



City of Cockburn  
Ordinary Council Meeting  
**Agenda Paper**

For Thursday, 13 August 2020



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

Cnr Rockingham Road and  
Coleville Crescent, Spearwood

Telephone: (08) 9411 3444  
Facsimile: (08) 9411 3333

### **NOTICE OF MEETING**

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 13 August 2020. The meeting is to be conducted at 7.00 PM in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

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

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

Daniel Arndt  
**ACTING CHIEF EXECUTIVE OFFICER**



# CITY OF COCKBURN

## SUMMARY OF AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON THURSDAY, 13 AUGUST 2020 AT 7.00 PM

	Page
1. DECLARATION OF MEETING .....	5
2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED).....	5
3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER) .....	5
4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (BY PRESIDING MEMBER) .....	5
5. APOLOGIES & LEAVE OF ABSENCE .....	5
6. WRITTEN REQUESTS FOR LEAVE OF ABSENCE .....	5
7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	5
8. PUBLIC QUESTION TIME .....	5
9. CONFIRMATION OF MINUTES .....	6
9.1 MINUTES OF THE ORDINARY COUNCIL MEETING - 9/7/2020 .....	6
9.2 MINUTES OF THE SPECIAL COUNCIL MEETING - 23/7/2020.....	6
10. DEPUTATIONS .....	6
11. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED).....	6
12. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING .....	6
13. COUNCIL MATTERS .....	7
13.1 MINUTES OF GRANTS & DONATIONS COMMITTEE MEETING - 21 JULY 2020.....	7
13.2 MINUTES OF AUDIT AND STRATEGIC FINANCE COMMITTEE MEETING - 16 JULY 2020 .....	237
13.3 MEMBERSHIP - AUDIT AND STRATEGIC FINANCE COMMITTEE .....	342
13.4 NOMINATION FOR REFERENCE GROUP APPOINTMENTS - DEPUTY MAYOR KIRKWOOD .....	344
14. PLANNING & DEVELOPMENT DIVISION ISSUES.....	346
14.1 LAND ACQUISITION PORTION OF LOT 82 CARMEL WAY, LOT 81 DARLOT AVENUE AND LOTS 23, 41 AND 50 HAMMOND ROAD, SUCCESS - HAMMOND ROAD WIDENING PROJECT.....	346
14.2 METROPOLITAN REGION SCHEME AMENDMENT 1367/57 - PART LOT 5131 JANDAKOT ROAD, TREEBY AND SURROUNDS .....	357
14.3 DEVELOPMENT APPLICATION - RETROSPECTIVE HOLIDAY HOME (STANDARD) - 8 MARIE COURT, ATWELL.....	367

14.4	PROPOSED PARTIAL ROAD CLOSURE - PORTION OF NADILO DRIVE, SPEARWOOD (TRUNCATIONS ONLY).....	390
15.	FINANCE & CORPORATE SERVICES DIVISION ISSUES.....	399
15.1	PAYMENTS MADE FROM MUNICIPAL AND TRUST FUND - JUNE 2020 .....	399
15.2	STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - JUNE 2020.....	418
16.	ENGINEERING & WORKS DIVISION ISSUES .....	443
16.1	TEMPORARY CLOSURE OF NORTH LAKE ROAD/MIDGEGOOROO AVENUE INTERSECTION .....	443
17.	COMMUNITY SERVICES DIVISION ISSUES .....	490
17.1	COMMUNITY SPORT AND RECREATION FACILITIES FUND 2021-2022 ANNUAL AND FORWARD PLANNING GRANTS - GOODCHILD PARK CLUBROOMS UPGRADE AND EXTENSION .....	490
17.2	MULTIPLE DOG APPLICATION - 15 MALLARD AVENUE, BIBRA LAKE .....	497
18.	EXECUTIVE DIVISION ISSUES.....	503
18.1	MINUTES OF CHIEF EXECUTIVE OFFICER PERFORMANCE AND SENIOR STAFF KEY PROJECTS APPRAISAL COMMITTEE MEETING - 28 JULY 2020 .....	503
19.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	505
20.	NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING .....	505
21.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS.....	505
22.	MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE .....	506
22.1	INVESTIGATION - FEASIBILITY OF THE CITY OF COCKBURN INITIATING/ DEVELOPING A CHILDREN'S MUSEUM.....	506
22.2	INVESTIGATION - ECO PARK - ANTI-SOCIAL BEHAVIOUR ISSUES .....	509
22.3	FEASIBILITY - TIDIEST SUBURB AWARD.....	514
22.4	TRAFFIC CALMING OPTIONS ALONG SOUTH LAKE DRIVE, SOUTH LAKE.....	517
22.5	FUTURE USES OF UNMADE METROPOLITAN REGION SCHEME (MRS) ROAD RESERVES IN THE NORTHERN AREA OF THE CITY AND ALONG THE COCKBURN COAST DEVELOPMENT AREA.....	517
23.	CONFIDENTIAL BUSINESS .....	518
24.	RESOLUTION OF COMPLIANCE .....	518
25.	CLOSURE OF MEETING .....	518

**CITY OF COCKBURN  
AGENDA TO BE PRESENTED TO THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON THURSDAY, 13 AUGUST 2020 AT 7.00 PM**

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**1. DECLARATION OF MEETING**

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

**3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER)**

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

**4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN  
DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT  
OF INTEREST (BY PRESIDING MEMBER)**

**5. APOLOGIES & LEAVE OF ABSENCE**

Cr Philip Eva	-	Apology
Mr Don Green, Director Governance And Community Services	-	Annual Leave

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

Nil

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

Nil

**8. PUBLIC QUESTION TIME**

**9. CONFIRMATION OF MINUTES**

**9.1 MINUTES OF THE ORDINARY COUNCIL MEETING - 9/7/2020**

**RECOMMENDATION**

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 9 July 2020 as a true and accurate record.

**9.2 MINUTES OF THE SPECIAL COUNCIL MEETING - 23/7/2020**

**RECOMMENDATION**

That Council confirms the Minutes of the Special Council Meeting held on Thursday, 23 July 2020 as a true and accurate record.

**10. DEPUTATIONS**

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

Nil

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

## 13. COUNCIL MATTERS

### 13.1 MINUTES OF GRANTS & DONATIONS COMMITTEE MEETING - 21 JULY 2020

**Author(s)** K Jamieson

**Attachments** 1. Minutes of Grants and Donations Committee Meeting - 21 July 2020 [↓](#)

#### RECOMMENDATION

That Council receives the Minutes of the Grants and Donations Committee Meeting held on Tuesday, 21 July 2020 and adopts the recommendations contained therein.

#### Background

The Grants and Donations Committee conducted a meeting on 21 July 2020. 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.

A budget for Grants and Donations for 2020/2021 of \$1,455,000 has been proposed, subject to Council approval, to be distributed as grants, donations, sponsorships 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 receive annual funding reports from Native ARC and The Wetlands Centre, Cockburn.

Funding submissions from the Cockburn Community Men's Shed and Melville Cockburn Chamber of Commerce (MCCC) were also considered and are recommended for funding.

## Strategic Plans/Policy Implications

### Community, Lifestyle and Security

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

Provide a diverse range of accessible, inclusive and targeted community services, recreation programs, events and cultural activities that enrich our community.

Foster local community identity and connection through social inclusion, community development, and volunteering opportunities.

### Listening and Leading

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

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

## Budget/Financial Implications

A budget of \$1,455,000 for grants, donations and sponsorships for 2020/2021 has been proposed, which is subject to Council approval.

Following is a summary of the proposed grants, donations and sponsorship allocations:

### Summary of Proposed Allocations

Committed/Contractual Donations	\$500,000
Donations	\$240,000
Sponsorship	\$100,000
<u>Specific Grant Programs</u>	<u>\$615,000</u>
Total	\$1,455,000
 Total Funds Available	 \$1,455,000
<u>Less Total of Proposed Allocations</u>	<u>\$1,455,000</u>
Balance	\$0

There is also an unspent amount of \$113,543 from the 2019/2020 Grants and Donations Budget which will be carried forward for the COVID-19 Community Funding Program.

## 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, social media, and Council networks. It is recommended that advertising start immediately following the Council decision to ensure a wider representation of applications.

**Risk Management Implications**

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

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

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

N/A

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

Nil



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

For Tuesday, 21 July 2020

These Minutes are subject to confirmation

Presiding Member's signature

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Date:



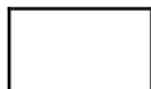
GAD 21/07/2020

## CITY OF COCKBURN

SUMMARY OF MINUTES OF THE GRANTS & DONATIONS COMMITTEE  
MEETING HELD ON TUESDAY, 21 JULY 2020 AT 6:00 PM

	Page
1. DECLARATION OF MEETING .....	3
2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED).....	3
3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (BY PRESIDING MEMBER) .....	4
4. APOLOGIES & LEAVE OF ABSENCE .....	4
5. CONFIRMATION OF MINUTES .....	4
5.1 (2020/MINUTE NO 0004) MINUTES OF THE GRANTS & DONATIONS COMMITTEE MEETING - 21/04/2020 .....	4
6. DEPUTATIONS .....	4
7. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED).....	4
8. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING .....	4
9. COUNCIL MATTERS .....	5
9.1 (2020/MINUTE NO 0005) COCKBURN COMMUNITY MEN'S SHED FUNDING SUBMISSION AND KEY PERFORMANCE INDICATORS .....	5
9.2 (2020/MINUTE NO 0006) MELVILLE COCKBURN CHAMBER OF COMMERCE FUNDING SUBMISSION AND KEY PERFORMANCE INDICATORS .....	64
9.3 (2020/MINUTE NO 0007) GRANTS AND DONATIONS COMMITTEE RECOMMENDED ALLOCATIONS 2020/21 .....	133
10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS .....	227
11. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE .....	227
12. CLOSURE OF MEETING .....	227

2 of 227



GAD 21/07/2020

**CITY OF COCKBURN****MINUTES OF GRANTS & DONATIONS COMMITTEE  
HELD ON TUESDAY, 21 JULY 2020 AT 6:00 PM****PRESENT:****ELECTED MEMBERS**

Mr L Howlett	-	Mayor (Presiding Member)
Ms L Smith	-	Councillor (via mobile phone)
Ms P Corke	-	Councillor
Mr P Eva	-	Councillor
Dr C Terblanche	-	Councillor (Observer)

**IN ATTENDANCE**

Mr D Arndt	-	Acting Chief Executive Officer (Observer)
Ms K Jamieson	-	Manager Community Development
Ms M Bolland	-	Grants and Research Coordinator
Ms B Miller	-	Grants and Research Officer
Ms S Seymour-Eyles	-	Manager Corporate Communications
Ms S Kahle	-	Business Engagement Officer

**1. DECLARATION OF MEETING**

The Presiding Member declared the meeting open at 6.00pm.

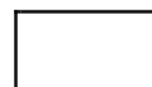
“Kaya, Wanju Wadjuk Budjar” which means “Hello, Welcome to Wadjuk Land”

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.

The Presiding Member advised the meeting that Cr Lee-Anne Smith, OAM would be participating in the meeting via mobile phone, and that he would notify those attending the meeting of Cr Smith’s vote on each occasion.

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

Nil



3 of 227

GAD 21/07/2020

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**3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN  
DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT  
OF INTEREST (BY PRESIDING MEMBER)**

Nil

**4. APOLOGIES & LEAVE OF ABSENCE**

Nil

**5. CONFIRMATION OF MINUTES**

**5.1 (2020/MINUTE NO 0004) MINUTES OF THE GRANTS &  
DONATIONS COMMITTEE MEETING - 21/04/2020**

**RECOMMENDATION**

That Committee confirms the Minutes of the Grants & Donations Committee Meeting held on Tuesday, 21 April 2020 as a true and accurate record.

**COMMITTEE RECOMMENDATION**

MOVED Cr P Eva SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED 4/0**

**6. DEPUTATIONS**

Nil

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

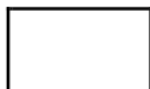
Nil

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

Nil

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4 of 227



Item 9.1

GAD 21/07/2020

## 9. COUNCIL MATTERS

### 9.1 (2020/MINUTE NO 0005) COCKBURN COMMUNITY MEN'S SHED FUNDING SUBMISSION AND KEY PERFORMANCE INDICATORS

**Author(s)** K Jamieson

**Attachments** 1. Cockburn Community Men's Shed Funding Submission [↓](#)

#### RECOMMENDATION

That Council approves the donation request from Cockburn Community Men's Shed for funding towards the annual coordination and administration costs (\$36,000 (ex. GST) for 2020/21) for a period of three years, indexed annually according to Perth consumer price index and subject to provision of an annual report detailing progress towards meeting the proposed Key Performance Indicators.

#### COMMITTEE RECOMMENDATION

MOVED Cr P Corke SECONDED Cr P Eva

That Council approves the donation request from Cockburn Community Men's Shed for funding towards the annual coordination and administration costs (\$36,000 ex. GST) for 2020/21, and will review funding for further years subject to provision of an annual report, including financial report, and detailing progress towards meeting the proposed Key Performance Indicators.

**CARRIED 4/0**

#### Reason for Decision

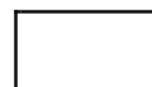
The Committee would like to review the 2020 Financial Report prior to committing funding for further years.

#### Background

At the Ordinary Council Meeting held in October 2011, Council resolved to allocate funds to appoint a consultant to undertake research and a Feasibility Study for a Men's Shed in the City of Cockburn in February 2012.

The Feasibility Study included:

- community, stakeholder and staff consultation;
- needs analysis;



5 of 227

GAD 21/07/2020

Item 9.1

- facility and service model research and recommendations for Cockburn's requirements; and
- development of a management plan sufficient to be used for a funding application.

The Men's Shed Feasibility Study report was received by Council at the December 2012 OCM. Based on Recommendation 11 from the Feasibility Study, "That the longer term management model for the Purpose Built Community Men's Shed is an independent incorporated not for profit organisation with a Management Committee and a coordinator funded by a Grant from the City", Council resolved that the incorporated organisation receive funding from the City of Cockburn of \$47,500 in 2013/14 and 2014/15 financial years to employ a coordinator.

The coordinator's role was established to undertake organisation of programming, budgeting and shed management. This funding was deferred due to the delay in the construction of the new Men's Shed in Cockburn Central. A condition of the funding included ongoing participation by appropriate City staff on the Management Committee, which is contained in the Men's Shed constitution n. Resourcing for existing staff liaison with the Management Committee and attendance at committee meetings is already allocated within existing budgets.

The Men's Shed Feasibility Report and Council decisions were provided to Lottery West as part of the capital grant application process for the new purpose-built shed. The Council commitment to funding a part-time coordinator and the allocation of the land were considered key criteria by Lottery West for the grant application being successful.

The application was successful and the City received \$484,200 in May 2016 for the project to which the City provided \$687,590, plus in-kind project management costs and the land on which it sits.

The Men's Shed relocated from the interim site in Wattleup to the purpose-built facility at 2 Sullivan Road Cockburn Central on 13 June 2018.

As to the Management Plan and Council Decision on 10 August 2017 to support the annual administration costs of a part-time coordinator, security, maintenance, utilities and equipment, the City provided funding as follows:

2017/18 FY \$39,500 (March 2018 \$39,500)  
 2018/19 FY \$47,500 (October 2018 \$30,000, June 2019 \$17,500)  
 2019/20 FY \$47,500 (September 2019 \$30,000, March 2020 \$17,500)

This three-year funding arrangement expired at the end of the 2019/20 Financial Year.



## Item 9.1

GAD 21/07/2020

**Submission**

The funding submission is attached to the report.

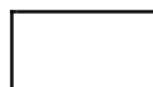
**Report**

Funding is sought by the Cockburn Community Men's Shed to enable the continued employment of the Shed's coordinator and for associated administrative requirements for three years from 2020/21 to 2022/23, as contained in the following table. It is proposed to increase coordination hours by approximately four hours each week over the next two financial years based on service demand, plus an annual CPI increase for the hourly rate.

Financial Year	Purpose	Funding (ex. GST)
2020/21	Shed coordination (22 hours x 50 weeks x \$30ph) = \$33,000  Coordination administration (management operating systems and office consumables) = \$3,000	\$36,000
2021/22	Shed coordination (26 hours x 50 weeks x \$30.60 [CPI 2%]) = \$39,780  Coordination administration (management operating systems and office consumables) = \$3,000	\$42,780
2022/23	Shed coordination (30 hours x 50 weeks x \$31.20 [CPI 2%]) = \$46,800  Coordination administration (management operating systems and office consumables) = \$3,000	\$49,800
Three-year total		\$128,580

For 2020/21, the Cockburn Community Men's Shed is seeking funding of \$36,000 (ex. GST) towards its annual coordination and administration costs to provide a part-time coordinator for overseeing the organisation's operations and provision of unique services to the Cockburn community.

The Cockburn Community Men's Shed provides a welcoming environment for all Cockburn residents including those who are vulnerable and disadvantaged within the community. The organisation



7 of 227

GAD 21/07/2020

Item 9.1

is very active in the community by providing assistance to many community organisations listed in the attached submission and is well supported as evidenced by the attached letters of support.

They wish to obtain agreement for long-term funding to provide the organisation with surety and the ability to undertake long-term planning. The Cockburn Community Men's Shed has proposed the following Key Performance Indicators to report to the Grants and Donations Committee each year.

#### Key Performance Indicators

##### **Overview**

The Shed is judged by being true to its legislative and operating requirements (mission, objects and values), together with its nominated strategic and operating plans.

**Proposed KPIs - Management, executive and committee ensuring that:**  
*compliance is maximised as well as outcomes achieved;*

- *that the Shed is welcoming;*
- *that safety and wellbeing of members is an absolute priority; and*
- *to maintain and expand one of the Shed's cornerstones of contribution to the community, particularly within the City of Cockburn*

##### **1. Governance**

**Proposed KPI -** *Maintain a high standard of governance ensuring that the Shed does not come under notice for non - compliance or any other administrative matters.*

##### **2. Membership**

Currently the membership is 105, of which 100 members reside in the City of Cockburn.

**Proposed KPI -** *Increase membership at a minimum rate of not less than 5% each year.*

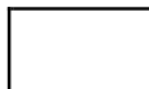
##### **3. Financial Stability**

Continue to maintain financial stability.

##### **Proposed KPIs**

- *Increase Shed sponsorships and/or donations to enable the Shed to be self-supporting.*
- *Apply and receive DGR status once the legislation has been proclaimed.*

8 of 227



## Item 9.1

GAD 21/07/2020

- *Contribute towards increasing the net worth of Shed facilities and equipment.*

**4. Activities/Options**

With the re-organisation in the workshops, together with provision of additional equipment, installation of workshop patio, storage facilities, stairs and balustrading around the mezzanine floor, this will enable significantly more flexibility of what can be undertaken and achieved

***Proposed KPIs***

- *Increase the number of activities and options which both members and the community will be able to access, to a minimum of 2 additional each year, and*
- *Continue to provide and/or support community activities and/or projects.*

**5. Community Projects**

Continue to contribute resources to deliver by way of time, materials, requested products that add value to the community.

***Proposed KPIs***

- *Increase Shed's contribution in both products and activities by a minimum of 10% each year based upon 2019/20 – time and value, and*
- *utilising recycled material in its products, where possible*

**6. Nominated Priority Groups - Disadvantaged**

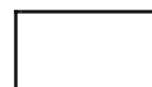
Continue to provide support to agencies and organisations, such as but not limited to, Department of Justice, Disability Service organisations, Alzheimer's Australia, Independent Living Centre, Centrelink and those who they assist.

***Proposed KPI - Ensure that as far as is practicable, support is provided to a greater number of agencies / organisations as well as those who they assist.***

**7. Occupational Safety and Health**

Continue to maintain a high standard of safety and health within the workshop and other activities undertaken.

***Proposed KPI - Ensure that as far as is practicable that no one is injured in an incident, accident, or exposed to a hazardous substance.***



9 of 227



GAD 21/07/2020

Item 9.1

**8. Seminars, Tool-Box Discussions and Guest Speakers**

**Proposed KPI** - Continue to provide to members and others a minimum of four sessions each year on identified key areas to further enhance knowledge, particularly related to health and wellbeing.

**9. Advisors**

Currently the Shed has nine appointed professional advisors to assist with governance and/or specialist advice.

**Proposed KPI** - Continue the assistance provided to ensure that the Shed maintains 'best practice' standards outputs and outcomes.

**Strategic Plans/Policy Implications**

The submission meets the criteria for funding in Category G of the Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships)' and associated Guidelines.

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community

Provide a diverse range of accessible, inclusive and targeted community services, recreation programs, events and cultural activities that enrich our community.

Foster local community identity and connection through social inclusion, community development, and volunteering opportunities.

Listening & Leading

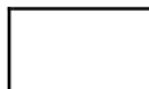
A community focused, sustainable, accountable and progressive organisation.

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

**Budget/Financial Implications**

This report recommends that \$36,000 (ex. GST) for 2020/21, with an increase in coordination hours by approximately four hours per week each year, based on service demand and indexed annually according to Perth consumer price index, for a period of three years, to be recorded against the Grants and Donations Budget Project Account 8896.

10 of 227



## Item 9.1

GAD 21/07/2020

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

Without funding security, the Cockburn Community Men's Shed will not have a coordinator to run this vital community facility and service and provide activities and benefits to the Cockburn community and beyond.

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

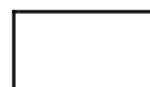
The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups who did not meet the criteria and guidelines and / or did not use the funds for the purposes they were provided. Adherence to these requirements is essential.

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

The Cockburn Community Men's Shed has been advised that their submission is to be considered at the 21 July 2020 Grants & Donations Committee Meeting and then an outcome will be advised following the 13 August 2020 Council Meeting.

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

Nil



11 of 227



## Community Funding Application

### Submission Contents

- Letter – Funding Request
- FA 1 - Funding Application
  - FA 2 - Looking Forward
  - FA 3 – Key Performance Indicators
- Appendices
  1. Certificate of Incorporation
  2. ABN Detail
  3. Insurance – Certificate of Currency
  4. Lease Schedule – Extract
  5. Mission, Objects Vision and Values
  6. Strategic Plan - 2018/19 – 2019/20
  7. Operating Plan – 2018/19
  8. Fulfilment of Original Management Plan Considerations – July 2014
  9. Shed Contributions
  10. Budget Estimates – Income and Expenditure 2019/20 and 2020/21
  11. Annual Report and Audit – 2018/19
  12. Organisation Chart
  13. Listing of key Documents – Codes, Policies, Operating Procedures
  14. Letters of Support – [5]



GAD 21/07/2020

Item 9.1 Attachment 1



**Cockburn Community Men's Shed Inc.**  
 2 Sullivan St, Cockburn Central WA 6164  
 Tel: 0422 92 0948  
 Email: [coord@ccmshed.org.au](mailto:coord@ccmshed.org.au)

Chairman: Tel. 0451 30 6423  
 Email: [Chairman@ccmshed.org.au](mailto:Chairman@ccmshed.org.au)  
 Secretary: Tel: 0417 17 6446  
 Email: [Secretary@ccmshed.org.au](mailto:Secretary@ccmshed.org.au)

K Jamieson  
 Manager Community Development  
 City of Cockburn  
 9 Coleville Crescent, Spearwood WA 6163  
 PO Box 1215 Bibra Lake DC WA 6965

### Community Funding Application – Shed Co-ordination

Enclosed is the Shed's application for a continuation of funding for Shed co-ordination after current funding expires in September. The request is for the next ensuing three years. – 2020/21 to 22/23.

Community Funding application and associated documents attachments] are enclosed for your consideration and approval.

In brief our request for Shed co-ordination is for \$128,580 over three years for the continued employment of the Shed Co-ordinator and associated consumables. The increase includes an additional four [4] hours [22 to 26] in year [2021/22] and a further increase of four [4] hours 26 to 30] in year 3 [2022/23].

With respect to the fulfilment of the original management plan considerations [12] all but one [DGR status] has been more than satisfied.

Further, as an appreciation of what the Shed has contributed over the past two years, particularly, is as follows:

- Acquisition [purchase and donation] of equipment, tools, installation of new capital items e.g. storage sheds and infills, patio and blinds, stairs, balustrading, and enhancements to the Shed - \$200 - 225000
- Projects and activities
 

2018/19	Estimated Hours - 1600	Value \$48 – 64000	Estimated product value \$12.5 - 15000
2019/20	Estimated Hours - 1800	Value \$54 – 72000	Estimated products value \$15 - 20000

Detail of the above is contained in the various attached documents including 'Looking Forward' beyond 2020.

On behalf of the Executive and members I would like to express our sincere appreciation for all the assistance provided by the Council and particularly staff. It is greatly appreciated.

Should you require further detail please do not hesitate to make contact.

Yours in Shedding  
*Peter Hodgson*  
 Peter Hodgson  
 Chairman  
 July 6, 2020

Cockburn Community Men's Shed Inc.	Shed Co-ordination Funding Request – July 2020	Page 1 of 1
Established: April 4, 2013	Incorporated: February 7, 2014 Reg. No. A10175592	ABN: 26 171 535 893
Charitable Collections Licence No. CC21804	Member of Australian & Western Australia Men's Shed Associations	Rev.2. Feb. 2020

## Item 9.1 Attachment 1

GAD 21/07/2020

**Community Funding Application****Attachment FA.1****Shed Co-ordination**

1. **Applicant:** Cockburn Community Men's Shed Inc.  
2 Sullivan Street Cockburn Central 6164
2. **Certificate of Incorporation – No. A1017559Z** – Attachment 1
3. **Australian Business Register – No. 26 171 535 893** – Attachment 2
4. **Insurance – Ansvr Insurance** - Certificate of Currency – Attachment 3
  - Expiry date: February 28, 2021
  - Description of Covers - Public Liability \$40m Products Liability \$40m
5. **Lease Agreement [Extract]** - Attachment 4
6. **City's Strategic Plan – Themes**

The two themes which the Shed contributes significantly to are:

- Community Lifestyle and Security and Social Responsibility – sustainable future
- Strategies used by the Men's Shed to engage members from the Priority Groups are:
- Providing a welcoming environment that facilitates, friendship mutual support and fair go for everyone [See the Shed's Mission, Objects, Vision and Values. Attachment 5]
  - Having defined and actioned strategic and operational plans [Attachments 6 & 7] including financial to maximise the Shed's 'Diversity and Capacity Building' program
  - Being pro-active
  - Providing as far as practicable personalised supports and services
  - Actively participating in community activities/projects etc
  - Working co-operatively with agencies, organisations, and individuals, particularly those defined in the disadvantaged classifications to ensure life is more fulfilling
  - Working closely with the City of Cockburn's various community, welfare and senior service divisions and departments

**Fulfilment of Original Management Plan Considerations**

Please see report at **Attachment 8.**

**Funding Request**

The Shed Executive and members express their sincere gratitude to the Council for previously funding the Coordinators position as well as providing for shed enhancements as well as for equipment and consumables.

For 2019/20 funds provided were:

- Shed Coordination \$30000 expiring end of September 2020
- Shed enhancements etc \$17500 for the financial year ending June 30, 2020

As this funding will expire assistance is sought to enable the continued employment of the Sheds Co-ordinator and associated administrative functions for the ensuing three years [2020/21, 2021/22 and 2021/22] as follows:

- 2020/21 – 22 hours x 50 weeks x \$30ph [October to September] \$33000

Currently the Shed is open on Tuesday Wednesday & Friday – 8.30am – 2.30pm

Saturday 9.00am – 1.00pm **Note:** The Shed is open to the public including children 10 years and over.

A fee is charged to cover any incidental costs.

- Co-ordination administration [\*Management operating systems & office consumables] \$3000

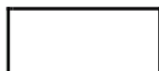
\* Office 365, MYOB, WIX [Website], Membership, Asset Management, Square Card

- 2021/22 – 26 hours x 50 weeks x \$30.60 [CPPI 2%] \$39780

Proposed use of the additional 4 hours depending on ascertained needs could be utilised to open either Monday or Friday 8.30am - 12.30pm

Cockburn Community Men's Shed Inc. Shed Co-ordination Funding Request – July 2020

Page 1 of 7



## GAD 21/07/2020

## Item 9.1 Attachment 1

Co-ordination administration [Management operating systems & office consumables] \$3000  
\$42780

- 2022/23 – 30 hours x 50 weeks x \$31.20 [CPI 2%] \$46800

Proposed use of the additional 4 hours depending on ascertained needs could be utilised to open either Monday or Friday 8.30am - 12.30pm or alternatively open an evening/s or a combination.

Co-ordination administration [Management operating systems & office consumables] \$3000  
\$49800

**Total funding request \$128580**

#### Membership

As at June 30 the Shed's membership was 105 and as is appreciated the operation of the Shed is on the scale of a medium size multi-faceted industrial business together with many aspects which would not normally be dealt with in industry to the same extent as what the Shed under-takes.

It is for this reason, particularly the role of shed coordination is of the utmost importance.

Note: Currently out of 105 members only 5 do not reside in the defined Cockburn Council boundaries. These reside in either Melville or Canning Vale and all chose to come to the Shed because the proposed Shed to be built in Melville did not eventuate.

In support of this request detailed is 'Looking Forward' - 2020 and Beyond which is at pages 3 and 4 - FA2 which follows.

All other operating expense will be met by the Shed.

**Budget Estimates [Income and Expenditure] for 2019/20 and 2020/21 are at Attachment 9. ##**

One of the significant roadblocks in achieving sustainable sponsorships and/or donations is that Community Sheds do not currently have Deductible gift recipient status [DGR]. In this regard the Federal Government has proposed an amendment [new general category] with Sheds being defined as a public institution provided the defined definitions are satisfied. It is anticipated that the legislation will be legislated towards the end of this year [2020]. It was proposed to be legislated to commence on Jul 1 this year. No problems are foreseen in meeting the currently draft definitions.

#### ABILITY TO DELIVER

It is considered that the Shed has ability to continue to deliver increasing positive outcome because of:

- Strong governance supported by its –
  - Constitution
  - Policies and Operating Procedures
  - Strategic & Operating Plans [forward planning -short & longer terms] Drafts relating to 2020/21 & 2021/22 prepared for sign off]
  - Financial Management -Budgeting and day to day – [Income and Expenditure] and comprehensive audit – **Attachment 10 ##** for Budget and 11 for 2018/19 Audit]. For YE June 30, 2020 documentation is currently being finalised.
  - Comprehensive and integrated computing platform
  - Competent and enthusiastic Executive as well as Management and Occupational Safety and Health Committee members and Shed Co-ordinator
  - Highly qualified and experienced Advisers [10]
  - Ability to maintain viability since inception [April 14, 2013]
  - Well established and maintained partnerships and community participation achieving positive outcomes.
- Fulfilment of original Management Plan considerations – **Attachment 8 refers**
- Shed contributions – **Attachment 9 refers**

#### REQUEST

The reasons and establishment of the Capacity and Diversity Building Programs were determined by:

- those defined in both the Shed's Strategic and Operational Plans [**Attachments 6 & 7**]
- listening, learning, leading, evaluating and determining a justifiable need which was based upon but not limited to:
- providing accommodation of the ABS nominated priority groups within the Shed as well as others, these being members who come from all the priority groups; namely:
  - Disability Mental illness Migrant Isolated - living alone

Cockburn Community Men's Shed Inc. Shed Co-ordination Funding Request – July 2020

Page 2 of 7

## Item 9.1 Attachment 1

GAD 21/07/2020

- Suffering drug and/or alcohol abuse    Defence Veterans    Unemployed and those
- Seeking support for a variety of reasons including relationship issues, social interaction after retiring
- providing an infrastructure enabling participation in a greater number of activities - personal and community
- facilitating a safer and more effective/efficient environment
- sustainable use of resources

The Executive, members and significant others have expressed that they are extremely proud of overall achievements in particular over the past three years that is the transition to the new shed as well as the financial and overall sustainability – increased membership and program delivery. This will further continue with what is in place and/or planned for the forthcoming year.



GAD 21/07/2020

Item 9.1 Attachment 1



Attachment FA. 2

### Looking Forward – 2020 and Beyond

The Management Committee has defined opportunities for the Shed to further expand, develop, and/or improve its services in the most efficient and effective way. As well as advocating it will continue to provide advice, but not limited to such matters as legislation, new policies, emerging issues as well as likely changes in the way the Shed and/or other service providers may operate.

To achieve the under mentioned it has been determined from a strategic and operating perspective that the major objective for 2019/20 year and this and forthcoming years will be the focus and as such additional strategies developed to achieve meaningful outcomes for but not limited to:-

- **Capacity Building and Diversity**

Finalise all commenced actions and continue providing community services in 2019/20 by:

- Continuing training, instruction, and skill development to fulfill each member's determined needs
- Providing additional options for members to which they can participate and/or contribute to
- Seeking funding by way of but not limited to grants, sponsorship events, donations etc
- Purchasing of additional equipment for wood and metal workshops in particular
- Installation of work area patio, blinds, bollards, equipment, and work benches
- Acquisition and installation of storage sheds and shelving
- Acquisition and installation of stairs and balustrading to and on mezzanine floor
- Continuing and finalising the review of Workshops etc, layout, design etc and consequential change to better meet needs
- Providing and fulfilling requested Community projects and activities. Listed below are organisations which the Shed assisted/contributed to over the past 12 months. Given this momentum, knowledge of the Shed's existence together with the quality of work produced the view is held that this will substantially increase in the forthcoming years

Whilst all these required actions and outcomes etc are important the key role and challenge is to translate the use into meaningful outcomes which both the Strategic and Operating Plans focus on. In this regard given the increased interest and generated capacity – new equipment /tools, facilities – working patio, storage and infills and access to the mezzanine floor- installation of stairs and balustrading an excellent opportunity is provided to do more. As such, given what is required to be finalised the tasks outlined above for this year 2020/21 and settling in and the determination of the way forward for the following two years much is required. It has been concluded that given all the new equipment, facilities, increasing membership, differing and varying opportunities that could be provided as well as greater number of requests from the community for assistance the Shed's operating hours need to be increased. Therefore, it has been assessed that an increase of four hours in 2021/22 and a further four hours in 2022/23 would enable the considered voids filled. The provision of the addition lots of four hours will provide great flexibility when the extra hours are used. These new sessions could either be on, for example Monday or Friday mornings or week-day evening sessions. Having access to the mezzanine floor will provide greater flexibility and opportunity to diversify into such areas of arts and crafts etc. Having access to the mezzanine floor will provide greater flexibility and opportunity to diversify into such areas of arts and crafts etc.

Planning is underway to progress intergenerational and DIY workshops, women's evening classes, establishment cycle and music, arts, and craft as well as recreational groups. Final determination will be made as to the nature and type of after further assessment.



## Item 9.1 Attachment 1

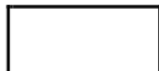
GAD 21/07/2020

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- Office Works Jandakot      Clean out of resident's sheds etc - e.g. husband's workshop

It should be noted that almost all that has been undertaken has been to support the Cockburn community. Further, all of the other support has come from requests that have had a direct link to members of the Shed who have acknowledged their appreciation of being able to access such a facility and service.

Further, Shed members have also assisted Bunnings in conducting their Father's as well as children's DIY projects.



GAD 21/07/2020

Item 9.1 Attachment 1



## Looking Forward – 2020 and Beyond

Attachment FA. 3

### City of Cockburn – Community Funding Shed Co-ordination

#### Key Performance Indicators

##### Overview

The Shed is judged by being true to its legislative and operating requirements that is, mission, objects and values together with its nominated strategic and operating plans.

**KPI – Management executive and committee ensuring that compliance is maximised as well as outcomes achieved**

- That the Shed is welcoming, safety and wellbeing of members is an absolute priority; and
- Maintain and expand one of the Shed's cornerstones is contribution to the community, particularly that within the City of Cockburn.

##### 1. Governance

**KPI – Maintain a high standard of governance ensuring that the Shed does not come under notice for compliance or any other matter.**

##### 2. Membership

Currently the membership 105.

**Proposed KPI – Increase membership at a minimum rate of not less than 5% each year.**

##### 3. Financial Stability

Continue to maintain financial stability.

**Proposed KPI – Increase Shed sponsorships and/or donations to enable the Shed to be self-supporting.**

Apply and receive DGR status once the legislation has been proclaimed.

Contributing towards Increasing the nett worth of Shed facilities, equipment etc.

##### 4. Activities/Options

With the re-organisation in the workshops together with provision of additional equipment, installation of workshop patio, storage facilities [sheds], stairs to and balustrading around the mezzanine floor will enable a significant more flexibility of what can be undertaken/achieved.

**Proposed KPI – Increase the number of activities and options which both members and the community will be able to access, that is as a minimum 2-3 additional each year.**

- Continue to provide and/or support external to the Shed community activities and/or projects.

##### 5. Community Projects

Continue to contribute resources to deliver by way of time, material etc requested products etc that at value to the community.

**Proposed KPI – Increase Shed's contribution both production of products, activities etc by as a minimum of 10% each year based upon 2019/20 – time and value as well as utilising recycled material.**

##### 6. Nominated Priority Groups -Disadvantaged

Continue to provide support to agencies, organisations etc such as but not limited to Dept of Justice, Disability Service organisations, Alzheimer's Aust., Independent Living Centre, Centrelink etc and those who they assist.

**Proposed KPI – Ensure that as far as is practicable that support is provided to a greater number of agencies organisations as well as those who they assist.**

##### 7. Occupational Safety and Health

Continue to maintain a high standard safety and health within the workshop and other activities undertaken.

**Proposed KPI – Ensure that as far as is practicable that no one is involved in an incident, accident, injury or exposed to a hazardous substance.**

## Item 9.1 Attachment 1

GAD 21/07/2020

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**8. Seminars, Tool-Box Discussions and Guest Speakers**

**Proposed KPI** – Continue to provide to members and others as a minimum four to six sessions each year on identified key areas to further enhance knowledge, particularly health and wellbeing.

**9. Advisors**

Currently the Shed has nine [9] appointed professional advisors to assist with governance and/or specialist advice.

**Proposed KPI** – Continue the assistance provided to ensure that the Shed maintains 'best practice standards outputs and outcomes.



GAD 21/07/2020


Item 9.1 Attachment 1



21 of 227

## Item 9.1 Attachment 1

GAD 21/07/2020

 Australian Government Australian Business Register	<b>ABN Lookup</b>
<b>Current details for ABN 26 171 535 893</b>	
<b>ABN details</b>	
Entity name:	Cockburn Community Mens Shed Inc.
ABN status:	Active from 26 Mar 2014
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	WA 6166
<b>Deductible gift recipient status</b>	
Not entitled to receive tax deductible gifts	
ABN last updated: 15 Jun 2015	Record extracted: 09 Jun 2019
<b>Disclaimer</b>	
The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see <a href="#">disclaimer</a> .	

1 of 1

9/06/2019, 11:58 am



GAD 21/07/2020

Item 9.1 Attachment 1



## Certificate of Currency

This is to certify that this Ansvar Insurance Limited policy of insurance is current as at the date of issue of this Certificate of Currency, subject to the terms and conditions of the policy indemnifying the Insured as follows:

Policy Number:	MENS003
Name of Insured:	Cockburn Community Mens Shed Inc
Type of Policy:	Gallagher Men's Shed Policy
Description of Covers:	Public Liability: \$40,000,000 Products Liability: \$40,000,000
Deductible:	\$1,000 each and every claim
Business Description:	Principle activities include, manual workshop activities, project work such as metal work, woodworking and other associated work for the shed and local communities. BBQ's and putting up a static signs to direct traffic and not physically redirecting the traffic whilst on the road.
Situation of Risk:	Anywhere in Australia
Interested Party:	
Period of Insurance:	28/02/2020 From 4:00pm 28/02/2021 to 4:00pm

Signed for and on behalf of Ansvar Insurance Limited

Amanda Seng  
BUSINESS DEVELOPMENT UNDERWRITER MANAGER

1300 650 540  
ansvar.com.au  
GPO Box 1655  
Melbourne VIC 3001

Ansvar House  
Level 5, 1 Southbank Boulevard  
SOUTHBANK VIC 3006

*City of Cockburn*  
*Lease*

**SCHEDULE**

**ITEM 1 LAND**  
Lot 73 on Diagram Plan 222578 being the whole of the land comprised within Crown Land Title Volume 3151 and Folio 370 and being the whole of Reserve 12243, approximately 4249m<sup>2</sup> in area.

**ITEM 2 BUILDING**  
The Community Centre constructed by the Lessor on the Land, including its fixtures, fittings and additions.

**ITEM 3 PREMISES**  
That part of the Building and the Land identified on the sketch annexed here as Annexure B as "Lease Area Plan", including the fixtures, fittings, storage sheds and any future additions.

**ITEM 4 LETTABLE AREA**  
2131m<sup>2</sup>

**ITEM 5 COMMENCEMENT DATE**  
11/7/18

**ITEM 6 INITIAL TERM**  
Five (5) years commencing on 11/7/18 and expiring on 10/7/23

**ITEM 7 FURTHER TERM**  
Five (5) years commencing on 11/7/23 and expiring on 10/7/28

**ITEM 8 RENT**  
\$1 (one dollar) per annum exclusive of GST, payable on request by the Lessor

**ITEM 9 PERMITTED PURPOSE**  
Community Centre and Men's Shed activities

**ITEM 10 PUBLIC LIABILITY INSURANCE**  
Twenty million dollars (\$20,000,000.00)

**ANNEXURE A MINISTER FOR LAND'S CONSENT**

**ANNEXURE B LEASE AREA PLAN**

**ANNEXURE C COMMUNITY ACCESS INCLUSION PLAN**

**ANNEXURE D LEASING & LICENSING POLICY**

2

Enquiries – Leasing & Licensing Officer (08) 9411 3495



GAD 21/07/2020

Item 9.1 Attachment 1

Attachment 5



Approved and current as from December 6, 2018

#### MISSION, OBJECTS, POWERS, VISION and VALUES

##### 3.1 Mission

The Association's [the Shed] primary purpose and reason for its existence is to maintain and improve the well-being of men with respect to, but not limited to:

- inter connected dimensions of physical, mental, and social well-being that extend beyond the traditional definition of health; and
- provision of choices and activities aimed at achieving physical vitality, mental alacrity, social satisfaction, a sense of accomplishment, and personal fulfilment.

##### 3.2 Objects

The objects of the Association are:

- (a) to promote, develop and provide leadership, including:
  - (i) the management and promotion of;
  - (ii) the provision of leadership to, and encouragement of, relationships with Affiliated Associations, and all other men's sheds, persons, groups and associations involved in the
  - (iii) the maintenance and promotion of the affiliation of the Association with, and its representation on and with such other body or bodies as the Management Committee thinks fit;
  - (iv) the maintenance and the promotion of relationships between the Association and others;
- (b) to control, manage, improve and promote, to the greatest extent possible, the use of the Association's facilities for the benefit of Members and the community at large; and
- (c) to control, manage, improve and promote, to the greatest extent possible, the use of the facilities and activities for purposes of public benevolence that benefits the community at large.

##### 3.3 Powers of the Association shall have:

- (a) the powers set out in Section 13 of the Act; and
- (b) the power to do all such acts and things as the Management Committee considers incidental or conducive to the attainment of all or any of the objects set out in Rule 3.2.
- (c) set out in Rule 3.2.

**Mission and Objects** as prescribed in the Constitution. These are supported by:

##### • Vision [View of the future]

The Shed aspires to achieve a lasting and positive impact on the wellbeing of all to the extent required and significant others by contributing to the public good.

##### • Values

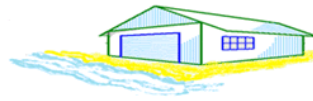
The Shed by reason of its existence and focus is committed to:

- Achieving positive outcomes for all to the extent required;
- Men have the inherent right as other members of society to realise their individual capacities for the whole of self-well-being and quality of life;
- Establishing and maintaining high levels of leadership through but not limited to ethical and corporate governance standards that reflect integrity, openness, fairness and accountability;
- Valuing and acknowledging the advice, opinions and contributions of individuals, families, carers, significant others and Associations;
- Maintaining strength gained by unity and focus; and
- Continuous disclosure on a timely basis.



## Item 9.1 Attachment 1

GAD 21/07/2020



Attachment 6

### Cockburn Community Men's Shed Inc. Strategic Plan 2019/20 and 2020/21

#### MISSION [Purpose]

The Association's [the Shed] primary purpose and reason for its existence is to maintain and improve the well-being of men with respect to, but not limited to:

- inter-connected dimensions of physical, mental, and social well-being that extend beyond the traditional definition of health.
- provision of choices and activities aimed at achieving physical vitality, mental alacrity, social satisfaction, a sense of accomplishment, and personal fulfilment.

#### VISION [View of the future]

The Shed aspires to achieve a lasting and positive impact on the wellbeing of all to the extent required and significant others by contributing to the public good.

#### VALUES

The Shed by reason of its existence and focus is committed to:

- Achieving positive outcomes for all to the extent required;
- Men have the inherent right as other members of society to realise their individual capacities for the whole of self-well-being and quality of life;
- Establishing and maintaining high levels of leadership through but not limited to ethical and corporate governance standards that reflect integrity, openness, fairness and accountability;
- Valuing and acknowledging the advice, opinions and contributions of individuals, families, carers, significant others and Associations;
- Maintaining strength gained by unity and focus; and
- Continuous disclosure on a timely basis.

#### KEY FOCUS AREAS

The Shed is committed to:

- Conducting itself in a professional manner and with integrity always;
- Providing leadership by way of example such as strong member representation;
- Harnessing the skills, drive and energy of all to leverage maximum support in all strategic areas;
- Actively promoting to the extent required the Australian Men's Shed objectives;
- Safeguarding rights through strong advocacy and consultation;
- Promoting equality by way of inclusion to enable individual needs to be better met;
- Enhancing quality of life [all aspects] and promoting independence;
- Assisting the further development and sustainability of an individual's capacity;
- Encouraging action on issues that affect members/individuals and/or that are systemic;
- Continuous improvement through consultation, needs assessment, implementation and review;
- Building on achievements continuing the development and sustainability of strong collaborative partnerships;
- To co-operate with or support any Authority, Association, and Agency or like bodies, having objects like the Shed;
- Maintaining a unified sense of purpose, capacity and flexibility to respond effectively to change or needs;
- Promoting innovation and creative solutions to enhance the quality of life of members and other people including but not limited to families and significant others;
- Advancing knowledge, pursuit of change and good practice;
- To engage with government for the purpose of fostering good relations, providing advice and influencing policy and its administration in matters relating to the Association's mission and values
- Providing sound financial and physical resource management; and
- Acquiring funds to provide, but not limited to, amenities, programs and services

Cockburn Community Men's Shed Inc. – Strategic Planning – 2019/20 – 2019/21 Rev. 1R June & Sept 2019 Page 1 of 4



## GAD 21/07/2020

## Item 9.1 Attachment 1

**KEY RESULT AREAS**

The Shed has identified the following key result areas and translated them into outcome objectives, success factors and targets.

- Corporate Governance; Quality of Life; physical, mental, and social well-being
- Advocacy and Awareness; Legislation and Policy;
- Financial; and Membership.
- **Capacity Building and Diversity** [Major objective]  
This was identified to be a further cornerstone for moving forward with purpose and achieving meaningful outcomes particularly over the next two [2] and as such additional strategies developed to achieve these which included but not limited to the following:
  - Seek funding by way of but not limited to grants, sponsorship events, donations etc
  - Purchase of additional equipment for wood and metal workshops in particular
  - Acquisition and installation of work area patio, blinds and bollards
  - Acquisition and installation of storage sheds and shelving
  - Acquisition and installation of stairs and balustrading to and on mezzanine floor
  - Review of Workshops etc, layout, design etc and consequential change to better meet needs

**Cockburn Community Men's Shed Inc.****KEY RESULT AREAS**

Key Result Area	Planned Results	Strategies
<b>1. Corporate Governance</b>	<ul style="list-style-type: none"> <li>- Review Constitution and associated documentation in accordance with the Incorporated Associations [WA], Public Benevolent Institutions [PBI] and Australian Charities and Not for profit Commission's [Deductible Gift Recipient] [DGR] legislative requirements.</li> <li>- Strategic and Operational Planning</li> <li>- Provide appropriate &amp; timely information.</li> <li>- Undertake sound financial and physical resource management.</li> <li>- Ensure robust and adequate operational and financial controls are in place.</li> <li>- Act lawfully and exercise good management practices and principles.</li> <li>- As a minimum undertake yearly operational and financial Audits.</li> <li>- Maintain a unified sense of purpose, capacity and flexibility to respond to the needs of members and significant others</li> </ul>	<ul style="list-style-type: none"> <li>Undertake review as and when required due to legislative and/or operational changes and where required recommend any changes to Special General Meeting.</li> <li>Undertake and review strategic planning every two years as a minimum and operational planning each reporting/financial year [July to June inclusive].</li> <li>Members receive Management Committee Meeting minutes and associated material of meetings as minimum 3 weeks before the next management committee meeting.</li> <li>Ensure financial documents are prepared and reported upon at each meeting.</li> <li>Utilise recognised and robust operational and financial tools.</li> <li>The Shed remains legislative compliant and receives a clear audit report.</li> <li>Appoint an auditor with appropriate audit qualification, knowledge and skills.</li> <li>Ensure that the Management/Sub-Committee/s and/or Advisors/Consultants have and maintain appropriate knowledge, skills and competencies to fulfil their responsibilities.</li> </ul>

## Item 9.1 Attachment 1

GAD 21/07/2020

	- Community development	Work co-operatively with Communities which genuinely welcome, respect and value the involvement of men, people with disability and mental illness, their families and carers.
<b>2. Quality of Life</b>	- Promote the Shed's vision, priorities and pathways.	As far as is practicable continue to raise awareness and undertake projects/activities that are designed to support actions that work towards maximising communities to become more welcoming and affirming places for men including those with disability, mental illness, their families and carers.
	- Maintain/Establish strong and sustainable partnerships.	The established partnerships are sustainable and continually build on achievements.
	- Assist with the building and utilisation of a sustainable Sponsorship and Volunteers base.	Seek the co-operation of existing sponsors, volunteer organisations and members to provide support as and when required.
	- Promote innovation and creative solutions.	Research and consult to achieve optimum outcomes.
	- Participation and contribution to all aspects of life.	Contribute to programs/activities that are, but not limited, to responsive, innovative and keep pace with demand.
<b>3. Advocacy and Awareness</b>	- Ensure that men with disabilities, mental illness, families, carers and significant others rights and needs are fulfilled to the highest practicable level.	Be pro-active and ensure that networks are established, maintained and effective.
	- Ensure equality by way of inclusion to enable individual needs to be met	Continually promote the Shed's vision and principles, through partnerships.
	- Continuous improvement through consultation, needs assessment, implementation and review	Maintain constant listening and monitoring to ensure that needs remain clearly in view and effective responses are developed and introduced. Ensure that there are strong, open and receptive relationships.
	- As a Consumer Representative provide advice and influence policy and its administration.	Continually monitor existing and proposed legislation, policy and/or operating procedures and their administration and where needed initiate appropriate action.
	To further progress identified projects and/or activities	Through but not limited to delegated Sub-Committee/s, Working Groups, Partnerships and Communities continue to create awareness raising events e.g. Expo and Celebrations that support all, in particular local communities, in becoming more welcoming and affirming places for men in particular with disabilities, mental illness, families, carers and significant others. This will be based upon Men's Shed principles and pathways.
<b>4. Shed Facilities</b>	<b>Existing</b> – Ensure high standards are maintained.	Continually strive to provide the best possible facilities which include operating conditions,

Cockburn Community Men's Shed Inc. – Strategic Planning – 2019/20 – 2019/21 Rev. 1R June &amp; Sept 2019 Page 3 of 4



## GAD 21/07/2020

## Item 9.1 Attachment 1

equipment, tools etc.

**Proposed** – Review the proposed *Stage 2* and make recommendations that will assist both the Shed and community at large to derive benefits in both the short and longer terms.

Establish and maintain consultative group to determine appropriate strategies and formulate a strategic plan to fulfil all needs e.g. financial, public demand, operational etc

#### 5. Legislation and Policy

- Monitor and where appropriate influence change to existing and/or proposed legislation, policy and/or operating procedures.

#### 6. Financial

- Manage services and funds in a manner that is transparent, effective, efficient and accountable.

Ensure that the Shed remains solvent and has sufficient funds to meet approved requests and general operating expense.

Strive towards becoming self-funded with respect to operational matters through sponsorships, contracts, grants, general fundraising, projects and activities.

-Establish/maintain partnerships with the corporate sector where appropriate to ensure that projects are developed to their maximum

Develop a business plan incorporating a priority program [minimum 3 years] to further pursue corporate sponsorships as well as partnerships. Also be ever vigilant pursuing other opportunities as they arise.

- To maximise robust grant applications

Monitor grant funders and where appropriate apply.

- Continue major fundraising to support the 'Shed's operations and other determined outcomes

Approach organisations/persons when appropriate for donations to maximise project viability.

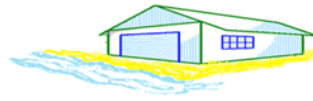
#### 7. Membership

- Maximise all membership classifications.

Promote using various strategies to increase membership as a minimum by 10%.

## Item 9.1 Attachment 1

GAD 21/07/2020



Attachment 7

## Cockburn Community Men's Shed Inc.

### OPERATIONAL PLAN – 2019/20

**Key Result Areas****1. Corporate Governance**

- Review and prepare Strategic and Operational Plans;
- Continually monitor to ensure that the Shed has effective corporate governance in relation to its Constitution and associated Legislation, Codes, Policies, Notices and Operating Procedures are effectively adhered to and that they remain relevant;
- Maintain strong governance and practices over all activities and/or actions to ensure that the Shed maintains its strong creditability with members as well as the community at large; and
- Maintain strong participation consultative and collaborative processes etc with members to ensure that current and emerging needs are best met.

**2. Partnerships and Memberships**

It is recognised that the Shed nor any single entity alone can satisfactorily deliver on all challenges and best results can only be achieved through local and national partnerships/memberships as well as the sharing of knowledge and good practices. Consequently, the Shed will continue to maintain and build upon those partnerships and memberships as required when the need arises.

**3. Management Committee [Help from those with enthusiasm and vision]**

The role of the Management Committee [delegated in accordance with the Constitution] is to research, evaluate, advise and consult as widely as is practicable on any issues and/or make recommendations requiring decision at general, extraordinary or annual general meetings. Further, the Management Committee has a responsibility to co-ordinate any required actions including but not limited to the annual report. Matters dealt with by the Management Committee are reported to all members at each general meeting and circulated through various minutes and notes. The Management Committee will highlight opportunities for the Shed to expand, develop and/or improve its services in the most efficient and effective way. As well as advocating it provides advice, but not limited to such matters as legislation, new policies, emerging issues as well as likely changes in the way the Shed and/or other service providers may operate.

To achieve the under mentioned it has been determined from a strategic perspective that the major objective for this year and next year would focus upon and as such additional strategies developed to achieve meaningful outcomes for but not limited to-

**• Capacity Building and Diversity**

- Seek funding by way of but not limited to grants, sponsorship events, donations etc
- Purchase of additional equipment for wood and metal workshops in particular
- Acquisition and installation of work area patio, blinds and bollards
- Acquisition and installation of storage sheds and shelving
- Acquisition and installation of stairs and balustrading to and on mezzanine floor
- Review of Workshops etc, layout, design etc and consequential change to better meet needs

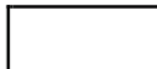
**4. Quality of Life**

- Ensure that the Shed's primary purpose and reason for existence that is maintaining and improving the well-being of men is maximised to the extent required;
- Continue to promote and support Men's Shed objectives, principles, priorities, and pathways with the key focus on the agreed projects and/or activities;
- Continue to promote the principles of the to ensure as far as practicable that the aspirational needs of all are better met;
- Contribute to and participate in agreed projects and activities to ensure efficient and effective implementation and subsequent conclusion;
- Assist, but not limited to other service providers in determining future programs and/or requirements to further enhance the Shed's Constitution; Mission and Vision.
- Assist to the extent required promote associated internal and/or external programs as determined
- Support all who seek assistance to maximise and/or contribute to their own quality of life or that of other persons.

**5. Advocacy and Awareness**

- Undertake general advocacy in accordance with the Shed's Constitutional Objects;
- Ensure that people for example with disability, mental illness, families, carers and significant others rights and needs are fulfilled to the highest practicable level.
- Ensure equality by way of inclusion to enable individual needs to be better met;

Cockburn Community Men's Shed Inc. - Operational plan projects/activities – 2019/20    Rev.1R June & Sept. 19    Page 1 of 2



## GAD 21/07/2020

## Item 9.1 Attachment 1

- Promote but not limited to [name projects etc] as part of the Shed's role and outcomes associated with systemic advocacy;
  - Participate in all Political Parties policy development as consumer representative;
  - Monitor and where appropriate influence positive legislative and/or policy change at Local Government, State and Federal levels;
  - Assist significant others to further enhance their services, in particular to achieve better outcomes for all; and
  - Further inform and assist members, families and carers and significant others with respect to the Shed and its role.
- 6. Legislation and Policy**  
Monitor the outcomes because of any reviews undertaken which may/do impact on the Shed' activities and take action as deemed appropriate.
- 7. Financial**
- To prepare and ensure that all annual and financial reporting is in accordance with legislative requirements;
  - Establish corporate and other partnerships to ensure the Shed's sustainability in both the short and longer terms;
  - To raise sufficient funds through sponsorship, general fundraising, and projects/activities over the next 12 months to enable identified needs to be made more sustainable over the short and longer terms;
  - Maximise grant funding applications with the view to better meet Shed and project/activity development needs;
  - Ensure that all grant applications, acquittals and reports are robust and of a high standard; and
  - To maintain strong governance over-all including the Shed's management [operational and financial] including but not limited to projects/activities that are facilitated by the Management Committee and/or sub-committee under delegated authority.
- 8. Membership**
- Conduct briefing sessions for significant others to create greater awareness of what the Shed undertakes and the way it may be able to assist;
  - Increase membership, as a minimum by 10%.
- 9. Advisors and Consultants**
- Select and/or retain advisors/consultants who are specialists that have more and deeper knowledge in a specific area that can assist the Shed to better fulfil its Constitutional objects and operational requirements.
- 10. General**
- Continue to ensure that the Shed's website etc contributes and brings greater knowledge to all members and public at large to assist in making a difference;
  - Undertake the following and other projects as determined by Members and/or Management Committee; and
  - Administration
    - Amend Constitution, Policies, Notices and Operating Procedures
    - Maintain the Occupational Safety and Health Committee
    - Facilitate training as determined
    - Continue to upgrade all the 'Shed' facilities e.g. Mezzanine Floor [Stairs, Balustrading, Furniture etc], Storage Sheds and Shelving, Patio, Workbenches [All ability], Paint and Finishing Room, and Equipment [minor and major]
    - Continue to review Shed operations to further enhance and support progress towards better meeting the needs of members and the community
    - Conduct welcome to the 'Shed' for members, partners' and friends
    - Participate in WA Men's Shed Association's Zone meetings
  - Operations
    - Undertake and fulfil projects and/or activities as determined and maintain at a high standard
    - Conduct Bunning's Family BBQ evening
    - Provide assistance with the operation of Oberthur Primary School, Bullcreek Boys Shed
    - Provide assistance with the operation of Disadvantaged Youth Workshops
    - Review the establishment of alternative programs etc on the Shed's vacant land
    - Facilitate and participate in community awareness in meaningful ways that related to health and wellbeing which promotes positive outcomes e.g. Lions Eye, Hearing and Skin Clinics
    - Provide to organisations and/or individuals who seek assistance through nominated programs
    - Participate in Cockburn City activities such as but not limited to:
      - Spring Fair, Men's Health and wellbeing Day, Sustainable Christmas Expo
    - Arrange and facilitate 'Toolbox' discussion/information sessions on key topics
    - For other detail please consult the monthly diary of events calendar as well as Shed Co-ordinator's newsletter and /or other communications.

## Item 9.1 Attachment 1

GAD 21/07/2020



Attachment 8

### Fulfillment of Original Management Plan Considerations – August 2015

#### 1. Objective and Philosophy

The original Objective and Philosophy of the Men's Shed Movement have been expanded taking into consideration that it is now defined as Cockburn Community Men's Shed the Shed] with a strong focus on both. Consequently, the Shed's constitution was revised taking this into account which was approved by the Department of Commerce on December 6, 2018. Extract is at attachment 5.

#### 2. Management Structure and Governance

The original management structure and governance was reviewed and revised to meet the overall changing needs as well as better meet its legislative and best practice objectives. Schematic overview of the operations of the Shed is at attachment 8. It will be noted that the Shed has appointed ten professional advisors to assist with the meeting of our obligations etc.

Also, the Management Committee continues to maintain an appropriate and appointed Council representative.

It was stated that Shed will access the SMART system developed by the AMSA which was done and is still referred to. However, the Shed has significantly enhanced and more comprehensively dealt with all legislative and management requirements. In this regard please see attachment 3 which is a list of all key operating documents.

With respect to the other nominated management areas brief comment on each as follows:

#### 3. Management and Planning

Each year the Shed reviews and prepares both Strategic and Operation Plans which include the key components of the initial Shed Management Plan. These are presented to members at the AGM for endorsement. Attachments 6 and 7 refer. Both documents form the basis of further progressing the Shed to meet the planned strategies and defined outcomes. This is achieved by having defined programs and activities. To this end special Working Groups have been established which are member driven and have proved to highly beneficial in that all outcomes that have come to or nearing finalisation been or will achieved.

#### 4. Financial Management

Each year the Shed prepares a budget for each financial year by a Working Group and then approved by the Management Committee. All financial actions are in accordance with policy and operating procedures including the Treasurer presenting a detailed report at each Management Committee meeting. All transactions are recorded on MYOB accounting package as well as the production of a comprehensive set of reports. At the end of the financial year the accounts are audited and presented at the AGM.

#### 5. Information Technology – Computing etc Requirements

On review the Management Committee determined that the Shed's initial information platform was not seamless, nor did it have the capacity to be extended due to the technology being utilised being non-conforming. The Shed was fortunate that one of its members had the knowledge and expertise to work towards and facilitate the consolidation and taking control of the Shed's digital footprint and bringing together all the Shed's corporate memory. This was achieved by using Office365, which enabled the setting up delegated and controlled access which further allows when there is a change of delegated persons e.g. executive etc] the information and history remains consolidated in one location. In an additional enhancement are being researched such as having a more integrated membership management system.





## GAD 21/07/2020

## Item 9.1 Attachment 1

With the introduction of these changes together with other proposed changes have and will continue to provide a much-improved corporate governance platform.

#### 6. Health and Safety

The Shed has a specially constituted OS&H Committee which is scheduled to meet as a minimum of 10 times which then reports to the Management Committee. The Shed also has an appointed OS&H Facilitator. As can be seen from attachment 13 the Shed has comprehensive codes, policies, and operating procedures.

It is pleasing to note that to-date the Shed has no reported near misses, incidents, accidents, or exposure to hazardous substances.

It is worthy of note that the members qualified electricians designed, constructed, and installed a comprehensive Emergency/Duress system which is operated independently out of each area. Once the emergency/duress button is pushed the area is then identified and the siren and flashing blue lights commence operating in all areas. Further, instantaneously all equipment is shut down and with this all proceed to the assembly area. Return to normal functions is controlled by the Shed Coordinator which includes turning the power back on after each machine has been checked.

#### 7. Membership - Application, Inclusion, Induction and Membership Management

Membership criteria etc is clearly defined within the Constitution as well as policy and operating procedures with its management dealt with confidentially by delegated persons with records being maintained on the computer or manually as determined, this includes a comprehensive induction, training and instruction to the extent required.

It is also worthy of note that currently the Shed membership consists of all the ABS identified socially disadvantaged male priority groups namely: males with disability, mental illness, migrant, isolated – live at home alone, suffering drug and/or alcohol abuse, defence veterans, those who need support due to relationship issues.

Regarding inclusion each member has an opportunity to be included/participate in management, committees, working groups, activities to the extent they so choose and those allowable. To-date we believe that this has been maximised by those who choose. Further, regarding inclusion the Shed prides itself with the number of people with disability [members] along with their support person and mental illness to actively participate. In addition, we work co-operatively with the Department of Justice where they attend the Shed on a weekly basis with persons required to undertake community service. To this can be added that the Shed is an approved Centre-Link Voluntary Activity Provider [Work for the Dole (WFTD) Program and has had persons actively participating.

To meet changing needs additional membership categories and criteria have been added.

With respect to the Shed's current membership currently out of 105 members only 5 do not reside in the defined Cockburn Council boundaries. These reside in either Melville or Canning Vale and all chose to come to the Shed because the proposed Shed to be built in Melville did not eventuate. The following are the average attendances at the Shed over the past 12 months:

Tuesday – 35      Wednesday – 30      Thursday - 30      Saturday - 20

#### 8. Communication and Media

Shed has maintained excellent communication with its members by way of a weekly newsletter as well as all receiving all minutes of the management and occupational safety and health committees plus a diary of forthcoming events etc. Further, the Shed has recently updated its web hosting site to be more interactive, particularly with the community. When appropriate the Shed engages with external media to promote the Shed as well as acknowledging those who have assisted.



## Item 9.1 Attachment 1

GAD 21/07/2020

**9. Mentoring and Child Protection**

Regarding mentoring the Shed has conducted and plans to run more DIY [Do It Yourself] Programs. Members of the Shed have engaged particularly with several schools to mentor students as well as assisting with projects both at the Shed and school. All who directly participate have the necessary Police clearances.

**10. Disadvantaged Groups**

The Shed membership is made up of all the defined disadvantaged groups. In this regard every effort is made to ensure that the assistance provided in some way to living a more fulfilled life. The Shed is currently working in close liaison with such organisations such as Centrelink Dept. of Justice various disability service providers Independent Living Centre, Alzheimer's Aust. as well as each member's professional health etc consultant as and when requested.

**11. Shed Co-ordination**

The Shed has appointed Co-ordinators [2] since inception who have had both the social and technical skills to fulfill the role. However, as the Shed has evolved the role has changed to that first proposed in that it now is about overall day to day Shed management [all aspects] who is supported by Workshop and Facilities Facilitators and where appropriate specially formed working groups, coupled with that of the Executive. This has to-date overall been the most effective and acceptable to members.

Rostering of members proved to be ineffective and inefficient due to the lack of continuity, skills, knowledge, and competencies in many which was not fair on the member and/or other members.

Further, the Co-ordinator is the initial point of contact for the community as well as those seeking membership which has increased significantly e.g. number of enquiries, projects/activities the Shed has and is involved with

plus, the growth in membership 30 – currently 105 and still increasing. It will be noted that the Shed has not advertised for members. The location and word of mouth has we believe being achieved by its manner, environment and what is offered.

**12. Grants Writer**

Currently the Secretary undertakes this delegated role with assistance, which has proved to be very successful and will continue until circumstances change. It is worthy of note that Of the seven grants applied for four have been successful, and one unsuccessful and a further two we are awaiting the outcome for each. We were fortunate to receive sponsorship for the unsuccessful one which provide the Shed with roundly \$40,000.

**13. Building Maintenance**

When required building maintenance main structure is co-ordinated by Council. With respect to all other maintenance such as electrical, equipment and facilities is undertaken by competent members. To-date this has been both effective and efficient.

**14. Shed's Contributions**

Detail of the Shed's contributions regarding, additions fit-outs, enhancements, projects, and activities are listed at Attachment 12.





### Shed Contributions – 2018/19 and 2019/20

One of the strategic objectives for the Shed was to strive towards becoming self-funded as well as providing programs and equipment etc to meet the needs of the members as well as the community. In this regard since the Shed was opened in June 2018 it took some time to set the Shed up which was followed by training and instruction to meeting legislative as well as insurance requirements. This has been ongoing with substantial additional pieces of equipment, work benches and capital items [Shed additions] being acquired to the largest extent through grant funding and sponsorships.

Details are as follows:

#### Shed additions including fit-outs

- Workshop Patio and Blinds
- Dust extraction units and sheds
- Storage Facilities [3 x 20-foot containers and 2 x meter infills] – currently being progressed
- Installation of Stairs and Balustrading to Mezzanine Floor – currently being progressed
- Emergency and Duress Alarm System
- Mobile paint and refurbishing booth

#### Equipment etc – 40 pieces

- Lathes – wood and metal
- Pedestal Drills – wood and metal
- Metal Workshop - welding equipment and fume extraction
- Variety of equipment associated with wood working
  - E.g. saws, planers, thicknessers, sanders, routers
- Dust extraction units including storage sheds
- Hazardous substances storage unit
- Workshop workbenches [wood and metal] including electric/hydraulic 'All-ability' benches

#### Shed Enhancements

- Installation of Emergency/Duress system
- Electrical upgrades – Power outlets, lighting
- Patio Blinds – installation
- Consumable cupboards to accommodate but not limited to – hand tools, PPE, nuts, bolts, screws etc
- Kitchen cupboards – installation
- Signage – Entrance
- Resurfacing of all workshop floors

#### Hand Tools

- Many and varied

The estimated contributions both financial and in-kind donations equate to \$90-95000 with a further allocation of roundly \$50000 this forthcoming financial year.

#### Projects and Activities

##### 2018/19 Projects and Activities

Whilst there was delay in maximising projects and activities at the commencement of the year due to the opening [June 13, 2018] and associated transition as well as the requirement for all members to undertake induction/instruction on the use of machine/equipment the following was achieved.

Over 1600 hours [\*] was undertaken on community projects/ activities which included construction and/or installation of, but not limited to:

## Item 9.1 Attachment 1

GAD 21/07/2020

- |                            |                             |  |                  |
|----------------------------|-----------------------------|--|------------------|
| • Mud kitchens             | Cubby house                 | Outdoor lounge chairs                  | Street libraries |
| • Bird havens              | Prefab Bird Boxes           | Clap sticks                            | Tee Pee          |
| • Buddy benches            | Coin drops                  | Dolls houses                           | Rocking horse    |
| • Wheel chair ramp         | Table tennis bats           | Micro bug havens                       |                  |
| • Pioneer Memorial fencing | Garden shade cloth shelters | Kangaroo Rocking Chair                 |                  |
| • Puppet Theatre           | Winners Dias                | Restoration and/or repair of furniture |                  |

Estimated net value approximately \$12500 - \$15000

Based upon a conservative estimate of hours [1600] invested at a cost of \$30 - \$40 per hour the Shed as a minimum has provided services to the value between \$48,000 and \$64,000.

It should be noted that to the largest extent recycled material was utilised.

**Other**

- Teaching primary school students basic 'Do it yourself' skills [DIY]
- Conduct Bunning's Family BBQ evening
- Provide assistance with the operation of Oberthur Primary School, Bullcreek Boys Shed

A significant number of members have availed themselves of the facilities to manufacture, repair etc many items for themselves, family and friends.

**2019/20****Activities**

- Health Expo in conjunction with City of Cockburn
- Women's woodworking groups - 2 x 3 hours x 6 weeks duration
- Teaching primary school students basic 'Do it yourself' skills [DIY]
- Conduct Bunning's Family BBQ evening
- Provide assistance with the operation of Oberthur Primary School, Bullcreek Boys Shed
- Assistance provided by Dept. of Justice

**Projects:**

- Refurbishment of furniture – e.g. jarrah table-top and legs
  - Old Jandakot school – refurbishing/painting desk, bench, and picture rails
  - Bunnings – Assistance with Fathers' Day and Christmas Programs
  - Replica WW1 trench furniture, rifles, and pistols
  - Buddy benches
  - Picnic tables and bench seat
  - Plant stands
  - Smoothie Bike
  - Small game table
  - Honour board
  - Cupboards and bench tops
  - Street libraries
  - Christmas tree replicas - timber
  - Kangaroo rocking chair
  - Assistance with the clean-up of deceased estates etc
  - Further, the Shed has been involved in many one-off tasks e.g. upgrade, repair of furniture and other products.
  - A significant number of members have availed themselves of the facilities to manufacture, repair etc many items for themselves, family and friends.
- |                                      |                          |
|--------------------------------------|--------------------------|
| Mud kitchens                         | Chicken coop             |
| Furniture refurbishment              | Fold-up desk             |
| Garden arch                          | Puppet theatre           |
| Ice-cream-cart                       | Chicken coop             |
| Games board                          | Water tank refurbishment |
| Cutting and platter boards           | Coin dropper             |
| Possum boxes                         | Fob watch case           |
| Spearwood P S - animal cut-outs [12] | Bird boxes               |
| Christmas tree replicas - books      | Clap sticks              |
| Rifle and Pistol Targets             | Table tennis bats        |

Estimated net value approximately between \$15000 - \$20000

Due to the Corona Virus closure some projects were awaiting finalisation and/or commencement we are now open for business more requests have been forthcoming. All of this together with personal projects will provide an opportunity to use the new equipment.

Again, based upon a conservative estimate of hours [1800] invested at a cost of \$30 - \$40 per hour the Shed as a minimum has provided services to the value between \$54,000 and \$72,000.

It should be noted that to the largest extent recycled material, a significant amount was donated which was utilised.



GAD 21/07/2020

Item 9.1 Attachment 1



Attachment 10

## Budget Estimates

## INCOME

Budget Item Description	2019/20 \$00	Committed \$00	2020/21 \$00
Brought Forward from 2018/19	49.1		49.0
1. Shed Co-ordination -Co-ordinator [C of C] Grant request \$33.0 C/Fwd \$7.1 as it would expire end of Sept 2021	30.0		25.1
• Management Systems & Consumables [Administration]			3.0
2. Shed Enhancements [C of C]	17.5		
3. Membership	7.8		10.0
4. Grants [4]	29.5		8.0
5. Sponsored Events [2]	4.6		15.0
6. Sale of Products etc	7.3		10.0
7. Fundraising	2.0		5.0
8. Donations	1.0		8.0
9. Miscellaneous - Bank interest, Rent	.5		1.0
<b>Total</b>	<b>\$149.3</b>		<b>\$134.1</b>

## EXPENSE

1. Shed Co-ordination			
Co-ordinator	31.0	2.0 +	33.0
Management Systems	2.2		2.5
Consumables [Administration]	1.3		1.5
2. Insurance	3.4		4.0
3. Grant Funding [Equipment, Tools, Patio, Blinds]	26.2	9.1 *	15.0
4. Sponsored Events [Equipment]	4.6		
5. Equipment/Tools/Tools	12.5		8.0
6. Equipment Maintenance	4.3		6.0
7. Shed Maintenance	8.1		5.0
8. Shed Enhancements	.5	17.0 #	8.0
9. Materials	3.8		6.0
10. Consumables	3.7		8.0
11. Memberships [AMSA & WAMSA]	.5		.8
12. Miscellaneous	1.2		1.0
<b>Total</b>	<b>\$103.3</b>	<b>28.1</b>	<b>94.8</b>

122.9

## Anticipated carry over of funds

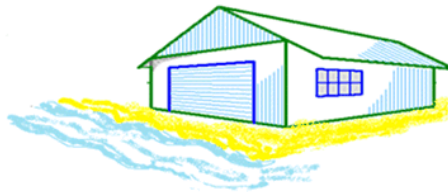
\$49.0

\$11.2

+ City of Cockburn [Expires Sept 2020] \$2.0 [Paid September 2019]

\* Grant Funding Balustrading \$4.7 Tools &amp; Equipment \$2.9 Corona virus \$1.5

# Shed Funding Installation of Sheds &amp; Infills \$17.0



## Cockburn Community Men's Shed Inc.

### Annual Report

2018/19



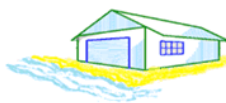
GAD 21/07/2020

Item 9.1 Attachment 1



## INDEX

Description	Page No.
<b>Index</b>	2
<b>Chair's Message</b>	3
<b>Governance</b>	5
<ul style="list-style-type: none"> <li>• Continuous Disclosure</li> <li>• Constitution</li> <li>• Constitution and Associated Documents</li> <li>• Strategic &amp; Operational Plans</li> <li>• Financial Planning</li> <li>• Membership</li> </ul>	6
<b>Highlights</b>	
<ul style="list-style-type: none"> <li>• Projects and Activities</li> <li>• Shed Enhancements               <ul style="list-style-type: none"> <li>○ Other</li> <li>○ Progressing</li> </ul> </li> <li>• Induction/Familiarisation/Training</li> <li>• Tool Box Discussions</li> <li>• Other Activities</li> <li>• Approved Centre-Link Organisation</li> <li>• Information Technology</li> <li>• Occupational Safety and Health</li> <li>• Property, Plant and Equipment</li> <li>• Shed Memberships</li> <li>• Relationships</li> </ul>	7
<b>Financial Reporting</b>	10
<ul style="list-style-type: none"> <li>• Compliance and Financial Reporting Entity</li> <li>• Registered Australian Business [ABN]</li> <li>• Public Benevolent Institution [PBI] and Designated Gift Recipient [DGR]</li> <li>• Charitable Collections Licence</li> <li>• Financial Statements</li> <li>• Audit</li> <li>• Financial Planning – 2019/20</li> <li>• Insurance</li> <li>• Deed of Lease – City of Cockburn</li> </ul>	11
<b>Acknowledgements</b>	12
<ul style="list-style-type: none"> <li>• In Memoriam</li> <li>• Life Memberships</li> <li>• Partnerships and Sponsors</li> <li>• Auditor</li> <li>• Patron</li> <li>• Advisers</li> <li>• Conclusion</li> </ul>	
<b>General Reporting Information</b>	
<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Executive, Committees, Advisors and Shed Facilitation</li> </ul>	13



## Cockburn Community Men's Shed Inc.

### ANNUAL REPORT 2018–19

#### Chair's Message

Last year at the AGM I referred to the previous year as a year of transition and change. We had successfully moved from our old Shed in Wattleup to the new Shed we now enjoy. That transition has been mostly successful, but I do recognise that the move has not suited everyone. I also accept that whatever change occurs in the Shed will not suit everyone or be considered positive by everyone. Change brings about positive outcomes but also leaves some people to prefer the way things were. Such is the situation in this Shed.

My view is that this Shed is moving towards the goals that were set back at the establishment stage of the Cockburn Community Men's Shed and we should not ignore the objectives set in the early Funding and Business Plans. While many of you were not around at that time it was always the intent to create a Community Shed that would be used to benefit multiple Community Groups and become a positive Community Facility in the City of Cockburn. Having said that, the primary purpose of this Shed will be to its members and our objective of improving and maintaining the physical and mental health of Men.

I believe the current Committee Members are cognisant of those responsibilities and will continue working towards those goals. For those members who think we have lost some direction and purpose in moving to this new Shed I ask them to also reflect on those commitments that were made in the establishment days and also support the progress towards a true Community Men's Shed.

If the previous year was about transition this year has been about consolidation. When we moved, we had 48 members and today, on our books, we have over 120. We have 80 financial members and that is growing.

Our Constitution is now embedded. We have a register of all our equipment. Our insurance has been clarified and we currently get better per head costs than previously. We have a duress alarm system that will be an envy of every other Shed which compliments an emergency/duress and evacuation system. We have Strategic and Operational Plans (including budget estimates) that take us forward to achieve our objectives.

Most of this has come about because of the hard work and diligence of our secretary Bevan who devotes many hours of his time and no-one works harder or puts in more hours than Bevan.

We have a cohesive Management Committee which has assisted in maintaining our focus and making decisions that are best for the Shed. My thanks to the committee members.

Our hardworking Treasurer continues to keep our finances in order and his experience on the Committee is invaluable. Many thanks to Geoff.

The Occupational Safety and Health Committee continues to focus on everyone's well-being and we now have a dedicated OS&H Facilitator, thanks Brian and to the members of that committee.

We have an effective shed coordination process and we've enjoyed the skills of Spud as our Shed Coordinator and Marc as our Saturday and relief Coordinator. Both men have a commitment to the objectives of our Shed and the Men's Shed objectives, but more importantly, they are very talented men in their own right and a huge asset to the Shed.

Cockburn Community Men's Shed Inc.    Annual Report 2018/19    Ver.3F    September 2019    Page 3





## GAD 21/07/2020

## Item 9.1 Attachment 1

We've had three Bunnings Sausage Sizzles in the past year and Burt has continued to facilitate these. Don't think this is easy and Burt does extremely well to continue this excellent fundraising opportunity.

Special mention to Greg who managed our projects this year. Greg has been a great resource and will be greatly missed in the Project Manager position.

We've done very well from some of our projects this year and thanks have to go to all the members involved. I believe the commitment to refine the cost and quote process on projects will greatly benefit the Shed in the long term

One of the best days I've spent as a Shedder was at the Cockburn Lakes Warriors Amateur Football Club. The football club has a community day each year where they identify a community group to benefit from the proceeds of a special day they conduct at their Club once a year. We were the recipients this year and the members who attended the day had a great time. We were treated very well by the footy club members and the Club raised \$3,080 which it donated to the Shed.

There are many examples of standout efforts by members of this Shed and I would take too long to mention all of them, and I'd probably forget someone and feel bad if I did that.

But I must take the time to thank all those that step up and help, sausage sizzles, garden maintenance, clean ups and any other thing that requires hands on deck. This Shed is a great Shed because of you.

Going forward we will need more help and we'll be calling on all members to stand up and not leave it to the few. I'll remind members that their signed membership application includes a commitment to volunteer for Shed activities. It is my hope we don't have to enforce that; it would be much more in line with the principles of this Shed for men to jump at the chance to help out, Shoulder to shoulder.

We continue to receive significant support from the City of Cockburn both in funding and in-kind contributions. Do not have any doubt, if not for the ongoing support of the City of Cockburn this Shed would not be able to continue. Our great thanks go to the Mayor and all the staff that assist us.

I'd like to take this opportunity to launch a new fund-raising initiative. The Cockburn Community Men's Shed 100 Club. Each membership to this Club will cost \$100. If we are able to sell all 100 memberships, we will raise \$10,000 and cover the costs of our external storage sheds. This does not mean members are required to buy a membership (but it would be nice if that happens). I encourage each member to offer this opportunity to join the 100 Club to friends, relatives and business owners you may know. Obviously, the more memberships we sell the better off the Shed will be.

This is my third AGM and I'll finish off exactly as I have in the past two AGM Chair's report;

The object of the Men's Shed is to foster and improve the physical and mental health of men. We do this by providing a welcoming environment that provides encouragement, companionship, understanding and cooperation.

Thank you and I look forward to another positive year at the Shed.

*Peter Hodgson*

Peter Hodgson

*As a Shed we do not want to be by what is etched on a tombstone. We want it to be defined in what is etched in the lives and hearts of those we have touched.*



## Item 9.1 Attachment 1

GAD 21/07/2020



## Cockburn Community Men's Shed Inc.

### Governance

#### Continuous Disclosure

One of the Shed's principles is that of continuous disclosure about actual and/or potentially disclosable matters or events as when they arise to enable members and significant others to make informed decisions or provide feedback. All major matters, in particular related to policy are always referred to a Management Committee Meeting for resolution and action. Members are kept informed by comprehensive management and occupational safety and health minutes as well as the Shed Co-ordinator's newsletters and messages.

#### Constitution

The Shed continues to remain strategic and focused on the key elements of its Constitutional Objects, which translates into continuing positive outcomes in the best interests of members and significant others. These being:

- Safeguarding rights through strong advocacy and consultation;
- Promoting equality by way of inclusion to enable individual needs to be better met;
- Enhancing quality of life [all aspects] and promoting independence;
- Assisting the further development and sustainability of an individual's and/or family's capacity;
- Developing and maintaining strong and sustainable collaborative partnerships;
- Advancing knowledge, in the pursuit of change and good practice;
- Encouraging action on issues that affect in particular members and/or significant others that are systemic; and
- Acquiring funds to provide for, but not limited to, needs such as programs, services, and amenities.

As in the past, to achieve the best outcomes the Shed has continued to use a wide range of strategies, actions and support to effectively meet each identified need by taking an enthusiastic and pro-active approach.

#### Constitution and Associated Documents

A complete review during the years [2017/18 and 2018/19] of the Constitution and associated documents because of the legislative changes which saw significant changes to all the previous documentation. These were approved by the Department of Mines, Industry Regulation and Safety effective from December 6, 2018. Further, since that date the Shed has continued to monitor all associated legislative, policy and operational issues and where appropriate has approved of either new or amendments which were subsequently introduced.

As a consequence of the amended/additional constitution, policy and operating procedures it is considered that it has enabled the Shed to better meet governance obligations. However worthy of note the daily operation of the Shed has not impeded on the manner in which it operates.

*At the end of each year the Shed will not be judged by how many requests it has received or how much money it has received but how many great things it has done to make a difference. You are what you do, not what you say you'll do. It takes each of us to make a difference for all.*

#### Strategic and Operational Plans – 2019/20 and 2020/21

In late June the Management Committee undertook a review of the past strategic and operational plans to ensure that the Shed remained focussed on what had been agreed. It was determined that the plans for 2018/19 were in the majority more than adequately met. As such the Management Committee is proud to continue its commitment to its activity supporting and engaging with members as well as significant others in particular, the Cockburn Community. By further developing both the proposed strategic and operational plans it challenges and adopts for today and tomorrow. These were endorsed at the September



## GAD 21/07/2020

## Item 9.1 Attachment 1

Management Committee meeting and will be tabled at today's AGM. It is therefore the Shed's intention to ensure it continues to be the best for all concerned.

#### Financial Planning

In conjunction with the above-mentioned review the Shed's financial management and planning was undertaken by way of consultation with the Executive as well as the Shed's key operational workshop members. Both income and expenditure budget estimates were constructed establishing essential, priority and beneficial items. The budgets were endorsed at the August Management Committee meeting and will be tabled at today's AGM.

#### Membership

As at July 1 2018 the Shed's membership was 48 and on June 30 2019 it had increased to 105 which is over a 100% significantly greater than that anticipated [25%]. The overall contributions both internally and externally are worthy of note and are described further in this report.

The Shed considers it is worthy to acknowledge the manner in which people with disability their support and/or care have been accepted and seamlessly integrated. All are thanked for their contribution. Further it is pleasing to note all that sought membership and joined have continued to make an excellent overall contribution.

#### Highlights

To ensure the Shed remained true to its Constitutional Objects success in part was measured by its achievements, actions and subsequent outcomes throughout the year.

#### Projects and Activities

Whilst there was delay in maximising projects and activities at the commencement of the year due to the opening [June 13, 2018] and associated transition as well as the requirement for all members to undertake induction/instruction on the use of machine/equipment the following was achieved.

Over 1600 hours [\*] was undertaken on community projects/ activities which included construction and/or installation of, but not limited to:

- |                               |                          |
|-------------------------------|--------------------------|
| • Mud kitchens                | Cubby house              |
| • Outdoor lounge chairs       | Street libraries         |
| • Bird havens                 | Prefab Bird Boxes        |
| • Clap sticks                 | Tee Pee                  |
| • Buddy benches               | Coin drops               |
| • Dolls houses                | Rocking horse            |
| • Wheel chair ramp            | Table tennis bats        |
| • Micro bug havens            | Pioneer Memorial fencing |
| • Garden shade cloth shelters | Kangaroo Rocking Chair   |
| • Puppet Theatre              | Winners Dias             |

[\*] Based upon a conservative estimate of hours [1600] invested at a cost of \$30 - \$40 per hour the Shed as a minimum has provided services to the value between \$48,000 and \$64,000.

It should be noted that to the largest extent recycled material was utilised.

#### Other

- Restoration and/or repair of furniture
- Teaching primary school students basic 'Do it yourself' skills [DIY]
- Conduct Bunning's Family BBQ evening
- Provide assistance with the operation of Oberthur Primary School, Bullcreek Boys Shed

All who contributed are sincerely thanked and in particular strong leadership by the Project Manager as well as those who accepted responsibility to co-ordinate /facilitate projects and activities.

Further, a significant of members have availed themselves of the facilities to manufacture, repair etc many items for themselves, family and friends.

#### SHED ENHANCEMENTS

##### Installation of:

Cockburn Community Men's Shed Inc.    Annual Report 2018/19    Ver.3F    September 2019    Page 6

## Item 9.1 Attachment 1

GAD 21/07/2020

- Finalised installation after relocation of all equipment etc in the Shed
- Dust extraction systems [2]
- Duress/emergency alarm system
- Blinds [2] on patio
- Additional power points [internal and external]
- Computing for members use
- Kitchen cupboards
- Emergency equipment storage
- Workshops [3] Personal Protective Equipment [PPE] storage
- PV Strip Curtains in workshop door
- Workbenches [external]
- Chemical and solvents storage cabinet
- Additional equipment

**Other:**

- Resurfacing [non slip] of the workshop floor walkways
- Acquisition of personal aids – wheelchairs, walkers, crutches

**Progressing:**

- Consolidating and upgrading the use of information technology
- Modification/construction of two electric/hydraulic adjustable work benches [#]
- Planning/approval installation of:
  - modular timber and general sheds and associated storage facilities
  - workplace patio, blinds and bollard
- Installation of stairs and hand rails to the mezzanine floor
- Relocation of internal dust extraction unit to external location
- Grant applications to obtain funding to undertake the above-mentioned items
- Partnerships to further strengthen community participation

# It is worthy to note that the Shed has further determined that there is a lack of suitable workshop facilities [unmet need of priority], in particular associated with various activities such as but not limited to wood working and metal work. This is particularly related to people with disability including those in wheelchairs of various sizes, amputees, skeletal and medical conditions requiring members to be seated or being able to adjust the height at which they can work comfortably. As a consequence, the Shed is currently designing through a significant consultative process and has applied for grant funding to suitably equip the adjustable work benches.

All of this has/will significantly add value to the Shed as well as make its operation more effective and efficient. The majority of this work has/will be undertaken by members which has provided significant benefit to Shed members.

**Induction/Familiarisation/Training**

- All members received re-induction/familiarisation on each piece of equipment within the Shed
- Use of various equipment, in particular those in the machine, wood, metal and hand tool workshops
- Wood turning
- Welding
- First Aid
- Emergency Control
- Safe Talk Workshop

**Tool Box Discussions etc**

- Independent Living Centre – Discussion and display
- Men's Health
- Wood turning

**Other Activities**

- Fund raising sausage sizzles [4]

Cockburn Community Men's Shed Inc. Annual Report 2018/19 Ver.3F September 2019 Page 7



## GAD 21/07/2020

## Item 9.1 Attachment 1

- Sundowners [3]
- Cockburn Rotary Spring Fair
- Froggies Fathers' Day Sausage Sizzle
- Car Park Sales – Beeliar Rotary Sunday Markets

#### Approved Centre-Link Organisation

The Shed was approved in early June as a non-for-profit-organisation a 'Work for The Dole' [WFTD] voluntary activity provider. Currently the Shed has a person participating in the 'Shed's various activities to fulfil his obligations which he has found to be more than beneficial.

I cannot strongly express to all members and significant others, particularly the recipients of community projects/activities as well as individuals and families a big enough thank you for your personal efforts and contributions. This has provided excellent outcomes including enhancement of the Shed's place within the Cockburn Community.

#### Information Technology – Computing etc Requirements

On review the Management Committee determined that the information platform was not seamless nor did it have the capacity to be extended due to the technology being utilised being non- conforming. As such Bentec Computing, our Shed Advisor was asked to assist in determining the future computing and communication platforms including enhancement but not limited to face book &/or similar, web page as well as service provider/s.

Bentec provided an excellent overview and recommended approach which the Management Committee endorsed. For this the Shed is most appreciative of their support and advice.

The Shed was fortunate that one of its members had the knowledge and expertise to work towards and facilitate the consolidation and taking control of the Shed's digital foot print. The access and management of the Shed's Domain name: <http://www.ccmshed.org.au/> was initially established and setup by a previous manager. As such it was necessary over a period of time to take full control of this domain and register it under the Cockburn Community Men's Shed. This now allows detail to be recorded and in future which will facilitate a seamless transfer when personnel change.

From this access was gained to our website so that we are able to add and update content. This site is managed by a company Melbourne called 'Zuver' and with their assistance the Shed was were able to gain access to the site and lock in the domain controls. Further, to this Facebook was the next challenge and finally the Shed has control. With this control the Shed now has a presence as well as being able to find and post information.

The final step being progressed is bringing together all of the Shed's corporate memory. This is being done using Office365, which enables then setting up the different executive officer holders with the office title for ease of reference and controlled access. In this way as people change the information and history all stays in one spot. This is currently being rolled out and training being provided to the executive officer holders who will be using the software and systems.

As an additional enhancement we are researching the possibility having an integrated membership management system. This will further enhance the Shed's ability to serve its members but also manage our membership details, such as personal [emergency assist etc], payment of fees, training and other as determined. This will take a little time but we will be announcing at a later date. Before going live, we will have a presentation to the membership of the whole package.

With the introduced changes it is considered that this together with other changes will provide significantly improved corporate governance platform.

## Item 9.1 Attachment 1

GAD 21/07/2020

**Occupational Safety and Health**

It is pleasing to report that **No** near misses, incidents, accidents or exposures to hazardous substances were reported throughout the year. For this, all members are thanked for their due diligence to accomplish this achievement.

The occupational and safety committee has played a significant role in insuring that the Shed operated effectively and that any matter that required attention was dealt with promptly. Further, as stated earlier a complete review together with continuous review of all policies and operating procedures have been introduced. Three nominated members undertake a comprehensive inspection of all aspects of the Shed's operations including status of previous required actions on a monthly basis. The inspection report is submitted to each meeting where recommended required actions are determined and submitted to the Management Committee. Since the Committee was established it has met on nine occasions with all recommended required actions ratified by the Management Committee.

As the result of several emergency situations which arose that further and better medical particulars were needed to ensure the best possible outcome could be achieved. As a consequence, consultation with significant medical providers as well as members to ascertain how to best meet the various needs. It was determined that to best assist members and significant others the Shed should require each member, support person and/or carer to provide confidential Emergency Assist Information [medical etc]. As such this enables, should there be an incident that this detail is available to be utilised and provided to achieve the best possible outcome. The process has now been successfully introduced.

Further, the Shed commenced a significant upgrade that is installing a comprehensive Duress/Emergency system throughout the Shed [6 key locations] which is being undertaken by qualified members. This in turn is has necessitated a revision of all of the Shed's written and practical evacuation procedures. It is anticipated that the system will be operational by mid-September.

**Property, Plant and Equipment**

The Shed does not own any property or plant but does have some equipment as recorded in the Assets/Equipment Register. A major stocktake was undertaken on February 1, 2019 with each piece being given a unique identifying number [adhesive sticker] and has been recorded electronically which is continually updated [acquisitions, sales or write offs].

**Shed Memberships**

- Australian Men's Shed Association [AMSA]
- Western Australia Men's Shed Association [WAMSA]

The Shed hosted a Zone meeting and those in attendance were shown over the new facilities and commended all who facilitated and assisted in bringing completion of the new facilities.

Membership to the above noted organisations has, as in the past, continued to provide the Shed with greater ability to network and assist in influencing others to achieve, further and better outcomes.

**Relationships**

*Relationships in particular those of partnerships are never about power, and is one way to avoid the will to power is to choose to limit one-self- to serve.*

The Shed through the Management Committee has recognised that no single entity alone can satisfactorily deliver on all challenges and that the best results can only be accomplished through local and national relationships, the sharing of knowledge and good practices. As such, the Shed is again indebted to those that partnered in further enhancing support to our constituents:

In addition, the Shed is indebted to many individuals who have also assisted by provision of their wisdom, knowledge, time and energy to enhance the Shed's progress. We look forward to the continued sustainability and strengthening of all our partnerships so that the Shed can continually achieve greater benefits by the synergy created.

Cockburn Community Men's Shed Inc.    Annual Report 2018/19    Ver.3F    September 2019    Page 9





### Financial Reporting

#### □ Compliance

The Shed's financial report is a special purpose financial report prepared in order to satisfy the reporting requirements of the Associations Incorporations WA Act (1987) and Charitable Collections Act (1946), Regulations (1947). The Management Committee has determined that the Shed is not a reporting entity.

In addition, the Shed was compliant with its own Financial Compliance and Public Fundraising Code, which includes reporting of the Shed's accounting practices, financial reconciliation and statement preparation [based on historical costs] in accordance with Australian Accounting Standards.

#### Registered Australian Business [ABN] and Goods and Services Tax [GST]

The Shed is registered with the Australian Taxation Office [ATO] as an Australian Business [ABN 21 902 498 771] effective from February 7, 2014.

#### Public Benefit Institution [PBI] and Deductible Gift Recipient [DGR]

The Shed has not sought to apply for PBI and DGR status as it is awaiting the outcome of possible change to Federal legislation which is planned during next financial year 2019/20, associated with all Sheds within Australia.

#### Charitable Collections Licence

The then Department of Consumer and Employment Protection [now Department of Mines, Industry Regulation and Safety] initially granted the Shed a Licence - No. 20543 on December 9, 2014, which was reviewed and re-approved this year and is now valid until January 17, 2021.

The Shed has complied with its Code - Financial Compliance including Public Fundraising - during this past financial year and arranged for its financial and reporting statements to be audited in accordance with the Code. Please see Financial Report which includes the Audit.

#### □ Financial Statements

A copy of the Shed's detailed financial and reporting statements can be provided separate to this report on request.

### INCOME

Where the Shed receives specific grants and/or donations as to its prescribed use or when a donation is significant the Management Committee determines its use and is accounted for accordingly.

Summarised details are as follows:

<b>Financials:</b>	Cheque Account	\$17143.14	
	Grant – Cockburn City Council	\$31850.98	Total Bank Statement \$48994.12
	Petty Cash	\$ 126.75	
	Total Cash on Hand	\$49120.87	
	Trade Debtors	\$ 600.00	
	<b>Total Cash plus debtors</b>	<b>\$49720.87</b>	
<b>Financials breakdown:</b>			
	Grant Cockburn City Council	\$47500.00	
	Interest	\$35.53	
	Income Membership Dues	\$ 7485.00	
	Donations	\$1611.00	
	Hire Building	\$ 450.00	
	Project Sales	\$5404.00	
	Sale of machinery materials etc	\$1705.00	
	Sausage sizzles fundraisers (Net)	\$2464.93	
	Coffee sales (net)	\$ 815.90	

## Item 9.1 Attachment 1

GAD 21/07/2020

**Expenses**

Dues/Subscriptions	\$ 199.70
Insurance	\$1052.98
Sundry Office Expenses	\$2119.67
Materials purchased	\$5656.63
Shed Co-ordinator Services	\$18637.50
Training Expenses	\$1245.60
<b>Net Profit</b>	<b>\$37341.13</b>
<b>Total Cash Carry Forward 2019-20</b>	<b>\$49120.87</b>

**For full detail please see Balance Sheet, Income and Expenditure statement.**

Notes to and forming part of the financial statements for the Shed 'a not for profit' association for the year ended June 30, 2019, together with the Management Committee's Report and letter provided to the Auditor are available to members on request.

It should be noted the Shed has been able to more than adequately meet all of its financial commitments and/or requests that have been asked of it. Further, at the time this report was prepared the Shed remains solvent.

□ **Audit – 2018/19**

An independent audit was carried out by Mark Hill CPA and in his opinion, it was determined that the financial reporting of the Shed was presented fairly and in accordance with all requirements. Copy of that opinion will be made available to members on request.

It is noted that all requirements under the Associations Incorporations WA Act (1987) and Charitable Collections Act (1946), Regulations (1947) for 2017/18 were fully met as reported to the Department of Mines, Industry Regulation and Safety in November 2018. The report for 2018/19 has been submitted

The Shed wishes to acknowledge and sincerely appreciates Mark Hill's contribution once again by undertaking the Audit free of charge.

□ **Financial Planning – 2019/20 -2021/22**

The Shed commenced a comprehensive review to determine the way forward over the next three years which entails but not limited to:

- Income projections from current sources as well as new opportunities including corporate sponsorship, new projects, partnerships, grants etc
- Expenditure projections based on current activity, together with the possible new projects as well as determining what new and/or replacement facilities and equipment.
- Copy of the budget estimates for 2019/20 is available on request.

□ **Insurance**

The Shed has comprehensive insurance [commercial package] with Arthur J Gallagher & Co [Aust] Ltd that covers all members as well as significant others which was renewed commencing on February 28. Due to the amended membership categories when the newly approved constitution was introduced the Shed revised all of its membership as well as support persons and carers policies, operating procedures and membership forms which were duly endorsed and introduced.

The City of Cockburn as the Lessee also provides public liability insurance to the extent of \$20m.

□ **Deed of Lease – City of Cockburn**

Initial Term – 5 years expires July 10, 2023

Further Term -5 years



GAD 21/07/2020

Item 9.1 Attachment 1

## Acknowledgements

### In Memoriam

Dante Pacini

### Life Membership

It is with pleasure that the Shed will be presenting Life Membership to:

- Michael Manning
- Geoff Webb, and
- Andre Frei

for their outstanding contribution through energy, knowledge and wisdom that they have brought to the Shed, in particular as executives on the Management Committee and Shed activities since the Shed's inception.

Congratulations and sincere thanks for your contributions to help make the Shed what it is today.

### Partnerships and Sponsors

More than ever we have seen what partnership and sponsorship strength can bring to the Shed's overall well-being particularly that associated with its key projects and activities. Having sound principles has also contributed which were evident, such as, but not limited to:

- Commitment to improve social and cultural outcomes
- Collaboration
- Mutual trust and respect coupled with openness and transparency
- Recognition of the value that collective contributions can make
- Continuity of commitment that make projects and/or activities more sustainable.

Because of the interest and commitment this has once again allowed the Shed to achieve - for this we wish to acknowledge each and every one and thank all for your contributions that take many different forms and the difference together you have helped us make.

### Advisors

The Shed, in particular this year because of the continued transition to the new Shed as well as projects and their degree of complexity, we are again indebted to you all for providing more and deeper knowledge in areas where it has been needed and as such has enabled greater richness to the outcomes being sought. We look forward to your continued support to help us make a collective difference. Appointments for the forthcoming year will be on the recommendation of the Management Committee which will be presented and endorsement sought at today's meeting.

## General Reporting Information

### Meetings

The Shed Management and Occupational Safety and Health Committees [established September 2018] have continued to meet monthly except for January. The Management Committee comprises the Shed's executive office bearers and general membership were elected at the annual general meeting. Also, the Occupational Safety and Health Committee was elected at the annual general meeting.

At Management Committee meetings amongst general governance opportunities to further expand, develop and/or improve its services in the most efficient and effective way is provided.

The role of the Management Committee has been but not limited to research, advise and consult as widely as is practicable on any issues and/or make recommendations requiring decision at general, extraordinary or annual general meetings. Matters dealt with by the Management Committee have been reported to all members by way of circulated minutes, e-mails and newsletters.

Detail of formal meetings and other activities is as follows:

- ☐ Special General Meeting - 1 [Constitutional amendments]
- ☐ Annual General Meeting - 1
- ☐ Management Committee Meetings – 11
- ☐ Sub-Committee
  - Occupational Safety and Health – 9 [Established September 2018]

Cockburn Community Men's Shed Inc.    Annual Report 2018/19    Ver.3F    September 2019    Page 12



## Item 9.1 Attachment 1

GAD 21/07/2020

- ❑ Consultations, Briefings etc. - 6
- ❑ Attendance - General Meetings at organisations, which the Shed has an affiliation - 2
- ❑ Exhibitions – 3
- ❑ Project Meetings – 8
- ❑ Presentations – 4

*Each time someone stands up for an idea, or acts to improve the lot of others, or strikes out against an injustice, they send forth a tiny ripple of hope.*

### Executive, Committees, Advisors and Shed Facilitation

*Help from those with enthusiasm and vision*

#### Management Committee Executive

- Chairperson - Peter Hodgson
- Deputy Chairperson - Michael Staines
- Secretary - Bevan Dellar
- Treasurer - Geoff Webb
- Project Manager - Greg Reynolds [#]

#### Management Committee [6]

- Gary Clark Terry Burford Chris Holliday Paul Hogan David Jones Allan Bassula

#### Non-voting appointments

- City of Cockburn – Jill Zumach Rotary Club of Cockburn - Geoff Webb

#### Occupational Safety and Health Committee

- Chair Peter Hodgson
- Project Manager Greg Reynolds [#] [Automatic appointment]
- Shed Co-ordinator Michael Murphy [Automatic appointment]
- Adviser Ryan Charles [LHR Marine]
- Management Committee Representative - Gary Clark
- Representatives [3] - Terry Burford, Chris Decke, Brian Ward

#### Other Nominated Positions

- Patron Logan Howlett JP
- Auditor Mark Hill CPA

#### Advisors

- Legal Glen Giles LLB - Taylor Smart [Solicitors & Notaries]
- Financial/Accounting Trove Advisory Group [Mark Hill]
- Occupational Safety & Health Ryan Charles [LHR Marine]
- Information Technology Ben D'Silva - Bentec Computing
- Medical Dr Allan Wright
- Disability Carl Stroman [Former Manager, Disability Services Commission]
- Training Brian Broadbent - SETS [Safety & Emergency Training Services]
- Building Design Richard Vernon – Vernon Design Group
- Public Relations City of Cockburn

#### Shed Co-ordinator and Chief Warden

- Michael Murphy Marc Dimmick

#### Shed Facilitation

- Shed Plan Layouts - Drafting etc Mike Manning

We are most appreciative for the contributions to assist to take the Shed forward during 2018/19 and further the excellent pathways to follow during this forthcoming year.



GAD 21/07/2020

Item 9.1 Attachment 1



Government of Western Australia  
Department of Mines, Industry Regulation and Safety  
Consumer Protection

#### AUDIT REPORT: AUDITOR APPOINTED BY SPECIAL APPROVAL

##### To: The Office Holders and the Charitable Collections Advisory Committee:

- I am the appointed auditor of Cockburn Community Men' Shed Inc for the purposes of section 15(1) of the *Charitable Collections Act 1946*.
- I am not a member of the committee of management of the licensed organisation, or involved in any other way in the management or the preparation of the accounts of the organisation.
- I have reviewed the governing document/s of the licensed organisation and its accounting records including the cash book (paper or electronic), receipt book, bank statements, register of assets and details of debtors and creditors.
- I have reviewed and considered the accounting and reporting requirements of the *Charitable Collections Act 1946* (the Act) and the *Charitable Collections Regulations 1947* (the Regulations) which are described below.

##### Responsibilities of Officers and Auditor

The officers of the licensed organisation are responsible for the preparation of accounts in accordance with the requirements of the Act and the Regulations. It is my responsibility to undertake an audit of the accounts as required by section 15(1) of the Act and to state whether particular matters have come to my attention.

##### Basis of the Audit Statement

My examination of the accounts has been carried out in accordance with the requirements of section 15(1) of the Act. It includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also includes a consideration of any unusual items or disclosures in the accounts and explanations have been sought from the licensee holder with regard to any such matters. In reviewing the accounting records I have taken into consideration the control requirements contained in the Act and the Regulations.

The procedures undertaken do not provide all of the evidence that would be required in an audit conducted in accordance with Australian Standards on Assurance Engagements issued by the Auditing and Assurance Standards Board, and consequently I do not express an audit opinion with reference to those Standards.

##### Independent Audit Statement

In the course of my examination, no matter has come to my attention (other than as disclosed below) which gives me reasonable cause to believe that in any material respect the licensee has:

1. Failed to comply with the control requirements contained in the Act and the Regulations and listed at Appendix A;



Government of Western Australia  
Department of Mines, Industry Regulation and Safety  
Consumer Protection

- 2 -

2. Failed to keep complete and accurate accounting records setting out the money and goods collected or received for a charitable purpose and particulars of the manner in which those monies and goods have been dealt with; or
3. Failed to prepare accounts in accordance with the accounting records.

The matter/s which have come to my attention and are disclosed are: Nil

(If insufficient room please attach an annexure)

Signature: .....

Auditor Name: Mark Hill (CPA 178 7328)

Address: C/- Level 1, 143 Hay Street

Subiaco WA 6008

Date: 27 August 2019

**ACCOUNTING AND REPORTING REQUIREMENTS OF THE CHARITABLE  
COLLECTIONS ACT 1946 AND THE CHARITABLE COLLECTIONS REGULATIONS 1947**

The following financial control requirements apply to all licensed charities:

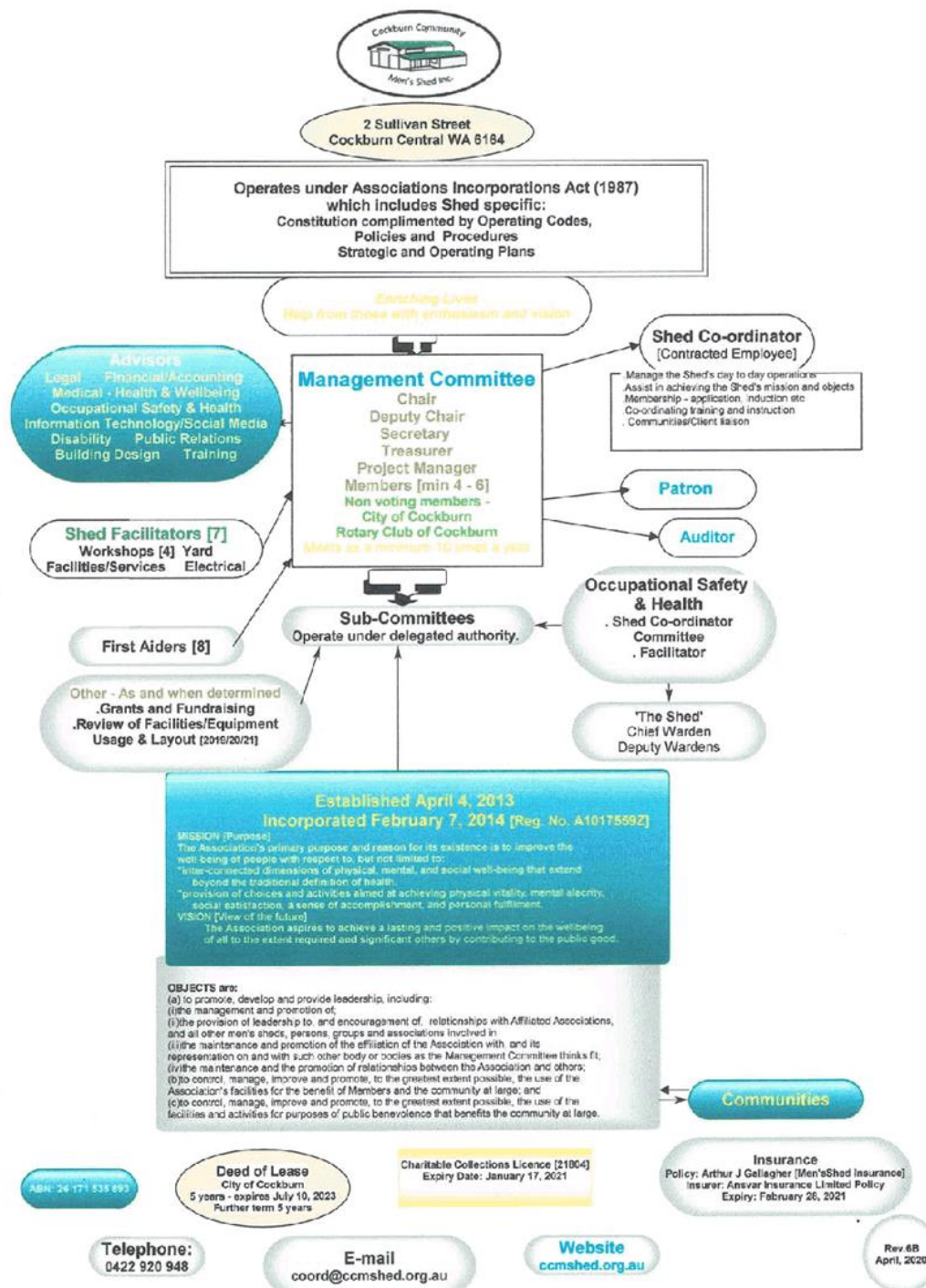
- Monies received by the licensee must be banked within 7 days of receipt in accordance with regulation 11(1)
- An asset register must be maintained in accordance with regulation 11(3)
- Every bank account must be operated by two (2) officers of the organisation in accordance with regulation 11(4)
- Monies received from collectors and fundraisers must be paid to the licence holder within 14 days of receipt in accordance with regulation 11(2)
- The income and expenditure statement must be sufficiently detailed to enable identification of all charitable collections received and the manner in which the collections have been dealt with in accordance with section 15(1). To satisfy this obligation fundraising expenses (i.e. salaries, wages, commissions and any professional fundraising fees) must be disclosed separately in the accounts.
- Investments must be in a fixed deposit in a registered bank or in an authorised trust investment in accordance with regulation 16 of the *Charitable Collections Amendment Regulations (1998)*

Further information and links to the Act and Regulations can be found at  
[www.commerce.wa.gov.au/charities](http://www.commerce.wa.gov.au/charities)



GAD 21/07/2020

Item 9.1 Attachment 1





## Item 9.1 Attachment 1

GAD 21/07/2020



## Listing of Key Operating Documents

Attachment 13

- Constitution including index
- Attachments
  - 1 – Definitions and Interpretations
  - 2 – Management Committee
  - 3 – Election of Management Committee - Office Holders and Ordinary Management Committee Members
  - 4 - Membership
  - 5 - Listing of Key Operating Documents
    - Strategic Plan                      Operating Plan
    - Organisational Chart
- Codes
  1. Code of Conduct
  2. Code for Effective Corporate Governance - Key Elements
  3. Code of Practice for Financial Compliance and Public Fundraising [include Incorporation Association Matters]
  4. Code of Practice for Volunteers
- Policies
  1. Membership Overview
    - 1A Members
    - 1B Junior Members and 12 years and under
    - 1C – Non Members                      Support Persons or Carer Responsibilities                      Guests by Invitation
    - 1 D Honorary Members
  2. Privacy
  3. Complaint Mechanism
  4. Recognition of Aboriginal People as Traditional Custodians of Country                      4.1 Tindale Map of WA Aboriginal Tribal Boundaries
  5. Police Clearance
  6. Permission to Take and Use Images - Consent
  7. Copyright
  8. Occupational Safety and Health
  9. Social Media and Website Disclaimers
  10. Client Service Policy
- Financial Operating Procedures
  1. Financial Compliance
  2. Electronic Funds Transfer
  3. Non Cash – eWay Merchant Banking Facilities
  4. Internet Merchant Banking Facilities
  5. Donations etc - Collection, Receipting & Banking
  6. Petty Cash
  7. Grant/Funding Applications - Delegation of Authority
  8. Bequest
  9. Memorial Gift
  - 10A. Annual Financial Statements – Supporting Information Pro-forma
  - 10B. Audit Requirements and Associated Forms
  11. Annual Balance Sheet, Income and Expenditure Statements
  12. Annual Audit Opinion [2018/19]
  13. Equipment Register including Hand Tools
  14. Equipment Disposal Register
  15. Chart of Accounts
  16. Budget – Current
  17. Square Card Tap and Go Reader Procedure
- Operating Procedures and Annual Reporting Documents etc
  1. Mission, Vision & Values
  2. Orientation/Induction
  3. Stewardship Principles and Practices
  4. Operational Guidelines for Effective Engagement, Communication and Consultation
  5. Confidentiality Obligations
  6. Duties of Office Bearers including Committee Members
  7. Sub-Committees - Delegation of Authority
  8. Material Personal Interests Disclosure
  9. Comment to Media and/or Significant Others
  10. Driver's Licence – Currency and Validation Records
  11. Consent to Use Images
  12. Disciplinary Action, Disputes and Mediation
  13. Association's [CCMS] Identifiers
  14. E-mail and Website Disclaimers
  15. Logos – Use of the Association's & Significant Others
  16. General Equipment Loan Agreement
  17. Project Business Planning [Example]
  18. Project Risk Analysis [Example]

Cockburn Community Men's Shed Inc. - List of Key Operating Documents – Rev 1F – June, 2020

Page 1 | 3



## GAD 21/07/2020

## Item 9.1 Attachment 1

19. Risk Management Assessments – Activities/Projects
20. Strategic Plan
21. Operating Plan
22. Annual Report including Financials
23. Annual Audits
24. Conduct/Obligations of Volunteers
25. Contractors, Employers/Employees Duty of Care
26. Members General Duty of Care
27. Job/Project Description/Detail - Enquiry and Costing etc
28. Assets Register, Classifications and Numbering System
- **Occupational Safety and Health Operating Procedures**
  - Notice to Members and Significant Others
  - OS&H Committee Composition, Role and Responsibilities
1. Risk Assessment [ISO 31000] –Example Checklist
2. ThinkSafe Principles
3. Job Safety Analysis [JSA] – Principles
4. OS& Guidelines – Take 5 [Detailed Analysis Examples]
5. Shed Inspection Register
6. Individual Risk Assessment Report
7. Manual Handling – Potential Hazards
8. Hazard Management and Record of Exposure to Hazardous Substances
9. Emergency Evacuation Procedures
10. Motor Vehicles
11. Communication with Isolated Members/Volunteers
12. Reporting and Investigation of Accidents/Incidents
13. Incident/Accident/Hazard Exposure Register including First Aid Treatment
14. Event Emergency Action Planning
15. Injury Management
16. OS&H Training Guide
17. OS&H – Induction Checklist - Example
18. OS&H Review Meeting Agenda/Minutes – Example
19. Emergency Assist
20. Take 5 – Role and Accountability
21. Take 5 – Poster
22. Hazardous Substances – MSDS Register
23. Testing, Tagging of Portable Electrical Equipment and RCD's
24. Isolation of Plant – Lockout and Tag
25. First Aid
26. Shed Co-Ordinator – OH&S Role and Responsibilities
27. Personal Protective Equipment [PPE]
28. Machine Standard Operating Procedures
29. Members with Medical Conditions
30. Duress Emergency System
31. Duress & Emergency System
32. Evacuation Procedures
33. Duress and Emergency Post Checklists
- **Agreements and Memorandum of Understanding**
  1. Grant Request for Community Partnership Funding - Example
  2. Guide to Grant Submission Preparation & Writing Process
  3. Joint Venture Agreement – Example & Notes
  4. Memorandum of Understanding – Example
- **Forms [Significant Documents]**
  - Forms Index
  - Membership Application – Ordinary Member
    - 1.1 Orientation/Induction Checklist
    - 1.1A Junior Membership Application
    - 1.1B Affiliate Membership Application
    - 1.1C Corporate/Organisation Membership Application
    - 1.1D Honorary Membership Application
    - 1.2 Non Members
      - 1.2.1 Support Person, Organisational and Insurance Detail
      - 1.2B Carer Detail
      - 1.2C Guest Detail
    - 1.2A Support Person Detail
  - 1. Membership Register by Class
    - 1.1 Life Membership – Procedure and Criteria for awarding
  - 2. Office Bearers and Committee Members Register including Tenure of Office
  - 3. Material Personal Interest Disclosure
  - 4. Permission to Take and Use Images
  - 5. Police Clearance
  - 6. Driver's Licence Currency Validation
  - 7. Take 5 Pro-forma
  - 8. Risk Management Assessment –New/Changes for Projects/Activities etc.
  - 9. Incident/Accident/Hazard Register
  - 10. Incident/Accident/Hazard Investigation/Reporting Form
  - 11. Assets including Equipment Register
  - 12. Equipment Loan Register
  - 12.1 Tools Loan Register
  - 13. Equipment Loan Agreement
  - 14. Equipment Loan Return Inspection Report

Cockburn Community Men's Shed Inc. - List of Key Operating Documents – Rev 1F – June, 2020

Page 2 | 3

## Item 9.1 Attachment 1

GAD 21/07/2020

15. Petty Cash Purchases Recoup Journal
16. Donation/Collections Form
17. Memorial Gift
18. Key Operating Documents – Review/Change Approval Date/s
19. Grant Request for Community Partnership Funding
20. Grant – Project Feasibility Costing Pro-forma
21. Inventory Manufactured & Donated Products
22. Inventory Manufactured & Donated Products [For Sale]
23. Delegation of Authority
24. Police Clearance Application
25. Conduct/Obligations of Volunteers
26. Evacuation, Fire Drills Record
27. Members Emergency Assist Information
28. Training Register
29. OS&H 5 – Shed Inspection Register
30. Equipment-Machine-Electrical Maintenance Register
31. Machine Usage Induction Training Register
32. Projects-Jobs-Tasks etc Register
33. Daily Sign In and Out Attendance Register
34. Venue Hire – Conditions and Charges
35. Approved Auditor – Qualifications
36. Audit Report Form
37. Charitable Collections – Office Bearers Statement
38. Budget Pro-forma
39. Charitable Collections Licence Principal Executive Officer's Statement
40. Request for Payment – Cheque or Direct Debit
41. A Request for Quote                      B Invoice                      C Receipt Pro-forma
42. Activity/Project Description/Detail
- 42.1 Activity/Project – Summary of Listings
43. First Aid Supplies List and Check List
44. Safety Equipment Locations Register
45. Members Personal Project and Costing Sheet
- **Certificates, Registrations, Licences, Legislation [Acts] etc.**
  1. Incorporation/ Change of Name Certificate
  2. ABN and GST Registration
  3. Public Benevolent Institution [PBI] and Designated Gift Recipient [DGR] Status
  4. Registered Charity Certificate
  5. Charitable Collections Licence
  6. Insurance – Public, Officers' Liability etc. – Certificate of Currency [Gallaghers]
  7. Associations Incorporation Act [2015]
  8. Charitable Collections Act [1946] and Regulations [1947]
  9. Australian Charities and Not-for-profit Commission Act [2012]
- **Position Descriptions**
  1. Shed Co-ordinator including OSH Role & Responsibilities
  2. Project Manager
  3. Workshop Facilitators
  4. OH&S Committee & Role and Responsibilities
- **Minutes of Meetings**
  1. Annual General Meetings
  2. General Meetings
  3. Management Committee Meetings
  4. Occupational Safety and Health Committee Meetings
- **Hire of Venue and Facilities**
  1. Hire Conditions and Agreement
  2. Hire of Venue Conditions – Form 35
- **Registers**
  1. Attendance – Sign In/Out
  2. Members Emergency Assist Information
  3. Incident/Accident/Exposure to Hazardous Substance/Near Misses and First Aid Treatments
  4. Training
  5. Toolbox Meetings
  6. Job/Projects Enquiry & Required Action Detail etc
  7. Assets Register – Shed
  8. Assets Register – Personal Equipment @ the Shed
- **Shed Lease, Plans and Layout**
  1. Shed Plan & Layout
  2. Key Designated Location Points of Critical Elements
  3. Lease Agreement – Cockburn City Council



GAD 21/07/2020

Item 9.1 Attachment 1

Attachment 14



**Letters of Support**

- 1. Michael Manning
- 2. Kerry Hallett
- 3. Dept. of Justice – Community and Youth Justice
- 4. Josh Wilson MP – Member for Fremantle
- 5. Hon. Fran Logan MLA - Member for Cockburn





## Item 9.1 Attachment 1

GAD 21/07/2020

**WHAT DOES THE MEN'S SHED MOVEMENT MEAN TO ME?****To whom it may concern**

After spending 55 years working in the general building industry, I retired at the age of 70 some eight years ago and since that time have been actively involved in the Men's Shed movement. The last 16 years of my working life were spent as building maintenance and design consultant both for the State Government and Private Industry. When I retired my darling wife advised me that I was not going to sit in my recliner rocker and sleep my life away. The following week I joined the Fremantle Men's Shed and although I made a few friends that I can still sit and chat with I found the shed very cold and not my cup of tea, at this time I heard through the grape vine that the City of Cockburn were conducting a feasibility study in relation to opening their own Men's Shed so I became involved by attending meetings and taking part in all activities relating to the City of Cockburn's Community Men's Shed.

