0	201.0	1810.0	1438.6
<b>AM Peak</b>	1100	1100	1100	1100	1100	1100	1100		
	71.0	76.0	76.5	84.0	98.0	51.0	20.0		
<b>PM Peak</b>	1600	1600	1600	1600	1500	1200	1200		
	411.0	402.0	434.0	437.0	399.0	103.0	31.0		

\* - No data.



**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-888**

**Site:** STC006.0.1EW  
**Description:** Gardiner Ave 80m West of Rockingham Rd  
**Filter time:** 11:01 Wednesday, 13 June 2018 => 11:00 Thursday, 21 June 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(E) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
								1 - 5	1 - 7
0000-0100	0.0	2.0	2.0	2.5	0.0	6.0	1.0	1.5	2.0
0100-0200	1.0	1.0	2.0	1.0	3.0	2.0	0.0	1.5	1.4
0200-0300	1.0	3.0	0.0	2.5	3.0	3.0	6.0	2.0	2.6
0300-0400	0.0	8.0	7.0	9.5	2.0	5.0	1.0	6.0	5.3
0400-0500	2.0	4.0	4.0	3.5	7.0	1.0	0.0	4.0	3.1
0500-0600	4.0	16.0	14.0	14.0	19.0	12.0	6.0	13.5	12.4
0600-0700	17.0	16.0	21.0	14.5	19.0	9.0	4.0	17.0	14.4
0700-0800	31.0	29.0	28.0	27.5	27.0	8.0	1.0	28.3	22.4
0800-0900	45.0	38.0	31.0	32.0	43.0	17.0	7.0	36.8	30.6
0900-1000	42.0	26.0	41.0	46.5	42.0	20.0	11.0	40.7	34.4
1000-1100	44.0	58.0	42.0	45.5	48.0	27.0	9.0	47.2	39.9
1100-1200	<b>60.0</b>	<b>67.0</b>	<b>68.0</b>	<b>76.0</b>	<b>90.0</b>	<b>48.0</b>	<b>16.0</b>	<b>71.5</b>	<b>61.6</b>
1200-1300	97.0	106.0	99.0	92.0	154.0	<b>100.0</b>	<b>25.0</b>	107.8	96.5
1300-1400	61.0	61.0	54.5	73.0	97.0	29.0	13.0	66.8	55.4
1400-1500	114.0	151.0	126.0	153.0	184.0	49.0	19.0	142.3	115.3
1500-1600	291.0	323.0	322.0	315.0	<b>386.0</b>	21.0	14.0	326.5	249.3
1600-1700	<b>406.0</b>	<b>396.0</b>	<b>426.5</b>	<b>426.0</b>	330.0	29.0	17.0	<b>401.8</b>	<b>307.1</b>
1700-1800	244.0	245.0	234.5	225.0	140.0	14.0	8.0	220.5	168.1
1800-1900	64.0	67.0	75.5	64.0	38.0	11.0	8.0	64.0	50.4
1900-2000	15.0	12.0	19.0	18.0	5.0	6.0	9.0	14.7	12.9
2000-2100	6.0	11.0	18.0	21.0	7.0	2.0	2.0	13.5	10.6
2100-2200	3.0	3.0	2.5	1.0	2.0	2.0	1.0	2.3	2.1
2200-2300	2.0	4.0	0.5	5.0	2.0	0.0	1.0	2.3	1.9
2300-2400	6.0	8.0	8.5	9.0	8.0	0.0	0.0	8.0	6.0
<b>Totals</b>									
0700-1900	1499.0	1567.0	1548.0	1575.5	1579.0	373.0	148.0	1554.3	1230.9
0600-2200	1540.0	1609.0	1608.5	1630.0	1612.0	392.0	164.0	1601.8	1270.9
0600-0000	1548.0	1621.0	1617.5	1644.0	1622.0	392.0	165.0	1612.2	1278.8
0000-0000	1556.0	1655.0	1646.5	1677.0	1656.0	421.0	179.0	1640.7	1305.5
<b>AM Peak</b>	1100	1100	1100	1100	1100	1100	1100		
	60.0	67.0	68.0	76.0	90.0	48.0	16.0		
<b>PM Peak</b>	1600	1600	1600	1600	1500	1200	1200		
	406.0	396.0	426.5	426.0	386.0	100.0	25.0		

\* - No data.

**Weekly Vehicle Counts (Virtual Week)**

**VirtWeeklyVehicle-889**

**Site:** STC006.0.1EW  
**Description:** Gardiner Ave 80m West of Rockingham Rd  
**Filter time:** 11:01 Wednesday, 13 June 2018 => 11:00 Thursday, 21 June 2018  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(W) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages		
								1 - 5	1 - 7	
0000-0100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
0100-0200	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.2	0.1	
0200-0300	0.0	0.0	0.0	0.5	0.0	0.0	0.0	0.2	0.1	
0300-0400	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.1	
0400-0500	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.2	0.1	
0500-0600	6.0	5.0	2.0	3.5	6.0	0.0	0.0	4.3	3.3	
0600-0700	6.0	4.0	8.0	6.5	6.0	0.0	0.0	6.2	4.6	
0700-0800	38.0	34.0	43.0	31.5	34.0	0.0	0.0	35.3	26.5	
0800-0900	14.0	30.0	29.0	20.5	30.0	2.0	0.0	24.0	18.3	
0900-1000	9.0	23.0	34.0	32.0	23.0	1.0	1.0	25.5	19.4	
1000-1100	6.0	13.0	9.0	10.5	6.0	2.0	2.0	9.2	7.4	
1100-1200	11.0	9.0	8.5	8.0	8.0	3.0	4.0	8.8	7.5	
1200-1300	8.0	13.0	21.5	11.0	13.0	3.0	6.0	14.7	12.1	
1300-1400	7.0	9.0	10.5	4.0	13.0	5.0	3.0	9.0	7.8	
1400-1500	5.0	10.0	12.0	10.0	3.0	1.0	1.0	8.7	6.8	
1500-1600	4.0	9.0	8.0	5.0	13.0	3.0	0.0	7.8	6.3	
1600-1700	5.0	6.0	7.5	11.0	5.0	2.0	1.0	7.0	5.6	
1700-1800	1.0	1.0	5.0	6.0	3.0	2.0	2.0	3.5	3.1	
1800-1900	1.0	1.0	1.5	0.0	2.0	0.0	2.0	1.2	1.1	
1900-2000	0.0	2.0	0.5	4.0	0.0	1.0	0.0	1.2	1.0	
2000-2100	3.0	2.0	3.0	3.0	0.0	1.0	0.0	2.3	1.9	
2100-2200	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2200-2300	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.2	0.1	
2300-2400	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
<b>Totals</b>										
0700-1900	109.0	158.0	189.5	149.5	153.0	24.0	22.0	154.7	121.8	
0600-2200	118.0	166.0	201.0	163.0	159.0	26.0	22.0	164.3	129.3	
0600-0000	118.0	167.0	201.0	163.0	159.0	26.0	22.0	164.5	129.4	
0000-0000	124.0	172.0	203.0	167.0	167.0	27.0	22.0	169.3	133.1	
<b>AM Peak</b>	0700	0700	0700	0900	0700	1100	1100			
	38.0	34.0	43.0	32.0	34.0	3.0	4.0			
<b>PM Peak</b>	1200	1200	1200	1600	1500	1300	1200			
	8.0	13.0	21.5	11.0	13.0	5.0	6.0			

\* - No data.



## Technical Note

259590-00

30 July 2018

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### DOCUMENT CHECKING (not mandatory for File Note)

	Prepared by	Checked by	Approved by
Name	Stephen Loughnan	Joanna Karasiewicz	Darryl Patterson
Signature			



About 700



PETITION FORM

CITY OF COCKBURN
DOC Set
13 JUL 2018
SUBJECT 08 4004
0471013
RETENTION
25.11.7039
PROPERTY STREET
119
APP

To: Chief Executive Officer  
City of Cockburn  
9 Coleville Crescent  
SPEARWOOD WA 6163

ACTION Jadrva 1215  
BIBRA LAKE VAN WJ 6965  
F41 Bernie Pinte  
F41 James Ngobemoto

We, the undersigned electors of the City of Cockburn request (clearly define the purpose) We want the City to -

RE - OPEN FAWCETT ROAD  
as detailed in the recent letter sent regarding the traffic calming measures to be implemented for the entire road.

for the following reasons (provide summary of reasons supporting requests)

- So local business in the area can remain viable.
- So local people can have easy access to their own area.
- To remove all the unnecessary angst that has been created due to the closure of the Road.
- To install calming devices as per Councils letter of 9<sup>th</sup> May 2018 for balance of Fawcett Road.

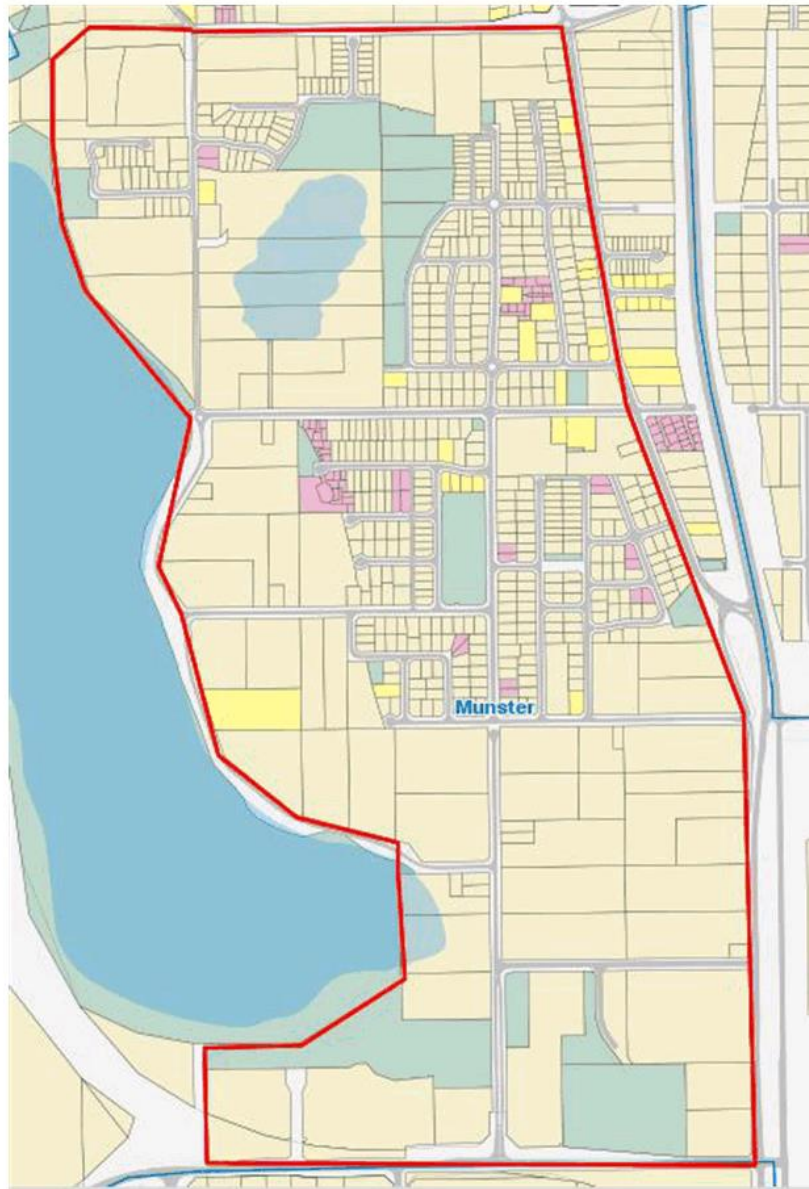
As the initiator of this petition, my name is Gino DiLazzaro

For further information I can be contacted via email liacalaz@gmail.com or by telephone 0412 557 991.

           - CoC Residents  
           - Lived within ~~of Fawcett Rd~~ Fawcett Rd  
           - Out of CoC area



Attachment 3 - Fawcett Road Study Area



Petition Summary		
Cockburn residents outside of Fawcett Rd area	Residents lives within Fawcett Rd area	Signature out of the City of Cockburn
316	83	264
48%	13%	40%
663		
399		No included
79%	21%	No included

Total No of Owner & Occupier	1142
Total % of Owner & Occupier signed petition	7%

**16.2 (2018/MINUTE NO 0128) FAWCETT ROAD - TRAFFIC CALMING****Author(s)** J Kiurski**Attachments**

1. Fawcett Road - BG&E Traffic Calming Report [↓](#)
2. Public Consultation Analysis [↓](#)
3. Origin-destination Survey [↓](#)

**RECOMMENDATION**

That Council:

- (1) adopt the installation of the proposed speed humps on Fawcett Road between Mayor Road and West Churchill Road as shown on the attached drawing included in Attachment 1, Appendix E - Sketch No. C001;
- (2) adopt the installation of the proposed slow point calming treatment at the Fawcett Road/ Donnelly Street intersection as shown on the attached drawing included in Attachment 1, Appendix E - Sketch No. C001; and
- (3) reallocate \$100,000 for the proposed scope of works from CW3960 – Heavy Vehicle Parking project for 2018-2019.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL****COUNCIL DECISION**

MOVED Cr K Allen SECONDED Cr M Separovich

That Council:

- (1) – (3) as recommended;
- (4) adopt the installation of a temporary footpath/walkway along the eastern side of Fawcett Rd, between Ingrilli Ct and West Churchill Ave, with compacted limestone or road base, with crossovers to connect to the existing walkways along the western side of Fawcett Rd, to be constructed at the same time as the proposed new speed humps in (1) are being installed;
- (5) reduce funding of Fawcett Rd (Ingrilli Ct to West Churchill Ave) in the current budget (CW3893) by \$40,000 and increase the funding by \$40,000 to include the temporary footpath in (4); and
- (6) conduct a 14 day public consultation with property owners on the eastern side of Fawcett Road in the section where the temporary footpath is proposed.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0**

**Reason for Decision**

There has been a long standing safety issue of a lack of a footpath for pedestrians along a section of Fawcett Rd.

Central ward councillors have tried to fast track a footpath on the western side however land ownership issues and services issues are complication this from happening in the short term.

In recent times, there has been strong support from both the residents of South Coogee Community Association and the Coogee Beach Progress Association for a request for the urgent construction of a new footpath or walkway (or at least a walking track) along the eastern side of Fawcett Rd, between Ingrilli Ct and West Churchill Ave, with compacted limestone/roadbase, with crossovers to connect to the existing walkways along the western side of Fawcett Rd, to urgently improve pedestrian safety.

This footpath could be constructed at the same time as the proposed new speed humps are being implemented, if approved by Council.

Speeding and resident safety is an issue on such a heavily trafficked road without a footpath.

**Background**

At the Ordinary Meeting of Council on 14 December 2017 (2017/Minute No. 0046), Council resolved as follows:

*MOVED Cr K Allen SECONDED Cr S Pratt*

*That Council:*

- (1) approve the road closure of Fawcett Road, Munster, south of Albion Avenue;*
- (2) do not support the closure of the northern end of Fawcett Road;*
- (3) submit for Main Roads approval a line marking and signage layout to assist speed reduction; and*
- (4) the City carries out an origin-destination survey as soon as practicable in 2018 to provide more certainty on the composition and proportion of local compared to non-local traffic currently travelling on Fawcett Road and for the non-local*



*traffic more detail on preferred traffic routes traversing the local street network.*

**CARRIED 7/0**

Parts 1 and 2 of Council's decision above were completed in May 2018 with the closure of Fawcett Road at the approved location. With respect to part 3, consulting engineers BG&E were commissioned to review the traffic issues within Fawcett Road and propose the traffic calming options for consultation with the residents of the local area. BG&E completed their assessment in April 2018 and submitted a draft report. The report has since been revised and is included as Attachment 1 for reference.

The recommended options for the traffic calming on the section of Fawcett Road between Mayor Road and West Churchill Road from the BG&E report was the basis of the public consultation and the result of the consultation is included as Attachment 2.

With reference to part 4 of the above resolution, a copy of the result of the origin-destination survey is included for reference as Attachment 3. This survey provided useful information on the composition of travel destinations on Fawcett Road, bearing in mind the short duration of the survey time.

At the Ordinary Council Meeting of 12 July 2018 Council resolved to defer the matter to the August Ordinary Council Meeting. The reason was to allow officers to complete the report investigating impacts on surrounding residents outside of Fawcett Road. Hence, this report is returned to Council for consideration at the August 2018 OCM.

**Submission**

N/A

**Report**

An investigation of the traffic calming infrastructure for Fawcett Road, Munster between Mayor Road and West Churchill Avenue has been completed. The purpose of the traffic calming infrastructure is to address the traffic speeds on this road and to discourage the use of Fawcett Road as a rat run to avoid congestion on Rockingham Road intersections.

The assessment considered the traffic speed and volume from the report in December 2017, which was reported as:

- Traffic Volume: 1,165 Vehicles per Average Week Day.
- Average Speed: 48km/h
- 85th Percentile Speed: 58km/h



- Per cent of Heavy Vehicles: 4.4 per cent

A further review of existing information on Fawcett Road indicates that the closure of Fawcett Road will have some impact on the traffic volume. Whilst the traffic volumes are likely to reduce, there is no expectation that the vehicle speeds will reduce due to this road closure. To address the vehicle speeds, traffic management options have been considered by consulting engineers BG&E and are listed below, with their comments.

### **Option 1 - Speed Humps**

The installation of additional speed humps can simply be facilitated along Fawcett Road and would serve as a relatively cost effective traffic calming measure.

The speed humps would be based on Main Roads WA (MRWA) drawing 200331-129-5 included in Attachment1 as Appendix D.

It has been proposed to install a three additional speed humps in conjunction with the existing speed hump to provide suitable traffic calming along this section of Fawcett Road.

### **Option 2 - Speed Cushions**

The speed cushion is an alternative to the MRWA type speed humps. They are rubberised units ready to install without any civil works.

The typical speed cushion arrangement is shown on MRWA drawing 200931-0004-2 included in Attachment 1 as Appendix D.

For both road humps and speed cushions; new signs and line marking would need to be installed. The installation of either the speed humps or the speed cushions would typically lower the speed environment, since these treatments are difficult to traverse at over 40km/h.

In order to provide the appropriate traffic calming by using Option 1 - Speed Humps or Option 2 - Speed Cushions, an additional traffic calming treatment will also be required at the Fawcett Road/ Donnelly Street intersection.

The additional traffic calming treatment proposed is a typical slow point, similar to MRWA standard drawing 200331-0134-5 included in Attachment 1 as Appendix D, with more detail shown on Appendix E - Sketch No. C001.

### **Option 3 - Blister Islands**



Blister islands are typically installed to restrict vehicle speeds locally; therefore these treatments need to be installed in series to adequately control the overall speed environment.

The typical blister islands arrangement is shown on MRWA drawing 200331-0135-4 included in Attachment 1 as Appendix D.

The blister islands traffic calming proposal is included in Attachment 1 as Appendix E - Sketch No. C002.

As shown on the Sketch No C002, the proposed blister islands would require pavement widening as the existing road pavement in this section is only 5.4m wide. The existing 10m wide road reserve would also require road widening to between 16m and 20m to be able to accommodate the blister islands.

#### **Option 4 - Double Lane Slow Point**

The installation of a double lane slow point is also considered a suitable traffic calming device as this design will ensure that vehicles have to slow down considerably to traverse the treatment.

The double lane slow point traffic calming proposal is included in Attachment 1 as Appendix E - Sketch No. C003.

The installation of these double lane slow points will also require additional pavement widening to each side in order to facilitate a suitably sized treatment.

The BG&E recommendation from the traffic management options available was the installation of speed cushions, as shown in Option 2.

During May 2018 the City sought community feedback about possible traffic calming on Fawcett Road, Munster between Mayor Road and West Churchill Avenue.

The above Options and the additional proposal Do Nothing was sent to 457 local residents and property owners. A survey was also placed on Comment on Cockburn, with a closing date of 4pm, 1 June 2018. A copy of the consultant's report was available on the website along with a recommended treatment option.

The summary of the responses to the public consultation are shown below – refer also to Attachment 2.

Option 1 – speed humps	20
Option 2 – rubber speed humps	26
Option 3 – blister islands	18
Option 4 – double lane slow point	15
Option 5 – do nothing	10





Total	89
-------	----

The preferable Option was the rubber speed humps, where 30 per cent (26) residents selected this option as their choice.

Because traffic management is primarily focused on a particular street or location, the report also analysed the results from the residents of just Fawcett Road between Mayor Road and West Churchill Avenue. There are 21 properties along this section of Fawcett Road, where the traffic calming has been proposed and the review of their responses are summarised below:

Option 1 – speed humps	4
Option 2 – rubber speed humps	0
Option 3 – blister islands	0
Option 4 – double lane slow point	1
Option 5 – do nothing	0
Total	5

The preferable option for the residents (24 per cent or five responses) within the section of Fawcett Road between Mayor Road and West Churchill was the Option1.

While the Option 2 – rubber speed humps was the preferable option overall and has been recommended by the BG&E report, it is necessary for the Council to give regard to what the residents who live directly on Fawcett Road select.

The slow point at the intersection of Fawcett Road/Donnelly Street is necessary regardless of which design of speed hump is adopted. The officer recommendation is for full width speed humps rather than the rubber cushion partial width speed humps.

A further recommendation from a practical installation point of view is that the asphalt speed humps do not require full road closures for the extended period that concrete speed humps require.

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

#### Moving Around

Improve connectivity of transport infrastructure.

#### Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

#### Leading & Listening



Listen to and engage with our residents, business community and ratepayers with greater use of social media.

