



City of Cockburn
Ordinary Council Meeting
Minutes

For Thursday, 12 August 2021

These Minutes are confirmed

Presiding Member's signature



Date: 9 September 2021

CITY OF COCKBURN

SUMMARY OF Minutes OF THE ORDINARY COUNCIL MEETING HELD ON THURSDAY, 12 AUGUST 2021 AT 7.00PM

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CITY OF COCKBURN
Minutes of Ordinary Council Meeting
Thursday, 12 August 2021

PRESENT

ELECTED MEMBERS

Mr L Howlett	-	Mayor (Presiding Member)
Ms L Kirkwood	-	Deputy Mayor
Mr K Allen	-	Councillor
Mr M Separovich	-	Councillor
Ms P Corke	-	Councillor
Dr C Terblanche	-	Councillor
Mr P Eva	-	Councillor
Ms C Stone	-	Councillor

IN ATTENDANCE

Mr T Brun	-	Chief Executive Officer
Mr D Arndt	-	Chief of Built and Natural Environment
Mrs G Bowman	-	Chief of Community Services
Mr D Green	-	Executive Governance and Strategy
Ms V Green	-	Executive Corporate Affairs
Ms J Iles	-	Executive People Experience and Transformation
Mr A Lees	-	Chief of Operations
Mr N Mauricio	-	Acting Chief of Finance
Ms S Cecins	-	Media and Communications Officer
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

1. Declaration of Meeting

The Presiding Member declared the meeting open at 7pm.

“Kaya, Wanju Wadjuk Budjar” which means “Hello, Welcome to Wadjuk Land”
The Presiding Member acknowledged the Nyungar People who are the traditional custodians of the land on which the meeting is being held and 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.

Mayor Howlett advised that, given the COVID-19 pandemic is still with us, physical distancing and the following of hygiene requirements regarding hand washing etc. is still applicable.

Accordingly, seating in the Council Chamber and the public gallery has been set out to ensure physical distancing requirements are met. Members of the gallery were requested to follow the physical distancing requirements during the meeting and particularly when leaving the meeting.



Mayor Howlett advised that the meeting would be electronically recorded and live streamed on the City's website, except where Council 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 of the whole Council Meeting will be available on the website within two business days of this Council meeting.

Images of the public gallery will not be included in the webcast, however voices will be captured and streamed. Everybody present should be mindful of their conduct during the recorded meeting.

Live streaming meetings is a Council initiative aimed at increasing the City's transparency and openness, as well as making Council meetings more accessible to our community and those beyond.

Elected Members at the meeting will be voting on agenda items using an electronic system that will display the vote of each member and allow the votes to be recorded in the minutes of the meeting.

Mayor Howlett welcomed two recently appointed members of the Executive Group to the meeting: Ms Jemma Iles, Executive People, Experience and Transformation, and Ms Victoria Green, Executive Corporate Affairs.

Mayor Howlett made the following announcements:

Aboriginal Cultural and Visitors' Centre at Bibra Lake

The Honourable Stephen Dawson, MLC Minister for Mental Health, Aboriginal Affairs and Industrial Relations, presented the City with a Lotterywest cheque for \$1.5M for works at the proposed Aboriginal Cultural and Visitor's Centre at Bibra Lake.

Wetlands Centre Cockburn and WA Wildlife (Native ARC)

The City continues its strategic partnership with Lotterywest, noting that the Wetlands Centre Cockburn and WA Wildlife (Native ARC) also received substantial donations from Lotterywest in recent weeks.

Platinum Council of the Year

The City of Cockburn and the City of Bayswater were jointly awarded the Platinum Council of the Year. It was noted that both Councils view water as a highly valued resource, with important water bodies such as the Beeliam Wetlands chain and the Bayswater Brook Catchment located in their Council areas.



2. Appointment of Presiding Member (If required)

Nil

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

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

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

Mayor Howlett	-	Impartiality Interest – Item 16.1
Cr P Corke	-	Impartiality Interest – Item 16.1
Cr P Eva	-	Impartiality Interest – Item 16.1
Cr C Terblanche	-	Impartiality Interest – Item 16.1
Cr C Stone	-	Impartiality Interest – Item 17.1
Mr Tony Brun, CEO	-	Financial Interest – Item 19.1

5. Apologies and Leave of Absence

Cr T Widenbar	-	Leave of Absence
Cr L Smith	-	Apology
Mr S Downing, A/Chief Financial Officer	-	Leave

6. Written Requests for Leave of Absence

Nil

7. Response to Previous Public Questions Taken on Notice

Nil



8. Public Question Time

Anthony Certoma, Coogee

Inquiry into the City of Cockburn

- Q1. What are the improved systems in place for the reporting of misconduct to the appropriate authorities?
- A1. The Chief Executive Officer (CEO) advised that the reporting of misconduct is routinely done in accordance with relevant legislation, and the City undertakes reviews on an ongoing basis.
- Q2. Is the CEO aware that the *Corruption, Crime and Misconduct Act 2003 (CCM Act)*, covers the conduct of both local government employees and Elected Members?
- A2. The CEO advised yes
- Q3. Is the CEO aware of his legal obligation to notify either the CCC (Corruption and Crime Commission) or PSC (Public Sector Commission) in writing, of any matter they suspect, on reasonable grounds, constitutes serious or minor misconduct?
- A3. The CEO answered yes.
- Q4. Has the CEO had the need to fulfil this legal obligation since the Inquiry Report?
- A4. The CEO replied that, as CEO, it is his obligation to keep any discussions with CCC or the PSC confidential.

Should any referrals have occurred, and I am not at liberty to say whether there have or have not, it is up to either the CCC or the PSC to make statements at the time they believe such disclosure is warranted.

That practice is clearly to prevent spurious or untested matters being used by third parties to smear, cast aspersions or even make false allegations with the aim of obtaining media coverage.

- Q5. Can the CEO clarify if Elected Members also have an obligation under the CCM Act to notify any suspected misconduct involving another Elected Member or local government employee to either the Corruption and Crime Commission or Public Sector Commission depending on the classification of the misconduct as either serious or minor?
- A5. The CEO advised that Elected Members may, but are not obligated to, report any suspected misconduct involving an Elected Member or employee of the City under the CCM Act.



Similarly, Elected Members may report to me any suspected misconduct involving an employee of the City under the Public Sector Management Act for my consideration and action whenever required.

Q6. What actions is the CEO taking to eliminate inappropriate workplace behaviour as identified in the Report of the Inquiry into the City of Cockburn and putting systems in place for dealing with such workplace behaviours?

A6. The CEO noted that the Department's Inquiry into the City of Cockburn made no recommendation of sanctions, to censure or apply penalties against any Elected Member, staff member or the Council as a whole.

The City has in place, relative systems in terms of reviewing workplace behaviour, and takes actions where required.

Q7. What actions is the CEO taking to address any shortcomings in the workplace culture at the City as mentioned in the same Report?

A7. The CEO advised, that prior to his commencement, on being appointed, he undertook a process of reviewing contemporary best practice both from a governance and organisational management point of view.

Early on in my tenure I took a new restructure and organisational policy to Council. With approval by Council in March this year, this has taken effect. It predated the inquiry and, I felt, addressed any concerns that may have been relating to the inquiry, albeit pre-emptively, however the same principles applied.

Q8. Have upgraded systems been put in place for dealing with workplace behaviours?

A8. The CEO referred to his response to question 7.

Q9. In what ways have the City's complaint handling procedures for both internal and external complaints been enhanced?

A9. The CEO advised the City's complaint handling process is considered to be appropriate, however, it will be revisited if any issues arise from the Governance Review that has commenced following the inquiry.

Q10. Has there been any subsequent actions from staff that have raised concerns since the Inquiry Report?

A10. The CEO advised that, consistent with his previous advice, any specific actions in relation to City staff or Elected Members are not subject to public disclosure. I am not at liberty to disclose this.



Q11. In light of the findings of the Inquiry Report, are the named Executive Members being offered performance based contracts?

A11. The CEO advised that Council, following my recommendation, recently adopted a new Policy 'Executive and Senior Leadership Team Remuneration and Performance Management'. This requires all new contracts going forward to be based on five year performance based contracts.

Special Council Meeting – 22 July 2021

Q12. A Special Council Meeting was held on Thursday 22 July 2021, in part to discuss Agenda Item 10.1 Organisational Cultural Review, at which point the meeting was held behind closed doors. How long was the meeting behind closed doors?

A12. The CEO advised the meeting went for several hours. As it dealt with only one confidential item, the whole of the meeting was conducted behind closed doors.

As this matter related to employee contractual requirement, as occurs from time to time, the matter was dealt with behind closed doors, consistent with accepted practice and requirements of Local Governments in Western Australia when dealing with employee contracts. As such, no details of the decisions made at the Special Council Meeting held on 22 July 2021 are made available for public release.

Q13. Without specific reference to an employee or employees, what were the topics of discussion?

A13. The CEO advised it was a confidential matter as per the report title.

Q14. What was the outcome/s of that meeting?

A14. The CEO advised it was a confidential matter that will be discussed only with the employee.

Q15. Will there be more such meetings without the community being aware of the outcome of such meetings?

A15. The CEO reiterated that Council, from time to time, are required to deal with employee matters, and because of the requirements under our legislation, those discussions will always be confidential.

There is no specific set time or requirement for them, they will only be as required. I am not aware of any planned for the near future, however that is not to say one will not come up.



Janette Mouttet, Jandakot

Glen Iris Golf Course Estate

Q1. How many hectares per ratepayer does the City of Cockburn have regarding open golf courses?

A1. The Chief of Built and Natural Environment advised that, at present there are no golf courses operating in the City of Cockburn.

Q2. If nil, why don't you have an open golf course for your 120k residents?

A2. The Chief of Built and Natural Environment advised there are no statutory or legal requirements for a local authority to provide a golf course.

It is noted that there are six golf courses that are within 10kms of the City's boundary (consistent with PLA WA), and these golf courses include:

Marri Park Golf Course, approximately 6km from boundary
Melville Golf Course, approximately 4km from boundary
Fremantle Golf Course, approximately 4km from boundary
Gosnells Golf Course, approximately 5km from boundary
Whaleback Golf Course, approximately 8km boundary
Kwinana Golf Course, approximately 8km from boundary

Q3. How many total hectares are currently allocated per ratepayer for all other sports in the City of Cockburn?

A3. The Chief of Built and Natural Environment advised there are 60.65ha of active playing areas across 24 sites.

Q4. Do you recognise that golf is great for City of Cockburn ratepayers' social, physical and mental health?

A4. The Chief of Built and Natural Environment advised yes, as are many other sport and recreational pass times, a broad range of which are provided across the City.

The City has a long term investment strategy to ensure a wide range of facilities are available to its residents and proactively advocates for private and state facilities that serve to further broaden or enhance that provision.

Q5. Mr Brun, is the City of Cockburn being discriminatory or biased against golfers by not having an open golf course?

A5. The CEO answered no he does not believe it is.

Q6. If no, please explain why there is no open golf course?



- A6. The CEO advised it is acknowledged that local governments will vary services and facilities, and duplicating services just to have them within their district can be considered wasteful and unnecessary.

It is noted, for example, that Fremantle relies on Wally Hagan Stadium for basketball, or that multiple local government residents rely on Cockburn for the ARC and a wide array of different sporting facilities for which they do not provide in their local government district.

Other examples include services such as the Seniors Centre, Youth and Community Services that are provided by the City of Cockburn and used extensively by people outside of our local government district and for those facilities which are not replicated in those other local governments.

In those cases it could be deemed wasteful for other local governments to replicate services where they are adequately met within a broader region.

- Q7. Are you aware that the Minister for Local Government, John Carey, stated in a July 21 6PR interview regarding sports: "What we need are basic amenities...?"

- A7. The CEO advised he was not aware of Minister Carey making those statements, but also was not aware of Minister Carey dictating that each local government must have a golf course in their district either.

- Q8. Has the City of Cockburn failed in its duty by not having the basic sporting amenity of golf.

- A8. The CEO advised that, similar to previous responses about various services provided by local governments, there are adequate services nearby. The City will always review its opportunities in relation to golf and other sports, but in respect of failing its duty of care, no.

It is well known that the City of Cockburn is highly regarded and respected across the metropolitan area, in the context of the broader array of sporting and recreational facilities it provides, many of which exceed the standards across any of the metropolitan regional Councils.

I do not think in any way we have been deemed to have failed our basic duty. Where the City can provide services fairly and equitably, it will, Where there are equivalent services provided by a neighbouring Council, just as they rely on our services, we will rely on their services as well.

- Q9. If the Perth & Peel @3.5million framework states: "Future population growth will inevitably require 'additional' sporting and recreational facilities across the sub-regions", why isn't the City of Cockburn taking any notice?



A9. The CEO advised the City's planning team do a great deal of work, including the current Local Planning Strategy, and the Community Sports and Recreation Plan, both of which are done with either the Department of Lands and Heritage or the Department of Local Government. Those two agencies work closely with the City, in terms of future state requirements and planning, and assist us in preparing our plans.

So in that case we have not ignored the Perth and Peel 3.5 and, in fact, the City is working very closely with the state to ensure that its facilities, our planning and development of the City is consistent with the state government's own objectives.

Q8. Are you aware that the Glen Iris Golf Course Estate has 773 homes, of which 220 immediately surround the golf course (with 500+ in close proximity), and that the previous owners' advertising material highlighted "glorious golf course views", "a lifestyle second to none" and "an excellent investment for the future", thereby received high premiums which, in hindsight, enabled them to double-dip and to use the course as a land bank?

A8. The Chief of Built and Natural Environment advised the City is aware of the number of houses that have been developed in and around the former Glen Iris Golf Course. The City has no role in the preparation or regulation of marketing material as it relates to residential estates.

Q9. In view of the reasons why the City of Cockburn adopted the SU1 zoning, do you agree it was a huge failure that the City of Cockburn, in the 90s, did not put a covenant in place to protect the Glen Iris Golf Course in order that it would always remain SU1, or A Class Reserve, due to its high conservation, recreation and community values?

A9. The Chief of Built and Natural Environment advised that whether a covenant or similar mechanism should have been put in place in the 1990s to ensure the land remained a golf course in perpetuity, is immaterial to the current situation.

The land is privately owned and the City has no legal ability to insist that it continued to be maintained and operated as a golf course.

As stated at previous Council meetings, any proposals to redevelop the land for alternative purposes requires both a scheme amendment and local structure plan to be prepared and ultimately approved by the Minister for Planning and Western Australian Planning Commission respectively.

Surrounding residents will have an opportunity to provide input into those proposals, should a formal application be received, through that formal process as and when they are actually submitted, noting again that no formal application has been lodged.



Q10. On the City of Cockburn website under 'Tennis Courts and Golf Clubs', why don't you have one golf club listed; instead it only has disc golf?

A10. The Chief of Built and Natural Environment advised the City's website only lists current operating facilities. At present there are no operating golf courses in the City, however, as previously advised, there are a number of courses in close proximity within adjoining local authorities that are open to the public.

Q11. The Glen Iris Golf Course was sold In April 20. Can you please provide me the in-field flora and fauna report that the City of Cockburn would have instructed the new owners to do, before they purposely decimated the flora and fauna on the golf course by shutting down the water system a few months later?

A11. The Chief of Built and Natural Environment advised there is no statutory obligation for a landowner to prepare a flora and fauna report as part of the land sales process.

The City has no legal ability to insist that the landowner re-establish the former golf course, or its irrigation system, beyond ensuring compliance with the City's Fire Control Order, which has been confirmed by the City's Fire and Emergency Services.

Q12. What about f there are black cockatoos on the Glen Iris Golf Course that are federally protected.

The Chief of Built and Natural Environment advised that if a resident believes the landowner has contravened State or Federal Environmental legislation, they should direct their concerns to the Department of Biodiversity, Conservation and Attractions or Commonwealth Department of Agriculture, Water and Environment, as they are the relevant agencies responsible for administering and policing those requirements.

Q12. Do you agree the City of Cockburn has failed in its duty of care in not protecting Glen Iris Golf Course Estate residents and also flora and fauna?

A12. The Chief of Built and Natural Environment advised no, the City has not failed in its duty of care. The City has and continues to advocate, for a redevelopment process that ensures the views of existing residents and the potential impacts on existing flora and fauna are appropriately considered.

The City takes its role in any redevelopment proposal very seriously, but can only act within the limits afforded by the regulatory framework.



Joanne Curry, Coogee

Governance Review

- Q1. With reference to Page11 of the 10 June 2021 Ordinary Council Meeting minutes, in relation to the Inquiry into the City of Cockburn, where the City Administration was asked:
- i. Who has been contracted to undertake the independent governance review?
 - ii. What is the cost to the Ratepayers?

Is the City able to provide answers to those questions tonight, the 12th August, as the response date to the Department (25th August) is less than a fortnight away?

A1. The Executive Governance and Strategy advised the City has appointed Cole Corporate to undertake the review, at a cost of \$55,000.

Q2. Will this Independent Governance Review be made public to the ratepayers who paid for it?

A2. The Executive Governance and Strategy advised it is probable that the Governance Review Report will be made publicly available, unless any part of the Report is subject to legal privilege.

Legal Fees

Q3. The City (page 11, 10 June 2021 Ordinary Council Meeting), advised that the NET expense of legal fees paid to Jackson McDonald relating to the departure of Stephen Cain was \$424,482. How much of the gross amount was covered by an insurance Policy?

A3. The Acting Chief Financial Officer advised the City's insurer reimbursed the amount of \$131,316 (after deductible). It is worth noting that the claim only related to legal expenses incurred in responding to the Fair Work Commission application by the former CEO.

Q4. What if any impact to the current Insurance Policy premium did the payout have?

A4. The Acting Chief Financial Officer advised as the City has indemnity cover of up to \$10 million under the Councillors and Officers liability policy and a very low claims history, this relatively small claim had no impact on this year's renewal premium.

For the 2021-22 year, there was a general 8% increase in premiums for the local government sector, relating to wider insurance market impacts, however as a member of the LGIS mutual scheme, the City avoided a much larger increase of over 20%, seen in the insurance market this year.



Q5. Has the insurance company been in contact with the City after the findings of the report were made public to ask for a refund of a portion or all of the payout due to the said findings?

A5. The Acting Chief Financial Officer advised that none of the Inquiry report's findings affected the City's indemnity under its insurance policy, and the insurer has not sought any refund of the claim amount paid.

Tree Watering

Q6. Can the City Administration advise the 2020/2021 Financial Year spend on payment description "Tree Watering"?

A6. The Chief of Operations advised that the City expended \$842,803.02 (GST Inclusive).

Q7. What was the spend on the item "Tree Watering" during the 2019/2020 financial year?

A7. The Chief of Operations advised \$693,002.45 (GST Inclusive).

Q8. Can the City detail what type of work is undertaken under "Tree Watering" cost centre to incur such a significant cost on a yearly basis to the community?

A8. The Chief of Operations advised the City undertakes the following activities through Contract Watering Services:

- Residential street tree watering, approximately 2000 trees per annum at a frequency of one watering per week at the specified application rate of 50 litres per tree. The frequency is increased in the summer months to 2 waterings per week.
- Streetscape watering of approximately 50 Ha of landscaped areas per annum, including verges, median islands and roundabouts, at a frequency of one watering per week at the specified application rate of 50 litres.
- Revegetation tube-stock watering of approximately 76,000 seedlings in bushland areas and 88,000 seedlings in the Roe 8 corridor revegetation area, at a specified application rate of 5 litres per seedling during the summer months.

Q9. Has the City administration considered harnessing the community via engagement with community groups, environmental groups, ratepayers associations, school communities amongst others to assist with these tasks in order to reduce costs, foster grassroots environmental participation, whilst also utilizing some of the money saved to fund other projects for these groups?

A9. The Chief of Operations advised the City actively promotes community planting days with various groups, and welcomes community engagement in rehabilitating natural areas at a number of bushland and coastal reserves throughout the City.



Factors that preclude the use of voluntary labour to undertake watering activities include:

- the lack of plant and equipment required to deliver the specified watering application rates
- the requirement to meet Occupational Health and Safety standards including providing Safety and Traffic Management Plans
- the availability of labour resources to undertake the large volume of work annually on an ongoing basis.

In addition, the City has a contract in place with a qualified and well-resourced company that is able to deliver the service as per the contract specifications. The City would be in breach of contract and be financially liable if the agreed terms of work volumes were reduced.

The City will endeavour to engage a local supplier when the tender for tree watering is next reviewed and this will support the City's strategic objectives for a sustainable local economy and to increase local employment.

Other challenges are the upcoming changes to the Work Health and Safety Act 2020 will bring additional resource requirements in order for the organisation to comply with the model work health and safety laws that will now include Volunteers.

Volunteering Australia states under 'Volunteer rights' that a position previously held by a paid workers cannot be filled by volunteers.

The City adheres to best practice volunteering and City Guidelines for Volunteering also state that volunteers should not be involved as a substitute for paid workers.

The City has a strong commitment to volunteering, demonstrated by the ongoing delivery of the Volunteer Resource Centre (VRC). The City recently adopted its first stand-alone Volunteering Strategy.

Currently the VRC supports 260 City of Cockburn volunteers who are actively engaged in City services and programs, as well as hundreds of micro volunteers who engage in one-off volunteer activities.

Additionally the centre has 245 organisations registered, enabling thousands of volunteers to participate in the local community.

The VRC offers one on one consultations and welcomes community members wanting to volunteer locally.

Q10. Does the City Administration agree that the suggestion has merit on a number of levels and requires further investigation?

A10. Please refer to the above response/s.



9. Confirmation of Minutes

9.1 (2021/MINUTE NO 0130) Minutes of the Ordinary Council Meeting - 8/07/2021

Recommendation

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 8 July 2021 as a true and accurate record.

Council Decision

MOVED Cr C Terblanche SECONDED Cr C Stone

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0

9.2 (2021/MINUTE NO 0131) Minutes of the Special Council Meeting - 22/07/2021

Recommendation

That Council confirms the Minutes of the Special Council Meeting held on Thursday, 22 July 2021 as a true and accurate record.

Council Decision

MOVED Cr C Stone SECONDED Cr P Eva

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0

10. Deputations

Nil

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

Nil

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

Nil



At this point in the meeting, the time being 7.37pm, the following items were carried by 'en bloc' Resolution of Council.

13.2	14.1	17.2	22.1
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13. Built and Natural Environment

13.1 (2021/MINUTE NO 0132) Development Application - 24 Grouped Dwellings at 86 and 88 (Lots 72 and 73) Winfield Street, Hamilton Hill

Author(s)	L De Carvalho
Attachments	1. Location Plan ↓ 2. Development Plans and Renders ↓ 3. Waste Management Plan ↓ 4. Schedule of Submissions ↓
Location	86 and 88 (Lots 72 and 73) Winfield Street Hamilton Hill
Owner	Trevor Wayne Pearson
Applicant	Infill Property Group
Application Reference	DA21/0415

RECOMMENDATION

That Council:

- (1) REFUSES the development application (DA21/0415) for 24 grouped dwellings at 86 and 88 (Lots 72 and 73) Winfield Street, Hamilton Hill for the following reasons:

Reasons

1. The proposed development does not *satisfy* the *deemed-to-comply requirements 5.3.3 Parking C3.1*; which is to provide the minimum number of on-site car parking spaces for each grouped dwelling; or *C3.2* for the appropriate on-site visitors' car parking spaces. In total the applicant proposes a shortfall of fourteen car parking bays which in this location is not considered to be an acceptable outcome.
2. The development has not demonstrated compliance with the City of Cockburn Town Planning Scheme No. 3 *Clause 4.8.2 Convenience and Functionality* with respect to the shortfall of car parking bays.
3. The development has not demonstrated compliance with the City of Cockburn Town Planning Scheme No. 3 *Clause 4.8.6 Vehicle Parking [requirements]* with respect to the shortfall of car parking bays.
4. The development has not demonstrated compliance with the City of Cockburn Town Planning Scheme No. 3 *Clause 1.6 the Aims of the Scheme* which is to ensure that development and the use of the land within the district complies with accepted standards and practices for public amenity and convenience.
5. The proposal does not meet five of the objectives outlined under Schedule 2 Part 9 Clause 67 "Matters to be considered by local government" under the *Planning and Development (Local Planning Schemes) Regulations 2015 – Deemed Provisions*.



6. The proposal will set an undesirable precedent for significant R-Code on-site parking variations which the City does not wish to replicate or promote.
- (2) NOTIFIES the applicant and those who made a submission of Council's decision.

Council Decision

MOVED Cr C Stone SECONDED Cr K Allen

That Council:

1. DEFERS its determination of the application for 24 Grouped Dwellings at 86 and 88 (Lots 72 and 73) Winfield Street, Hamilton Hill to the 9 September OCM in order to allow officers to assess the recently provided updated plans which seeks to provide the necessary on-site parking spaces; and
2. NOTIFIES the applicant and those who made a submission of Council's decision.

CARRIED UNANIMOUSLY 8/0

Reason for Decision

This proposed development will have a significant impact on the community of Hamilton Hill and therefore by deferring a decision for a month it will enable City officers to undertake an updated planning assessment to consider the revised plans and provide recommendation back to Council.

The applicant has the statutory right to amend their proposal prior to its determination.

Allowing the applicant the opportunity to propose an alternative proposal may result in a better outcome for our community.

Background

The subject site is zoned 'Urban' under the Metropolitan Region Scheme (MRS) and Residential R30/40/60 under the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

The subject site comprises two separate lots which are identical in dimension. Each lot comprising 24.5m in width and 82.8m in depth totalling in an area of 4,052m² combined.

The subject lots are directly adjoining one another and abut residential properties to the north, east and west, and Winfield Street to the south (refer Attachment 1).

There is no existing development on 88 Winfield Street and the development on 86 Winfield Street comprises of one residential dwelling and associated incidental structures (patios and outbuildings).



The City has received an application for the development of twenty-four grouped dwellings over the two lots (subject site), twelve dwellings per lot proposed (refer Attachment 2).

The application proposes variations to the deemed to comply provisions of the R-Codes. The application proposes a total car parking shortfall of fourteen car parking bays. This is comprised as follows:

- Each dwelling proposed is required to provide two car parking bays per dwelling, however the application proposes housing types A (2x), B (2x) and C (x8) which provide one car parking bay each.
- In addition, the R-Codes deemed to comply provisions require the site to provide six visitor car parking bays the application however is only proposing four visitor car parking bays. The application therefore has a twelve-car parking bay shortfall for the grouped dwellings and a two bay shortfall for visitor parking.

The car parking variation was advertised to eight adjoining property owners and residents in accordance with clause 64(3) of the deemed provisions within the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The proposal is referred to Council for determination in accordance with our instrument of delegation OLPD 33 as eight objections were received during the consultation period, which contain valid planning concerns which were unable to be resolved via conditions or amended plans.

A total of nine submissions were received, consisting of eight objections, as mentioned above, and one submission in support of the proposal.

The main objections are summarised as follows:

- Housing Density
- Anti-social activity generated
- Building Setbacks
- Noise
- Waste Management
- Lack of car parking
- Traffic Generation

The schedule of submissions as received by the City from the respective neighbours/ owners including officer's comments alongside each respective submissions is provided in Attachment 4.



Submission

The application was submitted by Infill Property Group with Trevor Wayne Pearson providing landowner consent.

Report

Proposal

The application is for the development of twenty-four grouped dwellings on the subject site. The proposal includes five different dwelling typologies, outlined in the table below and referred to in the report and Attachment 2 – Plans as Dwelling types A, B, C, D and E.

The proposed development includes two common property internal driveways for vehicle and pedestrian access as well as four visitor car parking bays, two per lot, proposed to be located at the front of the site within the primary street setback area.

Dwelling type	Number of Dwellings proposed	Single/ Double storey	Bedrooms Proposed	Car bays
A	2	Double	2	1
B	2	Single	2	1
C	8	Single	2	1
D	10	Double	3	2
E	2	Double	3	2
Total proposed	24	n/a	n/a	40 in lieu of 54

Planning Framework

The site is zoned 'Urban' under the Metropolitan Region Scheme (MRS) and Residential R30/40/60 under the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

The objective of the Residential Zone is:

- i. To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- ii. To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- iii. To provide for a range of non-residential uses, which are compatible with and complementary to residential development."*



The subject site is located within Development Contribution Area No. 13 (DCA 13) and therefore a Development Contribution liability applies to the development proposal.

The subject site is also located within the *Hamilton Hill Revitalisation Strategy* area which resulted in the current density codes following the City's associated scheme amendment (TPS 3 Amendment No.100).

In accordance the *Planning and Development Act 2005, Part 10, Division 4, Section 153-154, [future]* subdivision of the site will trigger a requirement for a public open space contribution / cash-in-lieu.

In accordance with Clause 4.4.4 TPS 3, the application has been assessed against Local Planning Policy 1.2 (LPP 1.2). Item c) states:

“4.4.4 c) In considering applications for the development of land within any of the split coded areas depicted on the Scheme Map, the Council may support development up to the maximum density of the split code subject to the application being consistent with the provisions and objectives of the Local Planning Policy No. 1.2 (Residential Design Guidelines)”.

The assessment of the application against LPP 1.2 has been discussed in the 'Assessment' section of the report under the subheading 'Density'.

Assessment

Density

The application has demonstrated compliance with LPP 1.2 Design Guideline 9.2 – Split Coded R30/40/60 Lots, as the application demonstrates the following:

1. The development site assembles two lots and is over 2,000m² in aggregate area.
2. 58% or fourteen of the twenty-four proposed dwellings are two storeys.
3. All dwellings that front Winfield Street provide a variety of materials; include major openings to a bedroom and entry door into the living area.
4. The development incorporates five different housing typologies comprising of both single and double storey dwellings, demonstrating a variety in design, materials, height, and rooflines. The dwellings include major openings onto Winfield Street and fronting the internal road to promote passive surveillance.
5. The development is not adjacent to public open space and therefore this provision is not applicable.

The above assessment demonstrates that the development application shall be assessed in line with the R60 requirements of the R-Codes in accordance with Clause 4.4.4 c) of TPS 3.



The R-Codes have a minimum site area for R60 lots as 120m² with an average lot size requirement of 150m². The application proposes a minimum site area of 126m² and an average of 169m², complying with and providing more site area than the minimum requirements of the R-Codes.

In November 2012, Council adopted the *Hamilton Hill Revitalisation Strategy* which included rezoning Winfield Street to allow for higher density residential development (TPS 3 Amendment No.100).

Prior to the endorsement of Amendment No.100, the subject site and wider area was zoned Residential R20. Refer Figure 1 and 2 below:

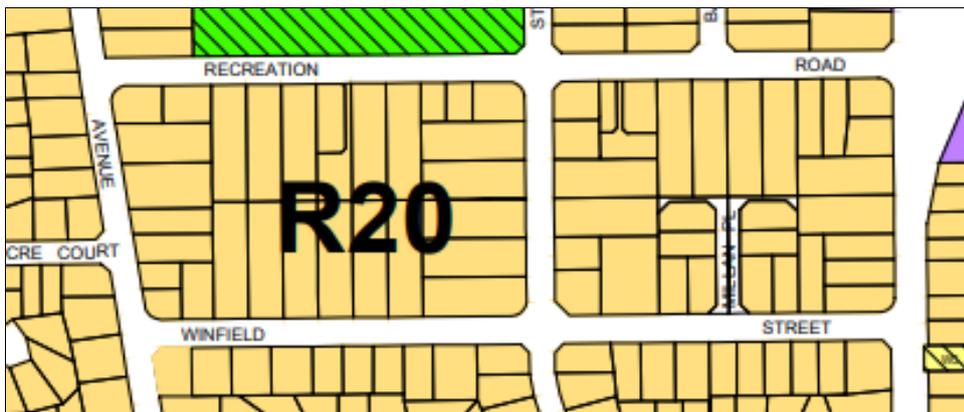


Figure 1: Previous Zoning - Prior to the Endorsement of Town Planning Scheme No.3 Amendment No.100

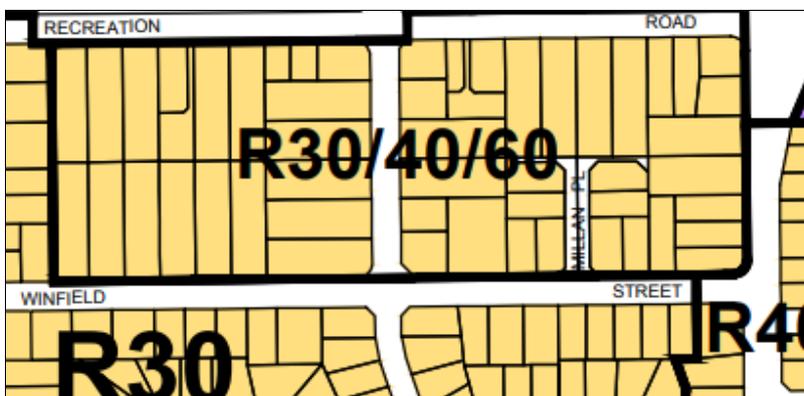


Figure 2: Current Zoning - Post Endorsement of Town Planning Scheme No.3 Amendment No.100

The City prepared the Strategy to be consistent with the State Government [then] *Directions 2031 and Beyond*, which is a high level strategic plan which established a vision for future growth in the Perth Metropolitan Region. The current version of this document is titled *Perth and Peel @ 3.5 Million*.

Urban infill is an important component of *Perth and Peel/ Directions 2031 and beyond* in providing affordable and appropriately distributed housing to accommodate Perth's projected population growth.



The City conducted extensive community consultation as part of this strategic process including workshops with residents and landowners in the Hamilton Hill area.

The data collected identified that 71% of respondents envision more housing in the Hamilton Hill area in the future, subject to the [future] development complying with the R-codes.

An objective of the Residential zone outlined in TPS No. 3 is:

- i. To provide for a range of housing and a choice of residential densities to meet the needs of the community.*

As outlined in the 'Proposal' section of the report, the application submitted includes five different housing typologies with housing type A and B being suited to smaller households.

The City refers to the Forecast ID data for Hamilton Hill which has a projected growth of 50.97% between 2021-41. In addition to this, the average household size for Hamilton Hill is 2.24 persons. The proposal provides a variety of housing stock to support the demographic data of the Hamilton Hill area and meets the above TPS 3 objective for the Residential zone.

The City received some objections relating to concerns of the number of dwellings proposed. Whilst the proposed number of dwellings is consistent with the planning framework, and meets the deemed to comply requirements of the R-Codes, the City notes that the lot yield would likely be reduced if the applicant provided compliant car parking for each dwelling.

Therefore, it is considered that without adequate car parking provided onsite to accommodate the proposed development of twenty four grouped dwellings, the impact of the number of dwellings proposed is considered more than what would be considered appropriate and expected under the R-Codes and therefore the intent of the development does not meet the design principals of the R-Codes.

Car Parking

The application proposes a car parking shortfall of fourteen car parking bays. Each dwelling proposed is required to provide two car parking bays per dwelling, however the application proposes housing types A, B and C which provide one car parking bay each.

In addition, the R-Codes deemed to comply require the site to provide six visitor car parking bays however the application proposes four visitor car parking bays. Therefore, the application proposes a twelve-car parking bay shortfall for the grouped dwellings and a two-bay shortfall for visitor parking.



The R-Codes set car parking requirements based off two locations those being; Location A and B. The subject sites have been assessed as 'Location B' as the subject site is not within 250 metres of a high frequency bus route or within 800m of a train station. As the subject site meets the requirements of 'Location B' under the R-Codes, each dwelling proposed is required to provide two car parking bays.

The City notes that the subject site is not within 250 metres of any public transport route or station and the closest bus route is 400 metres away from the subject site, and is not a high frequency bus route.

The car parking variation to the R-Codes deemed to comply requirements were advertised and objections were received relating to the shortfall of car parking bays provided onsite and objections to car parking on the street. The application does not meet the design principals of the R-Codes as there are inadequate bays proposed for the number of grouped dwellings proposed.

Part 4.8.2 of the City of Cockburn Town Planning Scheme No.3 sets out development standards to address the Convenience and Functionality of residential development:

4.8.2 Convenience and Functionality

- a) Every development shall be designed to ensure that it is convenient and functional for those who will use the development particularly in respect to -*
- (i) the relationship of the development to the use and enjoyment of the adjoining lots;*
 - (ii) the convenient location of public and resident facilities provided on the lot;*
 - (iii) safety and amenity;*
 - (iv) accessibility of driveways, footpaths, car parking bays, service bays and storage areas.*

With respect to assessing the impact of the car parking shortfall to the above clause, the impact of the on-street car parking on the adjoining lots is considered to be detrimental to the enjoyment and use of the street and issuing Planning Approval will set an undesirable precedent when considering similar sized underdeveloped lots in this vicinity.

Figure 3 (below) demonstrates that a fourteen-bay parking shortfall will result in vehicle parking extended along Winfield Street, with the potential for overflow onto Davilak Avenue. The Figure shows twelve on-street car parking bays (shown with blue lines) accommodated within 150 metres of the site on Winfield Street between Davilak Avenue and Strode Avenue/Glenister Road intersection.



Figure 3: On-Street Car Parking Availability



In determining the impact of the car parking shortfall on the immediate locality and the wider community, it is necessary to consider how approving such a significant shortfall in car parking would set an undesirable precedent.

It is considered by Community submission and in line with the 2 July 2021 recently amended R-Codes requirements that the approval of this application would set an undesirable precedent which could impact the overall amenity of the zone.

The properties in Figure 4 (below) with yellow stars have been identified as 'underdeveloped' as they are zoned Residential with a slit coding of R30/40/60 with no active development approvals.

The City considers the issue of precedent to be relevant when assessing the car parking shortfall in this area as the City is expected to be receiving more applications for Grouped Dwellings on these sites following Amendment No.100 discussed earlier in this report.

If there were multiple applications proposing a similar intensive use of on-street car parking bays, this would reduce the overall convenience and functionality of the road for the residents and visitors and contradict the intent of the Residential zone (Clause 4.8.2 of TPS 3).

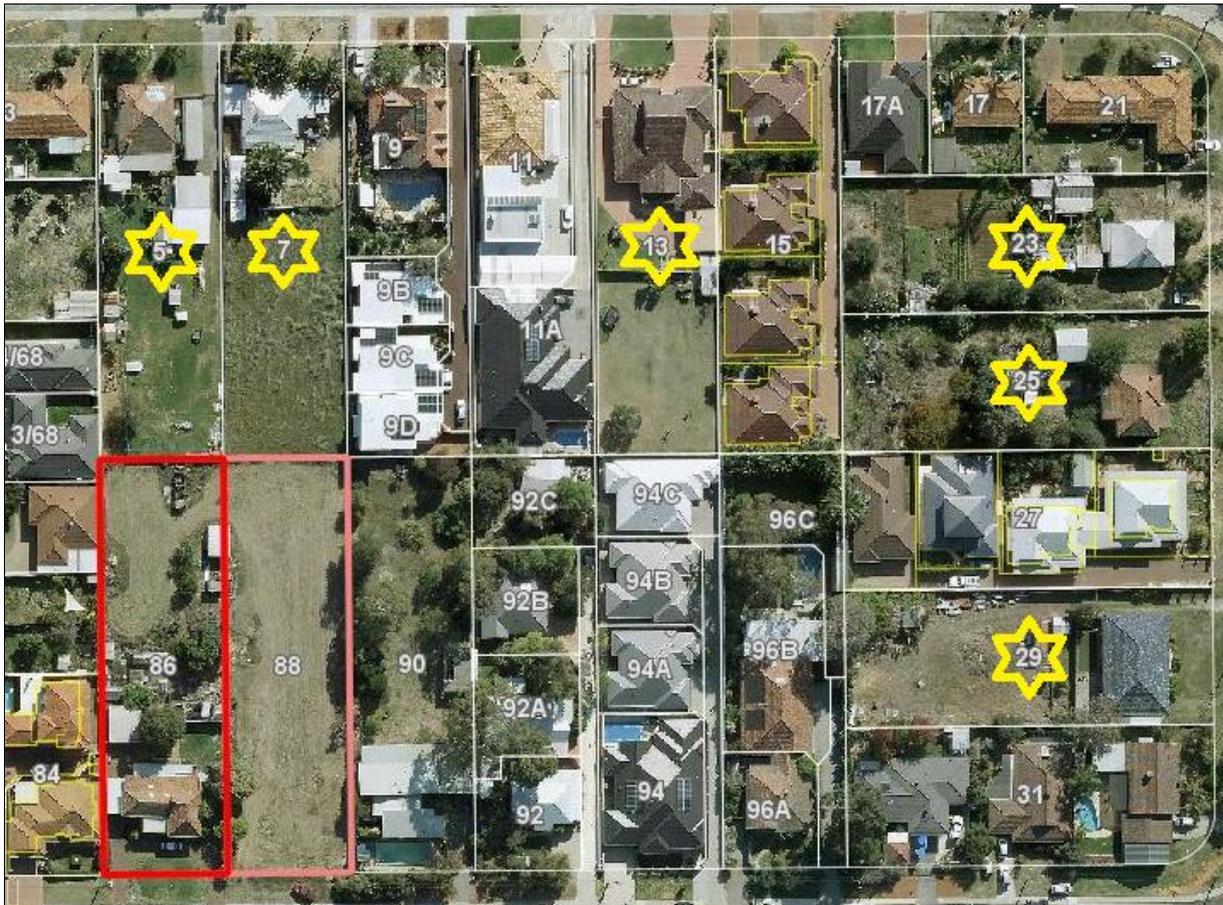
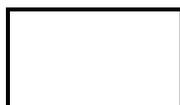


Figure 4: Properties Identified As 'Underdeveloped' Under TPS 3 – Zoned Residential with a Split Density Coding of R30/40/60

The proposed development does not demonstrate that the development is convenient and functional for those who will reside and visit the property or the current and future residents of Winfield Street.

Clause 67 (Matters to be considered by local government) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) provides a list of matters which must be considered by the local government. Five are relevant to the subject application as follows:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;*
- (c) any approved State planning policy*
- (y) any submissions received on the application;*
- (zb) any other planning consideration the local government considers appropriate.”*



The five above-mentioned points are key considerations in line with Clause 67. In particular, as identified in the sections above, the proposed shortfall in parking is not considered appropriate in this context and will result in an undesirable precedent.

Precedent was adopted as a planning consideration by the State Administrative Tribunal in **Nicholls and Western Australian Planning Commission** [2005] WASAT 40 at [74], which used the following criteria from **Goldin and Anor v Minister** for Transport (2002) 121 LGERA 101 as to the circumstances in which precedent is a relevant planning consideration. These are:

1. “That the proposed development or subdivision is not in itself unobjectionable
2. That there is more than a mere chance or possibility that there may be later undistinguishable applications.”

Given the above, it is considered inappropriate and “not proper and orderly planning” to permit this substantial variation of 14 on-site car parking bays. If every other future development proposed the same variation this would result in a degradation of the local street environment and encourage verge parking.

Verge parking can result in loss of street trees (existing or future) and negatively impact the urban environment.

This is not a local centre zone and the parking expectations are different in this context in comparison to, for example, Port Coogee.

Traffic Generation

The City has assessed the application and is satisfied the proposed development will have no significant impact on traffic in the locality. The proposed traffic generated by the proposed use is considered to be consistent and expected in the residential area. Noting “traffic” does not include the impacts of street parking. Street parking issues are a separate consideration as discussed above.

Antisocial Activity

With respect to objections received relating to a perceived increase in antisocial activity, there is no correlation between an increased number of people residing at the site and an increase in antisocial activity.

The City notes that with increased activity and people in the area a greater degree of actual and perceived surveillance would be achieved through passive surveillance, commonly referred to as ‘eyes on the street’. This has a positive effect on the reduction of antisocial behaviour and crime rates.

The application demonstrates compliance with the R-Codes deemed-to-comply requirements that relate to street surveillance, as the development includes major openings that face the pedestrian and vehicular approach to the dwellings and the primary and internal street elevations have clearly defined entry points.



Lot Boundary Setback

The R-Codes permit a total aggregate length of walls built up to the lot boundary of 53.8 metres for each lot. The plans propose a total length of wall built up to the lot boundaries of 150.2 metres which has been split into 75.1 metres for the western and eastern lot boundaries.

The eastern lot boundary will be adjoining 90 Winfield Road which recently received planning approval for twelve grouped dwellings and was approved with a boundary wall length of 132.9 metres of wall built up to the lot boundary. There is therefore no negative impact of the proposed boundary wall variation to this property.

The impact of the boundary walls on each property to the western lot boundary of the site is considered to be the same impact as development that would be compliant under the R-Codes. The reason being each lot that adjoins the subject site on the western lot boundary has a property length that is less than the maximum length of permitted boundary walls. The impact is therefore considered to meet the design principals of the R-Codes as the impact is consistent with the developments expectations of zoning and area.

In addition, the variation to the permitted length of buildings built to lot boundaries can be considered to meet the design principals of P3.2 as the proposed design makes more effective use of the space for enhanced privacy for the occupants and for the outdoor living areas, will not result in overshadowing, and will ensure that major openings into habitable rooms and outdoor living areas for adjoining properties.

Noise

The City received an objection relating to concerns of dust and excess vehicles having an adverse impact to the environment during the construction period.

Construction of large scale residential development sites can have a negative impact on amenity and therefore should Council approve the proposal, it is recommended that a condition be imposed to ensure that the construction of the development does not negatively impact adjoining properties and residents via a Construction Management Plan.

The City received an objection relating to noise generated by the increase in residential dwellings and identified household sounds such as talking and dogs barking as of concern.

With relation to this, the City refers to the definition of 'amenity' which is provided below as extracted from the *Planning and Development (Local Planning Schemes) Regulations 2015*:

“Amenity means all those factors which combine to form the character of an area and include the present and likely future amenity.”



Given the zoning of the lot being Residential R30/40/60 and the assessment of the proposal which has demonstrated that the development shall be assessed in accordance with the R60 requirements, it is anticipated the increase in residential dwellings will generate an increase in residentially associated household ambient noise as well as noise from an increase in vehicle movements.

The City notes however that the impact of the car parking short fall resulting in what is expected to be a significant number of cars parking on Winfield Street may result in an increase in ambient noise to the residents in the street from vehicle movements and from residents and visitors commuting to and from their vehicles.

When controlling residential noise generated, the City enforces the *Environmental Protection (Noise) Regulations 1995 (Noise Regulations)* and section 38 of the *Dog Act 1976*. These two regulations do not control ambient noise as discussed above. It is considered that there will be an increase in ambient noise from the development and the impact of the vehicle parking on the street will contribute to this noise generated.

Waste Management

The applicant submitted a Waste Management Plan (WMP) to the City dated 19 July 2021 (refer Attachment 3). The City's officers have approved this WMP and should Council approve the proposal, it is recommended that a condition be imposed to ensure that the WMP is complied with and maintained.

The volumes created by grouped dwellings are considered one third of the waste volumes generated by single dwellings and therefore the site will provide a total of sixteen bins (eight general waste bins and eight recycling bins) which will reduce the impact when presenting the bins on the verge for collection.

Summary

Whilst the planning framework permits the subject site to accommodate the number of dwellings proposed, the application has not demonstrated convenience and functionality in accordance with TPS 3 and the R-Codes. The shortfall in the number of car parking bays is inconsistent with the intent of the planning framework and will set an undesirable precedent for the future of the locality.

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community

- A safe and healthy community that is socially connected.

City Growth and Moving Around

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

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



Listening and Leading

A community focused, sustainable, accountable and progressive organisation

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

Budget/Financial Implications

Should the applicant lodge a review of the decision with the State Administrative Tribunal, there may be costs involved in defending the decision, particularly if legal Counsel is engaged.

Legal Implications

Should the applicant appeal the decision to the State Administrative Tribunal there may be the need to secure legal representation in defending the decision.

Community Consultation

The application was advertised via postal mail to adjoining residents and landowners where their properties directly adjoin the site. As the development plans were large, the City included the plans package online via 'Comment on Cockburn' for people to download to reduce printing use and be consistent with the City's commitment to sustainability.

The application was advertised for a period of 14 days in accordance with clause 64(3) of the deemed provisions within the *Planning and Development (Local Planning Schemes) Regulations 2015*.

As the application link on Comment on Cockburn was shared via social media, this allowed the City to receive submissions from members of the greater community that do not have a residential or postal address within the directly adjoining advertisement catchment as outlined.

A total of nine submissions were received, consisting of eight objections, one submission in support of the proposal.

The main objections are summarised below:

Objection	City's Comment
Housing Density – number of dwellings proposed is inconsistent with area	Refer to the Density section of this report.
Anti-social activity generated	Refer to the Anti-social activity section of this report.
Building Setbacks	Refer to the Setbacks section of this report.
Noise	Refer to the Noise section of this report.
Lack of car parking	Refer to the Car Parking section this report.
Traffic Generation	Refer to the Traffic section this report.
Waste	Refer to the Waste Management section this report.

A detailed schedule of submissions is summarised in the Schedule of Submissions Table (refer Attachment 3), with key issues raised addressed in this report.



Risk Management Implications

Should Council consider approving the proposal contrary to the officer's recommendation this might result in an undesirable precedent contrary to the intent of the (on-site parking requirements) of the R-Codes. This could encourage other similar proposals which could collectively erode the urban streetscapes that are important to the existing and future residents' expectations in the level of amenity sought for this area.

The applicant can consider amending a future development application to comply with these requirements or alternatively appeal the decision to the SAT.

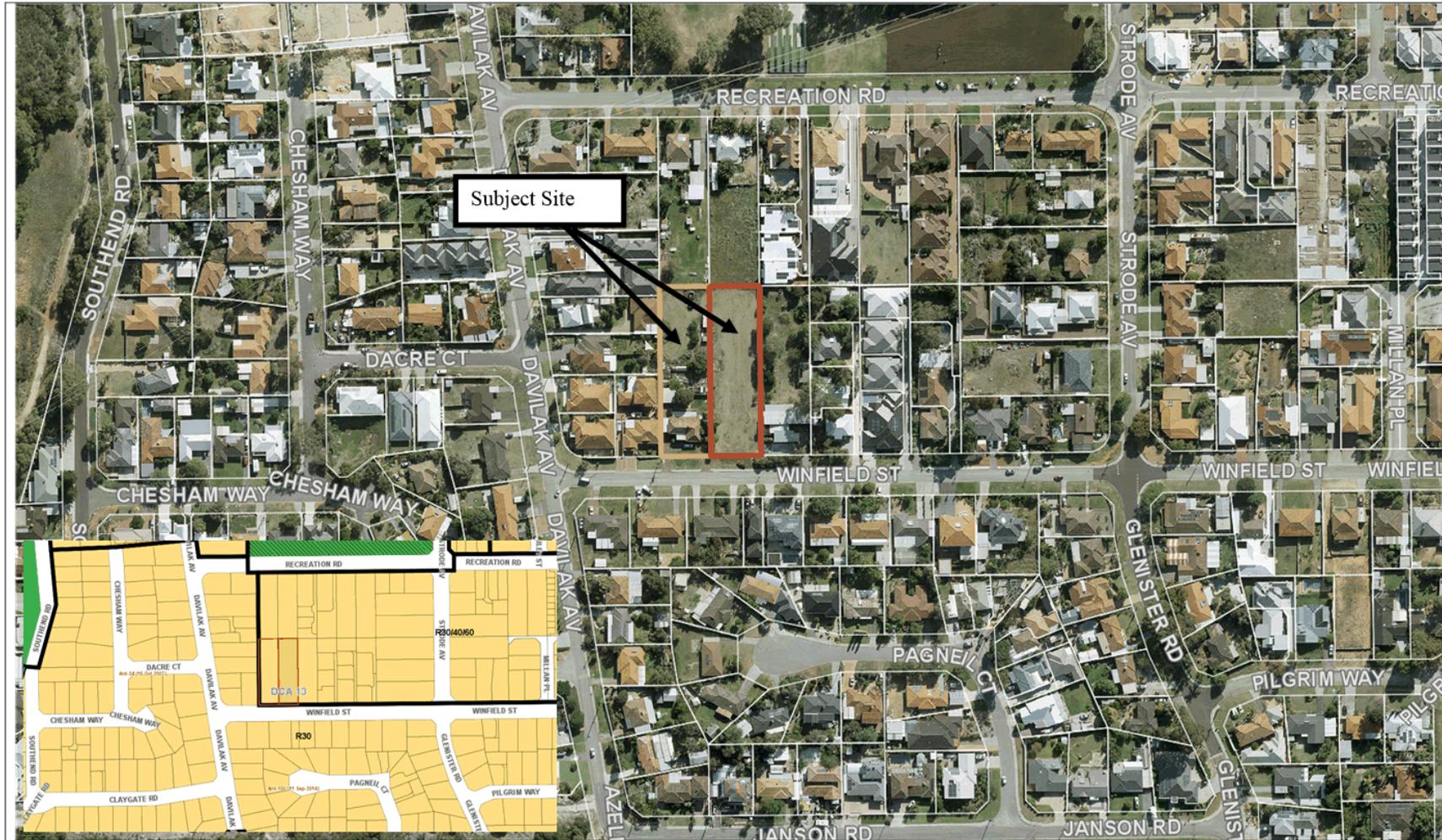
Advice to Proponents/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 12 August 2021 Ordinary Council Meeting.

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

Nil





 <p>City of Cockburn G.L.S Services Department</p>	<p>Location Plan: Subject site - 86 and 88 (Lots 72 & 73) Winfield Street Hamilton Hill 24 Grouped Dwellings Proposed</p>	<p>PRINTED ON: 25/07/2021</p>	<p>SCALE = 1:2500</p>	 <p>NORTH</p>
<p>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.</p>				





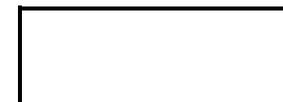








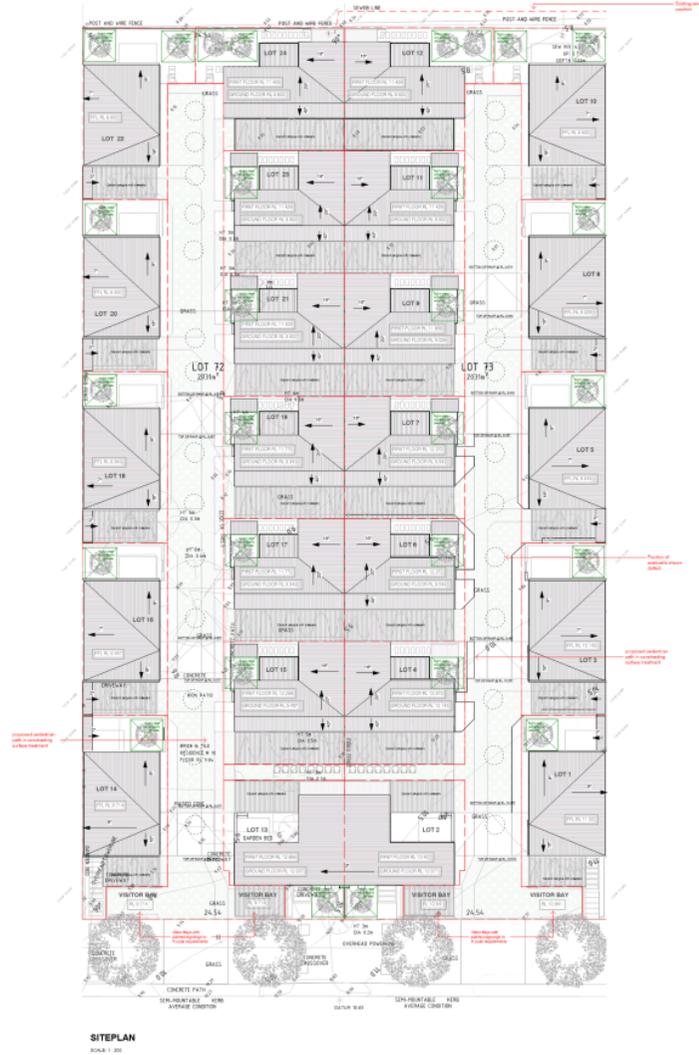
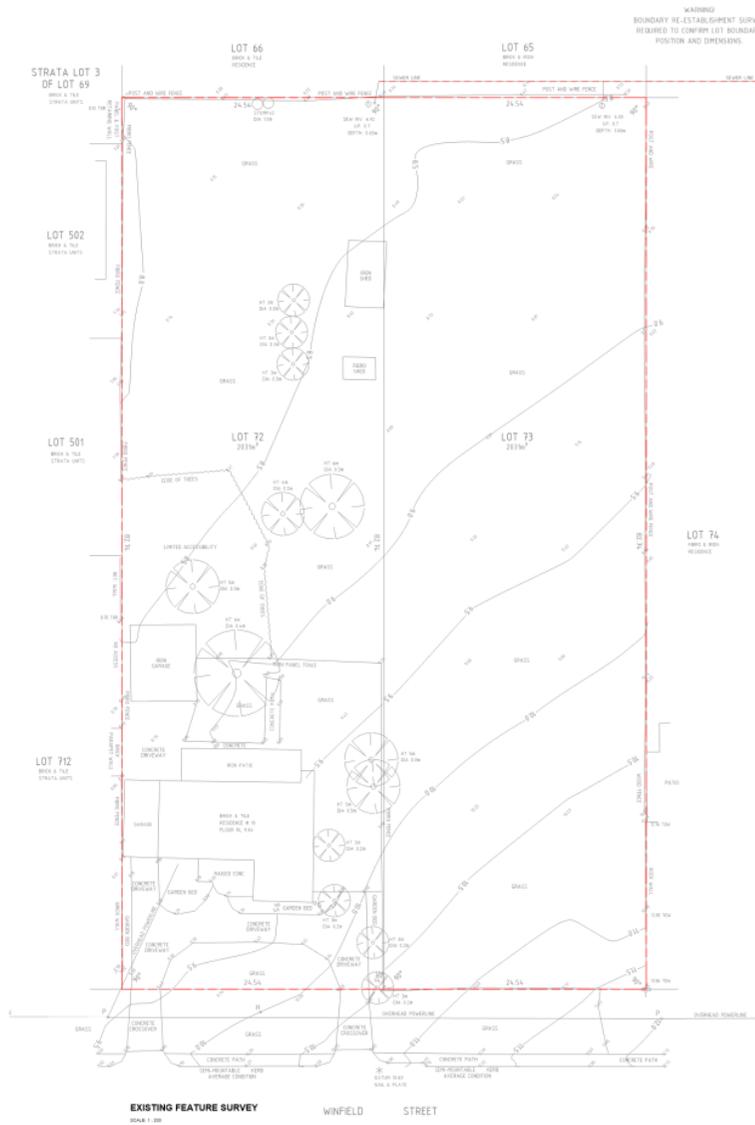




86 & 88 WINFIELD STREET, HAMILTON HILL
DEVELOPMENT APPLICATION

DRAWING REGISTER

Sheet Number	Sheet Title	Scale	Drawn By	Checked By
01	GENERAL NOTES	AS SHOWN	MD	MD
02	DEVELOPMENT	AS SHOWN	MD	MD
03	LANDSCAPE PLAN	AS SHOWN	MD	MD
04	INSTALLATION	AS SHOWN	MD	MD
05	UTILITIES	AS SHOWN	MD	MD
06	PLANNING	AS SHOWN	MD	MD
07	CONSTRUCTION	AS SHOWN	MD	MD



REVISIONS	
No.	Description
1	As Issued

DATE OF APPROVAL: 14/07/2021

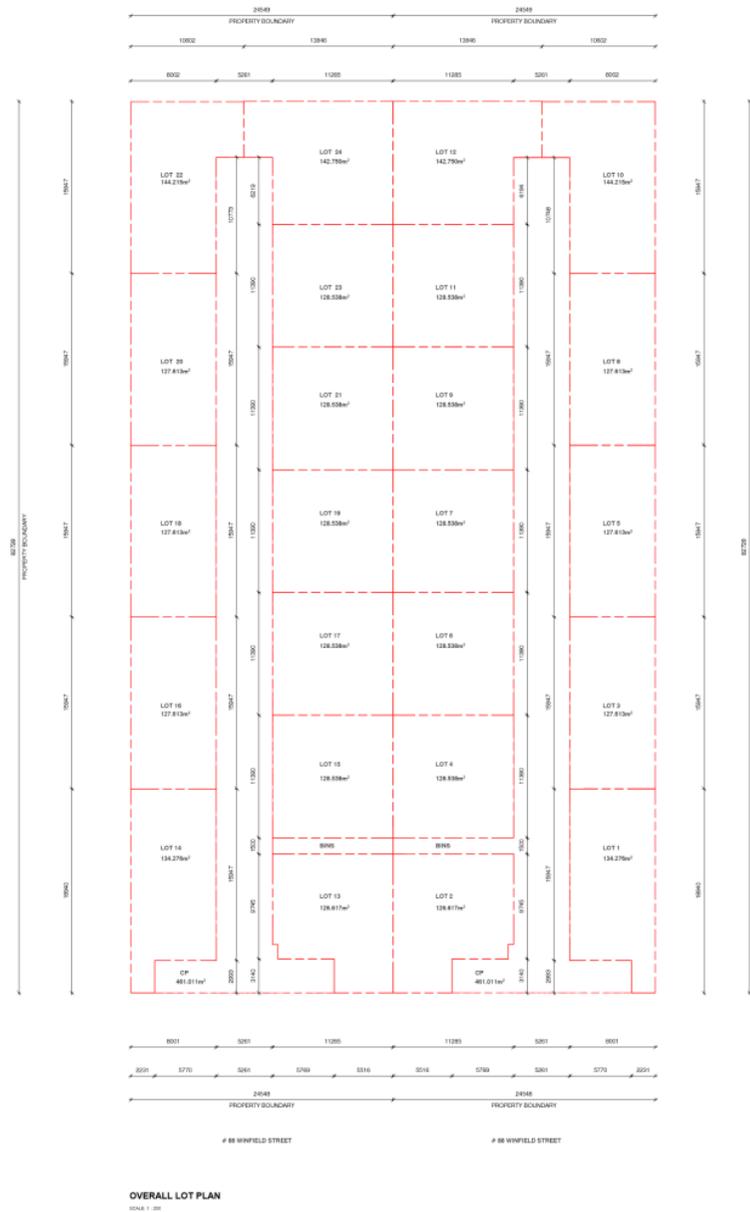
BY: MD

SCALE: 1:500

PROJECT: 86 & 88 WINFIELD STREET, HAMILTON HILL

ARCHITECTS: MDC ARCHITECTS

CLIENT: MDC

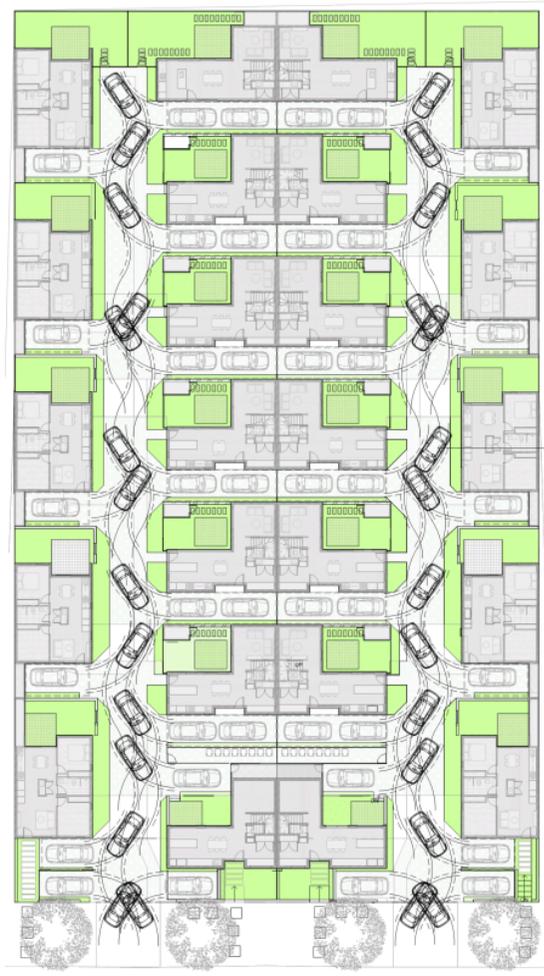


NO.	DATE	BY	REVISION
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2	12/08/2021	JR	MDC
3	12/08/2021	JR	MDC

WINFIELD ST. HAMILTON HILL

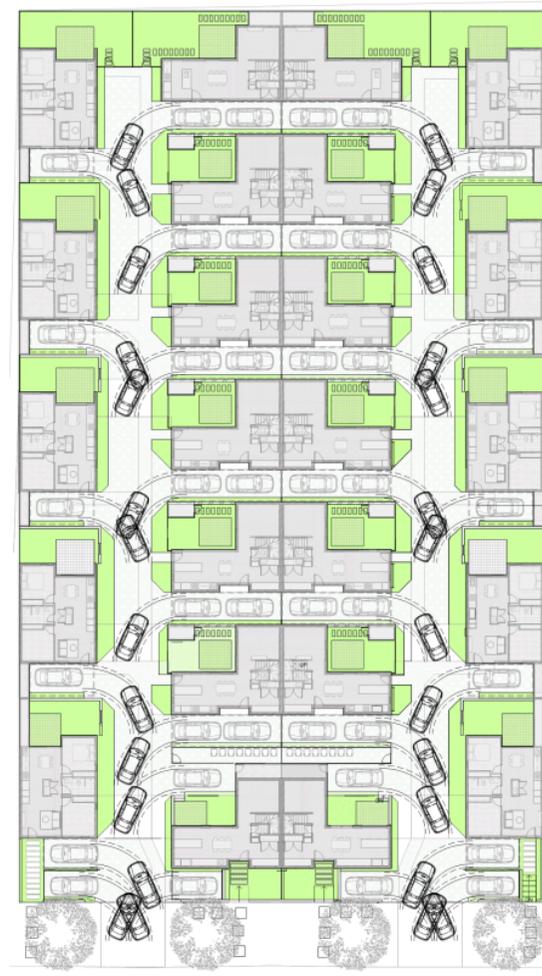
MDC ARCHITECTS





TURNING CIRCLES OUTBOUND
SCALE: 1:200

— DENOTES TURNING CIRCLES WITH 6.3m DIAMETER TO RELEVANT AUSTRALIAN STANDARD DESIGN VEHICLE USED



TURNING CIRCLES INBOUND
SCALE: 1:200

— DENOTES TURNING CIRCLES WITH 6.3m DIAMETER TO RELEVANT AUSTRALIAN STANDARD DESIGN VEHICLE USED

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR APPROVAL	12/08/2021	JR
2	ISSUED FOR APPROVAL	12/08/2021	JR
3	ISSUED FOR APPROVAL	12/08/2021	JR

DATE: 12/08/2021
PROJECT: 10716645
DRAWING: TURNING CIRCLES

REVIEW: 12/08/2021
BY: JR
CHECKED: 12/08/2021
BY: JR

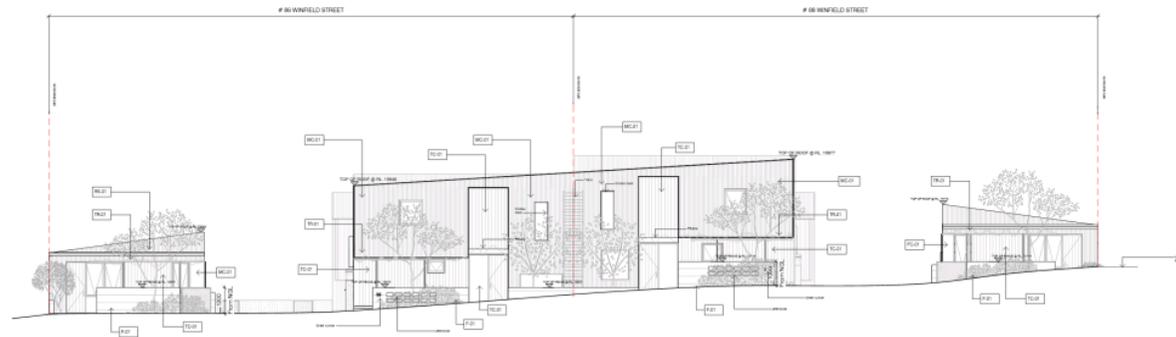
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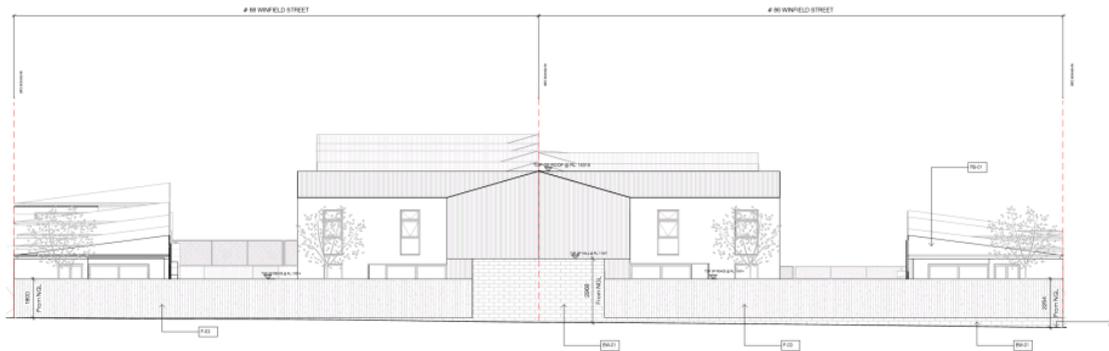
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10716645 - 10716645

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2	ISSUED FOR APPROVAL	12/08/2021	JR
3	ISSUED FOR APPROVAL	12/08/2021	JR





SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
SCALE: 1/8" = 1'-0"

MATERIAL LEGEND:

- MCLT: Metal Cladding - Composite/Stone
- MCLP: Timber Cladding
- MCLD: Concrete Formwork/Block
- MCLF: Glass Cladding - Insulated Glass Unit
- MCLG: Glass Cladding - Single Glazed
- MCLH: Stone - Natural/Engineered
- MCLI: Brick - Traditional/Modern
- MCLJ: Metal - Aluminum/Steel
- MCLK: Metal - Copper
- MCLM: Metal - Zinc
- MCLN: Metal - Stainless Steel
- MCLO: Metal - Titanium
- MCLP: Metal - Bronze
- MCLQ: Metal - Nickel
- MCLR: Metal - Silver
- MCLS: Metal - Gold
- MCLT: Metal - Platinum
- MCLU: Metal - Palladium
- MCLV: Metal - Rhodium
- MCLW: Metal - Iridium
- MCLX: Metal - Osmium
- MCLY: Metal - Xenon
- MCLZ: Metal - Argon

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMITTING	12/08/2021	MDC
2	ISSUED FOR PERMITTING	12/08/2021	MDC
3	ISSUED FOR PERMITTING	12/08/2021	MDC
4	ISSUED FOR PERMITTING	12/08/2021	MDC

DATE: 12/08/2021
PROJECT: 86 WINFIELD ST. HAMILTON, ONT.
SHEET: 13.1

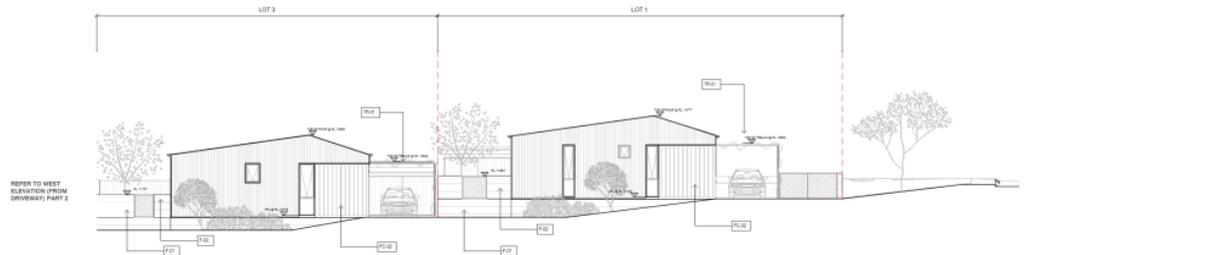
MDC ARCHITECTS

ILLUSTRATIONS:

NO.	DESCRIPTION	DATE	BY
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2	ISSUED FOR PERMITTING	12/08/2021	MDC
3	ISSUED FOR PERMITTING	12/08/2021	MDC
4	ISSUED FOR PERMITTING	12/08/2021	MDC

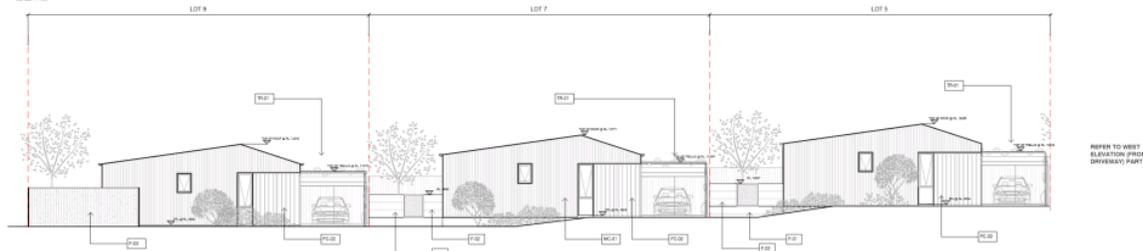






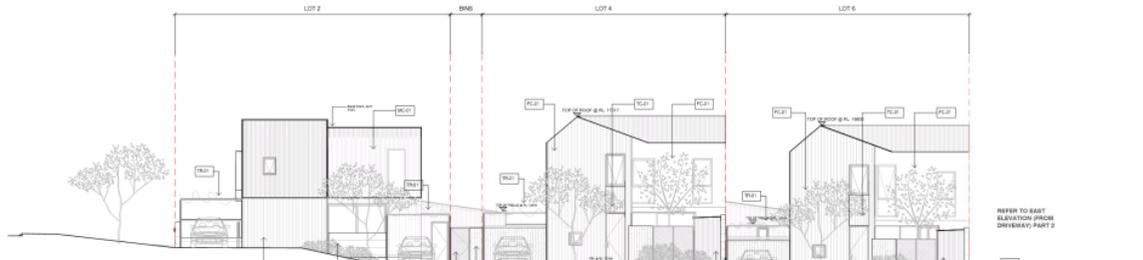
88 WEST ELEVATION - (FROM DRIVEWAY) PART 1

SCALE: 1/8" = 1'-0"



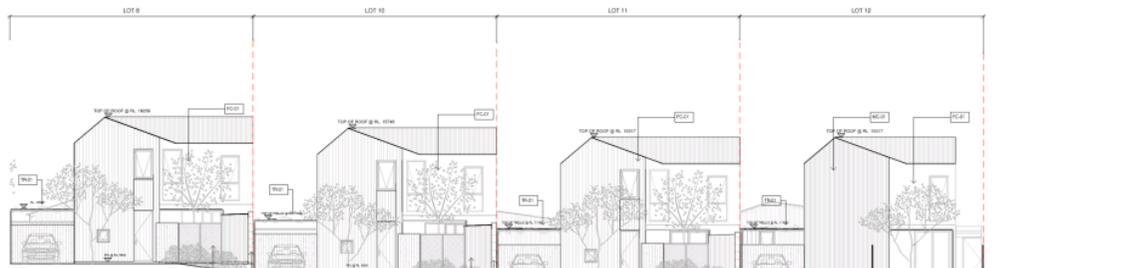
88 WEST ELEVATION - (FROM DRIVEWAY) PART 2

SCALE: 1/8" = 1'-0"



88 EAST ELEVATION (FROM DRIVEWAY) PART 1

SCALE: 1/8" = 1'-0"



88 EAST ELEVATION (FROM DRIVEWAY) PART 2

SCALE: 1/8" = 1'-0"

MATERIAL LEGEND

- MCL-1 Hard Cladding - Composite/Stone
- MCL-2 Timber Cladding
- BMS-1 Concrete Formwork
- MCL-3 Hard Cladding - Shiplap Wood
- MCL-4 Hard Cladding - Shiplap Wood
- MCL-5 Hard Cladding - Shiplap Wood
- MCL-6 Hard Cladding - Shiplap Wood
- MCL-7 Hard Cladding - Shiplap Wood
- MCL-8 Hard Cladding - Shiplap Wood
- MCL-9 Hard Cladding - Shiplap Wood
- MCL-10 Hard Cladding - Shiplap Wood
- MCL-11 Hard Cladding - Shiplap Wood
- MCL-12 Hard Cladding - Shiplap Wood
- MCL-13 Hard Cladding - Shiplap Wood
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- MCL-45 Hard Cladding - Shiplap Wood
- MCL-46 Hard Cladding - Shiplap Wood
- MCL-47 Hard Cladding - Shiplap Wood
- MCL-48 Hard Cladding - Shiplap Wood
- MCL-49 Hard Cladding - Shiplap Wood
- MCL-50 Hard Cladding - Shiplap Wood

REVISIONS

NO.	DESCRIPTION	DATE	BY	CHKD.
1	ISSUE FOR APPROVAL	12/08/2021	MM	MM
2	ISSUE FOR APPROVAL	12/08/2021	MM	MM
3	ISSUE FOR APPROVAL	12/08/2021	MM	MM

PROJECT INFORMATION

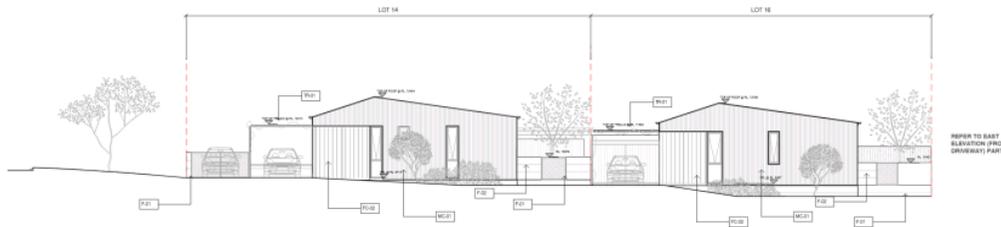
PROJECT: #88 WESTFIELD ST. HAMILTON, N.S.

CLIENT: #88 WESTFIELD ST. HAMILTON, N.S.

ARCHITECT: M&M ARCHITECTS

DATE: 12/08/2021

SCALE: 1/8" = 1'-0"



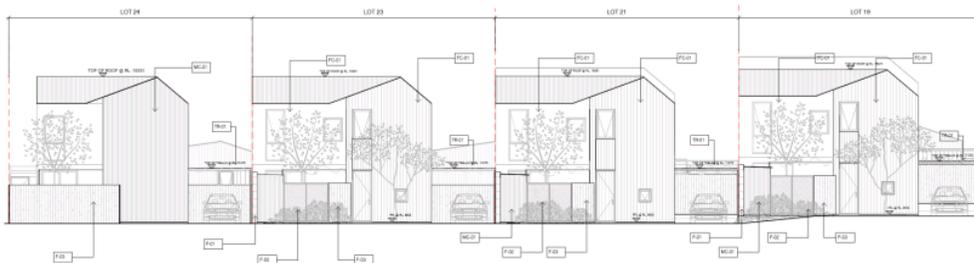
86 EAST ELEVATION (FROM DRIVEWAY) PART 1
SCALE: 1/100



86 EAST ELEVATION (FROM DRIVEWAY) PART 2
SCALE: 1/100



86 WEST ELEVATION (FROM DRIVEWAY) PART 1
SCALE: 1/100



86 WEST ELEVATION (FROM DRIVEWAY) PART 2
SCALE: 1/100

MATERIAL LEGEND

- MC-1 Metal Cladding - Composite Panels
- FC-1 Fiberglass Cladding
- BM-1 Concrete Formwork
- FC-2 Fiberglass Cladding - Light Wood
- FC-3 Fiberglass Cladding - Dark Wood
- FC-4 Fiberglass Cladding - Dark Wood
- FC-5 Fiberglass Cladding - Dark Wood
- FC-6 Fiberglass Cladding - Dark Wood
- FC-7 Fiberglass Cladding - Dark Wood
- FC-8 Fiberglass Cladding - Dark Wood
- FC-9 Fiberglass Cladding - Dark Wood
- FC-10 Fiberglass Cladding - Dark Wood

NO.	DESCRIPTION	DATE	BY
1	ISSUE FOR APPROVAL	12/08/2021	MDC
2	ISSUE FOR APPROVAL	12/08/2021	MDC
3	ISSUE FOR APPROVAL	12/08/2021	MDC

DATE: 12/08/2021

PROJECT: #86 PROSPECT GROUP

PROJECT ADDRESS: 80 & 86 WINDFELD ST. HAMILTON, ONT.

ARCHITECT: MDC ARCHITECTS

DESIGNER: MDC ARCHITECTS

DATE: 12/08/2021

SCALE: 1/100



Waste Management Plan

For the Development at Lot 72 & 73
(No.86 & 88) Winfield Street, Hamilton
Hill

By INFILL Property Group
19/07/2021



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1.0 Objective and Background

1.1 Objective

The City of Cockburn require a Waste Management Plan (WMP) to be included as part of a development application. This WMP has been prepared to fulfill this condition.

The objective of this plan is to ensure that waste management is undertaken effectively, efficiently, and sustainably. Its purpose is to minimise the effects on the community and the environment during both construction and operation of the development. The WMP has also been prepared to meet minimum legislative and Company requirements.

The plan addresses both design features and operational controls required to ensure that the plan can be implemented effectively.

1.2 Background

Infill Property Group have prepared this Waste Management Plan for the proposed residential grouped dwellings development at Lot 72 & 73 (No.86 & 88) Winfield Street, Hamilton Hill. The proposed development is located in the City of Cockburn. The buildings have been designed by MDC Architects.

At the time of preparing this plan, the proposed development consisted of 24 residential units.

The subject site is 4048m² and is Zoned Residential R30/40/60.

2.0 Communication

2.1 Construction

As part of the construction phase, a waste management consultant will be appointed. All site and company waste management policies will be explained to subcontractors during contract negotiation. Details on how compliance with these policies will be achieved, will accompany the building license application.

Compliance will be managed by the Project Manager during construction to ensure contractual obligations are met.

2.2 Occupation

The occupants of the development will be made aware of the Waste Management Plan and their responsibilities under the Plan. This document will be included in the handover pack given to the owners at time of purchase/lease.



The key objectives of the WMP will be incorporated into the Strata Management Statement to ensure waste management within the development functions effectively in perpetuity. The Body Corporate will therefore be informed of the obligations under the Strata Management Statement and ensure the waste management practices described upon approval are conveyed to successive owners in the units. This information will be included in their contract and the contracts of successive tenants. The Body Corporate's role will be to continue to inform occupants of their obligations or any modifications to the system that were approved by the City of Cockburn.

3.0 Waste Disposal

3.1 Construction

During construction, skip bins will be provided on site for waste produced during the course of construction and serviced as required. Some waste management contractors provide off site sorting and recycling to minimise landfill waste. These waste contractors will be selected to service during the construction phase where practical. Sub-contractors will be responsible for pre-sorting waste products into the appropriate bins where possible as this will reduce overall construction costs. This will be supervised by site management. Subcontractors are encouraged to use products that can be reused or easily sorted prior to landfill.

Wastewater generated during wash down and clean-up of equipment used for brickwork and plastering has the potential to be high in PH and to be toxic to aquatic flora and fauna. To minimize the impacts associated with the clean-up of such equipment, the builder shall ensure that wastewaters are disposed of in accordance with DEC guidelines. This shall be communicated to all personnel during induction.

Used solvents and paints are to be stored in the site sea container and removed by a licensed contractor as required. All excess lime or cement is to be removed by the person who brought it on to site.

All subcontractors will be notified of their responsibility to maintain site cleanliness and adhere to waste management policies during construction. These obligations will be included in all subcontractor contracts.

3.2 Occupation

3.2.1 Waste Flow

Waste is generated by the unit occupiers. This waste is separated into different waste types by the occupier and transported by hand to the bin store, where it is placed in the relevant bin. The

caretaker will manage the bins in the bin area to ensure one bin is full before the next one is used by the unit occupiers. The caretaker will then present the full bins to the allocated bin presentation pads on the verge on collection day. The City of Cockburn collection service empties bins into the waste and recycling disposal truck where it is removed from site for processing.

3.2.2 Bin Storage

The bin storage area is located between units 1 and 2 towards the front of the development. To be hidden from public view, the bin stores are comprised of rendered brick walls and timber gate.

It is acknowledged that the City's objective is to plan the service so that waste trucks never have to reverse at all. This will be achieved by presenting the bins on the verge adjacent to the main crossover on Winfield Street. The truck can easily service all bins from the verge collection area provided by the existing concrete footpath along the kerbline. The existing concrete footpath along Winfield Street has been proposed to be widened (refer to the site plan) to ensure safe passage of pedestrians on bin collection days.

The bin store area will have concrete floor with a graded floor to a waste drain that is connected to the main sewer. A hose cock will also be included in the bin store to facilitate washout of bins and washout of the area. The walls of the bin stores will be painted render in a light colour to facilitate washout. The caretaker will be responsible for washing waste and recycling the bins. The bin store can be accessed from the central path between the main driveway and lit when in use. Signage will be installed at entry/egress points stating "DANGER" and "NO STANDING". The bin store will not have a roof and therefore be ventilated.

4.0 Waste Management Plan

4.1 City Requirements

The City's waste minimisation storage and collection in Multi Unit Developments Policy have been provided by the City of Cockburn.

A summary of the City's minimum requirements relating to waste storage and collection in multi-unit residential buildings are:

1. A Waste Management Plan detailing the waste movement through development
2. If residents share bins, then details on how and who presents these bins on collection day
3. Details on the estimated waste and recycling volumes generated / Unit
4. A minimum bin storage area of to 1M²/unit
5. A bin storage area that is convenient for residents and verge presentation
6. Details on verge bin presentation pads to correspond to demand



All relevant conditions are to be addressed in order to comply with the City's Waste, Planning and Health Department requirements.

4.2 Waste Sources and Volumes Generated

This section shows how the development will deal with the following requirements specified by the City of Cockburn;

Adequate storage shall be provided to contain all waste and recycled material generated on the premises for at least 1 week.

The minimum area shall be 1 square meter per residential unit.

In addition to a detailed floor plan showing the size and location of the bin storage area,

4.2.1 Residential Waste

Waste audit data shows that grouped dwellings produce between 4 Kg and 7 Kg of garbage per week, and about 3 Kg per week or recyclables. This is around one third that produced from single dwellings (free-standing houses.) The City of Cockburn provides weekly MSW and Recycling services in 240-litres of garbage capacity and 240-litres of recyclables capacity per single dwelling. As the figures above show, this capacity is well in excess of that required for grouped dwellings. The residential bin capacity required for this development would be one 240-litre garbage bin and one 240-litre recycling bin per three units. Other councils typically provide this capacity for households in grouped dwelling developments and it will be enough for the likely quantities produced per residential unit in this case.

Residential waste in this instance will be separated into general and recyclable products and stored in the associated receptacles.

4.3 Storage Area Required

The City of Cockburn has indicated that the bin storage areas at this development must be adequate 'to contain all waste and recycled material generated on the premises for at least 1 week.' The following calculations have been made with this condition in mind.

4.3.1 Residential waste

The current plans show 24 units in the development. If the City provided one 240-litre garbage bin and one 240-litre recycling bin per three units, this would amount to 8 garbage bins and 8 recycling bins. One 240-litre bin occupies a footprint of 0.45m². The total space occupied by 16 bins would be 7.2m². Allowing as much area again for access and manoeuvring bins means approximately 24m² of bins storage area would be required which equates to 1m² per unit.



Accordingly, the attached plans illustrate the central pedestrian access point from the driveway to the communal bin storage area for all 24 units. The bins will be moved by the Caretaker on bin day and collected the same day. The bins will be located along the concrete footpath along the kerbline on both sides of the main crossover on Winfield Street and removed after collection to be stored back in the same bin store.

4.4 Movement of Waste within the Development

The plans illustrate that a pathway can be made from the outside of the buildings from the porch and garage areas. The location of the bin storage area is far enough along the central driveway to be out of view to the street as required by the Residential Design Codes 2015 and are located in a convenient location for future residents.

The location is within reasonable distance for all residents to dispose of waste utilising external access to the central driveway. This is also for the ease of the caretaker in moving the bins onto the Winfield Street verge for weekly collection.

The volumes created by residential dwellings in a grouped dwelling format are considered to be 1/3 of a single dwelling or between 4-7Kg week per unit and 3 Kg per week for recycling. The City of Cockburn

- Processes all comingled recyclable product,
- Implements community education programs that has increased recyclable recovery and
- Understands that this 3kg average occupies a significantly greater volume than MSW, there is, therefore, a greater demand for yellow top recycle bins. The final ratio of MSW to recycle bins can be amended if the residents generate greater recyclable volumes than the Australian estimates and require more recycle and less MSW bins.

The plans demonstrate a bin storage area of 1m² per unit.

A Bin presentation area is indicated on the associated site plan indicating that 8 x 240-litre rubbish bins and 8 x 240-litre recycling bins can be collected from the verge on collection day.

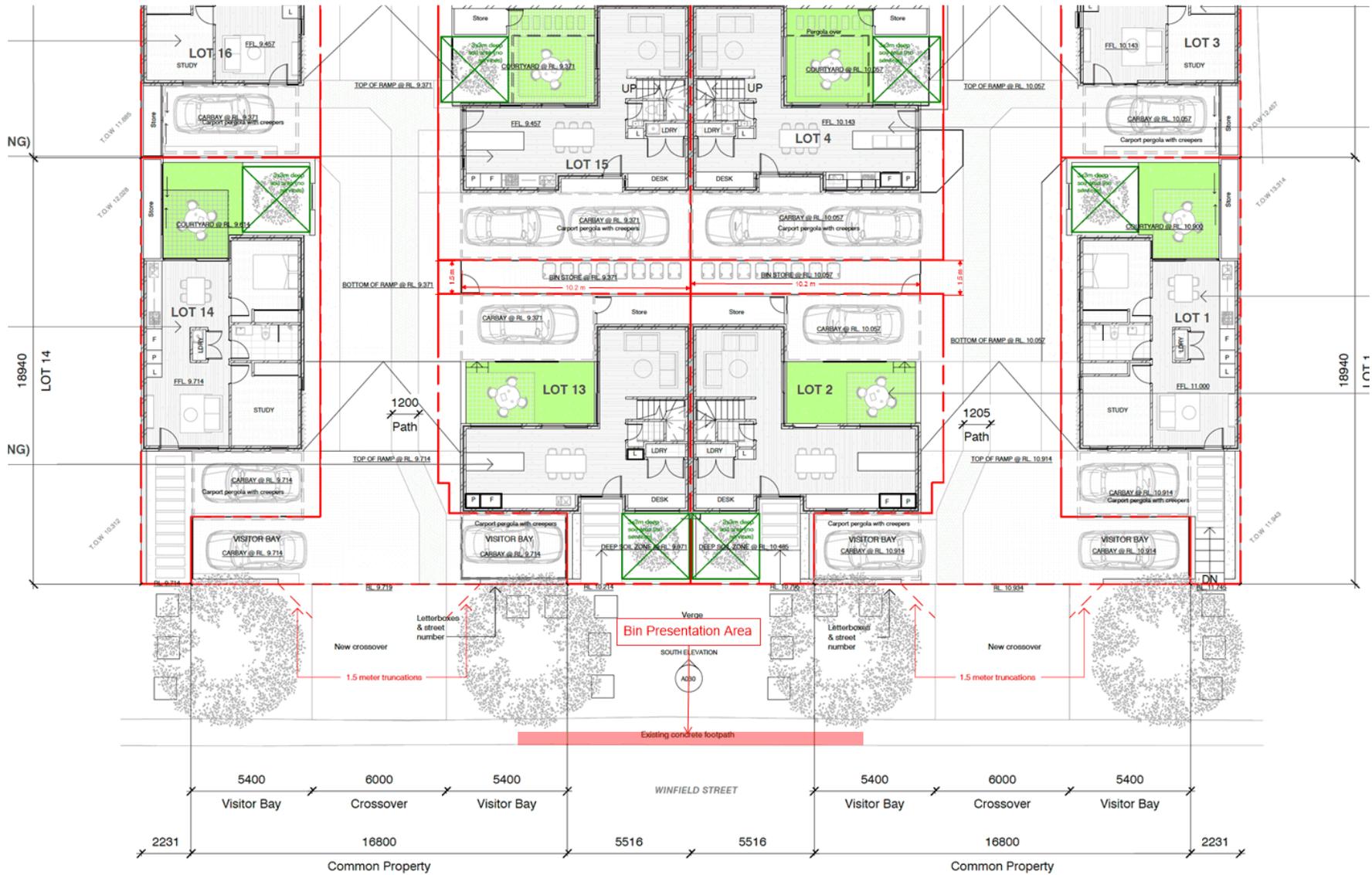
5.0 Waste Management Plan Summary – Residential Waste

As there are 24 residential units, the bin storage area is designed as a 24m² storage space. There is adequate bin collection area located on the verge with a management strategy for the requirement of a caretaker to be commissioned with the responsibility of removing and replacement of bins on collection day.

The proposed Strata Management Statement will form part of the Strata Title for this development. It will incorporate this Waste Management Plan and any changes to this plan must be approved by the City of Cockburn.

Should the approved Waste Management Plan fail to deliver a safe, effective and efficient waste management service, the City will liaise with the owner to review, update and approve the Waste Management Plan.