On March 9<sup>th</sup>, 2013 we were granted access to the old fire station in Wattleup, this building was 15 metres by 15metres and was as we thought at the time was huge. At this time, we had about 15 fit and healthy members and we all brought in tools from our home workshops and within a few weeks we found our huge space was far too small. At this time I had the ability to do computer generated drawings so I put a 15m by 30 m box on a sheet of paper and put it on the notice board in the lunch area with a note saying this is your new shed what do you want in it and it was at this point that I new the Men's Shed movement would provide me with what I was missing in my life contact with other men of the same age group and with the same interest as myself. Over the next 18 months my health started to fall away and I was diagnosed with Chronic Obstructive Pulmonary Disease (COPD) which started to limit the amount of effort I could put in to the physical side of the Men's Shed, over the next year I went from walking unaided to walking with a four wheeled walker.

In late 2013 I was in England to say my last farewell to my sister when reading a national newspaper I saw an advert for the first National Men In Sheds Conference to be held in London so I contacted the Organisation and obtained an invitation. On attending the conference, I was amazed to find out that these sheds received no funding. At each of the sheds I visited I found out that the first thing they had to do was find a cheap shop to rent and kept themselves afloat by repairing electrical items that had been discarded and selling them through the shop. The chairman of the Aylesbury Shed stated to me that after five years of working this system their bank balance was about \$35.00 but unlike a lot of Shed's they did not have any debts.

Due to the increase in membership at our Shed from 15 to 33 active members I was getting more frustrated with the lack of space within the shed building I was constantly moving equipment around so that I could get access to where I wanted to get and work. Although I was very frustrated at times I could always sit and talk to other members and understand their problems as they would understand mine. At this time we were in deep consultation with the City of Cockburn in planning a new shed and we were being asked what we wanted the Shed to look like so the pipe dream that was on the wall in the lunch room started to take shape. We knew that we wanted a metal work area, a woodwork area that was for hand tools and a woodwork area for power tools we also thought that a dust free room would be good for painting finished projects. At the same time, I became interested in what was happening in other Sheds I found myself contacting other Shed and visiting them to gain information in what they felt was good and bad in their Shed. In 2014 I attended the West Australian Men's Shed state conference for the first time and started to take interest in the political side of the movement Over the next 18 months I attended many Board meetings of the West Australian Men's Shed Association. This gave me further information as to how our Shed could and should evolve. In 2016 I attended the



GAD 21/07/2020

Item 9.1 Attachment 1

wood working show and won the door prize a jarrah work bench which I held in storage until our new shed was opened and then donated it to the Cockburn Community Men's Shed.

In the latter half of 2016 I had two ulcers on my left leg both were caused by minor injuries while working at the Men's Shed which landed me in hospital on Christmas day with blood poisoning, at this time I was very run down and not looking after myself and I felt that I could no longer do justice to the position I held within the Cockburn Community Men's Shed so I informed the committee that I would have to stand down as Chairman of the Shed. On returning home in mid January 2017 I was not allowed to attend the shed until my ulcers had fully healed which was Easter so the next week I was back helping out as usual looking after the maintenance of the well worn machines chatting to member and enjoying myself.

When work started on clearing the site for the new shed I was having a conversation with my son and he advised me that at his work which is a saw doctors they had a 1700mm diameter saw blade that was going to the tip so I said do not throw it away as I have a use for it. The next day I spoke with the Contractor at the Shed site and asked him if he could hold one of the tree stumps for the shed to use at a later date and I was advised that this would be done. So now we have a saw blade mounted in a tree stump on the corner of our site advising that this is the Cockburn Men's Shed.

Over time I have become more and more reliant on my walking frame and oxygen some days are good and some days are not so good. My walking speed has gone from 2klm in twenty minutes in 2014 to 350m in the same time today. This year has been very hard for me being confined to the house due to the Coronavirus but I have had friends in the Shed that have phoned me and I have also phoned them and now we are back at the Shed and fully enjoying each others company. I am very proud of the building we have today and knowing in some small way I did help to get us where we are. Having said that I am extremely proud of the Shed members and their commitment to each other because the building is not the Shed, the Shed are the members and how we connect with each other.

My life now in 2020 is a lot slower and a lot more relaxed and I know that I do not have to attend the Shed every day it is open. I know that when I get there, there will be members willing to help me and make sure I am safe. The current membership of the shed is close to 100 men that in the main get on with each other or walk away from possible confrontation.

So why am I still upbeat about the future, I have a fantastic wife, a wonderful family and a Men's Shed that is willing and able to listen to the member problem and give advice that may well mean the difference between that member turning up next week or some of the members of our shed going to his funeral.

I strongly believe that without the Men's Shed movement in my life I would not be weighting this letter. Men's Shed work because of the commitment made by each member to help all the other members if or when they need help.

**Yours in Shedding**

**Michael J Manning**

## Item 9.1 Attachment 1

GAD 21/07/2020

Kerry Hallett  
7A Bangalow Place  
South Lake 6164

This is my letter of support for the Cockburn Men's Shed.

I have been attending the shed for some time, initially as part of the voluntary work for the dole scheme. However, I soon became a 'shedder' and the additional benefits that I have received from the shed members, the committee and the shed coordinator are significant.

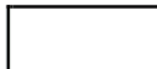
I was in a dark place mentally and financially when I started at the shed, and the camaraderie of the shed members and the assistance I received from most notably the coordinator helped me through that difficult time. I was made to feel welcome and part of the shed from the first time I attended and I now have an increased sense of worth because I saw that my contributions to the shed were not only appreciated but were also helpful to other members of the community.

I would like to especially thank the coordinator and the committee of the shed, who have all assisted me in my endeavours to find full or part time work and have supported me through my time at the shed.

I have no doubt that the set up of the Cockburn Men's Shed, with a single point of contact for all matters relating to the day to day running of the shed, has enhanced the members' experience, as it certainly has for me. I fully support this shed, its coordinator and the committee and I would wish to see the shed continue for many years to come.

Kerry Hallett

27 June 2020



GAD 21/07/2020

Item 9.1 Attachment 1



Government of Western Australia  
Department of Justice  
Community and Youth Justice

To whom it may concern,

I am happy to provide a letter in support of the ongoing funding of the Co-Ordinator role at the Cockburn Men's Shed.

Fremantle Adult Community Corrections have been working in partnership with the Cockburn Men's Shed since September 2019. This partnership facilitates offenders, under the supervision of a Departmental officer, being able to complete community work hours ordered by the Court and by Fines Enforcement Registry in the place of payment of fines in conjunction with providing the Men's shed with assistance to undertake various tasks.

Liaison with Mike Murphy in the role of Men's Shed Co-Ordinator has been integral to ensuring this partnership runs smoothly, noting that having one central point of contact to ascertain what work the Men's Shed requires to be undertaken by our offenders and what days are suitable for our workers to attend ensures that this arrangements continues to meets the needs of both the Men's Shed and the Department.

Please feel free to contact me if you require any further information,

Kind Regards

Laura Fisher

South West Coastal Community Corrections Centre  
Fremantle Justice Complex  
8 Holdsworth Street FREMANTLE 6160  
PO Box 665 Fremantle WA 6959  
Telephone (08) 9335 2084 Facsimile (08) 9335 9466  
[www.justice.wa.gov.au](http://www.justice.wa.gov.au)  
ABN 25 103 389 163

XDCSL004

61 of 227

## Item 9.1 Attachment 1

GAD 21/07/2020



Karoline Jamieson  
Manager Community Development  
City of Cockburn  
PO Box 1215  
BIBRA LAKE DC WA 6965

June 2020

Dear Karoline,

**Cockburn Community Men's Shed – Coordinator triennial funding**

I write in support of the city's ongoing triennial funding of the Cockburn Community Men's Shed (CCMS) Coordinator position, as I understand the existing contract expires in September.

Throughout my time as the member for Fremantle I have seen the CCMS more than triple in membership and move from its previous Wattleup base to the current Cockburn Central site. The CCMS central aim to broaden its outreach to make the facility and programs accessible to a wider range of people has been central to many of the projects that have been supported by federal grants administered by my office.

It's apparent that the CCMS Coordinator serves a critical role in ensuring efficient and effective operation of the CCMS, and it seems clear to be a position whose task load will only grow with the focus on continuous improvement to ensure the facilities, equipment, tools and programs meet the community's needs.

The City of Cockburn is to be commended for its support of the CCMS to date, and I thank you for considering ongoing funding of this valuable community asset.

Yours sincerely,

Josh Wilson MP  
Federal Member for Fremantle

CC: Bevan Dellar, CCMS secretary

Electorate Office 62 Wray Ave Fremantle WA 6160 • Mail PO Box 1224 Fremantle WA 6959  
Phone 08 9335 8555 • Email [josh.wilson.mp@aph.gov.au](mailto:josh.wilson.mp@aph.gov.au)  
[www.joshwilson.org.au](http://www.joshwilson.org.au) • [josh4fremantle](https://www.facebook.com/josh4fremantle)



GAD 21/07/2020

Item 9.1 Attachment 1



**Francis Logan**  
**Member of the Legislative Assembly – District of Cockburn**  
Unit 5/816 Beeliar Drive, SUCCESS WA 6164  
PO Box 3483, SUCCESS WA 6964  
Telephone: 08 9414 3266 Facsimile: 08 9414 3299

City of Cockburn  
Community Development  
PO Box 1215  
BIBRA LAKE DC WA 6965

To Whom It May Concern

18/06/2020

**FUNDING FOR COCKBURN MEN'S SHED CO-ORDINATOR**

I write in support of the application made by Cockburn Men's Shed for funding to extend the working hours of the community co-ordinator of the Men's Shed.

The Cockburn Men's Shed has been operating since 2018 and provides a safe environment where men can be productive and valued. The Men's Shed allows them to contribute to the community as well as providing socialisation and the ability to develop friendships with like-minded people.

Men's Health has become a key issue over the last decade and this type of facility provides a connection and a means for Men to communicate in a controlled and safe environment.

The Men's Shed is a great asset to the City of Cockburn and I strongly endorse the application.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Francis Logan".

**Hon Francis Logan MLA**  
**MEMBER FOR COCKBURN**

63 of 227

GAD 21/07/2020

Item 9.2

**9.2 (2020/MINUTE NO 0006) MELVILLE COCKBURN CHAMBER OF COMMERCE FUNDING SUBMISSION AND KEY PERFORMANCE INDICATORS**

**Author(s)** S Seymour-Eyles

**Attachments** 1. Melville Cockburn Chamber of Commerce Funding Proposal [↓](#)

**RECOMMENDATION**

That Council approves the development of a Memorandum of Understanding (MOU) with the Melville Cockburn Chamber of Commerce (MCCC), which formalises sponsorship funding of \$20,000 (ex. GST) per annum for the next two years (2020/21 and 2021/22), subject to the MCCC providing annual reports and meeting agreed obligations and Key Performance Indicators.

**COMMITTEE RECOMMENDATION**

MOVED Cr P Eva SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED 4/0**

**Background**

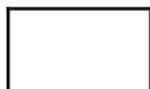
The Melville Cockburn Chamber of Commerce (MCCC) is an incorporated, not-for-profit organisation that seeks to promote the interests of businesses in the City of Cockburn and the City of Melville.

The focus and vision of the MCCC is to be the "peak body and go-to organisation for local business". They support members by providing an information service, arranging networking events, conducting workshops, and providing education and training. The MCCC provides a platform to assist local businesses to engage with the City of Cockburn, a resource and vehicle for local businesses to build relationships that will be mutually beneficial, and encourages and fosters business growth and development.

The City has provided funding and other support to the MCCC for many years to assist with the cost of delivering information and networking events to the City of Cockburn's business community. Previous funding includes:

October 2006	\$20,000
October 2007	\$20,000
September 2008	\$20,000

64 of 227



## Item 9.2

GAD 21/07/2020

September 2009	\$20,000
August 2010	\$10,000 (interim funding)
March 2011	\$20,000
March 2012	\$20,000
March 2013	\$20,000
March 2014	\$20,000
March 2015	\$20,000 (plus rent)
March 2016	\$20,000
March 2017	\$20,000 (included rent at Cockburn Health & Community)
March 2018	\$20,000
March 2019	\$15,000 (plus rent at Cockburn Health & Community)

In addition to the financial contribution requested through this agenda item, the City proposes (subject to a separate Council Decision) providing the MCCC with a new, larger office space at 2/25 Wentworth Avenue, Success and a peppercorn lease for two years, which will provide them with a venue to hold events, and an opportunity to reduce some of their event expenditure. This is equivalent to an additional \$27,000 ex GST in addition to the \$20,000 ex GST recommended in this agenda item.

In March 2020, the MCCC submitted a sponsorship application through the City's regular Sponsorship funding round as well as a separate funding proposal delivered to the Acting Chief Executive Officer.

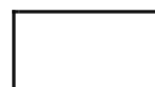
As to the Grants and Donations Committee Meeting on 21 April 2020 and endorsed at the Ordinary Council Meeting 14 May 2020, the following was accepted as part of the minutes:

*Following direction from the Acting CEO, the Sponsorship application won't be considered through the Grants and Donations process and budget, now and in future, instead the funding proposal is to be considered by Council as a separate budget item with a suitable agreement to be put in place once the previous year's sponsorship acquittal is accepted. The Business Engagement Officer is currently investigating the funding arrangement and agreement in place with the City of Melville.*

The funding proposal has since been reviewed by Executive and deemed to fit within the Major Funding Category G of Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships)' for consideration through the Grants and Donations process.

### Submission

The funding submission is attached to the report.



65 of 227



GAD 21/07/2020

Item 9.2

**Report**

Over the years the MCCC has supported private sector growth in the City of Cockburn and the City of Melville through the engagement, support, development and networking activities for businesses in the area. The ongoing growth and viability of the MCCC is dependent on the support of its members, sponsors and, in particular, the two local government authorities that it serves. The MCCC has presented the City with a proposal of how they could expand their services to the business community, and have requested additional support from the City to realise these activities.

The MCCC currently has 154 business members, of whom 65 are from the City of Cockburn and 11 sponsors, of which 6 are from Cockburn.

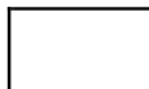
The demands and business environment has changed considerably since the formation of the MCCC and this environment continues to evolve with the ongoing changes of the Australian, West Australian and the local economy. The MCCC needs to evolve with these changing demands. In order to evolve and meet these changing demands, the MCCC seeks to engage with local businesses in research on identifying local needs, deliver a range of programs based on this and alignment with their identified Strategic Priorities, into which the City will also provide input.

As such, the MCCC has proposed a partnership arrangement with the City of Cockburn similar to the arrangement it has with the City of Melville. This multi-year funding would provide certainty for the MCCC in budgets and planning, and allow them to develop the events and services that the local SMEs need whilst meeting the intent of the sponsorship program with the City.

The proposal from the MCCC seeks funding of \$35,000 per annum over two years (2020/21 and 2021/22), which will allow the MCCC to increase capacity and implement the following new programs/initiatives:

- Development of a Business Development Group, consisting of five small / medium sized owner/operators who meet twice a year to develop key strategies for the support of the businesses in the City.
- Professional development program tailored to the needs of the businesses in the City, covering 12 topics from the skills gap analysis.
- Three industry forums for selected industries, per year. These forums will focus on industry-specific issues as opposed to generic SME knowledge. They are designed to support the key industry areas in the relevant area.
- To provide a new membership category with a reduced first year membership fee (\$150) for companies who have held an ABN for less than two years.

66 of 227



## Item 9.2

GAD 21/07/2020

- To conduct an ongoing bi-annual survey of businesses to identify key needs in the Cockburn region.

In addition to the financial contribution, the City proposes (subject to a separate Council Report) providing the MCCC with a new, larger office space at 2/25 Wentworth Avenue, Success and a peppercorn lease for two years, which will provide them with a venue to hold events and an opportunity to reduce some of their event expenditure.

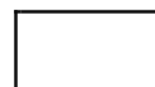
By supporting the MCCC, the City will continue to receive the following sponsorship benefits:

- Continued promotion of the City of Cockburn through their website, publications, promotional materials, welcome packs, online and acknowledgement at events
- Opportunity for Mayor, Councillors and City of Cockburn staff to attend and participate as keynote speakers
- Four complimentary tickets to all events for staff, Councillors and guests
- Opportunities to distribute publications and promotional materials at all events
- Inclusion of City of Cockburn profile in MCCC Membership Pack
- Sponsorship benefits in line with the funding proposal benefits checklist.

#### Key Performance Indicators

In line with recommendations from the City's Business Engagement Officer, the funding agreement would be subject to satisfactory annual reports on the following Key Performance Indicators:

1. **Formation of an Business Development Group**  
The MCCC will develop a development group within the first six months. They will develop a terms of reference for this group with which the City is willing to assist if required. The group will have up to two City of Cockburn staff members.
2. **Events and Activities:** Commitment to deliver no fewer than 18 events per year, half of which are to be held in the City of Cockburn, which could include a selection of the following:
  - a. Two Development Group meetings (required) and a mix, according to need, of:
  - b. Twelve professional development workshops
  - c. Three industry forums
  - d. Eight Business After - Hours events.
3. **Memberships:** Provision of a new membership category with a reduced first year membership fee (\$150) for companies who have held an ABN for less than two years.



67 of 227

GAD 21/07/2020

Item 9.2

4. **Identification of local needs:** Conducting a bi-annual survey of businesses to identify key needs including skills gap analysis – to complement and not duplicate the City's own surveys. The City requests to partnership on this survey.
5. **Continuous Improvement:** Demonstrated improvement in the following questions as per the Business Scorecard Survey:
  - a. Awareness of MCCC
  - b. Performance Index Score and
  - c. Report on membership numbers each year showing monthly statistics of new memberships and retained members
6. **Governance:** Submission of annual reporting including:
  - a. Audited financial statements (as per Council requirements)
  - b. Report on the relevant achievements (addressing KPIs and outlining events and activities)
  - c. Future action plan and event schedule.

#### Recommendation

As the MCCC receives \$25,000 (ex. GST) per annum through its MOU with the City of Melville, it is recommended that the City of Cockburn provides \$20,000 (ex. GST) sponsorship funding per annum, in addition to the peppercorn lease, valued at \$27,500 per annum, plus GST, which is proposed to be provided in-kind, which will take the City of Cockburn's contribution to the MCCC to \$47,500 (ex. GST) per annum.

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

##### Local Economy

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

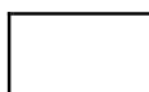
Plan for and facilitate opportunities for local business (including home business and sole traders), local activity centres and industry to thrive.

Build local business capacity through partnerships, networks and skill development.

#### **Budget/Financial Implications**

This report recommends that a financial contribution of \$20,000 (ex. GST) per annum, for 2020/21 and 2021/22, be recorded against the Grants and Donations Budget.

68 of 227



## Item 9.2

GAD 21/07/2020

A separate report regarding the lease will be provided to Council which will recommend rent being provided in-kind, valued at \$27,500 per annum, plus GST.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

Grants and Research Officers and the Manager Community Development have identified issues with previous reporting and acquittal of MCCC sponsorship funding and the quantity and quality of information provided. These issues have been addressed by the establishment of clear Key Performance Indicators, which will be managed closely by the Business Engagement Officer.

Should these KPIs not be met in a satisfactory manner, a further extension of the MOU will not be considered.

Reports addressing the KPIs will be required annually, together with audited financial reports.

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

The MCCC has been advised that their submission is to be considered at the 21 July 2020 Grants & Donations Committee Meeting and then an outcome will be advised following the 13 August 2020 Council Meeting.

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

Nil



Ms S Kahle  
Business Engagement Officer  
c/o Grants and Research Business Unit  
City of Cockburn  
PO Box 1215  
BIBRA LAKE DC 6965

13<sup>th</sup> July 2020

Dear Ms Kahle

**Funding Proposal for Melville Cockburn Chamber of Commerce (MCCC)**

The Melville Cockburn Chamber of Commerce is seeking funding of \$35,000 over a period of 12 months for 24 months from 2020/21 – 2021/2022) in line with the Sponsorship objectives of the Cockburn Community Fund.

The MCCC is an incorporated not-for-profit organisation that seeks to promote the interests of business of the Melville and Cockburn districts. Over the years the MCCC has supported SME growth in the City of Melville (CoM) and the City of Cockburn (CoC) through the engagement, support, development and networking activities for SMEs in the area. Our current membership is 154 of which 85 members are from the City of Cockburn. Our current sponsors is 11 total of which 6 are from the City of Cockburn. The ongoing growth and viability of the MCCC is dependent on the support of our members, sponsors and in particular that of the two local government authorities (LGA's) that it serves.

MCCC have previously received Sponsorship through the City of Cockburn, however due to limit of funding cap under the Grant systems and not relevant respect to services the chamber supplies. The MCCC proposes a partnership arrangement with the City of Cockburn like the arrangement it has with the City of Melville. This would provide certainty in budgets and planning, which would allow the MCCC to develop the services that the local SMEs need, whilst still meeting the intent of the Sponsorship program with CoC. sponsorship benefits list attached.

MCCC is requesting in the relevant category of sponsorship annual funding of \$35,000 per year over the next 2 years for primarily for support and development of small business within our catchment. Including branding and promotion of services and activities to SME's within Cockburn. The following bullet points identify the main benefits to City of Cockburn application.



GAD 21/07/2020

Item 9.2 Attachment 1

- Chamber of Commerce Development Group
- Survey Offering
- New SME Membership Incentive
- SME Development Program
- Industry Forums


(see proposal for further clarification (attached))

In line with recommendations from the City's Business Engagement Officer, the funding proposal would be annually reported on the following Key Performance Indicators:

1. **Events and Activities:** Commitment to deliver no fewer than 18 events per year, half of which are to be held in the City of Cockburn, which could include a selection of the following:
  - a. Two SME Development Group meetings
  - b. Twelve professional development workshops
  - c. Three industry forums
  - d. Eight Business After Hours events
2. **Memberships:** Provision of a new membership category with a reduced first year membership fee (\$150) for companies who have held an ABN for less than 2 years
3. **Identification of local needs:** Conducting a Bi-annual survey of businesses to identify key needs
4. **Continuous Improvement:** Demonstrated improvement in the following questions as per the Markyt Business Scorecard Survey:
  - a. Awareness of MCCC
  - b. Performance Index Score
5. **Governance:** Submission of annual reporting including:
  - a. Audited financial statements (As per Council requirements)
  - b. Report on the relevant achievements (Addressing KPI's & outlining events and activities)
  - c. Future action plan and event schedule

Thank you for consideration of this funding proposal, we look forward to continuing the partnership with the City of Cockburn and providing services to the SME's within the catchment.

Yours sincerely



Monique Williams  
Executive Officer  
Melville Cockburn Chamber of Commerce



Melville and Cockburn Chamber of Commerce

CONTENTS

\*

3

HISTORY AND VALUES

\*

4

FUNDING PROPOSAL FOR THE MCCC

\*

5

THE ONGOING FOCUS OF THE MCCC

\*

8

THE SME ENVIRONMENT

\*

15

BUSINESS IN THE CITY OF COCKBURN

\*

19

ABOUT THE MCCC

\*

20

CONTACTS

Report Number 2019-017

Author - Gary Hitch

2 Funding proposal



## HISTORY AND VALUES

The Melville and Cockburn Chamber of Commerce (MCCC) is a proactive organisation that strives for excellence in the provision of services to our constituents and in our engagement with the business community of the Melville and Cockburn district.

The MCCC is an incorporated not-for-profit organisation that seeks to promote the interests of business of the Melville and Cockburn districts.

Established in 1984 the then Melville Chamber of Commerce merged the City of Cockburn under its auspice in 1987 and became an incorporated body the same year. However, it wasn't until November 2007 that it took the name Melville Cockburn Chamber of Commerce.

Over the years the MCCC has supported SME growth in the City of Melville (CoM) and the City of Cockburn (CoC) through the engagement, support, development and networking activities for SMEs in the area.

The ongoing growth and viability of the MCCC is dependent on the support of our members, sponsors and in particular that of the two local government authorities (LGA's) that it serves.

Funding proposal 3

GAD 21/07/2020

Item 9.2 Attachment 1

"They always say time changes things, but you actually have to change them yourself."

— Andy Warhol,

## PROPOSAL FOR THE CHANGE OF FUNDING FOR THE MCCC

The demands and business environment for SMEs has changed considerably since the formation of the MCCC and this environment continues to evolve with the ongoing changes of the Australian, West Australian and the local LGA economy. The MCCC needs to evolve with these changing demands.

In order to achieve its objectives the MCCC seeks to provide the City of Cockburn (CoC) and its SMEs with further support as outlined in this document. This will ensure the chamber provides the most appropriate services to the CoC as its ongoing SME development partner, whilst maintaining the correct support to strengthen the CoC SME community and ensuring that they improve their viability and growth. Which, in turn will strengthen the local economy and create further job opportunities.

The current funding mechanism for the MCCC from the CoC is through the grants and donations annual allocations. The MCCC feels that this funding route is more aligned to community structures. The maximum value and the uncertainty of these grants currently limit the services that the MCCC considers important for the growth and voice of the SME companies in the area.

THE MCCC proposes a partnership arrangement with the CoC similar to the arrangement it has with the CoM. This would provide certainty in budgets and planning, which would allow the MCCC to develop the services that the local SMEs need.

In return, the CoC would see a stronger growth of established SMEs, which would in turn lead to an increase in the likelihood of these businesses employing full time employees (FTEs) in the CoC.

4 Funding proposal

75 of 227



## THE ONGOING FOCUS OF THE MCCC

### BUILDING A STRONGER BODY AND SUPPORTING THE CITY IN ITS SME DEVELOPMENT

To assist the LGAs in the development of a suitable SME growth policy in the city, the MCCC proposes the establishment of a chamber of commerce development group, which will meet with the city to review the needs and problems of the SME community.

This will be supported by establishing an annual survey to monitor the concerns and needs of the local SME industries in the LGA.

### BUILDING STRONGER GROWTH FOR THE ESTABLISHED SME COMMUNITY

To support the growth of established SME companies through the provision of affordable business knowledge specific to the needs of the local SME community. Supported by more accessible and diverse networking activities aimed at connecting business owners.

### SUPPORTING START UP SME ENTITIES

The MCCC continues to support start-up and seedling SMEs. The focus of the MCCC development is to build on this sector and expand on the support, peak body representation, education and growth activities aimed at the more established SMEs. The chamber also aims to provide better access to networking for developing SME entities.

The small business development corporation (SBDC) provides considerable support for start up SMEs and the MCCC will continue to develop its relationship with them to ensure any MCCC members who are starting up have access to their services and are supported by the networking activities of the chamber.

Funding proposal 5



GAD 21/07/2020

Item 9.2 Attachment 1

## MAKING NETWORKING MORE ACCESSIBLE

### DEVELOPING STRONGER SME LINKS WITH THE CITY AND GIVING THE SME SEGMENT A CLEARER VOICE

# 01

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### Chamber of commerce SME development group

The chamber propose to initiate a working group comprising of five SME owners operating in the CoC representing a diverse industry and SME background. This group, along with the MCCC will then meet twice per annum with the city to develop and liaise with the stakeholders to develop key strategy for the support of the SME businesses in the city. In providing this service the chamber will be able to provide a better service as a conduit for SME businesses in the city.

**Proposed responsibilities.**

It is proposed that the chamber of commerce and the CoC pool its SME data and the CoC will assist the MCCC in the analysis of the information in preparation for the bi-annual meeting.

6 Funding proposal

# 02

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### Survey offering.

To support the development group it is proposed to establish an ongoing annual survey specific to Cockburn to identify key needs of SMEs in the Cockburn region. The aim would be to achieve a response rate of 500 SMEs to represent the Cockburn SME demographic.

The survey will provide responses the top 5 requirements of the local businesses, with responses broken down into industry categories and the number of employees.

The survey findings will be presented at one of the Chamber of Commerce – CoC SME development group meetings.

**Proposed responsibilities.**

Distribution – City and chamber  
Data collation – Chamber of commerce  
Data analysis – Chamber of commerce

# 03

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### New SME membership incentive

In order to promote the benefits of networking to the local SME industries and to reduce the funding constraints that they may have, the MCCC propose to provide a new membership category with a reduced first year membership fee (\$150) for companies with an ABN for less than 2 years. This sponsorship arrangement will be capped at 50 per participating council.

## THE ONGOING FOCUS OF THE MCCC

### IMPROVING SME KNOWLEDGE

#### 04

#### SME development program

To mitigate the issues associated with the depth and complexity of knowledge that SME owners and their staff face, the chamber of commerce proposes to run a specific PD development program tailored to the needs of the SMEs in the city, covering 12 topics from the Skills gap analysis. Each workshop will encompass a three-hour talk, with the focus on detailed applicable information to reduce the risk factors that the SMEs are currently exposed to. These PDs are designed to cater for established rather than start up SME's as there is currently a gap in the support services available to this sector.

**Proposed responsibilities.**

The city is to provide facilities to host the event; the chamber will develop the program and source relevant experts in the nominated development areas.

Both Parties to market event through their respective networks

#### 05

#### Industry Forums

To further improve the knowledge development and support for SMEs. The MCCC propose to run 3 forums for selected industries. These forums will focus on industry specific issues as opposed to generic SME knowledge. They are designed to support the key industry areas in the relevant LGA.

The 3 industry specific industry sectors are

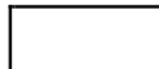
- Tradesmen – construction
- Manufacturing
- Exporting

**Proposed responsibilities.**

The city is to provide facilities to host the event; the Chamber will develop the program and source relevant experts in the nominated development areas.

Both parties to market the event through their respective networks

Funding proposal 7





## THE SME ENVIRONMENT

### 01 SUMMARY OF THE CURRENT RESEARCH BEHIND SME GROWTH AND THE IMPORTANCE OF LGA SUPPORT

Recent research identifies that SMEs are subject to a high failure rate, ranging from 40-60%. Refer to section 02 for further details on the calculation of this number. The causes of these failures are further outlined in section 03. The main failure factors that can be influenced by LGAs through supporting local business bodies (aside from enabling access to LGA contracts) are those that mitigate the limited SME owner knowledge levels and the knowledge levels of their personnel. This can be facilitated by the provision of training, networking, advice and through promoting collaboration.

This approach also benefits the small businesses by providing the right environment to improve the understanding, knowledge and importance of innovation in SMEs, which is, in itself, an important factor to their success.

The adoption of SME support policies by LGAs is accepted as a core function of council, as outlined in section 11. The research identifies that the provision of this support by LGAs is best provided in the form of partnerships with supporting industry bodies and relevant business groups at a local level.

The LGA support should be targeted to the specific needs of the SME companies in the area, with a different focus catering for start-ups and SMEs in the 2-3 year category. The best yield of return in terms of job creation is likely to be seen from companies that currently employ more than one person.

8 THE SME environment



## 02 THE CURRENT MAGNITUDE OF SMALL BUSINESS FAILURES

Research into small business failure has noted that the SME sector is subject to a *"high turnover and a large amount of (so-called) business failure."* (Small Business- an Economic Overview 2019)

Whilst the extent of failure is debatable (Haase 2009), due to the nature of the data sources and the impact of mergers, acquisitions and SPV entities on this data. Evidence is clear that SMEs experience a difficult start up and growth phase with failure rates range from 40-60%. This estimate is derived from data from the ABS that indicate a failure rate of around 50% in the first two years and international studies identifying *"that over 20% of new ventures fail within one year and 66% within six years"* (Timmons 2007). Other research indicates that the failure rate is lower, identifying that over *"50% of small start-ups are surviving for more than five years"* (Paffenholz 1998) (Haase 2009). Whichever of the research ultimately becomes accepted, *there is little doubt that the survival and growth of start up and fledgling SME's are less than desirable.*

## 03 THE CATEGORIES OF SMALL BUSINESS FAILURE

The cause of these failures has been the subject of considerable research (Barber, Metcalfe and Porteous 1989) (Audretsch 1991) (Haase 2009). The consensus on the internal failure causes of SMEs is broadly as follows. This list excludes the external drivers, such as market changes, economic drivers, etc.

1. Liquidity constraints and financial capital and the problems for SMEs in raising equity and debt financing.
2. Limited access to public contracts and subcontracts (Haase 2009).
3. Limited owner knowledge levels.
4. Limited expertise and knowledge of personnel.
5. Lack of innovation. (Resulting in low differentiation and poor systems).
6. Lack of networking.
7. A reluctance to seek external advice.

The role that LGAs can take in minimising these issues, centre around access to LGA contracts, assistance, in providing access to educational programs and in supporting SMEs through business networking. Item 1 is a state or federal issue and requires their action to address. Most LGAs have programs in place to mitigate the issues of item 2. The issues identified in items 3-7 require additional explanation and are further explored in the following sections 4-8.

THE SME environment 9



## 04 THE IMPORTANCE OF IMPROVING THE KNOWLEDGE OF SME OWNERS.

The experience of SME founders or managers itself often causes severe constraints on SME development. In general, the argument that firms founded or managed by individuals with greater human capital perform better has been extensively scrutinised and corroborated by literature, examples are those of Bates (1990), Brüderl et al. (1992), Storey (1994), Pennings et al. (1998), Van Praag and Cramer (2001),

As small businesses grow, their owner-managers often try to stretch their skills over several new areas, and can struggle to deal with the expanding complexity of operating a growing firm. Many owners are not experienced in complying with regulations, managing cash flow or evaluating capital investments rigorously. In some instances, the small business owners do not even have or use a well-developed business plan (Sam Nicholls 2015)

## 05 THE IMPORTANCE OF IMPROVING THE EXPERTISE AND KNOWLEDGE OF SME EMPLOYEES.

In conjunction with the issues identified in section 4, small business success is also limited due to the ability to afford suitably skilled employees. Human capital is fundamental in small business development and it has been identified as a major contributor to the success and survival factors of SMEs (Bosworth 1989)

The issue of human capital is compounded by a lack of training, which has been shown to have a direct impact on the performance of small businesses. SMEs often do not assign training a sufficient priority. (Small Business- an Economic Overview 2019) Whether due to a lack of funding or the fundamental understanding of the importance of training, this lack of focus impedes the success and growth of SMEs. This issue can be countered by the provision of low cost or locally subsidised education and development programs aimed at SME skill shortages.



## 06 THE IMPACT OF THE LACK OF INNOVATION

The issue of innovation in SMEs is complex. Innovation covers more than that commonly associated with disrupters. Innovation is not only about new technologies and their application. It also encompasses the utilisation of systems to improve productivity, marketing techniques, operational efficiency, collaboration and quality of service. The Lack of these capabilities can lead to a reduced competitive advantage *"Empirical literature has proven that the extent of innovative activities influences firm survival positively"* (Haase 2009).

Often a small business owner, may not innovate simply because they do not realise that they are inefficient. Additionally, they may not have the necessary skills or funding to implement the necessary changes. The solution to improve this issue involves a *"complicated constellation of complementary activities, that may be needed for success, such as: particular collaborations; specialist in-house skills; intellectual property; marketing activities; capital investments; and training for employees."* (Alfons Palangkaraya 2015).

## 07 THE IMPACT AND IMPORTANCE OF NETWORKING

Access to networking has been shown to improve a small business owner's knowledge and provides a valuable network of peers from which to gauge and improve their company's performance. In SMEs *"the relationship between networking capability and success has been intensively studied in small business literature. Scholars have empirically proved that higher levels of networking activities or social capital are associated with greater firm performance."* (Haase 2009). The RBA reported that *"we also observed that the SME owner-managers were not really concerned about the importance of co-operation and networking, which literature identifies as crucial for the firm's success"* (Haase 2009).

In order to resolve this, the provision of low cost networking events at a local level, coupled with subsidised membership for new members could mitigate some of the current identified issues.

## 08 THE RELUCTANCE TO SEEK EXTERNAL ADVICE AND THE IMPORTANCE OF IT.

Small businesses owners are often cash constrained, reluctant or simply do not have the knowledge to understand that they can gain a competitive edge by accessing external support. This is despite the fact that smaller firms may have a greater need for advice (Tanewski 2016). *"Indeed, of the small businesses that fall into corporate administration, managerial issues are the most commonly cited cause by the external administrators"*. (Sam Nicholls 2015)

THE SME environment 11



## 10 THE IMPORTANCE OF A FOCUSED APPROACH

Small businesses can be categorised into four main categories; Start ups, businesses in years 2-3, established and high success ventures. Due to this, a one shoe fits all approach is unlikely to be successful. Therefore, a strategy that provides different approaches for each of the categories should be considered.

Most current SME support centres around the development of start ups and those SMEs that stand out from the crowd. *"For researchers and policy-makers the challenge is to look past the allure of the atypical high-impact outliers such as "Gazelles", "Bom Globals" and "Unicorns", and focus on the behaviour of most SMEs. Although "ordinary" SMEs are less exciting, they remain the overwhelming bulk of all firms within an economy."* (Clark 2016)

The importance of a focused approach is particularly relevant to LGAs and business associations that are looking for a return on investment in regard to SME and employment growth.

This is due to the fact that the small businesses that are most likely to expand are those *"with between 1 and 4 employees, while few businesses without employees evolve to take on employees"*. (Ellis Connolly 2012)

Australia SMEs employ 8 million people, which is 70.5% of the workforce with the micro and small firms providing 50% of the jobs in Australia (Giffillan 2015). If even a half of these SMEs could be encouraged to grow and employ just one additional employee the total impact on employment would be significant (Clark 2016). Policies such as the Mitterand in Germany and the Brittelstand utilise this approach, in particular the German economy has been significantly driven by the adoption of this policy. (Simon 1992)

## 11 THE ROLE OF THE LGA IN SME DEVELOPMENT

The importance of the role of an LGA in SME development has been identified as a contributor to SME success. In South Australia research indicates that, *"Some 87 per cent of metropolitan councils consider economic development is a core function of council and two-thirds of metropolitan councils have dedicated staff resources to economic functions."*(Promoting Local Economic Development: A Role for Metropolitan Local Councils 2013)

Support of SMEs through local business organisations is considered a key LGA policy that is aligned with the governance and mandate that they operate under.

The support for SMEs by LGAs is largely derived from an economic development strategy that leverages on partnerships between local councils and businesses to develop a bottom-up strategy. *"New approaches, new ways of thinking favour 'localism', place-based, people focussed regionally specific approaches to regional and local economic development"* (Promoting Local Economic Development: A Role for Metropolitan Local Councils 2013)

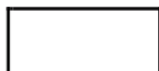
## Item 9.2 Attachment 1

GAD 21/07/2020

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THE SME environment 13



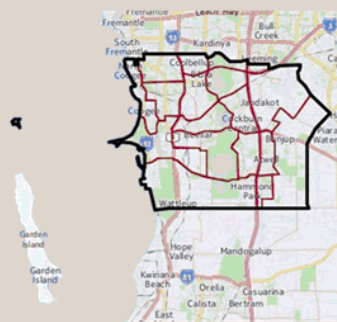
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Item 9.2 Attachment 1



## THE SME ENVIRONMENT IN THE CITY OF COCKBURN

Cockburn has over 8,000 SMEs within its boundaries. The City of Cockburn's SME segment is relatively successful when compared to its neighboring cities. This is shown in table 5, which compares the SME numbers of CoC with the cities of Melville and Canning. The growth and breakdown of small businesses is also similar when compared to that at a state level as identified in table 3. The main variances are a higher growth of professional and scientific services and also in the construction and education sectors. The construction growth may be due to SPV entities being generated during development, rather than active SMEs. It should be noted that the growth shown in the transport and warehousing segments is likely to correspond to the growth of UBER drivers, these are non scalable industries that are likely to benefit from any growth strategy's due to their inherent nature.



However, the growth of SMEs in the City of Cockburn suffers the same problems as most of Australia when considering the SME demographics. In that the growth of SME numbers is largely made up of small non-employing and micro SMEs. Given that employment growth is more likely to be achieved from those that are already employing and that there is declining growth in SMEs in this sector, it would be prudent to invest in those SMEs that are employing and already exist.

Table 4 identifies the current Cockburn SME industry breakdown. Showing the change in numbers of SMEs broken down by size. It is noted that the growth is stilted towards smaller SMEs and the larger SMEs are growing at a lower rate or in some cases retracting. Any development strategy should be aligned to support the growth of the smaller and established SMEs in Cockburn.

14 The SME environment in the City of Cockburn

85 of 227

## CITY OF COCKBURN SUPPORTING THE GROWTH OF ESTABLISHED SME'S

Given that the current growth of SMEs is based around small non employing entities, it may appear that the focus should be on reducing start up failures. However, research suggests that development of established employing SMEs is more likely to yield better returns in FTE creation. So it may be prudent to develop an SME support program that focuses on SME growth, rather than reducing SME failure rates.

in Cockburn, the impact of supporting SME growth could yield 141 FTEs based on a conservative assumption that the program would result in 10% of the employing small businesses employing an additional one person as a part time employee - 0.5FTE (Table 1).

This yield is greater than a program that focuses on reducing SME failure rates, reducing failure rates by 10% would only yield circa 8 FTE's (Table 2).

	Non Employing	1-4 Employees	5-19 employees
SME numbers in CoC	5,225	1,973	852
Impact on FTE employed in CoC		98.7	42.6

	Non Employing	1-4 Employees	5-19 employees
Number of new SME's per year	242	54.75	10.75
Failure rate per year (based on 30% in first 2 years)	36.3	8.2	1.6
Reduction in failure rate 10%	3.6	0.8	0.2
Number of FTE's maintained (assume mid range FTE per group)	3.6	2.1	1.5

The SME environment in the City of Cockburn 15



GAD 21/07/2020

Item 9.2 Attachment 1

16 The SME environment in the City of Cockburn

**TABLE 3-CHANGE IN SME NUMBERS CoC VERSUS STATE LEVEL**

	TOTAL 2018	CHANGE 2016-18					
	COCKBURN		WA	NSW	QLD	VICTORIA	SA
Agriculture, Forestry and Fishing	196	0%	-8%	-0%	-1%	-2%	-7%
Mining	45	-1%	-1%	-0%	-0%	0%	0%
Manufacturing	548	-1%	-0%	1%	0%	1%	-2%
Electricity, Gas, Water and Waste Services	23	-1%	1%	0%	0%	0%	0%
Construction	1811	6%	-28%	22%	14%	18%	24%
Wholesale Trade	330	5%	2%	1%	1%	2%	3%
Retail Trade	411	-5%	-5%	1%	-0%	-0%	-5%
Accommodation and Food Services	282	6%	5%	2%	3%	3%	3%
Transport, Postal and Warehousing	781	26%	61%	25%	28%	31%	34%
Information Media and Telecommunications	49	2%	3%	1%	1%	1%	1%
Financial and Insurance Services	661	13%	23%	10%	13%	11%	5%
Rental, Hiring and Real Estate Services	835	5%	6%	7%	6%	8%	10%
Professional, Scientific and Technical Services	874	19%	10%	14%	12%	10%	8%
Administrative and Support Services	323	1%	8%	5%	7%	6%	9%
Public Administration and Safety	30	-1%	-0%	0%	0%	0%	0%
Education and Training	111	3%	2%	2%	2%	2%	1%
Health Care and Social Assistance	436	17%	20%	6%	9%	6%	9%
Arts and Recreation Services	117	4%	2%	1%	1%	1%	0%
Other Services	406	3%	6%	4%	5%	4%	4%
Currently Unknown	92	-1%	-5%	-1%	-2%	-1%	0%

87 of 227



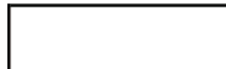
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GAD 21/07/2020

**TABLE 4 - SME NUMBER CHANGES BY SME SIZE 2014-2018**

		NON EMPLOYING			1-4 EMPLOYEES			5-19 EMPLOYEES		
CITY OF COCKBURN - REGISTERED BUSINESSES		2018	2014	2014 TO 2018	2018	2014	2014 TO 2018	2018	2014	2014 TO 2018
INDUSTRY	EXPORTING	TOTAL	TOTAL	CHANGE	TOTAL	TOTAL	CHANGE	TOTAL	TOTAL	CHANGE
Agriculture, Forestry and Fishing	Y	161	158	3	31	43	-13	9	11	-2
Mining		21	29	-7	15	9	6	3	6	-3
Manufacturing	Y	218	220	-2	127	144	-16	150	137	13
Electricity, Gas, Water and Waste Services		15	12	3	15	3	12	0	0	0
Construction		1,086	1,006	80	504	429	75	163	147	16
Wholesale Trade	Y	150	131	19	95	72	23	71	57	14
Retail Trade		192	175	18	109	122	-13	79	90	-11
Accommodation and Food Services	Y	57	47	10	102	66	36	93	73	20
Transport, Postal and Warehousing	P	589	377	213	139	141	-2	40	47	-7
Information Media and Telecommunications		43	18	25	8	6	2	0	3	-3
Financial and Insurance Services		552	341	211	74	72	2	11	6	5
Rental, Hiring and Real Estate Services		712	639	72	84	74	10	27	25	2
Professional, Scientific and Technical Services	Y	525	428	97	264	225	39	62	54	8
Administrative and Support Services		193	193	0	81	68	13	32	31	1
Public Administration and Safety		19	14	5	6	12	-6	6	6	0
Education and Training	Y	61	40	21	37	32	4	4	17	-13
Health Care and Social Assistance		290	152	137	93	54	39	37	24	13
Arts and Recreation Services	Y	81	54	27	32	13	19	6	9	-3
Other Services		201	179	22	134	130	4	51	49	2
Industry not classified		58	98	-40	23	39	-15	6	15	-9
<b>Total business</b>		<b>5,225</b>	<b>4,311</b>	<b>914</b>	<b>1,973</b>	<b>1,754</b>	<b>219</b>	<b>852</b>	<b>810</b>	<b>43</b>
Percentage increase		21%			12%			5%		

The SME environment in the City of Cockburn 17



GAD 21/07/2020

Item 9.2 Attachment 1

18 The SME environment in the City of Cockburn

**TABLE 5-SME NUMBER CHANGES COMPARED TO LOCAL LGA'S**

INDUSTRY TYPES	Cockburn (C)				Canning (C)				Melville (C)			
	2018 TOTAL	VARIANCE NON EMPLOYING 2016-2018	VARIANCE EMPLOYING 1-19 2016-2018	VARIANCE TOTAL 2016-2018	2018 TOTAL	VARIANCE NON EMPLOYING 2016-2018	VARIANCE EMPLOYING 1-19 2016-2018	VARIANCE TOTAL 2016-2018	2018 TOTAL	VARIANCE NON EMPLOYING 2016-2018	VARIANCE EMPLOYING 1-19 2016-2018	VARIANCE TOTAL 2016-2018
Accommodation and Food Services	282	3	37	32	364	24	6	24	332	7	-3	9
Administrative and Support Services	323	18	-3	4	423	75	-22	47	333	38	-17	32
Agriculture, Forestry and Fishing	196	4	-10	1	75	-11	-4	-15	173	-32	-15	-40
Arts and Recreation Services	117	9	3	21	63	-9	2	-9	118	1	-12	-2
Construction	1811	29	3	33	1319	-75	-21	-106	1458	-23	-28	-49
Currently Unknown	92	0	3	-4	84	-8	-5	-9	139	2	1	6
Education and Training	111	7	7	15	92	-9	18	11	155	-3	2	-2
Electricity, Gas, Water and Waste Services	23	-2	0	-3	37	11	-8	5	17	-2	4	9
Financial and Insurance Services	661	64	-1	72	751	74	13	79	1389	59	-6	42
Health Care and Social Assistance	436	71	14	93	452	24	26	46	1020	103	-3	107
Information Media and Telecommunications	49	9	1	10	63	9	4	10	75	3	-6	-2
Manufacturing	548	11	-16	-3	516	4	6	1	306	-11	-6	-17
Mining	45	-8	2	-6	58	5	-2	7	101	-5	2	-5
Other Services	406	12	8	15	495	1	28	22	387	2	13	24
Professional, Scientific and Technical Services	874	75	29	103	942	28	2	21	1712	57	-15	31
Public Administration and Safety	30	-1	-4	-6	34	5	2	5	29	-3	-1	2
Rental, Hiring and Real Estate Services	835	22	4	25	932	-7	-6	-10	1527	16	-20	-6
Retail Trade	411	13	-33	-25	545	-11	-29	-48	564	25	-11	3
Transport, Postal and Warehousing	781	165	-17	144	1348	433	-7	429	473	54	7	52
Wholesale Trade	330	19	18	30	586	32	-15	24	325	5	-23	-18
<b>Total</b>	<b>8370</b>	<b>535</b>	<b>35</b>	<b>562</b>	<b>9185</b>	<b>616</b>	<b>-29</b>	<b>551</b>	<b>10618</b>	<b>298</b>	<b>-127</b>	<b>159</b>





**THE MELVILLE AND COCKBURN CHAMBER OF COMMERCE**

**OUR PEOPLE**

OUR BOARD AND TEAM BRING A DIVERSE EXPERIENCE  
SHAPING THE CHAMBERS SUPPORT OF THE SMALL BUSINESS SEGMENT



EXECUTIVE OFFICER  
**MONIQUE WILLIAMS**

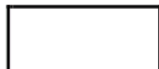


PRESIDENT  
**TONY ROMANO**  
OWNER  
HARCOURTS NIA



DEVELOPMENT MANAGER  
**SHELLEY TAMSITT**

the Melville and cockburn chamber of commerce 19



OUR BOARD

MEMBERS



BOARD MEMBER

ANNE CAVENAGH

PRINCIPLE CORAL HORIZON



VICE PRESIDENT

PAUL WEIR

OWNER  
TAKE8



BOARD MEMBER

GARY HITCH

OWNER  
ARK



BOARD MEMBER

PHILIP CHARLES

OWNER  
SYLEX ERGONOMICS



BOARD MEMBER

NEERJA AHUJA

OWNER  
AYURVEDA AWARENESS  
CENTRE



BOARD MEMBER

KATE STAGG

STOCKLANDS



BOARD MEMBER

JAN CHUBB

OWNER  
PRESENT MOMENT PICTURES



BOARD MEMBER

BARRY JONES

OWNER  
THINKING HUMAN RESOURCES



BOARD MEMBER

RICHARD BAZEN

OWNER  
NATIONAL DRONES

20 the Melville and cockburn chamber of commerce

91 of 227

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## WHY DO PEOPLE JOIN

MEMBERS LOOK FOR A NUMBER OF  
DIFFERING BENEFITS FROM THE CHAMBER OF COMMERCE AND  
THIS DEMAND VARIES, DEPENDENT ON THE  
INDUSTRY THEY ARE IN AND THE BUSINESS STAGE THEY ARE AT



### Networking opportunities and special events

Networking is about creating  
relationships and socialising with other  
business owners.

### To access educational programs , seminars and workshop

SME owners need support and look  
to the chamber to provide personal  
development opportunities.

### To access business assistance and other informational services


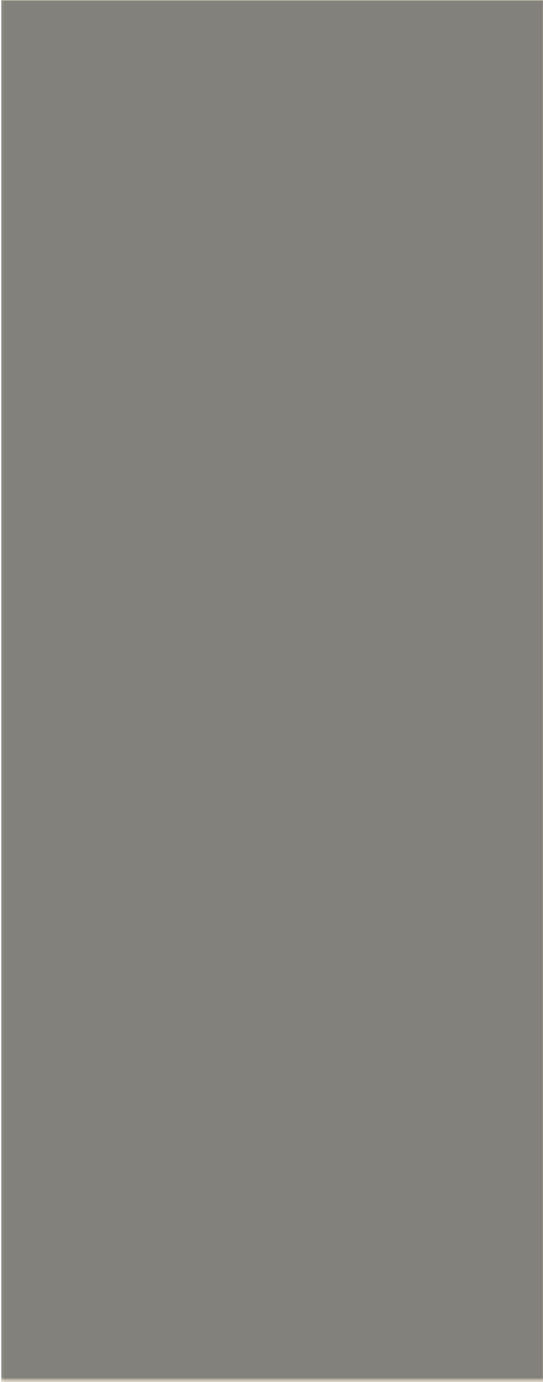
SME owners cannot afford in-house  
resources for many of the functions  
that a company requires. The chamber  
provides an opportunity for our members  
to gain access to these services.

the Melville and cockburn chamber of commerce 21



GAD 21/07/2020

Item 9.2 Attachment 1



## MCCC CONTACT DETAILS

**Address**  
City of Cockburn Integrated Health & Community Facility  
15/11 Wentworth Parade, Success WA 6164  
(cnr Wentworth Parade & Beeliar Drive)

**Postal Address**  
PO Box 3906  
Success WA 6964

**Telephone** (08) 9433 2305

**Fax** (08) 6323 1828


**Email** [info@mccc.org.au](mailto:info@mccc.org.au)

**Facebook** [www.facebook.com/mcccperth/](https://www.facebook.com/mcccperth/)

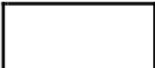
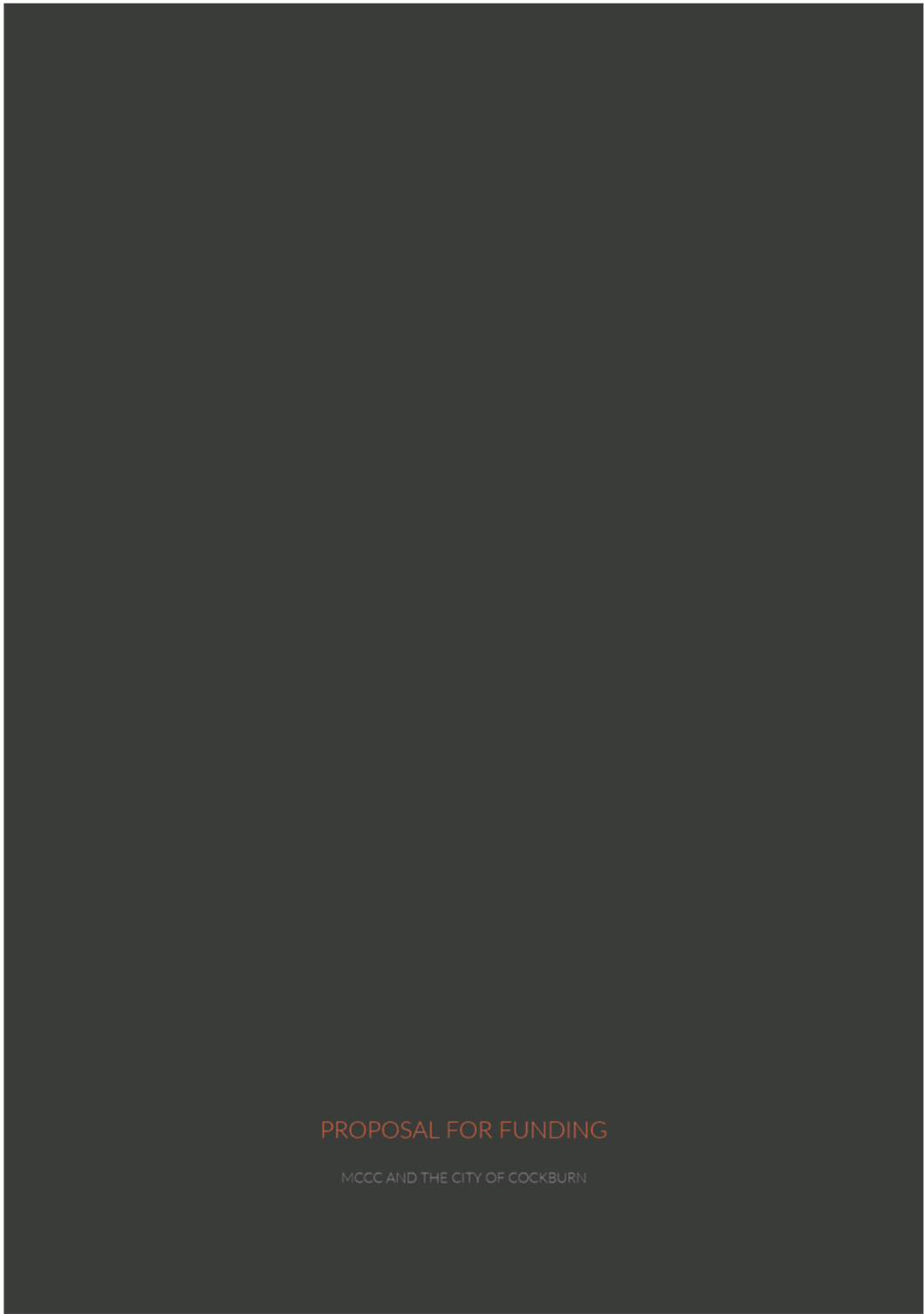
Report produced on behalf of the MCCC

By ARK(AUS) Pty Ltd

**Email** [Enquiries@ARKservices.net.au](mailto:Enquiries@ARKservices.net.au)



22 the Melville and cockburn chamber of commerce



GAD 21/07/2020

Item 9.2 Attachment 1



Department of Consumer & Employment Protection  
Government of Western Australia

**WESTERN AUSTRALIA**

*Associations Incorporation Act 1987*  
(Section 18(6))

Registered No: A0824626V

## Certificate of Incorporation on Change of Name

This is to certify that

**MELVILLE CHAMBER OF COMMERCE (INC)**

which was on the twenty-first day of October 1987  
incorporated under the *Associations Incorporation Act 1987*  
changed its name on the thirtieth day of November 2007 to:

**MELVILLE COCKBURN CHAMBER OF COMMERCE INCORPORATED**

Dated this thirtieth day of November 2007

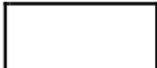
Commissioner for Consumer Protection

95 of 227

**Melville Cockburn Chamber Of  
Commerce Inc**

**Financial Statements**

For the Year Ended 30 June 2019



GAD 21/07/2020

Item 9.2 Attachment 1

Melville Cockburn Chamber Of Commerce Inc

**Contents**  
**For the Year Ended 30 June 2019**

	Page
<b>Financial Statements</b>	
Statement of Profit or Loss	1
Statement of Assets and Liabilities	2
Statement of Changes in Equity	3
Statement of Cash Flows	4
Notes to the Financial Statements	5
Statement by Members of the Committee	7
Independent Audit Report	8



## Item 9.2 Attachment 1

GAD 21/07/2020

## MELVILLE COCKBURN CHAMBER OF COMMERCE INC

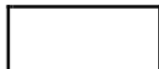
## Statement of Profit or Loss

For the Year Ended 30 June 2019

	2019	2018
	\$	\$
<b>Income</b>		
Function Income	9,820	13,301
Interest	41	30
Memberships	43,597	38,588
Sponsorships	79,900	66,500
	<u>133,358</u>	<u>118,419</u>
<b>Expenditure</b>		
Accounting Fees	3,300	2,610
AGM	695	366
Bank Charges	401	472
Depreciation	739	305
Employee Expenses	90,990	82,752
Function Expenses	6,642	9,656
Gifts	1,183	768
Insurance	645	2,033
Marketing	402	472
Office Rent	1,136	4,343
Stationary	1,337	1,919
Subscriptions	710	603
Telephone and Fax	4,742	4,970
	<u>112,922</u>	<u>111,269</u>
Income Tax Expense	-	-
Profit After Income Tax	<u>20,436</u>	<u>7,150</u>
Retained Profit at the Beginning of the Financial Year	<u>15,462</u>	<u>8,312</u>
<b>Retained Profits at the end of the Financial Year</b>	<u><u>35,898</u></u>	<u><u>15,462</u></u>

The accompanying notes form part of these financial statements.

1



GAD 21/07/2020

Item 9.2 Attachment 1

**MELVILLE COCKBURN CHAMBER OF COMMERCE INC****Statement of Assets and Liabilities**

As At 30 June 2019

	Note	2019 \$	2018 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	3	33,000	34,547
Trade and Other Receivables		31,617	26,841
<b>TOTAL CURRENT ASSETS</b>		<b>64,617</b>	<b>61,388</b>
<b>NON-CURRENT ASSETS</b>			
Plant and Equipment	4	4,283	2,695
<b>TOTAL NON-CURRENT ASSETS</b>		<b>4,283</b>	<b>2,695</b>
<b>TOTAL ASSETS</b>		<b>68,900</b>	<b>64,083</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables		11,754	9,664
Other Liabilities		21,248	38,957
<b>TOTAL CURRENT LIABILITIES</b>		<b>33,002</b>	<b>48,621</b>
<b>NON-CURRENT LIABILITIES</b>			
<b>TOTAL LIABILITIES</b>		<b>33,002</b>	<b>48,621</b>
<b>NET ASSETS</b>		<b>35,898</b>	<b>15,462</b>
<b>MEMBERS' FUNDS</b>			
Retained Profits		35,898	15,462
<b>TOTAL MEMBERS' FUNDS</b>		<b>35,898</b>	<b>15,462</b>

The accompanying notes form part of these financial statements.

2

Item 9.2 Attachment 1

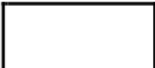
GAD 21/07/2020

MELVILLE COCKBURN CHAMBER OF COMMERCE INC

Statement of Changes in Equity  
For the Year Ended 30 June 2019

	2019
	Retained Earnings
	\$
Balance at 1 July 2018	15,462
Profit / (Loss) for the Year	20,436
Balance at 30 June 2019	35,898
	2018
	Retained Earnings
	\$
Balance at 1 July 2017	8,312
Profit / (Loss) for the Year	7,150
Balance at 30 June 2018	15,462

The accompanying notes form part of these financial statements.  
3



GAD 21/07/2020

Item 9.2 Attachment 1

**MELVILLE COCKBURN CHAMBER OF COMMERCE INC****Statement of Cash Flows**  
**For the Year Ended 30 June 2019**

	Note	2019 \$	2018 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts from Customers		128,541	113,774
Payments to Suppliers and Employees		(127,802)	(116,380)
Net Cash Provided By/(Used in) Operating Activities	5	739	(2,606)
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Interest Received		41	30
Purchase of Property, Plant and Equipment		(2,327)	(932)
Net Cash Provided By/(Used in) Investing Activities		(2,286)	(902)
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>			
Net Increase/(Decrease) in Cash and Cash Equivalents Held		(1,547)	(3,508)
Cash and Cash Equivalents at Beginning of Year		34,547	38,055
Cash and Cash Equivalents at End of Financial Year	3	33,000	34,547

The accompanying notes form part of these financial statements.  
4

## Item 9.2 Attachment 1

GAD 21/07/2020

**MELVILLE COCKBURN CHAMBER OF COMMERCE INC****Notes to the Financial Statements****For the Year Ended 30 June 2019**

The financial statements cover Melville Cockburn Chamber Of Commerce Inc as an individual entity. Melville Cockburn Chamber Of Commerce Inc is a not-for-profit Association incorporated in Western Australia under the *Associations Incorporation Act (WA) 2015* ('the Act').

The functional and presentation currency of Melville Cockburn Chamber Of Commerce Inc is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

**1 Basis of Preparation**

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 *Presentation of Financial Statements*, AASB 107 *Statement of Cash Flows*, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* and AASB 1054 *Australian Additional Disclosures*.

**2 Summary of Significant Accounting Policies****(a) Revenue and other income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

**(b) Depreciation of property, plant and equipment**

Items of property, plant and equipment are depreciated over their useful lives using the straight line method.

**(c) Income Tax**

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

**(d) Goods and services tax (GST)**

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

Receivables and payable are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

**(e) Property, plant and equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

5



GAD 21/07/2020

Item 9.2 Attachment 1

**MELVILLE COCKBURN CHAMBER OF COMMERCE INC****Notes to the Financial Statements****For the Year Ended 30 June 2019****2 Summary of Significant Accounting Policies****(f) Cash and cash equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

**3 Cash and Cash Equivalents**

	2019	2018
	\$	\$
Cash at Bank and in Hand	33,000	34,547
	<u>33,000</u>	<u>34,547</u>

**4 Property, plant and equipment**

	2019	2018
	\$	\$
PLANT AND EQUIPMENT		
At Cost	6,945	4,618
Accumulated Depreciation	(2,662)	(1,923)
<b>Total Property, Plant and Equipment</b>	<u>4,283</u>	<u>2,695</u>

**5 Cash Flow Information****(a) Reconciliation of result for the year to cashflows from operating activities**

Reconciliation of net income to net cash provided by operating activities:

	2019	2018
	\$	\$
Profit for the year	20,436	7,150
Cash flows excluded from profit attributable to operating activities		
Non-cash flows in profit:		
- Interest	(41)	(30)
- Depreciation	739	305
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	(4,776)	(4,615)
- increase/(decrease) in trade and other payables	(15,619)	(5,416)
Cashflows from operations	<u>739</u>	<u>(2,606)</u>

**6 Statutory Information**

The registered office and principal place of business of the company is:

Melville Cockburn Chamber Of Commerce Inc

PO Box 3906

Success WA 6964

## Item 9.2 Attachment 1

GAD 21/07/2020

## Melville Cockburn Chamber Of Commerce Inc

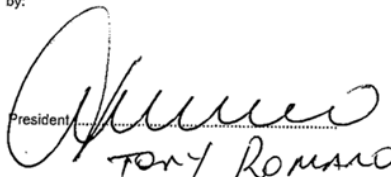
## Statement by Members of the Committee

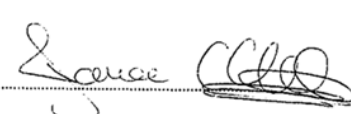
The committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 2 to the financial statements.

In the opinion of the committee the financial report as set out on pages 1 to 6:

1. Presents fairly the financial position of Melville Cockburn Chamber Of Commerce Inc as at 30 June 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Melville Cockburn Chamber Of Commerce Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

President   
Tony Romano  
Dated 7/11/19

Treasurer   
JANEEN CHUBB



GAD 21/07/2020

Item 9.2 Attachment 1



## Melville Cockburn Chamber Of Commerce Inc

### Independent Audit Report to the members of Melville Cockburn Chamber Of Commerce Inc

#### Report on the Audit of the Financial Report

##### Opinion

We have audited the accompanying financial report, being a special purpose financial report of Melville Cockburn Chamber Of Commerce Inc (the Association), which comprises the statement of assets and liabilities as at 30 June 2019, the statement of profit or loss, the statement of changes in equity and the 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 members of the committee.

In our opinion, the accompanying financial report of the Association for the year ended 30 June 2019 is prepared, in all material respects, in accordance with Associations Incorporation Act (WA) 2015.

##### 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 Association in accordance with the auditor independence requirements of 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.

##### Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report is prepared to assist the Association to fulfill their financial reporting responsibilities under the Association Act. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the Association and should not be distributed to or used by parties other than the Association. Our opinion is not modified in respect of this matter.

##### Responsibilities of Management and Those Charged with Governance

Management is responsible for the preparation and fair presentation of the financial report in accordance with Associations Incorporation Act (WA) 2015, and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

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

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





## Melville Cockburn Chamber Of Commerce Inc

### Independent Audit Report to the members of Melville Cockburn Chamber Of Commerce Inc

#### 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 the Australian Auditing Standards, we exercise professional judgement 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the 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 Association'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 reporter, 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 Association 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 the management 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.



GAD 21/07/2020

Item 9.2 Attachment 1

**Melville Cockburn Chamber Of Commerce Inc****Independent Audit Report to the members of Melville Cockburn Chamber Of Commerce Inc**

A handwritten signature in black ink, appearing to read "Daniel Papaphotis", with a long horizontal line extending to the right.

Daniel Papaphotis  
Registered Company Auditor  
# - 401503  
Francis A Jones Pty Ltd  
154 High Street  
Fremantle WA 6160

Dated: 12th November 2019

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
Form Submitted 27 Mar 2020, 2:21pm AWST

## ELIGIBILITY

\* indicates a required field

### Important Information

**Before applying, please:**

- Read the [Sponsorship \(Group\) Guidelines](#) and [Policy](#);
- Preview the Application Form, so you can gather all information needed;
- Contact the Grants and Research area on **(08) 9411 3444** during business hours or email [communitygrants@cockburn.wa.gov.au](mailto:communitygrants@cockburn.wa.gov.au) to determine your eligibility, ensure you are applying under the correct category, and to answer any questions.

Incomplete applications and/or applications received after the closing date will not be considered.

The following questions MUST be completed by the Applicant Organisation. This page of the form is designed to help you, and us, understand if you are eligible for Sponsorship. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for unsuitable funding.

### Grants Officer Contact

**This is a mandatory requirement for ALL funding categories. Your application will be deemed INELIGIBLE if you do not contact a Grants Officer.**

Grants Officers can be contacted on on **(08) 9411 3444** during business hours or email [communitygrants@cockburn.wa.gov.au](mailto:communitygrants@cockburn.wa.gov.au)

**Did you contact a City of Cockburn Grants Officer to discuss your potential application? \***

☒ YES ☐ NO

Please note that emails promoting the funding rounds sent by the Grants team do not constitute contact with the Grants Officer. The applicant must initiate contact and advise of the specific intention for the funding.

**Name of Grants Officer \***

Melissa Bolland/Sarah Kahle

**Date of contact \***

11/02/2020

**Method of contact \***

☐ Phone ☒ Email ☐ In person ☐ Other: Met with Sarah Kahle and CEO

### Eligibility Questions

**Is your organisation a not-for-profit entity? \***

☒ YES ☐ NO

Sponsorships are open to not-for-profit and private organisations



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
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**Is your organisation an incorporated legal entity OR are you being auspiced by an incorporated organisation? \***

☒ YES ☐ NO

If YES, you must supply a copy of the organisation's Certificate of Incorporation. If NO, you are not eligible for Sponsorship. You may only apply for Sponsorship through an organisation or auspicing body that is an incorporated legal entity. The auspicing body receives funding on behalf of the applicant organisation, and is ultimately responsible for ensuring the funded project is completed and an acquittal report is submitted.

**Is your organisation based in the City of Cockburn AND/OR primarily providing services in the City of Cockburn; OR looking to provide a service or hold an event in Cockburn that will benefit the Cockburn community? \***

YES, based in Cockburn and/or primarily providing services in Cockburn

If NO, you are not eligible for Sponsorship.

**Is your organisation financially viable? \***

☒ YES ☐ NO

Applications for funding of up to \$5,000 must provide a recent bank statement. Applications for more than \$5,000 require a bank statement no more than one month old and the minutes of your organisation's most recent Annual General Meeting, including an audited Financial Report, with this application.

**Does your organisation have the capacity to undertake all the required planning, bookings, permits and approvals processes, marketing and promotion to ensure the success of your project? \***

☒ YES ☐ NO

Please review the City of Cockburn Guide to Community Events for additional information and assistance.

**Does your organisation have appropriate insurance for this project? \***

☒ YES ☐ NO ☐ Not applicable

For example: volunteers, professional indemnity, public liability.

**If your organisation is a school, P&C or P&F association, you must satisfy the following additional criteria:**

- There is an identified community need for the project.
- The project is accessible to the wider Cockburn community outside of school hours.
- You are able to provide at least 50% or more of the financial contribution to the project.

**If your organisation is a school, P&C or P&F association, can you satisfy all of the above additional criteria? \***

☐ YES ☐ NO ☒ Not applicable

**If you are a sporting team or club, you can only apply if you are:**

- representing at a National or International level event, for which you have been selected based on your endeavours in your chosen activity, or
- hosting a sporting event or activity in the City of Cockburn that is of State, National or International significance that will add value to the City of Cockburn.

**If you are a sporting team or club, do you satisfy one of the above criteria? \***

☐ YES ☐ NO ☒ Not applicable

## Item 9.2 Attachment 1

GAD 21/07/2020

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
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 Form Submitted 27 Mar 2020, 2:21pm AWST

If you answered NO to any of the above Eligibility Questions, you may not be eligible for funding and should contact the Grants and Research area on (08) 9411 3444 before proceeding with this application.

### Previous Funding

Please note as per current Policy:

**An applicant may successfully apply for and receive funding from two different categories (in the Policy) per financial year, provided they meet the criteria for the particular category, however, the applications cannot be for the same project, and any previous year's funding must be satisfactorily acquitted.**

**Has your organisation previously received funding from the City of Cockburn? \***

☒ YES, this financial year ☐ YES, in previous years ☐ NO

If you have received funding in this financial year, contact the Grants and Research area on (08) 9411 3444 to confirm your eligibility before proceeding with this application.

**If you have received previous funding from the City of Cockburn, please provide details of your most recent successful application/s**

November 2019 funding delayed because of Audit report. Major Sponsor 15,000

Please include approximate date, category of funding, project title and amount.

**Does your organisation have any outstanding City of Cockburn acquittal reports?**

\*

☐ YES ☒ NO ☐ Not applicable

Applicants that have been successful in previous years are eligible to apply provided all previous funding (Grants and Sponsorship) has been satisfactorily acquitted. Acquitted means you have provided a detailed report for the project and evidence such as photos or media, using the appropriate Acquittal Form.

## APPLICANT DETAILS

\* Indicates a required field

### Applicant Organisation Details

**Applicant organisation name \***

Melville Cockburn Chamber of Commerce

**Describe your organisation and its purpose \***

The Melville Cockburn Chamber of Commerce (MCCC) is a proactive organisation that strives for excellence in the provision of services to our constituents and our engagement with the business community of the Melville and Cockburn district. The MCCC is an incorporated not-for-profit organisation that seeks to promote the interests of businesses in Cities of Melville and Cockburn. Established in 1984 the then MCCC merged the City of Cockburn under its auspice in 1987 and became an incorporated body the same year.

Over the years the MCCC has supported SME growth in the City of Melville (CoM) and the City of Cockburn (CoC). MCCC members benefit from the services and activities we provide and facilitate. We provide opportunities and a platform for businesses to participate in events to grow their networks and build on relationships. We support small business with

Page 3 of 17



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
Form Submitted 27 Mar 2020, 2:21pm AWST

self-development through workshops and training. The ongoing growth and viability of the MCCC are dependent on the support of our members, sponsors and in particular that of the two local government authorities (LGA's) that it serves. We have approx 150 - 200 members and sponsors which fluctuates pending retention and new members each year. Plus 2000 database

Must be no more than 200 words.

Where possible, please include number of members of your organisation, and number of people that benefit from your services or activities (and how this number is measured)

**Street address \***

City of Cockburn Integrated Health & Community Facility  
Corner Wentworth Parade & Beeliar Drive  
Success WA 6164 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

**Postal address \***

City of Cockburn Integrated Health & Community Facility  
Corner Wentworth Parade & Beeliar Drive  
Success WA 6164 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

**Organisation phone number \***

(08) 9433 2305

Must be an Australian phone number.  
Must include area code.

**Organisation primary email \***

info@mccc.org.au

Must be an email address.

**Organisation website**

<http://www.mccc.org.au>

Must be a valid URL.

**Applicant Organisation Contact Person**

**Contact name \***

Mrs Monique Williams

**Position held in organisation \***

Executive Officer

**Contact phone number \***

0427 022 509

Must be an Australian phone number.  
Must include area code.

**Contact email \***

monique@mccc.org.au

Must be an email address.

This is the address we will use to correspond with you about this application.



## Item 9.2 Attachment 1

GAD 21/07/2020

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
Form Submitted 27 Mar 2020, 2:21pm AWST

**Is your organisation a not-for-profit entity? \***☒ YES ☐ NO

Private organisations are eligible to apply for Sponsorship.

**Is your organisation incorporated? \***☒ YES ☐ NO

If NO, you must fill out the Auspice Organisation Details.

**Please upload a copy of your organisation's Certificate of Incorporation \***

Filename: Certificate of Incorporation.pdf

File size: 337.4 kB

Max 25mb

**Does your organisation have an ABN? (Australian Business Number) \***☒ YES ☐ NO

If you do not have an ABN, please complete and submit a Statement by a Supplier Form with your application; if this form is not submitted, the Australian Taxation Office will require 48.5% of approved funding to be withheld. Download the form [here](#).

**Applicant Organisation ABN \***

94 457 902 627

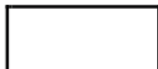
Information from the Australian Business Register	
ABN	94 457 902 627
Entity name	Melville Cockburn Chamber Of Commerce Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed <a href="#">More information</a>
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	6154 WA

Information retrieved at 9:58am today

Must be an ABN.

**SPONSORSHIP PROPOSAL DETAILS****\* indicates a required field****Sponsorship Proposal or Project Title \***

Page 5 of 17



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
 Form Submitted 27 Mar 2020, 2:21pm AWST

Major Sponsor 20-2021 Melville Cockburn Chamber of Commerce

**What is the level of sponsorship being requested?**

Official Sponsor

e.g. Naming rights, Partner, official sponsor, supporting, gold, silver etc. This is not the amount being requested.

**Timing and Location**

**Proposed sponsorship or project start date \***

01/06/2020

Must not commence until two months after the application closing date, as funding will not be provided retrospectively.

**Proposed sponsorship or project finish date \***

30/06/2021

Duration must be no longer than 12 months.

**Is your proposal a one-off project or event OR will it be ongoing OR organised annually? \***

☐ One-off ☒ Ongoing/Annual

Please note: The successful request for sponsorship in any year does not imply any ongoing commitment of the same or similar contribution in following years. Requests for sponsorship in following years are dependent upon the satisfactory acquittal of all previous funding.

**Where will the project or event take place? \***

Our events are hosted throughout the year in the City of Cockburn Business Community at the multiple business venues. Co-hosted events with City of Cockburn at the council function rooms in Spearwood. However because of the current environment we have shifted our events, training, workshops online.

Please detail all locations if being held at multiple venues.

**Has the venue(s) been confirmed? \***

☐ YES ☐ NO ☒ Not applicable

**Sponsorship Proposal Details and Benefits**

**Please describe your project and its aims (What you are planning and what you intend to achieve) \***

The MCCC 5 Business After Hours within the City of Cockburn. The aim is networking events held at various City of Cockburn businesses. Opportunity to meet Mayor, sitting members and businesses. Aim is for businesses to make a new connections and develop long term relationship that will benefit all small businesses. The events are well attended with an average of 70 +. The aim is small businesses to showcase their premises and give an overview of their services and products to our members and other businesses. The President also welcomes New members to the MCCC, receive a membership pack, an opportunity to speak & promote their business in front of other businesses. We promote the Business (Host) through flyers and follow up photos on website/facebook/newsletter. The Business also get the list of attendees so they can contact.

We will continue with City of Cockburn Business Connect Series - 3 workshop aim is to continue to support the self development of small businesses

Page 6 of 17

113 of 227



## Item 9.2 Attachment 1

GAD 21/07/2020

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
 Form Submitted 27 Mar 2020, 2:21pm AWST

Women in Business luncheon September - Support Women in Business, celebrate/inspire/encourage their goals and businesses.

Business Breakfast series

Business Forum(EXPO)

Christmas Party

AGM

Training, workshops - Businesses to be informed on policy, upgrade skills and build networks  
 Must be between 50 and 200 words.

**Please describe your project rationale (Why you are doing it) \***

The MCCC has served the local business community for over 30 years. We strive to promote and support the interests of businesses in the Melville and Cockburn districts.

We play an important role in the business community as an organisation that gives small business opportunities, connections and support to achieve their goals. Hosting networking events, workshops to update their skills and opportunities to hear from a vast group of Industry professional, decisions makers and government entities. We also play a conduit for sitting members and staff to have contact with small business to have an understanding the important role both City of Cockburn and small business play in the community. MCCC is a strong brand within the business community where our members understand the important role we play in supporting small business in the City of Cockburn. The MCCC works closely with the Business Engagement Officer to assist and support opportunities for small business.  
 Must be between 50 and 200 words.

Describe the issue or need that your project will address and/or why you are doing this project or event.

**Please indicate which theme/s your project aligns with from the City's Strategic Community Plan**

- ☒ Moving around - facilitating safe, efficient, connected and sustainable movement around the City
- ☒ City Growth - planning for the population growth of our City and maintaining our strong financial position
- ☒ Community, Lifestyle and Security - providing safe, attractive, healthy programs and infrastructure for a diverse range of activity and people
- ☒ Economic, Social & Environmental Responsibility - enabling a sustainable future economically, socially and environmentally; including business activity, job opportunities and sustainable use of resources
- ☒ Leading and Listening - being accountable to our community and engaging through multiple effective communication channels

For more information or a further breakdown of the themes into strategies, please refer to the City of Cockburn Strategic Community Plan

**What are the planned activities? How will you achieve the project aims? \***

MCCC 18 planned activities provide resources and a vehicle for local businesses to build on relationships with local government that are mutually beneficial. We aim to achieve this through events, networking, workshops, expos, and training.

MCCC will continue to work with Business Engagement officer Sarah Kahle supporting these planned activities

Events

Business After Hours(Networking) approx 8 - half or more to be held within the City of Cockburn. An opportunity that provides Cockburn businesses with a platform to promote



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
 Form Submitted 27 Mar 2020, 2:21pm AWST

and support their businesses and to make new connections to grow their business. More than 60% of Small business who attend these events are located in the City of Cockburn.

Business Connect Series held at the City of Cockburn. "Social Media"

07th May, 14th May, and 21th May - Breakfast workshop, Keynote speakers from Industry. MCCC takes full responsibilities of these events organising catering, speakers, flyers, rsvp list and follow up.

Business Forum 03 June - an opportunity for SME to participate in the Expo, attend as a member to hear from keynote speakers, Hon. Paul Paplia Minister small business and CCI Economist Aaron Morey

Women in Business Lunch Celebrate, Inspire, Encourage, incredible women in education/sport/ government and business owners.

Must be between 50 and 200 words.

List the specific activities that will take place to carry out your project or event.

**Please provide information on the target market/s, expected numbers and demographics of attendees, audience, participants or members. Does it involve a large cross-section of the community or a particular community group? \***

Our target market is small business owners, organisations, not for profits, community groups, home base businesses and employees working or operating a business within the City of Cockburn.

Business after Hours between 70 - 120 attend with 90% members, sponsors of the Chamber.

Business Connect between 25 - 40 breakfast and workshop

Women in Business - 60 attendees

Business Forum - 20 expo holders - 100 plus attendees 40 from City of Cockburn

Breakfast Series approx 30 - 50 attend

Co-hosted events 60 + Southwest Group

Demographics 35 - 60 year, SME's, professionals, medical, tradesmen, builders, manufacturers, financial, real estate, retail, sole trader, not for profit, home base. Companies with the excess of 100 employees, Cockburn Gateway Shopping Centre, like Adventure World and Fremantle Dockers. We also work closely with community groups like employment agencies, disability service including

Atwork, APM, Bizlink Autism WA, Edge employment and Matchworks. We also work and support Sout West Group, Business Foundations and CCI, In addition, we co host and work with local and federal members of Parliament and government funding bodies like Small Business Development Corporation. (SBDC)

Must be between 50 and 200 words.

**What benefits does the proposal offer to the Cockburn community? Who and how many will benefit from the project? \***

Benefit is to support the growth of established SME's (small business enterprises) through the provision of affordable business knowledge specific to the needs of the local SME's. Supported by more accessible and diverse networking activities aimed at connecting business owners. The importance of the role of local government in small business development has been identified as a contributor to SME's success. Many businesses over 1000;s benefit either through attending our events or receiving information on line through our newsletter.

In South Australia research indicates that, "Some 87 per cent of metropolitan councils consider economic development is a core function of council and two-thirds of metropolitan

## Item 9.2 Attachment 1

GAD 21/07/2020

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
 Form Submitted 27 Mar 2020, 2:21pm AWST

councils have dedicated staff resources to economic functions.”(Promoting Local Economic Development: A Role for Metropolitan Local Councils 2013)

Support of SMEs through local business organisations is considered a key LGA policy that is aligned with the governance and mandate that they operate under.

The support for SMEs by LGAs is largely derived from an economic development strategy that leverages on partnerships between local councils and businesses to develop a bottom-up strategy

Must be between 50 and 200 words.

Describe how the Cockburn community will benefit.

**What are the expected outcomes of the project? \***

Members - invitations to attend all the functions, workshops, training and networking events (approx 18 events - most free to members) Benefits include • 2 x Complimentary tickets to our monthly networking 'Business After Hours' events for employees of your organisation.

• Discounted Member rates to attend training courses and seminars. • 2 Adverts in the MCCC 'ShoutOut' newsletter - which goes out to over 1,400 businesses locally twice a month. • Face to Face welcome by our President at a monthly event with a speaking slot to introduce your business to the members in person. • Welcomed in our newsletter with full details about your business and any promotional offers for our members with links to your website. • Listed on our website's Business Directory with all contact details and snapshot of your business. • Showcased on Facebook page with links to your own website and/or Facebook page. • Discounts on products and services from fellow members and sponsors with a dedicated Member Discounts page on our website • Receive an MCCC members' certificate, discount membership tag, window sticker display your professional alignment to the Chamber. Business expand their networks and build long term relationships. Contact with Local Council

Must be between 50 and 200 words.

Describe three or more benefits you want the project to provide to participants and/or others. Consider short and long term goals.

**How will you determine and measure the outcomes and benefits? \***

We measure the outcome by the number of registrations and members attending our functions and events throughout the year. Business after Hours are so popular that we exceed over 70 registrations and charge \$29 for non members. We encourage our members to attend at least six events per year to fully benefit their business membership. We provide surveys and follow-up of hosted workshops, training and networking events to ascertain the member's feedback. Signing up new members after attending events. And the number of new members registering and applying for membership through our website and social media marketing. Growing our membership from the previous year by 20 - 30% each year and Retention, testimonials and referrals. We get wonderful feedback from our members and we have seen many incredible synergies emerge. Members now also receive a gift pack from the MCCC on joining the chamber Welcoming them. A photo is taken and included in the newsletter and Facebook page welcoming new member. We hope our membership continues to grow, our retention sits around 70 % and attendance grow 10% on each event/workshop

Must be between 50 and 200 words.

Describe three changes you will see if the expected outcomes of the project eventuate.

**Experience and Community Support**

**What experience has your organisation in undertaking a project of this nature? \***

☐ No experience as yet ☐ Some experience ☒ Substantial experience



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
 Form Submitted 27 Mar 2020, 2:21pm AWST

**Please explain your level of experience**

The MCCC has been supporting the local business community for 30 years. We promote and support small business to achieve their goals. By providing opportunities with hosting events, training and workshops. We are supported by a board who own their own business. MCCC holds a monthly board meeting and AGM in October. We employ a part-time Business Development Manager to engage with the Business Community to promote the City of Cockburn activities and services. We also employ a part-time account manager to support the members in promoting their product and services.

Must be no more than 100 words.

**List the organisations and Cockburn community members that support your proposal or project \***

We have great support from elected members who often attend our events. Our members, our board, our sponsors, City of Melville, Murdoch, Atwork, National Storage, Landcorp, Makonet, Community News. and new sponsors Volkswagen Melville, Stockland. We work closely with CCI and SBDC and have formed strong relationships with the Council, State and Federal government who often happy to support our events as keynote speakers.

Must be no more than 100 words.

**Letters of support or referees**

Filename: Letter of Support Coral Horizon.pdf

File size: 23.7 kB

Filename: Letter of Support Sylex.pdf

File size: 495.8 kB

Letters of support will strongly assist your application. They are written by another organisation or individuals telling of the positive impact of your organisation or project, and how or why they support you. From an organisation, they must be printed on the supporter's letterhead and be signed by the Chair, President or CEO. Max 25mb

**Promotion and Acknowledgement****How will your project or event be promoted and advertised? How will you engage participants? \***

All events are promoted and advertised via Mailchimp to our database (1400) businesses. All events/workshops are promoted through our e-newsletter "shoutout" bi-monthly newsletter. We also list our events on our website. Events are also promoted through LinkedIn / facebook and Instagram. We also #tag our hosts and City of Cockburn or promote through 3rd party social media platform. Events are advertised through Community News Cockburn Gazette, Melville Time and Fremantle Gazette. We also phone and send email to our members from time to time to participate and promote our events. City of Melville and City of Cockburn also promotes our events through their databases and social media platforms. Our events for an example - promoted by Business Foundations, SBDC, Murdoch University, State Opposition Shadow Minister for Small Business Alyssa Hayden and Assistant Minister to the Prime Minister Ben Morton through their own databases and social media platforms.

Must be no more than 150 words.

Describe types of media or other means to be used, and ways the project will be promoted and participants reached.

**How will you promote and publicise the City of Cockburn's sponsorship support? \***

Annual General Meeting the President acknowledges support from City of Cockburn in his President report. At all events - the President gives a public acknowledgement to the city of Cockburn as a major sponsor and also acknowledges the support from the Mayor and councillors. MCCC website the City of Cockburn logo and images with a thank you to our

Page 10 of 17

117 of 227



**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
 Form Submitted 27 Mar 2020, 2:21pm AWST

Major sponsor "City of Cockburn" Publicise, support, promote current events through "What happening in the City of Cockburn" in the MCCC newsletter "Shoutout" with link to event and promotions. Executive Officer and Business Development Manager promotes the City of Cockburn as a major sponsor when promoting, signing up and renewing membership.  
 Must be no more than 150 words.  
 Describe the ways support received will be acknowledged.

**What branding benefits will the City of Cockburn receive? \***

Website CoC logo is displayed with photos & thank you to our sponsors. Shout-out MCCC Bi-monthly newsletter with Thank you CoC Newsletter banner "What's happening in the City of Cockburn"

Pull up banner (events)

Email address staff signatures

Business Card

Business Certificate

Key tags

Sticker

MCCC post (advertises) Facebook (tags) the #CityofCockburn events and community services and a direct link to book or enquire.

MCCC events have City of Cockburn Logo on all flyers sent to a database of over 1400 business owners.

MCCC ads in the Community News City of Cockburn logo

MCCC letterhead City of Cockburn logo

All name tags

Office logo on MCCC Door

Membership Pack - City of Cockburn profile

On each occasion when engaging with potential members/ sponsors we always acknowledge the support from the City of Cockburn as a major sponsor

Elected members welcomed and to speak at certain events Including MC

Must be no more than 150 words.

Consider: advertising, media coverage, logo inclusion on event or organisation signage, opportunity to display City signage at event, logo inclusion and sponsor recognition on advertising and promotional material e.g. flyers, posters, programs, website, social media etc.

**Please list any other benefits or opportunities the City of Cockburn will receive in return for support**

Opportunity for Mayor of Cockburn to cut the ribbon of new businesses opening within the City of Cockburn. Opportunity for Mayor, Councillors and City of Cockburn staff to attend and participate as keynote speaker. 4 Complimentary tickets to all events for staff, councillors and guests. Opportunities to distribute publications, promotional materials at all events. a good example of this was Women in Business. Mayor also welcome at all events to give out door prizes and welcome new members with a photo and published on all social media and newsletters.

Must be no more than 150 words.

Consider: tickets to the event, opportunities to present a speech, opportunities to distribute publications etc.

Please download a [Sponsorship Benefits Checklist](#) (or email [communitygrants@cockburn.wa.gov.au](mailto:communitygrants@cockburn.wa.gov.au) for the Excel version) and complete as best you can in relation to your proposal; then upload the completed checklist



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
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below, along with any sponsorship packages, brochures or materials developed for potential sponsors of your project.

Filename: 2020 Copy of ECM\_6576210\_v1\_Sponsorship-Benefits-Checklist-for-Sponsorship-(Gr.xlsx\_MCCC.xlsx  
 File size: 24.9 kB  
 Max 25mb. Recommended no more than 5mb per attachment.

## BUDGET AND FINANCIAL DETAILS

\* indicates a required field

### Sponsorship Request

**What is the total cost of your project or proposal? \***

\$150,000.00

The total cost includes all the expenses associated with your project or event including what you are paying for and what you are fundraising for.

**What is the sponsorship amount you are requesting from the City of Cockburn? \***

\$20,000.00

What is the total financial support you are requesting from the City of Cockburn in this application?  
 Max. \$20,000 with lesser amounts encouraged.

#### Please note:

Requests for Sponsorship for Groups are to a **maximum of \$20,000**, however sponsorships are highly competitive and generally approved for a lesser amount.

**Applicants must include a financial and/or in-kind contribution to the project or event.**

There are funding caps for particular projects and events, as follows:

- Christmas Carols or equivalent recurring community event - max. \$3,000. Also applies under Small Events Sponsorship and Community Grants categories.
- Equipment - max. \$3,000. Equipment must not be for personal use, be accessible for community or member use, and be durable - must last over 12 months.

**If you are organising an event, is it free for the public to attend? If not, what is the entry fee and where will the profits go?**

We offer members to invite one guest for free to our networking events. Any business (non members) can attend for a small charge \$29.. Most of our workshops and training is subsidised a small charge to cover for breakfast.

Must be no more than 50 words.

**Will the applicant proceed with the proposal or project if funding approved is less than the amount requested? \***

☒ YES ☐ NO

Sponsorships are highly competitive

## Item 9.2 Attachment 1

GAD 21/07/2020

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
 Form Submitted 27 Mar 2020, 2:21pm AWST

**Does the funding amount requested differ from what you have previously received? \***

☐ YES ☒ NO

If this is more or less than previously received

### Sponsorship Budget Information

Please fill in the following table and provide details of any other funding contributions you have sourced, including other sponsors, grants and donations. Please include the total number of sponsors and each sponsor's contribution value (financial, in-kind or both). Please tell us if these have been confirmed or not. If none are secured, please outline the proposed sponsorship structure.

**Applicants must include a financial and/or in-kind contribution to the project or event.**

All figures are GST exclusive.

**Please note:**

1) INCOME must include:

- all fees being charged for the project or event. (Includes entry fee)
- all funding received or pledged. Please note: schools, P&C and P&F associations must contribute at least 50% or more of the financial contribution to the project.
- in-kind contributions. These are donations of goods/materials and services that have a value; these may include a venue, materials donated and volunteer staff time. Please calculate volunteer labour at \$25/hour.

2) DO NOT add commas to figures, e.g. write \$1000 not as \$1,000 to ensure figures in the table total correctly.

### Sponsorship Budget Table

Income Source (please note in brackets if in-kind)	Income Status	Amount or Value (\$)
City of Cockburn Sponsorship Request	Unconfirmed *	\$20,000.00
City of Melville	Confirmed	\$27,500.00
Atwork	Confirmed	\$1,500.00
Landcorp	Confirmed	\$1,500.00
DVG Melville	Unconfirmed	\$2,900.00
The GATE Bar & Bistro	Unconfirmed	\$2,900.00
National Storage	Confirmed	\$2,900.00
Stocklands	Confirmed	\$2,900.00
		Total: \$62,100.00

### Attachments

Page 13 of 17



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
Form Submitted 27 Mar 2020, 2:21pm AWST

**Please upload a bank statement for your organisation or auspice organisation (preferably less than one month old) \***

Filename: Bank statement.pdf  
File size: 18.9 kB  
Max 25mb

**If applicable, please upload proof of other financial contributions (e.g. letters of offer or confirmation from other funding contributors)**

*No files have been uploaded*  
Max 25mb

**If applicable to your project, please upload Public Liability Certificate of Currency**

Filename: EKA937511BPKCoFC\_monique.pdf\_Certificate of Currency.pdf  
File size: 6.7 kB  
Max 25mb

**Are you applying for more than \$5,000 in funding from the City of Cockburn? \***

☒ YES ☐ NO

If YES, you will be directed to attach AGM minutes and audited financial statements

**Please attach the minutes of your organisation's (or auspice organisation's) most recent Annual General Meeting (AGM) \***

Filename: AGM Minutes 2019 (003).pdf  
File size: 226.8 kB

**Please attach your organisation's (or auspice organisation's) most recent audited financial statements \***

Filename: 20191112-AM2520-2019 Audit - Financial statements.pdf  
File size: 206.3 kB  
This includes the profit and loss statements

### **Bank Account Details**

If your application is successful, funds will be provided via electronic funds transfer (EFT), and we will require the following information.

For applicants that are not incorporated, we require the banking details for the auspice organisation.

**Incorporated organisation name \***

Melville Cockburn Chamber of Commerce

**Name of bank or financial institution \***

Westpac BANK

**Branch location \***

Spearwood

**Account name \***

Page 14 of 17

121 of 227



## Item 9.2 Attachment 1

GAD 21/07/2020

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
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Wespac Community Solutions

**Branch code/BSB number \***  
 036069

**Account number \***  
 460931

**CERTIFICATION AND SUBMISSION****\* indicates a required field**

This MUST be completed by an appropriately authorised person (e.g. office bearer such as Chair, President, CEO or authorised officer) on behalf of the applicant organisation, and, if applicable, the auspice organisation. This person may be different to the contact person listed earlier in the application.

**Certification**

- I am authorised by my organisation to complete and submit this application form.
- I certify that to the best of my knowledge all of the information supplied in this application and attachments is true and correct.
- I will notify the City of Cockburn of any change to the information supplied and any other information or circumstances arising that may affect this application.
- I understand that this is an application only and may not necessarily result in funding approval.
- I give permission for the City of Cockburn to contact any person or organisation required during the assessment of the application and understand that information may be provided to other agencies, as appropriate.
- I understand that any decision made by the City of Cockburn is final and is not subject to an appeals process.

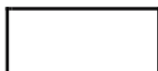
I understand that if the City of Cockburn approves funding:

- I will be bound by the contents of this application to carry out the project as described in this application, which will form part of the contractual agreement with the Council.
- I will be required to accept the conditions of funding in accordance with Council requirements.
- I will be required to comply with the City's [Wastewise Event Policy](#) and complete a [Accessible Events Checklist](#) in relation to the funded project.

If successful:

- All necessary permits and approvals will be obtained prior to the beginning of the project.
- The project will be covered by appropriate insurance.
- All relevant health and safety standards will be met.
- Council does not accept any liability or responsibility for the project.
- I will ensure that acquittal requirements are met within 30 days of the nominated project completion date.

Page 15 of 17



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2019-2020 Round 2**  
**Sponsorship (Group) Application Form 2019-2020**  
**Application Mar20-SG01 From Melville Cockburn Chamber of Commerce**  
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Please fill in your details below as your endorsement of this application and the statements above.

I have read and agree to the above certification statements \*

☒ Yes

**Authorised Person Name \***

Mrs Monique Williams

**Position \***

Executive Officer

**Phone Number \***

0427 022 509

Must be an Australian phone number.  
Must include area code.

**Date \***

27/03/2020

### Privacy Notice

The City of Cockburn will use any information provided for the purpose of processing your application and for remaining in contact with you.

Please note the information provided in your application and any related documentation/discussions may be provided to members of the assessment panel in order to assist the City of Cockburn in processing your application.

By submitting an application you consent to the City of Cockburn publishing the applicant's name, project description and amount funded in promotional material used for promoting the Cockburn Community Fund.

The City of Cockburn values the privacy of its customers and stakeholders. Please [click here](#) for further information on our privacy statement.

### Feedback

You are now coming to the end of the application process. Before you **REVIEW** and click the **SUBMIT** button please take a minute to provide some feedback. This will help us to continually improve the funding application process for our customers.

**Please indicate how you found the online application process**

☐ Very easy ☐ Easy ☒ Neither ☐ Difficult ☐ Very difficult

**How many minutes did it take you to complete this application?**

25

Please estimate in minutes e.g. 1 hour = 60 minutes

**Please suggest any improvements we should consider**

Seems very repetitive

Must be no more than 100 words.

**Thank you for your application and your feedback.**

Page 16 of 17

123 of 227

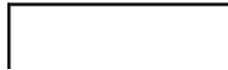
## Item 9.2 Attachment 1

GAD 21/07/2020

## City of Cockburn Sponsorship Program - Proposed Sponsorship Benefits Checklist

Applicant Name: Melville Cockburn Chamber of Commerce (MCCC)  
 Sponsorship Proposal or Project or Event Title: Major Sponsor  
 Proposed sponsorship or project start date: 1-Jul-20  
 Proposed sponsorship or project finish date: 30-Jun-21

POTENTIAL Sponsorship Offerings	Description	CoC Sponsorship Offerings (Y/N)	Sponsorship Acquittal Report Requirements
<b>Naming Rights</b> (or the equivalent)	Major Sponsor	Y	
<b>LOGO on Event Promotional Material</b>			
Event signage	At all events between - 16 - 20	y	Banner is displayed CoC logo
Website	City of Cockburn photos and link to website all events advertise with logos.	Y	CoC Logo and photos of Cockburn on website as major sponsor link to CoC
E-newsletter	e-newsletter - Shoutout bi monthly	Y	Bi-monthly newsletter :Shoutout 23.5 %of opens
Event collateral (state what type)	CoC logo is on all brochures, flyers, posters, forms programmes, power point presentations	y	Feature "Whats on City of Cockburn" promotion - link to City of Cockburn e-newsletter from Sarah
Email signatures	CoC logo on event email signatures	y	Members and Sponsor receive a certificate with the CoC logo displayed when they join. All powerpoint presentations at events display the CoC logo on each slide. All e-news CoC logo Promotional flyers/ ads
Event letterhead	CoC logo on event letterhead	Y	CoC logos appears MCCC Email signatures
Social media sites	LinkedIn, Facebook, Instagram - advertised events with # City of Cockburn	Y	Welcome Letter to members CoC logo
Advertising (hard/ online)	Newspapers, flyer	y	Facebook, LinkedIn Instagram promoting CoC events with Community newspaper CoC logo features on all ads & Flyer
Electronic signage - location			
Promotional items	Keytags, flyers, and		
Videos	where can video be viewed		CoC logo appears on members keytags
<b>CoC Promotional Material</b>			At all co hosted CoC and MCCC events like Breakfast
Brochures/ flyers/ posters	to hand out at event	y	flyers / membership pack features logo and CoC
Banners	CoC banners to put up at event	Y	All events MCCC Banner with CoC logo displayed



GAD 21/07/2020

Item 9.2 Attachment 1

## City of Cockburn Sponsorship Program - Proposed Sponsorship Benefits Checklist

<b>Acknowledgement of CoC</b> Verbal mentions of CoC during public announcements	At all events between - 16 - 20		President acknowledges support of CoC as major sponsors and Mayor and councillors Newsletter published on facebook. Every linkedin post with #CoC
<b>Digital</b> Facebook Twitter Instagram Website Hashtags Videos Emails	where will any mention of CoC appear in social media? approx 12 post per year of events in CoC n/a approx 3 - 6 posts Logo, Photos of Mayor and Councillors.. Thank you CoC Major Sponsor Use of event hashtags Date of launch/ duration and via what medium/s signature logo		All events advertised with CoC logo posted on Facebook  Revolving banner display CoC iconic landscape and logo with link to website. Of City of Cockburn # hashtags used for all linkedin posts and facebook posts all emails signatures feature logo of CoC
<b>Media</b> Press releases Radio TV Newspaper (hard/ online)	Date/ time of release, what publications they were sent to, was CoC mentioned Provide PDF's of all releases n/a n/a approx 6 Community News.	y	
<b>CoC Booth/ Presence</b>	CoC booth and/or other physical presence at event		Staff and Sitting members attend Business Forums/Work
<b>VIP/ Incentives</b> Passes/ entry to event/ other activities		y	over 80 times events are posted through mailchimp which includes Women in Business Business After Hours
<b>Database</b>	Access to database ability to use event database for post event marketing purposes		
<b>Other</b>	Guest speaker -Murdoch University	y	City of Cockburn opportunity to co host event with M.U.C. and opportunity to be a keynote speaker

**Sponsorship (Group) 2018-2019 Round 2**  
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**Application Mar19-SG04 From Melville Cockburn Chamber of Commerce (MCCC)**  
Form Submitted 23 Mar 2020, 9:41pm AWST

## Instructions for Sponsorship Recipients

### Acquittal Process for Sponsorship

Recipients of City of Cockburn Sponsorship are required to submit a completed Acquittal Form and associated documentation within 30 days of the sponsored project or event date stated in the Application for Sponsorship.

Requests to extend the acquittal date must be in writing and should include an interim report outlining the project's progress.

The following documentation is to be provided, in accordance with the Conditions of Sponsorship:

1. The completed City of Cockburn Sponsorship Acquittal Form that includes a Project Report.
2. Evidence of sponsorship outcomes. This can include but is not limited to copies of photos, media articles and promotional materials such as flyers, posters and advertising.

You must complete and submit this form no later than 30 days following your project. If you fail to do so, you may not be eligible to apply for further funding from the City of Cockburn and may be pursued for reimbursement.

This completion of this form should be overseen by someone with appropriate knowledge of the funded project or event.

For any further queries, please contact the City of Cockburn Grants and Research team on (08) 9411 3444 or [communitygrants@cockburn.wa.gov.au](mailto:communitygrants@cockburn.wa.gov.au)

### Project Report

\* indicates a required field

#### Project Details

<b>Sponsorship Reference Number *</b>	MAR19 SG04 This can be found on your submissions page when logged in, or on your application receipt email, or your letter of offer
<b>Applicant Organisation Name *</b>	Melville Cockburn Chamber of Commerce
<b>Project or Event Title *</b>	Melville Cockburn Chamber of Commerce (MCCC)
<b>Sponsorship Amount *</b>	\$20,000.00 Must be a dollar amount.
<b>Level of Sponsorship</b>	Major Sponsor e.g. Official Sponsor, Naming Rights, Major Partner, etc.
<b>Project or Event Start Date</b>	01/04/2019 Must be a date.



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2018-2019 Round 2**  
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**Project or Event End Date**

27/03/2020  
 Must be a date.

## Project Report

### Description of project or event and outcomes \*

The Melville Cockburn Chamber of Commerce (MCCC) is the pivotal connection for (SME) small-medium enterprises within the City of Cockburn and City of Melville.

The MCCC supports the small business by providing a platform to promote their business, update their skills and opportunities to make new connections to grow their business. We do this by supporting local businesses to fully engage with other businesses and the City of Cockburn elected members and staff. The MCCC provide a resource and vehicle for local businesses to attend workshops & events to upscale their skills. Business forums to be well informed from Industry professionals, educational providers, government ministers and the like. The MCCC hosted many networking events for members to make new connections and form long-term relationships that are mutually beneficial to grow their business.

During the period of this 'project', 01st April 2019 - 27 March 2020 the MCCC has successfully executed 18 events. Including breakfast presentations, networking events, large scale functions and launching two new events with the support of Sarah Kahle from the City of Cockburn.

Business Connect 02nd May - 17 October

MCCC and City of Cockburn launched the "Business Connect Series" breakfast presentation hosted and held at the City of Cockburn

02nd May the first breakfast presentation "Navigating the digital landscape" & "Make more money online 2019"

Attendees heard from guest Speakers: Community News - Marketing Director - Guy Turner & Tamika Cruickshank - Group Sales Director and Gareth Lane, Digital Marketing Director at Concise Digital & Co-Founder of IQ Seven

17th October the second breakfast presentation "Commercial Leasing: Building the foundation of your Brick & Mortar Business"

Attendees heard from guest speakers: Glen O'Brien, Owner Principal Salt Property Group, Lisa Legena, Manager of Business Advisory Services Small Business Development Corporation (SBDC). Jennifer Black Cockburn Gateway Shopping City.

Attendees enjoyed breakfast, networking and hearing from industry professionals and government representatives followed by an interactive Q & A.

Business After Hours - 8 Networking Events

During the "project", we held 8 "Business after Hours" 5 held within the City of Cockburn and 1 co-hosted with City of Cockburn & Murdoch. This was one of our most successful Business After Hours, held on the 27th August 2019 With over 135 registered business owners, guests, VIPs and postgraduates. Attendees heard from City of Cockburn CEO Stephen Cain updating the City of Cockburn vision and plans for the future with a PowerPoint presentation. Guest enjoyed networking, food and refreshments and heard from other keynote speakers about the opportunities and benefits of obtaining Post Graduation degree from Murdoch University.

Business Forum - June 2019

Page 2 of 7

127 of 227



## Item 9.2 Attachment 1

GAD 21/07/2020

**Sponsorship (Group) 2018-2019 Round 2**  
**Sponsorship (Group) Acquittal Form 2019-2020**  
**Application Mar19-SG04 From Melville Cockburn Chamber of Commerce (MCCC)**  
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The MCCC held its annual "Business Forum" June 2019 where businesses, employers, members and sponsors heard from an array of keynote speakers from academics, industry professionals and government representatives.

Keynote speakers.

Setting a high-performance culture - Lisa Kazalac,  
 Principle and Founder of Professional Vogue

Expansion into International Markets - Dr Sandy Chong

Responsible Corporate and Employee Citizenship -Dr Megan Paull Murdoch University

Ben Morton MP -Federal Liberal Member for Tangney, Assistant Minister to the Prime Minister and Cabinet

In addition, some of our members participated in the Business Forum Expo. This is an opportunity for the MCCC members to showcase their services and products to the attendees. Cockburn local business including, Coral Horizon, Sylex, Ecko Kleen, Cockburn Community News and Small Business Development Corporation, Business foundations. Guest also enjoyed food and refreshments whilst networking. Incredible prizes were on offer.