### **Budget/Financial Implications**

A preliminary cost estimate has been carried out which indicates \$100,000 for the proposed scope of works. Funds will be sourced by deferring CW 3960 Heavy Vehicle Parking Project, which is on the 2018-2019 capital projects list. This project will be reviewed as part of the 2018-2019 Mid-Year Budget Review.

### **Legal Implications**

No legal issues have arisen in the project to date.

### **Community Consultation**

As noted above in this report, there was a public consultation survey completed in May 2018.

A letter and survey was sent to 457 local residents and property owners. A survey was also placed on Comment on Cockburn, with a closing date of 4pm, 1 June 2018. A copy of the consultant's report was available on the City website.

During the consultation time, the City engineering officers and BG&E staff were available for any additional information or clarification. The City received 89 responses including hardcopy and online responses.

### **Risk Management Implications**

The risk of not adopting the recommendations has been assessed as Moderate for both reputation and safety associated with this item.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 August 2018 Ordinary Council Meeting.

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

Nil



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# Fawcett Road—

## Local Area Traffic Management



FOR / Civil Engineering Services

CLIENT / City of Cockburn

DOCUMENT NO / 000000-REP-C-0001 REV / A DATE / 30/04/2018

*bgeeng.com—*



# DRAFT

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**Appendices**

- Appendix A Functional Road Hierarchy
- Appendix B Traffic Management Warrant
- Appendix C Road Closure
- Appendix D MRWA Drawings
- Appendix E Traffic Calming Options

Document Control					
Revision	Date	Description	Prepared	Reviewed	Approved
A	26/04/18	Issued for Review	AJH	AP	

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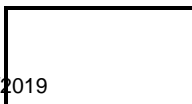
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## 1 INTRODUCTION

BG&E have been engaged by the City of Cockburn, to investigate traffic calming infrastructure for Fawcett Road, Munster between Mayor Road and West Churchill Avenue.

The purpose of the traffic calming infrastructure is to address the traffic speeds on this road and to discourage the use of Fawcett Road as a “rat run” to avoid the Mayor Road and Rockingham Road intersection.



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## 2 BACKGROUND

### 2.1 Functional Road Hierarchy

The section of Fawcett Road that is the focus of this report is located between Mayor Road and West Churchill Avenue.

Fawcett Road and West Churchill Avenue are both Access Roads; Mayor Road is a District Distributer (B) (Refer to Appendix A). Mayor Road intersects with Rockingham Road (District Distributer (A) to the north and (District Distributer (B) to the south) and Beeliar Drive (District Distributer (A) to the east of Fawcett Avenue. West Churchill Avenue intersects with Rockingham Road ((District Distributer (B).

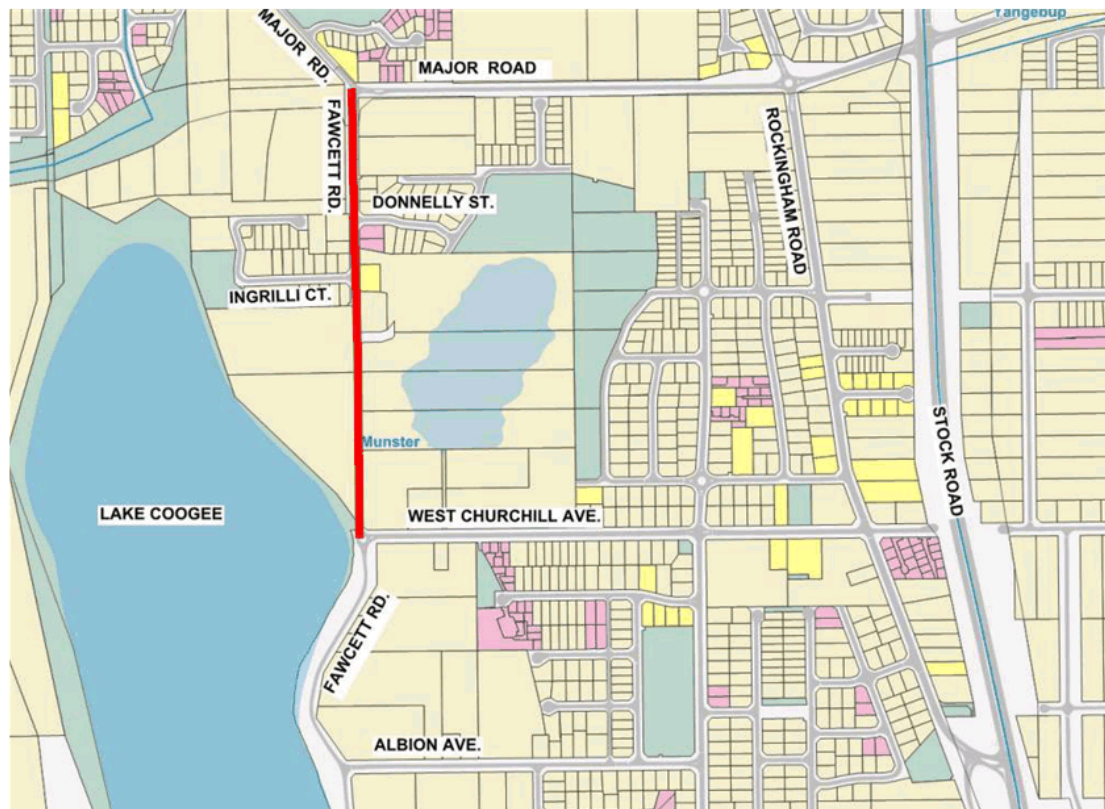


Figure 1 – Site Location





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## 2.2 Fawcett Road

The section of Fawcett Road that is the focus of this study is a relatively straight road between the West Churchill Ave and Mayor Road intersections. There is two intersections with other access roads within the study area; Ingrilli Court to the west and Donnelly Street to the east. Both intersecting roads are presently no through roads.

According to the City of Cockburn Intramaps the pavement width varies between 5.4m (to the south of Ingrilli Court) and 6.2m (between Mayor Road and Donnelly Street). The southern portion of the road is unkerbed on the western side, the remainder of the road has mountable kerb installed.

The road reserve width varies from 10m (south of Ingrilli Court) to 15m (between Ingrilli Court and Donnelly Street) to 20m (north of Donnelly Street).

The high point of the road is approximately at the intersection of Donnelly Street.

There is no dedicated bicycle lane and the road is not a public transport route.

There is an existing speed hump installed approximately 240m north of the West Churchill Avenue intersection.



Figure 2 – Existing Speed Hump

## 2.3 Previous City of Cockburn Data

From the City of Cockburn Traffic Management Warrant System's (Appendix 'B') check of the road information for Fawcett Road, Munster (Item 17 of the City of Cockburn Ordinary Council Minutes dated 14/12/2017) traffic speed and volume from the September 2016 traffic data was reported as:

- Traffic Volume: 1,165 Vehicles per Day.
- Average Speed: 48 km/h
- 85<sup>th</sup> Percentile Speed: 58 km/h
- % of Heavy Vehicles: 4.4%

A previous 2015 traffic data survey found the following similar results:





# DRAFT

- Traffic Volume: 1,184 Vehicles per Day.
- Average Speed: 48 km/h
- 85<sup>th</sup> Percentile Speed: 58 km/h
- % of Heavy Vehicles: 3.6%

A more detailed review of the speed data found that 88.8% of vehicles travel at less than 60 km/h; 10.4% of vehicles exceed 60km/h and 0.5% of vehicles exceed 80 km/h.

The City of Cockburn Traffic Management Warrant System in Appendix B produced a score of 29, which according to the City of Cockburn Council Policy SEW3 Traffic Management Investigation rates the site as “low safety and amenity concerns” and “no further action is considered to be required” using the Traffic Calming Warrant system.

Further review of existing information on Fawcett Road, indicates that there is a proposal to close the Fawcett Road to through traffic approximately 560m south of West Churchill Avenue. The traffic volume on Fawcett Road in this study is expected to reduce when this Fawcett Road closure is completed. (Refer to Appendix C). Whilst the traffic volumes are likely to reduce, there is no expectation that the vehicle speeds will reduce due to this road closure.



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## 3 LOCAL AREA TRAFFIC MANAGEMENT OPTIONS

This report has reviewed potential/proposed traffic management options for Fawcett Road, in the view that the options needs to be cost effective due to the low safety and amenity score within the City's Traffic Management Warrant System in Appendix B.

Common traffic management options have been considered and their assessed criteria is listed below, along with a recommended treatment option presented in section 4.

The traffic management options have been assessed based on the existing site topography, constraints, and suitability to the existing environment. Should this area be further developed it is likely that on-streetscaping will change along Fawcett Road and therefore the further developments along Fawcett Road should take into account the traffic calming along this section of Fawcett Road. Any treatment installed would need to be re-assessed as part of any structure planning undertaken to enable development of the existing properties.

### 3.1 Option 1 - Speed Humps/Speed Cushions

The installation of additional speed humps can simply be facilitated along Fawcett Road and would serve as a relatively cost effective traffic calming measure.

For both Road Humps and Speed Cushions; new signs and linemarking would need to be installed.

#### 3.1.1 Road Humps (Speed Humps)

The new/additional speed humps to be installed are anticipated to be based on Main Roads WA (MRWA) drawing 200331-129-5 (Appendix D).

To gain the maximum advantage, the additional Road humps will need to be installed at maximum spacing's of between 80-120m. Given the location of the existing intersections along Fawcett Road, we propose that a three (3) additional speed humps would be required in conjunction with the existing speed hump to provide suitable traffic calming along this section of Fawcett Road.

The typical disadvantage of road humps is the additional noise generated from the vehicles as they traverse the speed hump and therefore their installation in built up urban environments are not preferred, however they can be suitably located on Fawcett Road away from the existing residents.

The speed hump can also generally be suitable for bicycle users, and for the Fawcett Road installations some additional minor widening may be required to ensure that the road humps will not have a detrimental effect to on-road cyclists.

#### 3.1.2 Speed Cushions

As an alternative to the MRWA type speed humps, there are similar type treatments such as speed cushion that could be used in lieu of the speed humps. The typical speed cushion arrangement is shown on MRWA drawing 200931-0004-2 (Appendix D)

The advantages of speed cushions is that they are a more cost effective solution than the road humps as they are simple and quick to install for less capital cost. The speed cushions are rubberised units available from several suppliers ready to install without any civil works. Only some additional complimentary linemarking and signage is required to the speed cushion locations.



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The installation of either the speed humps or the speed cushions would typically lower the speed environment, since these treatments are difficult to traverse at over 40km/hr.

In order to provide the appropriate traffic calming, an additional traffic calming treatment will also be required at the Fawcett Road/ Donnelly Street junction to ensure adequate traffic calming is provided this northern section in the vicinity of the existing residential area. An additional type treatment is required as the installation of a speed hump/cushion in this vicinity is not suitable given the proximity of the existing residents. The additional traffic calming treatment proposed is a typical T-slow point, similar to MRWA standard drawing no. 200331-0134-5.

The preferred locations for the installation of the speed humps/speed cushions is shown on report drawing C001 within Appendix 'E'. Drawing C001 also documents the preferred additional 'T-Junction' slow point treatment to the Donnelly Street Junction

### 3.2 Option 2 - Blister Islands

The installation of blister islands are typically installed to restrict vehicle speeds locally, and therefore these treatments need to be installed in series to adequately control the overall speed environment.

The blister island treatment have additional advantages are they can be designed to suit various speed control final by the detailing of the blister island. The various form of the blister island design can also provide heavy vehicle deterrent as they can be difficult to traverse for the larger vehicles.

Another advantage of the blister island treatments is that they do not noticeably increase the traffic noise from vehicles, apart from some associated acceleration and braking noise.

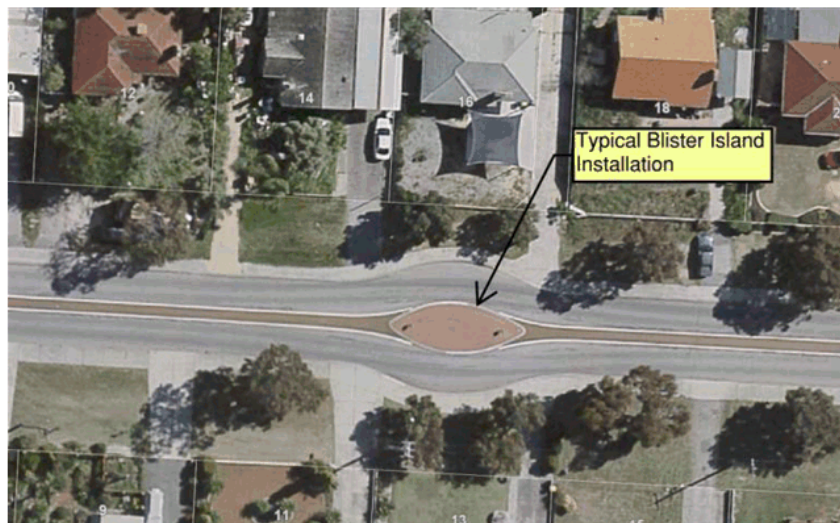


Figure 3 – Typical Blister Island Installation

In order to provide the appropriate traffic calming, the blister islands are typically installed at a maximum spacing of 120m. For this section of Fawcett Road we propose that 4 blister islands can be suitably located along the section of road, however an additional treatment will also be required at the Fawcett Road/ Donnelly Street junction to ensure adequate traffic calming is provided this northern section in the vicinity of the residential area. An additional type treatment is required as the installation of a blister island in this vicinity is difficult to achieve given the proximity of the 2 junctions to Fawcett Road, namely Donnelly Street and Ingrilli Court.



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The three (3) blister islands proposed south of Ingrilli Court would also require pavement widening as the existing road pavements in this section is only 5.4m wide. The existing 10m wide Road Reserve would also require road widening upto 16m to 20m to be able to accommodate the blister islands.

The blister details would be based on Main Roads WA (MRWA) drawing 200331-0135-4, with the preferred locations shown on report drawing C002 within Appendix 'E'. Drawing C002 also documents the preferred additional 'T-Junction' slow point treatment to the Donnelly Street Junction

The proposed locations for these blister island treatments are suitable for the current environment and may not be suitable should these adjacent area develop fully into a residential development with crossovers closely spaced along Fawcett Road. In this instance we anticipate that the adjacent lot developers address the traffic calming devices along Fawcett Road, by either designing the future lot layouts to suit the blister island locations or alternatively to relocate the blister island treatment to a more suitable location.

### 3.3 Option 3 - Double Lane Slow Point

The installation of a double lane slow point is also considered a suitable traffic calming device as its design will ensure that vehicle do have to slow down considerably to traverse the treatment. This treatment will provide the most vehicular speed control, and large vehicle deterrent, however local residents will also be disadvantaged when traversing these slow points. The detail design of the double lane slow point can permit vehicles upto the 12.5m long single unit trucks to traverse the slow point at very low 5 to 10km/hr, whilst permitting the general car traffic to negotiate the slow point at 20 to 25km/hr.

The installation of these double lane slow points will also require additional pavement widening to each side in order to facilitate a suitably sized treatment.

Similar to Option 2 – Blister Islands, these double lane slow pints are proposed at the same locations and including the additional treatment at the Donnelly Street junction.

The typical double lane slow point details are shown on the Main Roads WA (MRWA) drawing 200331-0132-5, with the preferred locations shown on report drawing C003 within Appendix 'E'. Drawing C003 also documents the preferred additional 'T-Junction' slow point treatment to the Donnelly Street Junction

### 3.4 T-Junction Slow Point

The three (3) traffic calming options proposed all require the additional traffic treatment at the Fawcett Road/Donnelly Street junction due to the difficulty of installing a suitable treatment away from the junction due to the proximity of the existing residential area, and the associated crossovers.

The proposed T-Junction slow point treatment utilises the location of the existing junctions to provide suitable curvilinear geometry for the through traffic lanes in order to slow the vehicle speeds down to a desired speed.

The detailed design of the T-Junction slow point can permit vehicles up to the 12.5m long single unit trucks to traverse the slow point at low speeds in the order of 20km/hr, whilst permitting the general car traffic to negotiate the slow point up to 40km/hr.

There appears to be potential to install the T-Junction slow point treatment on Fawcett Road at the Ingrilli Court or the Donnelly Street junctions, with the Donnelly Street junction being the preferred location due to there being less existing crossovers in the vicinity. The installation of the T-Junction slow point would be need to be complimented by other treatment devices as per option 1 to 3, to ensure that the desired speed environment over the full length of this section of Fawcett Road can be achieved.





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Figure 4 – Typical T-Junction Slow Point Installation

### 3.5 Road Reserve

Apart from Option 1 traffic calming treatments proposed, the remaining options will require additional road pavement and road reserve widening to enable the treatments to be installed. The proposed road reserve widening would be largely required to the section of Fawcett Road between Ingrilli Court to West Churchill Avenue, where the existing road reserve appears to be in the order of 10m wide with the anticipated road reserve widening would be to the west side of the road.

In order to only require road reserve widening to the western side only, will require the localised road widening/deviation to suit the location of the traffic calming treatment. During the detail design stage, it is anticipated that the traffic calming treatment will be located relative to the existing road pavement, and the eastern road reserve boundary, to minimise the extents of road pavement widening to suit the traffic treatments.

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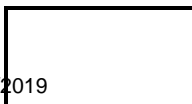
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## 4 RECOMMENDATIONS

From the traffic management options available and given the assessment of the City of Cockburn Traffic Management Warrant System, the recommended traffic calming option would be the installation of speed cushions, as shown on report drawing C001.

The installation of speed cushions would have the least disruption to the residents and be more cost effective to install than other options, with the only difficult area being the installation of the T-Junction slow point at the Fawcett Road/Donnelly Street junction. This option does not require the additional road reserve widening as per the other option considered.

The installation of the speed cushions along this section of Fawcett Road will assist in the control of a desired speed environment of approximately 40km/hr, along with the potential to deter rat-running vehicles avoiding the Mayor Road and Rockingham Road intersection due to the proposed low speed environment of Fawcett Road.



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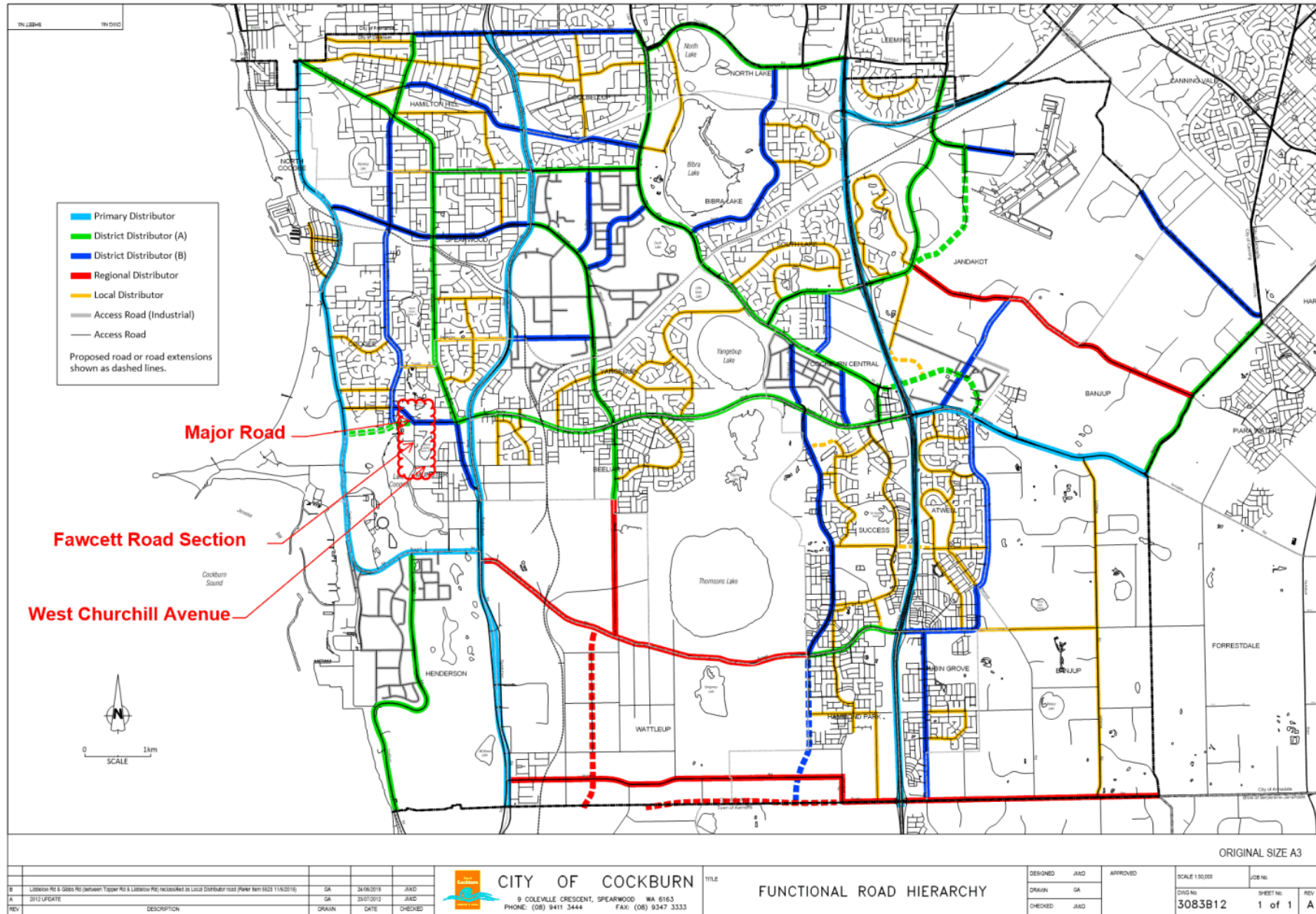
APPENDIX A

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# Functional Road Hierarchy







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APPENDIX B

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# Traffic Management Warrant



OCM 14/12/2017

Item 17.1 Attachment 2

**City of Cockburn Traffic Management Warrant System**

Road name: **Fawcett Road (Road No. 1030110)**  
 Suburb: **Munster**  
 Location detail: **Between Mayor Rd and West Churchill Ave (SLK 0.1 - 0.6)**  
 Road classification: **Access Road**  
 Reason for analysis: **Resident concerns about traffic**

Analysis officer: John McDonald Date: 4/10/2016

*Table 1 – Warrant criteria and weightings**Note: Maximum road length for each analysis = 500 metres*

<b>PARAMETER</b>		<b>VALUE</b>	<b>SCORE</b>
Traffic speed		58	10
Traffic volume		1,165	4
Reported crash data (5-year period)	Fatalities	0	0
	Injuries	0	0
	Non-injuries	0	0
Road design and topography	Restricted sight crest curve	No	0
	Restricted sight horizontal curve	No	0
	Bends with unrestricted sight	No	0
	Steep hill	No	0
Vulnerable road users	Major bicycle or ped. crossing point	No	0
	Important bicycle route	No	0
Activity generators	College	No	0
	School	No	0
	Retail	No	0
Amenity factors	Heavy vehicles	4.4%	10
	Peak hour volume	11.0%	5
		<b>Total:</b>	<b>29</b>

*Table 2: Intervention warrant*

A site with low safety and amenity concerns - no further action required.