ATTACHMENT 3: SCHEDULE OF SUBMISSIONS

DA21/0415 - 24 Grouped Dwellings - 88 & 86 Winfield Street HAMILTON HILL

NO.	NAME/ ADDRESS	SUBMISSION	RECOMMENDATION
Submission Response - Objection			
1	Confidential	<p>Object</p> <p>I am writing to you with great concerns over the proposed development of 86-88 Winfield street.</p> <p>As per the proposed plans there will be over 30 new dwelling . That coupled with the approved 90 Winfield street development of 12 dwellings brings the total to over 40 new dwellings.</p> <p>We currently have enormous parking and traffic issues on the street which have nearly caused accidents numerous times as cars that are parked on the ridge block out oncoming traffic in both directions.</p> <p>With the new development plans these issues will be more than doubled.</p> <p>This is not only a major traffic issue for the street but a danger to all who live here.</p> <p>I would like to know what the council plan to do about all of these warranted concerns before approval is given.</p> <p>The amount of dwellings means that the amount of cars increases dramatically in the street. This will cause traffic problems in an otherwise quiet street Parking is another issue Noise from all the extra vehicles is a factor to consider as well.</p>	<p>Objection Noted.</p> <p>The City is currently assessing an application for 24 Grouped Dwellings at 88 & 86 Winfield Street HAMILTON HILL.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the Traffic section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p> <p>Please refer to the Parking section of this report.</p>



2	Confidential	<p>Object</p> <p>High density living in a small area with not enough for parking or infrastructure for parking. We have this issue across the road already. These dwellings only allow for 1 parking bay and the cars spill out onto the road.</p> <p>Also the roads in this area are already busy enough, we do not need more traffic.</p> <p>It is such a shame to loose more trees in this suburb and natural light to the surrounding houses.</p> <p>Time to vote no for this and enforcing residential limits in our suburb before it's ruined!</p>	<p>Objection Noted.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the Traffic section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p> <p>The current properties do not contain any heritage listed trees and therefore there is no statutory requirement to enforce retention of these trees. Nevertheless, the application involved planting twenty four mature (90L) trees within the property and four trees within the verge area. This is in addition to smaller trees, bushes and shrubbery proposed as part of the landscaping plan. Please refer to attachment 1 to view the landscaping plan.</p> <p>Please refer to the Parking section of this report.</p>
3	Confidential	<p>Object</p> <p>Given that a development has already commenced in this location (#90 demolition commenced today 30 June 2021), my expectation is</p>	<p>Objection Noted.</p> <p>The City is currently assessing an application for 24 Grouped Dwellings at 88 & 86 Winfield</p>



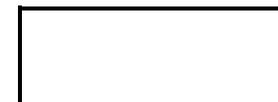
		<p>that this second development next door to the initial approved development will vastly impact the traffic, parking and safety issues.</p> <p>The particular location of these properties on this street happens to be a directly beside a dangerous rise in the road which is already a high risk situation with the current flow of traffic.</p> <p>Added to this, the number of vehicles forced to park on the street due to the shortage of provided parking spots, would no doubt, attract an extremely high risk of injury and/or vehicle damage.</p>	<p>Street HAMILTON HILL.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the Traffic section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p> <p>Please refer to the Parking section of this report.</p>
4	Confidential	<p>Object</p> <p>I do not believe that the proposed development will be conducive to maintaining the appeal of Winfield st and the Manning park precinct, as it currently is. This development has the potential to introduce far too many residents into the allocated area and the potential to disrupt the current ambience of the street.</p> <p>I believe that the lack of adequate visitor parking will create traffic congestion, parking issues and result in domestic disputes between current residents and visitors to the property. It will also create safety issues with increased traffic movement from new residents due to the sheer number of vehicles potentially being housed at the property.</p> <p>The noncompliance with the visitor parking bay requirements needs to be addressed and the developers made to adhere to this requirement. Parking can already be an issue when one of the current residences has a gathering, let alone with 24 new dwellings being added to the street.</p> <p>The exceeding of the building to the boundary regulation needs to be addressed and the developer made to reduce the amount of building</p>	<p>Objection Noted.</p> <p>The City notes that with increased activity and people in the area a greater degree of surveillance would be achieved. This may have a positive effect on crime.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the Traffic section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p>



		<p>to the boundary to somewhere near the limit (proposed amount is 3 times the allowed amount).</p> <p>The housing density proposed and the housing style of multiple single bedroom dwellings does not appear conducive to maintaining the secure feeling along the street and does raise concern around the possibility of anti-social behaviour increasing in the area.</p> <p>This proposal needs to be reconsidered to attract a more family oriented development with larger lot sizes and less dwellings overall.</p>	<p>Please refer to the Parking section of this report.</p> <p>The proposed building to the boundary can be supported as it meets the Design Principals of the R-Codes. Please refer to the Setbacks section of this report.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The City notes that with increased activity and people in the area a greater degree of surveillance would be achieved. This may have a positive effect on crime.</p> <p>The housing stock proposed is consistent with the City of Cockburn's Hamilton Hill Revitalisation Strategy and Housing Strategy. Please refer to the Housing Typology section of this report.</p>
5	Confidential	<p>Object</p> <p>Item 1 – Permitted length of building to the boundary should not be allowed to exceed 53.8m. The regulation R-Codes Clause 5.1.3 C3.2 should be strictly adhered to. If this is not complied with then why is the regulation in place?</p> <p>Item 2 – The number of visitor parking spaces should be 5 at a minimum. The regulation R-Codes Clause 5.3.3 C3.2 should be strictly adhered to.</p>	<p>Objection Noted.</p> <p>The proposed building to the boundary can be supported as it meets the Design Principals of the R-Codes. Please refer to the Setbacks section of this report.</p> <p>Please refer to the Parking section of this report.</p>



		<p>Item 3 – With minimal parking facilities on the proposed site, it is of a grave concern that vehicles will be parked on the street causing a traffic hazard.</p> <p>Item 4 – Plans indicate that there is insufficient space allocated to the refuse bins as the City of Cockburn use the 3 bin refuse system. It is also of concern that there is insufficient room on the verge of plots 86 and 88 for bins to be placed for collection from 24 properties.</p> <p>Item 5 - Plans provided show 10 single level dwellings with 2 bedrooms, however the proposal states that they are single bedroom dwellings. This is highly irregular and needs to be clarified. If the properties can be used as 2 bedroomed dwellings this would increase the number of People residing on the site and potentially increase the number of vehicles.</p> <p>Item 6 -Concerns over the adverse impact it will have on our property during the construction of such a large project within a small area. Structural survey would be required before and after completion of the project to ensure no damage caused to our property.</p> <p>Item 6 – Concerns of noise, dust and excess vehicles having an adverse impact to the environment During the construction period.</p>	<p>The Waste Management Plan dated 19 July 2021 has been approved by the City. Please refer to the Waste section of this report.</p> <p>The City notes that with increased activity and people in the area a greater degree of surveillance would be achieved. This may have a positive effect on crime.</p> <p>Should Council approve the proposal, it is recommended that a condition be imposed to ensure that the construction of the development does not negatively impact adjoining properties and residents via a Construction Management Plan.</p> <p>Should Council approve the proposal, and the adjoining properties experience excessive noise from a source they can lodge a complaint with the City for investigation. Please refer to the Noise section of the report.</p>
6	Confidential	<p>Object</p> <p>R- Codes Clause 5.33 C 3.2: Visitor Parking 1. Parking/driveway Safety needs There is a rise in the road from Lot 86-Lot 94 which combined with the narrowness of the road results in :any on street parking causing a safety Hazard both to the cars and persons on the road in that area due to lack of visibility of cars using the road as well as cars exiting driveways. : Multiple dwellings of 4 on Lots 92-94 have already experienced</p>	<p>Objection Noted.</p> <p>Please refer to the Parking section of this report.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the Traffic section of this report.</p> <p>The expected traffic created by the proposal is</p>



	<p>difficulties in providing safe on verge parking for visitors and cars parked on the road have been damaged. If there is insufficient visitor parking provided for the multiple dwellings visitor parking will spread to verges of surrounding properties and street causing congestion and safety issues.</p> <p>: If the proposal of 24 (12 per lot) goes ahead the increased traffic/parking will pose a further threat to safety of other Winfield st residents and road users and so should be reduced to a manageable maximum of 4 multiple dwellings per lot as per existing developments..</p> <p>:Cars parked opposite drives in particular are at risk along with cars exiting drives and so placement of any new development drives in relation to the visibility of upcoming traffic would need to be considered. So too does the width of the drives need to be considered as the residents of the multiple dwellings (4 per lot) already existing 92-94 have found that often residents due to the lack of room to turn around, need to reverse up the drive and several accidents have occurred between cars reversing up the drive, out of properties and onto the road. Driveway placement then should enable cars to turn around and drive out forward rather than reverse.</p> <p>R-Codes Clause 5.1.3 C 3.2 Boundary Walls 2. Proximity to boundaries.</p> <p>As most dwellings in Winfield st apart from 92-94 are either single or double dwellings the majority of dwellings on Winfield st house couples and families including young children with reasonable distance to boundaries providing safe and private residences in which to live.</p> <p>With the more recent building of 4 multiple dwellings at lot 94 Winfield st, dwellings were placed within a meter of boundaries. This has meant that there is no privacy and whenever someone walks or talks outside everyone can hear, dogs are constantly barking, and people are unable to have friends and family to their homes without upsetting neighbours.. This noise level and invasion of privacy is a mental and physical health hazard. Distance to boundaries and placement of dwellings on the proposed lots need to ensure that privacy, health and</p>	<p>considered appropriate for the road hierarchy and is expected of the area.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The proposed building to the boundary can be supported as it meets the Design Principals of the R-Codes. Please refer to the Setbacks section of this report.</p>
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		<p>wellbeing of neighbouring residents are protected. This would not be possible with 24 single bedroom residences proposed for these lots.</p>	
7	Confidential	<p>Object My concerns are;</p> <p>1. Parking/driveway Safety needs There is a rise in the road from Lot 86-Lot 94 which combined with the narrowness of the road results in any on street parking causing a safety Hazard both to the cars and persons on the road in that area due to lack of visibility of cars using the road as well as cars exiting driveways. We live on the rise currently and have small child and this is a particular safety concern of ours for him.</p> <p>Multiple dwellings of 4 on Lots 92-94 have already experienced difficulties in providing safe on verge parking for visitors and cars parked on the road have been damaged. If there is insufficient visitor parking provided for the multiple dwellings visitor parking will spread to verges of surrounding properties and street causing congestion and safety issues.</p> <p>If the proposal of 24 (12 per lot) goes ahead the increased traffic/parking will pose a further threat to safety of other Winfield st residents and road users and so should be reduced to a manageable maximum of 4 multiple dwellings per lot as per existing developments. Cars parked opposite drives in particular are at risk along with cars exiting drives and so placement of any new development drives in relation to the visibility of upcoming traffic would need to be considered. So too does the width of the drives need to be considered as the residents of the multiple dwellings (4 per lot) already existing 92-94 have found that often residents due to the lack of room to turn around, need to reverse up the drive and several accidents have occurred between cars reversing up the drive, out of properties and onto the road. Driveway placement then should enable cars to turn</p>	<p>Objection Noted.</p> <p>Please refer to the Parking section of this report.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the Traffic section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The proposed building to the boundary can be supported as it meets the Design Principals of the R-Codes. Please refer to the Setbacks section of this report.</p> <p>All other setbacks that are not classified as building to the boundary are compliant under the R-Codes.</p>



		<p>around and drive out forward rather than reverse.</p> <p>2. Proximity to boundaries. As most dwellings in Winfield st apart from 92-94 are either single or double dwellings the majority of dwellings on Winfield st house couples and families including young children with reasonable distance to boundaries providing safe and private residences in which to live.</p> <p>With the more recent building of 4 multiple dwellings at lot 94 Winfield st, dwellings were placed within a meter of boundaries. This has meant that there is no privacy and whenever someone walks or talks outside everyone can hear, dogs are constantly barking, and people are unable to have friends and family to their homes without upsetting neighbours. Distance to boundaries and placement of dwellings on the proposed lots need to ensure that privacy, health and wellbeing of neighboring residents are protected. This would not be possible with 24 single bedroom residences proposed for these lots. Further more current residents have not been consulted on any of these developments. I am really concerned how these proposed development will effect our community of Winfield Street and the safety of our children.</p>	
8	Confidential	<p>I hope that I have the correct address. I am a 18 year resident of Winfield St Hamilton Hill and it has come to my attention that there is a new development approved for 90 and 86-88 Winfield St. I was not make aware of this or given any opportunity for consideration.</p> <p>My biggest concern is traffic and parking. I have children, along with many of my neighbours. Parking on the street is very dangerous, the developments are situated right at the crest of the hill. Allowing 2 visitor parking bays per 12 dwellings is absolutely absurd and poses a very serious safety issue. I cannot comprehend how that many dwellings can be approved with such little consideration.</p>	<p>Objection Noted.</p> <p>The application was not advertised via letter in the post to this resident as this resident does not live on a property that directly adjoins the subject site; nevertheless, their comments are considered as part of this application.</p> <p>Please refer to the Parking section of this report.</p>



		<p>Would it be possible for a community meeting regarding this? Many in our street share the same concerns and we are a very tight knit community so it would be much appreciated if we could have some communication and inclusion regarding our street that we have all lived on for many years.</p> <p>I look forward to hearing from the relevant person.</p>	<p>The application will be determined at OCM and the submitter has been advised of this and their right to make a deputation.</p>
Submissions Received – Support			
1	Confidential	<p>Support</p> <p>It is so pleasing to see a development proposal that attempts to reduce the building footprint and increase space for cooling deciduous trees and vine covered carports. The dwellings are well planned to maximise usable space. I hope the City approves this application as it will no doubt encourage similarly progressive, more sustainable development in the City.</p>	<p>Submission Noted.</p> <p>Should Council approve the proposal, it is recommended that a condition be imposed to ensure that the Landscaping Plan is implemented and maintained in perpetuity.</p>



13.2 (2021/MINUTE NO 0133) Structure Plan Amendment No.5 - Cell 6 Yangebup/Beeliar

Author(s)

R Wallin

Attachments

1. Extract of Structure Plan Amendment Map [↓](#)
2. Schedule of Submissions [↓](#)

RECOMMENDATION

That Council:

- (1) ADOPTS the Schedule of Submissions prepared in respect to the proposed Structure Plan Amendment;
- (2) Pursuant to Schedule 2, Part 4, clause 29 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RECOMMENDS to the Western Australian Planning Commission the proposed Structure Plan Amendment for Cell 6 Yangebup/Beeliar be approved; and
- (3) ADVISES those who made a submission of Council's recommendation accordingly.

Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0

Background

The proposed Structure Plan amendment is being presented for a recommendation for final approval to the Western Australian Planning Commission (WAPC).

Submission

N/A

Report

The proposed structure plan amendment seeks to introduce an additional use of "Motor Vehicle Wash" for a portion of Lot 2 (283) Beeliar Drive, Yangebup (see Figure 1).





Figure 1: Subject site (outlined in red)

The site is located within the “Beeljar Hive” local centre which has been substantially developed and includes a tavern, fast food, supermarket, speciality stores and a service station.

The proposed site is framed by a rail corridor to the east, an existing service station to the south, a future development site to the west and carparking/access to the north.

A development concept has been provided to illustrate how the proposed development/use will integrate into the site (see Figure 2).

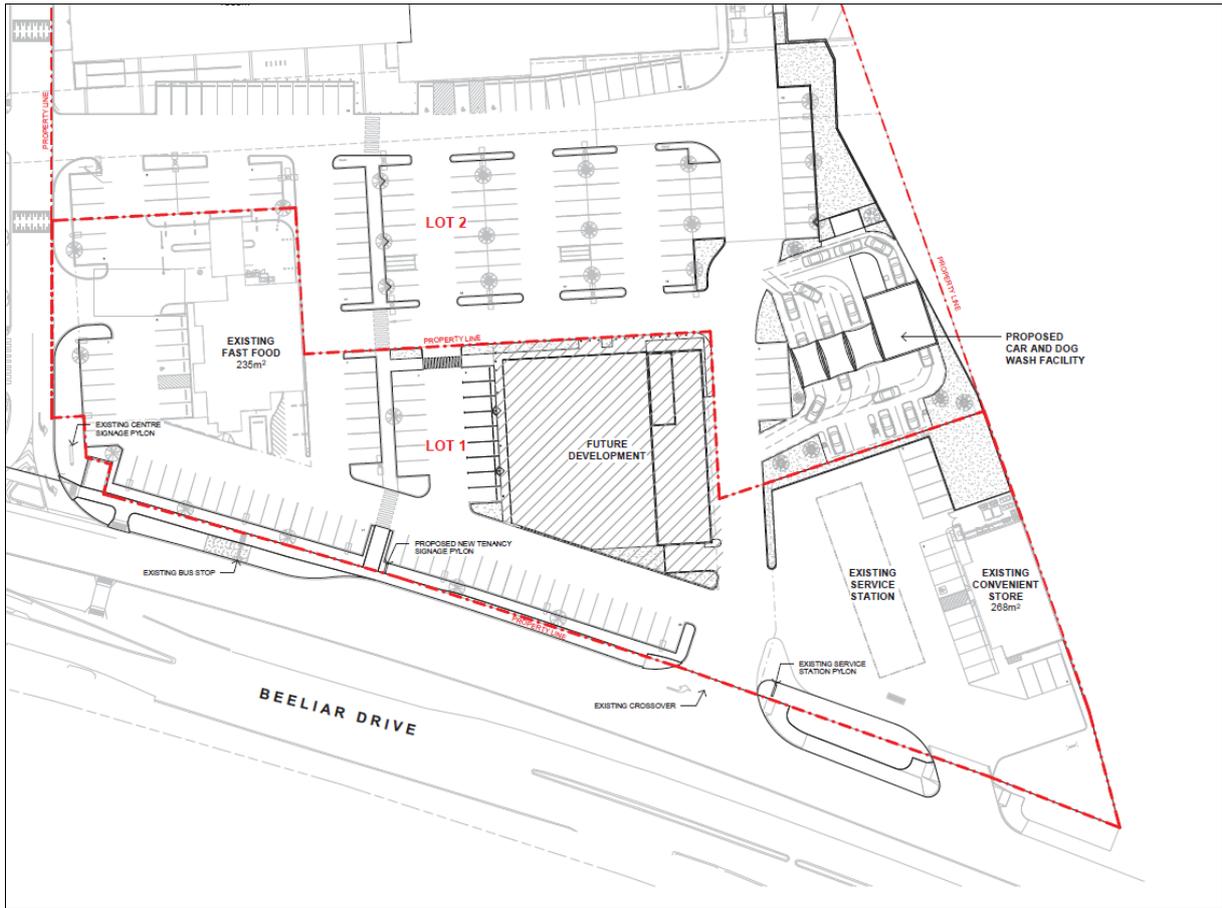


Figure 2: Extract of indicative development concept



The land is zoned “Development Area” under Town Planning Scheme 3 (scheme) and is located within an existing Structure Plan - Cell 6 Yangebup/Beeliar Local Structure Plan - approved in March 2005. The land is “zoned” Local Centre” under the structure plan - see Figure 3.

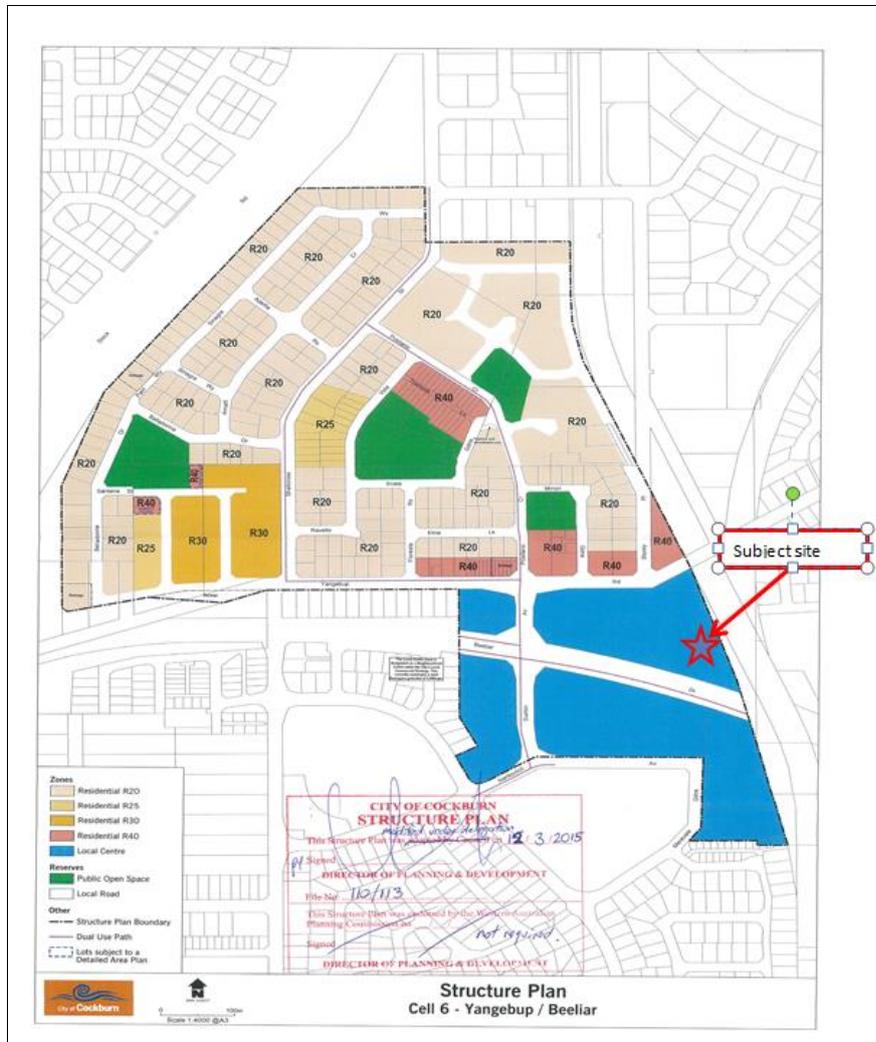


Figure 3: extract of Cell 6 Yangebup/Beeliar Local Structure Plan

The proposed use “Motor Vehicle Wash” is listed as an “X” use under the “Local Centre” zone which means the use is not permitted. The objective of the “Local Centre” zone is:

“to provide for convenience retailing, local offices, health, welfare and community facilities which serve the local community, consistent with the local serving role of the centre.”

Prior to advertising, the City discussed and explored the merits of the proposal and options to process.



While a “Motor Vehicle Wash” is not considered appropriate in a generic sense for a “Local Centre” this specific proposal was considered reasonable on the grounds that:

- a) The use and built form does not detract from the streetscape amenity as it is setback from the street and screened by the existing service station and rail alignment to the east (which is elevated above the site), the future development site to the west and existing supermarket building to the north;
- b) There is limited opportunity for any alternative developments or potential to displace a “higher and better” use for the site due to the site configuration, limited size and location;
- c) The local centre is substantially developed and of a significant size when compared with other local centres (9.3ha – when including Beeliar Village located south of Beeliar Drive);
- d) The centre already provides for a wide range of local services and conveniences for the local community and supporting the use would not constrain future opportunities or provision of local services; and
- e) The development has a relatively low investment cost and would not be an impediment to any potential redevelopment in the longer term.

Pre-lodgement discussion also occurred with the applicant and Department of Planning Lands and Heritage to determine the most effective method for implementing the proposal.

A number of options were explored and discounted including:

- a) Introducing an alternative “zone” for portion of the site.
This was not deemed practical as alternative zones such as “Mixed Business” and “Mixed Use” would allow potential for a wide range of uses that would not be compatible or complementary to the wider benefit of a local centre, such as “Motor Vehicle, Boat or Caravan Sales”, “Motel” and “Farm Supply Centre”;
- b) Proceeding straight to development application.
In this instance, the structure plan has not been incorporated or normalised into the scheme. Structure plans are given “due regard” in the decision making processes. This means that:
 - i. “Due regard” implies something greater than mere “regard”; and
 - ii. The decision maker has a mandatory obligation to consider that document or planning instrument when making a decision on an application to which the particular document or instrument relates.

Advice provided was that approving the proposal directly through a development application does not afford the structure plan “due regard”. This is on the basis that it would not provide a proper genuine and realistic consideration of the structure plan.



Based on the above, the best option was considered to introduce an “additional use” over a specific portion of the site. This was on the basis that it:

- a) acknowledges the site specific merits of this particular proposal; and
- b) would not create an undesirable precedent for supporting such uses in other local centres within the City where it has potential to undermine their functionality, range of services and amenity.

The format of the structure plan amendment does not reflect the standard format introduced in the *Planning and Development (Local Planning Schemes) Regulations 2015* and Structure Plan Framework.

This is considered reasonable given:

- a) the age of the original structure plan (predates regulations by approximately 10 years);
- b) the Structure Plan Framework allows discretion on formatting for older structure plan documents; and
- c) the minor nature of the proposed change which would make reformatting the entire structure plan document an onerous commitment.

Strategic Plans/Policy Implications

Local Economy

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

- Thriving local commercial centres, local businesses and tourism industry.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

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

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The proposal was advertised for a period of 42 days, starting on the 3 June 2021 and ending 15 July 2021. Advertising consisted of a newspaper advertisement in the Cockburn Gazette, notice on the City’s Comment on Cockburn website and letters to surrounding landowner and affected government agencies.



A total of eight submissions were received, consisting of two from government agencies and six from the general public. All submissions raised either no objections or support. All the submissions and recommended responses are contained in Attachment 2 – Schedule of Submissions.

Risk Management Implications

The Office Recommendation takes into consideration all relevant planning factors associated with this proposal. It is considered that the Officer Recommendation is appropriate.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 12 August 2021 Ordinary Council Meeting.

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

Nil



Cell 6 Yangebup/Beeliam Local Structure Plan Amendment No. 5 Lots 2 (283) Beeliam Drive, Yangebup - Car and Dog Wash Facility

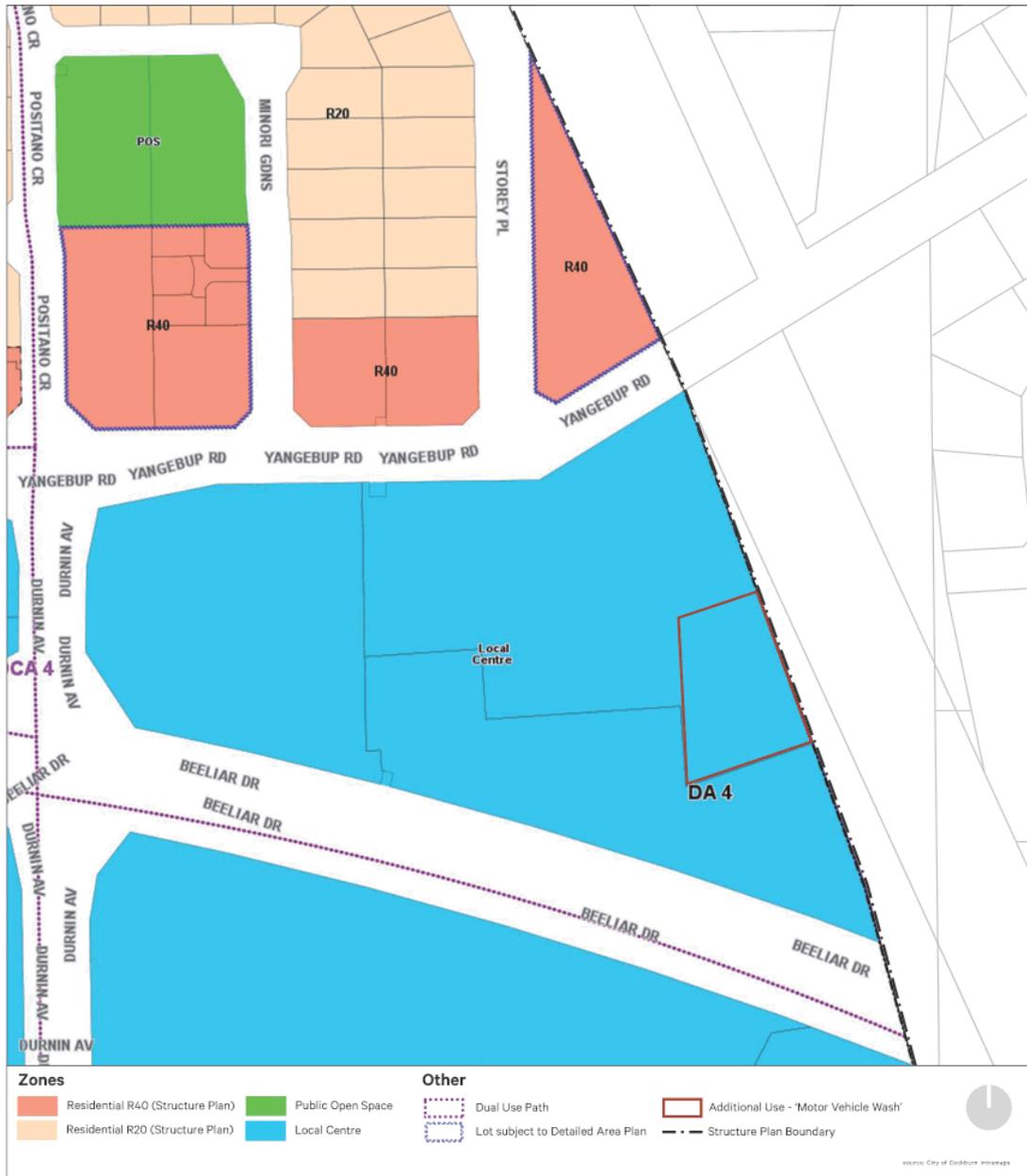


Figure 3. Amended Local Structure Plan Map



File No. 110/224

SCHEDULE OF SUBMISSIONS
PROPOSED STRUCTURE PLAN: Lot 2 (No. 283) Beeliar Dr, Yangebup

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	DPLH 140 William St Perth	COMMENT: As there are no State Registered Heritage Places in the vicinity, we do not proposed making comment. Please note that this advice is on behalf of historic heritage services.	Noted
2	Confidential, Dawesville	SUPPORT: I'd just like to say what a fantastic proposed idea and welcome addition this would be to the local community.	Noted
3	Rosie Miller, 9 Cuvier Place Yangebup	SUPPORT: Fantastic! Need this in the area. Only one i know of is in Melville. Will use for sure	Noted
4	Confidential, Success	SUPPORT: I support the proposal	Noted
5	Confidential, Yangebup	SUPPORT: I support the proposal	Noted
6	Confidential, Beeliar	SUPPORT: I support the proposal	Noted
7	Main Roads Western Australia	Please be advised that Main Roads has no comments or objections in relation to the above proposal. Main Roads requests that the City please forward a copy of the final determination on this application to planninginfo@mainroads.wa.gov.au quoting file reference 21/4499. If you need any further information please don't hesitate to get in touch.	Noted



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
8	CaAtherine Meredith 104 Dalison Avenue, Wattleup	SUPPORT: I support the proposal	Noted

14. Finance

14.1 (2021/MINUTE NO 0134) Payments Made from Municipal Fund - June 2021

Author(s) N Mauricio

Attachments

1. Payments Report June 2021 [↓](#)
2. Credit Card Payments Summary May 2021 [↓](#)

RECOMMENDATION

That Council RECEIVES the list of payments made from the Municipal Fund for May 2021, as attached to the Agenda.

Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0

Background

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

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

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

Submission

N/A

Report

A list of payments made during June 2021 for a total of \$15.655 million is attached to the agenda for review. This comprises:

- EFT payments (suppliers and sundry creditors) - \$12.485M on 883 payments.
- Payroll payments - \$3.070M for two fortnights.
- Corporate credit cards – total of \$88,880 over 63 cards; and
- Bank and credit card merchant fees - \$11,356.



Also attached is a separate listing of credit card spending for the month of May (but settled in June), summarised by cardholder. There were no transactions for the month on the CEO credit card.

Local Procurement

The percentage of the City's procurement spend value with local City of Cockburn businesses was relatively unchanged for June at 21.3% (22.0% last month). However, the number of individual procurements made with Cockburn businesses during June increased slightly to 22.9% (from 19.7%).

The percentages of the City's procurement spend value with suppliers within the South West Group (SWG) region increased to 35.2% for June (from 27.9%). Individual procurements with SWG businesses were up slightly at 30.2% (27.9% last month).

These results measure the City's performance in applying Council's "local and regional economy" principle contained within its Procurement Policy (i.e. buy local procurement preference).

Strategic Plans/Policy Implications

Local Economy

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

- Thriving local commercial centres, local businesses and tourism industry.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

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

Budget/Financial Implications

All payments made have been provided for within the City's Annual Budget, as adopted and amended by Council.

Legal Implications

This item ensures compliance with s6.10(d) of the *Local Government Act 1995* and Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*.

Community Consultation

N/A



Risk Management Implications

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations. This is a statutory requirement and allows Council to review and clarify any payment that has been made.

Advice to Proponents/Submitters

N/A

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

Nil



June 2021 PAYMENT LISTING

MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF140560	26987	Cti Risk Management	Security - Cash Collection	1/06/2021	658.05
EF140561	99997	Lado Croatian Folkloric Ensemble Wa	Cultural Grant	1/06/2021	5,000.00
EF140562	99997	East Hamilton Hill Primary School	Cultural Grant	1/06/2021	2,200.00
EF140563	99997	Phoenix Primary School	Cultural Grant	1/06/2021	1,975.00
EF140564	99997	Kwinana Early Years Services Inc	Cultural Grant	1/06/2021	2,761.00
EF140565	99997	Family Day Care	Fdc Payment Fe 30/05/21	3/06/2021	48,431.22
EF140566	99997	In Home Care Payments	lhc Payments Fe 30/05/2021	3/06/2021	23,262.44
EF140567	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	8/06/2021	108,876.12
EF140568	26667	Tangelo Creative	Graphic Design	8/06/2021	9,240.00
EF140569	26987	Cii Risk Management	Security - Cash Collection	8/06/2021	1,003.25
EF140570	10152	Aust Services Union	Payroll Deductions	14/06/2021	1,014.00
EF140571	10154	Australian Taxation Office	Payroll Deductions	14/06/2021	447,502.32
EF140572	10305	Child Support Agency	Payroll Deductions	14/06/2021	1,817.68
EF140573	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	14/06/2021	82.00
EF140574	11857	Champagne Social Club	Payroll Deductions	14/06/2021	365.79
EF140575	11860	45S Club	Payroll Deductions	14/06/2021	14.00
EF140576	19726	Health Insurance Fund Of Wa	Payroll Deductions	14/06/2021	1,385.50
EF140577	27874	Smartsalary	Salary Packaging/Leasing Administration	14/06/2021	11,019.96
EF140578	28117	Leaseplan Australia Limited	Payroll Deductions - Leaseplan	14/06/2021	849.52
EF140579	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	15/06/2021	153.16
EF140580	99996	Michelle Anne Vaughan	Rates And Property Related Refunds	15/06/2021	30.00
EF140581	99996	Fiona Gaye Tomasich	Rates And Property Related Refunds	15/06/2021	150.00
EF140582	99996	Horizon Design	Rates And Property Related Refunds	15/06/2021	1,216.00
EF140583	99996	Bgc Housing Group	Rates And Property Related Refunds	15/06/2021	1,253.73
EF140584	99996	Nanthakumar Kanagalingam	Rates And Property Related Refunds	15/06/2021	429.00
EF140585	99996	Lyons Babington	Rates And Property Related Refunds	15/06/2021	208.00
EF140586	99996	David Pitts	Rates And Property Related Refunds	15/06/2021	520.72
EF140587	99996	Carolina Nancy Galati	Rates And Property Related Refunds	15/06/2021	502.72
EF140588	99996	William King	Rates And Property Related Refunds	15/06/2021	2,171.78
EF140589	99996	Beckley Conveyancing	Rates And Property Related Refunds	15/06/2021	113.70
EF140590	99996	The Maritime Union Of Australia	Rates And Property Related Refunds	15/06/2021	3,547.00
EF140591	99996	Lloyd & Jennifer Marchant	Rates And Property Related Refunds	15/06/2021	96.45
EF140592	99996	Element Wa	Rates And Property Related Refunds	15/06/2021	1,600.00
EF140593	99996	Tamara Cardoso	Rates And Property Related Refunds	15/06/2021	222.00
EF140594	99996	Bradley Robertson	Rates And Property Related Refunds	15/06/2021	148.00
EF140595	99996	Maria Conte	Rates And Property Related Refunds	15/06/2021	206.00
EF140596	99996	Lorraine Sims	Rates And Property Related Refunds	15/06/2021	102.00
EF140597	99996	Kylie A Ridge	Rates And Property Related Refunds	15/06/2021	1,014.02
EF140598	99996	Capretti Investments Pty Ltd	Rates And Property Related Refunds	15/06/2021	10,000.00
EF140599	99996	Annette Cottee	Rates And Property Related Refunds	15/06/2021	98.39
EF140600	99996	Helen Ann Van Rensburg	Rates And Property Related Refunds	15/06/2021	729.75
EF140601	99996	Ldl Settlements	Rates And Property Related Refunds	15/06/2021	3,582.81



EF140602	99996	Ascot Settlements	Rates And Property Related Refunds	15/06/2021	181.25
EF140603	99996	Lilian Mary Gasper	Rates And Property Related Refunds	15/06/2021	1,962.26
EF140604	10047	Alinta Energy	Natural Gas & Electricity Supply	15/06/2021	29,038.30
EF140605	11794	Synergy	Electricity Usage/Supplies	15/06/2021	385,941.52
EF140607	26696	Chamonix Terblanche	Monthly Elected Member Fees & Expenses	15/06/2021	1,456.69
EF140608	27871	Tom Widenbar	Monthly Elected Member Fees & Expenses	15/06/2021	1,225.72
EF140609	27872	Phoebe Corke	Monthly Elected Member Fees & Expenses	15/06/2021	164.12
EF140610	10058	Alsco Pty Ltd	Hygiene Services/Supplies	15/06/2021	293.07
EF140611	10086	Arteil Wa Pty Ltd	Ergonomic Chairs	15/06/2021	379.50
EF140612	10097	Blackwoods Atkins	Engineering Supplies	15/06/2021	468.32
EF140613	10117	Australia Day Council Of Wa	Gold Membership	15/06/2021	650.00
EF140614	10207	Boc Gases	Gas Supplies	15/06/2021	235.49
EF140615	10212	Boss Bollards	Security Products	15/06/2021	132.00
EF140616	10226	Bridgestone Australia Ltd	Tyre Services	15/06/2021	11,231.74
EF140617	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	15/06/2021	1,190.31
EF140618	10244	Building & Const Industry Training Fund	Levy Payment	15/06/2021	23,913.21
EF140619	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	15/06/2021	670.56
EF140620	10256	Cable Locates & Consulting	Locating Services	15/06/2021	5,694.15
EF140621	10279	Castrol Australia Pty Ltd	Grease/Lubricants	15/06/2021	1,669.80
EF140622	10287	Centreline Markings	Linemarking Services	15/06/2021	1,760.00
EF140623	10307	Cbca Wa Branch (Inc)	Childrens Books	15/06/2021	743.50
EF140624	10333	Cjd Equipment Pty Ltd	Hardware Supplies	15/06/2021	5,168.19
EF140625	10346	Coates Hire Operations Pty Ltd	Equipment Hiring Services	15/06/2021	11,429.57
EF140626	10368	Cockburn Wetlands Education Centre	Community Grant	15/06/2021	478.00
EF140627	10375	Veolia Environmental Services	Waste Services	15/06/2021	6,819.16
EF140628	10483	Landgate	Mapping/Land Title Searches	15/06/2021	2,101.73
EF140629	10526	E & Mj Roshier Pty Ltd	Mower Equipment	15/06/2021	3,193.11
EF140630	10528	Easifleet	Vehicle Lease	15/06/2021	1,251.51
EF140631	10535	Workpower Incorporated	Employment Services - Planting	15/06/2021	72,642.73
EF140632	10597	Flexi Staff Pty Ltd	Employment Services	15/06/2021	4,398.02
EF140633	10679	Grasstrees Australia	Plants & Planting Services	15/06/2021	1,760.00
EF140634	10726	Holton Connor Architects & Planners	Architectural Services	15/06/2021	2,750.00
EF140635	10787	Jandakot Accident Repair Centre	Panel Beating Services	15/06/2021	2,144.15
EF140636	10879	Les Mills Aerobics	Instruction/Training Services	15/06/2021	1,481.16
EF140637	10888	Lj Caterers	Catering Services	15/06/2021	8,213.26
EF140638	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	15/06/2021	4,115.36
EF140639	10938	Mrp Pest Management	Pest & Weed Management	15/06/2021	1,658.35
EF140640	10944	Mcleods	Legal Services	15/06/2021	9,060.05
EF140641	10991	Beacon Equipment	Mowing Equipment	15/06/2021	1,600.25
EF140642	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	15/06/2021	611.60
EF140643	11028	Neverfail Springwater Ltd	Bottled Water Supplies	15/06/2021	285.12
EF140644	11029	Newcastle Weighing Services Pty Ltd	Software Support	15/06/2021	5,516.50
EF140645	11032	Noise & Vibration Measurement Systems	Measuring Equipment/Services	15/06/2021	1,260.60
EF140646	11036	Northlake Electrical Pty Ltd	Electrical Services	15/06/2021	29,197.81
EF140647	11077	P & G Body Builders Pty Ltd	Plant Body Building Services	15/06/2021	682.00
EF140648	11208	Quick Corporate Australia	Stationery/Consumables	15/06/2021	2,435.37
EF140649	11244	Research Solutions Pty Ltd	Research Services	15/06/2021	8,481.04
EF140650	11247	Richgro Wa	Gardening Supplies	15/06/2021	514.80

EF140651	11307	Satellite Security Services Pty Ltd	Security Services	15/06/2021	2,350.21
EF140652	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	15/06/2021	1,883.75
EF140653	11334	Shenton Pumps	Pool Equipment/Services	15/06/2021	17,761.50
EF140654	11387	Bibra Lake Soils	Soil & Limestone Supplies	15/06/2021	1,650.00
EF140655	11425	Southern Metropolitan Regional Council	Waste Disposal Gate Fees	15/06/2021	1,560.00
EF140656	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	15/06/2021	125.00
EF140657	11459	Spearwood Veterinary Hospital	Veterinary Services	15/06/2021	250.40
EF140658	11483	St John Ambulance Aust Wa Operations	First Aid Courses	15/06/2021	730.00
EF140659	11531	Sunny Industrial Brushware Pty Ltd	Brush/Road Broom Supplies	15/06/2021	2,406.53
EF140660	11554	Taylor Marine	Marine Equipment	15/06/2021	757.35
EF140661	11625	Nutrien Water	Reticulation Supplies	15/06/2021	2,353.21
EF140662	11667	Turfmaster Facility Management	Turf & Mowing Services	15/06/2021	4,532.00
EF140663	11701	Vibra Industrial Filtration Australasia	Filter Supplies	15/06/2021	227.70
EF140664	11702	Villa Dalmacia Association Inc.	Spical Club Activities	15/06/2021	1,250.00
EF140665	11710	Volunteering Wa	Subscriptions	15/06/2021	341.81
EF140666	11773	Nutrien Ag Solutions	Chemical Supplies	15/06/2021	1,544.95
EF140667	11787	Department Of Transport	Vehicle Search Fees	15/06/2021	249.40
EF140668	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	15/06/2021	6,035.90
EF140669	11795	Western Power	Street Lighting Installation & Service	15/06/2021	296.00
EF140670	11828	Worldwide Online Printing - O'connor	Printing Services	15/06/2021	2,824.15
EF140671	11835	Wurth Australia Pty Ltd	Hardware Supplies	15/06/2021	46.20
EF140672	11841	Yangebup Family Centre Inc	Venue Hire / Grants & Donations	15/06/2021	875.00
EF140673	11854	Zipform Pty Ltd	Printing Services	15/06/2021	7,012.50
EF140674	11873	Wattleup Tractors	Hardware Supplies	15/06/2021	879.93
EF140675	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	15/06/2021	3,381.81
EF140676	12153	Hays Personnel Services Pty Ltd	Employment Services	15/06/2021	22,582.77
EF140677	12207	Civica Pty Ltd	Software Support/Licence Fees	15/06/2021	264.00
EF140678	12219	Parks & Leisure Australia	Subscription Renewal	15/06/2021	1,155.00
EF140679	12565	Southern Metro Regional Council - Loans	Loan Repayment	15/06/2021	400,736.35
EF140680	12589	Australian Institute Of Management	Training Services	15/06/2021	2,750.00
EF140681	12791	Alchemy Technology	Computer Software Services	15/06/2021	16,698.00
EF140682	12796	Isentia Pty Ltd	Media Monitoring Services	15/06/2021	1,496.00
EF140683	13462	Ati-Mirage Pty Ltd	Training Services	15/06/2021	3,540.00
EF140684	13558	Engineering Technology Consultants	Consultants Services	15/06/2021	1,650.00
EF140685	13563	Green Skills Inc	Employment Services	15/06/2021	14,767.69
EF140686	13825	Jackson Mcdonald	Legal Services	15/06/2021	7,207.75
EF140687	13998	Air & Power Pty Ltd	Mechanical Parts	15/06/2021	456.91
EF140688	15393	Stratagreen	Hardware Supplies	15/06/2021	1,394.89
EF140689	15550	Apace Aid Inc	Plants & Landscaping Services	15/06/2021	5,469.28
EF140690	15588	Natural Area Consulting Management Services	Weed Spraying	15/06/2021	1,493.77
EF140691	15850	Ecoscope Australia Pty Ltd	Environmental Consultancy	15/06/2021	5,679.52
EF140692	16064	Cms Engineering	Airconditioning Services	15/06/2021	3,725.70
EF140693	16107	Wren Oil	Waste Disposal Services	15/06/2021	49.50
EF140694	16226	Perth Expohire And Furniture Group	Display/Exhibition Equipment/Services	15/06/2021	1,413.50
EF140695	16384	Bull Motor Bodies	Motor Bodies	15/06/2021	1,875.50
EF140696	16396	Mayday Earthmoving	Road Construction Machine Hire	15/06/2021	9,625.00
EF140697	16533	Total Packaging	Packaging	15/06/2021	463.38
EF140698	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	15/06/2021	502.07



EF140699	16979	Japanese Truck And Bus Spares Pty Ltd	Spare Parts - Automotive	15/06/2021	8,043.45
EF140700	17345	Kennards Hire - Myaree	Equipment Hire	15/06/2021	441.00
EF140701	17383	Aust Communications & Media Authority	License Renewal	15/06/2021	51.00
EF140702	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	15/06/2021	572.21
EF140703	17624	Allsports Linemarking	Linemarking Services	15/06/2021	187.00
EF140704	18203	Natsync Environmental	Pest Control	15/06/2021	475.00
EF140705	18272	Austraclear Limited	Investment Services	15/06/2021	17.07
EF140706	18373	Rockingham Nissan	Purchase Of New Vehicle	15/06/2021	37,628.92
EF140707	18533	Friends Of The Community Inc.	Donation	15/06/2021	1,620.00
EF140708	18801	Fremantle Bin Hire	Bin Hire - Skip Bins	15/06/2021	420.00
EF140709	18962	Sealanes (1985) P/L	Catering Supplies	15/06/2021	1,369.02
EF140710	19107	Forever Shining	Monument	15/06/2021	990.00
EF140711	19533	Woolworths Ltd	Groceries	15/06/2021	2,160.63
EF140712	19856	Western Tree Recyclers	Shredding Services	15/06/2021	63,456.29
EF140713	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	15/06/2021	28,953.56
EF140714	20146	Data#3 Limited	Contract It Personnel & Software	15/06/2021	1,001.00
EF140715	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	15/06/2021	440.00
EF140716	20571	Vogt Graham Lawyers	Legal Services	15/06/2021	277.20
EF140717	20763	Jecoda Concrete	Concrete Supply	15/06/2021	14,465.00
EF140718	20856	Sjr Civil Consulting Pty Ltd	Consultancy Services - Road Design	15/06/2021	13,074.87
EF140719	21139	Austraffic Wa Pty Ltd	Traffic Surveys	15/06/2021	6,545.00
EF140720	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	15/06/2021	24,597.16
EF140721	21529	Brand Success	Promotional Products	15/06/2021	1,622.50
EF140722	21627	Manheim Pty Ltd	Impounded Vehicles	15/06/2021	462.00
EF140723	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	15/06/2021	12,103.18
EF140724	21697	Ict Express Pty Ltd	Consultancy Services - It	15/06/2021	3,287.90
EF140725	21744	Jb Hi Fi - Commercial	Electronic Equipment	15/06/2021	561.00
EF140726	21946	Ryan's Quality Meats	Meat Supplies	15/06/2021	537.80
EF140727	22119	Bindi Bindi Dreaming Marissa Verma	Consult - Aboriginal Education/Ent	15/06/2021	1,320.00
EF140728	22337	Segafredo Zanetti Aust Pty Ltd	Coffee & Coffee Machines	15/06/2021	116.00
EF140729	22376	Bci Sales Pty Ltd	Bus Sales, Repairs, Maintenance	15/06/2021	47.74
EF140730	22511	Johnny's Tiling	Tiling Services	15/06/2021	822.50
EF140731	22553	Brownes Food Operations	Catering Supplies	15/06/2021	449.36
EF140732	22623	Landmark Products Ltd	Landscape Infrastructure	15/06/2021	14,151.50
EF140733	22624	Aussie Earthworks Pty Ltd	Earthworks	15/06/2021	134,647.92
EF140734	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	15/06/2021	4,601.56
EF140735	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	15/06/2021	8,736.35
EF140736	22752	Elgas Limited	Gas Supplies	15/06/2021	798.39
EF140737	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	15/06/2021	65,964.81
EF140738	22874	Economic Development Australia Ltd	Conference/Events	15/06/2021	1,485.00
EF140739	22903	Unique International Recoveries Llc	Debt Collectors	15/06/2021	512.00
EF140740	22913	Opal Australian Paper	Envelopes	15/06/2021	432.80
EF140741	23298	Therapy Focus	Entertainment Services	15/06/2021	250.00
EF140742	23457	Totally Workwear Fremantle	Clothing - Uniforms	15/06/2021	1,053.67
EF140743	23570	A Proud Landmark Pty Ltd	Landscape Construction Services	15/06/2021	715.00
EF140744	23579	Daimler Trucks Perth	Purchase Of New Truck	15/06/2021	534,904.53
EF140745	23930	West Bin	Hook Truck Hire	15/06/2021	5,505.17
EF140746	24156	Mastec Australia Pty Ltd	Purchase Of New Bins	15/06/2021	550.00

EF140747	24193	Avantgarde Technologies Pty Ltd	Consultancy Services	15/06/2021	7,032.02
EF140748	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	15/06/2021	1,351.00
EF140749	24655	Automasters Spearwood	Vehicle Servicing	15/06/2021	847.50
EF140750	24736	Zenien	Cctv Camera Licences	15/06/2021	4,456.05
EF140751	24748	Pearmans Electrical & Mechanical Services P/L	Electrical Services	15/06/2021	11,806.03
EF140752	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	15/06/2021	65.35
EF140753	24945	Ns Projects Pty Ltd	Project Management Services	15/06/2021	4,950.00
EF140754	24974	Scott Print	Printing Services	15/06/2021	11,757.90
EF140755	25115	Fiig	Investment Management Services	15/06/2021	2,750.00
EF140756	25121	Imagesource Digital Solutions	Billboards	15/06/2021	9,744.90
EF140757	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	15/06/2021	26,519.00
EF140758	25264	Acurix Networks Pty Ltd	Wifi Access Service	15/06/2021	6,366.80
EF140759	25415	Jandakot Stock & Pet Supplies	Pet Supplies	15/06/2021	7.95
EF140760	25418	Cs Legal	Legal Services	15/06/2021	18,438.96
EF140761	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	15/06/2021	1,000.00
EF140762	25657	Lock Joint Australia The Trustee For The Gherbaz Family Trust	Locksmith Services	15/06/2021	659.40
EF140763	25733	Miracle Recreation Equipment	Playground Installation / Repairs	15/06/2021	99.00
EF140764	25813	Lg Connect Pty Ltd	Erp Systems Development	15/06/2021	2,861.06
EF140765	25822	Fit2work.Com.Au Mercury Search And Selection Pty Ltd	Employee Check	15/06/2021	275.00
EF140766	25940	Leaf Bean Machine	Coffee Bean Supply	15/06/2021	660.00
EF140767	26029	Autosweep Wa	Sweeping Services	15/06/2021	3,707.00
EF140768	26114	Grace Records Management	Records Management Services	15/06/2021	1,384.80
EF140769	26195	Play Check	Consulting Services	15/06/2021	165.00
EF140770	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	15/06/2021	13,654.40
EF140771	26270	Lester Blades	Consultancy Services - Hr	15/06/2021	10,450.00
EF140772	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	15/06/2021	53,141.00
EF140773	26314	Cpe Group	Temporary Employment Services	15/06/2021	2,929.42
EF140774	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	15/06/2021	687.30
EF140775	26470	Scp Conservation	Fencing Services	15/06/2021	7,898.00
EF140776	26549	Sharon Gregory (Koort-Kadak Consultancy)	Consultancy Services	15/06/2021	600.00
EF140777	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	15/06/2021	659.82
EF140778	26600	Timothy Kelly	Aboriginal Cultural Dancing	15/06/2021	400.00
EF140779	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	15/06/2021	54,920.01
EF140780	26610	Tracc Civil Pty Ltd	Civil Construction	15/06/2021	77,096.11
EF140781	26709	Talis Consultants Pty Ltd	Waste Consultancy	15/06/2021	8,677.90
EF140782	26721	Quad Services Pty Ltd	Cleaning Services	15/06/2021	6,942.63
EF140783	26728	Progressing Priority Projects	Consultancy - Community Services	15/06/2021	1,980.00
EF140784	26735	Shane McMaster Surveys	Survey Services	15/06/2021	3,080.00
EF140785	26750	Kleenit Pty Ltd	Graffiti Removal	15/06/2021	5,464.80
EF140786	26759	Metro Filters	Canopy, Flue And Fans Cleanind And Filte	15/06/2021	39.60
EF140787	26771	Instant Products Hire	Portable Toilet Hire	15/06/2021	1,836.66
EF140788	26782	Soft Landing	Recycling Services	15/06/2021	1,289.77
EF140789	26808	Shire Of Serpentine Jarrahdale	Leave Entitlements	15/06/2021	3,155.41
EF140790	26813	Buswest	Bus Hire	15/06/2021	1,353.00
EF140791	26843	Ergolink	Ergonomic Office Furniture	15/06/2021	960.00
EF140792	26871	John Papas Trailers	Trailer Manufacture	15/06/2021	4,460.00
EF140793	26883	Gta Consultants	Transport Planning	15/06/2021	3,083.30
EF140794	26884	People On Bicycles	Training - Bicycle Classes	15/06/2021	891.00

EF140795	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	15/06/2021	5,533.55
EF140796	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	15/06/2021	7,722.00
EF140797	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	15/06/2021	29,989.40
EF140798	26929	Elan Energy Matrix Pty Ltd	Recycling Services	15/06/2021	992.78
EF140799	26938	Majestic Plumbing	Plumbing Services	15/06/2021	6,448.99
EF140800	26946	Av Truck Services Pty Ltd	Truck Dealership	15/06/2021	623.77
EF140801	26957	Jbs & G Australia Pty Ltd	Consultancy - Enviromental	15/06/2021	1,815.00
EF140802	26981	Perth Market Research	Event Analysis And Community Market Rese	15/06/2021	4,719.00
EF140803	26982	Plantrite	Plants	15/06/2021	4,544.19
EF140804	26983	Hitech Sports Pty Ltd	Sporting Equipment	15/06/2021	415.80
EF140805	26986	Aha! Consulting	Consultancy	15/06/2021	2,904.00
EF140806	26987	Cii Risk Management	Security - Cash Collection	15/06/2021	3,221.05
EF140807	27002	Cockburn Party Hire	Hire Services	15/06/2021	987.00
EF140808	27010	Quantum Building Services Pty Ltd	Building Maintenance	15/06/2021	1,542.75
EF140809	27015	Intelli Trac	Gps Tracking	15/06/2021	3,234.00
EF140810	27027	Frig Tech Wa	Refridgeration Services	15/06/2021	302.50
EF140811	27031	Downer Edi Works Pty Ltd	Asphalt Services	15/06/2021	43,595.29
EF140812	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	15/06/2021	1,487.51
EF140813	27065	Westbooks	Books	15/06/2021	1,668.27
EF140814	27082	Kulbardi Pty Ltd	Stationery Supplies	15/06/2021	1,348.06
EF140815	27115	A Plus Training Solutions Pty Ltd	Small Plant Safety Training	15/06/2021	3,400.00
EF140816	27130	Adline Media Pty Ltd	Digital Marketing & Software Service Pro	15/06/2021	2,232.75
EF140817	27143	Embroidme Success	Embroidery Services	15/06/2021	22,059.68
EF140818	27161	Next Power	Solar Panel	15/06/2021	1,251.39
EF140819	27169	Natural Power Solutions Pty Ltd	Power Supply Protection, Products & Serv	15/06/2021	2,216.50
EF140820	27212	A&L Sauna & Steam Wa	Carpentry - Sauna	15/06/2021	200.00
EF140821	27241	Landscape Elements	Landscaping Services	15/06/2021	44,962.69
EF140822	27243	Arjohuntleigh Pty Ltd	Supply, Repairs Health Equipemnt	15/06/2021	772.00
EF140823	27246	Veale Auto Parts	Spare Parts Mechanical	15/06/2021	1,512.70
EF140824	27269	Integrpay Pty Ltd	Payment Processing	15/06/2021	19,110.40
EF140825	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	15/06/2021	9,864.48
EF140826	27348	Message Media	Telecommunications	15/06/2021	771.86
EF140827	27366	The Henna Leaf	Artistic - Henna	15/06/2021	660.00
EF140828	27377	Accidental Health And Safety - Perth	First Aid Supplies	15/06/2021	953.85
EF140829	27379	Esri Australia Pty Ltd	Gis Software	15/06/2021	1,100.00
EF140830	27392	Axis Maintenance Services Pty Ltd	Maintenance	15/06/2021	398.75
EF140831	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	15/06/2021	421.14
EF140832	27401	Emprise Mobility	Mobility Equipment	15/06/2021	499.00
EF140833	27410	The Kit Bag	Ppe Clothing	15/06/2021	394.85
EF140834	27427	Home Chef	Cooking/Food Services	15/06/2021	548.17
EF140835	27453	Theraquatics	Hydrotherapy Products	15/06/2021	1,862.65
EF140836	27455	Site Protective Services	Cctv Parts	15/06/2021	6,842.66
EF140837	27456	Securepay Pty Ltd	Payment Solutions	15/06/2021	297.28
EF140838	27463	Agile Dogs	Dog Training	15/06/2021	2,175.00
EF140839	27482	Billi Australia Pty Ltd	Water Filter Taps	15/06/2021	7,940.13
EF140840	27507	Facilities First Australia Pty Ltd	Cleaning Services	15/06/2021	59,421.91
EF140841	27512	Agent Sales & Services Pty Ltd	Pool Chemicals	15/06/2021	1,347.50
EF140842	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	15/06/2021	3,391.77

EF140843	27535	The Forever Project Pty Ltd	Consultancy	15/06/2021	385.00
EF140844	27539	Jasmin Carpentry & Maintenance	Carpentry	15/06/2021	876.92
EF140845	27548	Standing Fork	Catering	15/06/2021	2,270.40
EF140846	27567	Chorus Australia Limited	Health Care Services	15/06/2021	2,032.80
EF140847	27568	Ept	Ups Service/Repairs	15/06/2021	594.00
EF140848	27575	Shred X Secure Destruction	Document Destruction	15/06/2021	10.12
EF140849	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	15/06/2021	550.00
EF140850	27609	Lady Latte	Coffee Vendor	15/06/2021	600.00
EF140851	27613	Redimed Pty Ltd	Medical & Health Services	15/06/2021	1,485.00
EF140852	27622	Truegrade Medical Supplies	Medical Supplies	15/06/2021	3,165.18
EF140853	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	15/06/2021	4,626.60
EF140854	27644	Cmaktech	Ict Engineering & Consulting	15/06/2021	4,689.17
EF140855	27652	Area 5 Football Pty Ltd	Training - Football	15/06/2021	1,630.00
EF140856	27657	Positive Balance Massage	Massage Therapy	15/06/2021	100.00
EF140857	27675	Wgawa Pty Ltd	Consultancy Engineering	15/06/2021	792.00
EF140858	27676	Blue Force Pty Ltd	Security Services	15/06/2021	40.00
EF140859	27695	Qtm Pty Ltd	Traffic Management	15/06/2021	5,936.15
EF140860	27703	Jda Consultant Hydrologists	Hydrological Consultancy	15/06/2021	2,750.00
EF140861	27722	Metra Australia	Software	15/06/2021	33.40
EF140862	27739	My Maintenance Systems Pty Ltd	Computer Software	15/06/2021	4,884.00
EF140863	27741	Phoebe Klariz Domondon	Catering - Bakery Products	15/06/2021	525.00
EF140864	27779	Sports Circuit Linemarking	Linemarking	15/06/2021	220.00
EF140865	27797	City Lift Services Pty Ltd	Lift Maintenance	15/06/2021	319.00
EF140866	27801	Transponder Technologies Pty Ltd	Fuel Management Systems	15/06/2021	990.00
EF140867	27815	Adilam Technologies	Technologie Solutions	15/06/2021	7,150.00
EF140868	27842	Light House Laundry	Laundering	15/06/2021	63.80
EF140869	27850	Dowsing Group Pty Ltd	Concreting Services	15/06/2021	105,235.74
EF140870	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	15/06/2021	12,452.00
EF140871	27863	Carers Plus	Nursing Services	15/06/2021	1,418.56
EF140872	27869	Select Fresh Pty Ltd	Food Supplie,Fruit & Veg	15/06/2021	348.64
EF140873	27893	Link Engineering Consultants Wa Pty Ltd	Mechanical Engineering	15/06/2021	5,500.00
EF140874	27894	Homecare Physiotherapy	Healthcare	15/06/2021	5,706.25
EF140875	27898	Amana Living Training Institute	Training & Education	15/06/2021	427.62
EF140876	27909	Fe Technologies	Rfid Equipment And Tags	15/06/2021	1,080.20
EF140877	27913	Emerge Associates	Environmental Consulting	15/06/2021	929.50
EF140878	27917	Go Doors Advanced Automation	Door Maintenance & Repair	15/06/2021	4,708.28
EF140879	27947	Warrang-Bridil	Cultural Awareness Training	15/06/2021	2,000.00
EF140880	27955	Far Lane	Consultancy Economic	15/06/2021	10,956.00
EF140881	27969	Perfect Gym Solutions	Software For Gym's	15/06/2021	21,395.00
EF140882	27982	Pep Transport	Transport	15/06/2021	1,618.31
EF140883	27986	Daily Living Products	Mobility Equip	15/06/2021	540.00
EF140884	28001	Corsign Wa Pty Ltd	Sign Making Material	15/06/2021	1,375.00
EF140885	28013	Rps Aap Consulting Pty Ltd	Project Management	15/06/2021	1,342.00
EF140886	28022	Grafton General Products	Home Safety Modifications	15/06/2021	2,085.16
EF140887	28027	Likeable Creative Pty Ltd	Marketing/Advertising	15/06/2021	1,430.00
EF140888	28036	Noddy The Waterman	Water Supplies	15/06/2021	5,500.00
EF140889	28048	Harvey Norman Av/lt O'connor	Household Retail	15/06/2021	399.00
EF140890	28062	Marsh	Insurance Premiums	15/06/2021	649.00

EF140891	28063	Ibis Consulting Pty Ltd	Waste Education	15/06/2021	3,179.75
EF140892	28067	Aqua Fitness Online	Training	15/06/2021	300.00
EF140893	28071	Southern Bins	Hire Bins	15/06/2021	1,140.00
EF140894	28118	Mccorkell Constructions (W.A.) Pty Ltd	Building Services - Construction	15/06/2021	384,509.50
EF140895	28131	Landscape Australia Construction	Landscape Construction	15/06/2021	4,895.00
EF140896	28133	Office National Canning Vale	Business Supplies And Furniture	15/06/2021	7,736.30
EF140897	28134	Western Trap & Field	Clothing - Uniforms	15/06/2021	1,322.85
EF140898	28142	Global Drone Solutions	Training Course	15/06/2021	2,703.00
EF140899	28148	Koolangkas Kreate	Traditional Aboriginal Cultural Performance	15/06/2021	1,500.00
EF140900	28150	Nannup Furniture Gallery	Furniture manufacture	15/06/2021	2,570.00
EF140901	28158	Exceed Consulting (Wa) Pty Ltd	Engineering Consulting Services	15/06/2021	3,080.00
EF140902	28160	Behaviour Matters	Hr Services	15/06/2021	1,520.00
EF140903	28163	Boorloo Aboriginal Cultural Experience	Cultural Services	15/06/2021	770.00
EF140904	28172	DocuSign Inc	Software Supplier	15/06/2021	6,740.00
EF140905	88888	Gm Coogee Pty Ltd	Bond Refund	15/06/2021	13,348.50
EF140906	88888	Gm Coogee Pty Ltd	Bond Refund	15/06/2021	13,200.00
EF140907	88888	Gm Coogee Pty Ltd	Bond Refund	15/06/2021	23,796.36
EF140908	99997	Curtin University	Masters Of Business Admin - S Kahle	15/06/2021	2,415.00
EF140909	99997	Curtin University	Masters Of Business Administration	15/06/2021	2,454.25
EF140910	99997	Dylan Watson	Request To Refund – Dca13 Community Infr	15/06/2021	3,872.75
EF140911	99997	Dj And Sm Gardner	Senior Security Subsidy Scheme	15/06/2021	200.00
EF140912	99997	Rc And Dm House	Senior Security Subsidy Scheme	15/06/2021	200.00
EF140913	99997	Maureen Mason	Senior Security Subsidy Scheme	15/06/2021	300.00
EF140914	99997	Durdica Jakocevic	Senior Security Subsidy Scheme	15/06/2021	100.00
EF140915	99997	Gj Butterfield	Senior Security Subsidy Scheme	15/06/2021	200.00
EF140916	99997	L&V Johnson	Senior Security Subsidy Scheme	15/06/2021	200.00
EF140917	99997	Patricia Ann Saunders	Senior Security Subsidy Scheme	15/06/2021	200.00
EF140918	99997	Hammond Park Catholic Primary School	Donation To Schools - Bus Reimbursement	15/06/2021	495.00
EF140919	99997	K L Wahrxcvca	Cancellation Refund Rh	15/06/2021	18.80
EF140920	99997	Christopher Yee Tai	Employee Reimbursement	15/06/2021	643.00
EF140921	99997	Miss A Taimre	Cloth Nappies Rebate - Anna Hoff	15/06/2021	50.00
EF140922	99997	Mr A J Miller	Over Charged Meals 02/04 + 23/04/2021	15/06/2021	24.00
EF140923	99997	Roberta Bunco	Reimbursement For Volunteer	15/06/2021	95.40
EF140924	99997	Zoe Tay	Compost Bin Rebate - Zoe Tay	15/06/2021	50.00
EF140925	99997	Cletus Thangaiah	Compost Bin Rebate - Cletus Thangaiah	15/06/2021	50.00
EF140926	99997	Austin Nichols	Compost Bin Rebate - Austin Nichols	15/06/2021	45.00
EF140927	99997	Chole J Willis	Cloth Nappy Rebate - Chole Willis	15/06/2021	50.00
EF140928	99997	Moira Fickling	Direct Payment For Purchasing Of Ptd	15/06/2021	145.00
EF140929	99997	Zoe Tay	Crossover Rebate	15/06/2021	300.00
EF140930	99997	Lauren Paterson	Bird Bath Rebate - L Paterson	15/06/2021	34.50
EF140931	99997	Mr Rowland John Vantland	Cat Sterilisation Refund - Ragnar	15/06/2021	50.00
EF140932	99997	Lauren Hilston	Crossover Contribution - Lauren Hilston	15/06/2021	300.00
EF140933	99997	Janetia Knapp	Payment For Arg Members 1.6.21	15/06/2021	100.00
EF140934	99997	Doris Hill	Payment For Arg Members 1.6.21	15/06/2021	100.00
EF140935	99997	Robyn Snowden	Payment For Arg Members 1.6.21	15/06/2021	100.00
EF140936	99997	Pierre Hyett	Reimbursement For Safety Glasses	15/06/2021	252.99
EF140937	99997	Benjamin E Roser	Home Electric Vehicle Charging - May 21	15/06/2021	121.00
EF140938	99997	Vistara Bodhi	Bird Bath Rebate	15/06/2021	49.98

EF140939	99997	Kerry Nan & Robert George Nichols	Bird Bath Rebate - K Nan & R Nicholls	15/06/2021	50.00
EF140940	99997	Tp & Ca Webb	Senior Security Subsidy Scheme	15/06/2021	200.00
EF140941	99997	O Van Niekerk	Senior Security Subsidy Scheme	15/06/2021	100.00
EF140942	99997	Kerry A Price	Senior Security Subsidy Scheme	15/06/2021	300.00
EF140943	99997	Maria Rebelo	Senior Security Subsidy Scheme	15/06/2021	100.00
EF140944	99997	Javid Ramzei	Senior Security Subsidy Scheme	15/06/2021	200.00
EF140945	99997	Margareta Frey	Senior Security Subsidy Scheme	15/06/2021	300.00
EF140946	99997	S & SI Allen	Senior Security Subsidy Scheme	15/06/2021	200.00
EF140947	99997	La Paleta	City Of Cockburn Grant Mar21-Ed-100	15/06/2021	5,500.00
EF140948	99997	Kinsey Global	City Of Cockburn Grant Mar21-Ed-17	15/06/2021	4,400.00
EF140949	99997	Ocean Remedy	City Of Cockburn Grant Mar21-Ed-36	15/06/2021	5,000.00
EF140950	99997	Flower Station	City Of Cockburn Grant Mar21-Ed-30	15/06/2021	4,000.00
EF140951	99997	Pro Futsal	City Of Cockburn Grant Mar21-Ed-82	15/06/2021	4,400.00
EF140952	99997	Fin's Seafood	City Of Cockburn Grant Mar21-Ed-45	15/06/2021	5,500.00
EF140953	99997	Quartz Cuisine & Catering Pty Ltd.	City Of Cockburn Grant Mar21-Ed-81	15/06/2021	4,400.00
EF140954	99997	Cockburn School Of Music	City Of Cockburn Grant Mar21-Ed-74	15/06/2021	4,400.00
EF140955	99997	Flysmart Solutions	Economic Development Grant	15/06/2021	5,500.00
EF140956	99997	Lozcon Pty Ltd T/A Muzz Buzz South Lake	Economic Development Grant	15/06/2021	3,300.00
EF140957	99997	Left Hand Designs	City Of Cockburn Grant Mar21-Ed-71	15/06/2021	1,320.00
EF140958	99997	Barrett Communications Pty Ltd	City Of Cockburn Grant Mar21-Ed-05	15/06/2021	5,362.50
EF140959	99997	Rachel And Mat Thame	Cloth Nappies Rebate - Mat Thame	15/06/2021	50.00
EF140960	99997	South Lake Primary School	Enviornmental Education Grant	15/06/2021	1,100.00
EF140961	99997	Spearwood Primary School	Enviornmental Education Grant	15/06/2021	1,100.00
EF140962	99997	Hammond Park Catholic Primary School	Enviornmental Education Grant	15/06/2021	1,100.00
EF140963	99997	Yangebup Primary School	Enviornmental Education Grant	15/06/2021	1,100.00
EF140964	99997	Success Primary School	Enviornmental Education Grant	15/06/2021	1,100.00
EF140965	99997	Blue Gum Montessori	Enviornmental Education Grant	15/06/2021	1,100.00
EF140966	99997	Fremantle Christian College	Enviornmental Education Grant	15/06/2021	1,100.00
EF140967	99997	South Lake Primary School	Enviornmental Education Grant	15/06/2021	1,100.00
EF140968	99997	Jennifer Harrison	Cat Sterilisation Refund - Nala	15/06/2021	50.00
EF140969	99997	Kj We Jeffrey	Crossover Contribution - Kim Jeffrey	15/06/2021	300.00
EF140970	99997	Stuart & Gina Irving	Crossover Contribution Stuart & Gina	15/06/2021	300.00
EF140971	99997	Sandra K Edgar	Staff Reimbursement - Sandy Edgar	15/06/2021	319.00
EF140972	99997	Vj Hartill & Gl Maker	World Environment Day Schools Festival	15/06/2021	197.88
EF140973	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/06/2021	50.00
EF140974	99997	Daniel Foo	Product Returned	15/06/2021	40.00
EF140975	99997	E Pirozzo	Pool Entry Refund	15/06/2021	7.70
EF140976	99997	The Experience Lab Pty Ltd	Invoice Tel00945	15/06/2021	2,805.00
EF140977	99997	Nenad And Vesna Milanovic	The Play Room Reimbursement	15/06/2021	233.98
EF140978	99997	Family Day Care	Fdc Payment Fe 13/06/2021	17/06/2021	47,651.30
EF140979	99997	In Home Care Payments	Ihc Payments Fe 13/06/2021	17/06/2021	21,689.42
EF140980	27492	Superchoice Services Pty Limited	Payroll Deductions	15/06/2021	609,430.29
EF140981	99996	Simone Hartwig	Rates And Property Related Refunds	22/06/2021	209.16
EF140982	26987	Cli Risk Management	Security - Cash Collection	22/06/2021	721.67
EF140983	99997	Nicole & Nick Lockwood	Recruitment Of The Executive Team	22/06/2021	7,631.25
EF140984	10152	Aust Services Union	Payroll Deductions	25/06/2021	1,091.70
EF140985	10154	Australian Taxation Office	Payroll Deductions	25/06/2021	479,071.00
EF140986	10305	Child Support Agency	Payroll Deductions	25/06/2021	1,815.43

EF140987	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	25/06/2021	82.00
EF140988	11857	Champagne Social Club	Payroll Deductions	25/06/2021	364.01
EF140989	11860	45S Club	Payroll Deductions	25/06/2021	14.00
EF140990	19726	Health Insurance Fund Of Wa	Payroll Deductions	25/06/2021	1,385.51
EF140991	25987	Toyota Fleet Management	Payroll Deductions - Novated Lease	25/06/2021	1,874.70
EF140992	27874	Smartsalary	Salary Packaging/Leasing Administration	25/06/2021	11,015.31
EF140993	11741	Western Australian Treasury Corporation	Loan Repayments	28/06/2021	1,453,500.00
EF140994	11867	Kevin John Allen	Monthly Elected Member Fees & Expenses	30/06/2021	2,639.83
EF140995	12740	Logan Howlett	Monthly Elected Member Fees & Expenses	30/06/2021	11,439.09
EF140996	20634	Lee-Anne Smith	Monthly Elected Member Fees & Expenses	30/06/2021	2,639.83
EF140997	25353	Philip Eva	Monthly Elected Member Fees & Expenses	30/06/2021	2,639.83
EF140998	26696	Chamonix Terblanche	Monthly Elected Member Fees & Expenses	30/06/2021	2,639.83
EF140999	27326	Michael Separovich	Monthly Elected Member Fees & Expenses	30/06/2021	2,639.83
EF141000	27327	Chontelle Stone	Monthly Elected Member Fees & Expenses	30/06/2021	2,639.83
EF141001	27475	Lara Kirkwood	Monthly Elected Member Fees & Expenses	30/06/2021	4,509.66
EF141002	27871	Tom Widenbar	Monthly Elected Member Fees & Expenses	30/06/2021	2,639.83
EF141003	27872	Phoebe Corke	Monthly Elected Member Fees & Expenses	30/06/2021	2,639.83
EF141005	88888	L Richardson	Bond Refund	30/06/2021	500.00
EF141006	88888	Bruno E Rikli	Bond Refund	30/06/2021	200.00
EF141007	88888	Gosh Holdings Pty Ltd	Bond Refund	30/06/2021	330,688.26
EF141008	99997	Amp Bank	1051047376 : Audit Certificate	30/06/2021	25.00
EF141009	99997	Susanna Wee	Refund Duplicate Payments - Susanna Wee	30/06/2021	540.00
EF141010	99997	Sandra Galati	Uniform Reimbursement For Events	30/06/2021	359.80
EF141011	99997	Servau Offcl. Departmental Recpts & Paym	Doc Number : 180123215 Centrepay/06	30/06/2021	232.65
EF141012	99997	Rafeena Boyle	Staff Reimbursement - Rafeena Boyle	30/06/2021	46.09
EF141013	99997	Rafeena Boyle	Staff Reimbursement - Rafeena Boyle	30/06/2021	30.00
EF141014	99997	Anish Babu	Crossover Contribution - Anish Babu	30/06/2021	300.00
EF141015	99997	Antonio And Shelley Papasergio	Senior Security Subsidy Scheme	30/06/2021	200.00
EF141016	99997	Teresa Bernardo Abelha	Senior Security Subsidy Scheme	30/06/2021	200.00
EF141017	99997	Gary And Julie Cukrov	Senior Security Subsidy Scheme	30/06/2021	300.00
EF141018	99997	Tammy Lee Groves	Senior Security Subsidy Scheme	30/06/2021	300.00
EF141019	99997	Ross And Barbara Bedford	Senior Security Subsidy Scheme	30/06/2021	300.00
EF141020	99997	Mk And Tm Rozwadowski	Senior Security Subsidy Scheme	30/06/2021	300.00
EF141021	99997	Paulina Perdec	Senior Security Subsidy Scheme	30/06/2021	200.00
EF141022	99997	Gabrielle Spinozzi	Senior Security Subsidy Scheme	30/06/2021	200.00
EF141023	99997	Mrs C Adams	Senior Security Subsidy Scheme	30/06/2021	200.00
EF141024	99997	Jf Anderson	Senior Security Subsidy Scheme	30/06/2021	100.00
EF141025	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/06/2021	300.00
EF141026	99997	David Yates	Senior Security Subsidy Scheme	30/06/2021	200.00
EF141027	99997	Tg & Ri Sainsbury	Senior Security Subsidy Scheme	30/06/2021	180.00
EF141028	99997	Mrs M And Mr J Legema	Senior Security Subsidy Scheme	30/06/2021	300.00
EF141029	99997	Jillian Woolmer	Staff Reimbursement - Jillian Woolmer	30/06/2021	259.00
EF141030	99997	Lakeside Baptist Church: Trading As Lake	Sustainability Grant	30/06/2021	3,576.18
EF141031	99997	Harvest Lakes Residents Association Inc.	Sustainability Grant	30/06/2021	3,978.61
EF141032	99997	Cockburn Gp Super Clinic Ltd (Trading As	Sustainability Grant	30/06/2021	3,300.00
EF141033	99997	Hammond Park Catholic Primary School	Sustainability Grant	30/06/2021	3,193.17
EF141034	99997	Success Primary School	Sustainability Grant	30/06/2021	4,400.00
EF141035	99997	Coogee Community Garden Wa Incorporated	Sustainability Grant	30/06/2021	4,400.00

EF141036	99997	Black Dog On A Lead Inc.	Sustainability Grant	30/06/2021	3,980.50
EF141037	99997	Chill Wa Pty Ltd	Sustainability Grant	30/06/2021	2,750.00
EF141038	99997	Emmanuel Catholic College	Sustainability Grant	30/06/2021	2,750.00
EF141039	99997	South Lake Otley Family & Neighbourhood C	Sustainability Grant	30/06/2021	3,280.20
EF141040	99997	Yangebup Progress Association	Delegated Authority Lgacs7	30/06/2021	1,870.00
EF141041	99997	Port Coogee Community Association	Lgacs7-Autumn/Winter newsletter	30/06/2021	561.00
EF141042	99997	C.R & P.D Seeber	Cleaning Items And Ptd Fee	30/06/2021	165.00
EF141043	99997	John Heron	Overcharged Fees - J Heron	30/06/2021	56.00
EF141044	99997	Aubin Grove Primary School	Fremantle Ports Cockburn Community Fund	30/06/2021	1,100.00
EF141045	99997	Vergel Licerio	Crossover Claim - V Licerio	30/06/2021	300.00
EF141046	99997	Ben Piotto	Crossover Claim - B Piotto	30/06/2021	300.00
EF141047	99997	Abhijeet Bassi	Crossover Claim - A Bassi	30/06/2021	300.00
EF141048	99997	Ca & Hp Lane	Crossover Claim - C Lane	30/06/2021	300.00
EF141049	99997	S&N Kwok	Refund Of Payments	30/06/2021	95.50
EF141050	99997	Sheppard Thomas James Moeen Syeda Ammara	Crossover Contribution - Syeda Moeen	30/06/2021	300.00
EF141051	99997	South Coogee Bushfire Brigade	Invoice 100621-002 - Reimbursement	30/06/2021	313.74
EF141052	99997	Betty Garlett	Payment For Welcome To Country	30/06/2021	400.00
EF141053	99997	Patricia Orr	Hire Car Reimbursement	30/06/2021	1,315.39
EF141054	99997	Rochelle Hasler	Refund Of Cancellation Br994	30/06/2021	198.00
EF141055	99997	The Eddies Studio	Kokedama Workshop - Coolbellup Library	30/06/2021	660.00
EF141056	99997	Maureen Stevenson	Reimbursement Cafe High Tea Equipment	30/06/2021	440.00
EF141057	99997	Spinnaker Health Research Foundation	Sponsorship - Spinnaker Health	30/06/2021	16,500.00
EF141058	99997	Sui Pin Lai (Carolyn Perreau)	Sponsorship - Carolyn Perreau	30/06/2021	400.00
EF141059	99997	Clear Mind Open Heart	Community Grant - Community Mindfulness	30/06/2021	700.00
EF141060	99997	Free Spirit Dance And Wellness	Community Grant - Fsdw Props	30/06/2021	2,720.00
EF141061	99997	Nature Play Wa	Community Grant - Cardboard Cockburn Cen	30/06/2021	11,000.00
EF141062	99997	Cultural Learning Centre Mosaica	Community Grant - Cultural Learning Cent	30/06/2021	3,194.40
EF141063	99997	Rocky Bay Ltd.	Community Grant - Showcase Kitchen	30/06/2021	11,883.30
EF141064	99997	South Metropolitan Cricket Development A	Small Events Sponsorship	30/06/2021	1,100.00
EF141065	99997	Perth Athletic Fc Inc.	Sport Equipment Grant 2021/17	30/06/2021	523.44
EF141066	99997	Coolbellup Community School And Coolbell	Sustainability Grant	30/06/2021	2,420.00
EF141067	99997	Cockburn Netball Club Joanne Seeber	Club Recognition Program	30/06/2021	500.00
EF141068	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/06/2021	1,500.00
EF141069	99997	Fury Netball Club Fiona Farmer	Club Recognition Program	30/06/2021	1,000.00
EF141070	99997	Curling Wa Secretary	Club Recognition Program	30/06/2021	500.00
EF141071	99997	Phoenix Lacrosse Club Brett Sargent	Club Recognition Program	30/06/2021	1,500.00
EF141072	99997	Cockburn Cobras Football Club Suze Hallo	Club Recognition Program	30/06/2021	1,500.00
EF141073	99997	Jandakot Lakes Junior Cricket Club Danie	Club Recognition Program	30/06/2021	1,000.00
EF141074	99997	Hammond Park Junior Football Club Kara C	Club Recognition Program	30/06/2021	1,000.00
EF141075	99997	Armadale Neighbourhood Watch Inc	Invoice 007 - Branded Personal Alarms	30/06/2021	1,000.00
EF141076	99997	Kate Hewett	Invoice 004-Connecting women in Cockburn	30/06/2021	1,200.00
EF141077	99997	Jandakot Volunteer Bush Fire Brigade	Invoice 332 - Reimbursements	30/06/2021	871.12
EF141078	99997	Geoffrey Drake-Brockman	One Off Payment For Artist Concept Deve	30/06/2021	550.00
EF141079	99997	Pennock Architects Pty Ltd	One Off Payment For Artist Concept Deve	30/06/2021	550.00
EF141080	99996	Ellie Taylor	Rates And Property Related Refunds	30/06/2021	77.50
EF141081	99996	Anna Elizabeth D Aloya	Rates And Property Related Refunds	30/06/2021	150.00
EF141082	99996	Adam Ronald Colquhoun	Rates And Property Related Refunds	30/06/2021	150.00
EF141083	99996	Prime Projects Construction Pty Ltd	Rates And Property Related Refunds	30/06/2021	733.52

EF141084	99996	Daniel Curchin	Rates And Property Related Refunds	30/06/2021	147.00
EF141085	99996	Home Builders Advantaage	Rates And Property Related Refunds	30/06/2021	295.00
EF141086	99996	Eliivra Mason	Rates And Property Related Refunds	30/06/2021	379.61
EF141087	99996	Field Conveyancing	Rates And Property Related Refunds	30/06/2021	875.00
EF141088	99996	Lyons Babington Lawyers	Rates And Property Related Refunds	30/06/2021	778.00
EF141089	99996	Valentina Battista	Rates And Property Related Refunds	30/06/2021	1,736.54
EF141090	99996	Rental Management Australia Pty Ltd	Rates And Property Related Refunds	30/06/2021	936.00
EF141091	99996	June Soriao	Rates And Property Related Refunds	30/06/2021	2,495.78
EF141092	99996	Spg Display Developments Pty Ltd	Rates And Property Related Refunds	30/06/2021	212.00
EF141093	99996	D & D Limestone	Rates And Property Related Refunds	30/06/2021	56.65
EF141094	99996	Amelia Tayone	Rates And Property Related Refunds	30/06/2021	56.65
EF141095	99996	Gregory Wilson	Rates And Property Related Refunds	30/06/2021	56.65
EF141096	99996	Allcolour Holdings Pty Ltd T/A Abel Roof	Rates And Property Related Refunds	30/06/2021	56.65
EF141097	99996	Shannon Investments	Rates And Property Related Refunds	30/06/2021	56.65
EF141098	99996	Sarah Yeoh	Rates And Property Related Refunds	30/06/2021	150.00
EF141099	99996	Steven Hecker	Rates And Property Related Refunds	30/06/2021	56.65
EF141100	99996	Trojan Patios And Sheds Pty Ltd	Rates And Property Related Refunds	30/06/2021	56.65
EF141101	10047	Alinta Energy	Natural Gas & Electricity Supply	30/06/2021	20.20
EF141102	11794	Synergy	Electricity Usage/Supplies	30/06/2021	58,290.81
EF141103	12025	Telstra Corporation	Communications Services	30/06/2021	16,514.52
EF141104	10006	A D Coote & Co	Flagpoles	30/06/2021	7,352.40
EF141105	10118	Australia Post	Postage Charges	30/06/2021	25,523.10
EF141106	10207	Boc Gases	Gas Supplies	30/06/2021	231.84
EF141107	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	30/06/2021	22,584.83
EF141108	10226	Bridgestone Australia Ltd	Tyre Services	30/06/2021	29,855.56
EF141109	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	30/06/2021	2,484.51
EF141110	10255	Cabcharge Australia Pty Ltd	Cabcharges	30/06/2021	1,424.18
EF141111	10279	Castrol Australia Pty Ltd	Grease/Lubricants	30/06/2021	2,713.99
EF141112	10292	Chadson Engineering Pty Ltd	Medical Supplies	30/06/2021	97.35
EF141113	10333	Cjd Equipment Pty Ltd	Hardware Supplies	30/06/2021	873.41
EF141114	10338	Cleanaway Pty Ltd	Waste Disposal Services	30/06/2021	1,357.72
EF141115	10359	Cockburn Painting Service	Painting Supplies/Services	30/06/2021	10,890.00
EF141116	10368	Cockburn Wetlands Education Centre	Community Grant	30/06/2021	490.00
EF141117	10375	Veolia Environmental Services	Waste Services	30/06/2021	2,519.75
EF141118	10384	Progility Pty Ltd	Communication Services	30/06/2021	11,150.48
EF141119	10483	Landgate	Mapping/Land Title Searches	30/06/2021	11,022.79
EF141120	10528	Easifleet	Vehicle Lease	30/06/2021	90.43
EF141121	10535	Workpower Incorporated	Employment Services - Planting	30/06/2021	39,792.18
EF141122	10537	Edartsupplies	Art/Craft Supplies	30/06/2021	114.74
EF141123	10589	Fines Enforcement Registry	Fines Enforcement Fees	30/06/2021	14,938.00
EF141124	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	30/06/2021	1,038.73
EF141125	10597	Flexi Staff Pty Ltd	Employment Services	30/06/2021	8,229.52
EF141126	10628	Fremantle Sailing Club Inc	Function/Catering Services	30/06/2021	5,000.00
EF141127	10655	Ghd Pty Ltd	Consultancy Services	30/06/2021	126,495.60
EF141128	10683	Gronbek Security	Locksmith Services	30/06/2021	2,613.45
EF141129	10768	Institute Of Public Works Engineering Aust - Wa Inc	Membership Fees	30/06/2021	1,720.00
EF141130	10787	Jandakot Accident Repair Centre	Panel Beating Services	30/06/2021	1,000.00
EF141131	10794	Jason Signmakers	Signs	30/06/2021	1,265.71

EF141132	10888	Lj Caterers	Catering Services	30/06/2021	10,689.69
EF141133	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	30/06/2021	2,907.48
EF141134	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	30/06/2021	331.36
EF141135	10938	Mrp Pest Management	Pest & Weed Management	30/06/2021	2,210.91
EF141136	10942	Mcgees Property	Property Consultancy Services	30/06/2021	1,650.00
EF141137	10944	Mcleods	Legal Services	30/06/2021	33,373.59
EF141138	10991	Beacon Equipment	Mowing Equipment	30/06/2021	6,682.60
EF141139	11036	Northlake Electrical Pty Ltd	Electrical Services	30/06/2021	104,856.91
EF141140	11152	Fulton Hogan Industries Pty Ltd	Road Maintenance	30/06/2021	4,882.90
EF141141	11177	Pitney Bowes Australia Pty Ltd	Gis Software	30/06/2021	366.52
EF141142	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	30/06/2021	2,405.70
EF141143	11208	Quick Corporate Australia	Stationery/Consumables	30/06/2021	5,032.04
EF141144	11235	Reinforced Concrete Pipes Pty Ltd	Concrete Pipe Supplies	30/06/2021	214.50
EF141145	11307	Satellite Security Services Pty Ltd	Security Services	30/06/2021	3,953.83
EF141146	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	30/06/2021	1,749.30
EF141147	11333	Shelford Constructions Pty Ltd	Construction Services	30/06/2021	1,206,330.76
EF141148	11334	Shenton Pumps	Pool Equipment/Services	30/06/2021	179.30
EF141149	11447	Spearwood Dalmatinac Club Inc	Community Grant	30/06/2021	23,293.50
EF141150	11511	Statewide Bearings	Bearing Supplies	30/06/2021	611.47
EF141151	11556	Technifire 2000	Fire Fighting Equipment	30/06/2021	719.13
EF141152	11557	Technology One Ltd	It Consultancy Services	30/06/2021	2,156.00
EF141153	11625	Nutrien Water	Reticulation Supplies	30/06/2021	537.05
EF141154	11699	Vernon Design Group	Architectural Services	30/06/2021	1,105.00
EF141155	11701	Vibra Industrial Filtration Australasia	Filter Supplies	30/06/2021	819.94
EF141156	11710	Volunteering Wa	Subscriptions	30/06/2021	550.00
EF141157	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	30/06/2021	2,861.80
EF141158	11739	Wa Spit Roast Company	Catering Services	30/06/2021	6,368.35
EF141159	11787	Department Of Transport	Vehicle Search Fees	30/06/2021	2,140.90
EF141160	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	30/06/2021	90,966.50
EF141161	11795	Western Power	Street Lighting Installation & Service	30/06/2021	1,320.00
EF141162	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	30/06/2021	2,105.08
EF141163	11828	Worldwide Online Printing - O'connor	Printing Services	30/06/2021	1,645.04
EF141164	11854	Zipform Pty Ltd	Printing Services	30/06/2021	7,012.50
EF141165	11873	Wattleup Tractors	Hardware Supplies	30/06/2021	456.54
EF141166	12018	O'connor Lawnmower & Chainsaw Centre	Mowing Equipment/Parts/Services	30/06/2021	195.00
EF141167	12024	Access Office Industries	Furniture - Storage	30/06/2021	7,075.20
EF141168	12028	City Of Armadale	Animal Disposal Services	30/06/2021	267.36
EF141169	12153	Hays Personnel Services Pty Ltd	Employment Services	30/06/2021	29,618.14
EF141170	12191	Csd Network	Design Workshops	30/06/2021	29,562.72
EF141171	12320	Mundaring Garden Centre	Plant Supplies	30/06/2021	5,273.90
EF141172	12589	Australian Institute Of Management	Training Services	30/06/2021	2,064.00
EF141173	12711	Bank Of I.D.E.A.S.	Training Services	30/06/2021	5,500.00
EF141174	13462	Ati-Mirage Pty Ltd	Training Services	30/06/2021	2,280.00
EF141175	13558	Engineering Technology Consultants	Consultants Services	30/06/2021	654.50
EF141176	13563	Green Skills Inc	Employment Services	30/06/2021	28,261.71
EF141177	13671	Winc Australia Pty Ltd	Office/Stationery Supplies	30/06/2021	24.27
EF141178	13779	Porter Consulting Engineers	Engineering Consultancy Services	30/06/2021	9,900.00
EF141179	13825	Jackson Mcdonald	Legal Services	30/06/2021	39,683.60

EF141180	14297	Artref Pty Ltd	Printing Cartridges	30/06/2021	237.01
EF141181	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	30/06/2021	13,167.00
EF141182	15098	Brook & Marsh Pty Ltd	Surveying Services	30/06/2021	13,584.00
EF141183	15271	Ple Computers Pty Ltd	Computer Hardware	30/06/2021	39.72
EF141184	15393	Stratagreen	Hardware Supplies	30/06/2021	5,401.37
EF141185	15513	National In Home Child Care Association	Membership	30/06/2021	250.00
EF141186	15550	Apaca Aid Inc	Plants & Landscaping Services	30/06/2021	20,987.78
EF141187	15588	Natural Area Consulting Management Services	Weed Spraying	30/06/2021	82,398.93
EF141188	15609	Catalyse Pty Ltd	Consultancy Services	30/06/2021	6,622.00
EF141189	15746	Western Australia Police Service	Police Clearances	30/06/2021	400.80
EF141190	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	30/06/2021	885.50
EF141191	15868	Cardno (Wa) Pty Ltd	Consultancy Services - Engineering	30/06/2021	14,015.69
EF141192	15895	Royal Wolf Trading Australia Pty Ltd	Container Hire	30/06/2021	381.60
EF141193	15916	1Spatial Australia Pty Ltd	Annual Software Subscription	30/06/2021	3,102.00
EF141194	16064	Cms Engineering	Airconditioning Services	30/06/2021	21,584.64
EF141195	16384	Bull Motor Bodies	Motor Bodies	30/06/2021	2,172.50
EF141196	16396	Mayday Earthmoving	Road Construction Machine Hire	30/06/2021	17,343.15
EF141197	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	30/06/2021	657.65
EF141198	16846	Action Glass & Aluminium	Glazing Services	30/06/2021	9,768.94
EF141199	16985	Wa Premix	Concrete Supplies	30/06/2021	6,476.58
EF141200	17279	Aussie Cool Shades Sails Awnings & Home Security	Shade Sails & Awnings	30/06/2021	50,490.00
EF141201	17343	Rac Businesswise	Membership Subscription	30/06/2021	10,520.95
EF141202	17345	Kennards Hire - Myaree	Equipment Hire	30/06/2021	147.98
EF141203	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	30/06/2021	3,983.18
EF141204	17600	Lightforce Asset Pty Ltd (Erections!)	Guard Rails	30/06/2021	4,587.00
EF141205	17827	Nilsen (Wa) Pty Ltd	Electrical Services	30/06/2021	82.50
EF141206	18126	Dell Australia Pty Ltd	Computer Hardware	30/06/2021	308.00
EF141207	18203	Natsync Environmental	Pest Control	30/06/2021	4,125.00
EF141208	18286	Iw Projects Pty Ltd	Consultancy Services - Civil Engineering	30/06/2021	8,671.75
EF141209	18611	Perth Nrm	Natural Resource Mgt Services	30/06/2021	5,500.00
EF141210	18763	Local Community Insurance Services (Part Of Jlt Group)	Community Insurance Policies	30/06/2021	671.00
EF141211	19533	Woolworths Ltd	Groceries	30/06/2021	1,671.22
EF141212	19821	Structerre Consulting	Structural Design Consultancy Services	30/06/2021	4,400.00
EF141213	20146	Data#3 Limited	Contract It Personnel & Software	30/06/2021	118,504.59
EF141214	20247	Da Christie Pty Ltd	Parks & Recreational Products	30/06/2021	1,222.10
EF141215	20321	Riverjet Pty Ltd	Educting-Cleaning Services	30/06/2021	21,318.00
EF141216	20535	Home-Grown Theatre	Drama Classes	30/06/2021	3,630.00
EF141217	21127	Joanna Ayckbourn (Voices In Sinc)	Instruction - Singing	30/06/2021	450.00
EF141218	21291	The Worm Shed	Environmental Education	30/06/2021	2,760.00
EF141219	21294	Cat Haven	Animal Services	30/06/2021	4,155.25
EF141220	21397	The Play Room O'connor	Toys And Games	30/06/2021	499.98
EF141221	21469	John Hughes Volkswagon	Purchase Of New Vehicle	30/06/2021	24,219.81
EF141222	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	30/06/2021	296.60
EF141223	21678	Iannello Designs	Graphic Design	30/06/2021	990.00
EF141224	21744	Jb Hi Fi - Commercial	Electronic Equipment	30/06/2021	4,027.00
EF141225	21853	Nearmap Pty Ltd	Computer Software - Photomaps	30/06/2021	22,000.00
EF141226	21946	Ryan's Quality Meats	Meat Supplies	30/06/2021	599.09
EF141227	22106	Intelife Group	Services - Daip	30/06/2021	4,991.87

EF141228	22119	Bindi Bindi Dreaming Marissa Verma	Consult - Aboriginal Education/Ent	30/06/2021	1,100.00
EF141229	22553	Brownes Food Operations	Catering Supplies	30/06/2021	501.15
EF141230	22569	Sonic Health Plus Pty Ltd	Medical Services	30/06/2021	3,203.20
EF141231	22613	Vicki Royans	Artistic Services	30/06/2021	450.00
EF141232	22619	Ksc Training	Training Services	30/06/2021	1,368.00
EF141233	22623	Landmark Products Ltd	Landscape Infrastructure	30/06/2021	4,180.00
EF141234	22624	Aussie Earthworks Pty Ltd	Earthworks	30/06/2021	20,104.15
EF141235	22639	Shatish Chauhan	Training Services - Yoga	30/06/2021	2,070.00
EF141236	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	30/06/2021	8,195.91
EF141237	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	30/06/2021	16,460.31
EF141238	22749	People Solutions Australasia Pty Ltd	Consultancy Services - Hr	30/06/2021	2,805.00
EF141239	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	30/06/2021	45,122.98
EF141240	22874	Economic Development Australia Ltd	Conference/Events	30/06/2021	2,200.00
EF141241	22913	Opal Australian Paper	Envelopes	30/06/2021	303.60
EF141242	23253	Kott Gunning Lawyers	Legal Services	30/06/2021	7,116.66
EF141243	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	30/06/2021	5,033.15
EF141244	23457	Totally Workwear Fremantle	Clothing - Uniforms	30/06/2021	4,550.45
EF141245	23570	A Proud Landmark Pty Ltd	Landscape Construction Services	30/06/2021	46,280.30
EF141246	23579	Daimler Trucks Perth	Purchase Of New Truck	30/06/2021	547.62
EF141247	23849	Construction Equipment Australia	Plant/Machinery Purchase & Maintenance	30/06/2021	961.30
EF141248	23930	West Bin	Hook Truck Hire	30/06/2021	10,770.49
EF141249	23971	Find Wise Location Services	Locating Services - Underground	30/06/2021	749.10
EF141250	24128	Bang The Table	Website Design	30/06/2021	24,200.00
EF141251	24193	Avantgarde Technologies Pty Ltd	Consultancy Services	30/06/2021	2,792.61
EF141252	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	30/06/2021	3,305.26
EF141253	24506	Amaranti's Personal Training	Personal Training Services	30/06/2021	600.00
EF141254	24655	Automasters Spearwood	Vehicle Servicing	30/06/2021	5,095.05
EF141255	24734	Myriad Images	Photography Services	30/06/2021	165.00
EF141256	24736	Zenien	Cctv Camera Licences	30/06/2021	6,353.21
EF141257	24816	Consolidated Training Services	Training Services	30/06/2021	1,470.00
EF141258	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	30/06/2021	3,508.76
EF141259	24945	Ns Projects Pty Ltd	Project Management Services	30/06/2021	7,150.00
EF141260	24978	Ambius	Plants Supplies	30/06/2021	155.58
EF141261	25002	Brain Ambulance Pty Ltd	Education Services	30/06/2021	5,390.00
EF141262	25121	Imagesource Digital Solutions	Billboards	30/06/2021	198.00
EF141263	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscape Services	30/06/2021	522.50
EF141264	25264	Acurix Networks Pty Ltd	Wifi Access Service	30/06/2021	165.00
EF141265	25323	Cadds Group Pty Td	Building Surveying Services	30/06/2021	2,134.99
EF141266	25415	Jandakot Stock & Pet Supplies	Pet Supplies	30/06/2021	19.95
EF141267	25418	Cs Legal	Legal Services	30/06/2021	3,699.91
EF141268	25586	Envirovap Pty Ltd	Hire Of Leachate Units	30/06/2021	17,847.50
EF141269	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	30/06/2021	800.00
EF141270	25713	Discus On Demand The Trustee For Discus On Demand Unit Trust	Printing Services	30/06/2021	1,081.30
EF141271	25733	Miracle Recreation Equipment	Playground Installation / Repairs	30/06/2021	528.00
EF141272	25822	Fit2work.Com.Au Mercury Search And Selection Pty Ltd	Employee Check	30/06/2021	76.78
EF141273	25940	Leaf Bean Machine	Coffee Bean Supply	30/06/2021	220.00
EF141274	25962	All Lines	Linemarking Services	30/06/2021	1,100.00
EF141275	26029	Autosweep Wa	Sweeping Services	30/06/2021	836.00