South West Group - Co-hosted 06th November

MCCC supported the South West Group event held at Cockburn ARC  
 31 Veterans Parade Cockburn Central, WA 6164

Purpose of the event

Promote (1) the region's attractiveness for industry and enterprise and (2) by informing SMEs in the region about:

- Imminent developments by the Perron Group and the opportunities they should present.
- The type of free and paid support by business service providers operating in the region.
- Any incentives, grants and subsidies available to encourage business expansion and/or job growth.

Panel discussion

Tony Romano President of the MCCC was part of the PANEL DISCUSSION (Q&A)

Support services for local businesses to help (1) capitalise on opportunities from Perron Group's major projects and (2) develop their business and capabilities in a general sense.

Women in Business 20th September

MCCC with the support of the City of Cockburn held the inaugural Women in Business luncheon in September. With 60 women in attendance enjoying a 3 course sit-down lunch at the Cockburn ARC. Guest received a delegates bag from City of Cockburn with, gifts, information and special offers. City of Cockburn Deputy Mayor Lee-anne Smith MC'd the event, and guest listened to inspirational speakers:-

Alyssa Hayden MLA

Shadow Minister for Tourism; Small Business

Opposition Whip in the Legislative Assembly

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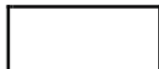
Stephanie Cain - Midfielder

Fremantle Football Club Women's League

Jacky Finlayson - Executive Director

Small Business Services - Small Business Development Corporation

Page 3 of 7



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2018-2019 Round 2**  
**Sponsorship (Group) Acquittal Form 2019-2020**  
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Dr Moira Watson - Director of the MBA and the Director Quality & Accreditation at Murdoch University

City of Melville and MCCC - Business Breakfast Series

Don't Fall into the Social Media Trap! April 2019

Presenter - Peter Walmsley

Interactive workshop and learn about the strengths and limitations of social media, how to develop a clear strategy and find out what content will resonate with your target market to build a Community around your brand.

Business Breakfast Series - August 2019

Networking and Relationships

Presenter John Carlson

An interactive workshop and learn about how to successfully network and create meaningful long term relationships

Business Breakfast Series - October 2019

Presenter Lisa Kazalac

Creating a high-performance culture

An interactive discussion on how to keep your younger workforce engaged and motivated and unlocking the benefits of coaching and mentoring to drive high performance in your business.

Annual Christmas Networking event 29th November -Stocklands

A free event for members and guests.

Guest enjoyed food and refreshments and a surprise guest

Include what occurred, when and where it was held, who was involved (organisers and attendees), background to project (if applicable - e.g. annual event)

**Did the project meet the anticipated outcomes indicated in your original application? Please explain**

We achieved our outcomes and met the expectations of the application and more.

MCCC events attendance have improved year on year. Our networking event Business after Hours on average 10% increase in numbers. Over 1100 people attended our events / training and workshops up 20% from 2018.

The launch of Women in Business in September was very successful. The feedback was incredible with incredible inspirational speakers. An event the MCCC was very proud to execute with such success.

The launch with City of Cockburn Business Connect Series was well received and we anticipate numbers will increase. However, I believe there is some cannibalisation in some of events with the City promoting and offering free events which can dilute our message and our professionalism.

MCCC had two new sponsorship join in 2019 however we have two sponsors pending.

The MCCC implemented members joining calendar year.

Member retention for the year was 70% up from 63% previous year.

Membership is now by the calendar year in 2019 = 178 members with 53 new members



## Item 9.2 Attachment 1

GAD 21/07/2020

**Sponsorship (Group) 2018-2019 Round 2**  
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MCCC supported and produced an article for Cockburn Gazette and City of Melville supporting the City of Cockburn campaign "shop and buy local"

Include any factors that may have affected your project (both positive and negative), lessons learnt, any success stories, any changes you made from original application concept

**How many community members participated in this project or event? \***

1113

Must be a number.

**Did you record any aspect of your project or event through photographs, audio or video? \***

☒ Yes ☐ No

**Did you provide any acknowledgement of the City of Cockburn as a sponsor of your project or event? \***

☒ Yes ☐ No

N.B. This is a condition of your sponsorship and should be as to your application e.g. in a media release, in a speech, on your website, in a project/annual report or newsletter, on social media, branded materials

**Please provide details**

At all events, President Tony Romano speech acknowledges the City of Cockburn as major sponsors and thanks to them for their great support. The President also acknowledges councillors, staff, including Mayor Logan Howlett and Mayoress Pat Howlett. The MCCC website acknowledges with a thankyou to our Sponsors City of Cockburn.

At the AGM in October Tony Romano speech and PowerPoint presentation acknowledges the City of Cockburn as great support and sponsors of the MCCC

MCCC website Thank you to City of Cockburn

MCCC newsletter "Shoutout" City of Cockburn in acknowledged thank you to our sponsor this is also mentioned and shared on Facebook. This is sent to over 2000 subscribers

City of Cockburn CEO Stephen Cain provided an updated at the City of Cockburn and Murdoch Business After Hours in August.

Monique Williams MCCC wrote an article supporting the City of Cockburn strategy "Think Local Buy Local" featured from page of the Cockburn and Melville Gazette May 2019

See uploaded document for proof

**Evidence of Sponsorship Outcomes**

**These can include photos, flyers, media articles, press releases, snapshots of social media posts.**

**Upload files:**

Filename: MCCC 2019 - 2020 Acquittal Final.pdf

File size: 3.7 MB

e.g. Copies of programmes, designs for branded materials, flyers, articles, photographs, feedback

and/or

Page 5 of 7



GAD 21/07/2020

Item 9.2 Attachment 1

**Sponsorship (Group) 2018-2019 Round 2**  
**Sponsorship (Group) Acquittal Form 2019-2020**  
**Application Mar19-SG04 From Melville Cockburn Chamber of Commerce (MCCC)**  
 Form Submitted 23 Mar 2020, 9:41pm AWST

Provide web link:

<http://www.mccc.org.au>

Must be a URL, can include dropbox or other fileshare files

and/or

Provide additional details:

This year we employed a professional photographer to take photos at each events. Members have the capacity to also purchase the photos.

MCCC and City of Cockburn Women in Business September was recorded by a professional film company and will be uploaded on the website shortly.

MCCC also employed an account manager 8 hours per week to support our members with attending events, supporting advertising on social media and other platforms.

At all events, Tony Romano verbally acknowledgements of all City of Cockburn Councillors Staff and elected members.

Networking events during this period were well attended by the Cockburn business owners, staff and the City of Cockburn including the CEO Stephen Cain, Mayor Hon. Logan Howlett and wife Pat Howlett, Deputy Mayor Lara Kirkwood, Cr Keven Allen, Cr Dr Chamonix Terblanche, Cr Lee-Anne Smith, Mr Don Green – Director Governance & Community Services Sarah Kahle Business Engagement Officer, Samantha Seymour-Eyles, Tammy Chappel, Tony Natale.

e.g. include any URLs to social media posts, description of verbal acknowledgements, attendance by City of Cockburn staff and Elected Members

Can we use your media content in our own communications? \*

☒ Yes ☐ No ☐ Please contact us first

## Declaration and Feedback

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed in the application form).

**I hereby certify that the organisation named in this Acquittal Form has received City of Cockburn Sponsorship and has expended these funds in accordance with the Sponsorship Application and as detailed in this Acquittal Form.**

Page 6 of 7

131 of 227

## Item 9.2 Attachment 1

GAD 21/07/2020

**Sponsorship (Group) 2018-2019 Round 2**  
**Sponsorship (Group) Acquittal Form 2019-2020**  
**Application Mar19-SG04 From Melville Cockburn Chamber of Commerce (MCCC)**  
Form Submitted 23 Mar 2020, 9:41pm AWST

I have read and agree to the above certification statement \*

☒ Yes

Name of Authorised Person \*

Mrs Monique Williams  
Must be Organisation Chairperson, Treasurer or authorised office-bearer

Position \*

Executive Officer  
Position held in applicant organisation (e.g. CEO, Treasurer)

Phone Number \*

427 022 509  
We may contact you to verify that this is authorised by the applicant organisation

Email \*

[monique@mccc.org.au](mailto:monique@mccc.org.au)  
Must be an email address.

Date \*

27/03/2020  
Must be a date

### Feedback

You are now coming to the end of this form. Before you **REVIEW** your submission and click the **SUBMIT** button please take a few moments to provide some feedback. This will help us to continually improve the funding acquittal process.

**Please indicate how you found the acquittal process:**

☐ Very easy ☐ Easy ☐ Neutral ☒ Difficult ☐ Very Difficult

**How many minutes in total did it take you to complete this form?**

2400  
Estimate in minutes (i.e. 1 hour = 60 minutes)

**Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider:**

As we do many events, functions, workshop throughout the year, lots of hours are spent collating and putting this information together and it takes lots of time. With one large event, the process is easier with 20 events its lots of information to collect. We all work time and its very time consuming

Must be no more than 100 words



## Item 9.3

GAD 21/07/2020

**9.3 (2020/MINUTE NO 0007) GRANTS AND DONATIONS COMMITTEE RECOMMENDED ALLOCATIONS 2020/21**

**Author(s)** K Jamieson

**Attachments**

1. Grants, Donations and Sponsorship Recommended Allocations Budget 2020/21 [↓](#)
2. Cockburn Wetlands Precinct Annual KPI and Funding Reports [↓](#)

**RECOMMENDATION**

That Council

- (1) adopts the grants, donations and sponsorship recommended allocations for 2020/21 as attached to the agenda, and
- (2) advertises the availability of the grants, donations and sponsorship in two instalments closing at the end of September 2020 and March 2021 respectively

**COMMITTEE RECOMMENDATION**

MOVED Cr P Eva SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED 4/0**

**Background**

A budget of \$1,455,000 for grants, donations and sponsorship for 2020/21 has been proposed, which is subject to Council approval. The Grants and Donations Committee is empowered to recommend to Council how these funds are to be distributed.

**Submission**

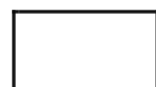
The City received annual funding reports (attached) from:

- Native ARC
- The Wetlands Centre Cockburn

**Report**

**COMMITTED/CONTRACTUAL ARRANGEMENTS**

As can be seen in the budget attachment, there are some funding arrangements that are deemed to be committed by legal agreements, such as leases, or by previous Council decisions.



133 of 227

GAD 21/07/2020

Item 9.3

There are two commitments that require approval for the 2020/21 financial year:

- Funding of \$93,782.45 (ex. GST) to support the administration costs of Native ARC.
- Funding of \$93,782.45 (ex. GST) to support the administration costs of the Wetlands Centre Cockburn.

#### Cockburn Wetlands Precinct Funding

At its meeting on 9 August 2018, Council adopted the following recommendation of the Grants and Donations Committee from its meeting on 17 July 2018:

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

- (1) *The Cockburn Wetlands Precinct members continuing to provide an annual report detailing their progress in meeting designated joint Key Performance Indicators (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.*

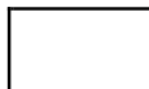
Native ARC and the Wetlands Centre Cockburn have now provided their reports for 2019/20, which are attached to the agenda, and it is recommended to approve the 2020/21 funding of \$93,782.45 (including CPI of 2.2%) to each organisation.

#### Cockburn Community Men's Shed Funding

The City has also received a request for funding from the Cockburn Community Men's Shed (as per previous Agenda item) and it is recommended to approve a new allocation of \$36,000 (ex. GST) funding for 2020/21.

#### Melville Cockburn Chamber of Commerce (MCCC)

134 of 227



## Item 9.3

GAD 21/07/2020

The City has also received a request for sponsorship funding from the MCCC (as per previous Agenda item) and it is recommended to approve a new allocation of \$20,000 (ex. GST) for 2020/21 subject to the development of a Memorandum of Understanding (MOU) and the MCCC meeting and reporting on agreed Key Performance Indicators.

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 funding arrangements for 2020/21 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 2020/21 to have the first round closing on 25 September 2020 and the second round closing on 26 March 2021.

Applications for Donations will be assessed against the Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships)' and associated 'Guidelines for Community Funding for Community Organisations and Individuals'. A report will then be presented to the Committee to consider the requests for Donations and make a recommendation to Council.

**An allocation of \$240,000 for Donations is proposed for 2020/21.**

**SPONSORSHIPS**

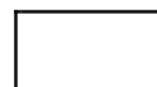
It is proposed to seek applications for Sponsorship for Groups in line with the other funding opportunities closing on 25 September 2020 and 26 March 2021, other than Sponsorship for Individuals, where applications are invited all year round.

**It is proposed to allocate \$100,000 of the 2020/21 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 2020/21 Budget proposes increases or decreases to allocations listed below based on expenditure in the previous year and anticipated subscriptions in the new financial year. Furthermore, the impact of COVID-19 in the last financial year meant that some minor funding programs were undersubscribed, and it is anticipated that demand for some of these programs will increase again in 2020/21.



135 of 227

GAD 21/07/2020

Item 9.3

- Emergency Disaster Fund decrease from \$60,000 to \$30,000.
- Community Grants Program increase from \$72,000 to \$100,000.
- Grants General Welfare decrease from \$30,000 to \$10,000.
- Youth Arts Scholarships increase from \$1,000 to \$5,000.
- Alcoa Cockburn Community Projects Fund decrease from \$3,745 to \$0, as this partnership agreement has now concluded.
- Environmental Education Initiatives Program increase from \$3,000 to \$15,000.
- Security Subsidy for Seniors increase from \$48,000 to \$50,000.

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

**The total allocation proposed for grants programs for 2020/21 is \$615,000.**

#### Carry Forward - COVID-19 Community Funding

There is one proposed carry forward item being the balance of funds from the 2019/20 Budget for the COVID-19 Community Funding of \$113,543. It is proposed to run a recovery-focussed round concurrently with the next round of funding in September.

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

##### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

Provide a diverse range of accessible, inclusive and targeted community services, recreation programs, events and cultural activities that enrich our community.

Foster local community identity and connection through social inclusion, community development, and volunteering opportunities.

##### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

#### **Budget/Financial Implications**

A budget of \$1,455,000 for grants, donations and sponsorship for 2020/21 has been proposed, which is subject to Council approval.

136 of 227





## Item 9.3

GAD 21/07/2020

Following is a summary of the proposed grants, donations and sponsorship allocations.

Summary of Proposed Allocations

Committed/Contractual Donations	\$500,000
Donations	\$240,000
Sponsorship	\$100,000
Specific Grant Programs	\$615,000
Total	\$1,455,000
Total Funds Available	\$1,455,000
Less Total of Proposed Allocations	\$1,455,000
Balance	\$0

There is also an unspent amount of \$113,543 from the 2019/20 Grants and Donations Budget that will be carried forward for the COVID-19 Community Funding Program.

**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, social media and Council networks. It is recommended that advertising start immediately following the Council decision to ensure a wide representation of applications.

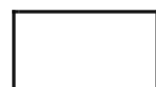
**Risk Management Implications**

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

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

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

Those who lodged a submission have been advised that it is to be considered at the 21 July 2020 Grants & Donations Committee Meeting



137 of 227

GAD 21/07/2020

Item 9.3

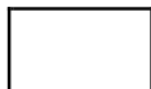
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and then an outcome will be advised following the 13 August 2020 Council Meeting.

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

Nil

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138 of 227

GAD 21/07/2020

Item 9.3 Attachment 1

GRANTS, DONATIONS & SPONSORSHIP RECOMMENDED ALLOCATIONS BUDGET 2020/21						
Activity OP 315 Natural Acc 6810	Description	Allocated 2019/20	Actual 2019/20	Proposed 2020/21	Comments	Council Decision/ Delegated Authority
	<b>Donations</b>					
	<b>Committed/Contractual</b>					
8243	Little Green Steps WA Partnership Agreement	27,847	27,847	0	Two-year partnership agreement with LGS WA, for Education for Sustainability in the Early Years for 2019 and 2020, as to Council Decision 9 May 2019	Council Decision
8896	Cockburn Community Men's Shed Coordinator	47,500	47,500	36,000	Funding for Cockburn Community Men's Shed Inc. to support the annual administration costs of a part-time coordinator	Council Decision
9239	Native ARC	91,764	91,764	93,782	Donation to support the annual administration costs of Native ARC (plus CPI 2.2%)	Council Decision
9310	The Wetlands Centre Cockburn	91,764	91,764	93,782	Donation to support the annual administration costs of The Wetlands Centre Cockburn (plus CPI 2.2%)	Council Decision
9317	Pineview Preschool Maintenance Contribution	7,951	7,951	8,126	Annual contribution for maintenance of grounds and building (plus CPI 2.2%)	Lease Agreement
9322	Cockburn ARC/Dolphin Swim Club Subsidy	150,000	150,000	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	9,757	9,757	9,972	Assists with maintenance costs as per lease agreement (plus CPI 2.2%)	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	12,685	12,685	12,964	Reimbursement of 50% of annual rates payable by Spearwood Dalmatinac Club for 41 Azelia Rd, Spearwood as to Council Decision 14 May 2009	Council Decision
New	Melville Cockburn Chamber of Commerce (MCCC)	0	0	20,000	Two-year agreement for \$20,000 per annum in 2020/21 and 2021/22, and peppercorn lease, subject to development of a Memorandum of Understanding (MOU) and the MCCC meeting and reporting on agreed Key Performance Indicators	Council Decision
	Future Allocations	0	0	73,873	(To be allocated throughout the year)	
	<b>Committed/Contractual Sub Total</b>	<b>440,767</b>	<b>440,767</b>	<b>500,000</b>		
	<b>Donations to Organisations</b>					
9196	Donations to Organisations	235,930	235,930	240,000	Amount set aside for allocation in the two funding rounds for 2020/21	Council Decision
	<b>Donations to Organisations Sub Total</b>	<b>235,930</b>	<b>235,930</b>	<b>240,000</b>		
	<b>Sponsorships</b>					
9197	Sponsorships	87,500	87,500	90,000	Amount set aside for allocation in the two funding rounds for 2020/21	Council Decision
9197	Individual Sponsorships	10,000	2,180	10,000	Formal sponsorship program for individuals	Delegated Authority LGACS14
	<b>Sponsorships Sub Total</b>	<b>97,500</b>	<b>89,680</b>	<b>100,000</b>		
	<b>Grants</b>					
8040	Landowner Biodiversity Conservation Program	35,000	16,708	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	60,000	15,000	30,000	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	2,000	700	2,000	Assists young people to travel to attend academic programs and activities	Delegated Authority LGACS2
9031	Junior Sports Travel Assistance Program	55,000	27,600	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 LGACS13

## Item 9.3 Attachment 1

GAD 21/07/2020

Activity OP 315 Natural Acc 6810	Description	Allocated 2019/20	Actual 2019/20	Proposed 2020/21	Comments	Council Decision/ Delegated Authority
9240	Sustainability Grants Program	40,000	35,055	40,000	Grants program established in accordance with Council Decision on 13 May 2010	Delegated Authority LGACS14
9241	Len Packham Hall Subsidy (Burdia)	6,000	1,786	6,000	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	72,000	59,964	100,000	Formal grant process for local community groups and organisations	Delegated Authority LGACS14
9314	Provide Bins Sporting Events	1,000	1,000	1,000	Provide bins to schools for sports carnivals	Delegated Authority LGACS2
9327	Community/Residents Assoc. Hall Hire Subsidy and Support Program	10,000	4,623	12,000	Assists community groups to conduct monthly meetings and events, and funds for incorporation/set up costs for new residents associations and donations for small PO box hire, adopted by Council on 14 September 2017	Delegated Authority LGACS7
9329	Cultural Grants Program	40,000	35,933	40,000	Provide small grants to cultural and artistic groups and individuals	Delegated Authority LGACS14
9331	Bus Hire Subsidy	1,500	288	1,500	Provides a subsidy towards the bus hire for community organisations	Delegated Authority LGACS2
9335	Grants General Welfare	30,000	5,456	10,000	Miscellaneous requests for small donations as per DA LGACS2	Delegated Authority LGACS2
9341	Community Group Newsletter Subsidy	11,000	9,365	11,000	Assists community groups to disseminate information	Delegated Authority LGACS7
9373	Small Events Sponsorship Program	40,000	34,814	40,000	Small Events Sponsorship Program for local events for community organisations	Delegated Authority LGACS14
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	1,000	0	5,000	Assist young people to travel in order to participate in performing/arts events and also for further study	Delegated Authority LGACS2
9475	Alcoa Cockburn Community Projects Fund	3,745	3,745	0	Partnership with Alcoa has finished	Delegated Authority LGACS2
9490	Environmental Education Initiatives Program	3,000	3,000	15,000	Support for Environmental Services to assist schools to facilitate environmental education	Delegated Authority LGACS2
9517	Cockburn Community Group Volunteer Insurance	15,000	11,276	15,000	Cockburn Community Group Insurance Program	Delegated Authority LGACS7
9535	Council Match Staff Donation	2,000	1,399	2,000	Council to match staff fundraising effort	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	33,237	35,000	Grants matched by local sporting clubs for minor capital works on Council owned facilities and sporting equipment	Delegated Authority LGACS13
9674	Grants to Schools	9,000	8,094	9,000	For small donations to schools for minor items	Delegated Authority LGACS2
9688	Security Subsidy for Seniors	48,000	48,433	50,000	Subsidy program for security devices for seniors	Delegated Authority LGACS2
9732	COVID-19 Community Funding	153,558	40,015	0	Funding Program adopted by Council on 14 May 2020 (balance of funds from 2019/20 to be carried forward to 2020/21 financial year)	Delegated Authority LGACS2
9495	Donation and Grants General Account	0	0	98,500	(Remainder of grant allocations, to be allocated based on expenditure throughout the year)	
	<b>Grants Programs Sub Total</b>	<b>675,803</b>	<b>397,491</b>	<b>615,000</b>		
	<b>Totals</b>	<b>1,450,000</b>	<b>1,163,868</b>	<b>1,455,000</b>		
	<b>Budget</b>	<b>1,450,000</b>		<b>1,455,000</b>		
	<b>Balance</b>	<b>0</b>		<b>0</b>		
	<b>Carried Forward 2019/20 GAD Budget</b>					
9732	COVID-19 Community Funding	153,558	40,015	113,543	Funding Program adopted by Council on 14 May 2020 (balance of funds from 2019/20 to be carried forward to 2020/21 financial year)	Delegated Authority LGACS2



GAD 21/07/2020

Item 9.3 Attachment 2

## COCKBURN WETLANDS PRECINCT STEERING COMMITTEE

C/- The Wetlands Centre Cockburn, 184 Hope Road, Bibra Lake WA 6163



7 July 2020

Ms Melissa Bolland  
Grants and Research Coordinator, Community Development  
City of Cockburn  
PO Box 1215  
BIBRA LAKE DC 6965

Dear Ms Bolland,

**RE:2020-2021 Budget Request for Precinct Partners The Wetlands Centre Cockburn (TWC) and Native ARC Inc. (NARC)**

The City of Cockburn sponsorships for \$90,765.25 (including CPI increase) provided to TWC and NARC were renewed for five years on the 24 August 2018. The Boards of TWC 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 2019/2020 year.

The KPI's reflect the requirements outlined by the Grants and Donations Committee on the 8 May 2014 and two additional KPI's developed by TWC and NARC which reflect our commitment to the Cockburn Wetlands Precinct Development.

In five years when the next round of funding is reviewed, KPIs will be reviewed. Since 2014, TWC and NARC have jointly participated in activities that have benefited the Precinct and these are reflected in the Precinct KPI's.

Yours sincerely,

Handwritten signature of Philip Jennings.

Pp:

Philip Jennings  
President  
The Wetlands Centre Cockburn

Handwritten signature of Robert Dunn.

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 land care services have been affected and reduced.

During construction, NARC has continued to deliver wildlife treatment and rehabilitation services to the Cockburn and wider Perth community. Off-site rehabilitation has expanded significantly which has increased administration requirements on NARC (insurance, risk management and licensing from relevant wildlife agencies). Site tours and onsite education capabilities for NARC are no longer possible.

WCC venue hire capabilities and program delivery has been significantly reduced during this time.

**DISCLAIMER: Native ARC Covid-19**

In March 2020, the Executive Committee decided to reduce the number of volunteers at Native ARC to ensure the health and wellness of volunteers and their families.

Veterinary Services were declared an essential service by the Federal Government and exempt from pandemic related shutdowns. As Veterinary Services were classified as essential services, Native ARC continued to admit wildlife needing veterinary attention. We felt that without access to our services, there would be limited (and in some cases, zero) services for wildlife in the Cockburn and wider Perth Metropolitan region. This could have potentially resulted in injury/disease to members of the public who attempted to care for these animals themselves and/or mental distress to members of the public who may have witnessed the animal suffering. Furthermore, we felt that wild animals have just as much need for veterinary services as companion animals.

Native ARC remained fully operational during Covid-19 with all six part time employees voluntarily working full time to keep the Hospital open.

Between April – June 2020 we admitted 206 more animals in comparison to the same period in 2019. This was most likely a result of two other major wildlife rehabilitation centres being forced to close during Covid-19.



GAD 21/07/2020

Item 9.3 Attachment 2

### 2019-2020 KPI's Developed for Joint Programs Conducted by the Wetland Precinct Members

KPI No.	Annual Objective	KPI	
1	Financial Performance	Undertake at least one joint fundraising activity annually to raise funds for the Precinct.	
		Date	Progress
		05/10/2019	"Turtle Fest". An educational day showcasing the importance of the SW Snake-Necked Turtle which is endemic to the Southwestern part of Western Australia. 166 participants \$1,001.40 total raised
2	Community Education	Deliver a minimum of two programs annually.	
		One community education program in partnership with the City of Cockburn.	
		Date	Progress
		05/06/2020	World Environment Day Schools Festival (Cancelled due to COVID-19).
		Attend a minimum of one Cockburn Community Event.	
		Date	Progress
		17/11/2019	Sustainable Christmas Expo. Precinct Members ran a coffee and cake stall for the City of Cockburn's event. \$381.75 total raised

## Item 9.3 Attachment 2

GAD 21/07/2020

KPI No.	Annual Objective	KPI	
3	Corporate	<b>Deliver a minimum of one corporate volunteering event annually.</b>	
		Date	Progress
		Current	No corporate events for 2019-2020.  Note: Precinct partners contributed additional time and resources towards the Wetlands Precinct redevelopment. Construction commenced February 2020 and will be ongoing until 2021.
4	Communication/ Marketing	<b>Develop an appropriate electronic delivery system to highlight the events offered within the Precinct.</b>	
		On hold	City of Cockburn will coordinate a kick-start meeting for preliminary planning of new lease agreements, onsite signage and new precinct name and branding.
5		<b>Deliver an events calendar updated at least quarterly highlighting events within the Precinct.</b>	
		On hold	Planning will follow the completion of renaming and branding.
6	Wetlands Precinct Strategic Plan	<b>Coordinate bimonthly Wetlands Precinct Committee meetings (including Chairing, preparation of agenda and minutes)</b>	
		Ongoing	10 Precinct Meetings held during 2019/2020
7	Wetlands Precinct Redevelopment	<b>Each stakeholder group to provide two representatives to attend Wetlands Precinct Development Project Steering Committee Meetings until project completion (currently 6 / year)</b>	
		Ongoing	Representatives Native ARC: Diane Munrowd, Bob Dunn (Observer Dean Huxley) TWC: Denise Crosbie, Felicity Bairstow (Observer Danielle Tyrils) Scouts: Marie Gibson, Damien Hills (Observer Gavin Satie)





GAD 21/07/2020

Item 9.3 Attachment 2

**2019-2020 Additional Joint Programs Conducted by the Wetland Precinct Members**

No.	Programs	Comments
1	2019/2020	Several World Environment Day planning meetings held. Event cancelled due to COVID-19.
2	2019/2020	Several Turtle Fest planning and preparation meetings held.
3	15/07/2019 01/08/2019 05/08/2019 27/08/2019 11/09/2019 24/10/2019 13/11/2019 16/01/2020 04/06/2020 18/06/2020	Precinct redevelopment meetings with NS Projects, Site Architecture, ETC electricians incorporating visioning & strategic planning, site assessments, sewage lines, electrical surveying. Additional onsite meetings as required.

## Part A - Sponsorship request

### The Wetlands Centre Cockburn

2019 – 2020 actual salary package (TWC)					
Position	Gross salary	Workers compensation	9.5% Super Guarantee	Long service leave	Totals
Wetlands Officer (1.0FTE)	67,019.76		6,366.94	1,133.42	\$74,520.12
Administrative Officer (0.4 - 0.6FTE)	21,078.88		2,002.47		\$23,081.35
General Assistant (0.2FTE)	8,309.25		789.39	140.52	\$9,239.16
Landcare/Ed. Assistant (casual)	6,513.95		542.78		\$7,056.73
		1,706.17			\$1,706.17
2019 - 2020 Total Salary Package					\$115,603.53
2019 - 2020 City of Cockburn Sponsorship Received					\$91,763.65
2019 - 2020 TWC Additional Contribution					\$23,839.88

2020 – 2021 sponsorship request (TWC)		Totals
2019 - 2020 City of Cockburn sponsorship received		\$91,763.65
CPI change March Quarter 2019 to March Quarter 2020 (2.2%)		\$2,018.80
2020 - 2021 City of Cockburn sponsorship request		\$93,782.45

2020 – 2021 Proposed salary package (TWC)						
	Position	Gross salary	Workers compensation	9.5% Super Guarantee	Long service leave	Totals
Wetlands Officer (1.0FTE)		68,494.19		6,506.95	1,157.37	\$76,158.51
Administrative Officer (0.6FTE)		28,980.90		2,753.19		\$31,734.09
General Assistant (0.2FTE)		8,492.05		806.74	143.60	\$9,442.39
Landcare Assistant (0.1FTE)		4,430.40		420.89		4,851.29
Educ. Assistant (casual)		Unknown: dependent on education bookings				
			1,987.15			\$1,987.15
2020 – 2021 Proposed Total Salary Package						\$124,173.43
2020 - 2021 City of Cockburn Sponsorship Request						\$93,782.45
2020 - 2021 Proposed TWC Contribution (minimum)						\$30,390.98



GAD 21/07/2020

Item 9.3 Attachment 2

## Notes

- *TWC contributed an additional \$23,839.88 towards salaried positions during 2019-20. Additional funding for cleaning contractors and marketing consultants are not shown in the above table and can be provided on request.*
- *Additional salary for the Administrative Officer along with the salaries for the General Assistant and Landcare Assistant (totalling a minimum of \$30,398.98) will be funded from the TWC's own revenue streams. Additional funding for the salary of a Wetlands Education Assistant will be dependent on funded bookings. We are not seeking additional salary support for these positions.*
- *TWC 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

2019 – 2020 salary package (NARC Inc)						
Name	Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
Diane Munrowd	Manager (1.0 FTE / job share)	67,070.52	2,682.82	6,371.70	1,676.76	\$77,801.80
Dean Huxley						
Dr Szou Whua Bosci	Veterinarian (0.26 FTE)	13,561.60	542.46	1,288.35	225.12	\$15,617.53
Rachel Pearsall	Education and Training Officer (0.26 FTE)	9,932.00	397.28	943.54	164.87	\$11,437.69
Dr Meg Rodgers	Veterinarian (0.18 FTE)	9,493.12	379.72	901.85	157.59	\$10,932.28
Karen Clarkson	Rehabilitation Coordinator (0.15FTE)	5,959.20	238.36	566.12	98.92	\$6,862.60
2019 – 2020 Proposed Total Salary Package						\$122,651.90
2019 - 2020 Proposed City of Cockburn Sponsorship Request						\$91,763.66
2019 - 2020 Proposed NARC Contribution						\$30,888.24

2020 – 2021 sponsorship request (NARC Inc)	
	Totals
2019 - 2020 City of Cockburn sponsorship received	\$91,763.65
CPI change March Quarter 2019 to March Quarter 2020 (2.2%)	\$2,018.80
2019 - 2020 City of Cockburn sponsorship request	\$93,782.45



GAD 21/07/2020

Item 9.3 Attachment 2

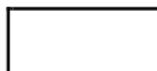
2020 – 2021 Proposed salary package (NARC Inc)						
Name	Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
Diane Munrowd	Manager (1.0 FTE / job share)	68,546.07	2,741.84	6,511.87	1,137.86	\$78,937.65
Dean Huxley						
Dr Meg Rodgers	Veterinarian Level 3 (0.26 FTE)	\$17,165.20	\$686.61	\$1,630.69	\$284.94	\$19,767.44
Rachel Pearsall	Education and Training Officer (0.26 FTE)	\$10,452.00	\$418.08	\$992.94	\$173.50	\$12,036.52
Dr Szou Bosci	Veterinarian Level 2 (0.26 FTE)	\$15,620.80	\$624.83	\$1,483.98	\$259.31	\$17,988.91
Karen Clarkson	Rehabilitation Coordinator (0.15 FTE)	\$6,864.00	\$274.56	\$652.08	\$113.94	\$7,904.58
2020 – 2021 Total Salary Package						\$136,635.11
2020 - 2021 City of Cockburn Sponsorship Request						\$93,782.45
2020 - 2021 NARC Contribution						\$42,852.66

- The salaries for the Education & Training Officer, Veterinarian (S Bosci) and Rehabilitation Coordinator and \$4,922.64 additional salary for Dr Meg Rodgers are funded from NARC's own revenue streams and are dependent on ongoing financial sustainability (these are reviewed annually).
- The Veterinary Surgeons Board of WA (VSB) and the Health Department of WA require that the prescription and administration of medications for wildlife are 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 part-time veterinarians to undertake these activities 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.
- The Department of Biodiversity, Conservation and Attractions introduced a licensing system for wildlife rehabilitators in 2019 whereby all individuals involved in the rehabilitation of wildlife must be licensed and comply with the Code of Practice for Wildlife Rehabilitation in WA. Due to the onerous nature of the new licensing system Native ARC requires both a part time Rehabilitation Coordinator and Education and Training Officer to ensure all personnel involved in the rehabilitation of wildlife are compliant with the Code of Practice.

## Part C - Summary of Sponsorship request

### Cockburn Wetlands Precinct

2019 – 2020 Proposed sponsorship request (Cockburn Wetlands Precinct)						
Name	Position	Gross salary	Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
TWC						
Denise Crosbie	Wetlands Officer	68,494.19		6,506.95	1,157.37	\$76,158.51
Danielle Tyrils	Wetlands Administrative Officer	Partial contribution towards total administrative salary package of \$31,734.09 as detailed in 'Part A Sponsorship Request'				\$17,623.94
NARC						
Diane Munrowd	Manager (f/t – job share)	68,546.07	2,741.84	6,511.87	1,137.86	\$78,937.65
Dean Huxley						
Dr Meg Rodgers	Veterinarian Level 3	Partial contribution towards total veterinarian salary package of \$17,988.91 as detailed in 'Part B Sponsorship Request'				\$19,764.44
2020 - 2021 Proposed City of Cockburn Sponsorship Request (GST-exclusive)						\$187,564.90



GAD 21/07/2020

Item 9.3 Attachment 2



# **The Wetlands Centre Cockburn**

## **Sponsorship Submission**

**2020- 2021**

151 of 227

Contents

	Page
2019-2020 KPIs Achieved for The Wetlands Centre Cockburn	1-5
Attachment 1: CWEC Income and Preceding 5-year average	6
Attachment 2: Cockburn Wetlands Education Centre Inc. 1 July 2018– 30 June 2020 Unaudited Financial Report	7-11
NB: Depreciation values not yet entered:	
Attachment 3: Annual report including Independent Audit Report 2017-2018 Financial Year	12





GAD 21/07/2020

Item 9.3 Attachment 2

## 2019- 2020 KPI's Developed for The Wetlands Centre Cockburn

*Disclaimer: Covid 19 impact TWC was closed 23 March 2020 to 20 May 2020. Development works*

*Disclaimer: The 2019-2020 KPIs for The Wetlands Centre Cockburn have been impacted by the following 2 events:*

- Covid 19 - The Centre was closed from 23 March 2020 to 20 May 2020. Venue hire, education programs and volunteer programs completely ceased during this period. The Centre is currently being operated under Covid-19 Phase 4 safety requirements requiring additional cleaning costs and human resources. All programs continue to be impacted and have not returned to their previous capacity.
- Wetlands Precinct Development – Works commenced February 2020 and will continue through into 2021. Considerable time has been invested by staff attending meetings and providing continued input during the developmental stages. The development also impacts on venue hire and education programs. Our annual WA Wetland Management Conference was held offsite and incurred considerable venue hire costs. Hirees also seeking the venue for events have been advised to go elsewhere

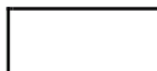
*Both of the above events have also provided an opportunity for staff and volunteers to plan for restructuring to support the new development. We are being guided by the support of Mr Tom Perrigo, former CEO of The National Trust for 25 years. A 5-year draft strategic plan has been prepared to be presented at the next Board meeting. We continue to work on all the plans to support its introduction.*

KPI No.	Annual Objective	KPI
1	Financial Performance	Aim to achieve a 5% growth in income per annum averaged over the preceding 5 years.
		<ul style="list-style-type: none"> <li>• Preceding 5 year average (\$79,458) plus 5% growth (\$3,972) is \$83,430 (see attachment 1)</li> <li>• 2019-2020 unaudited income is \$71,106 representing a decrease of \$12,324 or 15%</li> <li>• Decrease in venue hire and education income as a direct result of Covid-19, development works along with higher than average years due to the receipt of a major grant.</li> </ul>
		<p>NOTES:</p> <p>1. The Centre receives valuable sponsorship support from the City of Cockburn and during 2019-20 they generate for every dollar of sponsorship additional income of approximately \$0.77 for every dollar of sponsorship. The additional monetary value of volunteer services can be found in kpi 3.</p>
		<p>In progress</p> <p>Funding type: 2019 Fremantle Communities Environment Grants</p> <p>Received \$15,000 for a revegetation and frog habitt support program at Bibra Lake. The Centre is also</p>

## Item 9.3 Attachment 2

GAD 21/07/2020

			auspicing an \$11,000 grant for The Friends of South Bank at Bibra Lake.
		Submitted	Funding type: 2020 Community Stewardship Major Grant Application submitted for \$403,755 over a 3 year period for 'Sustainable volunteer, education and community engagement programs for Beeliar Wetlands'
		Ongoing	Funding type: Plant sales During 2019-20 , TWC grew 7,951 seedlings for: <ul style="list-style-type: none"> <li>• meeting the minimum KPI no 3 (even when grants are not available),.</li> <li>• Contract plant sales for revegetation in Beeliar 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> Our numbers were substantially reduced following plant losses associated with accidental watering shutdowns during the development phase and in readiness for the decommissioning of the nursery.
		Ongoing	Funding type: Tax-deductible donations The distribution of donation boxes at local shops continues to produce a steady income. Donations decreased slightly during 2018-19 from \$3,364 to \$1,408 or a 58% decrease.
		Ongoing	Funding type: Fundraising A fundraising licence was obtained during 2016 and income has remained steady decreasing slightly from \$3,688 to \$1,636, representing a 55% decrease over the last financial year. Our Bunnings BBQ sausage sizzle fundraiser was cancelled due to Covid-19.



GAD 21/07/2020

Item 9.3 Attachment 2

KPI No.	Annual Objective	KPI
2	Education Performance	Aim to exceed the education program participation rate of the preceding 12 months.
		<ul style="list-style-type: none"> <li>Participation rate of the preceding 12 months: 8,444</li> <li>Participation rate of existing 12 months: 4,043</li> <li>KPI participation rate decreased by 52%</li> </ul>
		<p>NOTES:</p> <ol style="list-style-type: none"> <li>Slight program decreases reflect time constraints on staff due to major grant expenditure and precinct development commitments.</li> <li>Schools program: decreased from 4,609 to 1,305 participation hours, or by 71%.</li> <li>Community education program: decreased from 1,282 to 836.5 participation hours or by 34.7%. '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>Adult education: decreased from 2,553 to 1,482 participation hours, or by 42%.</li> <li>WA Wetland Management Conference: The 16<sup>th</sup> annual event was held on World Wetlands Day and participation remained at capacity with 200 participants. The event is the largest, longest running event nationally.</li> </ol>

## Item 9.3 Attachment 2

GAD 21/07/2020

KPI No.	Annual Objective	KPI
3	Landcare Performance	Plant a minimum of 5,000 seedlings per annum.
		<ul style="list-style-type: none"> <li>Seedlings planted preceding 12 months: 5,323</li> <li>Seedlings planted existing 12 months: 7,165</li> <li>KPI increase of 34.6%</li> <li>KPI achieved</li> </ul>
		<p>NOTES:</p> <ol style="list-style-type: none"> <li>All seedlings planted in the Beeliar Regional Park, City of Cockburn.</li> <li>Propagation: decreased production from 20,847 seedlings, during the preceding 12 months, to 7,951 for the existing 12 months or by 29.6%. Reduced nursery production directly affected by power/water outages during installation of new site bore for wetlands precinct development.</li> <li>3,009 plants purchased externally and in addition to those propagated.</li> <li>Nursery capacity: 36,000 seedlings.</li> <li>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> </ol>
KPI No.	Annual Objective	KPI
4	Volunteering Performance	Aim to exceed the number of volunteer hours of the preceding 12 months.
		<ul style="list-style-type: none"> <li>Participation rate of preceding 12 months: 6,607</li> <li>Participation rate of existing 12 months: 5,961</li> <li>Participation hours decreased 9.87%.</li> </ul>
		<p>NOTES:</p> <ol style="list-style-type: none"> <li>Participation rates do not include voluntary hours contributed outside of TWC.</li> <li>Volunteer recruitment was put on hold as board members and staff continue to lay the foundations for future marketing, promotions, membership, education and volunteer programs.</li> <li>The value of volunteer services is \$214,596 yielding a minimum of \$0.86 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>Regular volunteers remained steady at 25 along with 13 occasional volunteers. No corporate groups attended the Centre during this financial year.</li> <li>The commencement of a volunteer policy and handbook is still under way.</li> </ol>



GAD 21/07/2020

Item 9.3 Attachment 2

**2019-2020 Additional Activities Conducted by The Wetlands Centre Cockburn**

No.	Programs	Comments
		Provided displays or education support to Catchments, Corridors and Coasts Expo, Perth Groundwater Festival, Perth NRM, Friends of Lake Claremont
		Committees - Represented TWC at the Beeliar Regional Park Community Consultative Committee, the Jandakot Groundwater Community Consultative Committee and Rehabilitating Roe 8 Committee
		Training placements <ul style="list-style-type: none"> <li>Hosted 1 placements for disability support learning</li> <li>Hosted 2 placements for Lakeland SHS 'Workplace Learning Program' (2 terms)</li> </ul>
		Marketing - committed \$2,000 of TWC funding to assist with our marketing strategy for target audiences. Blogs and facebook posts continue to be a regular feature.
		Compliance requirements – the Centre is compliant and up-to-date with all legal obligations and annual requirements associated with: <ul style="list-style-type: none"> <li>2018-19 financial audits</li> <li>Register of Environmental Organisation 2019 Statistical Return Form, Department of the Environment and Energy</li> <li>2019 Annual Information Statement, Australian Charities and Not-for-profit Commission</li> <li>2019 Charitable Collections and Information Statement, Department of Mines, Industry Regulation and Safety Consumer Protection</li> </ul>



## Item 9.3 Attachment 2

GAD 21/07/2020

Attachment 1 for KPI 1: The Wetlands Centre Cockburn  
Income & Preceding 5-year average

Summary of preceding 5-year average (excluding sponsorship)						
Financial years	2011-2015	2012-2016	2013-2017	2014-2018	2015-2019	
5-year average	\$ 51,987	\$ 51,620	\$ 57,162	\$ 68,726	\$ 79,458	

Financial year ending						
	2015	2016	2017	2018	2019 <sup>4</sup>	2020 <sup>5</sup>
TWC Income						
Asset disposal						2,000
Conference income	9,309	9,692	10,813	11,797	9,661	15,244
Donations	3,392	1,777	8,592	5,442	3,364	1,408
Education	5,257	7,779	7,045	8,722	4,045	6,894
Fundraising income	-	1,797	4,121	4,014	3,688	1,636
Grant income	4,653	2,637	10,480	56,207	38,141	330
Interest earnings	4,401	4,192	4,058	3,970	4,007	3,088
Memberships <sup>4</sup>					155	154
Nursery/wetland care	21,920	5,939	9,884	14,155	6,554	15,300
Other income	239	288	288	2,664		6,000
Venue hire	10,687	15,565	20,158	14,694	21,046	21,052
Subtotal Income <sup>1</sup>	59,858	49,666	75,439	121,665	90,661	71,106
City of Cockburn Sponsorship	86,708	87,922	89,065	89,956	90,765	91,763
Total income	146,566	137,588	164,504	211,621	181,426	162,869
LIABILITIES						
TWC <sup>2</sup>						
TWC Grants - unexpended	12,646	6,413	45,933	42,391	4,250	22,174.00
TWC Fundraising - unexpended	9,208	9,226	8,612	4,211	4,211	4,211.00
Subtotal TWC Liabilities	21,854	15,639	54,545	46,602	8,461	26,385
Precinct <sup>3</sup>						
Precinct Grants - expended						
Precinct Grants - unexpended						
Precinct Fundraising - expended			2,272	434		
Precinct Fundraising - unexpended	2,712	2,712	642	642	779	1,513
Subtotal Precinct Liabilities	2,712	2,712	2,914	1,076	779	1,513
TOTALS	\$ 171,132	\$ 155,939	\$ 221,963	\$ 259,299	\$ 190,666	\$ 190,767

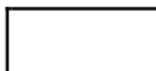
<sup>1</sup> The 5 year average, \$68,726 has been calculated by adding the Subtotal TWC figures from financial years ending 2015 to 2019 and dividing by 5. City of Cockburn sponsorship has been excluded from the calculations. Precinct funding has also been excluded from the calculations as Grant funding 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 TWC or Native ARC on behalf of the Wetland Precinct while joint Precinct Fundraising is held 50/50 by TWC and Native ARC until such time that the members agree to its expenditure.

<sup>4</sup> 2019 figures have been updated to reflect post-audit amounts.

<sup>5</sup> 2020 figures are unaudited and changes may occur.



GAD 21/07/2020

Item 9.3 Attachment 2

Attachment 2

## The Wetlands Centre

**UNAUDITED** PROFIT AND LOSS

July 2019 - June 2020

NB: Depreciation figures not yet calculated

	TOTAL
Income	
Bank Interest	2,094.28
BUILDING MANAGEMENT	
Facility Hire - (M)	13,959.58
Facility Hire Penalty (M)	136.34
Members Facility Hire - (M)	6,840.00
Miscellaneous income (M)	116.35
<b>Total BUILDING MANAGEMENT</b>	<b>21,052.27</b>
Conference Income	15,244.28
Education Services	4,508.00
Friends of South Bank	5,580.00
FUNDRAISING	
FUNDRAISING (NON TD)	
BBQ Fundraisers (NTD)	1,636.36
<b>Total FUNDRAISING (NON TD)</b>	<b>1,636.36</b>
PRECINCT FUNDRAISING (NON TD)	
Income Precinct JV	381.83
<b>Total PRECINCT FUNDRAISING (NON TD)</b>	<b>381.83</b>
<b>Total FUNDRAISING</b>	<b>2,018.19</b>
GRANT INCOME	
Grant 2 - NRM	329.97
<b>Total GRANT INCOME</b>	<b>329.97</b>
Memberships	154.56
Nursery/Wetland care	15,300.91
Other Income	6,000.14
Profit (loss) on Assets Disposal	2,000.00
Project management	2,386.35
Sponsorship	91,763.65
TRUST FUND	
Bank Interest -Trust Fund	994.54
Collection boxes (TD)	1,028.20
Education Event Donations (TD)	75.00
Unsolicited Donations (TD)	305.00
<b>Total TRUST FUND</b>	<b>2,402.74</b>
<b>Total Income</b>	<b>A\$170,835.34</b>
GROSS PROFIT	<b>A\$170,835.34</b>
Expenses	
Accounting	1,598.85
Bank Charges and Fees	-103.00
BBQ Fundraiser Expenses	318.48
BUILDING MANAGEMENT EXPENSES	
Cleaning (M)	2,843.64
Consumables (M)	486.95
Electricity - (M)	2,224.37

Accruals Basis Monday, 6 July 2020 09:11 PM GMT+08:00

1/2

## Item 9.3 Attachment 2

GAD 21/07/2020

## The Wetlands Centre

## PROFIT AND LOSS

July 2019 - June 2020

	TOTAL
Insurance (M)	791.84
Miscellaneous Expenses - (M)	310.00
Repairs & Maintenance (M)	125.45
Security - (M)	90.91
Sewerage/water - (M)	366.54
Telephone - (M)	493.43
<b>Total BUILDING MANAGEMENT EXPENSES</b>	<b>7,733.13</b>
COMMUNICATIONS	
Domain	199.63
Internet	844.66
Telephone	257.24
<b>Total COMMUNICATIONS</b>	<b>1,301.53</b>
Conference Expense	8,318.14
Consultants Fees	200.00
Consumables	1,724.02
Contractors	5,580.00
Council Levy	703.18
Education Expenses	540.56
Expenses Precinct JV	191.33
Fees Paid	1,347.47
Fuel/oil - V	231.62
Insurance	2,527.14
Insurance - V	870.26
Licensing - T	67.40
Licensing - V	423.65
Maintenance & Repair - V	342.50
Marketing	2,018.04
Nursery/Wetland Care Expenses	3,466.80
Office equipment repairs	100.00
Office expenses	1,666.25
PAYROLL EXPENSES	
Superannuation Expense	9,701.58
Wages & Salaries Expense	102,921.84
Workers' Compensation	1,440.55
<b>Total PAYROLL EXPENSES</b>	<b>114,063.97</b>
Repair & Maintenance - LEq	570.45
Subscriptions	1,568.02
Training & Safety	2,445.22
<b>Total Expenses</b>	<b>A\$159,815.01</b>
<b>NET EARNINGS</b>	<b>A\$11,020.33</b>

Accruals Basis Monday, 6 July 2020 09:11 PM GMT+08:00

2/2





GAD 21/07/2020

Item 9.3 Attachment 2

## The Wetlands Centre

## BALANCE SHEET

As of June 30, 2020

	TOTAL
<b>Assets</b>	
Current Assets	
Accounts receivable	
Accounts Receivable (A/R)	12,619.50
<b>Total Accounts receivable</b>	<b>A\$12,619.50</b>
CASH ON HAND & AT BANK	
Bend 678 965	29,793.77
Bend 679 005	36,556.55
Bend 679 070	125,896.87
Bend 679 120	670.59
Bend 747 620	44,696.43
Petty Cash	300.00
Uni - 1616	0.00
Uni - 2229	0.00
Uni - 4108	0.00
Uni - 4948	0.00
Uni - 9670	9,380.73
Uni -0554	0.00
Uni= 4447	0.00
<b>Total CASH ON HAND &amp; AT BANK</b>	<b>247,294.94</b>
OTHER DEPOSITS	
Deposits Paid	8,944.00
Pledges Receivable	8,242.50
<b>Total OTHER DEPOSITS</b>	<b>17,186.50</b>
Undeposited Funds	972.09
<b>Total Current Assets</b>	<b>A\$278,073.03</b>

Accruals Basis Monday, 6 July 2020 09:16 PM GMT+08:00

1/3

161 of 227

## Item 9.3 Attachment 2

GAD 21/07/2020

## The Wetlands Centre

## BALANCE SHEET

As of June 30, 2020

	TOTAL
Long-term assets	
FURNITURE, FIXTURES & OFFICE EQUIPMENT	
Furniture & Fixtures Accum Dep	-8,065.20
Furniture & Fixtures at Cost	43,300.94
Office Equipment Accum Dep	-8,705.98
Office Equipment at Cost	12,621.55
<b>Total FURNITURE, FIXTURES &amp; OFFICE EQUIPMENT</b>	<b>39,151.31</b>
PROPERTY & EQUIPMENT	
Education Equipment Accum Dep	-6,418.69
Education Equipment at Cost	21,342.75
Landcare Equipment Accum Dep	-14,111.25
Landcare Equipment at Cost	34,985.70
<b>Total PROPERTY &amp; EQUIPMENT</b>	<b>35,798.51</b>
VEHICLES	
Vehicle Attachments Accum Dep	-625.40
Vehicle Attachments at Cost	634.13
<b>Total VEHICLES</b>	<b>8.73</b>
<b>Total long-term assets</b>	<b>74,958.55</b>
<b>Total Assets</b>	<b>A\$353,031.58</b>

Accruals Basis Monday, 6 July 2020 09:16 PM GMT+08:00

2/3



GAD 21/07/2020

Item 9.3 Attachment 2

## The Wetlands Centre

## BALANCE SHEET

As of June 30, 2020

	TOTAL
Liabilities and shareholder's equity	
Current liabilities:	
Accounts payable	
Trade Creditors	0.00
<b>Total Accounts payable</b>	<b>A\$0.00</b>
GST & OTHER ATO LIABILITIES	
ATO Clearing Account	0.00
GST Liabilities Payable	11,135.05
<b>Total GST &amp; OTHER ATO LIABILITIES</b>	<b>11,135.05</b>
PAYROLL LIABILITIES	
PAYG Withholdings Payable	18,153.78
Payroll clearing	0.01
Prov for LSL (current)	31,244.54
Superannuation Payable	3,794.58
<b>Total PAYROLL LIABILITIES</b>	<b>53,192.91</b>
Suspense Account	-18.22
Trust Fund Holding Account	110.00
UNEXPENDED FUNDRAISING	
TWC- Fundraising Income c/f	4,211.25
<b>Total UNEXPENDED FUNDRAISING</b>	<b>4,211.25</b>
UNEXPENDED GRANTS	
Grant 1 - Marketing	4,250.00
Grant 2- NRM	2,470.03
Grant 4 - Shell Australia	454.55
Grant 5 - Communities Enviro Program	15,000.00
<b>Total UNEXPENDED GRANTS</b>	<b>22,174.58</b>
UNEXPENDED PRECINCT JV FUNDS	
Grant Income c/f	490.49
Quiz Night Income c/f	439.55
Turtle Fest Income c/f	202.20
<b>Total UNEXPENDED PRECINCT JV FUNDS</b>	<b>1,132.24</b>
UNEXPENDED AUSPICING GRANTS	
Friends of South Bank	4,420.00
<b>Total UNEXPENDED AUSPICING GRANTS</b>	<b>4,420.00</b>
<b>Total current liabilities</b>	<b>A\$96,357.81</b>
Shareholders' equity:	
Net Income	11,020.33
Opening balance equity	2,464.00
Retained Earnings	243,189.44
<b>Total shareholders' equity</b>	<b>A\$256,673.77</b>
<b>Total liabilities and equity</b>	<b>A\$353,031.58</b>

Accruals Basis Monday, 6 July 2020 09:16 PM GMT+08:00

3/3

## Item 9.3 Attachment 2

GAD 21/07/2020

Attachment 2

**Cockburn Wetlands Education Centre**

184 Hope Road, Bibra Lake WA 6163

ABN: 48 996 459 438

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

July 2018 through June 2019

	This Year	Last Year	% Difference
<b>Income</b>			
Conference Income	\$9,661	\$11,797	-18.1%
Consulting fees	\$1,155	\$2,682	-56.9%
Contract Services	\$6,554	\$14,155	-53.7%
<b>Trust Fund</b>			
Unsolicited donations (TD)	\$2,130	\$3,955	-46.1%
Collection boxes (TD)	\$1,044	\$1,459	-28.4%
Education event donations (TD)	\$190	\$28	573.0%
Trust Fund - Bank Interest	\$571	\$481	18.8%
<b>Total Trust Fund</b>	<b>\$3,935</b>	<b>\$5,923</b>	<b>-33.6%</b>
Education Services	\$2,890	\$6,040	-52.2%
<b>Fundraising Activities</b>			
<b>Fundraising (Non TD)</b>			
BBQ fundraisers (NTD)	\$3,138	\$3,499	-10.3%
Education event (NTD)	\$0	\$40	-100.0%
Book sales (NTD)	\$0	\$165	-100.0%
Other sales (NTD)	\$550	\$100	NA
Gift vouchers (NTD)	\$0	\$210	223.1%
Total Fundraising (Non TD)	\$3,688	\$4,014	-8.1%
<b>Fundraising (TD)</b>			
<b>Precinct Fundraising (Non TD)</b>			
Education event (NTD)	\$0	\$434	-100.0%
Income Precinct JV	\$132	\$0	NA
Total Precinct Fundraising (Non TD)	\$132	\$434	-69.6%
<b>Total Fundraising Activities</b>	<b>\$3,820</b>	<b>\$4,447</b>	<b>-14.1%</b>
Fundraising Income c/f	\$0	\$10,352	-100.0%
Grant 3-Lotterywest (*)	\$35,978	\$56,207	-36.0%
Grant 8 - Action Grant	\$2,163	\$0	NA
Insurance Recovery	\$0	\$2,555	-100.0%
Memberships	\$155	\$0	NA
Miscellaneous Income	\$0	\$1	-100.0%
Sponsorship	\$90,765	\$89,956	0.9%
Bank Interest	\$3,436	\$3,489	-1.5%
<b>Total Income</b>	<b>\$160,512</b>	<b>\$207,603</b>	<b>-22.7%</b>
<b>Cost of Sales</b>			
Gross Profit	\$160,512	\$207,603	-22.7%
<b>Expenses</b>			
Advertising/promotions	\$2,038	\$10,409	-80.4%
Bad Debts written off	\$1,763	\$0	NA
Conference Expense	\$5,770	\$5,546	4.0%
Consultants Fees	\$8,073	\$3,250	148.4%
Consumables	\$4,640	\$3,018	53.7%
Contractors	\$1,591	\$90	1668.1%
<b>Depreciation</b>			
Acc dep - Landcare Equipment	\$3,565	\$3,715	-4.0%
Acc dep - Vehicle attachments	\$3	\$3	0.0%
Acc dep - Office Equipment	\$4,046	\$863	368.7%
Acc dep - Education	\$3,576	\$225	1487.9%
Acc dep - F&F (O)	\$6,545	\$144	4430.8%
<b>Total Depreciation</b>	<b>\$17,735</b>	<b>\$4,950</b>	<b>2582.8%</b>
Education Expenses	\$956	\$1,756	-45.6%
<b>Employment Expenses</b>			
Superannuation Expense	\$9,166	\$8,717	5.2%
Wages & Salaries Expense	\$98,894	\$94,027	5.2%
Workers' Compensation	\$1,328	\$874	51.9%
LSI entitlement expense	(\$3,446)	\$6,846	-150.3%
<b>Total Employment Expenses</b>	<b>\$105,942</b>	<b>\$110,465</b>	<b>4.1%</b>



GAD 21/07/2020

Item 9.3 Attachment 2

**Cockburn Wetlands Education Centre**

184 Hope Road, Bibra Lake WA 6163

ABN: 48 996 459 438

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

July 2018 through June 2019

	This Year	Last Year	% Difference
Insurance	\$403	\$403	0.0%
Fuel/oil - LEq	\$67	\$0	NA
Repair & Maintenance - LEq	\$206	\$657	-68.6%
Landcare Expenses	\$4,819	\$3,775	27.7%
Legal & Accounting	\$830	\$802	3.4%
Memberships	\$995	\$0	NA
Office equipment repairs	\$3	\$0	NA
Plant/Equipment & Venue Hire	\$222	\$0	NA
Reimburse Expenses-Volunteers	\$0	\$40	-100.0%
Repairs & Maintenance	\$81	\$2,964	-97.3%
Training & Safety	\$51	\$3,488	-98.5%
Telephone	\$237	\$205	16.0%
Domain	\$246	\$242	1.5%
Internet	\$327	\$345	-5.3%
Fuel/oil - V	\$210	\$84	149.2%
Insurance - V	\$839	\$794	5.7%
Licensing - V	\$409	\$906	-55.0%
Maintenance & Repair - V	\$0	\$1,805	-100.0%
Licensing - T	\$65	\$12	454.6%
<b>Fundraising Activities</b>			
Fundraising (NonTD)			
BBQ Fundraiser expenses	\$585	\$976	-40.1%
Gift vouchers redeemed	\$0	\$210	-100.0%
Total Fundraising (NonTD)	\$585	\$1,186	-50.7%
Fundraising (TD)			
Total Fundraising Activities	\$585	\$1,186	-50.7%
Fundraising profits deferred	\$2,553	\$17	14829.2%
Precinct Funding			
<b>Total Expenses</b>	<b>\$161,652</b>	<b>\$157,211</b>	<b>2.8%</b>
<b>Operating Profit</b>	<b>(\$1,140)</b>	<b>\$50,392</b>	<b>-102.3%</b>
<b>Management Income</b>			
Facility Hire - (M)	\$17,496	\$12,724	37.5%
Members Facility Hire - (M)	\$3,550	\$1,970	80.2%
Miscellaneous income (M)	\$0	\$25	-100.0%
Renewable Energy Benefit	\$0	\$84	-100.0%
<b>Total Management Income</b>	<b>\$21,046</b>	<b>\$14,803</b>	<b>42.2%</b>
<b>Management Expenses</b>			
Acc Dep - Furn & Fixtures (M)	\$235	\$294	-20.2%
Bank Expense - (M)	\$0	(\$1)	104.9%
Cleaning (M)	\$913	\$347	163.4%
Contractors (M)	\$639	\$0	NA
Consumables (M)	\$2,026	\$1,860	8.9%
Electricity - (M)	\$2,345	\$1,164	101.4%
Insurance (M)	\$1,003	\$4,830	-79.2%
Repairs & maintenance (M)	\$86	\$252	-65.9%
Security - (M)	\$45	\$339	-86.6%
Sewerage/water - (M)	\$309	\$392	-21.1%
Telephone - (M)	\$237	\$223	6.5%
<b>Total Management Expenses</b>	<b>\$7,839</b>	<b>\$9,700</b>	<b>-19.2%</b>
<b>Net Surplus / (Deficit)</b>	<b>\$12,067</b>	<b>\$55,495</b>	<b>-78.3%</b>

\* NOTE: \$48,838 of Education equipment & Furniture & Fixtures purchased from the Lotterywest grant #3 has been classified as Assets. Consequently, these appear in the Balance Sheet.

## Item 9.3 Attachment 2

GAD 21/07/2020

## Cockburn Wetlands Education Centre

184 Hope Road, Bibra Lake WA 6163

ABN: 48 996 459 438

## Balance Sheet [Last Year Analysis]

June 2019

	This Year	Last Year	% Difference
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash On Hand</b>			
UniBank S1-603609670	\$8,184	\$73,745	-88.9%
UniBank S10-100724108	\$21,579	\$21,928	-1.6%
UniBank I10.1-379041616	\$59,198	\$57,856	2.3%
UniBank I10.2-379042229	\$68,958	\$67,394	2.3%
Undeposited Funds	\$5	\$0	NA
Petty Cash	\$300	\$300	0.0%
UniBank Debit S1.1-100860554	\$1,728	\$0	NA
UniBank Trust S1-603624447	\$9,007	\$5,443	65.5%
UniBank Trust I10-379024948	\$33,528	\$32,768	2.3%
<b>Total Cash On Hand</b>	<b>\$202,486</b>	<b>\$259,434</b>	<b>-22.0%</b>
Pledges Receivable	\$8,243	\$4,180	97.2%
<b>Total Current Assets</b>	<b>\$210,729</b>	<b>\$263,613</b>	<b>-20.1%</b>
<b>Other Assets</b>			
Deposits Paid	\$8,944	\$21,998	-59.3%
<b>Total Other Assets</b>	<b>\$8,944</b>	<b>\$21,998</b>	<b>-59.3%</b>
<b>Property &amp; Equipment</b>			
Landcare Equipment			
Landcare Equipment at Cost	\$34,986	\$35,349	-1.0%
Landcare Equipment Accum Dep	(\$14,111)	(\$10,744)	-31.3%
<b>Total Landcare Equipment</b>	<b>\$20,874</b>	<b>\$24,606</b>	<b>-15.2%</b>
Vehicle attachments			
Vehicle attachments at Cost	\$634	\$634	0.0%
Vehicle attachments Accum Dep	(\$625)	(\$623)	-0.4%
<b>Total Vehicle attachments</b>	<b>\$9</b>	<b>\$11</b>	<b>-22.5%</b>
Furniture & Fixtures (M)			
Furniture & Fixtures at Cost	\$2,292	\$2,791	-17.9%
Furniture & Fixtures Accum Dep	(\$1,376)	(\$1,615)	14.8%
<b>Total Furniture &amp; Fixtures (M)</b>	<b>\$916</b>	<b>\$1,176</b>	<b>-22.1%</b>
Office Equipment			
Office Equipment at Cost	\$12,622	\$16,252	-22.3%
Office Equipment Accum Dep	(\$8,706)	(\$8,287)	-5.1%
<b>Total Office Equipment</b>	<b>\$3,916</b>	<b>\$7,964</b>	<b>-50.8%</b>
Educational Equipment			
Education Equipment at Cost	\$21,343	\$4,660	358.0%
Education Equipment Accum Dep	(\$6,419)	(\$2,843)	-125.8%
<b>Total Educational Equipment</b>	<b>\$14,924</b>	<b>\$1,816</b>	<b>721.6%</b>
Furniture & Fixtures (O)			
Furniture & Fixtures at Cost	\$38,709	\$5,555	596.9%
Furniture & Fixtures Accum dep	(\$6,690)	(\$144)	-4530.8%
<b>Total Furniture &amp; Fixtures (O)</b>	<b>\$32,020</b>	<b>\$5,410</b>	<b>491.9%</b>
<b>Total Property &amp; Equipment</b>	<b>\$72,659</b>	<b>\$40,984</b>	<b>77.3%</b>
<b>Total Assets</b>	<b>\$292,331</b>	<b>\$326,595</b>	<b>-10.5%</b>



GAD 21/07/2020

Item 9.3 Attachment 2

**Cockburn Wetlands Education Centre**

184 Hope Road, Bibra Lake WA 6163

ABN: 48 996 459 438

**Balance Sheet [Last Year Analysis]**

June 2019

	This Year	Last Year	% Difference
<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	\$0	\$35,978	-100.0%
Grant 8-Action Grant	\$0	\$2,163	-100.0%
Grant 9-BRP Booklets 2	\$1,250	\$1,250	0.0%
Total Unexpended Grants	\$4,250	\$42,391	-90.0%
CWEC- Fundraising Income c/f	\$4,211	\$1,658	153.9%
Total Current Liabilities	\$8,461	\$44,049	-80.8%
Quiz night income c/f	\$440	\$440	0.0%
Turtle Fest income c/f	\$202	\$202	0.0%
<b>GST Liabilities</b>			
GST Collected	\$1,523	\$12,045	-87.4%
GST Paid	(\$1,676)	(\$4,278)	60.8%
Total GST Liabilities	(\$153)	\$7,768	-102.0%
<b>Payroll Liabilities</b>			
PAYG Withholding Payable	\$5,199	\$5,775	17.7%
Superannuation Payable	\$3,661	\$2,552	12.8%
Prov for LSL (current)	\$31,245	\$34,691	24.6%
Total Payroll Liabilities	\$40,105	\$43,018	22.9%
Trust Fund Holding Account	\$110	\$0	NA
Suspense Account	(\$18)	\$0	NA
<b>Total Liabilities</b>	<b>\$49,146</b>	<b>\$95,477</b>	<b>-48.5%</b>
<b>Net Assets</b>	<b>\$243,185</b>	<b>\$231,118</b>	<b>5.2%</b>
<b>Equity</b>			
Retained Earnings	\$231,118	\$175,623	31.6%
Current Year Surplus/Deficit	\$12,067	\$55,495	-78.3%
<b>Total Equity</b>	<b>\$243,185</b>	<b>\$231,118</b>	<b>5.2%</b>

## Item 9.3 Attachment 2

GAD 21/07/2020

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

## NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

a. **Income Tax**

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

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

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

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

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

c. **Employee Benefits**

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

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

d. **Provisions**

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

e. **Cash and Cash Equivalents**

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

f. **Revenue and Other Income**

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

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

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

Donations of cash are recognised as revenue when received.

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





GAD 21/07/2020

Item 9.3 Attachment 2

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

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.

## Item 9.3 Attachment 2

GAD 21/07/2020

**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 2019 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



GAD 21/07/2020

Item 9.3 Attachment 2



## 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 2019 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the Associations Incorporations Act Western Australia 2015.

Name of firm: Face 2 Face Business Mentors

Name of auditor: Neville Andrew Robert FIPA

Member No.: 183180

Address: Lynwood, Perth

Dated this 30<sup>th</sup> day of November 2019



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



171 of 227

# Report on KPI's and Activities

*2020-2021*

**Native ARC Inc.**



GAD 21/07/2020

Item 9.3 Attachment 2

**To the Grants and Donations Committee**

On behalf of the Executive Committee of Native ARC Inc. I am pleased to provide this report outlining the activities of 2019.

Our Vision for the future is to grow the Centre to be the leading native wildlife hospital and rehabilitation facility in Western Australia and to actively engage as a Member of the Cockburn Wetlands Precinct.

Major initiatives in recent years which supports this Vision include:

- the registration of Native ARC by the Veterinary Surgeons' Board of WA as a veterinary hospital;
- the registration of Native ARC by the Radiology Council of WA to operate radiating apparatuses (X-rays) on-site; and
- the expansion of Native ARC's Poison's Permit by the Health Department WA to stock a wider variety of medications to treat sick and injured wildlife.

An additional milestone was the acceptance as a CORE Member on the Committee for Animal Welfare in Emergencies (CAWE) in May 2020. The CAWE assists the Department of Primary Industries and Regional Development (DPIRD) to build and maintain the State's capability and capacity in support of the State Support Plan – Animal Welfare in Emergencies (the Plan) by providing a multi-agency forum to promote communication and collaboration and the integration of animal welfare consideration into emergency management. Native ARC now represents wildlife rehabilitation practitioners in Western Australia on the CAWE.

Support from two pro bono Graphic Designers has enabled the Centre to redevelop its brand and website in addition to marketing material and merchandise.

Ongoing support from four volunteer Veterinarians and nine volunteer Registered Veterinary Nurses has allowed us to expand the scope and capacity of our veterinary hospital.

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



Robert Dunn  
Chairman  
Native ARC Inc.

 173 of 227

## 2019 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.	<p>Native ARC admitted 3557 animals in 2019 which is the highest admission rate of any wildlife rehabilitation centre in Western Australia.</p> <p>Native ARC is the only wildlife veterinary hospital in Western Australia licensed with the Veterinary Surgeons' Board of WA providing a model for best practice wildlife medicine and rehabilitation.</p> <p>All animals admitted to Native ARC are examined by a Veterinarian. We are the only wildlife rehabilitation centre in Western Australia to operate this way making us a best practice facility.</p> <p>Native ARC received funding from BP Refinery Kwinana in 2019 to develop an animal management software which will be utilised in our new facility. This software will provide a model for wildlife management in a wildlife hospital / rehabilitation facility. This will also allow us to reduce our paper usage on-site which is in line with our sustainability objectives.</p> <p>Native ARC was inspected in June 2020 by Wildlife Officers from the Department of Biodiversity, Conservation and Attractions with all enclosures, processes and governance meeting their requirements and Code of Practice for wildlife rehabilitation. The inspection was well received with Officers commenting on Native ARC's overall leadership in wildlife rehabilitation.</p> <p>Native ARC's Manager was accepted on the Committee for Animal Welfare in Emergencies (CAWE) in May 2020. The CAWE assists the Department of Primary Industries and Regional Development to build and maintain the State's capability and capacity in support of the State Support Plan – Animal Welfare in Emergencies (the Plan) by providing a multi-agency forum to promote communication and collaboration and the integration of animal welfare consideration into emergency management. Native ARC now represents wildlife rehabilitation practitioners in Western Australia on the CAWE.</p> <p>Native ARC presents at South Metropolitan TAFE on captive bird management and husbandry of marsupials.</p> <p>Four of Native ARC's volunteers are Registered Veterinarians and nine are Registered Veterinary Nurses undertaking pro bono work at Native ARC in the veterinary hospital.</p> <p>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.</p> <p>Native ARC's Manager was selected as the Master of Ceremonies for</p>



GAD 21/07/2020

Item 9.3 Attachment 2

			<p>the 2020 Australian Wildlife Rehabilitation Conference which runs for three days and attracts more than 350 attendees from around Australia and New Zealand. The conference will be held in Darwin and has been postponed to August 2021 due to Covid-19.</p> <p>Native ARC's Manager presented a 2-day course to wildlife rehabilitators in Kalgoorlie run by the Department of Biodiversity, Conservation and Attractions.</p> <p>Native ARC is now progressing its Accreditation with the Zoological and Aquarium association. Accreditation will reflect Native ARC's high standards for animal welfare and husbandry.</p> <p>Native ARC provided free veterinary treatment to wildlife rehabilitators who were treating burnt wildlife because of fires in WA.</p> <p>Native ARC raised \$5,500 for wildlife rehabilitation organisations in the Eastern States through a fundraiser open day in January 2020.</p>
	Annual Objective	KPI	Progress
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 2018 to June 2019</u> \$228,422.00  <i>less CoC Grant &amp; Capital Grants</i> \$91,265.00  <b>TOTAL \$137,157.00</b></li> <li>Projected Income for July 2019 to June 2020  <i>less CoC Grant &amp; Capital Grants</i> \$410,328.00  \$214,578.00  <b>TOTAL \$188,648.00</b></li> </ul> <p><b>37.5 % increase</b></p> <p>Grant income may be higher once EOFY data has been processed. This will reduce "other" income. Projected other income increase approximately 30%.</p> <p>*Native ARC has placed emphasis on grants/fundraising to support ongoing running costs and to support start up costs associated with our new wildlife hospital.</p>
3	Annual Objective	KPI	Progress
	Investment and Development	Aim to achieve a 10% growth in Education/ training programs income over the preceding 12	<p><b>The Cockburn Wetlands Precinct development and Covid-19 has significantly reduced education and training capacity.</b></p> <p>Approximate income growth from preceding year is -10%. However, our Fee for Service/Fundraising Income increased approximately 12% from previous year.</p> <p>Native ARC is changing its business model to generate funds primarily through fundraising and fee for service activities (whilst still including</p>



## Item 9.3 Attachment 2

GAD 21/07/2020

		months	<p>education and training) as our analysis of the market indicates we need to investigate other areas of potential revenue.</p> <p>We would request the Committee consider changes to this KPI to better reflect our future activities.</p> <p><b><i>Aim to achieve a 10% growth in fee for service/fundraising income over the preceding 12 months.</i></b></p>
4	Annual Objective	KPI	Progress
	Strong Corporate Partnerships	At least one corporate involvement/ partnership developed annually.	<p>More than 20 corporates attended team building days at Native ARC in 2019 including:</p> <ul style="list-style-type: none"> <li>Atco</li> <li>BP Kwinana Refinery</li> <li>City of Cockburn</li> <li>Deloitte Australia</li> <li>Fremantle Ports</li> <li>Murdoch Guild of Students</li> <li>RAC</li> <li>US Navy</li> <li>Water Corporation</li> <li>Woodside Energy</li> </ul> <p><i>BP Kwinana Refinery has committed to funding in 2018/2019, 2019/2020 and 2020/2021 for \$30,000.00 each year.</i></p> <p>The Rotary Club of Booragoon provided \$1500.00 funding to run two 'Self Care for Animal Carers' seminars in 2019. The seminar addresses mental health and burnout in animal care giving professions including volunteer wildlife rehabilitators, veterinary professionals and animal rescue organisations.</p> <p>Native ARC partnered with the Murdoch Student Emerging Leaders (MSEL) in 2019 to review and the Centre's Standard Operation 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.</p> <p>Native ARC partnered with the Water Corporation to repair and modify existing reticulation systems within animal enclosures. Materials and labour were provided by the Water Corporation pro bono.</p> <p>Total Eden in Bibra Lake signed Native ARC as its charity partner and will provide a \$2,500 sponsorship each year.</p> <p>Fremantle Ports chose Native ARC as its charity partner in 2018/2019 and has chosen us again in 2020/2021.</p>





GAD 21/07/2020

Item 9.3 Attachment 2

## 2019 Native ARC Additional Initiatives

Programs	Comments
Grants	<p><b>Successful Grants Achieved (Excluding City of Cockburn Grant)</b></p> <p>Atco provided \$9,500 to purchase 'cinema quality' video equipment to improve Native ARC's educational and training videos posted on Social Media.</p> <p>WIRES provided \$120,000 to assist with operational costs associated with starting up our new wildlife hospital. Funds will not be allocated until January 2021 when the Cockburn Wetlands Precinct redevelopment is complete and our new hospital is open – funds will be allocated over 24 months.</p> <p>The Federal Government's Communities and Investment Program provided \$20,000 to purchase new intensive care units for our wildlife hospital.</p> <p>Minara Resources provided \$10,000 to fund a new education enclosure for our resident Emus.</p> <p>Lotterywest's Covid-19 Relief fund provided \$26,180 for loss of income (education, training and fundraising) during Covid-19.</p> <p><i>NOTE: These Grants were received between 01/07/2019 – 30/06/2020. Grants are reported as per Financial Year cycles.</i></p> <p>These funds are for specific projects and capital builds.</p> <p><b>Unsuccessful Grants</b></p> <p>Lotterywest application for our new wildlife hospital (as part of the Cockburn Wetlands Precinct redevelopment) has been delayed from May 2020 to July 1 2021 due to Covid 19.</p> <p>Synergy Grant for \$150K in Solar panels was shortlisted but not successful.</p>
Programs	Comments
Education & Training	<p>Native ARC participates with the City of Cockburn and The Wetlands Centre Cockburn in a range of education programs throughout the year.</p> <p>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.</p> <p>Native ARC ran 6 school holiday programs which are well attended.</p> <p>Native ARC delivered wildlife training to the Department of Biodiversity, Conservation and Attractions (DBCA), Murdoch University, South Metropolitan TAFE, wildlife rehabilitation groups and the public.</p> <p>Over 1500 students participated in programs in 2019 prior to commencement of the Cockburn Wetlands Precinct re-development and Covid-19.</p> <p>Native ARC's Manager was selected as the Master of Ceremonies for</p>

## Item 9.3 Attachment 2

GAD 21/07/2020

		<p>the 2020 Australian Wildlife Rehabilitation Conference which runs for three days and attracts more than 350 attendees from around Australia and New Zealand. The conference will be held in Darwin and has been postponed to August 2021 (due to Covid-19).</p> <p>Native ARC has almost 11,000 followers on Facebook and we post daily educational videos and stories about wildlife, biodiversity and sustainability.</p>
	<b>Programs</b>	<b>Comments</b>
	Sustainability	<p>A large composting system reduces approximately 1000kg of organic waste going to land fill each year.</p> <p>There are currently 5 fully functional Aquaponics systems installed which provide water filtration in Turtle and Waterbird enclosures. Native ARC has developed a 'green waste' collection area on site for both Native ARC and the Wetlands Centre Cockburn which allows green waste to be collected by the City of Cockburn's Parks and Gardens team who recycle the material into mulch.</p> <p>Native ARC has removed all plastic clothes pegs from the Centre and replaced with stainless steel 'Pinicox Pegs'. The pegs cost \$2.00ea and were sourced through an online fundraiser. The pegs have a lifetime guarantee and will reduce more 2000 plastic pegs from entering landfill each year.</p> <p>Native ARC now only allows compostable coffee pods to be used in the staff/volunteer kitchen.</p> <p>Native ARC recently undertook a whole site waste audit in consultation with staff from the City of Cockburn's Waste Management and Environmental Services to improve sustainability and waste management practices in our new facility.</p>
	<b>Programs</b>	<b>Comments</b>
	Fundraising	<p>Regular collection of donation tins from local businesses raised more than \$4,000 in 2019/2020 (over 100 tins are placed at local businesses predominately in the City of Cockburn).</p> <p>Several fund-raising initiatives were undertaken in 2019/2020 (prior to Covid-19) including movie nights, quiz night and raffles generating approximately \$38,000.00 in revenue.</p> <p>Native ARC has introduced 3 electronic donation machines at nearby businesses which allow donors to donate money via eftpos or credit card. All machines are receiving donations each day and providing a donation option for people who don't have cash.</p> <p>The Centre has expanded its merchandise range which now includes hats, mugs, keep cups, tote bags, reusable bags, jumpers, t-shirts, cards, wristbands and keyrings.</p> <p>Native ARC produced a music video in collaboration with a local Perth band and 2 pro bono cinematographers. The music video was part of a fundraising campaign to raise capital to bring on board a paid fundraising coordinator. The Campaign was going well however within days of launching the campaign Western Australia was hit with Covid-19 and the campaign stalled. Native ARC raised just under \$3,000 in less than a week. Native ARC plans to make a second music video in 2021.</p>



GAD 21/07/2020

Item 9.3 Attachment 2

			Native ARC ran a fundraiser in January 2020 to support wildlife groups affected by bushfires in the Eastern States. Native ARC raised \$5,500 which was donated to the Zoological and Aquariums' Association Bushfire Relief Fund.
No.	Programs		Comments
	Upgrade of Leased Site at 172Hope Road Bibra Lake.		More than 1000 volunteer hours were allocated to the maintenance of the grounds and gardens of the leased site in 2019.  No major upgrades have been made to the site in 2019 due to the Cockburn Wetlands Precinct Redevelopment.

**SUMMARY OF NATIVE ARC's ACTIVITIES (2019)****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. Demonstrated competencies and/or qualifications are required to be eligible for nomination and acceptance on the Executive Committee. A new Committee Member joined the Committee in 2019.

**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 Senior Management experience with a large Bank in Western Australia.
- 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 more than 10 years' experience in the wildlife rehabilitation industry; and
- One with more than 10 years' experience in wildlife rehabilitation, several years' experience teaching wildlife rehabilitation at a tertiary level and participation on several environmental and educational advisory committees within the State.

**Native ARC is registered with:**

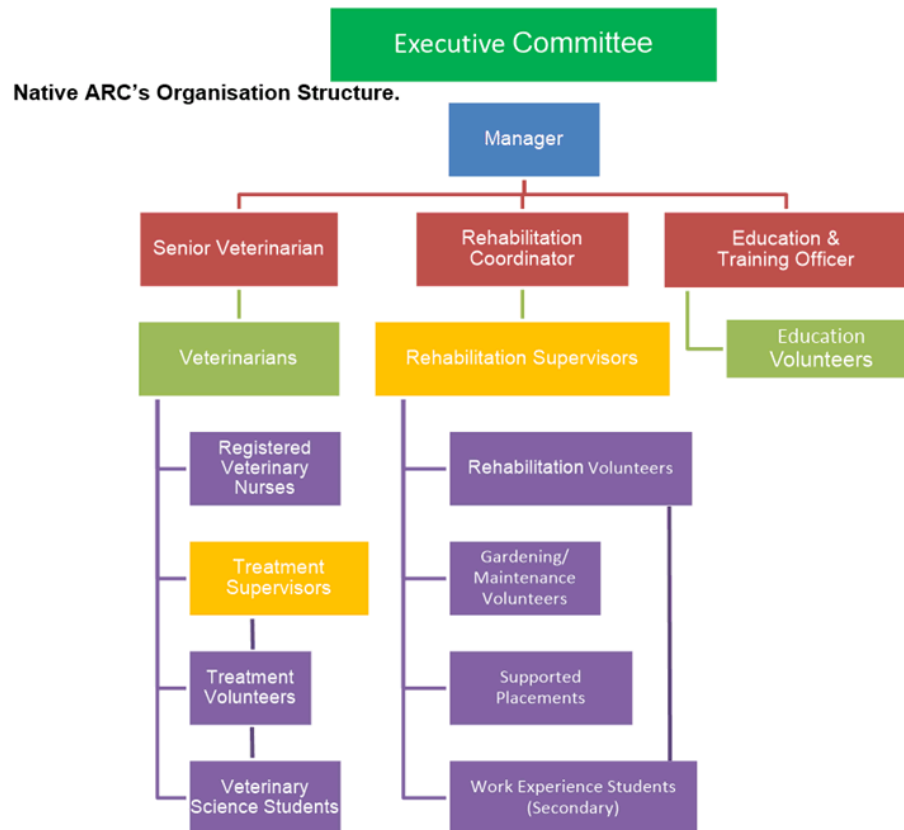
- Australian Charities and Not for Profits Commission (ACNC) Register (Federal Government);
- Register of Environmental Organisations (Federal Government);
- Registered Wildlife Rehabilitation Centre Department of Biodiversity, Conservation and Attractions (State Government);
- Registered Veterinary 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.



GAD 21/07/2020

Item 9.3 Attachment 2



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 Health and Safety
- Use of Personal Protective Equipment (PPE)
- Manual handling
- Smoking, drugs and alcohol
- Radiology
- Hazard management and waste disposal
- Bats and snakes
- Human health risks
- Disease control – transmissions within the facility
- Biosecurity
- Poisons

## Item 9.3 Attachment 2

GAD 21/07/2020

- Emergencies
- Domestic and pest species management
- Wildlife rehabilitation
- Wildlife medicine
- Euthanasia
- Capture and removal of reptiles
- Disposal of wildlife carcasses
- Event of dissolution
- Wildlife release and transport
- Off-site rehabilitation
- Animal welfare
- Animal collection
- Financial members
- Volunteer and employee management
- Performance reviews
- Student placement management
- Supported placement management
- Bullying
- Equal opportunity
- Dispute resolution
- Working with children
- Photographs
- Social media and content management

**HIGHLIGHTS FOR 2019****COVID 19**

Due to the serious evolving situation, in March 2020 the Executive Committee decided to reduce the number of volunteers at the Hospital to ensure the health and wellness of volunteers and their families. The Committee recognised the importance of the service Native ARC provides and opted for the Hospital to remain open with a reduced level of volunteer service.

Veterinary Services were declared an essential service by the Federal Government and exempt from pandemic related shutdowns. As Veterinary Services were classified as essential services, Native ARC continued to admit wildlife needing veterinary attention. We felt that without access to our services, there would be limited (and in some cases, zero) services for wildlife in the Cockburn and wider Perth Metropolitan region. This could potentially result in injury/disease to members of the public who attempted to care for these animals themselves and/or mental distress to members of the public who may witness the animal suffering. Furthermore, we felt that wildlife has just as much need for veterinary services as companion animals.



GAD 21/07/2020

Item 9.3 Attachment 2

Two other wildlife rehabilitation centres in Perth closed down for up to six weeks between March and June 2020 placing additional workloads on our already reduced volunteer and staff workforce.

To reduce the number of volunteers required on-site, Native ARC's six part time employees voluntarily attended full time (without pay) to ensure the Hospital remained open for the City of Cockburn and wider Perth community.

The welfare of our Resident Animals was also a priority and like other zoological/wildlife facilities in Australia, we were unable to send our residents off-site due to their unique husbandry requirements.

As of July 2020, we are still operating with only 15% our regular volunteer work force as we are returning all volunteers in a phased approach as we monitor the Covid-19 situation. We hope to be fully operational by mid-August 2020.

#### **PARTNERSHIPS**

Native ARC partnered with Deloitte Australia in 2019 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 Marketing Strategy. This not only provides a framework for growth and expansion but a guide for Native ARC's involvement in the Cockburn Wetlands Precinct.

Native ARC partnered with the Murdoch Student Emerging Leaders in 2019 to review and redevelop its Standard Operating Procedures. As part of the project's scope, students identified the need to ensure Native ARC's growth was factored into all Policies and Procedures developed.

The Centre contributes as a Member of the Cockburn Wetlands Precinct to promote environmental sustainability within the Cockburn community and has the potential to develop the site further as a tourism destination. This 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 and the Dogs Refuge in Shenton Park.

Native ARC partners with Western Australian Seabird Rescue (WASR) by providing veterinary and rehabilitation services. WASR 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. Native ARC provided veterinary treatment to more than 130 seabirds/waterbirds from WASR in 2019.

## Item 9.3 Attachment 2

GAD 21/07/2020

Native ARC produced a music video in collaboration with a local Perth band and 2 pro bono cinematographers. The music video was part of a fundraising campaign to raise capital to bring on board a paid fundraising coordinator. The campaign was going well however within days of launching the campaign Western Australia was hit with Covid-19 and the campaign stalled. Native ARC raised just under \$3,000 in less than a week.

**PERFORMANCE STATISTICS**

Native ARC:

- was open 365 days a year;
- provided a 24-hour phone service (8000 calls per annum);
- rescued 443 animals from a variety of locations and situations;
- provided opportunities for over 220 regular volunteers;
- admitted in 3557 animals to the Centre;
- treated more than 130 animals from Western Australian Seabird Rescue;
- provided education and information to more than 1500 participants;
- provided ongoing placement opportunities for people with disabilities;
- supported more than 20 work experience students from private/public schools;
- provided placements for more than 15 veterinary students from Murdoch University (a formal veterinary placement program is now in place);
- provided placements for 1 veterinary nurse student from Open Colleges; and
- hosted 23 corporate team building days.

Native ARC is the only wildlife hospital and 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 2019, 3557 animals were admitted compared to 2662 in 2014 (an increase of over 33% over the 5-year period).

Volunteer hours in 2019 were 74,563 compared to 41,518 in 2014 (an increase in almost 80% over the 5-year period).

Native ARC continues to admit more wildlife than any other rehabilitation centre in Western Australia 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





GAD 21/07/2020

Item 9.3 Attachment 2

at Murdoch University as veterinary clinics are not equipped to treat and rehabilitate wildlife.

Year	Admissions	Volunteer hours at Native ARC	Financial Value Hours <sup>1</sup> \$30.00 per hour
2019	3557	74 563 (1+3+7)	\$2,236,890.00
2018	3835	69 600	\$2, 088,000.00
2017	3355	64 581	\$1,937,430.00
2016	2864	63 833	\$ 1, 914, 990.00
2015	2922	54,444	\$1,633,320.00
2014	2662	41,518	\$1,245,540.00
2013	2244	26,249	\$787,470
2012	1458	20,497	\$614,910
2011	1200	17,535	\$526,050
2010	950	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 2019

1. Volunteers	Participation at the Centre undertaking rehabilitation of wildlife/gardening etc.	69, 563
2. Fundraising/Misc	Attendance at fetes, events, stalls, etc.	1, 000
3. Inductions/Training	New volunteers attending Induction training at the Centre.	2, 000
4. Work Experience	Secondary and Tertiary work experience student participation.	2, 000
5. Executive Committee	Executive Committee Meetings/events.	300
6. Corporate Participation	On site / Team building.	2,100
7. Off-Site Rehabilitation	Volunteers rehabilitating animals off-site.	3,000

#### SOCIAL MEDIA

As part of our five-year Marketing Strategy, emphasis over the last 12 months has been placed on growing our social media platforms which include Facebook, Instagram and Youtube. We post daily videos and photos on our Facebook page which now has almost 11,000 followers. This allows Native ARC to engage with the community daily and promote our education messages to a wider audience.

## Item 9.3 Attachment 2

GAD 21/07/2020

**VETERINARY TREATMENT FACILITY**

Native ARC is 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.

Native ARC employs two veterinarians (both part time) which ensures the Centre has a veterinarian on site every day with both veterinarians also contributing excessive 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.

Native ARC has four Registered Veterinarians and nine Registered Veterinary Nurses undertaking pro bono volunteer work at the Hospital on a weekly or fortnightly basis.

Native ARC is working with the City of Cockburn to achieve its vision of being the first state of the art wildlife veterinary hospital in Western Australia with unique eco-tourism opportunities.

**COMMITTEE FOR ANIMAL WELFARE IN EMERGENCIES**

Wildlife rehabilitators in Western Australia work tirelessly to protect our precious wildlife in a state approximately 1/4 the size of the United States of America.

As part of the WA State Emergency Management Arrangements, the first State Support Plan – Animal Welfare in Emergencies (State Support PAWE) was approved in November 2019. The State Support PAWE is maintained by the Department of Primary Industries and Regional Development (DPIRD) and within the plan, the Department of Biodiversity, Conservation and Attractions (DBCA) has the responsibility for wildlife.

As a result of ongoing discussions, DPIRD recognised the role wildlife rehabilitators could play to support any wildlife response. This is a fantastic outcome and as a result, Native ARC was appointed as a Member on the Committee for Animal Welfare in Emergencies (CAWE).

Members of the CAWE are representative of a greater community and have been selected for their ability to collaborate with a wider network of likeminded organisations. Native ARC was endorsed to represent wildlife rehabilitators in Western Australia by several of the larger groups including Native Animal Rescue, Darling Range Wildlife Shelter, Western Australia Seabird Rescue, Maroo Wildlife Refuge and Bluegum Wildlife Rescue and Rehabilitation. Going forward, Native ARC plans to develop a strong network to ensure



GAD 21/07/2020

Item 9.3 Attachment 2

the wildlife rehabilitation industry is united with respect to wildlife in emergency situations to ensure wildlife rehabilitators can contribute to the State Support PAWE through the CAWE.

#### **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 forms part of our revised income generating business model to ensure ongoing sustainability of our new facility.

#### **CALL CENTRE SERVICE**

Native ARC received in excess of 8,000 calls in 2019 through its 24-hour phone service. Many calls are directed to the Centre by the City of Cockburn regarding community concerns about wildlife. The Wildcare Helpline run by the Department of Biodiversity, Conservation and Attractions also refers callers to Native ARC for wildlife assistance. Native ARC provides the only 24-hour phone service for wildlife in Western Australia.

#### **SCHOOL EDUCATION / TERTIARY EDUCATION / TRAINING**

In 2019, in excess of 3,000 primary/secondary school education hours were provided through onsite and off-site programs with more than 1500 participants attending education and information sessions.

\*Native ARC has been limited in the number of education and training opportunities due to the Cockburn Wetlands Precinct Development and Covid-19.

#### **PEOPLE WITH DISABILITIES**

Native ARC encourages opportunities for people with disabilities to gain valuable social skills and experience working with wildlife. Native ARC provided volunteer opportunities to 6 volunteers with disabilities in 2019.

The Centre 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 most volunteers coming from the area. At any one-time Native ARC has between 200-220 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 (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.

4 Registered Veterinarians and 9 Registered Veterinary Nurses undertake volunteer work at the Centre's veterinary hospital.

**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 100 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.

**VOLUNTEER SOCIAL EVENTS**

In 2020 Native ARC hosted two volunteer social events which were sponsored privately by Executive Committee Members (not paid for out of operational funds) with the focus on recognising and rewarding the Centre's 250 plus volunteers. These included:

- Volunteer BBQ;
- Volunteer Christmas party.



GAD 21/07/2020

Item 9.3 Attachment 2

**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:

- Atco
- BP Kwinana Refinery
- City of Cockburn
- Deloitte Australia
- Fremantle Ports
- Murdoch Guild of Students
- RAC
- US Navy
- Water Corporation

Native ARC hosted 23 team-based volunteering projects in 2019 with more than 350 participants contributing in-kind support to the Centre.

Native ARC partnered with Deloitte Australia in 2019 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 Marketing Strategy. 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.
- Is a Member on the Committee for Animal Welfare in Emergencies.

## Item 9.3 Attachment 2

GAD 21/07/2020

**SUMMARY**

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.

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 ensure the Cockburn Wetlands Precinct continues to develop and expand in partnership with the City of Cockburn.

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 as part of our new business model.

Not only does the existing Veterinary Hospital provide onsite resources for the provision of veterinary services to wildlife, it also serves as a prototype for education and ecotourism experiences.

Our state-of-the-art wildlife hospital and rehabilitation facility will allow us to treat more wildlife and pioneer new techniques to improve successful rehabilitation outcomes in Western Australia. This will also position us as leaders in wildlife medicine, research and conservation.

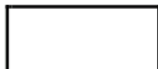
Native ARC's ongoing development will ensure the Cockburn Wetlands Precinct can offer the community a range of best practice environmentally based programs.

The next 12 months will be challenging for us as we transition into our new facility.

I am confident that with the skills and passion of our Executive Committee, dedicated staff and huge team of volunteers we will continue to lead the way for wildlife rehabilitation in Western Australia.



Robert Dunn  
Chairman  
Native ARC Inc.



GAD 21/07/2020

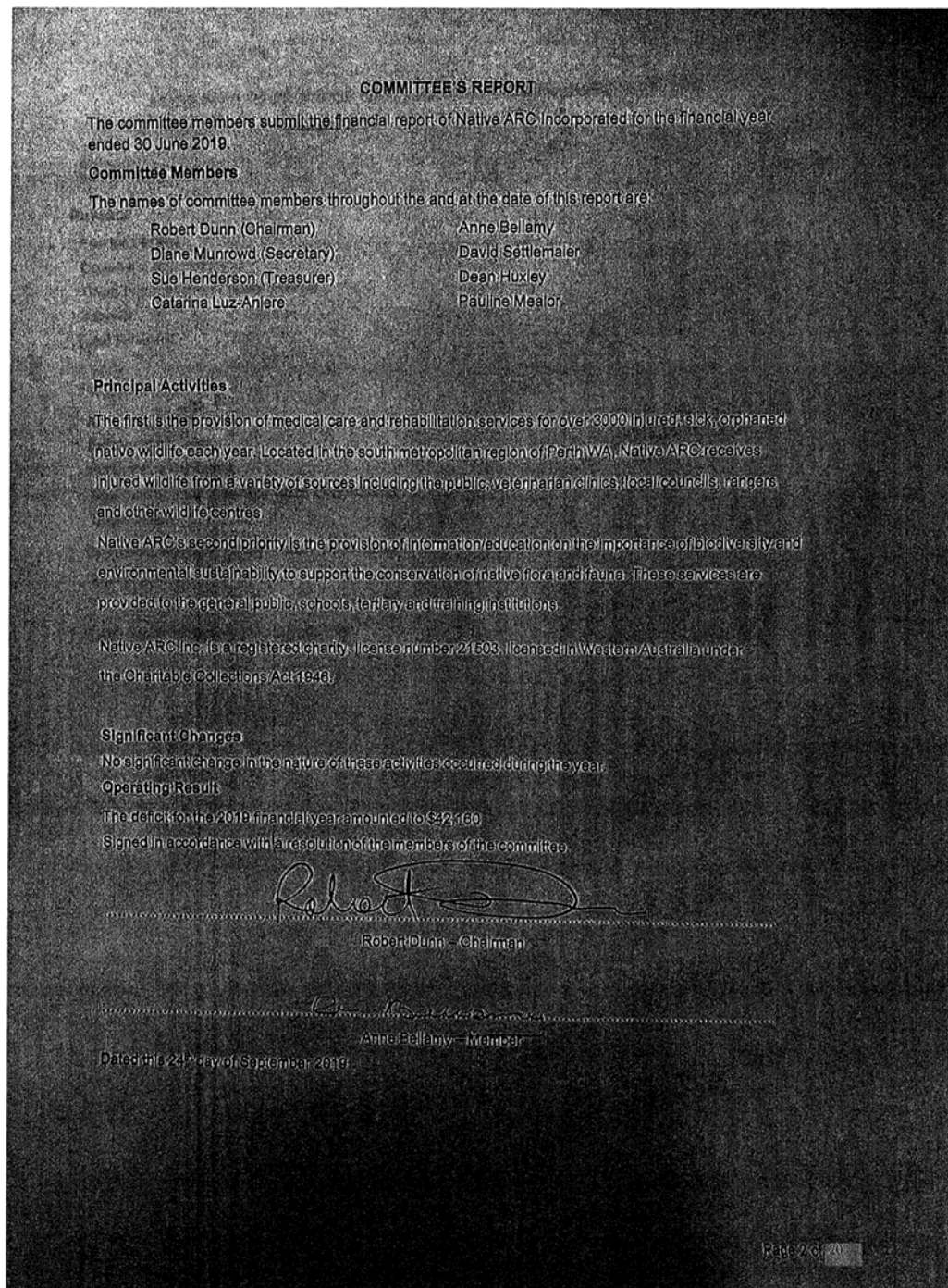
Item 9.3 Attachment 2



NATIVE ARC INCORPORATED

ABN: 83 275 625 469

**Financial Report**  
**for the year ended 30 June 2019**





GAD 21/07/2020

Item 9.3 Attachment 2

## Native ARC Incorporated ABN 83275625469

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2019

	Note	2019	2018
		\$	\$
<b>Revenue</b>			
Fee for Service		38,949	36,909
Donations and Fundraising		101,920	91,972
Grant Income (excl. Capital Grants)		91,265	107,007
Interest		1,297	926
<b>Total Revenue</b>		<b>233,341</b>	<b>236,814</b>
<b>Expenses</b>			
Administration expenses		(6,366)	(7,423)
Employment Costs		(117,755)	(116,358)
Fundraising expenses		(18,601)	(17,642)
Service provision expenses (excl. Depreciation)		(89,096)	(84,604)
Depreciation	2	(43,773)	(35,908)
<b>Operating surplus/(deficit) before income tax</b>		<b>(42,160)</b>	<b>(25,120)</b>
Capital Grants		0	52,642
<b>Total Comprehensive surplus/(deficit)</b>		<b>(42,160)</b>	<b>27,522</b>

The accompanying notes form part of these financial statements.

Page 3 of 20

## Item 9.3 Attachment 2

GAD 21/07/2020

Native ARC Incorporated ABN 83275625469

STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2019

	Note	2019 \$	2018 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash on hand	3	141,150	124,277
Accounts receivable and other debtors	4	18,126	45,744
<b>TOTAL CURRENT ASSETS</b>		<b>159,276</b>	<b>170,021</b>
<b>NON-CURRENT ASSETS</b>			
Buildings	5	87,068	103,634
Plant and equipment	5	42,337	45,458
Vehicle	5	11,911	18,547
<b>TOTAL NON-CURRENT ASSETS</b>		<b>141,316</b>	<b>167,639</b>
<b>TOTAL ASSETS</b>		<b>300,591</b>	<b>337,660</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Long Service leave <12months		9,211	2,725
Accounts payable and other payables	6	22,348	19,263
<b>TOTAL CURRENT LIABILITIES</b>		<b>31,559</b>	<b>21,988</b>
<b>NON-CURRENT LIABILITIES – Long Service Leave</b>	6	<b>346</b>	<b>4,827</b>
<b>TOTAL LIABILITIES</b>		<b>31,905</b>	<b>26,815</b>
<b>NET ASSETS</b>		<b>268,686</b>	<b>310,845</b>
<b>EQUITY</b>			
Retained surplus		249,330	310,845
Reserves – replacement vehicle	8	19,356	-
<b>TOTAL EQUITY</b>		<b>268,686</b>	<b>310,845</b>

The accompanying notes form part of these financial statements.

Page 4 of 20



GAD 21/07/2020

Item 9.3 Attachment 2

Native ARC Incorporated ABN 83275625469

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2019

	Reserves \$	Retained Profits \$	Total Equity \$
Balance at 1 July 2017	-	283,322	283,322
Surplus for the year attributable to members of the entity		27,522	27,522
Other comprehensive income for the year	-	-	-
Total comprehensive income attributable to members of the entity	-	27,522	27,522
Balance at 30 June 2018	-	310,845	310,845
Comprehensive income			
Deficit for the year attributable to members of the entity	-	(42,160)	(42,160)
Other comprehensive income for the year	-	-	-
Total comprehensive income attributable to members of the entity		(42,160)	(42,160)
Transfer to reserves – vehicle replacement	19,356	(19,356)	-
Balance at 30 June 2019	19,356	249,329	268,686

The accompanying notes form part of these financial statements.

Page 5 of 20

195 of 227

## Item 9.3 Attachment 2

GAD 21/07/2020

## Native ARC Incorporated ABN 83275625469

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 June 2019

	Note	2019	2018
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from sales: education, training, members		38,949	36,909
Receipts from donations, bequests and fundraising		89,920	91,972
Grants received		91,265	159,649
Payments to suppliers and employees		(199,009)	(322,631)
Interest received		1,297	926
Net cash (used in)/generated from operating activities	7	22,422	(33,175)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for fixed assets		(5,549)	(52,642)
Net cash used in investing activities		(5,549)	(52,642)
Net increase/(decrease) in cash held		16,873	(85,817)
Cash on hand at the beginning of the financial year		124,277	210,093
Cash on hand at the end of the financial year	3	141,150	124,277

The accompanying notes form part of these financial statements.

Page 6 of 20



GAD 21/07/2020

Item 9.3 Attachment 2

Native ARC Incorporated ABN 83275625469

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2019**

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 20<sup>th</sup> September 2019 by the members of the association.

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

**Basis of Preparation**

In the Committee of Members' opinion, the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and Western Australian legislation for Associations Incorporation Act 2015, the Charitable Collections Act 1946 and associated regulations. The Committee of Members have determined that the accounting policies are appropriate to meet the needs of the members of Native ARC Incorporated. These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and interpretations issued by the Australian Accounting Standards Board ("AASB") and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

**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.

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.

Page 7 of 20

 197 of 227

## Item 9.3 Attachment 2

GAD 21/07/2020

Native ARC Incorporated ABN 83275625469

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2019

b. **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.

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 2018-19 (*note sale of assets is restricted by Native ARC's Constitution*).

c. **Leases**

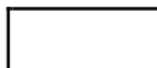
Native ARC Inc. does not lease fixed assets.

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

Page 8 of 20



GAD 21/07/2020

Item 9.3 Attachment 2

## Native ARC Incorporated ABN 83275625469

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2019

e. **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.

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to the expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

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.

f. **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.

g. **Accounts Receivable and Other Debtors**

Native ARC Inc. introduced invoicing through the SAGE accounting system and holds accounts receivable at year end. All invoices relate to the 2018/19 accounting year. There are no doubtful debtors. Prepayments reflect Insurance premiums relating to 2019/20.

h. **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.

i. **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*.

j. **Intangible Assets**

Native ARC Inc. does not have Intangible Assets

k. **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.

l. **Comparative Figures**

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

Page 9 of 20

## Item 9.3 Attachment 2

GAD 21/07/2020

## Native ARC Incorporated ABN 83275625469

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2019

m. **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.

n. **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.

o. **Economic Dependence**

Native ARC Incorporated is dependent on the City of Cockburn for around 40% 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.

p. **New Accounting Standards for Application in Future Periods****AASB 15 Revenue from Contracts with Customers**

This standard is applicable to annual reporting periods beginning on or after 1 January 2019. The standard provides a single standard for revenue recognition. The core principle of the standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The standard will require: contracts (either written, verbal or implied) to be identified, together with the separate performance obligations within the contract; determine the transaction price, adjusted for the time value of money excluding credit risk; allocation of the transaction price to the separate performance obligations on a basis of relative stand-alone selling price of each distinct good or service, or estimation approach if no distinct observable prices exist; and recognition of revenue when each performance obligation is satisfied. Credit risk will be presented separately as an expense rather than adjusted to revenue. For goods, the performance obligation would be satisfied when the customer obtains control of the goods. For services, the performance obligation is satisfied when the service has been provided, typically for promises to transfer services to customers. For performance obligations satisfied over time, an entity would select an appropriate measure of progress to determine how much revenue should be recognised as the performance obligation is satisfied. Contracts with customers will be presented in an entity's statement of financial position as a contract liability, a contract asset, or a receivable, depending on the relationship between the entity's performance and the customer's payment. Sufficient quantitative and qualitative disclosure is required to enable users to understand the contracts with customers; the significant judgements made in applying the guidance to those contracts; and any assets recognised from the costs to obtain or fulfil a contract with a customer. The Association will adopt this standard from 1 July 2019 and after considering the impact currently expect this to be immaterial.

Page 10 of 20





GAD 21/07/2020

Item 9.3 Attachment 2

Native ARC Incorporated ABN 83275625469

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2018

## New Accounting Standards for Application in Future Periods (cont)

*AASB 16 Leases*

This standard is applicable to annual reporting periods beginning on or after 1 January 2019. The standard replaces AASB 117 'Leases' and for lessees will eliminate the classifications of operating leases and finance leases. Subject to exceptions, a 'right-of-use' asset will be capitalised in the statement of financial position, measured at the present value of the unavoidable future lease payments to be made over the lease term. The exceptions relate to short-term leases of 12 months or less and leases of low-value assets (such as personal computers and small office furniture) where an accounting policy choice exists whereby either a 'right-of-use' asset is recognised or lease payments are expensed to profit or loss as incurred. A liability corresponding to the capitalised lease will also be recognised, adjusted for lease prepayments, lease incentives received, initial direct costs incurred and an estimate of any future restoration, removal or dismantling costs. Straight-line operating lease expense recognition will be replaced with a depreciation charge for the leased asset (included in operating costs) and an interest expense on the recognised lease liability (included in finance costs). In the earlier periods of the lease, the expenses associated with the lease under AASB 16 will be higher when compared to lease expenses under AASB 117. However, EBITDA (Earnings Before Interest, Tax, Depreciation and Amortisation) results will be improved as the operating expense is replaced by interest expense and depreciation in profit or loss under AASB 16. For classification within the statement of cash flows, the lease payments will be separated into both a principal (financing activities) and interest (either operating or financing activities) component. For lessor accounting, the standard does not substantially change how a lessor accounts for leases. The Association will adopt this standard from 1 July 2019 and after considering the impact currently expect this to be immaterial.

*AASB 1058 Income of Not-for-Profit Entities*

This standard is applicable to annual reporting periods beginning on or after 1 January 2019. This Standard is applicable to transactions that do not arise from enforceable contracts with customers involving performance obligations. The significant accounting requirements of AASB 1058 are as follows: Income arising from an excess of the initial carrying amount of an asset over the related contributions by owners, increases in liabilities, decreases in assets and revenue should be immediately recognised in profit or loss. For this purpose, the assets, liabilities and revenue are to be measured in accordance with other applicable Standards.

Liabilities should be recognised for the excess of the initial carrying amount of a financial asset (received in a transfer to enable the entity to acquire or construct a recognisable non-financial asset that is to be controlled by the entity) over any related amounts recognised in accordance with the applicable Standards. The liabilities must be amortised to profit or loss as income when the entity satisfies its obligations under the transfer. The Association will adopt this standard from 1 July 2019 and after considering the impact currently expect this to be immaterial.

Page 11 of 20

201 of 227

## Item 9.3 Attachment 2

GAD 21/07/2020

## Native ARC Incorporated ABN 83275625469

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

## NOTE 2: DEPRECIATION EXPENSES

	2019	2018
	\$	\$
Depreciation and amortisation:		
Buildings	16,566	13,028
Plant and equipment	20,571	16,244
Vehicles	6,636	6,636
Total depreciation and amortisation expenses	43,772	35,908

## NOTE 3: CASH ON HAND

	2019	2018
	\$	\$
Cash at bank – unrestricted	140,799	124,276
Cash float	351	-
	141,150	124,276

## NOTE 4: ACCOUNTS RECEIVABLE AND OTHER DEBTORS

	2019	2018
	\$	\$
Trade Debtors (* relating to 17/18)	0	32,417
Prepayments	4,502	5,980
Accrued Income	13,624	7,347-
	18,126	45,744

\*Invoice to BP for \$30,000 - 2018 Grant Funds dated 19<sup>th</sup> April 2018 was the significant debtor. This was paid to Native ARC on 12<sup>th</sup> July 2018.

Page 12 of 20



GAD 21/07/2020

Item 9.3 Attachment 2

## Native ARC Incorporated ABN 83275625469

## NOTE 7: CASH FLOW INFORMATION

	2019	2018
	\$	\$
<b>Reconciliation of cash flows from operating activities with net current year surplus</b>		
Net current year surplus/(deficit)	(42,160)	27,523
Non-cash flows in current year surplus:		
- depreciation and amortisation	43,772	35,908
- FOC Asset income less asset reclassifications w/offs	(12,000)	-
Changes in assets and liabilities:		
- Increase/(decrease) in grants received in advance	-	(45,739)
- Decrease/(increase) in debtors/prepayments	27,618	(44,044)
- Increase/(decrease) in accounts payable and other payables	5,192	(6,823)
Net cash generated from / (used in) operating activities	22,422	(33,175)

Page 14 of 20

203 of 227

## Item 9.3 Attachment 2

GAD 21/07/2020

## Native ARC Incorporated ABN 83275625469

## NOTE 8: RESERVES

The Committee has created a reserve to recognise the commitment to purchase a new commercial vehicle. The expectation is that this reserve will be utilised in the year ending 30<sup>th</sup> June 2021.

## NOTE 9: KEY MANAGEMENT PERSONNEL DISCLOSURE

The compensation made to senior officers of the incorporated association is set out below (including Superannuation). Management salaries are funded through a Grant from the City of Cockburn. No compensation was paid to any other committee member of the association:

	2019	2018
	\$	\$
Co-Manager: Dean Huxley	49,920	50,921
Co-Manager: Diane Munrowd	21,388	22,577
	<u>71,308</u>	<u>73,498</u>

## NOTE 10: REMUNERATION OF AUDITORS

During the financial year, the following fees were paid or payable for services provided by Australian Audit, the auditor of the incorporated association:

	2019	2018
	\$	\$
Audit services - Australian Audit	1,200	2,000

## NOTE 11: RELATED PARTIES

There were no transactions with related parties during the current and previous year.

## NOTE 12: EVENTS AFTER THE REPORTING PERIOD

No matter or circumstance has arisen since 30 June 2019 that has significantly affected, or may significantly affect Native ARC's operations or the result of those operations.

## NOTE 13: ENTITY DETAILS

The registered office and principal place of business is:

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



GAD 21/07/2020


Item 9.3 Attachment 2

**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 15 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 2019 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 24<sup>th</sup> day of September 2019.

  
Anne Bellamy (Member)

Dated this 24<sup>th</sup> day of September 2019.

Page 13 of 20

## Item 9.3 Attachment 2

GAD 21/07/2020

# AUSTRALIAN AUDIT

## DIRECTORS:

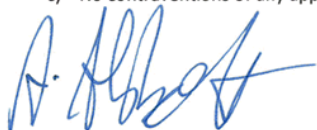
ROBERT CAMPBELL CA, CPA, RCA, MSW  
VIRAL PATEL CA, CPA, FCCA (UK), RCA  
ALASTAIR ABBOTT CA, RCA, MFORENSIC ACCOUNTING

## 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 2019, 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



**Alastair Abbott**, CA, MAICD, M. Forensic Accounting  
Registered Company Auditor number 486826

**Director**

**Australian Audit**

Dated: 14 October 2019

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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 2019, 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, 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 2019, 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*.

#### 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.

#### 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.

PO BOX 7465 CLOISTERS SQUARE PO WA 6850 | LEVEL 8, 251 ST GEORGES TERRACE PERTH, WA 6000 AUSTRALIA  
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Page 18 of 20  
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## Item 9.3 Attachment 2

GAD 21/07/2020



#### 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.
- 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





GAD 21/07/2020

Item 9.3 Attachment 2



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.

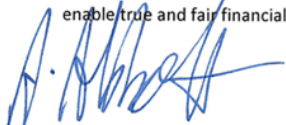
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

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.

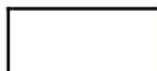
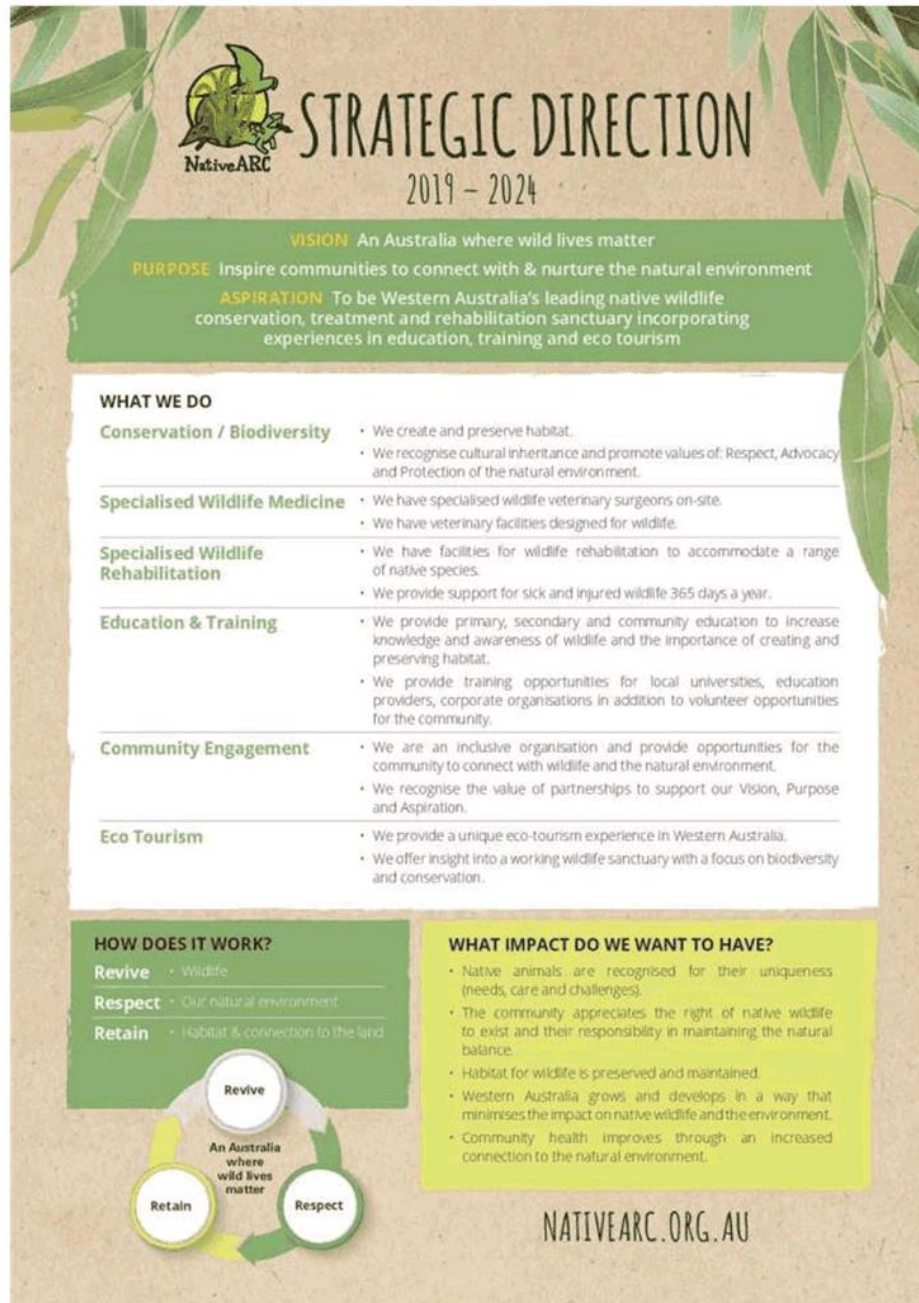
#### Report on Other Legal and Regulatory Requirements

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.