**Comments:**

Traffic data was collected in September 2016

5-year reported crash data is from 2011 to 2015 inclusive

Document Set ID: 5201685  
 Version: 1, Version Date: 04/10/2016

Document Set ID: 6923385  
 Version: 1, Version Date: 08/12/2017

761 of 996

**512 of 592**

Document Set ID: 7742591  
 Version: 3, Version Date: 07/06/2019

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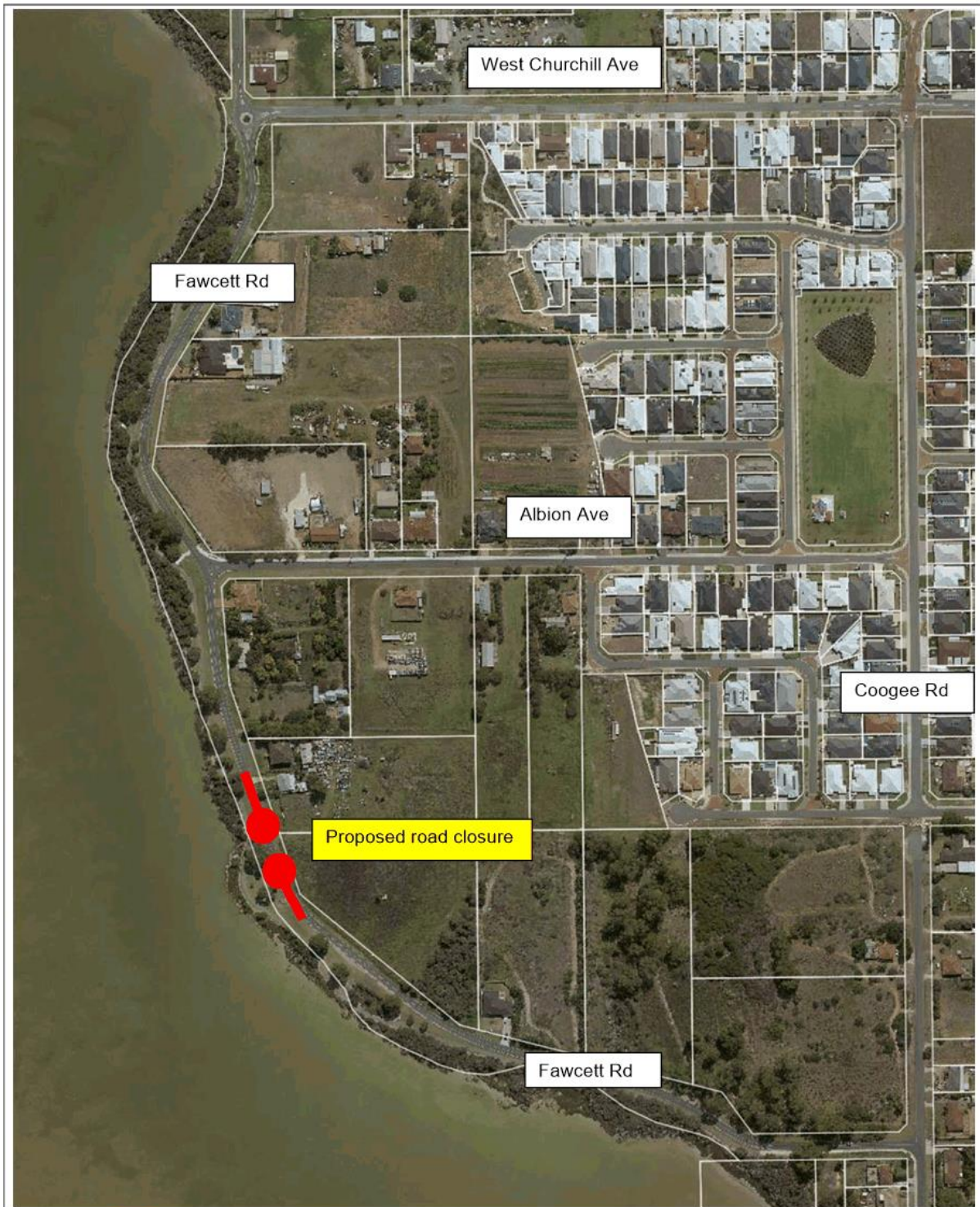
APPENDIX C



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# Road Closure







	<p>Fawcett Road, Munster Proposed road closure</p>	<p>PRINTED ON: 27/09/2017</p>	<p>SCALE = 1:4000</p>	 <p>NORTH</p>
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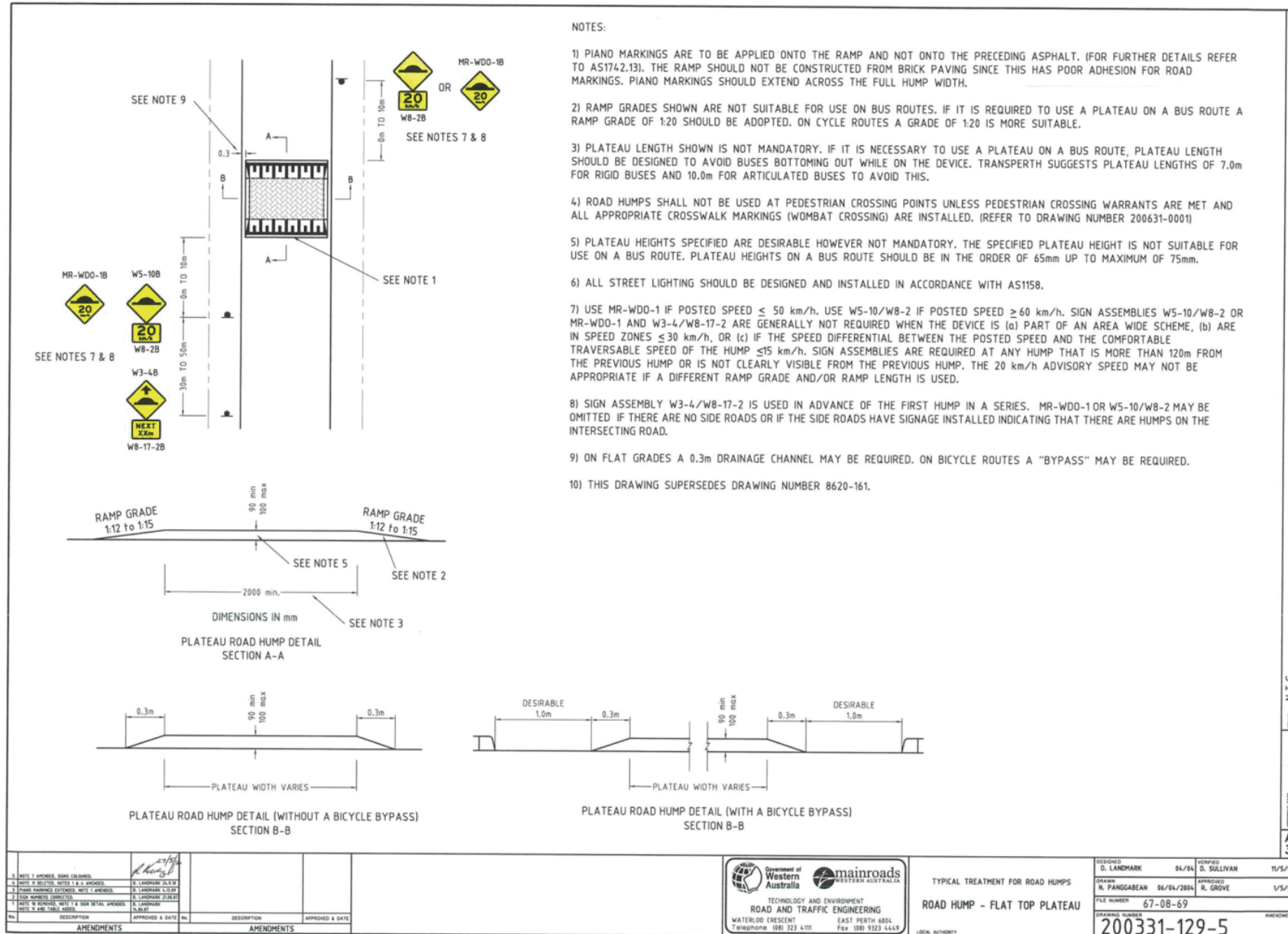
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APPENDIX D

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# MRWA Drawings



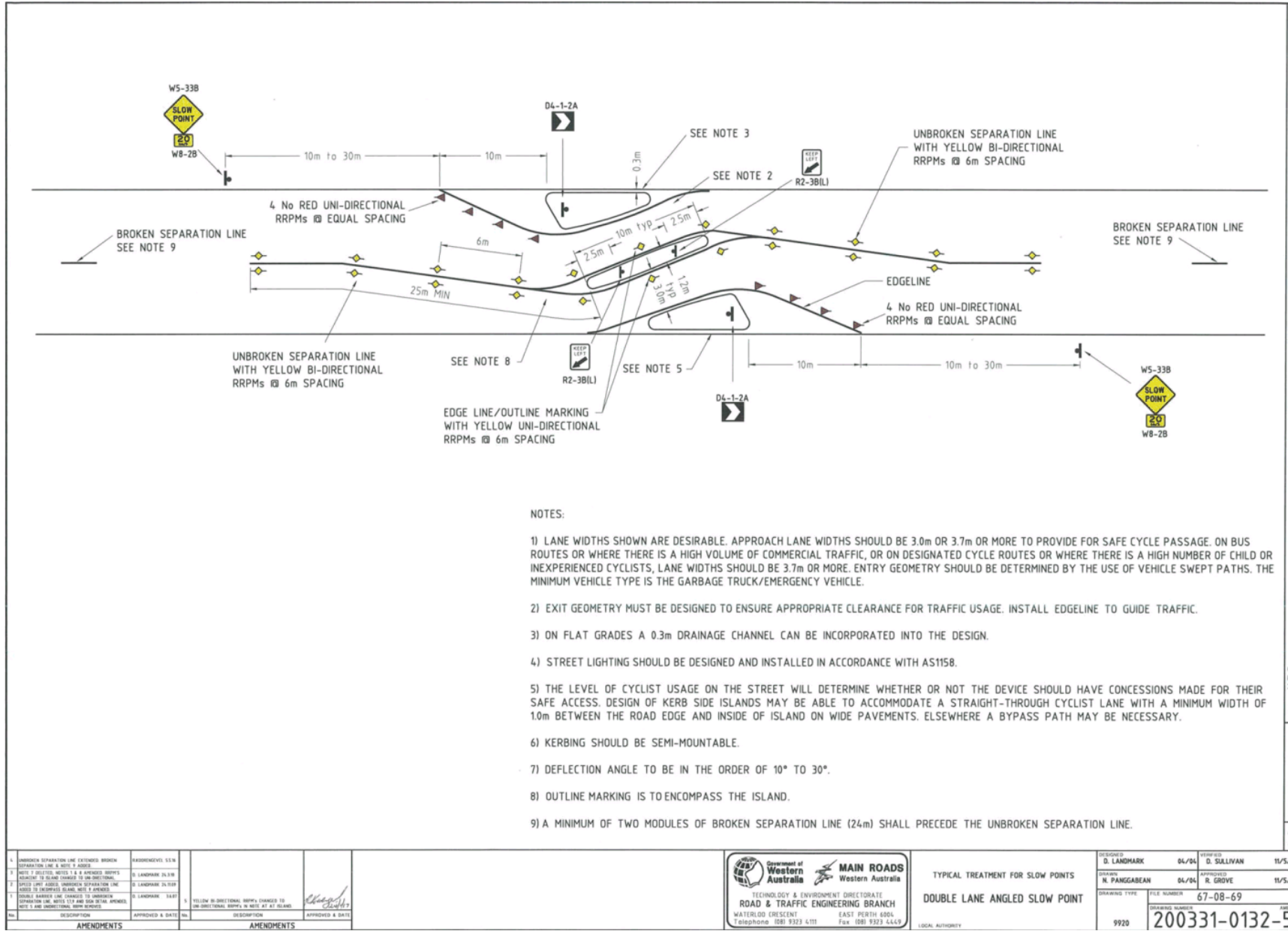


DATE: N.T.S.  
DRAWING DATE: A 3

1. NOTE 1 AMENDED, SOME COLOURED. 2. NOTE 9 OBTAINED NOTES 1 & 2 AMENDED. 3. PIANO MARKINGS EXTENDED, NOTE 11 AMENDED. 4. SIGN ASSEMBLY CORRECTED. 5. NOTE 10 AMENDED, NOTE 11 SIGN DETAIL AMENDED. NOTE 11 AND TABLE ADDED.		6. LANDMARK 24/04 7. LANDMARK 1/5/04 8. LANDMARK 06/04/2004 9. LANDMARK 1/5/04 10. LANDMARK 1/5/04		DESIGNED: D. LANDMARK 04/04 CHECKED: R. PANGABEAN 06/04/2004 FILE NUMBER: 67-08-69 DRAWING NUMBER: 200331-129-5		VERIFIED: D. SULLIVAN 11/5/04 APPROVED: R. GROVE 1/5/04 AMENDMENT:	
AMENDMENTS NO. DESCRIPTION APPROVED & DATE NO. DESCRIPTION APPROVED & DATE				TYPICAL TREATMENT FOR ROAD HUMPS ROAD HUMP - FLAT TOP PLATEAU		LOCAL AUTHORITY:	







NOTES:

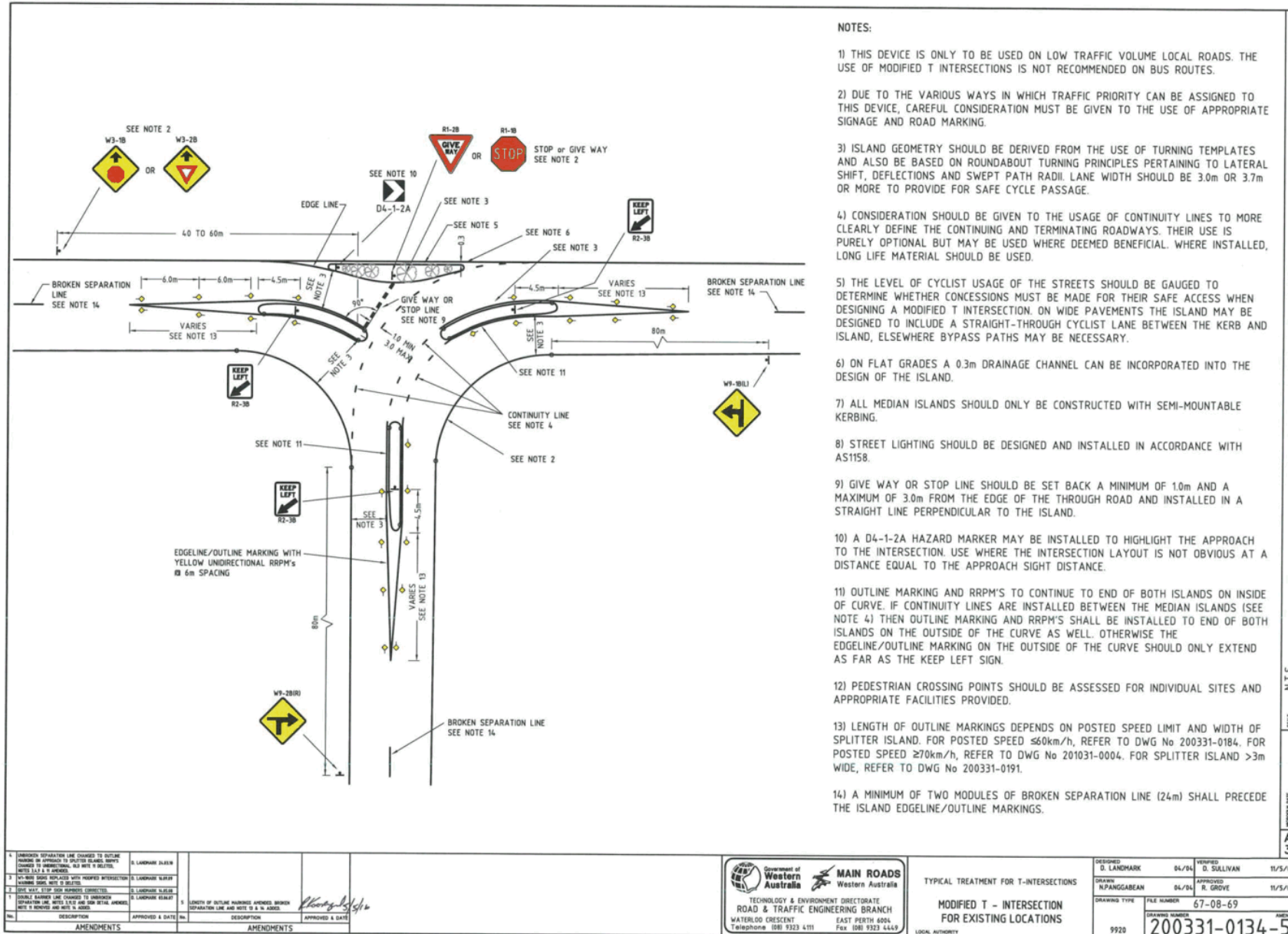
- 1) LANE WIDTHS SHOWN ARE DESIRABLE. APPROACH LANE WIDTHS SHOULD BE 3.0m OR 3.7m OR MORE TO PROVIDE FOR SAFE CYCLE PASSAGE. ON BUS ROUTES OR WHERE THERE IS A HIGH VOLUME OF COMMERCIAL TRAFFIC, OR ON DESIGNATED CYCLE ROUTES OR WHERE THERE IS A HIGH NUMBER OF CHILD OR INEXPERIENCED CYCLISTS, LANE WIDTHS SHOULD BE 3.7m OR MORE. ENTRY GEOMETRY SHOULD BE DETERMINED BY THE USE OF VEHICLE SWEEP PATHS. THE MINIMUM VEHICLE TYPE IS THE GARBAGE TRUCK/EMERGENCY VEHICLE.
- 2) EXIT GEOMETRY MUST BE DESIGNED TO ENSURE APPROPRIATE CLEARANCE FOR TRAFFIC USAGE. INSTALL EDGELINE TO GUIDE TRAFFIC.
- 3) ON FLAT GRADES A 0.3m DRAINAGE CHANNEL CAN BE INCORPORATED INTO THE DESIGN.
- 4) STREET LIGHTING SHOULD BE DESIGNED AND INSTALLED IN ACCORDANCE WITH AS1158.
- 5) THE LEVEL OF CYCLIST USAGE ON THE STREET WILL DETERMINE WHETHER OR NOT THE DEVICE SHOULD HAVE CONCESSIONS MADE FOR THEIR SAFE ACCESS. DESIGN OF KERB SIDE ISLANDS MAY BE ABLE TO ACCOMMODATE A STRAIGHT-THROUGH CYCLIST LANE WITH A MINIMUM WIDTH OF 10m BETWEEN THE ROAD EDGE AND INSIDE OF ISLAND ON WIDE PAVEMENTS. ELSEWHERE A BYPASS PATH MAY BE NECESSARY.
- 6) KERBING SHOULD BE SEMI-MOUNTABLE.
- 7) DEFLECTION ANGLE TO BE IN THE ORDER OF 10° TO 30°.
- 8) OUTLINE MARKING IS TO ENCOMPASS THE ISLAND.
- 9) A MINIMUM OF TWO MODULES OF BROKEN SEPARATION LINE (24m) SHALL PRECEDE THE UNBROKEN SEPARATION LINE.