EF141276	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	30/06/2021	220,237.15
EF141277	26314	Cpe Group	Temporary Employment Services	30/06/2021	5,718.36
EF141278	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	30/06/2021	687.30
EF141279	26423	Alpha Pest Animal Solutions Invasive Species Pty Ltd	Pest Control Services	30/06/2021	2,382.60
EF141280	26442	Bullant Security Pty Ltd Key West Lock Service & Sales	Locksmith & Security Services	30/06/2021	58.60
EF141281	26470	Scp Conservation	Fencing Services	30/06/2021	15,510.00
EF141282	26516	Ultimate Limestone	Construction Services	30/06/2021	72,490.00
EF141283	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	30/06/2021	1,105.33
EF141284	26574	Eva Bellydance	Entertainment - Belly Dancing	30/06/2021	300.00
EF141285	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	30/06/2021	77,864.94
EF141286	26614	Marketforce Pty Ltd	Advertising	30/06/2021	30,456.18
EF141287	26618	Global Spill Control Pty Ltd	Road Safety Products	30/06/2021	3,096.04
EF141288	26679	La Mint Events & Catering	Catering	30/06/2021	2,872.10
EF141289	26709	Talis Consultants Pty Ltd	Waste Consultancy	30/06/2021	26,098.05
EF141290	26721	Quad Services Pty Ltd	Cleaning Services	30/06/2021	21,630.76
EF141291	26735	Shane McMaster Surveys	Survey Services	30/06/2021	2,002.00
EF141292	26739	Kerb Doctor	Kerb Maintenance	30/06/2021	9,567.58
EF141293	26745	Embroidme Myaree	Embroidery	30/06/2021	173.80
EF141294	26754	Insight Call Centre Services	Call Centre Services	30/06/2021	6,747.29
EF141295	26773	Laser Corps Combat Adventruers	Entry Fees	30/06/2021	655.04
EF141296	26782	Soft Landing	Recycling Services	30/06/2021	1,696.71
EF141297	26812	Brooks Choice Removals	Removalists	30/06/2021	8,860.50
EF141298	26836	Grey Means Well	Catering - Coffee - Mobile	30/06/2021	500.00
EF141299	26846	Visibility Limited	Disability Services	30/06/2021	1,358.54
EF141300	26848	Melanie Maclou	Artistic Services	30/06/2021	500.00
EF141301	26883	Gta Consultants	Transport Planning	30/06/2021	1,265.61
EF141302	26884	People On Bicycles	Training - Bicycle Classes	30/06/2021	297.00
EF141303	26888	Media Engine	Graphic Design, Marketing, Video Product	30/06/2021	7,455.00
EF141304	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	30/06/2021	13,162.28
EF141305	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	30/06/2021	11,088.00
EF141306	26904	Green Services	Sustainability Education For Households	30/06/2021	1,120.00
EF141307	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	30/06/2021	3,618.60
EF141308	26923	Woodlands	Rubbish Collection Equipment	30/06/2021	9,308.18
EF141309	26938	Majestic Plumbing	Plumbing Services	30/06/2021	56,098.41
EF141310	26939	Udla	Landscape Architecture And Urban Design	30/06/2021	3,426.50
EF141311	26940	Floorwest Pty Ltd	Floor Coverings	30/06/2021	10,780.00
EF141312	26946	Av Truck Services Pty Ltd	Truck Dealership	30/06/2021	3,092.36
EF141313	26957	Jbs & G Australia Pty Ltd	Consultancy - Enviromental	30/06/2021	1,320.00
EF141314	26981	Perth Market Research	Event Analysis And Community Market Rese	30/06/2021	10,846.00
EF141315	26982	Plantrite	Plants	30/06/2021	52,191.27
EF141316	26983	Hitech Sports Pty Ltd	Sporting Equipment	30/06/2021	2,780.80
EF141317	26988	Bladon Wa Pty Ltd	Promotional Products	30/06/2021	3,805.45
EF141318	27006	Bibra Lake Iga Xpress	Liquor Supplies	30/06/2021	449.85
EF141319	27010	Quantum Building Services Pty Ltd	Building Maintenance	30/06/2021	111,102.43
EF141320	27011	Baileys Marine Fuel Australia	Fuel	30/06/2021	339.68
EF141321	27015	Intelli Trac	Gps Tracking	30/06/2021	2,491.50
EF141322	27028	Technogym Australia Pty Ltd	Fitness Equipment	30/06/2021	1,980.00
EF141323	27032	Wtp Australia Pty Ltd	Quantity Surveyors	30/06/2021	2,574.00

EF141324	27034	Adelby Pty Ltd	Firebreak Construction	30/06/2021	6,710.00
EF141325	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	30/06/2021	1,562.28
EF141326	27054	Vocus Pty Ltd	Telecommunications	30/06/2021	2,323.20
EF141327	27065	Westbooks	Books	30/06/2021	441.15
EF141328	27072	Nordic Fitness Equipment	Fitness Equipment	30/06/2021	2,970.00
EF141329	27080	Task Exchange Pty Ltd	Computer Software	30/06/2021	13,807.20
EF141330	27082	Kulbardi Pty Ltd	Stationery Supplies	30/06/2021	272.25
EF141331	27098	Q2 (Q-Squared)	Digital Data Service	30/06/2021	2,640.00
EF141332	27130	Adline Media Pty Ltd	Digital Marketing & Software Service Pro	30/06/2021	1,670.41
EF141333	27143	Embroidme Success	Embroidery Services	30/06/2021	363.00
EF141334	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	30/06/2021	64,993.28
EF141335	27177	Initial Hygiene	Hygiene	30/06/2021	8,687.51
EF141336	27184	Birdlife Australia Western Australia	Conservation Projects And Education	30/06/2021	165.00
EF141337	27189	Healthstrong Pty Ltd	Home Care	30/06/2021	660.00
EF141338	27198	Green Promotions Pty Ltd	Promotional Supplies	30/06/2021	2,240.00
EF141339	27204	Cohera-Tech Pty Ltd	People Counting Systems	30/06/2021	1,440.00
EF141340	27205	Cameron Chisholm Nicol	Architectural Services	30/06/2021	1,237.50
EF141341	27210	Urban Design Lab	Landscape Design	30/06/2021	480.00
EF141342	27211	Chris Melsom	Urban Planning And Design	30/06/2021	1,140.00
EF141343	27219	Exercise And Sports Science Australia Ltd	Heal Licensor	30/06/2021	2,910.00
EF141344	27241	Landscape Elements	Landscaping Services	30/06/2021	4,840.00
EF141345	27246	Veale Auto Parts	Spare Parts Mechanical	30/06/2021	3,568.50
EF141346	27247	Oban Group	Building Maintenance	30/06/2021	44,518.93
EF141347	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	30/06/2021	525.40
EF141348	27334	Westcare Print	Printing Services	30/06/2021	253.00
EF141349	27374	Southern Cross Cleaning	Commercial Cleaning	30/06/2021	10,643.82
EF141350	27377	Accidental Health And Safety - Perth	First Aid Supplies	30/06/2021	333.61
EF141351	27379	Esri Australia Pty Ltd	Gis Software	30/06/2021	22,308.00
EF141352	27381	Fit For Life Exercise Physiology	Exercise Classes	30/06/2021	1,980.00
EF141353	27385	Programmed Electrical Technologies	Electrical Services	30/06/2021	300.00
EF141354	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	30/06/2021	32.85
EF141355	27401	Emprise Mobility	Mobility Equipment	30/06/2021	2,918.00
EF141356	27406	Straker Pty Ltd	Translation Services	30/06/2021	3,408.92
EF141357	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	30/06/2021	7,608.15
EF141358	27427	Home Chef	Cooking/Food Services	30/06/2021	549.80
EF141359	27455	Site Protective Services	Cctv Parts	30/06/2021	121,113.34
EF141360	27463	Agile Dogs	Dog Training	30/06/2021	2,175.00
EF141361	27479	Vital Interpreting Personnel	Translating Services	30/06/2021	775.50
EF141362	27482	Billi Australia Pty Ltd	Water Filter Taps	30/06/2021	873.40
EF141363	27499	Hodge Collard Preston Architects	Architects	30/06/2021	18,022.40
EF141364	27507	Facilities First Australia Pty Ltd	Cleaning Services	30/06/2021	5,814.98
EF141365	27512	Agent Sales & Services Pty Ltd	Pool Chemicals	30/06/2021	5,580.30
EF141366	27523	Robert Lawrence Toohey	High Pressure Cleaning	30/06/2021	4,333.50
EF141367	27531	Simplylogical.Net	Software System	30/06/2021	10,677.20
EF141368	27538	National Disability Services	Ngo	30/06/2021	252.00
EF141369	27546	Bpa Engineering	Consultancy - Engineering	30/06/2021	742.50
EF141370	27567	Chorus Australia Limited	Health Care Services	30/06/2021	72.60
EF141371	27579	Travis Hayto Photography	Photography Services	30/06/2021	2,475.00

EF141372	27609	Lady Latte	Coffee Vendor	30/06/2021	500.00
EF141373	27622	Truegrade Medical Supplies	Medical Supplies	30/06/2021	6,555.69
EF141374	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	30/06/2021	5,494.50
EF141375	27646	The Trustee For Sas Unit Trust (Site Architecture Studio)	Architectural Services	30/06/2021	4,136.00
EF141376	27657	Positive Balance Massage	Massage Therapy	30/06/2021	300.00
EF141377	27675	Wgawa Pty Ltd	Consultancy Engineering	30/06/2021	2,231.68
EF141378	27695	Qtm Pty Ltd	Traffic Management	30/06/2021	24,831.05
EF141379	27720	Bj Systems	Security Services	30/06/2021	782.90
EF141380	27722	Metra Australia	Software	30/06/2021	2,303.10
EF141381	27733	Midnight Tuesday	Artistic	30/06/2021	18,701.00
EF141382	27734	Ecocene	Environmental Management Information Sys	30/06/2021	7,700.00
EF141383	27767	Altus Group Consulting Pty Ltd	Surveying Services	30/06/2021	2,200.00
EF141384	27794	Domus Nursery	Plant Nursery	30/06/2021	237.05
EF141385	27797	City Lift Services Pty Ltd	Lift Maintenance	30/06/2021	4,757.50
EF141386	27804	Redfish Technologies	Audio Visual Systems	30/06/2021	3,623.40
EF141387	27809	Ra-One Pty Ltd	Software	30/06/2021	13,200.00
EF141388	27829	Smec Australia Pty Ltd	Consultancy - Engineering	30/06/2021	53,671.20
EF141389	27842	Light House Laundry	Laundry	30/06/2021	163.57
EF141390	27850	Dowsing Group Pty Ltd	Concreting Services	30/06/2021	75,755.30
EF141391	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	30/06/2021	11,781.00
EF141392	27863	Carers Plus	Nursing Services	30/06/2021	476.08
EF141393	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	30/06/2021	6,462.50
EF141394	27869	Select Fresh Pty Ltd	Food Supplie,Fruit & Veg	30/06/2021	222.86
EF141395	27875	Town Team Movement	Public Engagement	30/06/2021	1,980.00
EF141396	27882	Eco Action	Environmental Workshops	30/06/2021	1,961.00
EF141397	27894	Homecare Physiotherapy	Healthcare	30/06/2021	6,208.75
EF141398	27913	Emerge Associates	Environmental Consulting	30/06/2021	398.75
EF141399	27914	Fleetcare	Software	30/06/2021	2,520.00
EF141400	27917	Go Doors Advanced Automation	Door Maintenance & Repair	30/06/2021	14,042.83
EF141401	27923	Mental Health First Aid Australia	Training	30/06/2021	216.90
EF141402	27930	Be Projects (Wa) Pty Ltd	Construction Services	30/06/2021	188,212.58
EF141403	27947	Warrang-Bridil	Cultural Awareness Training	30/06/2021	2,000.00
EF141404	27953	Truckline	Spare Parts, Truck/Trailer	30/06/2021	56.93
EF141405	27963	Buffalo Solutions	Training	30/06/2021	2,288.00
EF141406	27965	Stantec Australia Pty Ltd	Engineering Services	30/06/2021	1,526.25
EF141407	27984	Sabrina Fenwick	Excercise Classes	30/06/2021	640.00
EF141408	27989	Imco Australasia	Concrete Products	30/06/2021	7,101.60
EF141409	27995	Working On Fire Planning Pty Ltd	Bushfire Planning And Design	30/06/2021	5,390.00
EF141410	28001	Corsign Wa Pty Ltd	Sign Making Material	30/06/2021	86.90
EF141411	28003	Taylor Made Design	Graphic Design	30/06/2021	220.00
EF141412	28015	Imprint Plastic	Badges	30/06/2021	306.35
EF141413	28025	The Nappy Guru	Nappy Workshops	30/06/2021	300.00
EF141414	28027	Likeable Creative Pty Ltd	Marketing/Advertising	30/06/2021	8,800.00
EF141415	28031	Brandon's Shredding Boxes	Recycling	30/06/2021	30.00
EF141416	28034	Visual Workwear	Ppe	30/06/2021	458.04
EF141417	28040	O2 Marine	Aerial Photogrammetry	30/06/2021	16,769.50
EF141418	28043	Veris Australia Pty Ltd	Survey Services	30/06/2021	2,541.00
EF141419	28044	Stem 2 Stern Marine	Marine Services	30/06/2021	1,100.00

EF141420	28049	Copy Magic	Printing Services	30/06/2021	2,380.40
EF141421	28055	Alison Bannister Career Coaching	Career Coaching	30/06/2021	495.00
EF141422	28059	Tredwell Management Services	Sport And Recreation Planning	30/06/2021	16,434.00
EF141423	28061	Go2cup	Paper Cups	30/06/2021	160.60
EF141424	28065	Australian Hvac Services Pty Ltd	Hvac	30/06/2021	139,876.00
EF141425	28078	Crayon Australia Pty Ltd	Licensing	30/06/2021	15,400.00
EF141426	28086	Gfg Consulting	Consultancy	30/06/2021	1,869.21
EF141427	28106	Centre For Accessibility Australia	Digital Accessibility	30/06/2021	8,965.00
EF141428	28114	Crawlin Crocodile	Art And Design	30/06/2021	2,880.00
EF141429	28115	Survitec	Safety And Survival Equipment	30/06/2021	51.70
EF141430	28121	Zal Kanga	Photography Services	30/06/2021	605.00
EF141431	28130	Geoffrey London Architectural Consultant	Architectural Consultant	30/06/2021	960.00
EF141432	28136	Shore Water Marine Pty Ltd	Inspection Fees	30/06/2021	507.10
EF141433	28139	Advance Scanning Services	LOCATING SERVICES - Cables/Pipes Etc.	30/06/2021	1,320.00
EF141434	28157	Patti The Pig (Michael Caruso)	LIBRARY EQUIPMENT/SUPPLIES	30/06/2021	780.00
EF141435	28159	Intelligent Rfid Solutions	Rfid Software	30/06/2021	9,220.20
EF141436	28164	Aaro Group Pty Ltd	Drainage Services	30/06/2021	49,884.38
EF141437	28167	Press Reader International Limited	Subscriptions	30/06/2021	12,000.00
EF141438	28170	Bark Environmental	BUSHLAND MAINTENANCE SERVICES	30/06/2021	27,940.00
EF141439	28173	David Barr	ARCHITECTURAL SERVICES	30/06/2021	436.36
EF141440	28177	Patron Point Inc	LICENCE - Software	30/06/2021	13,500.00
EF141441	28178	Core Security Group Pty Ltd	Training	30/06/2021	7,200.00
EF141442	28180	Ecocycle Pty Ltd	Recycling Services	30/06/2021	150.93
EF141443	28186	Oracle Corporation Australia Pty Ltd	Software	30/06/2021	12,928.79
EF141444	28188	Technologically Speaking	WORKSHOP	30/06/2021	500.00
		TOTAL OF 883 EFT PAYMENTS			12,492,409.21
		LESS: CANCELLED EFT PAYMENTS:			
EF140197	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	2/06/2021	- 153.16
EF140391	24193	Avantgarde Technologies Pty Ltd	Consultancy Services	2/06/2021	- 7,032.02
EF140579	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	17/06/2021	- 153.16
EF140973	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/06/2021	- 50.00
					- 7,388.34
		TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)			12,485,020.87
		ADD: BANK FEES			
		BPAY BATCH FEE			14.07
		MERCHANT FEES COC			4,635.60
		MERCHANT FEES MARINA			297.45
		MERCHANT FEES ARC			3,284.19
		MERCHANT FEES VARIOUS OUT CENTRES			1,045.46
		NATIONAL BPAY CHARGE			1,742.08
		RTGS/ACLR FEE			-



	NAB TRANSACT FEE			337.35
	MERCHANDISE / OTHER FEES			
				11,356.20
	ADD: CREDIT CARD PAYMENTS			88,880.32
	ADD: PAYROLL PAYMENTS			
	COC-06/06/21 Pmt 000183928898 City of Cockburn		10/06/2021	36,842.17
	COC-10/06/21 Pmt 000184720405 City of Cockburn		23/06/2021	1,519,011.91
	COC-11/06/21 Pmt 000183952749 City of Cockburn		11/06/2021	2,844.84
	COC-16/06/21 Pmt 000184258242 City of Cockburn		16/06/2021	314.49
	COC-20/05/21 Pmt 000184210071 City of Cockburn		16/06/2021	26,853.30
	COC-25/06/21 Pmt 000184842071 City of Cockburn		25/06/2021	904.52
	COC-25/06/21 Pmt 000184911793 City of Cockburn		25/06/2021	244.07
	COC-26/05/21 Pmt 000183833077 City of Cockburn		9/06/2021	1,479,918.45
	274713412091606001 SuperChoice P/L CITY OF COCKBURN		16/06/2021	2,027.37
	274713412091606003 SuperChoice P/L CITY OF COCKBURN		16/06/2021	1,322.48
	274713412092306001 SuperChoice P/L CITY OF COCKBURN		23/06/2021	78.83
				3,070,362.43
	TOTAL PAYMENTS MADE FOR THE MONTH			15,655,619.82



May 2021 Credit Card	
Card Holder	Amount
ADRIANNE VASILE	10,325.91
ALEXANDRA K MORTON	3,154.59
ALISON WATERS	2,000.00
ANDREW TOMLINSON	13.33
ANTON LEES	513.17
ASANKA VIDANAGE	200.30
BENJAMIN ROSER	1,232.81
BENJAMIN TANOVA	136.15
CASSANDRA COOPER	445.50
CHRISTOPHER BEATON	597.30
COLLEEN MILLER	87.40
COURTNEE THOMSON	365.15
DEAN BURTON	512.30
DEBORAH RIGBY	284.30
FIONA LOGAN	1,975.57
JAYNE MCENIRY	671.50
KAREN O'REILLY	628.44
KAROLINE JAMIESON	2,256.25
LINDA SEYMOUR	3,326.36
LINDA WALKER	457.70
LORENZO SANTORIELLO	- 19.85
LYNETTE SPEARING	7,867.12
MICHAEL EMERY	565.83
MIRANDO RADJA	127.29
MISS JESSICA DONALD	1,391.41
MISS KAYLA MALONEY	4,815.98
MISS SARAH J WHITELEY	717.63
MR ANTONIO NATALE	2,646.70
MR BRETT FELLOWS	900.20
MR C MACMILLAN	73.00
MR CLIFFORD RYAN	1,658.97
MR CLIVE J CROCKER	1,633.19
MR DANIEL ARNDT	39.83
MR DONALD M GREEN	38.00
MR GLEN WILLIAMSON	90.25
MR GLENN PETHICK	1,005.91
MR JOHN WEST	100.00
MR LYALL DAVIESON	74.55
MR NELSON MAURICIO	2,369.15
MR NICHOLAS JONES	934.27
MR S ATHERTON	616.72
MRS GLORIA ASKANDER	1,872.65
MRS KIM HUNTER	1,818.75
MRS S SEYMOUR-EYLES	1,163.79
MRS SANDRA TAYLOR	1,331.70
MRS SARAH KAHLE	52.03
MS BARBARA FREEMAN	1,940.59
MS CAROLINE LINDSAY	3,929.86
MS CLARE COURTAULD	792.87
MS DONNA JORDAN	26.60
MS GAIL M BOWMAN	134.30
MS JILL ZUMACH	248.05
MS MICHELLE CHAMPION	1,644.64
MS SAMANTHA BARON	697.13
MS SAMANTHA STANDISH	653.54
MS SANDRA EDGAR	857.83
MS SIMONE SIEBER	3,414.06
PASCAL BALLEY	935.00
PAUL DANIEL NORLIN	1,331.90
SANDRA SWANN	1,936.45
STEVEN JOHN ELLIOT	1,203.65
STUART DOWNING	5,067.39
WILLIAM MARCHBANK	997.36
Total	88,880.32



14.2 (2021/MINUTE NO 0135) Monthly Financial Report - June 2021

Author(s) N Mauricio

Attachments

1. Monthly Financial Report 30 June 21 [↓](#)
2. Funding Justification - Coastal Projects [↓](#)

RECOMMENDATION

That Council:

- (1) ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of June 2021, as attached to the Agenda;
- (2) ADOPTS a materiality threshold for the 2021-22 financial year of \$300,000 for the purposes of reporting budget variances in accordance with Local Government (Financial Management) Regulation 34 (5);
- (3) AMENDS the FY21 Municipal Budget as detailed in the Monthly Financial Report for June 2021 and summarised below:

Nature	Amount \$	Budget Surplus Impact
Operating Expenditure (EM Budget Contingency)	\$40,000	Decrease
Capital Expenditure	\$40,000	Increase
Net Budget Surplus impact	-	Nil

- (4) AMENDS the FY22 Municipal Budget as follows:
 1. Increase Coogee Beach Jetty Access Ramp (and Surf Club Observation Tower Foundations) construction budget by \$153,000 (funded from Land Development and Investment Reserve).
 2. Contribution towards C. Y. O'Connor Beach Engineered Fringing Reef of \$565,000 (\$350,000 funded from the Land Development and Investment Fund Reserve and \$215,000 funded from a State Government grant).

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Council Decision

MOVED Cr C Terblanche SECONDED Cr P Eva

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0



Background

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

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

1. Details of the composition of the closing net current assets (less restricted and committed assets);
2. Explanation for each material variance identified between 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 or type, statutory program or business unit. The City has chosen to report the information according to nature or type and its organisational business structure.

Local Government (Financial Management) Regulations 1996 - Regulation 34 (5) states "Each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances."

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting. It is proposed that the materiality threshold remain at the current level of \$300,000 for the 2021-22 financial year (FY). This threshold has worked well in the past in highlighting budget variances and prompting remedial action, either being a budget cash flow adjustment or Council adopted budget amendment.

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted to Council each month via this standing agenda item or included in the City's mid-year budget review, as required by legislation.

Submission

N/A



Report

The attached Monthly Financial Report for June 2021 has been prepared in accordance with the Local Government Act and Financial Management Regulations. The following commentary addresses key aspects contained within the report and the City's budgetary performance to the end of the month.

Opening Surplus

The revised budget opening surplus of \$12.17 million comprises the forecast operating surplus of \$2.0 million, carried forward municipal funding for the City's capital program of \$9.88 million and another \$0.29 million representing the end of year surplus variance following audit completion.

Closing Surplus

The City's closing surplus to the end of June is currently \$9.84 million versus a budget of \$49,429. However, with end of financial year processing and audit still to be finalised, this surplus is subject to further adjustment.

It should also be noted that the surplus includes the municipal funding component for those projects required to be carried forward. These are in the process of being determined and will be the subject of a separate report to the September Council meeting.

Preliminary assessment is indicating the final closing surplus position will exceed the funding requirement for carried forward projects, reflecting a level of uncommitted surplus funds.

In preparing the 2021-22 annual budget, it was No surplus brought forward was factored into the 2021-22 annual budget in consideration of uncertainty from potential COVID shutdowns and their impact on the City's revenue and costs.

The extent of any uncommitted funds will be transferred into Council's Reserves in accordance with Council's Corporate Strategic Planning and Budget policy.



Operating Revenue

Operating revenue of \$156.23 million was \$0.72 million ahead of the full year budget. The following table summarises the operating revenue budget performance by nature:

Revenue from operating activities	Amended		YTD Actual (b) \$	Variance (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Rates	108,037,501	108,037,501	107,750,972	(286,529)
Specified Area Rates	550,600	550,600	554,196	3,596
Operating Grants, Subsidies, Contributions	13,792,564	13,792,564	15,435,679	1,643,115
Fees and Charges	30,216,567	30,216,567	30,281,891	65,324
Interest Earnings	1,830,000	1,830,000	1,786,797	(43,203)
Profit/(Loss) on Asset Disposals	1,081,225	1,081,225	424,570	(656,655)
Total	155,508,457	155,508,457	156,234,105	725,648

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

- Rates revenue of \$107.75 million came in \$0.29 million under budget, with ex-gratia rates under by \$0.17 million and part year rating under by \$0.12 million.
- Fees and Charges (\$0.06 million over full year budget);
 - Fees relating to Cockburn Care (aged services) were under budget by \$0.34m.
 - Ranger Services related fees and charges were over budget by \$0.31m, mostly from parking and other infringements.
 - Cockburn ARC revenue of \$10.67m came in under budget by \$0.30m, having been impacted by COVID related lockdowns.
 - Recreation facilities and grounds hire had a favourable budget variance of \$0.19m for the year.
- Operating grants, subsidies and contributions (\$1.64 million over full year budget);
 - The Federal Assistance Grants (FAGS) for 2021-22 were advanced by 50%, resulting in a \$2.25m over performance of the budget.
 - Aged care related services and NDIS grant funding was \$0.43 million under the budget.



Operating Expenditure

Operating expenditure for the year to 30 June of \$150.35 million was under the full year budget by \$3.85 million. The following table summarises the operating expenditure budget variance performance by nature:

Expenditure from operating activities	Amended		YTD Actual (b) \$	Var. \$ (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Employee Costs	(62,270,344)	(62,270,344)	(62,815,322)	(544,978)
Materials and Contracts	(38,190,155)	(38,190,155)	(35,072,699)	3,117,456
Utility Charges	(5,919,371)	(5,919,371)	(6,001,737)	(82,366)
Depreciation on Non-Current Assets	(35,641,134)	(35,641,134)	(35,331,808)	309,326
Interest Expenses	(696,000)	(696,000)	(696,659)	(659)
Insurance Expenses	(1,723,200)	(1,723,200)	(1,681,861)	41,339
Other Expenditure	(9,764,514)	(9,764,514)	(8,750,202)	1,014,312
Total	(154,204,718)	(154,204,718)	(150,350,288)	3,854,430

Expenditure sources were tracking close to YTD budget, other than the following identified material budget variances:

- Employee Costs (\$0.54 million over full year budget)
 - Annual and long service leave accruals added \$0.34m to the budget result across the board, with no material budget variance identified in any of the business units for employee costs.
- Materials and Contracts (\$3.12 million under full year budget):
 - Community Development Services contract expenditure was \$0.92 million under budget, with child-care expenses (-\$0.33m) and Family and Community Development (-\$0.30m) the business units with material variances.
 - Library and Cultural Services was \$0.40m underspent against the budget.
 - The Office of the CEO contract budget was \$0.30m underspent at year's end.
 - Cockburn ARC contract spending was \$0.42 million under the budget, offsetting the loss of revenue.
 - Information Technology overall was under budget by \$0.49 million.
 - Waste Collection contract costs were \$0.52 million under budget for the year.
 - Environment, Parks and Landscape maintenance spending of \$8.46m came in \$0.83m over the full year budget.
 - Fleet Management maintenance costs were \$0.39 million over the full year budget.
 - Facilities maintenance costs of \$4.05m came in \$0.49m over the full year budget, mainly due to administration building and operations centre costs.



- Other Expenditure (\$1.01 million under full year budget)
 - The waste landfill levy total of \$5.60m ended up \$0.54m under budget.
 - The Community Grants program finished the year \$0.33m under budget.

Capital Expenditure

The City's capital expenditure of \$37.19 million against a revised capital budget of \$87.86 million was underspent by 58% (\$50.67m). This result requires a significant works program to be carried forward into next year.

The following table shows the budget performance by asset class:

Capital acquisitions	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Land	2,800,000	2,800,000	280,000	(2,520,000)
Buildings	26,462,282	26,462,282	13,444,037	(13,018,245)
Plant and Equipment	6,207,480	6,207,480	3,747,973	(2,459,507)
Information Technology	2,002,569	2,002,569	1,200,937	(801,632)
Infrastructure - Roads	24,824,148	24,824,148	9,311,286	(15,512,862)
Infrastructure - Drainage	1,885,509	1,885,509	892,046	(993,463)
Infrastructure - Footpath	2,682,285	2,682,285	1,260,351	(1,421,934)
Infrastructure - Parks Hard	7,732,870	7,732,870	4,199,685	(3,533,185)
Infrastructure – Parks Soft	1,825,726	1,825,726	1,152,326	(673,400)
Infrastructure - Landfill Site	5,214,043	5,214,043	1,413,653	(3,800,390)
Infrastructure - Marina	5,852,300	5,852,300	277,932	(5,574,368)
Infrastructure - Coastal	372,473	372,473	15,485	(356,988)
Total	87,861,685	87,861,685	37,195,711	(50,665,974)

The areas with material variances for the month included:

- Buildings - \$13.02 million under budget
 - The building construction program was mostly on track, with the below listed projects the only ones showing material variances. These comprise 79% of the budget variance with most projects in progress:

Project Name	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Wetland Education Centre construction	5,296,843	5,296,843	4,903,211	393,632
Operations Centre upgrade	3,241,494	3,241,494	1,958,668	1,282,826
Malabar Park BMX Facility	1,556,602	1,556,602	15,233	1,541,369
ARC Health and Fitness	550,000	550,000	119,665	430,335



Expansion				
Goodchild Park Upgrades	500,000	500,000	44,506	455,494
Beale Park Redevelopment	430,302	430,302	101,195	329,107
Aboriginal Cultural Centre	523,233	523,233	112,460	410,774
Frankland Park Recreation Centre and Ovals	8,387,988	8,387,988	2,974,912	5,413,076

- Marina Infrastructure – \$5.57 million under budget
 - This budget variance mostly reflects the delayed marina expansion project (\$5.23m variance), which has now been contracted and scheduled to commence construction in August.
- Parks Hard Infrastructure – \$3.53 million under budget
 - The Parks infrastructure capital program was 54.3% complete at year's end, with only the following three projects showing material variances:

Project Name	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Coogee Beach Master Plan	1,513,101	1,513,101	69,739	1,443,362
Len Packham Park Sports Lighting	300,000	300,000	12,470	287,530
Aubin Grove Skate Facility	609,308	609,308	34,049	575,259

- Roads Infrastructure – (\$15.51 million under budget)
 - The road construction program was 37.5% complete, with the following six projects comprising 95% of the underspend variance:

Project Name	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Jandakot Road (Berrigan to Solomon stage 1)	10,696,065	10,696,065	775,111	9,920,954
Hammond Road Branch to Bartram	4,325,475	4,325,475	2,618,758	1,706,717
Rockingham Road and Phoenix Roundabout	1,175,000	1,175,000	33,493	1,141,508
Farrington and North Lake Roads	900,000	900,000	70,828	829,172
Bethesda Car Park – Design and Construct	600,000	600,000	24,930	575,070
Rockingham Road Spearwood to Phoenix	500,000	500,000	1,900	498,100

- Landfill Infrastructure - \$3.80 million under budget
 - \$2.89m of this variance is related to landfill redevelopment planning and works, while the capping of cell 6 came in \$0.69m under budget.



- The \$2.52 million variance for Land assets related to a negotiated delay in settlement on lot 1001 Tindal Ave with WAPC.
- Plant and Equipment (\$2.46 million under budget)
 - Both the major plant replacement program (\$1.99m) and the light fleet replacement program (\$0.36m) underperformed against the full year budget. Plant items totalling \$1.67 million were on order awaiting delivery as at 30 June.
- Although no individual project variances of a material nature were showing for footpaths and drainage infrastructure, both programs were showing an underperformance of 52% against their budgets. This is reflective of both challenges in sourcing resources during the pandemic period and delays in associated roads projects.

Non-Operating Grants, Subsidies and Contributions

The City has received a total of \$5.76 million against the full year budget of \$17.97 million (under by \$12.20m). The following material variances have been identified:

- Grant funding for a variety of road construction projects showing a shortfall of \$8.47 million against the budget due to the underspend in funded projects (timing issue only).
- State grant funding for Frankland Park Recreation Centre was lagging the budget by \$1.32 million, commensurate with the project delivery status.
- Bike Plan budgeted funding was short \$0.62 million, reflective of the project delivery of this program.
- Developer Contribution funding for community infrastructure projects was \$1.44 million behind budget in line with the delivery status of those projects.

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing total reserves held of \$170.60 million (up from \$149.99m last month). These are up a net \$20.82 million on the opening balance at the start of the year.

This is \$25.60 million higher than the budgeted closing position of \$144.99 million, due to the level of reserve funding not utilised within the capital works program and required to be carried forward.

There were transfers into reserves of \$60.56 million for the year, with the mains sources being:

- \$17.10 million into various reserves representing the annual budgeted Municipal transfers for future capital and operational purposes.
- \$9.88 million from surplus funds brought forward from FY20 to cover carried forward projects.



- \$8.04 million transferred to the carried forwards reserve to give effect to Municipal project funding quarantined at the mid-year budget review.
- \$5.76 million relating to Public Open Space cash in lieu contributions (previously in Trust).
- \$7.37 million in Developer Contribution Plan receipts to date this year.
- \$0.74 million into the Land Development and Investment Fund Reserve (comprising net land sales of \$0.48 million and lease revenue on land of \$0.26 million).
- \$1.36 million for the Cockburn Integrated Health and Community Facility building maintenance sinking fund (funded by commercial lease revenue).
- \$1.50 million for the Cockburn ARC building maintenance sinking fund
- \$4.30 million relating to waste collection and disposal operation surpluses.
- \$4.46 million relating to restricted grant and other purpose funds.

Interest earnings of \$0.18 million have also been transferred into those reserves legislatively required to earn interest.

YTD transfers out of reserves to the end of the month were \$39.93 million, mainly comprising:

- \$29.58 million in funding for the capital works program.
- \$0.98m to fund road reserve land acquisitions.
- \$2.16 million in advance FAG grant payments received last financial year.
- \$4.96 million in DCP developer contributions funding for completed eligible works and associated costs.
- The remaining \$2.25 million from a variety of restricted and other operational reserves to fund operations (e.g. SAR's, restricted grants).

Cash and Financial Assets

The City's closing cash and financial assets investment holding at month's end totalled \$203.13 million (down from \$205.78 million last month). This included financial assets (term deposits and investments) of \$198.44 million, with the balance of \$4.69 million representing cash and cash equivalent holdings.

\$176.32 million of these funds were restricted in nature, representing the City's financial reserves and the liability for bonds and deposits. The remaining \$26.81 million represented unrestricted funds available for the City's operating activities and liabilities.

Investment Performance, Ratings and Maturity

The City's term deposit investment portfolio yield continued to fall with this month's annualised result coming in at 0.59 percent (down from 0.62% last month and 0.64% the month before that).



New investments for the month were placed at a rate of between 0.45 and 0.55 percent. The yield for June was on par with the City’s performance target rate of 0.60 percent (RBA cash rate of 0.10% plus 0.50% performance margin) by 0.01 percent.

Interest earned from investments of \$1.79 million was \$0.04m under the full year budget target, although the budget was revised downwards from \$2.9m to \$1.8m in Council’s mid-year budget review.

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 \$2.517 million and book value of \$0.942 million (net of a \$1.575 million impairment provision), which continue paying interest and returning capital (\$0.48 million returned to date of the original \$3.0 million). The City also has a cash management account paying interest at a rate of 0.40% on “at call” funds up to \$10 million.

The City’s financial planning caters for a low interest rate environment over the next couple of years, with limited capacity to generate enhanced investment returns. Whilst legislation currently allows the City to invest in term deposits and Government issued bonds for terms up to three years, the flat bond yield curve over that period does not offer a strong enough incentive for longer term investing.

The City’s investment portfolio average duration at the end of the month was 113 days (down from 120 days last month). This is reflective of the current investment strategy to secure the best rate over the shortest term, taking advantage of compounding benefits.

The City has 43.5% of its term deposit investments held with A1 rated banks and the balance with A2 banks, as classified by Standard and Poor’s short-term risk ratings categories:

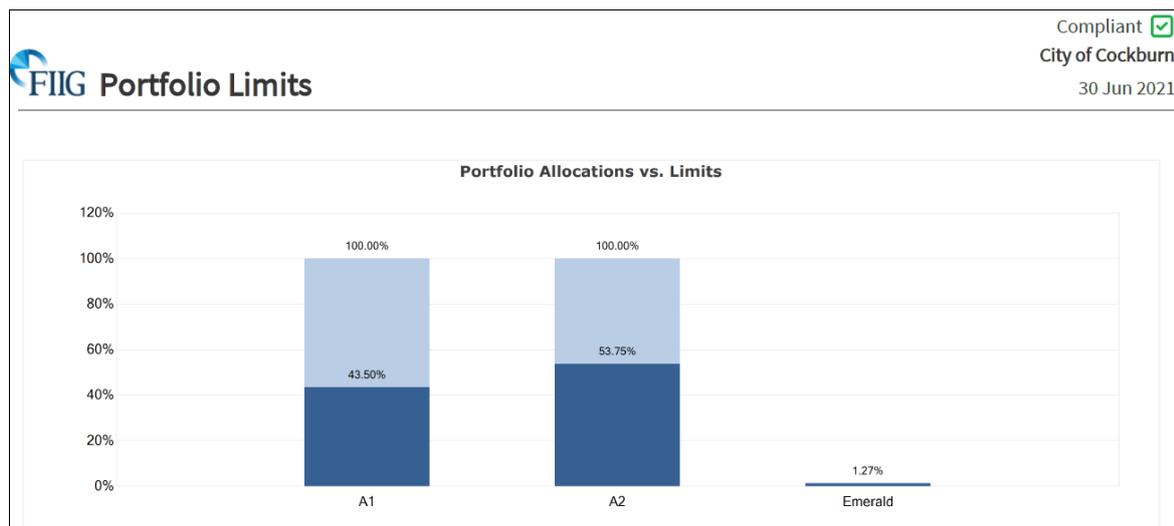


Figure 1: Portfolio allocations compared to Investment Policy limits



The maturity profile and ADI exposures of the City’s investments are graphically depicted below:

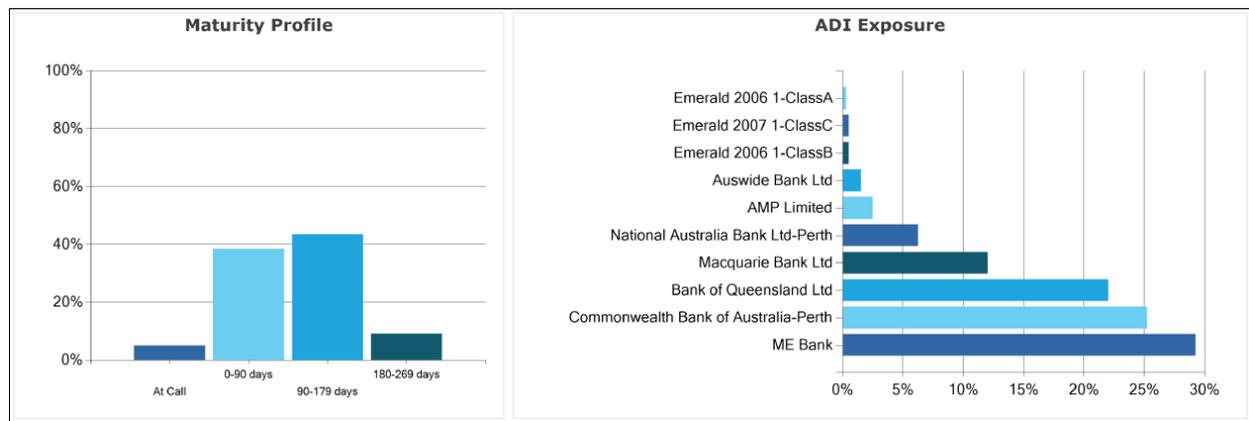


Figure 2: Council Investment Maturity Profile and ADI Exposure

Investment in Fossil Fuel Free Banks

At month end, the City held 32% or \$64.02 million of its investment portfolio with banks considered non-funders of fossil fuel related industries (up from 23% and \$46.02 million 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

The amount of collectible rates and charges for 2020/21 (comprising arrears, annual levies and part year rating) totals \$132.63 million. At the end of June, the City had \$3.44 million (2.6%) of this balance outstanding, down from \$5.71 million (4.3%) last month.

This amount includes \$1.05 million of deferred pensioner rates (unable to be collected) and ignores \$2.07 million in prepaid rates (for next years’ charges). So effectively, only \$2.39 million remained uncollected (1.8% of charges collectible).

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 118 properties owing a total of \$0.69 million. (129 properties last month).

Formal debt recovery activities commence where ratepayers have not committed to instalment or other payment arrangements or sought relief under the City’s Financial Hardship Policy.

Importantly, the rate of collection has not been adversely impacted by the COVID pandemic, reflecting the success in the City’s COVID relief measures, the Government stimulus and the City’s debt collection efforts.



Trust Fund

The \$5.76 million POS cash in lieu funds previously held in Trust are now held within the City's financial reserves as required following amendments to the Planning and Development Act in September 2020.

The City's trust fund now has a nil balance.

Budget Amendments - 2020-21 Budget Year

There is only one budget amendment required for the 2020-21 financial year this month:

- Urgent works at Tempest Park Clubroom \$40,000 (funded from the EM Budget Contingency Fund as was advised on 17 June 2021).

The following summary shows the impact of the proposed budget changes on the Statement of Financial Activity at the nature line item level:

Classification	Amount	Budget Impact
Payments for property, plant and equipment and infrastructure	(40,000)	Increase
Operating Expenses - Materials and Contracts	40,000	Decrease
Net Budget Surplus impact	-	Nil

Budget Amendments - 2021-22 Budget Year

Although this report is primarily concerned with the financial performance for the month of June in the 2020-21 financial year, there are two budget amendments proposed to the 2021-22 Council adopted budget:

- Coogee Beach Jetty Access Ramp (and Surf Club Observation Tower Foundations) - \$153,000
 - Prefunded from the Land Development and Investment Fund Reserve as eligible works to be reimbursed from future income derived from lease of Coogee Beach Caravan Park.
- C. Y. O'Connor Beach Engineered Fringing Reef - \$565,000
 - \$350,000 funded from the Land Development & Investment Fund Reserve.
 - \$215,000 funded from State Government Coastal Adaptation & Protection Grant

A funding justification paper is attached to the agenda providing further information on these two projects.



Elected Member Budget Contingency

The following table shows the allocations made against Council's adopted Budget Contingency Fund:

Details	OCM	Amount \$
Adopted initial balance		500,000
Community Engagement contract resources	Sep-20	(35,000)
Consultancy services - Community Development, Cultural Diversity and Volunteers	Sep-20	(50,000)
Satellite Seniors Programs	Sep-20	(10,000)
CSRFP preliminary planning	Oct-20	(50,000)
Parks asbestos register	Oct-20	(22,000)
CEO recruitment	Oct-20	(66,000)
Live streaming equipment for Council Chambers	May-21	(33,000)
Urgent works at Tempest Park Clubroom	This meeting	(40,000)
Remaining balance 30 June (in EOFY surplus)		194,000

Strategic Plans/Policy ImplicationsListening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The City's budgeted surplus for 2020-21 of \$49,430 (as previously reported to the July Council meeting) will remain unchanged if the budget amendments proposed in this report are adopted.

Additionally, the two amendments proposed for the 2021-22 budget have funding sources identified, leaving the surplus unchanged for that year.

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 Proponents/Submitters

N/A

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

Nil



CITY OF COCKBURN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 June 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2021

SUMMARY INFORMATION

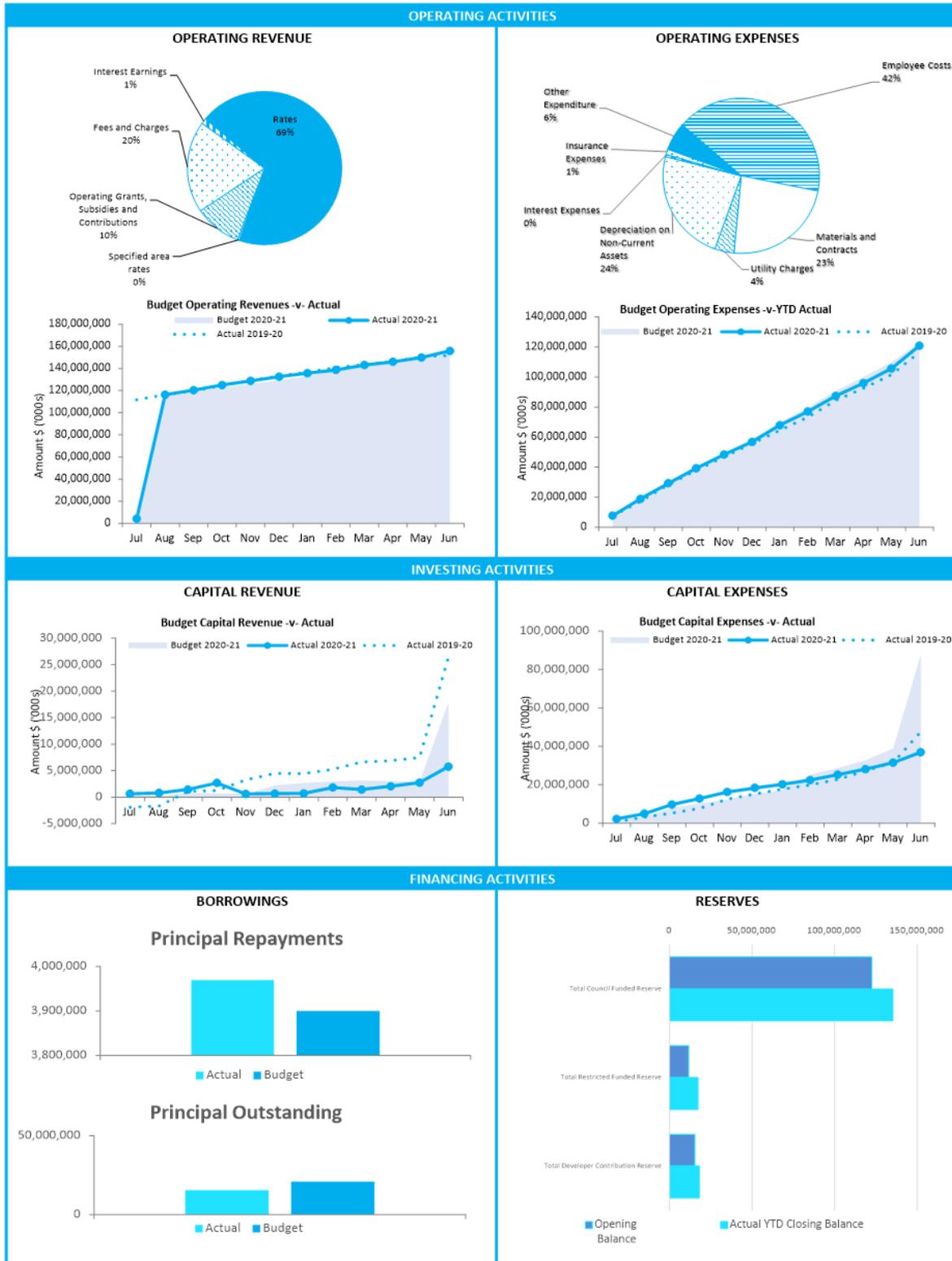
Funding surplus / (deficit) Components					
Funding surplus / (deficit)					
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
Opening	\$12.17 M	\$12.17 M	\$12.17 M	(\$0.00 M)	
Closing	\$0.05 M	\$0.05 M	\$9.84 M	\$9.79 M	
Refer to Statement of Financial Activity					
Cash and financial assets					
	\$203.13 M	% of total			
Unrestricted Cash	\$26.81 M	13.2%			
Restricted Cash	\$176.32 M	86.8%			
Refer to Note 2 - Cash and Financial Assets					
Key Operating Activities					
Amount attributable to operating activities					
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Employee Cost	
\$45.58 M	\$45.58 M	\$52.38 M	\$6.80 M	YTD Actual (\$62.82 M) % Variance	
Refer to Statement of Financial Activity				YTD Budget (\$62.27 M) 0.9%	
				Refer to Statement of Financial Activity	
Rates Revenue		Fees and Charges		Materials & Contracts	
YTD Actual	\$108.31 M	% Variance	YTD Actual	\$30.28 M	% Variance
YTD Budget	\$108.59 M	0.0%	YTD Budget	\$30.22 M	0.2%
Refer to Statement of Financial Activity		Refer to Statement of Financial Activity		Refer to Statement of Financial Activity	
Key Investing Activities					
Amount attributable to investing activities					
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)		
(\$63.06 M)	(\$63.06 M)	(\$29.92 M)	\$33.14 M		
Refer to Statement of Financial Activity					
Proceeds on sale		Asset Acquisition		Capital Grants	
YTD Actual	\$1.51 M	%	YTD Actual	\$37.20 M	% Spent
Amended Budget	\$6.84 M	22.1%	Amended Budget	\$87.86 M	42.3%
Refer to Note 3 - Disposal of Assets		Refer to Note 4 - Capital Acquisition		Refer to Note 4 - Capital Acquisition	
Key Financing Activities					
Amount attributable to financing activities					
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)		
\$5.36 M	\$5.36 M	(\$24.79 M)	(\$30.15 M)		
Refer to Statement of Financial Activity					
Borrowings		Reserves			
Principal repayments	\$3.97 M	Reserves balance	\$170.60 M		
Interest expense	\$0.64 M	Interest earned	\$0.19 M		
Principal due	\$15.43 M				
Refer to Note 5 - Borrowings		Refer to Note 6 - Cash Reserves			

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



MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2021

SUMMARY INFORMATION - GRAPHS



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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	12,171,051	12,171,051	12,171,050	(1)	(0.00%)	
Revenue from operating activities							
Rates		108,037,501	108,037,501	107,750,972	(286,529)	(0.27%)	
Specified area rates		550,600	550,600	554,196	3,596	0.65%	
Operating grants, subsidies and contributions		13,792,564	13,792,564	15,435,679	1,643,115	11.91%	▲
Fees and charges		30,216,567	30,216,567	30,281,891	65,324	0.22%	
Interest earnings		1,830,000	1,830,000	1,786,797	(43,203)	(2.36%)	
Profit/(loss) on disposal of assets		1,081,225	1,081,225	424,570	(656,655)	(60.73%)	▼
		155,508,457	155,508,457	156,234,105	725,648		
Expenditure from operating activities							
Employee costs		(62,270,344)	(62,270,344)	(62,815,322)	(544,978)	(0.88%)	▼
Materials and contracts		(38,190,155)	(38,190,155)	(35,072,699)	3,117,456	8.16%	▲
Utility charges		(5,919,371)	(5,919,371)	(6,001,737)	(82,366)	(1.39%)	
Depreciation on non-current assets		(35,641,134)	(35,641,134)	(35,331,808)	309,326	0.87%	▲
Interest expenses		(696,000)	(696,000)	(696,659)	(659)	(0.09%)	
Insurance expenses		(1,723,200)	(1,723,200)	(1,681,861)	41,339	2.40%	
Other expenditure		(9,764,514)	(9,764,514)	(8,750,202)	1,014,312	10.39%	▲
		(154,204,718)	(154,204,718)	(150,350,288)	3,854,430		
Non-cash amounts excluded from operating activities							
	1(a)	44,272,045	44,272,045	46,494,109	2,222,064	5.02%	▲
Amount attributable to operating activities		45,575,784	45,575,784	52,377,926	6,802,142		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		17,966,830	17,966,830	5,761,990	(12,204,840)	(67.93%)	▼
Proceeds from disposal of assets	3	6,835,069	6,835,069	1,512,959	(5,322,110)	(77.86%)	▼
Payments for property, plant and equipment and infrastructure	4	(87,861,685)	(87,861,685)	(37,195,711)	50,665,974	57.67%	▲
Amount attributable to investing activities		(63,059,786)	(63,059,786)	(29,920,762)	33,139,024		
Financing Activities							
Proceeds from new debentures	5	5,277,400	5,277,400	0	(5,277,400)	(100.00%)	▼
Transfer from reserves	6	64,278,619	64,278,619	39,926,786	(24,351,833)	(37.88%)	▼
Repayment of debentures	5	(3,900,000)	(3,900,000)	(3,969,289)	(69,289)	(1.78%)	
Transfer to reserves	6	(60,293,640)	(60,293,640)	(60,743,402)	(449,762)	(0.75%)	▼
Amount attributable to financing activities		5,362,379	5,362,379	(24,785,905)	(30,148,284)		
Closing funding surplus / (deficit)	1(c)	49,429	49,429	9,842,309	9,792,881		

KEY INFORMATION

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

Refer to Note 10 for an explanation of the reasons for the variance.

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2021**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

STATUTORY REPORTING BY BUSINESS UNIT

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	12,171,051	12,171,051	12,171,050	(1)	(0.00%)	
Revenue from operating activities							
Civic Services		0	0	5,590	5,590	0.00%	
Governance, Risk & Compliance		800	800	2,375	1,575	196.88%	
Finance		113,057,459	113,057,459	114,952,235	1,894,776	1.68%	▲
Information & Technology		1,500	1,500	91	(1,409)	(93.93%)	
Library & Cultural Services		152,550	152,550	146,144	(6,406)	(4.20%)	
Recreation Infrastructure & Services		12,995,419	12,995,419	12,900,735	(94,684)	(0.73%)	
Community Development & Services		9,060,274	9,060,274	8,075,019	(985,255)	(10.87%)	▼
Community Safety & Ranger Services		1,131,711	1,131,711	1,501,787	370,076	32.70%	▲
Development Assessment & Compliance		3,642,401	3,642,401	3,742,720	100,319	2.75%	
Planning		186,749	186,749	90,664	(96,085)	(51.45%)	
Sustainability & Environment		1,260,631	1,260,631	1,068,628	(192,003)	(15.23%)	
Operations & Maintenance		10,293,409	10,293,409	10,339,977	46,568	0.45%	
Projects		128,500	128,500	116,035	(12,465)	(9.70%)	
Property & Assets		3,321,057	3,321,057	2,985,147	(335,910)	(10.11%)	▼
Customer Experience		600	600	0	(600)	(100.00%)	
Human Resources		275,400	275,400	306,960	31,560	11.46%	
		155,508,460	155,508,460	156,234,107	725,647		
Expenditure from operating activities							
Executive Support		(2,557,962)	(2,557,962)	(2,086,524)	471,438	18.43%	▲
Civic Services		(1,718,063)	(1,718,063)	(1,535,478)	182,585	10.63%	
Corporate Strategy		(239,017)	(239,017)	(322,561)	(83,544)	(34.95%)	
Governance, Risk & Compliance		(669,283)	(669,283)	(525,756)	143,527	21.44%	
Finance		(5,834,539)	(5,834,539)	(5,950,493)	(115,954)	(1.99%)	
Information & Technology		(7,898,464)	(7,898,464)	(7,635,645)	262,819	3.33%	
Procurement		(844,962)	(844,962)	(707,236)	137,726	16.30%	
Library & Cultural Services		(5,555,326)	(5,555,326)	(5,018,232)	537,094	9.67%	▲
Recreation Infrastructure & Services		(15,641,126)	(15,641,126)	(14,733,629)	907,497	5.80%	▲
Community Development & Services		(10,934,826)	(10,934,826)	(10,020,971)	913,855	8.36%	▲
Community Safety & Ranger Services		(5,747,640)	(5,747,640)	(5,697,735)	49,905	0.87%	
Development Assessment & Compliance		(5,940,644)	(5,940,644)	(5,765,006)	175,638	2.96%	
Planning		(2,152,452)	(2,152,452)	(2,254,383)	(101,931)	(4.74%)	
Sustainability & Environment		(2,987,916)	(2,987,916)	(2,696,435)	291,481	9.76%	
Operations & Maintenance		(65,802,748)	(65,802,748)	(65,617,199)	185,549	0.28%	
Projects		(2,418,473)	(2,418,473)	(2,371,369)	47,104	1.95%	
Property & Assets		(11,542,413)	(11,542,413)	(12,028,044)	(485,631)	(4.21%)	▼
Stakeholder Management		(195,908)	(195,908)	(226,256)	(30,348)	(15.49%)	
Communications & Marketing		(1,522,761)	(1,522,761)	(1,524,139)	(1,378)	(0.09%)	
Customer Experience		(1,033,862)	(1,033,862)	(1,054,126)	(20,264)	(1.96%)	
Business & Economic Development		0	0	(4,631)	(4,631)	0.00%	
Grants & Research		(1,748,670)	(1,748,670)	(1,275,131)	473,539	27.08%	
Human Resources		(2,814,415)	(2,814,415)	(2,905,017)	(90,602)	(3.22%)	
Workplace Health & Safety		0	0	(15,925)	(15,925)	0.00%	
Transformation, Culture & Innovation		0	0	(28,812)	(28,812)	0.00%	
Internal Recharging		1,596,749	1,596,749	1,650,443	53,694	(3.36%)	
		(154,204,721)	(154,204,721)	(150,350,290)	3,854,431		
Non-cash amounts excluded from operating activities	1(a)	44,272,045	44,272,045	46,494,109	2,222,064	5.02%	▲
Amount attributable to operating activities		45,575,784	45,575,784	52,377,926	6,802,142		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		17,966,830	17,966,830	5,761,990	(12,204,840)	(67.93%)	▼
Proceeds from disposal of assets	3	6,835,069	6,835,069	1,512,959	(5,322,110)	(77.86%)	▼
Payments for property, plant and equipment and infrastructure	4	(87,861,685)	(87,861,685)	(37,195,711)	50,665,974	57.67%	▲
Amount attributable to investing activities		(63,059,786)	(63,059,786)	(29,920,762)	33,139,024		
Financing Activities							
Proceeds from new debentures	5	5,277,400	5,277,400	0	(5,277,400)	(100.00%)	▼
Transfer from reserves	6	64,278,619	64,278,619	39,926,786	(24,351,833)	(37.88%)	▼
Repayment of debentures	5	(3,900,000)	(3,900,000)	(3,969,289)	(69,289)	(1.78%)	
Transfer to reserves	6	(60,293,640)	(60,293,640)	(60,743,402)	(449,762)	(0.75%)	▼
Amount attributable to financing activities		5,362,379	5,362,379	(24,785,905)	(30,148,284)		
Closing funding surplus / (deficit)	1(c)	49,429	49,429	9,842,309			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 10 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$300,000 or 0.00% whichever is the greater.

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



**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2021**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 June 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 8 to these financial statements.

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: (Profit)/loss on asset disposals	3	(1,081,225)	(1,081,225)	(424,570)
Less: Movement in liabilities associated with restricted cash		3,947,165	3,947,165	5,553,733
Less: Movement in leased liabilities			0	(412,586)
Movement in pensioner deferred rates (non-current)		0	0	37,717
Movement in accrued debtors (non-current)		0	0	1,148
Movement in employee benefit provisions (non-current)		0	0	641,888
Movement in Public Open Space payment (non-current)		5,764,971	5,764,971	5,764,971
Add: Depreciation on assets		35,641,134	35,641,134	35,331,808
Total non-cash items excluded from operating activities		44,272,045	44,272,045	46,494,109

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2020	This Time Last Year 30 June 2020	Year to Date 30 June 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(149,783,095)	(149,783,095)	(170,599,711)
Less: Bonds & deposits		(4,017,650)	(4,017,650)	(5,720,406)
Add: Borrowings	5	3,226,983	3,226,983	(742,305)
Add: Lease liabilities		421,881	421,881	9,295
Add: Financial assets at amortised cost - non-current	2	951,228	951,228	941,521
Total adjustments to net current assets		(149,200,653)	(149,200,653)	(176,111,606)
Cash and cash equivalents	2	5,133,910	5,133,910	4,689,925
Financial assets at amortised cost	2	169,400,000	169,400,000	197,500,000
Rates receivables		2,942,696	2,942,696	2,154,425
Receivables		4,697,858	4,697,858	4,576,158
Other current assets		4,531,758	4,531,758	4,086,692
Payables		(12,218,573)	(12,218,573)	(11,440,871)
Borrowings	5	(3,226,983)	(3,226,983)	742,305
Contract liabilities	7	(713,380)	(713,380)	(7,322,735)
Lease liabilities		(421,881)	(421,881)	(9,295)
Provisions	7	(8,753,702)	(8,753,702)	(9,022,687)
Less: Total adjustments to net current assets	1(b)	(149,200,653)	(149,200,653)	(176,111,606)
Closing funding surplus / (deficit)		12,171,050	12,171,050	9,842,311

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Cash at bank	Cash and cash equivalents	4,664,752	0	4,664,752		NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	25,173	0	25,173		
Term deposits - current	Financial assets at amortised cost	0	44,000,000	44,000,000		BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	0	24,000,000	24,000,000		MACQUARIE BANK
Term deposits - current	Financial assets at amortised cost	0	58,500,000	58,500,000		MEMBERS EQUITY BANK
Term deposits - current	Financial assets at amortised cost	500,000	12,000,000	12,500,000		NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	0	5,000,000	5,000,000		AMP
Term deposits - current	Financial assets at amortised cost	20,679,883	29,820,117	50,500,000		COMMONWEALTH BANK
Term deposits - current	Financial assets at amortised cost	0	3,000,000	3,000,000		AUSWIDE BANK
Other investment - non current	Financial assets at amortised cost	941,521	0	941,521		BARCLAYS BANK
Total		26,811,329	176,320,117	203,131,446	0	
Comprising		Unrestricted	Restricted	Total Cash	Trust	
		\$	\$	\$	\$	
Cash and cash equivalents		4,689,925	0	4,689,925	0	
Financial assets at amortised cost		22,121,404	176,320,117	198,441,521	0	
		26,811,329	176,320,117	203,131,446	0	

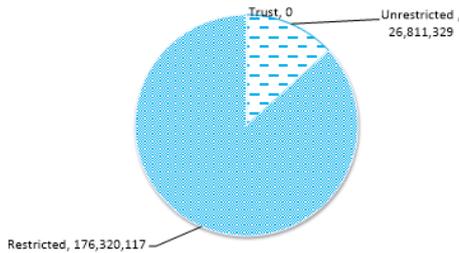
KEY INFORMATION

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

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

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

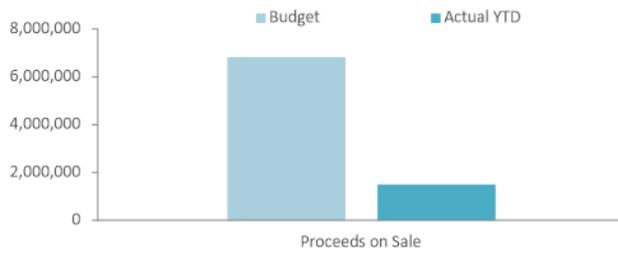
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

OPERATING ACTIVITIES
NOTE 3
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings	0	0	0	0	104,847	0	0	(104,847)
	Plant and equipment	953,844	1,535,069	581,225	0	612,880	1,029,812	416,933	0
	Freehold Land	4,800,000	5,300,000	500,000	0	370,662	483,147	112,485	0
		5,753,844	6,835,069	1,081,225	0	1,088,389	1,512,959	529,418	(104,847)



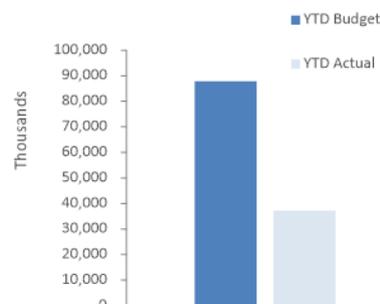
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

INVESTING ACTIVITIES
NOTE 4
CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	2,800,000	2,800,000	280,000	(2,520,000)
Buildings	26,462,282	26,462,282	13,444,037	(13,018,245)
Plant and equipment	6,207,480	6,207,480	3,747,973	(2,459,507)
Information technology	2,002,569	2,002,569	1,200,937	(801,632)
Infrastructure - roads	24,824,148	24,824,148	9,311,286	(15,512,862)
Infrastructure - drainage	1,885,509	1,885,509	892,046	(993,463)
Infrastructure - footpath	2,682,285	2,682,285	1,260,351	(1,421,934)
Infrastructure - parks hard	7,732,870	7,732,870	4,199,685	(3,533,185)
Infrastructure - parks landscaping	1,825,726	1,825,726	1,152,326	(673,400)
Infrastructure - landfill site	5,214,043	5,214,043	1,413,653	(3,800,390)
Infrastructure - marina	5,852,300	5,852,300	277,932	(5,574,368)
Infrastructure - coastal	372,473	372,473	15,485	(356,988)
Payments for Capital Acquisitions	87,861,685	87,861,685	37,195,711	(50,665,974)
Total Capital Acquisitions	87,861,685	87,861,685	37,195,711	(50,665,974)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	(17,966,830)	(17,966,830)	(5,761,990)	12,204,840
Borrowings	(5,277,400)	(5,277,400)	0	5,277,400
Other (disposals & C/Fwd)	(6,835,069)	(6,835,069)	(1,512,959)	5,322,110
Cash backed reserves				
Plant & Vehicle Replacement	(4,479,848)	(4,479,848)	(2,647,846)	1,832,002
Information Technology	(949,351)	(949,351)	(635,889)	313,462
Major Building Refurbishment	(3,170,032)	(3,170,032)	(2,333,984)	836,048
Waste & Recycling	(5,449,393)	(5,449,393)	(1,580,367)	3,869,026
Land Development and Investment Fund	(3,966,452)	(3,966,452)	(302,458)	3,663,994
Roads & Drainage Infrastructure	(6,257,857)	(6,257,857)	(2,457,524)	3,800,333
Community Infrastructure	(12,973,688)	(12,973,688)	(8,389,004)	4,584,684
Greenhouse Action Fund	(155,300)	(155,300)	(120,000)	35,300
Aged and Disabled Asset Replacement	(35,675)	(35,675)	(9,462)	26,213
HWRP Post Closure Management & Contaminated Sites	(773,602)	(773,602)	(773,602)	0
Port Coogee Special Maintenance - SAR	(24,500)	(24,500)	(19,592)	4,908
Community Surveillance	(15,050)	(15,050)	(11,827)	3,223
Waste Collection	(125,000)	(125,000)	0	125,000
Environmental Offset	(59,252)	(59,252)	(59,252)	0
Bibra Lake Management Plan	(520,000)	(520,000)	(328,118)	191,882
Restricted Grants & Contributions	(2,280,416)	(2,280,416)	(966,709)	1,313,707
Carry Forward Projects	(12,334,987)	(12,334,987)	(8,622,085)	3,712,902
Public Open Space - Various	(971,703)	(971,703)	(326,250)	645,453
Contribution - operations	(3,240,280)	(3,240,280)	(336,792)	2,903,488
Capital funding total	(87,861,685)	(87,861,685)	(37,195,711)	50,665,974

SIGNIFICANT ACCOUNTING POLICIES

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

FINANCING ACTIVITIES
NOTE 5
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Governance										
To assist fund the stage 2 of Marina infrastructure expansion	9	0	0	5,277,400	0	0	0	5,277,400	0	0
Community amenities										
SMRC		4,398,510	0	0	1,469,289	1,400,000	2,929,221	2,998,510	162,821	170,000
Recreation and culture										
To assist fund the Cockburn Central West development	8	15,000,000	0	0	2,500,000	2,500,000	12,500,000	12,500,000	478,360	526,000
C/Fwd Balance		19,398,510	0	5,277,400	3,969,289	3,900,000	15,429,221	20,775,910	641,181	696,000
Total		19,398,510	0	5,277,400	3,969,289	3,900,000	15,429,221	20,775,910	641,181	696,000
Current borrowings		3,226,983					-742,305			
Non-current borrowings		16,171,527					16,171,526			
		19,398,510					15,429,221			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

OPERATING ACTIVITIES
NOTE 6
CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Council Funded									
Staff Payments & Entitlements	1,633,128	0	0	0	0	(40,000)	(40,000)	1,593,128	1,593,128
Plant & Vehicle Replacement	11,400,754	0	0	3,024,727	3,117,086	(4,479,848)	(2,647,846)	9,945,633	11,869,994
Information Technology	501,249	0	0	1,200,000	1,200,000	(1,090,651)	(777,189)	610,598	924,060
Major Building Refurbishment	16,677,163	0	0	3,000,000	3,000,000	(3,170,032)	(2,333,984)	16,507,131	17,343,179
Waste & Recycling	12,200,267	0	0	1,964,254	1,964,254	(5,509,393)	(1,640,367)	8,655,128	12,524,154
Land Development and Investment Fund	11,002,645	0	0	5,568,114	741,171	(3,971,452)	(307,458)	12,599,307	11,436,359
Roads & Drainage Infrastructure	10,442,059	0	0	4,638,533	4,638,533	(7,850,304)	(3,443,450)	7,216,580	11,637,142
Naval Base Shacks	1,161,639	0	0	18,287	81,260	0	0	1,179,926	1,242,899
Community Infrastructure	27,777,436	0	0	3,500,000	3,500,000	(12,973,688)	(8,389,004)	18,303,748	22,888,432
Insurance	2,235,907	0	0	500,000	500,000	(100,000)	(70,347)	2,635,907	2,665,560
Greenhouse Action Fund	741,641	0	0	200,000	200,000	(288,330)	(236,100)	653,311	705,541
HWRP Post Closure Management & Contan	3,501,513	0	0	250,000	250,000	(908,602)	(835,839)	2,842,911	2,915,674
Municipal Elections	1,420	0	0	150,000	150,000	0	0	151,420	151,420
Community Surveillance	864,697	0	0	200,000	200,000	(135,050)	(131,827)	929,647	932,870
Waste Collection	4,199,528	0	0	2,339,328	2,339,328	(151,000)	(26,000)	6,387,856	6,512,856
Environmental Offset	308,011	0	0	0	0	(59,252)	(59,252)	248,759	248,759
Bibra Lake Management Plan	521,086	0	0	0	0	(520,000)	(328,118)	1,086	192,968
CIHCF Building Maintenance	9,327,472	0	0	1,458,228	1,360,665	0	0	10,785,700	10,688,137
Cockburn ARC Building Maintenance	3,718,365	0	0	1,500,000	1,500,000	0	0	5,218,365	5,218,365
Carry Forward Projects	2,850,851	0	0	17,918,715	17,918,715	(12,782,585)	(8,958,524)	7,986,981	11,811,041
Port Coogee Marina Assets Replacement	1,484,887	0	0	300,000	300,000	0	0	1,784,887	1,784,887
Total Council Funded Reserve	122,551,720	0	0	47,730,186	42,961,013	(54,030,187)	(30,225,307)	116,238,011	135,287,426
Restricted Funded									
Aged and Disabled Asset Replacement	391,623	4,257	2,995	37,716	37,716	(35,675)	(9,462)	397,921	422,872
Welfare Projects Employee Entitlements	1,611,878	18,465	3,894	900,000	900,000	0	(678,869)	2,530,342	1,836,902



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

OPERATING ACTIVITIES
NOTE 6
CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Port Coogee Special Maintenance - SAR	1,820,480	22,245	12,724	400,000	361,310	(219,815)	(213,614)	2,022,909	1,980,900
Port Coogee Waterways - SAR	102,267	1,291	761	55,600	93,228	(50,000)	(50,000)	109,159	146,257
Family Day Care Accumulation Fund	11,474	0	85	0	0	0	0	11,474	11,560
Naval Base Shack Removal	652,448	7,998	4,938	30,477	135,429	0	0	690,923	792,815
Restricted Grants & Contributions	5,786,772	0	0	0	2,897,872	(4,686,384)	(3,384,892)	296,541	5,299,751
Public Open Space - Various	0	0	19,357	5,764,971	5,764,971	(971,703)	(326,250)	4,793,268	5,458,078
Port Coogee Waterways - WEMP	1,302,071	15,831	9,711	0	0	(100,000)	(65,245)	1,217,902	1,246,537
Cockburn Coast SAR	25,209	465	130	30,000	35,623	(11,330)	(10,318)	44,344	50,644
Total Restricted Funded Reserve	11,704,221	70,551	54,596	7,218,764	10,226,148	(6,074,907)	(4,738,650)	12,114,783	17,246,315
Developer Contribution Plans									
Community Infrastructure DCP 13	4,782,645	17,282	51,706	3,000,000	5,073,389	(3,065,564)	(3,077,115)	4,734,363	6,830,625
Developer Contribution Plans - Various	10,744,509	162,167	78,842	2,094,690	2,297,708	(1,107,961)	(1,885,714)	11,907,113	11,235,345
Total Developer Contribution Reserve	15,527,154	179,449	130,549	5,094,690	7,371,096	(4,173,525)	(4,962,829)	16,641,476	18,065,970
Total Cash Reserve	149,783,095	250,000	185,144	60,043,640	60,558,258	(64,278,619)	(39,926,786)	144,994,269	170,599,711



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 June 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		713,380	18,103,638	(11,494,283)	7,322,735
Total unspent grants, contributions and reimbursements		713,380	18,103,638	(11,494,283)	7,322,735
Provisions					
Annual leave		4,809,588	68,635,094	(68,366,109)	5,078,573
Long service leave		3,144,114	0	0	3,144,114
Total Provisions		7,953,702	68,635,094	(68,366,109)	8,222,687
Total other current assets		8,667,082	86,738,732	(79,860,392)	15,545,422
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**NOTE 8
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2020	Received	Paid	30 Jun 2021
	\$	\$	\$	\$
POS Payments - Bibra Lake (East)	133,721	339	(134,060)	0
POS Payments - Aubin Grove	816,634	73,814	(890,447)	0
POS Payments - Atwell	108,197	274	(108,471)	0
POS Payments - Beeliar	1,958,333	4,958	(1,963,292)	0
POS Payments - Coogee	328,680	127	(328,807)	0
POS Payments - Cockburn Central	164,995	361	(165,356)	0
POS Payments - Hamilton Hill	912,554	2,311	(914,864)	0
POS Payments - Jandakot	250,295	410	(250,705)	0
POS Payments - Munster	697,767	1,433	(699,200)	0
POS Payments - South Lake	5,400	14	(5,414)	0
POS Payments - Yangebup	547,116	1,385	(548,501)	0
POS Payments - Hammond Park	270,960	686	(271,646)	0
POS Payments - Coolbellup	179,948	456	(180,404)	0
POS Payments - Lake Coogee	0	112,000	(112,000)	0
	6,374,601	198,566	(6,573,167)	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**NOTE 9
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Opening surplus				38,911
GL 400	Youth Outreach - increased external funding	10/09/20 0192	Operating Revenue		7,023		45,934
GL 400	Youth Outreach - increased service delivery 213 Frankland Ave - Parks construction funded by forfeited bond	10/09/20 0192	Operating Expenses			(7,023)	38,911
CW6124	213 Frankland Ave - Parks construction funded	10/09/20 0192	Capital Revenue		97,156		136,067
CW6124	213 Frankland Ave - Parks construction funded	10/09/20 0192	Capital Expenses			(97,156)	38,911
OP9945	Local Healthy Food funded by external fund	10/09/20 0192	Operating Revenue		12,500		51,411
OP9945	Local Healthy Food activity	10/09/20 0192	Operating Expenses			(12,500)	38,911
OP8839	Community Engagement - Increased staff cost funded by Contingency Fund	10/09/20 0192	Operating Expenses		35,000		73,911
OP9525	Community Development consultant funded by Contingency Fund	10/09/20 0192	Operating Expenses		50,000		123,911
OP8935	Seniors program funded by Contingency Fund	10/09/20 0192	Operating Expenses		10,000		133,911
OP8272	Contingency Fund - funding various projects	10/09/20 0192	Operating Revenue			(95,000)	38,911
GL 500	Statutory Planning - increase development application revenue	08/10/20 0213	Operating Revenue		100,000		138,911
GL 500	Statutory Planning - additional contract position	08/10/20 0213	Operating Expenses			(100,000)	38,911
GL 730	Building Services - increase building permits revenue	08/10/20 0213	Operating Revenue		100,000		138,911
GL 730	Building Services - additional contract position	08/10/20 0213	Operating Expenses			(100,000)	38,911
Various	Adjusting workers compensation internal allocations	08/10/20 0213	Operating Expenses		2,031		40,942
OP6283	CSRFP preliminary planning funded from contingency	08/10/20 0213	Operating Expenses		50,000		90,942
OP7861	Asbestos register funded from contingency	08/10/20 0213	Operating Expenses		22,000		112,942
OP7965	Recruitment cost funded from contingency	08/10/20 0213	Operating Expenses		66,000		178,942
OP8272	Contingency Fund - funding various projects	08/10/20 0213	Operating Revenue			(138,000)	40,942
OP9176	Coastal adaptation grant	08/10/20 0213	Operating Revenue		48,000		88,942
OP9176	Coastal vulnerability & adaptation planning	08/10/20 0213	Operating Expenses			(48,000)	40,942
OP7848	ATOP stage 2 maintenance revenue	08/10/20 0213	Operating Revenue		27,648		68,590
OP7848	McLaren Park maintenance	08/10/20 0213	Operating Expenses			(27,648)	40,942
CW1668	Purchase of Pure Storage	12/11/20 0230	Capital Expenses			(440,000)	(399,058)
CW1668	Reserve funding purchase of Pure Storage	12/11/20 0230	Transfer from Reserve		440,000		40,942
CW3962	Tolley Court Sump - funding CW3962	12/11/20 0230	Capital Expenses			(96,910)	(55,968)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**NOTE 9
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW3963	Hartley Sump - funding CW3962	12/11/20 0230	Capital Expenses		5,559		(50,409)
CW3982	King Store Storage - funding CW3962	12/11/20 0230	Capital Expenses		47,081		(3,328)
CW4896	Beeliar drive Sump fence replacement - funding CW3962	12/11/20 0230	Capital Expenses		16,115		12,787
CW4814	Spearwood Avenue Hamilton to Cockburn - funding CW3962	12/11/20 0230	Capital Expenses		7,435		20,222
CW4897	Spearwood Ave Sump provide screening - funding CW3962	12/11/20 0230	Capital Expenses		20,720		40,942
CW4676	Frankland Park Recreation Centre funded by LRCI grant	12/11/20 0230	Capital Expenses			(200,000)	(159,058)
CW4712	Malabar Park BMX Facility - Funded by LRCI grant	12/11/20 0230	Capital Expenses			(115,000)	(274,058)
CW4964	Replacement of evaporative air con system at the Coogee Beach Surf Life Saving Club - funded by LRCI grant	12/11/20 0230	Capital Expenses			(175,000)	(449,058)
CW4965	Henderson Reuse Shop Air Conditioning - funded by LRCI grant	12/11/20 0230	Capital Expenses			(45,000)	(494,058)
CW4966	South Coogee Clubrooms External Works - funded by LRCI grant	12/11/20 0230	Capital Expenses			(30,000)	(524,058)
CW4967	Slow Down Coastal Path - funded by LRCI grant	12/11/20 0230	Capital Expenses			(100,000)	(624,058)
CW4968	Hammond Park Shared Path - funded by LRCI grant	12/11/20 0230	Capital Expenses			(100,000)	(724,058)
CW4969	Urban Forest Crossing - funded by LRCI grant	12/11/20 0230	Capital Expenses			(100,000)	(824,058)
CW4970	Chieftain Esplanade Road Closure - funded by LRCI grant	12/11/20 0230	Capital Expenses			(18,000)	(842,058)
CW4971	Smart LED Street Light Trial - funded by LRCI grant	12/11/20 0230	Capital Expenses			(94,107)	(936,165)
CW (TBA)	Landscaping improvements in Yangebup - funded by LRCI grant	12/11/20 0230	Capital Expenses			(100,000)	(1,036,165)
Various	LRCI grant funding various projects	12/11/20 0230	Capital Revenue		1,077,107		40,942
CW4937	Aged & disabled bathroom heater & kitchen refurbishment	12/11/20 0230	Capital Expenses			(20,000)	20,942
CW4937	Reserve funding aged & disabled refurbishment	12/11/20 0230	Transfer from Reserve		20,000		40,942
CW4972	Geothermal failure at ARC	12/11/20 0230	Capital Expenses			(200,000)	(159,058)
CW4972	Reserve funding repair to Geothermal system	12/11/20 0230	Transfer from Reserve		200,000		40,942
CW6128	Santich Park – Parking and New Lights	12/11/20 0230	Capital Expenses			(18,000)	22,942
CW6129	Success Netball Courts and Parking Upgrade	12/11/20 0230	Capital Expenses			(32,000)	(9,058)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**NOTE 9
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP6283	CSRFP Prelim Planning - funding CW6128 & 6129	12/11/20 0230	Operating Expenses		50,000		40,942
CW6139	Dimago Park - forfeited POS fund	12/11/20 0230	Capital Expenses			(90,000)	(49,058)
OP7862	Dimago Park maintenance - forfeited POS fund	12/11/20 0230	Operating Expenses			(7,158)	(56,216)
Various	Forfeited POS to fund maintenance of Dimago Park	12/11/20 0230	Operating Revenue		97,158		40,942
OP7744	Goldsmith - developer contribution POS	12/11/20 0230	Operating Expenses			(7,750)	33,192
OP7744	Received new developer contribution for Goldsmith Park	12/11/20 0230	Operating Revenue		7,750		40,942
OP9223	Bike Month - Cockburnhagen - funded by State grant	12/11/20 0230	Operating Expenses			(2,000)	38,942
OP9223	Received new state grant for Cockburnhagen project	12/11/20 0230	Operating Revenue		2,000		40,942
GL 105	Adjustment to FAGS grant	12/11/20 0230	Operating Revenue			(70,505)	(29,563)
GL 210	Health Services - increase licence revenue	12/11/20 0230	Operating Revenue		100,000		70,437
CW3950	Received MRRG for Hammond Rd duplication	12/11/20 0230	Capital Revenue		3,000,000		3,070,437
CW3950	Reserve funding for Hammon Rd duplication	12/11/20 0230	Transfer from Reserve		1,000,000		4,070,437
CW3950	Hammond Road duplication	12/11/20 0230	Capital Expenses			(4,000,000)	70,437
CW3996	Received new grant - RAC Healy Road	10/12/20 0259	Capital Revenue		80,000		150,437
CW3996	Increased expenditure on Healy Road funded from RAC grant	10/12/20 0259	Capital Expenses			(80,000)	70,437
CW6140	Forfeited bond to fund Koorilla wall and fencing work	10/12/20 0259	Capital Revenue		203,810		274,247
CW6140	Koorilla wall & fencing funded by forfeited bond	10/12/20 0259	Capital Expenses			(203,810)	70,437
OP5998	Purchase of Thin Clients funded from IT Rsv	10/12/20 0259	Operating Expenses			(51,300)	19,137
OP5998	Transfer from IT Reserve to fund purchase of Thin Clients	10/12/20 0259	Transfer from Reserve		51,300		70,437
OP8732	Insurance reimbursement for property insurance claim	10/12/20 0259	Operating Revenue		515,000		585,437
OP8732	Property insurance claim	10/12/20 0259	Operating Expenses			(515,000)	70,437
OP4997	Received Inclusion Support Grant	10/12/20 0259	Operating Revenue		4,500		74,937
OP4997	Activities funded by Inclusion Support Grant	10/12/20 0259	Operating Expenses			(4,500)	70,437
OP5002	Received Animal Welfare in Emergency grant	10/12/20 0259	Operating Revenue		10,000		80,437
OP5002	Activities funded by Animal Welfare in Emergency Grant	10/12/20 0259	Operating Expenses			(10,000)	70,437
CW1669	Dell Server Replacement funded from IT Rsv	11/02/21 0007	Capital Expenses			(193,351)	(122,914)
CW1669	Transfer from IT Reserve to fund purchase of Dell Server Replacement (Admin VDI Servers)	11/02/21 0007	Transfer from Reserve		193,351		70,437



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**NOTE 9
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW6105	Transfer budget to fund shade sail install at Minori Park as location is not suitable for a bball court	11/02/21 0007	Capital Expenses		25,000		95,437
CW6142	Shade sail installation at Minori Park	11/02/21 0007	Capital Expenses			(25,000)	70,437
CW6115	Transfer budget to fund landscape upgrade at Hobson Park as project was completed	11/02/21 0007	Capital Expenses		20,000		90,437
CW6141	Landscape upgrade at Hobson Park	11/02/21 0007	Capital Expenses			(20,000)	70,437
CW7903	Purchase of replacement forklift with an electric variant	11/02/21 0007	Capital Expenses			(40,000)	30,437
CW7903	Transfer from Plant Reserve to fund the purchase of replacement forklift	11/02/21 0007	Transfer from Reserve		35,000		65,437
CW7903	Proceeds from sale from forklift	11/02/21 0007	Proceeds from Sale		5,000		70,437
GL 960	Transfer Public Open Space from Trust to Reserve	11/02/21 0007	Transfer to Reserve			(5,764,971)	(5,694,534)
GL 999	Transfer Public Open Space from Trust to Reserve	11/02/21 0007	Non Cash Item		5,764,971		70,437
GL 381	Grant from Anglicare WA for Small Business Financial Counselling	11/02/21 0007	Operating Revenue		140,000		210,437
GL 381	New activity - Small Business Financial Counselling	11/02/21 0007	Operating Expenses			(140,000)	70,437
CW6059	Bakers Square lighting - project completed	11/02/21 0007	Capital Expenses		6,715		77,152
CW6059	Reversing unspent fund from Bakers Square Lighting back to reserve	11/02/21 0007	Transfer from Reserve			(6,715)	70,437
OP8732	Reducing insurance reimbursement on Generic Property Claims	11/02/21 0007	Operating Revenue			(100,000)	(29,563)
OP8732	Transfer from Insurance Reserve for Generic Property Claims	11/02/21 0007	Transfer from Reserve		100,000		70,437
OP9767	Reducing Asset Management Consulting Fees	11/02/21 0007	Operating Expenses		10,000		80,437
OP9714	Increased expenditure on Golf Course Business Plan	11/02/21 0007	Operating Expenses			(10,000)	70,437
OP6280	Mobility tablets replacement	11/02/21 0007	Operating Expenses			(90,000)	(19,563)
OP6280	Transfer from IT Reserve to fund mobility tablets replacement	11/02/21 0007	Transfer from Reserve		90,000		70,437
Various	Mid-year budget review	11/03/21 0029	Opening Surplus(Deficit)			(16,611)	53,826
OP8820	International Women's Day event funded from surplus	11/03/21 0029	Operating Expenses			(6,000)	47,826
CW4978	Funding from CSRFF for minor refurbishment at Atwell Park changeroom	08/04/21 0053	Capital Revenue		9,365		57,191



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**NOTE 9
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW4978	Minor refurbishment Atwell changeroom funded from CSRFF	08/04/21 0053	Capital Expenses			(28,096)	29,095
CW4923	Funding from CSRFF for minor refurbishment at Tempest Park changeroom	08/04/21 0053	Capital Revenue		17,416		46,511
CW4923	Transfer budget to fund minor refurbishment at Atwell Park changeroom	08/04/21 0053	Capital Expenses		17,750		64,261
CW4924	Funding from CSRFF for minor refurbishment at Santich Park changeroom	08/04/21 0053	Capital Revenue		8,499		72,760
CW4924	Minor refurbishment Santich changeroom funded from CSRFF	08/04/21 0053	Capital Expenses			(5,496)	67,264
OP7862	Remove duplicated budget	08/04/21 0053	Transfer from Reserve			(7,158)	60,106
OP7862	Remove duplicated budget	08/04/21 0053	Operating Expenses		7,158		67,264
GL 906	Transferring developer contribution to liability	13/05/21 0069	Contract Liabilities		1,014,690		1,081,954
GL 965	Transferring developer contribution to DCA13 reserve	13/05/21 0069	Transfer to Reserve			(1,014,690)	67,264
GL 965	Payment for crown ceded land from DCA13 reserve	13/05/21 0069	Transfer from Reserve		1,000,000		1,067,264
GL 906	Payment for crown ceded land and reduce liability	13/05/21 0069	Capital Expenses			(1,000,000)	67,264
CW4979	Transfer from Land Development Reserve to fund fit out cost for MCCC tenancy	13/05/21 0069	Transfer from Reserve		22,458		89,722
CW4979	Fit out cost for MCCC tenancy	13/05/21 0069	Capital Expenses			(22,458)	67,264
CW4836	Transfer from IT Reserve to fund installation of AV system at committee rooms and boardroom	13/05/21 0069	Transfer from Reserve		80,000		147,264
CW4836	Install AV system at committee rooms and boardroom	13/05/21 0069	Capital Expenses			(80,000)	67,264
CW4980	Receive developer contribution for Bethesda carpark development	13/05/21 0069	Capital Revenue		600,000		667,264
CW4980	Bethesda carpark development	13/05/21 0069	Capital Expenses			(600,000)	67,264
CW1673	Transfer from IT Reserve to fund network replacement	13/05/21 0069	Transfer from Reserve		175,000		242,264
CW1673	Core distribution and network replacement	13/05/21 0069	Capital Expenses			(175,000)	67,264
CW1674	Live streaming equipment in Council Chambers funded from Contingency	13/05/21 0069	Capital Expenses			(33,000)	34,264
OP8272	Contingency Fund - funding live streaming equipment	13/05/21 0069	Operating Expenses		33,000		67,264
CW6069	Transfer unspent fund in Multi Media Equipment project to fund acoustic panelling replaced in Atwell	13/05/21 0069	Capital Expenses		9,000		76,264
CW4978	Replace acoustic panelling in Atwell	13/05/21 0069	Capital Expenses			(9,000)	67,264

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**NOTE 9
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP8574	Contribution to the Underground Power - Hilton	13/05/21 0069	Operating Expenses			(11,015)	56,249
OP7859	Reversal of duplicated revenue entry	13/05/21 0069	Operating Revenue			(15,000)	41,249
OP4990	Parmelia Gas Pipeline relocation licence fee revenue	13/05/21 0069	Operating Revenue		8,181		49,430
CW4974	Rugby storage - gifted asset	10/06/21 0087	Capital Expenses			(46,045)	3,385
CW4974	Received rugby storage - gifted asset	10/06/21 0087	Capital Revenue		46,045		49,430
CW3859	Bike path Carrington to Blackwood project cancelled	10/06/21 0087	Capital Expenses		273,000		322,430
CW3859	Bike path Carrington to Blackwood project cancelled	10/06/21 0087	Transfer from Reserve			(118,000)	204,430
CW3859	PTA grant funding for bike path project returned	10/06/21 0087	Capital Revenue			(155,000)	49,430
CW1703	AV upgrades	08/07/21 0105	Capital Expenses			(30,000)	19,430
CW1703	Transfer from IT Reserve to fund AV upgrades	08/07/21 0105	Transfer from Reserve		30,000		49,430
CW4676	Construction of disability carousel at Frankland Park	08/07/21 0105	Capital Expenses			(32,988)	16,442
OP8930	Transfer of fund to fund the construction of disability carousel at Frankland Park	08/07/21 0105	Operating Expenses		32,988		49,430
CW6282	Urgent works at Tempest Park Clubroom	to 12 Aug OCM	Capital Expenses		40,000		89,430
OP8272	Contigency Fund - funding urgent works at Tempest Park	to 12 Aug OCM	Operating Expenses			(40,000)	49,430
				0	17,397,480	(17,386,961)	



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**NOTE 10
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Finance	1,894,776	1.68%	▲ Timing	Revenue brought forward
Community Development & Services	(985,255)	(10.87%)	▼ Timing	Revenue delayed
Community Safety & Ranger Services	370,076	32.70%	▲ Timing	Revenue brought forward
Property & Assets	(335,910)	(10.11%)	▼ Timing	Revenue delayed
Expenditure from operating activities				
Executive Support	471,438	18.43%	▲ Timing	Expenditure delayed
Library & Cultural Services	537,094	9.67%	▲ Timing	Expenditure delayed
Recreation Infrastructure & Services	907,497	5.80%	▲ Timing	Expenditure delayed
Community Development & Services	913,855	8.36%	▲ Timing	Expenditure delayed
Operations & Maintenance	185,549	0.28%	Timing	Expenditure brought forward
Property & Assets	(485,631)	(4.21%)	▼ Timing	Expenditure brought forward
Investing activities				
Proceeds from disposal of assets	(5,322,110)	(77.86%)	▼ Timing	Sale proceeds brought forward
Financing activities				
Transfer from reserves	(24,351,833)	(37.88%)	▼ Timing	Expenditure delayed
Transfer to reserves	(449,762)	(0.75%)	▼ Timing	Revenue brought forward (DCP13)
Payments for property, plant and equipment and infrastructure	50,665,974	57.67%	▲ Timing	Expenditure delayed
Proceeds from non-operating grants, subsidies and contributions	(12,204,840)	(67.93%)	▼ Timing	Additional revenue
Repayment of debentures	(69,289)	(1.78%)	Timing	Expenditure brought forward

Funding Request Justification for two Coastal Projects.

The following projects require funding to be brought forward to allow them to proceed. Justification for the funding request for each project is outlined below.

1. Coogee Beach Jetty Access Ramp (and Surf Club Observation Tower Foundations) - \$153,000
2. C. Y. O'Connor Beach Engineered Fringing Reef - \$350,000

Coogee Beach Jetty Access Ramp (and Surf Club Observation Tower Foundations)

The Coogee Beach Jetty Access Ramp project aims to improve beach access via an addition to the existing jetty. The addition will create a direct link from the existing jetty back to the shoreline that will be trafficable by mobility impaired persons including wheelchair users. The need for improved access has been identified from community feedback over a number of years and the project is listed as an 'Immediate Term' initiative of the Coogee Beach Foreshore Management Plan that was adopted by Council in 2020. An allocated budget of \$276,987 is available for the ramp project (account CW 4820) which is to be carried forward from FY21.

A need has also been identified for the establishment of engineered foundations for the new Observation Tower installed by the Coogee Beach Surf Life Saving Club nearby the jetty. These foundations will protect the tower from the risk of winter erosion damage and negate the costly removal and reinstallation each season. The maintenance and protection of this observation tower is also noted as an objective in the Coogee Beach Foreshore Management Plan and a budget of \$47,000 (CW 4949) was allocated in FY22 for the Observation tower foundations project.

Both projects have been combined into the one Design & Construct tender strategy, such that the two related projects are delivered under the same marine construction contract in the interest of economic and construction efficiency.

The call for tenders for these projects closed on 27 May 2021, with two tenders received and evaluated. The selected and lowest priced tender is priced as follows:

- \$409,500 (ex GST) for the design & construction of the Coogee Beach Jetty Access Ramp, and
- \$52,500 (ex GST) for Separable Portions being the design & construction of Surf Club Observation Tower Foundations.

This tendered price leaves a \$138,000 shortfall to the currently available budget. Accordingly, it is recommended to transfer an additional \$153,000 (ex GST) to CW 4820 to fund and deliver the Jetty Access Ramp and observation tower footings as per the tendered price. The additional \$153,000 includes a construction contingency allowance.

The additional funding will be provided from the Land Development & Investment Fund Reserve, as a prefunding of eligible works to be ultimately met by future income associated with the lease of the Coogee Beach Caravan Park.

The addition to the jetty and footings installation would be delivered in late 2021 to allow it to be utilised during the summer season.

Proceeding with the projects via the proposed transfer of funds and increase in budget allocation as outlined above is justified on the following basis:

- There are significant and time-limited financial savings that can only be achieved if the City proceeds with the project in 2021. The selected tenderer has based its pricing and methodology on completing the works simultaneously with the Port Coogee Marina Expansion construction contract for which they have been engaged to complete through late 2021, using plant and resources already mobilised to site.
- The additional expenditure will be funded via future revenue identified in the Council approved Business Plan for the new lease of the Coogee Beach Holiday Park. In accordance with this Business Plan and the relevant reserve Management Order, lease revenue collected from the Holiday Park is to be quarantined for the management of the Coogee Beach Reserve, in particular for the implementation of the initiatives set out in the 2020 Coogee Beach Foreshore Management Plan (of which this ramp project is one).
- Both projects bring strong social benefits by providing greatly improved beach accessibility and facilitating improved beach safety by sustainably preserving the Surf Club's continued use of the observation tower. A commitment to each of these projects has been demonstrated by way of promotion through the City's various media communications channels well as the access ramp's inclusion in the 2020 Coogee Beach Foreshore Management Plan. Given the considerable promotion of this project, not proceeding this year may adversely impact the City's reputation.
- Proceeding with the new jetty access ramp project brings environmental benefits in allowing the existing and problematic concrete wheelchair ramp adjacent the jetty to be removed and revegetated. This also results in reduced maintenance costs incurred in keeping this current poorly designed access sand free.