  
**Alastair Abbott**, CA, MAICD, M. Forensic Accounting  
 Registered Company Auditor number 486826  
**Director**  
**Australian Audit**

Dated: 14 October 2019



GAD 21/07/2020

Item 9.3 Attachment 2



211 of 227



Address: 172 Hope Rd, Bibra Lake WA 6163  
 Phone: (08) 9417 7105  
 Email: [info@nativearc.org.au](mailto:info@nativearc.org.au)

**HAVE YOU THOUGHT ABOUT VOLUNTEERING?**





We are currently not inducting new volunteers due to the Covid-19 crisis. However, please submit your application forms online and we will contact you as soon as we re-commence our regular volunteer programs.

**Our Volunteers**

We have a diverse group of volunteers united by their commitment to helping native wildlife. Our volunteers currently number over 250 and range from those who are still at school, TAFE or university to a large group of retirees.

**Who can volunteer?**

Anyone with a passion for native wildlife and the environment can volunteer. You don't need any prior skills or experience but you do need to be willing to commit to a minimum time per week or fortnight. However, you must be 16 years of age or above and we recommend you have a current tetanus vaccination.

**Volunteer Induction & Training**

We train all volunteers on site and you do not need to have previous experience working with animals. There are two induction sessions. The first is a one hour general introduction to volunteering at Native ARC. If you then decide to continue, the second provides structured competency based in-house training and hands on experience.

**Become a Volunteer**

To apply to be a volunteer and attend the general introduction, simply complete a volunteer application form which is available on our website: [www.nativearc.org.au](http://www.nativearc.org.au)

**FRONT COVER: Little Penguin rescued by Native ARC see page 9**

2



GAD 21/07/2020

Item 9.3 Attachment 2

ISSUE NO. 09



**NativeARC**

**CHAIRMAN'S ADDRESS**

To our valued supporters,

It's been a difficult start to 2020 for all of us. The Covid-19 situation has had a significant impact on our organisation both financially and operationally.

Veterinary Hospitals are classified as an essential service and as Western Australia's only wildlife veterinary hospital, we remained operational to provide the community with an essential service for wildlife needing care.

Unfortunately, to ensure we comply with all social distancing requirements, we have put a temporary hold on the majority of our volunteer positions. This has meant most of our dedicated, long term volunteers are unable to volunteer on-site. They are still supporting Native ARC from home with various jobs including phones, administration, data entry, deliveries, food preparation, off-site rehabilitation, rescues and releases. I would like to thank our amazing team of volunteers for their unwavering support and for being the backbone of Native ARC as always.

Our dedicated part time employees are also working tirelessly to keep our doors open. Our entire

management team are now working in the hospital and rehabilitation areas to ensure our veterinary hospital remains open. We still have a veterinarian on-site 365 days a year and are available for all wildlife emergencies.

The construction of our new state of the art wildlife hospital and rehabilitation facility is still underway. I would like to thank the City of Cockburn (who are underwriting the project) and BP Kwinana Refinery for their many years of support.

We look forward to sharing our journey with you on social media and we are very excited to resume our regular volunteer and community outreach programs as soon as possible.

I hope you and your families stay safe and look after each other during this difficult time. Native ARC will continue to 'Help Wild Lives Live'.

Thankyou.

**ROBERT DUNN**  
Chairman



**MUSIC VIDEO**

Native ARC made its very first music video! As part of our ongoing education efforts and in an attempt to raise funds for a fundraising coordinator, Native ARC partnered with Perth band, Paradise Warriors, to produce a song and associated music video, 'Like an Animal'. Visit our Youtube page to check out the video!



3



## Item 9.3 Attachment 2

GAD 21/07/2020

## A SPECIAL THANKS TO OUR SUPPORTERS

**TOTAL EDEN**

A huge thanks to the generosity of Total Eden in becoming one of our annual sponsors by contributing \$2500 towards the ongoing costs involved in the care and rehabilitation of our native wildlife. Without sponsorship such as this we would not be able to continue with the work we do at Native ARC.

With almost 40 years of experience, the Total Eden team delivers major irrigation and landscaping projects in Western Australia to the very highest specification.

Whether commercial developments and sub-divisions, public open space, parkland and playgrounds, playing fields and golf clubs, Total Eden's technical knowledge and comprehensive approach is unrivalled in this industry. The breadth and scale of their completed projects adds up to an unmatched capability to respond to different specifications, designs and spaces, materials and surfaces.

Total Eden offers a comprehensive service that covers water design and engineering, landscape and irrigation construction and maintenance, as well as a network of irrigation retail stores, making them a one stop shop for your project's needs.

You can expect a commitment to your project, innovation, excellent time management, a respectful, positive-people culture, and an excellent safety record.

**Find out more at <http://totaleden.com.au/>**



**SIGMA CHEMICALS**

We are very grateful to Sigma Chemicals for generously donating three drums of liquid chlorine to Native ARC on a three monthly basis.

Sigma Chemicals (Sigma Companies Group Pty Ltd) is a diverse company and preferred supplier across the mining, manufacturing, and pool and spa industries worldwide with over 51 years in the business. They can source, store and deliver a wide range of raw materials, specialty and process chemicals and dangerous goods specific to your requirements, with experience in import and export trade.

Sigma can provide expert advice and the highest quality chemicals and equipment for treating water in swimming pools and spas (domestic and commercial), drinking water, agriculture and waste water.

**For further information go to the Sigma Chemicals website at [www.sigmachemicals.com.au/](http://www.sigmachemicals.com.au/) or Facebook: @sigmachemicals**



**NETLINK GROUP**

Thank you to Pedro De Carvalho from the Netlink Group who has kindly donated office furniture to Native ARC. The Netlink Group has been providing IT products and services to Perth businesses since 1994.

Their products and services include the following:

<ul style="list-style-type: none"> <li>Managed IT Services</li> <li>Cyber Security Solutions</li> <li>Cloud Computing</li> </ul>	<ul style="list-style-type: none"> <li>Managed Communications</li> <li>IT Consulting Services</li> <li>Enterprise Mobility Services</li> </ul>
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Netlink has gained a number of accolades for the quality of their service including Telstra Gold Business Partner accreditation, Cisco Premier partnership and many other global vendors technology partnerships.

**For further information go to the Netlink website at <https://netlinkgroup.com.au/why-netlink/>**

**4**

GAD 21/07/2020

Item 9.3 Attachment 2

**ABLE WESTCHEM**


Thank you, Able Westchem, for the generous donation of bleach and bleach dispensers to Native ARC.

Able Westchem is a wholly owned Western Australian Chemical Manufacturing and Toll Blending Company, producing a comprehensive range of products to a wide range of industries.

Since the Company was founded in 1971, Able Westchem has grown to be recognised as one of Western Australia's largest and innovative manufacturers and suppliers of general and specialty chemical products to a wide range of industries.

**For further information go to the Able Westchem web site at <https://www.westchem.com.au/>**

**ENVIRAPEST**



Envirapest provide pro bono environmentally friendly rodent control to Native ARC.

Envirapest is Western Australia's most awarded pest, termite and weed control business. They are family owned and operated and won the National Pest Manager of the year award for 2019/2020.

Envirapest started their business over 17 years ago and now serve around 10,000 Perth homes, businesses and government organisations on an annual basis. With 50 years combined experience in the pest, termite and weed control service industry they have an acknowledged reputation for providing Perth's safest environmental termite, pest and weed control solutions.

**For further details go to the Envirapest website at <https://www.envirapest.com.au>**


**TEMPFENCE WA**

Jamie Monk of TempFence WA not only donated 40 metres of temporary fencing to Native ARC so that we could trial a new enclosure for our two emus, Weiti and Weero, but also installed it for us. Thank you very much, Jamie!

TempFence is a rapidly growing family business with 20 years of temporary fencing experience servicing the greater Perth metro area from as far north as Two Rocks and as far south as Mandurah. There is no job too big or small and includes temporary fencing for public and private events, domestic and commercial building sites, insurance work and all aspects of temporary pool fencing. All of the fencing products available for hire comply with Australian Government Safety Standards.

They have a large and varied customer base including BGC Construction, Construct Services, Highbury Homes, Solutions Building Group, UWA and a large number of local councils.

**For further information go to the TempFence WA website at <http://www.tempfencewa.com.au/>**




**COMMERCIAL NETMAKERS**

Thank you to Commercial Netmakers of Bibra Lake for their donation of 100 metres of shade cloth.

Commercial Netmakers specialises in high quality, durable custom made nets that are tailored to customer needs. Their custom made nets include the following:

- Sporting nets, such as goal nets and perimeter and divider barrier nets for use in all types of sporting activities.
- Pest control nets, ideal for excluding birds and insects and protecting wildlife and personnel.
- Barrier nets and supportive structures for safety.
- Mining nets and other industry nets for tie down, under conveyor belts, egress net, BSEN Safety Nets for fall arrest, bin/basket cover, debris, shade & more.
- Nets for horticultural and agricultural use.
- Environmental netting for evaporation ponds, turkey nests, storage and waste facilities, containment netting, mining bird netting and more.



5



## Item 9.3 Attachment 2

GAD 21/07/2020

### OUR EDUCATION PYTHONS: ARGYLE AND SPOT



**Common Name:** Woma Python  
**Scientific Name:** *Aspidites ramsayi*  
**Common Name:** Stimson Python  
**Scientific Name:** *Antaresia stimsoni*

Argyle is our Woma Python and Spot is our Stimson Python. Both are wildlife ambassadors, helping visitors learn about snakes and the importance of caring for the environment.

Spot has been with Native ARC since 2009 and Argyle since 2015. When Argyle arrived, a lot of handling work was needed to get him to be the calm, friendly snake that he is today. Spot has always been a delight.

Native ARC has a team of about 10 reptile crew members who take care of the day to day husbandry of our education snakes and lizards. One of those members is Sophie, who comes into Native ARC up to three times a week to clean, weigh, feed and handle the reptiles. She is particularly fond of Argyle and Spot.

We recently constructed a snake enrichment board, which we now use to display the natural movement of the snakes when we go out to education sessions.



### FACTS ABOUT PYTHONS

**Common name:** Python  
**Scientific Name:** Pythonidae  
**Cool Facts About Python:**

1. Pythons are a family of non-venomous snakes.
2. There are 41 species of python found within the family Pythonidae.
3. The largest python reaches up to 10 metres in length and has a weight of up to 115 kilos. However, the Stimson python is a small python only growing to a metre long while the Woma python grows to about 1.5 metres.
4. Pythons have a long life with the lifespan being from 15 to 30 years depending on the species.
5. They are constrictors and kill their prey by squeezing them until they stop breathing. After the death of their prey, these huge snakes swallow it as a single piece. If they swallow a large prey it can last for several weeks or even months.
6. Pythons have a slow metabolic rate and, therefore, they can survive without food for a long time.
7. Diet: Small mammals, frogs, birds and lizards.
8. A python tastes the air with its tongue to smell if prey is nearby. Also special temperature-sensing pits on its face can sense the heat of a nearby animal - this helps them find warm-blooded prey even in the dark or among dense foliage.
9. The heart of a python is not found at a fixed point in its body. Instead, it keeps on moving around in order to make room for a prey when it is swallowed by the snake.
10. Pythons are egg layers. After they lay their clutch of up to 19 eggs, females typically incubate them until they hatch which is usually about two months. During the incubation period, females will not eat and only leave to bask to raise their body temperature. After the eggs hatch, she leaves and the babies are on their own.
11. Both the Woma python and Stimson Python are nocturnal; by day they shelter in hollow logs and burrows and then search for prey at night.
12. Known as Kuniya to members of several central Australian Aboriginal groups, the Woma python is a very important creation ancestor, and the Kuniya and Liru story is one of the major Creation stories.

6



GAD 21/07/2020

Item 9.3 Attachment 2

### PATIENT PROFILE – NESTLING KOOKABURRAS

This summer season we had 8 nestling kookaburras admitted into care, all from different locations. When they were rescued they only had pin feathers. Over a period of about six weeks they were raised offsite by our off-site rehabilitators. They had to be fed up to 8 times a day before this was reduced to 3 times a day. They were weighed daily to calculate exactly how much and how often they had to be fed. As you can imagine, this was incredibly labour intensive.

As the kookaburras grew they transitioned into a pre-release enclosure. Gradually, one by one, they became more confident, leaving their nest and perching in the enclosure.

Most of the kookaburras formed strong bonds and three separate locations were chosen to soft release them. The first two, who were released at Bibra Lake, have now been observed successfully catching insects and wild mice.





### FACTS ABOUT KOOKABURRA

**Common name:** Laughing Kookaburra  
**Scientific Name:** *Dacelo novaeguineae*  
**Cool Facts About Kookaburras:**

1. The word kookaburra comes from the Australian aboriginal word *guuguubarra* and was derived from the sound the bird makes.
2. The laughing kookaburra is the largest member of the Kingfisher family in the world. Although they are members of the Kingfisher family, they don't need to live near water and fish isn't a major part of their diet.
3. They have long beaks or bills which can grow up to 10 cms long. They use their large beaks to catch snakes, lizards, small birds, mice and insects.
4. The family unit consists of a monogamous male and female pair, together with up to 6 helper birds. These helper birds are older generations of offspring who help their parents to care for the next generation.
5. They are territorial birds that nest in tree holes. Females lay one to five eggs. The chicks are born blind and featherless and are looked after by the family unit.
6. The kookaburra is well adapted to its Australian habitat. Its feathers are thicker, with about 25% better insulation, than birds of its size. In order to conserve energy, it flies slowly and also lowers its metabolism and body temperature by up to 9.1°C during the night.
7. Kookaburras are famous for their distinctive call which sounds like laughter and hence the name 'Laughing Kookaburra'. Groups of kookaburras often call loudly at dawn and dusk and their calls are known as the 'Bushman's Clock'.
8. The Kookaburra's call is to establish the territory of the family unit and warn off other kookaburras. And it is very much a social behaviour: if a kookaburra is held alone in captivity, without other kookaburras around, it will not laugh.
9. Only the Kookaburra was one of the three mascots chosen for the 2000 Summer Olympics in Sydney.

7

**CITY OF COCKBURN SUPPORTING OUR WILDLIFE**

**DEVELOPMENT OF THE COCKBURN WETLANDS PRECINCT AND NEW WILDLIFE HOSPITAL AND REHABILITATION FACILITY FOR NATIVE ARC**

We are very excited to share with you the final design of our new state of the art wildlife veterinary hospital, rehabilitation facility and education centre. The City of Cockburn is funding this exciting project, in addition to the expansion of the site, with the Wetlands Centre Cockburn and the Bibra Lake Scouts. Construction started on 21 January and our vision is that through ongoing partnerships and collaboration, we will be a best practice wildlife hospital in Australia. Whilst the City is funding the construction of this site, Native ARC will fund the ongoing running costs of

this massive facility ourselves through donations, fundraising and corporate sponsorship.

This will be a wonderful asset for the Western Australian community and support wildlife rehabilitators and veterinarians across the State. We aim to be to achieve best practice outcomes for our beautiful wildlife and together we will 'Help Wild Lives Live'.

Please keep up your support - we need it now more than ever as we take this massive leap and begin our new chapter!



8






GAD 21/07/2020

Item 9.3 Attachment 2

## IN THE COMMUNITY



### LITTLE PENGUIN RESCUE

Native ARC received a call last month about a Little Penguin that was being smashed against the rocks (by waves) at the beach.

Dean and Dr Meg grabbed the kayak and attended the rescue site immediately. When they arrived, the Penguin was about 50 metres offshore and appeared to be drowning. Every now and then its head would surface but it was very weak.

Dean raced out into the strong waves (in the kayak) and was finally able to reach the Penguin. From here, he coaxed it onto the shore where Dr Meg caught it.

The Penguin spent the night in our ICU on fluids before being transferred to Perth Zoo for specialised rehabilitation.

The bird was weak, exhausted and dehydrated. The Little Penguin has since been released by Wildlife Officers from the DBCA.

This was a great outcome for all involved!


### WILD LIVES NEED YOUR HELP: BUSHFIRE OPEN DAY 26 JANUARY 2020

As a result of the catastrophic fires in the East, thousands of volunteers are working tirelessly to treat sick and injured wildlife. Financial support is essential to provide the resources necessary to help wildlife recover from devastating injuries. Together we can 'Help Wild Lives Live'.

To raise funds for wildlife affected by the bush fires in the East, Native ARC held a Bushfire Open Day on 26 January and invited the public to come for tours of the Centre and see the animals cared by us including Vinnie the Wombat, Banjo and Bindi the Alpine Dingoes and Weitj and Weerlo the Emus. Penny the Possum made a special appearance!

We completely sold out each tour as the support was overwhelming with \$5500 raised after expenses. The money was donated to the Zoo Aquarium Association Australia.

A huge thanks to our guests that attended and the volunteers who helped to make it such a success by leading tours and donating cakes!



9

## FREE VETERINARY TREATMENT FOR WILDLIFE INJURED IN WA

Native ARC will be providing free veterinary services for Wildlife Rehabilitators who are treating burnt wildlife in WA. We are not normally able to provide veterinary treatment to wildlife from other groups as we already provide veterinary treatment to about 4,000 animals admitted to our own hospital each year. However, due to the current overwhelming pressures placed on wildlife rehabilitators, we have set aside funding to cover veterinary costs for other groups who are treating burnt wildlife.

If you require veterinary services for burnt wildlife, please text 0487 922 484.



## WATERBIRDS RESCUED



In February Native ARC and Western Australian Seabird Rescue rescued 44 live waterbirds from an artificial wetland in Perth and 48 deceased waterbirds.

The 44 live birds were transported by Native ARC volunteers and taken to Native ARC's wildlife hospital where they received intensive care treatment for suspected botulism. Thankfully, we were overwhelmed with volunteers coming in to ensure all animals received their fluids and treatments.

More than 30 birds were successfully released in Perth Wetlands after 7-10 days in care.

Native ARC received a generous grant from the City of Melville for \$6000 to purchase life saving medical equipment to assist future botulism outbreaks in the Perth regions.

## COVID 19 AND NATIVE ARC



Native ARC remains open to provide the Western Australian community with an essential veterinary service for wildlife.

We have reduced our volunteer roster significantly to ensure we are complying with all social distancing requirements. Our hospital is now being run by our part time employees who have been split into 2 teams.

If you bring an animal to the hospital, you will not be allowed in our reception. You will be asked to safely transfer the animal into a triage container and we will collect all relevant rescue information over the phone once you leave.

This process ensures the safety and health of you and our staff.

Luckily, this is our quieter time of the year for wildlife admissions although we are still admitting, on average, 9 animals each day.

We are committed to providing best practice treatment and rehabilitation to the animals in care and all of our resident animals are well tended to.

It is our amazing team and our loyal supporters that is keeping our doors open and allowing us to 'Help Wild Lives Live'.





GAD 21/07/2020

Item 9.3 Attachment 2

DID YOU KNOW?

ENRICHMENT FOR WILDLIFE

Enrichment refers to the ways in which we try to improve the quality of the care we give to our wildlife at Native ARC through their environment. It is a vital component of good animal rehabilitation practice and is essential for the animals' health and wellbeing. Having a native animal in-care is not only about providing appropriate food, housing and shelter. Providing enrichment can help reduce boredom and stress.

Some of the ways we provide enrichment at Native ARC include the following:

- A snake enrichment board allows the snakes can wind exercise and stretch. We use it to display the natural movement of the snakes when we go out to education sessions.
- Placing branches in the bird enclosures to provide perching sites.
- Planting grass and native plants in enclosures.
- Putting fresh cuttings from native plants into the enclosures – of course, the type of native plants must be appropriate to the wildlife. For example, kangaroos love woolly bush.
- Our dingoes' pen is sand – which they love to roll in – and we have dug out a den for them. They are also taken for a long walk every day to give them a chance to sniff and stretch their legs.
- Vinnie, our resident wombat, takes great pleasure in burrowing into and up-ending the soil of his enclosure which our corporate volunteers regularly flatten for him.

### Parrot Enrichment

This is how we do parrot enrichment at Native ARC



### Soft Release

A soft release is where the animal is still fed following their release until they adjust to being in the wild.

This Red Wattle bird chick was soft released and is now feeding well and flying beautifully.



11

### MEET OUR VOLUNTEERS AT NATIVE ARC



**Meet: Gwen**  
A member of the Friday Morning Veterinary Hospital Team

Gwen is a retired physiotherapist who grew up in a country town near the border in northern NSW. Although she trained as a physiotherapist she really wanted to be a vet, going out with her local vet on country calls. However, her parents were not supportive of this as a career and so physiotherapy it was! Gwen came to WA 50 years ago with her husband where she continued her work as a physiotherapist until nine years ago.

On retirement Gwen came to the decision that now was the time to go back to her original interests in animal care and to do something that she really wanted to so she decided to become a volunteer with Native ARC nine years ago. Most of these nine years have been spent in the Hospital with some offsite rehabilitation. Until the end of 2019 Gwen was a supervisor in the Hospital but decided to step back from this responsibility but still continue working in the Hospital and also as a mentor for new volunteers.

When asked what she gained from volunteering at Native ARC, Gwen immediately said she loved working and mixing with volunteers of different age groups. She also valued the knowledge she had gained over the years about our incredible WA wildlife as well as the satisfaction of belonging to a community of like-minded individuals.

In terms of encouraging others to become volunteers, Gwen emphasised the variety of roles people could take up: not just dealing with injured animals in the Hospital but also helping with education programs, with food preparation, in rehabilitation, with maintenance tasks as well as with gardening.



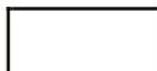
**Meet: Bec**  
A Member of the Friday morning and Thursday afternoon Veterinary Hospital Teams

Bec is a trained veterinary nurse with five years' experience in this field. She currently works as an emergency nurse at WAVES and, in addition, is studying conservation, biology and zoology at university. As well as these commitments, Bec volunteers in the Native ARC Hospital on a Thursday afternoon and on Friday morning and has done so for the last three months. In the longer term Bec would like to get employment with a wildlife organisation or zoo.

As a trained veterinary nurse, Bec's work in the Hospital includes giving medications, helping with and monitoring anaesthetics, taking X-rays, tube feeding and doing bandage changes. Bec loves her work at Native ARC because it gives her the opportunity to work with, and help, a variety of animals – birds, reptiles, mammals and amphibians – as well as the chance to be actively involved in her passions for helping wildlife and conserving the environment. Bec also values the many friendships she has made with other like-minded volunteers here at Native ARC.

In terms of reasons for encouraging others to volunteer at Native ARC Bec mentioned the following: the sense of satisfaction obtained from helping wildlife regardless of what task you do, whether small or large; the chance to meet a wide and interesting cross section of people and make friends; working with a wide variety of native wildlife; as well as the experience it provided when applying for employment in this area.

12






GAD 21/07/2020

Item 9.3 Attachment 2

### MEET OUR VOLUNTEERS AT NATIVE ARC




**Meet: Meg**  
The Friday morning Rehabilitation Team Supervisor & Friday afternoon Reptile Crew Member

Meg grew up in the South West of WA on a farm near Denmark, going to school in Walpole and Denmark. She is currently in her last year of a university degree in animal health, conservation and wildlife biology. Her interests lie in the management side of animal health and conservation and, with this in mind, Meg is considering doing some further study in this area.

Meg has been volunteering at Native ARC for two years and has been a Rehabilitation Supervisor for the last ten months. The role of Supervisor involves being aware of the work to be done on a particular shift, prioritising this work and allocating people to various tasks. Training and mentoring of new volunteers is also part of the role. In addition to her work in Rehabilitation, Meg also works as part of the Reptile Crew on Friday afternoon - this is one of the crews responsible for looking after our Education reptiles.

Meg said she enjoys volunteering at Native ARC for a variety of reasons: the experience it gives in terms of people management; her involvement in a hands-on and practical way with wildlife as a break from her study; and, in particular, the feeling that you are making a difference. She commented that people were often overwhelmed by negative reports about the state of our planet to the extent they felt making a change was out of their hands. However, working at Native ARC put things into perspective and made you realise that you could make a positive difference, no matter how simple or small the work you do.



**Meet: Lauren**  
The Thursday morning Rehabilitation Supervisor and Friday morning Hospital Supervisor

As well as working as a merchandiser for David Jones and Myers, Lauren is the Rehabilitation Supervisor on Thursday mornings as well as the Hospital Supervisor on Friday mornings.

Before joining Native ARC, Lauren was known in the Wattle Grove area as the 'Bird Lady': she was the go-to person for locals who found injured or orphaned birds. Working from home, she was supported by the vets at the Wattle Grove Veterinary Hospital. However, with the increasing demands of her family commitments and a move to Atwell, Lauren decided to put her skills to good use by volunteering at Native ARC.

Lauren still keeps an eye out for birds and has a nesting box for pink and grey galahs in her garden. Seven years ago she noticed that while the parents had raised their youngster until it was ready to fly, it just didn't have any success with flying. It turned out it had been blind from birth! So Lauren and her family took the young pink and grey under their wing and it is still with them. And there is another happy ending: when it is released in the garden the youngster's parents and other siblings come down from the trees to happily socialise with it.

When asked why she volunteers at Native ARC Lauren said 'because it rocks'. That is, Native ARC was made up of a group of wonderful like-minded people with a love of wildlife and the environment who did tremendous work. Being part of such a group was not only incredibly humbling but also meant, through the skills you had to offer, your individual footprint was helping to make the bigger picture. It was about doing what you could.

13

223 of 227




**HOW YOU CAN HELP**

**YOUR SUPPORT IS CRUCIAL IN HELPING US**

Native ARC is a not for profit organisation which is open 365 days a year. Volunteers carry out the work of the Centre which operates two shifts, seven days a week. While not everyone has the time to volunteer at the Centre, there are other ways you can help.

As Native ARC is a non-profit organisation [we are registered with the Federal Government Australian Charities and Not for Profits Commission or ACNC], all support and donations are greatly appreciated. We currently don't receive State or Federal government funding and rely entirely on support from the public to sustain the medication/medical, food, housing and utility costs.



**DID YOU KNOW?**

Treating and rehabilitating wildlife is a costly endeavour, both in terms of time and money.

Did you know that Native ARC admits over 100 Southern Brown Bandicoots (Quendas) every year? Most of them come in as orphaned joeys after their mum is killed by a car or vehicle. We spend up to \$10 a week rehabilitating one orphaned joey Quenda as it can consume as much as 25ml of milk daily as well as mealworms and fresh fruits. By sponsoring one of our Quendas admitted every year receive the best quality plus Quendas admitted every year receive the best quality milk and foods to ensure that when they are released at 5 months of age they have the best possible chance of survival.

Did we mention some of our Quendas get soft released for 3 months? This means we provide fresh food daily during this entire period, so that they have food available whilst they learn to hunt and find insects and fungi.

**SUPPORTING US THROUGH A BEQUEST**

One of the most valuable ways you can contribute to the ongoing work of Native ARC and all our volunteers is by supporting the environment and care of wildlife by remembering Native ARC in your will.

**Ways to make a Gift or Bequest**

There are a number of different ways you can provide a gift or bequest to Native ARC in your will:

- A bequest of a specific amount of money;
- A bequest of your entire estate or a specified percentage of your estate;
- A residuary bequest – this is the balance of your estate after all other gifts, taxes and debts have been fulfilled;
- A bequest of specific assets, e.g. real estate, shares, etc.

If you have any questions, or would like to know more about how a gift from you would help the work of Native ARC or have a tour of the Centre, please contact our Manager, Dean Huxley, on [08] 9417 7105.







As wills are legal documents we recommend that you seek appropriate legal advice when preparing your will to ensure that all the requirements are met.

Once you have made a bequest to Native ARC please let us know so we are aware of your support.

GAD 21/07/2020

Item 9.3 Attachment 2

WHAT ABOUT SPONSORING AN ANIMAL?

Each year we treat over 4000 native animals. By sponsoring one of our animals, either as an individual, family or business, you will have the satisfaction of knowing that you are helping with their medical and food requirements and so making a difference in terms of their treatment and rehabilitation.

One of the animals you could sponsor is Vinnie, our resident Wombat. If you sponsor Vinnie not only will you meet Vinnie in person but you will also receive a certificate of appreciation and some cool merchandise. A great gift idea for someone who loves wildlife!

We have four annual Sponsorship Packages available from \$50 to \$500, each with a range of extra bonuses such as guest passes to visit Native ARC. These are Bronze, Silver, Gold and Platinum.

See our website for further details of each Sponsorship Package and a list of the animals, including Vinnie, you could sponsor together with an idea of the cost of their upkeep.

<https://www.nativearc.org.au/support-us/sponsor-an-animal>

15





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GAD 21/07/2020

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

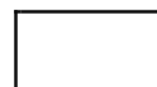
Nil

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

Nil

**12. CLOSURE OF MEETING**

The meeting closed at 6.19pm.



227 of 227

**13.2 MINUTES OF AUDIT AND STRATEGIC FINANCE COMMITTEE MEETING - 16 JULY 2020**

**Author(s)** D Green

**Attachments** 1. Audit and Strategic Finance Committee Meeting Minutes - 16 July 2020 [↓](#)

**RECOMMENDATION**

That Council receive the Minutes of the Audit and Strategic Finance Committee meeting held on Thursday, 16 July 2020, and adopt the recommendations contained therein.

**Background**

The Audit and Strategic Finance Committee conducted a meeting on 16 July 2020. 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.

The primary focus of this meeting was to:

1. Receive an update on the City's Strategic and Operational Risks, and
2. Consider the findings and recommendations of the Privacy Impact Assessment Audit Report

**Strategic Plans/Policy Implications**Listening and Leading

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

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

**Budget/Financial Implications**

N/A

**Legal Implications**

Privacy Act 1988 (Commonwealth) refers (Item 16.1).  
Section 71A of the Local Government Act 1995 refers.

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Moderate” level of “Operations / Service Disruption” risk 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  
Audit & Strategic Finance Committee  
**Minutes**

For Thursday, 16 July 2020

These Minutes are subject to confirmation

Presiding Member's signature

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Date: 19 November 2020

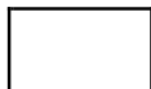


ASFC 16/07/2020

**CITY OF COCKBURN**  
**SUMMARY OF MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE**  
**MEETING HELD ON THURSDAY, 16 JULY 2020 AT 6.00 PM**

	<b>Page</b>
1. DECLARATION OF MEETING .....	3
2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED).....	4
3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER) .....	4
4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (BY PRESIDING MEMBER) .....	4
5. APOLOGIES & LEAVE OF ABSENCE .....	4
6. PUBLIC QUESTION TIME .....	4
7. CONFIRMATION OF MINUTES .....	11
7.1 (2020/MINUTE NO 0007) MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 19/03/2020.....	11
8. DEPUTATIONS .....	11
9. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED).....	11
10. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING .....	11
11. COUNCIL MATTERS .....	12
11.1 (2020/MINUTE NO 0008) RISK INFORMATION REPORT .....	12
12. PLANNING & DEVELOPMENT DIVISION ISSUES.....	21
13. FINANCE & CORPORATE SERVICES DIVISION ISSUES.....	21
14. ENGINEERING & WORKS DIVISION ISSUES .....	21
15. COMMUNITY SERVICES DIVISION ISSUES .....	21
16. EXECUTIVE DIVISION ISSUES.....	22
16.1 (2020/MINUTE NO 0009) AUDIT REPORT - DATA AND INFORMATION .....	22
17. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	103
18. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING .....	103
19. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS.....	103
20. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE .....	103
21. CONFIDENTIAL BUSINESS .....	103
22. CLOSURE OF MEETING .....	103

2 of 103



ASFC 16/07/2020

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**CITY OF COCKBURN  
MINUTES OF AUDIT & STRATEGIC FINANCE COMMITTEE  
HELD ON THURSDAY, 16 JULY 2020**

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**PRESENT****ELECTED MEMBERS**

Mr L Howlett	-	Mayor
Mr K Allen	-	Councillor (Presiding Member)
Mr T Widenbar	-	Councillor
Dr C Terblanche	-	Councillor
Ms C Stone	-	Councillor

**IN ATTENDANCE**

Mr D Arndt	-	Acting Chief Executive Officer
Mr D Green	-	Director Governance & Community Services
Mr C Sullivan	-	Director Engineering and Works
Mrs G Bowman	-	Executive Manager, Strategy & Civic Support
Mr N Mauricio	-	A/Director Finance and Corporate Services
Ms R Pleasant	-	A/Director Planning and Development
Mr J Fiori	-	Risk and Governance Advisor
Mrs B Pinto	-	Governance Officer
Ms S D'Agnone	-	Council Minute Officer

**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"

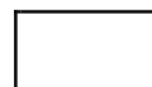
The Presiding Member acknowledged the Nyungar People who are the traditional custodians of the land on which the meeting is being held and pay respect to the Elders of the Nyungar Nation, both past and present and extend that respect to Indigenous Australians who are with us tonight.

The Audit and Strategic Finance Committee meeting will be electronically recorded and live streamed on the City's website, except where Committee resolves to go behind closed doors.

All recordings are retained in accordance with the General Disposal Authority for Local Government Records produced by the State Records Office.

A copy of the recorded proceedings will be available on the City's website, within two business days of the Council meeting. This will be easy to find from the front page of the City's website.

Images of the public gallery are not included in the webcast, however the voices of people will be captured and streamed.



3 of 103

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**ASFC 16/07/2020**

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Mayor Howlett reminded everyone present to be mindful of their conduct as it will be recorded. This is a Council initiative aimed at increasing our transparency and openness, as well as making Council meetings more accessible.

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

N/A

**3. DISCLAIMER (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**

Mr S Downing, Director Finance and Corporate Services - Apology  
THE EXECUTIVE MANAGER STRATEGY AND CIVIC SUPPORT LEFT THE MEETING AT 6.02PM AND RETURNED AT 6.03PM.

**6. PUBLIC QUESTION TIME**

**Susan Smith**

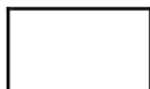
- Q1. As the former Independent Member of the Audit and Strategic Finance Committee, my question is in regards to the minutes of the previous meeting, and why the reappointment of the Independent Member was not discussed at that previous meeting?

The Presiding Member advised the matter was not listed on the agenda, and therefore not discussed at the meeting.

- Q2. Why has the process for extending the period of the Independent Member that was approved by both the Audit and Strategic Finance Committee and Council in 2019, not been followed?

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4 of 103



ASFC 16/07/2020

The Presiding Member advised that, as the question does not relate to an agenda item, the question would be taken on notice and responded to in writing.

Note: responses to questions raised were subsequently provided in the responses for question 5 to question 16 below.

- Q3. At my first meeting in July 2019, I raised concerns over the adequacy of the Strategic Internal Audit Program. It was advised to me that a report would come back to the Audit Committee addressing those. We approved the Strategic Internal Audit Plan on the basis of allowing the program of work to continue with the queries being responded to subsequently with a report coming back. That report has never come to the Audit and Strategic Finance Committee. I would like to know how that is going to come forward?

The Acting CEO advised he would revisit the minutes from the Committee Meeting in question and that the question would be taken on notice.

- Q4. Can I have it noted that I have raised it at every meeting since then and there has been no response on that matter. I can quote the minutes from July - *"receive a report...identifying the risks as part of the Strategic Risk Review and be presented to the next Audit and Strategic Finance Committee"*. It makes it difficult for this Committee to provide effective oversight without communicating to it an effective Internal Audit function that ensures ongoing maintenance and governance processes.

Whoever the Independent Member that comes forward is, their ability to assist good governance is limited by the information that comes to the Committee.

The Acting Director Finance and Corporate Services provided responses to questions asked previously by Ms Smith:

- Q5. What is the time allocated for each audit?  
Q6. Are there additional hours allocated for ad hoc audits that are required?

Response

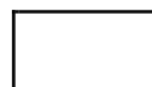
WALGA preferred audit service providers are generally used to conduct audits listed in the Strategic Internal Audit Plan. The selected service provider nominates a set number of hours to conduct an audit – this is not generally a pre-determined time limit as it depends on the complexity of the audit being conducted.

- Q7. What is the annual budget for internal audits?

Response

Internal audit budget 2019-2020 was \$70,000.

- Q8. The Risk Management Plan states *'audit services. The Internal Audit Program is overseen by the Financial Services Department'*. What are the current reporting lines? How can the Audit Committee be satisfied the Internal Audit is independent and overseen by Risk and Governance?



5 of 103

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**ASFC 16/07/2020**

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**Response**

Governance Service sets the objectives and manages the budget for the Strategic Internal Audit Plan, which is then approved by the Audit and Strategic Finance Committee.

Q9. Can the City's Internal Audit Charter please be provided to the Committee?

**Response**

Audit and Strategic Finance Committee Terms of Reference are recorded in OCM November 2019 minutes.

Q10. How does the Strategic Internal Audit Plan align with the Risk Register? For example, Risk 2 Technology Use and Change, is rated Substantial. I would have expected annual Security Audits.

Q11. What assurance do you have that the existing controls listed are working effectively?

**Response**

The City was one of 10 local governments included in the first Local Government Information Systems Audit by the Office of Auditor General. This was tabled in parliament on 25 June and a report will be presented to the November meeting addressing the findings and security gaps identified. City Officers did not have enough time to read the report and prepare a report for this meeting, given the agenda timelines.

Q12. Given the likely OSH legislative changes, I would have expected an internal audit to provide assurance that policies and procedures are in accordance with Worksafe Plan and preparation for the WA government's adoption of the model act. What assurance does Council and Executive have that the City is meeting the Worksafe Plan elements?

**Response**

LGIS undertook an audit of the City's safety programs and procedures in October 2019. The audit was undertaken against Worksafe's 'Worksafe Plan' requirements. LGISs awarded the City a silver certificate with nil unsatisfactory findings.

Q13. The Risk Management Plan states no appetite for non-compliance risk. Given this, would an annual external review of the Compliance Annual Return provide greater assurance?

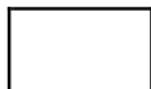
**Response**

An independent audit will be scheduled for the next Compliance Annual Return (2021) and it is proposed that this will be completed on a bi-annual basis (annually is not deemed to be warranted).

Q14. The Risk Management framework refers to three lines of defence. How is this reviewed and relied upon to ensure you have appropriate assurance? Link between internal validation and assurance program.

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6 of 103



ASFC 16/07/2020

## Response

The Risk Management framework is reviewed every two years. The last review was conducted in October 2018 by Risk West and found *"the three lines of defence assurance model sections comprehensively illustrate the links between risk, planning and operations"*.

- Q15. You have said that the nominated contactor nominates the hours for the audit that they believe is adequate. I find that a little bit unusual. It's almost like asking whoever is building your road to say what price you would like. If you are not setting a budgeted hour or a day of audits, if you are just giving them the scope, obviously there is some kind of budget process there, so you're obviously going to be giving them some kind of guidance. But then for them to be able to choose their own hours, that from somebody who has done this for 16 years, would be a great thing for any contractor to get that offer.

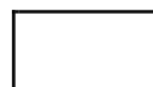
The Acting Director Finance and Corporate Services advised that the internal audit function is governed by Governance Services, however in the past Finance has overseen the function. From experience, when these audit assignments are determined, it is not them determining the hours. It is more the City provides a scope, and then meets with the Auditor to go through the scope. The Auditor gives us an estimation of the hours to complete that scope. We look at whether that scope and cost fits into our budget and our requirements. Once we mutually agree that it's sufficient, we tick it off and bring it to the Audit Committee.

- Q16. In the meetings that I have attended in the past year, scope and objectives have not come to the Committee once, for any audit. Also, your first comment was that the objective had been set by Governance. In all the previous audits that came up to the Committee in the last year, they were all approved by Corporate Services.

The Acting Director Finance and Corporate Services advised that was incorrect. The Strategic Internal Audit Plan has the general scope of every internal audit that has been agreed, and the last Strategic Internal Plan was developed by a working group that was overseen by Governance Services. And then the scope comes to the Audit Committee and that is ticked off. The Strategic Internal Audit Plan comes to the Audit Committee and it gets approved by the Audit and Strategic Finance Committee.

- Q17. That is one of my questions about the Strategic Internal Audit Plan is why the scope and objectives for the audit is not outlined in it, and the response then was that is what we agree with at the time, the area themselves agrees. Every single report that has come up I have asked who signed off on the letter of engagement to this, and it hasn't been Governance.

The Presiding Member advised that Public Question Time does not allow for debate and that if Ms Smith required any further clarification on these matters she should submit her questions in writing to the Acting CEO.



7 of 103

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**ASFC 16/07/2020**

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Q18. I put my questions to the Committee in July, November, December, March, and now I am standing here and voicing them.

The Presiding Member advised that an answer is not available this evening, and that he has requested that the Acting CEO ensure these questions are answered in a timely manner.

Q19. Could the answers come to the Committee so it is on public record?

The Presiding Member advised that a response would be provided.

*Questions on the Agenda - Item 11.1 – Risk Information Report*

Q20. There is a statement that says the overall improvement that the City has made in managing the risk is reflected in the risk level movements (page 8). A table on page 9 shows the risk ratings are the inherent risk, not the residual risks. How has the City's management of the risks been shown in the change in risk rating of the inherent risk, in terms of the inherent risk being before your treatment plan?

The Risk and Governance Advisor advised that the current system used by the City is strictly on residual risk. That was the adoption through the system the City has, RMSS. The City deals primarily and only with residual risk. How do we know that the risk is being managed accordingly? We can see through the Risk Register where each Responsible Officer managing the risk addresses the risk action that comes up. That risk action is based on the risk rating (severity of risk). For example, if the risk is extreme it might be once a month, if it is moderate, it might be every three months, and so on and so forth, but it is strictly on residual risk.

The Australian Standard does not require the City to address inherent or residual risk, which is left for the organisation to manage.

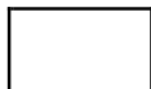
Q21. It is not clear that is residual risk and the COVID risk in itself, you would have to say that the risk of that has been the environment factors, world-wide global environmental factors that have changed that risk. So that would be the change in the inherent not the residual, for that risk to increase. So the information report coming forward is not necessarily clear in that, to provide enough information to the committee so that they know what they are dealing with here.

The Risk and Governance Advisor advised that the COVID risk has been rated as being extreme. It was previously not a specific COVID risk, it was a strategic risk based on an emergency situation. It is fair to say that no organisation on earth would have seen the COVID pandemic coming. Therefore, when we were made aware by the Health Department of WA that there was a pandemic, we met, according to the Business Continuity Plan, and drafted a COVID Pandemic Plan, and we reviewed the risk rating of that.

The likelihood is almost certain, and the consequences are catastrophic, which makes that risk an extreme risk. Based on the current situation in Victoria, that is unlikely to change and the City will not change it until the State Government of Western Australia says otherwise.

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8 of 103





ASFC 16/07/2020

- Q22. I would agree with you on that, but the change has been in the inherent risk, not the City's management of those matters.

The Risk and Governance Advisor reiterated that the City adheres to the ISO Standard and that there is no requirement in the ISO Standards to have an inherent or residual risk. It is primarily for the user to decide and the City has chosen to stick to residual risk, and it works well for us.

- Q23. The recommendation is that the Committee is to receive the report. In terms of that as a recommendation, is the recommendation saying that they should be approving it or endorsing it, or just noting it for information purposes?

The Risk and Governance Advisor advised that this is the way we report to this Audit Committee, and it is full Council that endorses the report.

*Questions on the Agenda - Item 16.1 – Audit Report- Data and Information*

- Q24. Who signed off on the engagement letter for this engagement, and who determined the scope and objectives of the audit? I note that the Terms of Reference for the audit were preparing policies and procedures?

The Risk and Governance Advisor advised that the Strategic Internal Audit Plan sets out a scope - very succinct. As the City developed the Terms of Reference for this audit, that succinct statement is going to be taken and expanded. We then write the full Terms of Reference on what is to be taken. Then go and look at which Auditors to use. In this specific case, there is no legislation in this state that requires us to comply with a privacy policy at all. It is a progressive action that we have taken to ensure that if and when legislation in this state changes, we comply.

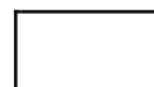
The Auditor has called it a 'privacy impact assessment' because it is a statement of how the City is faring thus far and what gaps there are if and when legislation is introduced. The Auditor recommended that we follow the Commonwealth *Privacy Act 1988*.

Again, we are not compelled to follow any Act, we have at the moment a privacy statement, and we have taken the initiative to draft a policy in the absence of legislation and the Terms of Reference for this audit describes that, and that is recorded in ECM (the city's record management system).

- Q25. The letter of engagement that sets out the scope and objectives, and agrees the hours and budget. That went to the Council, is that what you are suggesting?

The Risk and Governance Advisor advised that there is a contract between the Auditor and the City.

- Q26. I am not questioning the procurement side of this, that is a different matter. I am determining the independence of how the scope and objective and hours of the arrangement have been agreed. It appears it is more of a consulting work than an audit. Who signed the letter of engagement? When we do an audit we have an entry meeting and we have a letter of engagement that is signed off. So who put their pen to paper?



9 of 103

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**ASFC 16/07/2020**

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The Risk and Governance Advisor advised that that he is he Authorised Officer for audits.

Q27. What were the hours and budget for this audit.

The Risk and Governance Advisor advised that as previously stated, the budget for an internal audit is \$70,000 and the budget for an external audit is \$100,000.

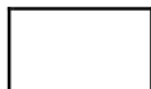
This particular audit was budgeted at \$13,000, and the invoice was for \$13,860. There were three tenders for the audit, and they were all in the ballpark for that figure. We chose ES2 as it was a WALGA endorsed Auditor, and ES2 were the only ones that had experience. As previously stated, there is no legislation involved here. It is to see how we are going to meet legislation if it is ever introduced. ES2 where the only Auditors with this experience that came forward.

Q28. Would the hours correspond to about 70 hour?

The Risk and Governance Advisor advised that the question would be taken on notice as he was not certain of the exact number of hours, however there were 53 people interviewed and it was quite comprehensive.

Q29. Was there any audit sample testing from the information on the agenda and the report and the summary? It was a great consulting piece of data gathering by interview and drafting policies of City, but in terms of chewing up a fairly hefty portion of the overall audit budget, there does not seem to be any sample testing of any review of personal information held and destruction policies. It is more just information gathering. Do you know whether there was any audit sampling that has been conducted?

The Risk and Governance Advisor advised that there were numerous documents audited by the auditor, including the way we store information, and some of the information that was taken is through audio, video, USBs, manually (people come in and write information about what they want Council to do). There were tomes of evidence gathered by the Auditor for the audit, and is all recorded in ECM.



ASFC 16/07/2020

**7. CONFIRMATION OF MINUTES****7.1 (2020/MINUTE NO 0007) MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 19/03/2020****RECOMMENDATION**

That Committee confirms the Minutes of the Audit & Strategic Finance Committee Meeting held on Thursday, 19 March 2020 as a true and accurate record.

**COMMITTEE RECOMMENDATION**

MOVED Mayor L Howlett SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0****8. DEPUTATIONS**

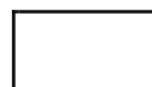
Nil

**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



11 of 103

ASFC 16/07/2020

Item 11.1

**11. COUNCIL MATTERS****11.1 (2020/MINUTE NO 0008) RISK INFORMATION REPORT****Author(s)** J Fiori**Attachments** N/A**RECOMMENDATION**

That Council receive the Risk Information Update Report.

**COMMITTEE RECOMMENDATION**

MOVED Cr C Terblanche SECONDED Mayor L Howlett

That the recommendation be adopted.

**CARRIED 5/0****Background**

An overview of the City's Risk Management Framework was submitted to the Audit Committee in 21 March 2019. This overview included an update of the City's risk register comprising both strategic and operational risks. A report detailing a review of the City's strategic risks was submitted to the Audit Committee in 18 July 2019.

The purpose of this report is to provide an update of the City's risk register incorporating an administrative review conducted in November 2019 and subsequent review since the 15 March 2020 declaration of the State of Emergency in Western Australian due to the COVID-19 pandemic.

**Submission**

N/A

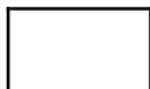
**Report****A. Strategic Risk Review**

At its 8 August 2019 meeting, Council adopted the recommendation from the 21 March 2019 Audit Committee meeting to replace 25 strategic risks with seven identified strategic risks. These new risks now comprise the City's Strategic Risk Register.

**B. Continual Improvement**

Continual improvement of the risk management framework was supported by a November 2019 review of operational risks in RMSS, the City's on-line risk management and incident reporting system, and a better understanding of the City's risk profile.

12 of 103



## Item 11.1

ASFC 16/07/2020

The review of operational risks identified some repetitions in risks recorded during the *RMSS* implementation – leading to a decrease in the number from 252 to 230 operational risks in the City's Operational Risk Register.

Additionally, the City's risk profile has changed, as a result of:

- Review of operational risk profiles in November 2019 – leading to changes in the risk profile of some operational risks through improvement of controls and implementation of risk treatment plans by risk managers and risk action responsible officers; and
- Increasing the risk profile from *Moderate* to *Extreme* for strategic risk number 300 '*Business continuity and crisis management*', following the declaration of the 15 March 2020 declaration of the State of Emergency in Western Australian due to the COVID-19 pandemic.

A summary of the changes in the City's risk register following the Strategic Risk and Continual Improvement detailed above is shown in Table 1 below:

**Table 1: 2019 – 2020 Comparison of risks in the City's risk register**

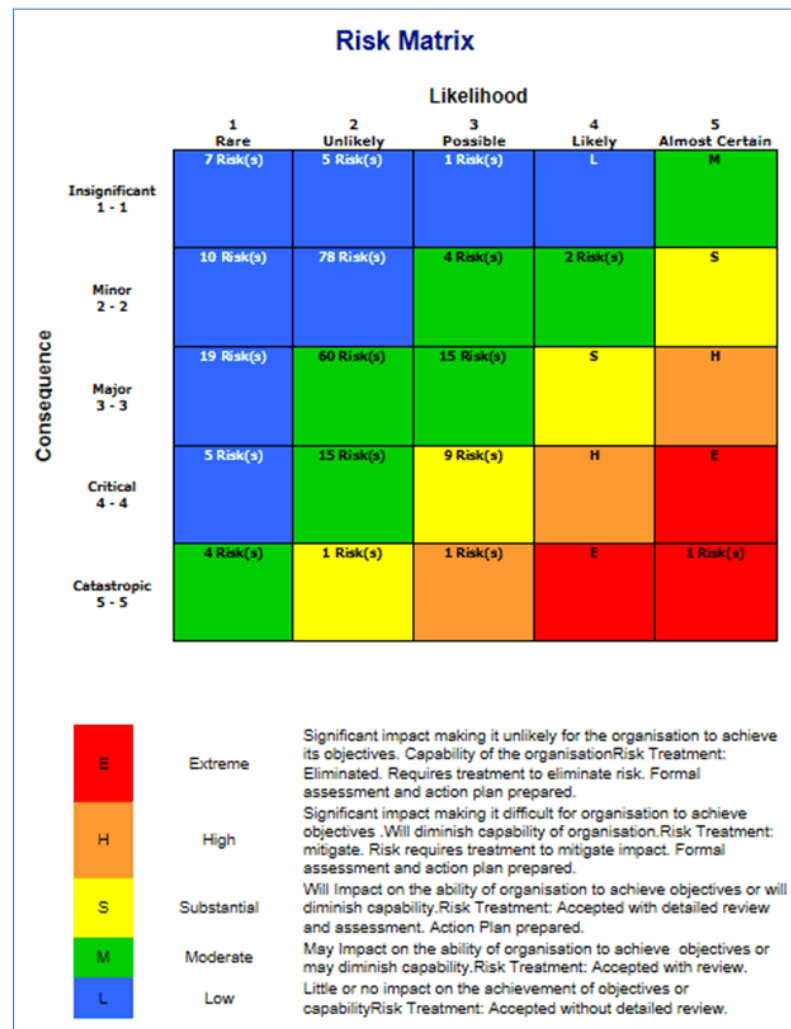
Risk type	Risk level	21 Mar 2019		29 Jun 2020		Change in count	
						Individual	Total
Strategic risks	Low risks	3	Total number = 25	0	Total number = 7	-100%	-72%
	Moderate risks	15		3		-80%	
	Substantial risks	5		3		-40%	
	High risks	2		0		-100%	
	Extreme risks	0		*1		*+100%	
Operational risks	Low risks	121	Total number = 264	125	Total number = 230	+3.2%	-9%
	Moderate risks	133		97		-27.1%	
	Substantial risks	9		7		-22.2%	
	High risks	1		1		0%	
	Extreme risks	0		0		0%	
Total strategic and operational risks		289		237		Reduced by 18.0%	

\*This is risk no. 300 '*Business continuity and crisis management*'.

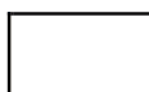
ASFC 16/07/2020

Item 11.1

As at 29 June 2020, the risks populating the risk register are illustrated by the number of risks superimposed in the risk matrix together with a brief description of the risk rating, as shown in Figure 1 below:



**Figure 1: Risks as at 29 June 2020 superimposed on the City's risk matrix**



## Item 11.1

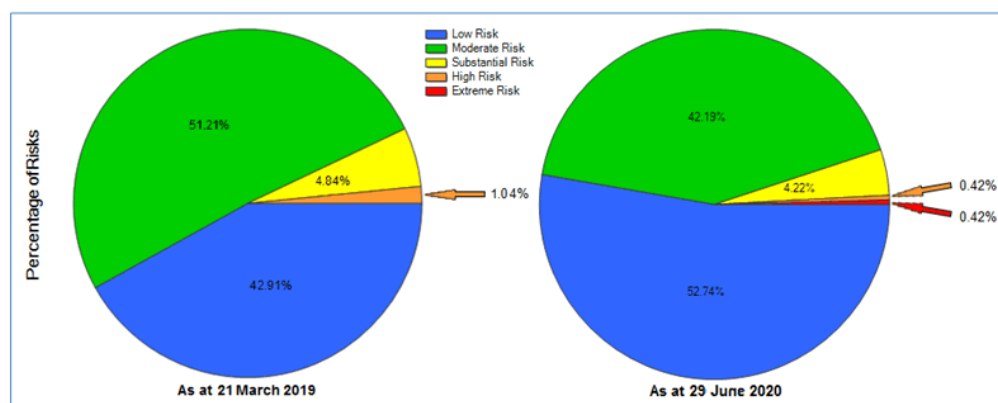
ASFC 16/07/2020

To highlight the overall improvement that the City has made in managing the risks in the Risk Register, a comparison of the risk ratings during the period 21 March 2019 to 29 June 2020 shows the total number of risks rated:

- **Low** has increased from 42.91 to 52.74%;
- **Moderate** has decreased from 51.21 to 42.62%;
- **Substantial** has decreased from 4.84 to 4.22%; and
- **High** has decreased from 1.04 to 0.42%.

However, as detailed above earlier, the declaration of the 15 March 2020 declaration of the State of Emergency in Western Australian due to the COVID-19 pandemic has led to increasing the risk profile from **Moderate** to **Extreme** for strategic risk number 300 '*Business Continuity and Crisis Management*'.

The above summary is illustrated by the pie charts In Figure 2 below:

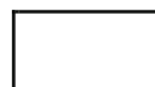


**Figure 2: Comparison of risk levels in period March 2019 to June 2020**

C. Summary of Strategic Risks rated **Substantial** and higher.

Following adoption of the seven (7) new strategic risks by Council on 8 August 2019 to replace the original 25 strategic risks, the seven (7) new risks are now in RMSS, and the superseded 25 risks have been archived.

As a result of the COVID-19 Pandemic, the risk profile has increased from **Moderate** to **Extreme** for strategic risk number 300 '*Business Continuity and Crisis Management*'. Three new strategic risks have been rated as **Substantial**, and these are summarised in Table 2 below:



15 of 103



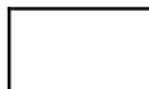
ASFC 16/07/2020

Item 11.1

Table 2: New strategic risks rated *Extreme* and *Substantial*

Risk ID	Rating	Risk name	Risk description	Action plan
300	Extreme	Business continuity and crisis management	Failure to provide business continuity of the City's core services in the event of a major crisis/emergency.	<ol style="list-style-type: none"> <li>1. On-going testing and review of the City's response plans;</li> <li>2. On-going testing and review of the City's local emergency management plan; and</li> <li>3. Develop business continuity plans for other identified critical service locations, including review of the City's <i>Infectious Disease Pandemic Business Continuity Plan</i>, March 2020.</li> </ol>
294	Substantial	Strategic direction	Lack of clear and aligned strategic vision, direction and implementation.	<ol style="list-style-type: none"> <li>1. Investigate digital platforms for information and reporting strategies (i.e. <i>IntraMaps</i> software) to increase visibility and alignment; and</li> <li>2. Report and itemise individual informing strategies financial implications in the <i>City of Cockburn Long Term Financial Plan 2019-2020 to 2032-2033</i>.</li> <li>3. Utilising CAMMS software system to implement a new strategy, management and KPI reporting system.</li> </ol>
295	Substantial	Technology use and change	Failure to identify, manage and capitalise on the effective and efficient use of changing technology.	<ol style="list-style-type: none"> <li>1. Develop and implement <i>City of Cockburn 2019-2023 Digital Cockburn - A Smart City</i>; and</li> <li>2. Conduct cyber security governance audits.</li> </ol>
296	Substantial	Project management planning	Failure to consistently plan for Capital Works projects.	<ol style="list-style-type: none"> <li>1. Project development manager resource;</li> <li>2. Project portfolio management phase 2</li> </ol>

16 of 103



Item 11.1

ASFC 16/07/2020

Risk ID	Rating	Risk name	Risk description	Action plan
				<p>implementation; and</p> <p>3. Better implementation of asset management action plans (programming)."</p> <p>4. Review the City's existing Project Management Communications software system(s) and develop specifications and a procurement plan.</p> <p>The <i>Project Portfolio Management</i> (PPM) solutions roll out is ongoing with additional users upskilled/trained and allocated access in the production live environment. Furthermore, there is project management culture improvement in understanding and appreciation of the <i>Quality Management Triangle</i>. In addition, there has been increased improvement and automation of Project Management information reporting with Executive Management Report (EMR) and detailed project dashboards. Continued upskilling and development is planned through the year.</p> <p>The COVID-19 pandemic has impacted the roll out momentum as taken away upskilling and shadowing engagements with participants. Time, focus and workload remains the biggest challenge for users' roll out which will need emphasis to ensure PPM users remain engaged, especially with this high knowledge management level required to be retained, else will require retraining.</p>

 17 of 103

ASFC 16/07/2020

Item 11.1

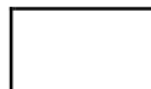
D. Summary of Operational Risks rated **Substantial** and higher

Following the review of the risk register in November 2019, only one operational risk was found to be rated **High** and seven operational risks were found to be rated **Substantial**, as summarised in Table 3 below:

Table 3: Operational risks rated **High** and **Substantial**

Risk ID	Rating	Risk name	Risk description	Action plan
208	High	Community Services major projects	Failure to coordinate recreation and community safety services major projects on behalf of the City.	All new Capital Works Projects in the Community Services Directorate to be processed through the new Project Performance Management (PPM) (on line) System
38	Substantial	Port Coogee Marina - Environment	Failure to provide a safe & secure environment at the Port Coogee Marina.	Development and continual review of <i>City of Cockburn Port Coogee Marina Safety and Emergency Management Plan</i> , October 2018.
62	Substantial	Free public wireless internet	Inability to provide safe and secure free public wireless internet at Cockburn community facilities.	Public Wi-Fi is kept logically separate from production data. Terms and Conditions in place to mitigate liability.
121	Substantial	Seniors Centre food services	Failure to provide food safety requirements and customers' expectations in regards to Seniors Centre.	<ol style="list-style-type: none"> <li>1. Qualified Staff in the kitchen;</li> <li>2. Food safety training completed with all volunteers;</li> <li>3. Regular Health Inspections completed by City;</li> <li>4. Monthly surveys completed by members and feedback taken into consideration;</li> <li>5. Suggestion from members taken on board for example we held an Italian day 15 August 2018 with Italian food; and</li> <li>6. Suggestion box is monitored and feedback taken on board provided to the members.</li> </ol>

18 of 103



## Item 11.1

ASFC 16/07/2020

169	Substantial	Bushfire legislation	Failure to meet bushfire legislation obligations.	<p>1. All inspections have been made in the rural areas; and</p> <p>2. Funds are on budget to employ a specialist staff member for this role to ensure compliance and consistency.</p>
246	Substantial	Community support	Failure to obtain community support for strategic planning functions.	<p>1. Procedures and policies. Training and development; and</p> <p>2. Detailed consultation planning for projects.</p>
285	Substantial	Landfill capping	Failure to fund the capping of existing exposed landfill cells.	<p>1. The short term costs associated with the implementation of these plans is progressing well; and</p> <p>2. The HWRP Financial Model requires that significant funds are available to meet the City's obligations under our Licence requirements in capping and post closure for 19-20.</p>
287	Substantial	Cyber security	Failure to secure the City's data and information systems.	<p>1. Attended Government Innovation summit to understand the City's level of innovation and embracing of new technologies in relation to other government organisations;</p> <p>2. The City is already on track with efforts in digitising its services;</p> <p>3. Also in the process of creating a digital strategy to provide a framework for innovation, thinking digital first, and the inclusion of Smart Cities; and</p> <p>4. Implemented the City's <i>Information and Cyber Security Policy</i> in September 2019.</p>

ASFC 16/07/2020

Item 11.1

**Strategic Plans/Policy Implications**Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

Nil

**Legal Implications**

N/A

**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)/Submitters**

N/A

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

Nil



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ASFC 16/07/2020

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**12. PLANNING & DEVELOPMENT DIVISION ISSUES**

Nil

**13. FINANCE & CORPORATE SERVICES DIVISION ISSUES**

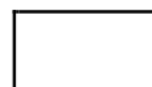
Nil

**14. ENGINEERING & WORKS DIVISION ISSUES**

Nil

**15. COMMUNITY SERVICES DIVISION ISSUES**

Nil



21 of 103

ASFC 16/07/2020

Item 16.1

**16. EXECUTIVE DIVISION ISSUES****16.1 (2020/MINUTE NO 0009) AUDIT REPORT - DATA AND INFORMATION****Author(s)** J Fiori**Attachments** 1. ES2 - City of Cockburn - Privacy Impact Assessment - Final Report**RECOMMENDATION**

That Council adopts the findings and recommendations of the Privacy Impact Assessment Audit Report as attached to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Cr C Terblanche SECONDED Mayor L Howlett

That the recommendation be adopted.

**CARRIED 5/0****Background**

Rated a **Moderate** risk, this audit to assess the City's privacy protection posture against any legislative/regulatory requirements or best practices and to review compliance with the City's own privacy-related policies was scheduled for completion in 2019-2020 in accordance with the *City of Cockburn Strategic Internal Audit Plan 2019 – 2020*.

Bringing this audit report through the Audit and Strategic Finance Committee to Council marks the completion of this audit objective and advises what measures have or will be taken to address or further mitigate identified risks to the City.

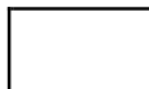
**Submission**

N/A

**Report**

ES2, a WALGA preferred Perth-based West Australian enterprise security and solution service provider was engaged in December 2019 to undertake an audit to determine what type of personal and sensitive information is held by the City and what the privacy considerations for the held data are. ES2 conducted the audit, in accordance with AS ISO 31000:208 *Risk Management - Guidelines*, between February and March 2020, interviewing 52 City Officers from 37 business units, and presented a final report to the City in May 2020.

22 of 103





## Item 16.1

ASFC 16/07/2020

Audit Scope

The scope of this audit was to assess the compliance of the City's privacy protection process against:

- any legislative/regulatory requirements;
- the City's own privacy-related documentation; and
- Western Australian public sector best practice.

In the context of this audit these meanings apply:

- *Confidentiality* - the protection of information sharing without the express consent of the owner; and
- *Privacy* - freedom from intrusion into private personal matters.

It is necessary to reflect that the information collected by the City is dynamic in nature and may become personal data sometime after it has been collected. An outcome of this audit will be awareness of the private data and Personally Identifiable Information (PII) that the City handles, where it is kept, how it is utilised and the risk associated with that information.

The findings of this audit should enable the City to develop appropriate documented processes for the collection, use, disclosure and securing of private data and PII in accordance with the requirements of the proposed Western Australian Government (the State) privacy and responsible information sharing legislation announced as a Government Media Statement on 5 August 2019. These appropriate processes should be supplementary to the City's Governance and Risk Management Frameworks.

Another outcome of this audit is to guide the City when reviewing the City's privacy statement, and privacy collection notices, and to develop a privacy policy, which are key components of privacy compliance.

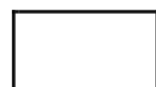
In order for the City to approach privacy compliance with proposed State legislation, this audit of the City's privacy protection process is to be conducted by an independent external auditor, to identify and report on the personal information held by the City and the way in which that information is handled.

Audit Observations

In the absence of applicable State legislation, ES2 labelled this audit *Privacy Impact Assessment* and examined how the City's Officers handle PII, and how this may be affected by future legislation.

The auditor found that there are many areas of the City's operations where good practices are in place and are cognisant of the need to protect the reputation of the City.

The audit identified 25 recommendations, many of which need to be applied City-wide. Each recommendation was assessed in relation to the risk it was mitigating. Risk levels were determined by the auditor using a risk matrix contained in the City's Risk Management Framework.



23 of 103

ASFC 16/07/2020

Item 16.1

Significant findings were:

- A Council Privacy Policy needs to be developed and implemented (a draft City privacy policy has been developed and is currently being reviewed); and
- In some processes, the City is at risk of being non-compliant with the Payment Card Industries (PCI) requirements to protect credit card information.

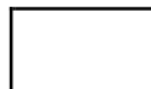
The 25 recommendations made by the auditor, assessed in relation to the risk being mitigated, were as follows:

- Three (3) were rated as **High** risk;
- Ten (10) were rated as **Substantial** risk; and
- Twelve (12) were rated as **Moderate** risk.

All recommendations are listed in the table below:

Recommendation	Risk Impact	Risk	Action Plan
<u>5. Supplier Security</u> City develops and implements supplier security policy, including due diligence requirements for cloud services, to assure the use of cloud services does not compromise the position of the City with regard to the protection of privacy information entrusted to the organisation.	The current threat environment has: <ul style="list-style-type: none"> <li>• supply chain attacks as being one of the most common approaches by attackers; and</li> <li>• the potential is for incidents to occur which require third party actions or investigation.</li> </ul>	16 High	<ul style="list-style-type: none"> <li>• Specific supplier security policy is not required - this should be captured within the City's proposed <i>Privacy Policy</i> specific to data security requirements within the City's systems.</li> </ul>
<u>11. Secure Destruction</u> City develops, approves and implements policy or procedure for secure destruction. This document needs to define the acceptable means of destruction based on the classification or sensitivity of the document or media in question. This instruction needs to ensure that information cannot be compromised through inappropriate destruction or disposal processes.	Should information be retrieved through inadvertent disposal processes there is considerable potential for: <ul style="list-style-type: none"> <li>• damage to the City's reputation; and</li> <li>• public embarrassment for the City.</li> </ul>	16 High	<ul style="list-style-type: none"> <li>• Possible inclusion of PII review at next policy review (2 years);</li> <li>• Hardware Destruction Guideline to be developed by ICT.</li> </ul>

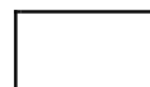
24 of 103



## Item 16.1

ASFC 16/07/2020

Recommendation	Risk Impact	Risk	Action Plan
<u>25. USB Scan</u> City develops and implements Anti-malware scanning procedures for those departments where information is received from customers via a USB device. This will provide considerable protection from the potential for malicious software or a virus to become installed on the City's IT equipment.	With current processes, there is a threat that the use of uncontrolled USB devices could result in: <ul style="list-style-type: none"> <li>• virus infection of the City's systems;</li> <li>• malicious software may be surreptitiously installed;</li> <li>• damage to the City's reputation; and</li> <li>• public embarrassment for the City; and</li> <li>• attract high level of media attention.</li> </ul>	16 High	<ul style="list-style-type: none"> <li>• Investigating various USB device control systems (group Policy).</li> </ul>
<u>1. Risk Documentation</u> Releasing Personally Identifiable Information (PII) to be documented as a risk and be treated, regardless of legislative requirement.	Breaches are possible and happen far too often. Has the potential to: <ul style="list-style-type: none"> <li>• do damage to the City's reputation;</li> <li>• do damage to customers; and</li> <li>• result in legal action being taken against the City.</li> </ul>	12 Substantial	<ul style="list-style-type: none"> <li>• As part of the <i>City of Cockburn Risk Management Framework</i> [ECM Document ID 8882597], all recommendations emanating from the ES2 audit report <i>City of Cockburn Data and Information Audit (Privacy Impact Assessment)</i> May 2020, will be accepted as opportunities for improvement, converted to risks and assigned their own risk owners and risk treatment officers.</li> <li>• The risks will be entered into RMSS to ensure these are being managed and mitigated in accordance with the City's established risk management framework.</li> </ul>
<u>6. Freedom of Information (FOI)</u> City develops documented policy and process for dealing with FOI requests, prior to any information release, to protect the City against release of Personally Identifiable Information (PII).	Without governance overview prior to any information released, the City may inadvertently release information which contains PII, with the potential to: <ul style="list-style-type: none"> <li>• do damage to the City's reputation;</li> <li>• do damage to customers; and</li> <li>• result in legal action being taken against the City.</li> </ul>	12 Substantial	<ul style="list-style-type: none"> <li>• The City complies with the requirements of the <i>Freedom of Information Act 1992</i> and <i>Freedom of Information Regulations 1993</i>.</li> <li>• The City will develop and implement a FOI procedure, together with providing organisational training on its usage, to mitigate against the risk of releasing PII.</li> </ul>



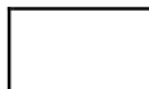
25 of 103

ASFC 16/07/2020

Item 16.1

Recommendation	Risk Impact	Risk	Action Plan
<u>7. Privacy Policy</u> City develops, publishes and communicates a Privacy Policy to cover all of the City's dealings with PII. Regardless of the requirement for compliance, this is a requirement to reduce the potential risk to the City's reputation should PII be inadvertently compromised. Additionally, the Policy would provide a much needed consistency in the way that the City's business units handle and store PII.	In the event that PII is mishandled, through the lack of consistent Privacy Policy, the following could result: <ul style="list-style-type: none"> <li>• damage to the reputation of the City; and</li> <li>• public embarrassment for the City.</li> </ul>	12 <b>Substantial</b>	<ul style="list-style-type: none"> <li>• The terms of reference for this audit report included providing a template for developing a privacy policy for the City.</li> <li>• In the absence of WA legislation, a draft City privacy policy has been developed - assistance of an external service provider will be considered.</li> </ul>
<u>8. Video Recording</u> City develops procedures to ensure PII is either blocked from video and audio recordings unless the PII subjects provide written approval for their information PII to be published along with the audio and video of Council meetings. May be achieved by prior notification of the recording, publishing of the recording being provided to all meeting participants, or by requiring all meeting participants to sign agreement that any information spoken during the meeting will be published on the Internet.	In the event that PII is published via Council vision and audio without the consent of the subject, the following could result: <ul style="list-style-type: none"> <li>• damage to the reputation of the City; and</li> <li>• public embarrassment for the City.</li> </ul>	12 <b>Substantial</b>	<ul style="list-style-type: none"> <li>• Draft Live Streaming Procedure has been developed with the assistance of Manager Corporate Communications, Digital Communications Officer, Communications Assistant, Civic Support Officer, Media and Communications Officer, Customer - Service Coordinator and the Governance Services Team.</li> </ul>
<u>9. Dropbox</u> City discourages the use of <i>Dropbox</i> City-wide in favour of using the more secure option of OneDrive. In particular it needs to be prohibited for the use or storage or transfer of PII.	In the event of an information security breach with the <i>DropBox</i> cloud application, the following could result: <ul style="list-style-type: none"> <li>• damage to the reputation of the City; and</li> <li>• public embarrassment for the City.</li> </ul>	12 <b>Substantial</b>	<ul style="list-style-type: none"> <li>• Proposed <i>Mimecast</i> Large File Send (2GB Limit);</li> <li>• <i>OneDrive Business</i> with Multi-Factor Authentication (MFA) and Data Loss Prevention (DLP) controls is proposed by ICT.</li> </ul>
<u>17. Credit Cards</u> All credit card transactions be centrally organised and conducted by a single City of Cockburn Department.	The decentralised storage and handling of credit card information impacts on the City by increasing the potential for: <ul style="list-style-type: none"> <li>• a breach of credit card information.</li> </ul>	12 <b>Substantial</b>	<ul style="list-style-type: none"> <li>• Centralised handling of credit card payments proposed by Financial Services.</li> <li>• All application forms are sent to the Revenue team to process.</li> </ul>

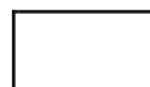
26 of 103



## Item 16.1

ASFC 16/07/2020

Recommendation	Risk Impact	Risk	Action Plan
<p><b>18. Payment Card Industries (PCI) Compliance</b> City undertakes a PCI assessment to establish the level of compliance with the PCI-DSS. This assessment should include the use of the Card Recognition scanning software: (<a href="https://www.groundlabs.com/card-recon/">https://www.groundlabs.com/card-recon/</a>) which will scan the entire network to identify all locations where Credit Card information exists. This will go a long way to identifying the levels of risk posed to the City should credit card information be breached and made public.</p>	<p>Credit card information is contained in a number of undesirable locations within the City's infrastructure, increasing the potential for:</p> <ul style="list-style-type: none"> <li>• a breach of credit card information.</li> </ul>	<p>12 Substantial</p>	<ul style="list-style-type: none"> <li>• Credit card information on physical forms is redacted by service units and the Records Services.</li> <li>• Risk level for the City does not warrant a card recognition scan.</li> </ul>
<p><b>19. Policy Content</b> The Privacy Policy that is recommended to be developed to support the City includes all anticipated PII use that the City collects. The policy is published and used to advertise use of collected PII to all persons that entrust that information to the City.</p>	<p>The Privacy Policy is used to define the limitations of the City's use of PII. Failure to comply with the City's own published Privacy Policy would possibly result in:</p> <ul style="list-style-type: none"> <li>• damage to the reputation of the City; and</li> <li>• public embarrassment for the City.</li> </ul>	<p>12 Substantial</p>	<ul style="list-style-type: none"> <li>• The development of, implementation and associated training for, City privacy policy will be commenced by Q1 2020-2021 FY.</li> </ul>
<p><b>22. Policy Coverage</b> The Privacy Policy that is recommended to be developed to support the City, include the personal information pertaining to City employees in order to assure their protection the same as the protection of customer information.</p>	<p>The privacy policy is used to define the limitations of the City's use of PII, inclusion of employee information within the cover of PII. Any breach of personal information of employees can possibly result in:</p> <ul style="list-style-type: none"> <li>• damage to the reputation of the City; and</li> <li>• public embarrassment for the City.</li> </ul>	<p>12 Substantial</p>	<ul style="list-style-type: none"> <li>• Development of a formal HR policy is proposed by HR Services.</li> </ul>
<p><b>23. Policy Improvement</b> City updated and improved <i>Childcare Services Privacy Policy</i> in conjunction with the development of the overall City of Cockburn proposed <i>Privacy Policy</i>. The wording within the policy must be definitive and easily understood to remove any conjecture and ensure that the policy is enforceable and that failure to comply with policy can be dealt with through the City's disciplinary process.</p>	<p>The privacy policy in place to cover Childcare Services needs to be reviewed and updated to make it enforceable. Failure to comply with policy through misinterpretation or lack of content can possibly result in:</p> <ul style="list-style-type: none"> <li>• damage to the reputation of the City; and</li> <li>• public embarrassment for the City.</li> </ul>	<p>12 Substantial</p>	<ul style="list-style-type: none"> <li>• Existing <i>Childcare Services Privacy Policy</i> is in place, and will be reviewed as appropriate.</li> </ul>



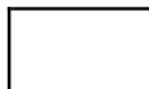
27 of 103

ASFC 16/07/2020

Item 16.1

Recommendation	Risk Impact	Risk	Action Plan
<p><u>4. Software Application - Lucky Orange</u></p> <p>In compliance with the <i>City of Cockburn Information and Cyber Security Policy</i> conduct a review of the <i>Lucky Orange</i> service to identify the potential risk to the City through its use. Particular emphasis needs to be placed on the applications coverage of privacy information and financial information.</p>	<p>Non-compliance with the requirements:</p> <ul style="list-style-type: none"> <li>• for the handling; and</li> <li>• protection of credit card information.</li> </ul>	<p>9</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• Records Services have investigated retrospectively redacting existing records;</li> <li>• Undertake Payment Card Industry (PCI) self-assessment proposed by Financial Services;</li> <li>• Review existing processes and remove credit card boxes from all processes.</li> </ul>
<p><u>14. Social Media</u></p> <p>A 'two-person rule' process be implemented to ensure that all information published in the name of City of Cockburn on Social Media be reviewed and approved prior to publication/posting.</p>	<p>In the event that personal information is inadvertently published on Social Media in the name of the City of Cockburn it is possible that this would result in a:</p> <ul style="list-style-type: none"> <li>• public complaint; and</li> <li>• attract moderate media attention.</li> </ul>	<p>9</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• Develop a checklist for checking posts in addition to colleagues citing them.</li> </ul>
<p><u>13. Infringement Collection</u></p> <p>The City utilises an offshore collection agency for the recovery of library assets - Library Service users should be informed of this. When a customer signs up for Library Services the customer needs to be informed that in the event of an infringement their personal information will be passed to a US (foreign) based asset recovery agency. Customers must agree to this prior to membership.</p>	<p>Where customers have not agreed to their personal information being sent to an offshore organisation, it is possible that a breach would result in:</p> <ul style="list-style-type: none"> <li>• a public complain; and</li> <li>• attract moderate media attention.</li> </ul>	<p>9</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• When applying for a library membership applicants must agree to: '<i>Conditions of Membership</i>' which contains the statement: 'It is your responsibility to return items by the due date, irrespective of whether or not you receive a reminder notice from the library. If loans become 4 weeks overdue you will be invoiced for the replacement cost of the items and your borrowing rights suspended until items are returned or paid for. Failure to respond within 14 days of the date of this invoice may result your account being referred to a materials recovery agency. In this event, your name, contact details, and amount owing will be passed on to a US based materials recovery agency and an additional recovery fee will be</li> </ul>

28 of 103

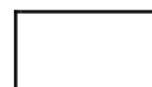




## Item 16.1

ASFC 16/07/2020

Recommendation	Risk Impact	Risk	Action Plan
			applied to your account.
<p><u>15. Volunteers</u></p> <p>The City reviews online forms to include a 'permission to share information' component. This would then act as the authority from the subject to distribute their personal information to relevant volunteer organisations. Volunteer organisations receiving information must be subject to an NDA in order to assure that they are aware of the potential damage that could be caused if this information was subject to a security breach.</p>	<p>In the event that personal information of a volunteer is inadvertently released or breached by a third party that the City had passed this information onto, then it is possible this would:</p> <ul style="list-style-type: none"> <li>• result in a public complaint; and</li> <li>• attract moderate media attention.</li> </ul> <p>The above unwanted events would increase exponentially where more than one person's information is included in a breach.</p>	<p>9</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• The Volunteer Resources Centre does not distribute or share, volunteer personal information with other relevant organisations;</li> <li>• On-line and manual systems in place are set up in such a way that where sharing is needed the volunteers provides their details directly to the third party;</li> <li>• A privacy statement is included on the web page accessed;</li> <li>• There are documented procedures / work instructions and team members training regarding systems.</li> </ul>
<p><u>21. Security Classification</u></p> <p>The City of considers implementing an Information Security Classification Framework (ISCF) across the City's information enterprise architecture.</p> <p>An ISCF scheme groups information based on the potential damage / impact / consequence to the City should that information be subject to a breach of confidentiality.</p> <p>The City should implement a simple ISCF, whose main aim is to be able to identify that information which requires the most protection, including PII. Once the classification levels have been determined then appropriate protection, storage and handling processes per classification can be established.</p> <p>The recommended ISCF is to be aligned to the one implemented by the Australian government, with levels that include <i>Official</i> and <i>Official</i></p>	<p>Without implementing a ISCF scheme it is:</p> <ul style="list-style-type: none"> <li>• difficult for City staff to understand the impact should a piece of information be subject to a security breach; and</li> <li>• it is likely that a breach of PII may not be identified and may attract moderate media attention.</li> </ul>	<p>9</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• Implement information classification framework.</li> <li>• Retrospectively apply to existing data.</li> </ul>



29 of 103

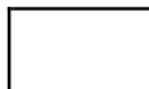


ASFC 16/07/2020

Item 16.1

Recommendation	Risk Impact	Risk	Action Plan
<p><i>Sensitive</i> as defined in the;</p> <ul style="list-style-type: none"> <li>• <i>Australian Government Information Security Manual</i>, Australian Cyber Security Centre, Canberra, June 2020; and</li> <li>• <i>Protective Security Policy Framework</i>, Attorney-General's Department, Canberra, October 2018.</li> </ul>			
<p><u>24. Electronic Systems</u></p> <p>Information, Communication &amp; Technology Services works with the Youth Services team to overcome issues with confidence in IT system confidentiality.</p> <p>PII needs to be stored electronically in order to assure that it receives the appropriate level of protection.</p> <p>Paper based files should be transferred to an electronic system and then destroyed.</p>	<p>Having all information stored on paper provides an opportunity for:</p> <ul style="list-style-type: none"> <li>• theft;</li> <li>• unauthorised copying</li> <li>• loss of information in the event of fire; and</li> <li>• loss of availability of information or loss of confidentiality due to theft, or fire.</li> </ul> <p>The above events may attract moderate media attention.</p>	<p>9</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• Youth Services Manager and support staff to meet with Records Management to identify a secure way of including client records into the Organisation ECM system that provides assurance of strictest confidentiality levels. While providing access to support staff on a daily as required basis.</li> <li>• City to investigate Purchasing a stand-alone electronic system for the sole purpose of client records.</li> <li>• Contract in an admin officer to periodically (annually) scan recently closed client files and archive securely in the City's secure electronic system.</li> </ul>
<p><u>16. Access Security</u></p> <p>Authorise the use of computers that provide access to systems which contain PII, by requiring unique set of login credentials for each user. This ensures that all actions performed by a computer user are accountable and traceable to a specific person.</p>	<p>If a person is able to anonymously access PII by using a generic and untraceable access account, there is the potential for PII to be breached resulting in:</p> <ul style="list-style-type: none"> <li>• public complaints; and</li> <li>• media attention.</li> </ul>	<p>9</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• Existing process recommends named user access for all accounts, but is not enforced.</li> <li>• Enforce unique named accounts.</li> </ul>
<p><u>10. S Drive</u></p> <p>Conduct a campaign of information storage awareness training. This training should concentrate of what information is or is not</p>	<p>Use of the S Drive is likely to result in a breach that is limited to within the confines of the City's departments - limiting the consequence of any resulting damage.</p>	<p>8</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• Existing Records Management Policy in place;</li> <li>• Existing Employee Record Keeping</li> </ul>

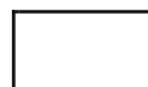
30 of 103



## Item 16.1

ASFC 16/07/2020

Recommendation	Risk Impact	Risk	Action Plan
<p>suitable for storage on the S Drive and how information should be managed. The minimum recommended content for training would be:</p> <ul style="list-style-type: none"> <li>• What information needs to be stored on <i>ECM</i> or in <i>TechnologyOne</i>;</li> <li>• Housekeeping of information within <i>ECM</i>.</li> <li>• What information must not be stored even temporarily on the S Drive;</li> <li>• What information may be stored on the S Drive;</li> <li>• User's responsibilities with regard to the retention of information;</li> <li>• User's responsibilities with regards to the destruction of hard copy information; and</li> <li>• Training should apply to all staff and management of the City.</li> </ul>			<p>Guidelines in place;</p> <ul style="list-style-type: none"> <li>• Existing Knowledge Management Project in place.</li> </ul>
<p><u>12. F Drive</u> Review the F Drive to establish if here is any PII stored on the drive - if there is, then migrate this PII to ECM as a priority.</p>	Use of the F Drive is likely to result in a breach that is limited to within the confines of the City's departments - limiting the consequence of any resulting damage.	<p>8</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• Implement <i>ECM Connected Content</i> for Contracts;</li> <li>• Procurement in process of moving all records into ECM.</li> </ul>
<p><u>20. Outlook Storage</u> Conduct a campaign of information storage awareness training to discourage users from using Microsoft <i>Outlook</i> as a file storage system.</p>	Use of <i>Outlook</i> as a storage location is likely to result in a breach of PII that is limited to within the confines of the City's departments, limiting the consequence of any resulting damage.	<p>8</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• Continue with existing Knowledge Management Project.</li> </ul>
<p><u>2. Opt-Out</u> Compliance with the Australian government's <i>Privacy Act 1988</i> (Cth), by permitting persons to opt out of receiving direct marketing. This is most often achieved by including:</p> <ul style="list-style-type: none"> <li>• an 'unsubscribe' link in an email or a process whereby a person can reply to an email; or</li> <li>• SMS message with 'Unsubscribe' or 'Stop'.</li> </ul>	<p>Based on the City's current practices, possible non-compliance with:</p> <ul style="list-style-type: none"> <li>• the Australian government's <i>Privacy Act 1988</i> (Cth); or</li> <li>• any future implementation within WA.</li> </ul>	<p>6</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>• Add to the risk register for Corporate Communications to check with Managers and Supervisors that any e-newsletters or use of SMS includes opt out option.</li> </ul>



31 of 103

ASFC 16/07/2020

Item 16.1

Recommendation	Risk Impact	Risk	Action Plan
<b>3. Non-Disclosure Agreement (NDA)</b> Develop and implement NDA to ensure that collected PII is not shared outside of the City of Cockburn (outside of the sphere of the proposed City <i>Privacy Policy</i> ), to assure that the collected PII information is handled and protected in the manner intended through the proposed <i>Privacy Policy</i> .	Non-compliance with: <ul style="list-style-type: none"> <li>• <i>Privacy Policy</i> (assuming that City's <i>Privacy Policy</i> is developed and approved); and</li> </ul> Damage to City's reputation, if: <ul style="list-style-type: none"> <li>• <i>Privacy Policy</i> has been developed and approved.</li> </ul>	6 Moderate	<ul style="list-style-type: none"> <li>• Confidential clauses and Intellectual Property requirements are part of existing contracts and agreements.</li> <li>• Specific NDA / Contract are developed as required (e.g. with Universities, GIS, etc.).</li> </ul>

### Improvement Opportunities

All 25 recommendations from this audit have been identified as risks to the City, and as opportunities for improvement.

Risk owners and Risk Treatment Officers have been assigned to the identified risks. The risks will be managed and their progress monitored by entering them into RMSS, the City's online Risk Management Systems.

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

#### Leading and 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**

Managing these audit findings as risks in RMSS, and implementing appropriate control measures, or risk treatments, will ensure compliance with future proposed State privacy and responsible information sharing legislation. Simultaneously, this audit will provide an opportunity to improve controls to ensure the City is not inadvertently exposed to any undesired risk.

32 of 103



Item 16.1

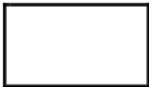
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**Advice to Proponent(s)/Submitters**

N/A

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

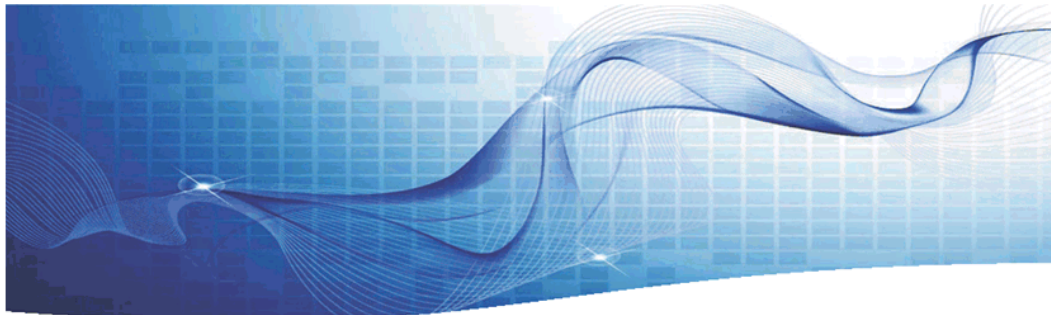
Nil





ENTERPRISE SECURITY ENTERPRISE SOLUTIONS

# Report

**City of Cockburn****Data and Information Audit  
(Privacy Impact Assessment)**

■ Published: 04/05/2020

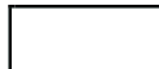
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## Data and Information Audit (Privacy Impact Assessment)

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#### Author/Custodianship

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Custodian:	ES2
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Client Contact:	Joseph Fiori	Prepared By:	Steve Simpson
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## Data and Information Audit (Privacy Impact Assessment)

### Table of Contents

1.	Executive Summary .....	5
2.	Introduction .....	6
2.1.	Background .....	6
2.2.	Scope and Approach .....	6
2.3.	Risk Levels .....	7
2.4.	Workshops and Interviews .....	8
2.5.	Terms and Abbreviations .....	10
3.	Privacy Requirements .....	12
3.1.	What is Personal Information? .....	12
3.2.	Global Privacy Law Features .....	12
3.3.	Australian Privacy Principles .....	13
3.4.	WA Privacy Law .....	15
4.	Findings .....	17
4.1.	Corporate Communications .....	17
4.2.	Risk and Governance .....	18
4.3.	Parks and Environment .....	20
4.4.	Recovery Park Operations .....	21
4.5.	Waste Management .....	22
4.6.	Rates & Revenue .....	23
4.7.	Procurement .....	25
4.8.	Library Services .....	26
4.9.	Volunteer Resource Centre .....	27
4.10.	Grants and Research .....	28
4.11.	Port Coogee Marina .....	29
4.12.	Cockburn ARC .....	30
4.13.	Community Safety & Innovation .....	31
4.14.	Ranger Services .....	32
4.15.	Building Services .....	33
4.16.	Recreation Services .....	34
4.17.	Community Engagement .....	35
4.18.	Property and Lands .....	35
4.19.	Customer Services .....	37
4.20.	Accounts Payable .....	38
4.21.	Records Management .....	39

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020







## Data and Information Audit (Privacy Impact Assessment)

4.22.	Human Resources.....	40
4.23.	Child Care Services.....	41
4.24.	Financial Counselling Service.....	42
4.25.	Cockburn Care .....	43
4.26.	GIS.....	44
4.27.	Youth Services .....	45
4.28.	Civic Support.....	46
4.29.	PA to Mayor & Councillors.....	47
4.30.	Environmental Health .....	48
4.31.	Engineering Works .....	49
4.32.	Seniors Centre .....	50
4.33.	Civic Administration .....	51
4.34.	Community Development .....	52
4.35.	Children's Development .....	53
4.36.	Disability Access and Inclusion.....	54
4.37.	Aboriginal Community Development.....	54
4.38.	Statutory Planning .....	55
<b>Appendix A:</b>	<b>Example Privacy Policy.....</b>	<b>57</b>
<b>Appendix B:</b>	<b>Privacy Risk Working Sheet .....</b>	<b>59</b>
<b>Appendix C:</b>	<b>City of Cockburn Risk Matrix.....</b>	<b>64</b>
<b>Appendix D:</b>	<b>Summary of Recommendations .....</b>	<b>65</b>

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## Data and Information Audit (Privacy Impact Assessment)

### 1. Executive Summary

ES2 were engaged by the City of Cockburn (the City) to conduct an audit of Privacy Data and Information owned by or entrusted to the City. This audit process is known as a Privacy Impact Assessment (PIA) and examines how the City's departments and employees handle Personally Identifiable Information (PII), how this relates to current legislation and how it may be affected by future legislation.

This engagement has been carried out over a number of weeks through February and March 2020 and has encompassed two presentations and nine workshops. A total of 52 members of City staff were interviewed, covering 37 departments and functions, and providing valuable input into this engagement. The main points of contact within the City were Risk & Governance Advisor and Governance & Risk Officer who organised all interviewees, workshops and presentations. Their assistance has gone a long way to aiding in the accuracy and success of this engagement.

Whilst this engagement concentrates mainly on the areas where improvement to the protection of Personally Identifiable Information has been identified, there are many areas of the City's operations that are following good practices and are putting considerable effort into protecting the reputation of the City.

This report has identified a total of 25 recommendations, many of which need to be applied across the City's enterprise. Each recommendation was assessed as to the risk it was remediating. A summary of all recommendations made within this report has been included at Appendix D. Risk levels were determined by the assessor using the City's risk matrix. The following graph represents the quantities of recommendations per risk level:

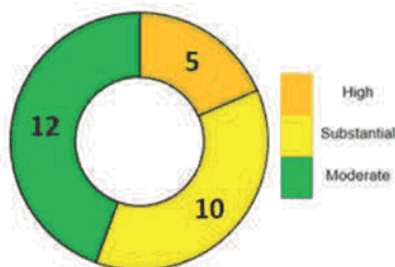


Figure 1 - Recommendations by Risk

In conclusion, the City has been entrusted with a significant amount of PII by its customers and there are a number of areas of the City where improvements can be made to the way that PII is stored, processed and transmitted. The majority of these can be implemented fairly simply with changes to procedures being the main area covered in recommendations.

Whilst not within the scope of this engagement the assessor identified a number of areas where the City is at risk of being non-compliant with the Payment Card Industries (PCI) requirements to protect credit card information. This is a topic that ES2 recommends that the City addresses to further reduce risk.

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## Data and Information Audit (Privacy Impact Assessment)

### 2. Introduction

#### 2.1. Background

As the result of proactive security measures identified in the *City of Cockburn Strategic Internal Audit Plan 2019 – 2022*, ES2 were engaged by the City of Cockburn to conduct a Privacy of Data and Information Impact Assessment (PIA). The high-level aim of the PIA is to gain a detailed understanding of the receipt, handling, governance and disposal of information that would be considered to be Personally Identifiable Information (PII) under the auspices of the Australian Privacy Act 1988.

#### 2.2. Scope and Approach

The approach used by ES2 consisted of conducting a large number of stakeholder workshops and interviews. In addition, some documentation that was provided by interviewees was analysed in order to get the greatest understanding of the organisations use of Personally Identifiable Information (PII). At a high level the below process was followed through this engagement:

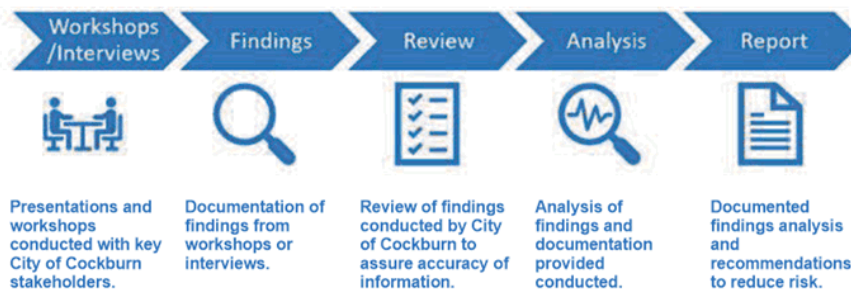


Figure 2 – ES2 PIA Approach

The overall aim of this engagement was - to establish and document the information flows of the project, process or procedure that privacy information is collected for; identify what PII is used for, who it is obtained from and disclosed to, who will have access; and any other necessary information:

- Identify what PII is being collected.
- Identify how PII is being collected.
- Identify what PII is necessary for City of Cockburn requirements.
- Review *City of Cockburn Privacy Statement*
- Identify the stakeholders relevant to PII use.
- Understanding of PII data flows:
  - PII content;
  - Data use;
  - Departments and personnel involved; and

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 ES2 – City of Cockburn – Privacy Impact Assessment – Report ■ Ref: 20-WA-COC-SE-10

Page 6 of 69

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Document Set ID: 9373590  
 Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

- Security of the information (Access, treatment, transfer, retention, destruction and Disclosure).

This audit will consider how the City collects information and in what format, through various media to include but not be limited to:

- Personal information of the City's citizens/electorate as collected through automated or manual means.
- Employees' personal and confidential information collected through the processes and conditions of employment.
- Telephone recorded messages advising the user about monitoring the call for the purpose of 'customer service training' including monitoring employees' responding to customer enquiries.
- Collection or communication of data via third party services such as *mailchimp*; *google analytics*, *lucky orange*, *DocuSign*, *Kentico* etc.
- Privacy requirements concerning CCTV surveillance cameras installed for recording various activities throughout the City.
- Social media monitoring which may include personal information, sensitive information and what may at first appear as innocuous information, but when combined or correlated with other sources, the information disclosed is private.
- Smart mobile devices which may collect location data (for marketing purposes) and hardware identifiers (for installation of City approved apps).
- Community surveys involving the collection of personal and sensitive data.
- Use of data collected via websites to personalise information presented via the website.

### 2.3. Risk Levels

Recommendations within this report have been allocated a preliminary risk level based on the City's Risk Matrix provided for this purpose.

Each recommendation within this report has been numbered for ease of reference and the preliminary risk level has been included within this numbering sequence. The following are examples of recommendation identification to demonstrate their meaning:

- [R1-L] – identifies that the Recommendation number is one (1) and that the recommendation is addressing a risk estimated as being Low.
- [R2-M] – identifies that the recommendation number is two (2) and that the recommendation is addressing a risk estimated as being Moderate.
- [R3-S] – identifies that the recommendation number is three (3) and that the recommendation is addressing a risk estimated as being Substantial.
- [R4-H] – identifies that the recommendation number is four (4) and that the recommendation is addressing a risk estimated as being High.
- [R5-E] – identifies that the recommendation number is five (5) and that the recommendation is addressing a risk estimated as being Extreme.

Risk is a subjective topic, the risk estimates within this report is the opinion of the assessor. The City of Cockburn with its vast local knowledge on the topic is likely to have differing opinions with some

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Page 7 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

risks. Where differences occur, City officers are recommended to act on their own knowledgeable assessment.

The working sheets for the ES2 risk calculations have been included at Appendix B to this report to aid in the City's understanding of the levels of risk associated with recommendations.

### 2.4. Workshops and Interviews

During the length of this engagement the following City officers were interviewed and provided valuable input into this report:

Table 1 - Interviewees

No.	Name	Role
1	Brett Fellows	Manager Information Services
2	Elliot Tempest	Cyber Security Officer
3	Sam Seymour-Eyles	Manager Corporate Communications
4	Leezelle Cornejo	Digital Communications Officer
5	Bernie Pinto	Governance & Risk Officer
6	Joseph Fiori	Risk and Governance Advisor
7	Anton Lees	Manager Parks & Environment
8	Mike Haynes	Recovery Park Coordinator
9	Lyall Davieson	Waste Manager
10	Lisa Mainwaring	Rates Coordinator
11	Chantelle D'Ascenzo	Rates and Revenue Manager
12	Tony Natale	Strategic Procurement Manager
13	Linda Seymour	Manager Libraries
14	Alex Green	Volunteer Development Services Officer
15	Melissa Bolland	Grants and Research Coordinator
16	Sam Standish	Marina Manager
17	Caroline Lindsay	Marketing and Communications Coordinator
18	Brett McEwin	Cockburn Aquatic and Recreation Centre Manager
19	Michal Callister	Customer Success Coordinator
20	Travis Moore	Manager Recreation & Community Safety
21	Chetan Poutula	Community Safety Project & Innovation Officer

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Page 8 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

No.	Name	Role
22	Mike Emery	Ranger & Community Safety Services Manager
23	Tamara Bold	Senior Customer Services Officer
24	John West	Manager Building Services
25	Stephanie Walding	Club Development Officer
27	Ashlin Gardner	Community Engagement Advisor
28	Dean Burton	Coordinator Recreation Services
29	Bree D'Sa	Property & Lands Officer
30	Colleen Miller	Customer Service Coordinator
31	Kayley Bazely	Accounts Payable Officer
32	Olivia Milevski	Accounts Payable Coordinator
33	Emma Machura	Records Manager
34	Yawley Yukich	Library Technology Coordinator
35	Michelle Champion	Youth Services Manager
36	Chris McEniery	GIS System Analyst
37	Paul Hogan	Cockburn Community Care Manager
38	Colleen Crowley	Financial Counselling Coordinator
39	Sandra Taylor	Child Care Services Manager
40	Renae Greenway	HR Business Partner
41	Vanda Bacich	Civic Support Officer
42	Adrianne Vasile	PA to Mayor and Elected Members
43	Phil Oorjitham	Environmental Health Coordinator
44	Colin Macmillan	Engineering Works Manager
45	Julie McDonald	Senior Centre Coordinator
46	Sandra Galati	Civic Administration Officer
47	Simone Sieber	Community Development Coordinator
48	Joan de Castro	Children's Development Officer

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Page 9 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

No.	Name	Role
49	Sinta Ng	Accounting Services Manager
50	Natalie Turner	Disability Access & Inclusion Officer
51	Marlee Kickett	Aboriginal Community Development Officer
52	Celina da Costa	Statutory Planning Coordinator

### 2.5. Terms and Abbreviations

The following terms and abbreviations have been used within this document:

**Table 2 - Terms and Abbreviations**

Term/Abbreviation	Definition
APP's	The Australian Privacy Principles
ARC	Aquatic and Recreation Centre
CCTV	Closed Circuit Television
CRM	Customer Relationship Management System
CSA	Child Support Agency
Customer	For the purposes of this document refers to the ratepayers and electorate members under the jurisdiction of the City of Cockburn.
ECM	Enterprise Content Management System
ECR	Enterprise Cash Receipting System ( <i>Technology One</i> )
EFT	Electronic File Transfer
FOI	<i>Freedom of Information act Act 1992</i>
GDA	General Disposal Authority
GIS	Graphic Information Services/Systems
HR	Human Resources
LGIS	Local Government Insurance Scheme
NDA	Non-Disclosure Agreement
OAIC	Office of the Australian Information Commissioner

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Document Set ID: 9373590  
 Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

PA	Personal Assistant
PCI	Payment Card Industry
PCI DSS	PCI Data Security Standard
PIA	Privacy of Data and information Impact Assessment
PII	Personally, Identifiable Information
Subject	The term 'subject' is used to describe the person who PII refers to.
The Act	For the purposes of this document refers to the Australian <i>Privacy Act 1988</i> (Cth)
The City	For the purposes of this document refers to the City of Cockburn
WALGA	Western Australian Local Government Association

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Page 11 of 69

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Document Set ID: 9373590  
Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

### 3. Privacy Requirements

#### 3.1. What is Personal Information?

The Office of the Australian Information Commissioner (OAIC) website defines personal information in the following high-level statement:

*Personal information includes a broad range of information, or an opinion, that could identify an individual. What is personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances.*

#### 3.2. Global Privacy Law Features

Australia is one of 37 countries that are members of the Organisation for Economic Co-operation and Development (OECD). The Council of the OECD has recommended that member countries take into account in their domestic legislation the privacy principles set out in the 1980 OECD 'Guidelines Governing the Protection of Privacy and Transborder Flows of Personal Data'. Australia has expressed its intention to participate in the recommendation. These principles are implemented through the Australian Privacy Principles (APPs). ES2 feel that it is unlikely that WA would implement a state privacy law that did not include these basic principles.

There are eight OECD Privacy Principles:

1. Collection limitation principle
  - a. There should be limits to the collection of personal data and any such data should be obtained by lawful and fair means and, where appropriate, with the knowledge or consent of the data subject.
2. Data quality principle
  - a. Personal data should be relevant to the purposes for which they are to be used, and, to the extent necessary for those purposes, should be accurate, complete and kept up to date.
3. Purpose specification principle
  - a. The purposes for which personal data are collected should be specified no later than at the time of data collection and the subsequent use limited to the fulfilment of those purposes or such others as are not incompatible with those purposes and as are specified on each occasion of change of purpose.
4. Use limitation principle
  - a. Personal data should not be disclosed, made available or otherwise used for purposes other than those specified in accordance with Paragraph 3 except:
    - i) with the consent of the data subject; or
    - ii) by the authority of law.
5. Security safeguards principle
  - a. Personal data should be protected by reasonable security safeguards against such risks as loss or unauthorised access, destruction, use, modification or disclosure of data.

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Page 12 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

6. Openness principle
  - a. There should be a general policy of openness about developments, practices and policies with respect to personal data. Means should be readily available of establishing the existence and nature of personal data, and the main purposes of their use, as well as the identity and usual residence of the data controller.
7. Individual participation principle
  - a. An individual should have the right:
    - i) to obtain from a data controller, or otherwise, confirmation of whether the data controller has data relating to him;
    - ii) to have communicated to him, data relating to him
      1. within a reasonable time;
      2. at a charge, if any, that is not excessive;
      3. in a reasonable manner; and
      4. in a form that is readily intelligible to him;
  - b. to be given reasons if a request made under subparagraphs (a) and (b) is denied, and to be able to challenge such denial; and
  - c. to challenge data relating to him and, if the challenge is successful to have the data erased, rectified, completed or amended.
8. Accountability principle
  - a. A data controller should be accountable for complying with measures which give effect to the principles stated above.

### 3.3. Australian Privacy Principles

The Australian Government's *Privacy Act 1988* (Cth) was amended in 2014 to include the 13 Australian Privacy Principles (APPs):

1. Open and transparent management of personal information
2. Anonymity and pseudonymity
3. Collection of solicited personal information
4. Dealing with unsolicited personal information
5. Notification of the collection of personal information
6. Use or disclosure of personal information
7. Direct marketing
8. Cross-border disclosure of personal information
9. Adoption, use or disclosure of government related identifiers
10. Quality of personal information
11. Security of personal information
12. Access to personal information
13. Correction of personal information

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Page 13 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

The OAIC and the APP's define the following information as being considered to be PII:

Information or an opinion about an identified individual, or an individual who is reasonably identifiable; whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.

The term 'personal information' encompasses a broad range of information.

A number of different types of information are explicitly recognised as constituting personal information under the *Privacy Act 1988* (Cth). For example, the following are all types of personal information:

- 'sensitive information' (includes information or opinion about an individual's racial or ethnic origin, political opinion, religious beliefs, sexual orientation or criminal record, provided the information or opinion otherwise meets the definition of personal information);
- 'health information' (which is also 'sensitive information');
- 'credit information';
- 'employee record' information (subject to exemptions); and
- 'tax file number information'.

Although not explicitly recognised as personal information under the *Privacy Act 1988* (Cth), information may be explicitly recognised as personal information under other legislation. For example, under the *Telecommunications (Interception and Access) Act 1979* (Cth), certain telecommunications data (sometimes referred to as 'metadata') is taken to be personal information for the purposes of the *Privacy Act 1988* (Cth).

However, information does not have to be explicitly recognised as personal information to constitute personal information under the *Privacy Act 1988* (Cth). The types of information that are personal information are unlimited and can vary widely.

Further, the definition of personal information is not limited to information about an individual's private or family life but extends to any information or opinion that is about the individual, from which they are reasonably identifiable. This can include information about an individual's business or work activities.

Personal information can range from sensitive and confidential information to information that is publicly available. The definition also makes clear that information will be personal information even if it is incorrect.

Common examples of personal information include information about a person's private or family life including:

- A person's name, signature, home address, email address, telephone number, date of birth, medical records, bank account details and employment details.
- Information about a person's working habits and practices:
- A person's employment details, such as work address and contact details, salary, job title and work practices
- Certain business information – for example, information about a loan taken out by a sole trader to purchase tools for their business, or information about utility usage.

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Page 14 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

Commentary or opinion about a person:

- In certain circumstances, a referee's comments about a job applicant's career, performance, attitudes and aptitude constitutes personal information. Similarly, a trustee's opinion about a bankrupt's affairs and conduct can be personal information about both parties.
- An opinion about an individual's attributes that is based on other information about them such as an opinion formed about an individual's gender and ethnicity based on information such as their name or their appearance.
- Information or opinion inferred about an individual from their activities, such as their tastes and preferences from online purchases by credit card or their web browsing history.

### 3.4. WA Privacy Law

The Western Australian government have opted not to align to the Australian government's *Privacy Act 1988* (Cth). As such the *Privacy Act (1988)* (Cth) is not enforceable to WA Government State or Local Government Agencies or Departments. The WA Government's Department of Premier and Cabinet (DPC) have published the following privacy position statement (published on the WA Government website at - <https://www.wa.gov.au/government/announcements/interim-privacy-position>):

*Until such time as more substantial guidance and/or legislative measures are available, the interim privacy position for the Western Australian public sector is that agencies should ensure their actions are consistent with applicable Australian Privacy Principles, set out in Schedule 1 to the Privacy Act 1988 (Cth) with primary emphasis upon Principle 6 - "use or disclosure of personal information".*

*Where agencies are operating under statutes that contain specific provisions about the use or sharing of data, they should continue to comply with these.*

*This position applies to personal information, as defined in the Privacy Act 1988 (Cth):*

*"personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:*

- a. *whether the information or opinion is true or not; and*
- b. *whether the information or opinion is recorded in a material form or not."*

This statement is updated from time to time, the current version is dated May 2018. A key component of this statement is that 'agencies should ensure their actions are consistent'. As such there is no mandatory position enforcing the protection of PII across state or local government departments and agencies.

This statement also states, 'Until such time as more substantial guidance and/or legislative measures are available,' this implies that there is a plan in place to develop WA specific privacy legislation and it is believed that this has been on the DPC agenda for some time. However, within the experience of ES2, there has not been much movement towards such a development. As such, ES2 encourages through its security engagements that all WA Government agencies and departments align as close as possible to the Federal legislation, the *Privacy Act 1988* (Cth), as being 'best practice' for the protection of PII. It is also worth noting that this Federal legislation deals with employee records differently between public and private sector organisations. The APPs require that public sector

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Page 15 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020







## Data and Information Audit (Privacy Impact Assessment)

organisations protect the PII of their employees the same as they would a customer or third party. ES2 encourages all organisations to incorporate the same security controls over employee PII as is placed on third party PII.

However, the lack of mandated compliance for WA government agencies and departments with legislation does not prevent or in any way mitigate the reputational damage that would ensue should an agency or department suffer a breach of PII. Reputational damage to local government could be considerable and could through association impact other or all local government establishments.

**[R1-S] Risk Documentation Recommendation** - ES2 recommends that the potential damage to the reputation of the City of Cockburn that would result from a breach of Personally Identifiable Information be documented as a risk to the City of Cockburn and should be treated, regardless of the requirement under legislation.

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Page 16 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

### 4. Findings

The following tables outline the information that was gathered during the Privacy of Data and Information Impact Assessment conducted at the City. Tables include comments from the assessor regarding each of the business units included, an assessment of the potential risk to the City and recommendations suggested to reduce the risk and increase the overall security posture of the City:

#### 4.1. Corporate Communications

	Findings
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Customer contact details.</li> <li>City of Cockburn employee contact details.</li> <li>Photographs.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Received through official internal channels / requests for inclusion in official communications.</li> <li>Some information will be received via the human live chat function that will be available on the City of Cockburn website in future may include Artificial Intelligence (AI).</li> <li>Photographs.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>ECM is used to store official records.</li> <li>Corporate Communications store some photographs in <i>TechnologyOne</i> with others stored on the S drive.</li> <li><i>TechnologyOne</i> is also used by many departments.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Shares customer contact information with external parties including, <i>Survey Monkey</i>, <i>Engagement HQ</i> and <i>Mail Chimp</i>, both used as a means of reaching customer.</li> <li><i>Lucky Orange</i> used as a means of visually confirming the actions of a user on the website. Used for conflict resolution.</li> <li>Consultants for research purposes.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>Tries to maintain and track of all the City's databases and information sources. There is currently no single view of the customer.</li> <li>Unsure if Non-Disclosure Agreement (NDA) exists with <i>Survey Monkey</i>, <i>Mail Chimp</i> and <i>Lucky Orange</i>.</li> <li><i>Lucky Orange</i>.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Responsible for the City's internal and external communications.</li> <li>Corporate communications manage the City's websites.</li> <li>Permission slips are obtained and used whenever possible before a photograph is used.</li> <li>Disparity between databases has in the past resulted in issues where communication has been sent to a deceased customer.</li> <li><i>Lucky Orange</i> is a US (foreign) based organisation.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>Following the review, there remain questions regarding the use of direct marketing to customers as there is no means for the customer to opt out of</li> </ul>

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Page 17 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020







## Data and Information Audit (Privacy Impact Assessment)

	<p>surveys or other communications from the corporate communications team.</p> <ul style="list-style-type: none"> <li>■ NDA's need to be in place with any agency or third party before PII is shared with them. Through this the City performs its due diligence in ensuring that the third party is aware of the sensitivity and the is to protect City of Cockburn</li> <li>■ The <i>Lucky Orange</i> cloud service is an area of concern, no demonstration was able to be provided to assure that the application was not accessing any form of PII. Of further concern is that the City's Information Services business unit was not aware of the City's use of this tool.</li> </ul>
--	--

**[R2-M] Opt-Out Recommendation** - To comply with the Australian government's *Privacy Act 1988* (Cth), persons must be permitted to opt out of receiving direct marketing. This is most often achieved by including an 'unsubscribe' link in an email or a process whereby a person can reply to an email or SMS message with 'Unsubscribe' or 'Stop'.

**[R3-M] NDA Recommendation** - Ensure that no PII is shared outside of the City of Cockburn (outside of the sphere of the proposed policy) needs to be subject to an NDA to assure that the information is handled and protected in the manner assured through the policy that it was collected.

**[R4-M] Lucky Orange Recommendation** - Recommend that the City's Cyber Security Officer reviews the *Lucky Orange* service in order to make an informed assessment on the potential risk to the City of Cockburn through its use. Particular emphasis needs to be placed on the applications coverage of privacy information and financial information.

**[R5-H] Supplier Security Recommendation** - Whilst not entirely related to privacy, ES2 recommends that City of Cockburn develops and implements a supplier security policy document which includes due diligence requirements for cloud services in order to assure the use of cloud services does not compromise the position of the City with regard to the protection of privacy information entrusted to the organisation.