No.	DESCRIPTION	APPROVED & DATE	No.	DESCRIPTION	APPROVED & DATE
1	UNBROKEN SEPARATION LINE EXTENDED BROKEN SEPARATION LINE & NOTE 2 ADDED		2	LANDMARK 24.30	
2	NOTE 7 DELETED, NOTES 1 & 4 AMENDED, RRPMs RELOCATED TO BEAR CHANGES TO THE SECTION		3	LANDMARK 24.10	
3	SPECIFIC LANE WIDTHS, UNBROKEN SEPARATION LINE ADDED TO BEAR CHANGES TO THE SECTION		4	LANDMARK 24.05	
4	DOUBLE BARRIER LINE CHANGED TO UNBROKEN SEPARATION LINE, NOTES 1, 2 AND 3 DELETED, AMENDED, NOTE 5 AND UNIDIRECTIONAL RRPMs ADDED		5	YELLOW BI-DIRECTIONAL RRPMs CHANGED TO UNI-DIRECTIONAL RRPMs IN NOTE 4 AT ISLAND	

TECHNOLOGY & ENVIRONMENT DIRECTORATE  
**ROAD & TRAFFIC ENGINEERING BRANCH**  
 WATERLOO ESPLANADE EAST PERTH 6004  
 Telephone: (08) 9323 4333 Fax: (08) 9323 4443

<b>TYPICAL TREATMENT FOR SLOW POINTS</b> <b>DOUBLE LANE ANGLED SLOW POINT</b>		DESIGNED: D. LANDMARK 04/04 DRAWN: N. PANGGABEAN 04/04 DRAWING TYPE: 9920	CHECKED: D. SULLIVAN 11/5/04 APPROVED: R. GROVE 11/5/04 FILE NUMBER: 67-08-69 DRAWING NUMBER: 200331-0132-5
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SCALE: N.T.S. DRAWN DATE: 04/04/04



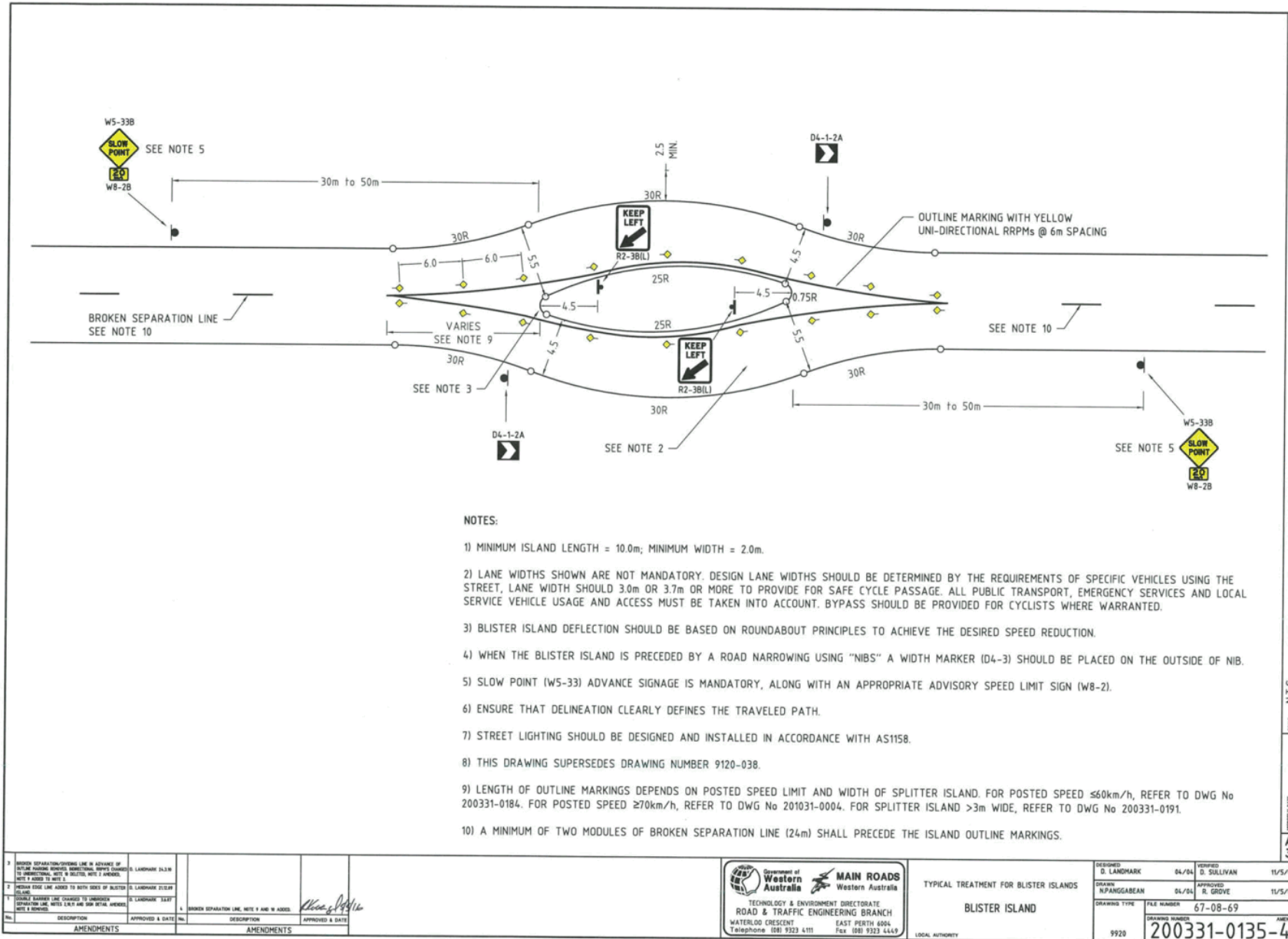
- NOTES:**
- THIS DEVICE IS ONLY TO BE USED ON LOW TRAFFIC VOLUME LOCAL ROADS. THE USE OF MODIFIED T INTERSECTIONS IS NOT RECOMMENDED ON BUS ROUTES.
  - DUE TO THE VARIOUS WAYS IN WHICH TRAFFIC PRIORITY CAN BE ASSIGNED TO THIS DEVICE, CAREFUL CONSIDERATION MUST BE GIVEN TO THE USE OF APPROPRIATE SIGNAGE AND ROAD MARKING.
  - ISLAND GEOMETRY SHOULD BE DERIVED FROM THE USE OF TURNING TEMPLATES AND ALSO BE BASED ON ROUNDABOUT TURNING PRINCIPLES PERTAINING TO LATERAL SHIFT, DEFLECTIONS AND SWEEP PATH RADII. LANE WIDTH SHOULD BE 3.0m OR 3.7m OR MORE TO PROVIDE FOR SAFE CYCLE PASSAGE.
  - CONSIDERATION SHOULD BE GIVEN TO THE USAGE OF CONTINUITY LINES TO MORE CLEARLY DEFINE THE CONTINUING AND TERMINATING ROADWAYS. THEIR USE IS PURELY OPTIONAL BUT MAY BE USED WHERE DEEMED BENEFICIAL. WHERE INSTALLED, LONG LIFE MATERIAL SHOULD BE USED.
  - THE LEVEL OF CYCLIST USAGE OF THE STREETS SHOULD BE GAUGED TO DETERMINE WHETHER CONCESSIONS MUST BE MADE FOR THEIR SAFE ACCESS WHEN DESIGNING A MODIFIED T INTERSECTION. ON WIDE PAVEMENTS THE ISLAND MAY BE DESIGNED TO INCLUDE A STRAIGHT-THROUGH CYCLIST LANE BETWEEN THE KERB AND ISLAND, ELSEWHERE BYPASS PATHS MAY BE NECESSARY.
  - ON FLAT GRADES A 0.3m DRAINAGE CHANNEL CAN BE INCORPORATED INTO THE DESIGN OF THE ISLAND.
  - ALL MEDIAN ISLANDS SHOULD ONLY BE CONSTRUCTED WITH SEMI-MOUNTABLE KERBING.
  - STREET LIGHTING SHOULD BE DESIGNED AND INSTALLED IN ACCORDANCE WITH AS1158.
  - GIVE WAY OR STOP LINE SHOULD BE SET BACK A MINIMUM OF 1.0m AND A MAXIMUM OF 3.0m FROM THE EDGE OF THE THROUGH ROAD AND INSTALLED IN A STRAIGHT LINE PERPENDICULAR TO THE ISLAND.
  - A D4-1-2A HAZARD MARKER MAY BE INSTALLED TO HIGHLIGHT THE APPROACH TO THE INTERSECTION. USE WHERE THE INTERSECTION LAYOUT IS NOT OBVIOUS AT A DISTANCE EQUAL TO THE APPROACH SIGHT DISTANCE.
  - OUTLINE MARKING AND RRPMS TO CONTINUE TO END OF BOTH ISLANDS ON INSIDE OF CURVE. IF CONTINUITY LINES ARE INSTALLED BETWEEN THE MEDIAN ISLANDS (SEE NOTE 4) THEN OUTLINE MARKING AND RRPMS SHALL BE INSTALLED TO END OF BOTH ISLANDS ON THE OUTSIDE OF THE CURVE AS WELL. OTHERWISE THE EDGE LINE/OUTLINE MARKING ON THE OUTSIDE OF THE CURVE SHOULD ONLY EXTEND AS FAR AS THE KEEP LEFT SIGN.
  - PEDESTRIAN CROSSING POINTS SHOULD BE ASSESSED FOR INDIVIDUAL SITES AND APPROPRIATE FACILITIES PROVIDED.
  - LENGTH OF OUTLINE MARKINGS DEPENDS ON POSTED SPEED LIMIT AND WIDTH OF SPLITTER ISLAND. FOR POSTED SPEED  $\leq 60\text{km/h}$ , REFER TO DWG No 200331-0184. FOR POSTED SPEED  $\geq 70\text{km/h}$ , REFER TO DWG No 201031-0004. FOR SPLITTER ISLAND  $> 3\text{m}$  WIDE, REFER TO DWG No 200331-0191.
  - A MINIMUM OF TWO MODULES OF BROKEN SEPARATION LINE (24m) SHALL PRECEDE THE ISLAND EDGE LINE/OUTLINE MARKINGS.

NO.	DESCRIPTION	APPROVED & DATE	NO.	DESCRIPTION	APPROVED & DATE
1	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING OF APPROVED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.		1	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.	
2	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.		2	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.	
3	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.		3	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.	
4	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.		4	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.	
5	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.		5	LANDMARK SEPARATION LINE CHANGED TO OUTLINE MARKING. REFER TO DWG No 200331-0184.	

**Government of Western Australia**  
**MAIN ROADS**  
 Western Australia  
 TECHNOLOGY & ENVIRONMENT DIRECTORATE  
**ROAD & TRAFFIC ENGINEERING BRANCH**  
 WATERLOO CRESCENT EAST PERTH 6004  
 Telephone (08) 9323 4111 Fax (08) 9323 4449

TYPICAL TREATMENT FOR T-INTERSECTIONS  
**MODIFIED T - INTERSECTION FOR EXISTING LOCATIONS**

DESIGNED BY	S. LANDMARK	DATE	04/04	REVIEWED BY	D. SULLIVAN	DATE	11/5/04
DRAWN BY	N.PANGABEAN	DATE	04/04	APPROVED BY	R. GROVE	DATE	11/5/04
DRAWING TYPE	FILE NUMBER	67-08-69		DRAWING NUMBER	200331-0134-5		
9920				AMEND			

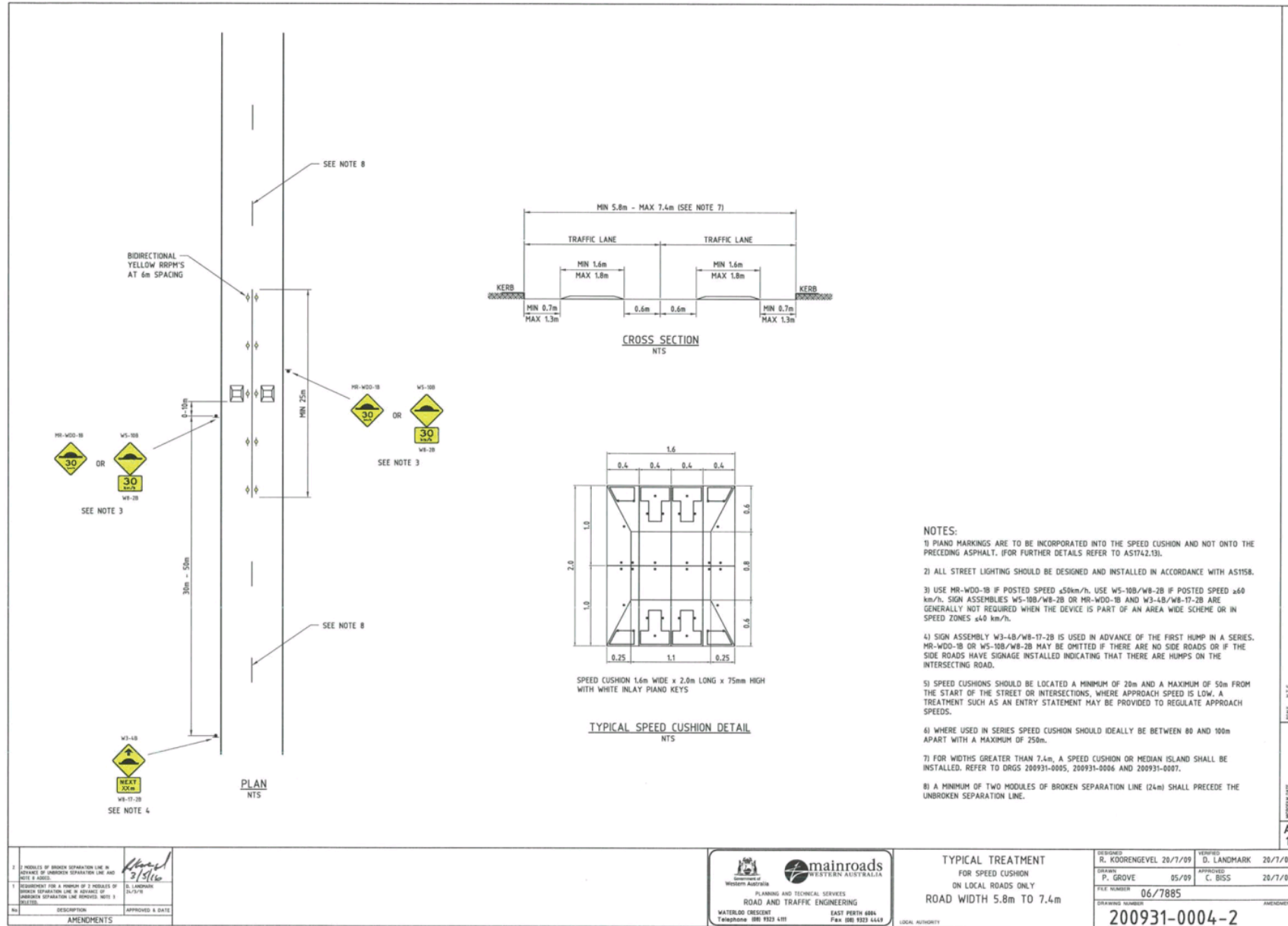


Scale: N.T.S.  
Sheet: A3  
Revision: 3

**Government of Western Australia**  
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 ROAD & TRAFFIC ENGINEERING BRANCH  
 WATERLOO CRESCENT EAST PERTH 6004  
 Telephone: (08) 9323 4111 Fax: (08) 9323 4443

TYPICAL TREATMENT FOR BLISTER ISLANDS  
**BLISTER ISLAND**

DESIGNED	D. LANDMARK	04/04	VERIFIED	D. SULLIVAN	11/5/04
DRAWN	NPANGABEAN	04/04	APPROVED	R. GROVE	11/5/04
DRAWING TYPE			FILE NUMBER	67-08-69	
			DRAWING NUMBER	200331-0135-4	



DRAFT

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APPENDIX E

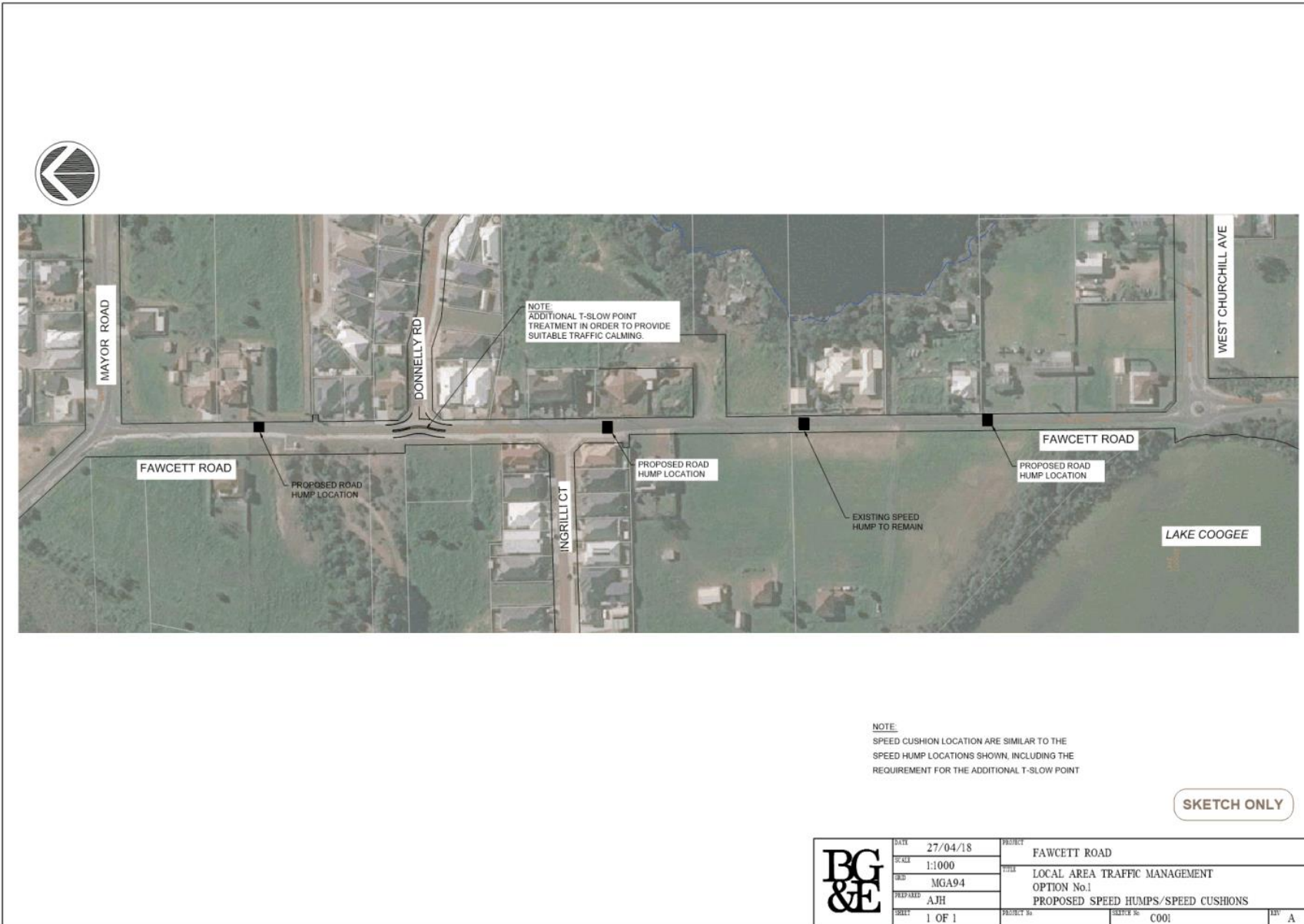
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# Traffic Calming Options

- Drawing No. C001;      Option 1 – Proposed Speed Humps/Speed Cushions
- Drawing No. C002;      Option 2 – Proposed Blister Island Treatments
- Drawing No. C003;      Option 3 – Proposed Double Slow Lane Treatment













SKETCH ONLY

<b>BG &amp;E</b>	DATE	27/04/18	PROJECT	FAWCETT ROAD		
	SCALE	1:1000	TITLE	LOCAL AREA TRAFFIC MANAGEMENT		
	DRN	MGA94	OPTION	OPTION 3		
	PREPARED	AJH	TREATMENT	DOUBLE SLOW LANE TREATMENT		
	SHEET	1 OF 1	PROJECT NO	SKETCH NO	C-003	REV



# Fawcett Road traffic calming

June 2018

Consultation Analysis



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## 1. Executive Summary

The City sought community feedback about possible traffic calming on Fawcett Road, Munster between Mayor Road and West Churchill Avenue.

The purpose is to address the traffic speeds on this road and to discourage the use of Fawcett Road as a “rat run” to avoid the Mayor Road and Rockingham Road intersection.

An engineering consultant BG&E, hired by the City to assess the options, recommended the installation of rubber speed cushions as the best option, reducing speed to about 40km/hr. It is cost effective, offers the least disruption to residents and does not require road widening.

In a related move, the City closed Fawcett Road, Munster, between Albion Avenue and Coogee Road/McGrath Road to address safety and amenity concerns. The main purpose of closing the road is to discourage industrial traffic from driving through the residential area of Munster.

## 2. Background

Residents were invited to choose from the following options:

### Option 1) Speed Humps

Installing three more speed humps along Fawcett Road at 80 to 120 metres apart, including new signs and linemarking. These are made of concrete or bitumen and will lower the speed of vehicles to about 40km/hr. While they can generate extra noise, they can be suitably located on Fawcett Road away from the existing residents. On Fawcett Road, some minor road widening may be required to ensure cyclists can negotiate the road humps.

### Option 2) Rubber Speed Cushions plus a T-slow point at Fawcett/Donnelly intersection

Rubber speed cushions will lower the speed to about 40km/hr. See the attached drawings for the location of the speed cushions. A T-slow point is required at the Fawcett Road/ Donnelly Street junction to ensure adequate traffic calming for the northern section of the residential area.