C. Y. O'Connor Beach Engineered Fringing Reef

The City been successful in obtaining a state government Coastal Adaptation & Protection grant of \$214,349 (ex GST) to install an engineered fringing reef at C. Y. O'Connor Beach. The reef, which will be up to 100m length, is proposed to be installed approximately 50m offshore from the Rollinson Rd parkland area. The assets in this area are presently at risk due to persistent erosion. This installation would be the first step in the implementation of a broader erosion protection project that is urgently required on this stretch of coastline.

The project aligns with the City's adopted Climate Change Strategy and the Coastal Adaptation Plan recommendations to design and install coastal erosion structures at C. Y. O'Connor Beach in a staged approach so as to defend the foreshore. The Adaptation Plan endorses a protection strategy because there are no viable retreat options to protect infrastructure and the high economic, social and environmental value of the foreshore.

The project must be completed by 15 May 2022 to meet the requirements of the funding grant, and the project will require an estimated total of \$565,000 (ex GST) funding to complete.

As no funding by the City for this project is currently included in the FY22 budget, a contribution of \$350,000 will be needed to secure the available grant and ensure this project proceeds. This funding will be provided from the Land Development & Investment Fund Reserve.

It is recommended to proceed with this project in 2021 on the basis that:

- The project will mitigate erosion risks to vulnerable City assets and reduce the ongoing and expensive sand nourishment requirements at this location.
- The project is consistent with and assists in the design study that has been progressing for a number of years to develop and select structural designs for erosion protection on this section of coast, pursuant to the Coastal Adaptation Plan. Considering that funding for "full-scale" construction of \$4M+ is not likely to be coming soon, this smaller pilot project can form the first step in managing a high priority erosion risk location.
- Information gathered from the project can inform the design of coastal protection structures for other area of C. Y. O'Connor Beach and will enhance scientific understanding in general by testing and demonstrating the real-world efficacy of engineered fringing reefs for erosion control purposes.
- This innovative pilot project elevates the profile of the City as an organisation at the forefront of innovation and adaptation to coastal and climate risks. The project has already generated national interest following the announcement of the funding grant.
- The project responds to community engagement feedback from 2019 that demonstrated strong community support for erosion protection approaches that minimise interruption to the form and appearance of the beach and dunes, whilst enhancing natural and social amenity where possible.
- The engineered fringing reef represents an Engineering with Nature approach to solving erosion problems, that is a more sustainable and environmentally beneficial approach to erosion protection, as compared to conventional groyne and seawall structures.
- The reef would bring considerable environmental, social and local economic benefits via the creation of a unique and shore-accessible marine habitat that has been developed by local industry innovation, in addition to the benefits to of managing coastal risks.
- This project is separate but complimentary to the construction of a Geotextile Sand Container wall and dune revegetation that is to be undertaken at the adjacent sand dunes via a Coastwest funding grant which will together address coastal erosion risks to this Rollinson Rd parkland area for the medium term.

Jonathon Mc Kay

Marina & Coastal Engineering Officer

15. Operations

Nil



16. Community Services

Declarations

1. Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021* for Item 16.1.
Nature of the Interest being Mayor Howlett is the patron of the Cockburn Community Men's Shed.
2. Cr Corke submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021* for Item 16.1.
Nature of the Interest being Cr Corke is a friend of the Chair of the Fremantle Biennale Board, who approached her with an idea in May 2021.
3. Cr Eva submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021* for Item 16.1.
Nature of the Interest being Cr Eva is a board member of the Cockburn Wetlands Education Centre.
4. Cr Terblanche submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021* for Item 16.1.
Nature of the Interest being Cr Terblanche is a Deputy City representative to the Wetlands Education Centre.

16.1 (2021/MINUTE NO 0136) Minutes of Grants and Donations Committee Meeting - 20 July 2021

Author(s) K Jamieson

Attachments 1. Grants and Donations Committee Meeting - Minutes - 20 July 2021 [↓](#)

RECOMMENDATION

That Council:

1. RECEIVES the Minutes of the Grants and Donations Committee Meeting held on Tuesday, 20 July 2021; and
2. ADOPTS the recommendations contained therein.

Council Decision

MOVED Cr P Corke SECONDED Cr C Stone

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0



Background

The Grants and Donations Committee conducted a meeting on 20 July 2021. The Minutes of the meeting are required to be presented.

Submission

N/A

Report

The Committee recommendations are 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 2021/2022 of \$1,455,000 has been proposed, subject to Council approval, to be distributed as grants, donations, sponsorships and subsidies.

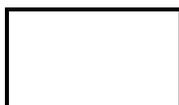
The Grants and Donations Committee is empowered to recommend to Council how these funds should be distributed. The primary focus of this meeting was to determine the allocation of funds for the new financial year and receive annual funding reports from Native ARC and The Wetlands Centre, Cockburn.

In order to increase the public recognition and acknowledgement that the City receives for the donations provided to community groups that lease a City facility, the City proposes to add an additional clause to lease agreements relating to acknowledgement and promotion of the City's support.

The City will also review and strengthen the pre-existing requirements for community groups to acknowledge and promote the donations or grants provided by the City in media announcements, websites and other additional ways.

Funding submissions from the Cockburn Community Men's Shed (CCMS) and Fremantle Biennale Inc. were also considered and are recommended for funding, with the CCMS recommendation bought in line with the current CPI increase of 1.1% as adopted across the budget, and Fremantle Biennale recommended for conditional full funding.

The committee also considered and recommended a donation to Ella Willans, a local Ballet student, to assist her to take place at the European School of Ballet in Amsterdam. This recommendation will be funded from within the existing budget allocation.



The recommendations to Council are as follows:

Applicant	Requested Amount	Recommended Amount	Comment
Cockburn Community Men's Shed	\$42,800	\$42,462	Recommendation for funding to be in-line with current CPI increase of 1.1% as adopted across the budget, and for KPI's to be reviewed
Little Green Steps WA	\$31,569	\$31,569	As requested
Fremantle Biennale Inc.	\$60,000	\$60,000	As requested, with the inclusion of a funding condition relating to the location and promotion of the event
Native ARC (trading as WA Wildlife)	\$94,814.06	\$94,814.06	As requested
The Wetlands Centre Cockburn	\$94,814.06	\$94,814.06	As requested
Ella Willans	\$10,000	\$500	Recommendation in-line with City's Youth Arts Scholarship funding cap

These recommendations have been reflected in the Grants, Donations, and Sponsorship Recommended Budget 2020/21 as contained within the Minutes attached.

Proposed Budget Amendments

The recommendations required a minor adjustment to the total allocations proposed:

- Committed/contractual funding arrangements for 2021/2022 will increase from \$510,000 to \$526,000
- Grants programs for 2021/2022 will decrease from \$635,000 to \$619,000.



Strategic Plans/Policy Implications

Local Economy

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

- Increased investment, economic growth and local employment.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

A budget of \$1,455,000 for grants, donations and sponsorships for 2021/2022 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	\$526,000
Donations	\$210,000
Sponsorship	\$100,000
Specific Grant Programs	\$619,000
Total	\$1,455,000
Total Funds Available	\$1,455,000
<u>Less Total of Proposed Allocations</u>	<u>\$1,455,000</u>
Balance	\$0

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 do not meet the criteria and guidelines and or do not use the funds for the purposes they were provided. Adherence to these requirements is essential.

Advice to Proponents/Submitters

N/A

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

Nil





City of Cockburn
Grants & Donations Committee
Minutes

For Tuesday, 20 July 2021

These Minutes are subject to confirmation

Presiding Member's signature

Date: 2 November 2021

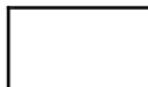


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CITY OF COCKBURN

**Summary of Minutes Of The Grants & Donations Committee Meeting Held on
Tuesday, 20 July 2021 At 6.00pm**

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CITY OF COCKBURN**MINUTES OF GRANTS & DONATIONS COMMITTEE
HELD ON TUESDAY, 20 JULY 2021 AT 6.00PM****PRESENT:****ELECTED MEMBERS**

Mr L Howlett - Mayor (Presiding Member)
Ms P Corke - Councillor
Mr P Eva - Councillor

IN ATTENDANCE

Mr T Brun - Chief Executive Officer
Ms K Jamieson - Head of Community Development and
Services
Mrs B Miller - Acting Grants and Research Co-ordinator

1. Declaration of Meeting

The Presiding Member declared the meeting open at 6.28pm.

2. Appointment of Presiding Member (If required)

Nil

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

Mayor L Howlett - Impartiality Interest Item 9.1
Cr P Corke - Impartiality Interest Item 9.3
Cr P Eva - Impartiality Interest Item 9.4

4. Apologies & Leave of Absence

Cr T Widenbar - Leave of Absence
Cr L Smith - Apology

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5. Confirmation of Minutes

5.1 (2021/MINUTE NO 0003) Minutes of the Grants & Donations Committee Meeting - 20/04/2021

Recommendation

That Committee confirms the Minutes of the Grants & Donations Committee Meeting held on Tuesday, 20 April 2021 as a true and accurate record.

Committee Recommendation

MOVED Cr P Corke SECONDED Cr P Eva

That the recommendation be adopted.

CARRIED 3/0

6. Deputations

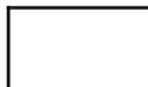
7. Business Left Over from Previous Meeting (if adjourned)

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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Item 9.1

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9. Community Services

9.1 (2021/MINUTE NO 0004) Cockburn Community Men's Shed Funding Submission and Key Performance Indicators

Author(s) K Jamieson

Attachments 1. Cockburn Community Mens Shed Donation Proposal 2020-2021 [↓](#)

RECOMMENDATION

That the Committee APPROVES the donation request from Cockburn Community Men's Shed for funding towards the annual coordination and administration costs (\$42,900 ex. GST for 2021/22) for a period of three years, indexed annually according to Perth consumer price index and subject to provision of an annual report detailing progress towards meeting the proposed Key Performance Indicators.

Committee Recommendation

MOVED Cr P Eva SECONDED Cr P Corke

That Council:

- (1) APPROVES the donation request from Cockburn Community Men's Shed for funding towards the annual coordination and Administration costs (\$42,462 ex. GST for 2021/2), for a period of three years, indexed annually according to Perth consumer price index and subject to provision of an annual report detailing progress towards meeting the proposed Key Performance Indicators; and
- (2) AUTHORISES relevant City Officers to address the Key Performance Indicators (KPIs) with the Cockburn Community Men's Shed.

CARRIED 3/0

Reason for Decision

The committee would like to keep the funding request in line with current CPI of 1.1% as adopted across the board, and for the KPI's to be reviewed to be more meaningful and achievable.

Background

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Item 9.1

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
- 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. Resourcing for existing staff liaison with the Management Committee and attendance at committee meetings is already allocated within existing budgets.

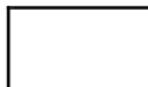
The Men's Shed Feasibility Report and Council decisions were provided to Lotterywest as part of the capital grant application process for the new purpose-built shed. The Council commitment to funding a part-time coordinator and the allocation of the land were considered key criteria by Lotterywest for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

The application was successful, 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,

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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)

The three-year funding arrangement expired at the end of the 2019/20 Financial Year and a subsequent submission was submitted to the City for consideration towards the annual coordination and administration costs (\$36,000 (ex GST) for 2020/21) (based on 22 hours of employment in the first year) for a period of three years.

The committee recommended:

“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”.

The corresponding Council decision (below) was adopted at the August 2020 Ordinary Council Meeting.

“That Council adopt the Committee recommendation subject to the inclusion of the additional Key Performance Indicator (KPI) number 10 as below:

10. Community Engagement

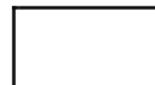
The Shed is to monitor community engagement through the number of people attending shed events, number of items built or provided to the Cockburn community, and any other relevant community engagements by the Shed. Proposed KPI – Increase community engagement at a minimum rate of not less than 5% each year”

The Men’s Shed have proposed a new partnership of three years for the continued employment of the Shed Coordinator with an incremental increase in hours of employment from 2020/21 and associated consumables, with the proposed KPI’s in line to last year’s submission.

Submission

The funding submission is attached to the report.

Report



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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 2021/22 to 2023/24, as contained in the following table. It is proposed to increase coordination hours from 22 in 2020/21 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. The proposal from Cockburn Community Men’s Shed includes:

Financial Year	Purpose	Funding (ex. GST)
2021/22	Shed coordination (26hours x 50 weeks x \$30.60ph [CPI 2%]) = \$39,800 Coordination administration (management operating systems and office consumables) = \$3,100	\$42,900
2022/23	Shed coordination (30hours x 50 weeks x \$31.82ph [CPI 2%]) = \$47,750 Coordination administration (management operating systems and office consumables) = \$3,250	\$51,000
2023/24	Shed coordination (30hours x 50 weeks x \$32.46ph [CPI 2%]) = \$48,700 Coordination administration (management operating systems and office consumables) = \$3,400	\$52,100
Three-year total		\$146,000



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For 2021/22, the Cockburn Community Men's Shed is seeking funding of \$42,900 (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 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 (similar to those proposed at the 2020 Grants and Donations committee) 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

Membership of 108 on 25 June 2021

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Item 9.1

(Increase from 95 on 30 June 2020, adjusted from the previous submission (105) due to prior resignations, deaths and short-term memberships).

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.*
- *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 2-3 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, as well as 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.

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GAD 20/07/2021

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.

8. Seminars, Tool-Box Discussions and Guest Speakers

Proposed KPI - Continue to provide to members and others a minimum of four to six 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.

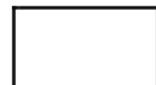
10. Community Engagement

The Shed is to monitor community engagement through the number of people attending shed events, number of items built or provided to the Cockburn community, and any other relevant community engagements by the Shed.

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

Cockburn Community Men's Shed has provided an annual report for 2020/21, including financial report, and the detailed progress towards meeting the proposed Key Performance Indicators (page 25 of attachment), which are attached to the Agenda.

It is recommended to support a donation for the Cockburn Community Men's Shed of \$42,900 (ex. GST) for 2021/22 for a period of three years, indexed annually according to Perth consumer price index and subject to provision of an annual report detailing progress towards meeting the proposed Key Performance Indicators.

Strategic Plans/Policy Implications

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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 and Security

A vibrant healthy, safe, inclusive and connected community.

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

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

This City recommends that \$42,900 (ex. GST) be allocated for 2021/22, with an increase in coordination hours by approximately four hours per week to 30 hours per week for the second and third year, based on service demand, including \$3,100 towards coordination administration, 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.

Legal Implications

N/A

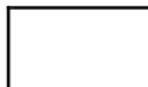
Community Consultation

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



Item 9.1

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process there is an acquittal process for individuals and groups to ensure funds are used for the purpose they have been allocated.

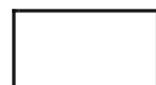
The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups who did not meet the criteria and guidelines and / or did not use the funds for the purposes they were provided. Adherence to these requirements is essential.

Advice to Proponent(s)/Submitters

The applicant has been advised that this matter is to be considered at the 20 July 2021 Grants & Donations Committee and then an outcome will be advised following the 12 August 2021 Council Meeting.

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

Nil



Item 9.1 Attachment 1

GAD 20/07/2021



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 Email: coord@ccmshed.org.au
 Chairman: Tel. 0451 30 6423
 Email: Chairman@ccmshed.org.au
 Secretary: Tel. 0417 17 6446
 Email: 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

Donation Funding Application – Shed Co-ordination

Enclosed is the Shed’s application for a continuation of donation funding for Shed co-ordination after current funding expires September 30. The request is for the next ensuing three years. – 2021/22 to 23/24.

Donation Funding application and associated documents [attachments] are enclosed for your consideration and approval. Most importantly, the key to the Shed accomplishing its role within the City of Cockburn is the crucial employment of a paid Shed Co-ordinator. The case and justification for Shed co-ordination in particular that of a paid Shed Co-ordinator is outlined at Attachment DA 1 and supported by other documentation including letters of support.

In brief our request for Shed co-ordination is for \$147,000 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] this year [2021/22] and a further increase of four [4] hours 26 to 30 in year 2 [2022/23] and remain at 30 hours in year 3 [2023/24].

With respect to the fulfilment of the original Management Plan Considerations [12] – August 2015 - all have now been more than accomplished. The remaining one from what was advised in our previous letter namely DGR status was satisfied when Federal legislation was enacted in September last year. Details are shown at Attachment 1 (a).

Further, as an appreciation of what the Shed has contributed over the past year [2020/21], is as follows:

- Acquisition [purchase and donation] of equipment, tools, solar panels, paint booth [\$24.1]
 - Equipment {\$30.6}
 - Furniture and fittings {\$9.6}
 - Material and Maintenance [\$22.9]
- Installation of storage sheds and infills, racking and shelving completed [\$28.0]

Planning, estimated costings etc associated with the commencement and finalisation in this forthcoming year [2021/22] of:

- Installation of the Mezzanine Floor lift, stairs, balustrading, and fit-out [\$81.9]
- Upgrading of the electrical power board and associated electrical e.g. emergency equipment circuit breakers, additional power outlets and lighting [\$6.5]
- Upgrading dust extraction unit [\$8.5]
- Purchase of equipment and tools [\$6.0]

Detail of the above is contained in the various attached documents including ‘Looking Forward’ beyond 2021.



Established: April 4, 2013. Incorporated: February 7, 2014 - Reg. No. A1017559Z ABN: 26 171 535 893 GST Registered
 Endorsed Deductible Gift Recipient [DGR] Charitable Collections Licence [WA] No. CC21804 Member of Aust. & W A Men's Shed Associations 1
 Rev.3. January. 2021



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Also worthy of note is that a significant number of members have availed themselves of the facilities to manufacture, repair etc many items for themselves, family, and friends.
Estimated net value approximately between \$20 - \$25000. [2019/20 \$15 – 20000]

As a consequence of the Corona Virus closure [2019/20] some projects were awaiting finalisation and/or commencement when the Shed opened for business which followed was by more requests. All this together with personal projects provided an opportunity to use the then newly acquired equipment and provision of additional workshop space, containers and infills.

Again, based upon a conservative estimate of hours [2200] invested at a cost of \$30 - \$40 per hour which resulted in the Shed as a minimum providing services to the value between \$66 – 88000 compared to 2019/20 1800 hours valued between \$54 – 72000. Estimated net value approximately \$16 - \$22000 compared to 2019/20 \$12.5 – 15000. All of the above achievement has resulted in roundly an increase of 25% over last year 2019/20.

Note: Wherever it was practicable use was made of recycled/donated material [wood and timber] and consumables.

In addition to the above volunteered community hours contributed by members makes it what it is -well respected. In this regard it is estimated that this year [2020/21] 5155 hours, compared to 3820 [2019/20] an increase of roundly 35%.

In support of the submission attached at Appendices 12, 13 and 14 for 2019/20 is Audit Report and Financials, Annual Report and Annual General Meeting minutes.

On behalf of the Executive and members I would like to express our sincere appreciation of the City's contributions and assistance because without it the Shed would not be positioned where it is today not the ability to continually move forward. It is greatly appreciated.

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

Yours in Shedding
Peter Hodgson
Peter Hodgson
Chairman
June 29, 2021

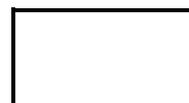


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Rev.3. January. 2021

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***DONATION APPLICATION
2020/21***



Shed Co-ordination

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Community Donation Funding Application
Shed Co-ordination- 2021/22/23/24.

Applicant: Cockburn Community Men’s Shed Inc.
2 Sullivan Street Cockburn Central 6164

Key Operating Information and Organisational Chart – Attachments 1A and 1B.

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 2
- Having defined and actioned strategic and operational plans 2021 -23 [Attachments 3 & 4] including Income and Expenditure – 2020/21 up to May 31 [Attachments 5] and Budget Estimates for 2021/22 [Attachment 6] finalising the Shed’s ‘Diversity and Capacity Building’ - Phase 2
- 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

The remaining one consideration was that the Shed being endorsed as a registered Designated Charity, Designated Gift Recipient [DGR]. Endorsement was effective for all from October 23, 2020. as the result of Federal Legislation being proclaimed for Men’s Sheds in Australia.

Fulfilment of Specified KPIs for 2020/21

At Attachment 7 is the KPIs detail detailing the outcomes which more than fulfills those specified.

Further, at Attachment 8 is a list of the Shed’s major achievements for 2020/21 which all are justly proud of.

At attachment 9 is the nominated Major Priorities for 2021/22 and will form the KPIs base together with the execution of the Strategic and Operating Plans.

Donation Funding Request

2020/21

The Shed Executive and members express their sincere gratitude to the Council for funding Shed Coordination for 2020/21 [Shed Co-ordination and administration] which was as follows:

- Shed Coordinator \$33000 expires September 30, 2021.
- Shed administration \$3000 for the financial year ending June 30, 2021. Total \$36000

Currently the Shed is open on Tuesday Wednesday & Friday – 8.30am – 2.30pm, Saturday 8.00am – 12.00pm

2021/22, 2022/23 and 2023/24 – Shed Co-ordination.

Case for a Paid Co-ordinator

Having witnessed the true value having a paid co-ordinator and seen what has taken place at Shed’s that do not have one the following comment is offered as an impelling case for a paid co-ordinator.

The primary reason for any men’s shed associated with the state (MSWA) and national (AMSA) bodies to be in operation, is to provide a safe and friendly space for men to meet with other men, with the aim of keeping them physically and mentally stimulated and to give them back some of the things they may have lost during retirement.

The safe space is determined by the physical aspects of the shed, but the ‘friendly’ is determined by an initial impression, followed by what occurs in the next few visits.



For a man to attend a shed for the first time, especially on his own, especially if he is feeling vulnerable, takes courage, and the first impression of a shed and its members has a significant impact on any future visits of that person. There should always be a person who is the initial point of contact for any new people, contractors, visitors etc. To have the **same** person (i.e., the coordinator or daily supervisor role) as the first point of contact to greet new people, make decisions about the myriad of daily events that occur, and just to deal with the members, visitors and their questions is important as it does several things.

- Gives vulnerable people a stable point or reference (an anchor point)
- Gives outside organisations a constant person that they deal with
- Creates stability in the shed as the 'rules' are always the same.
- For men used to a chain of command structure (e.g., ex-military personnel), it gives a sense of familiarity as there is a person who is 'in charge'.
- Means that someone who is new has an initial point of contact to seek out during the first important few visits.
- Enables accurate monitoring of members who attend with some form of disability (dementia etc.)
- The coordinator should have a first aid certificate so that there is always a person who is first aid certified on hand.

If there is a paid co-ordinator is this role, there is a person who is required to attend during all opening hours, with the consequence that all the above is achievable. It also means that there is only one person to deal with, no matter what the question, complaint, or request.

If the co-ordinator role is manned on a volunteer basis with several volunteers assuming the role on different days, much of the stability is lost. Volunteers, by the very nature of the word, are not forced to attend if there is another more pressing matter in their life to attend to and are entitled to leave without notice or any repercussions.

Selecting a person for a paid co-ordinator role also ensures that the best person is put into the position as people can be assessed during the selection and interview process. This may not be the case when well-meaning but unqualified people volunteer for the role.

The Cockburn Community Men's Shed has a reputation within the community as being well run and efficient. This is due in no small part to the fact that the coordinator is the same person, and that person attends during all opening hours of the shed operations.

A paid co-ordinator also gives the executive a single point of contact and improves the efficiency of communication to/from members.

Maintenance of equipment can be more easily managed given only one [1] co-ordinator, as that person would have a good grasp of timelines etc.

Attachment 10 is a list of the Co-ordinator responsibilities, and as can be seen, it is a complicated and varied role, best suited to an experienced and qualified person, rather than a volunteer, no matter how enthusiastic that person may be.

What is being sought:

As the above donation funding will expires September 30, 2021. assistance is sought to enable the continued employment of the Shed's Co-ordinator and associated administrative functions for the ensuing three years as follows:

• 2021/22 – 26 hours x 50 weeks x \$30.60 [CPPI 2%]	\$39800
Proposed use of the additional 4 hours will be utilised to open on Fridays 8.30am - 12.30pm	
Co-ordination administration [Management operating systems & office consumables]	\$3100
	Total \$42900
• 2022/23 – 30 hours x 50 weeks x \$31.82 [CPI 2%]	\$47750
Proposed use of the additional 4 hours depending on ascertained needs could be utilised to open Monday 8.30am - 12.30pm or alternatively open of an evening/s or a combination.	
Co-ordination administration [Management operating systems & office consumables]	\$3250
	Total \$51000
• 2023/24 – 30 hours x 50 weeks x \$32.46 [CPI 2%] [Same as for 2023/24]	\$48700
Co-ordination administration [Management operating systems & office consumables]	\$3400
	Total \$52100
	Total funding request \$146000



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Membership

As of June 25 the Shed’s membership was 108 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 108 members only 8 do not reside in the defined Cockburn Council boundaries. These reside in either Mt Pleasant, Melville, or Canning Vale and all chose to come to the Shed because the proposed Shed to be built in Melville has not yet eventuated.

In support of this request detailed is ‘Looking Forward’ - 2021 and beyond which is at DA 2.

Apart from the donation funding requested all other operating expense will be met by the Shed.

Funding –

Income and Expenditure as of May 30, 2020/21. is at Attachment 5.

Budget Estimates for 2021/22 is at Attachment 6.

As can be seen the Shed has been able to meet all its commitments for 2020/21 which has included further additional assets. With regard to 2021/22 again it will be noted that substantial additional assets are planned to be added \$96400.

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
 - Code, Policies and Operating Procedures
 - Strong leadership - Competent and enthusiastic Executive as well as Management and Occupational Safety and Health Committee members and Shed Co-ordinator.
 - Strategic & Operating Plans [forward planning -short & longer terms relating to 2021/22 & 2022/23 have been sign off]
 - Financial Management -Budgeting and day to day – [Income and Expenditure] and comprehensive audit.
 - For YE June 30, 2021, documentation is currently being finalised for audit and then submitted to the ‘Australian Charities and ‘Not-for Profit’ Commission.
 - Comprehensive and integrated computing platform
 - 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 and 2020/21 KPIs – **Attachment 7 refers.**

REQUEST

The reasons and establishment of the Capacity and Diversity Building Programs – Phase 2 were determined by:

- those defined in both the Shed’s Strategic and Operational Plans [**Attachments 3 & 4**] as well as nominated major priority actions shown at **Attachment 9.**
- 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.
 - 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



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overall sustainability – increased membership and program delivery. This will further continue with what is in place and/or planned for the forthcoming year/s.



Looking Forward – 2021 and Beyond

DA 2

The Management Committee has continued to define 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 2021/22 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 2020/21 as defined in the Shed’s Strategic, Operating and Financial Plans 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
- Acquisition and installation of lift, stairs, and balustrading to and on mezzanine floor
- Fit-out of the Mezzanine Floor – electrics, equipment, furniture etc.
- Upgrade current electrical distribution power board to increase capacity, critical in that there is a need for an immediate ability to shut down all equipment once the emergency/duress alarm has been activated.
- Upgrade current dust extraction system due to temporary individual systems being put in place.
- Continuing review of Workshops etc, layout, design etc and consequential change to better meet needs

Providing and fulfilling requested Community projects and activities which has been achieved over the past two years particularly the last 12 months an increase by roundly 25%. Given this momentum, knowledge of the Shed’s existence together with the quality of work produced the view is held that this will again increase in the forthcoming years.

Whilst all required actions and outcomes etc are important the key role and challenge is to translate the Shed’s capacity and 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 lift, 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 following year 2020/21 and settling in and the determination of the way forward for the next 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.

Whilst initial planning provided some guidance with respect to use of the mezzanine floor once access completed as well as the Shed has been placed on a temporary hold until early September once all the required actions have been finalised. This includes the determination with respect to this our request for Donation funding particularly related to addition hours. At this time further consultation will take place to determine short- and longer-term plans for the



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Shed’s overall utilisation. This will also enable the plans to be put to the Shed’s Annual General Meeting on October 5, 2021. for members consideration and endorsement.

The following is a list of, but not limited to, the community organisations assisted this year [2020/21]:

Activities

- COVID_ 19 Response Program 1st Bateman Scout Group
- Assisted Oberthur Primary School and Bullcreek Boys Shed - teaching primary basic ‘Do it yourself’ skills [DIY]
- City of Cockburn - many and varied. Brightwater Retirement Village Jandakot Lions
- Jandakot Primary School Coogee Community Gardens South Coogee Community Group
- Theatre Arts Inc Tighten Up Tools Shoe Box
- One Christian Church Bicton Primary School Bethanie Hospital
- Fremantle Players Group Inc Spearwood Primary School Murdoch Hospice
- Fine Motor Skills & Toys Assoc. Cockburn Rotary Club Native ARC WA [Animal Rescue Centre]
- Lakelands Senior High School

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 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.

Projects:

With the provision of more workshop space [patio], equipment and members the number of projects etc undertaken has increased by xx%. The undermentioned are examples of what has been achieved:

- Refurbishment of furniture – e.g. jarrah &/or pine table-tops and legs
- Refurbishment of outdoor settings – tables, bench seats etc
- Bunnings – Assistance with Fathers’ Day and Christmas Programs
- Replica 303 bullets [Wooden] Cubby Houses Jenga Blocks and Boxes
- Photo and Painting Easels Car Bike Rack Reptile Box
- Wrought Iron Seats [Refurbishment] Buddy benches Mud kitchens.
- Fold-up desks Repairs to Boat Trailer Table tennis bats
- Picnic tables and bench seat Furniture [miscellaneous] refurbishment
- Plant stands Planter Boxes Cat Run
- Bike Juice Maker/Blender Morning Tea Trollies Water tank refurbishment
- Small game table Games board Coin Sorter
- Honour board Cutting and platter boards Fob watch case.
- Cupboards and bench tops Possum boxes Bird boxes
- Street libraries Clap sticks Rocking chair.
- Assistance with the clean-up of deceased estates etc Garden Feature Bridge
- Bonsai Display Tables Welding – Repair and maintenance of equipment etc
- Welding – Construction of framework for a variety of outdoor furniture etc
- Machining various replacement components
- 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.

Estimated net value 2020/21 approximately between \$20 - \$25000. [2019/20 \$15 – 20000]

Due to the Corona Virus closure some projects were awaiting finalisation and/or commencement when the Shed opened for business then more requests were forthcoming. All this together with personal projects provided an opportunity to use the then newly acquired equipment and provision of additional workshop space.

Again, based upon a conservative estimate of hours [2200] 20/21 invested at a cost of \$30 - \$40 per hour the Shed as a minimum has provided services to the value between \$66 – 88000. [2019/20 1800 hours value between \$54 - 72000]

All of the above achievement resulted in roundly an increase of 22% over last year [2019/20].



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Note: Wherever it was practicable use was made of recycled/donated material [wood, timber, steel etc] and consumables.

Further, Shed members provided community support to roundly 530 hours to the value between \$16 – 22000. [2019/20 415 hours value between \$12.5 - 15000] an approximate 27% increase.



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Key Operating Information

Registered Name: Cockburn Community Men's Shed Inc.
Address: 2 Sullivan Street Cockburn Central WA 6164
Telephone Nos: [Mobile] 0422 92 0948 [Shed Co-ordinator – Michael Murphy]
 0451 30 6423 [Chairman – Peter Hodgson]
 0427 17 6446 [Secretary – Bevan Dellar]
E-mail Address: coord@ccmshed.org.au chair@ccmshed.org.au secretary@ccmshed.org.au
Website CCMShed.org.au
Date Established: April 4, 2013
Date of Incorporation: February 7, 2014
Certificate of Incorporation: Reg. No. A1017559Z
ABN: 26 171 535 893 Active from March 26, 2014
Tax File No. TFN 349 061 685
Registered Charity Endorsed October 23,2020
Deductible Gift Recipient [DGR] Endorsed October 23,2020
GST Concessions Endorsed October 23,2020 - approved by the ATO effective from January 1, 2021.
Constitution: Initial approved March 9,2015 Amended Ver. 3 – October22, 2020
Charitable Collections Licence -WA No: 21804 Expiry Date: When licence terminated.
Bank: Westpac BSB: xxx - xxx Acc. No. xxxxxx
Insurance:

Type of Policy	Australian Men's Shed Association Men's Shed Insurance Policy	
Insurer	Chubb	
Policy No.	933997884	
Description of Cover	Public Liability	\$40,000,000
	Products Liability	\$40,000,000
Expiry Date	February 28, 2022	
Type of Policy	Industrial Risks	
Insurer	CGU Insurance	
Policy No.	OIR 1200843	
Description of Cover	Assets	\$300,000
	Burglary	\$30,000
Expiry Date	February 28, 2022	

Deed of Lease: City of Cockburn [Lessor] ID LSE 17/0016, Contract.
Cockburn Community Men's Shed Inc. [Lessee]
2 Sullivan Street Cockburn Central Portion of Reserve 12243
Lettable area 2131 M2
Commencement of Lease July 11, 2018
Initial Term 5 years - expires July 10,2023
Further Term 5 years
Rent \$1 per annum.
Public Liability Insurance \$20,000,000

Memberships: **Australian Men's Shed Assoc.** 100987 Expires May 2022
Western Australian Men's Shed Assoc. Expires June 2022



Revised and Approved Constitution – October 20, 2020

1. NAME

The name of the Association is the "Cockburn Community Men's Shed Inc." [the Association].

The name of the Association may be changed as decided at an Extra-ordinary General Meeting or Annual General Meeting in the event of a change of the major activity of the Association.

2. DEFINITIONS AND INTERPRETATION

Definitions and Interpretation are in accordance with Constitution Attachment 1.

3. MISSION, OBJECTS AND POWERS

3.1 Mission

The Association's 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; including but not limited to advancing social and public welfare in particular the defined key priority groups; 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 and non-profit making 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.

Vision and Values as prescribed above which 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.



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Strategic Plan 2021/22 and 2022/23

COMMUNICATION OVERVIEW

For members to remain up to date on shed governance and activities, the following documents have been produced and details are disseminated to members on a regular basis.

- Strategic and Operational Plans
- Management Committee meeting minutes
- Occupation Safety and Health Committee meeting minutes
- Shed Co-ordinator's weekly newsletter and/or special notices
- Two General Meetings held in August and March
- AGM held in October each year

MISSION [Purpose]

The Sheds 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.

VISION [View of the future]

The Shed aspires to achieve a lasting and positive impact on the wellbeing of all to the extent required 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 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 other associations;
- Maintaining strength gained by unity and focus; and
- Continuous disclosure on a timely basis.

KEY FOCUS AREAS

The Shed is committed to:

- Always conducting itself in a professional manner and with integrity.
- Providing leadership
- Harnessing the skills, drive, and energy of all to gain maximum support in all strategic areas;
- Actively promoting the Australian Men's Shed and Men's Sheds WA objectives;
- Safeguarding rights of all through strong advocacy and consultation;
- Promoting equality by way of inclusion to enable individual and/or group 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;

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- Co-operate with or support any Authority, Association, and Agency or like bodies, having objectives that align with the shed objectives;
- 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 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 sheds mission and values
- Providing sound financial and physical resource management; and
- Acquiring funds to provide amenities, programs, and services.

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
- Occupational Safety and Health
- Advocacy and Awareness
- Legislation and Policy
- Financial; and
- Membership.

Key Result Area	Planned Results	Strategies	
Legislative and/or Operational Requirements	Review Constitution and associated documentation in accordance with the Incorporated Associations [WA], and/or other legislative and/or operational requirements.	Undertake review as and when required due to legislative compliance and/or operational changes and where required recommend any changes initially to Management Committee Meeting and then further progressed as determined.	
	Strategic and Operational Planning	Undertake and review strategic planning every two years as a minimum and operational planning each reporting/financial year [July to June inclusive].	
	Provide appropriate & timely information.	Members receive Management and Occupational Safety and Health Committee Meeting minutes and associated material of meetings, as minimum, 2 weeks before the next management and/or occupational safety and health committee meeting.	
	1. Corporate Governance	Continue strong governance to successfully plan and deliver programs that focus on 'Shed Health Checks'. Undertake sound financial and physical resource management.	Ensure there is a continual focus to remain effective, efficient, and financially resilient. Ensure financial documents are prepared and reported upon at each Management Committee meeting and that an annual audit is carried out and reported upon at the AGM.
		Ensure robust and adequate operational and financial controls are in place.	Utilise recognised and robust operational and financial tools e.g. MYOB.



	Act lawfully and exercise good management practices and principles.	The Shed remains legislative compliant and receives a clear audit report.
	As a minimum undertake yearly operational and financial Audits.	Appoint an auditor with appropriate audit qualification, knowledge, and skills.
	Maintain a unified sense of purpose, capacity, and flexibility to respond to the needs of members and significant others	Ensure that the Management/Sub-Committee/s and/or Advisors/Consultants have and maintain appropriate knowledge, skills, and competencies to fulfil their responsibilities.
	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.
	Advisors	Appoint Advisors with appropriate qualifications, knowledge, and skills in the defined vocational area.
2. Quality of Life	Promote the Sheds 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 collaborative and sustainable partnerships and sponsorships.	The established partnerships, collaborations and sponsorships 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.
3. Advocacy and Awareness	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 and sponsorships.
	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.



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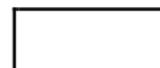
	To further progress identified projects and/or activities	Through but not limited to delegated Sub-Committee/s, Working Groups, Partnerships and Communities continue to create awareness raising events e.g. Expo and Celebrations that support all in local communities, in becoming more welcoming and affirming places for men with disabilities, mental illness, families, carers and significant others. This will be based upon Men's Shed principles and pathways.
4. Occupational Safety and Health	Continue to undertake a high standard of occupational and health practices to ensure the Shed's excellent record in relation to near misses, incidents, accidents, and exposure to hazardous substances is maintained.	Conduct comprehensive Shed inspections [both internal and external] as a minimum each 2 months and weekly and/or as determined the inspection/maintenance of each piece of equipment. The reports to be tabled at each OS&H meeting and actioned as determined. Undertake the testing and tagging of piece of equipment as defined annually [January] and when otherwise determined. Conduct Toolbox meetings on any OS&H matter as determined to keep members informed of any required actions etc.
5. Shed Facilities.	Existing – Ensure high standards are maintained.	Continually strive to provide the best possible facilities which include operating conditions, equipment, tools etc.
	Operating Hours Proposed – Review the proposed <i>Stage 3</i> [Capacity Building and Diversity] and make recommendations that will assist both the Shed and community at large to derive benefits in both the short and longer terms.	Increase the operating hours: FY2021/22 from 22 to 26; and FY2022/23 from 27 to 30. Maintain consultative group to determine appropriate strategies and operational plans and formulate strategies to fulfil all needs e.g. membership, financial, public demand, operational etc.
6. Legislation and Policy	Monitor and where appropriate influence change to existing and/or proposed legislation, policy, and/or operating procedures	
7. 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, donations, contracts, grants, general fundraising, projects, and activities.
	Establish/maintain and collaborations partnerships/sponsorships with the corporate and private sectors where appropriate to ensure that projects are developed to their maximum	Develop a business plan incorporating a priority program [minimum 2 -3 years] to further pursue corporate and private sponsorships as well as partnerships and collaborations. Also, be ever vigilant pursuing other opportunities as they arise.
	To maximise robust grant applications	Monitor grant funders and where



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		appropriate apply.
	Continue major fundraising to support the sheds operations and other determined outcomes	Approach organisations/persons when appropriate for sponsorships and/or donations to maximise project viability.
8. Membership	Maximise all membership classifications. Provision of Information Learning opportunities	Promote using various strategies to increase membership as a minimum by 5% each year. Continue to provide but not limited to heighten information in key areas associated particularly health and well-being. Provide and/or facilitate the delivery/access of learning opportunities.





OPERATIONAL PLAN - 2021/22

Key Result Areas

1. Corporate Governance

- Continue strong governance to successfully plan and deliver programs that focus on 'Shed Health Checks' to ensure there is a continual focus to remain efficient, effective and resilient.
- 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.
- Provide appropriate & timely information ensuring that members receive Management and Occupational Safety and Health Committee Meeting minutes and associated material of meetings, as minimum, 2 weeks before the next management and/or occupational safety and health committee meeting.

2. Partnerships, Collaborations and Memberships

It is recognised that neither 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/collaborations/memberships as well as the sharing of knowledge and good practices. Consequently, the shed will continue to maintain and build upon those partnerships/collaborations 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, on 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.

4. Occupational Health and Safety Committee [OH&S]

The role of the appointed occupational health and safety [oh&s] committee members are to address oh&s issues as well as facilitating cooperation between the members as well as formulating, reviewing, and disseminating operational policy, procedures, and guidelines. Also, ensure best practice and continuous improvement approach is adopted in all matters of **occupational health and safety**. Where appropriate these are referred to the management committee for approval and introduction. The Committee meets on a regular basis.

5. Quality of Life

- Ensure that the sheds 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 sheds principles 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.



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- Assist other service providers in determining future programs and/or requirements to further enhance the sheds constitution, mission and vision.
 - Assist to the extent required promote associated internal and/or external programs as determined; and
 - Support all who seek assistance to maximise and/or contribute to their own quality of life or that of other persons.
- 6. 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 and/or group needs to be better met;
 - Participate in any political parties policy development when asked 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, particularly to achieve better outcomes for all; and
 - Further inform and assist members, families and carers with respect to the Shed and its role.
- 7. Legislation and Policy**
- Monitor outcomes because any reviews undertaken may/do impact on the shed activities and take action as deemed appropriate.
- 8. Financial**
- To prepare and ensure that all financial including annual reporting are in accordance with legislative requirements;
 - Establish corporate and other partnerships/sponsorships to ensure the Shed's sustainability in particular financial resilience 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;
 - Execute Sponsorship Business Plan to secure as a minimum 5 sponsors related to the acquisition of material [timber, steel, paint, varnishers etc] and equipment consumables.
 - Maximise grant funding applications with the view to better meet shed and project/activity development needs, that is 'Capacity Building and Diversity;
 - Ensure that all grant applications, acquittals, and reports are robust, timely and of a high standard; and
 - To maintain strong over-all governance including the sheds management [operational and financial] including, projects/activities that are facilitated by the Management Committee and/or sub-committee under delegated authority.
- 9. Membership**
- Continue to provide heightened information on key areas, particularly health and wellbeing.
 - 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 5%.
- 10. 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.
- 11. General**
- Continue to ensure that the sheds website, face-book etc. contributes and brings greater knowledge to all members, sponsors, partners and public at large;
 - Undertake other projects as determined by management committee and members; and
 - Administration
 - Review/amend Constitution, Policies, Notices and Operating Procedures
 - Maintain Occupational Safety and Health Committee
 - Facilitate learning opportunities e.g. training and instruction 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]

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- Continue to review shed operations to further enhance and support progress towards better meeting the needs of members and community at large.
- Conduct welcome to the shed for members and partners, business partners, sponsors, and friends.
- Participate in WA Men's Shed Association's Zone meetings
- Operations
 - Continue to facilitate the continuation of the theme *Building Capacity and Diversity* which has been expanded to include finalisation of:
 - Mezzanine Floor Fit out - Lift Stairs Balustrading Electrics Furniture,
 - Electrical Power Distribution Board Upgrade – Increase capacity including additional equipment circuit breakers, power outlets,
 - Dust Extraction System – Current system overloaded creating a possible health and safety issue.
 - Increase Shed operating hours from 22 to 26 [FY2021/2022] and from 26 to 30 hours [FY2022/2023].
 - Continue to undertake a high standard of occupational and health practices to ensure the sheds excellent record in relation to near misses, incidents, accidents and exposure to hazardous substances is maintained.
 - Undertake and fulfil projects and/or activities as determined at a high standard.
 - Conduct Bunning's Family BBQ evening
 - Assist with the operation of Oberthur and Beeliar Primary Schools, Bullcreek Boys Shed
 - Assistance with the operation of Disadvantaged Youth Workshops
 - Review the establishment of alternative programs etc on the sheds mezzanine floor
 - Facilitate and participate in community awareness in meaningful ways related to health and wellbeing which promotes positive outcomes e.g., Mental Health and Wellbeing, 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.
 - Maintain a Members' weekly newsletter.
- For other detail please consult the monthly diary of events calendar as well as Shed Co-ordinator's newsletter and /or other communications.





Appendix 5

INCOME - 2020/21 as of May 31, 2021,

	\$ 00	\$ 00
General	31389	
Grants Cockburn City Council - Shed Co-ordination	7814 #	
- Events Funding	1500	
Volunteering - Shelving	2400	
Stronger Communities	4495	
Opening Balance [Brought Forward]-July 1, 2020, 2020/21		47598
Diversity and Capacity Building		
City of Cockburn – Shed Co-ordination		36000 *
Rotary Club of Cockburn		500
Fundraising		
Project Sales	4896	
Open Day	1532	
Sausage Sizzles	1597	
Christmas Fund	1288	
Spring Fair	788	10101
General		
Membership Fees	8359	
Donations – General	1195	
Miscellaneous	1167	
Hire Building	720	
Interest	11	11452
Total Income		\$105651

EXPENSE – 2020/21

Grants		
Cockburn City Council - Shed Co-ordination	28080	
Stronger Communities	4659	
Volunteering	2400	
City of Cockburn – Events	1500	36639
General		
Office	1815	
Insurance	3616	
Training	1000	
Equipment and Tools [Shed funded]	3309	
Furniture and Fittings	1014	
Shed Upgrades & Maintenance	9104	
Storage Sheds [3x20ft Containers]	5213	
Materials purchased	9436	
Miscellaneous	1398	
GST – Paid	1450	
Bank Fees	33	37685
Total Expense		74324

Net Profit as @ May 31,2021 \$31327

Note:

- # Shed co-ordination commitment to September 30; 2020 - \$7814

Committed expenditure 2021/22

- * Shed co-ordination commitment to September 30; 2021 \$7500.
- Lift, stairs, and balustrading TBD
- Electric Power Switchboard Upgrade [Estimate] \$5000



Budget Estimates 2021/2022

Appendix 6

Income

Cash @ Bank Brought Forward – July 1, 2021		
Includes: General	20000	
: Co-ordinator - 12 weeks x 22 hours X \$30 ph.	7900	27900
Donation		
• City of Cockburn - Shed -Co-ordinator	40000	
- General Operating	3000	
	Sub-Total	43000
Shed Maintenance/Upgrade		
Grants – Upgrades		
• State Government [Lift]	71400	
• ? [Stairs, Balustrading & Electrics]	25000	
• ? - Dust Extraction	15000	
- Equipment Purchases		
• Minor < \$1000		
• Major >\$5000	6000	
	Sub-Total	117400
Sponsorships		
• General	5000	
	Sub-Total	5000
Membership [100 [average] x \$100]	10000	10000
Fundraising		
• Projects and Product Sales	8000	
• Sale of Miscellaneous Items	3000	
• Sausage Sizzles [3]	3000	
• Rotary Spring Fair	1000	
• Open Day	3500	
• Miscellaneous Donations	1500	
	Sub-Total	20000
Shed Hire	250	
GST Recoups	1000	
	Sub-Total	1250
 Sub Total		 \$224,550 #

Note: \$10,400 to be carried forward – Shed Co-ordinator payments [13 weeks]

Sponsorships being sought for:

Timber Steel Paint Equipment Consumables





Budget Estimates 2021/22

Expense	\$	\$
Items Carried Forward - Approved 2020/21		
• Power Electrical Distribution Board	5000	
• Mezzanine Floor		
• Lift	71400	
• Stairs and Balustrading	24000	
• Electrical	1000	
• Furniture etc	1000	
Dust Extraction System – Upgrade	15000	
Workshops – Upgrade Lighting, Power Points	1500	
	Sub-Total	118900
General Operating Expense		
Materials and Consumables		
• Timber, Steel, Paint etc,	15500.	
• PPE, First Aid	1000	
• General	3000	
• Kitchen, Toilets etc	500	20000
Equipment - Maintenance /Servicing		2000
Shed Upgrades/Maintenance - General		1500
Office Supplies		500
Miscellaneous		1000
Insurance [Members etc] [112 x \$42]		4700
Memberships – AMSA & WAMSA		300
Bank Charges		200
Training		1000
	Sub-Total	\$31200
Shed Co-ordination		
Co-ordinator		
• 13 weeks x 22 hours X \$30 ph.	7900	
• 36 weeks x 26 hours x \$30.60 ph.	28600	
• 13 weeks x 26 hours x \$30.60 ph. [c/fwd.22/23]	10400	
• Co-ordination Operating – Consumables, Telephone, Software etc	4000.	
	Sub-Total	50900
Equipment etc		
General – New/Replacements >\$3000	5000	
Hand Tools etc - Various Replacements <\$3000	1000	
	Sub-Total	6000
	Total	\$207,000





Looking Forward – 2020 and Beyond
City of Cockburn – Community Funding
Shed Co-ordination
Key Performance Indicators [KPIs] – 2020/21

Introduction

In response to the nominated KPI's in our last submission [2021] the following comment is made with respect to 2020/21. [Shown in blue].

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.*
- *To ensure that the Shed is ever proactive in maintaining a high degree of compliance and changing needs it amended its Constitution [Ver. 3] which was approved on October 22, 2020, and subsequent Operating Procedures [Codes, Policies etc].*
- *The Shed continued to maintain its high degree of compliance with nothing being brought to its attention.*
- *Contribution to the community has increase from 1800 hours [est. value \$54 -72000] last year to 2200 hours [est. value \$66 -88000] an increase of roundly 22% this year.*

1. Governance

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

- *The Shed has not come under notice for non-compliance or any other matter.*
- *Also please see notes at item 9 with respect to the further use of professional Advisors in 2020/21.*

2. Membership

Membership 95 [equivalent to full time membership] on June 30, 2020. [Adjusted from 105 due to prior resignations, deaths, and short-term memberships.]

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

Currently the membership is 108 an increase of 13.7% increase.

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.

The Shed applied after the Federal legislation was enacted and was endorsed and effective from October 23, 2020. On the same date the Shed was also endorsed as a Registered Charity which will further facilitate 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.



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The Shed provided the following five key additions [2020/21] , namely:

- Specialised welding classes
- Woodturning tuition
- Machining and Turning [metal]
- Public Open Day
- COVID 19 – Project
- Basic First Aid including Defibulator use
- 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.

- For 2019/20 1800 hours Rate ph. \$30 - \$40 Value \$54 - 72000
- For 2020/21 2200 hours Rate ph. \$30 - \$40 Value \$66 - 88000

6. Nominated Priority Groups -Disadvantaged [Community Support]

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.

- The Shed has continued to support the following:
 - People with Disability and their Carers
 - People with dementia and mental illness
 - Department of Justice – Community and Youth Justice Services
 - Centrelink - service provider
 - Beelie Boys Shed
 - Beelie and Atwell Primary Schools
 - Lakelands High School
 - RSL – Cockburn Sub-branch
 - Aged Care Groups [Brightwater and Agis Aged Care Group]
 - Shoe Box
 - Indigenous Events [Naidoc Week]
 - People who require assistance e.g. incapacity, have lost partners etc.

The support provided equated to roundly 530 hours valued between \$16 – 22000 compared to 2019/20 415 hours valued between \$12.5 – 15000 an approximate 27% increase.

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.

The Shed recorded **NO** incidents, near misses, accidents, or exposures this year.

This has been achieved by having an appointed Shed Co-ordinator, Project Manager, structured approach that is OS&H Committee, OS&H Facilitator, comprehensive policies, and operating procedures. This is complimented by weekly equipment inspections and maintenance.

Further, the Shed has continued to provide a high level of training/ instruction with some being provided by external expertise. In addition Toolbox discussion [8] was provided on key health and ell-being subjects.

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.

The provided eleven **toolbox discussions this year [2020/21 were in the following areas:**

- Mental Health – Understanding the Man Mask
- Retirement Living and Your Choices
- Home Care Transitions etc – Alternatives [ACAT]

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- Medical Services
- Financial and Life Planning
- Legal – Wills [changed circumstances], Enduring Power of Attorney and Enduring Guardianship
- Mental Health – Alzheimer’s
- Centrelink Services
- Paint and Varnish
- E poxy Use
- Men’s Shed WA – Zone Meeting

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.*

The Shed retained its nine Advisers who provided assistance and advice in particular in the following areas due to changes being experienced. This enabled the Shed to continue maintain and enhance its high level of governance.

- Installations – Containers/infills, Lift, stairs, and balustrading. Building redesign - [Building Design]
- Constitution and operations - [Legal]
- Accounting – Legislative and ATO changes, MYOB - [Financial and Accounting]
- Training – [Training]
- Occupational Safety and Health – [Occupational Safety and Health]
- COVID, General and Defibulator – [Medical]
- Facebook, Webpage and use of Cloud facilities [Information Technology]
- Disability [Disability and associated services]

10. Community Engagement

This is described in particular at items 5 and 6 above which as can be seen has increased significantly.

In addition to the above volunteered community hours contributed by members makes it what it is -well respected. In this regard it is estimated that this year [2020/21] 5155 hours, compared to 3820 [2019/20] an increase of roundly 35%.





Appendix 8

Major Achievements – FY 2020/2021

A total of 13 major achievements have been identified, these being:

1. Continued strong governance and successful planning and delivery of efficient, effective, and resilient outcomes which focused on those identified.
2. Continued to be financially viable with particular emphasis on the various new Shed and/or requested items that were constructed, erected etc recycled and/or donated material and consumables were utilised for the construction, erection, repair etc. Also, where practical all equipment installation and maintenance as well as electrical was carried out by members.
3. Continued to provide an increased service to the Cockburn community.
4. The Shed upgraded its MYOB on-line accounting software which has enabled it to maintain efficient and effective overall financial management, including reporting that is associated with Public Benefit Institution [PBI], Deductible Gift Recipient [DGR], and Goods and Services [GST]. The latter was endorsed by the Australian Taxation Office [ATO] in October 2020. With the endorsement of PBI and DGR the shed is now a registered charity enabling donations to be tax deductible.
5. Installation of three containers, 2 infills and an associated gable roof has significantly increased the sheds storage capacity and enabling the expansion of facilities within each of the 4 work areas.
6. Construction and installation of additional storage racks, shelving, and workbenches.
7. Construction and fit-out of mobile paint booth.
8. Installation of solar panels.
9. Upgrading of electrical power distribution board to increase capacity but most importantly enable all major pieces of equipment to be fitted with automatic cut-out in the event of any duress/emergency situation.
10. Purchase/installation of additional equipment
11. Facilitated additional training in wood turning, welding, and first aid.
12. Finalisation of the planning including financial, engineering drawings and approvals to enable the installation of the mezzanine floor lift, stairs, balustrading and fit-out.
13. Increase activities namely:

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

Estimated net value approximately between \$20 - \$25000. [2019/20 \$15 – 20000]

Projects were awaiting finalisation and/or commencement when the Shed opened for business then more requests were forthcoming.

Again, based upon a conservative estimate of hours [2200] invested at a cost of \$30 - \$40 per hour the Shed as a minimum has provided services to the value between \$66 – 88000.

[2019/20 \$54 - 72000]. Estimated net value approximately \$16 - \$22000. [2019/20 \$12.5 - 15000]



Priority Actions – 2021/22

A total of 10 priority actions have been identified through the sheds strategic and operating planning processes. These are:

1. Continue strong governance to successfully plan and deliver programs that will ensure a continual focus on remaining efficient, effective, and resilient. Those programs should have an underlying focus on men’s health.
2. Make application to Cockburn City Council to increase the Shed Co-ordinators hours by four hours per week for FY 2021/2022, followed by a further by four hours for FY 2022/2023. This is to facilitate the increasing growth in membership and its cultural diversity as well supporting the needs of the members It will also further enable the provision and/or facilitation of a range of engaging and supportive community activities and/or services within the City of Cockburn.
3. Continue to share goals, increase sponsorships to build greater financial resilience to enable greater capability to be stronger, well positioned to provide a greater overall impact.
4. Continue to facilitate the continuation of the theme *Building Capacity and Diversity* which has been expanded to include finalisation of:
 - Mezzanine floor fit out – Lift, stairs, balustrading, electrics, and furniture,
 - Electrical power distribution board upgrade – Increase capacity including additional equipment, circuit breakers, power outlets,
 - Dust extraction system replacement – Current system overloaded creating a possible health and safety issue.
5. Execute Sponsorship Business Plan to secure as a minimum 5 sponsors related to the acquisition of material [timber, steel, paint, varnishers etc] and equipment consumables.
6. Continue to undertake a high standard of occupational and health practices to ensure the sheds excellent record in minimising near misses, incidents, accidents, and exposure to hazardous substances is maintained.
7. Further community engagement and participation, increasing the number of partnerships and/or enhanced collaborations which translates into greater use of the shed and its facilities.
8. Continue to provide heightened information on key areas associated with members health and well-being; these being:
 - Centrelink Retirement Living and Your Choices
 - Home Care Transition etc – Alternatives – Aged Care Assessments
 - Mental Health People with Disabilities
 - Others as determined.
9. Continue to provide and/or facilitate the delivery/access to learning opportunities for members and/or significant others.
10. Undertake feasibility study regarding installation of air-conditioning on mezzanine floor.

Note: These will form the basis of 2021/22 KPIs together with the execution of the Strategic and Operating Plans



SHED CO-ORDINATOR DUTIES

As at, June 2021

Executive Interaction

Co-ordinator provides the executive a single point of contact and assists and ensures in improving the efficiency of communication to/from members as well as others who have a relationship with the Shed.

Co-ordinator is formally on the Management Committee [non-voting] and Occupational Safety and Health as well as other committees etc or external meetings (outside contractors).

Opening and Closing:

Open and close the shed at the hours and days specified.

Ensure the following:

- Sea containers are secure.
- Roller doors are down and locked.
- Emergency exit doors are closed properly.
- Kitchen door is locked.
- Office doors are locked.
- All lights are off.

Lock the shed via the "swipe key" and ensure that the alarm is set.

Lock both gates via the padlocks, ensuring the locks are placed correctly (I.E. locked into the COC padlock).

Petty Cash:

On a monthly basis, manage the petty cash account via the Excel spreadsheet and reconcile the account at least on the last working day of the month. It is suggested that this account be trial balanced every week to avoid possible delays at the end of the month if the account is "out".

Archive each month into the file marked "old months" and create a new spreadsheet for each new month.

Take payments as required for items such as membership fees, payments for goods repaired or built or for functions. Payments can be either cash or through the 'square' system. Create new contacts via the 'square' as required.

Bank extra monies into the banking system as required.

Membership:

Greet potential new members and conduct initial screening for membership. Explain the ethos of the men's shed and conduct the safety induction of each member. Ensure each potential new member is aware of his rights, responsibilities, and obligations.

Meet and greet new members when they arrive for their first day (usually unannounced). Make them feel welcome and buddy them up for at least a day with someone suitable. Keep tabs on them for the first few weeks to ensure that they do not feel isolated. Ensure each member has an up-to-date name tag.

Manage the membership database (Excel), creating a new dated version every time information changes.

Archive old versions.

The membership application consists of:

- Membership form
- Emergency contact form
- Induction form

Payment for membership – This can be paid on a payment plan if difficult.

Members and support workers:- Activity provider

Members who attend with a support worker (SW) MUST have a support person with them at all times in the shed. The SW and the member are treated as 1 person and the SW is the person responsible for the safety of the member. This must be made clear to the SW and the SW must go through the shed induction process to be allowed to use any machines. The member does not as the SW bears the responsibility. There is no set rule as to who needs a SW. The Co-ordinator provides the direct link to the Service Provider.

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Phone:

The only phone is the mobile number. Attend to phone calls as required and manage the message bank. Ensure any messages left on the phone during times of closure are attended to in a timely manner. Keep the message bank message up to date with opening hours etc.

Tea/Coffee etc.:

Ensure supplies of coffee, tea, sugar etc. are maintained at sufficient levels for members to access. Manage the voluntary donations for this and bank into the petty cash account.

Alarm System:

Check the emergency evacuation alarm first Tuesday of each month and conduct random evacuation drills at least once every 3 months.

Sign on Book:

Ensure that the sign on desk has the correct paper/dates etc. and any requirements for records are adhered to (e.g. COVID). File completed days in the filing cabinet and retain for audit requirements.

Emails:

Attend to the 'coord' email account. This includes, but is not limited to:

- Sending out a members information email on a regular basis to all those members who have nominated an email account. Print a hard copy and place next to the sign on book so that members who do not have an email have access to the document.
- Replying to queries from various organisations and members of the public.
- Filing emails from committee members and other organisations in a manner that make them easily accessible.

Department of Justice – Community and Youth Justice

Work with people from the Department of Justice who attend once a week to ensure that they have suitable work to go on with. They come with their own supervisor, but they do have OH&S limitations on what they are permitted to do.

Centrelink - Approved Organisation

Provides where practicable as a 'not-for-profit' organisation as a 'Work for the Dole [WFTD] voluntary activity provider.

Donations:

Many people try to donate items to the shed, some of which are good and some not so good. Manage the donations that are offered.

Donations are accepted because they are:

- Good for the shed
- Good for members
- Good for other sheds
- To be thrown away but collected as a social service.

Donations that are not accepted need to be done so with compassion. For any donation that has a potential significant cash value, a donation form needs to be completed (this hand over ownership of the item(s) to the shed).

Projects:

Manage the projects and the projects folder. Projects can be from members themselves or from outside organisations (schools, COC etc.). These projects need to be:

- Costed and the price and the timeframe for completion advised to the client.
- Allocated to member(s) to complete the project.
- Overseen to ensure that the work is carried out successfully and on time.

Occupational Safety and Health:

Ensures that all activities are carried out in a safe and healthy manner in accordance with the Shed's policies and operating procedures.

Workshop Floor:

Ensure all work areas are clean and that they conform to any regulations required by the shed, COC or any other government body (e.g. COVID). This includes the kitchen area and all work areas.

Outside Functions:

Attend outside functions as required or needed. These are usually on your own time and so can be declined.



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Events:

Organise events as and when they come up. These can be suggested by the CCMS committee or from members or from the COC. These events include:

- Christmas function
- Bunnings sausage sizzle
- Shed open days.
- Council run events, such as "build a bird house".

Maintenance:

The building is owned by the COC. All maintenance is carried out by tradesman allocated by them. For all maintenance issues, ring Julie McDonald.

Conflict Resolution:

This position is the first point for any disputes and those disputes need to be resolved as soon as possible. There is a conflict resolution process but in the first instance this position must diffuse the situation.

Dealing With the Public

Members of the public ring or attend for a variety of reasons. These include:

- People enquiring about their partners/father etc. in relation to membership.
- Men ringing or attending asking about membership.
- Enquiring about projects that they want constructed or repaired.
- Enquiring about donating items

These queries are varied but all potential new members should be made to feel welcome on their first visit.

Square

This is the EFT payment system the shed uses. It is linked with the work phone and act together. You need to know how to make payments, issue receipts and generally operate the device. When using the system for a lengthy period of time, use the additional battery device.

Members

Members will come and chat, ask questions and/or seek information. Listen and deal with each person empathically and with respect.

Make Decisions

Make decisions when asked by members about a wide range of subjects and items.



Shed Co-ordination

Members' letter of support.

We the undersigned members, who also speak for those who did not sign, seek your support by way of donation to assist with the Shed's operations over the next three [3] years in particular having a paid Co-ordinator.

For the Shed to successfully operate providing service not only to members but also the Cockburn community at large having a paid Co-ordinator is an imperative. We believe that the significant outcomes that have been achieved since the new Shed opened in June 2018 speaks for itself.

Notwithstanding this the Shed is led by a very dedicated Executive and supported by all members.

The reasons for a paid Co-ordinator, as outlined in the request for donation application letter and supported by substantial evidence, is why we all fully support having a paid Co-ordinator.

We ask that you support the request to enable the Cockburn Community Shed to continue what we believe and know is a major contribution to make City of Cockburn what it is today.

Also, wish to sincerely acknowledge and thank the City for its contributions and support provided because without it the Shed would not be positioned where it is today nor the ability to continually move forward.





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(Handwritten signatures and names)

AS
 R.C.A.
 M Downey
 S.H.D.
 S.C.R.
 P. Bardin
 P. Kasper
 F. Mckin
 P. Randa
 D. Campbell

(Handwritten signatures and names)

Stewart
 P. J.
 S. Kahl
 P. J.
 S.
 T. Martin
 Graham Stevens



Shed Co-ordination

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M. H. Spinning *ja Wood*
Bruce King
GP Fallington
Henry
Werner
J.
Mark
Dymally
PH



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Item 9.1 Attachment 1



Government of Western Australia
Department of Justice
Community and Youth Justice

To whom it may concern,

I am the Team Leader in charge of the community work portfolio at Fremantle Adult Community Corrections and I am happy to provide a further letter of support for the ongoing funding of the Co-Ordinator position at the Cockburn Men's Shed.

Fremantle Adult Community Corrections have been working in partnership with Cockburn Men's Shed since September 2019. This partnership has continued to be valued by Fremantle Adult Community Corrections assisting us to facilitate offenders (under the supervision of a Departmentally employed Community Work officer) being able to complete community work hours ordered by the Court and/or Fines Enforcement Registry. I believe this partnership has also continued to be valuable for the Men's Shed with our community workers being able to assist with various tasks necessary for the ongoing smooth operation of the Men's Shed.

From my experience and discussion with our community work officer liaison with Mike Murphy in the role of Men's Shed Co-Ordinator has been an integral aspect of this partnership continuing to run smoothly. Mike has provided a central point of contact for liaison regarding what projects Men's Shed wish our community workers to undertake and what days are appropriate for this to occur, which ensures this working arrangement continues to be beneficial to both Cockburn Men's Shed and Fremantle Adult Community Corrections.

Please feel free to contact me via telephone or email Laura.Fisher@Justice.wa.gov.au if you require any additional information.

Kind Regards

Laura Fisher

Team Leader, Fremantle Adult Community Corrections

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
ABN 25 103 389 163

XDCSL004

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Karoline Jamieson
 Manager Community Development
 City of Cockburn
 PO Box 1215
 BIBRA LAKE DC WA 6965
 June 2021

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 is due to expire.

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 1. providing members with a single point of contact, and 2. ensuring the efficient and effective operation of the CCMS. With the CCMS’s focus on continuous improvement of facilities, equipment, tools, and programs to meet the community’s needs it seems clear that the task load for this role will only increase.

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 Labor Member for Fremantle

CC: Bevan Dellar, CCMS secretary

- Atwell
- Aubin Grove
- Banjup
- Beaconsfield
- Beeliar
- Bibra Lake
- Cockburn Central
- Coogee
- Coolbellup
- East Fremantle
- Fremantle
- Hamilton Hill
- Hammond Park
- Henderson
- Hilton
- Jandakot
- Kardinya
- Lake Coogee
- Munster
- North Coogee
- North Fremantle
- North Lake
- O’Connor
- Palmyra
- Rottnest Island
- Samson
- South Fremantle
- South Lake
- Spearwood
- Success
- Treeby
- Wattleup
- White Gum Valley
- Yangebup

62 Wray Ave, Fremantle WA 6160
 (08) 9335 8555

P.O. Box 1224,
 Fremantle WA 6959

josh.wilson.mp@aph.gov.au
 www.joshwilson.org.au



GAD 20/07/2021

Item 9.1 Attachment 1



David Scaife MLA

WA Labor Member for Cockburn

23 June 2021

Ms Karoline Jamieson
Head of Community Development
City of Cockburn
9 Coleville Crescent
SPEARWOOD WA 6163

Dear Ms Jamieson

Support for Cockburn Community Men's Shed Inc Coordinator Funding

I am pleased to support the application by Cockburn Community Men's Shed Inc (**Shed**) for funding from the City of Cockburn (**City**) for the continued employment of a Shed Coordinator.

The Shed serves a growing local membership of over 100 individuals, including men that are vulnerable and seeking a safe space. Members achieve improved social outcomes that are unique to men's sheds, such as the opportunity to stay mentally and physically active through woodworking and metalworking, inclusion in a friendly and safe community of like-minded members, and the chance to give back to the Cockburn community with projects.

As outlined in the Shed's application, these outcomes have been directly improved by the employment of a permanent Shed Coordinator, which has provided members with a comfortable anchoring personality, facilitated communication with external stakeholders, and delivered improved quality and safety standards.

I value the work that the Shed undertakes to provide a safe and productive space for woodworking and metalworking. The continued employment of a Shed Coordinator is key to maintaining positive outcomes for the Cockburn community and would be a wise use of the City's resources.

In providing this letter of support, I disclose that I am a financial member of the Shed. I do not consider that this presents a conflict of interest in circumstances where the benefits of the Shed's activities extend to the wider community and I have no pecuniary interest in the Shed.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D. Scaife'.

David Scaife MLA
WA LABOR MEMBER FOR COCKBURN

Unit 5, 816 Beeliiar Drive, Success WA 6164

☎ 9414 3266

✉ david.scaife@mp.wa.gov.au

📘 DavidScaife4Cockburn



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Yaz Mubarakai
WA LABOR MEMBER FOR JANDAKOT

PO Box 4048
Success WA 6964
9310 8777
yaz.mubarakai@mp.wa.gov.au
Yaz Mubarakai MLA



Mr K Jamieson
Manager Community Development
City of Cockburn
PO Box 1215
BIBRA LAKE DC. WA 6965

28/06/2021

Dear Mr Jamieson,

RE: APPLICATION FOR COMMUNITY FUNDING - COCKBURN COMMUNITY MEN'S SHED

It is well documented the benefits Men's Sheds provide to the community. In addition to the social and emotional support, the community outreach programmes many centres provide, support the community at large.

It stands to reason that the more successful a group becomes the more coordination is required. In many cases this workload cannot be provided by a volunteer alone.

The Cockburn Community Men's Shed (CMS) is one such example of a successful Men's Shed. As well as providing a wide variety of activities and support programmes, the membership has grown by 13.5% over the last year.

I understand that the City of Cockburn generously provided funds to the CMS for shed coordination in 2020-2021. This funding provided a designated coordinator which undoubtedly contributed to the successful achievements and growth the CMS recorded.

In order to continue to plan and grow, the CMS is once again requesting funding for the 2021-2022 year, with a request for an ongoing commitment to fund until 2024.

The Cockburn Community Men's Shed has an active and motivated membership which is a shining example of what a Men's Shed can become. It is for this reason I would like to support their application request for ongoing shed coordination funding from the City of Cockburn.

Sincerely,



Yaz Mubarakai MLA
MEMBER FOR JANDAKOT

Authorised and printed by Y. Mubarakai, Suite 11, The Professional Centre, Cnr South Street & Cailey Drive, Leeming WA, 6149



GAD 20/07/2021

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16th June 2021

To Whom It May Concern,

As a very keen supporter of community projects for mental health programs, we applaud the efforts by the Cockburn Central Men's Shed Inc (CCMS). Their Mental Health Program and workshops have provided a safe haven for its members to feel included and to support each other. It has also empowered its members through projects sourced and managed by themselves, their families and the community. The integration of Diploma of Community Services students has added another level of support to students looking to gain work experience and transferable skills outside their training environment.

AIWT is a Perth-based registered training organization and we have been engaging with employers and the community since we were established in 2003. We believe in the mutually beneficial relationship of providing additional resources to organisations and giving our students meaningful work placement opportunities.

Through CCMS, our students have had a chance to discover and learn from their communities, to be mentored and grow as individuals, and fully embrace the responsibilities and contribution they can make.

We would like to show our support and appreciation for CCMS' application for funding, to accommodate more Diploma of Community Services students in their operations. We understand these resources are towards time and resources for supervising the students.

Please see below references from our students that have enjoyed their experience with CCMS:

Student A: "AIWT provided an excellent training program in the delivery of Diploma of Community Services; and when I commenced my practicum with the support of Cockburn Community Men's Shed I was able to apply theoretical training into a practical workplace environment with the guidance of Mike (Co-ordinator) & Bevan (Executive Secretary), who directed, encouraged, and supported my learning experience with great patience along with sharing the knowledge of understanding the needs of our community".

Student B: "As a student of AIWT, I am appreciative of the opportunity to mesh the skills, experience, and unique positioning with the Cockburn Men's Shed. This opportunity will allow myself and a future gateway for students to participate in building and strengthen our communities. A sincere thank you to Mike Murphy, Bevan Dellar and Peter Hodgson for their student support and being a part of CCMS

The feedback from our students confirm the great work and success of the partnership between CCMS and AIWT. We look forward to continuing this wonderful relationship for all the tomorrows to come. Thank you.

Yours sincerely,

Gurpreet Sidhu Adv Dip CSM, Adv Dip Cs, Dip CS, Dip ECEC, CIV TAE, Dip VET, Dip TDD

AUSTRALIAN INSTITUTE OF WORKPLACE TRAINING

City Campus: Ground Floor, 823 Wellington Street, West Perth WA 6005

Tel: +61 8 9249 9688 | Email: info@aiwt.edu.au | Web: www.aiwt.edu.au | RTO CODE 51174 CRICOS CODE 02645B 40

Trainer/Assessor



AUSTRALIAN INSTITUTE OF WORKPLACE TRAINING
City Campus: Ground Floor, 823 Wellington Street, West Perth WA 6005
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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 licence 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;

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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: 14 SEPTEMBER 2020

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



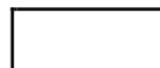
Balance Sheet

Cockburn Community Mens Shed Inc
2 Sullivan St, Cockburn Central WA 6164, Australia

Accrual mode
06 Jul 2020
ABN: 26171535893
Generated 06 Jul 2020

		Total
Asset		
Current Assets		
Total Current Assets		0.00
1-1000	Cheque Account	10,907.95
1-1025	Grant from Council	31,780.73
1-1040	Stronger Communities Program Grant	4,494.57
1-1045	South Metro Health Services MOvermer	157.36
1-1047	Volunteers Grant	-87.81
1-1048	Cockburn Lakes Warriors Football Club	37.80
1-1050	Petty Cash	307.10
1-5000	Trade Debtors	-417.00
1-8010	Tools and machinery	49,623.90
1-8020	Furniture and fittings	60,455.65
Total Asset		157,260.25
Liability		
Current Liabilities		
Total Current Liabilities		0.00
Total Liability		0.00
Net Assets		157,260.25
Equity		
Current Earnings		
Total Current Earnings		0.00
3-8000	Retained Earnings	157,260.25
Total Equity		157,260.25

14/9/20



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GAD 20/07/2021

Profit and loss

Cockburn Community Mens Shed Inc
2 Sullivan St, Cockburn Central WA 6164, Australia

Accrual mode
01 Jul 2019 - 30 Jun 2020
ABN: 26171535893
Generated 06 Jul 2020

		Total
Income		
4-0015	Membership Dues 2018-19	40.00
4-0016	Membership Dues 2019-20	7,755.00
4-0017	Membership Dues 2020-21	460.00
4-1020	Commonwealth - Non ReCurrent	14,998.00
4-1025	Hire of Building Fees	292.50
4-1050	StateOperating - Non recurrent	10,000.40
4-1060	Grants State - Capital	2,890.00
4-1070	Local Operating - Recurrent	49,000.00
4-2010	Donations Fundraising Appeals	3,080.00
Total Income		88,515.90
Less Cost of Sales		
Total Cost of Sales		0.00
Gross Profit		88,515.90
Less Expense		
6-0010	Advertising	507.40
6-0025	Food and Drinks	19.46
6-0028	Insurance	3,352.32
6-0030	Sundry Office Expenses	2,449.86
6-0031	Materials Purchased	4,207.90
6-0035	Shed Maintenance	9,052.01
6-0050	Club Shirts Purchased	-40.00
6-0100	Telephone and Internet Expense	912.50
6-1050	Coordinator Services	26,533.50
6-4000	Moving Premises Expense	247.50
Total Expense		47,242.45
Operating Profit		41,273.45
Plus Other Income		
8-0010	Interest Received	65.97
8-0020	Donations	1,937.28
8-0025	Coffee and drink sales	-832.70

14/7/20

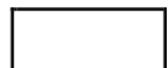


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		Total
8-0028	Project Sales	7,775.00
8-0030	Sale of Material and other	923.00
8-0045	Sausage Sizzle & Fund Raisers	2,122.91
8-0050	Rent/Hire Lease	460.00
8-0055	Womens Group Membership Fees	505.00
8-0100	100 Club Members	1,100.00
Total Other Income		14,056.46
Less Other Expense		
Total Other Expense		0.00
Net Profit		55,329.91

14/9/20





Cockburn Community Men's Shed Inc.

Annual Report 2019/20





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- **Chair's Message**

Well, what a year this has been. COVID has thrown a challenge at us that none of us foresaw nor were we particularly prepared for. Credit is due to our Coordinator, Spud, and all our members for adopting all the required safeguards and procedures to enable to Shed to reopen as soon as possible and continue the good work of the Shed.

It has been another year of growth and development with the purchase of new machinery and equipment and completion and progress on several projects including the patio workspace, the storage containers, and the mezzanine floor. These things do not just occur by accident and many thanks must be given our Secretary, Bevan, for gaining the funds through grants and working very hard to complete Plans and Council Applications.

We were successful in gaining a grant from the City of Cockburn to continue funding the Co-ordinator position for a further twelve months with consideration for extensions based on achieving KPI's. I personally think we are already achieving the Indicators but it means we must continue to be cognisant that we are a Community Shed and we have responsibilities to extend our activities to support and include the broader community.

The membership of the Shed continues to grow and with that we have some associated challenges.

One is the number of people that can safely be in the Shed at any one time. This number has been capped at forty. If you are the forty first to arrive on any day you will need to wait until someone leaves or come back the next day. This is a safety issue and in the interest of every Shed Member we must comply.

Increased numbers mean increased projects and use of equipment resulting in increased use of materials and maintenance of equipment. All this comes at a cost and we need to somehow cover this cost. Earlier this year we considered a payment plan where members would contribute an amount based on what they were making or alternatively undertake a project nominated by the Co-ordinator. The members did not adopt this proposal, so we are left with the same situation. An increasing cost of materials and maintenance.

We will try a new strategy. We will call this strategy "Make One, Make Two". Members who are making items for their own use will be asked to make a second that will become the Shed's property to sell to raise funds. This will be managed by the Co-ordinator who will let members know if we want a copy of their project to sell. This initiative will be further discussed and progressed through our usual members meetings. However, let me leave you with no uncertainty. The Shed cannot continue to pay for the increasing use of materials and maintenance. We must find a way to cover these costs.

There are members in this Shed who commit hours of their time and energy into improving and progressing the Shed and its projects. Without that input and commitment, the Shed would be much less than it is now, and I think, would probably eventually close.

While I accept that most Clubs function this way, we are not a Club, we are a Community Men's Shed. While I currently note an increased number of members involved in Shed and Community events and projects the responsibilities for these are left to a small number. That means that many members of the Shed do not contribute any time to Shed activities and projects. I remind all members that when you joined you signed a form that committed you to involvement in Shed Projects. Recently we have been scratching to get numbers to support one Bunning Sausage Sizzle and the Saturday family events.

I ask members to make sure they know when events are planned and contribute a few hours a year to supporting your Shed.

My thanks go to the Members who are continually working on Shed Projects at a personal cost in time to spend on their own projects. It is a much-appreciated commitment and one that ensures the Shed continues to function and flourish. I will not go through a list to name them, I am confident every member in this Shed know who these people are, and I encourage you to take the time to thank them occasionally yourselves.



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I would like to thank the reps from the City of Cockburn, Jill and Julie, for your ongoing support and enthusiasm. The Shed is a better place with your involvement.

Finally, I would like to recognise the hard work and commitment of our Committees, the Management and OSH Committees. Both groups are hardworking, committed and cohesive with the objectives of the Shed.

I have said this at all our AGM's, the smooth running and enjoyment the members get from the Shed is a direct result of the committee's diligence resulting in good governance and continued positive outcomes.

I appreciate the support and encouragement I get from members of this Shed. It is a very important part of the Cockburn Community and I have no doubt we will continue to grow and become a great contributor to the Cockburn Community.

Peter Hodgson

Operational Overview

The Executive would like to again congratulate all for the further substantial outstanding progress and achievements this financial year. At the beginning we embarked upon an enthusiastic program to bring the Shed to another level which included the following key elements:

- Ensuring there is a strong 'TEAM' environment [T= Together E=Everyone A=Achieves M= More]
- Maintaining strong membership communication
- Enhancing the Shed's corporate governance platform
- Maintaining financial stability by –
 - Maintaining/increasing membership – 95 to 105
 - Retaining existing and gaining further grant and support funding – \$84500
 - Undertaking community projects/activities
 - Donations and Fundraising
- Ensuring Shed operations are enhanced by –
 - Management being pro-active – forward thinking
 - Greater member involvement/consultation Providing greater functionality
 - Increasing capacity and diversity - Community involvement
 - Ensuring all remain safe - Shed co-ordination and effectiveness

To these ends the following was undertaken:

- **Communication** by way of:
 - Comprehensive agendas and minutes of all meetings together with stipulated required actions, which included:
 - Management Committee
 - Occupational Safety and Health Committee and inspections
 - Budget Formulation
 - General Meeting
 - Minutes associated with all the meetings were circulated to members
 - Shed Layout/Operation Review

These were complemented by Shed Co-ordinator's newsletters and special notices.

- **Capacity Building and Diversity – General**

This was identified as the cornerstone in moving forward with purpose and achieving meaningful outcomes and as such strategies were developed to achieve these which included but not limited to the following:

- **Budget Formulation**

This formed the basis, focus and structure to seek additional funds [e.g. grants and other sources].

By way of member consultation an initial comprehensive listing related to storage [sheds], additional facilities, patio and blinds storage sheds stairs and balustrading Mezzanine floor and equipment was formulated. This was approved by the Management Committee on August 7 enabling the progression of strategies to maximise, grant funding approvals and the associated acquisition of the above. It should be noted that due to changing circumstances the Management Committee endorsed/approved from time to time recommended changes. An eight-stage approach was identified which was as follows.

Capacity Building and Diversity – Staged Approach

- **Stage 1. Task Review – Workshops, Sheds, Mezzanine Floor - Layout Design etc**
 It is just over 20 months since the Shed opened [June 2018] when the initial review was undertaken and as all appreciate much has taken place including increased and type of projects and/or activities being undertaken. To this can be added the acquisition of new equipment as outlined above as well the erection of the sheds, infills, patio and blinds.
 As a result of all the changes as well as those proposed a review of each area was undertaken by members in consultation with the Management Committee. The comprehensive review suggested changes these were collated and subsequently when all the agreed required actions commenced. Due to the Corona Virus restrictions the finalisation of some of the changes are still being progressed. Of note is the installation etc of the patio, storage sheds, stairs and balustrading on the mezzanine floor which will substantially increase the Sheds working areas. Further, all of this has/will significantly add value to the Shed as well as make its operation more effective and efficient. Most of the work has/will be undertaken by members which has provided significant benefit to all Shed members as well as the community.
- **Stage 2. Australian Men’s Shed Association/ Cockburn Lakes Warriors Football Club – Equipment and Consumables**
 The application related to the provision of and fit-out of an ‘All ability’ mobile work bench and 21 pieces of small equipment at a cost of \$3700. Unfortunately, the Shed’s application was unsuccessful, however the Cockburn Lakes Warriors Football Club held a community fund raising day which the Shed became the beneficiary that enabled us to progress the initial plan. For this we are most grateful.
- **Stage 3. City of Cockburn– Community Smarty Grant – Welding Equipment for Metal Workshop**
 This application was successful and related to the enhancement – additional 3 pieces of equipment and associated tools – facilitating greater use and range of activities being possible in the Metal Workshop. An amount of \$3000 [maximum] was awarded for which we are most appreciative.
- **Stage 4. Stronger Communities Program–Sponsor Federal Member for Fremantle [J Wilson MP]**
 As the proposed Metal Workshop enhancement acquisitions [7 pieces of equipment could not be fulfilled within stage 3 and as such funding was sought from this program. The application was successful and \$10000 was approved. Again, we are most grateful for all the support provided to achieve this outcome.
- **Stage 5. Lotterywest**
 This application was two-fold namely seeking funds [\$14998] to purchase the identified and remaining equipment [9 items] as well as add a working area under cover e.g. patio and blinds. Advice was received on December 23 that the Shed received the grant in full. Acquisition of all the nominated equipment has been purchased, the patio erected, and blinds installed. We sincerely thank Lotterywest for the opportunity for the funding which enabled the Shed to further fulfill its identified needs.
- **Stage 6. Provision of External Storage Facilities**
 To achieve the outcome has been protracted to say the least and has been most arduous but thanks to the perseverance of our Secretary and Building Design Consultant Richard Vernon a solution and approval given to proceed with the installation of 3x20 foot containers and 2 infills. We are sincerely indebted to Richard for his tenacity and generosity of time to achieve this major step in the provision of these facilities will significantly provide greater space and more conducive work environment.
 Later: We are pleased to state that all was finalised just prior to this meeting.
 Funding \$2400 for shelving for these facilities was sought through the National Shed Development Program [No. 20] March 4, 2020 and were advised on July 27 that our application was successful.
- **Stage 7. Mezzanine Floor–Installation of Stairs, Balustrading, Power, Furniture & Equipment**
 Currently the requirements and necessary approvals are being progressed. It is proposed that the area be utilised for arts and crafts or similar types of activities. Some funding [\$2910] was sought and subsequently approved through Volunteers Programme - Sponsor Federal



Member for Fremantle [Josh Wilson MP] for the above noted fit-out [furniture and equipment] as well as other ancillary items. The nominated items have been purchased.

It is anticipated that the final fit-out will be completed by the end of October.

We wish to acknowledge the support provided by Josh Wilson and Katherine Langley to achieve this outcome.

To complete the final objective of access to the mezzanine floor, that is installation of a lift it has initiated to determine what is the best solution as well as costs.

Stage 8. '100 Club'

The '100 Club' was launched at the last AGM with the view to raise \$10000 to enable storage sheds and in-fills to be installed together with necessary storage racks. As the donations to-date have been minimal your assistance to obtain more will be appreciated.

➤ **Installation of Emergency/Duress System [High priority]**

This was completed and tested in October which provided one of the best systems available. Thanks to Ken and Gary in particular, for making it all take place. Further testing by way of mock evacuation and/or emergency/duress situation has been undertaken from time to time.

➤ **Asset Stocktake**

In early January, a complete stocktake was undertaken which resulted in all assets being independently numbered and catalogued. In addition, all electrical equipment, appliances, and cords were checked, tagged, and catalogued. Some mandatory determined requirements commenced [January 7] that is the checking/tagging of all electric equipment, hand tools, power cords and boards as well as the change out of GPO's. It was deemed that as a minimum these items would be again tested etc in accordance with legislative requirements every 6 months.

➤ **Community Projects**

Again, the Shed has been actively engaged in community projects and for all who have contributed you are commended and thanked for your contributions. The feedback received from those who we have assisted has been overwhelming in that the Shed has made a difference by undertaking requested projects and activities. Members also wish to thank all who have supported the Shed enabling a difference to be made.

➤ **Members Volunteered Hours**

The Shed would not be in the position it is today without significant sacrifice by members who willing volunteer their time [estimated hours] to ensure that the Shed is the best of the best. In this regard the Executive wish to acknowledge the following:

- Management Committee - 800
- Occupational Safety and Health Committees - 220
- Advisory Groups – Budget and Redevelopment - 110
- Grants – Applications, Acquisitions and Acquittals - 180
- Planning and Building Approvals – Preparation and finalisation - 75
- Equipment Installation and Maintenance – Mechanical and Electrical - 400
- Shed Enhancements – 560
- Planning and Building Approvals - 75
- Cleaning - All areas – 280
- Stocktakes including Testing, Tagging Electrical Equipment etc – 90
- Training and Instruction – Members – 120
- School Assistance – 160
- DIY Programs - 50
- Other – Audit and Advisors – 265
 - Department of Justice -360
 - Industry and Commercial [Pro Bono] Assistance - 150

Full detail is provided at Appendix 7.

➤ **Shed Co-ordination**

We are greatly appreciative of the efficient and effective day to day functioning of the Shed due to the efforts of both Mike and Marc for which it can be said they go well beyond of what is sought from them. Our sincere thanks to you both.

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To further facilitate shed co-ordination a Donation application was submitted for funding for the next 3 years which included increasing the number of hours the shed is open that is a further 4 hours during 2021/22 and a further 4 hours during 2022/23.

Later: Approval was given for year 1 [20/21] with a review prior to request for the remaining 2 years.

Governance

Enhanced Corporate Governance Platform

As previously identified, the key task has been the bringing together all the Shed’s corporate memory using Office 365 instead of having it scattered [e.g. Shed legislative compliance and operational detail, secretarial, financial, membership, assets etc] at different locations and using different platforms. By having all the memory in one place it became seamless plus as the Executive and Coordinator change the information and history remains in the one place.

Apart from the general governance which the Executive and Management Committee continually exercise it undertook a comprehensive review to determine to the extent to which the Shed was compliant with respect to the ‘Fulfillment of original management plan considerations – August 2015’. It is pleasing to note that all have been fulfilled except one because Federal legislation has not been proclaimed, anticipated towards end of the year. Report detail is at Appendix 8. Further, the benchmark for all actions proposed and/or finalised is set at the highest level with second best not being accepted.

Continuous Disclosure

One of the Shed’s principles is 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 related to policy and/or operating procedures are referred to a Management Committee Meeting for resolution and action. Members are kept informed by comprehensive management and occupational safety and health minutes, diary of events 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, Vision and Values 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 particularly members &/or significant others that are systemic; &
- 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 - Review

A continuous review of the Constitution and associated documents [Codes, Policies, Operating Procedures/Forms – Financial, Occupational Safety & Health, General, Agreements and Memorandum of Understandings was undertaken. Consequential amendments to as well as additional policy and operating procedures were considered and endorsed which has enabled the Shed to better meeting governance obligations. Worthy of note the daily operation of the Shed has not been impeded on the way it operates.

Further, given recommended Federal legislative changes the Management Committee has commenced review and making applications once legislation in acted to obtain the following approvals and endorsements. This would further assist in achieving financial support as a Charitable Institution from the private sector which in turn will be acknowledged to be tax deductible.

- Public Benevolent Institution [PBI] – Australian Charities and Not-for-profits Commission; and
- Deductible Gift Recipient [DGR] – Australian Taxation Office



To achieve these outcomes, it will require approved Constitutional amendments by way of *Special Resolution* by members as well as the Department of Mines, Industry Regulation and Safety. It is anticipated that the recommended changes will be put to members at the forthcoming AGM for endorsement.

Strategic [2020 -23] and Operational Plans [2020/21]

The Management Executive 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 2019/20 were more than adequately met to the extent they could be due to Corona Virus 19. As such the Management Committee is proud to continue its commitment to supporting and engaging with members, appointed Shed Advisors as well as significant others particularly, the Cockburn City Council and the 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 Management Committee meeting and circulated to all members as well as being tabled at today's AGM. It is therefore the Shed's intention to ensure it continues to be the best for all concerned.

Please see notes on the achievements of the Capacity Building and Diversity Program embarked upon this year.

Financial Planning

Throughout the financial year the Shed has been able to maintain a strong financial position in that all its proposed expenditure was met together with flexibility to enable further purchases that were identified. We are most appreciative of the grants received, funding from community projects [members efforts], donations etc. The financial position is constantly monitored.

Again, 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. The initial income and expenditure budget estimates [2019/20] were constructed and prioritised and it is pleasing to note that all items deemed as essential and high priority were acquired. More detail is provided in the Treasurer's report under grants and fundraising. The estimates for 2020/21 were developed endorsed at the August Management Committee meeting and circulated to all members. Copy will be tabled at today's AGM.

Membership

As of July 1, 2019, the Shed's membership was 95 and on June 30, 2020 it had increased to 105 which was 10.5%. The overall contributions by members both internally and externally are worthy of note and are described further in this report.

The Management Committee deemed it appropriate and necessary to establish and add another membership category – Shed Associate which can be of either gender. By having this membership classification it ensures that all who participate are fully covered by the Shed's insurance [comprehensive] policy. As a Shed Associate member, they can only participate in the nominated program/project/activity and therefore have no entitlement to participate in any other project/activity that the Shed is involved in. As a Shed Associate Member, they are not entitled to a vote nor are their rights transferable.

The Shed considers it is worthy to acknowledge the way 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.

Further, with the ever-increasing membership the Executive are finalising a report determining to what extent the Shed operating days, hours, and programs etc be modified and/or increased as well as costs particularly in 2021/22/23.

Membership Fees 2020/21

On June 5, 2020, the Management Committee approved an increase in fee from \$85 to \$100 due to increased insurance premium costs. The fees became effective from July 1 in accordance with the Constitution.

Highlights

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

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 donations and sponsorships. Details are as follows:

Shed - Capital [Property] Enhancements including Fit outs



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

Equipment etc Installation – 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 Operational Enhancements

- Consolidating, centralising, and upgrading the use of information technology
- Electrical upgrades – Power outlets, lighting [internal and external]
- Patio Blinds – installation
- Cupboards to accommodate emergency equipment, hand tools, PPE, consumables – [nuts, bolts, screws etc]
- Kitchen cupboards – manufacture and installation
- Signage – Entrance
- Resurfacing of all workshop and mezzanine floors
- Installation of PVC curtains between workshops

Hand Tools -Acquisitions

- Many and varied

The estimated contributions both financial and in-kind donations equate to \$90-95000 with a further allocation of roundly \$50,000 this forthcoming financial year.

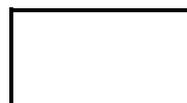
Projects and Activities

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
- Assisted with the operation of Oberthur Primary School and 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
- Mud kitchens
- Furniture refurbishment
- Garden arch
- Ice-cream-cart
- Games board
- Cutting and platter boards
- Possum boxes
- Spearwood P S - animal cut-outs [12]
- Christmas tree replicas - books
- Rifle and Pistol Targets
- Fold-up desk
- Puppet theatre
- Chicken coop
- Water tank refurbishment
- Coin dropper
- Fob watch case
- Bird boxes
- Clap sticks
- Table tennis bats



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- 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.

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 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.

Estimated net value approximately \$12,500 - \$15,000

It will be noted that during 2018/19 again 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, a significant amount was donated which was utilised.

Men's Health Day

The City of Cockburn in partnership with the Shed hosted Men's Health Day on Wednesday October 9. He event was to raise awareness for men's health and wellbeing particularly around mental health. This was supported by stall holders – 25 in total which included but not limited to from Cockburn Wellbeing, Cancer Council WA, Black Swan Health, Cockburn Integrated Health [amongst others in attendance. All provided an opportunity to discuss and/or have their health and wellbeing assessed as well as practical information on how to improve quality of life. The day was officially opened by the Mayor Logan Howlett and all were welcomed by a musician at the front gate.

This was followed by xx providing information and discussion on a variety of key men's health issues.

The feedback received was that the day was very successful.

Do It Yourself [DIY] Programs - Women

Following up on requests for DIY programs to be run an initial trial was carried out in October and November [5-week duration] which proved to be very successful thanks to the efforts of Mike Murphy, Shed Coordinator. Consequently, several more were conducted.

Other:

Induction/Familiarisation/Training

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

This is conducted and coordinated by the Shed Coordinator in conjunction with members providing roundly 120 hours of their time.

Toolbox Discussions etc

- Estate Planning – Currency of Wills, Enduring Power of Attorney, Enduring Guardianship
- Fire Safety – Cockburn Fire Brigade
- First Aid – General and use of defibrillator
- Disability awareness
- Use of timber – Cabinet making
- Equipment use – rights and wrongs
- Shed – Information technology upgrades

Other Activities

- Fund raising sausage sizzles [2]
- Sundowners [2]
- Christmas Party
- Froggies Fathers' Day Sausage Sizzle
- Car Park Sales – Beeliar Rotary Sunday Markets

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Sponsored Events

- Cockburn Lakes Warriors Football Club Community Day Saturday August 10 – Cheque presentation to the Shed, to be held on Thursday September 5. As appreciation the Shed presented the Club with a wall clock with their insignia on which was done by a member of the Shed.
- Men’s Health and Wellbeing Day – Wednesday October 9
- Senior Week Tours – November 13 & 14
- Christmas Tree Building

Approved Centrelink Organisation

The Shed was approved in early June 2019 as a non-for-profit-organisation as a ‘Work for The Dole’ [WFTD] voluntary activity provider and has actively participated with excellent outcomes.

Department of Justice – Community and Youth Justice

The partnership facilitates the completion of community work hours ordered by the Courts and is carried out on a weekly basis by assisting with for example general clean-ups, disposal of material and sawdust from extraction units and other tasks as determined.

We would like to acknowledge the support in the vicinity of 360 hours provided by the Fremantle Adult Community Corrections Service.

Industry and Commercial Assistance

The wishes to express its gratitude who all who have assisted by way of advice, donation of time in kind in the order of 100 hours, material, and consumables.

Shed’s Community Support

It cannot be more strongly expressed 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

Based 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, Marc Dimmick our Advisor further assisted in determining the computing and communication platforms including an initial enhancement to face book &/or similar, web page as well as service provider/s. Currently this is being reviewed to determine the extent of how, costs and when further upgrading should take place.