### 4.2. Risk and Governance

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>■ Personal Information (in various forms).</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>■ Requests received via email or in person.</li> <li>■ Personal Information received through official, internal channels.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>■ Requests stored in ECM.</li> </ul>

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Page 18 of 69

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Document Set ID: 9373590  
 Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

<b>Shared with:</b>	<ul style="list-style-type: none"> <li>The Governance &amp; Risk Officer does on occasion have to deal with third parties to gain permission for the release of information or to provide grounds under which a request is being refused.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>There is currently no policy or instruction to document or govern the control of the release of information under the <i>Freedom of Information Act 1992</i>.</li> <li>There is no organisational level privacy policy.</li> <li>The privacy statement only covers information that is received via the website and email.</li> <li>Council meetings are currently recorded (audio) however there are plans to record using audio and visual and make these recordings available for public viewing. Council meetings often contain the PII of persons making requests.</li> <li>In accordance with the requirements of the <i>Local Government Act 1995</i>, the City will be conducting Council eMeetings using 'BeingThere' as the platform.</li> <li>The Governance team is aware that public (free) versions of <i>Dropbox</i> are sometimes used by departments for the sharing of information.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> <li>Redaction achieved using <i>Adobe Acrobat Professional</i> where necessary.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Deals with all requests for information under the <i>Freedom of Information Act 1982</i> (FOI).</li> <li>An average of 30 – 35 requests per year.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>Whilst responses to FOI requests are well managed, there is a need for a policy or other working instruction to be created to govern responses to requests for information that takes into consideration the legal aspects of content that may include PII.</li> <li>There is a lack of corporate privacy policy to govern the receipt, handling, sharing, storage and eventual destruction of PII. The current privacy statement that is published in the City's website only covers information that is collected via the City's internet facing web sites.</li> <li>Council meetings need to have conditions applied to ensure that PII is not revealed without having prior consent of the subject.</li> <li><i>Dropbox</i> poses a general information security concern to the City, not just to PII and should be subjected to Information Security Governance controls.</li> </ul>

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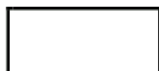
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Page 19 of 69

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Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

**[R6-S] FOI Recommendation** - ES2 recommends that the processes surrounding the response to Freedom of Information requests be subject to governance. In order to protect the City, there needs to be policy and process documented surrounding the City's response to requests for the release of information subject to the FOI (all PII is redacted in accordance with the FOI Act 1992. So is there need for a policy to capture this?). This instruction needs to ensure that PII is identified prior to any information release.

**[R7-S] Privacy Policy Recommendation** - ES2 recommends that the City of Cockburn develops, publishes and communicates a Privacy policy to cover all of the City's dealings with Personally Identifiable Information. Regardless of the requirement for compliance, this is a requirement to reduce the potential risk to the City's reputation should such information be inadvertently compromised. Additionally, the Policy would provide a much-needed consistency in the way that the City's departments handle and store PII.

**[R8-S] Video Recording Recommendation** - ES2 recommends that procedures be developed to assure that PII is either blocked from video and audio recordings unless the PII subjects have provided written approval for their information to be published along with the audio and vision of Council meetings. This can be achieved through prior notification of the recording and publishing of the recording being provided to all meeting participants or by requiring all meeting participants to sign to agree that any information spoken during the meeting will be published on the Internet.

**[R9-S] Dropbox Recommendation** - ES2 recommends that the use of *Dropbox* be discouraged across the City's operations in favour of using the more secure option of *OneDrive*. In particular it needs to be prohibited to be used for the storage or transfer of PII.

### 4.3. Parks and Environment

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>■ PII associated with sustainability grants.</li> <li>■ PII associated with new suppliers.</li> <li>■ PII associated with full time employees, casual labour and consultants used.</li> <li>■ PII associated with property developers and community groups.</li> <li>■ Maintains a school contact list with contact details for headmaster/Principal.</li> <li>■ Details of persons that have left a bond when taking a facility key.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>■ Requests received via email or in person.</li> <li>■ Recruitment information received via email or in person.</li> </ul>

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Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>Personal Information received through official, internal channels.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>Information generally stored in ECM or <i>TechnologyOne</i> with some information put into the S Drive.</li> <li>Schools contact list is stored on the S Drive.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>PII is not shared with any external organisation or party.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>Consultants often transfer information via <i>Dropbox</i>.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
Departmental Comments:	<ul style="list-style-type: none"> <li>Deals with up to 5,000 customer requests per year, each has associated PII.</li> <li>Deals with community events.</li> </ul>
Assessor's Comments	<ul style="list-style-type: none"> <li>The use of <i>Dropbox</i> needs to be discouraged.</li> <li>Use of the S Drive to store PII needs to be discouraged in favour of storing information in ECM or <i>TechnologyOne</i>.</li> </ul>

[R9-S] *Dropbox* recommendation (please see page 20 above)

[R10-M] **S Drive Recommendation** - ES2 recommends that the City of Cockburn conduct a campaign of information storage awareness training. This training should concentrate on what information is or is not suitable for storage on the S Drive and how information should be managed. The minimum recommended content for training would be:

- What information needs to be stored on the ECM or in *TechnologyOne*
  - Housekeeping of information within the ECM
- What information must not be stored even temporarily on the S Drive
- What information may be stored on the S Drive
- Users' responsibilities with regards to the retention of information.
- Users' responsibilities with regards to the destruction of hard copy information.

Training should apply to all staff and management of the City of Cockburn.

### 4.4. Recovery Park Operations

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>PII associated with procurement processes.</li> <li>PII associated with the recruitment of casual or flexi-time staff.</li> <li>Vehicle number plates and weights.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Procurement processes received through official, internal channels</li> </ul>

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Page 21 of 69

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Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>Recruitment information received through internal channels or email direct from subject.</li> <li>Registration numbers are manually typed in to <i>TechnologyOne</i> and associated with other PII (names etc.).</li> <li>In paper form (as part of trailer passes etc.).</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li><i>TechnologyOne</i>, with some information temporarily stored on the S Drive.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Information is not shared with third parties.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>Photos destroyed/deleted after being associated with <i>TechnologyOne</i> files.</li> <li>Hard copy documents destroyed after being scanned, destruction is achieved in the City's landfill.</li> </ul>
Departmental Comments:	<ul style="list-style-type: none"> <li>There is the ability to take photos however this is not used. Photos may on occasion be taken by a phone if there is an absolute necessity (for compliance reasons). Once taken photos are appended to notes and then deleted.</li> </ul>
Assessor's Comments:	<ul style="list-style-type: none"> <li>There is considerable risk of compromise through the current means of destruction of documents that may contain PII, all data destruction must be conducted following a pre-defined and approved procedure.</li> <li>The S Drive is being used to store information including PII.</li> </ul>

**[R11-H] Secure Destruction recommendation** – ES2 recommends that a secure destruction policy or procedure be developed, approved and implemented by the City of Cockburn. This document needs to define the acceptable means of destruction based on the classification or sensitivity of the document or media in question. This instruction needs to ensure that information cannot be compromised through inappropriate destruction or disposal processes.

**[R10-M] S Drive recommendation** (*please see page 21 above*)

### 4.5. Waste Management

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>Names and addresses of where to deliver new bins or training on new bins.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Via internal channels, usually following a request for a new bin or as part of a programmed roll out.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>S Drive.</li> </ul>

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Page 22 of 69

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Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

Shared with:	■ This information is not shared.
Notified Issues:	■ No issues notified.
When/How Destroyed:	■ Not responsible for the destruction of customer contact information.
Departmental Comments:	■ No other comments noted.
Assessor's Comments:	■ PII should not be stored on the S Drive. ECM needs to be the default information storage location.

[R10-M] S Drive recommendation (please see page 21 above)

### 4.6. Rates & Revenue

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>■ Electoral Roll contains all personal details.</li> <li>■ Banking Details.</li> <li>■ Investigation work may contain sensitive information.</li> <li>■ Pensioners' details.</li> <li>■ Local election information.</li> <li>■ Animal data.</li> <li>■ Infringement data (including number plate).</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>■ Completed forms</li> <li>■ Via email from other local governments or government departments</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>■ Electoral Roll stored on S Drive (locked down to access by the rates department only) and on <i>TechnologyOne</i>.</li> <li>■ The Electronic Cash Receipting system (ECR) receipting system (part of <i>TechnologyOne</i>).</li> <li>■ The majority of information is stored in ECM.</li> <li>■ Physical paper records are boxed up and sent to Grace Removals for archive and eventual destruction.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>■ Information is passed to a 3<sup>rd</sup> party debt collection agency (WALGA approved supplier). Information including phone, email, name and address. <ul style="list-style-type: none"> <li>■ Information is extracted from <i>TechnologyOne</i> via a set process.</li> <li>■ Information can also be shared using a shared internet portal.</li> </ul> </li> <li>■ Information shared with printing service suppliers. <ul style="list-style-type: none"> <li>■ Printers are given information regarding how they are to handle information on completion of print work.</li> <li>■ Information is passed to the print contractor via a shared portal</li> </ul> </li> </ul>

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Version: 1 Version Date: 21/05/2020





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	<ul style="list-style-type: none"> <li>The same print company is used to print the electronic rates forms that are emailed to customers this email is transferred in <i>pdf</i> as an email attachment.</li> <li>Some information is shared with KPMG such as PII that relates to deferred rates.</li> <li>Some information is shared with <i>Lucky Orange</i>.</li> <li>PII of customers is often shared between local governments and other government departments (i.e. Rates and Revenue team may contact Water Corp for information on a person). That information is then provided to the City in an email.</li> <li>Developers may request information which may be provided upon production of a Statutory Declaration.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>Unclear what information is shared with <i>Lucky Orange</i>.</li> <li>The Rates and Revenue team sometimes handles customer credit card information.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Destroyed as per the <i>State Records Act 2000</i></li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>The Rates and Revenue team also deals with invoices for City owned infrastructure such as pavilions.</li> <li>There is a plan in place to set stricter debt recovery because customers are providing these contractors with their current financial information.</li> <li>Rates are normally paid online using <i>Securepay</i>.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>S Drive is not an appropriate location for the storage of PII, especially not such large quantities.</li> <li><i>Lucky Orange</i> poses an uncalculated risk to the City of Cockburn as this has not been subject to assessment and approval by the City's Cyber Security Officer.</li> <li>NDA's need to be in place for <u>every</u> situation where PII is shared with a person or party external to the City of Cockburn this must include sharing with auditors (such as KPMG) and with other local government authorities many of whom will not have their own Privacy Policy or have a policy that differs from that of City of Cockburn. The NDA needs to ensure that the third party understands the limitations for the use of PII that was collected under the auspices of the City of Cockburn Privacy Policy (once defined).</li> </ul>

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Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

[R10-M] *S Drive Recommendation (please see page 21 above)*

[R4-M] *Lucky Orange Recommendation (please see page 18 above)*

[R3-M] *NDA Recommendation (please see page 18 above)*

### 4.7. Procurement

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>■ Maintains a database of suppliers which may include their corporate banking details and the PII of the organisations points of contact.</li> <li>■ Some sensitive information including details of inclusion of indigenous people working within that company.</li> <li>■ Information regarding supplier referees.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>■ Supplier information received either directly from the supplier or via WALGA.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>■ Mostly using the CRM database.</li> <li>■ <i>Pay Database</i> is used for claims reimbursement for employees, contractors and councillors.</li> <li>■ Some information is stored in ECM.</li> <li>■ Temporary information such as that generated when investigations are carried out is stored on the <i>S drive</i> (which is restricted to access only by members of the procurement team).</li> <li>■ There is substantial information still stored on the <i>F Drive</i>.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>■ Where disputes are concerned, some information may be shared with users.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>■ No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>■ Records are maintained for two years then deleted.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>■ Information stored is limited to that information that is necessary in order to make an assessment of the supplier organisations allowing an assessment of their suitability to provide their services to the City.</li> <li>■ Information regarding indigenous persons is a requirement as part of the Reconciliation Action Plan (RAP).</li> <li>■ The CRM database is weeded out regularly to ensure that only necessary information is retained.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>■ An NDA needs to be in place whenever PII is shared externally to the City of Cockburn.</li> </ul>

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Page 25 of 69

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Version: 1 Version Date: 21/05/2020





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	<ul style="list-style-type: none"> <li>■ Whilst there is not a great deal of S drive use here this should be further controlled with user education.</li> <li>■ Information on the F Drive needs to be reviewed and any PII must be transferred to ECM or deleted if no longer needed.</li> <li>■ There is an unanswered question regarding how dispute information is shared with users. The response to this needs to be assessed to establish if the information is being appropriately protected throughout this process.</li> </ul>
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[R3-M] NDA Recommendation (please see page 18 above)

[R10-M] S Drive Recommendation (please see page 21 above)

[R12-M] F Drive Recommendation – ES2 recommends that the F drive be reviewed to establish if there is any PII stored on the drive. If there is, then this needs to be migrated to ECM as a priority.

### 4.8. Library Services

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>■ Names addresses and contact details of library members.</li> <li>■ Infringement information.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>■ Online membership applications.</li> <li>■ In person paper-based membership applications.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>■ A membership database is used which is a third-party application that is hosted in Melbourne. The Library management system is called 'Spydus' whose global presence is called 'Civica'.</li> <li>■ There is a database of events which is accessible via the Internet.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>■ 3<sup>rd</sup> party recovery agency.</li> <li>■ Sharing achieved through the Spydus application.</li> <li>■ Only the name and contact details are passed on (never details of the asset that is on loan).</li> <li>■ On occasion, the police may request information and provide a <i>Notice to Produce</i> to the library.</li> <li>■ Non personal information is shared using social media interactions such as blogs on Instagram</li> <li>■ Some PII is passed to City staff so that customer surveys can be sent out.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>■ Recovery agency is US based.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>■ Spydus archives after two years of inactivity for an account (unless money is owing). After these two years member details are deleted.</li> </ul>

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Version: 1 Version Date: 21/05/2020



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<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Infringement lists are kept within <i>Spydus</i>, when these are 2 months overdue or when a person owes more than \$40 then a recovery agency is used. This is a specialist library recovery agency which interfaces with the library system and who focus on the recovery of the asset.</li> <li>The events database allows customers to register their interest in an event.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>There is an open question regarding infringement information that is stored on the <i>Spydus</i> database being visible via the internet. The database appears to have good security however the question of what is visible remains unanswered.</li> <li>The US (foreign based) collection agency must be required to sign a Non-Disclosure Agreement with the City of Cockburn.</li> <li>There is the potential for PII to be published inadvertently onto the Internet through official social media posts.</li> <li>When the police require information from the library through the use of a <i>Notice to Produce</i> then they should be required to sign for the information. The form signed should include a Non-Disclosure statement to ensure that they understand that the information is being entrusted to them under condition that further dissemination is not to occur without notification to the subject.</li> </ul>

**[R13-M] Infringement Collection Recommendation** – ES2 recommends that since City of Cockburn utilises an offshore collection agency for the recovery of library assets that users of the library service should be informed of this. When a customer signs up for library services they need to be informed that in the event of an infringement their personal information will be passed to a US (foreign) based asset recovery agency. Customers must agree to this prior to membership.

**[R3-M] NDA Recommendation** (*please see page 18 above*)

**[R14-M] Social Media Recommendation** – ES2 recommends that a 'two person rule' process be implemented to ensure that all information published to Social Media in the name of City of Cockburn be reviewed and approved prior to publication/posting.

### 4.9. Volunteer Resource Centre

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Contact and other personal information pertaining to volunteers doing work within the City of Cockburn controlled areas.</li> <li>Volunteer information includes racial groupings, languages spoken, criminal record checks and if low income.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Online forms may be used by members of the public to volunteer. When the form is complete the website emails it to the Resource Centre.</li> </ul>

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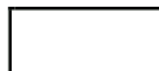
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Page 27 of 69

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Version: 1 Version Date: 21/05/2020





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Where Stored:	<ul style="list-style-type: none"> <li>Database called <i>VIKTOR</i> (run by Volunteering WA) is used.</li> <li><i>VIRA</i> is a component of <i>VIKTOR</i>.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Volunteers may be introduced to Not for Profit (NFP) organisations that require volunteers.</li> <li>Volunteers can access <i>VIKTOR</i> on-line to view their own information and can request changes or can make changes.</li> <li>With consent, information may be sent to a specific volunteer group in order to let the person consider joining.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>Volunteers do not specifically authorise the sharing of information with NFP's.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>Inactive volunteer personal accounts are removed periodically.</li> </ul>
Departmental Comments:	<ul style="list-style-type: none"> <li>Volunteers often do not inform the Resource Centre when they leave or are no longer a volunteer. If they do inform then their information can be set to inactive.</li> </ul>
Assessor's Comments:	<ul style="list-style-type: none"> <li>The online form should require that potential volunteers authorise the sharing of their information with appropriate third parties relating to volunteer activities.</li> <li>Volunteer organisations receiving PII from the City of Cockburn should be subject to an NDA.</li> </ul>

**[R15-M] Volunteer Recommendation** – ES2 recommends that online forms be adjusted to include a permission to share information component. This would then act as the authority from the subject to distribute their personal information to relevant volunteer organisations. Volunteer organisations receiving information must be subject to an NDA in order to assure that they are aware of the potential damage that could be caused if this information was subject to a security breach.

**[R3-M] NDA Recommendation** (*please see page 18 above*)

### 4.10. Grants and Research

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>Personal information pertaining to persons that are requesting grants.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Information provided by use of an online form. <ul style="list-style-type: none"> <li>Form has a link to the privacy statement.</li> </ul> </li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>Information is stored within ECM and on the S Drive.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>No information under the control of Grants and Research is passed to any third party.</li> </ul>

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Page 28 of 69

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Version: 1 Version Date: 21/05/2020



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<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Information can be archived within the <i>Smarty Grants</i> application when no longer needed.</li> <li>Information is left in archive and not deleted.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Managing the Cockburn community fund with an online funding system (<i>Smarty Grants</i> subscription service over east) only a few people within City can access this and they can only access information regarding the grants that they manage.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>Information stored on the S drive needs to be reviewed to ensure that no PII is stored there. Any identified needs to be transferred to appropriate parts of the ECM.</li> </ul>

[R10-M] S Drive Recommendation (please see page 21 above)

### 4.11. Port Coogee Marina

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Details of boat owners.</li> <li>Boat registration details.</li> <li>Boat insurance details.</li> <li>Sometimes hold bank details and may need to make payment refunds.</li> <li>CCTV imagery.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Information provided in person.</li> <li>Information provided in email.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Marina specific software called <i>Marina Focus</i> is used to contain all information pertaining to the business unit.</li> <li>Some information is stored on the S Drive.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Information is not shared with third parties.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>CCTV (just over 40 cameras) maintain 30 days online archive.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>There is an unanswered question regarding PII being handled by the Port Coogee Marina regarding how information is deleted when it is no longer needed.</li> <li>Information stored within the S drive needs to be reviewed to ensure that there is no PII located there.</li> </ul>

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Page 29 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

[R10-M] S Drive Recommendation (please see page 21 above)

### 4.12. Cockburn ARC

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Individual and family membership.</li> <li>Swim school details and membership.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Information received in person or through online portal.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Leisure Management software used <i>LINKS</i>.</li> <li>Some data is exported from <i>LINKS</i> for internal (City) use.</li> <li><i>My Wellness Technogym.com</i> application is for members to monitor their ongoing fitness and engagement with gym equipment.</li> <li><i>Kentico</i>, website content management system, is used for ARC website.</li> <li>ECM is also used to store personal information.</li> <li>The <i>Aconex</i> system is used as a platform to coordinate with builders and contractors. On completion this information is downloaded and put on to ECM.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Credit card information is shared directly to a bank.</li> <li>Information shared with <i>Mailchimp</i> as a means of mass communication to members.</li> <li>Information shared internally within the City as required.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>The individual computers at the ARC have generic logins, however each system accessed requires an individual login.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Credit card information is taken via an EFTPOS machine and a PCI certified solution that uses tokenisation to send information to the bank.</li> <li>Information can be removed from <i>LINKS</i> on request by the PII subject.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>The fact that individual systems access is achieved by individual login is good, however the generic logins to the devices that host the individual systems pose a threat as they can provide the platform to launch an attack against the individual systems.</li> <li>Systems used to handle PII need to have been subject to a due diligence supplier security process to assure the system is going to handle PII securely.</li> </ul>

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Page 30 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

[R5-H] Supplier Security Recommendation (*please see page 18 above*)

[R16-M] Access Security Recommendation - Access to computers that then provide access to systems which contain PII needs to be achieved using a unique set of login credentials for each person accessing the computer. This ensures that all actions performed by a computer user are accountable and traceable to a specific person.

### 4.13. Community Safety & Innovation

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>■ CCTV imagery (video not audio), this includes body cameras.</li> <li>■ Facial recognition (being rolled out).</li> <li>■ Some medical information.</li> <li>■ Some bank statements.</li> <li>■ Holds information regarding when a property will be empty, such as when an owner is going on holiday.</li> <li>■ Details of contractors.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>■ Received direct from camera equipment.</li> <li>■ Received via email.</li> <li>■ Received in person.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>■ Information is stored on hard disk drives with a separate dedicated storage area for this (separate to the City's IT network).</li> <li>■ The Service Unit has a dedicated part of ECM where information can be stored with additional privacy.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>■ On occasion video footage needs to be passed on to legal entities.</li> <li>■ Information passing to police is often shared via email.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>■ New technology such as facial recognition needs governance.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>■ Images are retained based on the type and location of camera.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>■ Responsible for all CCTV cameras, including parking cameras and body cameras.</li> <li>■ Audio capability of CCTV cameras has been disabled.</li> <li>■ Facial recognition being implemented going forward, this is currently under trial. The process tokenises a person's ID for reference without associating directly to a person.</li> <li>■ The video footage from body cameras is stored in an encrypted form.</li> <li>■ Some of the Service Unit team have been granted access to policy systems (online portals). Access for these is authenticated over the phone.</li> <li>■ Notice to Produce may be received from WA Police.</li> </ul>

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Page 31 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020







## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>Some of the information held would be considered to be very sensitive.</li> <li>Video is retained according to a defined policy which aligns to the requirements of the State Records Act 2000.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>City of Cockburn needs to ensure that whenever video footage is passed to a third party that the third-party signs for the media and acknowledges the City's privacy requirements (NDA).</li> </ul>

[R3-M] NDA Recommendation (please see page 18 above)

### 4.14. Ranger Services

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Customer information.</li> <li>Credit Card details.</li> <li>Animal (and owner) details.</li> <li>Driver infringement details (nomination of alternate driver etc.)</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Majority is received via email from members of the public including credit card.</li> <li>Department of Transport vehicle checks are received via email.</li> <li>Credit card information is sometimes received via email.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Information is manually stored in ECM.</li> <li>No information is stored on the S Drive.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>On occasion, information is requested by and shared with other local governments. In such cases information is normally shared via email.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>Credit card information often received via email.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Emails received with credit card information are deleted as soon as the payment has been dealt with.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Infringements are paid by credit card or online transaction.</li> <li>The Ranger Service has an EFTPOS machine that is used for payment of animal licenses etc.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>This department is receiving and handling credit card information independently. This function is best kept central, the most likely best location for this function is with the Rates and Revenue team.</li> <li>Whilst outside the scope of a PIA, it was identified that credit card information is often received via email. This puts the City's entire email system within the scope of a Payment Card Industry (PCI) assessment. An assessment against the PCI Data Security Standard (PCI-DSS) would identify areas across the City of Cockburn enterprise that store, process and transmit credit card information.</li> </ul>

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Page 32 of 69

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Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

**[R17-S] Credit Card Recommendation** – ES2 recommends that all credit card transactions be centrally organised and conducted by a single City of Cockburn Department.

**[R18-S] PCI Recommendation** – ES2 recommends that the City of Cockburn undertake a PCI assessment to establish the level of compliance with the PCI-DSS. This assessment should include the use of the Card Recon scanning software (<https://www.groundlabs.com/card-recon/>) which will scan the entire network to identify all locations where Credit Card information exists. This will go a long way to identifying the levels of risk posed to the City should credit card information be breached and made public.

### 4.15. Building Services

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>Personal details.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Information gained from the rates database.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>All stored in ECM or Trapeze system.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Reporting is statistical based with no PII.</li> <li>May issue copies of plans on request (proof of ownership is required).</li> <li>Freedom of Information requests sent internally to Governance Services.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>No issues notified.</li> <li>May be some (minimal) credit card information received via email.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>Some information is retained indefinitely.</li> <li>Not responsible for the destruction of customer contact information.</li> </ul>
Departmental Comments:	<ul style="list-style-type: none"> <li>Responsible for the stature side of buildings including occupancy permits, strata certificates, demolition permits, property audits, pool inspections and general compliance requirements</li> <li>Payment is achieved via the payment gateway.</li> </ul>
Assessor's Comments:	<ul style="list-style-type: none"> <li>This department is receiving and handling credit card information independently. This function is best kept central, the most likely best location for this function is with the Rates and Revenue department.</li> <li>Whilst outside the scope of a Privacy Impact Assessment, it was identified that credit card information is occasionally received via email. This puts the City's entire email system within the scope of a Payment Card Industry (PCI) assessment. An assessment against the PCI Data Security Standard (DSS) would identify areas across the City of Cockburn enterprise that store, process and transmit credit card information.</li> </ul>

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Page 33 of 69

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Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

[R17-S] Credit Card Recommendation (please see page 33 above)

[R18-S] PCI Recommendation (please see page 33 above)

### 4.16. Recreation Services

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>■ Details regarding sporting and recreation clubs including personal details of the contacts for such organisation (this information is generally available from the club's website).</li> <li>■ Bank account details.</li> <li>■ Details pertaining to sports and recreation related grants.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>■ Information in pdf form is sent or received via email.</li> <li>■ Information captured via website.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>■ Residual information in S Drive.</li> <li>■ Information in the process of being transferred to ECM.</li> <li>■ <i>Intellileisure</i> used for books.</li> <li>■ <i>TechnologyOne</i> (property and rating) used for invoicing.</li> <li>■ New online booking system (<i>Optimo</i>) is to be introduced.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>■ Information shared with <i>Mailchimp</i> as an opt-in opt-out communication service.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>■ No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>■ At the end of its lifecycle, information is either archived as a record or is placed in the secure disposal bins.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>■ Individuals or groups may submit booking forms in PDF format or as word documents. These are then used to complete information in <i>Intellileisure</i>.</li> <li>■ Bonds are required for some function rooms. Bond information is dealt with through the NAB pre-authorisation system. Credit card details are not written down or kept.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>■ Personally, Identifiable Information in the S Drive needs to be identified and transferred to the ECM and then removed from the S Drive.</li> <li>■ The <i>Mailchimp</i> solution needs to be assessed to ensure that they are a secure supplier and should be subject to a Non-Disclosure Agreement.</li> </ul>

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Page 34 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

[R10-M] S Drive Recommendation (please see page 21 above)

[R5-H] Supplier Security Recommendation (please see page 18 above)

[R3-M] NDA Recommendation (please see page 18 above)

### 4.17. Community Engagement

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>Personal details.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Via <i>Bang the Table</i> forum.</li> <li>Via email or letter.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>Platform called <i>Bang the Table</i> (feedback forum) is used to receive information regarding submission.</li> <li>Community Development S drive temporarily then into ECM.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Information is not shared outside of Community Engagement.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>Information deleted from the S drive after input into ECM.</li> </ul>
Departmental Comments:	<ul style="list-style-type: none"> <li>The <i>Bang the Table</i> application is a third-party application that is moderated.</li> </ul>
Assessor's Comments	<ul style="list-style-type: none"> <li>The <i>Bang the Table</i> application should be subject to a supplier security process to ensure that it meets the City of Cockburn security requirements.</li> </ul>

[R5-H] Supplier Security Recommendation (please see page 18 above)

### 4.18. Property and Lands

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>Names and addresses required for land documents.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Often received from solicitors as an email or an email attachment</li> </ul>

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Page 35 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>Information gleaned from Landgate.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>S Drive used for temporary storage.</li> <li>ECM used in the main storage.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>Responsible for managing land or crown reserves.</li> <li>Preparation of land documents.</li> </ul>
Departmental Comments:	<ul style="list-style-type: none"> <li>Has access to Landgate to gain details of land ownership and other mapping.</li> </ul>
Assessor's Comments	<ul style="list-style-type: none"> <li>The S Drive needs to be reviewed to understand if there is any residual PII stored on the drive.</li> </ul>

[R10-M] S Drive Recommendation (please see page 21 above)

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Page 36 of 69

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Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

### 4.19. Customer Services

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>All levels of personal information including opinions.</li> <li>Occasionally sensitive PII.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Information retrieved from ECM (property and rating system).</li> <li>Information provided over the phone.</li> <li>Information provided in face to face meetings.</li> <li>Information provided in email form.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Stored in ECM.</li> <li>S Drive is used but not for customer information</li> <li><i>Statutory Declarations</i> pertaining to animals signed by customer service ops are stored in ECM by the rangers or by records.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>In cases where a boundary fence line is under dispute then information regarding the name and address of the person on the other side of the boundary may be provided to the neighbour. In such cases the information is passed over the phone or in person. The customer services operator must authenticate the requestor to guarantee that they are the owner of one side of the boundary. Where this occurs, the operator annotates the property and rating system notes to show the release of information.</li> <li>Information is shared with a third-party organisation called <i>Research Solutions</i>. This includes an agreement and a non-disclosure agreement. This company is WALGA approved. The company performs research via telephone.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues were notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Telephone recordings are retained for three months before deleted.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Team of 13 dealing in the main with phone calls from customers but also dealing with face to face engagements through the reception.</li> <li>Opinions may include notes where the customer service team has experienced trouble during face to face meetings or from abusive telephone calls.</li> <li>The recording of telephone calls stops when a call is transferred to another internal number within the City.</li> <li>Sensitive information is rare and is not a target at all. However sometimes it is mentioned over the phone by customers so ends up on the telephone recordings.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>The sharing of information with <i>Research Solutions</i> needs to be included within the proposed privacy policy. It is only by this measure that all customers can be informed that their information will be used in such a research activity.</li> <li>Customers need to have the ability of Opt out of the research component.</li> </ul>

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Page 37 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020







## Data and Information Audit (Privacy Impact Assessment)

[R2-M] Opt-Out Recommendation (please see page 18 above)

[R19-S] Policy Content Recommendation – ES2 recommends that the privacy policy that is developed to support the City of Cockburn include all anticipated use of the PII that the City collects. The policy is published and used to advertise the use of collected PII to all persons that entrust that information to the City.

### 4.20. Accounts Payable

	Findings
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>■ Payment details (destination account).</li> <li>■ Customer details.</li> <li>■ Third party details.</li> <li>■ Insurance contact details.</li> <li>■ Photographs of people (and injuries).</li> <li>■ Dash cam video.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>■ Received in person.</li> <li>■ Received via email.</li> <li>■ Supplier information from the Strategic Procurement team.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>■ Mostly stored in ECM and <i>FinanceOne</i>.</li> <li>■ Some stored in <i>Outlook</i>.</li> <li>■ Accounts Payable has some information stored on the S Drive.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>■ Information is not shared.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>■ No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>■ Not responsible for the destruction of customer contact information.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>■ Deal with Accounts Payable and Insurance teams (such as public liability insurance).</li> <li>■ Payment details (not credit card) are stored. Payment is achieved via EFT</li> <li>■ All insurance claims must be provided in writing which can be an email or may on occasion be someone coming to the front desk in person or completing a form. Name address contact details, potentially vehicle details and may include photograph. Photographs may include people and injuries such as when a person trips on a pavement and get hurt. Video is also received at times usually video from a dash cam. All this information would then be passed to LGIS (Local Government Insurance Scheme) a third party. Passed to them via ECM link or via email. Information going to insurer may include opinion.</li> <li>■ The clearing of outlook and the S drive has been an ongoing project.</li> </ul>

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Page 38 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

### Assessor's Comments

- The clearing of PII from outlook and the S drive needs to continue. The use of outlook as a means of storing information needs to be discouraged across the organisation.

[R10-M] S Drive Recommendation (please see page 21 above)

[R20-M] Outlook Storage Recommendation – ES2 recommends that The City of Cockburn conduct an IT educational campaign to discourage users from using Microsoft Outlook as a file storage system.

### 4.21. Records Management

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>All types of PII.</li> <li>HR information.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Through internal and external postal correspondence.</li> <li>Some email (most goes to customer service).</li> <li>Occasionally by fax.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>Correspondence scanned into ECM and through that to Property and Rating. ECM is then used for tasking of internal resources/departments.</li> <li>HR records are secured so that only HR staff can access them.</li> <li>Hardcopy stored in archive boxes stored in a locked room.</li> <li>Inactive hardcopy records are stored at Grace Removals offsite.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Grace Removals for archive purposes.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>No disposal electronically.</li> <li>Paper based destruction.</li> <li>There is a General Disposal Authority (GDA) for the retention of local government records.</li> </ul>
Departmental Comments:	<ul style="list-style-type: none"> <li>The records management team has eight (8) full time employees plus some casual workers.</li> <li>Information classification is in place and is integrated with ECM, this is all based on access control. Security is set on groups rather than individuals.</li> <li>No PII stored on the S Drive.</li> </ul>
Assessor's Comment:	<ul style="list-style-type: none"> <li>Information is classified from a records perspective rather than from an information security or sensitivity perspective.</li> </ul>

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Page 39 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

**[R21-M] Security Classification Recommendation** – ES2 recommends that City of Cockburn considers the implementation of an information security classification scheme across the City's information enterprise.

An information security classification scheme groups information based on the potential damage/impact/consequence that would impact the City should that information be subject to a breach of confidentiality.

ES2 recommends that the City implements a simple classification scheme, the main aim being to be able to identify that information which requires the most protection including PII. Once the classification levels have been determined then appropriate protection, storage and handling processes per classification can be established.

This recommendation is to implement a process in alignment to that implemented by Federal Government with levels that include Official and Official Sensitive as defined in the Information Security Manual (ISM) and the Protective Security Policy Framework (PSPF).

### 4.22. Human Resources

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Employee information.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Gathered during recruitment process (via <i>Big Red Sky</i>).</li> <li>Occasional updates from employees.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Most information is stored in ECM which has a specific HR and Payroll component.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>External agencies such as the Child Support Agency (CSA) may make legal requests for information from a person's employer.</li> <li>Sometimes requests are received from other employees or internal departments. In such cases HR officers are trained to assess the appropriateness of sharing information in a secure manner.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Employee records are kept for seven (7) years (under law and in accordance with the retention policy) after the departure of an employee under the control of the records department.</li> <li>Not responsible for the destruction of customer contact information or employee information.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Contractor information is held by the Strategic Procurement team.</li> <li>Where a candidate does not get offered a job, their information is retained to aid future applications from this person.</li> <li>There are some (cloud) systems that are made available for pre-employees to access such as <i>Fit2 Work</i> and others that are used for pre-employment checks.</li> </ul>

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Page 40 of 69

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Document Set ID: 9373590  
 Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

### Assessor's Comments:

- Although the personal details of employees are exempt from the Federal government's *Privacy Act 1988* (Cth), there is still considerable impact on an organisation should the personal information of employees be subject to a security breach the impact on the reputation of the City is the same as if it were customer information.

**[R22-M] Policy Coverage Recommendation** – ES2 recommends that the policy document to be developed, authorised and published should include the personal information pertaining to employees of the City of Cockburn in order to assure their protection the same as the protection of customer information.

### 4.23. Child Care Services

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Personal information regarding childcare educators.</li> <li>Children's Personal information.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Information, including children's enrolment information, is received in paper form.</li> <li>Information received through the 'Harmony' web portal.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Paper versions of information are stored to assure completeness of the history. These are stored in a locked filing cabinet.</li> <li>Paper based children's information is transferred to an online process (ECM).</li> <li>ECM is used for email and general communication.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Information is received and shared in accordance with Commonwealth Government requirements.</li> <li>Share information with the education and care regulatory unit.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Children's enrolment forms are shredded after being input into ECM.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Childcare services are third party regulators with regards to the selection of educators. (If someone has registered to care for children, they are referred to as Childcare educators).</li> <li>The <i>Harmony</i> web portal is Commonwealth approved software.</li> <li>Application fees from educators, plus payments to the educators from parents are achieved through <i>Harmony</i> web.</li> <li>Childcare services work closely with the Department of Education, Skills and Employment.</li> <li>When an educator or a child leaves the services programs then their information is archived.</li> </ul>

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Page 41 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>The Commonwealth Government has provided Childcare Services with a Privacy Policy (11.2) that applies to the City of Cockburn Family Day Care (FDC) Service and the FDC Educators.</li> </ul>
Assessor's Comments	<ul style="list-style-type: none"> <li>The Commonwealth Privacy Policy states compliance with the <i>Education and Care Services National Law (WA) Act 2012</i> and the <i>Education and Care Services National Regulations 2012</i> and is based on the Australian Privacy Principles. Therefore, this should be compatible with any future Privacy Policy as published by the City of Cockburn.</li> <li>Whilst the policy is good it needs to have terms defined to assure a common understanding (for example the terms personal information and sensitive information are used without definition).</li> <li>Policy wording needs to be more mandatory (following normative rules <i>Will, Shall, Must</i> etc.).</li> <li>There is no indication within the policy of who has authorised the policy to be in place.</li> </ul>

**[R23-S] Policy Improvement Recommendation** – ES2 recommends, that the childcare services privacy policy be updated and improved in conjunction with the development of the overall City of Cockburn proposed privacy policy. The wording within the policy must be definitive and easily understood to remove any conjecture and ensure that the policy is enforceable and that failure to comply with policy can be dealt with through the City's disciplinary process.

### 4.24. Financial Counselling Service

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>Customer personal information.</li> <li>Financial information.</li> <li>Credit card information.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Information provided on two written forms.</li> <li>Further information may be provided during face to face consultation.</li> <li>Credit card information is communicated via email.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>Forms are scanned then stored on the Financial Counselling Services H drive.</li> <li>H drive contains credit card information.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Credit card information and loan number is exchanged with debt collectors or banks via email along with other relevant financial information.</li> <li>Shared with relevant government agencies via ATO online, MyGov, AFSA and the Commonwealth ombudsman. Covered by legislation.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>Written forms are handed back to the customer once scanned.</li> </ul>

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Page 42 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>■ This is a grant funded office outside the City's control.</li> <li>■ The office comes under the: <ul style="list-style-type: none"> <li>■ <i>Social Security Act 1991</i> (Cth); and</li> <li>■ <i>National Consumer Credit Protection Act 2009</i> (Cth).</li> </ul> </li> <li>■ This is (by law) a free service, provided to City of Cockburn residents.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>■ This department is outside the scope of this engagement but has been included here for completeness, since information was willingly provided.</li> <li>■ There is an outstanding question regarding what separate legislation applies to financial counselling services and what security requirements accompany that legislation.</li> <li>■ There is a concern with the local storing of credit card information on the H drive and being transmitted via email. This is one of the most attractive forms of information to attackers and requires additional protection in alignment with the PCI-DSS. This department is probably too small to require full certification to PCI-DSS, however the department must align with and comply with the requirements of PCI-DSS in order to assure the protection of Credit Card Information and as such would benefit from the conduct of a PCI assessment.</li> </ul>

[R18-S] PCI Recommendation (please see page 33 above)

### 4.25. Cockburn Care

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>■ Staff personal details.</li> <li>■ Staff Police clearance details.</li> <li>■ Staff photos.</li> <li>■ Client information which may include psychosocial issues.</li> <li>■ Bank account details for direct debit payments.</li> <li>■ Medicare numbers, pension cards, client notes, medical information, social history, gender, sexual orientation, ethnic origin.</li> <li>■ Guardian or limited guardian information.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>■ Details not provided.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>■ Service management system 'Alchemy' SMS is locally installed. This is used to store the majority of information.</li> <li>■ Staff photos on S drive.</li> <li>■ ECM and <i>TechnologyOne</i> used for information storage.</li> <li>■ MyAgedCare system through MyGov.</li> <li>■ Incident reports are recorded on a specific part of the S Drive where only other aged care assessors can access as part of the healthcare system.</li> </ul>

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Page 43 of 69

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Version: 1 Version Date: 21/05/2020







## Data and Information Audit (Privacy Impact Assessment)

<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Information shared with allied health. General Practitioners (GPs) may broker services to other specialist health agencies, family members or the police.</li> <li>Where clients do not want information to be shared then warning alerts can be set up to prevent sharing.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Information remains on the SMS system indefinitely.</li> <li>Paper files get archived through Records.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>No credit card information stored.</li> <li>Service agreements are held with clients authorising the sharing of their information when the sharing is in the interest of the client.</li> <li>There is a privacy policy in place.</li> <li>The Commonwealth Government has provided Cockburn Care Services with a Privacy Policy that applies to the City of Cockburn Care Services.</li> <li>Staff sign an additional confidentiality agreement.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>There is an unanswered question regarding how Cockburn Care receive PII. When Identified this needs to be reviewed and incorporated into the proposed privacy policy.</li> <li>PII on the S Drive should be reviewed and transferred to ECM.</li> <li>All transfer of information should be subject to an NDA being in place between the City and the third party.</li> </ul>

[R10-M] S Drive Recommendation (please see page 21 above)

[R3-M] NDA Recommendation (please see page 18 above)

### 4.26. GIS

	Findings
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Names and addresses regarding property ownership (private and City property).</li> <li>Graffiti pictures may contain known tags or names that could identify a person.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Telephone.</li> <li>Online.</li> <li>Via police.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Stored in an SQL database accessible only to GIS team members.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Shared with the police under the control of the City's Rangers.</li> </ul>

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Page 44 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>No additional comments.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>There is an unanswered question regarding if and when information with the SQL database is deleted and what the retention period for this is.</li> <li>Recommendations as per those applied to the City Rangers.</li> </ul>

### 4.27. Youth Services

	Findings
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Personal information of young people and their parents or other family members.</li> <li>Bond payment requires the scanning of the front of the persons credit card.</li> <li>May include scan of ID cards.</li> <li>May include information pertaining to details of the young person's home/homeless state or if itinerant.</li> <li>Incident reports may contain sensitive information regarding challenging behaviour.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Through paper forms.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Youth Services officers have a dedicated and secured room that requires proximity card to access and, provides a secure area restricted only to Youth Services officers.</li> <li>Lockable cabinets within the secure room. Cabinets are locked outside of normal working hours or when unattended.</li> <li>No information is stored in electronic form other than email.</li> <li>Referrals are kept in hard copy form.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Police when required.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>Electronic systems have been provided to youth service in the past, however there were issues over staff trusting the confidentiality as a result of a couple of incidents that the department experienced.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Details not provided.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Youth Services provides support for vulnerable and at-risk young people.</li> <li>Example of confidentiality agreement provided.</li> <li>Example of duty of care form provided.</li> <li>Copy of notification of <i>Freeze</i> on youth records from WA Government provided.</li> <li>Policy on reporting child sexual abuse provided.</li> <li>Policy on storing confidential client records provided.</li> <li>Youth Services bond procedure provided.</li> </ul>

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Page 45 of 69

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Document Set ID: 9373590  
 Version: 1 Version Date: 21/05/2020







## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>Youth Services deals with the hiring of the youth centre facility which may require that a bond be left.</li> </ul>
Assessor's Comments	<ul style="list-style-type: none"> <li>There is an outstanding question with regards to retention and destruction of hard copy information.</li> <li>The Youth Services business unit appears to be well organised with regards to PII although all information is kept on hard copy only which is a risk.</li> </ul>

**[R24-M] Electronic Systems Recommendation** – ES2 recommends that the City of Cockburn Cyber Security Officer works with the Youth Services team to overcome issues with confidence in IT system confidentiality.

PII needs to be stored electronically in order to assure that it receives the appropriate level of protection.

Paper based files should be transferred to an electronic system and then destroyed.

**[R3-M] NDA Recommendation** (please see page 18 above)

### 4.28. Civic Support

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>Personal information of organisers/hosts.</li> <li>Contact information of attendees.</li> <li>Contact information of caterers.</li> <li>Dietary requirements and/or food allergies for attendees.</li> <li>Contact details for attending dignitaries.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Information may be extracted from internal databases.</li> <li>Information may be provided verbally over the telephone.</li> <li>Information is mainly provided via email.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>Information is initially stored on the S Drive that is dedicated to the Civic Support team, until the event itself.</li> <li>When the event has occurred then information moves on to ECM.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Names and dietary requirements are shared with catering organisations. Attendees are notified that this information will need to be shared.</li> <li>Internally the Mayor and the City CEO have access to guest lists.</li> <li>Occasionally an Elected Member or MP may request a list of VIPs attending a function. In such an instance, the information is provided as name only.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>S Drive contents are deleted once transfer to ECM is complete.</li> </ul>

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Page 46 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Organising of major events and manages the amenities of the City's function spaces including booking.</li> <li>Management of guest lists including details of dignitaries, public figures (Politicians and Elected Members).</li> <li>Managing the catering and other contacts for such events.</li> <li>The guest list for the Cockburn Pioneers lunch is dealt with outside of ECM.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>The Civic Support Department appear to have a good level of control over PII within their area.</li> <li>There would be benefit to the department to have non-disclosure agreements with the third parties that receive PII from the department.</li> </ul>

[R10-M] S Drive Recommendation (please see page 21 above)

[R3-M] NDA Recommendation (please see page 18 above)

### 4.29. PA to Mayor & Councillors

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Master list of all function invitees.</li> <li>Mayors brief may include names and contact details.</li> <li>Personal and contact information of ratepayers communicating with the Mayor or councillors.</li> <li>Personal details including dietary requirements.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Received from Civic Support Services or through other internal channels.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Temporarily stored on the S drive then moved to ECM.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Not shared outside of the Mayor and Elected Members.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>S Drive information deleted once transfer to ECM is complete.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Provides Personal Assistant services to the Mayor and councillors.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>The PA to the Mayor and Councillors has a good level of control over the PII entrusted to the department.</li> </ul>

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Page 47 of 69

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Document Set ID: 9373590  
 Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

### 4.30. Environmental Health

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Food premises owners.</li> <li>Includes opinions (assessments) of hygiene levels, infectious disease, electrical safety and environmental health and safety.</li> <li>Photos and videos taken during inspections (evidence).</li> <li>Some (minimal) legacy credit card information.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>From internal sources of information.</li> <li>Additional information gained during site inspection process.</li> <li>Complaints received.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Most information is stored in <i>TechnologyOne</i>.</li> <li>S Drive is used extensively for ad-hoc storage of information but not for personal information.</li> <li>Complaints received are stored on <i>TechnologyOne/ECM</i>.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Information only revealed if there is a compelling reason to share such as for protection or for legislative compliance.</li> <li>Police are used as a support function when required but minimal information is passed.</li> <li>Requests for information may be received when a business or premises is being purchased. This is known as an application for historic information. Any information provided does not include personal information.</li> <li>Most sharing instances are statistical only with no personal information included.</li> <li>The Department of Health maintain a name and shame register which the City is sometimes asked to contribute to.</li> <li>Information pertaining to environmental issues (asbestos, noise, air monitoring) that is requested by external parties does not always go through the Freedom of Information process.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>City FOI processes not always followed for the release of information.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Information regarding the ownership of food premises including more than 600 names and contact details.</li> <li>The Environmental Health Services officers are aware of the sensitive and private nature of the data collected.</li> <li>Department had previously stored credit card information. However, this has not been moved to the online systems managed by Accounts Payable. There is no 100% guarantee that legacy environmental health information does not contain credit card information however this is not on the S Drive.</li> <li>Anonymous complaints are not accepted.</li> <li>Every event with more than 500 people is considered a public event and would warrant an environmental health inspection.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>The Environmental Health department has a good level of control over the PII entrusted to the department.</li> </ul>

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Page 48 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

■ NDA's should be used where PII is shared with third parties.

[R3-M] NDA Recommendation (*please see page 18 above*)

### 4.31. Engineering Works

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>■ Contact information relevant to contracts managed by Engineering Works.</li> <li>■ Business financial information (costings/pricings).</li> <li>■ Résumé information of potential employees.</li> <li>■ Graffiti photos (may include identifiable tag or names).</li> <li>■ Disability, language and age information.</li> <li>■ Locations and movements of road sweepers and the persons operating them.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>■ Résumés received via email, or in person.</li> <li>■ Reports of damage or issues received mainly via the Customer Contact Centre or from Elected Members whom have been approached directly.</li> <li>■ Information received from the Customer Contact Centre about any engineering work being conducted anywhere within the City.</li> <li>■ Location and movement of road sweepers obtained through GPS tracking system.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>■ All complaints or requests for work are lodged into <i>TechnologyOne</i>.</li> <li>■ The S drive is used for more incidental or ad-hoc information that is not structured enough to use <i>TechnologyOne</i> or ECM. Eventually some information is migrated to <i>TechnologyOne</i> or ECM.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>■ Where information regarding damage or issues is not within the City's jurisdiction then the caller is informed that their information will be forwarded to the relevant authority.</li> <li>■ Where third party support is required to conduct a large job, approval is sought from the reporting person before their information is passed to the third party.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>■ No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>■ The résumés of unsuccessful employment candidates are destroyed.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>■ Engineering works owns a number of contracts which contain confidential costings/pricings and contact information.</li> <li>■ Where graffiti is on private property then waivers are sought and signed by the owner before access is permitted.</li> <li>■ All contracts include confidentiality clauses.</li> </ul>

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Page 49 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>GPS in road sweepers are used to map which areas have been swept and when. All drivers must sign to show that they understand and accept the fact that they are being incidentally tracked during their working day.</li> </ul>
Assessor's Comments	<ul style="list-style-type: none"> <li>The Building Services Department have a good level of control over the PII entrusted to the department.</li> </ul>

### 4.32. Seniors Centre

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>Personal information regarding senior citizens that use the centre (approx. 1200 members).</li> <li>Legacy (over three years old) credit card information.</li> <li>Home pickup information (times).</li> <li>Details of the volunteer bus and van drivers including copies of their driver's license. This information also includes Next of Kin and medical information.</li> <li>Photos and videos of weekly events.</li> <li>Men's Shed membership information.</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Hard copy membership forms.</li> <li>Electronic membership forms.</li> <li>Visitors log provides names and reasons for attendance.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>Membership details stored in <i>Intellileisure</i> database system.</li> <li>Hard copy forms are stored in a locked room until they are archived to records.</li> <li>Likelihood that there is legacy credit card information stored on the S Drive.</li> <li>Facility hire information stored on the S Drive but is being slowly transferred to ECM.</li> <li>Driver details and licenses stored on the S Drive.</li> <li>The <i>Vera</i> application is used to manage volunteers.</li> <li>Staff pay details is stored on the S drive in a protected document which was created for the Centre Manager by the IT team.</li> <li>Photos and videos are stored on the S Drive.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Home information is passed to drivers so that they can collect senior citizens when required. Drivers are instructed to delete this information from their emails after use.</li> <li>Where photos or videos are shared on the web approval is sought from the person(s) concerned.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>There is PII stored on the S Drive.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
Departmental Comments:	<ul style="list-style-type: none"> <li>No credit card information stored in the last three years, however prior to that there may be some which would be stored on the S Drive.</li> <li>All drivers have signed a confidentiality agreement.</li> <li>All processes are currently being reviewed.</li> </ul>

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Page 50 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>Weekly events have photos and videos taken which are stored on the S drive.</li> <li>Contractors sign in on the register on the volunteer desk.</li> <li>Sometimes has Men's Shed information.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>Residual credit card information must be identified and electronically destroyed.</li> <li>Information on the S Drive needs to be transferred to ECM and deleted.</li> <li>All drivers need to be subject to Non-Disclosure agreements.</li> </ul>

[R10-M] S Drive Recommendation (please see page 21 above)

[R3-M] NDA Recommendation (please see page 18 above)

[R18-S] PCI Recommendation please see page 33 above)

### 4.33. Civic Administration

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Personal and contact information of persons attending citizenship ceremonies.</li> <li>Citizenship personal information (and certificate number) can be sensitive - this is provided by the Department of Home Affairs.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Information received via email in an Excel spreadsheet</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>The spreadsheet from the Department of Home Affairs is stored in ECM where changes can be tracked.</li> <li>Certificates are kept in a locked safe (unless there are too many then they are secured within a locked room.)</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>The Department of Home Affairs manages all confidential information and provide the civic administrators with details of those to undertake the ceremony.</li> <li>Seating plans are documented with names. These plans go to the Amenities Team and to the Mayor and Deputy Mayor and Electoral Office. Not published online. Report internally includes new citizens' country of origin.</li> <li>Press release for the national citizenship ceremony when conducted on Australia Day will include statistics. Individual persons may be named upon their consent. This is more for award winners i.e. community citizen of the year (national Australia day awards).</li> </ul>

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Page 51 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020







## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>During the ceremony officers from the Australian Electoral Commission attend in order to enrol new citizens on the Electoral Roll.</li> <li>After each ceremony a list of new citizen attendees is sent to Parliamentary Representatives, together with a waiver as to what can or can't be done with the information.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Spreadsheet deleted from ECM by Civic administration once ceremony has been completed</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>The main responsibility of Civic Administration is managing the monthly citizenship ceremonies</li> <li>Each person on the list is emailed (via BCC) to invite to the ceremony request to bring photo ID on the day, to confirm if an oath or an affirmation is required and if guests are being brought.</li> <li>These email invites are often stored within <i>Outlook</i> in a separate folder as a temporary knowledgebase. This is not a personal email address. The reply emails do often include more PII.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>The Civic Administration Department have a good level of control over the PII entrusted to the department.</li> </ul>

### 4.34. Community Development

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Names, addresses, phone and email contact details for customers attending workshops or networking events.</li> <li>Contact details for other groups being supported.</li> <li>Information regarding a network of religious groups and individuals within those groups.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Received via telephone or email.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Stored in spreadsheets on the S Drive that is only accessible by Community Development staff.</li> <li>Spreadsheets registered in ECM.</li> <li>Religious group information is stored on the S Drive.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>On rare occasions information may be verbally passed to Police during an investigation. Usually only a name is communicated.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Details are deleted when people leave (if notified).</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>No paper records are maintained.</li> <li>No credit card information is stored or used.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>S Drive use for PII must be minimised in order to reduce risk and to follow a defined security process.</li> </ul>

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Page 52 of 69

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Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

[R10-M] S Drive Recommendation (please see page 21 above)

### 4.35. Children's Development

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Children's name, date of birth, allergies etc. (sometimes more personal or sensitive information which may include details of restraining orders of parent or other family member).</li> <li>Information about families, number of children, signature etc.</li> <li>School P and C, or P and F, email details are sometimes provided.</li> <li>Some playgroups have provided the Children's Development team with their personal contact details.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Paper based enrolment form.</li> <li>Annual event (teddy bears picnic), registration form emailed to Children's Development Officer.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>School P and C, or P and F, email details when provided are kept in a spreadsheet that is used as a contact list which is annually updated.</li> <li>Parent workshops are held twice per year, the attendance lists are deleted afterwards with only statistics retained.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>No third-party sharing of information other than using <i>Mailchimp</i> for distributing a regular newsletter.</li> <li>There are occasional discussions with authorities regarding children that police are aware of or are actively monitoring. These communications are mainly verbal or contained within internal emails.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>Still have paper copies, this need to be checked to ensure they are now on ECM, then paper is to be shredded.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Paper is shredded after uploading information into ECM.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Still have paper copies, which need to be checked to ensure they are now on ECM, following this the paper is to be shredded.</li> <li>No credit card information is stored or handled.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>There is an unanswered question for the Children's Development team regarding the location where the P and C spreadsheet is stored.</li> <li>The use of <i>Mailchimp</i> needs to be reviewed along with previous recommendations on this topic.</li> </ul>

[R5-H] Supplier Security Recommendation (please see page 18 above)

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Page 53 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

### 4.36. Disability Access and Inclusion

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Personal information of specific membership.</li> <li>Documented business cases include both fact and opinion.</li> <li>The extent of a person's disability is recorded.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Completion of online forms.</li> <li>Paper based forms.</li> <li>Emails.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Stored in ECM and S drive plus there are some paper files.</li> </ul>
<b>Shared with:</b>	<ul style="list-style-type: none"> <li>Sometimes the department has to deal with homeless or drug users and may need to pass minimal information to the Police. However, this information is not stored within any of the City's systems.</li> <li>ACROD passes dealt with on a State basis. The City may link members to the State website on this, but no information is passed.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>Facilitate the Disability Reference Group, this group has a specific membership.</li> <li>The group has been established for all disabled adults.</li> <li>No credit card information is held or handled.</li> <li>When a group member leaves then their information is annotated that they are no longer a member.</li> <li>Membership can be revoked, under the unreasonable customer policy.</li> </ul>
<b>Assessor's Comments</b>	<ul style="list-style-type: none"> <li>The use of the S drive for the storage of PII needs to be reviewed and controlled centrally.</li> </ul>

[R10-M] S Drive Recommendation (please see page 21 above)

### 4.37. Aboriginal Community Development

	Finding
<b>Types of Information:</b>	<ul style="list-style-type: none"> <li>Name, date of birth and racial origin.</li> </ul>
<b>How Received:</b>	<ul style="list-style-type: none"> <li>Received on paper-based form or electronic forms that are then emailed to the department.</li> </ul>
<b>Where Stored:</b>	<ul style="list-style-type: none"> <li>Stored on ECM.</li> <li>Once in ECM the email is deleted, contact details added to a contact list spreadsheet which is stored on the S Drive.</li> </ul>

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Page 54 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>A list of group members that wish their information to be shared is kept on the S Drive.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Some information may be requested from within the members of the Aboriginal reference group. Aboriginal Community Development Officer liaises when this arises to ensure that all parties agree to the sharing of information.</li> <li>Some requests, such as requests for skip bins or other facilities that the City is able to provide are received by group members. In these cases, some information needs to be shared with internal City departments but does not go external to that.</li> <li>Some group members, such as entertainers or welcome to country speakers, request for their information to be shared. There is a list of these on S Drive.</li> </ul>
Notified Issues:	<ul style="list-style-type: none"> <li>No issues notified.</li> </ul>
When/How Destroyed:	<ul style="list-style-type: none"> <li>Email deleted after information is transferred to ECM.</li> </ul>
Departmental Comments:	<ul style="list-style-type: none"> <li>This department deals with the Aboriginal Reference Group including Torres Strait Islanders.</li> </ul>
Assessor's Comments:	<ul style="list-style-type: none"> <li>The Aboriginal Community Development Department have a good level of control over the PII entrusted to the department.</li> </ul>

### 4.38. Statutory Planning

	Finding
Types of Information:	<ul style="list-style-type: none"> <li>Contact details (owners name, signature, applicants name, signature, both email and contact details).</li> </ul>
How Received:	<ul style="list-style-type: none"> <li>Applications via online portal, straight to <i>TechnologyOne/ECM</i>.</li> <li>Delivered in person.</li> <li>Information is received by Australia Post with USB.</li> <li>Some information may be received via email.</li> </ul>
Where Stored:	<ul style="list-style-type: none"> <li>Hard copy information arrived is scanned by records and stored in <i>TechnologyOne/ECM</i>.</li> <li>Information received via USB is copied into <i>TechnologyOne/ECM</i> then records return the USB to the applicant.</li> <li>Where information has been received via mail, an admin officer registers the document in ECM and is tasked to the Rates and Revenue Team for action – credit card details are redacted prior to being stored in ECM.</li> </ul>
Shared with:	<ul style="list-style-type: none"> <li>Application information is deemed to be confidential. Any requests have to go through the Freedom of Information process.</li> <li>Statutory Planning does not pass on personal information to any external parties.</li> </ul>

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Page 55 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020





## Data and Information Audit (Privacy Impact Assessment)

	<ul style="list-style-type: none"> <li>Some projects may be advertised on 'Comment on Cockburn' but specific plans may be code/PIN protected to restrict access on a need to know basis.</li> </ul>
<b>Notified Issues:</b>	<ul style="list-style-type: none"> <li>USB devices received by post are not currently scanned for Malicious Software (<i>Malware</i>) prior to being entered onto the City's IT systems.</li> </ul>
<b>When/How Destroyed:</b>	<ul style="list-style-type: none"> <li>Not responsible for the destruction of customer contact information.</li> </ul>
<b>Departmental Comments:</b>	<ul style="list-style-type: none"> <li>The Statutory Planning team deals with short term development projects. Including people that are submitting building and other applications.</li> <li>Statutory Planning team operates a paperless office.</li> <li>No S Drive use.</li> <li>Credit Cards can be used for application costs, online payment goes straight to the Rates and Revenue Team.</li> <li>No credit card information received via email.</li> </ul>
<b>Assessor's Comments:</b>	<ul style="list-style-type: none"> <li>Whilst outside the scope of this PIA, the use of unscanned USB devices is a concern that needs to be addressed.</li> </ul>

**[R25-H] USB Scan Recommendation** – Whilst outside the scope of this PIA, ES2 strongly recommends that anti-malware scanning procedures be documented and implemented for those departments where information is received from customers via a USB device. This will provide considerable protection from the potential for malicious software or virus to become installed on the City's IT equipment.

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Page 56 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

### Appendix A: Example Privacy Policy

In addition to the conducting of the Privacy of Data and Information Impact Assessment, the City of Cockburn has requested that this engagement include a degree of assistance with the development of a Privacy Policy for the City. The following is a generic head start to aid in the development of that policy. This will need to be adjusted in order to make it specific to the City's situation. In particular, this example is of a publicly facing privacy policy such as can be displayed on a website or service. Many organisations also have a full internal privacy policy which would be of benefit to the City of Cockburn, the internal policy may include this external policy as an appendix:

#### The Privacy Act

The City of Cockburn has elected to align with the Australian Privacy Principles (APP's) set out in the Australian government's *Privacy Act 1988* (Cth) and associated amendments, which provide guidelines and rules for the collection, use, storage, protection and disclosure of Personally Identifiable Information (PII) and sensitive information.

#### Your Personally Identifiable Information is important to the City of Cockburn

The City of Cockburn is committed to protecting your privacy. The City recognises that you have a right to control how your personal information that you entrust to us is collected and used. The City understands as a local government body that the handling of personal information is important and that your provision of that information is an act of trust and is something that it takes seriously. The City of Cockburn is not bound by the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) and associated amendments but does recognise their value and as such is aligning our privacy processes to meet the auspices of this Act.

#### Collecting Personally Identifiable Information

The City of Cockburn collects personal information about its customers and stakeholders in many ways through its role as a local government authority in order to provide you with the services that you are entitled to. All personal information collected whether through electronic or manual means is afforded the protection that it deserves.

The City's website and other media allows you to make comments, give feedback and provide information including personal information through the use of various methods. Information is also manually collected from a number of sources including information being provided to our customer services department or any of the services provided for you.

The City of Cockburn will only use your Personally Identifiable Information for the purposes that it was collected.

#### Use of Personally Identifiable Information

Some functions of the City of Cockburn require that information be shared with third-party organisations and services. Such instances only occur where a process of due diligence has been undertaken and where the third-party has signed a non-disclosure agreement with the City.

#### Your Access to your Information

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Page 57 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020







## Data and Information Audit (Privacy Impact Assessment)

You have the right to know what information the City stores about you (subject to some exceptions permitted by law) and you have the right to ensure that this information is accurate. You can contact the City of Cockburn Privacy Officer<sup>1</sup> through the contact details at the end of this policy to achieve this. Depending on the complexity of your request a small charge may be applicable.

### Policy Review

The City of Cockburn will from time to time review and revise all policies including this privacy policy. Reviews will be annual as a minimum, following changes to legislation or business direction or following significant changes in technology.

The City of Cockburn's Internal Privacy Policy will expand on each of the areas above written in a manner that targets the policy at City of Cockburn staff. The policy may need to include specific sections for departments to include the following:

- The types of information that constitutes PII and/or sensitive PII to make sure that all the City's staff are aware of the types of information that need to be protected.
- Collection limitations, what is approved methods of collection and what is not acceptable. The means of collection will in most instances need to include some notification from the information, provided that their information can be used for the purposes of which it was collected. Also, the subject should give their permission to distribute that information where reasonably necessary to do so.
- The policy needs to define how information must be protected once it has been collected. Where it can be stored and how it may be transferred between locations (where permitted). It is also important to specify specific areas where PII cannot be stored, this is likely to include the H Drive, F Drive, the S Drive, local drives on computers and laptops and removable media items such as USB sticks or USB hard disk drives.
- The policy needs to include levels of authority where this is appropriate, such as the levels of authority necessary before information can be transferred to another agency or to another local government organisation.
- How staff members are able to identify if a computer system or cloud service has been approved by City of Cockburn to be used to store, process or transmit PII.
- Retention periods for different types of PII in different situations.
- Approved destruction techniques for paper based PII, where it is stored on removable media (if approved) and destruction when stored on network or computer media.
- Detail of privacy related appointments including the City Privacy Officer and if appropriate conditions for delegation of authority.
- Detailed procedures to deal with requests from the public with regard to the quantities or accuracy of their PII.

<sup>1</sup> Needs to include an email address here. The Privacy officer is most likely a position combined with the City's Governance & Risk Support Officer due to the overlap in roles.

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Page 58 of 69

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Document Set ID: 9373590

Version: 1 Version Date: 21/05/2020

## Item 16.1 Attachment 1

ASFC 16/07/2020



## Data and Information Audit (Privacy Impact Assessment)

### Appendix B: Privacy Risk Working Sheet

The following risk calculations define how the risk levels for recommendations within this report were derived. All calculations are based on the City of Cockburn risk matrix:

ID	Consequence	Likelihood	Risk	Comment /Justification
R1	Critical - 4	Possible – 3	Substantial-12	<b>Risk Documentation Recommendation</b> Could cause damage to the reputation of the city and damage to customers with the potential to result in legal action being taken against the City. Breaches are possible and happen far too often.
R2	Minor – 2	Possible – 3	Moderate-6	<b>Opt-Out Recommendation</b> Non-compliance with the Australian government's <i>Privacy Act 1988</i> (Cth) (or any future implementation within WA). Non-compliance is possible with current practices.
R3	Minor – 2	Possible – 3	Moderate-6	<b>NDA Recommendation</b> Non-compliance with policy (assuming that privacy policy is developed and approved), without policy then the same level would be achieved in loss of reputation. Likelihood of non-compliance assessed at being possible.
R4	Major – 3	Possible – 3	Moderate-9	<b>Lucky Orange Recommendation</b> Non-compliance with the requirements for the handling and required protection of credit card information could as a minimum result in the need for investigation. Likelihood is assessed to be possible based on discussions held during the workshops.

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Version: 1 Version Date: 21/05/2020





ASFC 16/07/2020

Item 16.1 Attachment 1



## Data and Information Audit (Privacy Impact Assessment)

ID	Consequence	Likelihood	Risk	Comment /Justification
R5	Critical – 4	Likely – 4	High-16	<b>Supplier Security Recommendation</b> The current threat climate has supply chain attacks as being one of the most common approaches by attackers. The potential is for incidents to occur which require third party actions or investigation. The current threat environment makes this a likely occurrence given time.
R6	Critical – 4	Possible – 3	Substantial-12	<b>FOI Recommendation</b> It is possible that in the event that PII is revealed through an FOI release may result in damage to the reputation of the City and public embarrassment.
R7	Critical – 4	Possible – 3	Substantial-12	<b>Privacy Policy Recommendation</b> It is possible that in the event that PII is mishandled through the lack of consistent policy could result in damage to the reputation of the City and public embarrassment
R8	Major – 3	Likely – 3	Substantial-12	<b>Video Recording Recommendation</b> It is likely that in the event that PII is published via council vision and audio without the consent of the subject that damage and public embarrassment may impact the reputation of the City.
R9	Critical – 4	Likely – 3	Substantial-12	<b>Dropbox Recommendation</b> It is likely that in the event of an information security breach with the <i>DropBox</i> cloud application that this would result in damage and public embarrassment to the City.
R10	Minor – 2	Likely – 3	Moderate-8	<b>S Drive Recommendation</b> Use of the S Drive is likely to result in a breach that is contained within the confines of the City's departments limiting the Consequence of any resulting damage.
R11	Critical – 4	Likely – 3	High-16	<b>Secure Destruction Recommendation</b> There is considerable potential for damage to reputation and public embarrassment likely should information be retrieved through inadvertent disposal processes.

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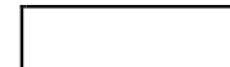
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 Version: 1 Version Date: 21/05/2020

93 of 103



## Item 16.1 Attachment 1

ASFC 16/07/2020



## Data and Information Audit (Privacy Impact Assessment)

ID	Consequence	Likelihood	Risk	Comment /Justification
R12	Minor – 2	Likely – 3	Moderate-8	<b>F Drive Recommendation</b> Use of the F Drive is likely to result in a breach that is limited to within the confines of the City's departments limiting the Consequence of any resulting damage.
R13	Major – 3	Possible – 3	Moderate-9	<b>Infringement Collection Recommendation</b> Where customers have not agreed to their personal information being sent to an offshore organisation, it is possible that a breach would result in a public complaint and moderate media attention.
R14	Major – 3	Possible – 3	Moderate-9	<b>Social Media Recommendation</b> In the event that personal information is inadvertently published on Social Media in the name of the City of Cockburn it is possible that this would result in a public complaint and moderate media attention.
R15	Major – 3	Possible – 3	Moderate-9	<b>Volunteer Recommendation</b> In the event that personal information of a volunteer is inadvertently released or breached by a third party that the City has passed this information to then it is possible this would result in a public complaint and moderate media attention. This would increase exponentially where more than one person's information is included in a breach.
R16	Major – 3	Possible – 3	Moderate-9	<b>Access Security Recommendation</b> If a person is able to anonymously access PII by using a generic and untraceable access account, there is the potential for PII to be breached resulting in public complaints and media attention.
R17	Critical – 4	Possible – 12	Substantial-12	<b>Credit Card Recommendation</b> The decentralised storage and handling of credit card information increases the potential for a breach of credit card information and therefore increases the potential for impact on the City.

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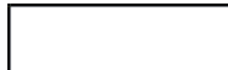
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 Version: 1 Version Date: 21/05/2020



ASFC 16/07/2020

Item 16.1 Attachment 1



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ID	Consequence	Likelihood	Risk	Comment /Justification
R18	Critical – 4	Possible – 12	Substantial-12	<b>PCI Recommendation</b> This review has identified that credit card information is contained in a number of undesirable locations within the City's infrastructure. The breach of credit card information has the potential for critical levels of consequence.
R19	Critical – 4	Possible – 3	Substantial-12	<b>Policy Content Recommendation</b> The privacy policy is used to define the limitations of the City's use of PII. Failure to comply with the City's own published policy would possibly result in damage to the City's reputation and cause Public embarrassment.
R20	Minor – 2	Likely – 4	Moderate-8	<b>Outlook Storage Recommendation</b> Use of <i>Outlook</i> as a storage location is likely to result in a breach of PII that is limited to within the confines of the City's departments limiting the Consequence of any resulting damage.
R21	Major – 3	Possible – 3	Moderate-8	<b>Security Classification Recommendation</b> Without the employing of a security classification scheme it is difficult for City staff to understand the impact should a piece of information be subject to a security breach. Without such a scheme it is likely that a breach of PII may not be identified resulting in moderate impact and moderate media attention.
R22	Critical – 4	Possible – 3	Substantial-12	<b>Policy Coverage Recommendation</b> The privacy policy is used to define the limitations of the City's use of PII, inclusion of employee information within the cover of PII. Any breach of personal information of employees can possibly result in damage to the City's reputation and cause Public embarrassment.
R23	Critical – 4	Possible – 3	Substantial-12	<b>Policy Improvement Recommendation</b> The privacy policy in place to cover the childcare services needs to be reviewed and updated to make it enforceable. Failure to comply with policy through misinterpretation or lack of content would possibly result in damage to the City's reputation and cause Public embarrassment.

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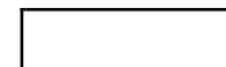
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Document Set ID: 9373590  
Version: 1 Version Date: 21/05/2020

95 of 103



## Item 16.1 Attachment 1

ASFC 16/07/2020



## Data and Information Audit (Privacy Impact Assessment)

ID	Consequence	Likelihood	Risk	Comment /Justification
R24	Major – 3	Possible – 3	Moderate-9	<b>Electronic Systems Recommendation</b> Having all information stored on paper provides an opportunity for theft or copying and in the event of a fire there is the risk that all information would be lost. There is a possibility that theft or fire could result in the loss of confidentiality or availability of information which would result in moderate impact to the City and moderate media attention.
R25	Critical – 4	Likely – 4	High-16	<b>USB Scan Recommendation</b> There is a threat that the use of uncontrolled USB devices could result in the virus infection of the City's systems or that malicious software may be surreptitiously installed. With current processes this is considered to be a likely scenario which could have critical consequences including damage to the City's reputation and public embarrassment with a high level of media attention.

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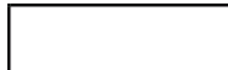
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 Version: 1 Version Date: 21/05/2020

96 of 103



ASFC 16/07/2020

Item 16.1 Attachment 1



## Data and Information Audit (Privacy Impact Assessment)

### Appendix C: City of Cockburn Risk Matrix

CITY OF COCKBURN RISK MATRIX, RISK ACCEPTANCE CRITERIA, EXISTING CONTROLS RATINGS AND OSH HIERARCHY OF CONTROL

RISK ASSESSMENT MATRIX															
Measures of Consequence and Likelihood										Likelihood / Probability					
	OSH / Injury / Well-being	Financial Impact	Brand Reputation	Operations / Delivery Disruption	Environment Health	Compliance	Quality	Cost	Time	Rate 1	Unlikely 2	Possible 3	Likely 4	Almost certain 5	
	Project										Theoretically such an event is possible but not expected to occur during an operation / asset life / project.	Possible that such an event may occur once during operation / asset life / project.	Such an event may occur more than once during an operation / asset life / project.	Such events may occur frequently during an operation / asset life / project.	Such events are expected to occur multiple times during an operation / asset life / project.
Consequence / Severity	Insignificant 1	No injuries or ≤ 5% of OI Life or no impact on asset	Low impact. Low profits. No complaint.	Little impact. Business as usual. ≤ 5% variation against PI	An insignificant environmental event that can be immediately corrected under the control of the City.	Minor breach of policy / process requiring some response with little impact on other areas.	Majority of milestones and objectives being achieved with minor variation to scope and/or quality reported. Minor impact extended through project.	≤ 5% of Project Budget or ≤ \$50,000 whichever is lower	≤ 5% of Project Timeline or ≤ 30 days, whichever is lower	1 Low	2 Low	3 Low	4 Low	5 Moderate	
	Minor 2	Fatal and bedridden. \$50k ≤ to ≤ \$250k or 5% ≤ to ≤ 10% of OI Minor loss or damage.	Low impact. Low profits. Low media attention. Possible complaint.	Minor impact. Excess dealt with. Slight business as usual. \$5 ≤ to ≤ 10% variation against PI	A minor environmental event that can be corrected through system improvements within the City.	Compliance breach requiring additional work or minimal damage control.	Minor impact on milestones and objectives being achieved with minor variation to scope and/or quality reported. Disruptive impact on project deliverables expected.	5% ≤ to ≤ 10% of Project Budget or \$50k ≤ to ≤ \$250k, whichever is lower	5% ≤ to ≤ 10% of Project Timeline or 30 ≤ to ≤ 90 days, whichever is lower	3 Low	4 Low	6 Moderate	8 Moderate	10 Substantial	
	Major 3	Medical treatment. No lost time injury (LTI).	Moderate impact. Moderate media attention. Public complaint.	Some objectives affected. Can continue business as usual, with minor controls extended. 10 ≤ to ≤ 25% variation against PI	A moderate environmental event that can be remediated but requires multiple stakeholder input.	Compliance breach requiring investigation, mediation or resolution and breach of legislation or regulations.	Minor impact on milestones and objectives being achieved with minor variation to scope and/or quality reported. Serious impact on project deliverables expected.	10% ≤ to ≤ 25% of Project Budget or \$250k ≤ to ≤ \$1m, whichever is lower	10% ≤ to ≤ 25% of Project Timeline or 90 ≤ to ≤ 90 days, whichever is lower	5 Low	6 Moderate	9 Moderate	12 Substantial	15 High	
	Critical 4	Partial disablement or severe injury. LTI + 10 days.	Severe to regulation. Public embarrassment. High media attention. Several public complaints. Third party legal action.	Some minor objectives cannot be achieved. Business can still deliver, but not to expected level. 25 ≤ to ≤ 50% variation against PI	A significant environmental event where remediation involves multiple stakeholders and various levels of the community and government.	Compliance breach involving external investigation or third party action resulting in a tangible loss to the City and breach of legislation or regulations.	Major impact on milestones and objectives being achieved with significant variation to scope and/or quality reported. Critical impact on project deliverables expected.	25% ≤ to ≤ 50% of Project Budget or \$1m ≤ to ≤ \$5m, whichever is lower	25% ≤ to ≤ 50% of Project Timeline or 90 ≤ to ≤ 120 days, whichever is lower	6 Low	8 Moderate	12 Substantial	16 High	20 Extreme	
	Catastrophic 5	Death or permanent disablement. LTI ≥ 10 days.	Irreversible damage to reputation. Very high level of public embarrassment. Very high media attention. Many public complaints.	Most objectives cannot be achieved. Business cannot operate. ≥ 50% variation against PI	A severe environmental event requiring multiple stakeholders, all levels of the community and government to remediate.	Compliance breach involving regulatory investigation and / or third party action resulting in a tangible loss or significant reputation damage to the organization and breach of legislation or regulations.	Catastrophic impact on milestones resulting in the failure to achieve one or more objectives of the project.	≥ 50% of Project Budget or ≥ \$5 million, whichever is lower	≥ 50% of Project Timeline or ≥ 120 days, whichever is lower	7 Moderate	10 Substantial	15 High	20 Extreme	25 Extreme	

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Version: 1. Version Date: 21/05/2020



## Data and Information Audit (Privacy Impact Assessment)

### Appendix D: Summary of Recommendations

The following table provides a one stop location for all the recommendations that have been made within this report:

ID	Recommendation Title	Recommendation
[R1-S]	<b>Risk Documentation Recommendation</b>	ES2 recommends that the potential damage to the reputation of the City of Cockburn that would result from a breach of Personally Identifiable Information be documented as a risk to the City of Cockburn and should be treated, regardless of the requirement under legislation.
[R2-M]	<b>Opt-Out Recommendation</b>	To comply with the Australian government's <i>Privacy Act 1988</i> (Cth), persons must be permitted to opt out of receiving direct marketing. This is most often achieved by including an 'unsubscribe' link in an email or a process whereby a person can reply to an email or SMS message with 'Unsubscribe' or 'Stop'.
[R3-M]	<b>NDA Recommendation</b>	Ensure that no PII is shared outside of the City of Cockburn (outside of the sphere of the proposed policy) needs to be subject to an NDA to assure that the information is handled and protected in the manner assured through the policy that it was collected.
[R4-M]	<b>Lucky Orange Recommendation</b>	Recommend that the City's Cyber Security Officer review the <i>Lucky Orange</i> service in order to make an informed assessment on the potential risk to the City of Cockburn through its use. Particular emphasis needs to be placed on the applications coverage of privacy information and financial information.
[R5-H]	<b>Supplier Security Recommendation</b>	Whilst not entirely related to privacy, ES2 recommends that City of Cockburn develops and implements a supplier security policy document which includes due diligence requirements for cloud services in order to assure the use of cloud services does not compromise the position of the City with regard to the protection of privacy information entrusted to the organisation.
[R6-S]	<b>FOI Recommendation</b>	ES2 recommends that the processes surrounding the response to Freedom of Information requests be subject to governance. In order to protect the City, there needs to be policy and process documented

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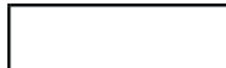
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Page 65 of 69

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## Data and Information Audit (Privacy Impact Assessment)

ID	Recommendation Title	Recommendation
		surrounding the City's response to requests for the release of information subject to the FOI. This instruction needs to ensure that PII is identified prior to any information release.
[R7-S]	Privacy Policy Recommendation	ES2 recommends that the City of Cockburn develops, publishes and communicates a Privacy policy to cover all of the City's dealings with Personally Identifiable Information. Regardless of the requirement for compliance, this is a requirement to reduce the potential risk to the City's reputation should such information be inadvertently compromised. Additionally, the Policy would provide a much-needed consistency in the way that the City's departments handle and store PII.
[R8-S]	Video Recording Recommendation	ES2 recommends that procedures be developed to assure that PII is either blocked from video and audio recordings unless the PII subjects have provided written approval for their information to be published along with the audio and vision of council meetings. This can be achieved through prior notification of the recording and publishing of the recording being provided to all meeting participants or by requiring all meeting participants to sign to agree that any information spoken during the meeting will be published on the Internet.
[R9-S]	Dropbox Recommendation	ES2 recommends that the use of <i>Dropbox</i> be discouraged across the City's operations in favour of using the more secure option of <i>OneDrive</i> . In particular it needs to be prohibited for the use or storage or transfer of PII.
[R10-M]	S Drive Recommendation	ES2 recommends that the City of Cockburn conduct a campaign of information storage awareness training. This training should concentrate of what information is or is not suitable for storage on the S Drive and how information should be managed. The minimum recommended content for training would be: <ul style="list-style-type: none"> <li>What information needs to be stored on the ECM or in <i>TechnologyOne</i>. <ul style="list-style-type: none"> <li>Housekeeping of information within the ECM.</li> </ul> </li> <li>What information must not be stored even temporarily on the S Drive.</li> <li>What information may be stored on the S Drive.</li> <li>User's responsibilities with regards to the retention of information.</li> <li>User responsibilities with regards to the destruction of hard copy information.</li> </ul>

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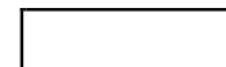
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ID	Recommendation Title	Recommendation
		Training should apply to all staff and management of City of Cockburn.
[R11-H]	<b>Secure Destruction recommendation</b>	ES2 recommends that a secure destruction policy or procedure be developed, approved and implemented by the City of Cockburn. This document needs to define the acceptable means of destruction based on the classification or sensitivity of the document or media in question. This instruction needs to ensure that information cannot be compromised through inappropriate destruction or disposal processes.
[R12-M]	<b>F Drive Recommendation</b>	ES2 recommends that the F drive be reviewed to establish if there is any PII stored on the drive. If there is, then this needs to be migrated to ECM as a priority.
[R13-M]	<b>Infringement Collection Recommendation</b>	ES2 recommends that since City of Cockburn utilises an offshore collection agency for the recovery of library assets that uses of the library service should be informed of this. When a customer signs up for library services they need to be informed that in the event of an infringement their personal information will be passed to a US (foreign) based asset recovery agency. Customers must agree to this prior to membership.
[R14-M]	<b>Social Media Recommendation</b>	ES2 recommends that a 'two-person rule' process be implemented to ensure that all information published to Social Media in the name of City of Cockburn be reviewed and approved prior to publication/posting.
[R15-M]	<b>Volunteer Recommendation</b>	ES2 recommends that online forms be adjusted to include a 'permission to share information' component. This would then act as the authority from the subject to distribute their personal information to relevant volunteer organisations. Volunteer organisations receiving information must be subject to an NDA in order to assure that they are aware of the potential damage that could be caused if this information was subject to a security breach.
[R16-M]	<b>Access Security Recommendation</b>	Access to computers that then provide access to systems which contain PII needs to be achieved using a unique set of login credentials for each person accessing the computer. This ensures that all actions performed by a computer user are accountable and traceable to a specific person.

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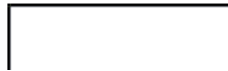
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Item 16.1 Attachment 1



## Data and Information Audit (Privacy Impact Assessment)

ID	Recommendation Title	Recommendation
[R17-S]	<b>Credit Card Recommendation</b>	ES2 recommends that all credit card transactions be centrally organised and conducted by a single City of Cockburn Department.
[R18-S]	<b>PCI Recommendation</b>	ES2 recommends that the City of Cockburn undertake a PCI assessment to establish the level of compliance with the PCI-DSS. This assessment should include the use of the Card Recognition scanning software ( <a href="https://www.groundlabs.com/card-recon/">https://www.groundlabs.com/card-recon/</a> ) which will scan the entire network to identify all locations where Credit Card information exists. This will go a long way to identifying the levels of risk posed to the City should credit card information be breached and made public.
[R19-S]	<b>Policy Content Recommendation</b>	ES2 recommends that the privacy policy that is developed to support the City of Cockburn include all anticipated use of the PII that the City collects. The policy is published and used to advertise the use of collected PII to all persons that entrust that information to the City.
[R20-M]	<b>Outlook Storage Recommendation</b>	ES2 recommends that The City of Cockburn conduct an IT educational piece to discourage users from using <i>Microsoft Outlook</i> as a file storage system
[R21-M]	<b>Security Classification Recommendation</b>	<p>ES2 recommends that City of Cockburn considers the implementation of an information security classification scheme across the City's information enterprise.</p> <p>An information security classification scheme groups information based on the potential damage/impact/consequence that would impact the City should that information be subject to a breach of confidentiality.</p> <p>ES2 recommends that the City implements a simple classification scheme, the main aim being to be able to identify that information which requires the most protection including PII. Once the classification levels have been determined then appropriate protection, storage and handling processes per classification can be established.</p>

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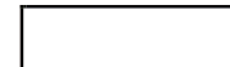
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 Version: 1 Version Date: 21/05/2020

101 of 103



## Item 16.1 Attachment 1

ASFC 16/07/2020



## Data and Information Audit (Privacy Impact Assessment)

ID	Recommendation Title	Recommendation
		This recommendation is to implement a process in alignment to that implemented by Federal government with levels that include Official and Official Sensitive as defined in the Information Security Manual (ISM) and the Protective Security Policy Framework (PSPF).
[R22-M]	Policy Coverage Recommendation	ES2 recommends that the policy document to be developed, authorised and published should include the personal information pertaining to employees of the City of Cockburn in order to assure their protection the same as the protection of customer information.
[R23-S]	Policy Improvement Recommendation	ES2 recommends, that the childcare services privacy policy be updated and improved in conjunction with the development of the overall City of Cockburn proposed privacy policy. The wording within the policy must be definitive and easily understood to remove any conjecture and ensure that the policy is enforceable and that failure to comply with policy can be dealt with through the City's disciplinary process.
[R24-M]	Electronic Systems Recommendation	ES2 recommends that the City of Cockburn Cyber Security Officer works with the Youth Services team to overcome issues with confidence in IT system confidentiality.  PII needs to be stored electronically in order to assure that it receives the appropriate level of protection.  Paper based files should be transferred to an electronic system and then destroyed.
[R25-H]	USB Scan Recommendation	Whilst outside the scope of this PIA, ES2 strongly recommends that anti-malware scanning procedures be documented and implemented for those departments where information is received from customers via a USB device. This will provide considerable protection from the potential for malicious software or virus to become installed on the City's IT equipment.

**Commercial in Confidence**

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 ES2 – City of Cockburn – Privacy Impact Assessment – Report ■ Ref: 20-WA-COC-SE-10

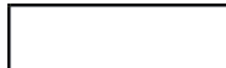
Page 69 of 69

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Document Set ID: 9373590  
 Version: 1 Version Date: 21/05/2020

102 of 103



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ASFC 16/07/2020

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**17. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**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**

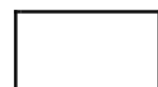
Nil

**21. CONFIDENTIAL BUSINESS**

Nil

**22. CLOSURE OF MEETING**

The meeting closed at 6.39pm.



103 of 103

**13.3 MEMBERSHIP - AUDIT AND STRATEGIC FINANCE COMMITTEE**

**Author(s)** D Green  
**Attachments** N/A

**RECOMMENDATION**

That Council:

1. terminates the appointment of Cr Michael Separovich as Deputy Member to the Audit and Strategic Finance Committee; and
2. appoints Cr Separovich and Cr Phoebe Corke as Members of the Committee

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

**Background**

By email received on 17 July 2020, Cr Michael Separovich and Cr Phoebe Corke have requested to be appointed as members of the Audit and Strategic Finance Committee (ASFC). Cr Separovich was appointed by Council as a deputy to the Committee at a Special Meeting of Council conducted on 24 October 2019.

**Submission**

N/A

**Report**

In his nomination, Cr Separovich states that the Terms of Reference for the Committee “has no role for a deputy in them”, that “there is no limit to the number of Elected Members able to sit on the Committee...only a minimum number...” and “as such there was no basis....to be modifying my original nomination in October to that of a “deputy”.

The power for Council to appoint Committee Members and Deputy Committee Members is provided by the *Local Government Act 1995* (Section 5.10) and (Section 5.11A) respectively. While the Terms of Reference for this Committee are able to reinforce the requirements of the Act in terms of membership appointments, they are subordinate to the Act and cannot dilute the capacity for Council to appoint deputies, if it so wishes. The main benefit of appointing deputies to Standing Committees is to provide coverage for members who may not be able to attend a meeting, thus ensuring a quorum will always be able to be formed, and minimising the risk of a scheduled meeting being deferred for a lack of quorum.

In her nomination, Cr Corke cites she is keen to gain a deeper understanding of the issues considered by the Committee, and being appointed as a member would benefit her role as a Councillor.

With the previous information in mind, it is recommended that Council consider the nominations, as received.

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

#### Listening and Leading

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

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Deliver value for money through sustainable financial management, planning and asset management.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

Sections 7.1A, 5.10 and 5.11A of the *Local Government Act 1995* refer.

### **Community Consultation**

N/A

### **Risk Management Implications**

There is a “Low” level of “Compliance” Risk and a “Moderate” 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 NOMINATION FOR REFERENCE GROUP APPOINTMENTS -  
DEPUTY MAYOR KIRKWOOD**

**Author(s)** D Green  
**Attachments** N/A

**RECOMMENDATION**

That Council:

- (1) appoints Deputy Mayor Kirkwood as a delegate to the City of Cockburn Disability Reference Group; and
- (2) appoints Deputy Mayor Kirkwood as a delegate to the City of Cockburn Bushfire Advisory Reference Group

**Background**

By email received on 23 July, 2020, Deputy Mayor Kirkwood has requested to be appointed by Council as a delegate to the following City Reference Groups:

- Disability Reference Group, and
- Bushfire Advisory Reference Group

**Submission**

N/A

**Report**

At a Special Meeting of Council held on 24 October 2019, Council appointed delegates to these Reference Groups, as follows,

- Disability Reference Group – Cr Smith
- Bushfire Advisory Reference Group – Cr Smith and Cr Stone

Cr Smith has since resigned as a delegate to the Disability Reference Group.

In support of her nominations, the Deputy Mayor has provided the following information:

- Disability Reference Group – Given there is no current Elected Member appointed to this group, it is considered important that a replacement elected official take on this responsibility, and
- Bushfire Advisory Reference Group – As the Deputy Mayor lives in an area of Cockburn that still contains significant tracts of land that are prone to bush fires, she would like to support the Reference Group in its oversight of fire mitigation initiatives to vulnerable parts of the district.



City administered Reference Groups are not limited by any statutory requirements in relation to membership, however, the Terms of Reference for each group identifies any membership entitlements and meeting protocols. The appointment of the Deputy Mayor to both of these groups would have no material impact on the operations of either group.

**Strategic Plans/Policy Implications**Environmental Responsibility

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

Reduce adverse outcomes arising from climate change through planning; adaptation, mitigation, infrastructure and ecological management.

Community, Lifestyle and Security

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

Facilitate and advocate for increased community safety.

**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**

The Deputy Mayor has been advised that this matter is to be considered at the 13 August 2020 Ordinary Council Meeting.

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

Nil

## 14. PLANNING & DEVELOPMENT DIVISION ISSUES

### 14.1 LAND ACQUISITION PORTION OF LOT 82 CARMEL WAY, LOT 81 DARLOT AVENUE AND LOTS 23, 41 AND 50 HAMMOND ROAD, SUCCESS - HAMMOND ROAD WIDENING PROJECT

<b>Author(s)</b>	B D'Sa
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. McGees Valuation Report - Water Corporation Land - Hammond Road Widening Project <b>(CONFIDENTIAL)</b></li> <li>2. Acquisition Plan - Lot 23 Hammond Road, Success <a href="#">↓</a></li> <li>3. Acquisition Plan - Lot 41 Hammond Road, Success <a href="#">↓</a></li> <li>4. Acquisition Plan - Lot 50 Hammond Road, Success <a href="#">↓</a></li> <li>5. Acquisition Plan - Lot 81 Darlot Avenue, Success <a href="#">↓</a></li> <li>6. Acquisition Plan - Lot 82 Carmel Way, Success <a href="#">↓</a></li> </ol>

#### RECOMMENDATION

That Council

- (1) acquire by agreement 2,811sqm of land from the Water Corporation across five of their landholdings (Lot 82 Carmel Way, Lot 81 Darlot Avenue and Lots 23, 41 and 50 Hammond Road, Success) for approximately \$91,000 (ex GST); and
- (2) cede the acquired land as road reserve to facilitate the duplication of Hammond Road.

#### Background

The widening of Hammond Road from single-carriageway to dual-lane is one of several important road upgrade projects identified in the City's Regional and Major Roadworks 2018-2031 Map and the District Traffic Study 2018. The City has recently been successful for State Government funding towards the duplication of Hammond Road (for the portion between the intersections of Branch Circus and Bartram Road), and therefore the City has brought forward this project to 2020-2021.

As previously detailed in report Item 14.2 at the Ordinary Council Meeting on 9 July 2020, it has been identified during the road design process that additional land is required from fifteen adjoining properties in order to carry-out this road widening project. The City is in regular communication with each of these landowners, and a collaborative process has been undertaken to inform a road design that meets engineering requirements, while attempting to minimise adverse impact on the landowners.

One of these aforementioned landowners is the Water Corporation (Water Corp), and the City has been negotiating with Water Corp in order to purchase a portion from five adjoining land parcels (owned by Water Corp in freehold). The City and Water Corp have reached an agreement, in accordance with the land acquisition requirements under the *Land Administration Act 1997 (WA)* (LAA), and this report sets out the terms of the proposed Acquisition Agreement.

### Submission

N/A

### Report

#### Summary of Water Corp land

The Water Corp is the owner of five land parcels that adjoins Hammond Road and these are as follows:

- (1) Lot 23 Hammond Rd, Success
  - Certificate of Title: Vol 1298/Fol 422
  - Plan: Diagram 31084
  - Land Area: 3.564 Ha
  - Acquisition Area: 890m<sup>2</sup>
  - Zoning: Lakes and Drainage



- (2) Lot 41 Hammond Rd, Success
  - Certificate of Title: Vol 1616/Fol 960
  - Plan: Diagram 31725
  - Land Area: 4.226 Ha
  - Acquisition Area: 854m<sup>2</sup>
  - Zoning: Lakes and Drainage





## (3) Lot 50 Hammond Road, Success

- Plan: Diagram 62370
- Land Area: 3,623m<sup>2</sup>
- Acquisition Area: 189m<sup>2</sup>
- Zoning: Lakes and Drainage



## (4) Lot 81 Darlot Avenue, Success

- Certificate of Title: Vol 2515/Fol 77
- Plan: DP 31381
- Land Area: 2089m<sup>2</sup>
- Acquisition Area: 220m<sup>2</sup>
- Current Use: Armadale/Thomsons Lake Pipeline/Reservoir



## (5) Lot 82 Carmel Way, Success

- Certificate of Title: Vol 2515/Fol 78
- Plan: DP 31381
- Land Area: 2012m<sup>2</sup>
- Acquisition Area: 658m<sup>2</sup>
- Current Land Use: Armadale/Thomsons Lake Pipeline/Reservoir

Land Acquisition Principles

A copy of the 'Statement of Procedures' - Under Parts 9 and 10 of the LAA was provided to the Water Corporation, as required under the Act. Section 168 of the LAA authorises the City, on behalf of the State, to enter into an agreement to purchase land that is required for a public work, and landowners have the right to claim compensation for the value of the land improvements taken.

Valuation Report

The City instructed a licensed valuer (McGees) to prepare a valuation report, which is attached and the date of the valuation inspection is 21 February 2020. At the time of the valuation instructions to McGees, it had been determined between the City and Water Corporation that the portions of Lots 23, 41 and 50 be acquired via agreement only, whereas Lots 81 & 82 would be licenced to the City as road reserve. The attached Valuation Report therefore only references Lots 23, 41 and 50 for determining compensation.

It was later agreed between the City and Water Corporation that the best outcome for both parties would be for all 5 Water Corporation lots, including portions of Lots 81 & 82, to be acquired via agreement. The sqm rate determined in McGees Valuation Report was believed to adequately reflect the sqm rate of Lots 81 and 82 respectively as the parcels lie within the same locality and possess the same zoning/purpose. This has been agreed between the City and Water Corporation.

Compensation

The City is proposing to compensate the Water Corporation with an offer based on the market land value identified in the attached Valuation Report.

A summary of the compensation (which is subject to change, should there be any amendments to the road design), is as follows:

Address	Acquisition Area (sqm)	Land Value (\$/sqm)	Compensation
Lot 23 Hammond Rd	890.36	\$32.50	\$28,936.70
Lot 41 Hammond Rd	854.15	\$32.50	\$27,759.88
Lot 50 Hammond Rd	188.59	\$32.50	\$6,129.18
Lot 81 Darlot Avenue	219.77	\$32.50	\$7,142.52
Lot 82 Carmel Way	657.91	\$32.50	\$21,382.08
<b>TOTAL</b>	<b>2810.78</b>	<b>\$32.50</b>	<b>\$91,350.36</b>

In addition to the land compensation costs, the City will need to bear the ancillary costs of the project, including expenses for subdivision, surveying, and legal fees, estimated to be in total a further \$20,000.

Given that the compensation being offered by the City is in line with the market land value and consistent with the provisions of the LAA, it is recommended that Council enter into the agreement.

The City will present the remaining land acquisition agreements for the Hammond Road alignment at a future Council meeting as the various agreements are finalised with landowners.

**Strategic Plans/Policy Implications**City Growth and Moving Around

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

Advocate and plan for reduced traffic congestion.

Plan, develop and advocate for safe, sustainable, integrated local transport networks, public transport and regional transport networks.

**Budget/Financial Implications**

The costs associated with the land acquisition are currently budgeted for and as a result will not further impact the Municipal budget.

**Legal Implications**

Water Corporation's solicitors are drafting the land acquisition agreement, which will then be reviewed by the City's solicitors McLeods.

**Community Consultation**

N/A

**Risk Management Implications**

Should Council not enter into an agreement with Water Corporation, the City will be unable to finalise and deliver the duplication of Hammond Road between Branch Circus and Bartram Road, and would risk the City losing its State Government funding to be spent this financial year.

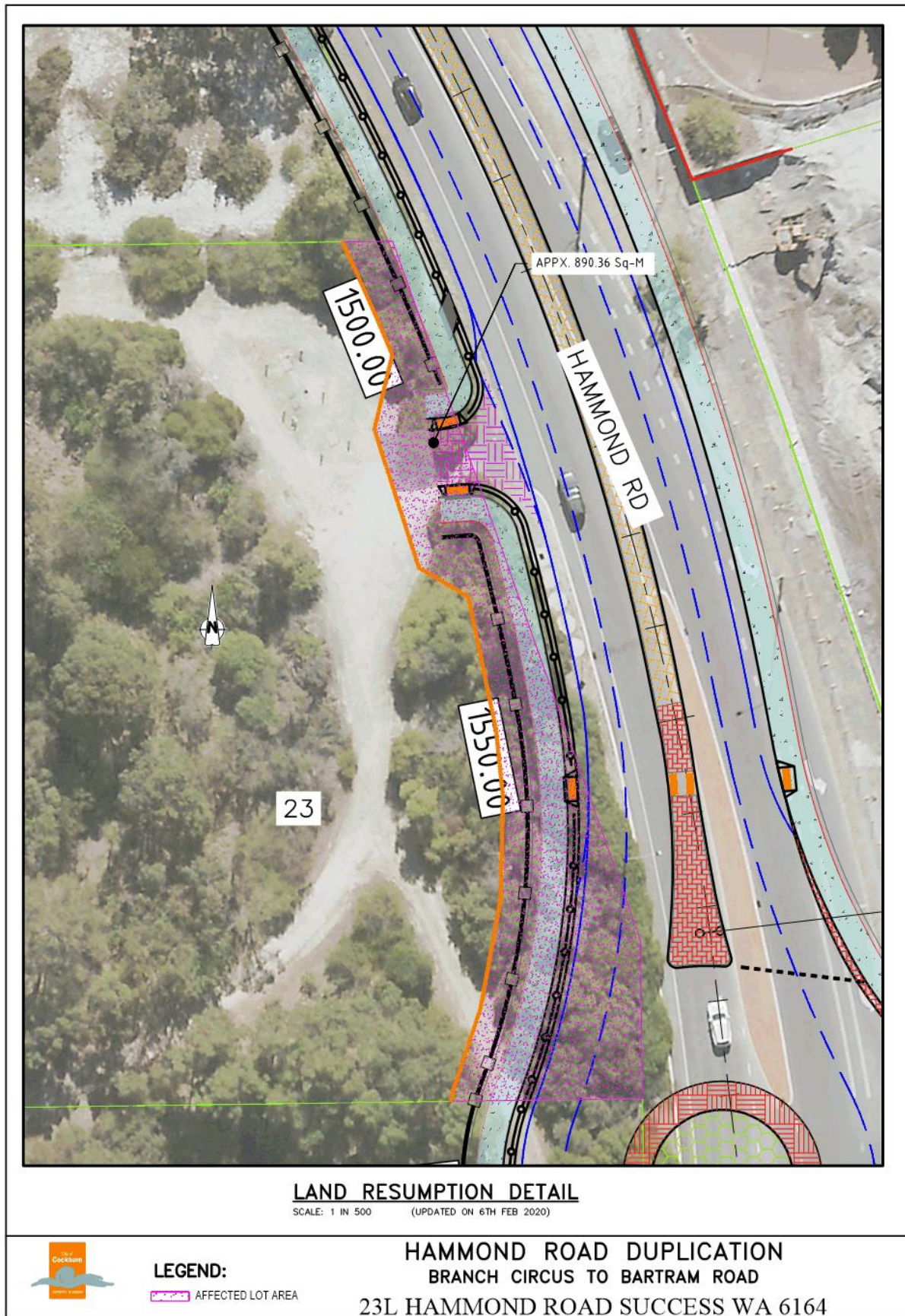
**Advice to Proponent(s)/Submitters**

N/A

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

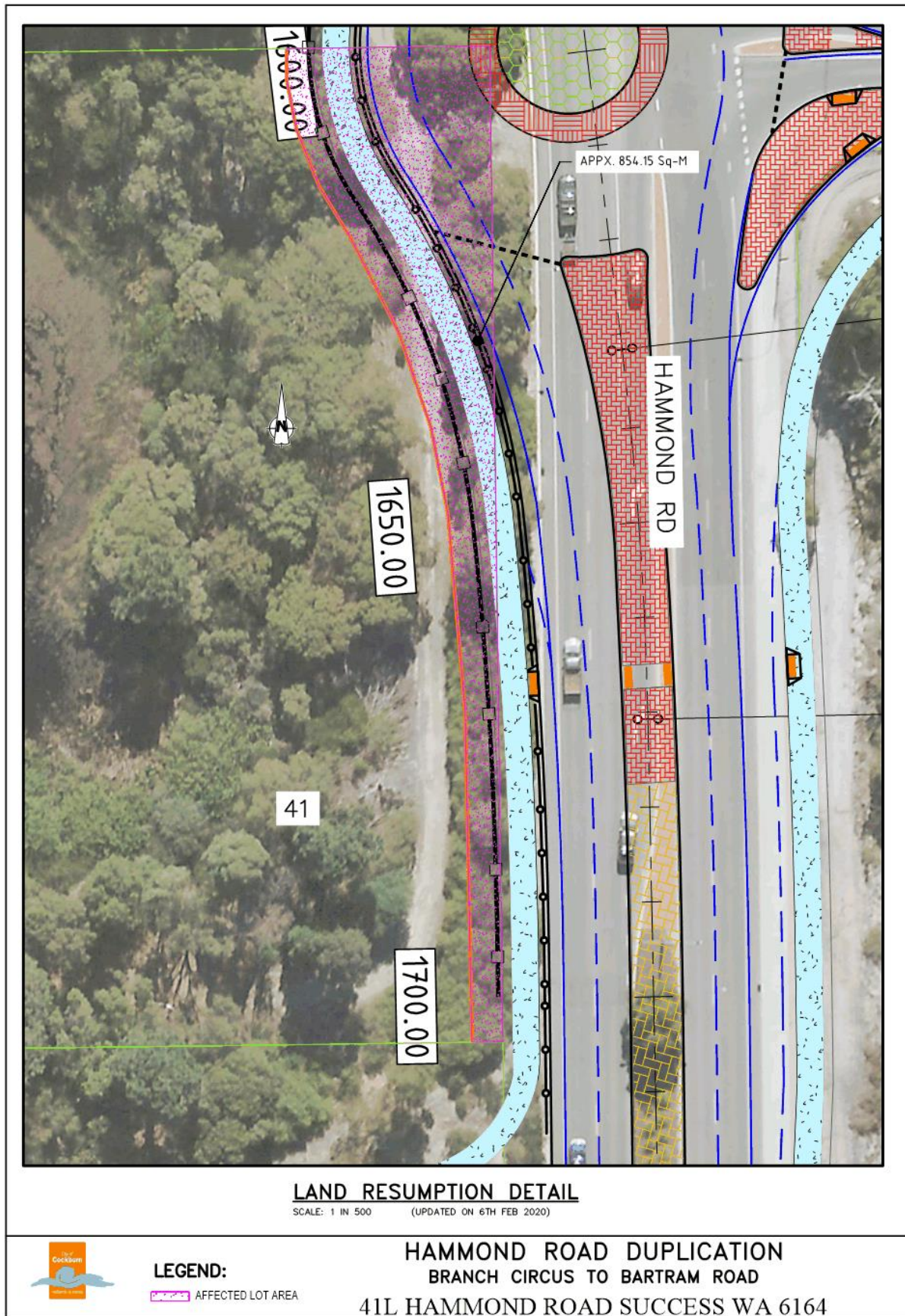
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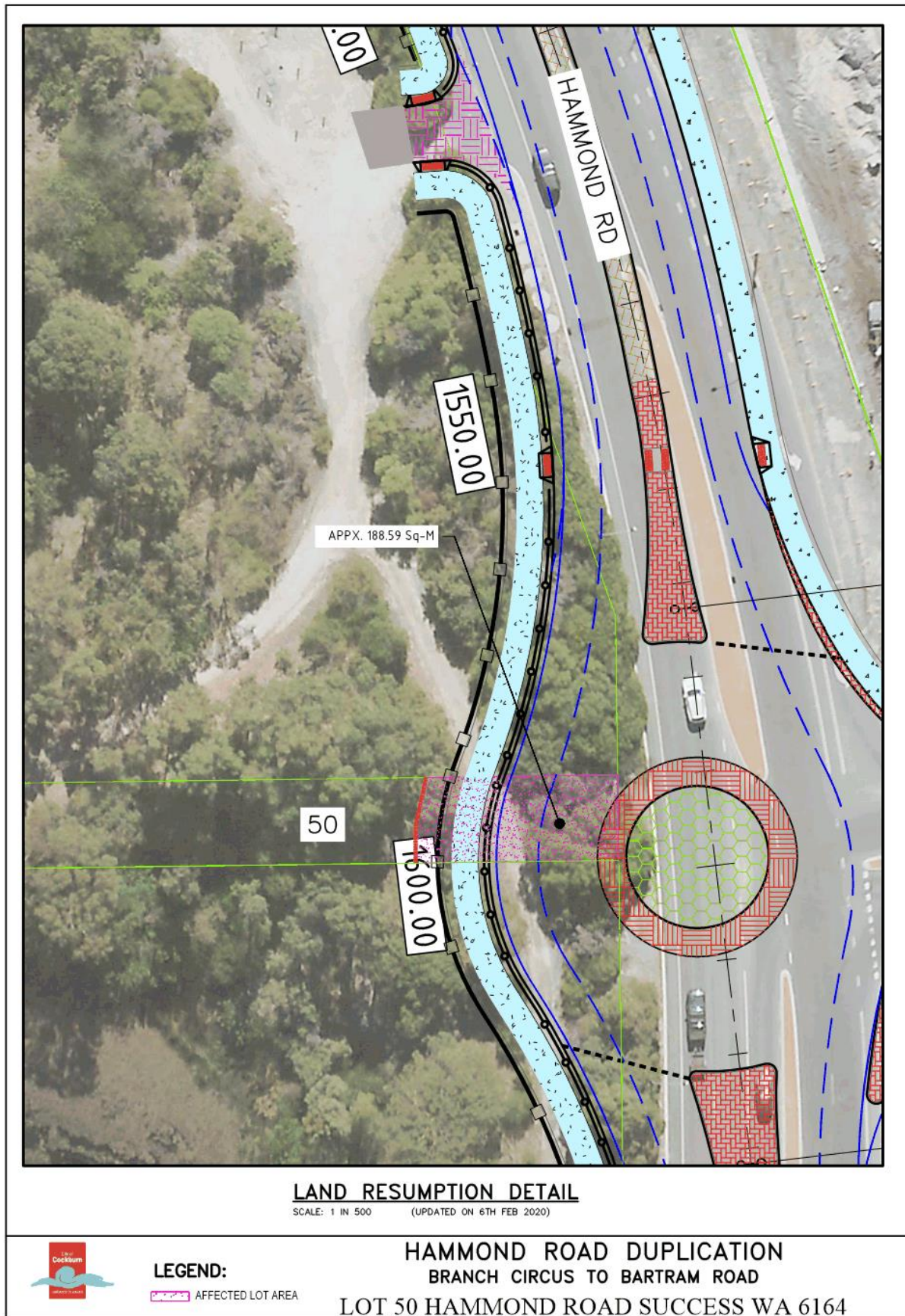
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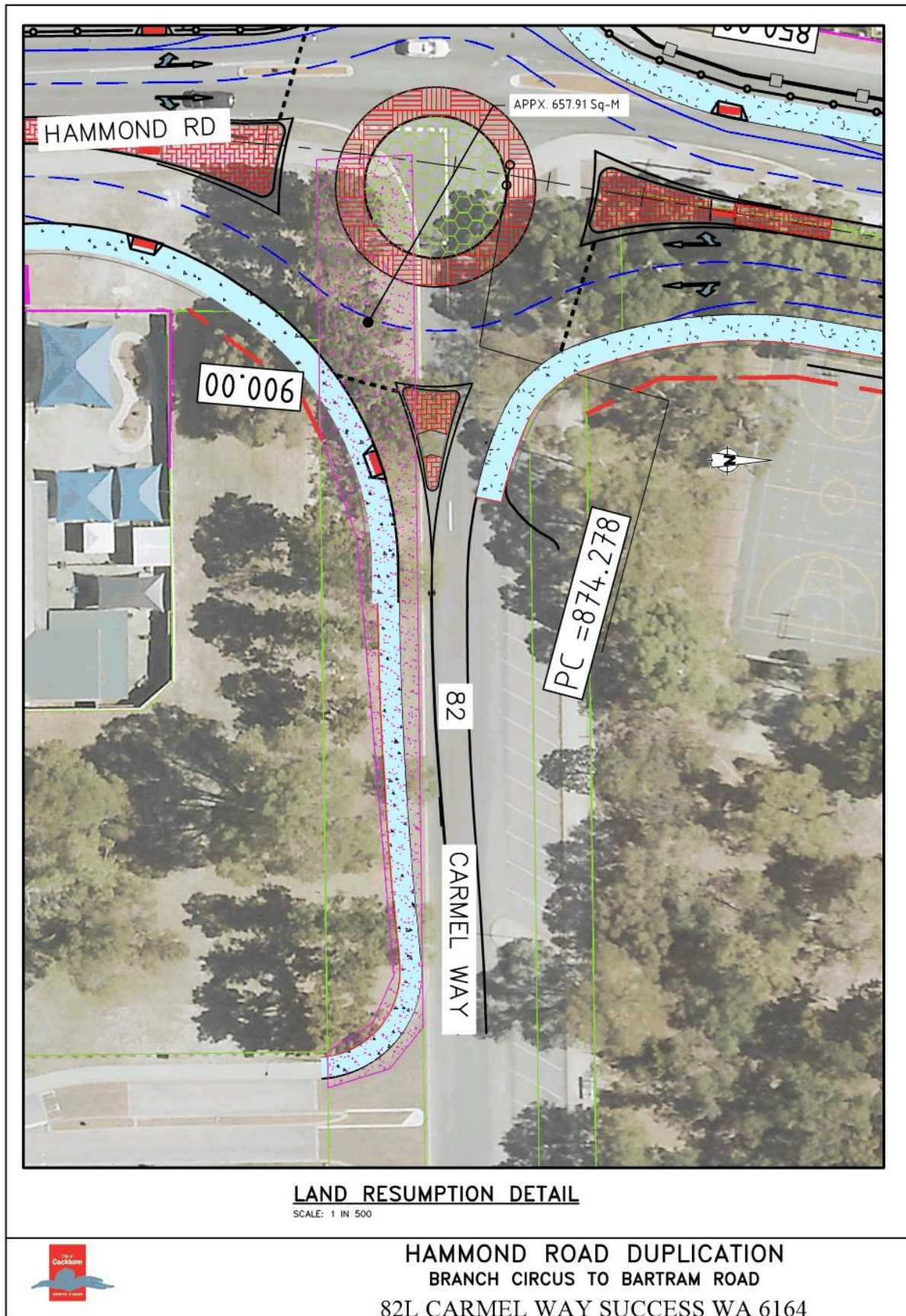


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**14.2 METROPOLITAN REGION SCHEME AMENDMENT 1367/57 - PART LOT 5131 JANDAKOT ROAD, TREEBY AND SURROUNDS**

<b>Author(s)</b>	K Knuckey
<b>Attachments</b>	1. MRS Proposed Amendment Plan <a href="#">↓</a> 2. Treeby District Structure Plan <a href="#">↓</a>
<b>Location</b>	Part Lot 5131 Jandakot Road, Treeby
<b>Owner</b>	Limebrook Holdings Pty Ltd
<b>Applicant</b>	CLE Planning
<b>Application Reference</b>	MRS1367/57

**RECOMMENDATION**

That Council:

- (1) recommend to the Western Australian Planning Commission (WAPC) that the proposed draft Metropolitan Region Scheme amendment be supported;
- (2) advise the WAPC that the City does not support a concurrent amendment to its Local Town Planning Scheme as permitted under section 126(3) of the *Planning and Development Act 2005*. A subsequent Local Town Planning Scheme amendment in this case should be initiated by Council as a Development Zone, a comprehensive Development Area and Development Area provisions will be required to support a Development Zone; and
- (3) advise the WAPC that the City supports a solution to the geometry and alignment of the Torwood Avenue/Solitaire Road intersection (identified in the Treeby District Structure Plan) being agreed upon and reflected in this proposed MRS Amendment. The City's preference for the geometry and alignment of the Torwood Avenue roundabout is a solution that retains as much of the Bush Forever Site 390 as possible.

**Background**

The City has received a referral from the Western Australian Planning Commission (WAPC) in regards to a proposed amendment to the Metropolitan Region Scheme (MRS). The purpose of the proposed amendment as shown in Attachment 1 is to:

1. Rezone approximately 31.93 ha of land in the Treeby locality from Rural Water Protection Zone to Urban Zone,
2. Rationalise Bush Forever Site 390 (proposing the addition of 2.39ha and removal of 9.58 ha).

Furthermore, the amendment addresses zoning changes that will also provide the basis to facilitate part of the Jandakot Road/Fraser Road upgrades and a road extension south to Lot 705 Armadale Road, Treeby.

The amendment will allow for the residential development of the subject land, following a local scheme amendment, structure planning and subdivision approval.

The land subject to this proposed amendment to the MRS has been earmarked for potential urban development for several years. Initially in the draft State's Planning Policy for Perth and Peel @ 3.5 Million documents released in May 2015 (finalised in March 2018), and also as part of the Treeby District Structure Plan (TDSP) adopted by Council in 2017. The TDSP identifies the subject site for residential development and a significant portion of Public Open Space as shown in Attachment 2.

The current MRS map is shown in Figure 1, and the proposed MRS amendment is shown in Figure 2.