### Option 3) - Blister Islands

Install four blister islands along Fawcett Road about 120 metres apart, plus a T-slow point at the Fawcett Road/Donnelly Street intersection. This will restrict vehicle speeds. Blister islands do not noticeably increase the traffic noise from vehicles, apart from some associated acceleration and braking noise. The road south of Ingrilli Court would need to be widened up to 20 metres on the western side to accommodate the blister islands.

### Option 4) - Double Lane Slow Point

A slow point would be installed across both lanes. This would provide the most control of vehicle speed and deter large vehicles, however local residents will also be disadvantaged when traversing these slow points. Trucks would slow to 5 to

10km/hr, and cars to 20 to 25km/hr. The road south of Ingrilli Court would need to be widened up to 20 metres on the western side to accommodate the slow point.

#### Option 5) – Do Nothing

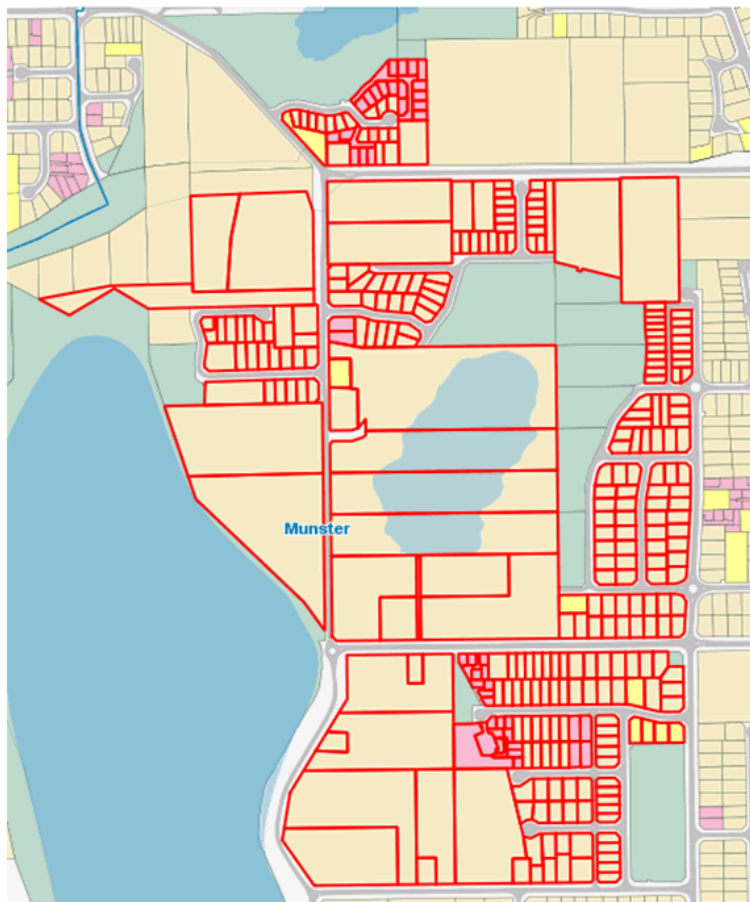
The City has already permanently closed Fawcett Road at the southern end. The option is to take no further action.

### 3. Methodology

A letter and survey was sent to 457 local residents and property owners. A survey was also placed on Comment on Cockburn, with a closing date of 4pm, 1 June 2018. A copy of the consultant's report was available on the web.

Residents could mail back the survey, send an email to the City, complete the online survey or contact the City's engineer by phone.

The attached was sent to 457 property owner and residents marked below:



### 4. Outcome

The City received 84 responses (hardcopy and online).

Option 1 – concrete speed humps	20
Option 2 – rubber speed humps	25
Option 3 – blister islands	18
Option 4 – double lane slow point	15
Option 5 – do nothing	10
Total	88

### 5. Engagement Summary

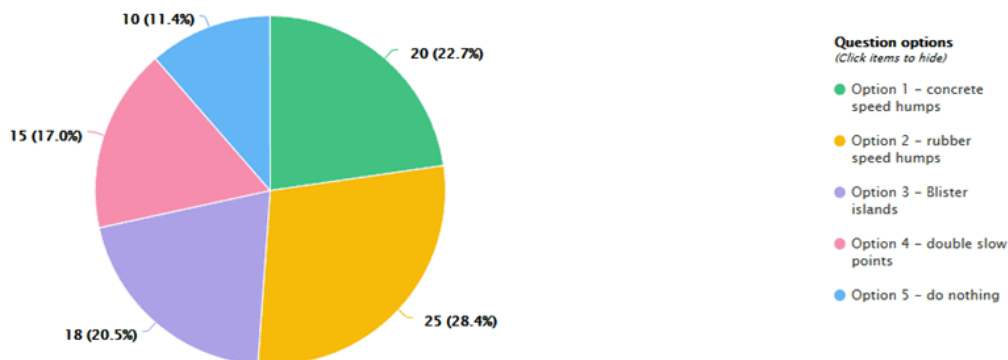
Engagement summary	
<p>We asked</p> <p>What sort of traffic calming do you support for Fawcett Road, Munster?</p> <p>Key points raised:</p> <ul style="list-style-type: none"> <li>• More important than traffic calming is improving the Mayor Road, Rockingham Road intersection.</li> <li>• Fawcett Road has high pedestrian and cycling traffic, with kids going to and from school and they would be safer on a new footpath than on the existing road.</li> <li>• Better local access needed to South Coogee reserve</li> <li>• Safety concerns</li> <li>• Reopen the southern section of Fawcett Road</li> </ul>	<p>You said:</p> <p>“What this road also needs is a footpath. This road gets enough foot traffic and kids riding bikes and scooters to and from school, they deserve a safe place to walk/ride on.”</p> <p>“(This is) a quick fix solution which is not addressing the main problem – congestion at the intersection” of Mayor and Rockingham roads.</p> <p>You participated</p> <p>Mailout to 457 local residents</p> <p>Online and hardcopy survey: 88</p>
<p><b>Next steps</b></p> <p><b>We are now reviewing all community input.</b></p>	



## 6. Survey responses

Responses from online and hardcopy survey.

1. The traffic calming that I recommend is:



### Option 1 – concrete speed humps

1	I do not believe any of the options are required. I personally believe better results could be achieved by reopening Coogee Road.
2	Could you also consider opening Coogee Road to McGrath road and provide better access for local residents to South Coogee reserve via Gardiner Road and Ulidia Cove? To stop the rat run through to Russell Road you could block off McGrath Road at the Jakovich Centre. This way local residents have easy access to the park instead of now having to go via Rockingham Road now that Fawcett Road has been blocked off near Albion Ave. All access to the light industrial area is via Russell Road.
3	The best design would be option 1 as the humps would cover the entire road which will be the best deterrent for using the road as a rat run. The temporary rubber speed humps already installed dont really work, as there is a gap in the middle and can still easily be driven over doing 50km.
4	Suggestion to slow traffic down on the corner of Mayor Road and Fawcett Road. Perhaps speed humps either side of this intersection to slow traffic down.
5	We also feel the corner of Fawcett and Mayor Road should be investigated as it is extremely dangerous turning left and right. Perhaps a large roundabout would help the traffic flow or widening Mayor Road at that corner.



6	<p>Why do you not use concrete speed humps from McGrath Road right through to Mayor road? The closure of Fawcett Road further down is causing major issues for traffic and us as individuals trying to get out on Rockingham Road at the intersection of Stock Road heading south. I was under the impression that Main Roads and Council should make traffic flow easier not impede it as is the case in this instance.</p>
7	<p>Concern over not being able to turn right from Donnelly on to Fawcett if the slow point is introduced. A hassle for residents.</p>
8	<p>We also believe West Churchill Ave should be looked at. The street would also benefit from concrete speed humps due to the traffic and hoons.</p>
9	<p>How about spending the money on a footpath so all the kids can safely walk to school and therefore have less traffic?</p>
10	<p>You are focusing on the wrong issue there. Why are you wasting time and money on this Fawcett Road calming when you need to fix the Mayor Road/Rockingham Road roundabout/lights. It's utter chaos there all day long and needs to be fixed ASAP.</p>
11	<p>Are you blind or justifying what you have already done. You would be aware if you took time out to see that speed humps have already been installed in this section of road. With regards to what you have already done to the west end of Fawcett will back fire on you as parents sip coffee and allow 18 month old babies to play on the road with very little supervision. This has become a playground with none or very little responsibility taken by parents. Council will become the responsible child carers with the consequences should an accident happen. The knee jerk re-action is accident waiting to happen. This stretch of road only requires strategically placed properly designed speed humps to calm the speed of traffic. It seems you have done little or no research of other suburbs where traffic flow is 10 times greater and 1000's more residents.</p>
12	<p>How about spending the money on a footpath so all the kids can safely walk to school and therefore have less traffic?</p>
13	<p>I do not think that the rubber speed humps work on there own as they are near on useless where 4x4 and utes just fly over them. I believe a combination of rubber speed humps and concrete full width as the concrete deters the 4x4's and the rubber humps deter lowered cars.</p>
14	<p>Is there any plan to extend the pavement as a lot of children use the road and it is quite dangerous</p>



15	I do not think that the rubber speed humps work on there own as they are near on useless where 4x4 and utes just fly over them. I believe a combination of rubber speed humps and concrete full width as the concrete deters the 4x4's and the rubber humps deter lowered cars. Is there any plan to extend the pavement as a lot of children use the road and it is quite dangerous as is.
16	The best design would be option 1 as the humps would cover the entire road which will be the best deterrent for using the road as a rat run. The temporary rubber speed humps already installed dont really work, as there is a gap in the middle and can still easily be driven over doing 50km.
17	Any option is fine thank you
18	In my opinion, the main reason Fawcett road is used so frequently is because the Major road/Rockingham road intersection is so terrible. I would personally be spending as little as possible on Fawcett road and focus on making improvements to Major Road/Rockingham road intersection.
19	Perhaps instead of doing alterations to Fawcett Road, to stop traffic using it, fix the issue that is forcing traffic to use Fawcett Road as a rat run. Funds should be directed into this issue instead of bandaiding with speed humps. The Fawcett/Mayor intersection is extremely tight and dangerous -- perhaps block Fawcett at Mayor -- two issues solved in one.
20	Any option is fine thank you
21	In my opinion, the main reason Fawcett road is used so frequently is because the Major road/rockingham road intersection is so terrible. I would personally be spending as little as possible on Fawcett road and focus on making improvements to Major Road/Rockingham road intersection. Thanks
22	This will not fix the main problem. The Rockingham/Mayor roundabout is a total disaster. That whole area needs to be fixed and fast.
23	Why don't you use the concrete speed humps for the entire length of Fawcett Road, and re-open the Road? The above measures would stop the "rat run" and discourage unnecessary use of the road whilst still allowing local residents and businesses in the area use of the road.
<b>Option 2</b>	
1	I believe option 2 is the best choice but without the T-slow point at Fawcett/Donnelly junction. While this is being done, it would be the time to include a footpath/cycle path to join up with existing path around Lake Coogee. I enjoy walking around the lake each morning (weather permitting) until I reach

	Fawcett Road, where I have to compete with traffic on the road.
2	Go with the professional recommendation.
3	Go with the recommendation.
4	I would think that the pillows are sufficient. There is already a dangerous curb intrusion into the roadway near the water supply pathway. The real problem is Mayor/Rockingham and Beeliar/Stock. Cant the problem be fixed rather than dealing with the symptoms?
5	Kerbing is required to prevent people driving over street verges to avoid bumps. Also Fawcett Road should be reopened after speed hump installation every 80 to 120m over the full length of Fawcett Road.
6	Prefer option 2 as least disruptive to locals. Definitely against option 4 as this would slow traffic too much.
7	Any calming of traffic along Fawcett Road would be welcome obviously, and as you guys are probably aware the congestion at the Mayor/Rockingham roundabout is at times very busy too. No dramas. Thanks for your help.
8	I would like Coogee Road reopen as a through road to Russell Road
9	Fawcett Road also requires maintenance and widening. Footpaths should be extended all the way down to the roundabout to enable children to safely travel to Coogee Primary.
10	As the consultants' report recommended, option two would have achieved the most for the least disruption and cost. This should have been done instead of a full road closure. Most residents in the area would have preferred a simple solution over the disruptive and expensive full road closure that the city is currently undertaking.
11	I was upset when you closed Coogee Road and am now furious that you have further closed Fawcett Road. I am also very unhappy that Murdoch Drive Connection project has restricted the exit on to Bibra Drive at the request of Cockburn Council.
12	Cost effectiveness and least disruption to residents would be preferred but would this proposal increase the traffic on Mayor Road by indirectly pushing the traffic there and ultimately cause jam there instead during peak hours?
13	Prefer option 2 as least disruptive to locals. Definitely against option 4 as this would slow traffic too much.



14	I was upset when you closed Coogee Road and am now furious that you have further closed Fawcett Road. I am also very unhappy that Murdoch Drive Connection project has restricted the exit on to Bibra Drive at the request of Cockburn Council.
15	As the consultants' report recommended, option two would have achieved the most for the least disruption and cost. This should have been done instead of a full road closure. Most residents in the area would have preferred a simple solution over the disruptive and expensive full road closure that the city is currently undertaking.
16	I would like Coogee Road reopen as a through road to Russell Road
17	Fawcett Road also requires maintenance and widening. Footpaths should be extended all the way down to the roundabout to enable children to safely travel to Coogee Primary.
18	Cost effectiveness and least disruption to residents would be preferred but would this proposal increase the traffic on Mayor Road by indirectly pushing the traffic there and ultimately cause jam there instead during peak hours?
19	Our preference is the installation of rubber speed humps which can be easily installed, relocated or removed to suit recorded speeds post road closure.
20	Cost effective and will ensure speed is reduced
<b>Option 3</b>	
1	Speed humps don't always deter all vehicles.
2	Can a footpath please be continued along Fawcett Road from West Churchill Ave north towards Mayor Road to join the existing path?
3	What this road also needs is a footpath (which I am sure you are well aware). This road gets enough foot traffic and kids riding bikes and scooters to and from school, they deserve a safe place to walk/ride on. Thanks.
4	A footpath on the west side of Fawcett Road needs to be included when acquiring land for road widening, which is to join with existing path at Ingrilli Court and West Churchill Ave. Any redirection of vehicles on Fawcett Road increases pedestrian risk of injury while navigating any of the four options given.
5	Footpath along Fawcett Road would improve road safety also - children would not have to walk on the road to school.

6	It seems the most practical and aesthetic option and solution.
7	My personal option would be roundabouts at Mayor/Fawcett and Donnelly/Fawcett. Then add two more speed bumps between Donnelly and West Churchill Ave with already existing speed hump.
8	My personal option would be roundabouts at Mayor/Fawcett and Donnelly/Fawcett. Then add two more speed bumps between Donnelly and West Churchill Ave with already existing speed hump.
9	This appears to be a comprehensive and sustainable long term option without disadvantaging local residents.
10	I prefer option 3 for smoother flow of traffic for residents and more pleasing to look at
11	Since closing off Fawcett Road the amount of traffic in this area has significantly decreased. Please don't put in more speed bumps
<b>Option 4</b>	
1	With the signage and road closure further down on Fawcett rd, there has been a major decline in the amount of traffic and the speed of the remaining traffic. I travel this road during the peak 'rat run' times and have personally noticed this, I am also heavily involved with traffic management. I'd suggest redoing the traffic survey and reassess the results before proceeding with further works. If works still need to proceed, I'd prefer option number 4, less noise than speed humps (the actual impact) and the acceleration. Option 4 is more of a deterrent than blister islands, in which drivers are able to maintain more speed.
2	Do not install speed humps - they will create more noise/burnouts.
3	Option 4 will help with slowing cars down but the widening of the road will also with improvement of condition of road and much safer for both cars.
4	Option 4 would be less noise for the residents who live in Fawcett Road. I would like the resident to be happy with your decision please. More footpaths wanted in the area.
5	Have raised concern about need for speed calming on West Churchill Avenue between Coogee Road and Fawcett Road with David Fu by phone 15/518. I would recommend option 4 in multiple locations along this road.
6	I would prefer that Fawcett Road be closed off at the Mayor Road intersection. I ride a motorbike and travel west down Mayor Road in the afternoon. I have had a couple of close misses with cars turning right into Fawcett Road. It is a



	very dangerous intersection with limited view of oncoming cars travelling west down Mayor Road. The less cars down Fawcett Road, the safer for me.
7	A lot more user friendly for emergency services.
8	Speed humps do not slow down 4WDs as I have noticed, they continue braking mostly.
9	Thanks for attending to this!
10	We believe option 4 is best. To have cars slow down to 20-25kmph, especially on such a busy road which is used by kids/families travelling to and from Coogee primary. This area is such a fast growing area. There have been so many new homes built in the last four years yet for the safety of the people using this road daily we are still waiting on a footpath that goes from West Churchill along Fawcett to Mayor Road.
11	A very dangerous intersection especially when travelling west down Mayor Road when oncoming cars are turning right into Fawcett Road. Both the cars are unsighted until the last moment. I would prefer that Fawcett be closed at the Mayor Road intersection.
12	The same option needs to be implemented on West Churchill Avenue which forms part of this rat run especially so now that the southern end of Fawcett has been closed. Have you not considered how these motorists are accessing Fawcett? They're either roaring down West Churchill Avenue at excessive speeds and turning right on to Fawcett, or they're turning right on to Fawcett from Mayor Road and then flooring it down West Churchill Ave to access Rockingham Road. It seems odd that you would attempt to address the issue on only part of the rat run and not all of it.
13	I would prefer that Fawcett be closed at the Mayor Road intersection.
14	Have you not considered how these motorists are accessing Fawcett? - they're either roaring down West Churchill Avenue at excessive speeds and turning right onto Fawcett, or they're turning right onto Fawcett from Mayor Road and then flooring it down West Churchill Ave to access Rockingham Road. It seems odd that you would attempt to address the issue on only part of the rat run and not all of it.
15	If works still need to proceed, I'd prefer option number 4, less noise than speed humps (the actual impact) and the acceleration. Option 4 is more of a deterrent than blister islands, in which drivers are able to maintain more speed.
16	Maybe while you widen the road for traffic calming purposes, a footpath can be added to make the road even more safe for the children who use the road.

17	We feel that concrete or rubber speed humps would be much noisier than double slow points or blister islands. We would also be interested in a footpath going in at the same time.
<b>Do nothing</b>	
1	Rather than wasting dollars on short term solutions, solve the main issue. ie Dual lane Mayor Road from Stock Road. I endorse none of the above options and ask that the expense be set aside for a long term upgrade.
2	Rubber speed humps seem to be the best option but I would prefer none of the above.
3	Any form of traffic calming will only increase vehicle noise as they brake and accelerate, especially trade vehicles carrying loads.
4	The options are to "discourage the use of Fawcett Road as a rat run to avoid the Mayor Road and Rockingham Road intersection". This would suggest the need to fix the congestion at the mentioned intersection rather than trying to find a quick fix solution which is not addressing the main problem – congestion at the said intersection.
5	This is a ridiculous idea, trying to direct traffic from Fawcett Rd back on to the Mayor Rd and Rockingham Rd intersection which already has traffic problems with vehicles backed up well down Mayor Rd west of the round about at peak times, with no plans to fix this already congested intersection!! And why 40km/hr? It's not a school zone. Should be 50km/hr as per any other residential street. Use your budget for the ridiculous speed bumps and spend it on a cycle path along Fawcett Rd to keep the school kids off the road and safe! Instead of giving them extra speed bumps and engineered slow points to try and ride around as well. Apart from school kids using Fawcett Rd, the road is no busier than any other residential road in Munster. I travel it every morning and afternoon at peak school and after work times.
6	I do not know what has triggered Council undertaking this exercise (and it's expense) but I cannot see the need for traffic slowing on Fawcett Road at all. I travel along both Fawcett Road and Rockingham road often, at varying times of the day and night and rarely encounter more than 2 other cars on Fawcett Road. Based on the respective amounts of traffic along Rockingham Road, Mayor Road and Fawcett Rd, I do not believe Fawcett is used as a "rat run" at all. Yes, it's possible there are a couple of young hoons using the road but speed humps are not going to stop that, they'll just use a different section of the road or move to West Churchill and Coogee Roads. In the end they move on eventually so that alone is not justification for inconveniencing the majority of motorists, who are local residents and doing the right thing, especially on





	such a little used road.
7	Any sort of traffic calming will only increase vehicle noise as they brake and accelerate. Especially trade vehicles carrying loads.
8	The options are to "discourage the use of Fawcett Road as a rat run to avoid the Mayor Road and Rockingham Road intersection". This would suggest the need to fix the congestion at the mentioned intersection rather than trying to find a quick fix solution which is not addressing the main problem -- major congestion at the said roundabout.
9	Investigate root cause of traffic flow on Fawcett Road. Suggest this is due to intersection at Stock Road and Mayor/Beeliar Road is inadequate for traffic. Improve this infrastructure and there will be no need to use Fawcett Road as a rat run.
10	I believe what is there currently is sufficient. Perhaps just something at Donnelly St intersection. What is required is a footpath along the entire length of this section. Many more residents in the area walking and riding bikes. The road is narrow and quite dangerous walking on the road and riding. Also disappointed with the road closure at the other end of Fawcett Road. Could have put these slow points there rather than close it. Access to Rockingham Road, heading south, by residents is dangerous at Rockingham Road, Stock Road intersection. Using Russell Road lights much safer.
11	You have to be kidding me? You want to spend ratepayers money on Fawcett Road and do nothing about the roundabout on Mayor/Rockingham Road or the Stock/Beeliar intersection? I use Fawcett Road every day. It is really not an issue. People living on this road are not used to traffic. Now they are getting some they dont like it. They bought a house there - tough, live with it. If you want a real solution close the road at the southern end. But to be clear - I am against any change.
12	Investigate root cause of traffic flow on Fawcett Road. Suggest this is due to intersection at Stock Road and Mayor/Beeliar Road is inadequate for traffic. Improve this infrastructure and there will be no need to use Fawcett Road as a rat run.
13	You have to be kidding me? You want to spend ratepayers money on Fawcett Road and do nothing about the roundabout on Mayor/Rockingham Road or the Stock/Beeliar intersection? I use Fawcett Road every day. It is really not an issue. People living on this road are not used to traffic. Now they are getting some they dont like it. They bought a house there - tough, live with it. If you want a real solution close the road at the southern end. But to be clear - I am against any change.