Based on the knowledge and expertise work commenced and finalised the facilitation, consolidation in one location with the Shed having full control of its digital footprint. As a result, this now enables detail to be recorded and facilitates a seamless transfer when personnel change. In addition, the Shed migrated its accounting systems onto its own MYOB platform with nominated executives being provided with appropriate delegated authorities. Also introduced was the use of the ‘Square Card’ tap and go credit card reader to facilitate electronic transfer transactions to assist with the collection of revenue such as membership fees and project payments etc. The introduction of these initiative together with other changes has provided a much-improved corporate governance platform.

Additional enhancements are being researched such as having a fully integrated membership management system.

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 continued to play a significant role in insuring that the Shed operated effectively and that any matter requiring attention was dealt with promptly. Further, a complete review together with continuous review of all policies and operating procedures have been introduced. Three nominated members undertake comprehensive inspections of all aspects of the Shed’s operations including status of previous required actions. The inspection reports are tabled at each meeting where recommended required actions are determined and submitted to the Management Committee.

As the result of several previous emergency situations which arose that further and better medical were needed to ensure the best possible outcome could be achieved. Therefore, consultation with significant medical providers as well as members was established 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 finalised installation of its comprehensive Duress/Emergency system throughout the Shed [6 key locations] which was undertaken by qualified members. In addition, incorporated in the system is an immediate shut down of all machines which cannot be restarted until all have checked and the power switched back on. This in turn necessitated a revision of all the Shed's written and practical evacuation procedures. The system was operational in mid-September and regular testing has been carried out each month as well as the conducting of full operational evacuation trials.

Property, Plant and Equipment

The Shed does not own any property or plant but does have equipment as recorded in the Assets/ Equipment Register. Stocktake was undertaken on January 7 to verify what had been recorded electronically and is continually updated [acquisitions, sales or write offs]. Further, each piece of electrical equipment is tagged and tested, and details recorded when this takes place. This is regularly undertaken in accordance with legislative requirements. All the Shed's property plant and equipment is insured.

Shed Memberships

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

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

Relationships

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 relationships, the sharing of knowledge and good practices. As such, the Shed again those that assisted 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.

Acknowledgements

Life Membership and Shed Fellows

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

- Peter Pardini

Further, non-members Gail Bowman and Richard Vernon were made CCMS Fellows.

All were highly commended for their outstanding contribution through energy, knowledge, and wisdom that they have brought since the Shed's inception.

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

Grant Funding

The Shed's Executive and Members wish to sincerely thank all grant funding providers as listed below. The funds provided has and will continue to significantly enhance the Shed's operational efficiency and effectiveness.

- City of Cockburn – Smarty, Events, Shed Co-ordination, and Operation
- Lotterywest
- Aust Govt - Dept. of Industry, Science, Energy and Resources – Stronger Communities
- Aust Govt – Dept. of Social Services – Fremantle Volunteer Grants

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.

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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, particularly this year because of further redevelopment and refurbishment of the 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 needed which 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.

Appendix 1

General Reporting Information

Meetings

The Shed Management and Occupational Safety and Health Committees have continued to meet monthly except for January and the March April and May due to Corona Virus restrictions. The Management Committee comprises the Shed's executive office bearers and general membership which 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 was 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 the 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.

Due to the Corona Virus 19 as you appreciate Shed activities had to be shut down and therefore meetings etc were also curtailed however the Executive continued to progress many significant items despite this.

Detail of formal meetings and other activities is as follows:

- Special General Meeting - Nil
- Annual General Meeting - 1
- Management Committee Meetings – 8
- General Meetings - 1
- Sub-Committee
 - Occupational Safety and Health – 7
- Consultations, Briefings etc. - 5
- Attendance - General Meetings at organisations, which the Shed has an affiliation - 2
- Exhibitions – 3
- Project Meetings – 8
- Presentations – 2

Appendix 2

Financial Reporting

Compliance

The Shed's financial report is a special purpose financial report prepared 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]

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 proclamation of the Federal legislation specifically associated with all 'Sheds' within Australia. It is anticipated that proclamation will be before the end of the year.

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 currently valid until January 17, 2021.

The Shed has complied with its own 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 which includes legislative requirements. Please see Financial Report which includes the Audit.

□ **Financial Statements**

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

INCOME	\$	c
Opening Balance [Brought Forward]	49120.87	
Grants		
Cockburn City Council - Shed Co-ordination	30000.00	
General	17500.00	
<i>Diversity and Capacity Building</i>		
• City of Cockburn – Smarty Grant	3000.00	Equipment
• Stronger Communities	10000.40	Equipment
• Lotterywest	14998.00	Patio, Blinds & Equipment
• Volunteering	2950.00	Equipment
• City of Cockburn	1500.00	Events Funding
<i>Fundraising Donations</i>		
• Cockburn Warriors Football Club	3080.00	Equipment
• South Metropolitan Health Services	1124.36	Equipment
General - Membership Fees	8255.00	
Donations – General	812.92	
'100 Club'	1100.00	
Miscellaneous Fees	505.00	
Hire Building	752.50	
Interest	65.67	
Project Sales	7775.00	
Sale of materials etc	923.00	
Sausage sizzles (Net)	2122.91	
Total Income	\$155085.63	
EXPENSE		
<i>General</i>		
Office	2957.16	
Information Technology	912.50	
Insurance	3352.32	
Dues/Subscriptions	114.00	
Equipment and Tools [Shed funded]	17753.44	
Shed Upgrades & Maintenance	9259.51	
Storage Sheds [3x20ft Containers]	11055.00	
Materials purchased	4207.90	
Event Catering [Net]	852.16	
<i>Grants</i>		
Cockburn City Council - Shed Co-ordination	26533.50	
City of Cockburn – Smarty Grant	3000.00	
Stronger Communities	5505.43	[\$4494.57 carried forward]
Lotterywest	14998.00	

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Volunteering	2977.81	
City of Cockburn	0	[\$1500 carried forward]
<i>Donations by way of Fundraising</i>		
Cockburn Lakes Warriors Football Club	3042.20	
South Metropolitan Health Services	967.00	
Total Expense	\$107487.93	
Net Profit Carried Forward 2020-21		\$47597.70

Note: The 'Shed' has committed funding [roundly \$35,000] to:

- o Shed co-ordination commitment to September 30;
- o installation of the storage sheds and infills, Mezzanine floor- stairs and balustrading; and
- o Scheduled events.

Notes to and forming part of the financial statements for the Shed 'a not for profit' association for the year ended June 30, 2020, together with the Management Committee's Report and letter provided to the Auditor are available to members on request. This includes all detail associated with each grant.

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 – 2019/20

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. The Audit Report was signed off on September 14, 2020. 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 2018/19 were fully met as reported to the Department of Mines, Industry Regulation and Safety in November 2019. The report for 2019/20 has been submitted and have obtained another clear audit.

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

It is pleasing to note that the financial planning translated into budget estimates proved to be invaluable in that it was successfully used to apply for grants which were fulfilled as well as enabling other equipment to be purchased ahead of what had been planned.

- 2020/21 -2022/23

In addition to the above 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 2020/21 is available on request.

Appendix 3

Key Operating Information

Registered Name:	Cockburn Community Men's Shed Inc.
Address:	2 Sullivan Street Cockburn Central WA 6164
Telephone No: [Mobile]	0422 92 0948
E-mail Address:	coord@ccmshed.org.au
Website	CCMShed.org.au
ABN:	26 171 535 893 Active from March 26, 2014
Constitution:	Approved March 9,2015 Amended – December 6, 2018
Certificate of Incorporation:	Registration No. A1017559Z
Date of Incorporation:	February 7, 2014
Date Established:	April 4, 2013
Charitable Collections Licence No:	21804 Expiry Date: January 17, 2021
GST:	Not applicable



Bank: Westpac BSB: xxx - xxx Acc. No. xxxxxx

Insurance:

Type of Policy Arthur J Gallagher Men's Shed Insurance Policy

Insurer Ansvar Insurance Limited Policy

Policy No. MENS003

Description of Cover

Contents	\$100,000
Public Liability	\$40,000,000
Products Liability	\$40,000,000

Deductible \$1,000 every claim

Situation of Risk Anywhere in Australia

Expiry Date February 28, 2021

Deed of Lease: City of Cockburn [Lessor] ID LSE 17/0016, Contract.

Cockburn Community Men's Shed Inc. [Lessee]

2 Sullivan Street Cockburn Central Portion of Reserve 12243

Lettable area 2131 M2

Commencement of Lease July 11, 2018

Initial Term 5 years - expires July 10,2023

Further Term 5 years

Rent \$1 per annum

Public Liability Insurance \$20,000,000

Memberships:

Australian Men's Shed Assoc. 100987 Expires May 2021

Western Australian Men's Shed Assoc. Expires June 2021

Appendix 4

Shed Management

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 Brian Ward Chris Decke Scott Cavanagh David Jones Allan Bassula

Non-voting appointments

- City of Cockburn – Jill Zumach and Julie McDonald [Proxy] Rotary Club of Cockburn - Geoff Webb

Occupational Safety and Health Committee

- Chair Peter Hodgson
- Secretary Bevan Dellar
- 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] – Scott Cavanagh, Chris Decke, Brian Ward #

Appointed OS&H Facilitator

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 Marc Dimmick
- Medical Dr Allan Wright
- Disability Carl Stroman [Former Manager, Disability Services Commission]

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- 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

We are most appreciative for the contributions to assist to take the Shed forward during 2019/20 and further the excellent pathways to follow during this forthcoming year.

Appendix 5

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.

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 Appendix 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 Appendix 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. 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.

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 and 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.

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 -- Working with Children.

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



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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.

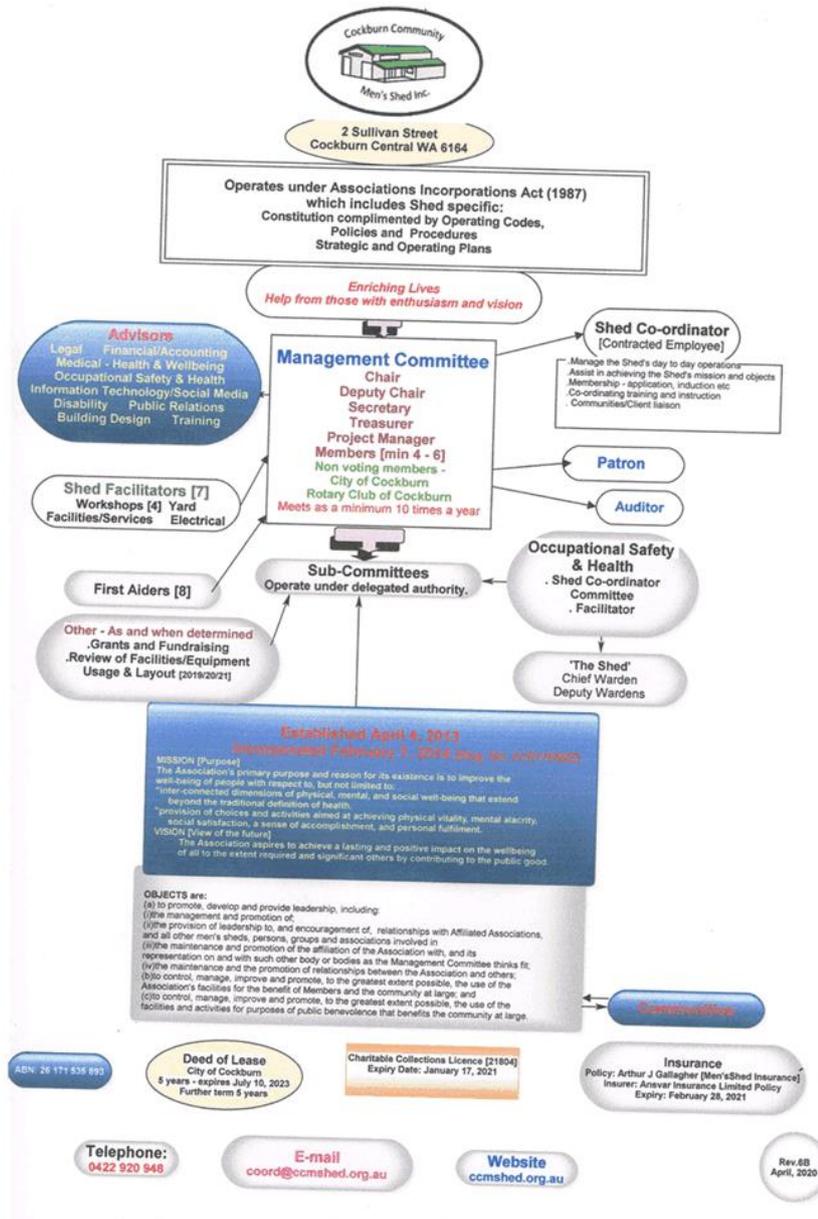
13. Building Maintenance

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 contained within the report.





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Appendix 7

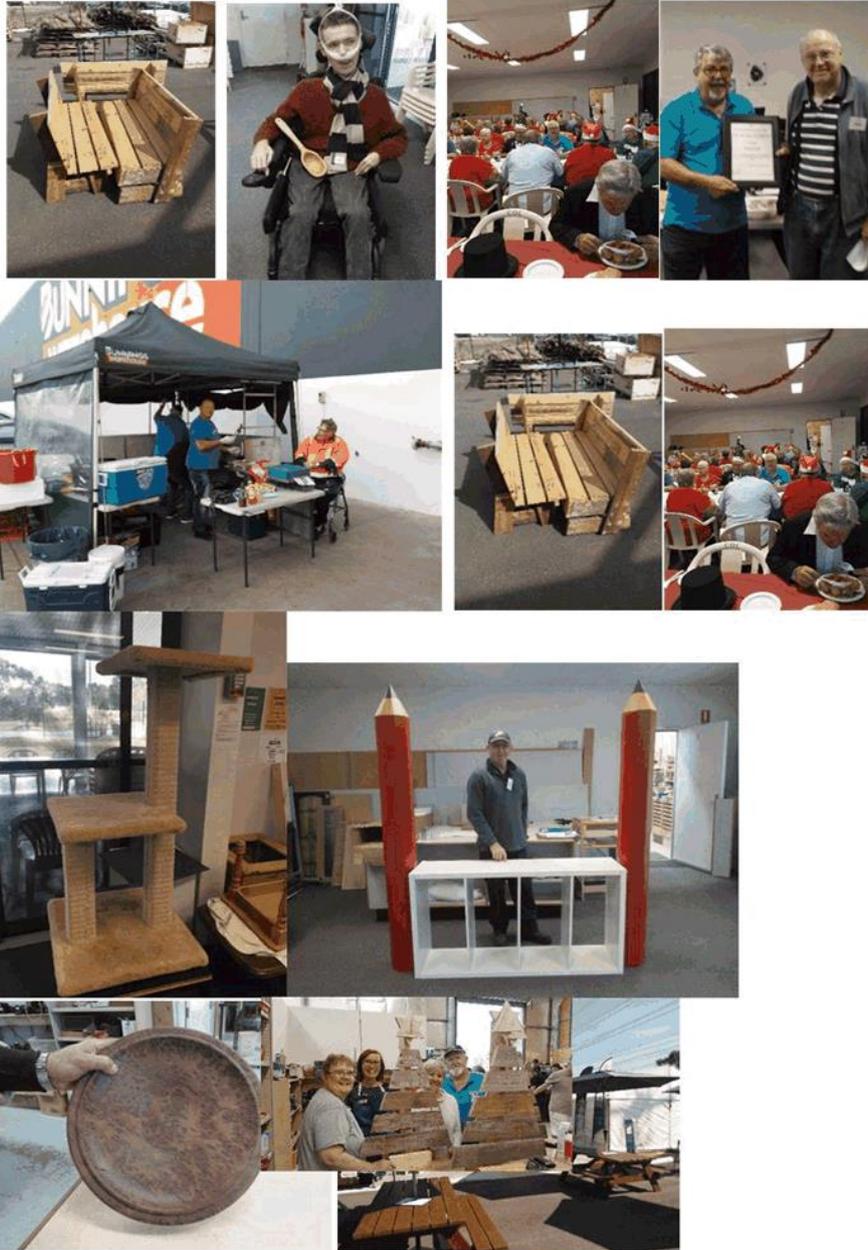
Members Volunteering Hours – 2019/20 [40 weeks]

1. Management Committee			
• Chairman	80		
• Secretary	240		
• Treasurer	120		
• Project Manager	120		
• Committee [7]	180		
• Delegates [3]	60	800	
2. Occupational Safety and Health Committee			
• Chairman	20		
• Secretary	40		
• Members [6]	120		
• OS&H Facilitator	40	220	
3. Shed Advisory Groups			
• Budget	30		
• Redevelopment and Refurbishment	80	110	
4. Advisors and Audit			
• Advice – General	15		
• Building Design/Advice etc	240		
• Audit	10	265	
5. Grant Applications [6]			
• Secretarial – Applications, acquisitions acquittals etc	180	180	
6. Planning and Building Approvals			
• Consultation Preparation and Finalisation	75	75	
7. Stocktakes [2]			
• Members [15]	90	90	
8. Equipment Installation and Maintenance			
• Mechanical	320		
• Electrical	80	400	
9. Shed Enhancements			
• Emergency/Duress System	80		
• Kitchen Fit-out	60		
• Dust Extraction	20		
• Workshops Redesign/Fit-out	240		
• Workshop Benches [8]	120		
• General	40	560	
10. Cleaning			
• Kitchen and Ablutions	80		
• Workshops	80		
• Yard	80		
• Garden/Lawns etc	40	280	
11. Training/Instruction - Members	120	120	
12. Schools	160	160	
13. DIY Programs	50	50	
14. Dept of Justice	360	360	
15. Industry and Commercial Assistance [Pro Bono]	150	150	
		Total	3820 hours

• Note: 40 weeks due to 2 weeks Christmas/New Year break and 8 weeks Corona Virus.



Photos of Shed Activities



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**Annual General Meeting - 2020
MINUTES**

Day: Tuesday October 6, 2020

Place: Cockburn Men's Shed Inc., 2 Sullivan Street Cockburn Central.

1. Meeting opening and welcome: P Hodgson opened the meeting at 12.45pm and welcomed all.

Present - Members: P Hodgson, G Webb, B Dellar, M Staines, G Clark, M Manning, B Rowland, M Murphy, L Howlett, T Burford, C Decke, S Cavanagh, M Romcevic, G Underwood, K Spurling, A Bassula, T Gonzales,

J Bernardi, J Connelly, L Cork, B Cummins, M Downey, A Follington, J Gomes, M Kurser, B Miller, F Milton, N Sariptudi, M Sekizovic, G Stevens, T Sagari

Received Proxies: C Holliday, M Dimmick, G Reynolds, B Ward, R Jasper [Secretary nominated]

Non-voting members – J Zumach, J McDonald

Advisor: R Vernon

Apologies – Members: A Frei, M Dimmick, D Watson, P Pardini, S Valhov, R Troop, K Howlett, E White, D Jones, R Hagan, R Bowden, B Cochrane, B Van Galen, K Lowe

– **Advisors and Auditor:** G Giles, Dr A Wright, K Broadhurst, M Hill, R Charles, M Hodgson

Note: All members in attendance, those who sought to have a Proxy or tendered an apology were validated to have current membership

2. Correspondence: Circulated agenda and special resolution, Management Committee nominations, e-mailed apologies, Proxy nominations

3. Confirmation of Previous AGM Minutes – October 2, 2019

Moved M Staines **Seconded** B Rowlands that the minutes as circulated be accepted. **Motion carried**

4. Reports

• **Chairperson's Report** [[Peter Hodgson]

The Chair spoke to his report which reflected on:

- Significance of the transition to the new Shed and the changes that came consequently and future direction
- Continued fulfillment of the Men's Sheds objectives as well as that of our Shed
- The continuance of good governance and the consequential enhancements
- Reviewing, planning, and detailing the way forward which provided further '*capacity and diversity building*' [#] and endorsement of Strategic and Operational Plans, Budget Estimates [Income and Expenditure]. [#] This was an 8 staged approach which proved to be highly successful.
[Note: Full details in the Annual Report].
- Cohesiveness of the Management and Occupational & Safety Committees and shed co-ordination
- Contributions by members with respect to Shed Projects [enhancement], fundraising, projects, and activities
- Contributions by City of Cockburn – partnerships, financial, advice, Management Committee representative [Jill and Julie] and Mayoral support
- Increased membership and associated challenges including but not limited to:
 - Increased use of equipment associated with personal and Shed projects and therefore additional cost of materials, consumables plus maintenance
 - A need to find a way to cover these costs and as such possible ways forward will be discussed by the Management Committee and then presented at a General Meeting for consideration.

In conclusion he reiterated the 'object' of the Men's Shed that is to foster and improve the physical and mental health of men which the Shed does by providing a welcoming environment, encouragement, companionship, understanding and cooperation. Note: Copy of the Chair's report is in the Annual Report.

Cockburn Community Men's Shed Inc.

Annual General Meeting Minutes October 6, 2020

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Moved A Bassula **Seconded** M Staines that the Chair’s report be accepted. **Motion carried**

5. Presentations

- **Life Membership Award and Shed Fellows** –The Chair provided an overview of the award criteria but the announcement of the Shed’s worthy recipient was withheld as the recipient was not in attendance and would be presented at a Shed meeting. The Chair further advised that it had been determined to create an additional category **Shed Fellow** in recognition for other than members who have significantly contributed since the initial development and ensuing enhancements of the Shed which we proudly occupy today. Richard Vernon was recognised and presented with is certificate. However, the second recipient was not able to attend and as such presented later.

All will be recognised with their names being placed on the Shed’s ‘Honor Board’.

R Vernon responded and was humbled by being nominated an awarded Shed Fellow.

All present showed their appreciation in recognition of the significant contribution made.

- **Certificates of Appreciation**

Chairman advised that the Certificates will be presented to the following on a date/s to be determined:

- Grants** - City of Cockburn Volunteers in Action Lotterywest Australian Men’s Shed
- Fundraising** - Cockburn Warriors Football Club Metropolitan Health Services – MOverner
- General** - Murdoch University Watt Marine

6. Treasurer’s Report

Treasurer Geoff Webb provided a summary of the financials for 2019/20 which included:

- Management Committee endorsed the report to the Auditor on July 2 which included the Financial Statements – as previously circulated and are included in the annual report

- Financial and Audit Reports –Clear audit statement provided on September 16, 2020
- Membership Fees for 2020/21 increase from \$85 to \$100 which was due to increased insurance premium costs [\$13.80 per member] and was approved by Management Committee, June 3

Treasurer also reported on several key items, these being:

- Donation provided by City of Cockburn to fund the employment of the Shed Co-ordinator and Shed enhancements
- Membership increase from 90 to 105 with a continual increase this year
- Budget Estimates were endorsed by the Management Committee on July 8 – copy circulated with September 2 Management Committee minutes
- Six grant applications to obtain funding [\$36,200] for equipment wood and metal workshops and patio were submitted and five were successful [\$32500]. Further, the Shed was sponsored by two organisations which netted an additional \$4200 which enabled additional pieces of equipment to be purchased.

If further and better particulars are sought the Executive will progress the request.

Moved G Webb **Seconded** M Staines that the Treasurer’s report be accepted **Motion carried**

Vote of Appreciation: Moved P Hodgson **Seconded** M Manning that the members and significant others sincerely thank Geoff for his outstanding contributions not only as Treasurer but also for the establishment of the Shed and the creation of the new building. **Motion carried**

All present then showed their appreciation.

7. Election of Office Bearers

Management Committee

Chair outlined the constitutional clauses with respect to election related to the management committee that is 2-yearly appointment.

Those not requiring re-election were:

Secretary - Bevan Dellar,

Management Committee Members: Bert Rowlands, Brian Ward, Scott Cavanagh

Also, he advised of members who did not seek re-election namely Michael Staines [Deputy Chairperson], Allan Bassula [Member] and Greg Reynolds [Project Manager] with all being thanked for their excellent contribution.

As Peter Hodgson’s term as Chairperson had expired and as he sought re-election stood down.



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Moved M Manning **seconded** G Clark that Jill Zumach take the Chair until the Chair is elected.
Motion carried.

Nominations for Chairperson was called for:

Chairperson **Moved** B Rowlands **seconded** M Staines that Peter Hodgson be elected.

Motion carried. No other nomination was received.

Jill Zumach was thanked for taking the Chair which was then resumed by Peter Hodgson and nominations for the undermentioned were called for.

Deputy Chairperson **Moved** G Clark **seconded** S Cavanagh that Chris Holliday be elected.

Motion carried. No other nomination was received.

Treasurer **Moved** G Webb **seconded** B Rowlands that Nirajan Saripudi be elected.

Motion carried. No other nomination was received.

Project Manager **Moved** A Follington **seconded** A Bassula that M Murphy be elected.

Motion carried. No other nomination was received.

Management Committee Members [2-4] **Moved** M Manning **seconded** B Dellar that Gary Clark, Geoff Webb, C Decke and Brian Cummins be elected.

Motion carried. No other nominations were received.

Non-voting Representatives – City of Cockburn and Rotary Club of Cockburn

Moved P Hodgson **seconded** M Staines that the undermentioned recommended representatives: be accepted. **City of Cockburn** Jill Zumach and Julie McDonald [Proxy]

Rotary Club of Cockburn Geoff Webb. **Motion carried.**

Note: All members elected have been appointed for 2 years in accordance with the Constitution.

Required actions: With the change of Executive positions [Deputy Chairperson and Treasurer] this necessitates Police Clearances as well as banking authorities including the account's administration with Westpac Bank.

Moved P Hodgson **seconded** B Dellar that G Webb progress the required changes as well as remaining the Shed's account administrator. **Motion carried.**

Peter Hodgson thanked all existing as well as retiring members for their excellent contributions, then welcomed all new and /or re-elected members and again looked forward to every-one's contribution to make the Shed even stronger.

- **Occupational Safety and Health Committee Appointments**

Chair advised that all the under mentioned had advised that they were willing to be elected in the stated positions.

- Chairperson Chris Holliday Secretary Bevan Dellar
- Member Representatives [4 - 6] Scott Cavanagh, Mark Downey, Gary Clark, Chris Decke, Gary Underwood, Peter Hodgson

- OS& H Facilitator Brian Ward

The Chair sought further nomination/s from those present, but none were forthcoming.

It was noted that both the Shed Co-ordinator and Project Manager [Mike Murphy] were automatic appointments because of the positions held.

Moved G Stevens **Seconded** A Bassula that all nominations be accepted and subsequent appointments. **Motion carried**

All past members were thanked for their contribution and looked forward to the ensuing year again being without an accident as has been the case since the Shed's inception.

8. Declaration of conflicts of interest – appointed Management Committee members. [Associations Incorporation Act 2015 Section 43 and Shed Operating Procedure No. 8] requirement.

The Chair provided explanation and sought appointed members to advise. All members except G Webb stated that they considered that they had no known conflicts of interest. G Webb's conflict of interest could arise if there was any directly related item associated with the Rotary Club of Cockburn.

Secretary will follow up in formalising the declarations accordance with the Act and Shed's Operating Procedure.

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9. Appointments

- **Patron**

Moved M Staines **seconded** G Clark that L Howlett be re-appointed. **Motion carried**

- **Auditor**

Moved G Webb **seconded** G Underwood that M Hill CPA be re-appointed. **Motion carried**

- **Advisors**

- Legal Glen Giles LLB Taylor Smart [Solicitors & Notaries]
- Financial/Accounting Trove Advisory Group [Mark Hill]
- OS&H Ryan Charles [LHR Marine]
- Information Technology Marc Dimmick
- Medical Dr Allan Wright
- Disability Michele Hodgson [Services Manager Rocky Bay]
- Training Brian Broadbent [SETS Enterprises]
- Building Design Richard Vernon [Vernon Design Group]
- Public Relations City of Cockburn

Chair stated that above mentioned had advised that they would accept nomination and appointment if so resolved. With respect to Carl Strommen he was not seeking re-nomination and a replacement nomination was received - Michele Hodgson Manager Services Rocky Bay.

The Chair sought further nomination/s from those present, but none were forthcoming.

Moved P Hodgson **seconded** G Webb that all nominations be accepted and subsequent appointments.

Motion carried

10. Other Business

- **Special Resolution - Amendments to the Constitution**

The Chair summarised the background and reasons which are associated with the Shed being eligible to be approved as a Deductible Gift Recipient [DGR] and Public Benevolent Institution [PBI] as well as including formalising clauses to appoint Advisors and recognise Shed Fellows [non-members] for their contributions. The other amendments are to change clause numbers because of the added inclusions. Further, the recommended amendments were as detailed in the circulated documentation. Chair then sought any comment. None was forthcoming.

Moved G Webb **seconded** M Staines that recommended amendments as circulated be accepted and that the changes sought to be approved by Department of Mines, Industry Regulation and Safety.

Motion carried unanimously.

It was noted that will take approximately 4 weeks and if approved status endorsement as DGR and PBI will be sought from the ATO. Secretary will progress.

11. Shed Co-ordinator and Project Manager's Reports

M Murphy provided an overview of the key points of these two positions which were:

- Projects [large and small] undertaken particularly for the community at large and the way members responded. These are listed in the Annual Report
- Overwhelming praise for small projects/tasks undertaken on behalf of those seeking assistance
- Special event projects e.g. DIY, Christmas trees, COVID 19 recovery for families
- Assistance etc provided to Schools
- Appreciation of members who significantly contributed to the re-organisations of the Shed's layout, functionality, installations, and maintenance of equipment as well as new facilities
- Maintenance of equipment and tools as well as Workshop cleanliness

12. Questions and Comments without notice from Members

The Chair asked for questions and/or comment but none were forthcoming.

13. Appreciation

J Zumack City of Cockburn congratulated and commended the Chair on his strong leadership, that of the Management Committee as well as members recognising the significant progress and contributions the Shed had made not only to individuals but the community at large.

14. Closure: As there was no further business the Chair closed the meeting at 1.50pm and thanked all for their attendance and contribution. **Fellowship** followed.



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9.2 (2021/MINUTE NO 0005) Little Green Steps WA proposal to Promote Education for Sustainability in the Early Years

Author(s) K Jamieson

Attachments

1. Little Green Steps WA Proposal for Partnership Funding 2021-2023 [↓](#)
2. Little Green Steps WA Report on Partnership 2019-2021 [↓](#)

RECOMMENDATION

That the Committee:

- (1) ENTERS into a renewed two-year partnership agreement with Little Green Steps WA, to support early childhood services with Education for sustainability, in accordance with the proposal attached to the to the Agenda; and
- (2) ALLOCATES \$31,569.10 (ex. GST) from the 2021/2022 Grants and Donations budget for this purpose.

Committee Recommendation

MOVED Cr P Corke SECONDED Cr P Eva

That the recommendation be adopted.

CARRIED 3/0

Background

Little Green Steps WA (LGSWA) is an initiative of the Australian Association for Environmental Education WA (AAEEWA) Chapter. LGSWA is a not-for-profit program that supports early childhood services across Western Australia, with Education for Sustainability (EfS).

After successfully piloting LGSWA in July 2012, AAEEWA began a year-long partnership with the City of Cockburn to begin the implementation phase of the LGSWA program in February 2014.

Following successful evaluation of the deliverables of this project in April 2015, the Grants and Donations Committee received a two-year partnership agreement proposal from LGSWA, which was approved by Council in May 2015.

In April 2017, the Grants and Donations Committee received a proposal to renew the two-year partnership agreement for 2017-19, which was



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approved by Council in May 2017, and similarly the 2019-2021 was presented in April 2019, which was approved by Council in May 2019.

The current two-year agreement expired at the end of the 2020/2021 financial year. AAEEWA is inviting the City of Cockburn to continue the partnership for a further two years, to consolidate the investment in early childhood and the wider community to date through supporting sustainability education and actions that have environmental, social and economic benefits in the short and longer term.

Submission

The proposal for Partnership Funding for 2021-2023 submitted by LGSWA is attached to the agenda, along with the report on Partnership Funding for 2019-21.

Report

Sustainability is important for everyone in the community. Since 2014, the early years curriculum has recognised its significance, making it mandatory for sustainability to be included in early childhood services (ages 0-8) across Australia. This includes services such as childcare centres, kindergartens, day care and family day care, and outside school hours care.

LGSWA supports local governments within the Perth metropolitan area to complement and extend their capacity to engage and to influence sustainable outcomes in their early years settings.

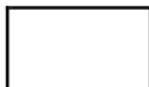
Embedding sustainable practices is now part of the national Early Years Learning Framework (EYLF), the National Quality Standards (NQS), and the Western Australian Curriculum (WA Curriculum). Across Australia, early childhood education and care providers are being assessed against these requirements.

Through workshops, information, and connecting educators with education providers and the resources that are available within their local councils and elsewhere, LGSWA provides support to those working in the early years sector.

Where gaps are identified, LGSWA also works with organisations and existing programs to assist in creating suitable resources. Building the links between Councils and their early years services enables important local government messages to be reinforced to the sector and achieves key sustainability objectives

AAEEWA and the City of Cockburn have partnered to run the LGSWA program within Cockburn since 2014, which has resulted in a

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substantial increase in early childhood services making sustainable changes that benefit the services as well as the children, families and communities in Cockburn.

Over this time, LGSWA has been able to create significant momentum for change, with strong awareness of LGSWA as a valuable resource for sustainability information and assistance amongst early childhood services in Cockburn.

Additionally, the program has seen changes in behaviour, with early childhood services in Cockburn, action has been taken to be more sustainable in several ways. In 2019-2021, a total of 64 early childhood services, up from 31 and 19 services in 2017-2019 and 2015-2017 respectively, participated in workshops, visits, email and phone advice about sustainable actions, planning and resources.

Evaluations of the LGSWA program in the City of Cockburn from 2019-2021 have been overwhelmingly positive, with early childhood services showing high levels of satisfaction with workshops. 100% of all participants stated they learned something new at the workshops and all reported an increase in confidence to embed sustainable practices in their work.

The City has a genuine opportunity to build on the existing outcomes of LGSWA in Cockburn, supporting local businesses whilst enabling action for a more sustainable future.

AAEEWA is offering the City of Cockburn a renewed two-year LGSWA partnership, which will allow for the employment of an Education Officer one day per week (7.5 hours) for two years, including appropriate leave entitlements.

This continuity enables the maintenance and building of relationships with early childhood educators in the City and gives the Education Officer an opportunity to build detailed knowledge of their current needs and the best ways to support early childhood services to embed sustainable practices in their work in an ongoing way.

Within the two-year period from September 2021 to September 2023, the LGSWA program would also include the following activities:

- Five workshops per year for early childhood educators and teachers from the following choices:
 - One Cultural Workshop (total of two) – Noongar Cultural Presenter to deliver cultural awareness and engagement activities OR partnering with Multicultural Futures to share intercultural understandings and engagement

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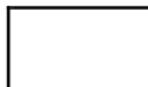
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- Day to day sustainability in Early Years Settings Workshops. This workshop gives a broad outline of sustainability and suitable actions for change
 - Biodiversity Awareness and Actions Workshop (total of two). This workshop addresses a lack of knowledge amongst early childhood staff about the importance of biodiversity and how their actions have an impact on plant and animal species
 - Planning to meet the Outcomes of Sustainability in Early Years settings. This workshop provides an ongoing framework for educators to embed actions into processes for a sustainable future and has been highlighted by Cockburn educators as a much-needed area for further support.
 - NEW Economic and Built Environment Workshop. This workshop provides actions for children and educators alike to assess City liveability, planning for more green spaces, sustainably understanding our City's needs and the economic choices we make to live where we do in community
 - NEW focussed Loose Parts Play Workshop. To design and run a practical and Kids Safe workshop for embedding Loose Parts Play into EY settings, play spaces and programs
 - NEW focussed Closed Loop Organic Recycling Workshop for EY settings. This workshop will further build on the closed loop reducing waste initiatives of putting in compost bins which LGSWA continues to support on behalf of City Waste and Environment teams.
- Visits to ten early years services per year. During these visits LGSWA staff will offer educators ideas and planning advice relevant to that service, towards embedding sustainable practices in their work.

Visits and other support, as described below, increase the likelihood of sustainable changes being made and case study write-ups allow further educators to learn from one another.

- Phone and email support to early childhood services to provide advice and suggestions of sustainability learning resources and funding sources. This will be provided as requested by early childhood services, however our experience is that because LGSWA has been running in Cockburn for a number of years, early childhood staff have a growing knowledge of LGSWA as a 'go-to' hub of sustainability knowledge, meaning substantial demand for this
- Providing sustainability related children's activities at one City event per annum
- Work with Family and Community Development on a Reconciliation Action Planning Forum or process to assist early

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- childhood services to create their own meaningful and embedded Reconciliation Action Plan.
- Promotion of City of Cockburn sustainability initiatives and community events following the LGS marketing strategy at LGSWA workshops, on the LGSWA website, social media and LGSWA newsletter, which has a circulation of approximately 1,700 subscribers.
 - Review of the Early Childhood sustainability directory to keep the contents current. This directory provides information about environmental, cultural and community organisations such as Men's Sheds, and community gardens that can support early childhood services to act more sustainably.

These activities will be evaluated in several ways:

- Evaluation Forms and/or links at all workshops to determine the usefulness of workshop content and areas of improvement.
- Ongoing feedback and follow up with early childhood staff via visits, phone calls and emails.
- Feedback from City staff working with LGSWA.
- End of year evaluation surveys sent to all educators that attend workshops or receive other support. This collects information about how effective LGSWA support has been long term, as well as determining sustainable changes made at early childhood services and new directions for LGSWA to assist services to embed sustainable practices.
- The number of educators and teachers that attend workshops or seek support from LGSWA in other ways.

In the previous reporting period, LGSWA highlighted the impact of COVID on service provision in 2020-2021.

This started with a LGSWA survey to early childhood services in Cockburn to gauge the extent of their needs, and many reported a huge inconsistency of attendance numbers, leading to financial stress, job insecurity, food wastage and loss of staff wellbeing. Strategies stemming from this included:

- Weekly emails to guide early years to connect to resilience grants and City support services: to provide them with sustainable economic ideas to save money and to support their stay-at-home families with sustainable activities as well as providing professional learning ideas for educators who had been temporarily stood down
- Online services: creating 30 short videos of activities we would normally share at workshops and these became mainstays of our weekly email support. LGSWA in Cockburn postponed face to face workshops during the March to May 2020 period, but quickly re-designed two into webinars (The Introduction to Sustainability and Energy, Air and Transport in the Early Years). This flexibility of delivery

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was vital for maintaining our role as the hub of sustainability support to early years services during this difficult time and led to a huge increase in support requests (up from 25 to 67)

- Conduit between early childhood services and City departments and a number of worthwhile sustainability wellbeing initiatives: such as the distribution of Noongar posters and ideas to early years for NAIDOC Week, the World Turtle Day clay initiative and photo celebration, and the City funded compost bin to early years initiative which included incursions with children to learn the use of these in a fun and embedded way
- Continual weekly monitoring of these services and feedback about Early Years' ongoing needs: dictated direction of support being sought from the City.

The proposal from LGSWA is fully supported by the City's Environmental Services and Community Development departments. It is also aligned with objectives in the City's Strategic Community Plan, Sustainability Strategy, Cultural Diversity Strategy, Reconciliation Action Plan, and proposed Play Space Strategy.

The work of LGSWA greatly assists Environmental Services (and Children's Services) to carry out Education for Sustainability (EFS) work within the Cockburn community.

LGSWA has helped to fill a gap in EFS opportunities for early years services providers in Cockburn and greater WA. This sustainability-focussed support to early learning services (especially the workshops delivered) would otherwise not take place in Cockburn within the existing resources and capacity.

LGSWA also has continuing partnership agreements with the City of Canning, the Waste Authority, and a new agreement with the City of Melville.

It is recommended to renew the partnership agreement with the cost of this program being \$31,569.10 plus GST per year. The partnership agreement proposes commencing on 1 September 2021 and ending on 30 August 2023.

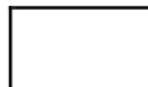
Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

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Listening and Leading

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

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The cost of this program is \$31,569.10 plus GST per year. The renewed partnership agreement proposes commencing on 1 September 2021 and ending on 30 August 2023. Payments are to be made in two equal annual instalments before the beginning of July each year, to be drawn from the 2021/2022 and 2022/2023 Grants and Donations budgets.

Legal Implications

N/A

Community Consultation

A report, including an evaluation summary of the Little Green Steps WA and City of Cockburn previous two-year partnership, is attached. This includes feedback from 91 City of Cockburn early years services participants that have attended LGSWA workshops, as well as those that have utilised LGSWA support.

LGSWA is strongly supported by the City's Environmental Services and Community Development departments.

Risk Management Implications

The proposal is considered to have low associated risks, as follows:

- Service delivery involves presenting workshops and facilitating meetings for small/medium sized participant groups
- No loss to the City's reputation, given LGSWA's affiliation with recognised professional organisation AAEEWA
- Financial risks low due to proven success of program delivery over the past five years of partnership and pilot programs.

There is a risk that the benefits of the City's previous investments in this program will be lost or not sustained if the agreement is not continued.

Advice to Proponents/Submitters

The applicant has been advised that this matter is to be considered at the 20 July 2021 Grants & Donations Committee, and then an outcome will be advised following the 12 August 2021 Council Meeting.



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

Nil

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**Little Green Steps WA program in the City of
Cockburn 2021-2023
Major funding application**



Introduction to Cockburn Application

AAEEWA is applying for **\$63,138.20 excl GST** from the City of Cockburn (CoC) to run the Little Green Steps program within the City from 1st September 2021 until 1st September 2023.

The Australian Association for Environmental Education – WA Chapter (AAEEWA) and City of Cockburn (CoC) have partnered to run the LGSWA program within Cockburn since 2014, which has resulted in a substantial increase in early childhood services making sustainable changes that benefit the services as well as children, families and communities in Cockburn. For more information please see the latest report of LGSWA activities during 2019-2021, included with this application.

Over this time LGSWA has been able to substantially increase this momentum for change, with strong awareness of LGSWA as a valuable resource for sustainability information and assistance amongst early childhood services in Cockburn. Additionally, the program has seen changes in behaviour, with early childhood services in Cockburn taking action to be more sustainable in multiple different ways and beginning to plan for sustainability into their embedded daily processes through the LGSWA Planning workshop and support as outlined in the eligibility criteria section below. CoC has a powerful opportunity to build on the existing outcomes of LGSWA in Cockburn, supporting local businesses whilst enabling action for a more sustainable future.

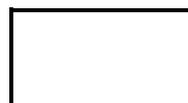
Introduction to the Little Green Steps WA Program

Little Green Steps WA (LGSWA) is a not-for-profit program that supports early childhood services with Education for Sustainability. Through workshops, information and connecting educators with education providers and local government resources, LGSWA provides sustainability support to those working in the early childhood sector. This includes long day care centres, family day care, out of school hours care services (OSHC), kindergartens and schools. The program aims to educate, motivate and support early childhood staff to embed sustainable practices in how they run their services and what they teach children.

LGSWA uses a model of sustainability which encourages early childhood services to reduce their ecological footprint by reducing water and energy used, choosing sustainable transport options, acting to increase biodiversity and reducing the waste they produce. They are also enabled to increase their social handprint by learning about and incorporating many cultures, including Aboriginal cultures, partnering with community members and organisations and improving child wellbeing. The economics of life which impact our natural and built environments is an upcoming sustainability area LGSWA is beginning to support. This model is also used by Sustainable Schools WA, meaning that children will see consistent ideas about sustainability throughout their education. The model is pictured below and has also been submitted as separate documents with this application.







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LGSWA proposal to assist early childhood services within Cockburn to become more environmentally and socially sustainable.

Within the future period of September 2021 to September 2023, the LGSWA program will increase its deliverables to include the following:

- **An increase from Four to Five workshops per year for early childhood educators:**
 - **One x Cultural workshop per year (total of two)** – to include a Noongar Cultural Presenter with potential to deliver cultural awareness as well as engagement activities with Cockburn Early years. The second Cultural workshop would support the diverse multicultural early year's community in Cockburn by partnering with Multicultural Futures to share intercultural understandings alongside engagement opportunities.
 - **One x Day to Day Sustainability in Early Years Settings workshop.** This workshop gives a broad outline of sustainability and suitable actions for change.
 - **One x Introduction to Sustainability Workshop/Webinar** with a particular sustainable focus threaded throughout eg. Water. This format provides flexibility to meet the diverse needs of early years educators in Cockburn. It will support those who are time poor by attending online and/or viewing after hours, as well as the visual learners who need hands-on interaction. A Sustainable focus throughout the 'Introduction' provides educators with relevant demonstrations for envisaging the interconnectedness of sustainable actions across the Hand and Footprint.
 - **One x Biodiversity Awareness & Actions workshop per year (total of two).** This workshop addresses a lack of knowledge amongst early childhood staff about the importance of biodiversity and how their actions have an impact on plant and animal species. It will invite early years to become agents of change by taking part in Citizen Science Projects supported by the City of Cockburn such as Turtle Watch, Backyard Bird Count and the re-wilding of backyards and supporting urban corridors such as Banksia Woodlands under threat.
 - **One x Planning for Sustainability in Early Years Settings Workshop.** This workshop provides an ongoing framework for Educators to embed their actions into processes - for a Sustainable future and this has been highlighted by Cockburn educators as a much needed area for further support. The audit sheets guide educators to see where they have gaps to becoming more environmentally and socially sustainable and this workshop highlights how educators can tap into CoC support through eco audits and sourcing sustainability grants for closed loop recycling and circular economy projects that partner with their Cockburn community.
 - **One x NEW Economic & Built Environment workshop.** As EY communities direct children earlier to understand the effects they have on the world around them, this workshop will provide actions for children and educators alike to assess City liveability, planning for more green spaces, sustainably understanding our City's needs and the economic choices we make to live where we do in community. A simulated activity has been trialled at previous Day to Day workshops and feedback

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evaluation indicates this is an area of sustainability education sought after by EY communities in Cockburn.

- **One x NEW focussed Loose Parts Play workshop.** In support of CoC's Play Space Plan 2020 and because multiple end of year evaluation responses from EY services strongly indicated this as a need, LGSWA will design and run a practical and Kids Safe workshop for embedding Loose Parts Play into EY settings, play spaces and programmes. This workshop will also promote CoC parks which host nature play and loose parts interactions to the EY services in Cockburn.
- **One x NEW focussed Closed Loop Organic recycling workshop for EY settings.** This workshop will further build on the closed loop reducing waste initiatives of putting in compost bins which LGSWA continues to support on behalf of CoC Waste & Environment teams. It will focus on the vital hands-on actions of NOT simply putting in edible/native garden beds but adding the vital support processes that make them productive (ie. wicking beds, compost tubes, worms and natural fertilisers & insecticides). Many communities (EY settings included) who apply for grants from the City for their garden projects, are not confident in these processes and their gardens flounder, so this workshop will focus on the simple processes and re-usable items we find in our settings to make this closed loop work.

These workshops have been selected as a response to the feedback LGSWA has received from early childhood services within the City about what would most help them to work towards sustainability in their centre or classroom. **See the attached report for further information.**

Further deliverables will include:

- **Visits to 10 early years services.** During these visits LGSWA staff will offer educators' ideas and planning advice relevant to that particular service, towards embedding sustainable practices in their work. Visits and other support as described below, increase the likelihood of sustainable changes being made and case study write-ups allow further educators to learn from one another.
- **Phone and email support** to early childhood services to provide advice and suggestions of sustainability learning resources and funding sources. This will be provided as requested by early childhood services; however our experience is that because LGSWA has been running in Cockburn for a number of years, early childhood staff have a growing knowledge of LGSWA as a 'go-to' hub of sustainability knowledge, meaning substantial demand for this.
- **Providing sustainability related children's activities at one CoC event per annum.**
- **Work with Family and Community Development on a Reconciliation Action Planning Forum** or process to assist early childhood services to create their own meaningful and embedded RAP.



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- **Promotion of CoC sustainability initiatives and community events following the LGS marketing strategy** at LGSWA workshops, on the LGSWA website, social media and LGSWA newsletter, which has a circulation of approximately 1700 subscribers.
- **Review of the Early Childhood sustainability directory** to keep the contents current. This directory provides information about environmental, cultural and community organisations such as Men's Sheds and community gardens that can support early childhood services to act more sustainably.

Evaluation:

These activities will be evaluated in a number of ways:

- Evaluation Forms and/or links at all workshops to determine the usefulness of workshop content and areas of improvement.
- Ongoing feedback and follow up with early childhood staff via visits, phone calls and emails.
- Feedback from CoC staff that LGSWA works with.
- End of year evaluation surveys sent to all educators that attend workshops or receive other support. This collects information about how effective LGSWA support has been long term, as well as determining sustainable changes made at early childhood services and new directions for LGSWA to assist services to embed sustainable practices.
- Evaluate the number of educators and teachers that attend workshops or seek support from LGSWA in other ways.

Covid Impacts 2020-2021 highlighted this Program's worth to the CoC:

Within the past funding period, Little Green Steps WA became a beacon of support to early years services in Cockburn. Support began with an LGSWA survey to Early childhood services in Cockburn to gauge the extent of their needs and many reported a huge inconsistency of attendance numbers leading to financial stress, job insecurity, food wastage and loss of staff wellbeing.

LGSWA then began a weekly email strategy to guide early years to connect to resilience grants & CoC support services; to provide them with sustainable economic ideas to save money and to support their stay-at-home families with sustainable activities as well as providing professional learning ideas for educators who had been temporarily stood down.

To this end Little Green Steps went online, creating 30 short videos of activities we would normally share at workshops and these became mainstays of our weekly email support. LGSWA in Cockburn postponed face to face workshops during the March to May period 2020, but quickly re-designed two into webinars (the Introduction to Sustainability and Energy, Air and Transport in the Early Years). This flexibility of delivery was vital for maintaining our role as the hub of sustainability support to early years services during this difficult time and led to a huge increase in support requests (up from 25 to 67). LGSWA was able to act as the conduit between early childhood services and CoC departments and a number of worthwhile sustainability wellbeing initiatives evolved at this time such as the distribution of Noongar posters and ideas to early years for NAIDOC week; the World Turtle Day clay initiative and photo celebration and the CoC funded compost bin to early

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years initiative which included incursions with children to learn the use of these in a fun and embedded way.

LGSWA continues to monitor how these services are going weekly and this has seen unprecedented feedback about early years' ongoing needs, which in turn has dictated the direction of support we are seeking from the City of Cockburn. The CoC's reputation as a council that sustainably supports early childhood educators, especially through difficult times, is worthy strategic direction and Little Green Steps WA has played an integral part in supporting the City to meet its reputation.

Funding requested

Little Green Steps WA is seeking a budget of **\$31,569.10** exc GST per year for a two year period from 1st September 2021 to 30th August 2023 for a total of **\$63,138.20** exc GST. A full budget is attached to this proposal.

Key terms and conditions

AAEEWA also requests provision of a work space, computer and internet access for the LGSWA Education Officer in the Child Care Services section of Coolbellup Hub. This arrangement has proved to be beneficial for both LGSWA and CoC staff in the 2019-2021 period as they have been able to assist each other in their work.

Meeting City of Cockburn Community Grants Criteria

Eligibility Criteria

- a) **Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.**

Although AAEEWA operates LGSWA across Western Australia, this application is to provide the program for early childhood services within the City of Cockburn.

- b) **Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.**

The LGSWA program has been developed and delivered as a core component of the Not-for profit organisation, AAEEWA.

- c) **Applications must include a financial and/or in-kind contribution to the project.**

AAEEWA contributes to the viable and ongoing success of the LGSWA program in the City of Cockburn in a number of ways. As the peak body of Environmental Education in WA, it provides volunteer time, expertise and governance support to guide and grow the LGSWA program and to support the educator in its day to day running. AAEEWA also provides both in-kind and cash contributions to the program by way of insurance cover, mobile phone support and contribution towards accommodation costs for managing the program. Please see further details in the attached budget.

- d) **Applications over \$5000 must supply recent, independently audited financial statements for the applying/auspicing organisation as per the Community Funding for Community**



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Organisations & Individuals (Grants, Donations & Sponsorships) Policy and Guidelines adopted by Council

The AAEEWA Management Committee has completed a financial audit for AAEEWA of which LGSWA is one program for the year 2019-2020. Please find attached a Statement from the Management Committee and the Independent Auditors Report.

Selection Criteria

a) Primarily serve residents of the City.

The proposed activities of LGSWA in the City will primarily serve residents of CoC. All workshops and support services will be provided for early childhood services within the City.

Sustainable changes made as a result of the assistance of LGSWA will benefit those services but also children and families and local communities within the City. For example, an early childhood service that creates a vegetable garden with a compost bin could reduce their own waste, collect organic waste from neighbours of the service, teach children about healthy eating, provide vegetables for families to eat at home, invite older community members to teach children about gardening or sell produce to raise money for local charities.

Additionally, wherever possible, priority will be given to employing presenters (such as Noongar cultural presenters) and local services (such as Multicultural Futures & Yebp Cafe sustainable caterers) from within the City and purchasing workshop materials from businesses within the City too.

b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.

AAEEWA is a not for profit Incorporated Association and in WA is the Peak Body providing Environmental Education support to early years centres, primary schools, secondary schools and tertiary institutions, community and the local government sector for over 30 years.

Evaluations of the LGSWA program in CoC from 2019-2021 have been overwhelmingly positive with early childhood services showing high levels of satisfaction as workshops continue to be relevant, valued and meeting the sustainable needs of this sector. 100% of all participants stated they learned something new at the workshops and all reported an increase in confidence to embed sustainable practices in their work. For more details please see the attached report.

Early Childhood Services also reported many sustainable actions showing that the program is effective in enabling sustainable changes. Examples include:

- appointing a sustainability officer
- setting up as a collection centre for hard to recycle items eg. Redcycle & Terracycle systems
- using a worm farm or compost bin

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- monitoring and reducing water use & embedding water awareness and protection into children’s learning
- everyday inclusion of many cultures and educating themselves about Noongar culture in particular
- using Noongar language and the Seasons in everyday learning
- creating a bush tucker garden
- reducing chemical use and keeping indoor plants
- taking children on nature walks
- embedding air awareness and active transport activities
- implementing service wide changes to save energy and teaching children about different types of energy & greenhouse gasses
- conducting activities to engage children with biodiversity and becoming involved with Citizen science programs like Turtle Watch
- partnering with their wider community as well as the CoC through initiatives such as hosting Modern Cloth Nappies workshops.
- auditing their centre using LGSWA sustainability audit sheets.

Although changes have been made there are still many more actions early childhood services can make to benefit residents of CoC and the local environment. The three letters of support included with this application demonstrate the need that Cockburn early childhood services see to continue the LGSWA program within the City.

c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.

LGSWA staff have demonstrated their ability to manage this proposal by successfully meeting the criteria of previous agreements with the CoC. In fact as a result of the global pandemic, LGSWA far exceeded the requirements of the previous proposal by supporting early childhood services during COVID 19 lockdowns with weekly updates and sustainability ideas for sharing to their parent communities, as well as rapidly turning workshops into webinars to maintain the community connections. These ‘extras’ increased LGSWA’s profile with early childhood services in CoC and saw a large uptake in requests for support post lockdowns, which LGSWA staff continued to manage. The LGSWA staff are supported by a Committee that meet regularly to ensure the staff are fulfilling their commitments to the proposal they are implementing. The AAEEWA Convenor and Treasurer also check in with LGSWA staff regularly to ensure that grant implementation and spending is on track. AAEEWA has numerous sources of funding for the LGSWA program across Western Australia and the attached Strategic Development Plan outlines the direction for Little Green Steps as a Program for the next five years. The 2021 Business plan has also been attached as it outlines strategies to make the most of existing funding sources, such as LGSWA membership, development of educational kits, continual application of grants from local councils and continual exploration of philanthropic financial support for the program.

d) Must hold public liability insurance to a value as agreed with the City.

AAEE inclusive of the WA chapter currently holds General Public and Products Liability insurance as a community service organisation to the value of 20 million dollars through Ansvar Insurance and documental proof has been included with this application.



Evaluation Criteria for Project or Activity**a) Can demonstrate how project or activity outcomes will be of benefit to the local community and/or City of Cockburn generally.**

The proposed LGSWA activities have been designed to meet the needs of early childhood services within Cockburn, based on their feedback over the course of the 2019-2021 program. For example, early childhood staff expressed a need to learn more about Aboriginal cultures in order to share cultural information with children and families, welcome Aboriginal children and families to their services and to help them meet requirements related to early childhood regulations. Hence LGSWA with CoC support have been able to offer a total of three workshops in this cultural space to allow educators to learn more.

Early childhood services are supported by the LGSWA program to make sustainable changes such as reducing water and electricity use, reducing waste and creating closed recycling loops, promoting sustainable transport choices and creating habitat for native birds and insects. This is having a positive impact in the City and beyond by reducing resource use and caring for the natural environment. The potential for rewilding urban spaces in CoC EY settings through citizen science projects such as Turtle Watch in Cockburn wetlands and Backyard Bird Counts, are outcomes the LGSWA staff follow-up and create cases studies for Biodiversity workshops.

LGSWA role in promoting sustainable changes also contributes to CoC goals listed in the Strategic Community Plan, the Climate Change Plan and other CoC strategies as outlined below.

Further than the immediate outcomes of sustainable actions in CoC early childhood services, the LGSWA program also has wider reaching impacts. When early childhood staff are empowered to teach young children about caring for the environment and people they are influencing the actions of a new generation, as well as their families and this has been recorded in research, Salter, Z. T. (2013)¹.

For example, children who learn about refusing, reducing, reusing and recycling waste through language such as "Waste is a resource waiting for a use" and "Let's rescue this waste" take this language home with them, which can motivate behaviour change in their homes. These messages can also stay with them in the longer term, guiding their choices about waste throughout their lives.

Another example is that children who learn about and are open to many cultures in their early childhood services can see that their own culture is valued and that people from diverse backgrounds contribute to society. These ideas can inspire them and their families to be accepting and inclusive community members.

b) Meets an identified need in line with one of the themes of the City's Strategic Community Plan.

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The LGSWA program will contribute to meeting the objectives of CoC's Strategic Community Plan and other CoC planning documents.

Strategic Community Plan:

Focus Area 2 - Environmental Responsibility: To be a leader in environmental management that enhances and sustainably manages our local natural areas and resources. - This is also CoC Sustainability Strategy objective ENV1.

- **2.1 Sustainably manage our environment by protecting and enhancing our unique natural areas, coast, bushland, wetlands and native wildlife. This also aligns with CoC Climate Change Strategy Directive 10 to conserve biodiversity.**

LGSWA works with the Environment Team to share the workload of this major strategic objective to the earliest in the Cockburn community from 0-8 years.

As part of our approach to assisting early childhood services to reduce their ecological footprint, LGSWA informs educators about their impacts on the environment in the areas of energy, water, waste, transport, air quality and biodiversity, as well as promoting reduced toxic chemical use in gardens & outdoors, cleaning and painting and demonstrating more sustainable alternatives in childcare practices that impact our world.

Other ideas from LGS workshops and resources include ways to teach children about native species and promoting the provision of habitats by planting native trees, butterfly gardens, bird attracting plants and adding bat boxes and bee homes to trees at the service.

Our Biodiversity workshops were developed in 2020 to specifically promote to future generations, the protection of a diverse range of species & habitats under threat from climate change and our actions. This workshop positively demonstrates ways that passionate educators can engage children and their wider community through citizen science actions to address threats to biodiversity in their local areas. LGSWA developed the 'Fun with Snake-necked turtle kit' in 2020 to align with CoC's Turtle Watch program and to engage EY services to become involved in turtle monitoring. All these initiatives enhance the resilience of natural ecosystems as directed by 10 of Climate Change Strategy.

- **2.2 Improve our urban forest and streetscapes across the City. Also aligns with CoC Climate Change Strategy Direction 11 to increase the Urban forest.**

LGSWA resources for EY services share the interconnectedness of human actions on the world around us, hence EY educators are shared activities for children about the importance of planting trees for air quality, as canopy for combatting the overheating effects of climate change, for allowing water-wise understorey plants to grow and for providing vital habitats for animals like quendas and cockatoos in urban settings. LGSWA plans to direct resources in the next Cockburn partnership to include a focus on the importance of banksia woodlands to early years services in the City with the intention to partner to develop citizen science actions they can also take. LGSWA promotes CoC Community planting days to early childhood communities.



Through the social handprint of sustainability, LGSWA actively encourages early childhood services to take part in their wider Cockburn community, by becoming involved in local environmental events such as tree planting, engaging with community gardens, and 'adopting a spot to keep clean' through Keep Australia Beautiful. The 'Re-wilding project' in urban settings is an initiative which LGSWA also promotes to EY Services in Cockburn, as it encourages children to care for nature in their 'service' backyards through native habitat planting and monitoring. LGS also shares the waterwise verge native plants rebate to all Family Day care services to take part in rewilding their streetscapes.

- **2.3 Provide accessible high-quality open spaces and parks for community benefit and specifically to align with the Urban Forest Plan which aims to engage community with its parks and ovals through Objective 3 establishing a baseline and monitoring trees through audits and Objective 4 Increasing tree canopy by undertaking a tree planting program.**

Many Early Childhood Services are situated near the 320 Parks and Ovals in the City of Cockburn and are already invested in getting out in nature through walking excursions with nature tool boxes to explore their local parks. Those who have been to LGSWA's Biodiversity workshops will be looking for meaningful citizen science opportunities to record their local park tree scapes and they have their family communities behind them for involvement in future tree planting. LGSWA can play an integral part in both engaging and educating early childhood CoC communities about urban forests.

- **2.4 Sustainably manage water, energy and other resources and promote the use of environmentally responsible technologies. This is also CoC Sustainability Strategy objective ENV3.**

Improving water and energy efficiency in early childhood services are key aims of the LGSWA program. In the focused Energy, Air and Transport workshops Family Day care educators were particularly encouraged to undertake home audits to identify changes to reduce energy and water use, and all educators shared in simple practices such as drying washing outside, using shade to keep buildings cool and natural lighting amongst others.

Post these workshops, CoC Environmental Team subsidised 4 EY services to undergo Eco-audits through the City contractor, Green Services and this allowed them to recognise instant actions as well as build in more sustainable technologies to their future economic planning. LGSWA Conserving and protecting water workshops enabled educators and children to be water monitors, seek out leaks and become behaviour change agents to their families through 3 minute shower songs, giving out timers and exploring the benefits of phosphorous free detergents to protect wetland waterways.

Feedback from early childhood services that participated in LGSWA between 2019 and 2021 suggests that these actions are becoming embedded practices thus continued LGSWA support will provide more services with potential to reduce their impacts in these areas.

- **2.5 Minimise the City's waste to landfill through reducing, reusing, re-purposing, re-gifting and recycling of waste. This also aligns with the CoC's Climate Change Strategy Directions 2 & 4 –Net Zero Emissions & Zero waste to landfill as well as CoC's Waste Management &**

Education strategy Outcomes 1 and 3 to avoid generation of waste and educate community.

LGSWA has been the peak body for providing reducing waste support to Early childhood services across the State since partnering began with the Waste Authority in 2015 to create (and update) a reducing waste kit for Early Childhood settings. Our Reducing Waste workshops prioritise the up to date sharing of where waste goes in the City of Cockburn and most importantly how the City can support EY services to reduce waste in the order outlined in City Objective 2.5 and by working in the avoidance space of the waste hierarchy as outlined in Climate Change direction 4.

It is in these priority areas of reduce, re-use & re-purpose that LGSWA provides the most hands-on support to educators in workshops. LGS closed loop organic recycling activities (compost in a bottle, grotty bags, nature recyclers) promote the benefits of circular economy to adults and engage children in this process and LGS incursions into fifteen Early childhood services has enabled them to set up working compost systems. By working alongside CoC Waste Educators, to disperse information at these workshops, LGSWA is helping to meet Climate Change Direction 2.5 to educate community in strategies to achieve net zero emissions by 2050.

By creating a closed loop gardening workshop in the next CoC partnership, LGSWA intends to provide support to the strategic directions of Waste, Sustainability and Grants. Anecdotal advice from CoC Environment team over the COVID period, suggested a recurrence of applications for sustainable grant projects that do not thrive through a focus on infrastructure instead of embedded processes, hence the need to focus on creating closed loops.

Focus Area 3 - Community, LifeStyle & Security

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

The Little Green Steps program embedded in the City of Cockburn is an example of this outcome in action. By providing a sustainability service to the targeted early years' community in the City, LGSWA is helping to enrich future generations by offering diverse behaviour change opportunities in the areas of ecological and social sustainability.

- **3.5 Recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups. This also aligns with CoC Sustainability Strategy objective SOC1 as well as CoC's Cultural Diversity strategy in particular 2.4.2, enhancing intercultural understanding.**

All LGSWA workshops begin with an acknowledgement of country and promote learning about Noongar and other cultures. Day to Day Sustainability workshops include participants learning appropriate Noongar language to take back and incorporate in their services and educators are encouraged to learn more themselves, partner with Aboriginal people, create a Reconciliation Action Plan and share knowledge about cultures with children at their services.



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Our Cultural and Social Diversity workshops highlight understandings of cultural identity and how this impacts on daily processes in childcare for multicultural and social inclusion. As Cockburn's multicultural makeup sits at 36% and both this demographic and the numbers of children living in Cockburn is predicted to increase markedly, these workshops have been evaluated as being the most sought after and consistently relevant to Early childhood educators. LGSWA collaborates with a number of Aboriginal Cultural Presenters and 'Multicultural Futures organisation' and intends to work together on future Cultural workshops to ensure early childhood educators are well supported for intercultural understanding and inclusion in their settings.

Focus Area 4 - City Growth & Moving around:

- **4.1 Plan, develop and advocate for safe, sustainable, integrated local transport networks, public transport and regional transport networks.**

LGSWA promotes active and public transport use in workshops and shares activities in workshops to encourage 'care for air' and what can we see when we walk '. Other support offered to early childhood services, includes suggesting staff are rostered on so that they can car pool, promoting a walk to daycare event, sharing 'Your Move' activities and working with families to identify safe walking or riding routes to the service.

Focus Area 5 – Listening & Leading

- **5.7 Actively advocate and seek regional collaboration focused on growing the wellbeing and self-sufficiency of the community to better meet their social, environmental and economic needs. This also aligns with the CoC Family Strategy Outcome 1.**

LGSWA's mission to pragmatically support the early years community to tread lightly on their world and to reach out into their communities to make sustainable changes directs us to focus on the same CoC principle above. Only by advocating for and connecting CoC families and local networks to their places (built and natural) can wellbeing and self-sufficiency grow and LGSWA is an integral collaborator for achieving this.

Sustainability Strategy:

As well as the Sustainability Strategy objectives listed above LGSWA will also contribute to:

- **ECO 3: Create opportunities for community, business and industry to establish and thrive.**

LGSWA supports early childhood services, some of which are small businesses or community organisations, to meet the standards they are assessed against, particularly in relation to environmental responsibility and cultural competence. The program also assists early childhood services to have a common view of sustainability across staff. Participants at workshops meet others from their sectors, share ideas and sometimes work together. Some services share their learning to the wider community through LGSWA case studies in newsletters, videos and media releases of sustainability done well and for those early childhood services that excel in sustainable teaching and action, this can create a point of

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difference that can assist them in marketing their service to sustainability-concerned parents.

Climate Change Strategy:

As well as the Climate Change Strategy directives listed above LGSWA will contribute to:

- **Directive 8 – Education and Collaboration and acknowledgement of the shared responsibility of Climate change impacts in the Cockburn community.**

LGSWA creates many sustainable opportunities for agency to be taken by children, EY educators and their organisations and eventually parent communities to make a better world. Our Energy workshops initially explore the issues of climate change in simple terms for educators to allow for the big picture, as this can bring teaching moments to the surface. The workshop then explores ‘real words’ to use daily with children aligned to visual examples, eg. ‘renewable & non-renewable resources’, before exploring changes children can make such as celebrating ‘Earth Hour’ each day. By sharing solutions with children, this disperses back to their families. So too, LGSWA encourages early childhood services to consciously share their climate friendly actions (eg. green cleaning process or support for modern cloth nappies) at parent information nights.

Cultural Diversity Strategy:

- **1.5 Leadership: Advocate the benefits of cultural diversity to the community and inform public debate about this as required.**

LGSWA staff frequently discuss the benefits of cultural diversity with early childhood teachers and educators and promote learning about many cultures as a way of increasing an early childhood service’s social handprint. Examples of activities provided to educators include a checklist for auditing books and other resources to gauge whom is represented and how they are represented, discussing sustainability knowledge from different cultures, creating welcome signs in multiple languages and exploring diverse enrolment processes to better welcome new families to childcare.

- **2.4 Social and cultural inclusion: Promote culture through events and celebrations with active involvement and co-design approaches with culturally diverse communities.**

LGSWA promotes existing City of Cockburn cultural events and celebrations through the LGSWA website, newsletter and FB page, as well as at workshops.

LGSWA in Cockburn proposes to continue the hosting of cultural diversity workshops for early childhood staff. These workshops aim to partner further to enable wider community conversations and input. They will include Noongar and multicultural presenters who will provide information about the ways early childhood staff are influenced by their own culture; ways to engage with children’s home cultures and partner with families for community benefits and suggestions for activities to incorporate cultures into daily routines with children. Educators will also be able to assess the dominant cultural viewpoints of their Service, through a visual audit process to analyse their resources.



- **4.2 Build the capacity of culturally diverse groups to identify and respond to needs within their own communities.**

As well as offering cultural and social diversity workshops, LGSWA will continue to connect early childhood services with cultural groups through ongoing updates of the LGSWA early childhood sustainability directory created for the City of Cockburn in 2020. Keeping details current allows LGSWA to connect regularly with local cultural organisations willing to partner with early childhood services.

Working with Family & Community Development as well as Aboriginal Engagement Officers in the CoC, LGSWA has been able to support both Cockburn Family Daycare Playgroup and its associated Aboriginal Playgroup to become actively involved in culturally diverse activities. Attendee families and FDC educators take away LGS resources post these child-centred activity sessions and this is planned to continue into the next partnership as a means of collaborative learning and co-design of resources.

Reconciliation Action Plan:

- **Focus Area: Bringing People Together. 7. Raise internal and external awareness of our RAP to promote reconciliation across our organisation and local government sector.**

i. Encourage appropriate organisations to consider undertaking a RAP

ii. Utilise networks where we are sharing information to promote reconciliation

This also aligns with Strategy 1.1 of the CoC Cultural Diversity Strategy to facilitate communication between Aboriginal and Torres Strait Islander culturally diverse communities to promote and strengthen the City's Reconciliation Action Plan.

In addition to providing opportunities for early childhood staff to learn about Noongar culture the LGSWA program also promotes the development of RAPs at early childhood services. LGSWA staff can provide support in this process, connecting early childhood services with cultural presenters who can help further educate staff about Aboriginal cultures, as well as a collection of online resources such as Narragunnawali, a website developed by Reconciliation Australia for schools and early childhood services. A number of child care services within Cockburn have developed Reconciliation Action Plans or are in the process of doing so and LGSWA has worked with Community Engagement in the CoC to run a Cultural Competency workshop for Early Years Leaders to promote Reconciliation planning.

A future direction discussed in this application is a partnership with the Community Development Team to run and support a Reconciliation Action Planning Forum. By utilising LGSWA early childhood networks and LGSWA experience in supporting early childhood services in the creation of working RAP plans, this Forum can be meaningfully directed to support the CoC's own Reconciliation Action Plan Areas above, as well as aligning with Outcome 1 of the

- **Focus Area: Visible Recognition of Aboriginal and Torres Strait Islander People; Development of Understanding Linked to Practical Steps and Policies. 8. Tailor and expand Diversity and Inclusion training with a focus on cultural competency.**

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- i. **Increase knowledge and understanding of CoC Traditional owners and Aboriginal And Torres Strait residents, histories and achievements.**
- ii. **Provide the opportunity for key staff and members of the public to develop Nyungar language competency.**
- viii. **Provide cultural competency training sessions for Residents Groups and other residents, as resources permit.**

As outlined above, LGSWA workshops teach some Noongar language that would be useful in an early childhood setting. Examples include learning the names of body parts, colours, numbers or animals and connections to the Six Seasons in daily ways. Recent resources have been created through collaboration with cultural presenter partnerships, in particular the LGSWA Reducing waste resource 'how to care for country from Traditional Owners'. Workshops also include displays of resources such as posters and books written in Noongar language and these are linked to local Aboriginal Corporations and businesses wherever possible.

The proposed cultural workshops will contribute to the cultural competency of early childhood staff, many of whom are CoC residents. Continued collaboration with CoC Community Team will allow LGSWA to deliver cultural training at both the strategic and practical levels as has been recently trialled in May 2021: through LGSWA cultural and social diversity workshops for educators and through Cultural competency workshops for Service Managers and Early Years leaders.

Children & Families Strategy:

- **Outcome 2. Children and families have access to services, programs, activities, and events that support their health, wellbeing, and quality family time.**

LGSWA Staff continue to support the work of CoC Children's Services team in a variety of ways but in particular through collaboratively building on early childhood services' potential to provide quality childcare through sustainable action workshops that build their service and community knowledge and capacity to support child and family health and wellbeing (2.3 & 2.4).

LGSWA promotes CoC family events through our early years networks and attend one a year to demonstrate child-friendly sustainability activities to families and caregivers. An LGSWA staff member attends regular Cockburn Early Years Network meetings to support the work of Children and Families Services and disperse information to early childhood services. Potential partnering's emerge often through this network such as working with 'Connecting Community to Kids' by helping to disperse the Child wellbeing 'Me at 2 Passport' to Early Childhood services.

Play Space Plan 2020:

- **This aligns with CoC Children and Families Strategy Outcome 1. To support family friendly facilities and environments to support healthy child development and community connectivity.**



LGSWA is well placed to contribute to the furthering and implementation of CoC Play Space Plan 2020. Using existing LGSWA networks of early childhood services in the City, LGSWA has received valuable survey feedback about outdoor play experiences such as nature play, loose parts, water saving and sensory parks and the many uses of educators may complement and extend the uses of families in these spaces.

The 2021 LGSWA survey of Cockburn early years communities overwhelmingly highlighted the need for a 'Loose Parts Play' workshop to be offered in the next partnership. This will complement the learning offered in LGSWA's existing nature play and biodiversity workshops with a plan to run one of these in a Cockburn Nature play park to fully explore its 'play value' with educators. Valuable pedagogical learnings can also be extrapolated from the Cockburn Play Space Plan to support these future LGSWA workshops and opportunities have been discussed with Children's Service Manager for furthering biodiversity learning (Fun with Frogs) into Cockburn play spaces.

- c) **Applicants have a demonstrated ability to manage their affairs effectively.**
AAEEWA has successfully managed agreements related to LGSWA with CoC in the past, as well as with other local and state government authorities. AAEEWA has continuing partnerships with the City of Canning and the Waste Authority as well as a new agreement with the City of Melville.
- d) **Will not require commitment to ongoing funding from Council.**
AAEEWA receives funding from a range of sources for LGSWA (see above answer) and will continue to seek further funding, meaning that contributions from CoC will be not be the sole income source for the LGSWA program. **Please see table below illustrating other funding sources and the attached business plan for KPIS and report for further details.**

Other funded Sources & Collaborations
5 year funded partnership agreement with Waste Authority to deliver 6 Reducing Waste workshops annually in WA.
Ongoing funded Council partnership with the City of Canning to support Community sustainability indefinitely.
City of Melville 6 month community grant to fund sustainability workshops
Individual workshops – Minimum 4 per year
LGSWA membership Fees up by 100% to 75 members

- e) **Applications from Schools and other educational institutions must be in accordance with Council policy ACS7.**
AAEEWA is not a school or an educational institution.
- f) **Applications from organisations that can demonstrate a financial or in-kind contribution to the project will be considered favourable.**

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AAEEWA will continue to make in kind and cash contributions to this project. More information is provided in the attached budget.

g) Project does not duplicate an activity already available in the local area.

No other organisations offer support to early childhood services, across all areas of sustainability, within the Cockburn area. Where organisations have expertise in a specific area, such as water conservation, bush tucker or sustainable transport, LGSWA works with these organisations and informs early childhood services about how they can access support from them. The Early Childhood Sustainability Directory is one way LGSWA goes about this. LGSWA also work with CoC staff across departments to promote CoC initiatives such as sustainability grants, cloth nappy workshops, home energy audits, library services and events.

h) As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.

LGSWA demonstrates excellent value for money. The program supports a large number of early childhood services in the City (64 during 2019-2021), to learn about sustainability and make changes that reduce resource use and protect the environment, on few staff hours. Many CoC staff have expressed that LGSWA is a very productive program. **Please see table below illustrating continued value for money** and the attached report for more details about LGSWA achievements over the last two years.

Previous KPI Commitments per annum 2019 - 2021	Future KPI Commitments per annum 2021 - 2023
4 workshops per annum – focussed to needs: 2 x Cultural workshops including Noongar presenters 2 x Day to Day Sustainability in Early Years 1 x NEW Biodiversity Workshop 1 x NEW Planning to meet the Outcomes of Sustainability in Early Years 1 x Conserving & protecting water 1 x Energy, Air and Transport TOTAL OF 8	5 workshops per annum focussed to evolving needs: & 1 EXTRA - LGSWA/Waste authority funded Reducing Waste in Cockburn. 2 x Cultural workshops including Noongar & multicultural presenters. 1 x Day to Day Sustainability in Early Years 1 x Introduction to Sustainability with a water Focus – Webinar 2 x Biodiversity Workshops 1 x Planning workshop 1 x Loose Parts Play workshop 1 x Closed Loop Organic recycling workshop 1x NEW Economic and Built Environments workshop TOTAL OF 11
5 early years visits for per annum for sustainability support & to write case studies Phone and email support to Early Years list on demand	10 early years visits per annum for sustainability support & to write case studies Phone and email support to early years list - expect greater demand POST COVID support



<p>Attendance at 1 x CoC Sustainable Event per annum TOTAL OF 2</p>	<p>Attendance at 1 x CoC Sustainable Event per annum & one major event: to run a CoC Reconciliation Action Planning Forum for Early Years in the social sustainability space. TOTAL OF 3</p>
<p>Promotion of CoC sustainability initiatives & community events in LGS newsletters, at workshops, events, website and FB.</p>	<p>Increased Promotion of CoC sustainability initiatives & community events as per LGSWA Marketing Strategy 2020, in LGS newsletters, at workshops, events, website, FB and Instagram and directed by KPI commitments.</p>
<p>Collaboration with Cockburn staff & Council departments to support delivery of CoC Strategic Planning outcomes: Sustainability & Environment, Waste, Child and Parent Services, Cockburn Libraries, Cockburn Day Care Services.</p>	<p>Wider Collaboration with Cockburn staff & Council departments to support delivery of CoC Strategic Planning outcomes: with existing partners and now Community Engagement, Inclusion and Aboriginal engagement services & Cockburn Early Years network.</p>
<p>Publication of one article about CoC's support for early childhood services</p>	<p>Publication of one article about CoC's support for early childhood services</p>
<p>Creation of the LGSWA Sustainability Directory for Early Years in Cockburn</p>	<p>Expansion and updating of the LGSWA Directory for Early Years in Cockburn</p>

The previous CoC funding of LGSWA has led to effective learning and behaviour change within early childhood services in Cockburn and provides an excellent opportunity to continue the momentum created so far. Continuing the LGSWA program within CoC would enable staff to build on existing relationships with early childhood services in the City and support early childhood services to extend their sustainable actions into new areas of their work. Additionally, although many early childhood services have been making sustainable choices there are still some that have not had contact with LGSWA and continuing the program would allow time to involve them in sustainable practices.

The proposed activities also have new areas of focus, aiming to meet the changing needs of early childhood services within Cockburn. AAEEWA is not offering to run the same program that has been conducted previously, but rather, a program that has been designed according to feedback from local early childhood services. **The attached letters of support corroborate the continuing demand for sustainability support amongst early childhood services.**

Justification for the funding request and why it cannot be accommodated within the established programs and processes outlined in Council Policy SC35.

The funding AAEEWA is applying for will allow the employment of an education officer one day per week for two years. This continuity will enable the Education Officer to work on new areas of focus (as outlined in application) and to reach out to Early Childhood services who have not yet engaged with the program. This will also enable the maintenance of existing relationships with early childhood educators in the City of Cockburn (CoC) with



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opportunities to build detailed knowledge of their current needs and the best ways to support early childhood services to embed sustainable practices in their work in an ongoing way. The Education Officer will also be able to maintain and build relationships with CoC staff and connect early childhood services with CoC programs and initiatives. They will also have time to maintain networks of sustainability professionals and keep up current knowledge of further resources available to early childhood services.

A timeframe of two years provides time to progress the LGSWA program's existing work and the positive sustainability changes in early childhood services across Cockburn. It will also allow LGSWA to address the gaps of knowledge that have been identified and addressed in the proposed plan of activities.

Research shows that it can take considerable time for changes in practices to be embedded in educational settings, and that educators benefit from ongoing support to achieve these changes.

*'Professional learning needs to be ongoing, long term and sustained. Significant and long-term change in teacher practice does not occur in a matter of weeks but more often over months or years. Learning by doing, reflecting and refining is a long, multistage process. Teachers need support for their professional learning. Solving complex problems and implementing innovative practices may require outside expertise and additional resources. Encouragement and recognition is also crucial to maintaining effort'*²

¹Salter, Z. T. (2013) "Impact of whole-school education for sustainability on upper-primary students and their families"

²<http://www.education.vic.gov.au/Documents/school/teachers/profdev/proflearningeffectivesch.pdf>



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Providing this funding will give early childhood services in Cockburn well proven support to enable them to make sustainable changes that will benefit children, families, staff and the Cockburn community.

Contacts

We look forward to continuing to support the City of Cockburn in its sustainability and community goals. Please contact either the Program Manager or the Convenor of AAEEWA to discuss this report and future directions.

LGSWA Program Manager

Megan Mentz

M: 0400 623 131

E: m.mentz@aaeewa.org.au**AAEE WA Convenor**

Dr Jennifer Pearson

M: 0407 983 469

E: pearsonjo@inet.net.au**Appendix - Attachments**

- LGSWA report 2019-2021
- Business Plan 2021
- Strategic Direction Plan 2020
- Marketing strategy 2020
- public liability insurance
- Budget 2021-2023
- Letters of Recommendation x 3
- AAEEWA audit

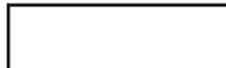
**Business Plan for Little Green Steps WA (LGSWA)
A program of the Australian Association for Environmental
Education – WA Chapter Inc. (AAEEWA)**

ABN: 77857237427

Address: PO Box 926, Cannington, WA 6987

Date Established: July 2012

Revised Business plan completed on 6th May, 2021



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Vision

To embed sustainability learning and practices in early childhood settings in Western Australia.

Mission

To engage and support Early Learning Sites (ELS) to develop and implement sustainable principles, policies and practices as part of day to day operations.

Target Market

Early childhood professionals working in long day care, family day care, out of school hours care, kindergartens, pre-primaries and primary schools as well as anyone working with children aged 0-8.

Products and Services

- Workshops on sustainability topics/themes:
 - Day to Day Sustainability in Early Years Settings
 - Introduction to Sustainability
 - Conserving and Protecting Water in Early Years Settings
 - Energy, Air and Transport
 - Cultural and Social Diversity
 - Reducing Waste Together
 - Biodiversity Awareness & Actions
 - Planning for Sustainability
- Webinars – live & purchasable online
- Visits & incursions to early childhood services to plan sustainable actions and suggest resources
- Sustainability facilitations to support Council partner projects.
- Conference presentations
- Sustainability-themed children's activities for community festivals
- Newsletters, case studies, website and social media content to educate early childhood professionals about sustainability, providing practical ideas and information about useful resources
- Little Green Steps WA membership, providing discounts on workshops and access to a members-only section of website.

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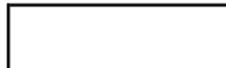
- Sustainability Education Kits –Reducing Waste Together Kit, Fun with Frogs Kit & Fun with Snake-necked turtle kit.

Current Income Sources

- Membership fees
- Workshop & Webinar fees:
 - Income from organisations
 - Income from individual attendees
 - Private business bookings
- Webinars sold online
- Sale of educational kits
- Sales of Online Shop items – LGS Christmas calendar, audit sheets, sustainability directory
- Partnerships with local and state government
- Small grants

2021 Objectives

Objectives	Strategies	Key Performance Indicators (KPIs)
1. Educate and support early childhood professionals to embed sustainable practices in their work.	<ul style="list-style-type: none"> • Provide workshops on sustainability themes. • Visit early childhood services to assist in planning sustainable actions. • Produce/identify content for newsletters, website and social media to provide practical ideas and information about useful resources. • Promote current education kits and develop new kits. • Share early childhood sustainability directory with early childhood services. • Write and share case studies about early childhood services making sustainable 	<ul style="list-style-type: none"> • Continue to deliver 25 workshops each year and increase in line with KPIs in Objective 3 below. • Engage (workshop attendance, visit, phone or email request for information or assistance, membership) with 140 early childhood services each year. • Engage (workshop attendance, visit, phone or email request, receive newsletter) with 1750 educators each year. • Make contact with 30% of early childhood

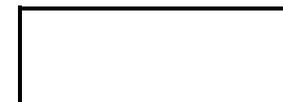


	<p>changes.</p>	<p>services that have completed waste or local government sustainability workshops and report on levels of improvement or changes made as per the workshop content.</p> <ul style="list-style-type: none"> • Review early childhood sustainability directory every two years. • Review Reducing Waste Together kit every two years. • Publish four newsletters each year • Add eight new resources to members' section of website each year. • Write or share three sustainability related posts, relevant to early childhood services on Facebook page each week. • Write and publish eight case studies highlighting sustainable actions at early childhood services each year.
<p>2. Develop networks to maintain knowledge of sustainability and early childhood sectors in WA and promote our work.</p>	<ul style="list-style-type: none"> • Keep contact lists up to date in relevant local government areas. • Engage with relevant early years networks. • Engage with Sustainable Schools WA and other sustainability networks • Increase newsletter subscription lists by promoting at workshops and on Facebook page. 	<ul style="list-style-type: none"> • Maintain contact lists of all early childhood services in each local government area we work in. • Engage (in person or online) with early years networks in each relevant local government areas. • Participate in at least three community events or festivals each year.

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		<ul style="list-style-type: none"> Attend two Sustainable Schools Alliance meetings each year. Attend two Waste Educators Working Group WA meetings per year. Attend two Sustainability Officer Network Group meetings per year Increase newsletter subscription by 10% per year Increase number of Facebook followers by 10% each year
3. Increase amount and number of income sources to make the Little Green Steps WA program financially sustainable.	<ul style="list-style-type: none"> Increase number of Little Green Steps WA members Increase number of paid workshops outside of partnerships Increase number of partnerships with local and state government Explore other grant opportunities (e.g. SUEZ, Lotterywest) Increase education kit sales –e.g. Reducing Waste Together Kit, Fun with Frogs Kit 	<ul style="list-style-type: none"> Maintain membership base with an increase each year of 20% Increase number of paid workshops by two each year Maintain current local government partnerships and enter into one new partnership every two years. Apply for one grant each year, outside of partnerships. Maintain current sales and sell additional kits or resources each year
4. Governance	<ul style="list-style-type: none"> Maintain a management committee of diverse membership, knowledge and experience. Exercise responsible financial 	<ul style="list-style-type: none"> Maintain committee membership of between six and eight people, with experience relevant to Education for Early Childhood Sustainability.



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	<p>management</p> <ul style="list-style-type: none">• Ensure compliance with employment, insurance and other laws• Comply with national and state policy relevant to Education for Sustainability in the early years.• Engage professionals to assist with tasks beyond committee expertise.	<ul style="list-style-type: none">• Keep adequate records of financial transactions• Maintain responsible financial management as outlined in the AAEEWA Constitution• Maintain compliance with employment, insurance and other laws.
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LGSWA Budget City of Cockburn – 2021-2023: Two Year Partnership

In-Kind Income	\$ Exc GST	In Kind Expenses	\$ Exc GST
AAEWA Volunteer hours developing Little Green Steps model (includes intellectual property of existing workshops, support materials and resource development)	13,146.90	Development of Little Green Steps Model	13,146.90
Communication & Evaluation & Governance (AAEWA Committee support) 125 hours over two years @ \$33.11 Volunteering WA rate)	4138.75	Communication on FB & website & Evaluation data - AAEWA Committee support	4138.75
AAEWA Mobile usage for COC Educator @ \$360 p.a x two years	720.00	Mobile phone usage for COC LGS program	720.00
AAEWA Program Insurance x 2 years	674.00	Insurance x 2 years	674.00
Sustainable Schools WA sponsorship for planning posters for LGS \$5.00 per poster x 150 per year x 2 years	1500.00	Hand & Footprint posters to give out to workshop attendees	1500.00
One World Centre – sponsorship for books for cultural workshops x 2 years	1125.00	Books for early years educators to give out at cultural workshops	1125.00
SERCUL sponsorship digital development of flyers x 10 @\$100 each.	1000.00	Digital Flyer development for workshops	1000.00
City of Cockburn Venue hire per two years	1000.00	Venue Hire for two years	1000.00
City of Cockburn Presenter Fee – Multicultural Futures	600.00	Multicultural Futures Presenter Fee	600.00
Subtotal In-Kind income City of Cockburn	1600.00	Subtotal In-Kind expenses	1600.00
Subtotal In-Kind income AAEWA	22,304.65	Subtotal in-Kind expenses	22,304.65
Total In-Kind Income	23,904.65	Total In-Kind Expenses	23,904.65
Cash Income	\$ Exc GST	Cash Expenses	\$ Exc GST
City of Cockburn Cash contribution	63,138.20	Provision of Education Officer @ 7.5 hours per week for two years including CPI indexed increase of 1%. Superannuation increase of 1% per 2 years & 5% SERCUL HR increase over 2 years.	40,105.10
		Support* to manage LGSWA program in Cockburn @ 3.75 hours per week for two years including CPI indexed increase of 1%. Superannuation increase of 1% per	20,393.10



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		2 years & 5% SERCUL HR increase over 2 years	
		Professional Fees for presenters @ 3 workshops over two years: @ \$250, \$500 & \$750	1500.00
		Workshop catering @\$80 per workshops x 8 & @ \$250 per Cultural workshop x 2.	1140.00
AAEWA Cash contribution administration support for program over 2 years	900.00	Administration support for program	900.00
AAEWA contribution to accommodation of Program Manager at CoC Coolbellup hub for 2 years	5400.00	Accommodation of Program Manager paid to COC Coolbellup hub for two years @ 2700 per year x 2 years	5400.00
Total Cash Income AAEWA	6300.00	Total Cash Expenses AAEWA	6300.00
Total Cash Income CoC	63,138.20	Total Cash Expenses CoC	63,138.20
GST on City of Cockburn Cash Contribution	6,313.82	GST on Total project expenses	6,943.82
GST on AAEWA Cash contribution	630.00		
Total Cash Project Cost exc GST	69,438.20	Total Cash Project Expenses exc GST	69,438.20
Total Cash Project Cost Incl of GST	76,382.02	Total Cash Expenses Incl of GST	76,382.02
TOTAL AMOUNT Requested from City of Cockburn for 2 year partnership	69,452.02		
	Incl GST		

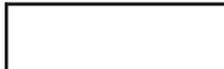
*LGS Management tasks which focus on Cockburn through FB posts and information sharing and regular website updates; the publishing of Cockburn focussed news in LGS Seasonal newsletters; extra workshops which benefit Cockburn such as reducing waste; knowledge sharing and network building for the benefit of Cockburn early years & resource development which benefits Cockburn early years.

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ONE PAGE STRATEGIC PLAN LGSWA 2020

WHAT WE STAND FOR	STRATEGIC DIRECTION (3-5 YEARS)	STRATEGIC OBJECTIVES (1-3 YEARS)			
OUR PURPOSE	OUR STRATEGIC OBJECTIVES	STRATEGIC OBJECTIVES & STRATEGIES	OWNER	DATE FOR COMPLETION	COST
<p>Why Statement: We believe in the ripple effect of early childhood education to empower our children to actively contribute to a sustainable future.</p>	<p>OUR VISION To be officially recognised at all levels of government and funded to a level to deliver accredited programs across the state.</p>	<p>1. Obtain the level of funding needed to deliver accredited programs across the state.</p> <ul style="list-style-type: none"> • Submission to state government. • Expand council contracts. • Paid up workshops (...per year). • Expand and promote kits and other products and services. • Identify key advocates for funding proposal (Champions). • Small grants. • Commonwealth government funding. • Develop a Sponsorship Program. 	Jen		
<p>Value Proposition: Our people are completely dedicated to a sustainable future through practical measures built around lived experience and driven by a desire to preserve all that is unique about our planet for future generations.</p>	<p>Key Strategic Objectives:</p> <ol style="list-style-type: none"> 1. Obtain the level of funding needed to deliver accredited programs across the state. 2. Educate and support early childhood professionals to embed sustainable practices in their work 3. Achieve accreditation of the LGS program. 4. Review and upgrade the governance principals that underpin the program. 5. Promoting and marketing LGS to wider community. 	<p>2. Educate and support early childhood professionals to embed sustainable practices in their work.</p> <ul style="list-style-type: none"> • Provide sustainability themed workshops for EC professionals. • Produce/identify content for newsletters, website and social media to provide practical ideas and information about useful resources. • Promote current education kits and develop new kits. • Write and share case studies about EC services making sustainable changes. • Respond to educators sustainability needs to meet gaps and shortfalls in the application and understanding of the Early Years Framework. 	Megan Emma Aime Elaine		
<p>Our People: Are driven by a strong desire to facilitate early childhood learning about sustainable practices that will preserve the planet and promote better economic outcomes. Their commitment is to a sustainable future for the wider community.</p>	<p>OUR GOALS OVER 3 YEARS</p>	<p>3. Achieve accreditation of the LGS program.</p> <ul style="list-style-type: none"> • Identify what needs accrediting - program workshops. • Meet with accrediting bodies to align outcomes. • Complete the documentation to achieve accreditation. • Promote the program widely once accreditation is achieved. • Celebrate any accreditation achieved. • Include on all newsletters and promotional materials. 	Elaine Hayley Dawn		
<p>Our Values:</p> <ol style="list-style-type: none"> 1. We recognise the capability of children as change agents. 2. We promote a sustainable world for all. 3. We value partnerships and relationship building. 4. We encourage and empower people to make change. 5. We promote inclusion for a more equitable world. 6. We deliver authentic evidence-based learning. 7. We practice honesty and respect in all we do. 8. We encourage and foster innovation and creativity. 	<p>Key Action Plans:</p> <ul style="list-style-type: none"> Business Plan Communication Plan Training Plan Stakeholder Relationships Plan Marketing Plan Media and Public relations Plan 	<p>4. Review and upgrade the governance principals that underpin the program.</p> <ul style="list-style-type: none"> • Harzard and review committed membership. • Develop board skills matrix. • Review governance manual. • Review effectiveness of board as a decision-making body. • Review financial reporting for accuracy and adequacy. • Embark on program of Director training. • Develop a risk management strategy and program. 	Megan Jen Amy		
<p>Strengths Knowledge – collaborative, work smarter, Passion, Networks, Belief in the change we drive, Highly motivated, Adaptive, Resourceful, Have sustainability practices embedded, Unique program, Good reputation.</p>	<p>Weaknesses Lack of visibility, Lack of time, Lack of funding, Lack of belief in the program/our ability to expand, Staff turnover, Not enough focus on the big picture, Lack of experience in marketing.</p>	<p>5. Promoting and marketing LGSWA to wider community.</p> <ul style="list-style-type: none"> • Modify website to encompass current strategy. • Review online social media presence, develop materials to raise awareness. • Quarterly newsletters. • Enhance membership base. • Speaking at events and conferences/expos. • Regular meetings with key stakeholders. Develop a Stakeholder Management Plan. • Webinars/online learning. • Join/link up with other professional bodies. • Hold events. • Increase the number of workshops. • Attend community sector events. • Focus group participation. 	Vicky Megan Jen Emma		
<p>Opportunities Many potential customers, Many partnership opportunities, Many marketing platforms and strategies, Support networks, Sharing stories, Work smarter and collaboratively, Work at higher levels.</p>	<p>Threats Time - limited, Funding - lack of continuity, Resources - lack, Lack of recognition as a vital program, Weakening economic outlook.</p>				



DIGITAL MARKETING STRATEGY FOR LITTLE GREEN STEPS WA



The following is a digital marketing pathway for Little Green Steps WA.

Target Audience: Primarily, early child-care providers but also those keen on a sustainable practice and in general the larger community.

Objective: The objective of this strategy is to promote LGS among the target audience and create a brand name that liaises with sustainable practices.

STRATEGY**1. Email Marketing**

Email marketing is the second most popular means of reaching out to the masses, first being social media marketing. E-mail marketing lets you specifically engage your target audience, in this case early childhood Educators. It is a great way of promoting your events (webinars for example.)

Plan of Action

- a. It is important to build a **quality mailing list**. This could include segmenting the list into shareholders, stake holders and the wider community. Each of these lists could be emailed a different (or same) content depending on how LGS would want to engage with the audience. To start with, it is important for LGS to maintain a data base of all Early Childhood Centers and gradually build on this list.
- b. Offer subscription to Newsletters or bulletins.
- c.

2. Social Media Presence

Presence on Social media platform such as Facebook, Instagram and Twitter have become an integral part of the existence of an organization. Given the current situation, there is a need for everything to be present online.