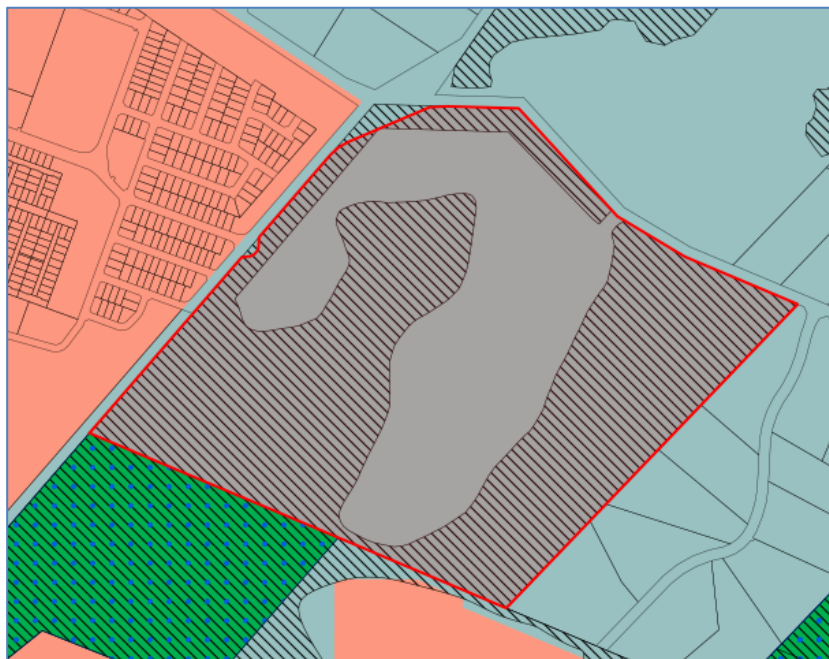


Figure 1: Existing MRS zoning. Rural Water Protection Zone (Blue), hatched area (Bushforever Site 390)



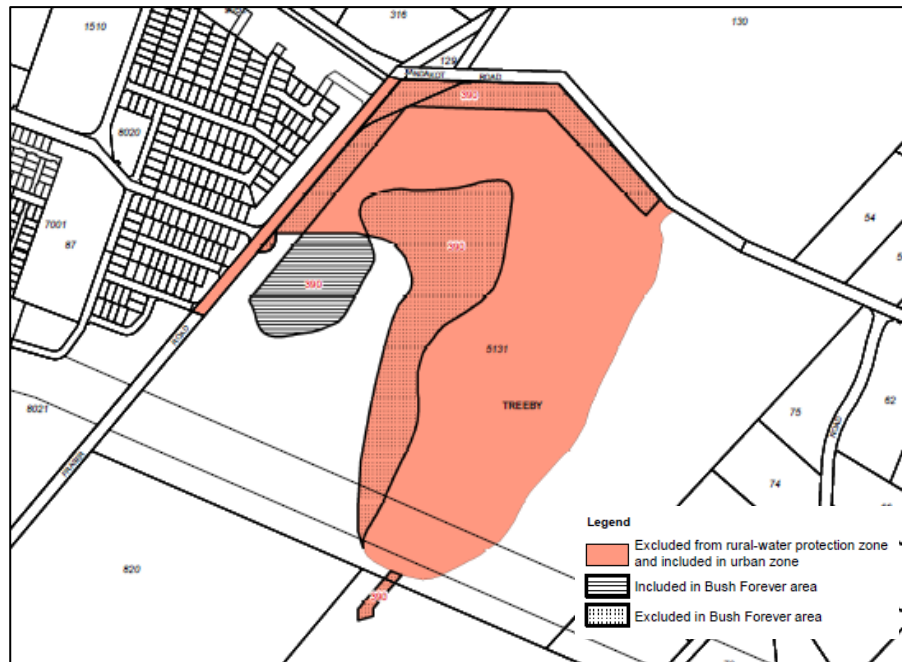


Figure 2: Proposed Amendment to MRS Zoning.

Should the proposed amendment to the MRS be approved by the Minister for Planning, the applicant has stated that they would immediately prepare to lodge an amendment to the City's Town Planning Scheme No. 3. The Scheme Amendment will seek to zone the entire site Development Zone with a Development Area (DA) set of provisions which would later inform and guide the structure plan stage. Advice has previously been provided by City Officers as to what some of these DA provisions will need to consist of, including the provisions set out within the TDSP.

Given that the proposed amendment is generally consistent with the planning framework at a State and local government level, it is recommended that Council recommend to the WAPC that the proposed MRS amendment be supported, subject to the advice notes recommended.

### Submission

CLE Planning has lodged the supporting documentation to the WAPC.

### Report

#### Perth and Peel @ 3.5 Million

To realise the vision of Directions 2031 and Beyond, and the State Planning Strategy 2050, the WAPC has created a series of planning frameworks. In May 2015 the draft Perth and Peel @3.5 Million strategic suite of documents were released for public comment, with the final plan released in March 2018. Both the draft and finalised plan

identified the subject land as 'Urban Investigation' and referencing key considerations as being:

- Impacts, risks and management of Jandakot groundwater resources (existing Priority 2 Source Protection Area).
- Protection of significant environmental values.
- Australian Noise Exposure Forecast (ANEF) considerations associated with Jandakot Airport. The above requirements are considered to be addressed.

The MRS Amendment report suggests the proposal has adequately addressed these matters and the City agrees with this assessment.

The subject land is also identified as 'Open Space' as shown in Figure 3.



Figure 3: Subject site in Perth and Peel at 3.5 Million Framework

### Treeby District Structure Plan

Council considered the TDSP at its meeting of 14 September 2017. This was adopted, and forms the high level further investigations to warrant this land being urbanised. As part of the resolution, Council forwarded a copy of the endorsed TDSP (as modified) to the WAPC for information purposes.

The TDSP is intended to guide and coordinate more detailed planning (including the preparation of Local Structure Plans) for individual sites within the TDSP. The TDSP identifies the subject land for residential development, areas of POS and contains part of a powerline easement. The proposed amendment is generally consistent with the intent of the Treeby TDSP.

### Proposed MRS Amendment

The proposed amendment is accompanied by a draft Negotiated Planning Outcome (NPO) which proposes to retain and protect approximately 46.24 ha of vegetation within a realigned Bush Forever area 390 boundary (includes abutting Lot 705 Armadale Road, Treeby). The City is supportive of the retention of Bushforever land where vegetation is identified as at least 'Good' to 'Excellent' as discussed in the MRS Amendment Report.

Leading up to the preparation of this MRS amendment documentation, City Officers were provided the opportunity to review the information submitted by the applicant. The general feedback from Officers was that the proposed amendment and its accompanying documentation, was generally consistent with the State and local government framework.

### Bush Forever Site 390

The amendment area is currently undeveloped with a substantial amount of native bushland. A snapshot of the existing Bush Forever is identified in Figure 4. The MRS amendment proposes modifications to Bush Forever Site 390 in order to rationalise and provide a more logical boundary as previously shown in Figure 1.

The City has previously discussed this approach (rationalisation of Bush Forever Site) with the applicant and Department, and supports a planning process that protects the best and most logically configured element of conservation land so that it is created and maintained in a viable state. City Officers support the reshaping as indicated in the MRS Amendment Plan, and as foreshadowed by the TDSP, as some of the current Bush Forever Site does not reflect the vegetation location on the ground.



Figure 4: existing classification of Bush Forever on subject site.  
Figure 4: Subject land illustrating Bush Forever mapped land (green).

### Planning for the Torwood Avenue/Fraser Road Roundabout

While the benefits are clear for the rationalisation of the Bush Forever Site 390 boundary as the current irregular shaped boundary will be difficult to manage from a bushfire and biodiversity perspective once the surrounding area is urbanised, there is now an issue as to how the Torwood Avenue extension will be constructed (shown in Figure 5).

The extension of Torwood Avenue was identified in the TDSP as an important intersection and east-west connection for Treeby.

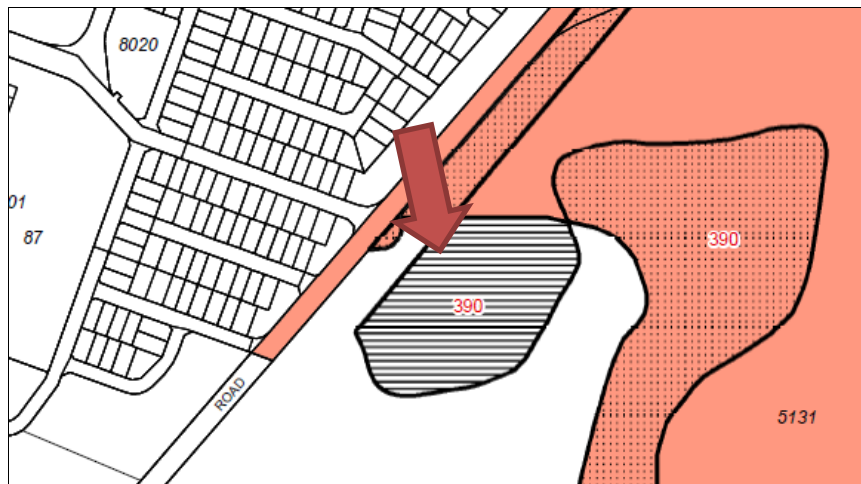


Figure 5: Land identified for future roundabout and extension of Torwood Avenue identified by half-crescent shape proposed to be rezoned for urban.

The proponent has stated that they have engaged a transport engineer to identify an alignment of Torwood Avenue through the subject site that will result in the least net loss of vegetation in Bush Forever site 390. The final solution may require slight alterations to the proposed geometry of the roundabout identified within the TDSP. The proponent and DPLH have informed City officers that the final alignment will be subject to further consultation with the City, to determine the best outcome.

The preferred alignment is for the Torwood Avenue extension to have the least impact possible on Bush Forever Site 390. It would also be preferable to have the Torwood Avenue alignment finalised prior to the final approval of this MRS Amendment, however it is recognised that this may not be possible. However if the final solution results in a reconfiguration of the intersection that requires further amendment to the MRS, this minor amendment could be captured in a future omnibus amendment.

### Potential for current amendment to the Town Planning Scheme

In terms of next steps in the planning process to facilitate the intent of the proposal the City highlights it is not possible to undertake a concurrent amendment to the City's Town Planning Scheme 3 (TPS) as

permitted under section 126(3) of the *Planning and Development Act 2005*.

A Special Control Area is not considered a zone under TPS3. Therefore it is the responsibility of the relevant local government to initiate an amendment to its local planning scheme.

For the reasons stated it is recommended this MRS amendment be supported.

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

#### Environmental Responsibility

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

Sustainably manage our environment by protecting and enhancing our unique natural coastal, bushland, wetlands areas and native wildlife.

#### City Growth and Moving Around

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

Plan to provide residents with great places to live, activated social connections and high quality open spaces.

#### Listening and Leading

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

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

This is a consultation process facilitated by the DPLH which lasts a minimum of 60 days. In this case, it is being advertised for 63 days from Friday 3 July to Friday 4 September 2020.

The amendment documentation and submission forms are available on the Department's website.

**Risk Management Implications**

There is minimal risk to Council should it choose not to make a submission. The proposal will likely proceed to assessment in any case, and the nature of the proposal is largely consistent with Perth and Peel @3.5 million and Council's adopted TDSP.

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

N/A

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

Nil



3.2717



Signed for and on behalf of the  
Western Australian Planning Commission

An officer duly authorised by the Commission pursuant to section 24 of the **Planning and Development Act 2005** for that purpose in the presence of :




Witness

Date \_\_\_\_\_

Approved - Minister for Planning

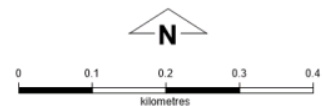
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### Legend

-  Excluded from rural-water protection zone and included in urban zone  
 Included in Bush Forever area  
 Excluded in Bush Forever area

Metropolitan Region Scheme

Amendment No. 1367 /57



Created on date: Friday, 28 February 2020  
Document Name: MRS\_2068\_v5\_APlan3.2717  
Produced by Data Analytics, Department of Planning, Lands and Heritage, Perth WA  
Base information supplied by Western Australian Land Information Authority SLIP 1095-2016-1

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Program Manager: A. Muscara

Geospatial Officer: J. Ballarotta

Examined: A. Power

Revised:

Version No. 5

Date: WAPC /287.10.4 19 February 2020

Plan Number

File number: 809/02/23/0069P

Plan reference:

Metropolitan Region Scheme  
1:25000 sheet 24

detail plans: 1.6560 & 1.6584

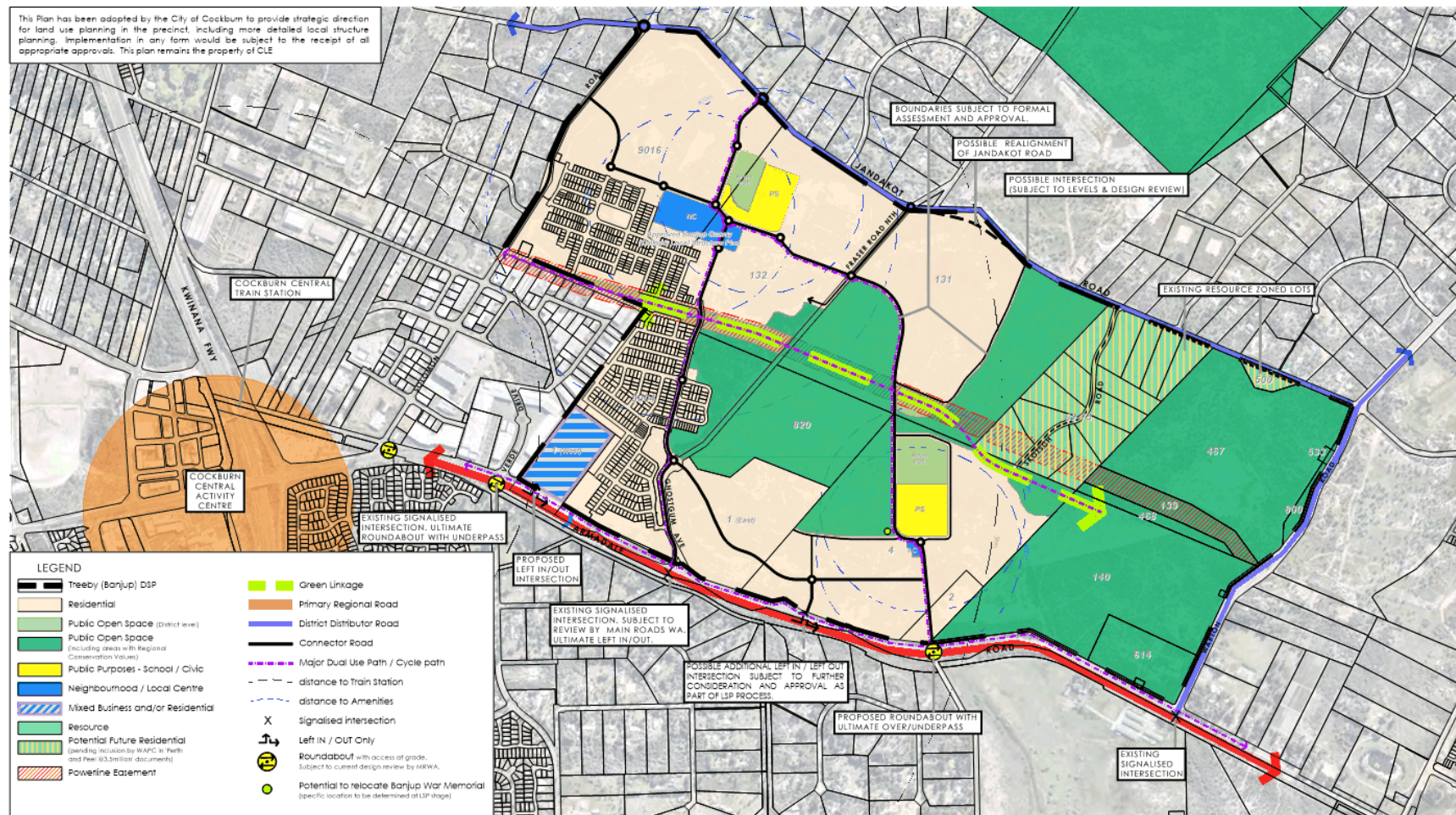
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Sheet 1 of 1

Oracle reference no: 2968



www.cleplan.com.au



2310-122F-01 (29.09.2017), NTS

12.07.2015  
nearmap.com

## TREEBY (BANJUP) DISTRICT STRUCTURE PLAN

Banjup, City of Cockburn

### 14.3 DEVELOPMENT APPLICATION - RETROSPECTIVE HOLIDAY HOME (STANDARD) - 8 MARIE COURT, ATWELL

<b>Author(s)</b>	D King
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Location Plan <a href="#">↓</a></li> <li>2. Property Management Plan <a href="#">↓</a></li> <li>3. Consultation Area <a href="#">↓</a></li> <li>4. Schedule of Submissions <a href="#">↓</a></li> </ol>
<b>Location</b>	8 Marie Court, Atwell
<b>Owner</b>	Rio Siva and Sarah Siva
<b>Applicant</b>	Rio Siva
<b>Application Reference</b>	DA20/0282

#### RECOMMENDATION

That Council:

- (1) approve the proposed retrospective Holiday Home (Standard) at 8 Marie Court, Atwell subject to the following conditions:
  1. That approval for the Holiday Home (Standard) is valid for twelve (12) months only, from the date of approval. After this time, the continued use of the dwelling as a Holiday Home (Standard) will require a new development application to be submitted to the City.
  2. The approval of the Holiday Home (Standard) is subject to the Property Management Plan and Code of Conduct as contained in Attachment 2.
  3. The Code of Conduct shall be converted into a sign that is to be displayed within the premises at all times, to the satisfaction of the City.
  4. An external sign fronting Marie Court is to display the contact details of both the Manager and the landowner, to the satisfaction of the City. The sign is to clearly advise neighbours who they can contact should any issues arise in relation to the Holiday Home (Standard).

#### Footnotes

- a. This is a planning approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the City, with any requirements of the City of Cockburn Town Planning Scheme No. 3, or the requirements of any other external agency.
- b. Development undertaken in a manner not consistent with this planning approval represents an offence which may be prosecutable under the requirements of the City of Cockburn Town Planning Scheme No. 3 and *Planning and Development Act 2005*.

- c. With regard to Condition 1, you are advised that any extension of this approval is dependent on how the development affects neighbouring properties within these 12 months.
- d. With regard to Condition 3 and 4, you are advised a sign license is required to be submitted to the City. Details of the sign's sizes, locations and wording are to be provided.

### **Background**

The proposal for a retrospective Holiday Home (Standard) at Lot 104 (No. 8) Marie Court, Atwell was submitted to the City of Cockburn (the City) on 6 May 2020 (refer Attachment 1 – Location Plan).

The proposal first came to the City's attention in March 2020 as a possible Holiday Home. Following investigations, it was confirmed the site was being used as a "Holiday Home (Standard)" [use class] on popular short-term accommodation site Airbnb and the applicant was advised to either cease the use or lodge for development approval. The applicant subsequently lodged for development approval.

### **Submission**

N/A

### **Report**

The proposal seeks to change the use of the existing Single Dwelling on the above site to a Holiday Home (Standard). The application includes a Property Management Plan (refer Attachment 2 – Property Management Plan) which has the following details:

- 4 bedroom, 2 bathroom dwelling;
- 2 parking bays in garage;
- Maximum capacity of 6 persons;
- Minimum stay of 7 days;
- Procedures to deal with check in/out times, waste, noise, parking and complaints (to be discussed in further detail below).

8 Marie Court, Atwell (the subject site) is 605m<sup>2</sup> and contains a four (4) bedroom, two (2) bathroom single residence. Marie Court itself is a cul-de-sac located in the northern section of Atwell, close to Armadale Road, in a predominantly single storey residential area.

There are no site constraints that restrict the proposed use or require additional information based on the location.

### Legislation and Policy

#### *Metropolitan Region Scheme (MRS)*

The site is zoned 'Urban' under the MRS.

#### *City of Cockburn Town Planning Scheme No. 3 (TPS 3)*

The site is zoned 'Residential' with a density code of R20 under TPS 3.

The objective of the Residential zone is:

*“To provide for **residential** development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes”.*

Holiday Home (Standard) is an “A” use under TPS 3 which means *‘that the use is **not permitted unless** the local government has exercised its discretion and has granted planning approval after giving **special notice** in accordance with **clause 64(3)** of the deemed provisions’.*

Clause 64(3) of the deemed provisions relates to applications that are required to be advertised. This proposal was advertised to surrounding neighbours for a period of 3 weeks, from 28 May 2020 to 19 June 2020, the comments received are discussed below in the Consultation section.

A ‘Holiday Home (Standard)’ is defined as *‘a single house (excluding ancillary dwelling), which may also be used for short stay accommodation for no more than six people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit)’.*

*Planning and Development (Local Planning Scheme) Regulations 2015*

The objectives of the Residential zone are expanded upon in the Model Scheme provisions, to include the following:

- *“To provide for a range of housing and a choice of residential densities to meet the needs of the community,*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas,*
- *To provide for a range of non-residential uses which are compatible with and complementary to residential development.”*

The proposal is consistent with the objectives of the City’s TPS 3 and the Model Provisions. It is considered that a ‘Holiday Home (Standard)’ is compatible and complementary to the existing residential development in this context.

*State Planning Policy 2.3 – Jandakot Groundwater Protection Area (SPP 2.3)*

The subject site is located within the Jandakot Underground Water Pollution Protection Control Area and identified as a Priority 3 Risk Area (P3). P3 is the lowest risk area. The proposal, being within Atwell, is connected to deep sewer which is the only requirement for a Holiday Home within the P3 risk area. The proposal doesn’t result in any more impacts on the environment than the original residential land use. Subsequently, the proposal does not have any adverse effects in regards to the objectives of SPP 2.3.

*Planning Bulletin 99 – Holiday Home Guidelines (PB 99)*

PB 99 was introduced by the Western Australian Planning Commission in 2009 to provide local governments with clarity in how to assess the increase in short-term accommodation rentals that were appearing throughout the state.

The recommendations within PB 99, were included within the City's Local Planning Policy 1.15 – Tourist Accommodation. These include:

- The definitions of 'Holiday Home (Standard)' and 'Holiday Home (Large)';
- Introduction into the zoning table as an A use;
- Introduction of a *Local Planning Policy* to provide details as to how each local government will assess proposals;
- Recommendation of an initial 12 month approval period to ensure each proposal is managed appropriately; and
- To carefully consider the location of each proposal where they may be most appropriate.

*Local Planning Policy 1.15 – Tourist Accommodation (LPP 1.15)*

LPP 1.15 provides development standards for the following land uses;

- Tourist accommodation;
- Bed and Breakfasts;
- Hotel;
- Motels;
- Holiday Home (Standard); and
- Caravan Parks.

Specific to the proposed 'Holiday Home (Standard)', LPP 1.15 identifies that a Property Management Plan (PMP) is required where an owner/manager will not reside at the site. The PMP is to address the following:

- Control of noise and other disturbances;
- Complaints Management Procedures;
- Security of Guests, visitors and neighbours;
- Control of anti-social behaviour and potential conflict between tourists/guests/visitors and permanent residents of the area;
- Number of bedrooms and beds; and
- Contact details of owner and keeper/manager.

The applicant has provided a detailed PMP (see Attachment 2) which addresses the above criteria and more, it is discussed in further detail below.



### Consultation

The proposal was advertised for 3 weeks from 28 May 2020 to 19 June 2020 via letter to landowners. The 3 week advertising period is 1 week longer than required by the City under 64 (3) of the deemed provisions. Advertising was conducted to all landowners within Marie Court and three dwellings located behind the proposal (refer Attachment 3 – Consultation Area), a total of 13 dwellings were advertised with 2 objections being received (refer Attachment 4 – Schedule of Submissions). The objections detail:

- Location of proposal;
- Previous use of the site as a Holiday Home (Standard);
- Parking;
- Waste
- Noise and amenity;
- Security
- Property values;

The submitted proposal which includes a Property Management Plan (PMP) (refer Attachment 2) is considered acceptable in the manner in which the PMP will control the use and adequately responds to the issues raised in the 2 objections.

### Planning Assessment

#### *Location of proposal*

A 'Holiday Home (Standard)' is an 'A' use in the Residential zone, in all other zones within the City it is an 'X' use (which means a use that is not permitted by the Scheme' in other zones).

With regard to the appropriate location of 'Holiday Home (Standard)' within the City, LPP 1.15 identifies that the City is well placed to accommodate tourists given its proximity to world-class beaches, health and educational facilities, major transport networks and access to Perth CBD and Fremantle. LPP 1.15 further states that this use shall be generally located within areas designated as suitable for tourism type uses, yet there are no areas within the City where such a designation exists. Planning Bulletin 99 provides further guidance that holiday homes are more appropriate in areas of high tourism amenity and in close proximity to tourism attractions such as the beach and town centre areas, but may not be appropriate in suburban areas.

The subject site is approximately 10 kilometres from the nearest beach, which in the context of the City of Cockburn is a considerable distance. Furthermore, it is located within a pocket of Atwell that is considered a low density residential environment which in itself is unlikely to attract tourists. Notwithstanding the above, and as identified within Attachment 1, the subject site is within 780m of Cockburn Central Train Station, 900m of the main entrance to Cockburn Gateways Shopping Centre



and 1.5km of the Cockburn Arc and Fremantle Football Club Training facility, all of which meet the attractions noted within LPP 1.15 being local centres and major transport nodes.

#### *Property Management Plan ('PMP')*

The applicant has provided a Property Management Plan (PMP), which includes a Code of Conduct, as required with their application for 'Holiday Home (Standard)'. The Manager of the proposal lives in South Perth, approximately 25 minutes from the site and is able to attend the site to address any issues should they arise. The PMP has been reviewed and several amendments made, based on Officer reviews and comments received through advertising.

#### *Parking*

A 'Holiday Home (Standard)' requires parking per the *Residential Design Codes*, which is two car parking bays being available to guests on site. The proposal complies with this standard as two car parking bays are provided within the existing garage/carport. Parking was a concern raised by objectors and it is considered the PMP can address those concerns as it restricts each booking to a maximum of two vehicles.

The parking requirement of a maximum two guest vehicles at the site is more restrictive than a single dwelling which only requires two car parking bays on site but does not restrict the number of vehicles. Visitor of the guests, who are not permitted on site between the hours of 8:30pm and 8:00am, must park on the driveway.

#### *Waste*

The control of bins has been raised as an issue for Holiday Homes in the past and directly with regard to this proposal. Following comments received during advertising regarding waste bins having previously been left out for several days when short term tenants have left the premises, the PMP has been amended to include a provision specific to the collection of waste bins.

The provision restricts the time bins can be placed out for collection, the earliest being 6pm the day before collection (Sunday) and returned to within the site by 6pm on the day of collection (Monday). It is the responsibility of the Manager to ensure bins are returned to the site. Therefore, should a tenant check out prior to being able to return the bins to within the site, the Manager must return the bins by 6pm the day of collection (being Monday). This provision is contained within the PMP and the City would otherwise be powerless if this situation occurs at an ordinary single dwelling.

*Noise and Amenity*

It is worthwhile to note that Holiday Homes are utilised at a greater intensity than a traditional residence. This is due to the nature of the short-term tenants who may be on holiday. There is a general understanding that the dwelling will be used differently as the tenants will not have to get up earlier for work and consequently may utilise outdoor areas to a greater intensity.

The City acknowledges that this can and has likely occurred at the premises considering the retrospective nature of the proposal. The PMP seeks to control the noise and amenity produced from the proposal with the following measures:

- No music shall be amplified exterior to the property;
- No interior amplified music shall be permitted between the hours of 10pm and 8pm;
- No visitors are permitted on the site between the hours of 8:30pm and 8:00am;
- All activities shall comply with the *Environmental Protection (Noise) Regulations 1997*;
- A sign displaying the Code of Conduct shall be displayed internally within the premises so as to remind the guests of their responsibilities.

The minimum stay is seven (7) days, which the City considers reduces the likelihood of guests using the premises as a 'party house'. The PMP is considered to provide a higher degree of amenity control than a single dwelling would provide, and therefore considered to be appropriate for the site.

*Property Values and Security*

The submissions referring to the allegation that the proposal impacts upon property values and security are not valid planning considerations. The City cannot assume non-compliance with the Property Management Plan or intentions of any future short term tenants with regard to a guest's intentions or implications on neighbouring security.

*Temporary Approval*

Recommended Condition 1 seeks to approve the proposal for a period of 12 months from the date of the approval letter. PB99 provides the policy background to this condition, where initial temporary approvals are recommended to ensure the amenity of residential areas are protected. Throughout the 12 month approval period, the City and applicant, as required under the PMP, will keep record of any complaints registered against the property which can be used in 12 months' time when the application will require re-approval. Should the proposal have been managed appropriately and no to minimal complaints received, then the City can consider a longer timeframe for approval.

Conditions 3 and 4 require a sign to be placed external to the property advising it is utilised as a Holiday Home (Standard) and who the Manager of the site is. This allows residents to advise the Manager of any issues in a timely manner. Condition 4 requires the Code of Conduct to be displayed within the premises. This restates the key restrictions on the property in terms of parking, waste, noise and amenity. Guests are then provided with a daily reminder to act appropriately within the existing residential area.

#### Conclusion

A 'Holiday Home (Standard)' can only be considered within the Residential zone in the City of Cockburn. LPP 1.15 details that they shall be generally located within areas designated as suitable for tourism type uses, however the planning framework has not designated where these locations may be. The proposal has provided a Property Management Plan which details measures to minimise the amenity impact the proposal might have on the surrounding residential development. The City considers the PMP provided is appropriate and cannot assume its non-compliance.

It is recommended Council approve the proposal, subject to the above conditions.

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

##### Local Economy

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

Facilitate a thriving tourism and ecotourism industry.

##### Listening & Leading

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

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

Should Council decide to refuse the proposal there is the potential the applicant will seek a review of the decision through the State Administrative Tribunal (SAT).

**Community Consultation**

The proposal was advertised to 13 landowners within close proximity to the proposal. Two objections were received which are discussed above.

**Risk Management Implications**

Should Council decide to refuse the proposal there is the potential the applicant will seek a review of the decision through the State Administrative Tribunal (SAT).

The City would likely require representation by a private planning consultant due to the difference between Officer Recommendation and Council Decision, which has budget implications and additional workload hours for Officers

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



The Proponent and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 August 2020 Ordinary Council Meeting.

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

Nil





 <b>City of Cockburn</b> GLS Services Department	<b>Location Plan</b>	PRINTED ON: 8/07/2020 <small>DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.</small>	SCALE = 1:10000	 <b>NORTH</b>
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# PROPERTY MANAGEMENT PLAN

8 Marie Court, Atwell, WA 6164

Owners:

Rio Siva

Sarah Siva

Document Set ID: 9569629  
Version: 1, Version Date: 24/07/2020



## CONTENTS

1	Purpose and Overview .....	3
1.1	property Management Plan Purpose .....	3
1.2	Obligations .....	3
1.3	On-Site Register .....	3
2	Property Management general details .....	3
2.1	details of property .....	3
2.2	Check in / check out Times .....	3
2.3	parking access .....	4
2.4	Waste bins .....	4
2.5	Noise management .....	4
2.6	complaints management .....	4
2.7	repairs & Maintenance .....	4
2.8	safety & security .....	5
	Attachment 1: Code of conduct .....	6
	Attachment 2: Site Plan .....	7
	Attachment 3: Complaints register .....	8

## 1 PURPOSE AND OVERVIEW

### 1.1 PROPERTY MANAGEMENT PLAN PURPOSE

The purpose of this Plan is to outline the approach to the effective management of short-term rental property located at 8 Marie Court, Atwell, WA 6164. The Plan will guide the general property management and complaints management.

### 1.2 OBLIGATIONS

The Plan is a requirement under Cockburn City's Town Planning Scheme No. 3 – Holiday Home Use 'A'. A copy of the plan will be provided to appropriate external stakeholders to satisfy their requirements.

### 1.3 ON-SITE REGISTER

A register of all occupants will be kept by the Manager, available for inspection by any member of the City of Cockburn, and shall contain:

- The full names and usual place of residence of all guests;
- The date of arrival and departure of the occupants;
- The guest's signature that they have read and understood the Management Plan and Code of Conduct.

## 2 PROPERTY MANAGEMENT GENERAL DETAILS

This section provides an overview of the management of the property, guests and other issues.

### 2.1 DETAILS OF PROPERTY

- Total number of bedrooms: 4
- Total number of bathrooms: 2
- Capacity (maximum number of checked in guests at any one time): 6
- Minimum length of stay: 7 days

Refer to [Attachment 1: Code of Conduct](#) for further details on the instructions and rules for the guests. This is an existing document available at the property and updated accordingly with any new requirements.

### 2.2 CHECK IN / CHECK OUT TIMES

All guests are requested to strictly abide by the times provided below. No access will be provided if guests wish to check in at any other times. These requirements are stated in the rental advertisement for the property.

Check in times: From 10am to 7pm only.

Check out times: 10am. (if late check out is agreed, no later than 3pm)

### 2.3 PARKING ACCESS

Only 2 vehicles are allowed for the guests and will be parked inside the garage. If vehicles are oversized, they can be parked on the driveway.

Visitors are only to park on the driveway as shown on Attachment 2 – Site Plan.

## 2.4 WASTE BINS

All waste shall be in the appropriate bins. Instructions on the usage of bins have been provided on the rules and conditions document available in the property. Reminders via text messages are normally sent to the new guest prior waste collection day to take bins out.

- Bins shall be placed onto the verge for collection no earlier than 6pm the day prior to bin collection;
- Bins shall be returned to the property by 6pm the day of collection;
- It is up to the guests and/or manager to ensure the bins are not kept out on the verge or road.

## 2.5 NOISE MANAGEMENT

The following rules are stipulated in the rules and conditions document for the guests.

- No music shall be amplified exterior of the property.
- No interior amplified music will be permitted between the hours of 10pm to 8am.
- Visitors are not permitted at the site between the hours of 8:30pm and 8:00am;
- All activities will comply with the *Environmental Protections (Noise) Regulations 1997*;
- Any substantiated complaint associated with noise will result in the guests being evicted from the premises\*

*\*This condition is highlighted in the advertisement of the property. It has been stipulated that guests will lose their deposit and no refunds will be made in the case of eviction.*

## 2.6 COMPLAINTS MANAGEMENT

- All neighbours will be advised not to have any direct confrontation with the guests and shall contact owners immediately in case of any issues or conflicts. Neighbours have already been provided with contact details of owners.
- Guests will be advised to contact owners immediately if any issues with neighbours and are not allowed to confront neighbours directly. Instructions have been provided in the rules and conditions document available in the property.
- Owners will contact neighbours / guests to discuss any concerns and will come to site to resolve any issues if required.
- Neighbourhood security watch or Police shall be notified if owners are not able to control the situation.
- A register for all complaints will be established and maintained at the property by Owners. Refer to [Attachment 3: Complaints Register](#)

## 2.7 REPAIRS & MAINTENANCE

Owners shall be notified if any repairs or maintenance required at the premise. Guests shall be advised not to undertake any kinds of repairs at the property by themselves. Only owners or qualified contractors will perform the repairs.

## 2.8 SAFETY & SECURITY

- First Aid kits and fire extinguishers are provided at the property and guests will be advised of their location.
- Emergency contact numbers of local authorities (Police, Ambulance, Fire Department, Poison, GP) are provided in the Rules & Conditions document. They are also posted on the fridge door.

**ATTACHMENT 1: CODE OF CONDUCT****WELCOME!**

Please observe the rules outlined below, mostly common sense 😊

- STRICTLY NO SMOKING INSIDE, close the windows before smoking outside and please use the ash trays provided.
- NO SHOES INSIDE
- Leave the house clean and tidy, just the way you found it (the cleaning fees you pay are only for the floors, the linen, the bathrooms and the dust).
- Respect the neighbours and **please strictly observe** the rules below:
  - No visitors are permitted on the site between the hours of 8:30pm and 8:00am;
  - No visitor who is not booked can stay at the property;
  - All visitors and guests must comply with the Management Plan and Code of Conduct

**PARKING**

- Only two guest vehicles are permitted at the site and must park within the property boundaries (garage/carport). Any visitors to the premises shall also park within the boundaries of the site (driveway).

**NOISE**

- No music shall be amplified exterior to the property;
- No interior music will be permitted between the hours of 10pm to 8am;
- If any issues with the neighbours, please contact us and no direct confrontation is allowed. It is a very mature and friendly neighbourhood so we don't expect any issues with them. They have our contacts and will alert us if there are any issues.
- As stated in the pre-booking conditions, you will be evicted if any repeated noise complaints are received. No refunds will be made and security deposit will be lost.

**WASTE**

- Waste bins shall be placed on the verge no earlier than 6pm the day prior to collection;
  - Waste bins shall be placed back within the property by 6pm the day of collection.
- To conserve energy and help the environment, make sure to TURN OFF ALL UTILITIES (lights, air con, ceiling fan...) when you leave home.
- Security Deposit - if you damage the home, you may be charged up to \$500. No repairs to be undertaken in the property. Contact us if any repairs or maintenance required.

Thank you and enjoy your stay.

**House manual**

To help you to settle in faster and to make your life a bit easier around the house, here is an instruction list which you may find handy (a hard copy will be in your room).

➤ Wi-Fi

Network: xxxxxx - Password:xxxxx

➤ Television

1. Turn on TV – SAMSUNG remote controller
2. Turn on FETCH box (cable TV + NETFLIX)
3. Turn on the PIONEER sound system.
4. Then use the FETCH remote for changing channels and volume.

➤ Swimming Pool

1. The pool will be automatically cleaned daily, from 1am to 7am. You can barely hear the pump motor; it is not loud but just to let you know!
2. There might be some leaves and dust in the pool if the winds are strong so please feel free to use the net to scoop up anything lying in water before taking a dip.
3. Or you can use the robotic cleaner to clean the pool if there is excessive dirt lying in the bottom of the pool. Run time is around 2-3 hours to fully clean the pool. Please call us if you have any issues.
4. Upon arrival you will find a shower towel and a pool towel each. Make sure to hang them to dry before departure.

➤ Rubbish Bins

1. There is cardboard box under the sink for recyclables.
2. The 2 big rubbish bins are behind the shed. If the bins in the house are full please empty them in these big bins:
  - food / general waste (Red lid)
  - Recycling (Yellow lid)
  - Green / garden waste (Green Lid)





**ATTACHMENT 3: COMPLAINTS REGISTER**

Register of Complaints					
Item	Description of complaint	Name of Guest	Date & Time of Incident	Actions Taken	Any Improvements / Suggestions





#No.	Submission	Comment	Officer comment
1	Jason Koenig & Kelly Sextone  12 Marie Court, Atwell	<p><b>OBJECTION</b></p> <p>In relation to the above application we would like to express our objections.</p> <p>We have been living with this property being a short term lease for quite some time now and there have been a number of issues during that time.</p> <ol style="list-style-type: none"> <li>1. The most common issue is people coming and going from the property at all hours of the night/morning. They do not have very much consideration of the residents, banging car doors and the front door of the property, waking us many times.</li> <li>2. As these people have no ties to the area there is also a security issue</li> <li>3. There was one lot of tenants who appeared to be backpackers who were an absolute nightmare with noise all night for about a week. As shouting, talking loudly and playing ball games at all hours of the early morning is not an offence, there was nothing that the police could do most of the time. Both the police and the council were called on a number of occasions. This extreme behaviour was only with one lot of tenants but it still happened despite the house rules apparently saying that this sort of behaviour would not be tolerated. We do not believe that any amount of vetting of potential tenants could prevent this happening again.</li> <li>4. Another issue that happens often enough is that the rubbish bins get left in the street for many days either full or empty. The wind has, on a number of occasions,</li> </ol>	<p><b>1. Noted</b> The Property Management Plan (PMP) controls noise within the premises and the number of guests and visitors able to stay at the site. Similarly to a standard dwelling, the proposal does not control whether people seek to go out during the night or what time guests may come home. The PMP does require the proposal to comply with the <i>Environmental Protection (Noise) Regulations 1997</i> at all times.</p> <p><b>2. Not supported.</b> There is no evidence to suggest that short term guests will pose a security risk, nor can the City assume they will.</p> <p><b>3. Partially supported.</b> The proposal was previously operating without the appropriate approvals in place. The proposed PMP provides greater detail as to the appropriate behaviour of tenants utilising the site and includes no amplified music to be played outside of the property, no interior music between the hours of 10pm and 8am and no visitors to the site between the hours of 8:30pm and 8am. The applicant is required to keep an on-site register of all guests staying at the property who are required to sign that they have read and understood the PMP and Code of Conduct. The City considers the PMP adequately addresses amenity concerns and complaints may result in the guests being evicted.</p> <p><b>4. Supported.</b> The PMP includes a section on waste which</p>

		<p>blown the bins into the street which is not so bad when they are empty but when they are full it is up to others in the street to clean it up which is a health issue. When the bins are empty and the wind picks up, the lids can then start to bang which is annoying especially at 2am. No one else in the street leaves their bins out prior to or after bin day so it also makes the property look vacant which can attract a criminal element into the street. Full bins have been tipped into the street just last week so I have raised this issue with the owners and they said that there is nothing that they can do about it. I do not think that this is going change and is going to be an ongoing issue.</p> <p>5. As we do not want to live in a street where there is a high rotation rental property, we would assume that others would feel the same way and we think that this may adversely effect the value of our property.</p> <p>6. Our last point would be that this is not really a holiday destination, so we don't see the need for this type of accommodation in this area.</p>	<p>mandates that waste bins shall be placed on the verge for collection no earlier than 6pm the day prior to collection. Bins shall be returned to the site by 6pm on the day of collection.</p> <p><b>5. Not supported.</b> The proposal was advertised to all landowners within Marie Court. The impact of a proposal upon adjoining property values is not a relevant planning consideration.</p> <p><b>6. Partially supported.</b> A Holiday Home (Standard) is an 'A' use in the Residential zone, meaning the City can approve the proposal subject to advertising. It is an 'X' use in every other zone of the City, meaning it is not permitted in any other zone of the City.</p> <p>The City's Local Planning Policy 1.15 – Tourist accommodation, nor any other document within the planning framework, does not identify locations in which Holiday Homes are considered more appropriate. Whilst it is acknowledged that areas locations close by the beach and town centres are more likely to attract tourists, the proposal can still be considered in this location. Visitors to the City seeking to be close to the beach will seek accommodation in those locations that suit their needs. It may be that location such as the subject site is more suitable to visitors seeing family and friends within the area.</p>
2	Adam Sinclair  5 Marie Court, Atwell	<p><b>OBJECTION</b></p> <p>1. The Welcome Letter to guests does to reiterate (in the must observe rules) that visitors are not allowed after</p>	<p><b>1. Supported.</b> The Welcome Letter/Code of Conduct has been revised to reiterate that visitors are not permitted at the premises between the hours of 8:30pm and</p>

		<p>the hours listed in the MP.</p> <ol style="list-style-type: none"> <li>2. The Welcome Letter to guest does to reiterate (in the must observe rules) that any/all vehicular parking has to be within the property boundaries either.</li> <li>3. Can MP include a diagram of the property boundary. So that owners are clear on where the boundary lines on their property.</li> <li>4. 5 Marie Crt Atwell is a tenanted property – I would like to know why they have been provided contact details for 8 Marie Crt Atwell. This is other responsibility as owners to discuss this information via our Property Manager. Can 8 Marie Crt Atwell confirm if this has occurred?</li> </ol>	<p>8:00am.</p> <p><b>2. Supported</b> The Property Management Plan states all parking must be contained on site and includes a site plan (attachment 2 of the Property Management Plan). The welcome letter/code of conduct reiterates that parking is to be contained on site.</p> <p><b>3. Supported</b> A site plan has been included as Attachment 2 of the Property Management Plan which identifies the site boundaries.</p> <p><b>4. Noted.</b> As the owner/operator does not have access to details of landowners, they have discussed the proposal with tenants. If approved, the adjoining property owners will be notified and a copy of the property management plan provided.</p>
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**14.4 PROPOSED PARTIAL ROAD CLOSURE - PORTION OF NADILO DRIVE, SPEARWOOD (TRUNCATIONS ONLY)****Author(s)** B D'Sa

- Attachments**
1. Road Closure Plan (Aerial) - 25 Nadilo Drive, Spearwood [↓](#)
  2. Road Closure Plan - 25 Nadilo Drive, Spearwood [↓](#)
  3. Diagram 82632 [↓](#)
  4. Deposited Plan 401773 [↓](#)

**RECOMMENDATION**

That Council:

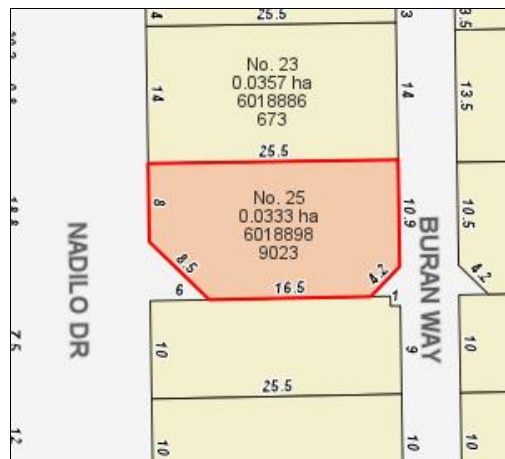
- (1) support the proposed road closure of 22.5sqm of Nadilo Drive, Spearwood; and
- (2) subject to there being no objections after advertising the proposed road closure in a local newspaper for a period of 35 days, request the Minister for Lands close the portion of road for amalgamation with the adjoining land, Lot 9023, No. 25 Nadilo Drive, in accordance with section 58 of the *Land Administration Act 1997*.

**Background**

Lot 9023 (No. 25) Nadilo Drive Spearwood (25 Nadilo Drive) is owned by Westburan Pty Ltd, a trust company in the sole name of Mr Mark Nadilo (the applicant). The City of Cockburn (City) has received a written request from the applicant to close a 22.5sqm portion of Nadilo Drive, Spearwood, as per the attached Road Closure Plan, to be amalgamated with 25 Nadilo Drive.

By way of background, Mr Nadilo's parents (Ante and Marija Nadilo), were historic market gardeners of Cockburn and the owners of a large 7,775m<sup>2</sup> rural block, Lot 501 (No. 218) Hamilton Road, Spearwood, on Diagram 82632 (refer Attachment 3). They engaged property developers to subdivide their rural block into a new residential estate in line with the approved Packham North Structure Plan. A copy of the final Deposited Plan 401773, illustrating the residential subdivision, is attached.

In order to comply with the Structure Plan, the property developer was required to create road truncations at the boundary corners of 25 Nadilo Drive to facilitate a proposed road connection between Nadilo Drive and Buran Way, which was proposed to run to the south of 25 Nadilo Drive. This road connection never eventuated and was instead later created by the neighbouring landowner to the south at 35 Nadilo Drive.



That being the case, the redundant road truncations are superfluous to the City's needs and the land would be better utilised by the applicant for amalgamation with his residential lot in order to build a residential dwelling on a regular rectangular shape lot.

Section 58 of the *Land Administration Act 1997* (WA) (LAA) provides the current legislative basis for the closure of roads, and Regulation 9 of the *Land Administration Regulations 1998* (WA) (LAR) specifies the procedural requirements a local government must undertake prior to submitting a request to the State's Minister for Lands to permanently close a road.

### Submission

N/A

### Report

The applicant is requesting the City support the closure of a 22.5sqm portion of Nadilo Drive, Spearwood, as per the attached Road Closure Plan, to be amalgamated with his adjoining land. The applicant has agreed in writing to purchase the closed portion of road reserve from the State, and confirms he indemnifies the City and the Department of Planning, Lands and Heritage (DPLH) from all costs incurred to facilitate the road closure. This includes costs for surveying, valuation, legal, settlement, Landgate lodgement etc.

The City's relevant internal service units (Engineering, Roads, Statutory Planning and Strategic Planning) have reviewed and support the proposed road closure, and there are no utilities or services located within the portions of road reserve proposed to be closed.

DPLH has also reviewed the proposal and advised they have no objections to the closure and amalgamation of the truncated portion of Nadilo Drive, acknowledging that the portion of road reserve is unlikely to fulfil its original purpose.

It is recommended that Council support the request for the road closure and carry out the road closure procedure in accordance with s58 LAA.

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

#### City Growth and Moving Around

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

Plan and facilitate diverse and affordable housing choices for residents and vulnerable communities.

Sustainably revitalise urban areas to deliver high levels of amenity and to cater for population growth.

#### Listening and Leading

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

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner.

### **Budget/Financial Implications**

There is no proposed budget or financial implication from undertaking this road closure as the applicant will indemnify the City for any expenses/costs incurred by the City to formalise the road closure.

### **Legal Implications**

N/A

### **Community Consultation**

Pursuant to s58 LAA, the City will advertise the proposed road closure in a local newspaper for 35 days. The cost of the advertisement is to be covered by the applicant. The City must consider any objection received from the community before progressing with the closure.

### **Risk Management Implications**

Should Council not support the recommendation and proposed road closure, the City would remain responsible for maintaining and managing the 22.5sqm portion of unmade/redundant road reserve which would be an inconvenience and cost implication for the City's Engineering and Roads team.

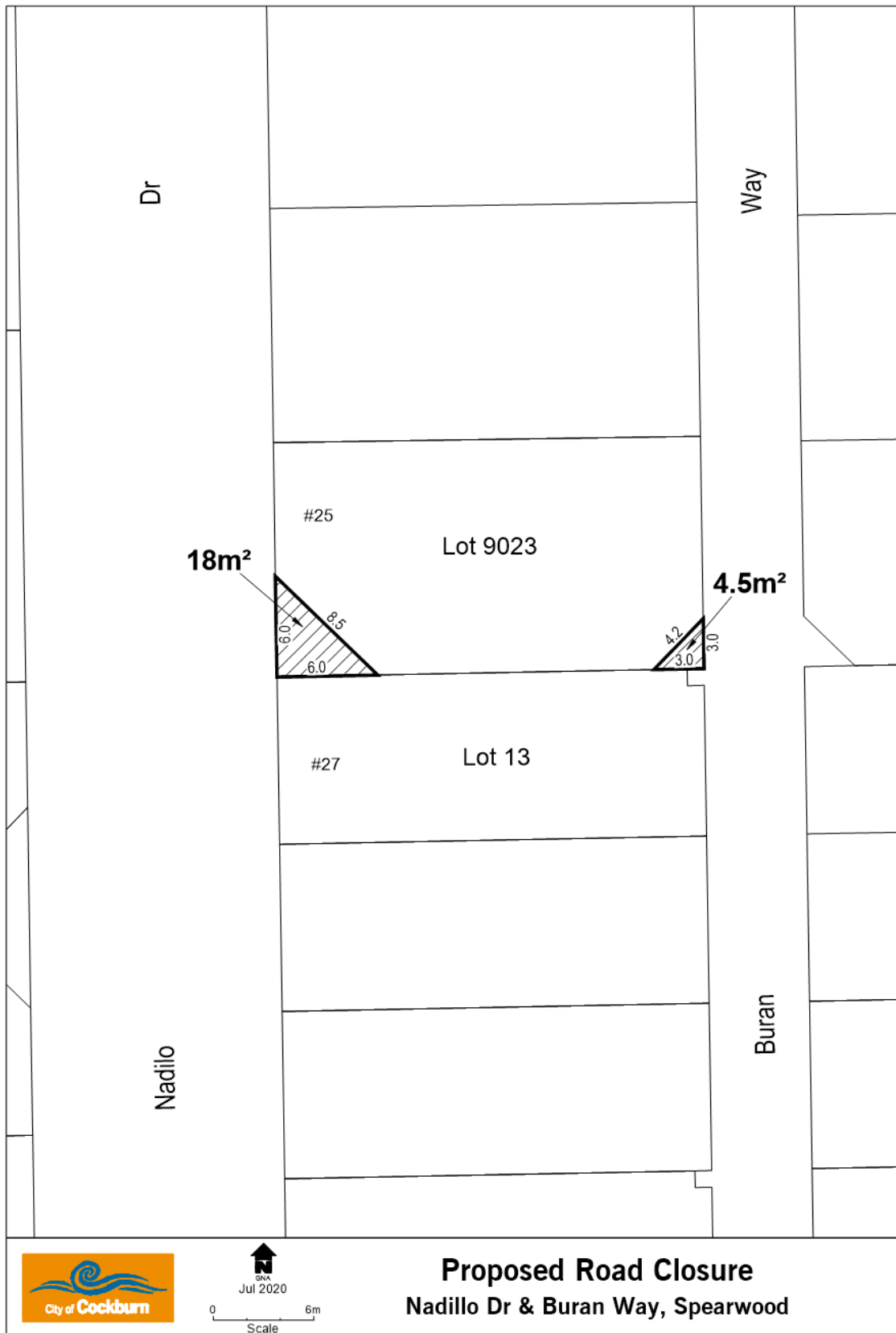
**Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal, have been advised that this matter is to be considered at the 13 August 2020 Ordinary Council Meeting.

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

Nil







LAND DESCRIPTION	ON	CERTIFICATE OF TITLE	FIELD BOOK	DIA 82632
LOT 1 OF COCKBURN SOUND LOCS 98 & 99 AND LOT 1 OF COCKBURN SOUND LOC 99	PLAN ..... DIAGRAM 4622 INDEX ... BG 34 (2) 08:07 PUBLIC ... BG 34 (2) 08:07	VOLUME 1167 FOLIO 186	62310	TOTAL AREA 1.6199 ha

Diagram details: The diagram shows a survey of Lot 1 of Cockburn Sound Locs 98 & 99 and Lot 1 of Cockburn Sound Loc 99. The area is divided into sections 500, 501, and 99. The boundaries are defined by bearings and distances: 90° 15' 30" orig., 161-3 orig., 89° 38' orig., 50-21 orig., 90° 22' orig., 50-27 orig., 161-12 orig., 89° 44' 30" orig., 42-12, 40-59, 89° 44' 30", 90° 15' 30", 0-01, 0-08, 0-01, 0-08, 120-62 p. orig., 134-0 201, 134-0 202, 161-3 orig., 89° 38' orig., 50-21 orig., 90° 22' orig., 50-27 orig., 161-12 orig., 89° 44' 30" orig., 42-12, 40-59, 89° 44' 30", 90° 15' 30", 0-01, 0-08, 0-01, 0-08. The area is divided into sections 500, 501, and 99. The total area is 1.6199 ha.

JOHN GIUDICE & ASSOC.  
Licensed Surveyors  
8 String Street, Fremantle  
335 8222

SURVEYOR'S CERTIFICATE		APPROVED BY	LODGED	SCALE 1 : 1000
REG 54: I. M. J. MISSON hereby certify that:	REG 55D: I. M. J. MISSON hereby certify that:	STATE PLANNING COMMISSION	DATE 5.5.92 FEE PAID \$239 ASSESSMENT NO. 9727	ALL DISTANCES ARE IN METRES
(a) this plan of survey is a correct and accurate representation of the survey carried out by me personally/ under my own personal supervision, inspection and field check, and recorded in field books lodged for the purposes of this plan of survey;	(a) this plan is correct and was prepared under my supervision and is the result of calculations from measurements made by me personally/ under my own personal supervision, inspection and field check as recorded in the field books lodged for the purposes of this plan;	FILE 85566 Peter D. Scott FOR CHAIRMAN	EXAMINED 15/5/92 TRANSLUCID T.A. DOCKET 80810 CERTIFIED CORRECT 15/5/92 F.S.C. No.	IN ORDER FOR DEALINGS
(b) the measurements are in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations 1961 and in particular regulations 23 and 34 of those regulations; and	(b) the measurements are in strict accordance with the requirements of the Licensed Surveyors (Guidance of Surveyors) Regulations 1961 and in particular regulations 23 and 34 of those regulations; and	DATE 18-5-92	APPROVED 19/5/92 B. H. Scott INSPECTOR OF PLANS & SURVEYS	SUBJECT TO
(c) this survey and this plan of survey are in strict accordance with the requirements of the Licensed Surveyors (Guidance of Surveyors) Regulations 1961 and the relevant law in relation to which it is lodged.	(c) this plan of survey conforms with the relevant law in relation to which it is lodged.	DATE 18-5-92	OFFICE OF TITLES DIAGRAM 82632	

LANDGATE COPY OF ORIGINAL NOT TO SCALE 28/04/2020 04:43 PM Request number: 60537355



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## 15. FINANCE & CORPORATE SERVICES DIVISION ISSUES

### 15.1 PAYMENTS MADE FROM MUNICIPAL AND TRUST FUND - JUNE 2020

**Author(s)** N Mauricio

**Attachments** 1. Payments Listing - June 2020 [↓](#)  
2. Credit Cards Listing - May 2020 [↓](#)

#### RECOMMENDATION

That Council receive the list of payments made from the Municipal and Trust Funds for June 2020, as attached to the Agenda.

#### 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

A listing of payments made during June 2020 with a net total of \$19.16 million is attached to the agenda for review. This comprises:

- EFT payments list (trade suppliers and others) - \$16,284,768;
- Payroll payments summary - \$2,805,797;
- Corporate credit card expenditure - \$72,617; and
- Bank transaction fees - \$303.

Also attached is a separate listing of credit card spending during the month of May (settled by the bank in June), grouped by each card holder. This includes the transaction details for the Acting CEO spend of \$9.09. This is being reported in line with an Office of the Auditor General “better practice” recommendation, given the CEO role reports directly to Council.

**Strategic Plans/Policy Implications**Leading and Listening

A community focused, sustainable, accountable and progressive organisation.

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Deliver value for money through sustainable financial management, planning and asset management.

**Budget/Financial Implications**

All payments made have been provided for within the City's annual budget as adopted and amended by Council.

**Legal Implications**

This item ensures compliance with S6.10(d) of the *Local Government Act 1995* and Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*.

**Community Consultation**

N/A

**Risk Management Implications**

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations. This is a statutory requirement and allows Council to review and question any payment that has been made.

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

N/A

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

Nil

## JUNE 20 PAYMENT LISTING

## MUNICIPAL &amp; TRUST FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF130583	10152	AUST SERVICES UNION	PAYROLL DEDUCTIONS	2/06/2020	1,091.70
EF130584	10154	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	2/06/2020	432,354.00
EF130585	10305	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	2/06/2020	2,903.26
EF130586	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU	PAYROLL DEDUCTIONS	2/06/2020	82.00
EF130587	11857	CHAMPAGNE SOCIAL CLUB	PAYROLL DEDUCTIONS	2/06/2020	408.00
EF130588	11860	45\$ CLUB	PAYROLL DEDUCTIONS	2/06/2020	14.00
EF130589	19726	HEALTH INSURANCE FUND OF WA	PAYROLL DEDUCTIONS	2/06/2020	1,454.90
EF130590	25987	TOYOTA FLEET MANAGEMENT	PAYROLL DEDUCTIONS - NOVATED LEASE	2/06/2020	608.14
EF130591	26610	TRACC CIVIL PTY LTD	CIVIL CONSTRUCTION - CONTRACT C100661	2/06/2020	684,927.49
EF130592	26987	CTI RISK MANAGEMENT	SECURITY - CASH COLLECTION	2/06/2020	500.00
EF130593	27874	SMARTSALARY	SALARY PACKAGING/LEASING ADMINISTRATION	2/06/2020	10,447.13
EF130594	99997	GOSH CAPITAL PTY LTD	LAND EXCHANGE AGREEMENT - GARSTON WAY	3/06/2020	410,000.00
EF130595	99997	WESTERN AUSTRALIAN LAND AUTHORITY	LAND EXCHANGE AGREEMENT - GARSTON WAY	3/06/2020	210,000.00
EF130596	99997	FAMILY DAY CARE	FDC PAYMENT WE 31/05/20	4/06/2020	41,930.54
EF130597	99997	IN HOME CARE PAYMENTS	IHC PAYMENTS WE 31/05/20	4/06/2020	13,130.70
EF130598	26987	CTI RISK MANAGEMENT	SECURITY - CASH COLLECTION	9/06/2020	1,339.50
EF130599	27492	SUPERCHOICE SERVICES PTY LIMITED	PAYROLL DEDUCTIONS	18/06/2020	542,068.77
EF130600	99996	MARK VINCENT DE BRUYN	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	150.00
EF130601	99996	SOMPORN NEWTON	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	22.00
EF130602	99996	NICHELIVING CONSTRUCTION	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	1,027.65
EF130603	99996	THE AUTOMOTIVE SPECIALISTS	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	147.50
EF130604	99996	MATHIEU PEREZ	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	222.00
EF130605	99996	BENJAMIN J WEHRHEIM	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	800.00
EF130606	99996	RENEE L SAYERS	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	4,000.00
EF130607	99996	PAULINE BONAFILIA	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	75.00
EF130608	99996	MICHELLE BROUN	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	384.00
EF130609	99996	DANMAR HOMES PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	454.40
EF130610	99996	SEYED SADAT	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	507.84
EF130611	99996	CM NOMINEES WA PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	7,196.00
EF130612	99996	SETTLEMENT TALK	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	432.96
EF130613	99996	GARY MACINTYRE	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	1,500.00
EF130614	99996	HELEN VAN RENSBURG	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	1,000.00
EF130615	99996	BELINDA FIC	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	159.95
EF130616	99996	OFFICE OF STATE REVENUE	RATES AND PROPERTY REALTED EFT REFUNDS	12/06/2020	153.05
EF130617	99997	MR & MRS ZANKI	SENIOR SECURITY SUBSIDY SCHEME	12/06/2020	200.00
EF130618	99997	MARIA JARDIM	SENIOR SECURITY SUBSIDY SCHEME	12/06/2020	100.00
EF130619	99997	SAPTAK KULKARNI	COMPOST BIN REBATE SAPTAK	12/06/2020	45.00
EF130620	99997	GUANLIANG ZHOU	BIRD BATH REBATE - DR GUANLIANG ZHOU	12/06/2020	27.50
EF130621	99997	SURFING LIZARD	CLEAN OCEAN CUPPA	12/06/2020	78.00
EF130622	99997	MONIKA BUERGER	COMPOST BIN REBATE - MANFRED LANGE	12/06/2020	50.00
EF130623	99997	STUART YEN YUNG CHANG	COMPOST BIN REBATE - STUART CHANG	12/06/2020	50.00
EF130624	99997	MONICA KOTULLA AND STEPHEN PORTER	COMPOST BIN REBATE MONICA KOTULLA	12/06/2020	50.00
EF130625	99997	ANNA DYMITR HAWKES	COMPOST BIN REBATE - ANNA DYMITR HAWKES	12/06/2020	50.00
EF130626	99997	SASHA LIGHTFOOT	COMPOST BIN REBATE - SASHA LIGHTFOOT	12/06/2020	50.00
EF130627	99997	NATALIE TURNER	LOGITEC HEAD SET WITH USB FOR VIDEO CONF	12/06/2020	69.00
EF130628	99997	RUNGANO NYAKUNU	CROSSOVER CLAIM - R NYAKUNU	12/06/2020	300.00
EF130629	99997	C ATKINSON	REIMBURSEMENT PRESCRIPTION GLASSES	12/06/2020	300.00
EF130630	99997	DANIEL BRANCO	COMPOST BIN REBATE - D BRANCO	12/06/2020	50.00
EF130631	99997	KHRISTINE RYAN	REIMBURSEMENT PETTY CASH PURCHASE	12/06/2020	81.00
EF130632	99997	RACHEL PLEASANT	PETTY CASH - OFFICEWORKS STATIONERY	12/06/2020	20.97



EF130633	99997	MRS KS DESMOND	COMPOST BIN REBATE - KIRAN DESMOND	12/06/2020	50.00
EF130634	99997	SUSAN ABSALOM	VOLUNTEER REIMBURSEMENT - SUSAN ABSALOM	12/06/2020	50.00
EF130635	99997	NIRMAL K BADESHA	CROSSOVER CONTRIBUTION - NIRMAL BADESHA	12/06/2020	300.00
EF130636	99997	BROOKE HEALY	CROSSOVER CONTRUBUTION - BROOKE HEALY	12/06/2020	300.00
EF130637	99997	MAXINE ROSS	CROSSOVER CONTRIBUTION - MAXINE ROSS	12/06/2020	300.00
EF130638	99997	MR JORDAN SAVILL	CROSSOVER CONTRIBUTION - JORDAN SAVILL	12/06/2020	300.00
EF130639	99997	LOUISE T GRIFFITHS	CROSSOVER CONTRIBUTION - LOUISE GRIFFITH	12/06/2020	300.00
EF130640	99997	KAITLYN ISABEL JEAN HOLYMAN	CROSSOVER CONTRIBUTION - KAITLYN HOLYMAN	12/06/2020	300.00
EF130641	99997	BOEU CHEA & SAVAN YUN	CROSSOVER CONTRIBUTION - BOEU CHEA	12/06/2020	300.00
EF130642	99997	KELLY M BEATTIE	CROSSOVER CONTRIBUTION - KELLY BEATTIE	12/06/2020	300.00
EF130643	99997	SILKE JACQUES	CROSSOVER CONTRIBUTION - SILKE JACQUES	12/06/2020	300.00
EF130644	99997	LEIGH MCLAREN	CROSSOVER CONTRIBUTION - LEIGH MCLAREN	12/06/2020	300.00
EF130645	99997	ZACH GORDON	CROSSOVER CONTRIBUTION - ZACH GORDON	12/06/2020	300.00
EF130646	99997	BLANCA URBANO	CROSSOVER CONTRIBUITION - BLANCA URBANO	12/06/2020	300.00
EF130647	99997	JANDAKOT BUSHFIRE BRIGADE	REIMBURSEMENT INVOICE 310	12/06/2020	2,422.97
EF130648	99997	JANDAKOT BUSHFIRE BRIGADE	INVOICE 312	12/06/2020	1,981.00
EF130649	99997	JANDAKOT BUSHFIRE BRIGADE	INVOICE 309	12/06/2020	1,459.05
EF130650	99997	F&M FONTANA	REIMBURSEMENT USB C CABLE PURCHASE	12/06/2020	14.00
EF130651	99997	SAM HOLDER	PETTY CASH REIMBURSEMENT SAM HOLDER	12/06/2020	8.91
EF130652	99997	ADAM GUAGLIARDO	COMPOST BIN REBATE - A GUAGLIARDO	12/06/2020	50.00
EF130653	99997	REBECCA GAIDZIONIS	ARC REFUND COVID - R GAIDZIONIS	12/06/2020	200.00
EF130654	99997	MRS KS DESMOND	BIRD BATH REBATE - K DESMOND	12/06/2020	47.25
EF130655	99997	DAVID H GALLAGHER	BIRD BATH REBATE - D GALLAGHER	12/06/2020	50.00
EF130656	99997	ASHWIJA BALU	REFUND REQUEST - COVID-19 CLOSURE	12/06/2020	54.00
EF130657	99997	SURAJ VISAVADIA	REFUND - SEASON EARLY CLOSURE BENTEKE FR	12/06/2020	210.00
EF130658	99997	MEL HAN LEE	CROSSOVER CLAIM - M LEE	12/06/2020	300.00
EF130659	99997	KIRSTY & IAN HOLLINGSWORTH	CROSSOVER CLAIM - K HOLLINGSWORTH	12/06/2020	300.00
EF130660	99997	NUNO CANSADO	CROSSOVER CLAIM - N CANSADO	12/06/2020	300.00
EF130661	99997	ROBERT SARDUAL	CROSSOVER CLAIM - R SARDUAL	12/06/2020	300.00
EF130662	99997	DAWN MARIE MAYCOCK	CROSSOVER CLAIM - D MAYCOCK	12/06/2020	300.00
EF130663	99997	HORIZON LEGAL	TAX INVOICE 20152154 - L KIRKWOOD	12/06/2020	6,468.00
EF130664	99997	NIDHA SIDDIQUE	CROSSOVER CLAIM - N SIDDIQUE	12/06/2020	300.00
EF130665	99997	DANIEL & SARA STEWART	BIRD BATH REBATE - D STEWART	12/06/2020	50.00
EF130666	99997	CURTIN UNIVERSITY	SPONSOR ID : 11365	12/06/2020	4,811.50
EF130667	99997	BARNABAS SUGUTT	MEDICAL CHECK - F ENDORSEMENT	12/06/2020	100.00
EF130668	10047	ALINTA ENERGY	NATURAL GAS & ELECTRCITY SUPPLY	12/06/2020	488.35
EF130669	11794	SYNERGY	ELECTRICITY USAGE/SUPPLIES	12/06/2020	349,839.25
EF130670	10058	AL SCO PTY LTD	HYGIENE SERVICES/SUPPLIES	12/06/2020	58.62
EF130671	10097	BLACKWOODS ATKINS	ENGINEERING SUPPLIES	12/06/2020	33.11
EF130672	10118	AUSTRALIA POST	POSTAGE CHARGES	12/06/2020	7,373.16
EF130673	10184	BENARA NURSERIES	PLANTS	12/06/2020	4,264.60
EF130674	10207	BOC GASES	GAS SUPPLIES	12/06/2020	53.30
EF130675	10221	BP AUSTRALIA PTY LTD	DIESEL/PETROL SUPPLIES	12/06/2020	17,234.83
EF130676	10226	BRIDGESTONE AUSTRALIA LTD	TYRE SERVICES	12/06/2020	11,748.32
EF130677	10246	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE SUPPLIES	12/06/2020	1,416.44
EF130678	10255	CABCHARGE AUSTRALIA PTY LTD	CABCHARGES	12/06/2020	438.48
EF130679	10359	COCKBURN PAINTING SERVICE	PAINTING SUPPLIES/SERVICES	12/06/2020	3,437.50
EF130680	10368	COCKBURN WETLANDS EDUCATION CENTRE	COMMUNITY GRANT	12/06/2020	2,200.00
EF130681	10375	VEOLIA ENVIRONMENTAL SERVICES	WASTE SERVICES	12/06/2020	7,802.04
EF130682	10483	LANDGATE	MAPPING/LAND TITLE SEARCHES	12/06/2020	1,555.66
EF130683	10535	WORKPOWER INCORPORATED	EMPLOYMENT SERVICES - PLANTING	12/06/2020	5,267.13
EF130684	10580	FC COURIERS	COURIER SERVICES	12/06/2020	391.22
EF130685	10597	FLEXI STAFF PTY LTD	EMPLOYMENT SERVICES	12/06/2020	5,303.38
EF130686	10609	FORESTVALE TREES P/L	PLANTS - TREES/SHRUBS	12/06/2020	715.00
EF130687	10679	GRASSTREES AUSTRALIA	PLANTS & PLANTING SERVICES	12/06/2020	19,762.60
EF130688	10794	JASON SIGNMAKERS	SIGNS	12/06/2020	6,741.47

EF130689	10879	LES MILLS AEROBICS	INSTRUCTION/TRAINING SERVICES	12/06/2020	728.33
EF130690	10888	LJ CATERERS	CATERING SERVICES	12/06/2020	970.20
EF130691	10918	MAIN ROADS WA	GRANT PAYMENT - JANDAKOT/WARTON/MASON RD	12/06/2020	158,343.22
EF130692	10938	MAXWELL ROBINSON & PHELPS	PEST & WEED MANAGEMENT	12/06/2020	1,370.95
EF130693	10942	MCGEES PROPERTY	PROPERTY CONSULTANCY SERVICES	12/06/2020	880.00
EF130694	10944	MCLEODS	LEGAL SERVICES	12/06/2020	11,690.90
EF130695	10991	BEACON EQUIPMENT	MOWING EQUIPMENT	12/06/2020	2,451.55
EF130696	11028	NEVERFAIL SPRINGWATER LTD	BOTTLED WATER SUPPLIES	12/06/2020	85.80
EF130697	11036	NORTHLAKE ELECTRICAL	ELECTRICAL SERVICES	12/06/2020	29,159.28
EF130698	11077	P & G BODY BUILDERS PTY LTD	PLANT BODY BUILDING SERVICES	12/06/2020	2,051.50
EF130699	11208	QUICK CORPORATE AUSTRALIA PTY LTD	STATIONERY/CONSUMABLES	12/06/2020	3,200.21
EF130700	11235	REINFORCED CONCRETE PIPES PTY LTD	CONCRETE PIPE SUPPLIES	12/06/2020	1,057.10
EF130701	11304	SANAX MEDICAL & FIRST AID SUPPLIES	MEDICAL SUPPLIES	12/06/2020	225.24
EF130702	11307	SATELLITE SECURITY SERVICES PTY LTD	SECURITY SERVICES	12/06/2020	4,905.42
EF130703	11308	BOSS INDUSTRIAL FORMALLY SBA SUPPLIES	HARDWARE SUPPLIES	12/06/2020	825.00
EF130704	11334	SHENTON ENTERPRISES PTY LTD	POOL EQUIPMENT/SERVICES	12/06/2020	1,605.69
EF130705	11387	BIBRA LAKE SOILS	SOIL & LIMESTONE SUPPLIES	12/06/2020	60.00
EF130706	11425	SOUTHERN METROPOLITAN REGIONAL COUNCIL	WASTE DISPOSAL GATE FEES	12/06/2020	2,280.00
EF130707	11449	SPEARWOOD FLORIST ULTIMATE CO PTY LTD	FLORAL ARRANGEMENTS	12/06/2020	100.00
EF130708	11512	STATEWIDE CLEANING SUPPLIES PTY LTD	CLEANING SUPPLIES/SERVICE	12/06/2020	306.37
EF130709	11531	SUNNY INDUSTRIAL BRUSHWARE PTY LTD	BRUSH/ROAD BROOM SUPPLIES	12/06/2020	1,373.68
EF130710	11625	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	12/06/2020	1,097.64
EF130711	11701	VIBRA INDUSTRIAL FILTRATION AUSTRALASIA	FILTER SUPPLIES	12/06/2020	400.84
EF130712	11789	WALGA	ADVERTISING/TRAINING SERVICES	12/06/2020	450.00
EF130713	11793	WESTERN IRRIGATION PTY LTD	IRRIGATION SERVICES/SUPPLIES	12/06/2020	36,053.06
EF130714	11806	WESTRAC PTY LTD	REPAIRS/MTNCE - EARTHMOVING EQUIPMENT	12/06/2020	782.99
EF130715	11835	WURTH AUSTRALIA PTY LTD	HARDWARE SUPPLIES	12/06/2020	1,414.58
EF130716	11841	YANGEBUP FAMILY CENTRE INC	VENUE HIRE / GRANTS & DONATIONS	12/06/2020	1,637.00
EF130717	12087	INSTANT SCAFFOLDS PTY LTD	SCAFFOLDING & ACCESS EQUIPMENT	12/06/2020	825.00
EF130718	12127	ABLE WESTCHEM	CHEMICAL/CLEANING SUPPLIES	12/06/2020	2,227.67
EF130719	12153	HAYS PERSONNEL SERVICES PTY LTD	EMPLOYMENT SERVICES	12/06/2020	8,716.62
EF130720	12207	CIVICA PTY LTD	SOFTWARE SUPPORT/LICENCE FEES	12/06/2020	1,781.21
EF130721	12219	PARKS & LEISURE AUSTRALIA	SUBSCRIPTION RENEWAL	12/06/2020	1,145.84
EF130722	12507	TECHNOLOGY FOR AGEING AND DISABILITY WA	MEDICAL SUPPLIES	12/06/2020	4,544.87
EF130723	12796	ISENTIA PTY LTD	MEDIA MONITORING SERVICES	12/06/2020	1,496.00
EF130724	12996	ACCESSIBLE TRANSIT SPECIALISTS	REPAIRS/MAINTENANCE SERVICES	12/06/2020	4,560.60
EF130725	13056	CLEANDUSTRIAL SERVICES PTY LTD	CLEANING SERVICES	12/06/2020	17,473.97
EF130726	13102	MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY LTD	EMPLOYMENT SERVICES	12/06/2020	3,346.49
EF130727	13558	ENGINEERING TECHNOLOGY CONSULTANTS	CONSULTANTS SERVICES	12/06/2020	5,252.50
EF130728	13563	GREEN SKILLS INC	EMPLOYMENT SERVICES	12/06/2020	3,443.13
EF130729	13764	DDL AUSTRALIA PTY LTD	COMPUTER SOFTWARE	12/06/2020	8,648.75
EF130730	13779	PORTER CONSULTING ENGINEERS	ENGINEERING CONSULTANCY SERVICES	12/06/2020	4,950.00
EF130731	13825	JACKSON MCDONALD	LEGAL SERVICES	12/06/2020	24,210.45
EF130732	13860	KRS CONTRACTING	WASTE COLLECTION SERVICES	12/06/2020	20,105.25
EF130733	15393	STRATAGREEN	HARDWARE SUPPLIES	12/06/2020	5,517.65
EF130734	15588	NATURAL AREA HOLDINGS PTY LTD	WEED SPRAYING	12/06/2020	12,077.79
EF130735	15868	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES - ENGINEERING	12/06/2020	25,372.18
EF130736	16064	CMS ENGINEERING PTY LTD	AIRCONDITIONING SERVICES	12/06/2020	27,170.00
EF130737	16107	WREN OIL	WASTE DISPOSAL SERVICES	12/06/2020	484.00
EF130738	16294	CAVAL LIMITED T/A BOOKERY	CONFERENCE	12/06/2020	830.00
EF130739	16359	RISK MANAGEMENT TECHNOLOGIES PTY LTD	COMPUTER SOFTWARE	12/06/2020	3,548.60
EF130740	16363	ATCO GAS AUSTRALIA	GAS SUPPLIES/SERVICES	12/06/2020	1,471.60
EF130741	16396	MAYDAY EARTHMOVING	ROAD CONSTRUCTION MACHINE HIRE	12/06/2020	46,106.50
EF130742	16653	COMPLETE PORTABLES PTY LTD	SUPPLY & HIRE OF MODULAR BUILDINGS	12/06/2020	3,218.28
EF130743	17097	VALUE TISSUE	PAPER PRODUCTS	12/06/2020	29.70
EF130744	17297	AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT AITPM	MEMBERSHIP / SEMINARS	12/06/2020	775.00

EF130745	17343	RAC BUSINESSWISE	MEMBERSHIP SUBSCRIPTION	12/06/2020	9,938.00
EF130746	17345	KENNARDS HIRE - MYAREE	EQUIPMENT HIRE	12/06/2020	980.00
EF130747	17383	AUST COMMUNICATIONS & MEDIA AUTHORITY	LICENSE RENEWAL	12/06/2020	3,062.00
EF130748	17624	ALL SPORTS LINEMARKING	LINEMARKING SERVICES	12/06/2020	594.00
EF130749	18126	DELL AUSTRALIA PTY LTD	COMPUTER HARDWARE	12/06/2020	3,135.00
EF130750	18203	NATSYN ENVIRONMENTAL	PEST CONTROL	12/06/2020	1,210.00
EF130751	18272	AUSTRACLEAR LIMITED	INVESTMENT SERVICES	12/06/2020	35.26
EF130752	18494	DEPT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	LICENCE RENEWAL	12/06/2020	765.60
EF130753	18962	SEALANES (1985) P/L	CATERING SUPPLIES	12/06/2020	651.04
EF130754	19446	ENVISIONWARE PTY LTD	SOFTWARE	12/06/2020	8,205.98
EF130755	19533	WOOLWORTHS LTD	GROCERIES	12/06/2020	460.29
EF130756	19541	TURFCARE WA PTY LTD	TURF SERVICES	12/06/2020	4,708.00
EF130757	19938	ECHOLON AUSTRALIA PTY LTD	INSURANCE SERVICES	12/06/2020	357.50
EF130758	20000	AUST WEST AUTO ELECTRICAL PTY LTD	AUTO ELECTRICAL SERVICES	12/06/2020	133.22
EF130759	20146	DATA#3 LIMITED	CONTRACT IT PERSONNEL & SOFTWARE	12/06/2020	84,068.60
EF130760	20321	RIVERJET PTY LTD	EDUCTING-CLEANING SERVICES	12/06/2020	20,938.50
EF130761	20546	PACIFIC BIOLOGICS PTY LTD	INSECTICIDES/PESTICIDES-MOSQUITO CONTROL	12/06/2020	2,719.16
EF130762	21120	SHOREWATER MARINE PTY LTD	MARINE CONSTRUCTION SERVICES	12/06/2020	1,326.60
EF130763	21294	CAT HAVEN	ANIMAL SERVICES	12/06/2020	668.25
EF130764	21371	LD TOTAL SANPOINT PTY LTD	LANDSCAPING WORKS/SERVICES	12/06/2020	550.00
EF130765	21397	THE PLAY ROOM O'CONNOR	TOYS AND GAMES	12/06/2020	498.49
EF130766	21627	MANHEIM PTY LTD	IMPOUNDED VEHICLES	12/06/2020	704.00
EF130767	21665	MMJ REAL ESTATE (WA) PTY LTD	PROPERTY MANAGEMENT SERVICES	12/06/2020	20,914.22
EF130768	21672	MEGA MUSIC AUSTRALIA PTY LTD	MUSICAL INSTRUMENTS/SOUND EQUIPMENT	12/06/2020	3,342.00
EF130769	21744	JB HI FI - COMMERCIAL	ELECTRONIC EQUIPMENT	12/06/2020	3,513.00
EF130770	21798	THE CIVIL GROUP	CONSULTANCY - ENGINEERING	12/06/2020	2,750.00
EF130771	21946	RYAN'S QUALITY MEATS	MEAT SUPPLIES	12/06/2020	113.21
EF130772	22553	BROWNES FOOD OPERATIONS	CATERING SUPPLIES	12/06/2020	342.66
EF130773	22589	JB HI FI - COCKBURN	ELECTRICAL EQUIPMENT	12/06/2020	99.90
EF130774	22623	LANDMARK PRODUCTS LTD	LANDSCAPE INFRASTRUCTURE	12/06/2020	14,140.50
EF130775	22624	AUSSIE EARTHWORKS PTY LTD	EARTHWORKS	12/06/2020	18,096.10
EF130776	22658	SOUTH EAST REGIONAL CENTRE FOR URBAN LANDCARE INC (SERUL)	URBAN LANDCARE SERVICES	12/06/2020	620.00
EF130777	22682	BEAVER TREE SERVICES PTY LTD	TREE PRUNING SERVICES	12/06/2020	16,400.87
EF130778	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD	FUEL SUPPLIES	12/06/2020	27,421.18
EF130779	23253	KOTT GUNNING	LEGAL SERVICES	12/06/2020	1,246.08
EF130780	23254	IBIS INFORMATION SYSTEMS PTY LTD	COMPUTER SOFTWARE	12/06/2020	8,800.00
EF130781	23351	COCKBURN GP SUPER CLINIC LIMITED T/A COCKBURN INTEGRATED HEALTH	LEASING FEES	12/06/2020	991.01
EF130782	23457	TOTALLY WORKWEAR FREMANTLE	CLOTHING - UNIFORMS	12/06/2020	1,783.67
EF130783	23570	A PROUD LANDMARK PTY LTD	LANDSCAPE CONTRUCTION SERVICES	12/06/2020	128,812.31
EF130784	23817	ARUP PTY LTD	CONSULTANCY-ENG,PLANNING,DESIGN	12/06/2020	10,637.00
EF130785	23844	TEAM SYSTEMS WA	LIFTING EQUIPMENT	12/06/2020	1,241.69
EF130786	24156	MASTEC AUSTRALIA PTY LTD	PURCHASE OF NEW BINS	12/06/2020	315.70
EF130787	24655	AUTOMASTERS SPEARWOOD	VEHICLE SERVICING	12/06/2020	517.00
EF130788	24718	SOLAR LIGHTING DESIGNS	SOLAR DESIGN	12/06/2020	6,413.00
EF130789	24734	MYRIAD IMAGES	PHOTOGRAPHY SERVICES	12/06/2020	2,887.50
EF130790	24945	NS PROJECTS PTY LTD	PROJECT MANAGEMENT SERVICES	12/06/2020	4,576.00
EF130791	24974	SCOTT PRINT	PRINTING SERVICES	12/06/2020	15,114.00
EF130792	25115	FIIG	INVESTMENT MANAGEMENT SERVICES	12/06/2020	2,750.00
EF130793	25264	ACURIX NETWORKS PTY LTD	WIFI ACCESS SERVICE	12/06/2020	420.20
EF130794	25418	CS LEGAL	LEGAL SERVICES	12/06/2020	737.10
EF130795	25713	DISCUS ON DEMAND THE TRUSTEE FOR DISCUS ON DEMAND UNIT TRUST	PRINTING SERVICES	12/06/2020	1,910.78
EF130796	25733	MIRACLE RECREATION EQUIPMENT	PLAYGROUND INSTALLATION / REPAIRS	12/06/2020	588.50
EF130797	25736	BLUE TANG (WA) PTY LTD T/A EMERGE ASSOCIATES (THE TRUSTEE FOR THE RE	CONSULTANCY SERVICES	12/06/2020	5,500.00
EF130798	25832	EXTERIA	STREET AND PARK INFRASTRUCTURE	12/06/2020	17,724.30
EF130799	25940	LEAF BEAN MACHINE	COFFEE BEAN SUPPLY	12/06/2020	200.00
EF130800	26029	AUTOSWEEP WA	SWEEPING SERVICES	12/06/2020	3,707.00

EF130801	26067	SPRAYKING WA PTY LTD	CHEMICAL WEED CONTROL SERVICES	12/06/2020	23,028.50
EF130802	26114	GRACE RECORDS MANAGEMENT	RECORDS MANAGEMENT SERVICES	12/06/2020	1,406.51
EF130803	26119	BCJ PLASTIC PRODUCTS	ACRYLIC DOOR BARRIERS	12/06/2020	355.30
EF130804	26211	AMCOM PTY LTD	INTERNET/DATA SERVICES	12/06/2020	14,352.80
EF130805	26257	PAPERBARK TECHNOLOGIES	ARBORICULTURAL CONSULTANCY SERVICES	12/06/2020	13,141.00
EF130806	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE	TURF & LANDSCAPE MAINTENANCE	12/06/2020	169,834.30
EF130807	26314	CPE GROUP	TEMPORARY EMPLOYMENT SERVICES	12/06/2020	286.00
EF130808	26321	SKATEBOARDING WA	SKATEBOARDING CLINICS	12/06/2020	1,003.75
EF130809	26329	SAFETY SIGNS SERVICE PTY LTD	SAFETY SIGNS	12/06/2020	503.47
EF130810	26359	WILSON SECURITY	SECURITY SERVICES	12/06/2020	204,984.33
EF130811	26399	PAPERSCOUT THE TRUSTEE FOR PETERS MORRISON FAMILY TRUST	GRAPHIC DESIGN SERVICES	12/06/2020	924.00
EF130812	26470	SCP CONSERVATION	FENCING SERVICES	12/06/2020	14,949.00
EF130813	26549	SHARON GREGORY (KOORT-KADAK CONSULTANCY)	CONSULTANCY SERVICES	12/06/2020	100.00
EF130814	26606	ENVIRO INFRASTRUCTURE PTY LTD	CONSTRUCTION& FABRICATION	12/06/2020	9,768.96
EF130815	26609	BASICS APPROVAL SERVICES	BUILDING SURVEYING	12/06/2020	990.00
EF130816	26610	TRACC CIVIL PTY LTD	CIVIL CONSTRUCTION - CONTRACT C100661	12/06/2020	798,918.91
EF130817	26614	MARKETFORCE PTY LTD	ADVERTISING	12/06/2020	1,150.49
EF130818	26655	WORLDWIDE PRINTING SOLUTIONS EAST PERTH	PRINTING SERVICES	12/06/2020	242.00
EF130819	26721	QUAD SERVICES PTY LTD	CLEANING SERVICES	12/06/2020	1,366.20
EF130820	26739	KERB DOCTOR	KERB MAINTENANCE	12/06/2020	1,540.00
EF130821	26782	SOFT LANDING	RECYCLING SERVICES	12/06/2020	4,492.35
EF130822	26789	RAECO	SUPPLIER OF LIBRARY SHELVING AND FURNITU	12/06/2020	682.09
EF130823	26800	THE GOODS	RETAIL	12/06/2020	163.26
EF130824	26820	NBN CO LTD	TELECOMMUNICATIONS	12/06/2020	496.19
EF130825	26824	WEB KEY IT PTY LTD	WEBSITE CONSULTANCY	12/06/2020	1,078.00
EF130826	26883	GTA CONSULTANTS	TRANSPORT PLANNING	12/06/2020	11,418.00
EF130827	26901	ALYKA PTY LTD	DIGITAL CONSULTANCY AND WEB DEVELOPMENT	12/06/2020	577.50
EF130828	26909	WEST COAST PROFILERS PTY LTD	ROAD PLANING COLD SERVICES	12/06/2020	12,599.17
EF130829	26917	CIRRUS NETWORKS PTY LTD	IT NETWORK & TELEPHONY SERVICES	12/06/2020	13,761.00
EF130830	26929	ELAN ENERGY MATRIX PTY LTD	RECYCLING SERVICES	12/06/2020	1,668.62
EF130831	26938	MAJESTIC PLUMBING	PLUMBING SERVICES	12/06/2020	74,152.32
EF130832	26982	PLANTRITE	PLANTS	12/06/2020	20,319.20
EF130833	26984	COMMERCIAL AQUATICS AUSTRALIA PTY LTD	POOL EQUIPMENT	12/06/2020	23,248.50
EF130834	26987	CTI RISK MANAGEMENT	SECURITY - CASH COLLECTION	12/06/2020	623.70
EF130835	27010	QUANTUM BUILDING SERVICES PTY LTD	BUILDING MAINTENANCE	12/06/2020	26,031.18
EF130836	27028	TECHNOGYM AUSTRALIA PTY LTD	FITNESS EQUIPMENT	12/06/2020	5,321.97
EF130837	27034	ADELBY PTY LTD	FIREBREAK CONSTRUCTION	12/06/2020	37,125.00
EF130838	27059	FRONTLINE FIRE AND RESCUE EQUIPMENT	MANUFACTURE-FIRE VEHICLES/EQUIPMENT	12/06/2020	4,353.00
EF130839	27065	WESTBOOKS	BOOKS	12/06/2020	1,275.24
EF130840	27080	TASK EXCHANGE PTY LTD	COMPUTER SOFTWARE	12/06/2020	13,710.40
EF130841	27082	KULBARDI PTY LTD	STATIONERY SUPPLIES	12/06/2020	672.10
EF130842	27161	NEXT POWER	SOLAR PANEL	12/06/2020	9,900.00
EF130843	27187	NEVE CONTRACTING	DESIGN SERVICES	12/06/2020	22,515.70
EF130844	27189	HEALTHSTRONG PTY LTD	HOME CARE	12/06/2020	220.00
EF130845	27210	URBAN DESIGN LAB	LANDSCAPE DESIGN	12/06/2020	480.00
EF130846	27231	CIVIL SURVEY SOLUTIONS PTY LTD	CONSULTANCY - ENGINEERING	12/06/2020	13,508.00
EF130847	27241	LANDSCAPE ELEMENTS PTY LTD	LANDSCAPING SERVICES	12/06/2020	6,940.01
EF130848	27269	INTEGRAPAY PTY LTD	PAYMENT PROCESSING	12/06/2020	545.95
EF130849	27308	JATU CLOTHING & PPE PTY LTD	CLOTHING PPE	12/06/2020	75.53
EF130850	27351	PROGRAMMED PROPERTY SERVICES	PROPERTY MAINTENANCE	12/06/2020	5,500.00
EF130851	27379	ESRI AUSTRALIA PTY LTD	GIS SOFTWARE	12/06/2020	11,495.00
EF130852	27384	SIFTING SANDS	SAND CLEANING	12/06/2020	9,062.52
EF130853	27385	PROGRAMMED ELECTRICAL TECHNOLOGIES	ELECTRICAL SERVICES	12/06/2020	55,454.21
EF130854	27392	AXIS MAINTENANCE SERVICES PTY LTD	MAINTENANCE	12/06/2020	376.75
EF130855	27396	ANKEET MEHTA SPEARWOOD NEWSPAPER ROUND DELIVERY	NEWSPAPER DELIVERY	12/06/2020	69.73
EF130856	27423	MECHANICAL PROJECT SERVICES PTY LTD	AIRCONDITIONING SERVICES	12/06/2020	5,284.22

EF130857	27427	HOME CHEF	COOKING/FOOD SERVICES	12/06/2020	1,408.54
EF130858	27438	ERTECH PTY LTD	ENGINEERING CIVIL	12/06/2020	12,700.32
EF130859	27451	SAFEWAY BUILDING & RENOVATIONS PTY LTD	ROOFING	12/06/2020	51,189.60
EF130860	27455	SITE PROTECTIVE SERVICES	CCTV PARTS	12/06/2020	38,843.69
EF130861	27465	LEADING AGE SERVICES AUSTRALIA LTD	TRAINING	12/06/2020	2,217.49
EF130862	27495	BEST CONSULTANTS	CONSULTANCY	12/06/2020	1,375.00
EF130863	27507	FACILITIES FIRST AUSTRALIA	CLEANING SERVICES	12/06/2020	71,799.55
EF130864	27523	ROBERT LAWRENCE TOOHEY	HIGH PRESSURE CLEANING	12/06/2020	7,989.00
EF130865	27539	JASMIN CARPENTRY & MAINTENANCE	CARPENTRY	12/06/2020	21,028.57
EF130866	27546	BPA ENGINEERING	CONSULTANCY - ENGINEERING	12/06/2020	13,178.00
EF130867	27574	THE THREADED WALL	ARTISTIC SERVICES	12/06/2020	4,509.66
EF130868	27575	SHRED X SECURE DESTRUCTION	DOCUMENT DESTRUCTION	12/06/2020	50.60
EF130869	27587	NEW GROUND WATER SERVICES PTY LTD	IRRIGATION/RETICULATION	12/06/2020	14,031.60
EF130870	27617	GALAXY 42 PTY LTD	CONSULTANCY - IT	12/06/2020	10,560.00
EF130871	27622	TRUGRADE MEDICAL SUPPLIES	MEDICAL SUPPLIES	12/06/2020	833.65
EF130872	27624	ACUMENTIS (WA) PTY LTD	VALUATIONS	12/06/2020	3,000.00
EF130873	27631	AQUATIC SERVICES WA PTY LTD	POOL EQUIPMENT & MAINTENANCE	12/06/2020	198.00
EF130874	27634	GREENING AUSTRALIA LTD	REVEGETATION /LAND MANAGEMENT	12/06/2020	9,693.75
EF130875	27657	POSITIVE BALANCE MASSAGE	MASSAGE THERAPY	12/06/2020	200.00
EF130876	27660	FUTURE POWER WA PTY LTD	ELECTRICAL	12/06/2020	153,356.94
EF130877	27676	BLUE FORCE PTY LTD	SECURITY SERVICES	12/06/2020	160.00
EF130878	27695	QTM PTY LTD	TRAFFIC MANAGEMENT	12/06/2020	15,635.71
EF130879	27722	METRA AUSTRALIA	SOFTWARE	12/06/2020	604.50
EF130880	27776	URBAN RESOURCES PTY LTD	HIRE PALNT & EQUIPMENT	12/06/2020	8,800.00
EF130881	27783	CADGROUP AUSTRALIA PTY LTD	SOFTWARE	12/06/2020	731.50
EF130882	27794	DOMUS NURSERY	PLANT NURSERY	12/06/2020	2,106.30
EF130883	27819	AXIIS CONTRACTING PTY LTD	CONCRETE WORKS	12/06/2020	60,626.07
EF130884	27829	SMEC AUSTRALIA PTY. LTD.	CONSULTANCY - ENGINEERING	12/06/2020	24,724.70
EF130885	27842	LIGHT HOUSE LAUNDRY	LAUNDERING	12/06/2020	79.04
EF130886	27850	DOWSING GROUP PTY LTD	CONCRETING SERVICES	12/06/2020	1,078.28
EF130887	27855	TOTAL LANDSCAPE REDEVELOPMENT SERVICE PTY LTD	TREE WATERING	12/06/2020	57,850.10
EF130888	27861	COLLABORATIVE WORLD CONSULTANTS	CONSULTANCY - ENGINEERING	12/06/2020	1,400.00
EF130889	27863	CARERS PLUS	NURSING SERVICES	12/06/2020	3,403.49
EF130890	27884	I & J MANAGEMENT SERVICES PTY LTD	BUSINESS CONSULTANCY - LIBRARY	12/06/2020	16,005.00
EF130891	27894	LIFECARE HOMECARE	HEALTHCARE	12/06/2020	1,232.00
EF130892	27908	RAUBEX CONSTRUCTION	ENGINEERING CIVIL - CONTRACT RC19015	12/06/2020	409,802.76
EF130893	27917	GO DOORS PTY LTD	DOOR MAINTENANCE & REPAIR	12/06/2020	6,538.40
EF130894	27953	TRUCKLINE	SPARE PARTS, TRUCK/TRAILER	12/06/2020	110.96
EF130895	27962	BEINGTHERE SOLUTIONS PTY LTD	COMMUNICATIONS	12/06/2020	1,650.00
EF130896	27965	STANTEC AUSTRALIA PTY LTD	ENGINEERING SERVICES	12/06/2020	2,307.80
EF130897	27973	DGAS SERVICES	CONSULTANCY	12/06/2020	3,278.00
EF130898	11758	WATER CORP UTILITY ACCOUNT ONLY - PLEASE REFER TO 11760 WHEN RAISING	WATER USAGE / SUNDRY CHARGES	12/06/2020	21,308.24
EF130899	11760	WATER CORPORATION	SEWER EASEMENT	12/06/2020	1,597.95
EF130900	10152	AUST SERVICES UNION	PAYROLL DEDUCTIONS	16/06/2020	1,091.71
EF130901	10154	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	16/06/2020	508,453.00
EF130902	10305	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	16/06/2020	1,385.22
EF130903	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU	PAYROLL DEDUCTIONS	16/06/2020	82.00
EF130904	11857	CHAMPAGNE SOCIAL CLUB	PAYROLL DEDUCTIONS	16/06/2020	404.40
EF130905	11860	45S CLUB	PAYROLL DEDUCTIONS	16/06/2020	14.00
EF130906	19726	HEALTH INSURANCE FUND OF WA	PAYROLL DEDUCTIONS	16/06/2020	1,454.90
EF130907	25987	TOYOTA FLEET MANAGEMENT	PAYROLL DEDUCTIONS - NOVATED LEASE	16/06/2020	608.14
EF130908	26987	CTI RISK MANAGEMENT	SECURITY - CASH COLLECTION	16/06/2020	1,033.30
EF130909	27874	SMART SALARY	SALARY PACKAGING/LEASING ADMINISTRATION	16/06/2020	10,047.08
EF130910	99997	FAMILY DAY CARE	FDC PAYMENT WE 14/06/20	18/06/2020	47,242.33
EF130911	99997	IN HOME CARE PAYMENTS	IHC PAYMENTS WE 14/06/20	18/06/2020	12,533.30
EF130912	10590	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL LEVY & RELATED COSTS	22/06/2020	1,886,735.70

EF130913	12565	SOUTHERN METRO REGIONAL COUNCIL - LOANS	LOAN REPAYMENT	22/06/2020	397,422.26
EF130914	99997	SURFING LIZARD	SURFING LIZARD - CLEAN OCEAN CUPPA	22/06/2020	78.00
EF130915	99997	F.F.J. HOLDINGS LTD	COMPENSATION FFI HOLDINGS LTD DISCHARGE	22/06/2020	194,275.00
EF130916	10484	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY	23/06/2020	51,367.98
EF130917	26987	CTI RISK MANAGEMENT	SECURITY - CASH COLLECTION	23/06/2020	1,921.55
EF130918	99997	ALBERT BEIWINKEL	REPAYMENT OF FEES	23/06/2020	1,244.66
EF130919	99997	STANLEY MAYHEW	REPAYMENT OF FEES - 74643704	23/06/2020	1,694.62
EF130920	11867	KEVIN JOHN ALLEN	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	2,639.83
EF130921	12740	LOGAN HOWLETT	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	11,439.09
EF130922	20634	LEE-ANNE SMITH	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	2,139.83
EF130923	25353	PHILIP EVA	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	2,639.83
EF130924	26696	CHAMONIX TERBLANCHE	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	2,639.83
EF130925	27326	MICHAEL SEPAROVICH	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	2,639.83
EF130926	27327	CHONTELLE SANDS	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	2,639.83
EF130927	27475	LARA KIRKWOOD	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	2,528.99
EF130928	27871	TOM WIDENBAR	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	2,639.83
EF130929	27872	PHOEBE CORKE	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	2,639.83
EF130930	10152	AUST SERVICES UNION	PAYROLL DEDUCTIONS	30/06/2020	1,091.70
EF130931	10154	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	30/06/2020	449,743.12
EF130932	10305	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	30/06/2020	2,903.26
EF130933	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU	PAYROLL DEDUCTIONS	30/06/2020	82.00
EF130934	11857	CHAMPAGNE SOCIAL CLUB	PAYROLL DEDUCTIONS	30/06/2020	412.00
EF130935	11860	45\$ CLUB	PAYROLL DEDUCTIONS	30/06/2020	14.00
EF130936	19726	HEALTH INSURANCE FUND OF WA	PAYROLL DEDUCTIONS	30/06/2020	1,454.90
EF130937	25987	TOYOTA FLEET MANAGEMENT	PAYROLL DEDUCTIONS - NOVATED LEASE	30/06/2020	608.14
EF130938	27874	SMARTSALARY	SALARY PACKAGING/LEASING ADMINISTRATION	30/06/2020	11,404.41
EF130939	99996	COMPLETE APPROVALS	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	56.65
EF130940	99996	THE AUTOMOTIVE SPECIALISTS	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	147.50
EF130941	99996	VANESSA BARNARD	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	30.00
EF130942	99996	HEATHER AKELIS	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	150.00
EF130943	99996	BRIEANN DUTTON	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	150.00
EF130944	99996	SANDRA BAHBAH	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	22.00
EF130945	99996	IDEAL HOMES PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	619.58
EF130946	99996	JCORP PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	2,162.60
EF130947	99996	IVANA LUKIC	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	576.00
EF130948	99996	CROMPTON HOLDINGS PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	1,843.00
EF130949	99996	CRESCENT CONVEYANCERS	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	414.00
EF130950	99996	LORRAINE SIMS	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	110.00
EF130951	99996	BRIAN HUNT	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	412.22
EF130952	99996	DEVELOPMENTWA	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	908.47
EF130953	99996	JG & JA ABREU	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	539.00
EF130954	99996	MICHAEL LURIE & ASSOCIATES	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	4,340.00
EF130955	99996	MICHAEL LURIE & ASSOCIATES	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	6,076.00
EF130956	99996	JOHN DAWSON	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	143.02
EF130957	99996	MICHAEL ILICH	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	3,000.00
EF130958	99996	DE & MA HARTNETT	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	2,015.51
EF130959	99996	AA & RD MIDDLETON	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	1,788.44
EF130960	99996	PORT COOGEE NO 790 PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	610.00
EF130961	99996	PORT COOGEE NO 790 PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	625.00
EF130962	99996	EMPIRE PROPERTY SOLUTIONS	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	156.19
EF130963	99996	BIRMAN & RIDE	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	238.91
EF130964	99996	NICHE HAMMOND PARK DEVELOPMENT PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	975.56
EF130965	99996	ALLVIVID PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	691.05
EF130966	99996	NICHE HAMMOND PARK DEVELOPMENT PTY LTD	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	407.01
EF130967	99996	KAREN CLAFFEY	RATES AND PROPERTY REALTED EFT REFUNDS	30/06/2020	2,442.12
EF130968	23250	DEPARTMENT OF PLANNING, LANDS & HERITAGE	DAP APPLICATIONS & DAP FEES	30/06/2020	5,603.00



EF130969	88888	SYMBOLISE HOLDINGS	BOND REFUND	30/06/2020	330.00
EF130970	88888	MARIA AND JOHN WATERS	BOND REFUND	30/06/2020	500.00
EF130971	88888	PETER KITSON	BOND REFUND	30/06/2020	2,625.00
EF130972	88888	PYRAMID CONSTRUCTIONS WA	BOND REFUND	30/06/2020	15,000.00
EF130973	99997	CSDA OFFICIAL DEPARTMENTAL RECEIPTS	DOCUMENT NO: 180110382 CENTREPAY	30/06/2020	231.66
EF130974	99997	SEAVIEW RENTALS	SERVICING OF AQUARIUM	30/06/2020	50.00
EF130975	99997	PJ AND PA BAKER	COMMERCIAL DRIVING ASSESSMENT - P BAKER	30/06/2020	137.50
EF130976	99997	VENKATA PRASHANTH	CROSSOVER CONTRIBUTION - V CHALAPATHY	30/06/2020	300.00
EF130977	99997	SHARON YAN PING TAN	CROSSOVER CLAIM - S TAN	30/06/2020	300.00
EF130978	99997	HOTCHKIN HANLY LAWYERS	FILE NUMBER: 20206591 INV: 135825	30/06/2020	988.35
EF130979	99997	AMY & DAVID JONCOUR	HABITAT FOR HOMES BIRD BATH REBATE - A J	30/06/2020	44.59
EF130980	99997	NAT MARKS	HABITAT FOR HOMES BIRD BATH REBATE - N M	30/06/2020	50.00
EF130981	99997	G. J. BERGLUND	BIRD BATH REBATE - GLENDA BERGLUND	30/06/2020	11.87
EF130982	99997	MARNIE LOUISE JENKINS	BIRD BATH REBATE - MARNIE JENKINS	30/06/2020	50.00
EF130983	99997	BEN COOMBE	VARIANCE REFUND REQUEST ARC BEN COOMBE	30/06/2020	14.00
EF130984	99997	VOGT GRAHAM LAWYERS	INVOICE NUMBER 012075 - KEVIN ALLEN	30/06/2020	5,158.03
EF130985	99997	PAUL PROCTER	BIRD BATH REBATE - PAUL PROCTER	30/06/2020	50.00
EF130986	99997	P SIVAKUMAR	CROSSOVER CONTRIBUTION - P SIVAKUMAR	30/06/2020	300.00
EF130987	99997	HANNAH STERRETT	REFUND REQUEST ARC - HANNAH STERRETT	30/06/2020	5.20
EF130988	99997	WEERATUNGE AND DE SANTOS	COMPOST BIN REBATE - I WEERATUNGE	30/06/2020	50.00
EF130989	99997	DAVID AUSTIN	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	200.00
EF130990	99997	WENDY PRESTON	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	300.00
EF130991	99997	WINIFRED GRANT	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	100.00
EF130992	99997	FARANGIS TAJOLDINI	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	160.00
EF130993	99997	MARIA VILLAMAGNA	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	200.00
EF130994	99997	JUNE BELTON	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	100.00
EF130995	99997	LEONIE BURTON	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	300.00
EF130996	99997	HARRY SONNENBERG	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	100.00
EF130997	99997	RUTH HOGARTH	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	200.00
EF130998	99997	STEPHEN MEADE	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	200.00
EF130999	99997	JADE ELIZABETH CROW & LUKE HAYDEN HEALY	CROSSOVER CONTRIBUTION - JADE CROW	30/06/2020	300.00
EF131000	99997	JANDAKOT BUSHFIRE BRIGADE	JANDAKOT BUSHFIRE BRIGADE INV313	30/06/2020	445.20
EF131001	99997	W & A CONSOLATI	COMPOST BIN REBATE - A CONSOLATI	30/06/2020	50.00
EF131002	99997	JESSICA CLAYDEN	COMPOST BIN REBATE - J CLAYDEN	30/06/2020	45.00
EF131003	99997	KEVIN SIMONDS	CROSSOVER REBATE	30/06/2020	300.00
EF131004	99997	CAROL GRIMES	CAT STERILISATION REBATE - 51951	30/06/2020	50.00
EF131005	99997	SOUTH COOGEE BUSHFIRE BRIGADE	INVOICE 2605200002	30/06/2020	1,320.00
EF131006	99997	SOUTH COOGEE BUSHFIRE BRIGADE	INVOICE 260520003 - SCBB	30/06/2020	197.12
EF131007	99997	IOAN VIRGIL CALCAN	BIRD BATH REBATE - I CALCAN	30/06/2020	50.00
EF131008	99997	JAN MATHER	BIRD BATH REBATE - J MATHER	30/06/2020	40.00
EF131009	99997	CHRISTOPHER YEE TAI	REIMBURSEMENT OF FEES - CHRISTOPHER TAI	30/06/2020	643.00
EF131010	99997	ANNETTE PATERSON	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	200.00
EF131011	99997	MARIA DA PAZ	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	200.00
EF131012	99997	CARMELO GRIMA	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	100.00
EF131013	99997	PETER BURBY	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	100.00
EF131014	99997	MAXINE ROBINSON	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	180.00
EF131015	99997	PAMELA BOWE	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	100.00
EF131016	99997	DESMOND O'BRIAN	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	300.00
EF131017	99997	SANDRA VAZ	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	200.00
EF131018	99997	KEITH BULLIMORE	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	100.00
EF131019	99997	MARY GOYMER	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	100.00
EF131020	99997	MARKO PERDIJA	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	200.00
EF131021	99997	LOREDANNA POLETTI	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	300.00
EF131022	99997	EMILIO NERO	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	300.00
EF131023	99997	MAUREEN TAYLOR	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	300.00
EF131024	99997	KAYE CLARK	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	200.00

EF131025	99997	JUNE EATON	SENIOR SECURITY SUBSIDY SCHEME	30/06/2020	120.00
EF131026	99997	VIVA DEVELOPMENTS PTY LTD	LOT 69 (35) FALSTAFF WAY SPEARWOOD	30/06/2020	14,760.64
EF131027	99997	NATALIE TURNER	PURCHASE OF CAKE PETTY CASH	30/06/2020	31.95
EF131028	99997	COCKBURN SES	COCKBURN SES REIMBURSEMENT	30/06/2020	1,540.96
EF131029	99997	ASSISTING YOUR LIFE TO ACHIEVE	DONATION	30/06/2020	5,000.00
EF131030	99997	CONNECTING SOUTH LAKE INC.	COMMUNITY GRANT - EQUIPMENT	30/06/2020	1,000.00
EF131031	99997	HARVEST LAKES PLAYGROUP INC.	COMMUNITY GRANT - SUSTAINABLE PLAYGROUP	30/06/2020	3,484.00
EF131032	99997	CROSSFIT CHASINGBETTER	SPONSORSHIP - CHASINGBETTER THROWDOWN	30/06/2020	5,500.00
EF131033	99997	CURTIN UNIVERSITY	SPONSORSHIP - CURTIN IGNITION 2020	30/06/2020	7,150.00
EF131034	99997	BUSINESS FOUNDATIONS	SPONSORSHIP - BUSINESS FOUNDATIONS	30/06/2020	16,500.00
EF131035	99997	BRADY ST MUSIC	CULTURAL GRANT	30/06/2020	4,917.00
EF131036	99997	LAKELANDS SENIOR HIGH SCHOOL P&C	CULTURAL GRANT	30/06/2020	5,000.00
EF131037	99997	JILLIAN WOOLMER	PETTY CASH REIMBURSEMENT JILLIAN WOOLMER	30/06/2020	148.95
EF131038	99997	JANDAKOT BUSHFIRE BRIGADE	JANDAKOT BUSHFIRE BRIGADE, INVOICE 314	30/06/2020	2,068.30
EF131039	99997	JANDAKOT BUSHFIRE BRIGADE	JANDAKOT BUSHFIRE BRIGADE, INVOICE 315	30/06/2020	1,048.12
EF131040	99997	SOUTH COOGEE VOL BUSH FIRE BRIGADE	INVOICE NO. 260520 - 001 REIMBURSEMENT	30/06/2020	750.66
EF131041	99997	LAKELAND SENIOR HIGH SCHOOL	CLEAN SCHOOLS WORKSHOP	30/06/2020	311.58
EF131042	99997	LAKELANDS SENIOR HIGH SCHOOL	CLEAN SCHOOLS WORKSHOP	30/06/2020	148.98
EF131043	99997	PERTH AFC YUMA IWASAKI	SPORTS EQUIPMENT GRANT #12	30/06/2020	227.75
EF131044	99997	WESTERN KNIGHTS SOCCER CLUB DEAN ZLENDIC	COVID SPORTING CLUB GRANT	30/06/2020	750.00
EF131045	99997	HAMMOND PARK JFC ASHLEY BALL	COVID SPORTING CLUB GRANT	30/06/2020	750.00
EF131046	99997	COCKBURN LAKES AFC JORDAN BUNCE	COVID SPORTING CLUB GRANT	30/06/2020	2,000.00
EF131047	99997	COCKBURN BASKETBALL ASSOCIATION MICHELLE	COVID SPORTING CLUB GRANT	30/06/2020	2,200.00
EF131048	99997	R J & C F DOREY	REIMBURSEMENT PURCHASE SHOES - RAY DOREY	30/06/2020	189.95
EF131049	99997	ST MICHAEL'S ANGLICAN CHURCH	COVID RESPONSE GRANT - CRISIS CARE	30/06/2020	5,500.00
EF131050	99997	COOBY CARES	COVID RESPONSE GRANT - COOBY CARES	30/06/2020	5,500.00
EF131051	99997	COOLBELLUP COMMUNITY ASSOCIATION	COVID RESPONSE GRANT - COMMUNITY PANTRY	30/06/2020	2,500.00
EF131052	99997	CITY OF COCKBURN RSL SUB-BRANCH	COVID RESPONSE GRANT - SUPPORT	30/06/2020	2,500.00
EF131053	99997	THE HUB 6163	COVID RESPONSE GRANT - LIGHT AFTER COVID	30/06/2020	4,933.50
EF131054	99997	COOGEE BEACH SURF LIFE SAVING CLUB	COVID RESPONSE GRANT - WELLNESS BOXES AN	30/06/2020	1,133.00
EF131055	99997	COMMUNITY ACCESS SQUAD	COVID RESPONSE GRANT - COVID SAFE CAS	30/06/2020	5,000.00
EF131056	99997	SECOND HARVEST AUSTRALIA	COVID RESPONSE - OPERATION RAPID FREEZE	30/06/2020	3,300.00
EF131057	99997	PERTH PSYCHOLOGISTS WA PTY LTD	COVID RESPONSE GRANT - MQW PROGRAM	30/06/2020	5,500.00
EF131058	99997	LEAP START EARLY LEARNING CHILD CARE	COVID RESPONSE GRANT - COMMUNITY PLAYGRO	30/06/2020	5,500.00
EF131059	99997	NATHAN BROCKBANK AND DESIREE HUNT	CROSSOVER CLAIM - N BROCKBANK	30/06/2020	300.00
EF131060	99997	SANDRA GALATI	UNIFORM CLOTHING REIMBURSEMENT	30/06/2020	374.82
EF131061	99997	MARIA AND JOHN WATERS	PEN FEE REFUND D128 - M&J WATERS	30/06/2020	7,258.71
EF131062	99997	MATTHEW ARAVIDIS	CROSSOVER CLAIM - M ARAVIDIS	30/06/2020	300.00
EF131063	99997	COCKBURN COMMUNITY MEN'S SHED	COVID RESPONSE GRANT - PARENT AND CHILD	30/06/2020	1,500.00
EF131064	99997	RICHARD BROOK	MEDICAL CHECK - F EXTENSION	30/06/2020	137.50
EF131065	99997	GR STEWART	COMPOST BIN REBATE - GRAHAM STEWART	30/06/2020	45.00
EF131066	99997	GEORGE & JANICE FRANCE	COMPOST BIN REBATE - GEORGE FRANCE	30/06/2020	50.00
EF131067	99997	SHARON V BLAKE	COMPOST BIN REBATE - SHARON BLAKE	30/06/2020	45.00
EF131068	99997	MATTHEW MCMILLAN	COMPOST BIN REBATE - MATTHEW MCMILLAN	30/06/2020	50.00
EF131069	99997	PRINCY AND DANTY VATTOLY	ARC MEMBERSHIP REFUND - VATTOLY	30/06/2020	68.00
EF131070	99997	STANDARDS AUSTRALIA	ROYALTY FOR LICENCES - INV802638	30/06/2020	8,823.33
EF131071	10047	ALINTA ENERGY	NATURAL GAS & ELECTRICITY SUPPLY	30/06/2020	20,030.85
EF131072	11794	SYNERGY	ELECTRICITY USAGE/SUPPLIES	30/06/2020	51,524.27
EF131073	12025	TEL STRA CORPORATION	COMMUNICATIONS SERVICES	30/06/2020	22,718.21
EF131074	10117	AUSTRALIA DAY COUNCIL OF WA	GOLD MEMBERSHIP	30/06/2020	594.00
EF131075	10184	BENARA NURSERIES	PLANTS	30/06/2020	11,473.49
EF131076	10207	BOC GASES	GAS SUPPLIES	30/06/2020	605.96
EF131077	10212	BOSS BOLLARDS	SECURITY PRODUCTS	30/06/2020	852.50
EF131078	10219	BOUSFIELDS MENSWEAR	CLOTHING SUPPLIES	30/06/2020	1,090.00
EF131079	10226	BRIDGESTONE AUSTRALIA LTD	TYRE SERVICES	30/06/2020	36,465.00
EF131080	10239	BUDGET RENT A CAR - PERTH	MOTOR VEHICLE HIRE	30/06/2020	1,072.50