14	I believe what is there currently is sufficient. Perhaps just something at Donnelly St intersection. What is required is a footpath along the entire length of this section. Many more residents in the area walking and riding bikes. The road is narrow and quite dangerous walking on the road and riding. Also disappointed with the road closure at the other end of Fawcett Road. Could have put these slow points there rather than close it. Access to Rockingham Road, heading south, by residents is dangerous at Rockingham Road, Stock Road intersection. Using Russell Road lights much safer
----	--



**City of Cockburn**

9 Coleville Crescent, Spearwood WA 6193  
PO Box 1215, Bibra Lake DC Western Australia 6965  
T: 08 9411 3888 F: 08 9411 3333  
E: [comment@cockburn.wa.gov.au](mailto:comment@cockburn.wa.gov.au)  
[cockburn.gov.wa.au](http://cockburn.gov.wa.au)



		2 Hour Total Vehicles	
		NB AM	SB PM
SITE A	Fawcett Rd south of Mayor Rd	169	223
SITE B	Rockingham Rd west of Stock Rd	380	315
SITE C	McGrath Rd south of Fawcett Rd	23	56

		Matches		
Northbound B -> A	10	vehicles	6%	Thru-traffic
Northbound C -> A	15	vehicles	9%	Thru-traffic
Southbound A -> B	19	vehicles	9%	Thru-traffic
Southbound A -> C	26	vehicles	12%	Thru-traffic

Northbound 15 min Flows

	A	B	C
0700 - 0715	14	39	3
0715 - 0730	23	35	4
0730 - 0745	15	48	0
0745 - 0800	19	58	3
0800 - 0815	19	41	2
0815 - 0830	32	57	2
0830 - 0845	39	63	5
0845 - 0900	8	39	4

Southbound 15 min Flows

	A	B	C
1500 - 1515	43	39	7
1515 - 1530	35	46	9
1530 - 1545	21	36	6
1545 - 1600	24	48	8
1600 - 1615	27	47	5
1615 - 1630	13	34	8
1630 - 1645	32	33	8
1645 - 1700	28	32	5



## 17. COMMUNITY SERVICES DIVISION ISSUES

### 17.1 (2018/MINUTE NO 0129) OVERVIEW OF COUNTRY WEEK EVENT - BEALE PARK

**Author(s)** T Moore and N Jones  
**Attachments** N/A

#### RECOMMENDATION

That Council receives the report on the 2018 Football West Country Week event.

#### COUNCIL DECISION

MOVED Cr C Sands SECONDED Cr K Allen  
 That Council:

- (1) prioritises and commences the repair works of Beale Park as outlined in the 2018/19 budget as soon as practically possible;
- (2) writes a letter to Football West and Cockburn City Soccer Club advising of the scope and timeframes for planned repair works being undertaken in 2018/19 at Beale Park; the proposed future upgrades to Beale park as per the Draft Community Sports and Recreation Facilities Plan; and encourage Football West to consider returning the Country week event to Cockburn in future; and
- (3) should the Country Week event return to Beale Park in future, the event fees and bond be charged in line with the published fee schedule for reserve applications as per the application form.

**CARRIED 10/0**

#### Reason for Decision

Football West withdrew the Country Week event from Cockburn after 16+ years due to a number of maintenance factors and inconsistent event fees proposed.

Given that some of these issues have been addressed (sewerage), will be alleviated within the immediate short term works scheduled for this financial year (kitchen upgrades, change rooms etc.) and major works addressed in the upcoming Community Sports and Recreation Facilities



Plan, this information needs to be communicated with the two Clubs to show Council's proactive-ness in addressing their issues and assist in attracting Country Week back to the area in future.

Fees proposed for the Country week event should also be set in line with the existing fee structure for reserve hire and bonds for consistency.

### **Background**

Country Week is a large football tournament managed by Football West and has been held at Beale Park with the assistance of the Cockburn City Soccer Club for more than 10 years.

During that time, the number of players has grown substantially, with the 2017 event reaching approximately 1500 people. This significant increase in attendance numbers has stretched the capacity of the venue in recent years and meant that it was no longer suitable for this event.

In particular, issues such as inadequate parking, substandard toilet facilities, poor condition of the clubroom and a small undersized kitchen space, had become more of a problem for the event organisers.

Following the 2017 event, Football West advised the City that it no longer wished to continue the event at Beale Park due to the limitations of the reserve and increased costs associated with staging the event.

At the June 2018 OCM, the following matter was requested to be investigated without debate:

*A report be prepared for a future meeting of Council regarding the reasons why Football West's Country week sports contest is to be no longer to be held at Beale Park and whether this event would return to the City in future years.*

As such, Council is presented with a report outlining the details of the decision made by Football West to not stage the 2018 Country Week event at Beale Park.

### **Submission**

N/A

### **Report**



Following the 2017 Country Week Event, staff completed a review of the event with a summary of the issues identified outlined below:

- **Insufficient kitchen/kiosk space** – The small kiosk and kitchen space has been unable to cope safely with the food demands of an event of this size for some time. Officers noted that at the 2017 event, 6 deep-fat fryers were being operated in the main clubroom area. This presented a significant health and safety risk. Risks were to be reduced by meals being provided by food trucks.
- **Inadequate toilet facilities** – The existing toilets were insufficient in number and also their ability to handle an event of this size due to not being connected to sewer. This meant that a significant number of portable toilets were needed to be brought in to cater for the event. Note – the facility has since been connected to sewer at a cost of \$100k to the City.
- **Traffic Management** – Football West raised concerns about the cost development and implementation of a Traffic Management Plan. In particular, that the City Officers did not assist in the development of the plan which resulted in failure to comply with parts of the plan and complaints being received from both residents and participants. City Officers are unable to develop and then approve Traffic Management Plans and the large number of buses and vehicles transporting 1500 people to and from Beale Park will always be a challenge due to the lack of adequate parking at the venue.
- **Sports Lighting** – The standard of lighting at Beale Park currently only meets training standards. This limits Football West's ability to stagger the fixtures over the course of a longer period.
- **Clubroom condition** – In general, the condition of the existing clubroom is poor and coming to the end of its useful life. The number of complaints about the general condition of the building itself had increased in recent times as the number of event attendees had also increased.
- **Increase in costs** – The actual costs borne by the City in allowing the event to occur is approximately \$6,000 per year. This is largely attributable to the costs of repairing the extra damage to the turf, staff time in assessing applications, plans and conducting inspections of the event. Previous fees had been set at \$1,000 per year, however it was prudent to increase the fee to cover the City's rising costs in facilitating the event. As such the proposed fee for 2018 was set at \$5,000, together with a refundable bond of \$5,000.





Ultimately, due to the above issues, Football West made the determination to relocate this year's event to McGillivray Oval in Nedlands. This venue provides a standard of facility, lighting, adequate parking and a reserve space which is far superior to what is currently available at Beale Park.

In terms of the potential for future Country Week events to be held at Beale Park, one of the key objectives of the proposed \$9.11M redevelopment at the Reserve will be to attract events of this nature to the venue. The timing of this redevelopment is subject to Council adopting the Draft Community Sport and Recreation Facilities Plan. In the immediate short term, funds of \$25,000 have been included in the 2018-19 budget to provide for maintenance of the Beale Park facility, as follows:

- Replace collapsing ceilings in change rooms
- Install sink to bar area
- Kitchen upgrade
- Storage areas increased

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

#### Community, Lifestyle & Security

Create and maintain recreational, social and sports facilities and regional open space.

### **Budget/Financial Implications**

In terms of financial implications to the City in not staging the event, essentially it provides the City with a cost saving of approximately \$5k.

### **Legal Implications**

N/A

### **Community Consultation**

Following the decision made by Football West, staff met with representatives of the Cockburn City Soccer Club to discuss the matter

### **Risk Management Implications**



There was both a high reputational risk and health risk, should the City have not imposed conditions such as a traffic management plan, temporary toilets and external catering for future Country Week events.

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

N/A

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

Nil



## 17.2 (2018/MINUTE NO 0130) COCKBURN AQUATIC & RECREATION CENTRE (ARC) - TWELVE (12) MONTH REPORT

**Author(s)** B McEwin

**Attachments** 1. Cockburn Aquatic & Recreation Centre - 12 Month Summary [↓](#)

### RECOMMENDATION

That Council receives the 12 month performance report on Cockburn Aquatic & Recreation Centre (ARC).

### COUNCIL DECISION

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

### Background

During the design and development stage of Cockburn ARC, Council at its February OCM resolved to adopt the Business Operations and Management Plan (BOMP) developed by Warren Green Consulting and the Business Plan developed by Staff.

The objective of the BOMP and Business Plan was to provide the City's administration with a detailed account of management considerations, financial forecasts, key performance indicators and all critical information to inform the in-house operational management of the facility in an efficient and financially sustainable manner.

The ARC has now been in operation for just over 12 months and in this time has performed extremely well in terms of attendance, customer satisfaction and financial performance.

In February 2017, Council resolved the following:

- (1) *That a detailed report be provided to Council on the performance of the Cockburn Aquatic & Recreation Centre following twelve (12) months of operation.*

Since that time, staff have compiled all of the performance data and developed a 12 month summary report (*Attachment 1*), together with comparisons included in the original BOMP.

As such, the 12 month report on the performance of Cockburn ARC is now presented to Council for consideration.



## Submission

N/A

## Report

Over the past 12 months, Cockburn ARC has largely exceeded all performance targets which were outlined in the original BOMP. In particular, a summary of the key performance areas is outlined below.

### Attendances

The BOMP forecasted attendances of 738,143 in the first year of operation with an increase to 875,000 in the fourth year. Since opening, the Centre has recorded strong levels of participation across the range of programs, services and facilities, in particular the health club and aquatic facilities.

The Centre has recorded a total of 1,363,826 attendances during the 2017-2018 financial year, 45% more than projected year one attendances from the BOMP. 52% of overall attendances visited the aquatic facility, 26% health and fitness areas, 21% social sports and 1% to common areas. A detailed breakdown of attendances is provided in *Attachment 1*.

Since opening in May 2017, the Centre has recorded a total of 1,510,414 attendances, averaging 3,736 visitations per day making it the most visited sport and recreational facility in the Perth metropolitan area according to industry benchmarking.

### Key Performance Indicators

The BOMP forecasted a number of key annual objectives for year 1 to year 4 operations. The table below provides a summary of annual key performance indicators compared to year 1 actual results.

Table 1 – Annual objectives comparison

<b>Annual Objectives</b>	<b>Year 1 Projected</b>	<b>Year 1 Actual</b>	<b>Year 4 Projected</b>
<b>Income</b>	\$7,032,126	\$11,203,385	\$9,567,472
<b>Average Membership</b>	2,600	6,785	3,150
<b>Facility Visits</b>	738,143	1,363,826	875,275
<b>Peak Learn to Swim Enrolments</b>	2,100	3,200	2,500
<b>Social Sports</b>	150	280	220



<b>Surplus / Deficit</b>	<b>-\$611,178</b>	\$1,791,546	\$725,336
<b>Safety Assessment Score</b>	95% or above	97%	95% or above

The Centre has exceeded all year 4 projections and all key performance indicators outlined by the BOMP in first 12 months.

#### Financial Performance

One of the key concerns for the City has been budget implications in operating the Cockburn ARC, given the high cost of running aquatic facilities in particular. Traditionally aquatic and recreational facilities operate at a loss with the local government authority providing a subsidy to operate the facility.

The challenge for facility managers is to ensure the level of subsidy is not a financial burden on the Council's budget, with fees set at a level to encourage participation whilst ensuring sustainable financial operations.

The table below compares year 1 actuals against BOMP projections and 2017-18 adopted budget. The table is based on the facilities first full year of operation.

Table 2 – Year 1 financial comparison against BOMP & Budget

<b>Year 1</b>	<b>Operations &amp; Business Management Plan</b>	<b>Adopted Budget 17/18</b>	<b>Actual 17/18</b>
<b>Attendances</b>	738,143	820,000	1,363,826
<b>Income</b>	\$7,032,126	\$7,753,860	\$11,203,385
<b>Expenditure</b>	\$7,643,304	\$8,337,763	\$9,411,839
<b>Operating surplus/deficit</b>	<b>-\$611,178</b>	<b>-\$583,902</b>	\$1,791,546
<b>Subsidy/surplus per visit</b>	<b>-\$0.83</b>	<b>-\$0.28</b>	\$1.31
<b>Depreciation</b>	\$2,000,000	\$1,884,660	\$1,853,541
<b>Surplus/deficit with Depreciation</b>	<b>-\$2,611,178</b>	<b>-\$2,429,564</b>	<b>-\$61,995</b>

#### Customer Satisfaction

The Centre has developed a strong customer centric service culture over the past 12 month period, aiming to provide outstanding service to all customers. Qualitative feedback suggests the Centre is performing



well in customer satisfaction, with management regularly receiving positive comments relating to staff interactions.

The City's annual community perceptions survey, conducted by independent consultant Catalyse, has shown 81 per cent of respondents are satisfied with the facilities and services at Cockburn ARC, 11 per cent higher than other participating local governments.

Additionally, the Centre has recorded the following favourable customer metrics in the 2017-18 financial year:

- Google – 4.4 star rating from 681 reviews
- Facebook – 4.4 star rating from 418 reviews

### Environmental Performance

As part of the City's commitment to sustainability, the City implemented various Environmentally Sustainable Design (ESD) principles at the Centre, most significantly the 1MW solar array system and geothermal heating system.

The Centre's solar array has been providing an average 4.81Mw, or 48%, of the daily power requirements of the site, translating into a saving of approximately 52% of the cost of electricity or \$290,000 per annum whilst reducing greenhouse gas emissions by 731 tonne per annum.

The Centre's geothermal heating system provides the lead heat source for the heating of the aquatic facilities. The system has effectively operated since December 2017 and is estimated to provide operational savings up to \$500,000 per annum whilst reducing greenhouse gas emissions by 2,415 tonne per annum.

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

#### City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Maintain service levels across all programs and areas.

#### Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Foster a greater sense of community identity by developing Cockburn Central as our regional centre whilst ensuring that there are sufficient local facilities throughout our community.



**Leading & Listening**

Ensure sound long term financial management and deliver value for money.

**Budget/Financial Implications**

Given the performance of the ARC has far exceeded the original estimates outlined in the BOMP, staff will develop a revised long term financial projection associated with Cockburn ARC during the 2018-2019 financial year to replace the previous BOMP financial projections originally adopted by Council. This information will be provided to Elected Members once it has been developed.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Financial” “Brand / Reputational” and “Operations / Service Disruption” assessed risk to Council from the information supplied in this report.

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

N/A

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

Nil.







COCKBURN ARC  
12 MONTH  
SUMMARY



Proudly owned and operated by the  
City of **Cockburn**



# ANNUAL VISITATION

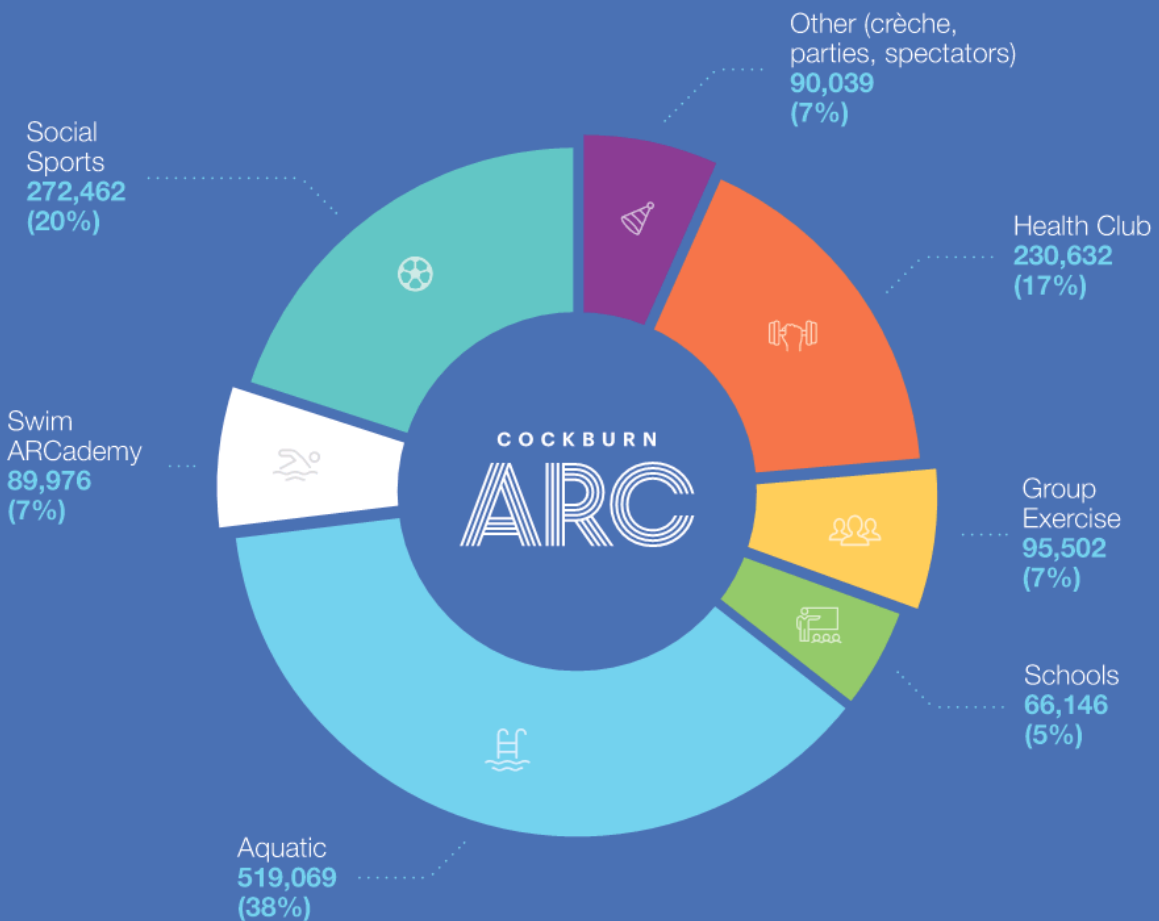
Cockburn ARC has recorded close to **1.4 million** attendances by residents, members and visitors during the 2017-18 financial year. In line with the Centre's overall vision of more people, more active, more often, the Centre is achieving unprecedented levels of participation across the extensive range of services available to the local and surrounding community.



Cockburn ARC annual attendances **1,363,826**

▲ **45%** more than projected

▲ **513,000** ahead of target



# MEMBERS

Our members are part of the ARC family, each contributing to creating a healthier Cockburn.

Member feedback and demand on programs & services suggests members are enjoying the high quality service and facilities available to become more active, more often.



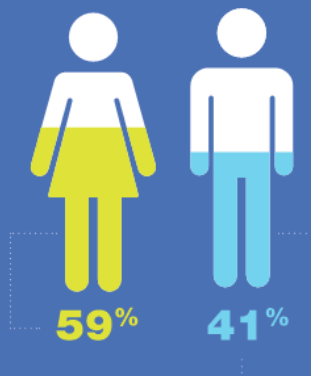
**Health and Fitness**  
total members  
**5936 (87.5%)**



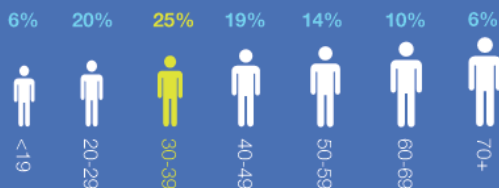
**Aquatic only**  
total members  
**849 (12.5%)**

# WHO ARE OUR MEMBERS?

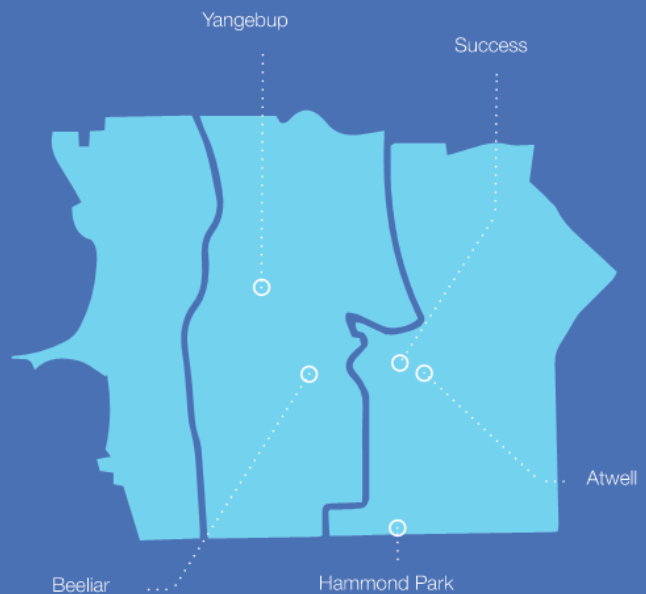
## Gender Breakdown



## Age of members



## Where do they come from (Top five suburbs)





# HEALTH & FITNESS

The Centres gymnasium has the best staff, support & technology to help members to live a healthy lifestyle.