Facebook: Facebook lets you reach out to a large number of masses. You are also able to connect or co-work with other organizations that might have similar interests. Facebook can offer a plethora of opportunities for an NGO by increasing membership or engaging an audience with the content that is posted on the page.

Plan of Action

- a. Increase membership through Facebook advertisements: The administrator can avail of statistical data which can be used in future marketing activities
- b. Check causes.com #environment
- c. Raise funds for a good cause
- d. Become a part of Non-profits on Facebook. Great place to learn more on trends and tips on how LGS as a non-profit organization can make use of Facebook to hit the masses.

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Instagram: Rope in influencers. There are many popular faces on Instagram that thousands of people follow daily.

Plan of Action

- a. Get an active Instagram page going. Use hashtags and mark your location.
- b. Zero in on a popular face who is attached to a cause. Let him/ her be a part of an event (e.g. Children planting saplings) organized by you. Put it out there! Maggie Dent is an LGS member.
- c. <https://wittykittydigital.com/blog/instagram-marketing-for-nonprofits/>

Twitter: Need not be an immediate go-to medium in the initial stages of social media presence for LGS, although there is a lot of news and data that one might find of use to keep updated about the new trends in the green space and sustainability. Twitter might help you to:

- Reach new audiences in your sector.
- Keep up-to-date and contribute to the discussion of the latest news and events in your area of work.
- Build relationships with experts and like-minded organizations in your field.
- Share research and your organization's activities with your supporters instantly.

Create back links onto the webpage!

3. **Maybe able to activate google ad-words for a month or two?** This is a Pay-per-click option that lets your page come up every time someone puts in adwords such as sustainable, green, environment-friendly etc. on google

Plan of Action: Explore Google Grants \$10000 for Adwords

4. **Blogging and videos:** The internet is filled with information. This is because there is an abundance of audience looking for information online. Informative articles, coverage of events and other forms of content on the website goes a long way in increasing traction on the website.

Similarly, as per research, video content has a greater impact on the mind than just regular articles. Videos form a big part of digital space. If planned and executed correctly, it should connect emotionally with the target audience as also educate them of the importance of sustainable practices.

- Ad video links in mails and correspondences
- Video on landing page of website

Webinars are a Great Idea – Promote them!

5. OTHER LOW- BUDGET PR ACTIVITIES: These might be used as great sources to generate positive PR among the community. Local media might be contacted to cover these events. (E.g.: Coverage on Cockburn Chat and similar pages/ Local Gazette)

LGS participation in Expos that include early childhood education:

EYES Conference – May each Year; Catchments Corridors and Coasts – Jan each year, AAEEWA Conference – Sept 2021; Earth day Expo – March each year; Science Expo – Aug 2107-2019 – Others ?



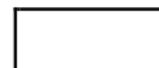
WORKING DOCUMENT – Updated May 2021

MEASUREMENT/OUT COME OF EACH MARKETING ACTIVITY:

Marketing Strategy	Performance Indicators
Weekly emails to Cockburn/Canning and wastewise groups & General LGS groups – what’s on and LGS support	Response requested re initiatives
Content marketing	Take up of resources, feedback from subscribers
Mailchimp NEWSFLASH to members & to mailing list – on NEW resources	Number of views and openings
Events Promotion – for LGS workshops/new hosting venues/NEW stakeholders	Number of Tickets sold Trybooking & Survey monkey site analytics
Video marketing – snippets of activities – FREEBIES on websites/youtube	Video views on both website and youtube channel
Social Media – LGS FB Page and new Instagram page	Shares/comments/follow-ups/#
Public Speaking/Conferences & various Interest groups	Referrals from where and what follow-up ensues
LGS Website	Page views/increase in mailing list & membership/ feedback on evaluations

TIMELINE AND BUDGET

Marketing Tools:	Fees: Treasurer to complete
Wordpress website management <ul style="list-style-type: none"> • Robyn Walters website IT support • Woo commerce shop –paid plug-in 	
Survey monkey - paid version – from workshop promotion	
Trybooking – free version Pay Pal account	
Mailchimp – free version BUT nearly reaching Paid level as getting up to 2000 subscribers	
Facebook – when to pay to boost posts ...	



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**Australian Association for
Environmental Education (WA Chapter) Inc**



STATEMENT BY THE MANAGEMENT COMMITTEE

AUSTRALIAN ASSOCIATION FOR ENVIRONMENTAL EDUCATION
WA CHAPTER (INC.)

In the opinion of the Members of the Committee;

- (a) The accompanying Profit and Loss Statements are drawn up so as to give a true and fair view of the results of the Group for the year ended 30th June 2020.
- (b) The accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Group as at the end of that period.
- (c) At the date of this statement there are reasonable grounds to believe that the Group will be able to pay its debts as and when they fall due.

The Accounts of the Group have been prepared in accordance with the applicable Australian Accounting Standards.

Signed on behalf of the Committee by:

Amy Krupa
Treasurer

Date: 28 June 2021

Jennifer Pearson
Convenor

Date: 28 June 2021

Australian Association for Environmental Education (WA Chapter)
P.O. Box 926, Cannington WA 6987
Convenor: Dr. Jennifer Pearson Tel: 0407983469
Secretary: Dr Catherine Baudains Tel: 0409374231
Email: info@aaeewa.org.au Website: www.aaeewa.org.au

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Association Liability

Policy number: LPP104072198

Policy:	Association Liability																		
Policy Period:	4:00pm on 22 October 2020 to 4:00pm on 22 October 2021																		
Policyholder:	Australian Association For Environmental Education Inc. including Chapters From Each State & Territory																		
Professional Services:	Provision of environmental education services to members																		
Limit of Liability:	\$ 1,000,000																		
Excess:	<table border="0"> <tr> <td>Excess:</td> <td>\$</td> <td>1,000</td> </tr> <tr> <td>Crime Excess:</td> <td>\$</td> <td>10,000</td> </tr> <tr> <td>Employment Practices Liability Excess:</td> <td>\$</td> <td>10,000</td> </tr> <tr> <td>Pollution Expenses Excess:</td> <td>\$</td> <td>1,000</td> </tr> <tr> <td>Statutory Liability Excess:</td> <td>\$</td> <td>1,000</td> </tr> <tr> <td>WH&S Excess:</td> <td>\$</td> <td>1,000</td> </tr> </table>	Excess:	\$	1,000	Crime Excess:	\$	10,000	Employment Practices Liability Excess:	\$	10,000	Pollution Expenses Excess:	\$	1,000	Statutory Liability Excess:	\$	1,000	WH&S Excess:	\$	1,000
Excess:	\$	1,000																	
Crime Excess:	\$	10,000																	
Employment Practices Liability Excess:	\$	10,000																	
Pollution Expenses Excess:	\$	1,000																	
Statutory Liability Excess:	\$	1,000																	
WH&S Excess:	\$	1,000																	

This Certificate certifies that as at the date of issue the stated policy is current for the policy period noted above. The issue of this Certificate imparts no obligation on the insurer to notify any party relying on it should the policy later be cancelled or altered for any reason.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This Certificate does not amend, extend or alter the coverage provided by the policy. This Certificate is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording.

Issue Date: 25 November 2020

| AAI Limited ABN 48 005 297 807 AFSL 230859 trading as Vero Insurance

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Australian Association for Environmental Education (WA Chapter) AGM



2020 AAEE WA Chapter Annual General Meeting 4pm Thursday 17th September 2020

Due to COVID-19 The 2020 AGM was held via Zoom.
<https://us02web.zoom.us/j/452163422>
 Meeting ID: 452 163 422

Agenda for 2020 AGM

1. Welcome and Acknowledgment of Country (Convenor)
2. Apologies
3. Minutes of the 2019 Annual General Meeting – Appendix A
4. Matters arising
5. State Delegate Report
6. Annual Report – Appendix B
7. Treasurer Report – To be tabled at the meeting
8. Environmental Educator of the Year 2020
9. General Business
10. Election of Officers for 2020 – 2021

Minutes of Meeting

Meeting Declared open at 4.05pm

1. Attendance (via Zoom):

Jennifer Pearson (Convenor), Amy Krupa (SERCUL), Catherine Baudains (Murdoch University),
 Vicky Hartill (City of Cockburn), Elaine Lewis (Coolbinia PS),

Barbara Sing (John Tonkin College), Anne Pettit (Sustainability Consultant), Julie Scull (East Kenwick
 PS),

2. Apologies:

Katherine Gaschk (Waste Educator), Vanessa McGuinness (City of Canning), Ross Dowling (ECU),
 Jo Gray (EMRC), Joselyn Jurasek (DBCA), Megan Mentz (LGS WA),

3. Minutes from 2019 AGM

Minutes from the 2019 AGM were circulated on the 8th of September.
 The meeting reported that no amendments or corrections were required.

Motion: That the minutes for the 2019 AGM (see Attachment 1) be accepted
 as true and correct. Moved Jennifer Pearson, seconded Elaine Lewis. Carried unanimously.



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4. Matters arising

No matters were carried over from 2019 AGM.

5. WA Chapter Annual report (State Delegate)

The Draft WA Chapter annual report (attached) was circulated along with the following summary infographic.



Western Australian Chapter

70 MEMBERS
Our members come from all levels of formal education, Universities & TAFE, local and state governments, NGO's and families.

3 PROGRAMS
CCC, LGSWA, Waste Wise Schools

35 MEETINGS
The National AAEE group is made up of ACT, EEV, NSW, NT, QLD, SA, NT & WA.

38 WORKSHOPS - FORUMS
Little Green Steps WA (9) Waste Wise schools (4) Catchments, Corridors Coasts (2) AAEE Biennial Conference Virtual, WA Education for Sustainability Forum, Aboriginal Weaving

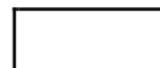
7 MEDIA PLATFORMS
WA AAEE Website, EEBulletin, WA Chapter & LGSWA Facebook, LinkedIn LGSWA, LGSWA Newsletter

30 PARTNERSHIPS
National Sustainable Schools Network, Australian Alliance of Association for Education.

1624 VOLUNTEER HOURS
AAEE National Executive work without an Executive Officer so contribute many hours to tasks required.



The final version of the infographic will be submitted to the National AAEE with a 600 word summary of the WA Chapter full report. The full WA annual report will go up on the WA website. Jennifer thanked everyone who contributed to the report.



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The meeting discussed that we should find a way to more routinely record the volunteer hours contributed for projects. The hours for CCC and Science Week are recorded in the reports, but not recorded in LGS. It was suggested that this could be recorded monthly under each of the projects so at the end of the year they can just be added up. This might be better than last years suggestion of a 'form' which no one has time to fill out.

Motion: The draft WA Chapter report 2019/20 be accepted as true and correct. Moved Catherine Baudains, seconded Vicky Hartill. Carried unanimously.

6. Treasurers report

The 2020/21 Financial Report was circulated (See Attachment 3).

The bank balance at 30th June 2020 was \$124,607.83.

The total income for the financial year was \$113,645 with the majority of this grants for LGSWA.

The total expenses for the financial year was \$111, 211 with the majority of this wages for LGSWA.

Thus we had an overall profit of \$2,434.

For administration there was a net loss of \$9,000.

Vicky suggested we could investigate fundraising opportunities to assist in covering that gap. The meeting agreed.

See Attachment 3 for the Profit & Loss statement for Year ending 30th June 2020.

The meeting thanked Amy and Paul for all their efforts in managing the finances.

Motion: The financial reports be accepted as true and correct. Moved Amy Krupa, Seconded Jennifer Pearson, Unanimously carried.

7. EE of the Year

The WA Chapter would like to congratulate Claire Gaskin who was the WA nomination for Environmental Educator of the Year and will receive the WA Professional Teachers Association award.

A framed certificate and gift will be presented to her at the WASEF in December 2020.

8. General or other business

8.1 Catherine tabled the Annual Report for Rehabilitating Roe8 Advisory Committee (Attachment 4).

8.2 AAEE National submitted a discussion paper for the ACARA sustainability 10 year review. Jennifer reported that the significant contribution of the WA chapter was highly valued. The submission is provided in Attachment 5. For more general information about the ACARA review visit <https://www.acara.edu.au/curriculum/curriculum-review>



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9. Elections of office bearers, 4.36pm 19/09/2019

Vicky Hartill was volunteered to act as returning officer.

All positions were declared as open. The following positions were listed, nominations read and voting conducted.

Position	Nominee	Nominated by	Seconded by	Vote
Convenor	Jennifer Pearson	Catherine Baudains	Amy Krupa	Unanimous
Secretary	Catherine Baudains	Jennifer Pearson	Vicky Hartill	Unanimous
Treasurer	Amy Krupa	Elaine Lewis	Jennifer Pearson	Unanimous
Membership Officer	Katherine Gaschk	Jennifer Pearson	Vicky Hartill	Unanimous
State Delegate & National Executive	Vacant			

Meeting closed at 4.53pm, September 17th, 2020.

Attachments:

- 1: Minutes for the WA Chapter of AAEE 2019 AGM
- 2: WA Chapter of AAEE Annual Report 2020
- 3: 2019/20 Financial Report
- 4: Rehabilitating Roe 8 Annual report 2020
- 5: ACARA sustainability 10 year review

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Attachment 1: Minutes of the WA Chapter of AAEE 2019 AGM



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Australian Association for Environmental Education
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2019 AAEE WA Chapter Annual General Meeting
4pm Thursday 19th September 2019

Agenda for 2019 AGM

1. Welcome (Convenor)
2. Apologies
3. Minutes of the 2018 Annual General Meeting – Appendix A
4. Matters arising
5. State Delegate Report
6. Treasurer Report
7. Environmental Educator of the Year 2019
8. General Business
9. Election of Officers for 2019 – 2020

Minutes of Meeting

Meeting Declared open at 4pm

1. Attendance:

Jennifer Pearson (Convenor), Amy Krupa (SERCUL), Catherine Baudains (Murdoch University), Katherine Gaschk (Waste Educator), Megan Mentz (LGS WA),

Attended via Zoom:

Elaine Lewis (Coolbinia PS),

2. Apologies:

Barbara Sing (John Tonkin College), Vicky Hartill (City of Cockburn), Anne Pettit (Sustainability Consultant), Jo Gray (EMRC), Julie Scull (East Kenwick PS)

3. Minutes from 2018 AGM

Minutes from the 2018 AGM were circulated one month before the date of this AGM. The meeting reported that no amendments or corrections were required.

Motion: That the minutes for the 2018 AGM (see Attachment 1) be accepted as true and correct. Moved Katherine Gaschk, seconded Amy Krupa. Carried unanimously.

4. Matters arising

No matters were carried over from 2018 AGM.

5. WA Chapter Annual report (State Delegate)

The WA Chapter annual report was submitted to the National AAEE, and was circulated to the membership with the AGM materials on the 4th September 2019. The WA chapter is

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recognised nationally for our 'work' in the field. There have been many successful events over the year as described in the annual Chapter report (see attachment 2).

Jennifer thanked everyone who contributed to the report.

The meeting discussed that we should report the volunteer hours contributed as part of the annual report. It has been noted that we tend to underestimate our in-kind contribution. It would be great to have a record over the year of meeting time and time spent for special roles and projects. It is proposed that we develop a form that everyone can use to send in minutes spent.

ACTION: Jennifer will circulate some examples for discussion at the next normal meeting.

ACTION: In next annual report we need to include membership numbers.

Motion: The WA Chapter report 2018/19 be accepted as true and correct. Moved Catherine Baudains, seconded Katherine Gaschk. Carried unanimously.

6. Treasurers report

The 2019/20 Financial Report was circulated (See Attachment 3).

The bank balance at 30th June 2019 was \$120,234.80.

The total income for the financial year was \$166,985 with the majority of this grants for LGSWA.

The total expenses for the financial year was \$134,295 with the majority of this wages for LGSWA.

Thus we had an overall profit of \$32,690 however it should be noted that the Lotterywest grant of \$60,386.70, is included with this money to be spent in the 2019/20 financial year.

See Attachment 3 for the Profit & Loss statement for Year ending 30th June 2019.

The meeting thanked Amy and Paul for all their efforts in managing the finances.

Motion: The financial reports be accepted as true and correct. Moved Amy Krupa, Seconded Jennifer Pearson, Unanimously carried.

7. EE of the Year

The WA Chapter would like to congratulate Katherine Gaschk who was the WA nomination for Environmental Educator of the Year and will receive the WA Professional Teachers Association award.

A framed certificate and gift will be presented to her at the WASEF in December 2019.

Katherine thanked the meeting for the recognition.



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8. General or other business

Catherine tabled the Annual Report for Rehabilitating Roe8 Advisory Committee (See attachment 4 or visit <https://rehabilitatingroee8.org/2019/09/03/rehabilitating-roee8-annual-report-2018-19/>).

9. Elections of office bearers, 4.36pm 19/09/2019

Mandy was volunteered to act as returning officer.

All positions were declared as open. The following positions were listed, nominations read and voting conducted.

Position	Nominee	Nominated by	Seconded by	Vote
Convenor	Jennifer Pearson	Catherine Baudains	Katherine Gaschk	Unanimous
Secretary	Catherine Baudains	Amy Krupa	Katherine Gaschk	Unanimous
Treasurer	Amy Krupa	Katherine Gaschk	Jennifer Pearson	Unanimous
Membership Officer	Katherine Gaschk	Amy Krupa	Catherine Baudains	Unanimous
State Delegate & National Executive	Vacant			

10. AAEE WA Constitution

The updated WA Chapter Constitution has been reviewed and circulated.
New members will be recorded in the minutes at monthly meeting.

Motion: The updated WA AAEE constitution be accepted. Moved Jennifer Pearson,
Seconded Amy Krupa, unanimously carried.

Meeting closed at 4.42pm, September 19th, 2019.

Attachments:

- 1: Minutes for the WA Chapter of AAEE 2019 AGM
- 2: WA Chapter of AAEE Annual Report 2019
- 3: 2018/19 Financial Report
- 4: Rehabilitating Roe 8 Annual report

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Attachment 2: WA Chapter of AAEE Annual Report 19/20, Period – August 2019 to August 2020



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WA Chapter of AAEE Annual Report 19/20, Period – August 2019 to September 2020

PARTNERSHIPS AND PROJECTS

City of Canning - The utilisation of the Canning River Eco Education Centre as a home base for AAEEWA allows membership meetings, venue for AAEEWA events and storage of Chapter material. The collaboration in developing and supporting three major projects, see below.

Catchments, Corridors and Coasts (CCC) - The WA Chapter of AAEE conducted the annual Catchments, Corridors & Coasts (CCC) program in January (16th – 18th) 2019. The purpose of the CCC program is to provide a 'snapshot' of environmental education in WA from catchments, through corridors to the coast. We aimed to provide a richness of experience, facilitate development of networks/links with and between practitioners, and an awareness/knowledge/understanding of the educational resources and support across WA to help address core environmental and sustainability issues in the State. A total of 17 participants registered to attend the 2019 Catchments, Corridors & Coasts program. The volunteer coordinating team for 2019 consisted of Amy Krupa (SERCUL), Catherine Baudains (Murdoch University), Vicky Hartill (City of Cockburn), Claire Gaskin (Perth Zoo) Michael Burke and Carina Lancaster (Department of Fisheries), Katherine Gaschk (Waste Educator) and Elaine Lewis (Teacher).

The three-day program incorporated over 30 presenters from 23 different organisations, in addition to other contributions from organisations not directly presenting. This included, Red Hill Waste Management Facility; Shire of Mundaring; Perth Hills Forest Centre, Kanyana Wildlife Rehabilitation Centre; Perth Zoo; South East Regional Centre for Urban Landcare (SERCUL), Phosphorus Awareness Project; Canning River Eco Education Centre; Aboriginal Heritage; River Guardians; Environmental Technology Centre, Murdoch University; Department of Primary Industries and Regional Development and the Western Australian Fisheries and Marine Research Laboratories; Butler College Marine Studies; Coast Care; and Sustainable Schools WA Initiative. 17 participants attended from schools, universities, Landcare organisations and Local Government and State Government Departments.

Earth Day Expo – Friday 6th April 2018. - This event co-hosted by the Canning River Eco Education Centre had to be deferred because of the Covid 19 Pandemic isolation requirements.

Little Green Steps WA – Megan Mentz and Kylie Hosking delivered this program in the Cities of Cockburn and Canning which have provided funding to employ the staff in each area one day per week. A new staff member, Amy Warne, is now working with the City of Cockburn as Kylie left the program. The City of Armadale contract has been successfully completed. A new three year contract with the Waste Authority allowed for waste workshops to be presented in regional council areas. The website will be updated to a new platform soon thanks to a Lotterywest grant. Quarterly newsletter has been developed to support the delivery of the LGS WA program, and includes links to events, programs and resources provided by the AAEEWA and its partners (mailing list has grown to 1380 members). Regular newsletters and Facebook were used to promote the program. Coordinating

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committee is Jennifer Pearson, Anne Pettit, Elaine Lewis, Amy Krupa, Vicky Hartill and Leonard Thorn and Caroline Sutees.

Biological Earth Environmental Science (BEES) Yr. 9 - 11 Forum - Biological, Earth and Environmental Sciences (BEES) Day had to be deferred because of the Covid 19 Pandemic isolation requirements. The presenters were asked if they would provide a short video clip that could be placed on the WA Chapter website for schools and others to access. Teachers responded by making this materail available at a time suitable for their online teaching. This resources includes Angela Rossen (UWA Outreach), Wayne Walters (Perth NRM), Lisa Sewell (UWA), Megan Mentz (MOMO), Natasha Bowden (SERCUL) and a selection of North Metro TAFE career videos.

Thanks to Ms Gun Dolva and Dr Jennifer Pearson.

National Science Week

The grant submission to the National Science Week was not successful so this event was not part of our work this year. The committee were also committed to the AAEE national Biennial conference planning so it turned out well. Jennifer delivered a lunch time science activity at the Fremantle PS using resources from Adopt a Beach, thanks Wayne Walters for the idea the children loved creating sea themed picutes using plastic lids destined for recycling.

Western Australian Sustainable Education Forum (WASEF) – The fourth forum was held at the Canning River Eco Education Centre on Friday 7th December 2019. The day had two sessions of round table presentations in the morning included the following;

- Growing Together: Sharing an Early Childhood STEM journey - Dr Elaine Lewis
- Down and Dirty with N2N - Rebecca Warne and Stephen Crane
- Sustainability in Schools – Behrooz Ezzlam
- What is Trending: Review of the 2019 World Environmental Education Congress – Dr Elaine Lewis
- Overcoming the barriers to correct household waste separation behaviour – Katherine Gaschk
- Play deepens engagement and understanding of biodiversity – Angela Rossen

The afternoon was focussed on Nature Play with the following speakers

Nature Play WA Inc - Griffin Longley presented the underlying principles of the association which was established to increase the time Western Australian children spend in unstructured play outdoors and in nature.

Nature Play Solutions - Kerry Logan and Emma Lawrence will present about natural nature based environments offering the most enriched play and learning environments: exploring play, play types, risk and challenge, sensory development.

Those that attended found the day useful for networking with colleagues from other organisations and government groups.

Turtle Watch – Turtle Watch commenced in 2005 at Herdsman Lake, Perth. Since that time the project has expanded across the Perth Metropolitan area as an initiative of the AAEEWA



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Chapter: <http://www.aaeewa.org.au/turtlewatch.html> Turtle Watch involves the Cockburn Wetlands Centre, Canning River Eco Education Centre, SERCUL, Herdsman Lake Wildlife Centre, Murdoch University, University of WA, Native ARC, schools, volunteer and friends groups, local authorities, wildlife care groups and interested community members. Since 2013 the four eco centres, in partnership with AAEE WA, have taken on a larger role in relation to education and action for oblong turtle conservation.

A Turtle Watch Education Kit has been compiled for community and school use: <http://www.aaeewa.org.au/turtlewatchedkit.html>

A Turtle Watch accreditation process has been developed for schools. There have been three new schools accredited in 2017 including South Lake PS, South Coogee PS and Coolbinia PS. 8 Turtle Watch excursions have been completed this year at The Wetlands Centre, Cockburn and Native ARC. 3 after school care Turtle Watch Sessions have been delivered in Cockburn.

A number of large events have been held or attended over the past year promoting Turtle Watch, including: Terrific Turtle Family Fest (150 attended in October 2016 and 280 attended in October 2017); Rotary Cockburn Spring Fair; Wired for Science Community Expo (3000 attended August 2016), Nature Play Conference (200 delegates, August 2017); Science Community Expo 2018 & 2019 Waste Initiatives (3,500 attended each). AAEEWA continues to engage with the community and educate it about the impacts of waste through a wide range of waste initiatives and strategies developed under a number of Grants. These have been implemented across a number of events and programs hosted by the Chapter including the National Week Science Expo, Catchments, Corridors and Coasts and Little Green Steps WA.

Sustainable Schools WA Committee - AAEEWA remains an active member of the Sustainable Schools WA Alliance, along with 40 partner organisations across the state. AAEE-WA member submits bi-monthly update reports to the Alliance. AAEE-WA members meet regularly with Alliance partners to support EfS in schools.

One World Centre - AAEEWA has a MOU partnership with the One World Centre to support each other's initiatives, including Little Green Steps WA and the annual National Science Week Community Expo.

Waste Initiatives - AAEEWA continues to engage with the community and educate it about the impacts of waste through a wide range of waste initiatives and strategies developed under a number of Grants. These have been implemented across a number of events and programs hosted by the Chapter including the NSWk Community Science Expo; Catchments, Corridors and Coasts, and Little Green Steps WA.

COMMUNICATIONS

WA Chapter Email network - Regularly forward information through network about a range of PD offered from the chapter and other organisations relevant to 70 members.

WA Chapter Facebook - The site was set up to encourage members and non-members to contribute stories, information about resources and jobs available. There are now 735

Australian Association for Environmental Education (WA Chapter)



followers and up to 950 reach for most weeks stories. This connects members from Derby to Esperance in our large state. We also have viewers from Victoria, NSW, SA, NT and Queensland. There are also viewers from Vietnam, Pakistan and USA. There are 79 % women and 19% men with the largest age group is 25 to 54 years but we do have representations across the whole age ranges.

WA Chapter Website – This has been upgraded thanks to a grant from Lotterywest and updated with project reports, upcoming events and there have been a range of people use the contact email system to request support for EfS ideas and projects. The website now hosts resources created through Turtle Watch and Little Green Steps WA.

Environmental Educators Network - email bulletin once a month, managed by the AAEE WA Chapter, to advertise upcoming events for a range of EE providers across the state. This has a membership 400 and includes state, local government department, NGO's, community event and our projects. It also informs about new educational material.

Members Services - AAEE Environmental Educator of the Year The nomination of Ms Claire Gaskin was submitted to the National AAEE award and was then nominated for the Professional Teaching Council of WA annual awards. A brief description of the commitment and dedication of Katherine's work:

Governance - Regular monthly meetings on the 3rd Thursday of each month at the Canning River Eco Education Centre are held and we have initiated a Zoom link to encourage members to attend from regional areas.

We employ a part time Bookkeeper to manage AAEEWA invoices and accounts, employed for 3 hours per week, streamlining financial matters for the Chapter.

Dr Jennifer Pearson, Convenor



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Attachment 3: 2019/20 Financial Report – Profit & Loss Statement

Balance Sheet

AAEE (WA Chapter) As at 30 June 2020

	30 Jun 2020	30 Jun 2019
Assets		
Bank		
600 - Bendigo Bank Bayswater Branch,	124,608	120,235
Total Bank	124,608	120,235
Current Assets		
610 - Accounts Receivable	2,270	5,540
621 - Advance-AAEE WA Mastercard for Amy Krupa	209	358
622 - Advance - Mastercard-LGSWA	378	289
Total Current Assets	2,858	6,186
Fixed Assets		
710 - Signages	1,651	1,651
720 - Computer Equipment	1,595	1,595
Total Fixed Assets	3,246	3,246
Total Assets	130,712	129,667
Liabilities		
Current Liabilities		
800 - Accounts Payable	608	119
805 - Advances from customers	127	123
806 - Accrued Income	2,243	5,179
820 - GST	16,492	15,439
850 - Suspense	700	699
860 - Rounding	(35)	(35)
Total Current Liabilities	20,136	21,525
Total Liabilities	20,136	21,525
Net Assets	110,576	108,142
Equity		
960 - Retained Earnings	108,142	75,805
Current Year Earnings	2,434	32,337
Total Equity	110,576	108,142



Bank Reconciliation Summary

Bendigo Bank Bayswater Branch,
AAEE (WA Chapter)
As at 30 June 2020

Date	Description	Reference	Amount
30 Jun 2020	Balance in Xero		124,607.83
30 Jun 2020	Statement Balance		124,607.83



Bank Statement

Bendigo Bank Bayswater Branch,
AAEE (WA Chapter)
From 1 June 2020 to 30 June 2020

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Jun 2020	Opening Balance						113,908.05
1 Jun 2020		1 Jun 2020	INTEREST	Yes	Bank Feed	3.45	113,911.50
1 Jun 2020		1 Jun 2020	PAY ANYONE WBC148289 AUSTRALIAN ASSOC F 0083191061PETE R PAUL	Yes	Bank Feed	(210.00)	113,701.50
3 Jun 2020		3 Jun 2020	BILL PAYMENT BPAY TO: TELSTRA CORP LTD 011811734	Yes	Bank Feed	(80.66)	113,620.84
5 Jun 2020		5 Jun 2020	DIRECT CREDIT John Curtin Coll 0977171012 AAE001INV0326	Yes	Bank Feed	66.00	113,686.84
5 Jun 2020		5 Jun 2020	DIRECT CREDIT John Curtin Coll 0977171013 AAE001INV0327	Yes	Bank Feed	66.00	113,752.84
11 Jun 2020		11 Jun 2020	OSKO PAYMENT Waste Wise inv3462 SERCUL	Yes	Bank Feed	(1,976.17)	111,776.67
11 Jun 2020		11 Jun 2020	DIRECT CREDIT Dept of Water 0978244328 020666	Yes	Bank Feed	8,709.50	120,486.17
12 Jun 2020		12 Jun 2020	DIRECT CREDIT TryBooking Pty L 0978498228 LGS web21May	Yes	Bank Feed	117.00	120,603.17
14 Jun 2020		14 Jun 2020	OSKO PAYMENT INV - 0321 Ms Kylie Ridder	Yes	Bank Feed	66.00	120,669.17
15 Jun 2020		15 Jun 2020	PAY ANYONE WBC148289 AUSTRALIAN ASSOC F 0083191061PETE R PAUL	Yes	Bank Feed	(210.00)	120,459.17
18 Jun 2020		18 Jun 2020	DIRECT DEBIT XEROAUSTRALIA PTY 0979660757 XeroAUIINV_HUS huWYF	Yes	Bank Feed	(50.00)	120,409.17
18 Jun 2020		18 Jun 2020	DIRECT CREDIT Dept of Water 0979699974 020787	Yes	Bank Feed	6,657.20	127,066.37
29 Jun 2020		29 Jun 2020	PAY ANYONE WBC148289	Yes	Bank Feed	(210.00)	126,856.37



Bank Statement

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
30 Jun 2020		30 Jun 2020	AUSTRALIAN ASSOC F 0083191061PETE R PAUL				
30 Jun 2020		30 Jun 2020	OSKO PAYMENT Sub LGSWA Amy Krupa for Aust G	Yes	Bank Feed	(272.37)	126,584.00
30 Jun 2020		30 Jun 2020	OSKO PAYMENT Waste Wise inv3506 SERCUL	Yes	Bank Feed	(1,976.17)	124,607.83
Closing Balance							124,607.83

Statement Exceptions

Bendigo Bank Bayswater Branch,
AAEE (WA Chapter)
From 1 June 2020 to 30 June 2020

Date	Description	Reference	Reconciled	Source	Reason	Amount
19 Jun 2020		DIRECT CREDIT DPAW 0979877353 523194	No	Bank Feed	Deleted	105.00
29 Jun 2020		OSKO PAYMENT Robert Olive's membership AAEE Inc	No	Bank Feed	Deleted	(105.00)



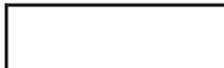
Profit and Loss

AEEE (WA Chapter)
All Projects of AEEE WA Chapters
1 July 2019 to 30 June 2020

	ADM - Administration	CCC	CONFER20- Conference 2020	LGS Waste Wise	LGSWA	LGSWA Council	SE - Science Expo	Waste Wise	Total
Income									
200 - Income	-	-	-	-	14	-	-	-	14
201 - Event Registration Fees	2,006	6,520	-	-	3,112	227	2,061	-	13,926
210 - Donations/Sponsorship	1,358	-	-	-	-	23,409	-	-	24,767
220 - Grant	1,000	-	-	19,830	1,250	36,938	-	11,877	70,895
230 - Membership LGS	-	-	-	-	2,887	-	-	-	2,887
240 - Administration Income	182	-	-	-	-	-	-	-	182
260 - Other Revenue	798	-	-	-	51	-	-	-	849
270 - Interest Income	125	-	-	-	-	-	-	-	125
Total Income	5,469	6,520	-	19,830	7,314	60,574	2,061	11,877	113,645
Gross Profit	5,469	6,520	-	19,830	7,314	60,574	2,061	11,877	113,645
Less Operating Expenses									
401 - Financial Charges	16	-	-	-	-	-	-	-	16
412 - Consulting & Accounting	5,325	800	-	-	-	-	-	-	6,125
414 - AEEE website	1,738	-	-	-	-	-	-	-	1,738
415 - AEEE Membership	90	-	-	-	-	-	-	-	90
417 - LGS Website	1,755	-	-	-	272	-	-	-	2,027

Profit and Loss

	ADM - Administration	CCC	CONFER20- Conference 2020	LGS Waste Wise	LGSWA	LGSWA Council	SE - Science Expo	Waste Wise	Total
418 - Annual GST/BAS	4,512	-	-	-	-	-	-	-	4,512
419 - Telephone, Internet & Postage	122	-	-	-	32	499	-	-	652
453 - Office Expenses	270	-	-	-	54	160	-	-	484
460 - Presenters	-	300	-	-	817	300	2,373	-	3,790
461 - Printing & Stationery	33	-	-	-	-	-	-	-	33
470 - Program Resources	615	1,760	429	4,529	937	695	10,619	-	19,583
475 - Venue Hire	57	-	-	1,350	-	-	-	-	1,407
477 - Wages and Salaries	-	-	-	16,028	3,225	43,284	-	6,400	68,938
490 - Catering	-	961	-	227	-	628	-	-	1,816
Total Operating Expenses	14,532	3,821	429	22,135	5,337	45,566	12,992	6,400	111,211
Net Profit	(9,063)	2,699	(429)	(2,305)	1,976	15,008	(10,931)	5,477	2,434



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Profit and Loss

AAEE (WA Chapter)
1 July 2019 to 30 June 2020

	30 Jun 20	30 Jun 19
Income		
200 - Income	14	1,831
201 - Event Registration Fees	13,926	8,219
210 - Donations/Sponsorship	24,767	54,901
220 - Grant	70,895	97,592
230 - Membership LGS	2,887	305
235 - AAEE Membership Income	-	2,469
240 - Administration Income	182	-
250 - Presenter	-	527
260 - Other Revenue	849	522
270 - Interest Income	125	302
Total Income	113,645	166,667
Gross Profit	113,645	166,667
Less Operating Expenses		
401 - Financial Charges	16	334
412 - Consulting & Accounting	6,125	6,110
414 - AAEE website	1,738	-
415 - AAEE Membership	90	232
417 - LGS Website	2,027	-
418 - Annual GST/BAS	4,512	3,409
419 - Telephone, Internet & Postage	652	1,174
453 - Office Expenses	484	18
460 - Presenters	3,790	9,036
461 - Printing & Stationery	33	-
470 - Program Resources	19,583	19,571
475 - Venue Hire	1,407	1,305
477 - Wages and Salaries	68,938	89,932
485 - Donations & Sponsorship	-	200
490 - Catering	1,816	3,009
Total Operating Expenses	111,211	134,330
Net Profit	2,434	32,337

Australian Association for Environmental Education
(WA Chapter) AGM



Attachment 4: Rehabilitating Roe 8 Annual Report 2020

Access online at: <https://rehabilitatingroe8.org/resources/>



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Australian Association for Environmental Education (WA Chapter) AGM



Attachment 5: AAEE Submission to the National ACARA Sustainability Review

For more general information about the ACARA review visit
<https://www.acara.edu.au/curriculum/curriculum-review>



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4th September 2020

Dear Melanie Isaacs and Terry Gallagher



RE: ACARA Review of the Australian Curriculum

Thank you for the opportunity to provide comments on the review of the Australian Curriculum. This submission is offered to provide a critical reflection to inform the debate to position the curriculum for future generations.

The Australian Association for Environmental Education (AAEE) views the cross-curriculum priorities and general capabilities as the key innovation of the Australian Curriculum. The Sustainability priority supports all learners; students, teachers, teacher educators, industry educators, community educators and community members in achieving our vision:

The AAEE's vision is to connect through education and engagement to advance understandings and actions in relation to environmental and sustainability issues across all communities and education sectors.

The Maparntwe Declaration from Alice Springs phrase below outlines the need to significantly lift the vision and intention of formal schooling in Australia to address more than just the acquisition of knowledge. We strongly support the Australian Government's desire to maintain an educational system that provides opportunities for all learners; to be:

- Active and informed members of the community'...
- Optimistic 'about their lives and the future'.
- 'resilient' and able to 'develop the skills and strategies they need to tackle current and future challenges'.
- 'able to recognise, adapt to, and manage change'.
- Aware of their 'responsibilities as global citizens and know how to affect positive change'.
- Able to 'work for the common good, in particular sustaining and improving natural and social environments.

(Education Council, 2019).

We recognise that in achieving the above aspirations, that the Australian Government is enabling its citizens to work towards meeting the Sustainable Development Goals that all governments have subscribed to.

Our comments and suggestions are based on the considerable experience and expertise within AAEE's membership. AAEE members provided momentum for the formation of the Australian National Action Plan, and its subsequent revision in 2010.

AAEE members were a significant stakeholder in establishing and evolving the Australian Sustainable Schools Initiative (AuSSI) which currently operates in over

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5,000 schools and early childhood centres across Australia. This provided the impetus for the Australian Government document, '*Sustainability Curriculum Framework*' approved by MCYEETA in 2010. AAEE continues to connect this network to collaborate and share the many resources and possible frameworks within each jurisdiction.

There are many outstanding examples of a cross curriculum framework reflecting critical research about school systems and teaching and learning best practice in Education for Sustainability (EfS). This is articulated through many program's evaluation reports, the Australian Journal of Environmental Education, ozEEnews, and AAEE national annual reports.

We look forward to supporting your endeavors to make clear the core values of a curriculum for a future that we know will be profoundly different, with challenges that are unique to those current and future generations, who are presented with complex issues emerging from effects of climate change induced issues. These refinements to the Australian Curriculum must enable the fundamental practical skills, critical and creative strategies, appropriate knowledge, and ethical attitudes required to build resilient communities.

The attached discussion paper includes comments and cite references to source materials that have been gathered through consultation with the AAEE Executive, and AAEE's Members.

Yours sincerely



Dr Jennifer Pearson
President on behalf of the AAEE NE Board 2020

Education Council. (2019). Alice Springs (Mparntwe) Education Declaration.
<http://www.educationcouncil.edu.au/Alice-Springs--Mparntwe--Education-Declaration.aspx>

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AAEE Discussion paper for ACARA re Review of the Australian Curriculum

A sub-group of AAEE National Executive (NE) following consultation with AAEE NE, AAEE State Chapters and the Sustainable Schools National Network has developed this discussion paper. In the timeframe, available broader consultation was not feasible, but the AAEE NE recognizes there are a range of stakeholders in education for sustainability at local, state and national levels with insights to share. This brief paper is a starting point to open further discussion.

KEY POINTS**Sustainability Cross Curriculum Priority**

We strongly support the continued inclusion of sustainability as a cross curriculum priority (SCCP) for Australian schools as originally developed around the three key organizing ideas: systems, worldviews and futures. We advocate:

For Systems - All life forms, including human life, are connected through ecosystems on which they depend for their wellbeing and survival.

For World Views (Worldviews) – World views (sic) that recognise the dependence of living things on healthy ecosystems, and value diversity and social justice are essential for achieving sustainability.

For Futures - The sustainability of ecological, social and economic systems is achieved through informed individual and community action that values local and global equity and fairness across generations into the future.

A more purposefully embedded approach to SCCP would be feasible if sustainability values, concepts, skills and actions were explicitly evident across all general capabilities (GC) and key learning areas (KLAs). Our shared experience is that without explicit reference, teachers may only focus on content knowledge and not identify the links or integrate across all curriculum aspects.

There is also scope to refine understandings of sustainability as a construct. We argue it should not be limited to 'anthropocentric' worldviews and 'green' environmental concerns as these are inadequate to drive the transformative global change needed. Sustainability must be viewed as multi-dimensional, inclusive of the natural, economic, political and social dimensions promoted by UNESCO (2010).

Also, while global sustainability in the past focused on environmental protection and conservation, current approaches focus more on mitigating human environmental impacts and restoring or regenerating the Earth and acknowledging Aboriginal and Torres Strait Islander peoples environmental /sustainability practices. It is unconscionable today to focus on protection and conservation only, in the context of intergenerational equity and learners futures.

Sustainability is not solely about teaching facts or content, but requires attention to how students are learning, including their exploration of worldviews and taking action

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around matters of local and/or global concern. This also involves acknowledgement that children and young people carry out legitimate research relating to matters such as climate change that has potential for profound impact both socially and politically (Cutter-Mackenzie-Knowles & Rousell, 2019).

Fundamentally, worldviews require shifting away from anthropocentrism towards ecocentric worldviews and sustainability mindsets to be aligned with strong approaches to sustainability (Ruhs & Jones, 2016). We recognise such deeper worldview changes will involve pedagogical shifts for teachers including the promotion of critical thinking skills, systems thinking (Meadows, Sweeney & Mehers, 2016) and action-orientated teaching aligned with the GCs. In particular, McLaren (2015) describes critical or radical ecopedagogies as a way forward in these ecologically challenging times. Critical reflections that question the underlying structures of global unsustainability and injustice may offer students different ways of thinking and being every day for their sustainable futures.

Over decades various curriculum approaches such as problem based learning, whole school approaches, project approach and inquiry learning where students take control of their own learning have offered alternatives and are well suited to more fully addressing SCCP across all GCs and KLAs.

Cutter-Mackenzie, A., & Rousell, D. (2019). Education for what? Shaping the field of climate change education with children and young people as co-researchers. *Children's Geographies*, 17(1), 90-104. DOI: .1080/14733285.2018.1467556

McLaren, P. (2015). *Pedagogy of insurrection: From resurrection to revolution*. Peter Lang.

Meadows, D., Sweeney, L & Mehers, G. (2016) *The Climate Change Playbook: 22 Systems Thinking Games for More Effective Communication about Climate Change*. Chelsea Green Publishing.

Ruhs, N. & Jones, A. (2016). The implementation of Earth Jurisprudence through substantive constitutional rights of nature. *Sustainability*, 8, 174, doi: 10.3390/su8020174

General capabilities

We strongly support the continued inclusion of the general capabilities for Australian schools. The general capabilities indeed 'play a significant role in the Australian Curriculum in equipping young Australians to live and work in the twenty-first century' (ACARA, 2014).

While literacy and numeracy are essential foundational skills (Education Council, 2019), we strongly advocate the importance of the other general capabilities – such as Critical & Creative Thinking, Ethical Understanding and Personal & Social Capability – in supporting teachers to authentically build and assess Sustainability in their classrooms.

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We strongly advocate that the general capabilities continue to add depth and richness to student learning around Sustainability issues and give teachers ideas about how they might teach appropriate content (ACARA, 2014). We also strongly advocate that teachers are presented with general capabilities continua that demonstrate the 'progression' that students should take as they journey from Foundation to Year 10.

Therefore, it is vital that the general capabilities are not just 'seen' and 'noted' by teachers in the syllabuses, but that they are instead 'inspirational' and 'tangible/usable' for teachers. Also we strongly advocate that the general capabilities are 'action-oriented' and not 'hypothetical' in terms of real-world problem solving/understanding.

In order to ensure that Sustainability is authentically and consistently embedded in student learning, we strongly advocate that ACARA creates a means of making it clearly visible and obvious to teachers on how they can explicitly connect the general capabilities to Sustainability and the Key Learning Areas. Such a 'means' could be:

- an interactive portal that links teachers to teaching and assessment exemplars that focus on Sustainability, sub-elements of general capabilities and content.
- A coding system within each general capability continuum that points to sub-elements that provide particularly 'rich' authentic sustainability learning opportunities for students.

Australian Curriculum, Assessment and Reporting Authority. (2014). *The Australian Curriculum*. <https://www.acara.edu.au/curriculum>

Key Learning Areas

We strongly support your emphasis on Sustainability as a priority for study that connects and relates relevant aspects of content across learning areas and subjects. Sustainability has links across all KLAs, and we request that you maintain your commitment to ensuring that Australian students, through their engagement with all KLAs:

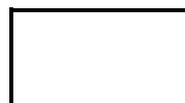
- Understand the ways social, economic and environmental systems interact to support and maintain human life
- Appreciate and respect the diversity of views and values that influence sustainable development
- Participate critically and act creatively in determining more sustainable ways of living.

(ACARA, 2014)

As mentioned in Point 2: General capabilities, we strongly recommend that an interactive portal be built that provides teachers with KLA-specific exemplars that focus on how to embed Sustainability in every KLA and Stage.

Australian Curriculum, Assessment and Reporting Authority. (2014). *The Australian Curriculum*. <https://www.acara.edu.au/curriculum>

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UNESCO Sustainable Development Goals (SDG's)

We propose the SDG's as *UNESCO 2030 Agenda for Sustainable Development* be recognized within the Australian Curriculum in recognition that this is supported by the Australian Commonwealth Department of Education, Training and Employment. This new international initiative and guiding policy for sustainability has global reach and impact. There are 17 broad ranging SDGs across areas such as poverty, education, equity, food, water and cities. There is much potential to incorporate links to these goals across the KLAs and GCs. In particular we note, SDG 4 Quality education specifies Target 4.7:

By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.

UNESCO (2017). *Sustainable development goals*.
<http://www.un.org/sustainabledevelopment/>

K-2 focus

We argue the K-2 descriptions and elaborations across the KLA's assume minimal capabilities and prior knowledge for young children entering school around sustainability. The current national curriculum for early childhood education, the *Early Years Learning Framework (EYLF)* offers a strong foundation to build on. A foundation that views children as capable and competent with rights to be heard and to be decision makers about their futures aligned with the UNCRC (UNICEF, 1989). Australia demonstrates world leading Early Childhood Education for Sustainability (ECEfS) research and practice, the references below highlight the potential and demonstrate what is occurring in early childhood education now. Schools, particularly K-2 teachers, have an opportunity to build curriculum continuities and could extend, enhance and consolidate childrens' sustainability values, skills and understandings, if there was greater attention to articulation between the EYLF and Australian Curriculum.

Davis, J. (Ed.). (2014). *Young children and the environment: Early education for Sustainability* (2nd ed.). Cambridge University Press.

DEEWR (Commonwealth of Australia Department of Education, Employment & Workplace Relations) (2009). *Belonging, being and becoming: The early years learning framework for Australia (EYLF)*. Department of Education, Employment & Workplace Relations.

Elliott, S. (2014). *Sustainability and the Early Years Learning Framework*. Pademelon.

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- Elliott, S., Arlemalm-Hagser, E. & Davis, J. (Eds.) (2020). *Researching early childhood education for sustainability: Challenging assumptions and orthodoxies* (Vol. 2). Routledge.
- Gaul, J. & Watson, D. (2019). *Eco Smart: A Sustainable Standard for Early Education*. Pademelon and NSWEEEN.
- Weldemariam, K., Boyd, D., Hirst, N., Sageidet, B. M., Browder, J. K., Grogan, L., & Hughes, F. (2017). A critical analysis of concepts associated with sustainability in early childhood curriculum frameworks across five national contexts. *International Journal of Early Childhood*, 49, 333–351.
- Young, T. & Elliott, S. (2014). *Ways of thinking, acting and relating about sustainability*. Early Childhood Australia.

Language review

The selection of appropriate language is a powerful strategy to shift the mindset of teachers and we strongly suggest that if the curriculum is to support co-learning then wherever possible the reference to 'teaching' is exchanged for 'learning'. Similarly to examine the descriptors used in the General Capabilities and Key Learning Area's to include positive, explicit and inspirational reference to sustainability. We acknowledge that teachers have a perception that with the crowded curriculum it can be difficult for them to make additional reference to the cross curriculum priorities in some of the KLA's. The inclusion of words and phrases that link explicitly to sustainability will reinforce the knowledge, skills and concepts being introduced.

Whitehouse, H. (2011) Talking Up Country: Language, Natureculture and Interculture in Australian Environmental Education Research Journal. *Australian Journal of Environmental Education*, 27(1), 56-67.

Children, global health and well-being

The current pandemic has highlighted concerns for children's futures; and, human well-being and intergenerational equity are at stake if curricula do not comprehensively address sustainability issues. Most fundamentally, children need to be healthy to effectively learn and engage with the world. The health of the Earth and the health of humans have long-been intertwined and the links have become increasingly evident. The references below alert to the impacts of climate change for children, ranging from mental health issues to the lack of food and water during critical developmental years and the impacts of extreme weather events on families and livelihoods. Any curriculum that purports to value children's learning and well-being, must recognise the current and future health impacts of global sustainability concerns.

Clark, H., Coll-Seck, A., Banerjee, A., Peterson, S. et al. (2020). A future for the world's children? A WHO–UNICEF–Lancet, *The Lancet Commissions*, 395, 605-658.

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Currie, J., & Deschenes, O. (2016). Children and climate change: Introducing the issue. *The Future of Children*, 26(1), 3–9.

Doctors for the Environment Australia (2015). *No time for games: Children's health and climate change*. Retrieved from <https://www.dea.org.au/report-no-time-for-games-childrens-health-and-climate-change-healthy-planet-healthy-people-dea/>

World Health Organisation (WHO) (2017). *Inheriting a sustainable world? Atlas on children's health and the environment*. Geneva: World Health Organisation. Retrieved from <https://www.who.int/ceh/publications/inheriting-a-sustainable-world/en/>

Global Momentum in Education for Sustainable Development

In the context of this review, we argue it would be prudent that ACARA is cognizant of international trends in education for sustainable development. There is an opportunity here to create a world leading curriculum document that aligns with the initiatives outlined below.

- The Global Environmental Education Partnership (GEEP), formed in 2017 is about championing environmental education around the world. GEEP seeks to use the power of education to create a more just and sustainable future, where people and nature thrive. GEEP's goal is a world where environmental and social responsibility drive individual, community, and institutional choices.
- The World Environmental Education Congress (WEEC), established in 2003, is an international network that celebrates environmental education for sustainability through holding congress and other professional development events. The WEEC Network operates in accordance with the UN and its agencies in collaboration with educational, research, and cultural and scientific organizations at the international, regional, national and local levels as UNEP, UNESCO, UNECE, Un-CSD Education Caucus, UN Regional Centers of Expertise in ESD.
- In November 2019, the 40th session of UNESCO General Conference adopted a new global framework on ESD called Education for Sustainable Development: Towards achieving the SDGs or ESD for 2030. Acknowledged by the UN General Assembly through a Resolution on ESD, the new framework aims to scale up action from the United Nations Decade of Education for Sustainable Development (2005 - 2014) and the Global Action Programme (GAP) on ESD (2015 - 2019). The Framework will be officially launched at UNESCO World Conference on Education for Sustainable Development in Berlin on 17-19 May 2021.

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Balance Sheet

AAEE (WA Chapter) As at 30 June 2020

	30 Jun 2020	30 Jun 2019
Assets		
Bank		
600 - Bendigo Bank Bayswater Branch,	124,608	120,235
Total Bank	124,608	120,235
Current Assets		
610 - Accounts Receivable	2,270	5,540
621 - Advance-AAEE WA Mastercard for Amy Krupa	209	358
622 - Advance - Mastercard-LGSWA	378	289
Total Current Assets	2,858	6,186
Fixed Assets		
710 - Signages	1,651	1,651
720 - Computer Equipment	1,595	1,595
Total Fixed Assets	3,246	3,246
Total Assets	130,712	129,667
Liabilities		
Current Liabilities		
800 - Accounts Payable	608	119
805 - Advances from customers	127	123
806 - Accrued Income	2,243	5,179
820 - GST	16,492	15,439
850 - Suspense	700	699
860 - Rounding	(35)	(35)
Total Current Liabilities	20,136	21,525
Total Liabilities	20,136	21,525
Net Assets	110,576	108,142
Equity		
960 - Retained Earnings	108,142	75,805
Current Year Earnings	2,434	32,337
Total Equity	110,576	108,142



Bank Reconciliation Summary

Bendigo Bank Bayswater Branch,
AAEE (WA Chapter)
As at 30 June 2020

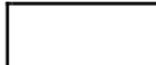
Date	Description	Reference	Amount
30 Jun 2020	Balance in Xero		124,607.83
30 Jun 2020	Statement Balance		124,607.83



Bank Statement

Bendigo Bank Bayswater Branch,
AAEE (WA Chapter)
From 1 June 2020 to 30 June 2020

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Jun 2020	Opening Balance						113,908.05
1 Jun 2020		1 Jun 2020	INTEREST	Yes	Bank Feed	3.45	113,911.50
1 Jun 2020		1 Jun 2020	PAY ANYONE WBC148289 AUSTRALIAN ASSOC F 0083191061PETE R PAUL	Yes	Bank Feed	(210.00)	113,701.50
3 Jun 2020		3 Jun 2020	BILL PAYMENT BPAY TO: TELSTRA CORP LTD 0118111734	Yes	Bank Feed	(80.66)	113,620.84
5 Jun 2020		5 Jun 2020	DIRECT CREDIT John Curtin Coll 0977171012 AAE001INV0326	Yes	Bank Feed	66.00	113,686.84
5 Jun 2020		5 Jun 2020	DIRECT CREDIT John Curtin Coll 0977171013 AAE001INV0327	Yes	Bank Feed	66.00	113,752.84
11 Jun 2020		11 Jun 2020	OSKO PAYMENT Waste Wise inv3462 SERCUL	Yes	Bank Feed	(1,976.17)	111,776.67
11 Jun 2020		11 Jun 2020	DIRECT CREDIT Dept of Water 0978244328 020666	Yes	Bank Feed	8,709.50	120,486.17
12 Jun 2020		12 Jun 2020	DIRECT CREDIT TryBooking Pty L 0978498228 LGS web21May	Yes	Bank Feed	117.00	120,603.17
14 Jun 2020		14 Jun 2020	OSKO PAYMENT INV - 0321 Ms Kylie Ridder	Yes	Bank Feed	66.00	120,669.17
15 Jun 2020		15 Jun 2020	PAY ANYONE WBC148289 AUSTRALIAN ASSOC F 0083191061PETE R PAUL	Yes	Bank Feed	(210.00)	120,459.17
18 Jun 2020		18 Jun 2020	DIRECT DEBIT XEROAUSTRALIA PTY 0979660757 XeroAUIINV_HUS huWYF	Yes	Bank Feed	(50.00)	120,409.17
18 Jun 2020		18 Jun 2020	DIRECT CREDIT Dept of Water 0979699974 020787	Yes	Bank Feed	6,657.20	127,066.37
29 Jun 2020		29 Jun 2020	PAY ANYONE WBC148289	Yes	Bank Feed	(210.00)	126,856.37



Bank Statement

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
			AUSTRALIAN ASSOC F 0083191061PETE R PAUL				
30 Jun 2020		30 Jun 2020	OSKO PAYMENT Sub LGSWA Amy Krupa for Aust G	Yes	Bank Feed	(272.37)	126,584.00
30 Jun 2020		30 Jun 2020	OSKO PAYMENT Waste Wise inv3506 SERCUL	Yes	Bank Feed	(1,976.17)	124,607.83
Closing Balance							124,607.83



Statement Exceptions

Bendigo Bank Bayswater Branch,
AAEE (WA Chapter)
From 1 June 2020 to 30 June 2020

Date	Description	Reference	Reconciled	Source	Reason	Amount
19 Jun 2020		DIRECT CREDIT DPAW 0979877353 523194	No	Bank Feed	Deleted	105.00
29 Jun 2020		OSKO PAYMENT Robert Olive's membership AAEE Inc	No	Bank Feed	Deleted	(105.00)



Profit and Loss

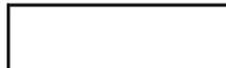
AAEE (WA Chapter) All Projects of AAEE WA Chapters 1 July 2019 to 30 June 2020

	ADM - Administration	CCC	CONFER20- Conference 2020	LGS Waste Wise	LGSWA LGSWA Council	SE - Science Expo	Waste Wise	Total
Income								
200 - Income	-	-	-	-	14	-	-	14
201 - Event Registration Fees	2,006	6,520	-	-	3,112	227	2,061	13,926
210 - Donations/Sponsorship	1,358	-	-	-	-	23,409	-	24,767
220 - Grant	1,000	-	-	19,830	1,250	36,938	11,877	70,895
230 - Membership LGS	-	-	-	-	2,887	-	-	2,887
240 - Administration Income	182	-	-	-	-	-	-	182
260 - Other Revenue	798	-	-	-	51	-	-	849
270 - Interest Income	125	-	-	-	-	-	-	125
Total Income	5,469	6,520	-	19,830	7,314	60,574	2,061	113,645
Gross Profit	5,469	6,520	-	19,830	7,314	60,574	2,061	113,645
Less Operating Expenses								
401 - Financial Charges	16	-	-	-	-	-	-	16
412 - Consulting & Accounting	5,325	800	-	-	-	-	-	6,125
414 - AAEE website	1,738	-	-	-	-	-	-	1,738
415 - AAEE Membership	90	-	-	-	-	-	-	90
417 - LGS Website	1,755	-	-	-	272	-	-	2,027



Profit and Loss

	ADM - Administration	CCC	CONFER20- Conference 2020	LGS Waste Wise	LGSWA LGSWA Council	SE - Science Expo	Waste Wise	Total
418 - Annual GST/BAS	4,512	-	-	-	-	-	-	4,512
419 - Telephone, Internet & Postage	122	-	-	-	32	499	-	652
453 - Office Expenses	270	-	-	-	54	160	-	484
460 - Presenters	-	300	-	-	817	300	2,373	3,790
461 - Printing & Stationery	33	-	-	-	-	-	-	33
470 - Program Resources	615	1,760	429	4,529	937	695	10,619	19,583
475 - Venue Hire	57	-	-	1,350	-	-	-	1,407
477 - Wages and Salaries	-	-	-	16,028	3,225	43,284	6,400	68,938
490 - Catering	-	961	-	227	-	628	-	1,816
Total Operating Expenses	14,532	3,821	429	22,135	5,337	45,566	12,992	111,211
Net Profit	(9,063)	2,699	(429)	(2,305)	1,976	15,008	(10,931)	2,434



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Profit and Loss

AAEE (WA Chapter) 1 July 2019 to 30 June 2020

	30 Jun 20	30 Jun 19
Income		
200 - Income	14	1,831
201 - Event Registration Fees	13,926	8,219
210 - Donations/Sponsorship	24,767	54,901
220 - Grant	70,895	97,592
230 - Membership LGS	2,887	305
235 - AAEE Membership Income	-	2,469
240 - Administration Income	182	-
250 - Presenter	-	527
260 - Other Revenue	849	522
270 - Interest Income	125	302
Total Income	113,645	166,667
Gross Profit	113,645	166,667
Less Operating Expenses		
401 - Financial Charges	16	334
412 - Consulting & Accounting	6,125	6,110
414 - AAEE website	1,738	-
415 - AAEE Membership	90	232
417 - LGS Website	2,027	-
418 - Annual GST/BAS	4,512	3,409
419 - Telephone, Internet & Postage	652	1,174
453 - Office Expenses	484	18
460 - Presenters	3,790	9,036
461 - Printing & Stationery	33	-
470 - Program Resources	19,583	19,571
475 - Venue Hire	1,407	1,305
477 - Wages and Salaries	68,938	89,932
485 - Donations & Sponsorship	-	200
490 - Catering	1,816	3,009
Total Operating Expenses	111,211	134,330
Net Profit	2,434	32,337

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Not-For-Profit Cash Management Account



009005

 AUSTRALIAN ASSOC FOR ENVIRONMENTAL E
 PO BOX 926
 CANNINGTON WA 6987

Your details at a glance

BSB number 633-000
Account number 151857471
 Customer number 31272669/1201
 Account title AUSTRALIAN ASSOCIATION FOR ENVIRONMENTAL EDUCATION(WA CHAPTER) INC
 AAEE WA CHAPTER INC

Account summary

Statement period 1 Jun 2020 - 30 Jun 2020
 Statement number 74
 Opening balance on 1 Jun 2020 \$113,908.05
 Deposits & credits \$15,790.15
 Withdrawals & debits \$5,090.37
Closing Balance on 30 Jun 2020 \$124,607.83

Any questions?

Contact Community Sector Banking
 at 225 St Georges Terrace, Perth 6000 on **1300 272 265**
 or call **1300 BENDIGO** (1300 236 344).

1818H1248 / E.O. / S.1795 / 1.1755 / 0031272669185908

Not-For-Profit Cash Management Account

Date	Transaction	Withdrawals	Deposits	Balance
Opening balance				\$113,908.05
1 Jun 20	INTEREST		3.45	113,911.50
1 Jun 20	Monthly Transaction Summary			
	PAY ANYONE TRANSFERS (5 @ 0.40)	2.00		
	Total Transaction Fees	2.00		
	ACCOUNT REBATE		2.00	
	Total Rebates		2.00	
	Net Transaction Fees for May 20	0.00		113,911.50
1 Jun 20	PAY ANYONE 0083191061PETER PAUL WBC148289 AUSTRALIAN ASSOC F	210.00		113,701.50
3 Jun 20	BILL PAYMENT 0118111734 BPAY TO: TELSTRA CORP LTD	80.66		113,620.84
5 Jun 20	DIRECT CREDIT AAE001INV0326 John Curtin Coll 0977171012		66.00	113,686.84
5 Jun 20	DIRECT CREDIT AAE001INV0327 John Curtin Coll 0977171013		66.00	113,752.84
11 Jun 20	OSKO PAYMENT SERCUL Waste Wise inv3462	1,976.17		111,776.67



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Account number 151857471
 Statement period 01/06/2020 to 30/06/2020
 Statement number 74 (page 2 of 2)

Not-For-Profit Cash Management Account *(continued)*

Date	Transaction	Withdrawals	Deposits	Balance
11 Jun 20	DIRECT CREDIT 020666 Dept of Water 0978244328		8,709.50	120,486.17
12 Jun 20	DIRECT CREDIT LGS web21May TryBooking Pty L 0978498228		117.00	120,603.17
14 Jun 20	OSKO PAYMENT Ms Kylie Ridder INV - 0321		66.00	120,669.17
15 Jun 20	PAY ANYONE 0083191061PETER PAUL WBC148289 AUSTRALIAN ASSOC F	210.00		120,459.17
18 Jun 20	DIRECT DEBIT XeroAUIINV_HU5huWYF XEROAUSTRALIAPTY 0979660757	50.00		120,409.17
18 Jun 20	DIRECT CREDIT 020787 Dept of Water 0979699974		6,657.20	127,066.37
19 Jun 20	DIRECT CREDIT 523194 DPAW 0979877353		105.00	127,171.37
29 Jun 20	PAY ANYONE 0083191061PETER PAUL WBC148289 AUSTRALIAN ASSOC F	210.00		126,961.37
29 Jun 20	OSKO PAYMENT AAEE Inc Robert Olive's membership	105.00		126,856.37
30 Jun 20	OSKO PAYMENT Amy Krupa for Aust G Sub LGSWA	272.37		126,584.00
30 Jun 20	OSKO PAYMENT SERCUL Waste Wise inv3506	1,976.17		124,607.83
Transaction totals / Closing balance		\$5,090.37	\$15,790.15	\$124,607.83

1618H1248 / E.O. / S.1756 / 1756 / 0031272689185908

Bendigo Bank suggests you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions are to be promptly reported to your branch. It is important that you notify Bendigo Bank of any disputed transactions as soon as possible as Bendigo Bank's ability to investigate disputed transactions and to subsequently process a chargeback in your favour is restricted by the time limits imposed under the operating rules of the applicable credit card scheme. If you wish to obtain further information about this product (including your chargeback rights) or you have a question or concern about your account or its operation please contact your local Bendigo Bank Branch (details supplied on the front of the statement).

All card transactions made in currencies other than Australian dollars will incur a fee of 3% of the transaction value. (Additional charges may apply for cash transactions.)

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Face2Face Business Mentors

c/- 5 Renville Way, LYNWOOD WA 6147

Mobile: 0412 517 971

e-mail: andy@f2fbusinessmentors.com.au

web: www.f2fbusinessmentors.com.au

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE AUSTRALIAN ASSOCIATION FOR ENVIRONMENTAL EDUCATION WA CHAPTER

Scope

We have audited the accompanying financial report, being a special purpose financial report, of the Australian Association for Environmental Education WA Chapter ("AAEE WA"), which comprises the Profit & Loss and Balance Sheet reports for the twelve months ended 30th June 2020 and the statement by members of the Executive Committee.

Committee's Responsibility for the Financial Report

The Executive Committee of AAEE WA is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies applied are consistent with the financial reporting requirements of the Associations Incorporation Act Western Australia 2015 (Version 00-b0-02) and the Australian Charities and Not-for-profits Commission Act 2012. 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 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 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 (Version 00-b0-02) and the Australian Charities and Not-for-profits Commission Act 2012. 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.



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





Face2Face Business Mentors

c/- 5 Renville Way, LYNWOOD WA 6147

Mobile: 0412 517 971

e-mail: andy@f2fbusinessmentors.com.au

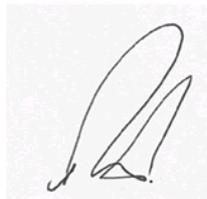
web: www.f2fbusinessmentors.com.au

Independence

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

Auditor's Opinion

In our opinion, the financial reports of the Australian Association for Environmental Education WA Chapter presents fairly, in all material respects, the financial performance for the year ended 30th June 2020.



Name of firm: Face 2 Face Business Mentors

Name of auditor: Neville Andrew Robert FIPA

Address: Lynwood, Perth

Dated this 15th day of June 2021



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



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GAD 20/07/2021

City of Cockburn,

We would like to send our sincere thanks and appreciation for the support that you have given to Little Green Steps WA.

Over the past 18 months, staff from our school have attended Professional Learning run by Little Green Steps.

Through information provided in the LGS Newsletter, I was able to read about Turtle day and participate in the making of clay turtles with my class (2020), we were rewarded with a 10kg bag of clay which we have used for other purposes (manipulative skill enhancement for Pre-primary).

Our class was later able to participate in World Environment Day in June 2020, we hope to participate this year as well. The PL on Biodiversity presented by Little Green Steps and the City of Canning was so inspiring that we came back to school and started growing vegetable gardens. Emma Malloch from Little Green Steps provided us with a compost bin and showed us how to make a compost cake (which is doing well).

I sit on the board of a Daycare in East Fremantle and was able to take the information from that PL including photographs and share with the group. We are now in the process of getting a garden with edible native plants established there. I was able to share information provided by Emma on the day on how to incorporate Aboriginal culture into weekly programs.

We have extended our nature play areas which provide us with opportunities for play based learning and discovery.

We are so grateful for your partnership with Little Green Steps WA, who keep us informed about events and Professional Development in and around Cockburn.

The information they send out regularly keeps us in step with the requirements of the Western Australian Curriculum and shows us how to sympathetically be an inclusive school while protecting our environment and educating our students- providing a better world for the future.

Your sincerely,
Dale Du Pont Milliken
MA Ed Leadership, BA(Hons)(Open)
Pre-primary teacher

Fremantle Christian College
110 Rockingham Road, Hamilton Hill, WA 6163
PO Box 72, Hamilton Hill, WA 6963
Phone (618) 9430 6635 Fax (618) 9335 4804

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To whom it may concern,

We first connected with Little Green Steps (LGSWA) in the beginning of 2020 and have had since the beginning very positive feedback from our educators joining the different workshops.

We found the topics addressed during the workshops are very helpful and inspiring. The learning opportunities for our educators have supported our team in building more thoroughly understanding of how to embed sustainable practices and generally nature learning at the centre and in the rooms with the children. The workshops have provided us with valuable information and great possibility to network with other centres in the area.

A number of bigger projects that we have grown out of the inspiration from LGSWA are our vegie garden, our compost bin and our 3 worm farms. All projects have been established and are maintained with and by the children.

We are pleased to host one of the LGSWA workshops here at our centre in Success ELC and looking forward to helping inspiring another, informative networking opportunity with LGSWA.

Kind Regards

Martin Danielowski

Nature Padagogy Leader

T. (08) 6148 4200

A. Unit 10, 660 Beeliar Drive, Beeliar WA 6164

E. manager@successelc.com.au

W. successelc.com.au

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Next
Generation

SCHOOL OF EARLY LEARNING

23 Snowden Street
Hammond Park, WA 6164
Phone 64999 998
info@nextgeneration.school

To Whom It May Concern,

We are a Centre Based Long Daycare service in Hammond Park, WA. We have been in operation since April 2019 and currently have approximately 120 families accessing our centre.

Over the last nearly two years we have found Little Green Step's regular emails and newsletters very informative with lots of ideas, which we have gain inspiration from and implemented some ideas into our service.

Just recently in the last Perth Metropolitan lockdown due to Covid-19, we received via email the Early Years COVID-19 resource 'My Teacher Wears a Mask' which did help our educators to answer any questions in a simple way about mask wearing.

We regularly forward these emails and flyers to our families through our own email mailing list, displaying flyers on our parent information wall as well as sending these through our internal family communication app.

During 2019, we have also had educators attend a Biodiversity workshop and the Early Childhood Chat in conjunction with the CEYN in September 2020. Without notification of these, we would not have known they were available.

From these regular emails and workshops, we have attended we have also increased our knowledge of local services in the Cockburn area along with other services that could support our families.

We find Little Green Steps a valuable resource to the Early Years sector.

Kind Regards

Lisa Hall

Educational Leader and Environmental Manager
Next Generation School of Early Learning

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Taking Little Green Steps in Cockburn

Report on Little Green Steps WA activities in the City of Cockburn 2019-2021

April 2021



Cockburn Family Day Care children learning about 'compost cakes' and 'compost critters' with Little Green Steps WA.



Introduction

Little Green Steps WA (LGSWA) is a not-for-profit program of the Australian Association for Environmental Education WA (AAEEWA), which supports early childhood services across Western Australia with Education for Sustainability (EFS). Through workshops, information and connecting educators with education providers and local government resources, LGSWA provides support to those working in the early years sector. This includes long day care centres, family day care, out of school hours care services (OSHC), kindergartens and schools. Where gaps are identified, LGSWA also works with organisations and existing programs to assist in creating suitable resources.

After successfully piloting Little Green Steps in Western Australia in July 2012, AAEEWA began a year-long partnership with the City of Cockburn (CoC) to begin the implementation phase of the LGSWA program in February 2014. Following successful evaluation of this project, AAEEWA and the City of Cockburn entered into two-yearly agreements from 2015-2017, 2017-2019 and 2019-2021 to deliver the LGSWA program to early childhood services in the City.



Workshop participation, Sustainability Planning in the Early Years Oct 2020 and Conserving and Protecting Water in the Early Years Sept 2019



Snapshot of Proposed and Delivered Activities July 2019 – July 2021

Proposed Activities	Delivered Activities including Additional Activities
8 Workshops <ul style="list-style-type: none"> - Cultural workshops including a Noongar presenter - Day to Day Sustainability in Early Years - New Biodiversity Workshop - New Planning to meet the Outcomes of Sustainability in Early Years 	12 Workshops: <ul style="list-style-type: none"> - Conserving and Protecting Water - Grow it Local Compost - 2 x Cultural Conversations in the Early Years both with Noongar presenters and special guests - Healthy Choices, Healthy Environments, Energy, Air and Transport - 2 x Reducing Waste - Introduction to Sustainability - Planning for Sustainability - Biodiversity - Day to Day Sustainability - Cultural Competency
Visits to 10 early years services	Visits to 27 early years services for extended support and 33 additional drop-in visits to deliver Noongar language posters
Phone and email support	Phone and email support to 64 Early Childhood Services
Providing sustainability related children's activities at 2 CoC events	Attended 6 Events: <ul style="list-style-type: none"> - Teddy Bears' Picnic in 2019 - Cockburn Early Years Network Early Childhood Chat - Froggy's Festival in 2020 - Multiple Cockburn Family Day Care Playgroup - Multiple Aboriginal Playgroup sessions. - Provided resources to engage children in Turtle conservation at Coogee Live in March 2021
Promotion of CoC sustainability initiatives and community events at LGSWA workshops, website and newsletter	Promotion at workshops, in quarterly newsletters and on the website have all been maintained. LGSWA has also increased social media presence and promotes CoC events through this forum.
Publication of one article about CoC's support for early childhood services	Publication of CoC support to EY services through the Compost Bin initiative is expected to be displayed in the June 2021 Cockburn Soundings



Working with the City of Cockburn

The Little Green Steps WA Program Manager and Education Officer have worked on projects and initiatives with City staff from the following departments:

- Environment** – LGSWA encourages family day care (FDC) services to register for free home energy and waste audits, shares information about City environment initiatives, and promotes environmental support available to Early Years (EY) services such as home energy audit kits, Cockburn bird ID tool kit, environmental education grants, sustainable living events and grants. LGSWA promoted and facilitated initiatives by Environmental Services for World Turtle Day, World Environment Day and NAIDOC week. This included email promotion, follow-up with services, maintaining a data base and visiting many of the centres. In conjunction with a Healthy Choices, Healthy Environment: Air, Energy and Transport Workshop, LGSWA liaised with the Environmental Projects Officer and assisted in the coordination of free and discounted eco-audits for 4 EY services from the City of Cockburn.
- Community Development and Services** – LGSWA has provided and dispersed Reconciliation Action Planning (RAP) advice relevant to Cockburn EY services. LGSWA will assist in running an additional workshop in partnership with Community Development and Services and the Aboriginal Community Development Officers on Cultural Competency for EY Educators in 2021.
- Family and Community Development** – LGSWA has run activities at Teddy Bears' Picnic and Froggy's Festival, as well as facilitating at the Early Years Network Early Childhood Chat Event in 2021 and attending regular Early Years Network (EYN) meetings. LGSWA has worked closely with the Children's Development Officer to provide support and facilitate the promotion of EYN events, information and support to Cockburn EY Educators. LGSWA worked with the Grants and Research Support Officer to provide information for the Local Government Awards in which the City achieved a Commendation in Aboriginal Child Health due, in part to the work LGS has done, as well as information provided.
- Parks** – LGSWA connects family day care educators who would like to access cut logs for nature play spaces with the Parks department who can provide logs when they need to cut down trees.
- Waste** – LGSWA shares information about waste services and waste minimisation strategies to Cockburn EY services. LGSWA facilitated the delivery of 15 City of Cockburn funded compost bins alongside an LGS-directed education session to 15 services within Cockburn. LGSWA co-hosted a Waste focussed workshop for Cockburn EY educators, in conjunction with the CoC Waste Officer in February 2021.
- Childcare Services** – Family Day Care and In- Home Care Educators and Support Officers frequently use LGSWA created or sourced teaching activities in their work. LGSWA's Energy and Reducing Waste packs, grotty bags, compost in a bottle, and native animal biodiversity resources and Noongar literacy learning through LGSWA interactive props, all support early childhood understanding about connections to country, natural cycles and development of agency to conserve resources. LGSWA staff have answered multiple FDC Educator questions about composting, worm farming and community gardens, as well as, worked with Childcare services staff to set up office compost, worm farm and soft plastic collection systems. LGSWA has run activities at a number of Cockburn Family Day Care Playgroup sessions and specifically provided support to the Tuesday Aboriginal Playgroup.
- Library Services** – LGSWA works with children's librarians to promote sustainability initiatives such as reviews of themed picture books and school holiday children's events.
- Governance and Community Services** – In preparation for a Day to Day Sustainability workshop LGSWA liaised with the Grants and Research Team on what grants were available for EY services and how they can apply. This information was sent to all early years with the City of Cockburn.

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Activities: Workshops

Ten workshops have been delivered with two more planned by June 2021.

Conserving and Protecting Water in the Early Years

September 2019

Participants learned about the water cycle, where water in Perth comes from and how it is treated, by building a simple model of Perth's water system. They discussed stormwater pollution and ways to keep waterways clean.

They shared ideas about ways to reduce water use and learned ways to influence the behaviour of staff and children at their service.

Participants completed a number of fun activities that could be used to teach children about reducing water use and water pollution including making clouds in a jar, appointing children as water monitors and trying to clean polluted water. Finally, participants used what they had learned to plan changes at their service.



Grow it Local Compost Workshop

November 2019

This was an extra workshop for EY educators funded by the City of Cockburn additional to the present partnership to support the direction of creating a closed loop of Nature recycling.

Participants learnt how to create a composting system in their early years setting. They explored different bin systems and which works best in what setting. Participants learnt the importance of communicating the process to their EY community and of embedding the practice with their children so that the responsibilities did not reside with one educator. Participants left with many tips on how to create a successful compost system and a closed loop of their organic waste.



Sample Activity

How to teach the water cycle and incidentally demonstrate how pollution enters waterways

Participants were guided to build the water cycle in the 'sandpit'. They created hills, a river course and the sea, then played a clouds game for collecting water from the lake and raced to release it at the top of the hill. Finally, participants were encouraged to place props on the model to demonstrate human impacts on our waterways, such as planting or cutting down 'trees' and watching the rains guide litter into the sea. These sustainable learning moments during water play were highlighted to help EY Educators guide children in better ways to care for waterways.



Activities: Workshops

Cultural Conversations in the Early Years x 2

November 2019 and planned for May 2021

Participants learnt about the importance of social and cultural diversity in achieving a sustainable world and the many connections between culture and sustainability were demonstrated. This workshop explored how culture affects human being's practices and asks EY services to audit what their practices depict about culture. Participants gained an understanding of how to embed cultural and social diversity into their service to ensure they are creating a rich learning environment for their children, where children are able to understand theirs and other's cultures; have their experiences broadened; and understand that there are many similarities and difference amongst all people.

Guest speaker, Belinda Cox, delivered an engaging presentation about the diversity of Aboriginal language groups, kinship structures and the importance of Caring for Country. Participants learnt how to develop relationships with Aboriginal families, their children and the community.

Larissa Perry from Ngulluk Koolonga Ngulluk Koort Telethon Kids Project, presented the results of their 5 year study to support Aboriginal families take up childcare placements and explained how to use their booklet resource to meet the needs of Aboriginal and TSI children in care for EY educators use. Elder, Aunty Doris Hill, an integral contributor to this project also attended as a guest.

The planned May 2021 workshop will have Belinda Cox as the guest speaker and also be attended by Kathleen Miller, Aboriginal Community Development Officer for the City of Cockburn. The May 2021 workshop is planned to be in conjunction with a Cultural Competency workshop so will have a greater focus on activities, knowledge and language that educators can use in their service. Topics will include how services can connect with Aboriginal community, families and children; how to use age appropriate language and stories to share colonisation history with young children in the form of poems, songs and stories; and activities that can be embedded into the service. Participants will learn some basic language, which will be recorded for further practice, which can be taught to the children such as greetings and common phrases in early years education.



Activities: Workshops

Healthy Choices, Healthy Environment: Energy, Air and Transport

May 2020

Due to COVID impacts, this workshop was significantly modified to be presented as a webinar. Participants at this workshop learned about different types of energy as well as the way energy from fossil fuels, contributes to climate change. We discussed ways to encourage active and public transport use amongst staff and families and reduce indoor air pollution. Many activities for this workshop were videoed with children from the LGSWA community so participants could visualise the activities and resources in action. Activities included exploring where products were made and considering the energy used in transporting them and learning about the importance of clean air through play with kites, bubbles and feathers. Participants engaged in online discussions and breakout groups and the recording was made available to educators who were not able to attend at the allocated time.

Participants considered the possibility of undertaking an energy audit and were provided with useful results of audits done at other early childhood services in Perth. 2 services were awarded a free eco-audit by the City of Cockburn and a further 2 were given a significantly discounted audit as a result of this workshop. LGSWA also explored the City's Home Energy Assessment kit and participants planned to make changes at their service.

Reducing Waste Together x 2

June 2020 Webinar and February 2021

These are extra LGSWA workshops which have benefited EY educators in the City of Cockburn but were not funded by the City under this present partnership.

Through this workshop, participants learnt about waste and the problems it causes through a constantly updated behaviour change lens. Through the definition of waste as 'a resource, waiting to find its undetermined use', participants engaged in activities that allow children to understand waste issues and how to minimise waste.

This workshop focussed on ways to create a closed waste loop in EY services, especially through

organic recycling and emphasising the importance of the Hierarchy of Refuse, Reduce and Reuse for EY educators, before they focus with the children on the end stage of Recycling. This workshop alternates between three LGSWA and partnered research case studies on ways to reduce difficult waste in EY services (in particular nappies, gloves, paper towel and food waste).

Having worked with Green Skills, SMRC, the Nappy Guru and Switch Your Thinking to draw on solutions, this aspect gives the participants direction on ways to improve their own practices and processes.

Guest speakers such as Clare Courtauld, Waste Officer for the City of Cockburn, shared the City's processes to EY educators for managing waste. She also shared the City's initiatives to support EY services to minimise their own waste impacts.

Introduction to Sustainability

July 2020

This workshop is a more condensed version of the Day to Day workshop to make it easier for educators to attend after work. It included discussion about the Ecological Footprint and Social Handprint as well as brief taster information about reducing energy use, using sustainable transport options and learning from and about many cultures. Participants also had a short time for planning changes they would make at their early childhood service.

Sample activity Southwestern snake-necked turtle

LGSWA showcased our new resource 'Fun with the Snake-necked Turtle Kit' and its video resource 'Booyi'. This kit was designed to engage Early Years with the conservation of these turtles through multiple, fun and age appropriate activities.

Participants were also informed about how they can be involved in Turtle Watch.



Activities: Workshops

Planning for Sustainability in Early Years Settings

October 2020

This NEWLY developed LGSWA workshop arose as a high needs area from data collected off Cockburn workshop attendees in the previous partnership period.

This workshop aims to provide EY Educators, Managers and Sustainability Coordinators with a step by step framework for creating a Sustainability Actions Plan for their settings.

LGSWA shared tips for getting started, sustainable actions to plan for and information on what the Education and Care Regulatory Unit (ECRU) is seeking to observe in your sustainable practices. Best practice model plans, from two LGSWA services embedding sustainability effectively, were also viewed.

The highlight of this workshop is a guided action planning session using LGSWA's Sustainability audit sheets. The audit sheets are an easy to

"A great local service which are far and few between, the kids have thoroughly enjoyed the activities we have put in place"

follow checklist for educators to assess what they are currently doing in the specific area of sustainability and what areas they can work on.

Participants walk away from this workshop with a clear understanding of their plan for the next 12 months and into the future to continue to improve their service in the Ecological Footprint and Social Handprint.



Little Green Steps WA - Early Childhood Biodiversity Audit

Biodiversity is the variety of plants, animals and ecosystems which foster life

We need to learn that our world is brimming with life and why biodiversity matters.

We need to take action by helping children become aware of nature everyday, wherever they are, and they can be agents of change in many ways

Cost Effort or Time		Actions for adults & services plus Activities for children	Tick	Tick	
Higher	Lower		Yes	No	Comments
		Create Habitat gardens	Yes	No	Comments
		Plant native ground cover, trees, bushes for homes & to attract species			
		Create child friendly ponds, frog bog, wetland space, dry creek bed, bird baths			
		Plant Butterfly & Native Bee gardens – if the cabbage moths are prevalent then diversity is needed			
		Build Nesting boxes for local birds and micro bats, work with community Mens sheds to help with this.			
		Insert Rocks, logs and mulched areas for habitat creation for lizards, reptiles and insects - play 'who lives where?'			
		Add Indoor plants for maintaining air quality & indoor habitats			
		Add Signage in the garden for homes, plant names, Noongar words, 6 seasons connections			
		Create your own min beast habitats & native bee homes			
		Create Sensory garden spaces with native plants – look, listen, smell, touch... even taste			
		Create Food gardens for ourselves & nature	Yes	No	Comments
		Plant Seasonal Vegetable gardens & natural pest management			
		Plant Herb gardens – of diverse cultural varieties & sample them with children			
		Cultivate Bush tucker gardens & sample them with children			
		Cultivate Fruit trees & observe natural pest management – make fruit fly traps with children			
		Keep Animals for Child wellbeing & Nature observation	Yes	No	Comments
		Care of insect species for handling purposes & understanding life cycles (stick insects, spiders)			
		Keep temporary Wildcare rescue animals – eg. rainbow lorikeets to understand the issue of invading species.			
		Keep Pets for handling & care – guinea pigs, rabbits etc.			
		Keep Chooks & Chickens for understanding lifecycles, use of eggs & care			
		Keep Amphibians & reptiles eg tadpoles for understanding lifecycles and for return to allocated wetland projects.			

Example page from the Biodiversity Audit Document



Activities: Workshops

Biodiversity Awareness and Actions in Early Years Setting

November 2020

In this NEWLY developed workshop, participants discovered the meaning and importance of biodiversity, especially in our urban settings. They explored multiple ways to raise children’s awareness of their natural world and become more engaged in nature through a whole suite of LGSWA Biodiversity activities that embrace local areas, species and environments. The activities allow educators to understand how they can embed biodiversity learning and provide agency for children to care for their world, through everyday moments of play in any setting. This workshop showcases how children can become agents of change through the Service participation in the many Citizen Science Actions available through, local groups and City of Cockburn initiatives.

Sample Activity

Biodiversity and Threats to Native Animals and Plants

Using play native animals children can explore ecosystems through the use of simulate environments in their play space or through picture cards. Children can explore where in the ecosystem each species lives and what happens when something goes wrong, such as feral animals, fire, deforestation, litter and other human impacts. Children learn empathy through exploring different ecosystems, some damaged by human impact and some pristine; which would they prefer to live in? Children explore the native animals in their area and the needs of those species.



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Day to Day Sustainability in Early Childhood Settings

March 2021

During these workshops participants were introduced to the Ecological Footprint and the Social Handprint as a model of sustainability.

They considered ways that their EY service was already reducing their ecological footprint by taking action in the areas of water; energy; transport and air; biodiversity; and purchasing and waste; as well as increasing their social handprint by learning from and about a range of cultures, especially local Aboriginal cultures; partnering with community members and groups; and working to improve child wellbeing.

Participants took part in a range of practical activities that can be used to teach young children about caring for people and environment, such as learning some Noongar language and how to engage children in protecting water. They were also directed to a range of resources to help increase their own knowledge about aspects of sustainability and give them learning activity ideas.

This workshop was hosted by Success Early Learning. The Educational Leader of this service conducted a tour showcasing their sustainability initiatives, many of which have been inspired and/or supported by LGSWA. These included nature walks, various displays, the inclusion of natural materials in the children’s environment and changing schedules and room structures to allow more autonomy for the children. A section of this workshop was dedicated to planning, where participants could think about how to incorporate what they had learned into their everyday work and set achievable goals. They were also informed about City of Cockburn initiatives that could assist them or could be shared with their families, such as home energy audits (suitable for family day care), sustainable living events and sustainability grants.



Activities: Workshops

Cultural Competency in the Early Years

planned for June 2021

This is an extra workshop funded by the Community Development and Services Team at the City of Cockburn. Nick Abraham, a Cultural Presenter will deliver Cultural Awareness Training tailored towards EY Educators. Nick will discuss traditional culture, the impacts of contact and how to move towards reconciliation. He will discuss how to engage with Aboriginal communities and how to make Aboriginal families and children feel welcome in the early years. Nick will allow participants to explore stereotypes, racism, bias and ethnocentricity. The importance of understanding culture and history in order to educate children and embed culture will become clear to participants.

"We are a very small centre and by having access to the free support provided by Little Green Steps through the City of Cockburn we are able to get valuable information and resources to support us in our sustainability journey"

Sample workshop activity

Noongar language

Participants discussed simple ways to incorporate aspects of Noongar culture into their services. They were taught the Noongar language for numbers and colours. They practiced this language using activities they can do with their children such as what colours do we see in nature and what can we count in nature, as well as practicing colours and counting with blocks or an abacus.



Top: Learning the names of body parts in Noongar in the Introduction to Sustainability in the Early Years Workshop, Bottom: Day to Day Sustainability. "How can we Refuse, Reduce and Reuse Waste before we Recycle", Right: Many resources are displayed at every workshop. This is an example of just one table.

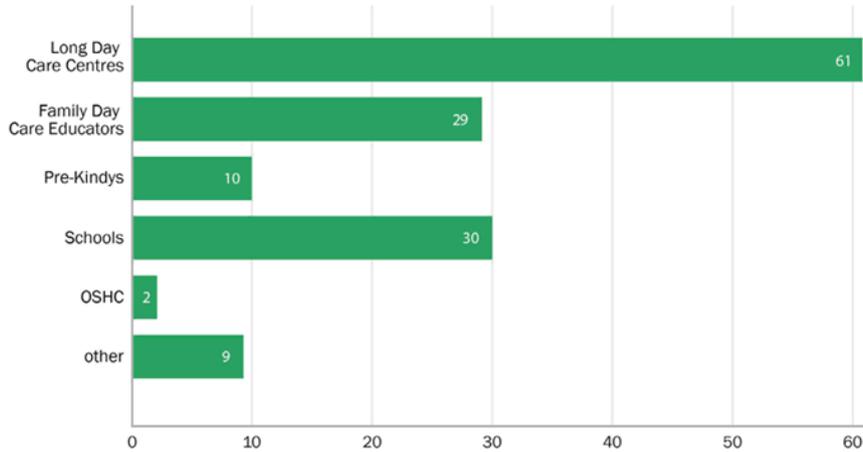


Workshop Participants

Participants at Little Green Steps WA Workshops 2019-21

141 participants attended workshops from the following Early Years Services
 (Please note this does not include the two workshop scheduled for May 2021)

Over half of this Partnership agreement has taken place during COVID 19 and despite this, Little Green Steps WA has still been able to find creative ways to deliver workshops, provide support and continue to grow our service.



Of Cockburn early childhood services:

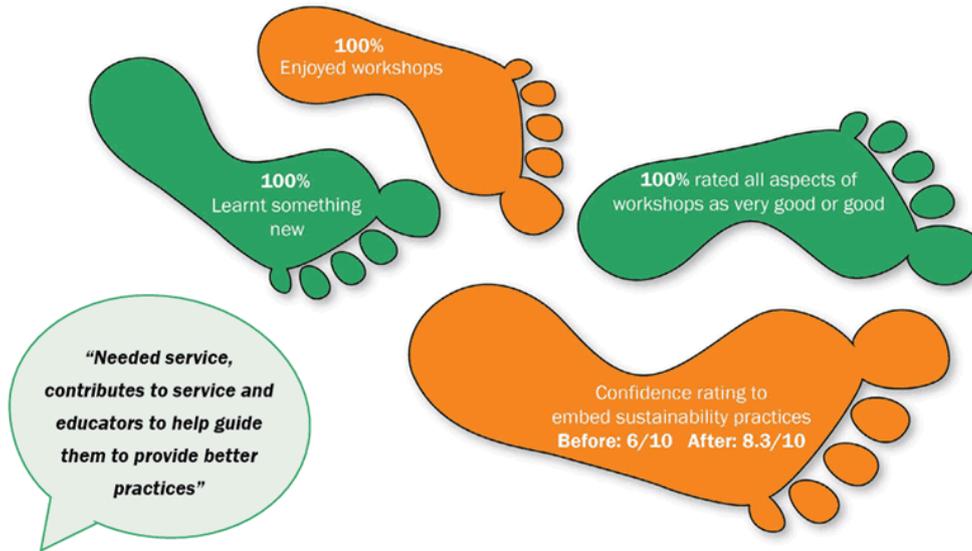
- 37 more early childhood educators attended workshops during this partnership than the previous one. Although it is expected that a minimum of 60 more educators will attend the last 2 planned workshops.
- 12 workshops were provided during this partnership, up from 4 in the previous partnership. These additional 4 on top of the Partnership requirements were economically sustained through LGSWA's wider partnering.
- 2 new workshops were researched, developed and delivered.
- 1 workshop was re-developed as a webinar and its associated hands-on demonstrations filmed.

"The LGS training workshops have provided the FDC Staff as well as Cockburn Educators with information, ideas and skills to put into practice within individual Educators FDC Services. We are more knowledgeable about the world around us and how we can start taking the steps towards embedding sustainability in our work and daily family life"



Workshop Evaluations

Feedback from participants at Little Green Steps WA workshops has been overwhelmingly positive, indicating that the program is relevant, valued and continuing to meet a demand for sustainability support in the sector. Based on 91 responses, the feedback shows:



When surveyed at each workshop participants described some examples of the changes they plan to make at their services:

- Embed Indigenous Culture
- Become involved in Turtle Watch
- Create a native garden
- Install a native bee hive/ bird boxes and/or other native animal homes
- Take the children on nature walks
- Create a nature tool box
- Embed water awareness and protection activities into the children's learning
- Using recycled materials
- Installing a worm farm
- Embedding the Noongar Six Seasons poster with activities such as writing the children's birthdays on it
- Encouraging children and staff behaviours to be water wise
- Audit their centre using LGSWA sustainability audit sheets
- Use the LGSWA activities, links, ideas and resources with their children
- Educate themselves more about Aboriginal culture
- Incorporate the ecological footprint into children's play
- Using the handprint and footprint
- Indoor plants
- Use Noongar language
- Become a collection centre
- Set up a worm farm
- Create a bush tucker garden
- Embed Aboriginal culture and "not be afraid to address some misunderstanding our community has"
- Everyday inclusion of all cultures in particular 'give it a go'
- Embed energy awareness and protection activities
- Embed air awareness and protection activities
- Implement service wide changes to save energy and increase the quality of indoor air
- Teach the children about different types of energy and greenhouse gases



Workshop Evaluations

An Example of a Workshop Evaluation:

Little Green Steps WA workshop: Biodiversity Awareness and Actions in Early Years at Coolbellup Community Hub – 24th November 2020 for City of Cockburn.



LITTLE GREEN STEPS WA WORKSHOP

Thank you for participating in the Little Green Steps WA Workshop. Please take the time to fill in this survey so that we can continue to improve our services.



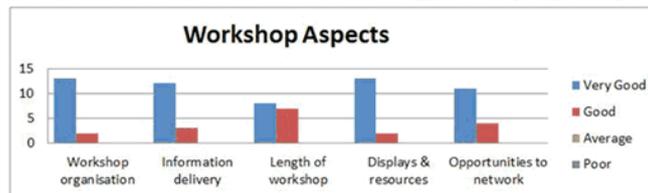
15 Participants. 8 educators from 4 Long Day Care services; 2 Family Day Care Educators; 4 EY teachers from local primary schools; 1 from pre-kindergarten service.

1. How did you hear about the Little Green Steps workshop? **Workplace emails from Service Managers (through LGSWA contact lists)**

2. Did you enjoy the workshop? **100%- Yes** No

3. Did you learn something new from attending the workshop? **100%- Yes** No

4. How do you rate the following aspects of the workshop? **Results have been summarise in the below table.**



5. Before attending the workshop, how confident do you feel about embedding sustainable practices into your service? 1= not confident still ⇌10 = extremely confident **Average 7. Range 4-10**

Having completed the workshop, how confident do you feel about embedding sustainable practices into your service? 1= not confident still ⇌10 = extremely confident **Average 9. Range 7-10**

6. What were the highlights or most useful topics covered in the workshop for you?

- "I love the many resources available as well as the ideas that were given"
- "Topic bags with activities"
- "Listening to everyone's ideas and resource displays."

7. What ideas, resources or activities do you plan to use from the workshop?

- "Fun with the SW Snake-necked Turtle Kit"
- "To start a Nature Tool Box"
- "Embedding Indigenous Culture"
- "All of it!"

8. What part/s of the workshop did you find least useful or least enjoyable?

- "None" (8 participants said this and the remaining didn't answer this question)
- "It was late" (this was expressed by 2 participants, as it was an evening workshop. LGSWA continue to offer a variety of workshops at different times to accommodate long work hours of educators)

9. In what ways do you think the workshop could be improved?

- "Hold in a service for further ideas" (unfortunately this workshop was moved from a EY service to a venue due to a health issue in the service)
- "PDF copy of PP for writing ideas"

10. Can you write a one-line comment about the workshop?

- "Loved this workshop it was so practical and hands on"
- "Really inspiring, thank you"
- "Very informative with lots of practical use"
- "The workshop was filled with a variety of ideas that can be easily implemented in a school"
- "Fantastic, full of useful information"
- "I really appreciated it 😊"
- "Well documented information"



Activities: Visits to Services

The LGSWA Education officer also supported early childhood services within Cockburn through visiting to talk with staff to offer ideas and planning advice, relevant to that particular service, for embedding sustainable practices in their work. Several initiatives were funded and supported by the City of Cockburn Environmental Education Team and facilitated by LGSWA. This was done by advertising to Early Years Services within the City, maintaining databases and contact information of participants and visiting centres to deliver the resources. These incentives and the participating services are listed below.