EF131081	10244	BUILDING & CONST INDUSTRY TRAINING FUND	LEVY PAYMENT	30/06/2020	43,083.22
EF131082	10246	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE SUPPLIES	30/06/2020	4,693.86
EF131083	10255	CABCHARGE AUSTRALIA PTY LTD	CABCHARGES	30/06/2020	601.51
EF131084	10279	CASTROL AUSTRALIA PTY LTD	GREASE/LUBRICANTS	30/06/2020	1,702.53
EF131085	10321	CITY OF CANNING	LOST/DAMAGED BOOK FEES	30/06/2020	9,871.18
EF131086	10333	CJD EQUIPMENT PTY LTD	HARDWARE SUPPLIES	30/06/2020	1,172.14
EF131087	10338	CLEANAWAY PTY LTD	WASTE DISPOSAL SERVICES	30/06/2020	1,129.04
EF131088	10353	COCKBURN CEMENT LTD	CEMENT AND LIME	30/06/2020	367.66
EF131089	10359	COCKBURN PAINTING SERVICE	PAINTING SUPPLIES/SERVICES	30/06/2020	1,848.00
EF131090	10375	VEOLIA ENVIRONMENTAL SERVICES	WASTE SERVICES	30/06/2020	1,518.83
EF131091	10384	PROGILITY PTY LTD	COMMUNICATION SERVICES	30/06/2020	7,716.50
EF131092	10483	LANDGATE	MAPPING/LAND TITLE SEARCHES	30/06/2020	569,549.61
EF131093	10526	E & MJ ROSHER PTY LTD	MOWER EQUIPMENT	30/06/2020	2,160.41
EF131094	10528	EASIFLEET	VEHICLE LEASE	30/06/2020	1,609.07
EF131095	10535	WORKPOWER INCORPORATED	EMPLOYMENT SERVICES - PLANTING	30/06/2020	23,796.77
EF131096	10590	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL LEVY & RELATED COSTS	30/06/2020	40,006.23
EF131097	10597	FLEXI STAFF PTY LTD	EMPLOYMENT SERVICES	30/06/2020	12,131.99
EF131098	10609	FORESTVALE TREES P/L	PLANTS - TREES/SHRUBS	30/06/2020	9,218.00
EF131099	10655	GHD PTY LTD	CONSULTANCY SERVICES	30/06/2020	9,021.38
EF131100	10679	GRASSTREES AUSTRALIA	PLANTS & PLANTING SERVICES	30/06/2020	4,576.00
EF131101	10787	JANDAKOT ACCIDENT REPAIR CENTRE	PANEL BEATING SERVICES	30/06/2020	2,000.00
EF131102	10888	LJ CATERERS	CATERING SERVICES	30/06/2020	964.70
EF131103	10913	BUCHER MUNICIPAL PTY LTD	PURCHASE OF NEW PLANT / REPAIR SERVICES	30/06/2020	7,652.49
EF131104	10918	MAIN ROADS WA	REPAIRS/MAINTENANCE/FUNDING CONTRIBUTION	30/06/2020	16,205.35
EF131105	10923	MAJOR MOTORS PTY LTD	REPAIRS/MAINTENANCE SERVICES	30/06/2020	870.57
EF131106	10938	MAXWELL ROBINSON & PHELPS	PEST & WEED MANAGEMENT	30/06/2020	2,388.06
EF131107	10942	MCGEE'S PROPERTY	PROPERTY CONSULTANCY SERVICES	30/06/2020	2,475.00
EF131108	10944	MCLEODS	LEGAL SERVICES	30/06/2020	58,567.24
EF131109	10982	MODERN TEACHING AIDS PTY LTD	TEACHING AIDS	30/06/2020	528.65
EF131110	10991	BEACON EQUIPMENT	MOWING EQUIPMENT	30/06/2020	5,139.75
EF131111	11028	NEVERFAIL SPRINGWATER LTD	BOTTLED WATER SUPPLIES	30/06/2020	246.78
EF131112	11036	NORTHLAKE ELECTRICAL	ELECTRICAL SERVICES	30/06/2020	63,385.51
EF131113	11077	P & G BODY BUILDERS PTY LTD	PLANT BODY BUILDING SERVICES	30/06/2020	10,398.30
EF131114	11182	PREMIUM BRAKE & CLUTCH SERVICE	BRAKE SERVICES	30/06/2020	7,171.23
EF131115	11208	QUICK CORPORATE AUSTRALIA PTY LTD	STATIONERY/CONSUMABLES	30/06/2020	8,100.04
EF131116	11235	REINFORCED CONCRETE PIPES PTY LTD	CONCRETE PIPE SUPPLIES	30/06/2020	77.00
EF131117	11244	RESEARCH SOLUTIONS PTY LTD	RESEARCH SERVICES	30/06/2020	12,287.27
EF131118	11248	RICOH AUSTRALIA	OFFICE EQUIPMENT	30/06/2020	16.89
EF131119	11284	THE ROYAL LIFE SAVING SOCIETY WA INC PTY LTD	TRAINING SERVICES	30/06/2020	598.00
EF131120	11304	SANAX MEDICAL & FIRST AID SUPPLIES	MEDICAL SUPPLIES	30/06/2020	575.49
EF131121	11307	SATELLITE SECURITY SERVICES PTY LTD	SECURITY SERVICES	30/06/2020	16,834.58
EF131122	11308	BOSS INDUSTRIAL FORMALLY SBA SUPPLIES	HARDWARE SUPPLIES	30/06/2020	4,402.32
EF131123	11331	SHAWMAC PTY LTD	CONSULTANCY SERVICES - CIVIL	30/06/2020	5,544.00
EF131124	11334	SHENTON ENTERPRISES PTY LTD	POOL EQUIPMENT/SERVICES	30/06/2020	841.50
EF131125	11337	SHERIDANS FOR BADGES	NAME BADGES & ENGRAVING	30/06/2020	469.76
EF131126	11387	BIBRA LAKE SOILS	SOIL & LIMESTONE SUPPLIES	30/06/2020	152.00
EF131127	11459	SPEARWOOD VETERINARY HOSPITAL	VETERINARY SERVICES	30/06/2020	270.00
EF131128	11502	STATE LAW PUBLISHER	ADVERTISING SERVICES	30/06/2020	241.60
EF131129	11512	STATEWIDE CLEANING SUPPLIES PTY LTD	CLEANING SUPPLIES/SERVICE	30/06/2020	1,978.23
EF131130	11625	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	30/06/2020	6,039.18
EF131131	11635	CITY OF KWINANA	CONTRIBUTION TO LSL & ADVERTISING	30/06/2020	497.02
EF131132	11667	TURFMASTER FACILITY MANAGEMENT	TURF & MOWING SERVICES	30/06/2020	6,429.50
EF131133	11701	VIBRA INDUSTRIAL FILTRATION AUSTRALASIA	FILTER SUPPLIES	30/06/2020	1,266.76
EF131134	11715	WA BLUEMETAL	ROADBASE SUPPLIES	30/06/2020	15,123.18
EF131135	11722	WA HINO SALES & SERVICE	PURCHASE OF NEW TRUCKS / MAINTENANCE	30/06/2020	2,430.01
EF131136	11787	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES	30/06/2020	1,476.15

EF131137	11789	WALGA	ADVERTISING/TRAINING SERVICES	30/06/2020	1,650.00
EF131138	11793	WESTERN IRRIGATION PTY LTD	IRRIGATION SERVICES/SUPPLIES	30/06/2020	94,414.51
EF131139	11806	WESTRAC PTY LTD	REPAIRS/MTNCE - EARTHMOVING EQUIPMENT	30/06/2020	2,098.39
EF131140	11873	WATTLEUP TRACTORS	HARDWARE SUPPLIES	30/06/2020	1,310.75
EF131141	12014	TUTT BRYANT EQUIPMENT BT EQUIPMENT PTY LTD T/AS	EXCAVATING/EARTHMOVING EQUIPMENT	30/06/2020	5,629.63
EF131142	12028	CITY OF ARMADALE	ANIMAL DISPOSAL SERVICES	30/06/2020	103.65
EF131143	12127	ABLE WESTCHEM	CHEMICAL/CLEANING SUPPLIES	30/06/2020	267.52
EF131144	12153	HAYS PERSONNEL SERVICES PTY LTD	EMPLOYMENT SERVICES	30/06/2020	10,293.62
EF131145	12313	DPS PUBLISHING PTY LTD	ADVERTISING AND PUBLISHING	30/06/2020	3,951.75
EF131146	12394	MP ROGERS & ASSOCIATES PTY LTD	CONSULTANCY SERVICES - MARINE	30/06/2020	2,227.28
EF131147	12500	ELLENBY TREE FARM	PLANT SUPPLIES	30/06/2020	1,925.00
EF131148	12507	TECHNOLOGY FOR AGEING AND DISABILITY WA	MEDICAL SUPPLIES	30/06/2020	124.75
EF131149	12589	AUSTRALIAN INSTITUTE OF MANAGEMENT	TRAINING SERVICES	30/06/2020	1,032.00
EF131150	12791	ALCHEMY TECHNOLOGY	COMPUTER SOFTWARE SERVICES	30/06/2020	15,826.80
EF131151	13056	CLEANDUSTRIAL SERVICES PTY LTD	CLEANING SERVICES	30/06/2020	11,566.42
EF131152	13102	MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY LTD	EMPLOYMENT SERVICES	30/06/2020	5,879.76
EF131153	13325	MARTINS ENVIRONMENTAL SERVICES	WEED SPRAYING SERVICES	30/06/2020	6,395.40
EF131154	13558	ENGINEERING TECHNOLOGY CONSULTANTS	CONSULTANTS SERVICES	30/06/2020	1,441.00
EF131155	13563	GREEN SKILLS INC	EMPLOYMENT SERVICES	30/06/2020	18,787.96
EF131156	13618	CITY OF BELMONT	REPLACEMENT OF LOST/DAMAGED BOOKS	30/06/2020	144.83
EF131157	13825	JACKSON MCDONALD	LEGAL SERVICES	30/06/2020	6,490.00
EF131158	13860	KRS CONTRACTING	WASTE COLLECTION SERVICES	30/06/2020	11,739.75
EF131159	14350	BAILEYS FERTILISERS	FERTILISER SUPPLIES	30/06/2020	611.88
EF131160	14530	DONALD VEAL CONSULTANTS PTY LTD	CONSULTANCY SERVICES	30/06/2020	11,473.00
EF131161	15271	PLE COMPUTERS PTY LTD	COMPUTER HARDWARE	30/06/2020	788.00
EF131162	15393	STRATAGREEN	HARDWARE SUPPLIES	30/06/2020	15,187.02
EF131163	15588	NATURAL AREA HOLDINGS PTY LTD	WEED SPRAYING	30/06/2020	3,389.52
EF131164	15609	CATALYSE PTY LTD	CONSULTANCY SERVICES	30/06/2020	9,443.50
EF131165	15850	ECOSCAPE	ENVIRONMENTAL CONSULTANCY	30/06/2020	4,654.65
EF131166	15868	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES - ENGINEERING	30/06/2020	11,836.00
EF131167	16064	CMS ENGINEERING PTY LTD	AIRCONDITIONING SERVICES	30/06/2020	55,115.39
EF131168	16107	WREN OIL	WASTE DISPOSAL SERVICES	30/06/2020	324.50
EF131169	16396	MAYDAY EARTHMOVING	ROAD CONSTRUCTION MACHINE HIRE	30/06/2020	9,768.00
EF131170	16653	COMPLETE PORTABLES PTY LTD	SUPPLY & HIRE OF MODULAR BUILDINGS	30/06/2020	88.00
EF131171	16846	ACTION GLASS & ALUMINIUM	GLAZING SERVICES	30/06/2020	1,115.40
EF131172	16985	WA PREMIX	CONCRETE SUPPLIES	30/06/2020	2,743.84
EF131173	17279	AUSSIE COOL SHADES SAILS AWNINGS & HOME SECURITY	SHADE SAILS & AWNINGS	30/06/2020	198.00
EF131174	17345	KENNARDS HIRE - MYAREE	EQUIPMENT HIRE	30/06/2020	629.00
EF131175	17471	PIRTEK (FREMANTLE) PTY LTD	HOSES & FITTINGS	30/06/2020	2,371.15
EF131176	17608	NU-TRAC RURAL CONTRACTING	BEACH CLEANING/FIREBREAK CONSTRUCTION	30/06/2020	2,000.06
EF131177	17624	ALLSPORTS LINEMARKING	LINEMARKING SERVICES	30/06/2020	330.00
EF131178	17827	NILSEN (WA) PTY LTD	ELECTRICAL SERVICES	30/06/2020	288.75
EF131179	18126	DELL AUSTRALIA PTY LTD	COMPUTER HARDWARE	30/06/2020	5,908.10
EF131180	18203	NATSYNC ENVIRONMENTAL	PEST CONTROL	30/06/2020	550.00
EF131181	18611	PERTH NRM	NATURAL RESOURCE MGT SERVICES	30/06/2020	2,200.00
EF131182	18688	CAVE DESIGN	GRAPHIC DESIGN	30/06/2020	6,864.00
EF131183	18763	LOCAL COMMUNITY INSURANCE SERVICES (PART OF JLT GROUP)	COMMUNITY INSURANCE POLICIES	30/06/2020	660.00
EF131184	18941	ALLSTAMPS	STATIONERY	30/06/2020	78.44
EF131185	18962	SEALANES (1985) P/L	CATERING SUPPLIES	30/06/2020	1,287.48
EF131186	19533	WOOLWORTHS LTD	GROCERIES	30/06/2020	1,733.02
EF131187	19541	TURFCARE WA PTY LTD	TURF SERVICES	30/06/2020	1,276.00
EF131188	20000	AUST WEST AUTO ELECTRICAL PTY LTD	AUTO ELECTRICAL SERVICES	30/06/2020	24,612.40
EF131189	20068	CLARITY COMMUNICATIONS	PUBLIC RELATIONS CONSULTANCY SERVICES	30/06/2020	1,573.00
EF131190	20146	DATA#3 LIMITED	CONTRACT IT PERSONNEL & SOFTWARE	30/06/2020	221.75
EF131191	20247	CHRISTIE PARKSAFE	PARKS & RECREATIONAL PRODUCTS	30/06/2020	1,483.90
EF131192	20857	DOCKSIDE SIGNS	SIGN MAKERS	30/06/2020	770.00

EF131193	20885	TACTILE INDICATORS PERTH	TACTILES	30/06/2020	1,700.00
EF131194	21120	SHOREWATER MARINE PTY LTD	MARINE CONSTRUCTION SERVICES	30/06/2020	4,931.41
EF131195	21294	CAT HAVEN	ANIMAL SERVICES	30/06/2020	1,425.00
EF131196	21371	LD TOTAL SANPOINT PTY LTD	LANDSCAPING WORKS/SERVICES	30/06/2020	24,480.93
EF131197	21678	IANNELLO DESIGNS	GRAPHIC DESIGN	30/06/2020	792.00
EF131198	21691	ZETTANET PTY LTD	INTERNET/WEB SERVICES	30/06/2020	79.00
EF131199	21744	JB HI FI - COMMERCIAL	ELECTRONIC EQUIPMENT	30/06/2020	13,823.00
EF131200	21747	UNICARE HEALTH	WHEELCHAIR HIRE	30/06/2020	5,237.00
EF131201	21853	NEARMAP PTY LTD	COMPUTER SOFTWARE - PHOTOMAPS	30/06/2020	22,000.00
EF131202	21946	RYAN'S QUALITY MEATS	MEAT SUPPLIES	30/06/2020	789.32
EF131203	21988	O'BRIEN HARROP ACCESS PTY LTD	CONSULTANCY SERVICES - DISABILITY	30/06/2020	6,380.00
EF131204	22106	INTELFIE GROUP	SERVICES - DAIP	30/06/2020	1,959.76
EF131205	22257	GREEN BUILDING COUNCIL OF AUSTRALIA	BUILDING STANDARDS ORGANISATION	30/06/2020	2,695.00
EF131206	22553	BROWNES FOOD OPERATIONS	CATERING SUPPLIES	30/06/2020	574.90
EF131207	22569	SONIC HEALTH PLUS PTY LTD	MEDICAL SERVICES	30/06/2020	2,725.80
EF131208	22623	LANDMARK PRODUCTS LTD	LANDSCAPE INFRASTRUCTURE	30/06/2020	3,280.20
EF131209	22624	AUSSIE EARTHWORKS PTY LTD	EARTHWORKS	30/06/2020	39,875.00
EF131210	22682	BEAVER TREE SERVICES PTY LTD	TREE PRUNING SERVICES	30/06/2020	128,382.52
EF131211	22752	ELGAS LIMITED	GAS SUPPLIES	30/06/2020	809.03
EF131212	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD	FUEL SUPPLIES	30/06/2020	54,974.57
EF131213	22859	TOP OF THE LADDER	GUTTER CLEANING SERVICES	30/06/2020	13,233.00
EF131214	22970	WASHPOD CONSOLIDATED PTY LTD	CLEANING - EQUIPMENT	30/06/2020	1,039.50
EF131215	23351	COCKBURN GP SUPER CLINIC LIMITED T/A COCKBURN INTEGRATED HEALTH	LEASING FEES	30/06/2020	991.01
EF131216	23450	CLEVER DESIGNS	UNIFORMS	30/06/2020	819.51
EF131217	23457	TOTALLY WORKWEAR FREMANTLE	CLOTHING - UNIFORMS	30/06/2020	5,631.33
EF131218	23570	A PROUD LANDMARK PTY LTD	LANDSCAPE CONSTRUCTION SERVICES	30/06/2020	143,703.67
EF131219	23579	DAIMLER TRUCKS PERTH	PURCHASE OF NEW TRUCK	30/06/2020	207.05
EF131220	23671	URBSOL	TRAFFIC DESIGN	30/06/2020	7,392.00
EF131221	23767	PUBLIC TRANSPORT AUTHORITY WESTERN AUSTRALIA	CONSULTANCY SERVICES - PLANNING	30/06/2020	32,528.17
EF131222	23817	ARUP PTY LTD	CONSULTANCY-ENG,PLANNING,DESIGN	30/06/2020	6,900.85
EF131223	23849	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	PLANT/MACHINERY PURCHASE & MAINTENANCE	30/06/2020	210.17
EF131224	23971	FIND WISE LOCATION SERVICES	LOCATING SERVICES - UNDERGROUND	30/06/2020	1,145.10
EF131225	24128	BANG THE TABLE	WEBSITE DESIGN	30/06/2020	24,200.00
EF131226	24142	WATMARINE ENGINEERING SERVICES	FABRICATION SERVCIES	30/06/2020	15,552.90
EF131227	24275	TRUCK CENTRE WA PTY LTD	PURCHASE OF NEW TRUCK	30/06/2020	1,498.06
EF131228	24557	AVELING	CONSULTANCY SERVICES	30/06/2020	1,760.00
EF131229	24610	ALL FLAGS SIGNS & BANNERS	SIGNS, FLAGS, BANNERS	30/06/2020	2,013.00
EF131230	24643	BIBLIOTHECA RFID LIBRARY SYSTEMS AUSTRALIA PTY LTD	PURCHASE OF LIBRARY TAGS	30/06/2020	880.65
EF131231	24655	AUTOMASTERS SPEARWOOD	VEHICLE SERVICING	30/06/2020	1,310.00
EF131232	24718	SOLAR LIGHTING DESIGNS	SOLAR DESIGN	30/06/2020	17,809.00
EF131233	24734	MYRIAD IMAGES	PHOTOGRAPHY SERVICES	30/06/2020	2,970.00
EF131234	24736	ZENIEN	CCTV CAMERA LICENCES	30/06/2020	9,592.59
EF131235	24748	PEARMANS ELECTRICAL & MECHANICAL SERVICES P/L	ELECTRICAL SERVICES	30/06/2020	54,636.44
EF131236	24949	BITUMEN SURFACING THE TRUSTEE FOR COMPLETE ROAD SERVICES TRUST	BITUMEN SUPPLIES	30/06/2020	2,513.34
EF131237	24974	SCOTT PRINT	PRINTING SERVICES	30/06/2020	13,833.60
EF131238	25063	SUPERIOR PAK PTY LTD	VEHICLE MAINTENANCE	30/06/2020	922.35
EF131239	25092	LINKS MODULAR SOLUTIONS PTY LTD	SOFTWARE - ANNUAL SUPPORT & UPGRADES	30/06/2020	3,499.82
EF131240	25115	FIIG	INVESTMENT MANAGEMENT SERVICES	30/06/2020	2,750.00
EF131241	25121	IMAGESOURCE DIGITAL SOLUTIONS	BILLBOARDS	30/06/2020	1,099.56
EF131242	25128	HORIZON WEST LANDSCAPE & IRRIGATION P/L	LANDSCAPING SERVICES	30/06/2020	35,233.13
EF131243	25264	ACURIX NETWORKS PTY LTD	WIFI ACCESS SERVICE	30/06/2020	6,366.80
EF131244	25586	ENVIROVAP PTY LTD	HIRE OF LEACHATE UNITS	30/06/2020	28,435.00
EF131245	25645	YELAKITJ MOORT NYUNGAR ASSOCIATION INC	WELCOME TO THE COUNTRY PERFORMANCES	30/06/2020	400.00
EF131246	25657	LOCK JOINT AUSTRALIA THE TRUSTEE FOR THE GHERBAZ FAMILY TRUST	LOCKSMITH SERVICES	30/06/2020	1,551.00
EF131247	25713	DISCUS ON DEMAND THE TRUSTEE FOR DISCUS ON DEMAND UNIT TRUST	PRINTING SERVICES	30/06/2020	1,215.78
EF131248	25733	MIRACLE RECREATION EQUIPMENT	PLAYGROUND INSTALLATION / REPAIRS	30/06/2020	2,865.50

EF131249	25813	LG CONNECT PTY LTD	ERP SYSTEMS DEVELOPMENT	30/06/2020	4,291.59
EF131250	25822	FIT2WORK.COM.AU MERCURY SEARCH AND SELECTION PTY LTD	EMPLOYEE CHECK	30/06/2020	620.51
EF131251	25832	EXTERIA	STREET AND PARK INFRASTRUCTURE	30/06/2020	21,633.70
EF131252	25940	LEAF BEAN MACHINE	COFFEE BEAN SUPPLY	30/06/2020	200.00
EF131253	25962	ALL LINES	LINEMARKING SERVICES	30/06/2020	440.00
EF131254	26119	BCJ PLASTIC PRODUCTS	ACRYLIC DOOR BARRIERS	30/06/2020	533.50
EF131255	26120	ECOBURBIA	ENVIRONMENTAL WASTE WORKSHOPS	30/06/2020	1,320.00
EF131256	26121	COCKBURN COMMUNITY MEN'S SHED INC	FABRICATION SERVICES	30/06/2020	300.00
EF131257	26195	PLAY CHECK	CONSULTING SERVICES	30/06/2020	330.00
EF131258	26211	AMCOM PTY LTD	INTERNET/DATA SERVICES	30/06/2020	5,092.04
EF131259	26257	PAPERBARK TECHNOLOGIES	ARBORICULTURAL CONSULTANCY SERVICES	30/06/2020	10,502.35
EF131260	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE	TURF & LANDSCAPE MAINTENANCE	30/06/2020	161,216.40
EF131261	26314	CPE GROUP	TEMPORARY EMPLOYMENT SERVICES	30/06/2020	954.25
EF131262	26329	SAFETY SIGNS SERVICE PTY LTD	SAFETY SIGNS	30/06/2020	249.28
EF131263	26399	PAPERSCOUT THE TRUSTEE FOR PETERS MORRISON FAMILY TRUST	GRAPHIC DESIGN SERVICES	30/06/2020	5,378.00
EF131264	26403	CHES POWER GROUP	ENGINEERING SOLUTIONS / BACK UP GENERATO	30/06/2020	4,550.35
EF131265	26416	COOLBELLUP NEWSAGENCY THE TRUSTEE FOR DAWKINS FAMILY TRUST	NEWSPAPER DELIVERY SERVICES	30/06/2020	826.25
EF131266	26423	ALPHA PEST ANIMAL SOLUTIONS INVASIVE SPECIES PTY LTD	PEST CONTROL SERVICES	30/06/2020	805.20
EF131267	26442	BULLANT SECURITY PTY LTD KEY WEST LOCK SERVICE & SALES	LOCKSMITH & SECURITV SERVICES	30/06/2020	6,153.27
EF131268	26470	SCP CONSERVATION	FENCING SERVICES	30/06/2020	28,699.00
EF131269	26486	BIBRA LAKE FABRICATORS PTY LTD	FABRICATION SERVICES	30/06/2020	3,300.00
EF131270	26566	THE HANGING MAN	PICTURE HANGING SERVICES	30/06/2020	2,848.45
EF131271	26588	SOURCE SEPARATION SYSTEMS P/L	PROVIDING WASTE AND RECYCLING BINS	30/06/2020	158.39
EF131272	26606	ENVIRO INFRASTRUCTURE PTY LTD	CONSTRUCTION& FABRICATION	30/06/2020	128,167.20
EF131273	26614	MARKETFORCE PTY LTD	ADVERTISING	30/06/2020	5,312.15
EF131274	26625	ANDOVER DETAILERS	CAR DETAILING SERVICES	30/06/2020	2,490.40
EF131275	26655	WORLDWIDE PRINTING SOLUTIONS EAST PERTH	PRINTING SERVICES	30/06/2020	176.00
EF131276	26660	EPOCH TRAINING	BUSINESS TRAINING	30/06/2020	1,080.00
EF131277	26698	MELVILLE MITSUBISHI	PURCHASE OF NEW VEHICLES & MAINTENANCE	30/06/2020	1,347.15
EF131278	26721	QUAD SERVICES PTY LTD	CLEANING SERVICES	30/06/2020	18,437.03
EF131279	26735	SHANE MCMASTER SURVEYS	SURVEY SERVICES	30/06/2020	1,100.00
EF131280	26739	KERB DOCTOR	KERB MAINTENANCE	30/06/2020	12,745.43
EF131281	26754	INSIGHT CALL CENTRE SERVICES	CALL CENTRE SERVICES	30/06/2020	6,975.32
EF131282	26779	SAFEMASTER SAFETY PRODUCTS PTY LTD	SAFETY PRODUCTS	30/06/2020	462.00
EF131283	26835	NGIS AUSTRALIA PTY LTD	GEOGRAPHIC INFORMATION SYSTEMS	30/06/2020	4,524.30
EF131284	26882	COHESION LABELS	STICKERS/LABELS	30/06/2020	490.05
EF131285	26883	GTA CONSULTANTS	TRANSPORT PLANNING	30/06/2020	31,275.75
EF131286	26888	MEDIA ENGINE	GRAPHIC DESIGN, MARKETING, VIDEO PRODUCT	30/06/2020	7,068.00
EF131287	26898	SPANDEX ASIA PACIFIC PTY LTD	SIGNAGE SUPPLIER	30/06/2020	16,809.88
EF131288	26901	ALYKA PTY LTD	DIGITAL CONSULTANCY AND WEB DEVELOPMENT	30/06/2020	577.50
EF131289	26904	GREEN SERVICES	SUSTAINABILITY EDUCATION FOR HOUSEHOLDS	30/06/2020	915.00
EF131290	26917	CIRRUS NETWORKS PTY LTD	IT NETWORK & TELEPHONY SERVICES	30/06/2020	14,720.55
EF131291	26929	ELAN ENERGY MATRIX PTY LTD	RECYCLING SERVICES	30/06/2020	307.10
EF131292	26932	CENTRAL REGIONAL TAFE	TAFE	30/06/2020	644.16
EF131293	26938	MAJESTIC PLUMBING	PLUMBING SERVICES	30/06/2020	73,571.67
EF131294	26946	AV TRUCK SERVICES PTY LTD	TRUCK DEALERSHIP	30/06/2020	4,413.47
EF131295	26950	WALCON MARINE AUSTRALASIA PTY LTD	MARINE SERVICES	30/06/2020	51,966.69
EF131296	26981	PERTH MARKET RESEARCH	EVENT ANALYSIS AND COMMUNITY MARKET RESE	30/06/2020	10,208.00
EF131297	26982	PLANTRITE	PLANTS	30/06/2020	19,342.72
EF131298	26983	HITECH SPORTS PTY LTD	SPORTING EQUIPMENT	30/06/2020	11,176.00
EF131299	26984	COMMERCIAL AQUATICS AUSTRALIA PTY LTD	POOL EQUIPMENT	30/06/2020	838.75
EF131300	26985	ACCESS ICON PTY LTD	DRAINAGE PRODUCTS	30/06/2020	5,293.20
EF131301	26987	CTI RISK MANAGEMENT	SECURITY - CASH COLLECTION	30/06/2020	498.50
EF131302	26988	BLADON WA PTY LTD	PROMOTIONAL PRODUCTS	30/06/2020	4,766.85
EF131303	27010	QUANTUM BUILDING SERVICES PTY LTD	BUILDING MAINTENANCE	30/06/2020	30,490.99
EF131304	27011	BAILEYS MARINE FUEL AUSTRALIA	FUEL	30/06/2020	155.43



EF131305	27015	INTELLI TRAC	GPS TRACKING	30/06/2020	4,455.00
EF131306	27027	FRIG TECH WA	REFRIDGERATION SERVICES	30/06/2020	624.78
EF131307	27031	DOWNER EDI WORKS PTY LTD	ASPHALT SERVICES	30/06/2020	3,885.22
EF131308	27032	WTP AUSTRALIA PTY LTD	QUANTITY SURVEYORS	30/06/2020	3,025.00
EF131309	27044	GRAFFITI SYSTEMS AUSTRALIA	GRAFFITI REMOVAL & ANTI-GRAFFITI COATING	30/06/2020	10,136.49
EF131310	27046	TFH HIRE SERVICES PTY LTD	HIRE FENCING	30/06/2020	1,170.40
EF131311	27048	PATRON POWER PTY LTD	MARINE EQUIPMENT	30/06/2020	5,134.80
EF131312	27054	VOCUS PTY LTD	TELECOMMUNICATIONS	30/06/2020	20,143.20
EF131313	27065	WESTBOOKS	BOOKS	30/06/2020	1,226.82
EF131314	27082	KULBARDI PTY LTD	STATIONERY SUPPLIES	30/06/2020	878.90
EF131315	27098	Q2 (Q-SQUARED)	DIGITAL DATA SERVICE	30/06/2020	3,160.00
EF131316	27115	A PLUS TRAINING SOLUTIONS PTY LTD	SMALL PLANT SAFETY TRAINING	30/06/2020	4,000.00
EF131317	27131	WEST COAST COMMERCIAL INDUSTRIES	LOCKERS	30/06/2020	1,575.54
EF131318	27143	EMBROIDME SUCCESS	EMBROIDERY SERVICES	30/06/2020	1,809.50
EF131319	27154	SUEZ RECYCLING & RECOVERY PTY LTD	WASTE SERVICES	30/06/2020	356,688.97
EF131320	27165	LYPA	NATURE PLAY STYLE EQUIPMENT	30/06/2020	46,578.77
EF131321	27168	NIGHTLIFE MUSIC PTY LTD	MUSIC MANAGEMENT	30/06/2020	261.15
EF131322	27177	INITIAL HYGIENE	HYGIENE	30/06/2020	17,139.86
EF131323	27187	NEVE CONTRACTING	DESIGN SERVICES	30/06/2020	48,784.64
EF131324	27189	HEALTHSTRONG PTY LTD	HOME CARE	30/06/2020	330.00
EF131325	27194	ANIMAL CARE EQUIPMENT & SERVICES AUSTRALIA PTY LTD	ANIMAL HANDLING & CATCHING EQUIPMENT	30/06/2020	644.72
EF131326	27198	GREEN PROMOTIONS PTY LTD	PROMOTIONAL SUPPLIES	30/06/2020	5,988.30
EF131327	27219	EXERCISE AND SPORTS SCIENCE AUSTRALIA LTD	HEAL LICENSOR	30/06/2020	2,182.50
EF131328	27241	LANDSCAPE ELEMENTS PTY LTD	LANDSCAPING SERVICES	30/06/2020	41,722.53
EF131329	27243	ARJOHUNTLEIGH PTY LTD	SUPPLY, REPAIRS HEALTH EQUIPEMNT	30/06/2020	1,724.33
EF131330	27246	VEALE AUTO PARTS	SPARE PARTS MECHANICAL	30/06/2020	1,810.50
EF131331	27272	BRIDGE HEALTH PTY LTD	SPEECH PATHOLOGY SERVICES	30/06/2020	214.50
EF131332	27303	SEBEL PTY LTD	FURNITURE	30/06/2020	2,595.78
EF131333	27333	SAFETY SOLUTIONS WA PTY LTD	SAFETY SERVICES OHS	30/06/2020	1,320.00
EF131334	27334	WESTCARE PRINT	PRINTING SERVICES	30/06/2020	269.50
EF131335	27348	MESSAGE MEDIA	TELECOMMUNICATIONS	30/06/2020	1,132.33
EF131336	27351	PROGRAMMED PROPERTY SERVICES	PROPERTY MAINTENANCE	30/06/2020	2,294.78
EF131337	27355	PLAYMASTER	PLAYGROUND EQUIPMENT	30/06/2020	3,953.40
EF131338	27374	SOUTHERN CROSS CLEANING	COMMERCIAL CLEANING	30/06/2020	17,551.45
EF131339	27384	SIFTING SANDS	SAND CLEANING	30/06/2020	12,652.77
EF131340	27396	ANKEET MEHTA SPEARWOOD NEWSPAPER ROUND DELIVERY	NEWSPAPER DELIVERY	30/06/2020	274.60
EF131341	27401	EMPRISE MOBILITY PTY LTD	MOBILITY EQUIPMENT	30/06/2020	8,355.00
EF131342	27405	COMBAT CLOTHING AUSTRALIA P/L	CLOTHING - PROTECTIVE	30/06/2020	11,825.00
EF131343	27423	MECHANICAL PROJECT SERVICES PTY LTD	AIRCONDITIONING SERVICES	30/06/2020	1,909.60
EF131344	27427	HOME CHEF	COOKING/FOOD SERVICES	30/06/2020	1,332.32
EF131345	27437	PB RETICULATION & MAINTENANCE SERVICES PTY LTD	IRRIGATION SERVICES	30/06/2020	1,955.80
EF131346	27444	VEEV GROUP PTY LTD	CONSULTANCY	30/06/2020	14,190.00
EF131347	27455	SITE PROTECTIVE SERVICES	CCTV PARTS	30/06/2020	14,885.64
EF131348	27482	BILLI AUSTRALIA PTY LTD	WATER FILTER TAPS	30/06/2020	678.70
EF131349	27494	DYNAMIC PLAYGROUNDS PTY LTD	WATER PLAYGROUNDS	30/06/2020	18,513.00
EF131350	27499	HODGE COLLARD PRESTON ARCHITECTS	ARCHITECTS	30/06/2020	2,571.52
EF131351	27501	CHILD INCLUSIVE LEARNING AND DEVELOPMENT AUSTRALIA INC.	LEARNING AND DEVELOPMENT	30/06/2020	5,000.00
EF131352	27507	FACILITIES FIRST AUSTRALIA	CLEANING SERVICES	30/06/2020	80,926.33
EF131353	27518	KYOCERA DOCUMENT SOLUTIONS AUSTRALIA PTY LTD	PHOTOCOPYING MACHINES	30/06/2020	10,399.26
EF131354	27523	ROBERT LAWRENCE TOOHEY	HIGH PRESSURE CLEANING	30/06/2020	346.50
EF131355	27530	PUSH MOBILITY	BEACH ACCESS EQUIPMENT	30/06/2020	2,266.00
EF131356	27535	THE FOREVER PROJECT PTY LTD	CONSULTANCY	30/06/2020	2,145.00
EF131357	27539	JASMIN CARPENTRY & MAINTENANCE	CARPENTRY	30/06/2020	2,073.81
EF131358	27567	CHORUS AUSTRALIA LIMITED	HEALTH CARE SERVICES	30/06/2020	2,504.70
EF131359	27587	NEW GROUND WATER SERVICES PTY LTD	IRRIGATION/RETICULATION	30/06/2020	8,189.50
EF131360	27610	ROCKWATER PTY LTD	HYDROGEOLOGICAL CONSULTANCY	30/06/2020	1,416.80

EF131361	27622	TRUGRADE MEDICAL SUPPLIES	MEDICAL SUPPLIES	30/06/2020	3,167.77
EF131362	27631	AQUATIC SERVICES WA PTY LTD	POOL EQUIPMENT & MAINTENANCE	30/06/2020	5,103.45
EF131363	27644	CMAKTECH	ICT ENGINEERING & CONSULTING	30/06/2020	104,407.22
EF131364	27646	THE TRUSTEE FOR SA\$ UNIT TRUST (SITE ARCHITECTURE STUDIO)	ARCHITECTURAL SERVICES	30/06/2020	4,136.00
EF131365	27657	POSITIVE BALANCE MASSAGE	MASSAGE THERAPY	30/06/2020	300.00
EF131366	27676	BLUE FORCE PTY LTD	SECURITY SERVICES	30/06/2020	180.00
EF131367	27695	QTM PTY LTD	TRAFFIC MANAGEMENT	30/06/2020	21,061.46
EF131368	27700	IREDALE PEDERSEN HOOK ARCHITECTS PTY LTD	ARCHITECTURAL SERVICES	30/06/2020	13,068.00
EF131369	27719	PULSE LOCATING	CABLE LOCATIONS	30/06/2020	2,293.50
EF131370	27739	MY MAINTENANCE SYSTEMS PTY LTD	COMPUTER SOFTWARE	30/06/2020	4,884.00
EF131371	27748	PROFESSIONAL DEVELOPMENT TRAINING PTY LTD	TRAINING SERVICES	30/06/2020	1,452.00
EF131372	27749	ADVISIAN PTY LTD	CONSULTING - ENGINEERING	30/06/2020	7,080.70
EF131373	27791	MODERN PROMOTIONS	PROMOTIONAL GOODS	30/06/2020	2,748.90
EF131374	27797	CITY LIFTS	LIFT MAINTENANCE	30/06/2020	5,269.00
EF131375	27804	REDFISH TECHNOLOGIES	AUDIO VISUAL SYSTEMS	30/06/2020	300.45
EF131376	27805	SKYWARD ROOFING SERVICES PTY LTD	ROOFING	30/06/2020	250.00
EF131377	27815	ADILAM TECHNOLOGIES	TECHNOLOGIE SOLUTIONS	30/06/2020	7,150.00
EF131378	27819	AXIIS CONTRACTING PTY LTD	CONCRETE WORKS	30/06/2020	7,250.98
EF131379	27829	SMEC AUSTRALIA PTY. LTD.	CONSULTANCY - ENGINEERING	30/06/2020	22,770.00
EF131380	27840	GEARED CONSTRUCTION PTY LTD	CONSTRUCTION	30/06/2020	3,850.00
EF131381	27842	LIGHT HOUSE LAUNDRY	LAUNDERING	30/06/2020	297.78
EF131382	27847	MATRIX TRAFFIC AND TRANSPORT DATA PTY LTD	TRAFFIC SURVEYS	30/06/2020	902.00
EF131383	27855	TOTAL LANDSCAPE REDEVELOPMENT SERVICE PTY LTD	TREE WATERING	30/06/2020	4,763.00
EF131384	27863	CARERS PLUS	NURSING SERVICES	30/06/2020	6,377.86
EF131385	27869	SELECT FRESH PTY LTD	FOOD SUPPLIE,FRUIT & VEG	30/06/2020	207.50
EF131386	27875	TOWN TEAM MOVEMENT	PUBLIC ENGAGEMENT	30/06/2020	25,190.00
EF131387	27894	LIFECARE HOMECARE	HEALTHCARE	30/06/2020	1,776.50
EF131388	27901	IES CULTURAL HERITAGE	CULTURAL TRAINING	30/06/2020	2,628.44
EF131389	27906	LUCY COMMANDER	COSULTANCY - ENVIROMENTAL	30/06/2020	232.00
EF131390	27909	FE TECHNOLOGIES	RFID EQUIPMENT AND TAGS	30/06/2020	5,740.00
EF131391	27910	ONE DEGREE ADVISORY	CONSULTANCY	30/06/2020	5,321.58
EF131392	27914	FLEET DYNAMICS PTY LTD	SOFTWARE	30/06/2020	34,790.00
EF131393	27917	GO DOORS PTY LTD	DOOR MAINTENANCE & REPAIR	30/06/2020	10,194.25
EF131394	27930	BE PROJECTS (WA) PTY LTD	CONSTRUCTION SERVICES - CONTRACT C100683	30/06/2020	203,514.89
EF131395	27940	A-SMART PTY LTD	SERVICE & MAINTENANCE	30/06/2020	956.85
EF131396	27942	CLUBLINKS	CONSULTANCY/FEASABILITY	30/06/2020	10,120.00
EF131397	27957	ERNST & YOUNG	CONSULTANCY ENVIROMENTAL	30/06/2020	33,990.00
EF131398	27958	EXECUGIFTS	PROMOTIONAL/MERCHANDISE ITEMS	30/06/2020	194.92
EF131399	27970	FORKSAFE	SERVICIE - FORK LIFT	30/06/2020	339.35
EF131400	27972	DAVID CASTELANELLI PTY LTD.	TRAINING/EDUCATION WORKSHOPS	30/06/2020	745.00
EF131401	27978	FRONTLINE SAFETY AUSTRALIA PTY LTD	CLOTHING - UNIFORMS	30/06/2020	6,263.96
EF131402	27982	PEP TRANSPORT	TRANSPORT	30/06/2020	716.51
EF131403	27987	VISIMAX	ANIMAL PRODUCTS	30/06/2020	637.00
EF131404	10747	IINET LIMITED	INTERNET SERVICES	30/06/2020	1,249.82
EF131405	11758	WATER CORP UTILITY ACCOUNT ONLY - PLEASE REFER TO 11760 WHEN RAISING	WATER USAGE / SUNDRY CHARGES	30/06/2020	4,057.07
EF131406	11741	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS	30/06/2020	1,490,500.00
EF131407	27475	LARA KIRKWOOD	MONTHLY ELECTED MEMBER ALLOWANCE	30/06/2020	4,509.66
		<b>TOTAL OF 832 EFT PAYMENTS</b>			<b>16,284,768.71</b>
		<b>LESS: CANCELLED EFT PAYMENTS:</b>			
EF130202		SAPTAK KULKARNI		2/06/2020	-45.00
EF130224		GUANLIANG ZHOU		3/06/2020	-27.50
EF130576		COMPLETE APPROVALS		9/06/2020	-56.65
EF128588		MARIA JARDIM		9/06/2020	-100.00
EF128587		ANNE ZANKI		9/06/2020	-200.00
EF130621		SURFING LIZARD		17/06/2020	-78.00

EF130603	THE AUTOMOTIVE SPECIALISTS	17/06/2020	-147.50
			654.65
	<b>TOTAL EFT PAYMENTS (NET OF CANCELLED PAYMENTS)</b>		<b>16,284,114.06</b>
	<b><u>ADD: BANK FEES AND CREDIT CARD PAYMENTS</u></b>		
	BANK FEES		51.87
	MERCHANT FEES COC		
	MERCHANT FEES MARINA		
	MERCHANT FEES ARC		
	MERCHANT FEES VARIOUS OUT CENTRES		
	NATIONAL BPAY CHARGE		
	RTGS/ACLR FEE		
	NAB TRANSACT FEE		251.13
	MERCHANDISE / OTHER FEES		
	CBA CREDIT CARD PAYMENT		72,617.93
			<b>72,920.93</b>
	<b><u>ADD: PAYROLL PAYMENTS</u></b>		
	COC01/06/20 Pmt 000161373397 City of Cockburn	10/06/2020	1,420,151.19
	COC11/06/20 Pmt 000161475527 City of Cockburn	11/06/2020	271.21
	COC10/06/20 Pmt 000161752946 City of Cockburn	17/06/2020	20,272.90
	COC21/06/20 Pmt 000162195212 City of Cockburn	24/06/2020	1,362,325.60
	COC29/06/20 Pmt 000162508848 City of Cockburn	29/06/2020	2,776.99
			<b>2,805,797.89</b>
	<b>TOTAL PAYMENTS MADE FOR THE MONTH</b>		<b>19,162,832.88</b>

Credit Card Transactions May 2020	
Card Holder Name	\$
ALEXANDRA K MORTON	3,151.50
ALISON WATERS	111.10
ANTON LEES	2,243.12
ASANKA VIDANAGE	1,024.59
BENJAMIN ROSER	39.70
CHRISTOPHER BEATON	1,240.74
CLIFF MCKINLEY	2,798.76
COLLEEN MILLER	1,661.00
COURTNEE THOMSON	4,886.85
DEAN BURTON	208.96
KAREN O'REILLY	491.30
LINDA SEYMOUR	2,968.08
LINDA WALKER	231.98
MARIE LA FRENAIS	1,080.58
MICHAEL EMERY	1,540.08
MIJALCE DANILOV	740.34
MIRANDO RADJA	628.44
MISS JESSICA DONALD	588.52
MR ANTONIO NATALE	9,401.67
MR BRETT FELLOWS	216.91
MR BRETT MCEWIN	3,878.88
MR C MACMILLAN	1,015.84
MR CHARLES SULLIVAN	60.15
MR CLIFFORD RYAN	610.80
MR CLIVE J CROCKER	1,672.94
MR DANIEL ARNDT	9.09
MR DONALD M GREEN	52.00
MR GLEN WILLIAMSON	57.51
MR GLENN PETHICK	298.82
MR JOHN WEST	180.20
MR LAWLEY MARIN YUKICH	192.50
MR LYALL DAVIESON	89.98
MR MICHAEL HAYNES	16.98
MR NELSON MAURICIO	765.60
MR NICHOLAS JONES	254.51
MR PAUL HOGAN	4,898.22
MR PAUL J DE BRUIN	1,337.51
MR S PALMER	1,624.11
MRS GLORIA ASKANDER	1,523.71
MRS JULIE MCDONALD	501.71
MRS KIM HUNTER	1,941.81
MRS S SEYMOUR-EYLES	2,412.25
MRS SANDRA TAYLOR	839.30
MRS SHARON STILL	209.00
MS BARBARA FREEMAN	667.82
MS CAROLINE LINDSAY	2,434.92
MS DONNA JORDAN	1,760.26
MS GAIL M BOWMAN	311.25
MS MICHELLE CHAMPION	242.00
MS SAMANTHA BARON	529.33
MS SIMONE SIEBER	1,473.31
PAUL DANIEL NORLIN	985.97
RACHEL JANE PLEASANT	151.50
STEVEN JOHN ELLIOT	132.00
STUART DOWNING	4,231.93
<b>Total</b>	<b>72,617.93</b>

Daniel Arndt Credit Card Transactions May 2020				
Budget Number		Amount	Narration	Narration
OP	9849-6110-853	9.09	CPP HIS MAJESTYS	DLG Interview - parking
		<b>9.09</b>		

## 15.2 STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - JUNE 2020

**Author(s)** N Mauricio

**Attachments** 1. Financial Activity Statement - June 2020 [↓](#)

### RECOMMENDATION

That Council:

- (1) adopt the Statement of Financial Activity and associated reports for June 2020, as attached to the Agenda;
- (2) adopt a materiality threshold for the 2020/2021 financial year of \$300,000 for the purposes of reporting budget variances in accordance with Local Government (Financial Management) Regulation 34 (5).

### Background

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

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

1. Details of the composition of the closing net current assets (less restricted and committed assets);
2. Explanation for each material variance identified between YTD budgets and actuals; 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 two months after the end of the month to which the statement relates.

The regulations require the information reported in the statement to be shown either by nature 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. It is proposed that the materiality threshold be kept at the current level of \$300,000 for the 2020/2021 financial year (FY).

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted to Council each month via this standing agenda item or included in the City's mid-year budget review, as required by legislation.

### **Submission**

N/A

### **Report**

#### Opening Surplus

The opening surplus brought forward from FY 2018/2019 following the audit completion, was \$7.24 million. The budget has been revised to match the audited figure.

#### Closing Surplus

The City's actual closing surplus to the end of June of \$12.30 million was \$12.06 million over the budget target. This budget variance comprises the sum of all variances across the operating and capital programs as detailed in this report. As end of financial year processing and audit is still to be finalised, the surplus is interim at this stage and also includes municipal funding required for carried forward projects.

A report will be presented to a future Council meeting with the carried forwards and uncommitted surplus position once processing is complete. For the 2020/2021 annual budget, a \$2.0m surplus brought forward was forecast.

#### Operating Revenue

Operating revenue of \$152.24 million was under the full year budget by \$4.07 million, mainly due to the financial impact from the COVID-19 shut-down.



The following table summarises the operating revenue budget performance by nature and type:

<b>Nature or Type Classification</b>	<b>Actual Revenue \$M</b>	<b>Revised Budget \$M</b>	<b>Variance to Budget \$M</b>
Rates	105.64	105.82	(0.19)
Specified Area Rates	0.59	0.60	(0.01)
Fees and Charges	27.22	30.26	(3.04)
Operating Grants and Subsidies	12.42	13.12	(0.70)
Contributions, Donations, Reimbursements	1.64	1.72	(0.08)
Interest Earnings	4.73	4.79	(0.06)
<b>Total</b>	<b>152.24</b>	<b>156.31</b>	<b>(4.08)</b>

The material variances identified within business units for the month included:

- Fees and Charges (\$3.04 million under budget)
  - Cockburn ARC fee revenue came in \$3.03 million below full year budget. This was due to the closure from 20 March as a result of the COVID-19 state of emergency. It since reopened on May 25 with lower revenue to the end of the year. However, it is now returning close to pre pandemic levels.
  - Community Development income was down \$0.39 million for the year, with pandemic impacts affecting revenue for child care (-\$173k), aged & disabled services (-\$104k), seniors services (-\$87k) and youth services (-\$22k).
  - Revenue from waste services was not impacted by the pandemic with both waste collection (+\$112k) and waste disposal (+\$85k) contributing to a \$0.20 million budget outperformance.
- Operating Grants & Subsidies (\$0.70 million under budget)
  - Child care subsidies were down \$0.50 million against budget, affected by the COVID-19 shutdown.
  - The \$0.15 million grant for the renewable hydrogen study was yet to be received.
  - Grant funding for the third bin rollout project was under budget by \$0.20 million and will now be acquitted next year.
  - Areas with higher grants for the year included Human Resources - paid parental leave (+\$67k) and Fire & Emergency Services DFES operational grants (+\$69k).

Operating Expenditure

Operating expenditure of \$150.56 million was under the full year budget by \$5.28 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:

<b>Nature or Type Classification</b>	<b>Actual Expenses \$M</b>	<b>Revised Budget \$M</b>	<b>Variance to Budget \$M</b>
Employee Costs - Direct	58.65	58.64	(0.01)
Employee Costs - Indirect	1.54	1.57	0.02
Materials and Contracts	39.23	42.28	3.05
Utilities	5.48	5.72	0.23
Interest Expenses	0.78	0.81	0.03
Insurances	1.53	1.47	(0.06)
Other Expenses	8.69	9.68	0.99
Depreciation (non-cash)	35.41	36.12	0.71
Amortisation (non-cash)	1.09	1.14	0.05
Internal Recharging-CAPEX	(1.86)	(1.58)	0.27
<b>Total</b>	<b>150.56</b>	<b>155.84</b>	<b>5.28</b>

The material variances identified within business units for the month included:

- Material and Contracts (\$3.05 million under budget)
  - Community Development Services were collectively \$1.27 million under budget, with the main contributors being child care services (-\$0.43m), youth services (-\$0.15m), aged & disabled services (-\$0.22m). These were all impacted to an extent by the COVID-19 shutdown;
  - Information Services were collectively \$0.66 million under budget comprising information technology (-\$0.28m), business systems (-\$0.23m) and Records (-\$0.12m), with most of the underspend relating to outstanding projects.
  - Waste Collection service and project costs were collectively \$0.61 million under budget, with some of these costs having been covered by in-house services (i.e. bin maintenance, gate fees);

- Cockburn ARC contract spending was \$0.49 million under budget and impacted by the pandemic related closure;
- Corporate Communications was \$0.38 million under budget, comprising communications & marketing (-\$0.21m) and events & culture (-\$0.17m) and also affected by COVID.
- Unbudgeted Insurance claim related expenditure of \$0.52 million for the year caused an adverse variance for Financial Services. However, this is offset by insurance claim revenue (net of deductibles/excess).
- Infrastructure Services net contract over spend of \$0.34 million included plant maintenance (+\$0.26m), facilities maintenance (+\$0.41m), coastal & marina (-\$0.21m) and project & asset services (\$-0.12m).
- Parks Maintenance was \$0.71 million over budget, although this was somewhat offset by Environmental Services under budget by \$0.63 million for works and projects (includes Roe8 rehabilitation project under by \$0.39m).
- Utilities (\$0.23 million under budget)
  - Electricity costs have come in \$0.28 million under budget for the year, mostly relating to power consumption at the City's facilities.
- Other Expenses (\$0.99 million under budget)
  - The City's grants & donations program came in \$0.28 million under budget.
  - Child Care related expenses were down for the year \$0.18 million.
  - The waste landfill levy paid for the year (\$4.95 million) was \$0.32 million under budget.
  - Fuel costs for the City's plant and fleet came in \$0.15 million under budget, correlating to lower fuel prices.
- Depreciation (\$0.71 million under budget)
  - Although showing a sizeable positive variance, additional end of year processing will reduce this. Variance mostly relates to road related infrastructure.

### Capital Expenditure

The City's adopted capital budget of \$43.38 million increased to \$78.41 million during the year, including the addition of carried forward projects and from the mid-year budget review.

The City had a total capital spend of \$37.80 million for the year, representing an under spend of \$40.61 million. This is indicating a significant carried forward program into next year with several large projects contributing most of the value (21 projects contributing 78% of the budget variance).

The following table details this budget variance by asset class:

Asset Class	Actuals \$M	Revised Budget \$M	YTD Variance \$M	Commit Orders \$M
Roads Infrastructure	11.31	25.46	14.15	4.57
Drainage	1.03	2.15	1.12	0.53
Footpaths	1.60	2.13	0.53	0.07
Parks Infrastructure	8.21	13.31	5.11	1.18
Landfill Infrastructure	3.56	5.54	1.98	0.91
Freehold Land	0.18	3.00	2.82	0.17
Buildings	5.14	16.79	11.65	5.54
Furniture and Equipment	0.04	0.04	0.01	0.00
Information Technology	1.58	2.12	0.54	0.11
Plant and Machinery	4.21	6.09	1.88	1.27
Marina Infrastructure	0.50	0.66	0.16	0.04
Coastal Infrastructure	0.45	1.11	0.66	0.00
<b>Total</b>	<b>37.80</b>	<b>78.41</b>	<b>40.61</b>	<b>14.40</b>

Significant project budget variances recorded for the month are detailed below:

- Roads Infrastructure (\$14.15 million under budget)
  - Jandakot Rd (Berrigan to Solomon) was \$10.7 million underspent.
  - Prinsep Rd extension was \$1.42 million underspent.
  - Jandakot Road/Louisiana Glen (Proposed Right Turn) was \$0.39 million underspent
- Buildings (\$11.65 million under budget)
  - Wetland Education Centre construction was \$5.30 million underspent (c/fwd).
  - Frankland Park Recreation Centre & Ovals was \$1.86 million under budget (c/fwd).
  - Malabar BMX Facility was \$1.27 million underspent (c/fwd).
  - Operations Centre upgrade was \$1.02 million underspent (c/fwd).
  - Calleya Estate 'Treeby' Community Centre was \$0.68 million under budget (c/fwd).
- Parks Infrastructure (\$5.11 million under budget)
  - Coogee Beach Master Plan was under budget by \$1.51 million (c/fwd)

- Goodchild, Meller & Calleya parks floodlighting collectively under budget by \$1.11 million (c/fwd).
- \$2.0 million of budget variances across 50 plus projects, with most to be carried forward.
- Cockburn Coast Oval \$0.20 million yet to be spent (c/fwd).
- Landfill Infrastructure (\$1.98 million under budget)
  - Capping of Cell 6 was \$1.80 million under budget (c/fwd).
- Plant & Machinery (\$1.88 million under budget)
  - Major plant replacement was \$1.61 million behind budget for 10 outstanding plant items (\$1.15 million for 6 items on order).
  - Light fleet program was \$0.27 million under budget, with only 5 plant items outstanding (3 on order).
- Freehold Land (\$2.82 million under budget)
  - Purchase of lot 1001 Tindal Ave for \$2.80 million yet to be completed (c/fwd).
- Drainage (\$1.12 million under budget)
  - Tolley Court Sump \$0.32 million under budget (c/fwd).
  - Jandakot Road Drainage \$0.30 million under budget (c/fwd).
  - Verde Drive drainage \$0.20 million under budget (c/fwd).
- Footpaths (\$0.53 million under budget)
  - BP Oil Line bike Path \$0.30 million under budget (c/fwd).
- Coastal Infrastructure (\$0.66 million under budget)
  - Port Coogee Southern Peninsular Carpark \$0.46 million unspent (c/fwd).
  - Beach Access Ramp - Coogee Beach Jetty \$0.14 million under budget (c/fwd).

#### 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). Material variances identified for the month were:

- Non-Operating Grants & Subsidies (\$6.04 million under budget)
  - Capital grant funding for roads projects was \$5.89 million under budget (Jandakot Rd -\$4.82m & Prinsep Rd -\$1.04m).
- Non-Government Contributions (\$1.79 million under budget)
  - Developer contributions under budget by \$1.50 million (Prinsep Rd -\$0.75m & Verde Dv -\$0.75m)
  - POS cash in lieu funding under by \$0.39 million (in line with completion of projects).

- Proceeds from Sale of Assets (\$5.59 million under budget)
  - The outstanding sale of lot 1001 Tindal Ave & lot 1003 Bundegi Gr has caused a \$5.30 million budget variance, but does not impact the City's overall budget position (proceeds are transferred into financial reserves).

#### Reserve Transfers

A detailed schedule of the City's financial reserves is attached to the financial report, showing reserves totalling \$149.65 million at reporting date.

- Transfers to reserves of \$42.56 million were \$7.49 million under budget, primarily due to the unrealised land sales (\$5.30m) and outstanding end of financial year developer contribution scheme transfers (\$2.12m).
- Transfers from reserves of \$35.50 million were \$24.30 million under budget, primarily due to the unfinished capital program (\$18.61m reserve funding not utilised). Another \$5.11m relates to end of financial year processing still to be completed for developer contribution schemes.

#### Cash and Investments

The closing cash and financial investment holding at month's end totalled \$175.48 million (down from \$188.62 million last month). The City's financial reserves comprised \$149.65 million of the cash balance (up from \$132.95 million last month). Another \$4.02 million covered the City's bonds and deposits liability, with the remaining \$21.81 million representing unrestricted cash/investments within the City end of year net current asset position.

#### Investment Performance, Ratings and Maturity

The City's investment portfolio yielded a weighted annualised return of 1.52 percent for the month (down from 1.60% last month and 1.63% the month before). Longer dated deposits continue to buffer the overall yield, with new investment placements attracting much lower rates. This outperformed the City's target rate of 1.05 percent (RBA cash rate of 0.25 percent plus 0.80 percent performance margin) by 0.47 percent. Interest from term deposit investments was \$3.94 million, slightly below the revised annual budget of \$3.99 million.

After cutting the cash rate to a historic low of 0.25% on 20 March 2020, the RBA has left the rate steady since then and is not expected to move any lower. The RBA has stated there will not be an increase in the cash rate until there is sustainable progress made towards their goals for full employment and inflation. Recent unemployment data is pointing to significant increases, although the federal government's JobKeeper support package extension beyond September (with reduced eligibility) will buffer this somewhat. The City is expecting an environment of very



low interest rates over the next two years, limiting investment returns from its substantial cash holdings.

The City's surplus funds are invested in term deposits (TD) with Australian Prudential Regulation Authority (APRA) regulated Australian and foreign owned banks. Current investments held are compliant with Council's Investment Policy, other than those made under previous policy and statutory provisions. This includes Australian reverse mortgage funds with a face value of \$2.526 million and book value of \$0.951 million (net of a \$1.575 million impairment provision), which continue paying interest and returning capital (\$0.47 million returned to date of the original \$3.0 million). Term deposits previously placed with foreign owned banks totalling \$19.3 million also now sit outside Council policy. These are redeemed and reinvested with Australian banks as and when they fall due (last one in September 2020).

The City's investments fall within the following Standard and Poor's short term risk rating categories:

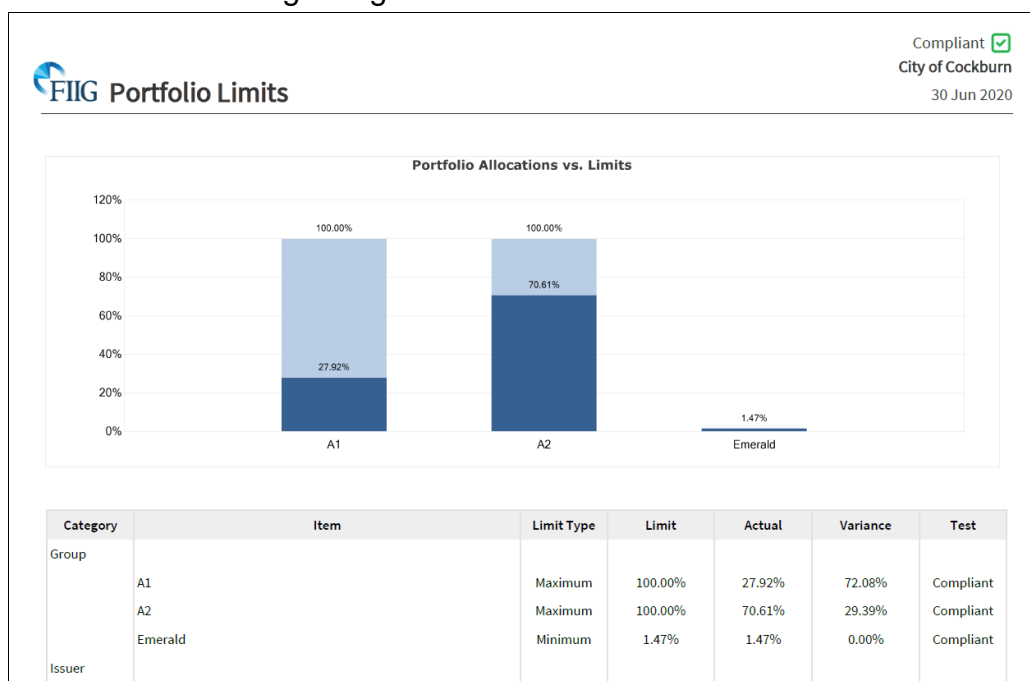


Figure 1: Portfolio allocations compared to Investment Policy limits

Given the negative outlook for interest rates, the current investment strategy aims to lock in the best rate on offer, subject to cash flow planning and policy requirements.

The City's TD investment portfolio duration as at the end of the month was 140 days (slight increase on 136 days last month). The maturity profile of the City's TD investments is graphically depicted below, showing adequate maturities across the next three months to meet liquidity requirements (generally at least \$15 million each month). Rates payments will commence flowing in during September, allowing for an increase in funds held for October and beyond:

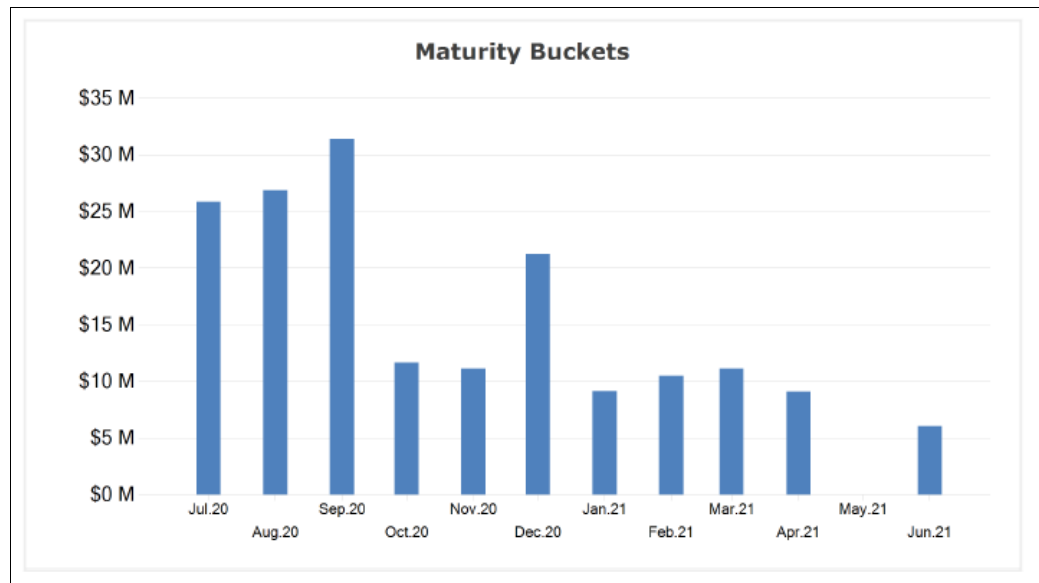


Figure 2: Council Investment Maturity Profile

### Investment in Fossil Fuel Free Banks

At month end, the City held 59% of its TD investment portfolio with banks considered non-funders of fossil fuel related industries (down from 65% from last month). The amount invested with fossil fuel free banks fluctuates month to month, due to the attractiveness of deposit rates being offered and the capacity of fossil fuel free banks to accept funds.

### Rates Debt Recovery

At the end of June, the City had \$4.3 million in outstanding rates and property charges (reduced from \$5.7 million last month). This amount excluded \$1.99 million in prepaid rates (that will be applied to next year's rates charges). This represented 3.2 percent in uncollected charges against the \$133.1 million total rates levied to month's end (inclusive of prior year outstanding balances and part year rating). The rate of collection has not been overly impacted by the coronavirus pandemic at this stage.

In terms of overdue rates accounts, the City had 131 properties owing \$0.49 million under legal debt recovery processes (136 properties owing \$0.51 million last month). A pause in legal actions to 30 June was instigated as a relief measure during the current pandemic. The City will look to recommence recovery efforts from July 2020, but applying the financial hardship policy where warranted.

The attached financial report includes a detailed schedule with these proposed budget changes (plus a few other minor ones) and the associated funding sources.

*Description of Graphs and 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's end, the City held \$6.37 million within its trust fund (unchanged from last month), fully comprising POS cash in lieu contributions held for future recreation requirements across specific suburbs within the City.

**Strategic Plans/Policy Implications**Leading and Listening

A community focused, sustainable, accountable and progressive organisation.

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Deliver value for money through sustainable financial management, planning and asset management.

**Budget/Financial Implications**

The 2019/2020 budget surplus and a list of carry forwards will be brought to a future meeting of Council once these have been determined. An uncommitted budget surplus of \$2.0 million has been taken up in the 2020/2021 annual budget adopted by Council.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

Council's adopted budget for revenue, expenditure and the closing financial position could factually misrepresent actual financial outcomes if the recommended budget amendments are not adopted. Further, some services and projects could be disrupted if budgetary requirements are not appropriately addressed.

**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 2020

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
<b>Operating Revenue</b>						
Financial Services	116,655,570	116,822,138	0%	(166,568)	116,822,138	117,846,000
Information Services	-	1,500	-100%	(1,500)	1,500	1,500
Human Resource Management	205,548	292,000	-30%	(86,452)	292,000	292,000
Library Services	39,159	68,146	-43%	(28,987)	68,146	56,146
Recreation & Community Safety	10,156,110	12,962,331	-22%	(2,806,221) X	12,962,331	13,034,278
Community Development & Services	8,285,654	9,164,857	-10%	(879,203) X	9,164,857	8,599,857
Corporate Communications	111,733	113,600	-2%	(1,867)	113,600	118,600
Governance & Risk	3,404	800	326%	2,604	800	800
Statutory Planning	945,361	1,002,000	-6%	(56,639)	1,002,000	1,002,000
Strategic Planning	3,379,165	3,241,905	4%	137,261	3,241,905	3,126,262
Building Services	1,085,731	1,159,014	-6%	(73,283)	1,159,014	1,334,014
Environmental Health	333,614	347,500	-4%	(13,886)	347,500	333,500
Waste Services	8,573,089	8,577,255	0%	(4,166)	8,577,255	8,558,998
Parks & Environmental Services	1,009,941	924,004	9%	85,937	924,004	1,482,623
Engineering Services	252,946	291,000	-13%	(38,054)	291,000	281,000
Infrastructure Services	1,201,876	1,346,731	-11%	(144,855)	1,346,731	1,003,350
	152,239,402	156,314,780	-3%	(4,075,379)	156,314,780	157,070,927
<b>Total Operating Revenue</b>	<b>152,239,402</b>	<b>156,314,780</b>	<b>-3%</b>	<b>(4,075,379)</b>	<b>156,314,780</b>	<b>157,070,927</b>
<b>Operating Expenditure</b>						
Governance	(4,386,881)	(3,704,488)	18%	(682,393) X	(3,704,488)	(3,530,263)
Strategy & Civic Support	(943,643)	(1,215,787)	-22%	272,144 ✓	(1,215,787)	(1,188,978)
Financial Services	(7,211,296)	(6,731,425)	7%	(479,872) X	(6,731,425)	(6,218,115)
Information Services	(6,298,276)	(6,965,275)	-10%	666,999 ✓	(6,965,275)	(6,410,628)
Human Resource Management	(2,953,436)	(3,003,966)	-2%	50,530	(3,003,966)	(2,952,449)
Library Services	(3,560,281)	(3,962,670)	-10%	402,389 ✓	(3,962,670)	(3,988,344)
Recreation & Community Safety	(16,196,675)	(17,127,933)	-5%	931,258 ✓	(17,127,933)	(16,874,107)
Community Development & Services	(11,170,066)	(12,989,771)	-14%	1,819,706 ✓	(12,989,771)	(12,774,540)
Corporate Communications	(4,025,386)	(4,209,054)	-4%	183,667	(4,209,054)	(3,997,821)
Governance & Risk	(511,432)	(497,875)	3%	(13,557)	(497,875)	(472,875)
Statutory Planning	(1,407,967)	(1,428,683)	-1%	20,716	(1,428,683)	(1,428,683)
Strategic Planning	(2,096,753)	(2,295,885)	-9%	199,132	(2,295,885)	(1,889,225)
Building Services	(1,698,900)	(1,656,413)	3%	(42,487)	(1,656,413)	(1,716,537)
Environmental Health	(1,937,508)	(2,081,780)	-7%	144,272	(2,081,780)	(2,015,928)
Waste Services	(15,592,546)	(16,355,861)	-5%	763,316 ✓	(16,355,861)	(17,144,443)
Parks & Environmental Services	(16,523,033)	(16,580,429)	0%	57,396	(16,580,429)	(16,489,237)
Engineering Services	(8,301,694)	(8,039,233)	3%	(262,460) X	(8,039,233)	(7,989,249)
Infrastructure Services	(11,102,533)	(11,315,646)	-2%	213,113 ✓	(11,315,646)	(10,869,941)
	(115,918,307)	(120,162,175)	-4%	4,243,868	(120,162,175)	(117,951,365)

## STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 June 2020

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget		Revised Budget	Adopted Budget
	\$	\$	%	\$		\$	\$
<b>Less: Net Internal Recharging</b>	1,856,908	1,583,564	17%	273,344	✓	1,583,564	1,515,474
<b>Add: Depreciation &amp; Amortisation on Non-Current Assets</b>							
Computer Equipment	(1,478,485)	(1,555,332)	-5%	76,847		(1,555,332)	(1,555,332)
Furniture and Equipment	(360,289)	(359,052)	0%	(1,237)		(359,052)	(359,052)
Plant & Machinery	(3,275,898)	(3,249,355)	1%	(26,543)		(3,249,355)	(3,249,355)
Buildings	(6,435,250)	(6,383,100)	1%	(52,150)		(6,383,100)	(6,383,100)
Infrastructure - Roads	(13,816,561)	(14,081,544)	-2%	264,983	✓	(14,081,544)	(12,189,504)
Infrastructure - Drainage	(2,641,847)	(2,695,740)	-2%	53,893		(2,695,740)	(2,695,740)
Infrastructure - Footpaths	(1,759,702)	(1,793,460)	-2%	33,758		(1,793,460)	(1,427,916)
Infrastructure - Parks Equipment	(4,668,762)	(4,769,028)	-2%	100,266		(4,769,028)	(4,769,028)
Landfill Infrastructure	(1,088,188)	(1,142,988)	-5%	54,800		(1,142,988)	(1,142,988)
Marina Infrastructure	(422,418)	(432,012)	-2%	9,594		(432,012)	(1,040,400)
Coastal Infrastructure	(552,967)	(563,580)	-2%	10,613		(563,580)	-
Leased Equipment	-	(235,142)	-100%	235,142	✓	(235,142)	(41,200)
	<b>(36,500,368)</b>	<b>(37,260,333)</b>	<b>-2%</b>	<b>759,965</b>		<b>(37,260,333)</b>	<b>(34,853,615)</b>
<b>Total Operating Expenditure</b>	<b>(150,561,767)</b>	<b>(155,838,944)</b>	<b>-3%</b>	<b>5,277,177</b>		<b>(155,838,944)</b>	<b>(151,289,506)</b>
<b>Change in Net Assets Resulting from Operations</b>	<b>1,677,634</b>	<b>475,836</b>	<b>253%</b>	<b>1,201,798</b>		<b>475,836</b>	<b>5,781,421</b>
<b>Non-Operating Activities</b>							
<b>Profit/(Loss) on Assets Disposal</b>							
Plant and Machinery	320,746	42,176	660%	278,570	✓	42,176	(590,592)
Freehold Land	1,218,364	6,740,000	-82%	(5,521,636)	✗	6,740,000	-
Furniture and Equipment	-	-	0%	-		-	-
Buildings	(259,197)	-	0%	(259,197)	✗	-	-
	<b>1,279,913</b>	<b>6,782,176</b>	<b>-81%</b>	<b>(5,502,263)</b>		<b>6,782,176</b>	<b>(590,592)</b>
<b>Capital Expenditure</b>							
Computer Equipment	(1,575,109)	(2,119,886)	-26%	544,777	✓	(2,119,886)	(1,165,620)
Furniture and Equipment	(36,110)	(44,472)	-19%	8,362		(44,472)	-
Plant & Machinery	(4,211,685)	(6,088,440)	-31%	1,876,755	✓	(6,088,440)	(3,870,000)
Land	(180,359)	(3,000,000)	-94%	2,819,641	✓	(3,000,000)	-
Buildings	(5,137,600)	(16,786,484)	-69%	11,648,884	✓	(16,786,484)	(10,244,500)
Infrastructure - Roads	(11,311,176)	(25,464,958)	-56%	14,153,782	✓	(25,464,958)	(19,303,359)
Infrastructure - Drainage	(1,025,840)	(2,148,647)	-52%	1,122,807	✓	(2,148,647)	(1,318,000)
Infrastructure - Footpaths	(1,598,957)	(2,125,791)	-25%	526,834	✓	(2,125,791)	(1,439,268)
Infrastructure - Parks Equipment	(6,550,186)	(11,469,456)	-43%	4,919,270	✓	(11,469,456)	(4,592,000)
Infrastructure - Parks Landscaping	(1,656,730)	(1,845,334)	-10%	188,605		(1,845,334)	(840,000)
Landfill Infrastructure	(3,562,816)	(5,538,861)	-36%	1,976,045	✓	(5,538,861)	(179,000)
Coastal Infrastructure	(449,463)	(1,111,529)	-60%	662,066	✓	(1,111,529)	(365,000)
Marina Infrastructure	(503,784)	(664,739)	-24%	160,955		(664,739)	(60,000)
<b>Note 1.</b>	<b>(37,799,815)</b>	<b>(78,408,597)</b>	<b>-52%</b>	<b>40,608,783</b>		<b>(78,408,597)</b>	<b>(43,376,747)</b>



# STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 June 2020

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget		Revised Budget	Adopted Budget
	\$	\$	%	\$		\$	\$
<b>Add: Land - Vested in Crown</b>	(1,178,207)	(2,500,000)	-53%	1,321,793	✓	(2,500,000)	-
<b>Add: Transfer to Reserves</b>	(42,558,827)	(50,045,726)	-15%	7,486,898	✓	(50,045,726)	(27,595,783)
<b>Add Funding from</b>							
Non-Operating Grants and Subsidies	3,969,580	10,008,733	-60%	(6,039,153)	X	10,008,733	6,058,933
Non-Government Contributions	1,060,210	2,849,778	-63%	(1,789,569)	X	2,849,778	2,150,000
Developers Contributions Plans: Cash	4,123,819	4,080,000	1%	43,819		4,080,000	4,080,000
Proceeds on Sale of Assets	2,693,952	8,287,768	-67%	(5,593,816)	X	8,287,768	915,000
Reserves	35,497,430	59,802,041	-41%	(24,304,611)	X	59,802,041	17,646,331
	<b>47,344,990</b>	<b>85,028,320</b>	<b>-44%</b>	<b>(37,683,330)</b>		<b>85,028,320</b>	<b>30,850,264</b>
<b>Non-Cash/Non-Current Item Adjustments</b>							
Depreciation on Assets	35,412,180	36,117,345	-2%	(705,165)	✓	36,117,345	33,710,627
Amortisation on Assets	1,088,188	1,142,988	-5%	(54,800)		1,142,988	1,142,988
Profit/(Loss) on Assets Disposal	(1,279,913)	(6,782,176)	-81%	5,502,263	X	(6,782,176)	590,592
Loan Repayments	(3,905,043)	(3,974,400)	-2%	69,357		(3,974,400)	(2,500,000)
Non-Current Rehabilitation Asset Provision	5,171,553	5,171,553	0%	-		5,171,553	-
Non-Current Accrued Debtors	(268,811)	-	0%	(268,811)	✓	-	-
Non-Current Leave Provisions	161,461	-	0%	161,461		-	-
Deferred Pensioners Adjustment	(77,070)	-	0%	(77,070)		-	-
	<b>36,302,545</b>	<b>31,675,310</b>	<b>15%</b>	<b>4,627,235</b>		<b>31,675,310</b>	<b>32,944,207</b>
<b>Add: Surplus/(Deficit) B/F July 1</b>	7,236,184	7,236,495	0%	(311)		7,236,495	2,000,000
<b>Less: Surplus/(Deficit) C/F</b>	<b>12,304,418</b>	<b>243,815</b>	<b>4947%</b>	<b>12,060,603</b>		<b>243,815</b>	<b>12,771</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	(1,575,109)	(164,848)	(1,739,957)	(2,119,886)	(2,119,886)	379,929
Furniture and Equipment	(36,110)	-	(36,110)	(44,472)	(44,472)	8,362
Plant & Machinery	(4,211,685)	(1,526,967)	(5,738,651)	(6,088,440)	(6,088,440)	349,789
Land	(180,359)	(174,816)	(355,175)	(3,000,000)	(3,000,000)	2,644,825
Buildings	(5,137,600)	(6,045,153)	(11,182,754)	(16,786,484)	(16,786,484)	5,603,730
Infrastructure - Roads	(11,311,176)	(4,046,655)	(15,357,832)	(25,464,958)	(25,464,958)	10,107,127
Infrastructure - Drainage	(1,025,840)	(531,826)	(1,557,667)	(2,148,647)	(2,148,647)	590,980
Infrastructure - Footpaths	(1,598,957)	(75,034)	(1,673,990)	(2,125,791)	(2,125,791)	451,800
Infrastructure - Parks Equipment	(6,550,186)	(1,363,179)	(7,913,364)	(11,469,456)	(11,469,456)	3,556,091
Infrastructure - Parks Landscaping	(1,656,730)	(214,658)	(1,871,387)	(1,845,334)	(1,845,334)	(26,053)
Landfill Infrastructure	(3,562,816)	(1,001,173)	(4,563,989)	(5,538,861)	(5,538,861)	974,872
Marina Infrastructure	(503,784)	(10,014)	(513,798)	(664,739)	(664,739)	150,941
	(37,350,351)	(15,154,323)	(52,504,674)	(77,297,068)	(77,297,068)	24,792,394

## 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	174,533,910	144,990,893	144,990,893	134,040,426
Rates Outstanding	2,940,591	3,500,000	3,500,000	3,500,000
Rubbish Charges Outstanding	64,440	50,000	50,000	50,000
Sundry Debtors	3,275,674	2,884,300	2,884,300	2,884,300
GST Receivable	1,349,589	-	-	-
Prepayments	494,437	100,000	100,000	100,000
Accrued Debtors	2,775,026	-	-	-
Stock on Hand	31,107	15,000	15,000	15,000
	185,464,775	151,540,193	151,540,193	140,589,726
<b>Current Liabilities</b>				
Creditors	(9,845,587)	(6,154,801)	(6,154,801)	(6,154,801)
Income Received in Advance	(2,426,208)	(1,200,000)	(1,200,000)	(1,200,000)
GST Payable	(220,797)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(4,809,588)	(4,000,000)	(4,000,000)	(4,000,000)
Provision for Long Service Leave	(3,144,114)	(2,400,000)	(2,400,000)	(2,400,000)
Provision for Rehabilitation Assets	-	-	-	-
	(20,446,295)	(13,754,801)	(13,754,801)	(13,754,801)
<b>Net Current Assets</b>	165,018,480	137,785,392	137,785,392	126,834,925
<b>Add: Non Current Investments</b>	951,228	1,000,000	1,000,000	1,000,000
	165,969,708	138,785,392	138,785,392	127,834,925
<b>Less: Restricted/Committed Assets</b>				
Cash Backed Reserves #	(149,647,640)	(132,679,927)	(132,679,927)	(127,822,154)
Deposits & Bonds Liability *	(4,017,650)	(5,861,650)	(5,861,650)	-
	12,304,418	243,815	243,815	12,771
<b>Closing Funds (as per Financial Activity Statement)</b>	12,304,418	243,815	243,815	12,771

# 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>12,771</b>
Various		ABC allocation adjustments	OCM 12/09/19		54,475			<b>67,246</b>
CW	5983	Balancing DCP13 funded project	OCM 14/11/19				30,668	<b>36,578</b>
GL	105	Forfeited incomplete bonds	OCM12/12/19			270,187		<b>306,765</b>
OP	9705	Welcome Kit Residence - error in populating budget	OCM12/12/19				2,000	<b>304,765</b>
Various		Mid-year budget review	OCM12/02/20				267,379	<b>37,386</b>
Various		Balancing Internal Recharges	OCM09/04/20			13,615		<b>51,001</b>
OP	6035	1/3 of project cost is funded by Port Coogee SAR	OCM09/04/20			83,333		<b>134,334</b>
CW	5832	Mid-year budget review correction - reduction in funding	OCM09/04/20				7,685	<b>126,649</b>
CW	5921	Mid-year budget review correction - POS funded	OCM09/04/20			32,235		<b>158,884</b>
OP	9470	Reduction in external grant	OCM09/04/20				5,000	<b>153,884</b>
OP	6999	Funding ARC's Leisure Management Software	OCM09/04/20				4,578	<b>149,306</b>
OP	8173	Mid-year budget review correction - funding removal	OCM09/04/20				72,491	<b>76,815</b>
GL	100	Removal of rate penalty re: COVID-19	OCM09/04/20				33,000	<b>43,815</b>
CW	1444	Reduction in ESRI Licence	OCM11/06/20			200,000		<b>243,815</b>
		<b>Closing Funds Surplus (Deficit)</b>			<b>54,475</b>	<b>599,370</b>	<b>422,801</b>	<b>243,815</b>

**Statement of Comprehensive Income *by Nature and Type***  
for the period ended 30 June 2020

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
<b>OPERATING REVENUE</b>						
01 Rates	105,636,468	105,822,468	(186,000)	105,636,468	105,822,468	107,680,000
02 Specified Area Rates	586,971	595,000	(8,029)	586,971	595,000	490,000
05 Fees and Charges	27,224,472	30,262,645	(3,038,173)	27,224,472	30,262,645	29,361,458
10 Grants and Subsidies	12,422,553	13,122,689	(700,135)	12,422,553	13,122,689	13,203,983
15 Contributions, Donations and Reimbursements	1,641,231	1,724,306	(83,075)	1,641,231	1,724,306	1,191,014
20 Interest Earnings	4,727,707	4,787,673	(59,967)	4,727,707	4,787,673	5,144,473
25 Other revenue and Income	-	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>152,239,402</b>	<b>156,314,780</b>	<b>(4,075,379)</b>	<b>152,239,402</b>	<b>156,314,780</b>	<b>157,070,927</b>
<b>OPERATING EXPENDITURE</b>						
50 Employee Costs - Salaries & Direct Oncosts	(58,654,255)	(58,639,824)	(14,431)	(58,654,255)	(58,639,824)	(57,343,930)
51 Employee Costs - Indirect Oncosts	(1,541,561)	(1,565,281)	23,719	(1,541,561)	(1,565,281)	(1,578,469)
55 Materials and Contracts	(39,226,931)	(42,280,453)	3,053,522	(39,226,931)	(42,280,453)	(39,976,260)
65 Utilities	(5,483,923)	(5,715,671)	231,749	(5,483,923)	(5,715,671)	(5,724,940)
70 Interest Expenses	(783,993)	(810,225)	26,232	(783,993)	(810,225)	(2,284,625)
75 Insurances	(1,533,725)	(1,470,280)	(63,445)	(1,533,725)	(1,470,280)	(1,560,700)
80 Other Expenses	(8,693,919)	(9,680,441)	986,522	(8,693,919)	(9,680,441)	(9,482,441)
85 Depreciation on Non Current Assets	(35,412,180)	(36,117,345)	705,165	(35,412,180)	(36,117,345)	(33,710,627)
86 Amortisation on Non Current Assets	(1,088,188)	(1,142,988)	54,800	(1,088,188)	(1,142,988)	(1,142,988)
<b>Add Back:</b> Indirect Costs Allocated to Capital Works	1,856,908	1,583,564	273,344	1,856,908	1,583,564	1,515,474
<b>Total Operating Expenditure</b>	<b>(150,561,767)</b>	<b>(155,838,944)</b>	<b>5,277,177</b>	<b>(150,561,767)</b>	<b>(155,838,944)</b>	<b>(151,289,506)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES</b>	<b>1,677,634</b>	<b>475,836</b>	<b>1,201,798</b>	<b>1,677,634</b>	<b>475,836</b>	<b>5,781,421</b>
<b>NON-OPERATING ACTIVITIES</b>						
11, 16 Non-Operating Grants, Subsidies and Contributions	5,029,790	12,858,511	(7,828,721)	5,029,790	12,858,511	8,208,933
18 Developers Contributions Plans: Cash	4,123,819	4,080,000	43,819	4,123,819	4,080,000	4,080,000
95 Profit/(Loss) on Sale of Assets	1,279,913	6,782,176	(5,502,263)	1,279,913	6,782,176	(590,592)
<b>Total Non-Operating Activities</b>	<b>9,255,315</b>	<b>21,220,687</b>	<b>(11,965,372)</b>	<b>9,255,315</b>	<b>21,220,687</b>	<b>11,698,341</b>
<b>NET RESULT</b>	<b>10,932,949</b>	<b>21,696,523</b>	<b>(10,763,574)</b>	<b>10,932,949</b>	<b>21,696,523</b>	<b>17,479,762</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	674,768	601,830	601,830	601,830
Law and Public Safety	617,417	462,551	462,551	462,551
Cockburn ARC	7,984,931	11,016,766	11,016,766	11,193,223
	9,277,116	12,081,147	12,081,147	12,257,604
<b><u>Waste Services:</u></b>				
Waste Collection Services	2,759,720	2,647,216	2,647,216	2,647,216
Waste Disposal Services	5,784,712	5,699,662	5,699,662	5,699,662
	8,544,432	8,346,878	8,346,878	8,346,878
<b><u>Infrastructure Services:</u></b>				
Port Coogee Marina	1,052,388	1,043,940	1,043,940	991,850
	1,052,388	1,043,940	1,043,940	991,850
	18,873,936	21,471,964	21,471,964	21,596,331

### Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(2,956,514)	(2,497,136)	(2,497,136)	(2,497,136)
Finance and Corporate Services Division	(8,494,395)	(8,588,408)	(8,588,408)	(8,044,589)
Governance and Community Services Division	(21,244,481)	(21,637,568)	(21,637,568)	(21,402,210)
Planning and Development Division	(5,945,668)	(5,850,738)	(5,850,738)	(5,910,862)
Engineering and Works Division	(20,013,197)	(20,065,974)	(20,065,974)	(19,489,132)
	(58,654,255)	(58,639,824)	(58,639,824)	(57,343,930)

### Note 3

Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(1,729,089)	(1,748,423)	(1,748,423)	(1,555,389)
Finance and Corporate Services Division	(4,665,572)	(4,995,251)	(4,995,251)	(4,361,376)
Governance and Community Services Division	(11,050,002)	(13,376,689)	(13,376,689)	(13,067,775)
Planning and Development Division	(993,405)	(1,461,372)	(1,461,372)	(988,860)
Engineering and Works Division	(20,788,862)	(20,698,718)	(20,698,718)	(20,002,861)
Not Applicable	0	0	0	0
	(39,226,931)	(42,280,453)	(42,280,453)	(39,976,260)

## City of Cockburn - Reserve Funds

## Financial Statement for Period Ending 30-Jun-2020

<i>Account Details</i>	<i>Opening Balance</i>		<i>Interest Received</i>		<i>t/t's from Municipal</i>		<i>t/t's to Municipal</i>		<i>Closing Balance</i>	
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>
<b><i>Council Funded</i></b>										
Bibra Lake Management Plan	579,591	579,591	7,052	6,279	-	-	(64,810)	(64,810)	521,833	521,060
Carry Forward Projects	5,932,650	5,932,650	-	-	8,780,584	8,780,584	(13,384,245)	(9,892,200)	1,328,989	4,821,034
CIHCF Building Maintenance	7,746,691	7,746,691	108,854	97,700	1,486,079	1,537,322	(15,000)	(3,500)	9,326,624	9,378,213
Cockburn ARC Building Maintenance	2,054,346	2,054,346	26,999	23,886	1,640,000	1,640,000	-	-	3,721,345	3,718,232
Cockburn Coast SAR	16,840	16,840	-	168	30,000	24,758	(8,887)	(8,887)	37,954	32,880
Community Infrastructure	19,187,585	19,187,585	248,878	219,114	9,500,000	10,151,161	(3,205,561)	(1,607,175)	25,730,902	27,950,685
Community Surveillance	778,372	778,372	9,286	8,242	200,000	200,000	(149,633)	(121,932)	838,025	864,682
Environmental Offset	311,136	311,136	4,089	3,603	-	-	(66,000)	(6,190)	249,225	308,549
Greenhouse Action Fund	572,893	572,893	7,195	6,382	200,000	200,000	(96,000)	(37,670)	684,088	741,604
HWRP Post Closure Management & Contaminated	2,373,754	2,373,754	36,320	33,181	1,100,000	1,100,000	(135,000)	(5,577)	3,375,074	3,501,358
Information Technology	302,718	302,718	3,803	3,511	200,000	200,000	(5,000)	(5,000)	501,521	501,229
Insurance	1,806,509	1,806,509	23,742	21,416	674,420	674,420	-	-	2,504,671	2,502,346
Land Development and Investment Fund	9,638,807	9,638,807	140,690	124,132	7,029,081	1,634,218	(4,818,660)	(243,375)	11,989,918	11,153,782
Major Building Refurbishment	14,878,218	14,878,218	195,527	172,986	1,627,464	1,627,464	(175,000)	(1,048)	16,526,209	16,677,620
Municipal Elections	80,756	80,756	1,061	659	-	-	(80,000)	(80,000)	1,817	1,415
Naval Base Shacks	1,132,099	1,132,099	14,872	13,152	30,000	30,000	(20,000)	(13,355)	1,156,971	1,161,896
Plant & Vehicle Replacement	11,016,204	11,016,204	134,163	114,672	3,054,545	3,000,000	(4,398,969)	(2,774,093)	9,805,943	11,356,783
Port Coogee Marina Assets Replacement	1,291,632	1,291,632	16,961	14,772	300,000	300,000	(180,000)	(121,600)	1,428,593	1,484,803
Port Coogee Special Maintenance - SAR	1,644,432	1,644,432	20,182	18,318	440,000	441,348	(287,487)	(283,725)	1,817,127	1,820,373
Port Coogee Waterways - SAR	94,237	94,237	1,238	1,195	60,000	56,830	(50,000)	(50,000)	105,475	102,261
Port Coogee Waterways - WEMP	1,360,710	1,360,710	17,511	15,570	-	-	(85,000)	(74,297)	1,293,221	1,301,983
Roads & Drainage Infrastructure	12,944,727	12,944,727	150,052	127,846	2,100,000	-	(10,138,676)	(4,745,895)	5,056,103	8,326,678
Staff Payments & Entitlements	1,679,842	1,679,842	20,571	18,191	125,000	125,000	(190,000)	(190,000)	1,635,413	1,633,033
Waste & Recycling	15,481,387	15,481,387	202,254	174,891	909,000	734,000	(5,686,861)	(3,675,815)	10,905,780	12,714,463
Waste Collection	3,288,540	3,288,540	42,769	37,347	1,414,645	1,414,645	(576,000)	(541,216)	4,169,954	4,199,316
Welfare Redundancies	43,561	43,561	-	468	-	-	(43,561)	(44,032)	0	(3)
POS Cash in Lieu (Restricted Funds)	-	-	-	-	-	-	-	-	-	-
	<b>116,238,238</b>	<b>116,238,238</b>	<b>1,434,069</b>	<b>1,257,683</b>	<b>40,900,818</b>	<b>33,871,750</b>	<b>(43,860,350)</b>	<b>(24,591,393)</b>	<b>114,712,775</b>	<b>126,776,278</b>
<b><i>Grant Funded</i></b>										
Aged and Disabled Asset Replacement	372,120	372,120	13,135	4,372	57,505	107,505	(95,000)	(92,607)	347,760	391,389
Family Day Care Accumulation Fund	11,342	11,342	-	132	-	-	-	-	11,342	11,474
Naval Base Shack Removal	595,485	595,485	7,826	6,924	50,000	50,000	-	-	653,311	652,409
Restricted Grants & Contributions	6,625,483	6,625,483	-	-	2,162,439	2,412,439	(6,061,683)	(6,503,493)	2,726,239	2,534,429
Underground Power - Service Charge	-	0	-	-	-	-	-	-	-	0
Welfare Projects Employee Entitlements	1,044,584	1,044,584	21,256	12,591	635,491	685,962	(45,418)	(105,418)	1,655,912	1,637,719
	<b>8,649,014</b>	<b>8,649,014</b>	<b>42,217</b>	<b>24,019</b>	<b>2,905,435</b>	<b>3,255,906</b>	<b>(6,202,101)</b>	<b>(6,701,519)</b>	<b>5,394,565</b>	<b>5,227,420</b>
<b><i>Development Cont. Plans</i></b>										
Cockburn Coast DCP14	73,383	73,383	964	853	-	7,927	(43,110)	(404)	31,237	81,759
Community Infrastructure DCP 13	5,708,631	5,708,631	234,723	82,031	3,000,000	2,856,824	(7,531,629)	(3,956,124)	1,411,725	4,691,362
Hammond Park DCP	3,069,175	3,069,175	65,595	37,633	250,000	480,154	(6,914)	(7,634)	3,377,856	3,579,328
Munster Development	1,350,746	1,350,746	39,582	15,994	80,000	110,112	(7,765)	(404)	1,462,563	1,476,448

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Page 8 of 13

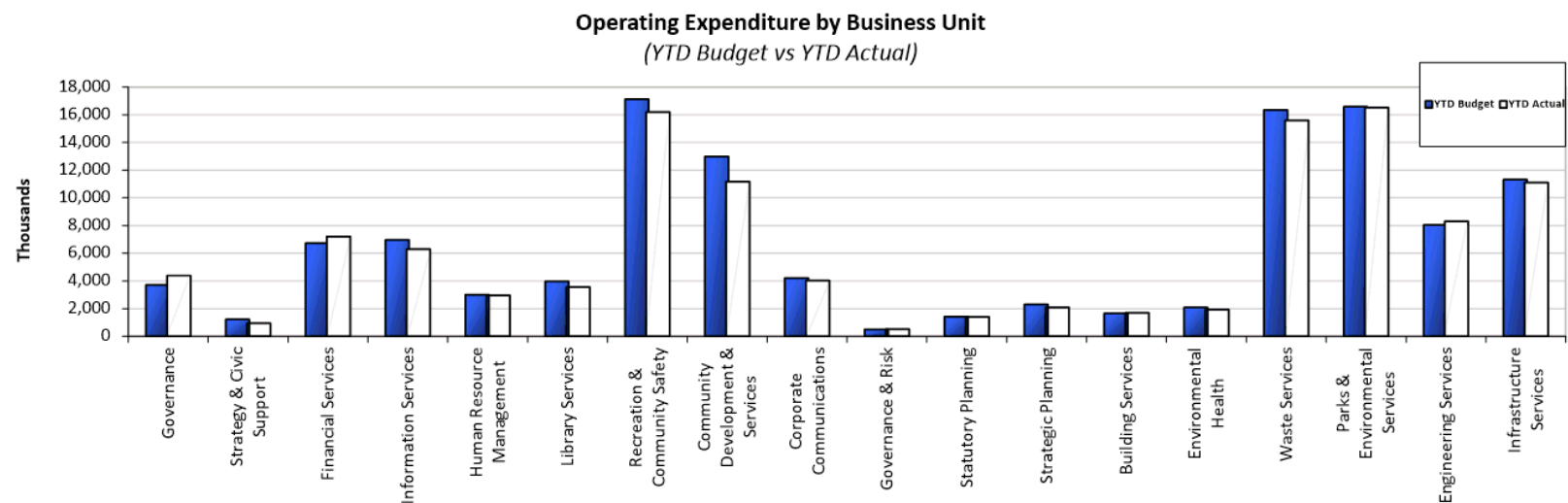
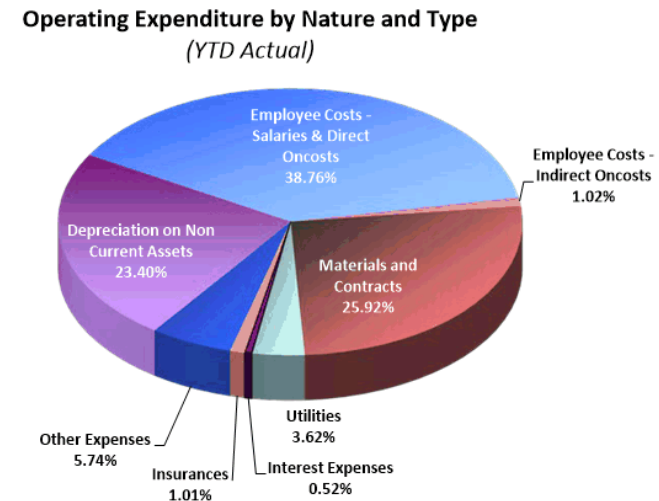
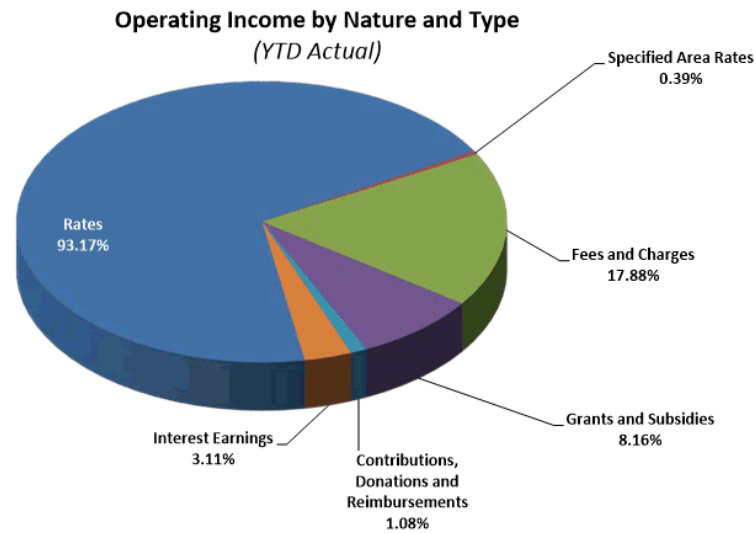
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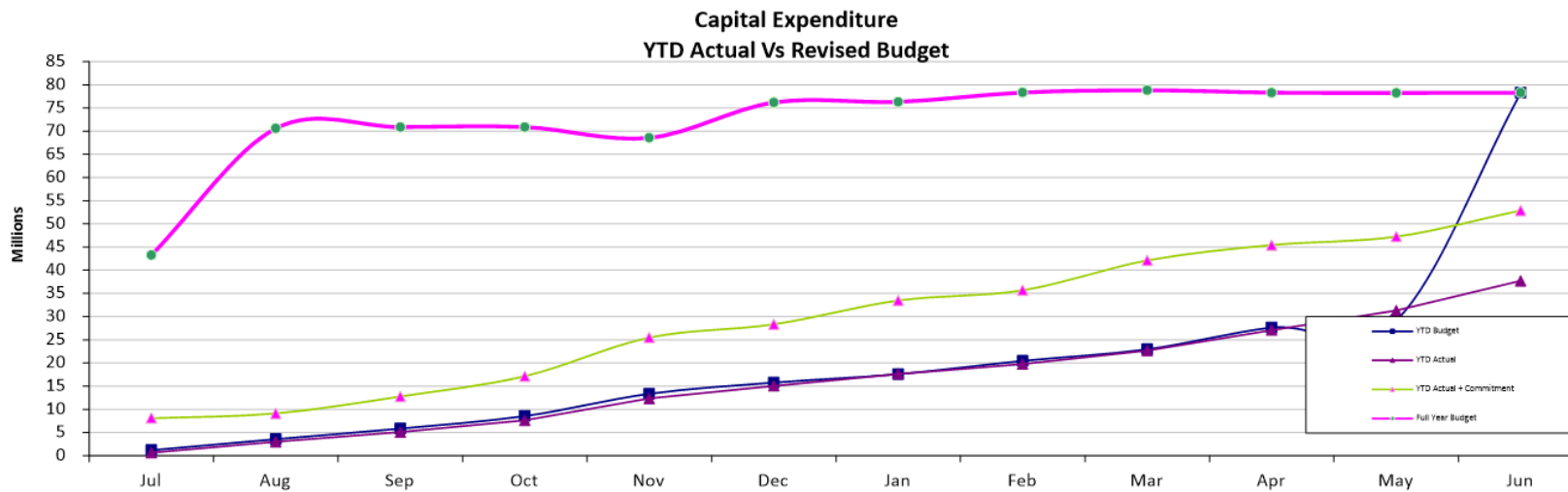
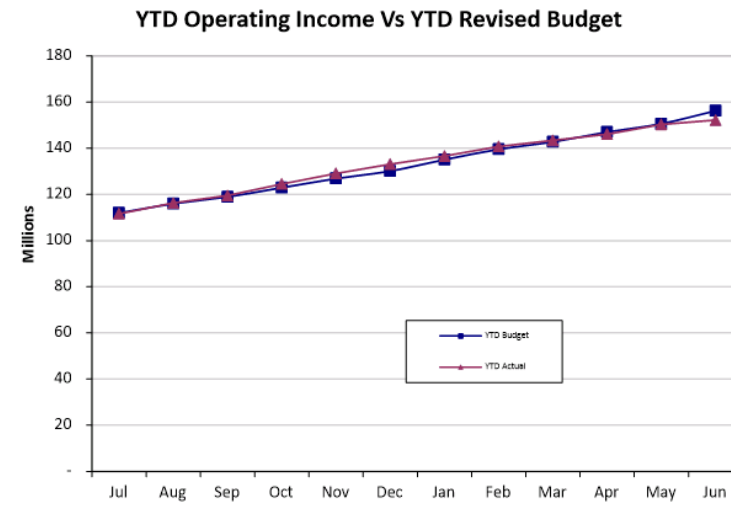
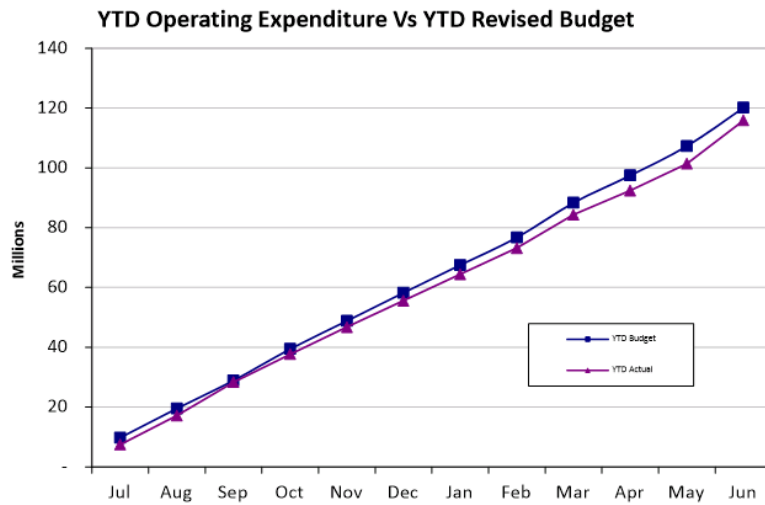


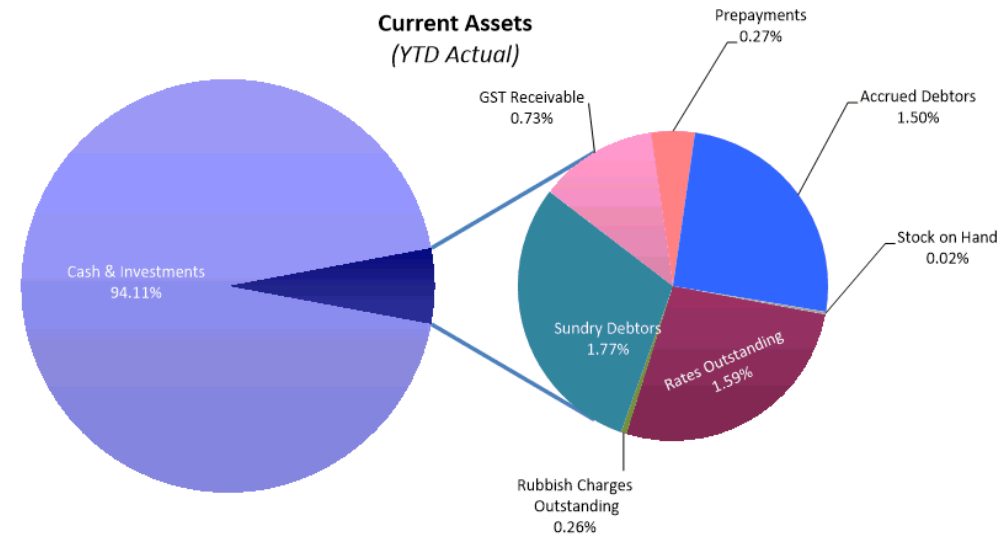
## City of Cockburn - Reserve Funds

## Financial Statement for Period Ending 30-Jun-2020

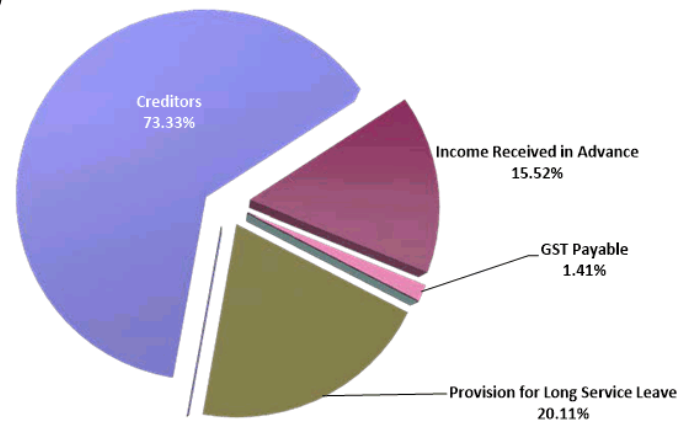
Account Details	Opening Balance		Interest Received		t/t's from Municipal		t/t's to Municipal		Closing Balance	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Muriel Court Development Contribution	189,874	189,874	4,364	3,686	250,000	144,442	(22,929)	(404)	421,309	337,597
Packham North - DCP 12	80,659	80,659	2,206	937	100,000	-	(9,163)	(404)	173,702	81,193
Solomon Road DCP	649,076	649,076	25,030	7,546	-	-	(4,676)	(404)	669,430	656,219
Success Nth Development Cont. Plans	3,851,777	3,851,777	91,161	44,785	50,000	145,367	(3,776)	(404)	3,989,162	4,041,525
Thomas St Development Cont. Plans	13,550	13,550	294	158	-	-	-	-	13,844	13,708
Wattleup DCP 10	19,333	19,333	4,134	921	250,000	106,433	(6,914)	(1,658)	266,554	125,030
Yangebup East Development Cont. Plans	1,816,937	1,816,937	43,411	21,479	-	61,616	(1,501,356)	(134,153)	358,991	1,765,878
Yangebup West Development Cont. Plans	875,848	875,848	21,723	10,005	100,000	10,570	(601,356)	(102,527)	396,215	793,896
	<b>17,698,991</b>	<b>17,698,991</b>	<b>533,187</b>	<b>226,026</b>	<b>4,080,000</b>	<b>3,923,444</b>	<b>(9,739,590)</b>	<b>(4,204,518)</b>	<b>12,572,588</b>	<b>17,643,943</b>
<i>Total Reserves</i>	<b>142,586,243</b>	<b>142,586,243</b>	<b>2,009,473</b>	<b>1,507,727</b>	<b>47,886,253</b>	<b>41,051,100</b>	<b>(59,802,041)</b>	<b>(35,497,430)</b>	<b>132,679,927</b>	<b>149,647,640</b>

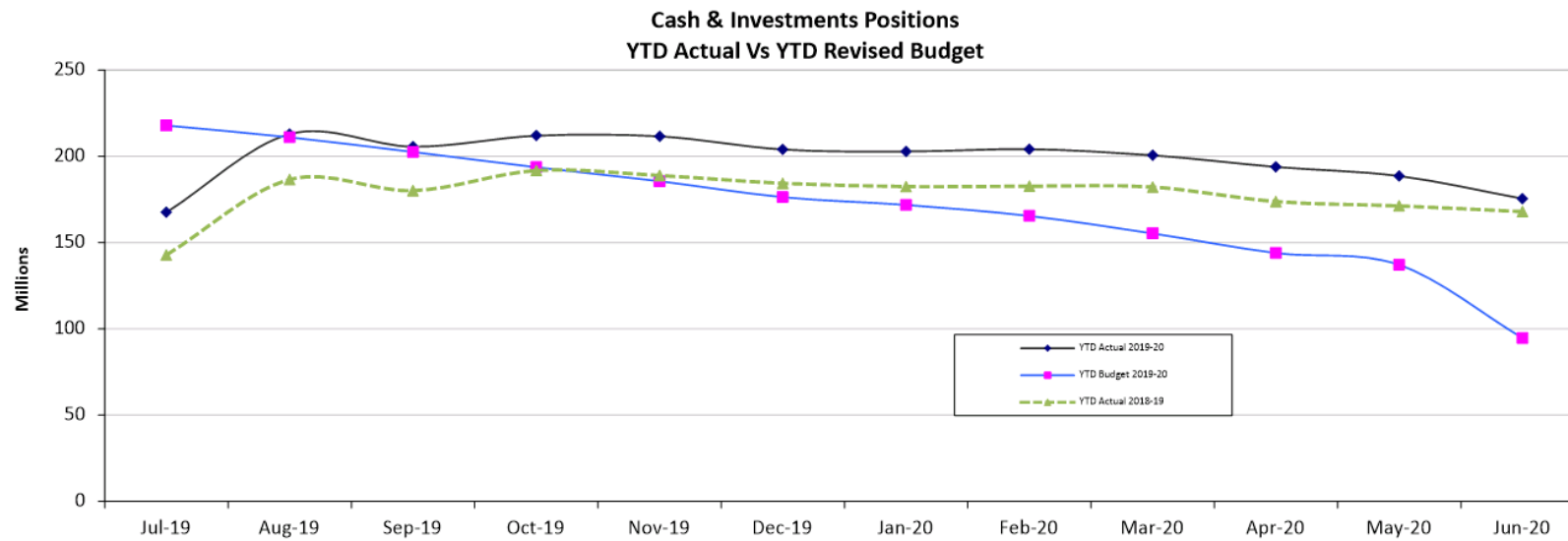
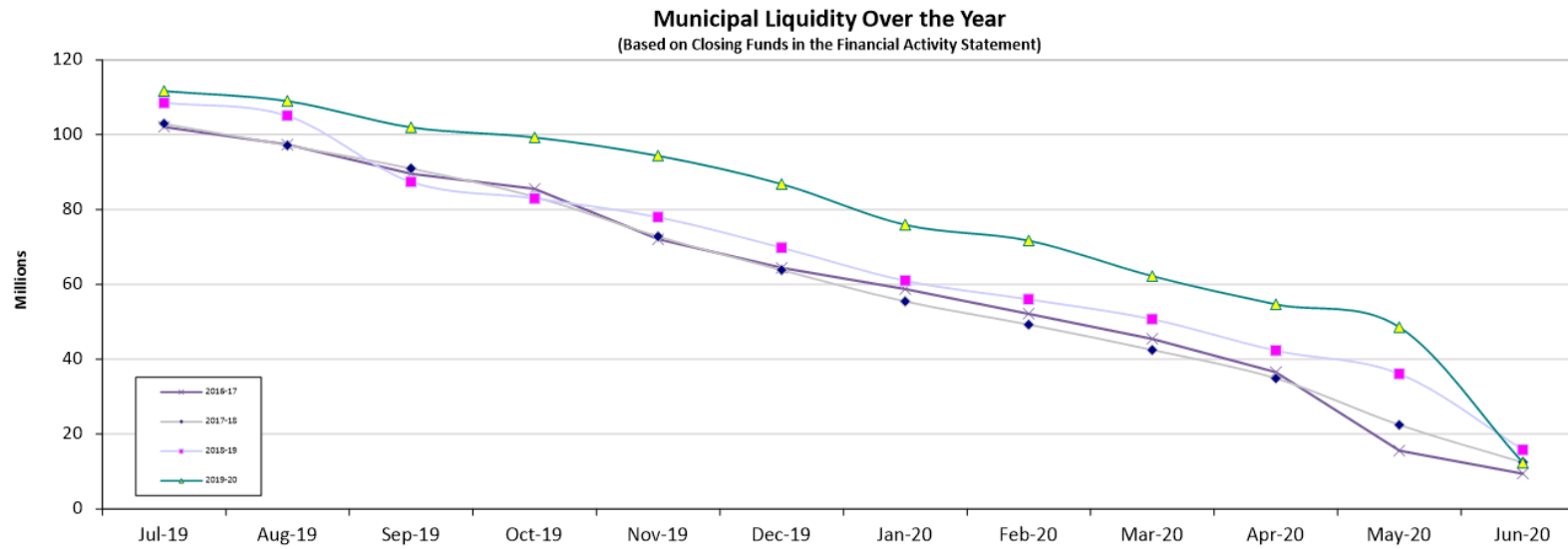






**Current Liabilities**  
(YTD Actual)





## 16. ENGINEERING & WORKS DIVISION ISSUES

### 16.1 TEMPORARY CLOSURE OF NORTH LAKE ROAD/MIDGEGOOROO AVENUE INTERSECTION

**Author(s)** J Kiurski

**Attachments** 1. Extracts from City of Cockburn Report - Long Term Closure of Kentucky Court and North Lake Road [↓](#)

#### RECOMMENDATION

That Council, in accordance with Section 3.50 of the *Local Government Act 1995*, institutes a temporary closure of Kentucky Court and the section of North Lake Road between Kentucky Court and Cockburn Central Station for up to 12 months, commencing 17 August 2020 to 17 August 2021 subject to:

- (1) Main Roads WA (MRWA) and the Armadale Access Alliance (AAA) engaging an appropriately accredited Traffic Management Contractor to monitor and control traffic movement due to the closure;
- (2) all works on existing City infrastructure (roads, footpaths, drainage, parks or verges) completed and reinstated in accordance with the Public Utilities Code of Practice 2000, Restoration and Reinstatement Specification for Local Government 2002, and the City of Cockburn Excavation Reinstatement Standards 2002, as a minimum; and
- (3) the proponent being fully responsible for all legal costs, the cost of the valuation, public liability and damages arising from the works.

#### Background

The Armadale Road to North Lake Road Bridge Project is a State Government project which commenced in 2019 and is scheduled for completion in late 2021. Construction will ease congestion at Cockburn Central Station and the Cockburn Gateway Shopping Centre. The project will also provide a direct link between Armadale Road and North Lake Road, improve access to the Kwinana Freeway, and support residential and commercial expansion in Cockburn and Armadale.

The first phase of the Armadale Road to North Lake Road Bridge project is underway, including relocation of services infrastructure, the clearing of vegetation, preparation for construction of a grade-separated roundabout at the intersection of Armadale Road and Solomon Road, and modifications to the existing North Lake Road and Midgemooroo Avenue signalised intersection.



The subject site of this report is the section of North Lake Road west of the Kwinana Freeway as shown in the image below, which is an extract from the MRWA Traffic Management Plan.



The aerial photo extract below shows the specific work location identified in the image above.



**Submission**

MRWA and the AAAA (construction contractor of the Armadale Road to North Lake Road Bridge project) have requested that Council implement procedures to temporarily close Kentucky Court and the section of North Lake Road between Kentucky Court and Cockburn Central Station. There will be a number of traffic management arrangements to the local road network to accommodate this closure.