**10.5 tonne**  
**weight loss** across membership base



**10,426**  
fitness assessments



**235,230+**  
km's run on treadmills



**5,803**  
group exercise classes



**141,395,500**  
**million** calories burnt in health club



# SWIM ARCADEMY

Swim ARCADEmy is the Centres industry leading and award winning learn-to-swim program. It has provided babies, children, adults and people with a disability the highest standard of learn-to-swim programming with the ultimate objective of improving swimming confidence and safety around water.



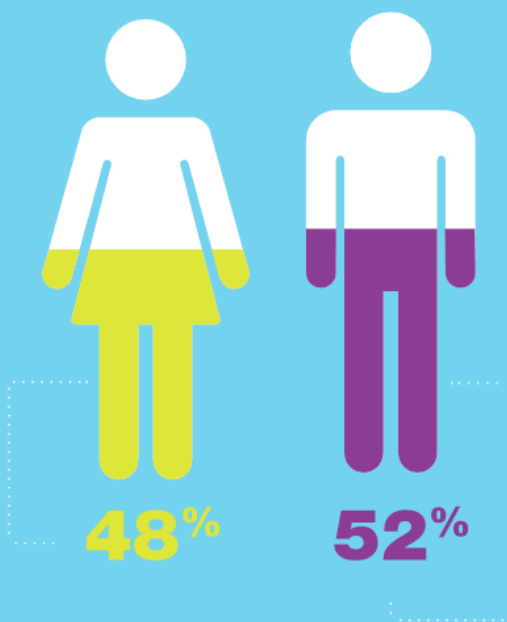
**2,500**  
lessons per month



**Average of 33**  
assessments / enrolments  
conducted weekly

## WHO ARE OUR PARTICIPANTS

### Gender Breakdown



### ARCademy Demographics

- 20%** parent and child participants
- 02%** adult lessons
- 74%** learn to swim participants
- 04%** people with special needs

### Where do they come from (Top five suburbs)

- |                 |            |                                   |
|-----------------|------------|-----------------------------------|
| 1. Success      | <b>62%</b> | live in the City of Cockburn      |
| 2. Atwell       |            |                                   |
| 3. Aubin Grove  | <b>38%</b> | live outside the City of Cockburn |
| 4. Piara Waters |            |                                   |
| 5. Beeliar      |            |                                   |

# SOCIAL SPORTS

Cockburn ARC's indoor multipurpose stadium is considered Perth's industry-leading social sporting competition south of the river. Focusing on social outcomes, the sports programs are delivered by a team of passionate umpires with a passion for sports.



**450+**

teams nominated to play social sports



**12,985+**

casual shooters



**9,025**

total hours hired by clubs and sporting groups



# CUSTOMER SATISFACTION

Cockburn ARC places a strong emphasis on the overall customer experience. To achieve outstanding service that people talk about, the Centre records a number of customer satisfaction metrics and reviews all customer feedback on a regular frequency to improve programs, facilities and services.

Since opening, the centre has recorded in excess of 1,500 customer feedback forms which have been vital to inform changes to programs, processes and to improve the facility.

1550 feedback forms received

**79.2%**

overall satisfaction rating

Over 652 reviews on Goggle

**4.4**

average star rating

Over 420 reviews on Facebook

**4.4**

average star rating

An average net promoter score of 60.1 from membership holders.

**60.1**

average Net Promoter Score

Community scorecard index of 83, the highest for LocalGovernment in Perth.

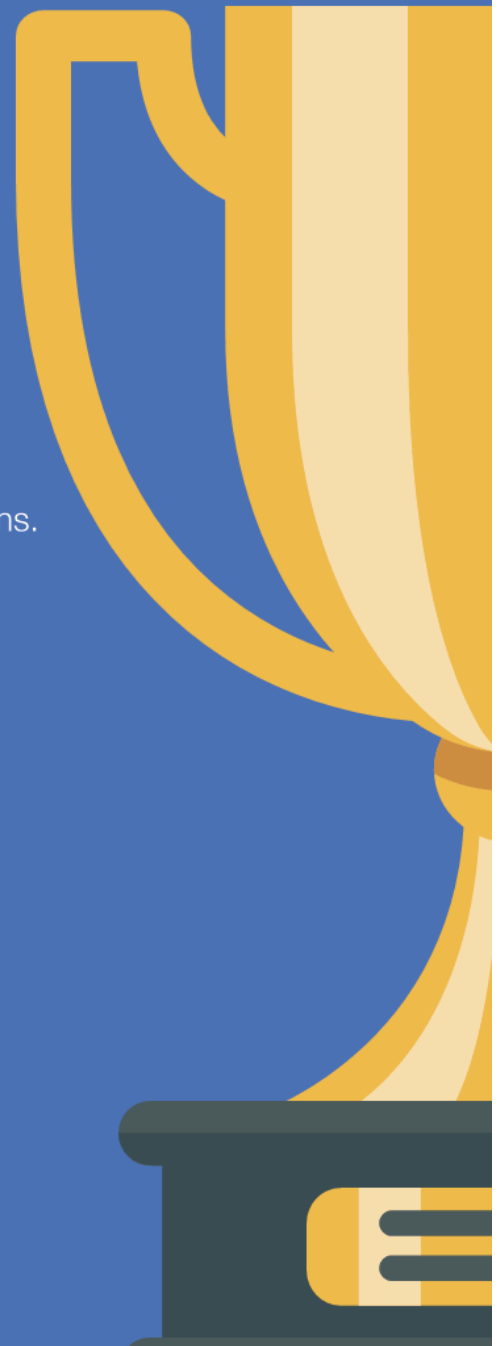
**83**

community scorecard index



# AWARDS

- ★ **Master Builders WA 2017, Excellence in Construction awards**  
Best Public Use Building over \$20M.
- ★ **Leisure Industry Communications and Marketing Awards 2017**  
Local Government Communications and Marketing Award.
- ★ **Parks Leisure Australia WA**  
Community Facility of the Year.
- ★ **Institute of Public Administration Australia (IPAA) 2018**  
Best Practice in Collaboration between Government and Non-Government Organisations.
- ★ **AUSTSWIM Recognised Swim Centre Award - 2018.**
- ★ **AUSTSWIM Teacher of Swimming and Water Safety Award - 2018**
- ★ **Australian Sport, Recreational and Play Industry Awards 2018**  
Facility Design and Development
- ★ **Australian Sport, Recreational and Play Industry Awards 2018**  
Award for Innovation



**DECLARATION OF INTEREST - IMPARTIALITY**

The Presiding Member advised he had received a Declaration from Cr Allen in relation to Item 17.3. The nature of the interest being that he is employed as the State Manager of Equifax Australia, the Company who have undertaken the financial viability and credit risk rating checks with the entities associated in the agenda item.

**17.3 (2018/MINUTE NO 0131) C100535 (RFT16/2018) - STATIC SECURITY SERVICES THREE (3) YEARS**

**Author(s)** M Emery

**Attachments** 1. Consolidate Evaluation Panel Score with Tender Pricing (**CONFIDENTIAL**)

**RECOMMENDATION**

That Council accept the tender submitted by the Trustee for Site Protective Services Trust, for RFT16/2018 Static Security Services, for an estimated contract sum of \$662,835 (Ex GST), for a period of three (3) years from the date of award; with City instigated options to extend the period for one (1) subsequent year and up to an additional twelve (12) months, to a maximum of five (5) years, in accordance with the submitted Schedule of Rates for determining variations and/or additional services.

**COUNCIL DECISION**

MOVED Cr C Sands SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

**Background**

The City of Cockburn (the Principal) is seeking suitably qualified (licensed) and experienced Contractor(s) for the provision of Static Security Services for the;

1. Port Coogee Marina - Chieftain Esplanade, Port Coogee;
2. Civic functions - Administration Office, 9 Coleville Crescent Spearwood;



3. Community events - various locations within the municipal boundaries of the Principal; and
4. Cockburn Aquatic and Recreational Centre (Cockburn ARC).

The Contractor shall provide a visible high profile foot patrol security guard to deter and / or detect criminal and antisocial behaviour, including (but not limited to) the targeting of specific areas of concern as identified by the Principal's Representative.

It is the Principals expectation to commence the Contract on 3 September 2018. This service is currently provided by 2 incumbent suppliers, with existing contracts for the Marina and the City functions.

The Contractor; under the proposed Contract, will be required to provide all labour, plant, tools and equipment, administrative costs (Including fuel), travelling expenses and anything else necessary for the completion of the services.

Tender Number RFT16/2018 Static Guard Services – Three (3) Years, was advertised on Saturday, 26 May 2018 in the Local Government Tenders section of "The West Australian" newspaper.

It was also displayed on the City's eProcurement website between Saturday, 26 May and Thursday, 21 June 2018 Inclusive.

### Submission

The Request for Tender closed at 2:00pm (AWST) Thursday, 21 June 2018 with twenty one (21) submissions received from the following companies:

<b>Tenderer's Name:</b>	<b>Registered Business Name</b>
Australasian Events Pty Ltd	Ace Security and Event Services
Bellrock Protective Services Pty Ltd	ASF Protective Services
ASP Security Pty Ltd	ASP Security Pty Ltd
Black Diamond Security (Australia) Pty Ltd	Black Diamond Security (Australia) Pty Ltd
Confido Security Pty Ltd	Confido Services
The Trustee for Shreeve's Family Trust	EEVE Security Services
Falcon Protective Services Pty Ltd	Falcon Protective Services
Kryhex Holdings Pty Ltd	All West Security Services
Major Security Services Pty Ltd	Major Security Services



MCS Security Group Pty Ltd	MCS Security
NPB Security Australia Pty Ltd	NPB Security Australia
Fazal Usman	Oceanic Security Services
Parabellum International Pty Ltd	Parabellum International
The Western Australian Turf Club	Perth Racing Security
MCW Corporation Pty Ltd	Perth Security Services
Resolute Security Services Pty Ltd	Resolute Security Services
S.H.I.E.L.D. Security (NSW) Pty Ltd	Shield Security Services
The Trustee for Site Protective Services Trust (Site Services Enterprises Pty Ltd)	Site Protective Services
Statewide Security (WA) Pty Ltd	Statewide Security (WA)
The Trustee for the U-SEC Unit Trust	Narrogin Daly Security
Wilson Security Pty Ltd	Wilson Security

## Report

### Compliance Criteria

The following criteria were used to determine whether the submissions received were compliant:

	<b>Compliance Criteria</b>
(a)	Compliance with A03 – RFT16/2018 – Conditions of Responding & Tendering
(b)	Completion of Qualitative Criteria
(c)	Compliance with and completion of B02 - Price Schedule
(d)	Compliance with ACCC Requirements and completion of A05 – Certificate of Warranty
(e)	Acknowledgement of any Addenda issued.

### Compliance Tenderers

Procurement Services undertook the initial compliance assessment and all twenty one (21) submitted Tenderers were deemed compliant and released for evaluation.



Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Weighting Percentage</b>
Demonstrated Experience	25%
Response Times and Contact Ability	15%
Tenderers Resources (Includes Key Personnel)	15%
Sustainability	5%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

Tender Intent/ Requirements

The Principal sought suitably qualified (licensed) and experienced Contractor(s) for the provision of Static Security Services. The scope of works may have been awarded separately or collectively; for event security services (and associated consultancy), the Marina, Cockburn ARC and Council functions.

Evaluation Panel

The tender submissions were evaluated by the following City of Cockburn personnel:

<u>Name</u>	<u>Position</u>
Mr Michael Emery	Ranger and Community Safety Services Manager (Chairperson)
Ms Linda Seymour	Manager Libraries
Ms Samantha Standish	Marina Manager
Ms Marie La Frenais	Events and Culture Coordinator
Probity Role Only	
Mr Stephen White	Contracts Officer

Scoring Table – Combined Totals

<b>Tenderer's Name</b>	<b>Percentage Score</b>		
	<b>Non-Cost Evaluation</b>	<b>Cost Evaluation</b>	<b>Total</b>



	60%	40%	100%
<b>Site Protective Services**</b>	<b>43.40%</b>	<b>35.80%</b>	<b>79.20%</b>
ASF Protective Services	40.48%	37.86%	78.33%
MCS Security	43.00%	34.96%	77.96%
EEVE Security Services	36.75%	38.56%	75.31%
Wilson Security	44.60%	29.12%	73.72%
Statewide Security (WA)	35.58%	36.14%	71.71%
Resolute Security Services	36.53%	35.07%	71.60%
Ace Security and Event Services	35.75%	35.00%	70.75%
Confido Services	29.28%	39.16%	68.44%
Major Security Services	32.43%	35.47%	67.89%
Falcon Protective Services (FDL)	29.65%	38.14%	67.79%
NPB Security Australia	31.85%	34.81%	66.66%
Shield Security Services	26.38%	40.00%	66.38%
Black Diamond Security (Australia) PL	28.63%	36.79%	65.41%
Perth Security Services	32.03%	32.84%	64.86%
ASP Security Pty Ltd	25.28%	37.33%	62.60%
Perth Racing Security	28.55%	33.69%	62.24%
Oceanic Security Services	20.20%	37.42%	57.62%
All West Security Services	20.48%	35.94%	56.41%
Narrogin Daly Security	25.43%	29.15%	54.57%
Parabellum International	32.85%	20.72%	53.57%



\*\* Recommended Submission

### *Evaluation Criteria Assessment*

#### Demonstrated Experience

Site Protective Services were able to demonstrate significant experience in handling large and complex security contracts with experience ranging from security management of Optus Stadium, security service for high profile events within Perth and their experience with their awareness of a marina specific security. Site Protective Services demonstrated they have the capability to handle complex customer service arrangements, including but not limited to training their security officers in Pen holder engagement through to site specific training.

Other submissions received showed a varying capacity to complete most elements of the contract, but were limited by experience. MCS Security showed a diverse background, but was limited in their use of technology when compared to others.

#### Response Times and Contactability

Response times between all submissions varied in ability and thoroughness. Site Protective Services demonstrated they had the necessary capacity to handle after hour requests considered typical as part of scope of work.

Reference checks highlighted Site Protective Services exceeded client expectations, with their flexibility to provide services to their client growing needs. This included the increase in the number of Security Officers at short notice. Site Protective Services also demonstrated a high level of availability of key personnel after hours.

The evaluation panel were also impressed by Site Protective Services use of technology, which allowed the City's Officers to directly communicate with Security Staff via a secure online portal. This software will provide greater flexibility in working with the Security Officers in real time. Further benefiting the City, Site Protective Services will provide dedicated site phones to each site, allowing for improved tracking and monitoring of guards for reporting and service auditing.

Other submissions evaluated demonstrated various levels of information for this criterion. Some submissions showed a lack of depth in after-hours contact ability and generally relied upon a single point of contact.

#### Tenderer's Resources (Includes Key Personnel)





Site Protective Services showed significant resources in the use and investment in technology to improve their service delivery potential in the employment of key personal. The Site Protective Services nominated representative has a diverse range of experience with direct access to senior management, allowing for the escalation and resolution of any unforeseen dispute in a timely manner.

Submissions from other companies demonstrated insufficient allocation of resources to meet the scope of the Services, when compared against their current workload. The scope of service of this contract will require a significant increase in resources required to meet the City's needs.

#### Sustainability

Site Protective Services demonstrated a superior sincerity in attempting to be sustainable. This included working with United Care West and organising Christmas lunch for homeless people. Further sustainability practices included purchasing equipment locally and reducing the use of paper through the investment in technology.

Some submissions showed superior sustainability practices, but failed to demonstrate effective implementation of these practices in relation to the scope of services.

#### Summation

The Evaluation Panel recommends that Council accept the submission from Site Protective Services Pty Ltd as the most advantageous to the City as the sole contractor for Static Security Services. Site Protective Services Pty Ltd has demonstrated through their submission the ability to provide a quality service which will meet all scopes of service across the City.

In summary the recommendation is based on;

- Significant demonstrated experience in handling large and complex security services contracts;
- The flexible and capacity of the contractor to provide response times and contact ability to meet the City's growth needs;
- The use of technology and ethos in providing resources for staff safety, suitable training and equipment; and
- The most advantageous value for money outcome for the City.

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

#### Community, Lifestyle & Security



Provide safe places and activities for residents and visitors to relax and socialise.

#### Leading & Listening

Ensure sound long term financial management and deliver value for money.

#### **Budget/Financial Implications**

Funds are allocated to individual operating budget accounts for Administration Building (Civic Events and Libraries), Marina, Cockburn ARC and Events for the 2018/2019 financial year.

The contract sum of \$662,835 (Ex GST) has been estimated by calculating the expected duration by the contracted scheduled rate for each service type, for a period of three (3) years.

The proposed contract provides a pricing structure that achieves further benefit given the different treatment of the weekend and public holiday schedule of rates to the incumbent suppliers for this service.

#### **Legal Implications**

Section 3.57 of the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996 refers.

#### **Community Consultation**

N/A

#### **Risk Management Implications**

Should the recommendation not be adopted by Council, the risk management implications include the potential for an increased security risk to the City assets and events and further reputational risk at key facilities such as the Port Coogee Marina and Cockburn ARC in the event of criminal damage. This may lead to an increase in public complaints and dissatisfaction in Council services, particularly as Community Perception Surveys place a high expectation on public access and security.

The City has requested a financial assessment review to be conducted on the preferred tenderer. The review is currently underway by Equifax Pty Ltd (Corporate Scorecard) with the outcome to be provided prior to the August OCM.

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



Those who lodged a tender submission have been advised that this matter is to be considered at the 9 August 2018 Ordinary Council Meeting.

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

Nil



## 18. EXECUTIVE DIVISION ISSUES

### 18.1 (2018/MINUTE NO 0132) MINUTES OF CHIEF EXECUTIVE OFFICER PERFORMANCE & SENIOR STAFF KEY PROJECTS APPRAISAL COMMITTEE MEETING - 16 JULY 2018

**Author(s)** J Klobas

**Attachment** 1. Minutes of Chief Executive Officer Performance & Senior Staff Key Projects Appraisal Committee Meeting - 16 July 2018 (**CONFIDENTIAL**)

#### RECOMMENDATION

That Council receive the Minutes of the Chief Executive Officer Performance & Senior Staff Key Projects Appraisal Committee Meeting held on Monday 16 July 2018, and adopt the recommendations contained therein.

#### COUNCIL DECISION

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

#### Background

The Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee met on 16 July 2018. The minutes of that meeting are required to be presented to Council and its recommendations considered by Council.

#### Submission

N/A

#### Report

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

The primary focus of this meeting was to advise the CEO on the selection of projects for the Directors for Financial Year 18/19.



With regard to the new projects for FYI 8/19, the Chief Executive Officer has considered the recommendations made to him by the Committee and is happy with the proposed priority listing. This information has been communicated to the Directors.

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

#### Leading & Listening

Attract, engage, develop and retain our employees in accordance with the Workforce and Long Term Financial Plan.

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

### **Budget/Financial Implications**

Committee Minutes refer.

### **Legal Implications**

Committee Minutes refer.

### **Community Consultation**

N/A

### **Risk Management Implications**

Committee Minutes refer.

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

The CEO and Senior Staff have been advised that this item will be considered at the August 2018 Ordinary Council Meeting.

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

Committee Minutes refer.



**19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**20. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING**

Nil

**21. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS**

Nil

**22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE****22.1 (2018/MINUTE NO 0133) ESTABLISHING A WORKING RELATIONSHIP WITH A WA LOCAL GOVERNMENT OR SHIRE****Author(s)** D Green**Attachments** 1. Extract from Cultural Strategy [↓](#)  
2. Media Release - Town of Victoria Park [↓](#)**RECOMMENDATION**

That Council notes the information contained within the report and that this matter will be addressed as action 17.1 of the Cultural Strategy (Arts, Culture, Heritage and Events) in 2019-2020.

**COUNCIL DECISION**

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0****Background**

At the Ordinary Council Meeting conducted on 14 September 2017, Mayor Howlett raised the following as a Matter for Investigation, Without Debate



*“Provide a Report to a future Council meeting on the opportunity for the City of Cockburn to be involved in establishing a working relationship with a WA rural local government (shire).”*

### **Submission**

N/A

### **Report**

Partnerships between local governments in Australia, while not an uncommon occurrence, tend to be initiated through third party organisations such as the Sister Cities Australia or the peak industry body in the relevant state, i.e. the Local Government Association and / or the Department of Local Government. Research identifies that the vast majority of “relationships” formed between local governments in Australia are Sister City Agreements between places in different countries, or at least different states within Australia.

Notwithstanding, there are examples of intrastate arrangements made between city and country / regional / rural based local governments. Two that appear to have endured for a long period of time are the City of Bankstown (now Canterbury – Bankstown) and Broken Hill in NSW, which formed a Sister City Agreement in the 1990s and Hobsons Bay City Council and Buloke Shire Council in Victoria, which established a “Friendship Alliance” in 2006.

Typically, these arrangements are based on the objectives of sharing cultural and goodwill exchanges whenever opportunities may arise. To achieve this, the relationship is usually established through the mutual consent of both organisations being contained within a signed document, such as a Memorandum of Understanding (MoU).

Such examples of these partnerships between local governments in this state are difficult to identify, however, there have been some attempts in the past to establish them.

The City of Melville commenced a “Friendship Program” with the Shire of Quairading, the objectives of which were to share technical skills, service and advice, as well as form a bond of friendship between city and country communities, helping to build awareness and understanding of the issues impacting on the different communities.

The City of Melville also provided a pilot resource sharing program with the Shire of Cunderdin, however, this wasn't continued due to the differing expectations of the parties.

Elsewhere, the City of Wanneroo and the Shire of Dowerin participated in an informal agreement to share resources, however, it became





apparent that this model required more formal arrangements to be in place to be effective.