The target for the number of visits was four per year and this was exceeded with a total of 27 long visits, which included general visits and targeted compost installation visits. A significant number of drop in visits were also conducted to deliver Noongar Language posters. Often these visits included time spent with the centre manager sharing what support we provide to help progress their sustainability journey. The number of services supported is outline in the tables below.

General Service Visits and reasons during 2019-2021	
Early Childhood Service	Topic
Little People Place	Waste audit and case study
The Family Tree	Composting advice
Kid's Corner Childcare Centre	Composting educational session and advice Provided feedback on their Naturalist Policy and Naturalist Curriculum
Meredith's Family Daycare	Case study and general sustainability advice and support
Success Early Learning	General sustainability advice and support. Workshop hosting organisation
Good Start Early Learning Centre Cockburn Central	Incorporating Aboriginal Culture, Language and History
Next Generation Early Learning Centre	General sustainability advice and support to newly appointed Sustainability Officer
Lisa Green Family Daycare	General sustainability advice and support. Worm farm and compost advice
Meerilinga Children and Family Centre	Composting support



Waste audit at Little Peoples Place



Success Early Learning have transformed their space to include an abundance of nature



Activities: Visits to Services

Targeted Service Visits and reasons during 2019-2021			
Reason for Visit	No of EY Services supported	LGSWA Involvement	Testimonial
Energy Audits	4	As a result of the Healthy Choices, Healthy Environment Workshop the Environmental Projects Officer facilitated 2 x free and 2 x discounted eco-audits for 4 early years services. This was funded by the Environmental Services Team at the City of Cockburn. LGSWA assisted in the coordination of this initiative.	"We are very impressed with the audit conducted. Rob was very thorough and looked over all our energy use and gave us some valuable information to change. One immediate change we have made already was to not use our gas heating system and use the reverse cycle for heating as they are 3-4 times more effective and we may also be able to pull electricity from our solar system too. It's a work in progress and we are certainly determined to keep embedding more sustainable practices into our service." Montessori Stepping Stones and Waabiny OSHC-
Compost Visits	15	15 bins funded by Waste Services Team at the City of Cockburn. LGSWA provided 45 min visits and education session. Follow up is continually conducted and further support is provided to ensure the process is embedded successfully.	 <p>"Just wanted to thank you for visiting our school earlier this week - the PP children loved your visit." Deputy Principal Fremantle Christian College</p>
Noongar Language Posters	44	Funded by the Environmental Services Team at the City of Cockburn. LGSWA assisted in the communication of this initiative. LGSWA also delivered to approximately 33 of these services. During this time extra support was often offered to the service during the visit.	
Clay turtle Initiative for World Turtle Day	18	Funded by Environmental Services and supported by LGSWA through communications	 <p>"Thank you for including our children in the World Turtle Day activity. They had a wonderful time creating their turtles and what an awesome job they did. Here is a photo of their creations. (2-4 year olds)" Lollipop Childcare Centre</p>
World Environment Day Books	6	This initiative was funded by the Environmental Services Team at the City of Cockburn. LGSWA assisted in the communication and distribution of books.	

Activities: Case studies

A number of case studies have been written to share existing sustainability actions and ideas with other services. These have included Little People's Place, Meredith Family Day Care, Success Early Learning and Next Generation Early Learning.

Case Study Example:

Meredith's Learning Oasis for kids - Cockburn Family Day Care

Meredith's beautiful Family Day Care is set up to allow her children to explore and learn about the world in a sustainable way. The spaces she creates spark imagination in her children. She empowers them to participate in the decision making of their spaces and activities, simply putting out materials which invite children to discover and direct their own play, while Meredith awaits an invite to join in.

Over the many years Meredith has run her service, she has moved away from supplying plastic toys, to creating play items from reusable materials.

To further foster the transition away from plastic toys Meredith runs some fantastic activities with the children. They go on excursions to the salvage shop where each child is encouraged to exchange one plastic toy for a wood or material item. This is teaching the children to understand both the value of money as well as the worth to community from recycling products.

Another favourite game of the children's is their very own tip shop. Within the shop are recycled items such as bottle tops with old playdough lids used as money. The children can buy items which they then use to create new things.

Throughout Meredith's home she has also embedded Aboriginal and Torres Strait Islander history and culture. There are play spaces for the children that depict Aboriginal culture. The children have created a respect tree and tied ribbons to this. There are many posters and resources that create a culturally rich environment for the children.

Well done Meredith for creating an environment that is beautiful, rich, immersive and child led. The beauty of using what we have, refusing, reducing and reusing in order to create, is a child's world to be incredibly proud of.



LGSWA featured in Fremantle Christian College Newsletter:

We have been very fortunate to have so much support from families within the school and Mr Ashton to enhance our learning this term. On Tuesday (30/3), we were happy to welcome Mrs Emma Malloch who is an Education officer with Little Green Steps who work in partnership with the City of Cockburn.

We learned how to make a compost cake which is a delicacy for worms and a feast for our growing garden plants. Many thanks to Mrs Malloch for the lesson as well as The City of Cockburn for the gift of a compost bin.

Our job now is to keep feeding and stirring our cake while making sure that we have a good balance of nitrogen and carbon.



Activities:

Community Events

- LGSWA ran activities at Teddy Bears' Picnic in 2019, along with the CoC Environment Education team. The activities engaged children in how to make a compost cake and wonderful worms.
- LGSWA attended and presented at the Cockburn Early Years Network Early Childhood Chat in September 2020. LGSWA gave a brief presentation on the support and workshops we offer in the City of Cockburn and spent time networking with participants.
- LGSWA ran activities at Froggy's Festival in 2020 using our Fun with Frogs Kit that includes many activities to engage early years children in Frog awareness, fun and conservation.
- LGSWA ran activities at multiple Cockburn Family Day Care Playgroup and Aboriginal Playgroup sessions.
- LGSWA provided resources for AAEEWA representatives to engage children in Turtle conservation at Coogee Live in March 2021.



Activities:

Creating Resources

- LGSWA created an Early Childhood Sustainability Directory in January 2020 to inform early childhood services within the City of Cockburn about other organisations that can assist them to embed sustainable practices in their work. The directory is an interactive PDF and includes environmental education organisations, government initiatives, cultural groups and community groups such as Men’s sheds and community gardens. LGSWA continues to update this directory adding new services and maintaining relationships with current services.
- LGSWA created 8 Audit Sheets for Early Years to audit their service’s sustainable practices and to assess how embedded sustainability is in their teaching practice. Audit sheets have been created for Aboriginal and Torres Strait Islander Histories and Cultures, Air and Transport, Biodiversity, Cultural and Social Diversity, Energy, Waste, Water and Community Partnerships. These are currently being further developed to include the WA Curriculum links.
- LGSWA created a Fun with the SW Snake-necked Turtle Kit. This includes a video that can be shown to early year’s children to create awareness and engaged children in the protection of the Snake-necked Turtle. The kit includes many activities that can be used by EY educators to engage children to learn about these turtles. Activities include those that educators can download from the kit as well as resources and toys that are available every day.
- LGSWA created 3 new workshops.
 - LGSWA re-designed Healthy Choices, Healthy Environment: Air, Energy, Transport Workshop into a webinar format to allow the continuation of workshops during COVID 19.
 - Biodiversity Awareness and Actions in Early Years Settings
 - Planning for Sustainability in the Early Years Setting
- LGSWA created multiple videos showcasing activities, ideas and resources that educators can use to engage children in sustainability. This was to support educators during COVID 19 and to support the webinars LGSWA created. These are available on LGSWA website in the members section.
- LGSWA created a Sustainability Calendar which included sustainable dates throughout the year, sustainable themes for each month, tips, ideas and photos. This was sold to educators.
- LGSWA created an Introduction to Sustainability Webinar that is for sale on the website shop.

Promotion

- LGSWA regularly promoted CoC events and initiatives via the LGSWA website and newsletter, during workshops and visits and in emails to all early childhood services within Cockburn.
- LGSWA increased their presence on social media and promoted many events, initiatives and information from the City of Cockburn on Facebook with a present following of 664.



Cockburn Early Childhood Services that utilised LGSWA support in 2019-2021

Support includes workshops, visits, email and phone advice about sustainable actions, planning and resources. **A total of 64 early childhood services, up from 31 services in the previous agreement.**

Long day care centres

- 🍃 Buggles Early Learning Atwell
- 🍃 Buggles Early Learning Beeliar
- 🍃 Buggles Early Learning South Lake
- 🍃 Buggles Early Learning Spearwood
- 🍃 Cuddles Childcare Centre
- 🍃 Freo Kids Early Learning
- 🍃 Genius Childcare Hamilton Hill
- 🍃 Goodstart Atwell
- 🍃 Goodstart Success
- 🍃 Goodstart Cockburn Central
- 🍃 Glen Iris Child Care
- 🍃 Great Beginnings Hammond Park
- 🍃 Kids Corner Child Care Centre
- 🍃 Leapstart Early Learning
- 🍃 Little Peoples Place Spearwood
- 🍃 Lollipops Child Care
- 🍃 Montessori Stepping Stones
- 🍃 Nido Early School Beeliar
- 🍃 Nido Early School Treeby
- 🍃 Next Generation
- 🍃 Port Early Learning
- 🍃 Sonas Early Learning and Care Atwell
- 🍃 Sonas Early Learning and Care Coobellup
- 🍃 South Lake Child Care Centre
- 🍃 Sparrow Early Learning South Lake
- 🍃 Success Early Learning
- 🍃 Teddy Bear Corner
- 🍃 The Family Tree Early Learning Centre
- 🍃 Treasured Tots Bibra Lake

Schools

- 🍃 Atwell Primary
- 🍃 Beeliar Primary
- 🍃 Blue Gum Montessori School
- 🍃 Coolbellup Learning Centre
- 🍃 Coogee Primary
- 🍃 Fremantle Christian College
- 🍃 Harmony Primary
- 🍃 Kerry Street Community School
- 🍃 Master Christi Catholic Primary
- 🍃 South Lake Primary
- 🍃 Southwell Primary
- 🍃 Spearwood Primary
- 🍃 St Jerome's Primary
- 🍃 Perth Waldorf School

Early Years Services in Cockburn

Pre-Kindys

- 🍃 Atwell Pre-Kindy
- 🍃 Blue Gum Montessori Pre-Kindy
- 🍃 Hammond Park Catholic Primary Pre-Kindy
- 🍃 Fremantle Christian College
- 🍃 Mater Christi Catholic Pre-kindy
- 🍃 Meerilinga Children and Family Centre
- 🍃 Nido Early School
- 🍃 Perth Walkdorf Pre-Kindy
- 🍃 Pineview Community Kindergarten
- 🍃 Yangebup Family Centre
- 🍃 Yangebup 3 Year Old Kindy

OSHC services

- 🍃 Helping Hands Jandakot
- 🍃 St Jeromes OSHClub
- 🍃 Harmony PS OSHClub
- 🍃 Yangebup Occasional Care
- 🍃 Camp Australia Coogee
- 🍃 Camp Australia Aubin Grove
- 🍃 Camp Australia Success
- 🍃 Helping Hands Atwell
- 🍃 Helping Hands Bibra Lake
- 🍃 Helping Hands Jandakot
- 🍃 Horizons Childhood Learning Centre OSHC

Family Day Care

- 🍃 City of Cockburn Family Day Care
- 🍃 Wanslea Family Day Care
- 🍃 Nectar Scheme
- 🍃 Nature Alliance
- 🍃 Elite Childcare Scheme
- 🍃 Communicare FDC

Play Group WA- Emails are sent to a contact who distributes to the individual playgroups as these contacts are personal emails of parents who run the playgroup.

Sustainable Changes after LGSWA Workshops and Support

When Cockburn early childhood services were surveyed at the beginning of 2021 about sustainable changes they had made since accessing LGSWA support, some of the most common responses were:

- Increased children’s engagement with nature and biodiversity
- Incorporated waste minimisation practices such as correct bin usage, composting, worms and re-use
- Incorporated waste awareness activities such as teaching where waste goes
- Incorporated water conservation practices
- Incorporated Noongar language or Noongar awareness activities
- Planted native, indoor and/or edible gardens
- Celebrated multicultural and social diversity
- Incorporated water awareness and protection activities
- Created a sustainability team
- Incorporated energy wise activities and energy saving practices
- Incorporated greater parent and community engagement
- Incorporated active transport choices



St Jerome’s Early Years inspired by LGSWA to create during National Recycle Week

Case Study- Next Generation Hammond Park

After being inspired by LGSWA, Next Generation has recently appointed a dedicated Sustainability Officer, Belinda with an extensive background in horticulture. Belinda comes with a huge enthusiasm for assisting the educators and service manager to move forward in their plans for sustainability. Belinda has transformed their garden beds and ‘grow walls’ with hands on support from the children. Previously filled with over grown succulents, many of the walls are now filled with edible plants, picked by the children and used by the kitchen. The children love picking fresh strawberries and watching the cucumbers grow. Belinda is also re-vamping the centre’s bush tucker garden so the children can sample some fresh bush tucker. They have created a sensory garden for their nursery children with herbs such as rosemary, lavender and peppermint geraniums for children to smell, touch and learn about colours. The centre has some very exciting composting plans which will be embedded into the children’s daily routine such



as reusing all of their food waste through worms, chickens and composting. They plan to create a community garden in the future that will also house their future chickens. This is all being made possible by the centre’s commitment to dedicate a staff member solely to sustainability. This allows Belinda to plan sustainability into programs, to maintain embedded processes and care for these gardens even during the busiest of days when everyone’s time is stretched. Most importantly, the children are super excited to help Belinda with every project she is doing and have been telling their parents all about their exciting adventures in the garden.



Beyond Cockburn: Wider Benefits of the Partnership

City of Cockburn support for LGSWA during 2019-2021 is greatly appreciated and has enabled the Little Green Steps program to **grow new funding sources; to develop new partnerships and collaborations and to achieve tangible outcomes** which support early childhood educators across Western Australia.

	Immediate benefits	Broader benefits
Secured Funding:	<ul style="list-style-type: none"> - To increase the number of workshops LGSWA now delivers outside local government partner areas; Bright Futures, Kwinana, Aug 2019; Collie Childcare, Feb 2020; Mercy Care, Mt Hawthorn, Sept 2020; City of Stirling Henderson Enviro centre, March 2021 - To deliver a Planning for Sustainability workshop for City of Joondalup in May 2021 and a Day to Day for Nectars FDC in Stirling in June 2021. - To purchase 2 laptop computers, software and projector - recent ICT funding from local member of Gosnells, Hon Chris Tallentire, will increase webinar potential. - To create Biodiversity resources and run activities for Science Expo 2019 (funding from Switch Your thinking) 	<ul style="list-style-type: none"> - To create new LGSWA website on WordPress platform in 2020 - inclusion of more resources to attract NEW members and woocommerce shop to sell LGS resources. - To deliver the Introductory package to the City of Melville in the second half of 2021. - To consolidate Strategic planning through guided input sessions with Mr Peter Fitzpatrick which led to the creation of a focal outcomes document in late 2020 to better engage and streamline our processes, as well as a marketing plan.
Collaborations:	<ul style="list-style-type: none"> - Began a 5 year partnership with Waste Authority - Aug 2019 to deliver 6 Reducing Waste workshops annually. - Research with ANA, the Nappy Guru and Nappy Services over East since 2019 to find and share solutions and cross promote modern cloth nappies as a waste-reduction alternative to disposables for EY services. - Reviewed Interim Business Plan with stakeholders in 2020 and 2021 to monitor objectives for growing LGS and have increased Key Performance Indicators (KPIs). 	<ul style="list-style-type: none"> - Ongoing Council partnership with the City of Canning to support Community sustainability indefinitely. - Regional engagement to reduce waste in Kimberley 2021 and Goldfields 2022. - In follow-up discussions with the Cities of Wanneroo and Joondalup to deliver sustainability packages in 2022. - Increased network of organisations working in Sustainability, widens LGSWA's potential to expand our reach to EY services; through direct promotion, additions to Directory and opportunities for expert guest speakers at LGS workshops.
Tangible Outcomes:	<ul style="list-style-type: none"> - Updated the Reducing Waste Kit for EY educators - mid 2020. - Updated the LGSWA Sustainability Directory with inclusions for the Cities of Armadale and Canning in 2020. - Increased newsletter circulation up to 1750. - Development of new teaching activities to update all workshops - case studies, videos, Noongar interactive story props and Energy and Transport activities. 	<ul style="list-style-type: none"> - LGSWA's memberships have increased to 70 - this has doubled since last partnership. - Creation and promotion of new workshops (Planning and Biodiversity) and webinars (<i>Intro, Reducing waste and Energy Air and transport</i>) have seen them taken up in other Councils and regions. - Greater Social Media presence as per Marketing Plan 2020 on Facebook (and soon Instagram, pinterest and LinkedIn) - to spread LGS messaging to a wider network.



Future Directions

A Snapshot of Little Green Steps WA future direction and how it aligns with the City's Strategic plans.

Based on surveys of quantitative and qualitative data, Little Green Steps WA proposes to meet the needs of EY services within Cockburn and build on current successes in the following ways:

- Support the City's Strategic Plan to promote Economic, Social and Environmental responsibility through continued provision of our over-arching workshop 'Day to Day Sustainability in Early Years Settings'. Early years services often have a degree of staff turnover and this workshop grounds NEW staff with an understanding about the importance of sustainability and ability to contribute to the service's efforts to embed sustainable practices. Recent trials have shown the benefit of having a Sustainability focus threaded through the themes of the Social handprint and Ecological footprint to demonstrate the interconnectedness of sustainability to everyday activities in childcare.
- As a Follow-up specific workshop, LGS will offer 'Planning for Sustainability', in this partnership. Feedback from Cockburn EY educators indicate this workshop's popularity based on both attendee numbers and anecdotal responses. This workshop works well to align EY educators to Outcome 2 of the Children and Families Strategy to have access to services, programs, activities, and events that support their health, wellbeing, and quality family time. Educators are guided through this embedded planning process using LGS sustainability audit sheets to connect to their Cockburn community for the health and wellbeing of the children in their care.
- Continue to provide sustainability information and advice via visits, phone calls, emails and targeted approaches. Research shows that it can take considerable time for changes in practices to be embedded in educational settings, and that educators benefit from ongoing support to achieve these changes.
- Align with the City Sustainability directives in the Strategic Plan to focus on community social responsibility to care for the environment. Without an Officer presently in this role, LGSWA can support objectives 1 and 2 of the Urban Forest Plan to maintain and care for trees in urban areas to link wildlife corridors, for the preservation of species. By offering our 'Biodiversity Awareness and Actions' workshops, children (and their educators) learn to care for flora and fauna by being agents of change. LGSWA will direct attention to citizen science programs particularly pertinent to the City of Cockburn such as Turtle Watch in Wetlands and a focus on preserving Banksia Woodlands affected by new development.
- As the City of Cockburn is becoming increasingly culturally diverse (Cultural Diversity Strategy 2018 -2021), LGSWA will continue to organise our Cultural and Social Diversity workshops for EY educators, alternating the cultural conversations by engaging with both Noongar and multicultural guest presenters. Previous experiences, indicate that there is a high level of demand for these workshops and few organisations offer them with an early childhood focus.
- In response to EY Services demands for cultural workshops with a Noongar focus, LGSWA plans to work with Family and Community Development on a Reconciliation Action Planning Forum or process to assist EY Services to create their own meaningful and embedded RAP Plans. This aligns with both objectives 3.1 and 3.5 of the City's Strategic Development Plan.

'Professional learning needs to be ongoing, long term and sustained. Significant and long-term change in teacher practice does not occur in a matter of weeks but more often over months or years. Learning by doing, reflecting and refining is a long, multistage process.'



Future Directions

- Outcome 8 of the City of Cockburn's Climate Change Strategy directs LGSWA to educate and collaborate with EY communities in Cockburn to meet the sustainability needs of children from 0-8 years and thus supporting the substantial brief of the City's Environmental Education Team. To this end, LGSWA will deliver or facilitate a closed loop gardening workshop as this has been flagged by the City as a needs area, in particular to support recipients of grants to ensure that their garden projects are successfully ongoing in nature.
- By developing 'an Economic and Built Environment' workshop LGSWA can help to meet the outcomes of the City's Urban Forest Plan to increase the City liveability with more trees and protection from the overheating effects of climate change. Some activities will include how to educate children about sustainable purchasing, planning future cities with green spaces and giving them agency to make wise choices.
- Develop and/or offer a webinar of one of our workshops once a year. Post COVID feedback has indicated this has been popular as many EY educators are time poor and receive limited relief cover to attend, so learning from webinars and video resources has its place as it opens sustainability learning to potentially more attendees.
- As a result of the 2021 LGSWA survey to EY services in Cockburn and to align with Family and Children's Services 'Play Space Plan 2020', 71% of families consulted asked for provision of loose parts facilities in new play spaces. LGSWA can facilitate a specific Loose Parts Play workshop for EY educators with guest presenters from Kids Safe. This will be run in conjunction with case studies to allow networking support for those wanting to embed 'Loose Parts Play' into their play spaces, programmes and sustainability plans in more strategic ways.
- Continue to maintain the Cockburn Early Childhood Sustainability Directory.
- Continue to attend One City of Cockburn supported event a year.

1 <http://www.education.vic.gov.au/Documents/school/teachers/profdev/proflearningeffectivesch.pdf>

Further Details and Questions

We look forward to continuing to support the City of Cockburn in its sustainability goals. Please contact either the Program Manager or the Convenor of AAEEWA to discuss this report and future directions:

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E: pearsonjo@iinet.net.au

We also invite you to learn more about AAEEWA and LGSWA by visiting their websites:

LGSWA: www.littlegreenstepswa.org.au | AAEEWA: www.aaeewa.org.au

"LGS have provided Cockburn Educators with information on sustainable practice in the Early Years Setting. We have a valuable partnership with LGS which we look forward to continuing"

"Everyone talks about going green, being environmentally friendly, minimise waste, etc but more centres don't have the capacities to come up with their own ideas or can't provide enough time to develop and embed them in the day to day running of the programs. LGS is providing valuable information and strategies on how to implement projects on the floor. It connects likeminded people with each other and helps to grow a greener community"



Appendix

Visit to Services

Clay Turtles for World Turtle Day- 18 Services. This initiative was funded by the Environmental Services Team at the City of Cockburn. LGSWA assisted in the communication of this initiative.

- Buggles Early Learning and Kindy (Beeliar)
- Good Start Early Learning Centre (Atwell)
- Good Start Early Learning Centre (Success)
- LeapStart Early Learning Child Care
- Lollipops Child Care Centre
- Nido Early School Treeby
- Sonas Early Learning and Care Coolbellup
- Teddy Bear's Corner Child Care Centre
- Treasured Tots Bibra Lake
- Atwell Pre-Kindy
- Blue Gum Montessori Pre-Kindy
- Hammond Park Catholic Primary Pre-Kindy
- Perth Waldorf Pre-Kindy
- Spearwood Primary School
- St Jeromes Pre-Kindy
- Yangebup- 3 Year Old Kindy
- Sue's Family Day Care
- Nat's Ultimate Playground

World Environment Day Books- 6 Services (small number of books was available). This initiative was funded by the Environmental Services Team at the City of Cockburn. LGSWA assisted in the communication of this initiative.

- Kids Corner Child Care Centre
- Treasured Tots Bibra Lake
- Fremantle Christian College
- Mater Christi Catholic Pre-Kindy
- Yangebup Primary Early Years
- Sherry Martin Family Daycare

Compost Visits- 30/45 min visit and education session with multiple educators and children- 17 Services (15 of these bins were supplied by City of Cockburn, remaining were purchased by service). The 15 bins initiative was funded by the Waste Services Team at the City of Cockburn. LGSWA assisted in the communication of this initiative, maintenance of the participation list and facilitation of the compost education visits.

- Family Daycare: (complete)
 - o Manuel
 - o Toni Duff family daycare

- o Ruban D'Silva- 4 children
- o Amy Collins FDC
- o Nixie Kaur- This session also included 4 other family day care educators and their children who came along to learn from the session.
- The Family Tree
- Success Early Learning
- Yangebup Family Centre Inc
- St Jerome's Primary School
- Port Early Learning Centre
- Goodstart Cockburn
- Fremantle Christian College
- Meerilinga Children and Family Centre - Early Learning Program
- South Lake Early Learning
- Next Generation School of Early Learning

Noongar Language Posters- Visited to deliver these- 44 Services. This initiative was funded by the Environmental Services Team at the City of Cockburn. LGSWA assisted in the communication of this initiative and the delivery of many.

- Lollipops Childcare Centre
- Coogee Primary School
- Teddy Bear Corner Child Care Centre
- St Jerome's Primary School
- Kids Corner Child Care Centre
- Spearwood Primary School
- Blue Gum Montessori School
- Blue Gum Montessori Bush School
- Treasured Tots Early Education
- Montessori Stepping Stones and Waabiny OSHC
- Sparrow Early Learning South Lake
- Pineview Community Kindergarten
- South Lake Primary
- Southwell Primary School
- Nido Early School Beeliar
- Sonas Early Learning and Care Coobellup
- Yangebup Family Centre
- Nido Early School Treeby
- Success Early Learning
- Atwell OSHC
- Buggles Childcare Atwell



Appendix

- Leap Start Early Learning Child Care
- Sonas Early Learning and Care Atwell
- Meerilinga Children and Family Centre - Early Learning Program Cockburn
- Home Sweet Home Family Day Care
- The Family Tree
- Port Early Learning Centre
- Kerry Street Community School
- Goodstart Cockburn Central
- Family Daycare:
 - o Linda McNaught family daycare
 - o Stephanie Lee family daycare
 - o Ruban D'silva family daycare
 - o Alicia Lee family daycare
 - o Sabu Kumaaran family daycare
 - o Sonam Goplani family daycare
 - o Amy Collins family daycare
 - o Antonia (Toni) Duff family daycare
 - o Serene Lee family daycare
 - o Meredith family daycare
 - o Sylvia Beukes- Family Daycare
 - o Savita's Family Daycare
 - o Sherry Martin Family Daycare
 - o Emma's Family Day Care Success
 - o Lisa Green- Family Daycare
- o Montessori Stepping Stones and Waabiny OSHC- "We are very impressed with the audit conducted. Rob was very thorough and looked over all our energy use and gave us some valuable information to change. One immediate change we have made already was to not use our gas heating system and use the reverse cycle for heating as they are 3-4 times more effective and we may also be able to pull electricity from our solar system too. Its a working progress and we are certainly determined to keep embedding more sustainable practices into our service."
- o Leap Start Early Learning Child Care- "It has been very usefull We have changed our electricity tariff and established baselines for water and electricity use to know if there's a fault in the system somewhere. We are also more aware of not having light unnecessarily on and will be implementing the other suggestion one by one!"

As a result of the Healthy Choices, Healthy Environment, Air, Energy and Transport Workshop the Environmental Projects Officer facilitated 2 x free and 2 x discounted eco-audits for 4 early years services. This initiative was funded by the Environmental Services Team at the City of Cockburn. LGSWA assisted in the co-ordination of this initiative.

- o Success Early Learning- "The eco-audit has given the team a great extension to improve how we can be more energy efficient and sustainable with our practices. The audit was even insightful on how we can manage our body temperatures rather than the use of air conditioners throughout the service."
- o Teddy Bear's Corner Child Care



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9.3 (2021/MINUTE NO 0006) Fremantle Biennale Inc. Funding Proposal

Author(s) K Jamieson

Attachments 1. Fremantle Biennale Inc Sponsorship Funding Proposal 'Moombaki' [↓](#)

RECOMMENDATION

That the Committee APPROVES the Sponsorship request from Fremantle Biennale Inc. for \$40,000 (ex GST) towards the 'Crossing21 *Moombaki*' event in 2021, for which the City will be recognised as a 'Partner' Sponsor.

Committee Recommendation

MOVED Cr P Eva SECONDED Cr P Corke

That Council APPROVES the Sponsorship request from Fremantle Biennale Inc. for \$60,000 (ex GST) towards the 'Crossing21 *Moombaki*' event in 2021, for which the City will be recognised as a 'Partner' Sponsor, on condition that the event is held at Coogee Beach, and that the City receives equivalent recognition to similar level funding partners.

CARRIED 3/0

Reason for Decision

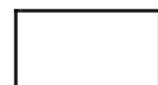
The Committee would like to ensure that the event is easily identifiable as a City supported event, and held at an iconic Cockburn venue.

Background

Council approved a budget for Grants and Donations for 2021/2022 of \$1,455,000. The Grants and Donations Committee is empowered to recommend to Council how these funds are to be distributed.

As to the Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships)' and the associated 'Guidelines for Community Funding for Community Organisations and Individuals', the City can receive applications outside of the prescribed funding rounds for 'Category G – Major and Minor Funding proposals'. A report will then be presented to the Committee to consider the requests and make a recommendation to Council.

The City has received one application for 'Category G – Major and Minor Funding proposals' for consideration.



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Submission

The funding submission is attached to the report.

Report

For 2021/2022, Fremantle Biennale Inc. is seeking sponsorship of \$60,000 towards the 'Fremantle Biennale CROSSING21 *Moombaki*' for which the City would be recognised as a 'Partner Sponsor'.

The Fremantle Biennale presents a festival of site-responsive public art every two years focused in the Fremantle region. The third Biennale, CROSSING21 is scheduled from 5-21 November 2021.

The lead commission for 2021 is *Moombaki*, a place-responsive, Noongar-led story-telling project and choreographed drone light show, presented at three locations in Fremantle, Attadale and Cockburn.

Celebrating the bilya (river), the lead commission and event for 2021, "Moombaki" will be presented at sites in greater Fremantle across eight nights in three locations in Fremantle, Attadale and Cockburn.

The concept and creative development of *Moombaki* will be led by a group of Whadjuk Noongar Elders and emerging Noongar artist, Ilona McGuire.

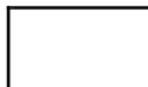
These spectacular events will consist of a fleet of 180 drones equipped with LED lights programmed and animated to reveal a series of connected Noongar creation stories of the river and ocean. *Moombaki* (the Noongar word for *where the river meets the sky*), celebrates the deep connection of the Whadjuk Noongar people to these significant places.

This unique sky show pioneers cutting-edge technology and creative practice in Western Australia for the first time, with the intention to create an arts experience of scale, which celebrates and shares the immense history of place, led and guided by First National knowledge and Traditional Owners.

Drones used to create light shows are equipped with Global Positioning System (GPS) sensors and powerful LED lights that can create more than four billion colour combinations – presenting unlimited opportunities for artistic storytelling in the sky. They are quiet, reusable and can safely operate in adverse climatic conditions.

Sound will be integral to each *Moombaki* presentation, with a narrative soundtrack produced by the lead artists with in-situ sound systems (public) and supported by an audio download at each event.

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This project has been developed by the Fremantle Biennale with Whadjuk Noongar Traditional Owners and Cultural Advisors Karen Jacobs, Clothilde Bullen, Sandra Harben and Rohin Kickett. This project will be produced in a partnership with Global Unmanned Systems (GUS).

The Biennale will present free and accessible installations, performances and arts events in the public realm. The applicant advises they are committed to reaching audiences who may not normally access contemporary art, or who may not have experienced contemporary art at a social and environmental scale.

Their strategy to reach broader audiences and invite community participation is enhanced through Public, Education and Access Programs. In response to insecurities around COVID-19, the Biennale has selected sites easily accessible to the public, close to public transport.

Importantly, projects will be largely outdoors to reduce risk and manage visitors to be, as far as practicable, COVID-19 safe.

In 2019, Biennale attracted over 17,450 people to evening events. This had an economic benefit to local business of \$1,047,000 based on the City of Fremantle economic multiplier for evening events. Through the flagship artwork and Biennale events, they aim to attract 40,000 people across the expanded sites of Fremantle, Melville and Cockburn. They envisage this will see significant economic benefits, including to local hospitality and increased employment in the arts and events industries, many who have reduced capacity and opportunities in the wake of COVID-19.

Over the past year the Biennale has prioritised providing significant employment for WA artists, and contributing to the economic, social and cultural revitalization of the state. *Moombaki* addresses these aims.

This project builds on new partnerships with the Cities of Cockburn, East Fremantle and Melville, growing the ambition of the program, new audiences and creative opportunities for Australian artists.

Events such as *Moombaki*, significantly build capacity for the Biennale to deliver major events, and employ creative, production, site staff and artists.

This sponsorship proposal is to support the presentation of *Moombaki* on CY O'Connor Beach on the 19 and 20 November 2021, the closing event for the 2021 Fremantle Biennale.

The program of *Moombaki* is as follows



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MOOMBAKI WALYALUP – 5, 6 & 7 Nov 2021

Over the river between the Old Traffic Bridge and Stirling Bridge in Fremantle

MOOMBAKI DYOONDALUP – 12, 13, 14 Nov 2021

Over the river at Attadale Reserve, Melville

MOOMBAKI DERBAL NARA – 19, 20 Nov 2021

CY O'Connor Beach, Cockburn.

At the presentation of *Moombaki* in Cockburn, the applicant estimates an attendance of 10,000 across two nights.

The communications objective is to strategically (directly, and through our key local government partnerships) reach a broad, primarily Western Australian audience during 2021, to inform and invite them to engage with this event.

The objective includes reaching out to a potential audience of very young to older residents across Western Australia, as well as possible patrons, support staff/volunteers and the broader arts community. This will be achieved through above the line, and below the line media channels, an education program, partnerships with artists, local businesses and organisations, plus building on, and working with, the engaged Biennale audience developed since 2017.

In an effort to engage diverse audiences, the Biennale will also deliver Public Programs through an Education Program (targeted to primary and secondary students), an Access Program (with Auslan Interpreted, Audio Description, Tactile Tour events) and Digital Program, and a commissioned online release of a film and sound work of *Moombaki*,

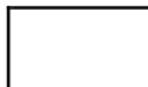
In 2019 the Biennale attracted over 26,817 people to festival events, having an economic benefit of \$1,047,000. With visitation targets of a minimum of 40,000 for *Moombaki* in 2021, the economic benefit is estimated at \$2,000,000 to the wider Fremantle region.

In their application, it states that “The presentation of the flagship *Moombaki* in Cockburn will directly benefit residents and businesses with an expected attendance of 10,000 over the two nights.”

The Biennale is developing into an event of regional and state-wide significance. The Biennale is proud to potentially partner with Cockburn to explore unique landscapes and provide connectivity for new audiences.

Many Cockburn residents view Fremantle as a cultural hub. Biennale envisage this will see significant economic benefits, including to local hospitality and increased employment in the arts and events industries,

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many who have reduced capacity and opportunities in the wake of COVID-19.

They aim to bring the community together through this spectacular experience that is a Western Australian and Australian first.

The applicant advises it will promote and publicise the City of Cockburn's sponsorship support through:

- Logo displayed on event signage
- Logo promotion on their supporter's webpage
- E-Newsletter distributed to over 2,000 subscribers
- Logo and naming in the Event Programmes and posters
- Logo on social media sites (Facebook, Instagram), currently over 3,200 followers
- Opportunity for the City to be featured in Press Releases
- Videos featured on the Biennale Website
- City mentioned and/or featured in radio, television and newspaper advertising (to be confirmed by external marketing agency)
- City to receive five passes to the Program launch and Event launch.

Other benefits include:

- City to receive a closing report with outcomes and benefits of all media achieved
- Opportunity for the City to join in on key marketing events and profiling (as per page eight of submission), including story opportunities, social media campaign, and linkage to Destination Perth campaign.

The organisers have met previously with the City, and the application has been reviewed by the City's Events and Cultural Coordinator, who provided the following feedback:

"The Cultural Services unit endorses the Moombaki project to be fully funded by the City for delivery in Cockburn due to the unique opportunities and leveraging platform the project brings.

Projects undertaken by the Fremantle Biennale as an organisation are world renown and offer the City a real prospect to be recognised as an arts municipality willing to engage with external organisations and encourage collaborations for major cultural events to happen in the City of Cockburn.

Central to the organisational and programming model of the Biennale is the development and long-term engagement with key stakeholders within the area. It is evidenced that these partnerships serve to strengthen the distinctiveness, cultural

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profile and scope of the Biennale, create sector and career development opportunities for WA and Australian artists, reach audiences that may not traditionally have access to cultural events, invite community participation, and attract local and national visitors.

Further to this, the City has no scheduled significant events for November, so it does not compete with our suite of events, it compliments it."

The applicant advises that partnerships have been confirmed with the Cities of Fremantle and Melville for \$60,000 each for their three-day component, as well as other partners including Town of East Fremantle (\$20,000, and Philanthropic, Private, State (Lotterywest \$20,000) and Federal (\$30,000) funding contributors.

Recommendation

It is recommended to support the application for \$40,000 in line with the event being hosted for two days in Cockburn, in comparison with three days in the Fremantle and Melville locations and the limited branding on offer at this stage of the campaign. The projected numbers of Cockburn residents who will benefit from the event are substantial; it provides a unique opportunity to share Nyungar creation stories and builds capacity for the City to partner with large scale event organisers this year and into the future.

The applicant would also be subject to providing a funding acquittal no later than 30 days after the event concludes, similar to the Sponsorship funding category requirements.

Strategic Plans/Policy Implications

Local Economy

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

- Increased investment, economic growth and local employment.
- A City that is 'easy to do business with'.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

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- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised & celebrated.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

This report recommends that a financial contribution of \$40,000 (ex. GST) be offered for 2021/2022, be recorded against the Grants and Donations Budget, and will be subject to provision of an acquittal received 30 days after the event concludes.

Legal Implications

N/A

Community Consultation

N/A

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 Proponents/Submitters

The applicant has been advised that this matter is to be considered at the 20 July 2021 Grants & Donations Committee and then an outcome will be advised following the 12 August 2021 Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

Nil

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SPONSORSHIP APPLICATION CITY OF COCKBURN

ORGANISATION DETAILS

Full legal name	Fremantle Biennale Inc. (FBI)
ABN	27 981 489 421
Charitable status	Fremantle Biennale is registered with the <u>Australian Charities and Not-for-profits Commission (ACNC)</u> . Registered as a <u>charity</u>
Address	179 High Street Fremantle WA 6160
Contact	Tom Müller Artistic Director & CEO tom@fremantlebiennale.com.au 0468 684 119
Website	www.fremantlebiennale.com.au
Governance	The Fremantle Biennale is led by a passionate and highly skilled Team, governed by a <u>Board of Directors</u> and supported by an <u>Advisory Board</u> of national repute with expertise in governance, cultural affairs, and marketing who inform the ongoing development, curatorial and marketing strategies, governance and risk management frameworks for the Fremantle Biennale. The Fremantle Biennale Board was incorporated as not-for profit entity with ACNC charity status in 2018. The organisation is also a member of the Western Australian Chamber of Arts and Culture.
Organisation	The Fremantle Biennale is a biennial festival of site-responsive contemporary art. Our largely free program engages diverse audiences, and reveals, interrogates and celebrates the cultural, social and historical distinctiveness of the Fremantle (Walyalup) region. The Fremantle Biennale provides a platform for artist-led art and ideas, and is recognised for commissioning and presenting innovative and thought provoking contemporary culture from Australia and the world.

VISION AND MISSION – OUR PURPOSE

The Fremantle Biennale is a biennial festival of site-responsive contemporary art. Our largely free program engages diverse audiences, and reveals, interrogates and celebrates the cultural, social and historical distinctiveness of the Fremantle (Walyalup) region. The Fremantle Biennale provides a platform for artist-led art and ideas and is recognised for commissioning and presenting innovative place-responsive artworks from Australia and the world. The Fremantle Biennale is curated to acknowledge the river and sea as resonant cultural sites. Our program invites the public to interact with Fremantle through artworks that respond to the complexities of place. We aim to engage with diverse demographics of audiences and recognise our visitors as contributors, participants and active spectators. Our program includes visual, sound and performance and live contemporary arts practices alongside contemporary dance, architectural interventions, and public and education programs.



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Item 9.3 Attachment 1



SPONSORSHIP APPLICATION CITY OF COCKBURN

HISTORY

The Fremantle Biennale was founded in 2017 by Swiss-West Australian artist Tom Müller with the City of Fremantle's former Arts & Culture Manager, Pete Stone and Public Art Coordinator, Corine Van Hall with the intention to create a festival which expanded contemporary artistic and cultural programming within wider Fremantle (Walyalup). The Fremantle Biennale is held every two years in the season of Kambarang (November), at the beginning of the Western Australian arts festival season. We pay our respects to the traditional owners of the Fremantle (Wayalup) region, and to elders past, present and future.

PEOPLE

The Fremantle Biennale is a not-for profit entity with ACNC charity status led by a team of artists, producers and curators, who are supported by a Board of Directors and an Advisory Curatorial Committee of national standing.

EXCELLENCE & DEVELOPMENT – OUR COMMITMENT

The Fremantle Biennale presents ambitious and experimental new works by local, national and international artists who are invited to respond to and work with the history, landscape and communities of Fremantle (Walyalup). We support the sector by developing major new projects from local and Australian-based artists. Our commissioning and expanded site-responsive approach allows artists to experiment with their practice, and engage with partners, sites and communities they would not otherwise have access to. The Fremantle Biennale looks to be a leading voice and event in the cultural and artistic landscape of Australia.

GUIDING VALUES

Our model contributes to diversifying and providing a vibrant cultural landscape of Western Australia by:

ENABLING – Creating a platform for the development and presentation of nationally and internationally recognised and experimental site-responsive contemporary art practices;

ADVOCATING – Promoting cultural dialogues and exchange of ideas (through a program of local, national and international artists, intersecting with our audiences and visitors);

CELEBRATING – Celebrating the cultural, social and historical distinctiveness of Fremantle and Western Australia, through artistic projects that respond to place, site and local histories.

COLLABORATING – Central to our organisational and programming model is the development and long-term engagement with key stakeholders within the wider Fremantle area. It is evidenced that these partnerships serve to strengthen the distinctiveness, cultural profile and scope of the Biennale; create sector and career development opportunities for WA and Australian artists, reach audiences that may not traditionally have access to cultural events; invite community participation; and attract local and national visitors.

INTEGRITY – We are open, honest and fair

ACCOUNTABILITY – We are responsible for our actions

INNOVATION – We always look for better ways to work

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SPONSORSHIP APPLICATION CITY OF COCKBURN

SPONSORSHIP PROPOSAL DETAILS

Project Title
 Fremantle Biennale
CROSSING21
Moombaki

Level of Sponsorship
 Partner

TIMING & LOCATION

Project Start & End Date
 Friday 19 & Saturday 20 November 2021

Location
 CY O'Connor Beach

One-off project

SPONSORSHIP PROPOSAL DETAILS & BENEFITS

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

The Fremantle Biennale presents a festival of site-responsive public art every two years focused in the Fremantle region. The third Biennale, CROSSING21 is scheduled from 5-21 November 2021.

Our lead commission for 2021 is *Moombaki*, a place-responsive, Noongar-led story-telling project and choreographed drone light show, presented at three locations in Fremantle, Attadale and Cockburn.

Celebrating the bilya (river), our lead commission and event for 2021, "Moombaki" will be presented at sites in greater Fremantle across 8 nights in three locations in Fremantle, Attadale and Cockburn. The concept and creative development of *Moombaki* will be led by a group Whadjuk Noongar Elders and emerging Noongar artist, Ilona McGuire.

These spectacular events will consist of a fleet of 180 drones equipped with LED lights programmed and animated to reveal a series of connected Noongar creation stories of the river and ocean. *Moombaki* (the Noongar word for *where the river meets the sky*), celebrates the deep connection of the Whadjuk Noongar people to these significant places. This unique sky show pioneers cutting-edge technology and creative practice in Western Australia for the first time, with the intention to create an arts experience of scale, which celebrates and shares the immense history of place, led and guided by First National knowledge and Traditional Owners.

Drones used to create light shows are equipped with Global Positioning System (GPS) sensors and powerful LED lights that can create more than four billion colour combinations – presenting unlimited

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Item 9.3 Attachment 1

 **FREMANTLE BIENNALE**

SPONSORSHIP APPLICATION CITY OF COCKBURN

opportunities for artistic storytelling in the sky. They are quiet, reusable and can safely operate in adverse climatic conditions.

Sound will be integral to each *Moombaki* presentation, with a narrative soundtrack produced by the lead artists with in-situ sound systems (public) and supported by an audio download at each event.

This project has been developed by the Fremantle Biennale with Whadjuk Noongar Traditional Owners and Cultural Advisors Karen Jacobs, Clothilde Bullen, Sandra Harben and Rohin Kickett. This project will be produced in a partnership with Global Unmanned Systems (GUS).

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

Moombaki is an Aboriginal-led story-telling project which combines pioneering new technologies and creative practice in a major public event celebrating the history of place. The production of *Moombaki* is the lead event and highlight of the CROSSING 21 program. It is a free, spectacular community event designed to draw audiences to the wider Fremantle region and the Biennale program of events.

The Fremantle Biennale intends to address two identified and inter-related needs with the arts and cultural sector and our community. These are:

1. To build community participation and connection with wider Fremantle and Perth metropolitan audiences through our program of largely free and accessible arts and cultural activities. To contribute to economic, social and cultural revitalisation within the wider Fremantle area.

The Biennale will present free and accessible installations, performances and arts events in the public realm. We are committed to reaching audiences who may not normally access contemporary art, or who may not have experienced contemporary art at a social and environmental scale. Our strategy to reach broader audiences and invite community participation is enhanced through our Public, Education and Access Programs.

In response to the insecurities around COVID-19, the Biennale has selected sites easily accessible to the general public, close to public transport. Importantly, our projects will be largely outdoors to reduce risk and manage visitors to be, as far as practicable, COVID-19 safe.

In 2019 we attracted over 17,450 people to our evening events. This had an economic benefit to local business of \$1,047,000 based on the City of Fremantle economic multiplier for evening events. Through our flagship artwork (*Moombaki* - see details below in Project) and Biennale events, we aim to attract 40,000 people across our expanded sites of Fremantle, Melville and Cockburn. We envisage this will see significant economic benefits, including to local hospitality and increased employment in the arts and events industries, many who have reduced capacity and opportunities in the wake of COVID-19.

2. To support the health and recovery of the arts and cultural sector; but providing significant opportunities and employment for WA artists and arts professionals.

In the wake of COVID-19 and the significant loss of opportunities and work for Western Australian artists, we will focus on:

- Providing significant new opportunities to Western Australian artists to develop major new projects and works;
- Providing employment to artists and arts workers from across the sector.

Over the past year the Biennale has prioritised providing significant employment for WA artists, and contributing to the economic, social and cultural revitalization of the state. *Moombaki*

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SPONSORSHIP APPLICATION CITY OF COCKBURN

addresses these aims. This project builds on new partnerships with the Cities of Cockburn, East Fremantle and Melville; growing the ambition of our program, new audiences and creative opportunities for Australian artists. Events such as *Moombaki*, significantly build capacity for the Biennale to deliver major events, and employ creative, production, site staff and artists.\

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

Community, Lifestyle and Security

- Strategic Objectives 3.1 Accessible and inclusive community, recreation and cultural services and facilities that enrich our community
- Measurements Improved satisfaction with the City's provision of community, recreation and cultural services and facilities
- Strategic Objectives 3.2 A safe and healthy community that is socially connected
- Measurements Improved satisfaction with safety, security and health and social connection activities
- Strategic Objectives 3.3 Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised & celebrated
- Measurements Improved satisfaction with recognition and celebration of Aboriginal and Torres Strait Islander and other diverse cultures and heritage

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

This sponsorship proposal is to support the presentation of *Moombaki* on CY O'Connor Beach on the 19 and 20 November 2021, the closing event for the 2021 Fremantle Biennale

The program of *Moombaki* is as follows;

- MOOMBAKI WALYALUP** – 5, 6 & 7 Nov 2021
Over the river between the Old Traffic Bridge and Stirling Bridge in Fremantle
- MOOMBAKI DYOONDALUP** – 12, 13, 14 Nov 2021
Over the river at Attadale Reserve, Melville
- MOOMBAKI DERBAL NARA** – 19, 20 Nov 2021
CY O'Connor Beach, Cockburn.

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?

Moombaki is the opening event for the 2021 Fremantle Biennale, designed as a spectacular light show to attract new audiences from the Perth catchment to the wider Fremantle area. It targets the broader community, as a free event, suitable for all ages. The Biennale aims to reach and engage a wide demographic of the metropolitan audiences. *Moombaki* will be promoted as a free, community event, suitable for all ages and we estimate an overall attendance of 40,000 -

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FREMANTLE BIENNALE

SPONSORSHIP APPLICATION CITY OF COCKBURN

60,000 for *Moombaki* over the 8 events. At the presentation of *Moombaki* in Cockburn we estimate an attendance of 10,000 across 2 nights.

Our communications objective is to strategically (directly, and through our key local government partnerships) reach a broad, primarily Western Australian audience during 2021, to inform and invite them to engage with this event. The objective includes reaching out to a potential audience of very young to older residents across Western Australia, as well as possible patrons, support staff / volunteers and the broader arts community. This will be achieved through above the line, and below the line media channels, an Education program, partnerships with artists, local businesses and organisations, plus building on, and working with, the engaged Biennale audience developed since 2017.

In an effort to engage diverse audiences, the Biennale will also deliver Public Programs through an Education Program (targeted to primary and secondary students), an Access Program and Digital Program and a commissioned online release of a film and sound work of *Moombaki*,

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

In 2019 the Biennale attracted over 26,817 people to our festival events. This had an economic benefit of \$1,047,000. With visitation targets of a minimum of 40,000 for 'Moombaki' in 2021, the economic benefit is estimated at \$2,000,000 to the wider Fremantle region.

The presentation of our flagship Moombaki in Cockburn will directly benefit residents and businesses with an expected attendance of 10,000 over the two nights.

The Biennale is developing into an event of regional and statewide significance. The Biennale is proud to partner with Cockburn to explore unique landscapes and provide connectivity for new audiences. Many Cockburn residents view Fremantle as a cultural hub. We envisage this will see significant economic benefits, including to local hospitality and increased employment in the arts and events industries, many who have reduced capacity and opportunities in the wake of COVID-19.

We aim to bring the community together through this spectacular experience that is a Western Australian and Australian first.

What are the expected outcomes of the project?

This project will produce a unique work which pioneers cutting-edge technology in WA (and an Australian-first), enabling the telling of ancient and important stories. As detailed above we are committed to reaching a wide-demographic of audiences, who may not normally have access to contemporary art, or who may not have experienced contemporary art at a social and environmental scale.

Our strategy to reach broader audiences is enhanced through our Public, Education and Access Programs which include:

- A program for primary and secondary students,
- A Digital Program with film and accessible recordings of the event.
- Access Programs with Auslan Interpreted, Audio Description, Tactile Tour events.

This project aims to build community participation and connection with wider Fremantle and Perth metropolitan audiences through our program of largely free and accessible arts and cultural activities. As detailed in previous questions the Biennale aims to contribute to economic, social and cultural revitalisation within the wider Fremantle and Cockburn area. We envisage

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FREMANTLE BIENNALE

SPONSORSHIP APPLICATION CITY OF COCKBURN

supporting significant economic benefits, for employment in the arts sector including;

- Provide employment opportunities to artists, site managers and producers in our community,
- Contribute local artistic and cultural fees to develop local content,
- Support local tourism and hospitality sectors.

How will you determine and measure the outcomes and benefits?

Success will be measured through the collaborative creative process, the impact for local communities, and in the reach of the project to new and diverse audiences.

This will be captured through the engagement of Culture Counts to host intercept surveys at each event. Visitor numbers will be measured to feed into our Impact Report. Review is an important strategy for future planning and sponsor, stakeholder and partner feedback will be captured through debrief meetings.

Informed by extensive partner and artist debrief sessions, and visitation statistics and feedback from the 2019 festival, the Biennale staff and Board have developed a Vision document, curatorial aims, and key performance indicators (KPIs) to work towards for the 2021 festival. These KPIs include measures to track financial growth, risk management (including specific mitigation for COVID-19 travel and social distancing measures), marketing, media and audience development, access, and diverse programming.

DETAIL, our PR & Marketing agency will provide a closing report of all media achieved. This will be shared with our partners.

The legacy of this project will be an important outcome of this project. Research is underway for the viability of extending this work by developing a model and framework for future shared community projects into regional Western Australia.

EXPERIENCE & COMMUNITY SUPPORT**What experience has your organisation in undertaking a project of this nature?**

✓✓✓ Substantial experience

Please explain your level of experience

See [attached](#) Evaluation Report for Fremantle Biennale 2019 – UNDERCURRENT 19

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

Letters of support or referees

See [attached](#)

PROMOTION & ACKNOWLEDGEMENT**How will your project or event be promoted and advertised? How will you engage participants?**

Outline

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FREMANTLE BIENNALE

SPONSORSHIP APPLICATION CITY OF COCKBURN

Our communications objective is to strategically (directly, and through key partnerships) reach a broad, primarily Western Australian audience during 2021, to inform and invite them to engage with the Fremantle Biennale program.

The objective includes reaching out to a potential audience of very young to older residents across Western Australia, as well as possible patrons, support staff / volunteers and the broader arts community. This will be achieved through above the line, and below the line media channels, an education program, partnerships with artists, local businesses and organisations, plus building on, and working with, the engaged Biennale audience developed since 2017.

The marketing and communications plan will be overseen by the Fremantle Biennale team, with media support from a specialised PR agency, as well as a network of social media, design, photography, film and writing specialists employed through the year, as required.

Key dates

January to March - Event communications planning and development. Meet with key partners to identify collaborative marketing and communication opportunities through the year - primarily focus on communications planning with supporting Councils.

April - Launch the Fremantle Biennale patron scheme (working title 'Love Bien'). New website launched (high level information only, plus information about donations/ sponsorship, registration of interest for volunteer opportunities, plus links to 2017 and 2019 festivals).

May, June, July - First official fundraising lunch (May), second wave of Love Bien promotions. Preparation of August program launch and associated assets. Second official fundraising lunch (June). Media bookings planned (eg ad campaigns in local papers).

August - Arts media contacted for story opportunities (from August to October) - more in depth artist profiles created and photography assets collated for distribution. Program launch for artists and stakeholders, website launched with full program and ticketing. Marketing assets provided to all sponsors and partners for use through their networks. Social media advertising campaign to launch.

September - Tourism WA, Destination Perth, WesternAustralia.com to begin their promotions of the event. Meet with, and provide assets to Fremantle businesses to use as promotion for event (posters, social media posts, printed literature). Call out for volunteers and first volunteer meet up session.

October - Fremantle Biennale banners, flags, signs installed throughout greater Fremantle. Mainstream local media contacted for story opportunities. Continue social media campaign. Print and other paid advertising campaigns to be live.

EVENT: 5 to 21 November - Fremantle Biennale book launch. Welcome to Country and official Biennale opening (artists, partners and key stakeholders) evening of 5 November. Event runs for three weekends - further media opportunities pursued during program. Closing event (artists, partners, key stakeholders and patrons) evening of 21 November. A series of Social Media wrap up stories will be shared with audience, as well as event reviews in media outlets.

Evaluation

Review of media exposure to be reported on, plus customer engagement through online channels, visitor numbers and other interaction measures to be provided in December to evaluate success of communications plan, and to identify areas of improvement for 2023.

How will you promote and publicise the City of Cockburn's sponsorship support?
See [attached Partnership Benefits](#)

What branding benefits will the City of Cockburn receive?

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SPONSORSHIP APPLICATION CITY OF COCKBURN

See attached *Partnership Benefits*

Please list any other benefits or opportunities the City of Cockburn will receive in return for support
See attached *Partnership Benefits*

BUDGET & FINANCIAL DETAILS

SPONSORSHIP REQUEST

What is the total cost of your project or proposal?
\$ 650,000

What is the sponsorship amount you are requesting from the City of Cockburn? *
\$ 60,000

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
FREE

Will the applicant proceed with the proposal or project if funding approved is less than the amount requested?
NO

Does the funding amount requested differ from what you have previously received?
N/A

Please provide any reasons as to why the funding request is different from past applications or from what was received. This may include increase or decrease in size of project, additional features, more sustainable measures and/or diversification of funding sources.
N/A

SPONSORSHIP BUDGET INFORMATION

Income source	Status	Amount
Minderoo Foundation	Confirmed	\$ 300,000
Global Unmanned Systems	Confirmed	\$ 100,000
City of Fremantle	Confirmed	\$ 60,000
City of Melville	Confirmed	\$ 60,000
City of Cockburn	Not Confirmed	\$ 60,000
RISE Funding (Federal Government)	Confirmed	\$ 30,000
Lotterywest (Building Communities)	Confirmed	\$ 20,000
Town of East Fremantle	Confirmed	\$ 20,000
TOTAL		\$ 650,000



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SPONSORSHIP APPLICATION CITY OF COCKBURN

BANK ACCOUNT DETAILS

Name of bank
Commonwealth Banking
BSB 066-107

Branch location
3 Queen Street, Fremantle WA 6010
Account number 1073 3530

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 an [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.

I have read and agree to the above certification statements

YES

Authorised Person Name

Mr Tom Müller

Position

CEO & Artistic Director

Phone Number

0468 684 119

Date

29 June 2021

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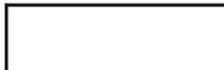
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Partnerships and Benefactor Benefits Fremantle Biennale CROSSING 21 (5-21 November 2021)

Benefit	Principal \$60k+	Major \$50k+	Presenting \$10k+	Industry Partner \$2k-\$10k	Benefactor \$2k+	Supporter \$500+ (Dong lunch)	Love Ben Business \$200+	Love Ben Individual \$100+
Prominent acknowledgement on all Fremantle Biennale visual, printed and written material (for example posters, maps, programs)	✓	☐	☐	☐	☐	☐	☐	☐
Verbal acknowledgement in publicly launched events (for example program launch, opening event)	✓	☐	☐	☐	☐	☐	☐	☐
Written acknowledgement in media releases and news articles	✓	✓	☐	☐	☐	☐	☐	☐
Visual acknowledgement on promotional material (inc. printed event programmes & publications)	✓	✓	✓	☐	☐	☐	☐	☐
Visual acknowledgement on the Fremantle Biennale website homepage (33,433 unique visitors / 89,848 page visits across the 2019 Festival)	✓	✓	☐	☐	☐	☐	☐	☐
Visual acknowledgements (logos and website links) on the Fremantle Biennale website in 'Supporters' page	✓	✓	✓	✓	✓	☐	☐	☐
Acknowledgements on Fremantle Biennale Facebook (2,073 Followers)	✓	✓	✓	✓	☐	☐	☐	☐
Acknowledgements on Fremantle Biennale Instagram (3,166 Followers)	✓	✓	✓	✓	☐	☐	☐	☐
First VIP release to Sunday Long Lunch tickets	☐	☐	☐	☐	✓	✓	☐	☐
Invitations to exclusive 2021 Program Launch (August 2021)	✓	✓	✓	✓	✓	☐	☐	☐
Photo opportunities with the Fremantle Biennale Board & Artists at program launch	✓	✓	☐	☐	☐	☐	☐	☐
LOVE BBN branded tote bag	☐	☐	☐	☐	☐	☐	☐	✓
Early access to tickets for boonabo events	☐	☐	☐	☐	✓	✓	✓	✓
Written acknowledgement on the Fremantle Biennale website within 'Love Ben' page	☐	☐	☐	☐	☐	☐	✓	☐
LOVE BBN marketing collateral (poster / printed programmes / social media assets)	☐	☐	☐	☐	☐	☐	✓	☐
Biennale Programs (read) provided as required by organisation	✓	✓	✓	✓	✓	☐	✓	☐
Invitation to the exclusive 2021 Biennale preview launch event (4 Nov 21)	✓	✓	✓	✓	✓	✓	✓	☐
Ticket to the 2021 Biennale Closing Party (25 Nov 21)	☐	☐	☐	☐	☐	☐	✓	✓
Donations tax deductible (not until status updated)	☐	☐	☐	☐	☐	☐	☐	☐
Fremantle Biennale 2021 Evaluation Report	✓	✓	✓	☐	☐	☐	☐	☐
Newsletter	✓	✓	✓	✓	✓	✓	✓	✓



ILONA MCGUIRE & ELDERS MOOMBAKI

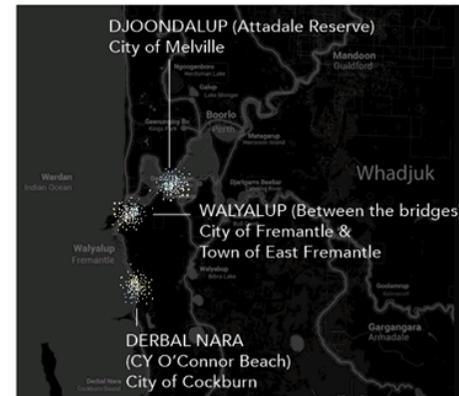
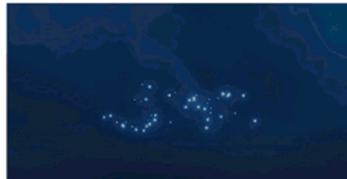
5-6-7 NOV FREO EAST ST JETTY / 12-13-14 NOV ATTADALE RESERVE / 7PM, 19-20 NOV CY OCONNOR BEACH

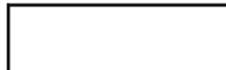
We celebrate the Derbarl Yerrigan, with the commissioning of Moombaki (working title) - Noongar word for where the river meets the sky. Presented for the 2021 Fremantle Biennale (CROSSING 21), this new work presents a Noongar storytelling project with a choreographed drone light show for select sites along the river. Presented as a series of connected stories or chapters, these brief shows will take place over three sites and connect to the greater sites connected to bilya (river) as the guiding narrative. The choreography will consist of a fleet of 150 drones equipped with LED lights programmed to reveal and highlight the waterway as a living and significant place deeply connected to the Whadjuk Noongar people. Moombaki is conceived to evoke the Noongar creation stories that are part of the connection between all living things. Spirituality and Sense of Place is enacted by the continuum between past and present through stories that are unique to place. This unique skyshow pioneers cutting-edge technology in Western Australia for the first time by enabling some of these ancient and important stories to come to life for everyone to 'hear'.

The concept development will be led by a group Whadjuk Noongar Elders and emerging Noongar artist, Ilona McGuire in consultation with the Biennale Artistic Team. This project will be produced by the Biennale in a partnership with drone industry leader, Global Unmanned Systems (GUS) and supported through other funding including LGAs, State and Federal Government agencies.

ILONA MCGUIRE

born 1997 Kalgoorlie WA / lives and works in Perth WA
McGuire is a proud young Noongar/Kungarakana woman whose ancestry extends from Wadjuk Country to the Fitzmaurice region of the Northern Territory. Currently studying a Bachelor of Arts (Fine Arts) at Curtin University, Ilona's artistic direction was inborn with creative family members inspiring her to develop her talents. As a wide reader and humanitarian, Ilona's artist process is informed, consultative and accessible. Recurring themes like cultural identity, spirituality and traditional versus contemporary Indigenous values reflects her own learning journey as a grounded young Indigenous woman in an increasingly ephemeral world. Elders include: Karen Jacobs, Glenys Yarren, Doris Getta, Marion Kickett, Neville Collard, Stan Headland, Farley Garlett, Walter McGuire, Brendan Moore





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Department of
Local Government, Sport
and Cultural Industries

Our ref: 21/GA/138
Enquiries: Marty Cunningham, (08) 6552 7442

Restart Investment to Sustain and Expand Program (RISE)
Office for the Arts
111 Alinga Street
CANBERRA ACT 2601

Dear Sir/Madam

2021 FREMANTLE BIENNALE, CROSSING

This letter serves to confirm my support for the 2021 Fremantle Biennale, CROSSING. Established in 2016 the Fremantle Biennale has quickly earned an outstanding reputation for commissioning and presenting high quality and innovative contemporary art.

Fremantle biennial is a festival of site-responsive art which is largely free and celebrates the distinctiveness of Fremantle. In 2019 the event attracted over 17,000 people. The 2021 Fremantle Biennale will create opportunities for over 100 Western Australian artists, and it is expected audience sizes will double.

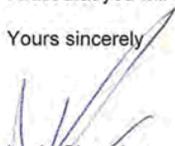
This year the event sites are located along the Swan River – a place of deep cultural and spiritual meaning for the Whadjuk Noongar people. The focus will be between the two bridges crossing into Fremantle. Artists are invited to respond to the landscape, built environment and to the history of the sites.

I am supportive of the Fremantle Biennale's application to the RISE fund for the commissioning of a signature work, *Moombaki* (Noongar word for 'where the river meets the sky'). It consists of 150 drones fitted with LED lights that will be choreographed along the shores of the Swan River. The work is of a significant scale and has been led a group of Whadjuk Noongar Elders.

To maximise engagement with *Moombaki*, the Fremantle Biennale will undertake an extensive community engagement program that will ensure broad access for everyone.

I trust that you will consider this application favourably.

Yours sincerely


Lanie Chopping
DIRECTOR GENERAL

9 June 2021

Gordon Stephenson House
140 William Street, Perth Western Australia 6000
PO Box 8349, Perth Business Centre, WA 6849
Telephone (08) 6552 7300 Facsimile (08) 6552 7301
www.dlqsc.wa.gov.au

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Global Unmanned Systems Pty Ltd

27 May 2021

Restart Investment to Sustain and Expand (RISE) Fund
Department of Infrastructure, Transport, Regional Development and Communities
GPO Box 594
Canberra ACT

To Whom It May Concern

RE FREMANTLE BIENNALE

I, Robert Lednor, Director and Chief Pilot at Global Unmanned Systems Pty Ltd can confirm we are Fremantle Biennale's technical partner in facilitating all technical production aspects associated with the planning and operation of drone light show and events for First Lights. This includes meeting the required testing, demonstration requirements (for optimising the animation and creative process), as well as fulfilling regulatory audit obligations required by The Civil Aviation Safety Authority (CASA).

GUS is a Civil Aviation Safety Authority (CASA) accredited drone operator and training school, with experienced drone pilots able to operate the latest drone technologies in order to facilitate a range of applications. Our philosophy is to work with clients to build their understanding of drone technologies and their application to their desired use-case. We have facilitated drone programs all over the world, often in complex operating scenarios.

Early scoping and liaising with CASA and the Department of Biodiversity, Conservation and Attractions (DBCA) around delivering the event Moombaki at the three selected sites, has been positive and we are confident that CASA and Event Approvals will be achieved to deliver these events.

As part of the CASA accreditation process, GUS has submitted comprehensive operating procedures and risk assessments, detailing how we intend to run these events, providing the safety assurances the regulatory stipulations require.

Our partnership with the Biennale represents an exciting new opportunity for GUS to deliver a major artistic event and the largest drone light show event in Western Australia.

Yours faithfully

[Handwritten signature of Robert Lednor]

Robert Lednor
DIRECTOR

2/153 Rockingham Road, Hamilton Hill, WA 6163
08 6188 1226
info@gus-uav.com | www.gus-uav.com



GAD 20/07/2021

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Brendan Moore
147 Hampton Rd
South Fremantle WA 6162
0427 200 875
BRENDANM@fremantle.wa.gov.au

Date: 18 May 2021

TO: Restart Investment to Sustain and Expand (RISE) Fund
Department of Infrastructure, Transport, Regional Development and Communications

LETTER OF SUPPORT FOR FREMANTLE BIENNALE'S MOOMBAKI & FIRST LIGHTS

I am thrilled to provide this letter of support for the Fremantle Biennale's application for RISE funding to enable the 'Moombaki' project for CROSSING 21 in November this year, and towards 'First Lights' for 2022-23.

The wider Biennale Festival and further activations through, 'Moombaki' and the regional activation project 'First Lights' will present at its core, the cultural significance of the Whadjuk Noongar people and other relevant Traditional Owners connected to other activation sites through the First Lights artwork. The Artistic Team have actively sought thought leaders and Aboriginal consultants throughout the process of development of this project and are including prominent Aboriginal artists, curators, and writers for its content, ensuring equality.

'First Lights' will see the Fremantle Biennale extend outside of the core biennial festival programming to deliver a major event with neighbouring local government authorities of wider Fremantle, and to regional locations throughout Western Australia and Australia.

Given expected visitation to this public outdoor event, the event is expected to attract significant economic benefits to each of the regions where First Lights is presented.

The Fremantle Biennale's programming is devised to reach and engage a wide demographic of greater Fremantle and Perth audiences. 'Moombaki' will be promoted as a free, community event, suitable for all ages with a focus on bringing in new audiences from wider-Perth and students from catchment areas beyond Fremantle.

By extension 'First Lights' will enable the Fremantle Biennale to reach unprecedented new audiences across Western Australia and Australia. This project represents a significant opportunity for the Biennale to develop new cross-sector partnerships and to work closely with remote communities and connected Traditional Owners in developing meaningful and relevant drone light shows that pay tribute to stories connected to place and to allow broader audiences to engage with the sacredness connected to place.

As a key member of the Cultural Narrative Group informing the direction of 'Moombaki', and 'First Lights', I wholeheartedly endorse the methodology that the Biennale engages with as part of the creative process where active participation and contributions by Aboriginal and Torres Strait Islanders informs the outcomes for each project. I strongly invite the panel to support this remarkable Indigenous-led project to provide further opportunities for our communities across WA and beyond.

Sincerely,



Brendan Moore
Elder
City of Fremantle

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GAD 20/07/2021



Celia Hammond MP

Federal Member for Curtin

Hon Paul Fletcher MP
Minister for Communications, Cyber Safety and the Arts
Parliament House
Canberra ACT 2600

15 May 2021

Dear Minister

FREMANTLE BIENNALE 2021

I write to convey my strong support for the Fremantle Biennale's application for funding under the Restart Investment to Sustain and Expand (RISE) Fund.

Having engaged with the Fremantle Biennale in previous years, I can attest to the wonderful contribution it makes in presenting and promoting exceptional contemporary art from Australia and around the world. The Biennale is an exemplar of a public art festival, with an engaging and accessible format which allows thousands of West Australians to experience truly unique art installations for free.

The Biennale team, Board of Directors and Advisory Board have also demonstrated in 2017 and 2019 their ability to deliver a high-quality event which showcases the best of local artists and appeals to the WA public. The 2019 Biennale, alone, attracted 26,817 visitors to Fremantle, commissioned 29 new art works and engaged 256 artists.

While the Fremantle Biennale in previous years hasn't been in the electorate of Curtin, the electorate of Fremantle does neighbour Curtin, and many people in our community engage with this festival. I would also note that the 2021 Biennale may see some of it extend into the southern end of the Curtin electorate.

I strongly support this application and appreciate your consideration of Fremantle Biennale's funding application.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Celia Hammond'.

Celia Hammond MP
Federal Member for Curtin

Shop 98, Floreat Forum Shopping Centre, 5 Howtree Place, Floreat WA 6014 08 9388 0288
 celia.hammond.mp@aph.gov.au celiahammond.com.au Celia-HammondMP celiahammond4curtin

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13 May, 2021

Enquires: Yvonne Doherty – (08) 9364 0650
Our Reference: Arts Officer – Art in Place

To Whom It May Concern

I write on behalf of the City of Melville in support of the Fremantle Biennale.

The Biennale's wide appeal as a significant public art and cultural event for the region aligns directly with our community's aspirations and we are proud to be a major sponsor for the 2021 program.

The City is supporting Fremantle Biennale through our *ART IN PLACE* program, a series of temporary public artwork commissions that aim to engage the community by giving residents and visitor's unique opportunities to experience and encounter contemporary art in significant and accessible locations across the City of Melville.

In 2021 Fremantle Biennale will be producing a site-specific temporary public artwork in the vicinity of Quarantine Park/ Bicton Baths, the point at which Melville and Fremantle waters merge in Swan River (Derbal Yaragan). This collaboration will connect Melville audiences and one of our communities most loved locations to a significant public art and cultural event.

The project/s commissioned through Fremantle Biennale will stimulate conversations within the Melville community, create new forms of social interaction between local residents, and provide new interpretation of one of our most extraordinary and significant public open spaces.

We are really pleased to be involved with Fremantle Biennale as this presents an exciting opportunity to collaborate with a significant cultural event, to engage wider audiences for both partners, and connect our community with prominent and engaging contemporary artists.

We hope the panel sees the benefit in supporting Fremantle Biennale, which will in turn benefit the Western Australian arts sector, audiences and the Melville community

If you need any further information, please feel free to contact the City's Cultural Development Officer – Arts, Yvonne Doherty on **9364 0650** or at yvonne.doherty@melville.wa.gov.au

Yours sincerely

Christine Young
Director Community Development

General Enquiries Tel 1300 635 845 | 9364 0666 **Email** melinfo@melville.wa.gov.au www.melvillecity.com.au
Street Address 10 Almondbury Road, Booragoon WA 6154 **Postal Address** Locked Bag 1, Booragoon WA 6954
National Relay Service Tel 133 677 (TTP) 1300 555 727 (speech relay) www.relayservice.com.au **ABN** 81 152 433 900

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Our Ref: KT260521
Contact: Kathryn Taylor
Telephone: 08 9432 9716
Email: kathrynt@fremantle.wa.gov.au

Hon Paul Fletcher MP
Minister for Communications, Cyber Safety and the Arts
Parliament House
Canberra ACT 2600

26 May 2021

Dear Minister

LETTER OF SUPPORT 2021 FREMANTLE BIENNALE

I write to convey my strong support for the funding application for the presentation of the 2021 Fremantle Biennale under the Restart Investment to Sustain and Expand (RISE) Fund.

The City of Fremantle was pleased to be the major financial supporter of both 2017 and 2019 Fremantle Biennales. These events have been a major critical success and have enhanced Fremantle's reputation as a creative city and a place for high quality arts events. The Fremantle Biennale Team are an organisation of professional arts managers with demonstrable experience in delivering engaging events of scale and we are pleased to continue our support 2021 and beyond.

The artistic premise of the Biennale builds on the City's long-term strategic focus of building resilience in our arts community. We are extremely pleased that this year's Biennale CROSSING presents the new work *Moombaki* to recognise the cultural heritage values of place and bring the community together to celebrate Aboriginal culture in a significant Fremantle location, between the bridges.

The development of this project is an innovative response to the COVID challenge for artistic organisations. The long-term benefit in terms of employment and sustainability of this ambitious project deserves support to ensure its success.

I recommend RISE support this exciting project. Please do not hesitate to contact me if you'd like to discuss further.

Yours sincerely



Kathryn Taylor
Manager Arts and Culture



ABN: 74 680 272 485
Fremantle Oval, 70 Parry Street
Fremantle WA 6160
PO Box 807, Fremantle WA 6959
T 08 9432 9999 F 08 9430 4634
TTY 08 9432 9777
E info@fremantle.wa.gov.au
www.fremantle.wa.gov.au



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20 May 2021

**Letter of Support for the Fremantle Biennale**

To whom it may concern,

I write to confirm my support and enthusiasm for the Fremantle Biennale as it seeks State and Federal funding to develop and deliver its 2021 program titled: **CROSSING 21**

The Fremantle Biennale is a cultural milestone on the Western Australia calendar and is a much-loved local event. The Biennale has cemented a national and international reputation in presenting site-responsive art installations supporting Australian and international artists responding to the distinctiveness of Fremantle.

We were fortunate to be a presenting partner for the inaugural **HIGH TIDE 17** (Nov 2017), and **UNDERCURRENT 19** (Nov 2019) with a range of different programs interacting with our sites including the **HMAS Ovens** submarine, an exhibition at the Shipwrecks Museum, a live drawing performance in our main foyer, and a closing event on the iconic balcony overlooking the working port.

The Biennale has brought significant economic and cultural value to Fremantle and to the wider Metro area. I have witnessed the substantial impact the festival has on our community, and the many opportunities it generates for our sector providing opportunities and employment.

The Biennale is a gateway to cultural experiences which the program largely provides at no cost in order to engage the broader community, and to make contemporary culture accessible to all.

I wholeheartedly support the Fremantle Biennale and encourage your support.

Yours Sincerely,

Gill Harrison
Site Manager
Fremantle Museums
M. +61 466 426 290

Gordon Stephenson House
140 William Street, Perth WA 6000
Locked Bag 49, Welshpool DC WA 6986
phone +61 8 9431 8413 **email** reception@museum.wa.gov.au
museum.wa.gov.au

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11th May 2021

To: Restart Investment to Sustain and Expand (RISE) Fund
Department of Infrastructure, Transport, Regional Development and Communications

RE: Support Letter for Fremantle Biennale's 'Moombaki' and 'First Lights'

To the Panel,

My name is Karen Jacobs, I am the Managing Director of Indigenous Economic Solutions Pty Ltd and a member of the Fremantle Biennale, Advisory Board. Of which, I have also been a consultant during the process of development for the 2021 program and statement artwork: 'Moombaki'

I support this project as it centres around and informs the processes of collaborative practice for Aboriginal and non-Aboriginal practitioners working in the fields of contemporary Art as evident in the forthcoming Biennale program. This is a topical and important field of research and inquiry that this publication seeks to make visible via practical and engaging content.

The wider Biennale Festival through, 'Moombaki' and the regional activation project 'First Lights' will present at its core, the cultural significance of the Whadjuk Noongar people and other relevant Traditional Owners connected to other activation sites through the 'First Lights' artwork. The Artistic Team have actively sought thought leaders and Aboriginal consultants throughout the process of development of this project and are including prominent Aboriginal artists, curators, and writers for its content, ensuring equality.

This project represents a significant opportunity for the Biennale to develop new cross-sector partnerships and to work closely with remote communities and connected Traditional Owners in developing meaningful and relevant drone light shows that pay tribute to stories connected to place and to allow broader audiences to engage with the sacredness connected to place.

As the Cultural Lead for 'Moombaki' and 'First Lights', I wholeheartedly endorse the methodology that the Biennale engages with as part of the creative process where active participation and contributions by Aboriginal and Torres Strait Islanders inform the outcomes. I strongly invite the panel to support this remarkable Indigenous-led project to provide further opportunities for our communities across WA and beyond.

Regards

Karen Jacobs
Managing Director
Indigenous Economic Solutions Pty Ltd

Indigenous Economic Solutions Pty Ltd Po Box 1800, Mandurah WA 6210
ABN: 32 141 737 322

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25 May 2021

Restart Investment to Sustain and Expand (RISE) Fund
Department of Infrastructure, Transport, Regional Development and Communications
GPO Box 594
CANBERRA ACT 2601

To whom it may concern

LETTER OF SUPPORT FOR THE FREMANTLE BIENNALE RISE APPLICATION

I am pleased to provide this letter of support for Fremantle Biennale's application for RISE funding for 'First Lights', a drone light show project to be delivered across regional WA.

Minderoo Foundation is a Principal Partner of Fremantle Biennale in 2021, supporting the major and ambitious centre piece work of the festival, 'Moombaki', a large scale drone light show to be presented across multiple sites around Fremantle. The work will depict precious stories from our first nations community, fusing modern technology with ancient storytelling, to inspire and enrich audiences.

This is the second time we have been a major supporter of the Biennale's program, having previously supported the extraordinary 'Waterlicht' in 2019. We admire the Biennale's artistic vision and ambition, and their commitment to bringing world class contemporary arts programming to the WA community, whilst supporting our local arts ecology.

One of Minderoo Foundation's main priorities is to support projects which increase access to high quality arts experiences in regional areas. We were therefore very pleased when the Biennale team shared with us their plans to use the drone technology, which we are enabling, to take drone light projects to the regional communities.

'First Lights' will ensure regional communities can benefit from this extraordinary new capability in WA and be inspired by the unique cultural experiences carefully designed drone light shows can create. It's an innovative and collaborative concept, where the Biennale will work with multiple partners to present major cultural events on a local scale. Further, it's wonderful to know that the delivery model ensures employment and upskilling in new technologies.

Minderoo Foundation is excited by the impact this project will have on cultural life and community vibrancy in regional WA.

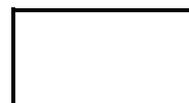
On behalf of Minderoo, I offer my strong endorsement of the Fremantle Biennale's application and sincerely hope that you can join us in supporting it

Yours sincerely

Nicola Forrest

•
hello@minderoo.org
+61 8 6460 4949
PO Box 3155, Broadway Nedlands,
Western Australia 6009
minderoo.org

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My name is Rohin Kickett and I am a professional Nyoongar artist who is working with the Fremantle Biennale Curatorial Team to deliver the 2021 Program: Crossing.

I am participating in the lead artwork, 'Moombaki', by acting both as an artistic advisor to lead artist Nyoongar artist Ilona McGuire, and also alongside the Eldership group who is guiding the cultural narrative component. This lead artwork 'Moombaki' is going to be such a significant project, not only for the arts industry but also for the Nyoongar community, to have a sense of empowerment by having our stories told in such a way in culturally significant locations.

By bringing this technology to Perth, the Biennale team has realised the potential to share the opportunity to create the same powerful work with other regions, through partnerships with regional LGAs, festivals, communities and local artists. Current proposed partnerships include: City of Albany (Great Southern), City of Karratha (Pilbara region) and Darwin Festival (NT) to hopefully bring the same sense of empowerment to the other communities.

Regards
Rohin kickett

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Professor Ted Snell AM CitWA
Chair, Regional Arts WA
Honorary Professor
School of Arts and Humanities
Edith Cowan University
P. +61 8 6488 3627
E. edgarwilliamsnell@gmail.com
M. 0417 921 995

15 May 2021

Restart Investment to Sustain and Expand (RISE) Fund
Department of Infrastructure, Transport, Regional Development and Communications
GPO Box 594
Canberra ACT 26

LETTER OF SUPPORT FOR THE FREMANTLE BIENNALE RISE APPLICATION

I am pleased to provide this letter of support for the Fremantle Biennale's application for RISE funding for the regional light drone show activation project titled: *First Lights*.

This is an exciting project that will build on the success of the third Fremantle Biennale to be held in November 2021.

I have been involved with all three Biennale's, as a coordinator of the first symposium, a coordinator of the symposium and Chair of the Advisory Board for the second and currently as a Board member of the organisation. Through my close involvement I can speak with authority about its strengths, both artistically and managerially. The critical success of the first two Biennale's and the rigour of Tom Müller's curatorial programming for the third, I can attest to the intellectual and creative underpinnings of these events. They are no deservedly recognised as outstanding examples of co-ordinated and thoughtful planning. Managerially, the Board of the Biennale is an exemplary group of professionals with great integrity and commitment to the cause of delivering excellence in the arts.

The centre-piece of the third Biennale will be an impressive light drone show, made possible by generous support from Government and private foundations. This has enabled the purchase of the drones and hence the possibility of extending the program of drone activations into the regions.

As Chair of Regional Arts WA, I also have the advantage of working with an organisation well placed to partner with the Biennale in ensuring the roll-out of this amazing project across Western Australia. The two organisations are perfectly matched to collaborate with RAWA in delivering this project across the regions. I have no doubt it will have a significant impact on the cultural life of Western Australia.

In partnership with RAWA the Biennale will be able to present *First Lights* to a wide audience across the State.

In conclusion, I would like to confirm my strongest support for the Fremantle Biennale's application and if I can provide any further information that might assist you in your deliberations please don't hesitate to contact me on 0417 921 995.

Sincerely,



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Simone McGurk

STATE MEMBER FOR FREMANTLE

Shop 2, 8-12 Market Street, Fremantle
PO Box 912, Fremantle WA 6959
9336 7000
fremantle@mp.wa.gov.au
simonemcgurk.com.au

Tom Muller
Artistic Director and Chief Executive Officer
Fremantle Biennale
By email: tom@fremantlebiennale.com.au

20 May 2021

Dear Tom,

Support for funding applications – 2021 Fremantle Biennale

I write to confirm my strong support for the Fremantle Biennale as it seeks State and Federal funding to research, produce and roll-out its 2021 program.

The Biennale is much-loved locally and has forged a well-earned reputation as one of Western Australia’s premier arts festivals.

The Biennale’s site-responsive approach encourages artists to experiment with their practices providing diverse audiences with unique, high-quality cultural experiences and the opportunity to discover otherwise inaccessible spaces.

After a difficult and painful year for the arts, I applaud the Biennale’s focus in 2021 on supporting new works by WA artists, musicians, architects, writers and producers. These much needed opportunities will help get our creative communities back on their feet.

The Biennale has a proven track record of drawing visitors to Fremantle, stimulating our economy, and cementing our reputation as one of WA’s leading cultural destinations.

I look forward to the Biennale transforming our city in 2021 and urge their applications for funding to receive the strongest possible consideration.

Yours sincerely,



Simone McGurk
State Member for Fremantle



Item 9.3 Attachment 1

GAD 20/07/2021



Patrick Gorman MP
Federal Member for Perth

18 May 2021

The Hon Paul Fletcher MP
Minister for Communications, Cyber Safety and the Arts
PO Box 6022
House of Representatives
Parliament House
Canberra ACT 2600

Dear Minister ~~Fletcher~~, 

I am pleased to support the application from the Fremantle Biennale for funding for the Restart Investment to Sustain and Expand (RISE) Fund.

The Fremantle Biennale is a valued part of the Western Australian community and its application has strong support from the community.

After delivering two highly successful festivals (in 2017 and 2019) the Biennale is recognised for commissioning innovative contemporary culture from Western Australia, Australia and the world.

The Biennale is uniquely positioned as a festival which brings wider audiences to Perth and Fremantle, diversifying and adding to the vibrant cultural landscape.

In 2019, the 4-week festival presented 29 new commissions and 63 events and performances, across 26 venues and public sites. These included site-specific artworks, installations, architectural pavilions, live performances, group exhibitions, contemporary dance and music; alongside tours, walks, public panels, a symposium and schools education program. More than 256 local, national and international artists, musicians and architects were included, and 26,817 visitors were recorded.

I know you will find the Fremantle Biennale's application for the RISE Fund of strong merit and worthy of your support.

Yours sincerely,


Patrick Gorman MP
Federal Member for Perth

953A Beaufort Street, Inglewood WA 6052 | Perth - 08 9272 3411 | Canberra - 02 6277 4995 | Patrick.Gorman.MP@aph.gov.au

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CERTIFICATE OF CURRENCY

Class of Insurance: **Association Liability Insurance**

Name of Insured: **Fremantle Biennale Inc.**

Geographical Limits: **Anywhere within Australia**
 Business Activities: **Association – Community – Primarily Arts Programs/Events Management focused within the Fremantle Community**

Insurer: **Berkley Insurance Australia**
 Insurers AFSL & ABN: **AFSL 463129 ABN 53 126 559 706**
 Policy Number: **201905-1513**

Expiry Date: **29th May 2022**

Limit of Indemnity: **\$ 1,000,000 any one claim**
\$ 2,000,000 in the aggregate inclusive of Costs and Expenses

Fidelity **\$ 50,000 Inclusive of Costs and Expenses**

Signature:

Jade Ferrier
 Broking Manager
 Dip Fin Serv (Ins. Brok) ANZIIF (Snr Assoc) CIP

Issue Date: 8th June 2021

In our capacity as Insurance Brokers to the Named Insured shown above, we confirm having arranged the above insurance, the details of which are correct as at the Issue Date. In all instances, cover afforded is subject to the Policy terms, conditions and exclusions. Any queries concerning these insurance arrangements should be addressed to this office. This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. It does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the Insurance policy to any party. Gladstone Claisebrook General Insurance Brokers is under no obligation to inform any party if the Insurance policy is cancelled, assigned or changed after the Issue Date.

PO Box 957 BALCATTWA WA 6914

Ph: (08) 9315 2277 Email: info@gcib.com.au www.gcib.com.au

29 Industries Pty Ltd atf The 29 Unit Trust t/as Gladstone Claisebrook General Insurance Brokers
 ACN: 009 203 472 ABN: 15 317 359 258 AFS Licence No: 246489



GAD 20/07/2021

Item 9.3 Attachment 1



CERTIFICATE OF CURRENCY

Class of Insurance: **Employers' Indemnity (Workers Compensation) Insurance**

Name of Insured: **Fremantle Biennale Inc.**

Business Activities: **Arts Education**

Insurer: **CGU Insurance Limited**

Insurers AFSL & ABN: **AFSL 238291 ABN 27 004 478 371**

Policy Number: **O/19-10657**

Expiry Date: **29th May 2022**

Cover Details: **Legal Liability to Employees in accordance with
The Workers' Compensation and Injury Management Act 1981
& at Common Law**

Limit of Indemnity: **a) Statutory Benefits as per The Act
b) \$50M Common Law Liability**

Signature:

A handwritten signature in black ink, appearing to read 'Jade Ferrier', is written over a light blue horizontal line.

Jade Ferrier
Broking Manager
Dip Fin Serv (Ins. Brok) ANZIIF (Snr Assoc) CIP

Issue Date: 8th June 2021

In our capacity as Insurance Brokers to the Named Insured shown above, we confirm having arranged the above insurance, the details of which are correct as at the Issue Date. In all instances, cover afforded is subject to the Policy terms, conditions and exclusions. Any queries concerning these insurance arrangements should be addressed to this office. This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. It does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the Insurance policy to any party. Gladstone Claisebrook General Insurance Brokers is under no obligation to inform any party if the Insurance policy is cancelled, assigned or changed after the Issue Date.

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 29 Industries Pty Ltd atf The 29 Unit Trust t/as Gladstone Claisebrook General Insurance Brokers
 ACN: 009 203 472 ABN: 15 317 359 258 AFS Licence No: 246489

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CERTIFICATE OF CURRENCY

Class of Insurance: **Public & Products Liability Insurance**

Name of Insured: **Fremantle Biennale Inc**

Geographical Limits: **Anywhere within Australia**
 Business Activities: **Services to the Arts - Primarily Arts Programs/Events Management focused within the Fremantle Community**

Lease Location: **179 High Street Fremantle WA 6160**

Insurer: **QBE Insurance (Australia) Limited**
 Insurers AFSL & ABN **AFSL 239545 ABN 78 003 191 035**
 Policy Number: **170U649595BPK**

Expiry Date: **29th May 2022**

Cover Details: **Legal Liability to pay compensation in respect of Injury and/or Damage as a result of an Occurrence in connection with Insured's Business activities**

Limit of Indemnity: **\$ 20,000,000**

Signature:

Jade Ferrier
 Broking Manager
 Dip Fin Serv (Ins. Brok) ANZIIF (Snr Assoc) CIP

Issue Date: 8th June 2021

In our capacity as Insurance Brokers to the Named Insured shown above, we confirm having arranged the above insurance, the details of which are correct as at the Issue Date. In all instances, cover afforded is subject to the Policy terms, conditions and exclusions. Any queries concerning these insurance arrangements should be addressed to this office. This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. It does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the Insurance policy to any party. Gladstone Claisebrook General Insurance Brokers is under no obligation to inform any party if the Insurance policy is cancelled, assigned or changed after the Issue Date.

PO Box 957 BALCATTWA WA 6914

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 ACN: 009 203 472 ABN: 15 317 359 258 AFS Licence No: 246489



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Item 9.3 Attachment 1

FREMANTLE BIENNALE INC.**Annual General Meeting Minutes**

Date Wednesday 6 May 2020
Times 7-8.30pm
Place Zoom Conference Meeting
Attendees Tom Müller (TM), Gladys Demissie (GD), Ted Snell (TS), Pete Stone (PS), Ariane Palassis (AP), Marcus Holmes (MH), Peter Woodward (PW), Corine van Hall (CVH)
 Invited prospective Member-Harsha Quartermaine (HQ) (part at end of meeting)

Apologies Invited prospective Member-Craig Peterson (CP)

Description**Item 1 Welcome and Quorum**

Pete Stone

Chair Fremantle Biennale

Item 2 Declaration of interests

Pete Stone declared his new role with the City of Melville and the fact that he was finishing his current position with the Perth Festival. The Board confirmed no perceived conflict of interest from their part, particularly if the City of Melville appointed officer was another staff member. The Board directed PS to keep the Board informed on any issues or conflicts of interest that may arise.

We don't do this at this meeting, we only do it if we have had an agm before – we just do it at our next normal board meeting...

Moved: Not Undertaken**Seconded:** Not Undertaken

NOT UNDERTAKEN

Item 3 Consideration of the Board's Annual Report

All members pleased with the Annual report

Item 4 Consideration of the Annual Financial and Auditors report

The Board agreed to change change the financial reporting period to be from March to March to incorporate the event in November. Accounts moving forward shall be the accrual method as agreed with the auditor.

Move a motion to change the financial reporting period from March to March and accept the

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GAD 20/07/2021

Financial Report

Moved: Pete Stone

Seconded: Gladys Demissie

PASSED

Item 5 Election of the Board Members and Office Holders

Members

PW reported that completed nominations had been received by the required date and copies of these were in the FB Dropbox Folder. It was reported that previous Members Gladys Demissie and Ian Kortlang had contacted the Board and were not going to renominate in 2020.

Fully completed nominations have been received from Tom Müller(TM), Ted Snell(TS), Pete Stone(PS), Ariane Palassis(AP), Marcus Holmes(MH), Pete Woodward(PW)

Move a motion to accept the Members

Moved: Pete Stone

Seconded: Ted Snell

PASSED

Election of Office Holders

Pete Stone proposed to stand as Chairperson, Peter Woodward proposed as Secretary

Prospective Additional Board Members

There are two prospective members that have been invited to join the Board; Craig Peterson and Harsha Quartermaine. PW described the involvement of Craig Peterson in the Biennale Unit program of 2019 and his generosity, enthusiasm and hard work from him and his team and his potential to be on the Board. PW also described Harsha Quartermaine (who he had worked with when she was State manager for Australian Institute of Landscape Architects).Her CV had been circulated to the Board and she has met with PW and TM to specifically discuss her possible role in the marketing of the Biennale. Harsha to be introduced following this meeting via Zoom.

There was discussion as to the possible conflict of interest if Craig was to be involved in any construction role for the Biennale 2021-It was unanimously agreed this would be managed by the Board.

Move a motion to accept the Members and Office Holders

Moved: Ted Snell

Seconded: Ariane Palassis

PASSED



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Item 9.3 Attachment 1

Item 6 Consideration of Whether Members Should Pay Entrance Fees, Subscriptions etc (if any)

MH suggested that this might be an avenue for revenue raising. Given the low numbers on the Board and their voluntary commitment it was agreed to dismiss the idea at this time.

Item 7 Correspondence

PW described that he had been in communication with Karen Dill Macky (Hay) Director at EY as a possible replacement for GD as Treasurer. She is interested but heavily committed (Board member on the Property Council and the Architects Board WA) It is proposed that TM and PW will meet with her to discuss the opportunity. It was determined that the position could be vacant for up to three months while the organisation was in planning mode.

Item 8 Correspondence

PS has written to Ian Kortlang and thanked him on behalf of the Board for his input for 2019 Biennale and in particular his assistance with securing the Minderoo Foundation sponsorship.

PS also thanked Gladys for her hard work and expert guidance in our first year of operation and for setting the Board on a steady financial course.

TM briefly described the outline of the 2021 Fremantle Biennale. The active team of Corine van Hall, Katherine Wilkinson, Kate Hullett and Tom have started looking at potential locations, sponsors and elements for the event. Funding proposals that might have issues due to COVID-19 were under discussion with the City of Fremantle, Notre Dame University, the Maritime Museum and Fremantle Ports. CoF is under financial duress, so the proposal is to spread the funding request over two financial years. The remaining organisations were keen to continue their involvement with FB at the end of the 2019 event. Their support however is based on activation, ie meetings of more than 10 people and so might be threatened. The City of Melville sponsorship agreement is in draft to be signed by the City.

The international artist is key to Minderoo's support and so the team are pursuing a solo artist or architect focussing on the river and a central hub, which will again be a meeting place for the public. This is based on international borders opening up by late next year. Discussions are obviously complex as the artist would normally be selected by this time and a site visit and fundraising strategy in place. FB are looking at alternative methods.

The initial concepts are looking at focussing at the original site considered for 2017- the section of the river between the traffic bridges and East Street Jetty.

MH proposed to prepare forms for prospective Directors

PS raised the open planning and visioning meeting deferred due to COVID 19. It was agreed to reschedule this to 3 pm Friday 22 May at Fremantle Arts Centre. The meeting would be facilitated by Jim Cathcart, FAC Director.

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Item 9 Next meeting and close of meeting by Chair

Next meeting to be held as General Meeting on Monday June 8th -7.00 pm at PSAS.
GD thanked and farewelled by all members
Meeting closed 7.40pm
Harsha joined meeting in at 8pm – 8.18pm
Meeting closed 8.20pm

Item 10 Meeting Close

Minute taker: Peter Woodward, Corine van Hall

Signed by the Chair (Pete Stone)



GAD 20/07/2021

Item 9.3 Attachment 1

Fremantle Biennale Inc.

ABN 27981489421

Special Purpose Financial Report - 31 October 2019

**Fremantle Biennale Inc.
Contents
31 October 2019**

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Statement of cash flows	11
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General information

The financial statements cover Fremantle Biennale Inc. as an individual entity. The financial statements are presented in Australian dollars, which is Fremantle Biennale Inc.'s functional and presentation currency.

Fremantle Biennale Inc. is a not-for-profit incorporated association, incorporated and domiciled in Australia. Its registered office and principal place of business are:

Registered office	Principal place of business
22-26 Pakenham Street Fremantle WA 6160	22-26 Pakenham Street Fremantle WA 6160

A description of the nature of the incorporated association's operations and its principal activities are included in the Boards' report, which is not part of the financial statements.

The financial statements were authorised for issue on 30 March 2020.



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Item 9.3 Attachment 1

AUSTRALIAN
AUDIT

DIRECTORS:
ROBERT CAMPBELL CA, CPA, RCA, GAICD
VIRAL PATEL CA, CPA, RCA
ALASTAIR ABBOTT CA, RCA, MAICD, M.FORENSIC ACCOUNTING

AUDITOR'S INDEPENDENCE DECLARATION

To the Boards of Fremantle Biennale Inc.