**Report**

The Armadale Access Alliance submitted the scope of work which includes a full reconstruction of the North Lake Road/Midgegooroo Avenue/Kentucky Court intersection and the method of implementation. The scope of the proposed work is provided in Attachment 1 for reference, which is an extract from the complete Traffic Management Report by the Armadale Access Alliance.

The works associated with reconstruction of the existing signalised intersection are significant, and it will be completed in stages. The staging includes:

- long term closure of both Kentucky Court and North Lake Road (between Midgegooroo Avenue and Linkage Avenue);
- removal of the intersection arrangement and construction of a temporary roundabout at the intersection of Veterans Parade/Junction Boulevard/Midgegooroo Avenue; and
- alternative access to Harmony Apartments from North Lake Road, which will facilitate the long term closure of Kentucky Court and reduce impact to residents.

Stage 1 works are shown on the image below, which is the current situation. In preparation, the temporary roundabout at the intersection of Junction Boulevard and Midgegooroo Avenue has been installed and is operational.

The temporary roundabout is required to allow the existing bus routes to be redirected when the access to the bus station at the northern end of the bus station precinct is closed. This was the preferred access strategy of the Public Transport Authority.



The Stage 2 works are shown on the image below. Kentucky Court and the eastern end of North Lake Road between Midgegooroo Avenue and the bus turn around area are completely closed. All existing business or residential access would be maintained throughout these closures.

The section of North Lake Road west of Midgegooroo Avenue will be operated as one lane in each direction (with signals removed) to allow works on the north side of the intersection to be carried out whilst maintaining free moving traffic. Stage 2 is envisaged to be in place from September 2020 to February 2021.



The Stage 3 works are shown on the image below. The traffic flow on North Lake Road is changed over to the northern side to allow the remaining works to reconstruct the remaining areas of the intersection. All existing business or residential access would be maintained throughout this stage.

The section of North Lake Road west of Midgegooroo Avenue will be operated as one lane in each direction (with signals removed) to allow works on the south side of the intersection to be carried out whilst maintaining free moving traffic. Stage 3 is envisaged to be in place from February 2021 to August 2021.



The temporary closure of Kentucky Court and the section of North Lake Road between Kentucky Court and Cockburn Central Station can be supported for the following reasons:

1. The proposed closure of North Lake Road and Midgegooroo Avenue intersection will allow safe access to the construction site and direct traffic flow through the new temporary access;
2. Appropriate road signage will be installed to inform drivers of the site closure and works;
3. The impact on the immediate and surrounding road network has been assessed to operate at a suitable level of service;
4. Armadale Access Alliance has appointed a certified traffic management contractor to monitor the impact of the proposed road closure and access arrangements for the site and adjacent properties;
5. Armadale Access Alliance has submitted a Traffic Management Plan, which complies with Australian Standards and Main Roads guidelines;

6. Appropriate signage and barrier fencing will provide pedestrian and vehicle safety during the construction activities;
7. The works program for the western bridge abutment will be expedited to minimise overall impact; and
8. These closures will expedite the completion of the North Lake Road/Midgegooroo Avenue Intersection works.

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

#### City Growth and Moving Around

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

Sustainably revitalise urban areas to deliver high levels of amenity and to cater for population growth.

Develop Cockburn Central as our City centre and strengthen local area localities through planning and activation.

#### Listening & Leading

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

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner.

### **Budget/Financial Implications**

All costs of the proposed road closure and traffic management will be covered by Main Roads Western Australia and the Armadale Access Alliance.

### **Legal Implications**

The requirements of Section 3.50 of the *Local Government Act 1995* must be satisfied, including written notification to the Commissioner of Main Roads, emergency services and public notification of Council's decision in the local newspaper.

### **Community Consultation**

The MRWA and the Armadale Access Alliance carried out public consultation and discussions with key stakeholders in the area, including:

- City of Cockburn - Traffic and Transport;
- Public Transport Authority;
- Cockburn Central Police Station;
- Residents and Strata Management - Harmony Apartments;

- Main Roads WA;
- Fire Brigade; and
- Ambulance.

Temporary traffic arrangements have been discussed with the above key stakeholders to ensure their access points are suitably maintained during the works.

The proposed road closure was advertised on 18th June 2020 in the Cockburn Gazette and the Melville Sound. In addition the notice of closure was posted to the City of Cockburn's Facebook page, a hard copy was displayed at the Administration Centre and libraries, as well as displays on site with electronic sign boards.

The consultation period extended to 16 July 2020 to comply with the minimum 28 day public consultation period required under section 3.50 of the *Local Government Act 1995*.

As a result of the consultation, one response was received and answered – refer to last two pages of Attachment 1.

### **Risk Management Implications**

The upgrade to the North Lake Road Midgegooroo Avenue Kentucky Court signalised intersection and the western abutment of the proposed bridge over the Kwinana Freeway is a complex project.

If the Council does not support a long-term closure, it will extend the construction period significantly and increase the safety risk to the vehicles and pedestrians travelling through the area.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised this matter is to be considered at the 13 August 2020 Ordinary Council Meeting.

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

Nil





Report – Long Term Closure of Kentucky Court and North Lake Road

## APPENDIX B

# Position Paper: Long Term Closure of Kentucky Court & North Lake Road (Midgegooroo Avenue to Linkage Avenue)



Report – Long Term Closure of Kentucky Court and North Lake Road

**Armadale Road North Lake Road Bridge Project**

# Position Paper: Long Term Closure of Kentucky Court & North Lake Road (Midgegooroo Avenue to Linkage Avenue)

Document details	
Client	Main Roads Western Australia (Main Roads)
Consultant	Armadale Access Alliance
Client reference no.	237/16
Document Number	ARNLR-AAA-POS-0100-CI-0004
Revision	0

**Revision History**

Revision	Date	Revision description	Prepared	Reviewed	Approved
0	05/05/2020	Initial Revision	C. Reid	C. Luck / D. Taylor	E. Gee



Report – Long Term Closure of Kentucky Court and North Lake Road

### Background

The Armadale Access Alliance Scope of Work includes a full rebuild of the North Lake Road / Midgegooroo Avenue / Kentucky Court intersection.

The existing pavement at this intersection is a traditional granular pavement. This will be replaced with a Full Depth Asphalt (FDA) pavement due to the anticipated increased traffic volumes associated with the opening of the new Bridge 1733, connecting North Lake Road to Armadale Road on the Eastern side of the Freeway.

The works associated with re-building the signalised intersection are significant, but the overall duration and impact of the works can be mitigated by 'simplifying' the intersection during the construction works. ARNLR-AAA-MPL-0000-TR-0006 outlines the proposed staging for the intersection works. The staging includes long term closures of both Kentucky Court and North Lake Road (between Midgegooroo Road and Linkage Avenue) and removal of the intersection arrangement. As the intersection is closed, the traffic signals will be decommissioned during the construction stages – turning the intersection into a free-flowing movement from Midgegooroo Ave to North Lake Road in both directions (the Primary traffic movement). The decreased traffic volumes on the eastern section of North Lake Road and Kentucky Court make this proposed solution a viable option.

Kentucky Court has one driveway access, the main access for the residents of Harmony Apartments. The Alliance have already constructed an alternative access from North Lake Road which will facilitate a long-term closure of Kentucky court and have negligible impact to motorists and local residents.

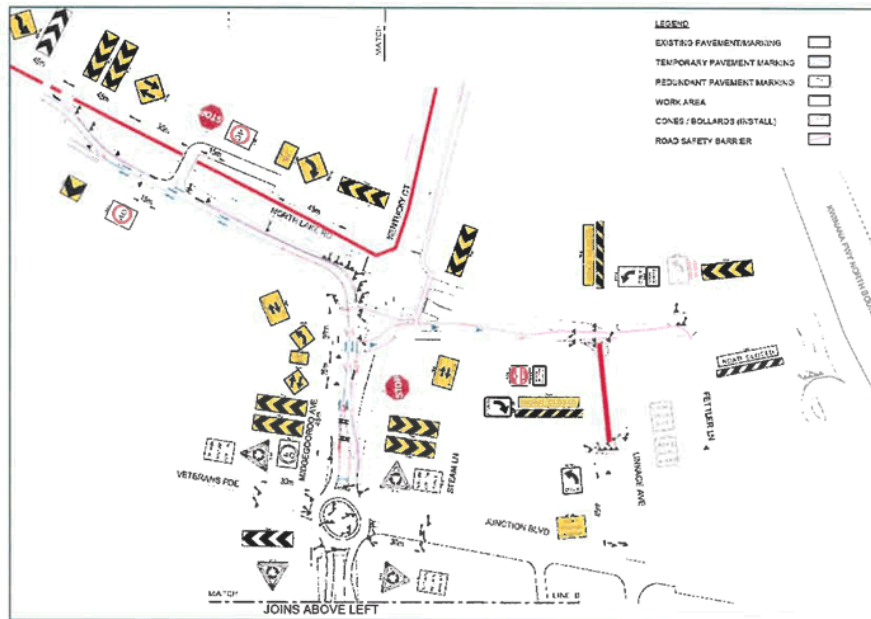


Figure 1: Aftercare Arrangement from Traffic management Plan



Report – Long Term Closure of Kentucky Court and North Lake Road

### Reducing Impacts to the Community and Stakeholders

At present, traffic utilising Kentucky Court is almost exclusively traffic using the driveway to Harmony Apartments. AAA have undertaken significant consultation with the Strada Managers and Council of Owners at Harmony Apartments throughout development of the traffic management plan.

A temporary driveway access into the property from North Lake road has been constructed and used with great success during some shorter-term utility service works at the front of the property to date.

City of Cockburn waste collection department have approved the use of the driveway to service the property. This arrangement has been in place since 09/03/2020.



Figure 2: Harmony Apartment Temporary access

Previous consultation with the Cockburn Central Police Department regarding the North Lake Road closure resulted in an arrangement for the Alliance to maintain an exit access onto North Lake Road westbound for emergency service vehicles. An uncontrolled intersection will be provided at Midgegooroo Avenue and North Lake Road for emergency service vehicles if required an emergency situation. A single, one- way arrangement will also be maintained from Fettler Lane through to Linkage Avenue (via connection on North Lake Road).

The Public Transport Authority (PTA) has been consulted with about changes to bus access onto North Lake Road. A closure of the bus access is required to construct the new North Lake Road bridge abutment, regardless of the long-term closure of North Lake Road. The PTA have accepted the Alliances proposal to construct a temporary roundabout at Midgegooroo Avenue / Junction Boulevard / Veterans Parade intersection. The primary purpose of the roundabout is to





Report – Long Term Closure of Kentucky Court and North Lake Road

provide a controlled right turn moment at Midgegooroo Avenue for buses leaving the Cockburn Central Station onto North Lake Road.

The temporary roundabout will benefit all road users who Cockburn Central via Junction Boulevard. Additionally, the Cockburn Central Police Department can utilise this as an alternate option onto North Lake Road.

### AAA's Position

The Alliance have determined a long-term closure of Kentucky Court and North Lake Road (between Midgegooroo Avenue and Linkage Avenue) to be the most efficient way to complete the intersection upgrade. The upgrade to the North Lake Road / Midgegooroo Avenue / Kentucky Court signalised intersection is complex. A long-term closure provides an opportunity deliver the intersection works in half the time of the initial, multi-stage works program, whilst maintaining a completely functional intersection.

The scope of works include:

- Demolition of existing road pavements, kerbs and drainage infrastructure;
- Installation of new drainage infrastructure;
- Relocation / protection of impacted utility services;
- Modification of signalised intersection hardware (including new cable routing and trenching);
- Construction of new Full Depth Pavements;
- Final Asphalt;
- Pavement Marking; and
- Soft and Hard landscaping works.

As the works can be constructed in larger construction lots, there are additional benefits to the Project works with respect to safety in working around live traffic and to the quality output of the construction with significantly less construction lot joints.

### Reducing Impacts to the Community and Stakeholders

The proposed arrangement eliminates the need to impose additional 'sub-stages' of traffic management and instead, provides a more consistent and linear construction process. Fundamentally, the closure of Kentucky Court and North Lake Road (between Midgegooroo Avenue and Linkage Avenue) enables a two-stage construction approach with a similar arrangement maintained at each stage.

A thorough community and stakeholder engagement plan will be developed to ensure the directly impacted residents, stakeholders, those in the vicinity and the wider community are informed of the changed conditions. Once approved, the plan will be provided to the City of Cockburn for information, input and endorsement.

From a stakeholder perspective, AAA have undertaken due diligence in consulting with key stakeholders in the area, to include:

- City of Cockburn Traffic and Transport;
- Public Transport Authority;
- Cockburn Central Police Department;
- Residents and Strata Management of Harmony Apartments; and
- Main Roads WA.



Report – Long Term Closure of Kentucky Court and North Lake Road

Temporary traffic arrangements have been discussed with the above key stakeholders to ensure their access points are suitably maintained and agreed. The impact on the immediate and surrounding road network has been assessed to operate at a suitable level of service.

Additional consultation will take place with the following groups to ensure adequate opportunity for input:

- The office of Fran Logan MLA – Cockburn Gateway
- Residential lots on Linkage Avenue, Junction Boulevard, and Signal Terrace
- Cockburn Central businesses

### **Conclusion**

The Armadale Access Alliance request City of Cockburn council to grant approval of the long-term closure of Kentucky Court and North Lake Road (between Midgegooroo Avenue and Linkage Avenue) to complete the upgrade to the North lake Road / Midgegooroo Avenue / Kentucky Court signalised intersection.

The key benefits of the proposal to close of the two minor approaches at this intersection are:

- Expedited construction program;
- Consistent and less disruptive traffic management for motorists and residents;
- Improved quality controls; and
- Improved safety controls.

The proposed closure of the roads specified is requested for a period of 12 months from 1 July 2020.



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## APPENDIX B

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# Variation to Standards

APPLICATION FOR APPROVAL TO VARY REQUIREMENTS OF AUSTRALIAN STANDARDS AS1742.3 OR MRWA TRAFFIC MANAGEMENT CODES OF PRACTICE

Form Instruction

- Section A** – Identify the Principal Agency / person commissioning the activity. (Does not include contractors, subcontractors or traffic management company/traffic planners etc).
- Section B** – Identify activity location, start / finish date and time, type of traffic management, description location of activity.
- Section C** – Identify the person that has prepared the Traffic Management Plan, this person shall have AWTM accreditation.
- Section D** – For Works undertaken on a State road or on behalf of Main Roads Western Australia the details of the risk assessment process identified in this application form must be documented and endorsed<sup>1</sup> by an accredited Roadworks Traffic Manager.

All applications to be addressed to the applicable Main Roads Regional office. For contact information please refer to the online Application kits and guidelines to undertake works. ([www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) > Our Roads > Conducting Works on Roads).

For all other applications the details of the risk assessment process identified in this application form must be documented and endorsed<sup>1</sup> by the person responsible for approving the traffic management plan.

Contact with the appropriate road authority should be made prior to lodgement of this application to determine its suitability and for any additional requirements.

- Section E** – Risk implication, identification and assessment process must be undertaken in accordance with Risk Management – Principles and Guidelines AS/NZS ISO 31000. The likelihood and consequences should be rated after the application of any additional counter measures taken utilising Tables from Annexure's 202B and 203B, Main Roads WA - Specification 202 and 203 respectively.

Incomplete or applications not signed by the RTM<sup>1</sup> will not be processed.


<b>A</b>	Applicant (Principal for the Works)		Armadale Access Alliance			
	Postal address	Level 1, 3 Craig Street				
	Suburb	Burswood	State	WA	Postcode	6100
	Project Manager	Anthony Deurloo			Telephone	(08) 9362 7111
	Email	anthony.deurloo@armadaleaccess.com.au			Facsimile	

<b>B</b>	Anticipated start date	TBC		Anticipated finish date	TBC	
	Daily work hours; From	24 hours	To	Weekend work applicable	Yes <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	No <input type="checkbox"/>
	Location of works (Road/Street Suburb),	Kwinana Freeway North Bound Entry Ramp From Beeliar Drive / Armadale Road, Beeliar Drive, Midgegooroo Avenue, North Lake Road – Cockburn Central				
	Road type (eg undivided, two lane)	Various				
	Description of works	The scope of works includes the following: <ul style="list-style-type: none"> <li>• Construction of bridge #1733 western abutment footing and wall.</li> <li>• PSP retaining wall and PSP construction</li> <li>• Bulk earthworks</li> <li>• Pavement construction in the vicinity of the western abutment.</li> <li>• Full reconstruction and realignment of the North Lake Road and Midgegooroo Avenue signalised intersection</li> </ul>				
	Are alterations to permanent traffic signals required?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		N/A <input type="checkbox"/>
	Posted Speed Limit	Varies	Worksite speed limit	Varies	After hours speed limit	Varies

<sup>1</sup> A person with AWTM accreditation is permitted to endorse a variation of less than 135 % of the allowable lane capacity as outlined in table 4.10 of AS 1742.3. See section 5.6 of the Code of Practice

<b>C</b>	TMP Designer		David Taylor					
	Accreditation Number		STAP-AWTM-20-02417-05					
	Postal address		PO Box 111					
	Suburb	South Perth	State	WA	Postcode	6951		
	Email	david.taylor@strada-rpc.com	Telephone	0439 900 764	Facsimile			
	Endorsement signature						Date	24/04/2020

<b>D</b>	RTM Endorsing Variation <sup>1</sup>		Travis Green					
	Accreditation Number		RTM #037					
	Postal address		PO Box 111					
	Suburb	South Perth	State	WA	Postcode	6951		
	Email	Travis.green@strada-rpc.com	Telephone	0403 028 053	Facsimile			
	Endorsement signature <sup>1</sup>						Date	28/04/2020

<b>For Internal Use Only</b>							
Approving Road Authority							
Approving Officer Position							
Application Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Not Why Not				
Additional Conditions							
Approved By:		Title		Date		File	

E	Description of Variation Requested	Specify Point of Departure from Standard / Code of Practice (List section and page number)	Justification (Why is this necessary)	Additional Counter Measures To Be Taken (Identify additional counter measures to be used to negate the lesser treatment)	Residual Risk <sup>2</sup>		
					L	C	RR
	Some of the designed sign spacings are not as specified in AS1742.3 Table 4.2 due to road geometry	AS1742.3 Table 4.2	Signs cannot be installed at standard spacing due to road geometry (side streets, driveways etc.)	Adjust sign spacing based on geometric constraints, so as not to obstruct side streets or driveways, and provide greater visibility	D	3	L6
	Request to implement 40km/h speed zones greater than 500m in length	AS1742.3 Table 4.7	The extent of the temporary traffic arrangement has been determined by the extent of the construction scope. A temporary traffic speed of 40km/h has been applied to match the requirements of the temporary traffic arrangement	Repeater 40km/h signs installed as shown on TQS drawings.  The traffic arrangement (single lane, contraflow, roundabout, turning radii etc.) is conducive to 40km/h or less, thus maintaining speed compliance.	C	3	M9

<sup>2</sup> Note: the risk assessment in the TMP also needs to record the variation and include the risk event, pre-treatment risk, treatment and residual risk.



Report – Long Term Closure of Kentucky Court and North Lake Road

## APPENDIX D

# Advertisement in Cockburn Gazette and Melville Sound



Report – Long Term Closure of Kentucky Court and North Lake Road

Initiative		CLIENT PROOF	
Initiative Key No.s: <b>16383_1006</b>	Section/Sort: <b>Public Notice</b>	Account Exec: <b>Emily</b>	Client Rev. No: <b>2</b>
Publication: <b>Fremantle Cockburn Gazette</b>	Ad Size (h x w): <b>17cm x 4 Columns</b>	Operator Name: <b>Lindsay</b>	
Insertion Date: <b>Thu 18/06/20</b>	Size (h x w): <b>17cm x 12.9cm</b>	Proofreader Name: _____	

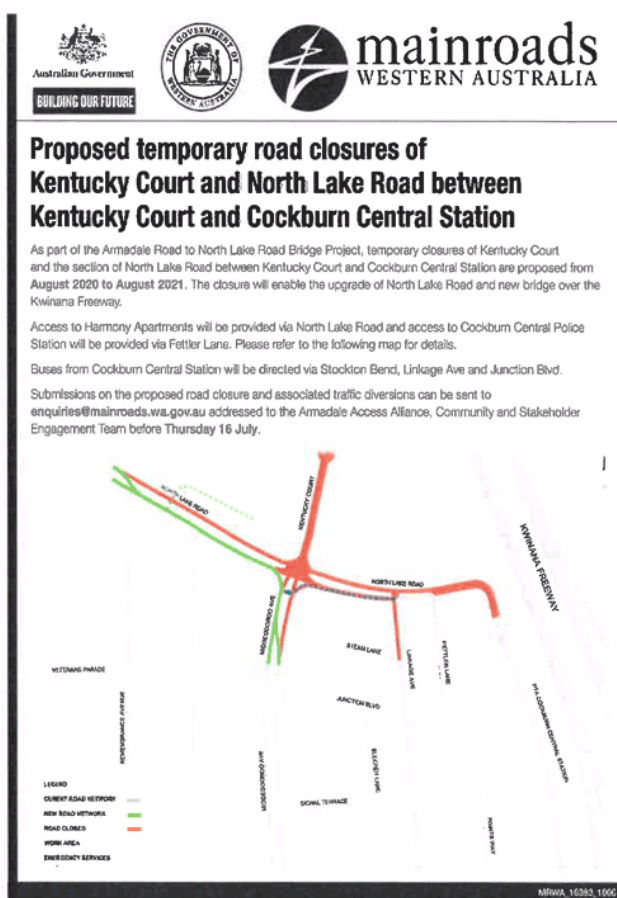
Please proof your advertisement thoroughly and advise us of your approval as soon as possible via eZSuite, email or fax.

The final responsibility for the accuracy of your advertisement content and placement details rests with you, our valued client.

Initiative will not be held responsible for any errors or for liability under the Trade Practices Act.

Client Signature: \_\_\_\_\_

Date/Time: \_\_\_\_\_







Report – Long Term Closure of Kentucky Court and North Lake Road

Initiative		p +61 8 6282 4738		CLIENT PROOF	
Initiative Key No.s:	16383_1007	Section/Sort:	Public Notice	Account Exec:	Emily
Publication:	Melville Times	Ad Size (HxW):	17cm x 4 Columns	Operator Name:	Lindsay
Insertion Date:	Thu 18/06/20	Size (HxW):	17cm x 12.9cm	Proofreader Name:	

Please proof your advertisement thoroughly and advise us of your approval as soon as possible via eziSuite, email or fax.

The final responsibility for the accuracy of your advertisement content and placement details rests with you, our valued client. Initiative will not be held responsible for any errors or for liability under the Trade Practices Act.

Client Signature: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Australian Government  
 BUILDING OUR FUTURE

THE GOVERNMENT OF  
 WESTERN AUSTRALIA

mainroads  
 WESTERN AUSTRALIA

## Proposed temporary road closures of Kentucky Court and North Lake Road between Kentucky Court and Cockburn Central Station

As part of the Armadale Road to North Lake Road Bridge Project, temporary closures of Kentucky Court and the section of North Lake Road between Kentucky Court and Cockburn Central Station are proposed from August 2020 to August 2021. The closure will enable the upgrade of North Lake Road and new bridge over the Kwinana Freeway.

Access to Harmony Apartments will be provided via North Lake Road and access to Cockburn Central Police Station will be provided via Fetter Lane. Please refer to the following map for details.

Bus routes from Cockburn Central Station will be directed via Stockton Bend, Linkage Ave and Junction Blvd.

Submissions on the proposed road closure and associated traffic diversions can be sent to [enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au) addressed to the Armadale Access Alliance, Community and Stakeholder Engagement Team before Thursday 16 July.

MTRNA\_H0283\_1007

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APPENDIX D

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## Traffic Analysis and Volume Counts

**LM01091 - Mudgegooroo Av & North Lake Rd & Kentucky Ct**

MONDAY TO FRIDAY		MONDAY TO FRIDAY		MONDAY TO FRIDAY		MONDAY TO FRIDAY	
NORTHLAKE ROAD EASTBOUND		NORTHLAKE ROAD WESTBOUND		NORTHLAKE ROAD EASTBOUND		NORTHLAKE ROAD WESTBOUND	
WEST OF MIDGEGOOROO		WEST OF MIDGEGOOROO		EAST OF MIDGEGOOROO		EAST OF MIDGEGOOROO	
TIME	VOLUME	TIME	VOLUME	TIME	VOLUME	TIME	VOLUME
0000 TO 0100	19	0000 TO 0100	13	0000 TO 0100	3	0000 TO 0100	4
0100 TO 0200	11	0100 TO 0200	7	0100 TO 0200	2	0100 TO 0200	0
0200 TO 0300	12	0200 TO 0300	4	0200 TO 0300	2	0200 TO 0300	0
0300 TO 0400	10	0300 TO 0400	7	0300 TO 0400	2	0300 TO 0400	2
0400 TO 0500	18	0400 TO 0500	36	0400 TO 0500	4	0400 TO 0500	1
0500 TO 0600	56	0500 TO 0600	128	0500 TO 0600	11	0500 TO 0600	13
0600 TO 0700	172	0600 TO 0700	361	0600 TO 0700	38	0600 TO 0700	64
0700 TO 0800	321	0700 TO 0800	612	0700 TO 0800	70	0700 TO 0800	81
0800 TO 0900	396	0800 TO 0900	630	0800 TO 0900	72	0800 TO 0900	9
0900 TO 1000	424	0900 TO 1000	478	0900 TO 1000	73	0900 TO 1000	34
1000 TO 1100	449	1000 TO 1100	467	1000 TO 1100	79	1000 TO 1100	50
1100 TO 1200	465	1100 TO 1200	494	1100 TO 1200	86	1100 TO 1200	55
1200 TO 1300	469	1200 TO 1300	474	1200 TO 1300	91	1200 TO 1300	49
1300 TO 1400	446	1300 TO 1400	442	1300 TO 1400	81	1300 TO 1400	56
1400 TO 1500	471	1400 TO 1500	536	1400 TO 1500	84	1400 TO 1500	76
1500 TO 1600	627	1500 TO 1600	603	1500 TO 1600	103	1500 TO 1600	106
1600 TO 1700	661	1600 TO 1700	654	1600 TO 1700	119	1600 TO 1700	148
1700 TO 1800	555	1700 TO 1800	581	1700 TO 1800	121	1700 TO 1800	111
1800 TO 1900	384	1800 TO 1900	267	1800 TO 1900	88	1800 TO 1900	10
1900 TO 2000	240	1900 TO 2000	164	1900 TO 2000	65	1900 TO 2000	8
2000 TO 2100	181	2000 TO 2100	128	2000 TO 2100	50	2000 TO 2100	7
2100 TO 2200	140	2100 TO 2200	93	2100 TO 2200	34	2100 TO 2200	5
2200 TO 2300	88	2200 TO 2300	55	2200 TO 2300	16	2200 TO 2300	9
2300 TO 2400	59	2300 TO 2400	32	2300 TO 2400	12	2300 TO 2400	10

SATURDAY		SATURDAY		SATURDAY		SATURDAY	
NORTHLAKE ROAD EASTBOUND		NORTHLAKE ROAD WESTBOUND		NORTHLAKE ROAD EASTBOUND		NORTHLAKE ROAD WESTBOUND	
WEST OF MIDGEGOOROO		WEST OF MIDGEGOOROO		EAST OF MIDGEGOOROO		EAST OF MIDGEGOOROO	
TIME	VOLUME	TIME	VOLUME	TIME	VOLUME	TIME	VOLUME
0000 TO 0100	39	0000 TO 0100	25	0000 TO 0100	8	0000 TO 0100	0
0100 TO 0200	25	0100 TO 0200	12	0100 TO 0200	4	0100 TO 0200	0
0200 TO 0300	10	0200 TO 0300	11	0200 TO 0300	2	0200 TO 0300	1
0300 TO 0400	9	0300 TO 0400	4	0300 TO 0400	2	0300 TO 0400	0
0400 TO 0500	12	0400 TO 0500	8	0400 TO 0500	2	0400 TO 0500	2
0500 TO 0600	32	0500 TO 0600	33	0500 TO 0600	5	0500 TO 0600	1
0600 TO 0700	78	0600 TO 0700	81	0600 TO 0700	11	0600 TO 0700	0
0700 TO 0800	123	0700 TO 0800	147	0700 TO 0800	22	0700 TO 0800	2
0800 TO 0900	295	0800 TO 0900	219	0800 TO 0900	51	0800 TO 0900	8
0900 TO 1000	403	0900 TO 1000	369	0900 TO 1000	78	0900 TO 1000	14
1000 TO 1100	550	1000 TO 1100	489	1000 TO 1100	108	1000 TO 1100	11
1100 TO 1200	528	1100 TO 1200	582	1100 TO 1200	98	1100 TO 1200	11
1200 TO 1300	560	1200 TO 1300	599	1200 TO 1300	128	1200 TO 1300	11
1300 TO 1400	500	1300 TO 1400	492	1300 TO 1400	95	1300 TO 1400	10
1400 TO 1500	455	1400 TO 1500	503	1400 TO 1500	104	1400 TO 1500	19
1500 TO 1600	448	1500 TO 1600	486	1500 TO 1600	96	1500 TO 1600	10
1600 TO 1700	384	1600 TO 1700	398	1600 TO 1700	94	1600 TO 1700	11
1700 TO 1800	303	1700 TO 1800	335	1700 TO 1800	64	1700 TO 1800	7
1800 TO 1900	238	1800 TO 1900	193	1800 TO 1900	55	1800 TO 1900	4
1900 TO 2000	182	1900 TO 2000	126	1900 TO 2000	36	1900 TO 2000	7
2000 TO 2100	133	2000 TO 2100	88	2000 TO 2100	24	2000 TO 2100	5
2100 TO 2200	154	2100 TO 2200	86	2100 TO 2200	28	2100 TO 2200	4
2200 TO 2300	84	2200 TO 2300	80	2200 TO 2300	20	2200 TO 2300	4
2300 TO 2400	61	2300 TO 2400	40	2300 TO 2400	12	2300 TO 2400	0

MONDAY TO FRIDAY		MONDAY TO FRIDAY		MONDAY TO FRIDAY		MONDAY TO FRIDAY	
MIDGEGOROO AVE NORTHBOUND		MIDGEGOROO AVE SOUTHBOUND		KENTUCKY COURT NORTHBOUND		KENTUCKY COURT SOUTHBOUND	
SOUTH OF NORTH LAKE ROAD		SOUTH OF NORTH LAKE ROAD		NORTH OF NORTH LAKE ROAD		NORTH OF NORTH LAKE ROAD	
TIME	VOLUME	TIME	VOLUME	TIME	VOLUME	TIME	VOLUME
0000 TO 0100	11	0000 TO 0100	17	0000 TO 0100	1	0000 TO 0100	0
0100 TO 0200	7	0100 TO 0200	9	0100 TO 0200	0	0100 TO 0200	1
0200 TO 0300	4	0200 TO 0300	10	0200 TO 0300	0	0200 TO 0300	0
0300 TO 0400	5	0300 TO 0400	9	0300 TO 0400	0	0300 TO 0400	0
0400 TO 0500	36	0400 TO 0500	14	0400 TO 0500	1	0400 TO 0500	0
0500 TO 0600	117	0500 TO 0600	48	0500 TO 0600	2	0500 TO 0600	4
0600 TO 0700	312	0600 TO 0700	149	0600 TO 0700	9	0600 TO 0700	9
0700 TO 0800	554	0700 TO 0800	276	0700 TO 0800	14	0700 TO 0800	16
0800 TO 0900	642	0800 TO 0900	348	0800 TO 0900	10	0800 TO 0900	12
0900 TO 1000	470	0900 TO 1000	372	0900 TO 1000	12	0900 TO 1000	8
1000 TO 1100	449	1000 TO 1100	397	1000 TO 1100	14	1000 TO 1100	9
1100 TO 1200	477	1100 TO 1200	415	1100 TO 1200	15	1100 TO 1200	13
1200 TO 1300	470	1200 TO 1300	417	1200 TO 1300	15	1200 TO 1300	11
1300 TO 1400	419	1300 TO 1400	393	1300 TO 1400	14	1300 TO 1400	10
1400 TO 1500	495	1400 TO 1500	416	1400 TO 1500	16	1400 TO 1500	10
1500 TO 1600	534	1500 TO 1600	551	1500 TO 1600	19	1500 TO 1600	9
1600 TO 1700	560	1600 TO 1700	585	1600 TO 1700	24	1600 TO 1700	13
1700 TO 1800	535	1700 TO 1800	488	1700 TO 1800	23	1700 TO 1800	12
1800 TO 1900	303	1800 TO 1900	334	1800 TO 1900	13	1800 TO 1900	6
1900 TO 2000	198	1900 TO 2000	211	1900 TO 2000	10	1900 TO 2000	5
2000 TO 2100	153	2000 TO 2100	160	2000 TO 2100	8	2000 TO 2100	5
2100 TO 2200	108	2100 TO 2200	124	2100 TO 2200	5	2100 TO 2200	3
2200 TO 2300	52	2200 TO 2300	76	2200 TO 2300	3	2200 TO 2300	1
2300 TO 2400	29	2300 TO 2400	53	2300 TO 2400	2	2300 TO 2400	2

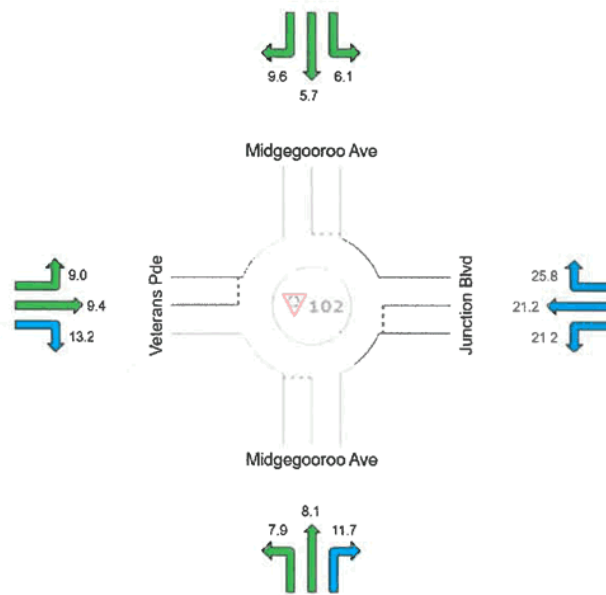
SATURDAY		SATURDAY		SATURDAY		SATURDAY	
MIDGEGOROO AVE NORTHBOUND		MIDGEGOROO AVE SOUTHBOUND		KENTUCKY COURT NORTHBOUND		KENTUCKY COURT SOUTHBOUND	
SOUTH OF NORTH LAKE ROAD		SOUTH OF NORTH LAKE ROAD		NORTH OF NORTH LAKE ROAD		NORTH OF NORTH LAKE ROAD	
TIME	VOLUME	TIME	VOLUME	TIME	VOLUME	TIME	VOLUME
0000 TO 0100	25	0000 TO 0100	34	0000 TO 0100	1	0000 TO 0100	4
0100 TO 0200	13	0100 TO 0200	21	0100 TO 0200	1	0100 TO 0200	0
0200 TO 0300	12	0200 TO 0300	10	0200 TO 0300	0	0200 TO 0300	0
0300 TO 0400	4	0300 TO 0400	8	0300 TO 0400	0	0300 TO 0400	1
0400 TO 0500	8	0400 TO 0500	12	0400 TO 0500	0	0400 TO 0500	0
0500 TO 0600	32	0500 TO 0600	28	0500 TO 0600	1	0500 TO 0600	1
0600 TO 0700	80	0600 TO 0700	66	0600 TO 0700	2	0600 TO 0700	1
0700 TO 0800	149	0700 TO 0800	107	0700 TO 0800	3	0700 TO 0800	5
0800 TO 0900	225	0800 TO 0900	263	0800 TO 0900	7	0800 TO 0900	12
0900 TO 1000	394	0900 TO 1000	362	0900 TO 1000	12	0900 TO 1000	10
1000 TO 1100	529	1000 TO 1100	485	1000 TO 1100	16	1000 TO 1100	8
1100 TO 1200	606	1100 TO 1200	470	1100 TO 1200	14	1100 TO 1200	19
1200 TO 1300	663	1200 TO 1300	497	1200 TO 1300	20	1200 TO 1300	10
1300 TO 1400	522	1300 TO 1400	439	1300 TO 1400	14	1300 TO 1400	8
1400 TO 1500	548	1400 TO 1500	411	1400 TO 1500	16	1400 TO 1500	12
1500 TO 1600	518	1500 TO 1600	394	1500 TO 1600	14	1500 TO 1600	14
1600 TO 1700	437	1600 TO 1700	338	1600 TO 1700	14	1600 TO 1700	11
1700 TO 1800	351	1700 TO 1800	267	1700 TO 1800	9	1700 TO 1800	14
1800 TO 1900	216	1800 TO 1900	208	1800 TO 1900	8	1800 TO 1900	5
1900 TO 2000	136	1900 TO 2000	163	1900 TO 2000	5	1900 TO 2000	5
2000 TO 2100	91	2000 TO 2100	116	2000 TO 2100	3	2000 TO 2100	2
2100 TO 2200	90	2100 TO 2200	134	2100 TO 2200	4	2100 TO 2200	3
2200 TO 2300	85	2200 TO 2300	77	2200 TO 2300	3	2200 TO 2300	7
2300 TO 2400	41	2300 TO 2400	52	2300 TO 2400	2	2300 TO 2400	3

**Midgegooroo Avenue / Junction Boulevard / Veterans Parade Intersection**

Movement Performance - Vehicles												
Mov ID	Type	Demand Total Veh/s	Demand Flow c/s	Delay Sat. sec	Average Delay sec	Level of Service	95% Bk of Queue Veh/s	95% Bk of Queue Distance m	Prop. Queue	Effective Stop Rate	Avg. No. Cycles	Average Speed km/h
South Midgegooroo Ave												
1	L2	11	0.0	0.665	7.9	LOS A	7.3	59.5	0.76	0.72	0.83	42.2
2	T1	518	6.0	0.665	5.1	LOS A	7.3	59.5	0.76	0.72	0.83	43.3
3	R2	91	0.0	0.665	11.7	LOS D	7.3	59.5	0.76	0.72	0.83	42.6
Approach		569	6.0	0.665	5.1	LOS A	7.3	59.5	0.76	0.72	0.83	43.2
East Junction Blvd												
4	L2	169	1.0	0.661	21.2	LOS C	6.6	47.9	0.97	1.17	1.45	30.1
5	T1	5	0.0	0.661	21.2	LOS C	6.6	47.9	0.97	1.17	1.46	31.0
6	R2	169	1.0	0.651	25.6	LOS C	6.6	47.9	0.97	1.17	1.46	30.5
Approach		300	1.9	0.651	22.1	LOS C	6.6	47.9	0.97	1.17	1.46	30.4
North Midgegooroo Ave												
7	L2	91	5.0	0.739	5.7	LOS A	9.9	72.3	0.65	0.52	0.65	43.1
8	T1	737	3.0	0.739	5.7	LOS A	9.9	72.3	0.65	0.52	0.65	43.5
9	R2	1	0.0	0.739	9.6	LOS A	9.9	72.3	0.65	0.52	0.65	43.9
Approach		632	5.0	0.739	5.7	LOS A	9.9	72.3	0.65	0.52	0.65	43.2
West Veterans Pde												
10	L2	21	0.0	0.068	9.6	LOS A	0.4	3.0	0.76	0.76	0.76	40.4
11	T1	1	0.0	0.068	9.4	LOS A	0.4	3.0	0.76	0.76	0.76	41.6
12	R2	21	0.0	0.068	10.2	LOS D	0.4	3.0	0.76	0.76	0.76	41.6
Approach		42	0.0	0.068	11.1	LOS B	0.4	3.0	0.76	0.76	0.76	41.0
All Vehicles		1765	5.2	0.739	9.9	LOS A	9.9	72.3	0.75	0.70	0.85	41.0

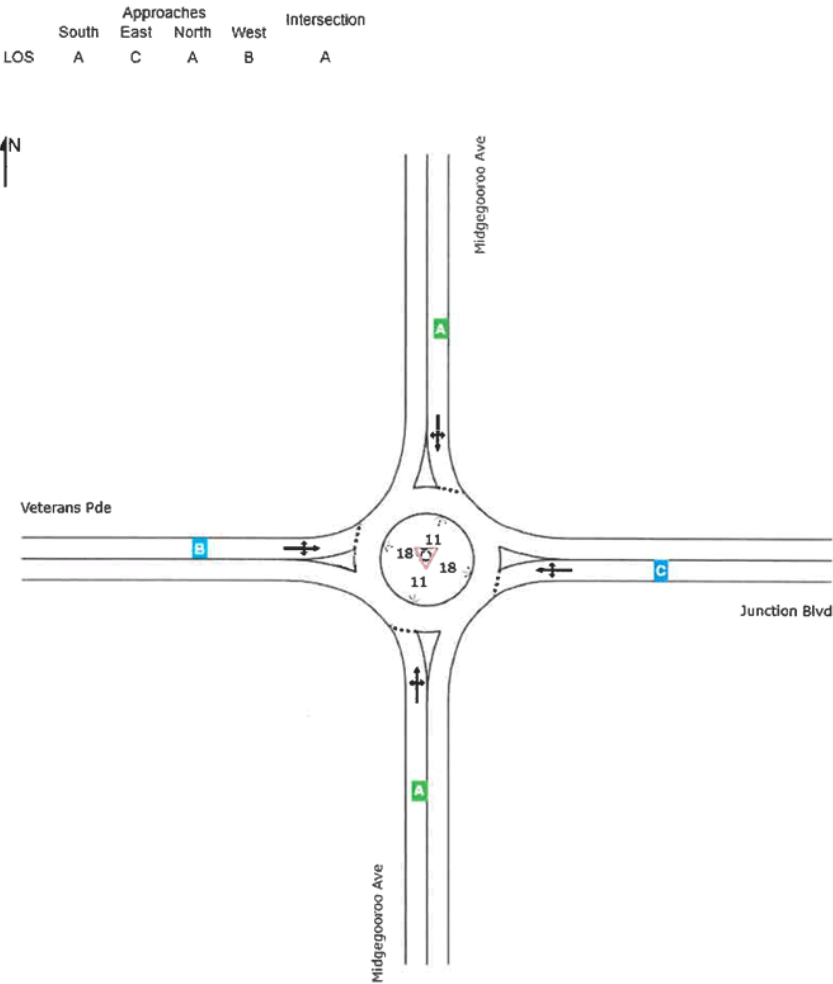
**All Movement Classes**

	South	East	North	West	Intersection
Delay (Control)	8.4	24.1	5.7	11.1	9.9
LOS	A	C	A	B	A



Colour code based on Level of Service

LOS A   LOS B   LOS C   LOS D   LOS E   LOS F





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APPENDIX E

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## Traffic Guidance Schemes

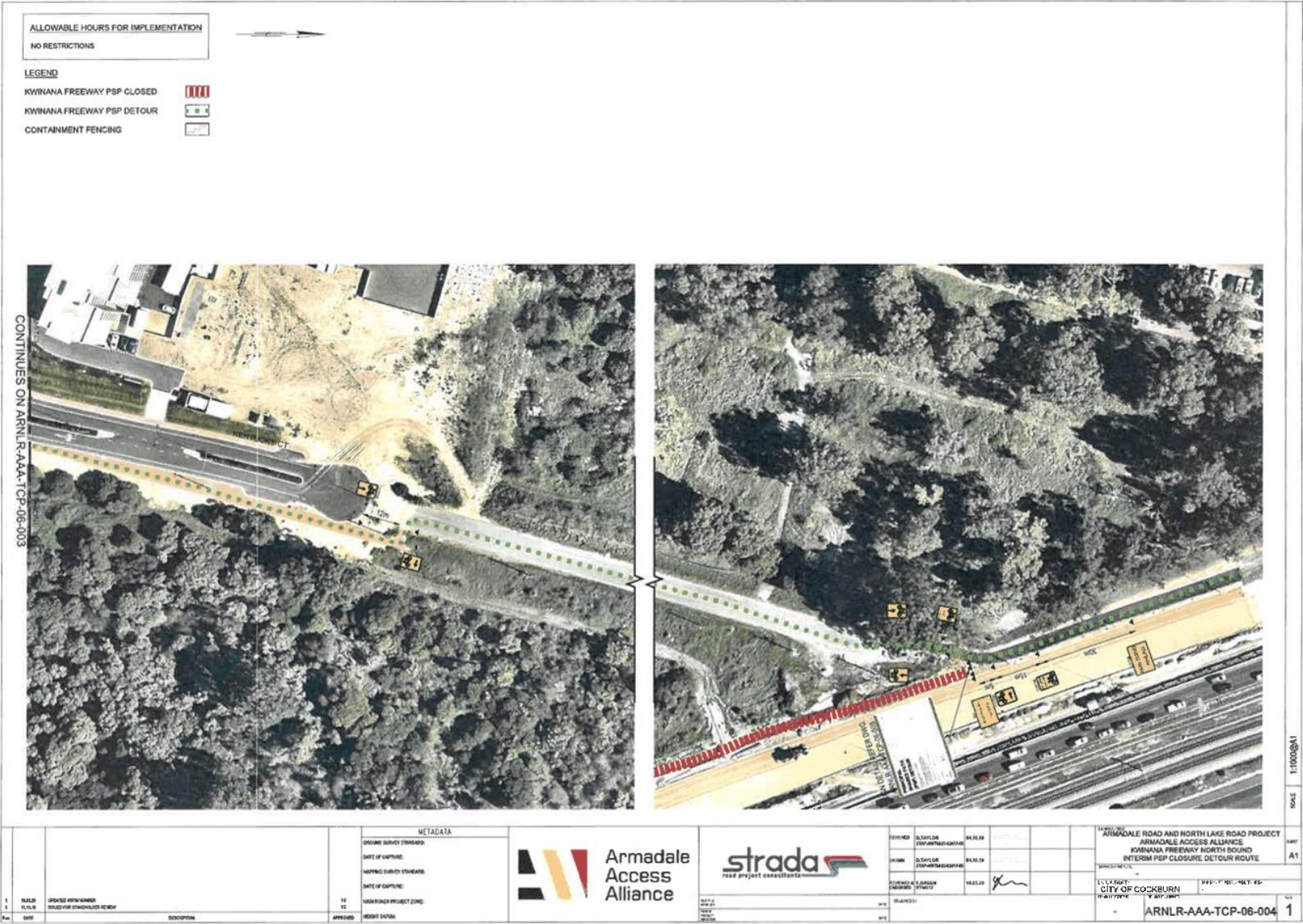


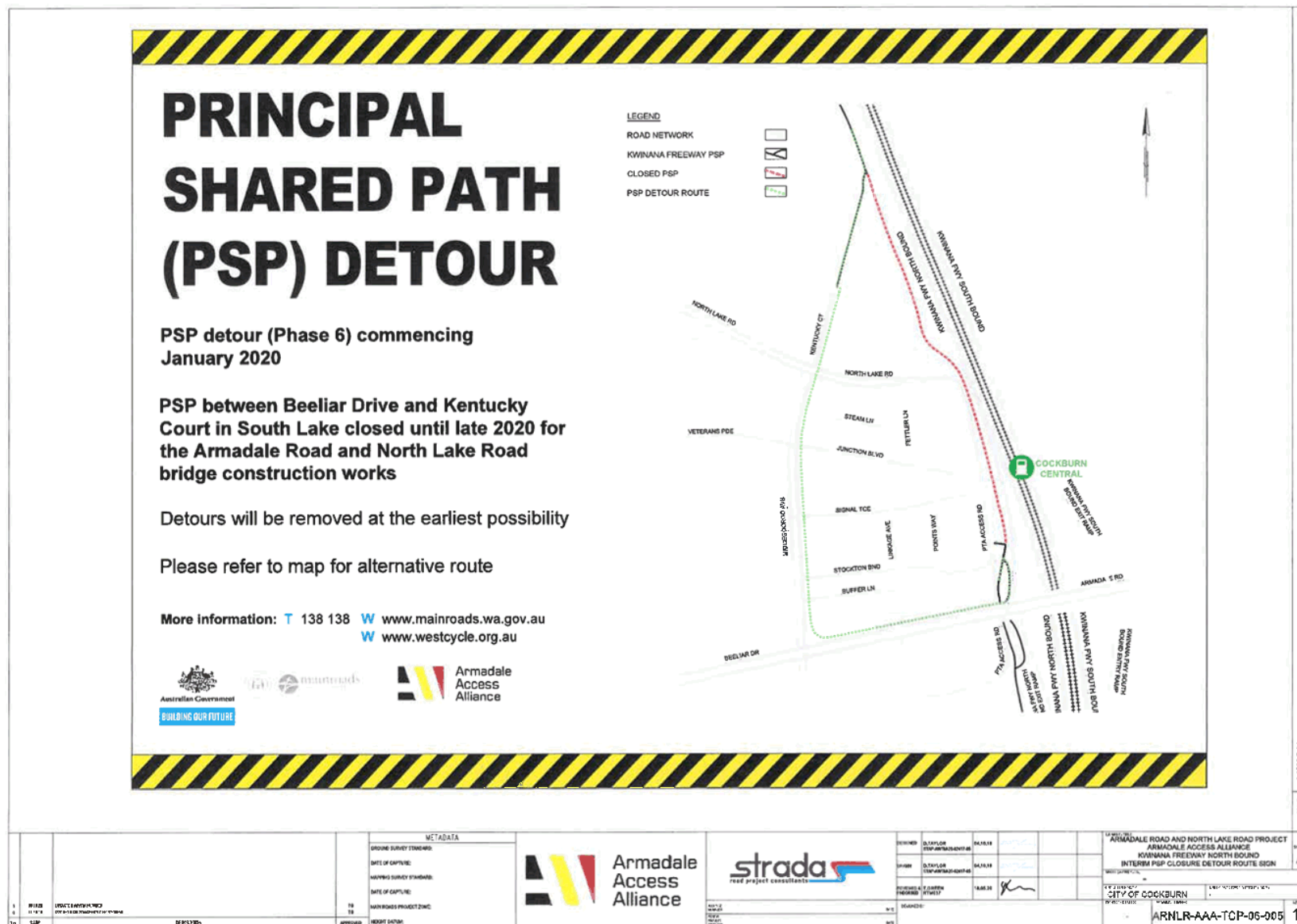










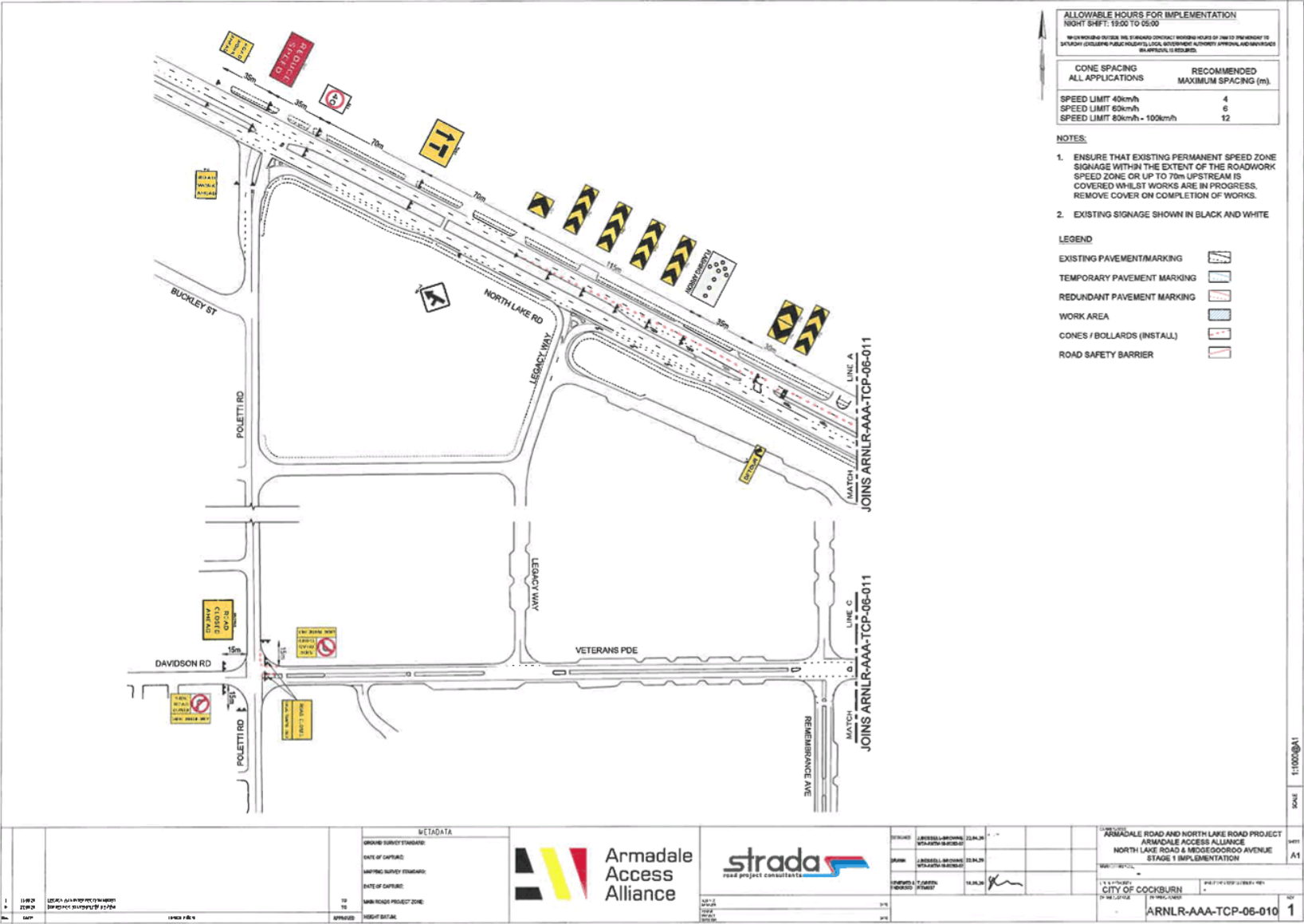




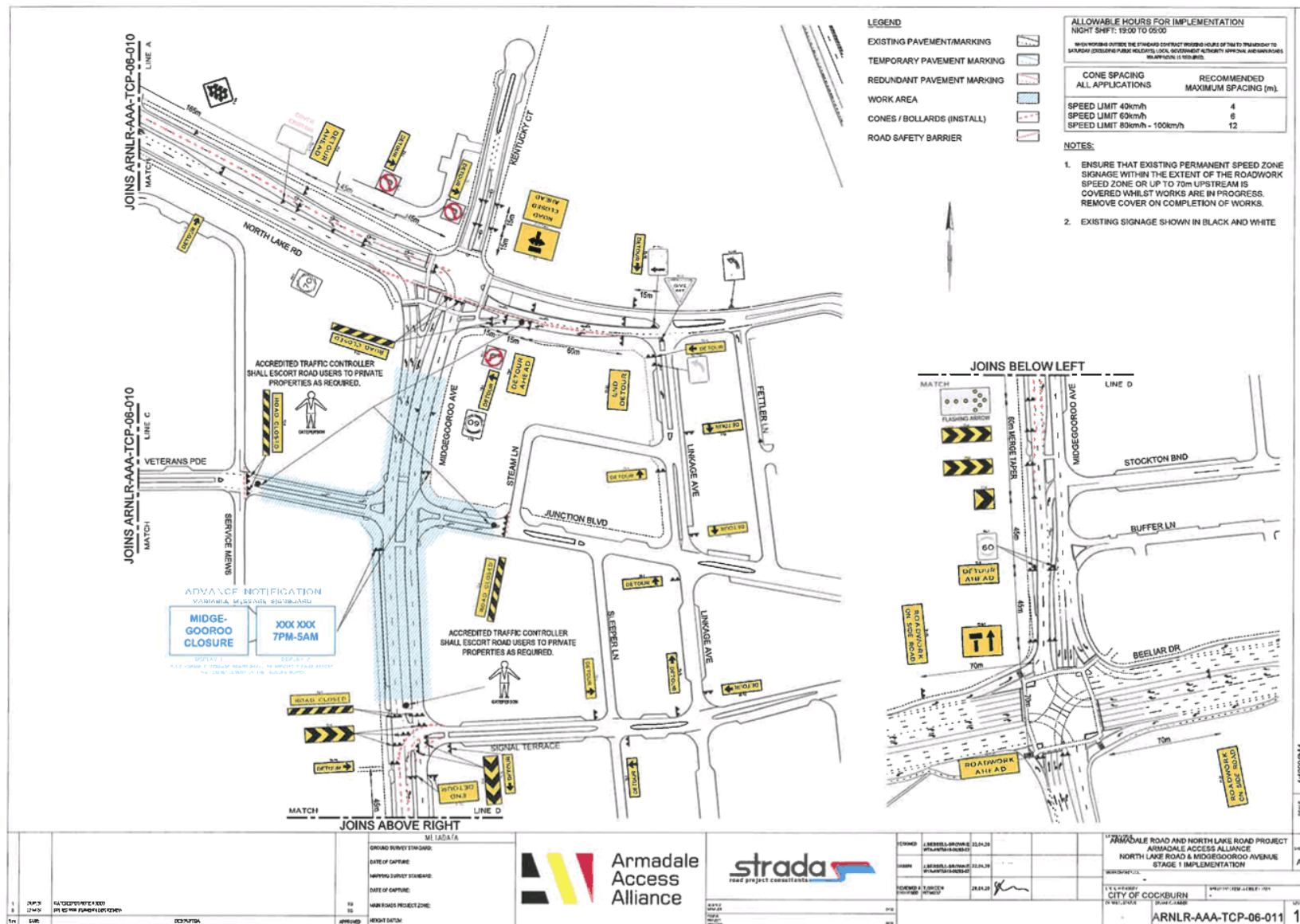






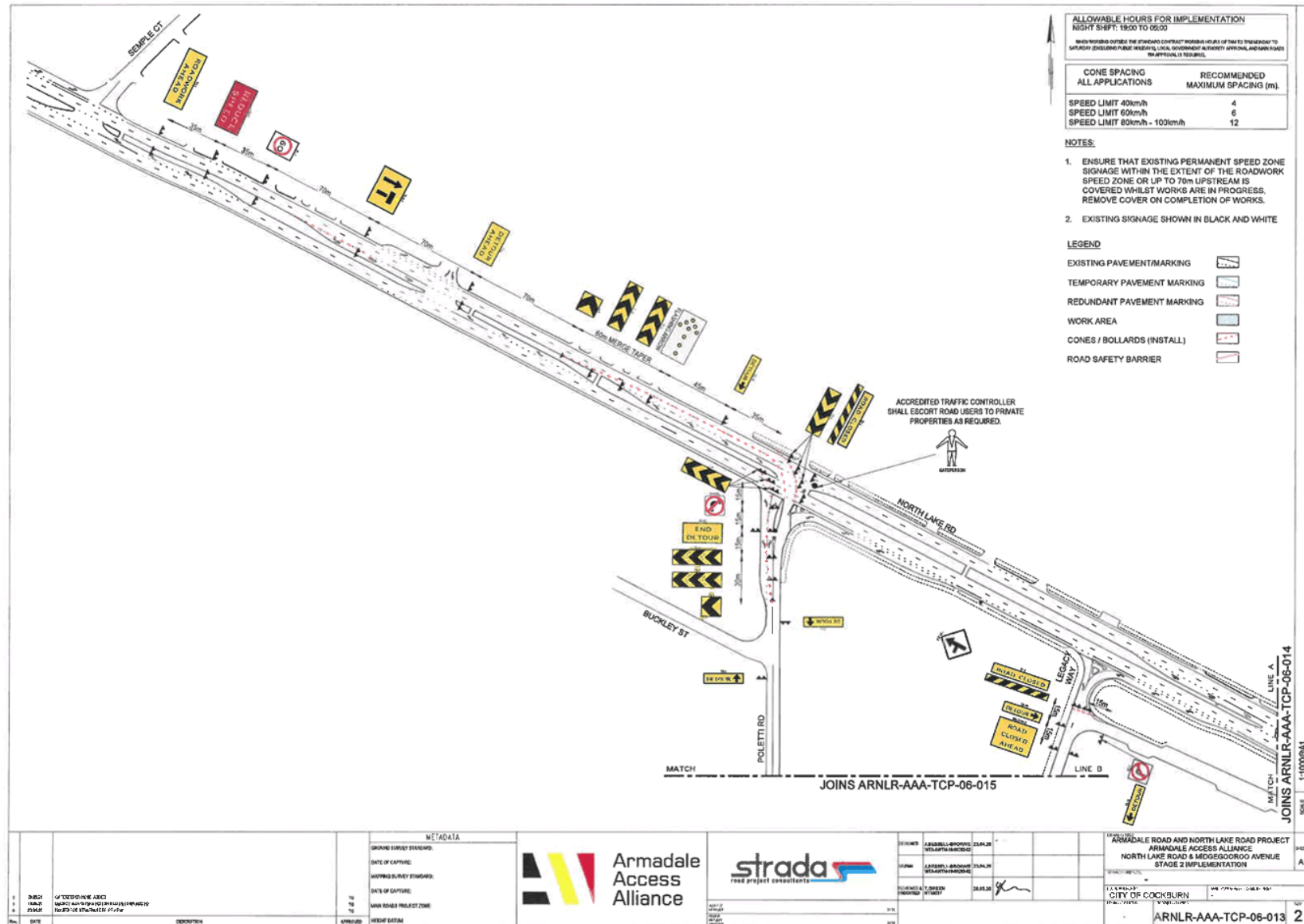


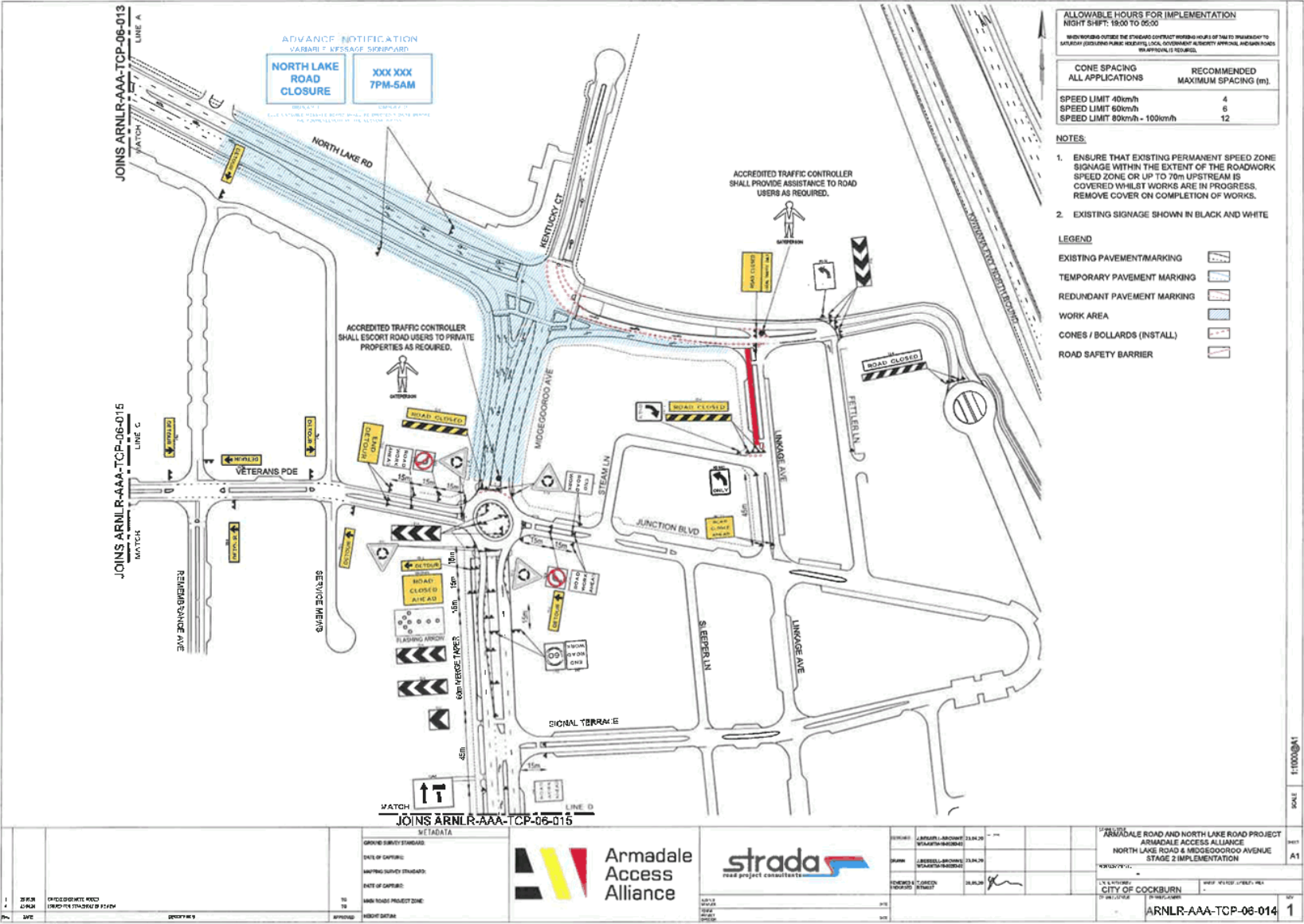


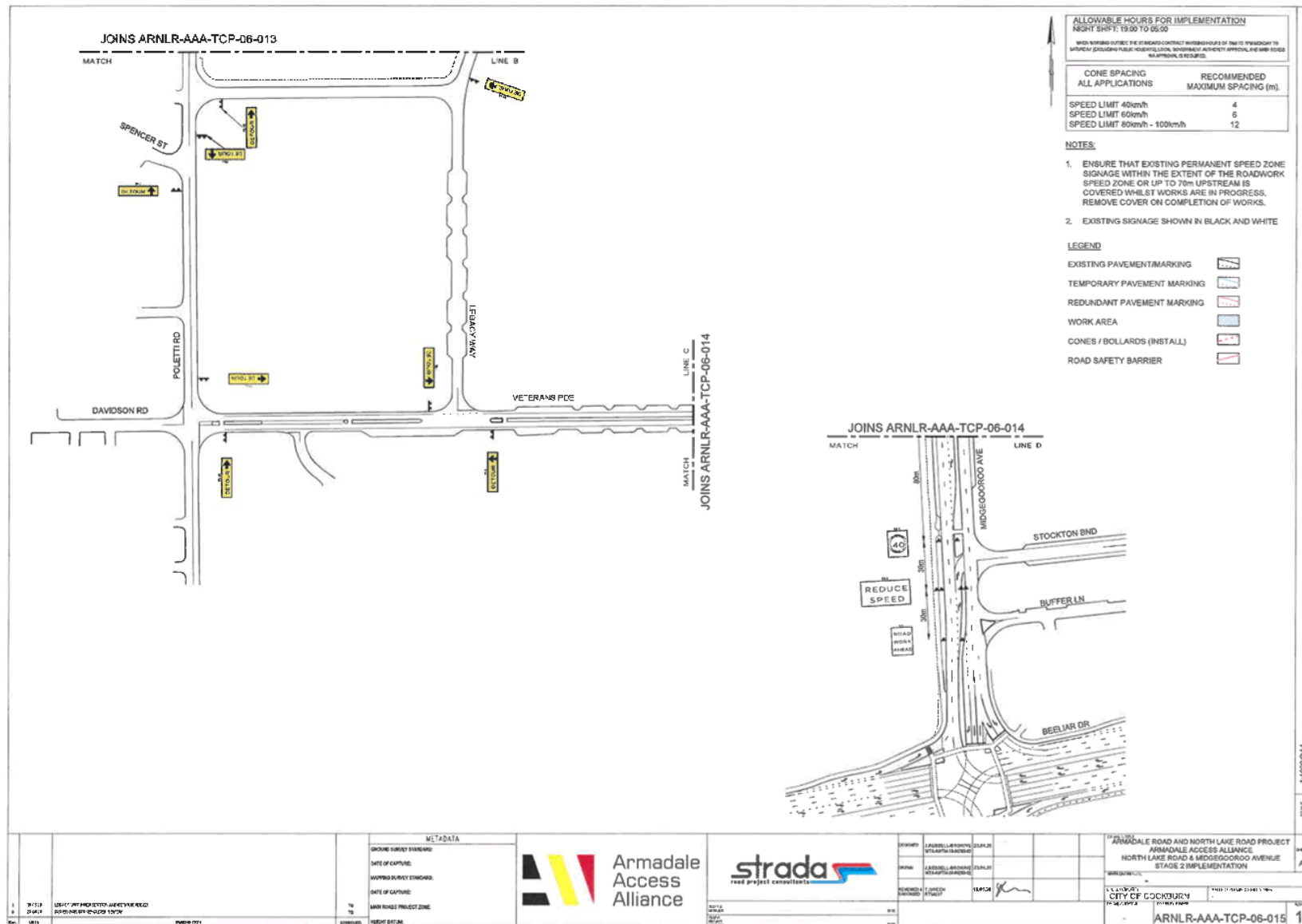






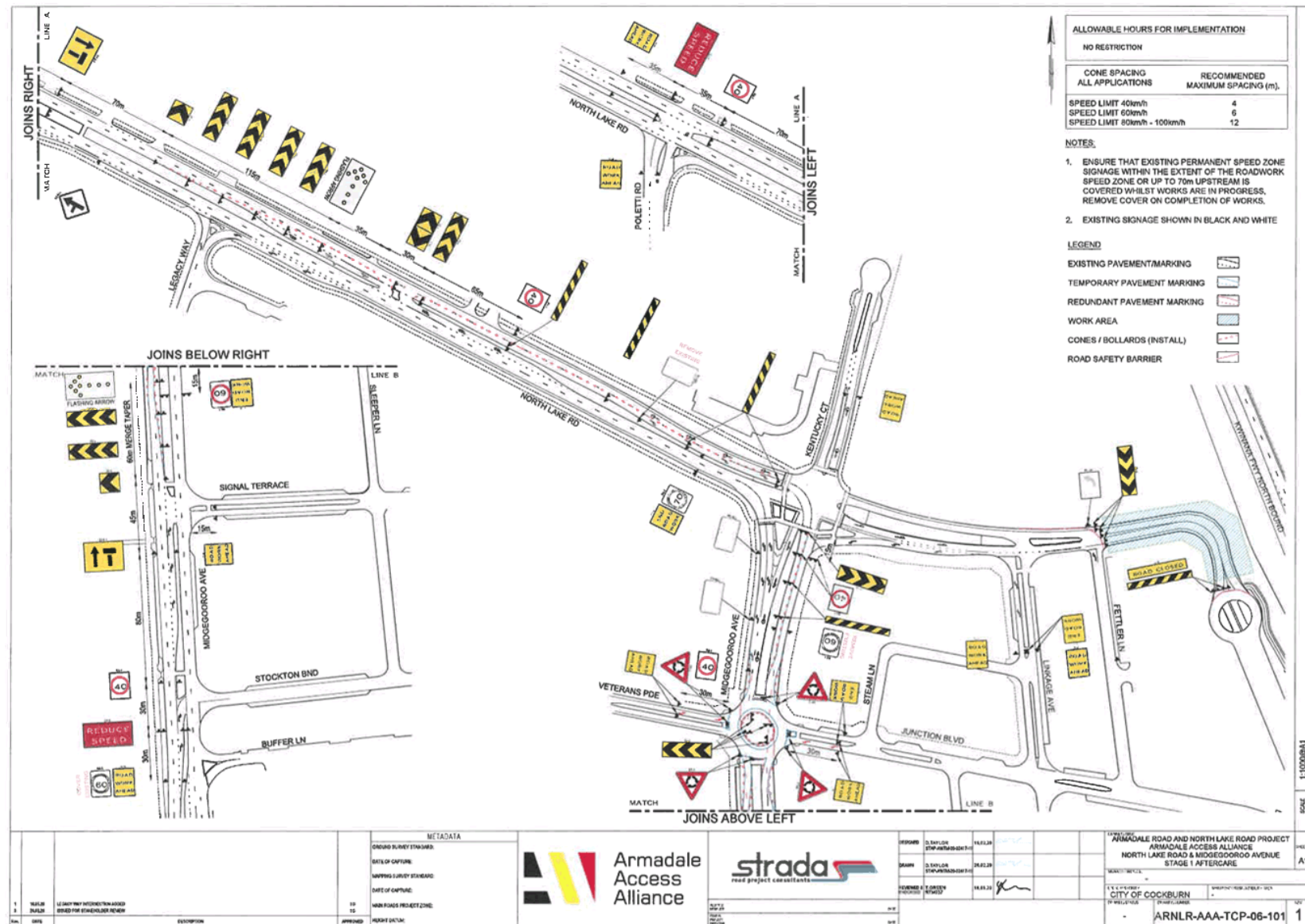


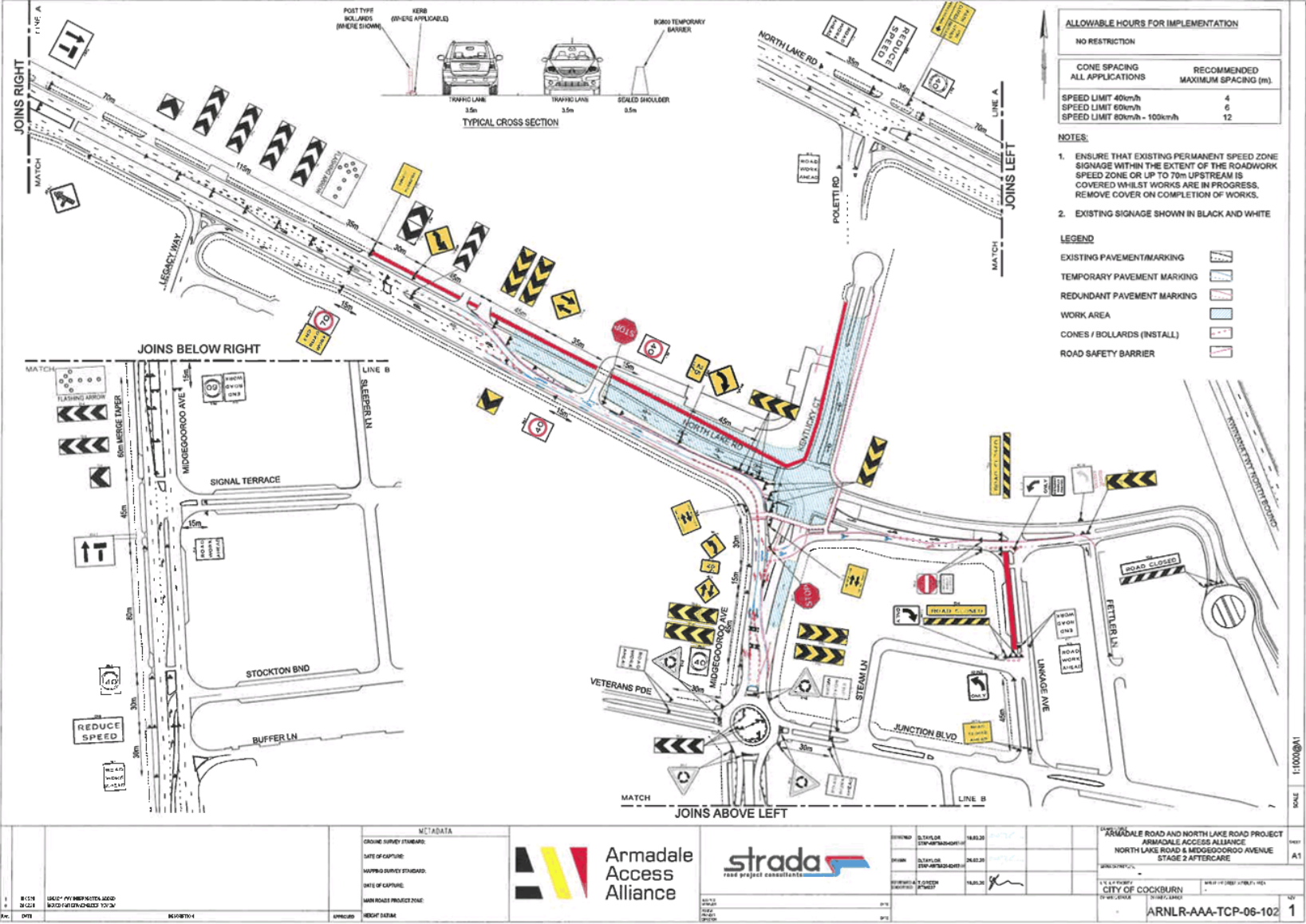




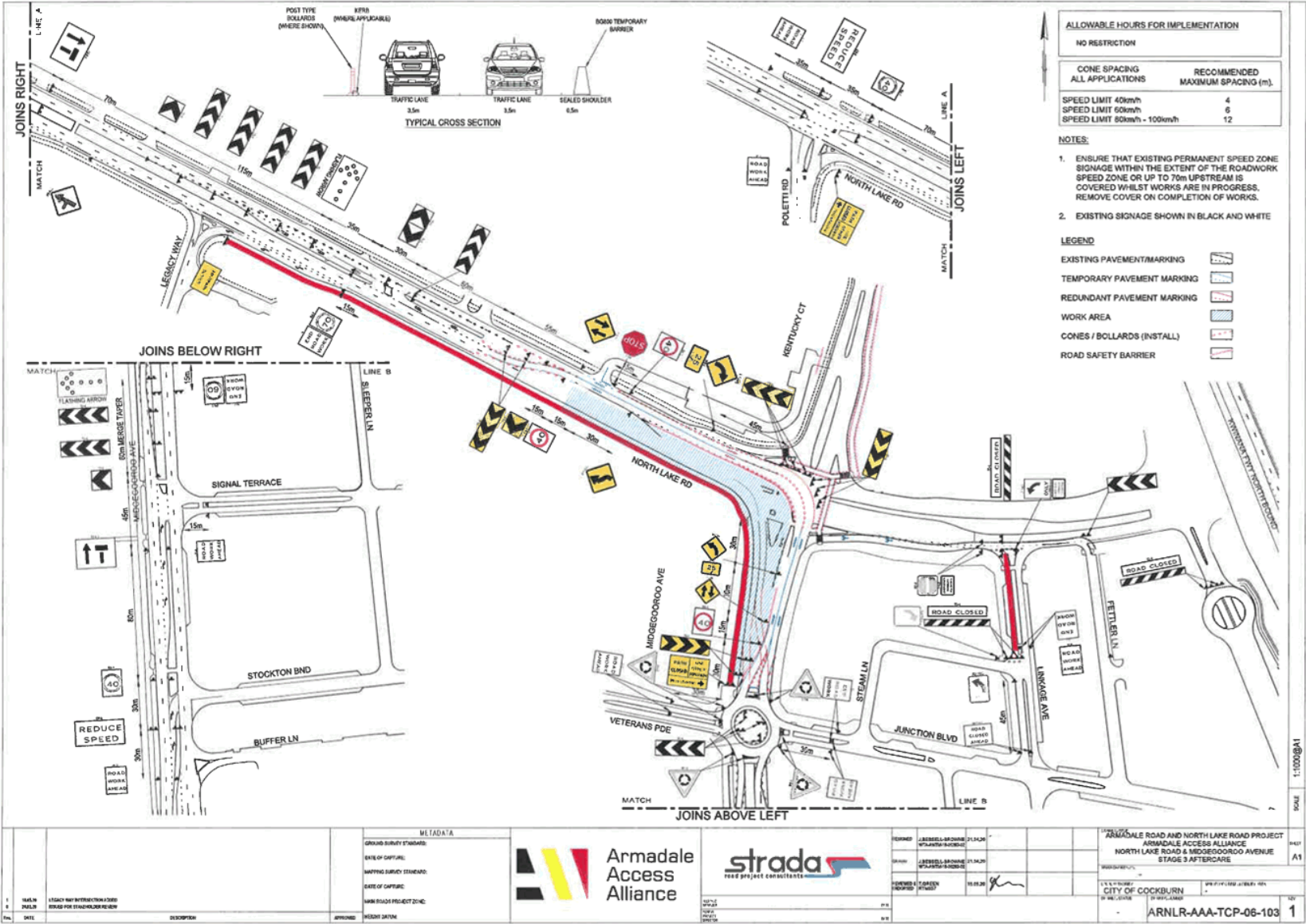














Report – Long Term Closure of Kentucky Court and North Lake Road

## APPENDIX E

# Queries and comments



Report – Long Term Closure of Kentucky Court and North Lake Road

**Brief Summary of queries received about publicised proposal of long-term closure of Kentucky Court and North Lake Road between Kentucky Court and Cockburn Central station.**

The proposed closure of Kentucky Court and North Lake Road was advertised in the Cockburn Gazette and the Melville Sound local newspapers and in City of Cockburn libraries and administration buildings from the period of 18 June to 16 July 2020. During this period, we only received one enquiry from a tenant, who resides in Harmony Apartments. Her query was concerning the temporary driveway and if asphalt would be laid to allow for a smoother drive for the impacted residents. Response was sent immediately to confirm that the temporary driveway will be paved prior to the long-term closure of North Lake Road and Kentucky Court and we also addressed her question detailing the most efficient route for entry and exit into the temporary driveway along North Lake Road. See below correspondence.

---

**Query received: 29 June 2020**

**Name: Melissa Fraser**

**Address: Harmony Apartments, Cockburn Central**

---

*Hi Carmel*

*Hope you had a nice weekend.*

*I've just received the below email in regards to the closure of Kentucky court.*

*I am a resident at Harmony Apartments so the closure of Kentucky court will have an impact on me so I just have a couple of questions.*

*Will you be constructing our temporary driveway into something a little more permanent? ie- laying bitumen down? Due to all the rain we have had lately, the temporary driveway has pot holes and splashes up onto our cars.*

*Also, I see that a little work has been done on north lake road to the centre island near that temporary driveway. Will this mean we'll be able to turn right onto north lake via this driveway?*

*Thanks so much.*

*Regards,*

*Melissa Fraser*

---

Hi Melissa,

Thank you for your email following ours about the proposed closure of Kentucky Court. I'm pleased to provide you with the below information from the project construction team.



Report – Long Term Closure of Kentucky Court and North Lake Road

The current temporary driveway will be asphalted prior to (the proposed) the long-term closure of Kentucky Court to address the issues you have noted about its surface and to ensure it will be durable throughout the period of the proposed closure.

With respect to the demolition works on North Lake Road, these are for an upcoming temporary configuration, not a right-hand turn into the temporary driveway. The current U-turn pocket remains the safest and most efficient route for residents heading north from Midgegooroo Avenue to access the apartments whilst Kentucky Court is closed.

I hope this answers your queries adequately, please let me know if you would like any further information.

Kind regards,

Carmel Luck

Armada Access Alliance

---

*Hi Carmel*

*Thanks for getting back to me so quickly.*

*I don't understand how we are meant to head west down north lake road from our apartment complex if the intersection at northlake and Midgegooroo road is closed for U turn purposes. Did I misread your email?*

*Thanks,*

*Melissa Fraser*

---

*Hi Carmel*

*Disregard my previous email. I figured out what you were saying :)*

*Thanks heaps for your help,*

*Melissa Fraser*

---

Hi Melissa,

I pleased you could make sense of it.

Carmel

---

**End of Queries**

## 17. COMMUNITY SERVICES DIVISION ISSUES

### 17.1 COMMUNITY SPORT AND RECREATION FACILITIES FUND 2021-2022 ANNUAL AND FORWARD PLANNING GRANTS - GOODCHILD PARK CLUBROOMS UPGRADE AND EXTENSION

**Author(s)** R Blee

**Attachments** 1. Goodchild Park - Location Plan [↓](#)  
2. Goodchild Park - Concept Plan [↓](#)

#### RECOMMENDATION

That Council:

- (1) endorses an application to the Department of Local Government, Sport and Cultural Industries' Community Sporting and Recreation Facilities Fund for a total of \$220,000 to part fund the upgrade and extensions of the Goodchild Park Clubrooms; and
- (2) notes the total budget allocation of \$800,000 in 2020-21 for the upgrade and extension of the Goodchild Park Clubrooms.

#### Background

The Department of Local Government, Sport and Cultural Industries' (DLGSCI) Community Sport and Recreation Facilities Fund (CSRFF) aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

Applications for funding may be submitted by any community organisation or local government. The grant funding would generally be up to one-third of the total completed cost of the project and has a maximum grant allowance of \$2,000,000. The remaining funds are to be contributed by the applicant and/or the local government.

As part of the process, the City of Cockburn is required to place a priority ranking and rating on applications for projects that fall within its boundaries, based on the following criteria:

1. Well planned and needed by the local government;
2. Well planned and needed by the applicant;
3. Needed by the local government, more planning required;
4. Needed by the applicant, more planning required;
5. Idea has merit, more planning work needed; and
6. Not recommended.

The only submission for this year's funding round is for the City of Cockburn project – Goodchild Park Clubrooms Upgrade and Extension, and as such is now presented to Council for consideration.

**Submission**

Lacrosse WA and Phoenix Lacrosse Club have both provided letters of support for the grant application to upgrade and extend the clubrooms at Goodchild Park.

**Report**

In 2018, Council adopted the Community, Sport and Recreation Facilities Plan which outlines all community, sport and recreation facility and reserve development for the next 15 years. This plan identified a requirement for \$1M in upgrades to Goodchild Park in Hamilton Hill, to occur across the 2026-2027 and 2027-2028 financial years.

As part of a separate project in 2018-2019, the City undertook an Expression of Interest process for organised sporting groups to relocate to a new reserve in Treeby, for which two submissions were received. Both were strong applications; however the winter tenancy was awarded to the Fremantle Roosters Rugby League Club.

The other submission was from the Phoenix Lacrosse Club who identified that their existing facilities at Goodchild Park were not fit-for-purpose, which has resulted in a decrease in membership over the past three seasons, from 193 in 2015 to 120 in 2018. A recent sports floodlighting audit also identified that three of the existing four light poles at Goodchild Park required urgent removal. These processes highlighted the need for urgent works to be completed at the reserve in the immediate future.

As part of the mid-year budget review process *2019-2020*, Council included an amount of \$600,000 to fund the floodlighting and sports field upgrades at Goodchild Park.

The sports field upgrades have now been completed, and an electrical contractor appointed to undertake the floodlighting upgrades. The floodlighting works are currently underway and planned for completion in late 2020.

The City is now progressing with stage two of the redevelopment being the upgrade and extension of the Goodchild Park Clubrooms, which is proposed to include:

- 2 x new unisex change rooms,
- A new umpire's room,
- A new first aid room,
- A new external park Universal Access Toilet (UAT),
- Improved storage facilities (internal and external),
- Upgraded kitchen/kiosk facilities,
- Upgraded internal toilets (male, female and UAT),
- Upgraded clubroom space.



Assessment Summary

As part of the CSRFF process, local governments are also required to undertake an internal assessment. The following is a summary of the criteria assessed for the Goodchild Park Clubrooms Upgrade and Extension Project.

Assessment Criteria	Evidence Provided		
	Satisfactory	Unsatisfactory	Not relevant
Project justification	✓		
Planned approach	✓		
Community input	✓		
Management planning	✓		
Access and opportunity	✓		
Design	✓		
Financial viability	✓		
Co-ordination	✓		
Potential to increase physical activity	✓		
Sustainability	✓		

Recommendation Summary

Ranking:	1 (of 1).
Rating:	Well planned and needed by local government
Funding request:	\$220,000

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

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

Provide community, sport, recreational, and cultural facilities and infrastructure to meet our community needs.

Facilitate and support health, and well-being outcomes for our community.

**Budget/Financial Implications**

An amount of \$800,000 has been allocated in the 2020-21 Budget for the upgrade and extension of the Goodchild Park Clubrooms.

In an effort to reduce the amount of municipal funding required for this project, it is recommended that Council endorses a CSRFF application for a total of \$220,000 to part fund the upgrade and extension of the Goodchild Park Clubrooms.

**Legal Implications**

N/A

**Community Consultation**

In February 2020, the City invited local residents, community groups, sporting clubs and the wider community to provide feedback on the Goodchild Park Master Plan, and proposed upgrades to occur across the 2019-2020 and 2020-2021 financial years. The community consultation period was conducted from Monday 3 February 2020 until Friday 28 February 2020, and consisted of the following activities:

- Comment on Cockburn Page, with survey and quick poll,
- Letter to residents living within a 400m radius of the reserve,
- Local newspaper advertisement,
- Social media posts,
- Newsletter to subscribers of Comment on Cockburn who reside in Hamilton Hill,
- Direct correspondence with the following stakeholders:
  - Phoenix Lacrosse Club
  - Cockburn Junior Cricket Club
  - Cockburn Senior Cricket Club
  - Hamilton Hill Community Group
  - Portuguese Club of WA

The City collected 45 responses throughout the comment period, with 40 captured through the online survey, four (4) via the online quick poll, and one (1) via phone call. Overall, 98% of respondents indicated their support for the proposed upgrades.

**Risk Management Implications**

Should Council not endorse the application, the next opportunity to apply for funding will not be until September 2020.

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

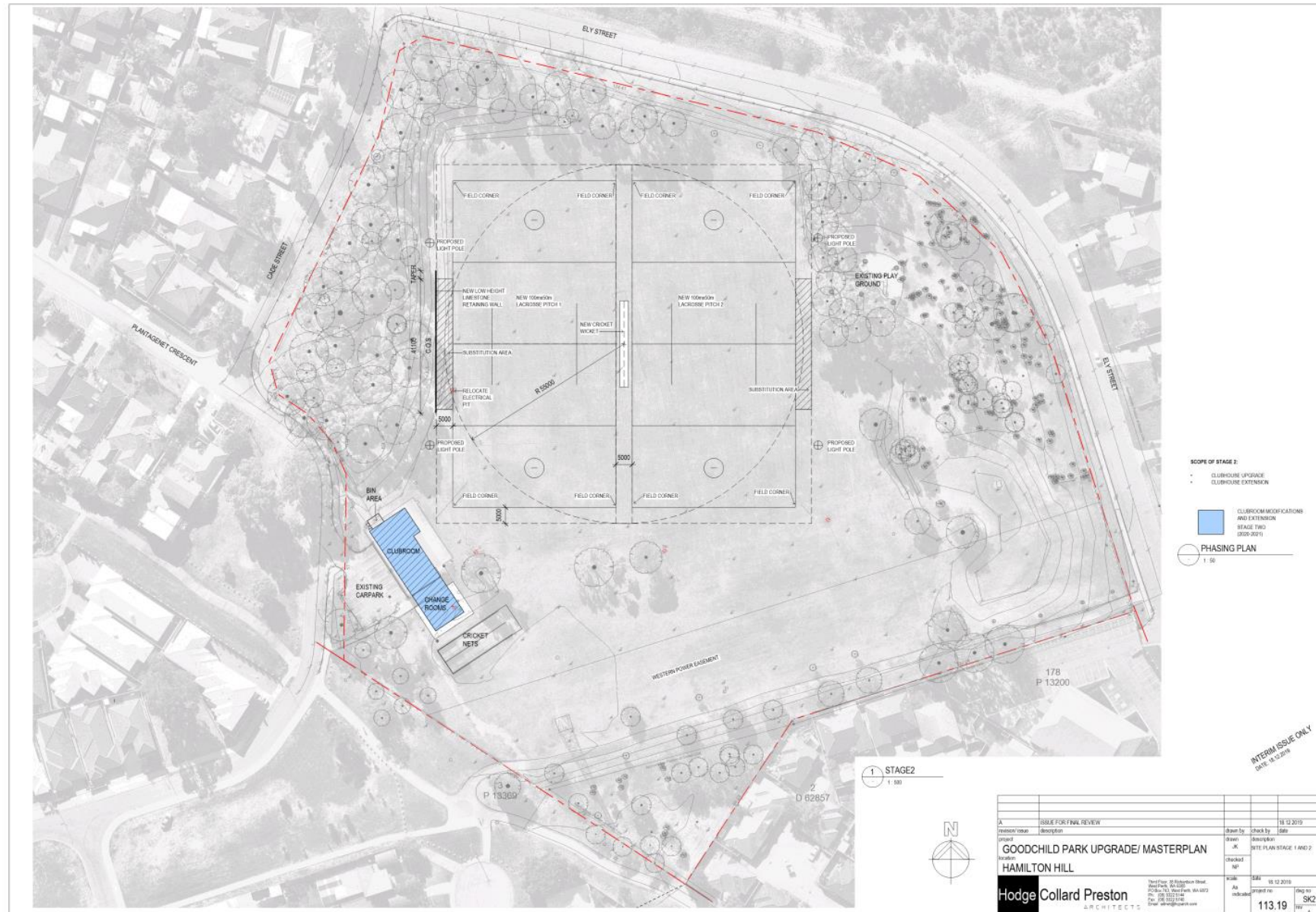
N/A

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

Nil









INTERIM ISSUE ONLY  
DATE: 18.12.2019

[illegible]

## 17.2 MULTIPLE DOG APPLICATION - 15 MALLARD AVENUE, BIBRA LAKE

**Author(s)** M Emery

**Attachments** 1. Community Objections [↓](#)  
2. Location Map [↓](#)

### RECOMMENDATION

That Council reject the Multiple Dog Application dated 12 May 2020 from Deborah McLachlan of 15 Mallard Avenue, Bibra Lake, to keep six (6) dogs at the property.

### Background

The City has received an application from a resident at 15 Mallard Avenue, Bibra Lake to approve the housing of six dogs. The property size is 701m<sup>2</sup>.

Pursuant to the City's *Consolidated Local Law 2000*, Division 3, part 2.9, owners or occupants within the City of Cockburn require approval to keep more than two dogs over the age of three months.

Applicants must be able to demonstrate that there are no bona fide objections prior to approval being granted.

According to the Council's Delegated Authority, LGACS11 – "Applications to Keep More Than Two (2) Dogs at a Residential Property", in the event that any objections are received, then an applicant may not keep more than two dogs without the specific approval of Council.

During the course of public consultation relating to this application, the City received two objections. As a consequence, the application to keep more than two dogs at 15 Mallard Avenue, Bibra Lake is presented to Council for consideration.

### Submission

N/A

### Report

In accordance with the City's Local Law, the owner of 15 Mallard Avenue, Bibra Lake has sought retrospective approval to home six (6) dogs on the property. The dog breeds are:

Dog 1	Miniature Terrier
Dog 2	Miniature Terrier
Dog 3	Miniature Terrier
Dog 4	Miniature Terrier
Dog 5	Miniature Bull Terrier
Dog 6	Miniature Bull Terrier



Retrospective approval was only sought after Rangers were alerted to the dogs residing at the address, due to a complaint of suspected breeding. When the City's Rangers conducted a joint inspection with the RSPCA, nine (9) adult dogs were located at the premises. There was significant evidence to suggest the purpose for the nine dogs was primarily for breeding.

Neighbouring properties were notified of the application, pursuant to the terms outlined within the City's Local Law. City Officers received two submissions (refer Attachment 1) from neighbouring properties. All submissions opposed approval of the application.

Based on the number of dogs present on the property and neighbouring property owner objections, it is recommended that this application be rejected.

It should be noted that if the matter is referred to the State Administrative Tribunal, City Officers are able to act on behalf of Council to mediate an outcome throughout proceedings.

Further to this report and recommendation, City Officers are commencing prosecution against the applicant due to breaches highlighted within this report against the *Dog Act 1976*. Should the applicant be convicted, any approval provided by Council will be cancelled in accordance with s.2.9 (3e) of the *City of Cockburn Consolidated Local Law 2000*.

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

#### Community, Lifestyle and Security.

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

Facilitate and advocate for increased community safety.

#### Listening and Leading

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

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

*City of Cockburn Consolidated Local Law 2000, Division 3 part 2.9.*

### **Community Consultation**

As part of the application process, City Officers wrote to neighbouring homes within 50 metres of the applicants address.

The City received two submissions in relation to the application to keep the six dogs at 15 Mallard Avenue, Bibra Lake. Both submissions were against the application.

Submissions are hereto attached as Attachment 1. Identifiable details of the submissions have been redacted.

### **Risk Management Implications**

If approval is given, there may be adverse community reaction for all future instances of nuisance dog behaviour from the property. Accordingly, there is a "Substantial" level of possible "Brand/Reputation" risk associated with this item.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 August 2020 Ordinary Council Meeting.

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

Nil

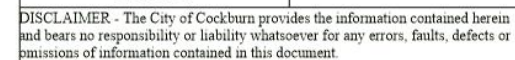
## Community Objections (Appendix 1)

<p>Objection 1 (14 June 2020)</p>	<p>Ranger Services</p> <p>NAME AND ADDRESS WITHHELD - We are strongly opposed to the application of keeping more than two dogs at 15 Mallard Avenue R20/03025</p> <p>Our objection is multifaceted and summarised below</p> <ol style="list-style-type: none"> <li>1. Unreasonable noise-&gt; the presence of dogs on the property has already caused considerable disruption due to excessive barking. With excessive barking all day and night, including significant barking between 10pm-6am. The owners solution appears to be to scream at the dogs to shut up, also very disruptive, and evidently not effective. Whilst no formal complaint has been made by ourselves prior to this application (in attempts to be understanding and amicable) we have very real concerns of increased noise and disruption. Already the impact on our lives cannot be overstated, including but not limited to deleterious consequences on the sleep of our young children and a medical shift worker. The borderline untenable situation would be aggravated with the addition of further dogs.</li> <li>2. Malodour-&gt; particularly in warmer weather, the use of our own backyard is limited by the stench from the neighbouring property. The smell of stale animal urine is actually overpowering. The smell invades our entire backyard, however on the bordering fence it becomes overwhelming.</li> <li>3. Whilst only an indirect observation, there would be significant concerns for the welfare of the animals. The dogs can be heard fighting recurrently- with the owner needing to intervene on a regular basis. And concern with hygiene (point 2)</li> <li>4. The application is an excessive deviation from the recognised standard number of dogs to have on a suburban property. We would be opposed to any increase of dogs kept on the property.</li> </ol> <p>Objection to remain in confidence</p> <div data-bbox="544 1532 940 1624" style="background-color: black; height: 40px; width: 248px;"></div>
<p>Objection 2 (16 June 2020)</p>	<p>To whom it may concern, NAME AND ADDRESS WITHHELD - I am writing to object to the application for the keeping of more than two (2) dogs at the premises of 15 Mallard Ave Bibra Lake (Reference number R20/03025).</p>

I [REDACTED] own one dog myself. Most houses in the area have at least one dog. On most days (and nights) a dog will start barking and this sets off a chain reaction, soon the entire neighbourhood of dogs will be barking. This noise can go on for some time. During this time I have to keep my dog indoors to stop him from responding as well. The presence of even more dogs at the above address will no doubt make this daily event even worse.

Please keep this submission confidential.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



## 18. EXECUTIVE DIVISION ISSUES

### 18.1 MINUTES OF CHIEF EXECUTIVE OFFICER PERFORMANCE AND SENIOR STAFF KEY PROJECTS APPRAISAL COMMITTEE MEETING - 28 JULY 2020

**Author(s)** D Arndt

**Attachments** 1. Chief Executive Officer Performance and Senior Staff Key Projects Appraisal Committee - Minutes - 28 July 2020 (**CONFIDENTIAL**)

#### **RECOMMENDATION**

That Council receive the Minutes of the Confidential Chief Executive Officer Performance and Senior Staff Key Projects Appraisal Committee Meeting held on Tuesday, 28 July 2020, and adopts the recommendations contained therein.

#### **Background**

The Chief Executive Officer Performance and Senior Staff Key Projects Appraisal Committee conducted a meeting on 28 July 2020. 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.

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

##### Listening and Leading

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

Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Attract, engage, develop, support and retain our employees to provide exceptional services for the community.



**Budget/Financial Implications**

N/A

**Legal Implications**

Sections 5.36 and 5.39 of the *Local Government Act 1995* and Regulations 18A to 18F (inclusive) of the *Local Government (Administration) Regulations 1996* refer.

**Community Consultation**

Minutes of the Committee refer.

**Risk Management Implications**

The tri-annual meetings of the CEO Committee have been designed to ensure Council manages its employer obligations to the CEO and minimises any risks that could come from a breakdown in relationships.

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

N/A

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

Nil.

**19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**20. NOTICES OF MOTION GIVEN AT THE MEETING FOR  
CONSIDERATION AT NEXT MEETING**

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

## 22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

### 22.1 INVESTIGATION - FEASIBILITY OF THE CITY OF COCKBURN INITIATING/ DEVELOPING A CHILDREN'S MUSEUM

**Author(s)** S Seymour-Eyles  
**Attachments** N/A

#### RECOMMENDATION

That Council note the report.

#### Background

Cr Terblanche has requested the following report:

A report on the feasibility of the City of Cockburn initiating/developing a Children's museum.

#### Reason

- *Children's museums curate experiences. They are, essentially, indoor programmed play spaces.*
- *Museums can be defined as public spaces in which people learn through play, and the bonus is they won't even know they are learning as they will be having so much fun.*

*Museums introduce families with young children to the concept of a museum, with the general understanding that these children will grow up and become patrons of other museums, galleries and cultural institutions more readily.*

#### Submission

N/A

#### Report

In 2019-2020, in accordance with the City's Cultural Strategy 2016-2020, Officers have undertaken and are just completing phase one of a feasibility study into arts and cultural spaces in Cockburn. This action arose from consultation for the development of the Cultural Strategy, where there was strong community desire for performing art spaces and artist wet spaces, later supported in the research for the Community, Sport and Recreation Facilities Plan 2018-2033, which now makes provision for a performing arts centre in 2029-2031.

Significant consultation was undertaken for the City's Community, Sport and Recreation Facilities Plan 2018-2033. The outcomes of this study were integrated into the overarching plan which was then adopted by Council in December 2018. Community engagement for this plan included:

- More than 100 meetings with community and club representations,

- 16 stakeholder workshops with over 200 attendees in total,
- Over 900 people providing input via online surveys,
- Over 3,000 individual comments and feedback.

There has also been significant consultation for the Strategic Community Plan 2020-2030. Once again this research supported a community desire for performing arts space with no requests received for a 'Children's Museum' space.

In regard to recent consultation for phase one of the feasibility study for arts and cultural spaces, 230 people participated in an online survey (January 2020) and 180 community members participated in face to face consultation processes. Face to face consultation included the general public and participation from dancers, performers, designers, theatre, heritage and cultural groups from across the City of Cockburn and surrounding local government areas. Community workshops were held at Memorial Hall and Cockburn Youth Centre, and two listening posts were held in Fremantle and Honey Wood Farmers Markets in Kwinana.

The outcomes of the stage one arts and cultural spaces feasibility study will be briefed to Council later in 2020. In the interim it is important to note that a 'Children's Museum' was not requested in the community consultation process or identified as a community need in this study.

The purpose of citing the above research is to demonstrate that there has been significant opportunity for the matter of a dedicated "Children's Museum" to be raised by the community. During these consultations there was no report or mention of a "Children's Museum" and there was no identified need for a dedicated Children's Museum to be located in Cockburn. While the idea has merit and may make a positive addition to the City, the Community, Sport and Recreation Facilities Plan 2018-2033 already has an estimated spend of \$208 million based on prioritised community needs, and it is therefore not recommended to add a "Children's Museum" into this plan, independently of the extensive process undertaken in development of the Plan. Adding in additional facilities outside of the next formal review process would have the detrimental effect of delaying a project already adopted by Council. If a request for a 'Children's Museum' is raised by the community in the next review process for the Community, Sport and Recreation Facilities Plan then this can be considered by Council along with other priorities.

If the consultation and research identifies a community need for a 'Children's Museum' then it may be possible to consider this in the development of the Life Long Learning Centre at Spearwood which is subject to a business case process, or the City could consider approaches from a third party who wanted to locate a "Children's Museum" in Cockburn.

In late 2020, the WA State Museum will open to the public. According to its website, the Museum is more than three times the size of the previous museum and includes eight new galleries, a 1,000sqm special exhibition gallery, multipurpose spaces for programs, learning studios, and spaces for gathering, meetings and special events. It is expected, that in line with the modern museum experience, there will be adequate space devoted to families with young children, although this will be unknown until more details are released.

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

#### Listening and Leading

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

Deliver value for money through sustainable financial management, planning and asset management.

### **Budget/Financial Implications**

A budget is not applicable if the recommendation to not proceed is adopted, otherwise a project of this nature would require scoping, engagement, planning, feasibility studies (including operational models) and ongoing operating and building cost estimates, which would cost in the range of \$100,000-\$150,000.

### **Legal Implications**

N/A

### **Community Consultation**

The consultation detailed in the report relates to the engagement undertaken for the Strategic Community Plan, the Community, Sport and Recreation Facilities Plan and the Feasibility Study stage 1 for arts and cultural spaces.

### **Risk Management Implications**

There is no risk in noting the report. The risk in proceeding with the project would be the potential resultant lack of community trust when previously prioritised projects that have come out of community consultation would need to be delayed.

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

N/A

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

Nil

**22.2 INVESTIGATION - ECO PARK - ANTI-SOCIAL BEHAVIOUR ISSUES**

**Author(s)** A Lees

**Attachments** N/A

**RECOMMENDATION**

That Council note the report.

**Background**

At the 11 June 2020 Ordinary Council Meeting, a Matter for Investigation, Without Debate was raised by Cr Smith as follows:

*A report to be presented to a future Council Meeting which investigates options to combat antisocial behaviour in Eco Park, including the option of the gates only accessible to residents.*

**Submission**

N/A

**Report**

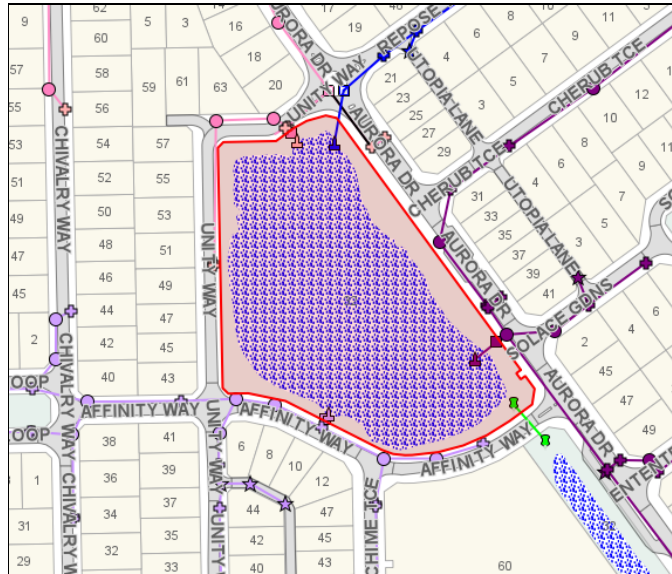
Eco Park (Reserve No. 48368) is located at 32 Aurora Way, Atwell and is bordered by Aurora Drive, Affinity Way and Unity Way. The reserve was ceded free of cost to the crown by the subdivider under s152 of the *Planning and Development Act 2005* for the purpose of public recreation. Section 152 reserves are afforded the greatest level of protection and restrictions to ensure they are available to the public at all times. Eco Park is an actively managed conservation reserve with a bushland condition rating of good to very good (Image 1).



**Image 1: Vegetation Condition Map**

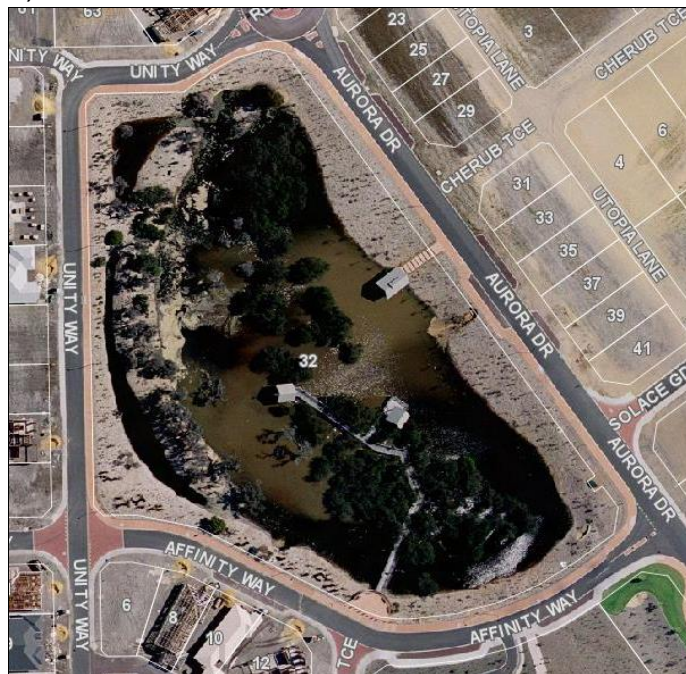


Eco Park also functions as a stormwater basin for the surrounding road network, which allows for the fluctuation of water throughout the winter season and reverts to a dry basin through the summer periods (Image 2).



**Image 2: Drainage network and basin**

Prior to the development of the Atwell suburb, Eco Park formed part of a larger wetland environment in a rural setting. The design of Eco Park has been in response to the subdivision analysis and resultant lot yield and road structure. Eco Park took shape in 2003 with construction of the boardwalk, bird hide and connecting infrastructure in 2004 (Image 3).



**Image 3: Eco Park 2004**

Antisocial behaviour at Eco Park has been ongoing for approximately six years with the City undertaking a number of initiatives as noted below.

- Cameras installed (2016 -2019) with hundreds of hours of footage collected and presented to the WA Police for investigation. The cameras have been removed as they are proposed to be replaced with CCTV that live streams direct to the central control.
- Increased WA Police patrols resulting in three arrests for underage drinking and drug possession. Also three boys aged 10-13 years caught and prosecuted for setting fire to the bench seats and table
- Increased CoSafe patrols providing information to WA Police and seeking anti-social groups or individuals to move on.
- Wooden furniture removed and replaced with plastic which has subsequently being burnt. New metal furniture is being fabricated and will be installed upon receipt of products.
- Graffiti removed immediately upon notification.
- Bushland Maintenance Officers check reserve fortnightly at random times and report any anti-social activities.
- Pruning of low hanging vegetation to perimeter of the south western bushland to assist with passive surveillance by community.
- In June 2019 the boardwalk was extended between the central shelter and the shelter bordering Aurora Drive (Image 4). The extension was to improve connectivity across the site and help mitigate the ongoing antisocial behaviour.



**Image 4: Eco Park 2020 showing additional boardwalk**

The 2020/2021 municipal budget has an allocation of \$60,000 for the installation of additional boardwalk lighting to further mitigate the anti-social behaviour. Post the lighting installation an assessment will be undertaken to ascertain if this initiative has reduced the number of incidences.

Further to the initiatives and proposed action for 2020/2021, a few options which could be considered are:

1. CCTV – the installation of CCTV would enable 24/7 monitoring of the boardwalk and shelters.
2. Gate installation – there is currently a gate on the Affinity Way entry to the boardwalk which was installed when first constructed. A gate could be installed on the Aurora Drive entry to the boardwalk however this would not restrict access by individuals performing anti-social activities. Locking of the gates would not be permitted under s152 of the *Planning and Development Act 2005* as it would not be available at all time to the surrounding community.
3. Increase CoSafe patrols above existing to provide further direct surveillance.

It is clear from this review that City Officers have been extremely proactive in managing the anti-social behaviour at Eco Park over an extended period of time, and have identified ongoing solutions with lighting to be installed this financial year and future CCTV.

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

#### Environmental Responsibility

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

Sustainably manage our environment by protecting and enhancing our unique natural coastal, bushland, wetlands areas and native wildlife.

### **Budget/Financial Implications**

Funding for the boardwalk lighting has been included in the 2020/2021 municipal budget; however should Council consider bringing forward the CCTV option, an allocation of a further \$30,000 will need to be considered.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

**Risk Management Implications**

There is a low level of operational risk along with a medium level of reputational risk should Council not accept the report.

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

N/A

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

Nil

**22.3 FEASIBILITY - TIDIEST SUBURB AWARD**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council note the report.

**Background**

At the June 2019 Ordinary Council Meeting, Cr Stone requested the following Matter for Investigation without Debate:

*A report to Council on how Cockburn could initiate a “Tidiest Suburb Award” into its Community Awards schedule*

The reason provided by Cr Stone was:

*Similar to the Clean Up Australia Day and Tidy Towns Award Program, (the City) can tap into the competitive nature of residents and offer some prestige, plus get the whole City looking cleaner(which is) a win – win for everyone*

**Submission**

N/A

**Report**

This matter was to be presented to the various Resident Groups within the City at a meeting with representatives at the Cockburn Community Development Group (CCDG) in early 2020, however, had to be deferred due to the COVID 19 impacts in restricting face to face meetings.

Since the recent return to holding in-person meetings, it has been possible to provide this concept to the July 2019 meeting of the CCDG for its consideration.

While the CCDG was not entirely dismissive of the proposal, it was not in support of such an Award, due to the following reasons:

- Inequitable for some areas due to the age of some suburbs and the proportion of rental properties versus homeowners in some locations,
- Inequitable because of different land zones, with some areas comprising a majority of industrial properties, which are less inclined to be maintained for aesthetic purposes,
- Competition is not necessarily community building,
- Judging criteria would need to be “weighted” to reflect the “tidiness” potential of different suburbs,
- Uptake would be problematic, as Resident Groups operate with small numbers on a voluntary basis and would have difficulty in providing the level of commitment required. Similarly, the City is not sufficiently resourced to undertake an initiative of this scale.

The City's Community Development staff have concerns with the level of support that would be required by the City to ensure that the integrity of the program was sufficient, from a cost/benefit viewpoint. Tidy Garden Awards are conducted in some local governments in the metropolitan area, however, these are primarily driven by the staff and are reliant on paid publicity to ensure sufficient nominations are received.

However, with the emphasis on "tidy" as a key criterion, there is concern that many gardens are still reliant on water consumption to ensure they are adjudged on their visual appeal, rather than other factors, such as water saving solutions, which could be considered more relevant at the current time.

With this in mind, it could be considered more appropriate to support initiatives which result in more tangible benefits, such as the City's Water Wise Verge Rebate Program, which is already contained as a sustainability measure within the City's Strategic Planning regime. This program is well subscribed and accessible to all sectors of the community, without instilling the need for an award style program to promote competition between locals.

There is already a variety of sustainable/environmental focussed Grants and Rebate Schemes funded by the City, and other State and Commonwealth Government agencies, which promote the active participation of residents, industry/commerce and schools to achieve worthy and "green friendly" outcomes, and which provide multiple benefits for the community.

Overall, it is considered that the City would be best served in promoting the benefits of the many sustainability initiatives that it already provides resourcing for in order to stimulate community participation, rather than introduce a competition type category which is based more on superficial visual appeal, instead of the conservation values which produce more tangible ecological and environmental outcomes.

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

#### **Environmental Responsibility**

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

Sustainably manage water, energy and other resources and promote the use of environmentally responsible technologies.

### **Budget/Financial Implications**

N/A



**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Moderate” level of “Operations/Service Disruption” and “Brand Reputation” associated with this item.

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

N/A

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

Nil

**22.4 TRAFFIC CALMING OPTIONS ALONG SOUTH LAKE DRIVE, SOUTH LAKE****Author(s)** C Sullivan

Cr Widenbar has requested a report on traffic calming options along South Lake Drive, South Lake

**Reason**

Local residents directly abutting South Lake Drive have raised concerns about speeding and dangerous driving by vehicles and motorcycles for some time. Options for traffic calming need to be investigated with a view to speed reduction and mitigation of driver behaviour, in consultation with local residents.

**22.5 FUTURE USES OF UNMADE METROPOLITAN REGION SCHEME (MRS) ROAD RESERVES IN THE NORTHERN AREA OF THE CITY AND ALONG THE COCKBURN COAST DEVELOPMENT AREA****Author(s)** R Pleasant

Cr Corke requested a report into future uses of unmade MRS road reserves in the northern area of the City and along the Cockburn Coast Development Area.

**Reason**

Now that the eastern portion of the Roe 8 reserve has been reclassified as Class A Reserve it is time to revisit the future uses of the remaining road reserves in the above areas, in consultation with the State authorities which have an interest in these road reserves.

There are many projects that have been on hold for far too long. If the future of the road reserves was clearer, decisions as to surrounding land uses and options would be better informed. Furthermore, even the knowledge that nothing will happen for a defined period of time would give residents more certainty.

There are a number of proposals – for a Wildflower Walking Trail, for tree planting in the degraded portion of the Roe 9 reserve just west of Carrington, for revegetation in other locations, that could go ahead if there was clarity about at least the immediate future.

It is an appropriate time to give some certainty to Coolbellup and Hamilton Hill residents by determining what, if any, plans the State authorities have at this time for these road reserves.

## **23. CONFIDENTIAL BUSINESS**

Nil

## **24. 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.

## **25. CLOSURE OF MEETING**