The City of Joondalup has a similarly ad hoc support based model to country local governments for the provision of Human Resource advice to the Shire of Gingin and Parks Maintenance advice to the Shire of Harvey.

The City of Canning and the Shire of Donnybrook – Balingup are currently negotiating details to identify a “Country Cousins” project, with an appropriate governance structure to ensure it can be sustained. However, this is progressing very slowly.

The most recent example is between the Town of Victoria Park and the Shire of Morawa, which have entered into an MoU to share service expertise with other.

The City of Cockburn experience in the past has been limited to its relationships shared with its overseas Sister Cities in Croatia (Split), China (Yue Yang) and USA (Mobile). However, the Cultural Strategy adopted in 2016 identified an action to “*investigate and if appropriate commence the process to instigate a mutually beneficial ‘country cousin’ relationship with a regional Council*” The scheduled timeframe for this to occur is 2019 / 20 and the task has been allocated to be undertaken by officers in the Community Services Division.

The WA Local Government Association has indicated its support for such initiatives to be taken up on a state wide basis and has offered some advice to assist the process achieve such an outcome.

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

#### Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A



**Risk Management Implications**

There is a “Low” level of “Brand / Reputational” risk to Council associated with this item.

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

N/A

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

Nil





City of Cockburn  
**CULTURAL STRATEGY**  
(Art, Culture, Heritage & Events)  
2016–2020



**17. APPENDIX FOUR - CULTURAL STRATEGY 2019-20 ACTIONS**

Actions	Leaders	Strategic Priority	
17.1 Investigate and if appropriate commence the process to instigate a mutually beneficial 'country cousin' relationship with a regional Council.	Cultural Development Coordinator; Community Development	Creative Communities	Existi
17.2 Complete an initial Arts, Culture and Heritage HUB feasibility study, including identification and evaluation of potential sites, assessment of stakeholder needs, potential funding sources and vision creation. This will review the need for but not limited to workshop/wet spaces and a new performing arts space.	Manager Community Development and Services; Planning and Development; Cultural Development Coordinator; Recreation Services Coordinator; Community Engagement Officer	Creative Places	\$50,0
17.3 Participate in the project team for the design and construction of the Aboriginal Cultural Visitor Centre.	Manager, Corporate Communications Manager Community Development Aboriginal Community Development Officer	Creative Places	Existi
17.4 Build the online resource centre for arts, culture and heritage providers (subject to action in 18/19).	Cultural Development Coordinator; Local History Library (if included in the Workforce Plan)	Creative Communities	\$30,0
17.5 Evaluate the cost and benefits of adopting Agenda 21 for Culture (international standard), and provide a recommendation.	Event and Cultural Coordinator	Integrated Planning	Existi
17.6 Undertake research for the next version of this strategy, which is to include multi-cultural matters to inform the next version of this plan for which it is proposed to increase the scope to include multi-cultural.	Manager Community Development; Cultural Development Coordinator Multicultural Officer	Strategic Community Plan 2016-26	\$30,0



In a first for local governments in Western Australia, the Town of Victoria Park and the Shire of Morawa have today signed a Memorandum of Understanding (MOU) between the two Councils.

The MOU seeks to recognise the importance of an effective working relationship between the two local governments, and was endorsed by both Councils at their respective Ordinary Council Meetings.

“This gives us an exciting future, with an opportunity for both local governments to work and grow together,” said Shire of Morawa President Karen Chappel.

“The MOU is a visionary approach between local governments to support each other, share knowledge, resources and the experience of staff,” said Town of Victoria Park Mayor Trevor Vaughan.

Town CEO Anthony Vuleta said: “We are taking a partnership approach and working on a model to set the bar for other local governments to copy, so the benefits might be seen across all of local government in Western Australia.

“Unlike an amalgamation process, without boundary connections, we can be truly cooperative with no conflict or competitiveness. Partnering and doing things differently is the key.”

“We expect it will also provide career development opportunities for staff and better community outcomes,” said Morawa CEO Chris Linnell.

“While we are governed by the same legislation and regulations, we have very different communities, landscapes, service demands and challenges and



welcome the opportunity to share technical skills, cultural learnings and new ways of thinking.”

In a workshop held amongst senior management staff of both councils at the Town today, opportunities have already been identified for working together and providing assistance to each other on resource gaps, points of difference and areas of common interest.

This includes advice and support with financial management, economic development, town planning, community development, civil engineering, asset management, governance, and regulatory compliance.

The MOU is not a commitment of one party providing funds to the other party.

The Town of Victoria Park is based in the Perth metropolitan area, with the Shire of Morawa almost 400 kilometres north of Perth.





**22.2 (2018/MINUTE NO 0134) CURRENT PRACTICES IN THE CITY FOR MANAGING THE MAINTENANCE AND IMPROVEMENTS TO VERGE AREAS AND WAYS TO IMPROVE DESIGN AND COMPLIANCE FOR THESE AREAS, PARTICULARLY IN NEW DEVELOPMENTS**

**Author(s)** A Lees

**Attachments** N/A

**RECOMMENDATION**

That Council

- (1) accepts the current practices for managing verges are appropriate based on the policies, systems and resources allocated; and
- (2) refer all policies and position statements regarding verges to be reviewed and presented to the DAPPS committee for consideration as part of the policy review project.

**COUNCIL DECISION**

MOVED Councillor L Kirkwood SECONDED Cr C Sands

That Council:

- (1) defers the item until the November 2018 OCM Meeting to allow Council to be briefed on the Urban Forrest Strategy;
- (2) requires City officers to investigate what other Councils have in place for verge policy;
- (3) allow for community consultation prior to the November 2018 OCM, for residents to forward ideas and provide feedback on the verge policy; and
- (4) host an information session, open to residents, reporting about what Councils, who are leaders on the topic, are doing and providing examples on what can be achieved at the City of Cockburn in this regard. Guest speakers to be invited should include but not be limited to:
  - Verge Projects Australia
  - City of Bayswater
  - Urban Food Street Story
  - LGIS Risk & Governance Team

**CARRIED 10/01**



**Reason for Decision**

Questions have been raised in the community regarding the current verge policy and the lack of alternatives within it. In order to make changes to the current verge policy, we need to hear what the bigger picture is for Cockburn. This relates back to the Urban Forrest Strategy, it would only be wise to wait for this document and feedback from the community.

**Background**

At the November 2017 Ordinary Council Meeting, the late Cr Portelli requested a report on the current practices in the City for managing the maintenance and improvements to verge areas and ways to improve design and compliance for these areas, particularly in new developments. This report responds to the request.

**Submission**

N/A

**Report**

The City's management of verges is facilitated through a variety of mechanisms in order to achieve the key elements of the City's strategic objective: Economic, Social and Environmental Responsibility. The following provides an overview of current day practices and processes to enable property owners and developers to embellish verges sustainably whilst ensure compliance with regulations.

**Street Verge Improvement Policy – AEW1**

The City's verge improvement policy provides advice and guidance on the constraints and opportunities for property owners when improving the verge area adjacent to their properties. The policy outlines the principles of environmental sustainability, biodiversity, water-wise plantings, shared resource and encouraging a sense of ownership. It also touches on the potential for increases to property values when streets are well landscaped and maintained accordingly. The policy's permitted improvements to verge areas are framed under the following headings:

1. Grass
2. Shrubs and groundcovers (not to exceed 600mm)
3. Edible Gardens



4. Trees
5. Irrigation
6. Mulch
7. Synthetic turf (subject to the planting of a tree)
8. Paving
9. Non –Permissible Verge Treatments

The policy is listed on the City's website and referenced by the City's Streetscape Supervisor during interactions with property owners. Furthermore the City's Parks Technical Officer also refers to this document during discussions with landscape architects, engaged by developers, to ensure streetscape designs are compliant, adding value to the environment and reducing ongoing maintenance costs. The policy was last reviewed in February 2017 and adopted by Council in March 2017.

#### Maintenance of Verges/Public Open Space Following Residential Subdivisions – SEW1

The maintenance of verges/public open space following residential subdivisions policy ensures an acceptable level of appearance is kept in new subdivisions where a higher quality of verge treatment has been approved. The policy outlines the management of verges for the duration of the 2 year period provided by developers and describes the process for the discontinuance of the verge maintenance to the landscape treatment directly adjacent to residential properties. The policy was last reviewed in March 2017.

#### Unkempt Verge Mowing – PSEW16

The unkempt verge mowing policy was last reviewed in February 2017 and subsequently adopted by Council in March 2017. The policy provides guidance to ensure unkempt verges are maintained to a minimum standard. The policy provides a definition of an unkempt verge along with the how they will be maintained depending on whether it's in a residential, commercial, Industrial or rural zone, an arterial road or adjacent to land under the control of other authorities.

#### Developing Your Verge – Guidelines for Good Design

The Parks and Environment business unit has developed a brochure titled Developing Your Verge – Guidelines for Good Design. The brochure provides a synopsis of the verge improvement policy and includes a list of water wise shrubs, ground covers and herbs. It also outlines a number of community and environmental programs that



residents can access in order to assist in the design, installation and maintenance of the verge area. The brochure was created in 2017 and can be found in the City's Administration foyer, Operations centre and Libraries.

#### Residential Verge Development Guideline

The residential verge development guideline has been developed in response to changes to the planning controls, principally the operations policy Liveable Neighbourhoods. The policy tolerance in enabling higher density developments than previously allowed has led to a greater comprehension of the verges functionality and appearance in this new frontier. Narrower streets and smaller lots have reduced the areas available for bin presentations, street trees, footpaths, landscaping and car parking.

The guideline references existing documents, policies, procedures and State government provisions, whilst also demonstrating practicable verge development templates that can accommodate all the competing interests in the verge environment. The guideline was developed in 2014 and is available on the City's website and upon request. Officers reference this document when liaising with developers in areas where revitalisation strategies have been adopted by Council.

#### Green Links Brochure

The green links program aims to enhance the biodiversity and improve ecological corridors in Cockburn. The brochure identifies grants and subsidies available to property owners to help improve verges whilst demonstrating how these improvements create connectivity between our bushland reserves, parks and ecological corridors. The brochure was last updated in 2016 and located in the City's Administration foyer, Operations Centre and libraries

#### Website

The City website has a dedicated page on verge maintenance which outlines the definition of a verge, recommended maintenance practices, improvement guidelines, water wise verge incentive scheme and links to all the relevant policies and brochures outlined above. The webpage is regularly updated to ensure the most up to date information is provided to property owners who are seeking information on how to manage and maintain the verge adjacent to their property.

#### Streetscape Supervisor

The Parks and Environment Business Unit have one Streetscape Supervisor who supervises staff and contractors in the day to day maintenance of the City's landscaped streetscapes. A key accountability is the response to residents enquiring about the permitted



vegetation on the verge and addressing non-compliant vegetation issues, i.e. vision hazards caused by vegetation, vegetation overhanging footpaths and roads with overgrown grass on the verge. The Supervisor responds to approximately 1,200 requests per year on vegetation that is impacting on sight lines, tree limbs overhanging footpaths, long grass and vegetation growing into the verge areas from the adjacent property. As the City continues to grow these requests will increase leading to the requirement for additional resources in assessments and completion of works.

#### Parks Technical Officer

The Parks and Environment Business Unit have one Technical Officer with the primary objective to assess and comment on the provision, structure and embellishment of public open space and streetscapes through the planning process. This role is integral in ensuring streetscapes and verges being proposed for large scale development are aligned to the City's policies, process and procedures in order to achieve good design outcomes.

The appointment of this officer in 2016 has been able to secure sound relationships with landscape architectural firms enabling enhanced understanding of the City's verge improvement criteria's specifically around plant species selection. Whilst this has resulted in improved design outcomes for streetscapes and verges, delivered by developers, it doesn't alleviate the larger issues of individual property owners post construction of their dwelling planting inappropriate plant species.

#### Non-Compliant Verges

Non-compliant verges are currently managed through a reactive process and administered by the Engineering Administration Officer. Non-compliant verges are treatments that have been applied for by the property owners which are non-permissible under Policy EW1. Typically officers will respond to these issues upon the receipt of a customer or Elected Member request, observations from officers driving the City streets or utility providers undertaking works in the verge. The City received 81 requests in the 2017-2018 financial year which are addressed subject to the availability of resources and competing interests.

The Parks and Environment Business unit is cognisant of a significant number of non-compliant verges across the City, via desk top analysis, which will continue to grow without appropriate intervention. The current process is rudimentary and to proactively manage the growing number of non-compliant verges a dedicated resource is required. A Verge Compliance team (2 FTE's) was listed in the City's Workforce Plan for the 2018-2019 financial year however due to Council's priorities these appointments have been deferred to 2019-2020.



### Evaluation

The City's current practices in managing improvements to verges through the subdivision process and vegetation control are sound based on the current policies, brochures and resources available. However the management of non-compliant verges will require addressing in order to mitigate the outcomes of increased densification, reluctance of property owners to maintain the verge, demand for vehicle parking increases and the separation between properties and the verge by hard infrastructure, i.e. limestone walls.

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

#### Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Improve the appearance of streetscapes, especially with trees suitable for shade.

### **Budget/Financial Implications**

To adequately manage non-compliant verges across the City will require budget consideration of a Verge Compliance team of two FTE's in 2019-2020 financial year and beyond.

### **Legal Implications**

N/A

### **Community Consultation**

Raising community awareness regarding verge compliance and the design of verge improvements should continue with public education and information via the City website, publications and staff contact with residents and industry.

### **Risk Management Implications**

If increased effort is not devoted to verge compliance in the future, the current level of surveillance will remain which is proving inadequate to control non-compliance and hence the appearance of public verge areas may deteriorate.

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

N/A



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

Nil.

**22.3 (2018/MINUTE NO 0135) IMPROVED PUBLIC TRANSPORT BETWEEN FREMANTLE AND WOODMAN POINT**

<b>Author(s)</b>	C Sullivan
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Letter of Support to Coogee Beach Progress Association <a href="#">↓</a></li> <li>2. Coogee Beach Progress Association - Local Bus Service Request. <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

That Council

- (1) continue to make representation to the State Government and the Member for Fremantle for a trial of a bus service along Cockburn Road on Sundays during the period September to March between Woodman Point and the City of Fremantle;
- (2) note City officers will conduct a public consultation survey to determine the level of support for such a bus service trial; and
- (3) continue upgrades to the shared path network between Woodman Point and the boundary with the City of Fremantle to improve safety and accessibility.

**COUNCIL DECISION**

MOVED Councillor L Kirkwood SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

**Background**

At the December 2017 Ordinary Meeting of Council a Matter to be Noted for Investigation, without Debate was raised by Cr Allen:

*Item 23.1 Cr Allen requested a report to come back to Council on ways the City can better assist ratepayers and residents traversing between the caravan parks and Port Coogee and Fremantle.*

This report provides Council an update on the matter.





## Submission

A request for improved public transport along Cockburn Road has been received from the Coogee Progress Association and is included as Attachment 2, along with the City response, included as Attachment 1.

## Report

The two modes of transport considered in this report are public transport via a bus service and pedestrian/bicycle paths along Cockburn Road between the Woodman Point caravan park area and the City of Fremantle boundary.

This section of the coastal strip has a number of active nodes especially during the summer months such as the caravan parks, the Coogee Beach surf club area at Poore Grove, the Port Coogee area and the North Coogee area near South Beach. The Shoreline development area continues to progress and will in the future become a high activity area. The Council has recently approved the redevelopment of the existing Coogee Hotel site as a tavern and event venue which will add to the attraction of the local area.

The development and improvement of the shared pedestrian/bicycle path network along the coastal strip has been ongoing and will continue to be so in successive budgets. Safety improvements such as Moondeck illuminating paint are being tested in a section of the path network at present.

The Coogee Progress Association and the South Beach Community Group have expressed concern for some time at the lack of a bus service along Cockburn Road linking the activity areas to Fremantle on a Sunday, especially during the summer months. Currently, there is a bus service on week days and Saturdays only.

City officers have been in discussion with PTA officers from Transperth during the first half of 2018 to determine the feasibility of the PTA conducting a bus service trial along the above section of Cockburn Road on a Sunday. The PTA examined the patron numbers for the services along Cockburn Road and concluded that there was not going to be sufficient demand to justify such a bus trial.

The results of the PTA passenger numbers for the bus stops at the caravan park averages 8 pick ups and 6 drop offs per week day. The Saturday average is 6 pick ups and 3 drop offs.

The PTA would conduct the trial of a bus service on a Sunday if the City funds the cost of the trial, which is estimated for the summer period from September to March to be of the order of \$600,000. This is based on an hourly service between the hours of 9.00 am and 6.00 pm.



## **Strategic Plans/Policy Implications**

### City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

### Moving Around

Improve connectivity of transport infrastructure.

Advocate for improvements to public transport, especially bus transport.

### Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

### Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

### Leading & Listening

Strengthen our regional collaboration to achieve sustainable economic outcomes. Ensure advocacy for funding and promote a unified position on regional strategic.

## **Budget/Financial Implications**

The cost to the City of funding a bus service trial period along Cockburn Road in the summer months would be extremely expensive and is not recommended. The PTA is best paced and equipped to conduct the trial. Upgrades to the shared path network will continue to be carried out as part of future capital works budgets.

## **Legal Implications**

None at this time.

## **Community Consultation**

Public consultation is proposed in the officer recommendations for a trial bus service along Cockburn Road on a Sunday during the summer months. This consultation method is envisaged as a public survey conducted with the cooperation of the PTA Transperth bus services.

Notices of the survey at the existing bus stops, consultation with patrons at the bus stops, mailout to residents along the route and via



the City website would invite the local community to submit survey responses. This would allow the City officers to assess the demand for a Sunday bus service along Cockburn Road during the summer months. If the demand can be demonstrated to be significant, further representation to the PTA would take place for the bus trial to be implemented.

#### **Risk Management Implications**

If Council does not adopt the recommendations the risk is that public transport improvements along the coastal strip by the State will not happen. The consequence will be ongoing dissatisfaction from the local community who wish to avail themselves of alternatives to the private motor vehicle, especially during the summer months.

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

The Proponent has been advised that this matter is to be considered at the 9 August 2018 Ordinary Council Meeting.

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

Nil.





6 April 2018

Mr Terry Hemsworth  
Secretary, Coogee Beach Progress Association

(submitted by email [terry.hemsworth@hotmail.com](mailto:terry.hemsworth@hotmail.com))

Dear Mr Hemsworth

**SUPPORT FOR IMPROVED PUBLIC TRANSPORT SERVICE PROVISION FOR COASTAL AREAS**

The City of Cockburn is pleased to support the request made by Coogee Beach Progress Association for improved public transport provision servicing weekends for the coastal environments of Coogee and North Coogee.

In partnership with many stakeholders including the State Government, the City has established one of Perth's most visited beach environments which include a range of amenities that attract people year round. The lack of weekend bus services hampers the broader community's ability to access this area, and is especially felt by those that don't have access to on demand private motor vehicles. The City believes improved public transport provision that links this coastal environment with the likes of Fremantle Station and Cockburn Central Station will result in higher patronage, demand and overall satisfaction of public transport users.

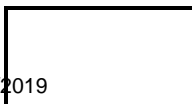
If you have any questions regarding this response, please contact me on 9411 3675.

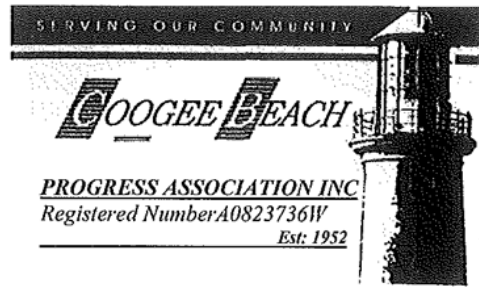
Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Andrew Trosic', is located below the 'Yours faithfully,' text.

**Andrew Trosic**  
**MANAGER STRATEGIC PLANNING**

PO Box 1215, Bibra Lake DC WA 6965, 9 Coleville Crescent, Spearwood WA 6163 ABN 27 471 341 209  
T 08 9411 3444 E [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au) [cockburn.wa.gov.au](http://cockburn.wa.gov.au)





4<sup>th</sup> April 2018

City of Cockburn  
9 Coleville Crescent  
Spearwood 6163

Attention: Mr. Stephen Cain

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

Dear Stephen

Following a recent meeting of the Coogee Beach Progress Association a request has been made to the PTA regarding weekend bus services in the local area. Many residents have requested the increase in schedules for the weekends and in particular for Sunday's between Woodman Point and Fremantle and the return trip along Cockburn Road.

The Association would appreciate it if you could give this request your support particularly considering the increases in the population at the new Port Coogee development.

Yours sincerely

Terry Hensworth  
Secretary Coogee Beach Progress Association.

*Correspondence to Secretary*  
**PO Box 422 SOUTH FREMANTLE WA 6162**



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**22.4 VIABILITY OF THE CITY OF COCKBURN TRIALING THE "SNAP SEND SOLVE" CUSTOMER SERVICE REPORTING MECHANISM**

**Author(s)** D Green

Cr Kirkwood requests that a report be prepared on the viability of the City of Cockburn trialing the "Snap Send Solve" app as a mechanism to increase the efficiency for the public to report matters requiring the attention of the City or otherwise lodging a request for service provision.

**23. CONFIDENTIAL BUSINESS**

Nil

**24. (2018/MINUTE NO 0136) RESOLUTION OF COMPLIANCE****RECOMMENDATION**

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

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

**COUNCIL DECISION**

MOVED Cr C Sands SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

**CARRIED 10/0**

**25. CLOSURE OF MEETING**

The meeting closed at 8:08PM.