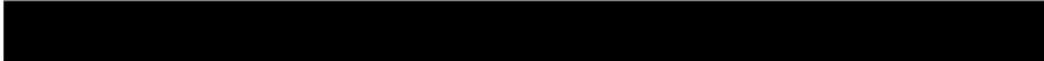
In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* and section 80 of the *Associations Incorporation Act 2015 (WA)*, in relation to our audit of the financial report of Fremantle Biennale Inc. for the year ended 31 October 2019, 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 Gordon Abbott, CA
Registered Company Auditor number 486826
Director
Australian Audit
Perth, Western Australia

Dated: 7 April 2020

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



AUSTRALIAN
AUDIT

DIRECTORS:
ROBERT CAMPBELL CA, CPA, RCA, GAICD
VIRAL PATEL CA, CPA, RCA
ALASTAIR ABBOTT CA, RCA, MAICD, M.FORENSIC ACCOUNTING

INDEPENDENT AUDITOR'S REPORT

To the members of Fremantle Biennale Inc.

Report on the Audit of the Financial Report
Opinion

We have audited the financial report of Fremantle Biennale Inc. (the Entity), which comprises the statement of financial position as at 31 October 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 Boards.

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 (ACNC Act)*, including:

- a) giving a true and fair view of the Entity's financial position as at 31 October 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 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
PHONE: (08) 9215 9922 | EMAIL: INFO@AUSAUDIT.COM.AU | WWW.AUSTRALIANAUDIT.COM.AU | ABN: 63 166 712 698





Emphasis of Matter – Recognition and Measurement Principles

We draw attention to the expense recognition section in Note 1 to the financial report, which describes the Entity has departed from the recognition and measurement principles. This departure does not comply with the requirements of the Associations Incorporation Act 2015 (WA) and the ACNC Act, however, the directors are of the view that it provides more meaningful information to the members of the entity. Our opinion is not modified in respect of this matter.

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Report

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

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

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



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

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

Report on Other Legal and Regulatory Requirements

In our opinion, Fremantle Biennale Inc. has complied with sections 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;
- 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; and
- 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 Gordon Abbott, CA
 Registered Company Auditor number 486826
Director
Australian Audit
 Perth, Western Australia
Dated: 7 April 2020



**Fremantle Biennale Inc.
Boards' report
31 October 2019**

The Boards present their report, together with the financial statements, on the incorporated association for the year ended 31 October 2019.

The Board have been in office since the start of the financial year to the date of this report unless otherwise stated.

The net surplus of Fremantle Biennale Inc. for the financial year ended 31 October 2019 amounted to \$166,768.

The principal activity of the association during the financial year was the provision of public art displays in the Fremantle Area.

During the period, Fremantle Biennale Inc. applied the accounting policies described in Note 1 to these financial statements.

On behalf of the Boards



Name Pete Stone (Chairperson)
Date 30.03.2020



Name Peter Woodward (Secretary)
Date 30.03.2020



**Fremantle Biennale Inc.
Boards' declaration
31 October 2019**

In the Boards' opinion:

- the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and Western Australian legislation the Associations Incorporation Act 2015, and associated regulations;
- the attached financial statements and notes comply with the Accounting Standards as described in note 1 to the financial statements;
- the attached financial statements and notes give a true and fair view of the incorporated association's financial position as at 31 October 2019 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the incorporated association will be able to pay its debts as and when they become due and payable.

On behalf of the Boards


 Name Pete Stone (Chairperson)
 Date 30.03.2020


 Name Peter Woodward (Secretary)
 Date 27.03.20



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Item 9.3 Attachment 1

Fremantle Biennale Inc.
Statement of profit or loss and other comprehensive income
For the year ended 31 October 2019

	Note	2019 \$	2018 \$
Revenue			
Grant		58,450	-
Sponsorship		360,009	-
Gifts		105,698	-
Ticket Sales		10,548	-
		<u>534,705</u>	<u>-</u>
Total revenue		<u>534,705</u>	<u>-</u>
Expenses			
Administration		(26,802)	-
Artist projects		(258,889)	-
Contractor and honorariums		(31,000)	-
Undercurrent dinner costs		(20,918)	-
Other	3	(30,328)	-
Total expenses		<u>(367,937)</u>	<u>-</u>
Surplus for the year		166,768	-
Other comprehensive income for the year		<u>-</u>	<u>-</u>
Total comprehensive income for the year		<u><u>166,768</u></u>	<u><u>-</u></u>

The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes

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**Fremantle Biennale Inc.
Statement of financial position
As at 31 October 2019**

	Note	2019 \$	2018 \$
Assets			
Current assets			
Cash and cash equivalents		143,620	-
Trade and other receivables		42,900	-
Prepayment		12,500	-
Total current assets		<u>199,020</u>	<u>-</u>
Total assets		<u>199,020</u>	<u>-</u>
Liabilities			
Current liabilities			
Trade and other payables	4	<u>32,252</u>	-
Total current liabilities		<u>32,252</u>	<u>-</u>
Total liabilities		<u>32,252</u>	<u>-</u>
Net assets		<u><u>166,768</u></u>	<u><u>-</u></u>
Equity			
Retained surpluses		<u>166,768</u>	-
Total equity		<u><u>166,768</u></u>	<u><u>-</u></u>

The above statement of financial position should be read in conjunction with the accompanying notes

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Item 9.3 Attachment 1

**Fremantle Biennale Inc.
Statement of changes in equity
For the year ended 31 October 2019**

	Retained profits \$	Total equity \$
Balance at 1 November 2018	-	-
Surplus for the year	166,768	166,768
Other comprehensive income for the year	-	-
Total comprehensive income for the year	<u>166,768</u>	<u>166,768</u>
Balance at 31 October 2019	<u><u>166,768</u></u>	<u><u>166,768</u></u>

The above statement of changes in equity should be read in conjunction with the accompanying notes

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**Fremantle Biennale Inc.
Statement of cash flows
For the year ended 31 October 2019**

	Note	2019 \$	2018 \$
Cash flows from operating activities			
Receipts from customers (inclusive of GST)		491,805	-
Payments to suppliers and employees (inclusive of GST)		(348,185)	-
Net cash from operating activities	9	<u>143,620</u>	<u>-</u>
Net cash from investing activities		<u>-</u>	<u>-</u>
Net cash from financing activities		<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents		143,620	-
Cash and cash equivalents at the beginning of the financial year		<u>-</u>	<u>-</u>
Cash and cash equivalents at the end of the financial year		<u><u>143,620</u></u>	<u><u>-</u></u>

The above statement of cash flows should be read in conjunction with the accompanying notes
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Fremantle Biennale Inc.
Notes to the financial statements
31 October 2019

Note 1. Significant accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

New or amended Accounting Standards and Interpretations adopted

The incorporated association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

Basis of preparation

In the Boards' 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 the Associations Incorporation Act 2015, the Charitable Collections Act 1946 and associated regulations. The Boards have determined that the accounting policies adopted are appropriate to meet the needs of the members of Fremantle Biennale Inc.

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.

Expenses recognition

The organisation has selected an accounting policy that differs from the requirements of the Australian Accounting Standards, on the basis that it will provide more reliable information. Expenses are recorded at the invoice date, regardless of when the goods or service was received by the organisation. As a result, no allowance has been made for prepayments or accrued expenses.

Historical cost convention

The financial statements have been prepared under the historical cost convention, except for, where applicable, the revaluation of financial assets and liabilities at fair value through profit or loss, financial assets at fair value through other comprehensive income, investment properties, certain classes of property, plant and equipment and derivative financial instruments.

Critical accounting estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

Revenue recognition

The incorporated association recognises revenue as follows:

Rendering of services

Revenue from a contract to provide services is recognised over time as the services are rendered based on either a fixed price or an hourly rate.

Fremantle Biennale Inc.
Notes to the financial statements
31 October 2019

Note 1. Significant accounting policies (continued)

Interest

Interest revenue is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the relevant period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

Other revenue

Other revenue is recognised when it is received or when the right to receive payment is established.

Income tax

As the incorporated association is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Trade and other receivables

Trade receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any allowance for expected credit losses. Trade receivables are generally due for settlement within 30 days.

The incorporated association has applied the simplified approach to measuring expected credit losses, which uses a lifetime expected loss allowance. To measure the expected credit losses, trade receivables have been grouped based on days overdue.

Trade and other payables

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

Goods and Services Tax ('GST') and other similar taxes

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

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 tax authority is included in other receivables or other payables in the statement of financial position.



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Item 9.3 Attachment 1

Fremantle Biennale Inc.
Notes to the financial statements
31 October 2019

Note 1. Significant accounting policies (continued)

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the tax authority.

Comparative figures

The association was formed and registered in October 2018, however had no financial transactions in that month. As a result the comparative figures for the 2018 period are nil.

New Accounting Standards and Interpretations not yet mandatory or early adopted

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by the incorporated association for the annual reporting period ended 31 October 2019. The incorporated association has not yet assessed the impact of these new or amended Accounting Standards and Interpretations.

Note 2. Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. There are no critical accounting judgements, estimates and assumptions that are likely to affect the current or future financial years.

Note 3. Other

	2019 \$	2018 \$
Production	21,826	-
Public relations fees	8,502	-
	<u>30,328</u>	<u>-</u>

Note 4. Trade and other payables

	2019 \$	2018 \$
Trade payables	2,170	-
BAS payable	30,082	-
	<u>32,252</u>	<u>-</u>

Note 5. Related party information

a) Members of the Board

The members of the Board, who served for the whole of the financial year unless otherwise indicated, are as follows:

Item 9.3 Attachment 1

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Fremantle Biennale Inc.
Notes to the financial statements
31 October 2019

Note 5. Related party information (continued)

Pete Stone	Chair
Ariane Palassis	Vice-Chair
Gladys Demissie	Treasurer
Peter Woodward	Secretary
Marcus Holmes	Board Member
Ted Snell	Board Member
Ian Kortlang (Kort)	Board Member
Tom Müller	Board Member
Claire Montgomery	Board Member (resigned: 27 May 2019)

b) Remuneration of the Board

The members of the Board do not receive nor are entitled to any remuneration or superannuation contribution.

c) Related party transactions

There were no related party transactions requiring disclosure during the financial year.

Note 6. Remuneration of auditors

During the financial year, the following fees were paid or payable for services provided by the auditor of the incorporated association:

	2019 \$	2018 \$
Audit service	1,800	-
Other service	1,000	-
	<u>2,800</u>	<u>-</u>

Note 7. Segment information

Fremantle Biennale Inc. operates predominantly in one business and geographic segment, being the provision of public art displays in the Fremantle Area.

Note 8. Events after the reporting period

No matter or circumstance has arisen since 31 October 2019 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the incorporated association's state of affairs in future financial years.

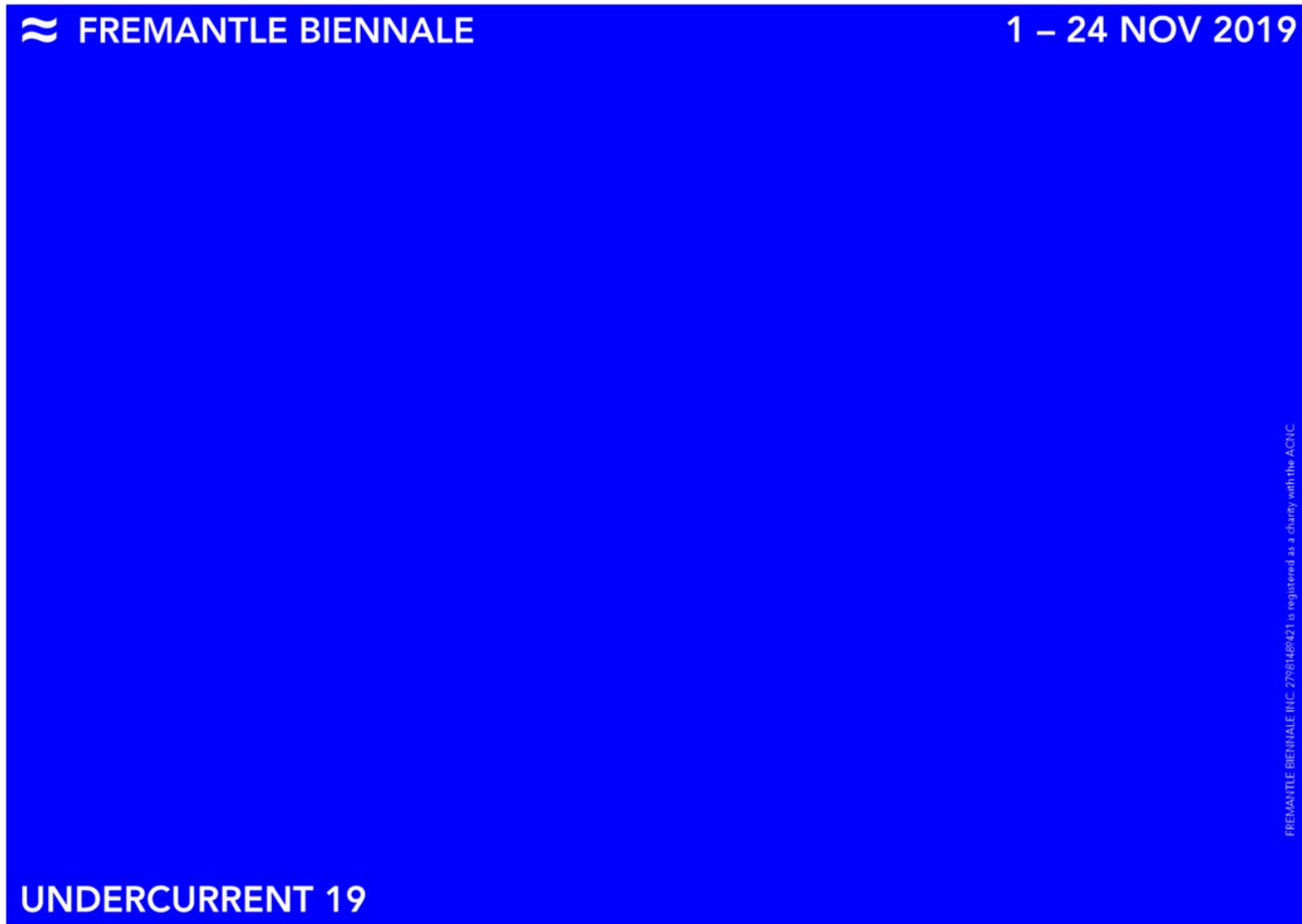
Note 9. Reconciliation of surplus to net cash from operating activities

	2019 \$	2018 \$
Surplus for the year	166,768	-
Change in operating assets and liabilities:		
Increase in trade and other receivables	(42,900)	-
Increase in prepayments	(12,500)	-
Increase in trade and other payables	32,252	-
Net cash from operating activities	<u>143,620</u>	<u>-</u>



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Item 9.3 Attachment 1



Item 9.3 Attachment 1

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ABOUT FREMANTLE BIENNALE 2019 PROGRAM – UNDERCURRENT 19

The Fremantle Biennale acknowledges the Whadjuk people of the Noongar Nation where our office is located, as well as all Custodians of Country throughout all lands, waters and territories. We pay our respects to the Elders past, present and future.

The Fremantle Biennale is a unique cultural event hosting the best in site-responsive art. Situated in new and found sites throughout Fremantle (Western Australia), the Biennale presents invited Australian and international artists who respond to, and work with the history, landscape and communities that make-up the rich tapestry of Fremantle.

The Fremantle Biennale creates a platform for the development and presentation of nationally and internationally recognised and experimental site-responsive contemporary art practices. The program promotes cultural dialogues and the exchange of ideas through artworks by local, national and international artists intersecting with our audiences and visitors. The Biennale is a distinct visual arts event that reveals, interrogates and celebrates the cultural, social and historical distinctiveness of Fremantle.

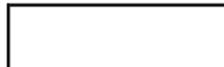
UNDERCURRENT was the guiding thematic premise of the Fremantle Biennale's 2019 program - a flow of water that moves below the surface of the ocean or a river.

UNDERCURRENT 19 was an invitation to interact with Fremantle through artistic dialogues and place sensitive practice. It encouraged the excavation of local myths and the creation of new, visual narratives that articulated the spirit of place. Artworks augmented, enhanced, and revealed Fremantle to itself in a renewed reading of place. In a contemporary approach to place, customs, traditions and rituals were metamorphosed by the artists.

UNDERCURRENT 19 encouraged artists to enter into a dialogue with each site in a process of subtle research, which involved listening, observing and adapting one's process to what may arise in response to the enquiry. Artistic responses revealed hidden layers in the built environment and the natural landscape and drew from historical, fictional, anecdotal and atmospheric readings.

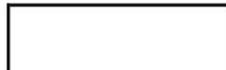
'UNDERCURRENT 19 is a siren song,
an ongoing conversation,
a cultural manifesto.'

www.fremantlebiennale.com.au
@fremantlebiennale





Undercurrent 19 Launch
HMAS Ovens Oberon Class Submarine
WA Maritime Museum
—
Courtesy Fremantle Biennale
Photo: Rebecca Mansell

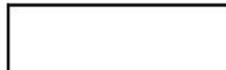
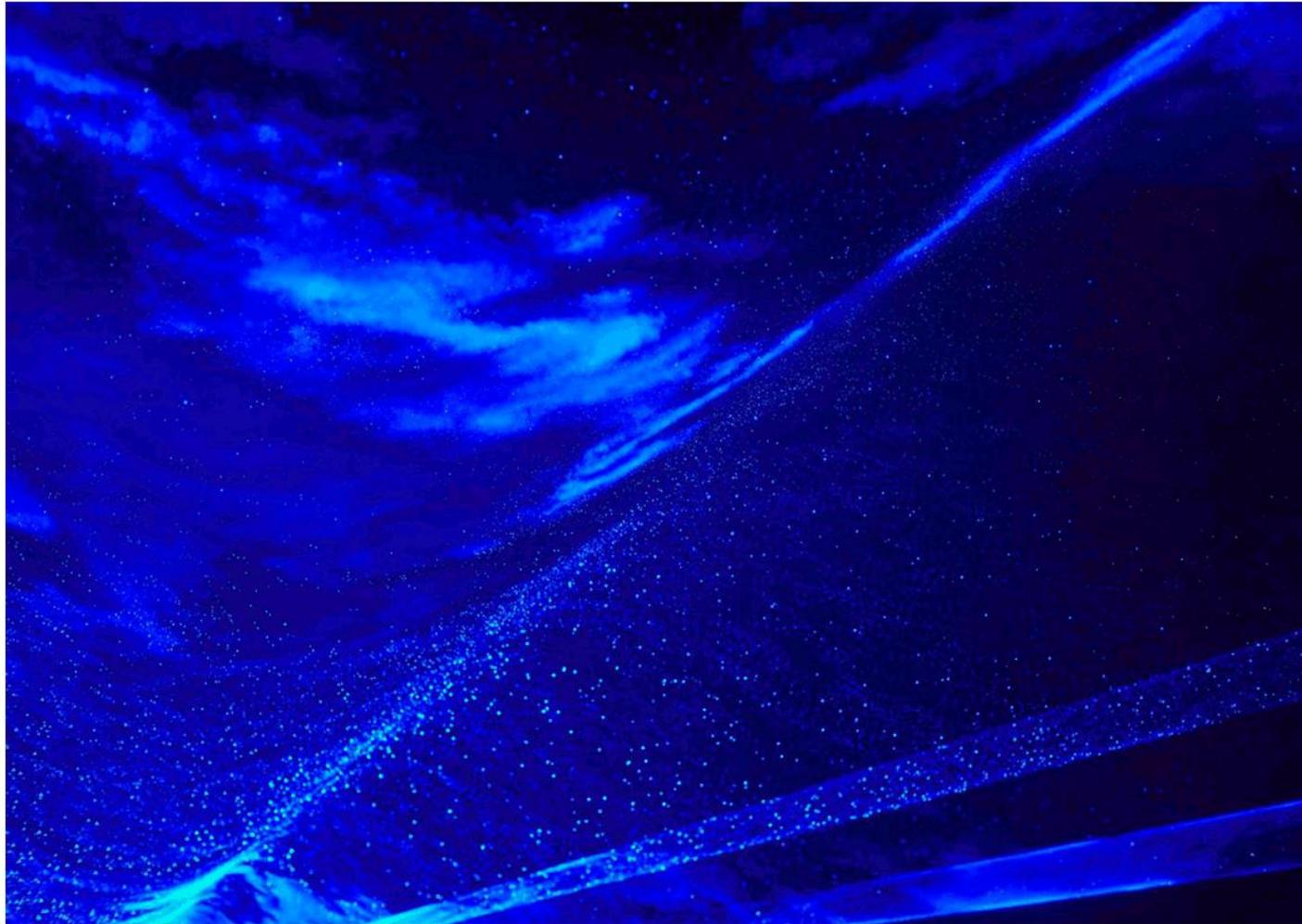


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Item 9.3 Attachment 1

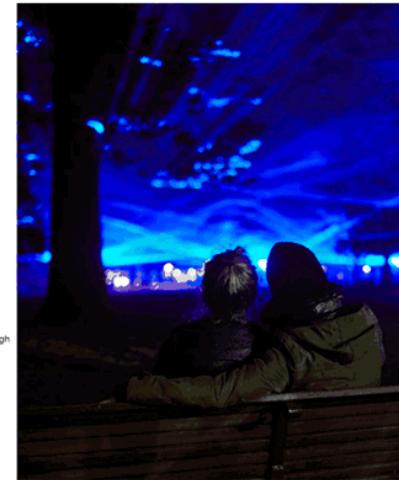
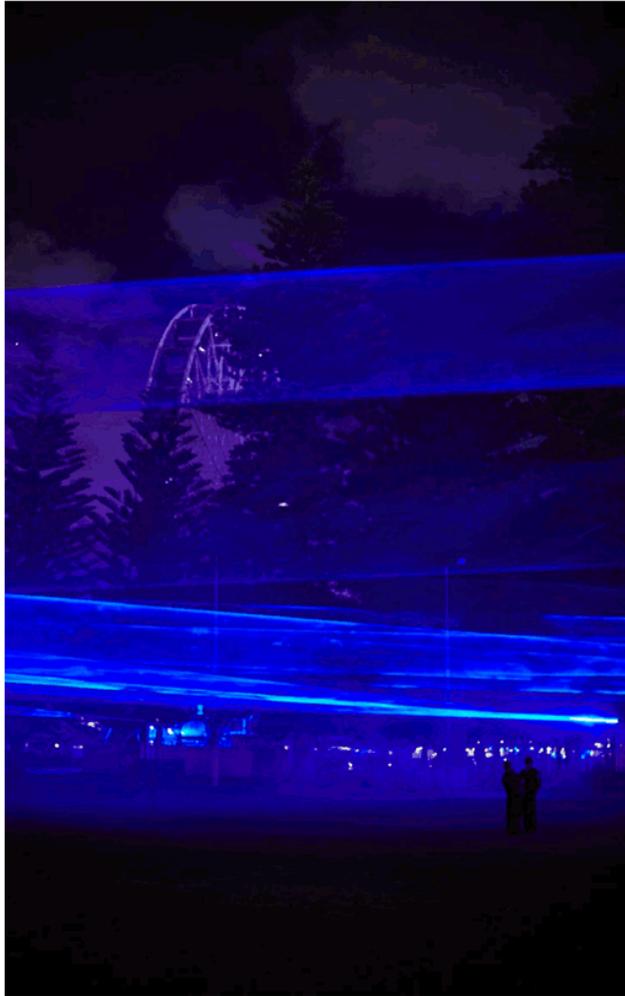


PARTICIPATING ARTISTS & ARCHITECTS
Undercurrent 19 Launch
WA Maritime Museum
—
Courtesy Fremantle Biennale
Photo: Rebecca Mansell



GAD 20/07/2021

Item 9.3 Attachment 1



STUDIO ROOSEGAARDE
Waterlicht Fremantle (2019)
 Esplanade Park

—
 Courtesy Fremantle Biennale & the artist
 Photo: Duncan Wright

PRESENTING PARTNERS
 The Fremantle Biennale is assisted by the Australian Government through the Australia Council, its arts funding and advisory body
 City of Fremantle
 The University of Notre Dame Australia
 The Minderoc Foundation
 This is Fremantle
 Water Corporation
 Department of Local Government, Sport and Cultural Industries



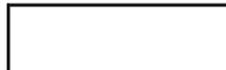
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LAWRENCE ENGLISH
Standing Wave (2019)
HMAS Ovens Oberon Class Submarine
—
Courtesy Fremantle Biennale & the artist
Photo: Duncan Wright

PRESENTING PARTNERS
WA Maritime Museum
Department of Local Government, Sport and Cultural Industries
Tura New Music
Fremantle Ports
H.J. Lighting



GAD 20/07/2021

Item 9.3 Attachment 1



BENNETT MILLER
Behavioural Ecologies (Red) (2019)
—
Courtesy of Fremantle Biennale and the artist
Photos: Duncan Wright

PRESENTING PARTNERS
City of Fremantle
The University of Notre Dame Australia
Fremantle Sea Rescue
This is Fremantle
Department of Local Government, Sport and Cultural Industries
Fremantle Ports
WA Maritime Museum



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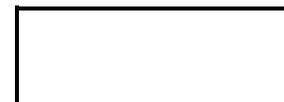
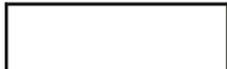
GAD 20/07/2021



BENNETT MILLER
Behavioural Ecologies (Red) (2019)

—
 Courtesy of Fremantle Biennale and the artist
 Photos: Duncan Wright

PRESENTING PARTNERS
 City of Fremantle
 The University of Notre Dame Australia
 Fremantle Sea Rescue
 This is Fremantle
 Department of Local Government, Sport and Cultural Industries
 Fremantle Ports
 WA Maritime Museum



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Item 9.3 Attachment 1



MATT SAV
Desire Lines (2019)
—
Courtesy of Fremantle Biennale and the artist
Photos: Kate Hulett

PRESENTING PARTNERS
PS Art Space

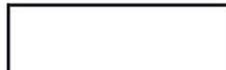
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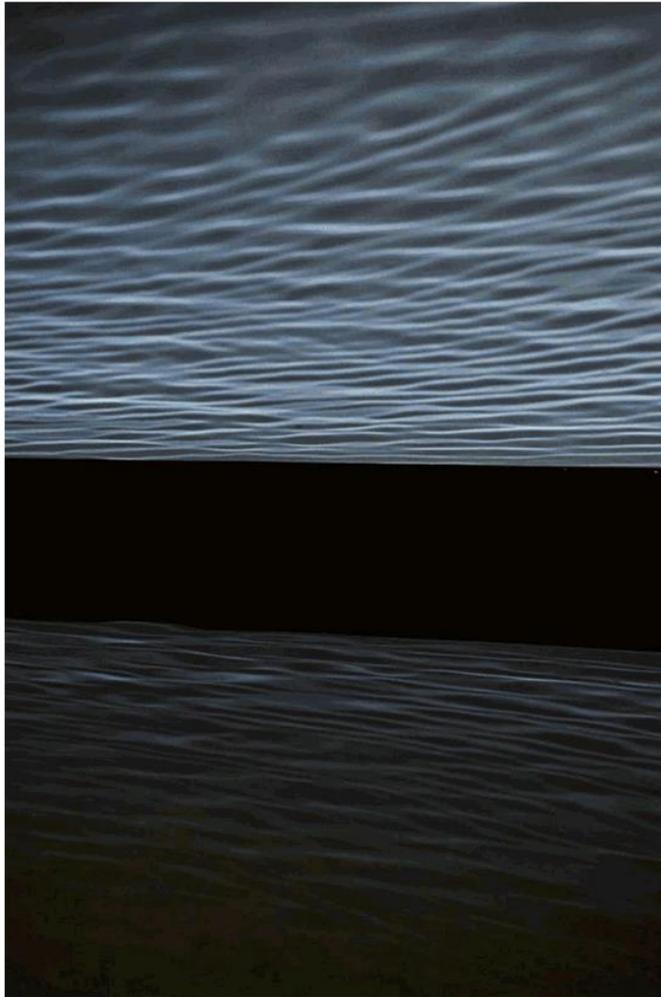
PENNY COSS
The Twist of the Sea (2019)
Moores Building
—
Courtesy of Fremantle Biennale and the artist
Photos: Duncan Wright

PRESENTING PARTNERS
Moores Building Contemporary Art Gallery
City of Melville



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Item 9.3 Attachment 1



TOM BLAKE
stairs into a stream (2019)
Princess Chambers Basement
—
Courtesy of Fremantle Biennale
and the artist
Photos: Duncan Wright

PRESENTING PARTNERS
This project is supported by Creative Partnerships
Australia through the Australian Cultural Fund
Kakulas Sister



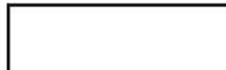
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THE COMMONWEALTH OF NEW BAYSWATER
 South Mole Resort (2019)
 South Mole
 -
 Courtesy of Fremantle Biennale and the artist
 Photos: Duncan Wright

PRESENTING PARTNERS
 Fremantle Ports
 Department of Local Government, Sport and Cultural Industries
 City of Fremantle
 This is Fremantle



GAD 20/07/2021

Item 9.3 Attachment 1



THE COMMONWEALTH OF NEW
 BAYSWATER
 South Mole Resort (2019)
 South Mole
 -
 Courtesy of Fremantle Biennale and
 the artist
 Photos: Duncan Wright

PRESENTING PARTNERS
 Fremantle Ports
 Department of Local Government, Sport and
 Cultural Industries
 City of Fremantle
 This is Fremantle

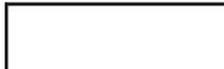
Item 9.3 Attachment 1

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THE COMMONWEALTH OF NEW BAYSWATER
South Mole Resort (2019)
South Mole
—
Courtesy of Fremantle Biennale and the artist
Photos: Duncan Wright

PRESENTING PARTNERS
Fremantle Ports
Department of Local Government, Sport and Cultural Industries
City of Fremantle
This is Fremantle



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RYAN BURGE & JENNIFER GARLAND
Soundmarks (2019)
Shipwrecks Museum
-
Courtesy of Fremantle Biennale and the artists
Photos: Duncan Wright

PRESENTING PARTNERS
WA Maritime Museum



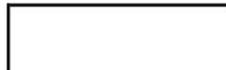
Item 9.3 Attachment 1

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THEATRE OF THE SEA
Somnus (2019)
PS Art Space

Courtesy of Fremantle Biennale and the artists
Photos: Duncan Wright

PRESENTING PARTNERS
PS Art Space
Marjana Kaker
Anthroposophical Society in Australia
Republic of Slovenia - Embassy Canberra
Republic of Slovenia - Ministry of Culture



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UNDERCURRENT CHOIR
Ebb & Flow (2019)
PS Art Space
—
Courtesy of Fremantle Biennale and the artists
Photos: Duncan Wright
PRESENTING PARTNERS
PS Art Space

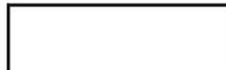
Item 9.3 Attachment 1

GAD 20/07/2021



GEORGE KHUT
Contemplative Interactions (2019)
DADAA Fremantle Gallery
—
Courtesy of Fremantle Biennale and the artist
Photos: Jessica Wyld

PRESENTING PARTNERS
DADAA



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FERVOR
Undercurrents (2019)
Republic of Fremantle
—
Courtesy of Fremantle Biennale and Fervor
Photos: Duncan Wright

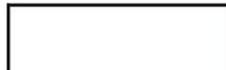
PRESENTING PARTNERS
Republic of Fremantle
Fervor Food
Wise Child Wine Store



BROOKE LEEDER & DANCERS
RADAR (2019)
B-Shed, Fremantle Ports

—
Courtesy of Fremantle Biennale and the artist
Photos: Duncan Wright

PRESENTING PARTNERS
Department of Local Government, Sport and Cultural Industries
Fremantle Ports
The University of Notre Dame Australia
This is Fremantle



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ART CRAWL
 West End, Fremantle
 -
 Courtesy of Fremantle Biennale
 Photos: Duncan Wright



UNIT TOUR
 Fremantle Shoreline
 -
 Courtesy of Fremantle Biennale
 Photos: Peter Woodward



MUSEUMS WITHOUT WALLS
 Five Shorelines (2019)
 Original Shoreline
 -
 Courtesy of Fremantle Biennale
 Photos: Duncan Wright





SETE TELE & LISA HIRMER
Drinking Water (2019)
Moore's Building
—
Courtesy of Fremantle Biennale and the artists
Photos: Duncan Wright

PRESENTING PARTNERS
Moore's Building Contemporary Art



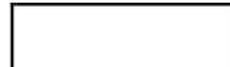
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PUBLIC PANEL
Future Landscapes (2019)
PS Art Space
—
Courtesy of Fremantle Biennale
Photos: Duncan Wright

PRESENTING PARTNERS
The Minderoo Foundation
PS Art Space
City of Melville



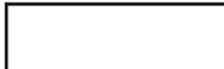
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KAYAKO NAKASHIMA
Sleeping with the Sun (2019)
 Old Customs House
 —
 Courtesy of Fremantle Biennale and the artist
 Photos: Duncan Wright

PRESENTING PARTNERS
 Artsource
 The University of Notre Dame Australia
 Department of Local Government, Sport and Cultural Industries
 This is Fremantle



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KELSEY ASHE
Pearls & Blackbirds (2019)
Fishing Boat Harbour
—
Courtesy of Fremantle Biennale and the artist
Photos: Duncan Wright

PRESENTING PARTNERS
WA Maritime Museum
Department of Local Government, Sport and Cultural Industries
University of Notre Dame Australia
ACQWA
Willie Creek Pearl Farm
Fremantle Sailing Club
Little Creatures
Anya Brock

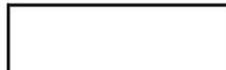
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GAD 20/07/2021



SAM BLOOR
The Billboard Project (2019)
Various Cultural Sites
—
Courtesy of Fremantle Biennale and the artist
Photos: Duncan Wright

PRESENTING PARTNERS
City of Fremantle
This is Fremantle
PS Art Space
Fremantle Arts Centre
Moones Building Contemporary Art Gallery
Artsource
Little Creatures



GAD 20/07/2021

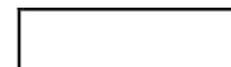
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ROBERT CLEWORTH
DI CUBITT
MICHAEL DOHERTY
BEN JOEL
MOIRA DE LA HUNTY
GINA MOORE
WADE TAYLOR
PAUL UHLMANN
CURATED BY RON NYISZTOR
Western Current (2019)
Fremantle Arts Centre

—
Courtesy of Fremantle Biennale and the artists
Photos: Duncan Wright

PRESENTING PARTNERS
Fremantle Arts Centre



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UNIT 7.1
THEFULCRUM AGENCY in association with DR ANDREW SUNLEY SMITH UNIT
Signal (2019)

UNIT 7.2
VITTINOASHE & SIMON PENDAL ARCHITECTS
Flood (2019)

UNIT 7.3
PLAN E
For Sale: The (Western) Australian Dream – A Query (2019)

UNIT 7.4
HAMES SHARLEY
Fluther (2019)

UNIT 7.5
TO & FRO STUDIO
Below (2019)

UNIT 7.6
TAYLOR ROBINSON CHANEY BRODERICK
Looking Back (2019)

UNIT 7.7
RHIZOME MAY MARANO
Soundsquid (2019)

UNIT 7.8
MT EYK
Camera Obscura Solus (2019)

UNIT 7.9
PENHALE WINTER in collaboration with KIERAN MURNANE
Limestone Circle (2019)

UNIT 7.10
UDLA
#Bella' gone (2019)

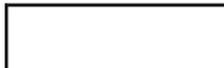
UNIT 7.11
WITH_ARCHITECTURE STUDIO
Water Booth (2019)

UNIT 7.12
MJA_STUDIO
Wabi-Sabi (2019)

UNIT 7.13
RUSTY IREDALE PEDERSON HOOK
Oculus 32.0597° S, 115.7441° E (2019)

Unit (2019)
Fremantle Shoreline
–
Courtesy of Fremantle Biennale and the architects
Photos: Duncan Wright

PRESENTING PARTNERS
ICS Australia
Little Creatures Brewing
Opra Projects Modular Lighting & Partners
Issey
Groupwest
Health Tech
HERA Engineers
Civmec
Advanced Architectural Products
OCKHM
Wood & Grieve Engineers
University of Western Australia School of Art & Design
Hindsand
Cemintel
Franz Building Supplies
Westbeam
Brickworks Building Products
ARUP



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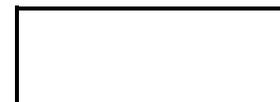
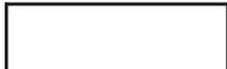
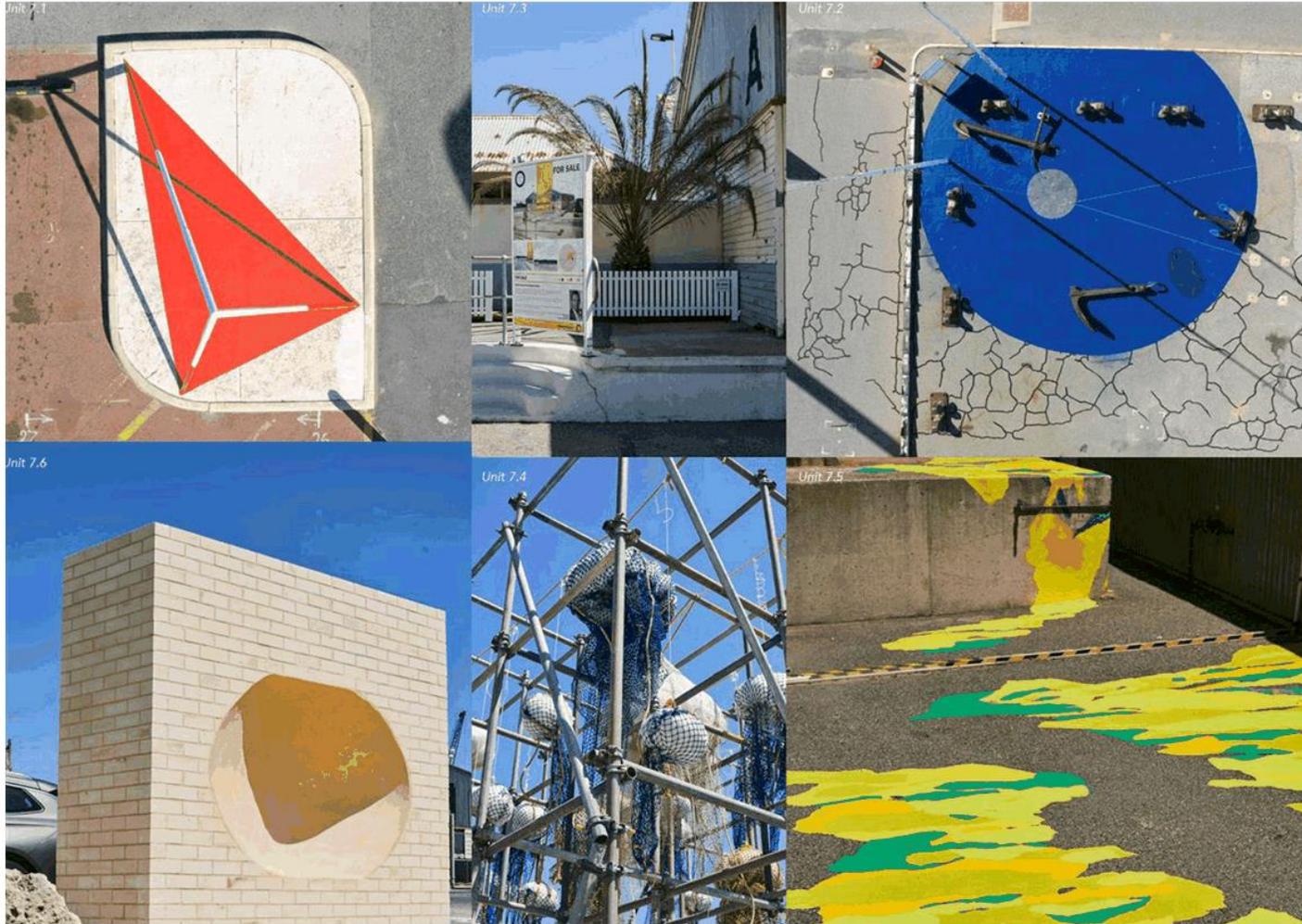


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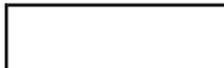


CLUBBMEDD
Midnight Blue Lagoon (2019)
—
Courtesy of Fremantle Biennale & ClubbMedd
Photos: Duncan Wright

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GAD 20/07/2021

ATTENDANCE	Fri 1 Nov	Sat 2 Nov	Sun Nov	Thur 7 Nov	Fri 8 Nov	Sat 9 Nov	Sun 10 Nov	Thur 14 Nov	Fri 15 Nov	Sat 16 Nov	Sun 17 Nov	Thur 21 Nov	Fri 22 Nov	Sat 23 Nov	Sun 24 Nov	Totals
Studio Roosegaarde Waterlicht	1,000	7,500	6500													15,000
Commonwealth of NB South Mole Resort		56	62	48	76	84	42	48	87	96	42	73	89	92	37	932
Lawrence English Standing Wave																380
Kayako Nakashima Sleeping with the Sun		215	210	76	55	152	189	112	73	147	201	81	38	146	172	1867
Penny Coss Twist of the Sea/ Sete Tele & Lisa Hirmer Drinking Water		86	79	64	57	69	121	47	62	63	66	63	54	115	57	1003
Ryan Burge & Jenn Garland Soundmarks		53	27	16	42	25	71	30	40	51	14	28	71	92	47	607
Matt Sav Desire Lines		9	15	12	17	12	9	8	15	15	11	7	6	12	8	156
Tom Blake Stairs into a Stream		41	101	16	41	76	88	25	48	36	45	31	27	120	62	757
George Khut Contemplative Interactions		89	11	116	22	29	24	11	39	16	49	22	29			457
Fervor Undercurrents	40	40	40													120
Theatre of the Sea Somnus				100	110	104										314
Brooke Leeder & Dancers RADAR												92	110	110	110	420
The Undercurrent Choir Ebb&Flow							123	150	150							423
ClubbMedd Midnight Blue Lagoon											452				646	1098
Symposium		162														162
Public Panel		120														120
Museums without Walls Five Shorelines / Fremantle on the Edge School Groups		32	35	51											118	
Art Crawl / UNIT Tours		17					44				36			43		140
Kelsey Ashe Pearls & Blackbirds																757
Western Current																1893
Luna on SX 4x4 MAFF																211
																TOTAL 26,817



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STATISTICS

Program

Duration	24 days
Overall attendance	26,808
Artists, Performers, Musicians & Architects	265
New Commissions	29
Events & Performances	63
Venue & Public Sites	26
Art Walks & Artist Talks	11
Participation in Education Program	75
Volunteers	56

MEDIA

(media campaign Aug-Dec 2019)

Website Unique Visits	33,433
Website Page Visits	169,848
Website Hits	1, 840,321

Social Media

Instagram Followers	2,967
Instagram unique Likes across campaign	12,286
Initiated IG campaign on 1 August with teaser film	
78% followers from Perth	
Majority in 25 - 34 age group, followed by 35 - 44 year old age group	
68% women, 32% men	
Instagram - popular posts reaching over 6,000 impressions	
Facebook Followers	1,904
Over 250% increase in followers across Aug - Dec 2019	
Facebook post reach	
(High point; 7,970 people - on October 29th, 2019)	
Facebook - popular posts with a 6,800 reach	

Above the line marketing

100 posters distributed around Perth, concentrating on Northbridge, Mt Lawley, West Perth, Fremantle.
 20 vinyl banners distributed along the coast from Hillarys Marina to Fremantle's South Beach, and along the Fremantle train line.
 1000 stickers distributed
 Rockface banner at entry to Fremantle for two-weeks over launch period

PUBLICITY

TV coverage

Channel 7 - Sunrise
 Channel 9 - Perth News

Radio coverage

ABC Radio Perth - Drive
 RTR FM - Art Beat and Breakfast

Print coverage

Weekend Australian
 The Australian
 Australian Financial Review
 The Sunday Times
 The West Australian
 Fremantle Gazette
 Fremantle Herald
 VAULT Magazine
 Post Newspapers
 Fabric Quarterly
 Community Newspapers
 Fre-OH Magazine

Online coverage

SeeSaw Magazine
 ArtsHub
 Art Guide Australia
 So Perth
 Hello Perth
 FACT
 The Spaces
 Art Almanac
 Country and Town House
 Sustainability Matters
 Urban List
 Green Magazine
 Cream Magazine
 Design Addicts
 Scoop
 FreoView
 Australasian Leisure Management
 Luna Palace Cinemas
 Visit Fremantle
 This is WA - Travel and lifestyle news from Western Australia

ADVERTISING SUPPORT PROVIDED BY THE CITY OF FREMANTLE

Paid Facebook adverts
 Paid Instagram adverts/ stories
 Google Ads (via search terms)
 9NOW (TV catch up ads)
 Post Newspaper half-page ad x 3
 Post Newspaper strip ad x 3
 Fre-OH magazine
 Qantas inflight magazine
 Industry updates - briefing session with local business
 Business news - email
 Consumer news - email
 Special campaign landing page
 Content/ assets shared with local businesses via CoF
 Events shared to City of Fremantle socials



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GAD 20/07/2021

Economic Impact

60% of visitors came to Fremantle specifically for the Fremantle Biennale

Audience Experience

308 Intercept surveys were completed during the Fremantle Biennale.
 85% of respondents agreed the event was of 'high artistic quality' and it 'sparked their imagination'.
 87% of respondents agreed it was important for the event to be held in Fremantle.
 60% of our respondents came to Fremantle specifically for the Biennale.

PARTNERSHIPS

Principal Partners

City of Fremantle
 Minderoo Foundation
 Australia Council for the Arts
 University of Notre Dame

Major Partners

Dept Local Government, Sport & Cultural Industries
 Fremantle Ports
 Water Corporation
 WA Maritime Museum
 ICS Australia

Presenting Partners

PS Art Space
 Murdoch University
 The University of Western Australia
 Artsource
 Fremantle Arts Centre
 Moores Building Contemporary Art Gallery
 DADAA
 Tura New Music
 Luna Palace
 Republic of Fremantle
 Kakulas Sister
 Sirona Capital
 Australia Cultural Fund
 Republic of Slovenia
 Kingdom of the Netherlands
 City of Melville

Travel Partner

ANA

Accommodation Partner

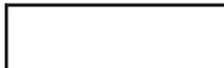
Quest Fremantle

UNIT Partnerships

University of Western Australia School of Art & Design
 Brickworks Building Products
 ARUP
 Cemintel
 Franz Building Supplies
 Wesbeam
 Hindsand
 Advanced Architectural Products
 OCKHM
 Wood & Grieve Engineers
 Health Tech
 HERA Engineers
 Cimtec
 Little Creatures Brewing
 Opra Projects Modular Lighting & Partners
 Issey Groupwest

Biennale Benefactors

Mary Hill
 Marjana Kaker



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TEAM

Tom Müller – Artistic Director / Co-Founder

Tom Müller is a multi-disciplinary artist working across installation, sculpture and a renewed practice of art within the public realm. In 2012 he was appointed Director of Programs at PS Art Space in Fremantle where he continues to develop an expansive program by pushing the boundaries of contemporary practice. He has been the recipient of numerous Australia Council grants and a mid-career fellowship through the Department of Culture and the Arts. In 2010, Big City Press published a major monograph on his work, 'Tom Müller, Rhythms in the Chaos' spanning ten years of active practice. In 2017, he co-founded and directed the first incarnation of the Fremantle Biennale, High Tide 17.

Corine Van Hall – Program Advisor / Co-Founder

Corine van Hall has been a practitioner, project manager and exhibition coordinator. Corine is a member of the WA State Percent for Art Scheme panel and has previously held curatorial and project management positions with the Mark Howlett Foundation, Fremantle Prison and the Art Gallery of WA. She is currently the Public Art Coordinator for the City of Fremantle where she is implementing the City's commitment to commissioning innovative public art. In 2017, she co-founded and directed the first incarnation of the Fremantle Biennale, High Tide 17.

Katherine Wilkinson – Program Director

Katherine Wilkinson is an arts producer and curator with an interest in socially-engaged, collaborative and site-responsive art practices. Alongside her role with the Fremantle Biennale she is the Curator & Project Manager at DADAA and Special Projects Coordinator at Fremantle Arts Centre. Previously she was the Creative Producer for Perth Festival's project, Five Short Blasts (2019), and Curator of Know Thy Neighbour, a series of Perth-based context-responsive art projects presented by International Art Space. She has worked on independent and collaborative projects, with a range of institutions including, Artsource, the Lawrence Wilson Art Gallery, the Perth Public Art Foundation, the City of Melville, The Museum of Modern Art (MoMA), and the Venice Biennale. Katherine works, lives and swims on the lands of the Whadjuk people of the Noongar nation.

Claire Montgomery – External Relations

Connecting Government, private enterprise and the arts, Claire uses her advocacy skills to build partnerships and community collaborations. Claire is responsible for co-ordinating communications between key stakeholders, engaging media, creative, web and editorial services to promote the Fremantle Biennale. In between her earlier corporate marketing and financial communications roles, you may have caught Claire hanging with the bison at the Nature Conservancy in Colorado or shooting a classic regatta off sunny Greek islands. She holds a Bachelor of Commerce in Economics and Marketing.

Kate Hulett – Communications & Audience Engagement

Kate Hulett manages creative space activation projects in WA (under the moniker, MANY Projects) - with a focus on repurposing disused spaces into artist studios, large-scale maker workshops and retail propositions - specially targeted at the small, creative business sector. Working closely with Councils, building owners, developers and local communities to deliver positive social outcomes, she is also a member of the Destination Marketing Working Group for the City of Fremantle. Holding a Degree in Psychology, Kate has over a decade experience in the UK working in Public Affairs, stakeholder management and community engagement for blue chip companies and award-winning marketing agencies. Kate also owns the Fremantle concept store, Kate and Abel, runs her own-label hat brand, St Saviours hats, and co-owns the earring company, Pierce, I love you.

Ned Beckley – Contemporary Music Curator

Ned Beckley has a diverse body of work that spans electronic performance and recordings, soundtracks and sound design for film and TV, installation, dance and various multimedia frameworks. His work has been commissioned and published by The Australian Ballet, Warner Music, Netflix, ABC, Sony, National Geographic and Screen Australia. He has studied cinema at Melbourne University and worked at the National Film & Sound Archive. His past and current work has also involved production and playing live alongside international touring acts such as Jon Hopkins, Pantha Du Prince, Colin Stetson, Nightmares On Wax and Lapalux under the electronic alias Lower Spectrum.

Patrick Beale – Architecture and Landscape Curator

Patrick Beale is the Director of ATC Studio, a practice specializing in engineering timber design, prefabrication, construction and research and the appropriate use of native Australian and plantation timber. Patrick was formerly Dean of the Faculty of Architecture at UWA and Director of the ATC Research program and has served on the RAIA Chapter Council and Education Committee. Patrick is a passionate supporter of the appropriate and properly informed use of timber in design and construction at all scales.

Ron Nyzstor – Project Curator

Ron Nyzstor Graduated from WAIT (now Curtin University) in 1979. He has been exhibiting locally, interstate and overseas since 1989 and his paintings are held in numerous private and corporate collections. Since 2007, Ron has been the Manager and Director of Nyzstor Studio, an artist-run initiative committed to a program showcasing West Australian artists seeking to develop a wider audience and appreciation for the visual arts in this State.

Kym Elphinstone – Public Relations

Kym founded Articulate in 2009, firmly establishing the consultancy as Australia's premier communications agency for the arts and cultural sectors. A former lawyer, she has more than 20 years experience developing strategic communications solutions for leading arts organisations and corporates in the UK, US and Australia and has worked with some of the most respected names in the sector including New York's New Museum, M&C Saatchi Arts London, Art Basel Hong Kong, the Biennale of Sydney, the Australian Ballet, MCA Australia, Sydney Festival, the National Gallery of Victoria and the Australia Council for the Arts. She holds post-graduate qualifications in art history and strategic marketing and in London studied at The Sotheby's Institute and Central Saint Martin's College of Art and Design. Kym is a Member of the Australian Institute of Company Directors, a founding Board Director of the Art Month Sydney and was a founding member of the MCA Australia Young Ambassadors program. In 2018, Kym launched The Golden Mean, a sister agency to Articulate, creating quality written and visual content for the arts.

Sasha Haughan – Public Relations

Sasha has worked internationally in communications and publicity for the arts sector since 2013 with experience in the UK and Australia. She started her career at the UK's leading PR agency for the arts, The Corner Shop PR, working for clients across the West End and UK theatre industry including Disney's The Lion King, Royal Court Theatre and the international Norfolk and Norwich Festival. She also worked at the UK's largest cultural institution, Southbank Centre, delivering campaigns for the performance and dance offering as well as exhibitions and site program. She most recently worked in the publicity team for the three-week international, Sydney Festival. Sasha graduated from the University of York in 2012 with a Masters Degree (Distinction) in Writing, Theatre and Performance.

Laure Bernard – Production Coordinator**Thea Verrall – Finances****Delwyn Everard – Legal Advisor**

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BOARD OF DIRECTORS

Pete Stone – Chairperson

Pete Stone is currently a producer for the Perth Festival. He was formerly Manager for Arts and Culture at the City of Fremantle and comes from a strong production and performing arts background. Pete has long been a strong advocate for the artistic renewal of the arts and culture in Fremantle.

Ariane Palassis – Deputy Chair

Receiving her Masters in Architecture from The University of Western Australia gave Palassis a broad skill base coupled with an appreciation for materiality and the details of construction. While practising Palassis worked on a wide range of projects, from new residential and commercial developments to conservation works on some of WA's most important heritage sites. These include Fremantle Prison, Sunset Hospital and the Midland Railway Workshops. In developing her own art practice Ariane has continued to follow her architectural interest in the analysis of place as a repository of human memory and experience. Being Australian with Greek heritage, the displaced old world rituals and the value of family mythologies and cultural traditions have played a large role in her work.

Gladys Demissie – Treasurer

In 1975 at the age of 19, Gladys migrated to Australia as a student and after graduating with a Bachelor of Business and later a Master of Business Administration, had an extensive career for several decades in finance, working mainly with the Australian Tax Office in areas such as auditing, assessing and rulings before retiring in 2013. Gladys is currently Western Australian State President for St Vincent de Paul.

Peter Woodward – Secretary

Peter Woodward is the Director of Landscape Architecture practice Woodward Design based in Fremantle. Throughout his career Peter has been involved in the incorporation of art and public art into built projects. He completed his Bachelor of Arts at Lancaster University and his Master of Arts at Sheffield University Faculty of Architectural Studies. Peter sits on the Heritage Council WA Register Committee and is a Fellow of the Australian Institute of Landscape Architects.

Marcus Holmes – Board Member

Marcus is Principal of law firm Land Equity Legal. Marcus' key role on the Board is assisting with governance, compliance, risk management and developing and reviewing artists' and sponsors' contracts. He works with Aboriginal Boards on similar work in the Native Title arena, including in development of corporate policies and procedures. Marcus is also involved in working with local government engaging with the Noongar native title settlement and Victoria's proposed treaty.

Ted Snell – Board Member

Professor Ted Snell, AM CitWA, is Chief Cultural Officer at the University of Western Australia. Over the past two decades he has contributed to the national arts agenda through his role as Chair of the Visual Arts Board of the Australia Council, Chair of Artbank, Chair of the Asialink Visual Arts Advisory Committee, Board member of the National Association for the Visual Arts and member of the ARC Advisory Council, Chair of the Australian Experimental Art Foundation and Chair of University Art Museums Australia. He is currently on the boards of the UQ Art Museum, the WA Churchill Fellowship Regional Committee and ANAT (Australian Network of Art & Technology). He has published several books and has curated numerous exhibitions, many of which document the visual culture of Western Australia. Ted Snell is a regular commentator on the arts for ABC radio and television and is currently Perth art reviewer for The Australian and writes regularly for The Conversation.

Ian Kortlang (Kort) – Board Member

Kort has provided business leadership, issues management and corporate communications counsel to many of the most high profile CEOs and Boards in Australia over three decades. With a proven track record spanning new business creation, corporate strategy, national and international affairs, Kort has also held CEO roles at some of the largest communications firms in Australia. Kort came to the private sector after a successful career as a political campaign strategist, public sector departmental head, diplomat and army officer. Kort is an accomplished presenter and public speaker and a respected media and political commentator.

Tom Müller – Board Member (ex-officio)

ADVISORY BOARD

Margaret Moore

Margaret Moore is founder and Director of MOORE CONTEMPORARY, a gallery platform committed to the presentation and promotion of international and local contemporary art practice. Its establishment follows significant public roles that have included Curator and Program Manager: Visual Arts at the Perth International Arts Festival, and curatorial, management and educational positions at the Art Gallery of Western Australia, Art Gallery of New South Wales and National Gallery of Australia. She has contributed to cultural developments and advocacy through numerous board positions, major projects, and published writing. She is current Chair of the Murdoch University Art Collection Board, a member of University of Western Australia Collections Advisory Board, and a former Chair of the Board of the Perth Institute of Contemporary Art. Margaret Moore is a curatorial and collection advisory consultant to select corporate and private collections that includes Woodside Energy and KPMG.

Clothilde Bullen

Clothilde Bullen, a Wardandi (Nyoongar)/Yamatji woman, is Curator of Aboriginal and Torres Strait Islander exhibitions and collections at the Museum of Contemporary Art. She was previously Curator of Indigenous art at the Art Gallery of Western Australia, Perth, where she worked for over a decade. She has curated a number of shows independently including Darkness on the Edge of Town in 2016 at Artbank, Sydney, and When the Sky Fell: Legacies of the 1967 Referendum at the Perth Institute of Contemporary Art in 2017. She is the coeditor of the black edition of Artlink magazine in 2018 and is a board member on Artmonthly magazine. Clothilde has written and had feature essays in a number of catalogues including Defying Empire, Tarnanthi and Being Tiwi, and been published extensively including in Artlink and Sturgeon. She is an alumni member of the British Council Accelerate Scholarship for Indigenous leadership in the arts.

Leigh Robb

Leigh Robb is the Curator of Contemporary Art at the Art Gallery of South Australia. Previously she was the Senior Curator at PICA, the Perth Institute of Contemporary Arts. With over 15 years of experience, Robb's previous roles include Associate Director at Thomas Dane Gallery, London, and she led the Internship and Education programs at the Peggy Guggenheim Collection, Venice. She completed her Bachelor of Arts in Art History and Psychology at the University of Queensland, Brisbane, and her Masters in Art History at the Courtauld Institute of Art, London. Leigh Robb is an adjunct lecturer at the University of Adelaide and is a board member of Art Monthly and Adelaide Central School of Art.

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FREMANTLE BIENNALE 1-24 NOV 2019

PRINCIPAL PARTNERS

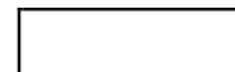
MAJOR PARTNERS

PRESENTING PARTNERS

ACCOMMODATION PARTNER: QUEST

TRAVEL PARTNER: ANA

BEVERAGE PARTNERS:

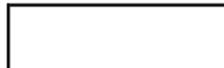


Item 9.3 Attachment 1

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City of Cockburn Sponsorship Program - Proposed Sponsorship Benefits Checklist

Applicant Name:	Fremantle Biennale		
Sponsorship Proposal or Project or Event Title	Moombaki		
Proposed sponsorship or project start date:		12 November	
Proposed sponsorship or project finish date:		13 November	
POTENTIAL Sponsorship Offerings	Description	CoC Sponsorship Offerings (Y/N)	Sponsorship Acquittal Report Requirements
Naming Rights (or the equivalent)	If no naming rights, leave out		
LOGO on Event Promotional Material			
Event signage	State what type, location, duration	Y	how many signs location of signs duration that signs were up
Website			Size of mailout % of opens No. clickthroughs
E-newsletter		Y	
Event collateral (state what type)	brochures flyers posters forms programmes presentations	Posters / Programmes	Type of collateral logo appeared on
Email signatures	CoC logo on event email signatures	N	
Event letterhead	CoC logo on event letterhead	N	No. people letters were sent to Type of audience letters sent to
Social media sites	Where will logo appear on sites?	Y	No page views over duration that logo appears publication/s names date of publication page logo appeared on size of advert where logo appeared on
Advertising (hard/ online)		TBC	Location of signage duration of signage
Electronic signage - location	where is signage located, timeframes		type of item how many distributed, and to whom?
Promotional items	prizes, bags, promotional or gimmicky items		No. views % duration of views reach (if on FB)
Videos	where can video be viewed	Biennale Website	
CoC Promotional Material			
Brochures/ flyers/ posters	to hand out at event	N	How many distributed
Banners	CoC banners to put up at event	Y	location/s and duration banners displayed
Acknowledgement of CoC			



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Item 9.3 Attachment 1

City of Cockburn Sponsorship Program - Proposed Sponsorship Benefits Checklist

Verbal mentions of CoC during public announcements	How many during event/ around what context	Launch and Event	How many acknowledgements were given during event
Digital	where will any mention of CoC appear in social media?		
Facebook	Post/s - date, time	TBC by Detail Market	Post reach engagement
Twitter	Post/s - date, time	N	Post reach engagement
Instagram	Post/s - date, time	TBC by Detail Market	Post reach engagement
Website	CoC link, organisation description	Y under Moombaki	No. page views (of where CoC info/ link is) for period that event is marketed
Hashtags	Use of event hashtags	Y	
Videos	Date of launch/ duration and via what medium/s	TBC	No. views % duration of views reach (if on FB)
Emails		N	How many sent Type of audience No. emails opened
Media			
Press releases	Date/ time of release, what publications they were sent to, was CoC mentioned Provide PDF's of all releases	Y TBC by Detail Marketing	How many releases were published? Name of publication/s Page where release appeared
Radio	Station, day, time, mention of CoC	TBC by Detail Market	No. people listening during time slots
TV	Station, day/s, time/s, mention of CoC	TBC by Detail Market	No. people watching during ad time slots demographic of tv viewers during timeslot
Newspaper (hard/ online)	Publication/s, date of publication, page, size of advert	TBC by Detail Market	Average number of readers for that publication If online, average views of page for duration that CoC logo appears
CoC Booth/ Presence	CoC booth and/or other physical presence at event	N	
VIP/ Incentives			
Passes/ entry to event/ other activities		5 x passes to Program Launch and	How many passes/tickets? Who were they distributed to?
Database	Ability to use event database for post event marketing purposes		
Other			

9.4 (2021/MINUTE NO 0007) Grants and Donations Committee Recommended Allocations 2021/2022

- Author(s)** K Jamieson
- Attachments**
1. Cockburn Wetlands Precinct Annual KPI and Funding Report [↓](#)
 2. Grants Donations and Sponsorship Recommended Allocations Budget 2021-22 [↓](#)

RECOMMENDATION
That the Committee:

- (1) ADOPTS the grants, donations and sponsorship recommended allocations for 2021/2022 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 2021 and March 2022 respectively.

Committee Recommendation
MOVED Cr P Corke SECONDED Cr P Eva

That the Committee:

- (1) ADOPTS the Grants Donations and Sponsorship recommended allocations for 2021-2022, as attached to the Minutes; and
- (2) ADVERTISES the availability of the grants, donations and sponsorship in two instalments closing at the end of September 2021 and March 2022 respectively.

CARRIED 3/0

Background

A budget of \$1,455,000 for grants, donations and sponsorship for 2021/2022 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 (trading as WA Wildlife)
 - The Wetlands Centre Cockburn



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ReportCommitted/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.

There are two commitments that require approval for the 2021/2022 financial year:

- Funding of \$94,814.06 (ex. GST) to support the administration costs of Native ARC
- Funding of \$94,814.06 (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 (KPIs) as endorsed previously by Council on 8 May 2014.*
- 2) *The Cockburn Wetlands Education Centre and Native ARC each providing a separate annual report which summarises the previous 12 month's activities and their progress in meeting designated individual organisation KPIs previously endorsed by Council on 8 May 2014.*
- 3) *The Cockburn Wetlands Education Centre and Native ARC adopting two new joint KPIs which reflect a commitment to the Wetlands Precinct redevelopment process.*

Native ARC and the Wetlands Centre Cockburn have now provided their reports for 2020/2021, which are attached to the agenda, and it is



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recommended to approve the 2021/2022 funding of \$94,814.06 (including CPI of 1.1%), to each organisation.

Cockburn Community Men's Shed Funding

The City has also received a new request for funding from the Cockburn Community Men's Shed (as per previous Agenda item) and it is recommended that a new allocation of \$42,900 (ex. GST) funding for 2021/2022 is approved.

Fremantle Biennale Inc.

The City has received a request for sponsorship funding from Fremantle Biennale (as per previous Agenda item) and it is recommended to approve a new allocation of \$40,000 (ex. GST) funding for 2021/2022.

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 2021/2022 is \$510,000.

DONATIONS

It is proposed that Council will seek applications for donations from not-for-profit organisations in two instalments. It is proposed for 2021/2022 to have the first round closing on 24 September 2021 and the second round closing on 25 March 2022.

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 \$210,000 for donations is proposed for 2021/22.

SPONSORSHIPS

It is proposed to seek applications for Sponsorship for Groups in line with the other funding opportunities closing on 24 September 2021 and 25 March 2022, other than sponsorship for individuals, where applications are invited all year round.

It is proposed to allocate \$100,000 of the 2021/2022 Grants and Donations Budget to the Sponsorship Program (\$90,000 for Groups and \$10,000 for Individuals).

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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 2021/2022 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 be impacted again in 2021/2022.

This is offset by the expansion of the Economic Development grants program being brought into line with the Community Grants funding.

- Emergency Disaster Fund decrease from \$30,000 to \$15,000.
- Junior Sports Travel Assistance decrease from \$55,000 to \$40,000.
- Community Grants Program decrease from \$120,000 to \$100,000.
- Economic Development Grants increase from \$25,000 to \$100,000.
- Small Events Sponsorship Program decrease from \$40,000 to \$30,000
- General Welfare Grants decrease from \$15,000 to \$10,000.
- Grants to Schools decrease from \$15,000 to \$13,000

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

The total allocation proposed for grants programs for 2021/2022 is \$635,000.

Strategic Plans/Policy ImplicationsLocal Economy

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

- Increased investment, economic growth and local employment.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

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



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Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

A budget of \$1,455,000 for grants, donations and sponsorship for 2021/2022 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	\$510,000
Donations	\$210,000
Sponsorship	\$100,000
Specific Grant Programs	\$635,000
Total	\$1,455,000
Total Funds Available	\$1,455,000
Less Total of Proposed Allocations	\$1,455,000
Balance	\$0

Legal Implications

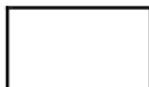
N/A

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.



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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.

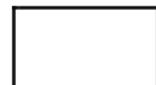
The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups who did not meet the criteria and guidelines and/or did not use the funds for the purposes they were provided. Adherence to these requirements is essential.

Advice to Proponent(s)/Submitters

Those who lodged a submission have been advised that it is to be considered at the 20 July 2021 Grants & Donations Committee and then an outcome will be advised following the 12 August 2021 Council Meeting.

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

Nil



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COCKBURN WETLANDS PRECINCT STEERING COMMITTEE



5 July 2021

Ms Melissa Bolland
 Grants and Research Coordinator, Community Development
 City of Cockburn
 PO Box 1215
 BIBRA LAKE DC 6965

Dear Ms Bolland,

RE:2021-2022 Budget Request for Precinct Partners The Wetlands Centre Cockburn (TWC) and WA Wildlife (WAW).

The City of Cockburn sponsorships for \$90,765.25 (including CPI increase) provided to TWC and WAW were renewed for five years on the 24 August 2018. The Boards of TWC and WAW 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 2020/2021 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 WAW which reflect our commitment to the Cockburn Wetlands Precinct Development.

In two years when the next round of funding is reviewed, KPIs will be reviewed. Since 2014, TWC and WAW have jointly participated in activities that have benefited the Precinct and these are reflected in the Precinct KPI's.

Yours sincerely,

pp

Tom Perrigo
 Chairperson
 The Wetlands Centre Cockburn

Robert Dunn
 Chairman
 WA Wildlife

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, WAW 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 WAW (insurance, risk management and licensing from relevant wildlife agencies). Site tours and onsite education capabilities for WAW have been significantly reduced.

WCC venue hire capabilities and program delivery has been significantly reduced during this time. The normal operations of TWC nursery program were affected for 5 months during the development phase, severely impacting nursery production, income, volunteering and training opportunities. This impact will carry over to the next financial year owing to severely reduced seedling production.

DISCLAIMER: WA Wildlife Covid-19

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, WA Wildlife 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 had to of witnessed the animal suffering. Furthermore, we felt that wild animals have just as much need for veterinary services as companion animals.

WA Wildlife remained fully operational during all Covid-19 lockdowns in 2020/2021.

2020-2021 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
		Current	COVID-19 restrictions and lockdowns had an adverse effect on Precinct fundraiser events. Precinct members contributed additional time and resources towards the Wetlands Precinct redevelopment. Construction commenced February 2020 and is still ongoing.
KPI No.	Annual Objective	KPI	
2	Community Education	Deliver a minimum of two programs annually.	
		One community education program in partnership with the City of Cockburn.	
		Date	Progress
		03/06/2021	World Environment Day Schools Festival 217 students attended from 8 schools
		Attend a minimum of one Cockburn Community Event.	
		Date	Progress
16/07/2020	Friends of South Bank community planting event		
27/08/2020	Turtle Tracking training		
19/09/2020	Bibra Lake Fun Run marquee and display		
05/12/2020	Sustainable Xmas Expo		
19/01/2021	Summer of Fun at Cockburn ARC		

KPI No.	Annual Objective	KPI	
3	Corporate	Deliver a minimum of one corporate volunteering event annually.	
		Date	Progress
		Current	No corporate events for 2020-2021. Note: Precinct partners contributed additional time and resources towards the Wetlands Precinct redevelopment. Construction commenced February 2020 and is still. COVID-19 restrictions and lockdowns also had an adverse effect on events



KPI No.	Annual Objective	KPI	
4	Communication/Marketing	Develop an appropriate electronic delivery system to highlight the events offered within the Precinct.	
		Progressing	The Precinct Steering Committee have held several meetings in relation to new lease agreements, precinct name and branding, landscaping, and onsite signage. The launch of the new Precinct & Stakeholder redevelopment is proposed for Saturday 28 August 2021.
		Deliver an events calendar updated at least quarterly highlighting events within the Precinct.	
		Onhold	Planning will follow the completion of renaming and branding.
KPI No.	Annual Objective	KPI	
5	Wetlands Precinct Strategic Plan	Coordinate bimonthly Wetlands Precinct Committee meetings (including Chairing, preparation of agenda and minutes)	
		Ongoing	11 Precinct Meetings held during 2020/2021
KPI No.	Annual Objective	KPI	
6	Wetlands Precinct Redevelopment	Each stakeholder group to provide two representatives to attend Wetlands Precinct Development Project Steering Committee Meetings until project completion (currently 12 / year)	
		Ongoing	Representatives Native ARC: Diane Munrowd, Bob Dunn, Dean Huxley TWC: Denise Crosbie, Danielle Tyrils Scouts: Marie Gibson, Gavin Satie

2020-2021 Additional Joint Programs Conducted by the Wetland Precinct Members

No.	Programs	Comments
4		
	05/11/2020	WA Wildlife and The Wetlands Centre conducted an incursion at Beelihar Primary School. This was a whole school incursion and classes rotated between several groups. Each organisation ran 3 concurrent sessions on the day. Approx 107 staff and students rotated between each organisation
	06/04/2021 07/04/2021	WA Wildlife and The Wetlands Centre hosted Rossmoyne SHS Year 11 ATAR Excursion over two days. A total of 50 staff and students were in attendance (75 participation hours)
	10/12/2021	WA Wildlife and The Wetlands Centre conducted tours for approx. 30 Murdoch University Student
	18/08/2020 25/08/2020 13/10/2020 10/03/2021 17/05/2021 25/05/2021 26/05/2021 17/05/2021 24/06/2021	Monthly 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.
	25/06/2021	City of Cockburn Precinct visioning photoshoot



Part A - Sponsorship request

The Wetlands Centre Cockburn

2020 – 2021 actual salary package (TWC)					
Position	Gross salary	1.8% Workers compensation	9.5% Super Guarantee	Long service leave	Totals
Executive Officer (1.0FTE)	68,542.47	1,233.76	6,511.54	1,186.31	\$77,474.08
Executive Assistant (0.6FTE)	28,992.54	521.87	2,754.29	501.80	\$32,770.50
2020 - 2021 City of Cockburn Sponsorship Received					\$93,782.45
2020 - 2021 TWC Additional Funding Contribution ¹					\$64,103.76
2020 - 2021 Total Salary Package					\$157,886.21

2021 – 2022 Sponsorship request (TWC)		Totals
2020 - 2021 City of Cockburn sponsorship received		\$93,782.45
CPI change March Quarter 2020 to March Quarter 2021 (1.0%)		\$937.82
2021 - 2022 City of Cockburn sponsorship request		\$94,690.27

2021 – 2022 Proposed salary package (TWC)					
Position	Gross salary	Workers compensation	9.5% Super Guarantee	Long service leave	Totals
Executive Officer (1.0FTE)	68,542.47	1,233.76	6,511.54	1,186.31	\$77,474.08
Executive Assistant (0.6FTE)	28,992.54	521.87	2,754.29	501.90	\$32,770.60
2021 - 2022 City of Cockburn Sponsorship Request					\$94,690.27
2021 - 2022 Proposed TWC Additional Salary Contribution ²					\$79,213.64
2021 – 2022 Proposed Total Salary Package					\$173,903.91

Notes:

¹TWC contributed an additional \$64,103.76 towards staffing positions during 2020-21. The funding was sourced from a combination of grants, revenue, along with a one-off contribution from the retained earnings to provide additional staffing support to assist administration implement the new 5-year Strategic Plan 2020-2025. The Strategic Plan was updated to reflect the significant capital investment by the City and expected growth of programs.

²The proposed 2021-22 contribution by TWC towards the total salary package is based on projected current contracts. Some contracts will be reviewed by the Management Committee (Board) early this financial year. A proportion of the contracts are funded by grants that will end in early 2023.

Part B - Sponsorship request

WA Wildlife

2020 – 2021 actual salary package (WA Wildlife)						
Name	Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
Diane Munrowd	Manager (ft - job share)	67,070.52	2,682.82	6,371.70	1,676.76	\$77,801.80
Dean Huxley						
Dr Meg Rodgers	Veterinarian	13,561.60	542.46	1,288.35	225.12	\$15,617.53
2020 - 2021 City of Cockburn Sponsorship Received						\$93,782.45
2020 - 2021 WA Wildlife Additional Contribution						\$110,909.18
2020-2021 Total Salary Package						\$204,691.63

*WA Wildlife's contribution is based on WA Wildlife's salary, superannuation and long service leave expenses from 1 July 2020 to 30 June 2021.

This contribution was split across 12 part time/casual positions.

It should be noted that approximately \$80,000 of this contribution was covered by grants/projects and does not reflect WA Wildlife's ongoing funding availability. These grants are due for acquittal November 2022 and are unlikely to be renewed.

2021 – 2022 sponsorship request (NARC Inc)	
	Totals
2020 - 2021 City of Cockburn sponsorship received	\$93,782.45
CPI change March Quarter 2020 to March Quarter 2021 (1.0%)	\$937.82
2021 - 2022 City of Cockburn sponsorship request	\$94,690.27



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2021 – 2022 Proposed salary package (NARC Inc)						
Name	Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
Diane Munrowd	CEO	\$20,563.82	\$822.55	\$1953.56	\$341.35	\$23,681.28
Dean Huxley	Director of Operations	\$47,982.24	\$1,919.28	\$4,558.30	\$796.50	\$55,256.32
Dr Meg Rodgers	Veterinarian	\$17,165.20	\$686.61	\$1,630.69	\$284.94	\$19,767.44
<p style="text-align: center; color: red;">Current WA Wildlife salaries are being reviewed by the Executive Committee. Final salaries can be forwarded mid-late August 2021 once ratified. Projected 2021-2022 WA Wildlife Contribution = \$200,000 (approximately \$150,000 of this will be covered by ad hoc grants which expire November 2022).</p>						
2021 – 2022 Proposed Total Salary Package						TBA
2021 - 2022 City of Cockburn Sponsorship Request						\$94,690.27
2021 - 2022 NARC Contribution						TBA

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

2021 – 2022 Proposed sponsorship request (Cockburn Wetlands Precinct)						
Name	Position	Gross salary	Workers compensation	9.5% Superannuation Guarantee	Long service leave	Totals
TWC						
Denise Crosbie	Executive Officer (1.0FTE)	68,542.47	1,233.76	6,511.54	1,186.31	\$77,474.08
Danielle Tyrils	Executive Assistant (0.6FTE)	28,992.54	521.87	2,754.29	501.90	\$32,770.60
WA Wildlife						
Diane Munrowd	CEO	20,563.82	822.55	1953.56	341.35	\$23,681.28
Dean Huxley	Director of Operations	47,982.24	1,919.28	4,558.30	796.50	\$55,256.32
Dr Meg	Veterinarian	17,165.20	686.61	1,630.69	284.94	\$19,767.44
2021 - 2022 Proposed City of Cockburn Sponsorship Request (GST-exclusive)						\$189,380.54





**The
Wetlands Centre
Cockburn**

Sponsorship Submission

2021- 2022



Contents

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Attachment 2: Cockburn Wetlands Education Centre Inc. 1 July 2020 - 30 June 2021 Unaudited Financial Report <i>NB: Depreciation values not yet entered</i>	8 -14
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Item 9.4 Attachment 1

Vision: Wetlands are increasingly appreciated and recognised by the local and state-wide community for their scientific, aesthetic, historic, social, and spiritual values.

Mission: To connect the community with Wetlands through projects, programs and events which increase the knowledge, awareness, understanding, and commitment to their conservation and wise use within the wider environment.

Values:

- Accountability
- Transparency
- Stewardship
- Integrity
- Trust
- Collaboration
- Respect

Key Strategies

- Diversify income
 - a. Develop unrestricted funding sources
 - b. Generate internal income
- Integrate and Manage Knowledge
 - a. Evolve financial systems
 - b. Manage knowledge (implement a comprehensive system to support compliance, governance, work processes and customer service).
 - c. Develop research and educational programs as appropriate
- Utilise Assets
 - a. Research, analyse, articulate, and implement a plan for best use of the assets based on sustainability and leadership.
 - b. Demonstrate effective and efficient management at both regional and local levels.
 - c. Develop and implement interpretation opportunities.
 - d. Undertake conservation and associated Wetland Care activities as appropriate to the strategic objectives (Leadership, Governance, Partnerships and Sustainability)
- Connecting with Partners and expand Community Engagement
 - a. Develop, action, and continuously review and evaluate communication strategies
 - b. Consolidate existing partnerships through direct discussions regarding the quality of engagement and shared programs.
 - c. Develop and support research and training for both professional and community development.

Key Objectives

Governance: To demonstrate best practice in the Wetland Centre's culture, systems, and skills enabling more effective and efficient operations for all stakeholders including members, volunteers, and partners.

Leadership: To increase the knowledge, awareness, understanding, and commitment of decision-makers in all aspects of wetlands and environmental education.

Partnership: To initiate and sustain the widest possible proactive participation, support and engagement with wetlands and environmental education.

Sustainability: To develop and deliver standards, processes, projects, programs, and events that are environmentally, socially, and economically justified.

**2020 - 2021 KPI's Developed for
The Wetlands Centre Cockburn**

KPI No.	Annual Objective	KPI
1	Financial Performance	<p>Aim to achieve a 5% growth in income per annum averaged over the preceding 5 years.</p> <ul style="list-style-type: none"> • Preceding 5-year average (\$85,909) plus 5% growth (\$4,295) is \$90,204 (see attachment 1) • 2020-2021 unaudited income is \$114,349 representing an increase of \$24,145 or 26.8% • KPI achieved <p>NOTES:</p> <ol style="list-style-type: none"> 1. The Centre receives valuable sponsorship support from the City of Cockburn and during 2020-21 they generate for every dollar of sponsorship additional income of approximately \$1.21 for every dollar of sponsorship. The additional monetary value of volunteer services can be found in kpi 3. 2. The Centre predicts an inbuilt deficit over the next 5 years as depreciation associated with assets purchased through grants will impact the profit and loss. 3. Increased conference income reflects additional sponsor income provided to offset the cost of hiring the Mandurah Performing Arts Centre while the development in is progress along with boat hire costs for estuary tours. The additional earnings are offset in the expenses. 4. The Government's Jobkeeper and ATO cashflow boost, totalling \$11,000, have provided some financial relief.
		<p>Approved</p> <p>Funding type: 2020 Community Stewardship Major Grant Funding body: Department of Primary Industries and Regional Development Funding approved: \$215,820 over 2 years Project title: Sustainable volunteer, education and community engagement programs for Beelihar Wetlands. Description: Review, adapt and deliver Wetland care (nursery), Environmental Education, and Community Engagement programs to increase the knowledge, awareness, understanding and commitment to wetlands in WA. The Wetlands Centre will work in partnership with the Yelakitj Moort Nyungar Association Inc. to execute these programs</p>



		Approved	<p>Funding type: COVID-19 Relief Fund: Building Community grant program</p> <p>Funding body: Lotterywest</p> <p>Funding approved: \$800,836 over 18 months</p> <p>Project title: Framework for a sustainable recovery</p> <p>Description: \$680,836 allocated for shortfall on capital works and furnishings and equipment fit-out, and \$120,00 for community engagement programs including Aboriginal engagement</p>
		EOI submitted	<p>Funding type: Powering Communities Program</p> <p>Funding body: Department of Industry, Science, Energy & Resources</p> <p>Funding request: \$12,000</p> <p>Project name: The Wetland Centre's Sustainability Program</p> <p>EOI submitted for comprehensive energy audit through partnership with private sector to install high quality instruments for measuring, monitoring, and recording onsite energy usage.</p>
		Funding decline	<p>Funding type: Plant sales</p> <p>During 2020-21, TWC grew 1,534 seedlings for:</p> <ul style="list-style-type: none"> meeting the minimum KPI no 3 (even when grants are not available),. Contract plant sales for revegetation in Beeliar Regional Park (public sales excluded). Purchase by corporate groups, and catering for ad hoc planting requests (sedges can be planted all-year) <p>Over the past two financial years seedlings produced have dramatically declined from 20,000 following plant losses associated with accidental watering shutdowns and a 5-month delay in commissioning the new nursery during the development phase.</p>
		Ongoing	<p>Funding type: Tax-deductible donations</p> <p>TWC is a registered tax-deductible gift recipient and currently distributes a small number of donation boxes for collection. Donations decreased slightly during 2020-21 from \$1,408 to \$1,023 or a 27% decrease.</p>
		Ongoing	<p>Funding type: Fundraising</p> <p>TWC holds a valid WA fundraising licence. Income has increased from \$1,636 to \$3,652 representing a 123% increase.</p>



KPI No.	Annual Objective	KPI
2	Education Performance	<p>Aim to exceed the education program participation rate of the preceding 12 months.</p> <ul style="list-style-type: none"> • Participation rate of the preceding 12 months: 4,043 • Participation rate of existing 12 months: 7,270 • KPI participation rate increased by 79.8% • KPI achieved
		<p>NOTES:</p> <ol style="list-style-type: none"> 1. TWC recently appointed a new Environmental Education Officer (0.5FTE) and Community Engagement Officer (0.2FTE) to review existing programs and develop new programs. Both reviews will be undertaken in partnership with the Yelakitj Moort Nyungar Association over the next 2 years. 2. Schools program: increased from 1,305 to 3,937 participation hours, or by 201%. 3. Community education program: decreased slightly from 836.5 to 811 participation hours or by 3%. 'Get Wild About Wetlands' school family holiday program is a partnership program between CWEC and COC. 4. Marquees with displays were provided at 5 offsite community events. 5. Adult education: increased from 1,482 to 2,491 participation hours, or by 69%. 6. WA Wetland Management Conference: The 17th annual event was expanded to a 2-day event in celebration of the 50th anniversary of the signing of the Ramsar agreement on World Wetlands Day, 2 February. Following a COVID-19 lockdown the event was rescheduled to 15 and 16 March 2021. The event was held offsite at the Mandurah Performing Arts Centre while development works continue at TWC. This year's event included the regular conference day along with estuary boat tours, cultural field trips, and combined with the Peel-Harvey Catchment Council's Danjoo Gabi Wonga Sundowner. 410 tickets were sold. The event is the largest, longest running World Wetlands Event event held in Australia.



KPI No.	Annual Objective	KPI
3	Landcare Performance	Plant a minimum of 5,000 seedlings per annum.
		<ul style="list-style-type: none"> Seedlings planted preceding 12 months: 7,165 Seedlings planted existing 12 months: 5,701 KPI decrease of 20.4% KPI minimum achieved
		<p>NOTES:</p> <ol style="list-style-type: none"> Propagation: decreased production from 7,951 seedlings, during the preceding 12 months, to 1,534 surviving seedlings for the existing 12 months or by 80.7%. Reduced nursery production directly affected by power/water outages during installation of new site bore for wetlands precinct development in the 2019-20 FY and for a further 5 months during the development phase in 2020-21. NB: 2018-2019 normal production was 20,847 seedlings. New nursery capacity: 60,000 seedlings. All seedlings planted in the Beeliar Regional Park, City of Cockburn. 386.9 grams seed collected and banked from 18 species. 10% of all seed collected is donated to City of Cockburn 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.
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"> Participation rate of preceding 12 months: 5,961 Participation rate of existing 12 months: 4,039 Participation hours decreased 32% KPI not achieved.
		<p>NOTES:</p> <ol style="list-style-type: none"> Participation rates do not include voluntary hours contributed outside of TWC. Volunteering participation rate has been affected by COVID-19 lockdowns. Volunteering has been severely impacted over the last two financial years following a decline in seedling production from 20,847 seedlings to 7,951 during 19-20FY to 1,534 during 20-21FY. Propagation and potting-on form a core part of both our volunteering activities and training opportunities for VET students undertaking work experience. The decline is a direct impact of the development following losses from watering shutdowns and a 5-month delay in making the nursery operational. The impact is



		<p>predicted to carry over into the next financial year due to the reduced activities available for volunteers.</p> <p>4. The value of volunteer services is \$145,368 yielding a minimum of \$0.55 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.</p> <p>5. Regular volunteers remained steady at 27 along with 41 occasional volunteers. No corporate groups attended the Centre during this financial year.</p>
--	--	---

2020-2021 Additional Activities Conducted by The Wetlands Centre Cockburn

No.	Programs	Comments
		TWC and the Murdoch Branch of the Wildflower Society relocated a special collection of 392 hybrid kangaroo paws of Dr Keith Oliver to create a permanent display within the communal gardens of the precinct and TWC for the purposes of environmental education to both schools and the wider community.
		TWC designed and developed a new six seasons newsletter for bimonthly production (see attachment)
		Committees - Represented TWC at: <ul style="list-style-type: none"> • Beeliar Regional Park Community Consultative Committee • Jandakot Groundwater Community Consultative Committee • Rehabilitating Roe 8 Committee
		Training placements <ul style="list-style-type: none"> • Hosted 1 placements for disability support learning • Hosted 3 VET students undertaking required work experience placements
		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"> • 2019-20 financial audits • Register of Environmental Organisation 2020 Statistical Return Form, Department of the Environment and Energy • 2020 Annual Information Statement, Australian Charities and Not-for-profit Commission • 3-monthly return forms for seed collected. Department of Biodiversity Conservation and Attractions NB: The submission of the Charitable Collections and Information Statement to the Department of Mines, Industry Regulation and Safety Consumer Protection is no longer required if submitting the above Annual Information Statement



GAD 20/07/2021

Item 9.4 Attachment 1

Attachment 1 for KPI 1: The Wetlands Centre Cockburn
Income & Preceding 5-year average

Summary of preceding 5-year average (excluding sponsorship)					
Financial years	2012-2016	2013-2017	2014-2018	2015-2019	2016-2020
5-year average	\$ 51,620	\$ 57,162	\$ 68,726	\$ 79,458	\$ 85,909

TWC Income	Financial year ending					2021 ⁵
	2016	2017	2018	2019 ⁴	2020 ⁵	
Assett disposal					- 3,961	
Conference income	9,692	10,813	11,797	9,661	15,244	25,484
Donations	1,777	8,592	5,442	3,364	1,408	1,023
Education	7,779	7,045	8,722	4,045	6,394	9,345
Fundraising income	1,797	4,121	4,014	3,688	3,008	3,652
Grant income	2,637	10,480	56,207	38,141	330	34,734
Interest earnings	4,192	4,058	3,970	4,007	2,710	730
Memberships ⁴				155	159	191
Nursery/wetland care	5,939	9,884	14,155	6,554	15,301	1,421
Other income	288	288	2,664		26,580	19,429
Venue hire	15,565	20,158	14,694	21,046	20,982	18,340
Subtotal Income¹	49,666	75,439	121,665	90,661	92,116	114,349
City of Cockburn Sponsorship	87,922	89,065	89,956	90,765	91,763	93,782
Total income	137,588	164,504	211,621	181,426	183,879	208,131
LIABILITIES						
TWC²						
TWC Grants - unexpended	6,413	45,933	42,391	4,250	26,595.00	285,251.00
TWC Fundraising - unexpended	9,226	8,612	4,211	4,211	4,211.00	5,529.00
Subtotal TWC Liabilities	15,639	54,545	46,602	8,461	30,806	290,780
Precinct³						
Precinct Grants - expended						
Precinct Grants - unexpended						
Precinct Fundraising - expended		2,272	434			
Precinct Fundraising - unexpended	2,712	642	642	779	5,529	2,464
Subtotal Precinct Liabilities	2,712	2,914	1,076	779	5,529	2,464
TOTALS	\$ 155,939	\$ 221,963	\$ 259,299	\$ 190,666	\$ 220,214	\$ 501,375

¹ The 5 year average, \$85,909 has been calculated by adding the Subtotal TWC figures from financial years ending 2016 to 2020 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.

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

³ 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.

⁴ 2020 figures have been updated to reflect post-audit amounts.

⁵ 2021 figures are unaudited and changes may occur.

Item 9.4 Attachment 1

GAD 20/07/2021

Attachment 2: DRAFT Unaudited financial report (excludes depreciation figures)

The Wetlands Centre

Profit and Loss
July 2020 - June 2021

	TOTAL
Income	
ATO Cash Flow Boost	5,000.00
Bank Interest	558.25
BUILDING MANAGEMENT	
Members' Venue Hire	3,165.00
Other income	1,658.04
Venue Hire	13,516.89
Total BUILDING MANAGEMENT	18,339.93
Conference	25,483.63
Education	9,344.69
Friends of South Bank	2,000.00
FUNDRAISING	
FUNDRAISING (NON TD)	
BBQ Fundraisers (NTD)	3,502.00
Total FUNDRAISING (NON TD)	3,502.00
Total FUNDRAISING	3,502.00
GRANT INCOME	
Grant 1 - Marketing	4,250.00
Grant 12 - NRM 2021	7,198.26
Grant 2 - NRM	2,470.03
Grant 4 - Shell Australia	454.55
Grant 5 - Communities Enviro Program	15,000.00
Total GRANT INCOME	29,372.84
Memberships	190.94
Nursery/Wetland care	1,420.78
Other Income	12,428.83
Sponsorship	93,782.45
TRUST FUND	
Bank Interest -Trust Fund	172.05
Collection box donations (TD)	156.75
Education Event Donations (TD)	10.00
Unsolicited Donations (TD)	856.35
Total TRUST FUND	1,195.15
Uncategorised Income	0.00
Unsolicited Donations (NTD)	150.00
Total Income	A\$202,769.49
GROSS PROFIT	A\$202,769.49
Expenses	
Accounting	1,206.19
Bad debts	1,517.74
Bank Charges and Fees	27.00
BBQ Fundraiser	538.37

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Item 9.4 Attachment 1

The Wetlands Centre

Profit and Loss
July 2020 - June 2021

	TOTAL
BUILDING MANAGEMENT EXPENSES	
Cleaning	6,567.18
Communications	1,421.09
Consumables	1,549.89
Electricity	157.65
Insurance	418.18
Services	2,908.77
Total BUILDING MANAGEMENT EXPENSES	13,022.76
Conference Expense	18,473.97
Consultants Fees	400.00
Consumables	1,977.52
Contractors	2,000.00
Education Expense	1,745.75
Fuel/oil - LEq	59.24
Insurance	1,794.46
Marketing	8,976.00
Motor vehicle expenses	1,771.14
Nursery/Wetland Care Expenses	8,661.95
Office expense	203.18
PAYROLL EXPENSES	
Superannuation Expense	12,286.45
Wages & Salaries Expense	134,445.29
Workers' Compensation	1,491.64
Total PAYROLL EXPENSES	148,223.38
Repairs & Maintenance	102.59
Subscriptions	1,050.00
Training & Safety	542.43
Total Expenses	A\$212,293.67
Other Expenses	
BAS Roundoff Gain or Loss	-0.84
Total Other Expenses	A\$ -0.84
NET EARNINGS	A\$ -9,523.34

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The Wetlands Centre

Balance Sheet
As of June 30, 2021

	TOTAL
Assets	
Current Assets	
Accounts receivable	
Accounts Receivable (A/R)	2,532.59
Total Accounts receivable	A\$2,532.59
CASH ON HAND & AT BANK	
Bend 678 965	139,910.29
Bend 679 005	223,597.54
Bend 679 070	126,385.13
Bend 679 120	384.30
Bend 747 620	44,599.48
Petty Cash	300.00
Uni - 1616	0.00
Uni - 2229	0.00
Uni - 4108	0.00
Uni - 4948	0.00
Uni - 9670	0.00
Uni -0554	0.00
Uni= 4447	0.00
Total CASH ON HAND & AT BANK	535,176.74
Accrued Income	0.00
OTHER DEPOSITS	
Deposits Paid	8,944.00
Pledges Receivable	8,242.50
Total OTHER DEPOSITS	17,186.50
Undeposited Funds	461.55
Total Current Assets	A\$555,357.38

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The Wetlands Centre

Balance Sheet
As of June 30, 2021

	TOTAL
Long-term assets	
FURNITURE, FIXTURES & OFFICE EQUIPMENT	
Furniture & Fixtures Accum Dep	-14,839.24
Furniture & Fixtures at Cost	44,584.94
Office Equipment Accum Dep	-10,558.32
Office Equipment at Cost	13,161.57
Total FURNITURE, FIXTURES & OFFICE EQUIPMENT	32,348.95
PROPERTY & EQUIPMENT	
Education Equipment Accum Dep	-9,528.36
Education Equipment at Cost	21,342.75
Landcare Equipment Accum Dep	-15,678.88
Landcare Equipment at Cost	32,026.51
Total PROPERTY & EQUIPMENT	28,162.02
VEHICLES	
Vehicle Attachments Accum Dep	-627.36
Vehicle Attachments at Cost	634.13
Total VEHICLES	6.77
Total long-term assets	60,517.74
Total Assets	A\$615,875.12



The Wetlands Centre

Balance Sheet
As of June 30, 2021

	TOTAL
Liabilities and shareholder's equity	
Current liabilities:	
Accounts payable	
Trade Creditors	0.00
Total Accounts payable	A\$0.00
GST & OTHER ATO LIABILITIES	
ATO Clearing Account	44,000.00
GST Liabilities Payable	-665.19
Total GST & OTHER ATO LIABILITIES	43,334.81
PAYROLL LIABILITIES	
PAYG Withholdings Payable	1.13
Payroll clearing	0.01
Prov for LSL (current)	33,206.86
Superannuation Payable	5,272.98
Total PAYROLL LIABILITIES	38,480.98
Suspense Account	-18.22
Trust Fund Holding Account	110.00
UNEXPENDED FUNDRAISING	
TWC- Fundraising Income c/f	5,529.13
Total UNEXPENDED FUNDRAISING	5,529.13
UNEXPENDED GRANTS	
Grant 1 - Marketing	0.00
Grant 12 - NRM 2021	110,611.74
Grant 13 - Lotterywest 2021	180,000.00
Grant 2- NRM	0.00
Grant 4 - Shell Australia	0.00
Grant 5 - Communities Enviro Program	0.00
Total UNEXPENDED GRANTS	290,611.74
UNEXPENDED PRECINCT JV FUNDS	
General Fundraising c/f	0.00
Grant Income c/f	2,464.00
Quiz Night Income c/f	0.00
Turtle Fest Income c/f	0.00
Total UNEXPENDED PRECINCT JV FUNDS	2,464.00
UNEXPENDED AUSPICING GRANTS	
Friends of South Bank	0.00
Total UNEXPENDED AUSPICING GRANTS	0.00
Total current liabilities	A\$380,512.44
Shareholders' equity:	
Net Income	-9,523.34
Opening balance equity	0.00

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The Wetlands Centre

Balance Sheet
As of June 30, 2021

	TOTAL
Retained Earnings	244,886.02
Total shareholders' equity	A\$235,362.68
Total liabilities and equity	A\$615,875.12



Item 9.4 Attachment 1

GAD 20/07/2021

Attachment 3

The Wetlands Centre Budget 2021-2022



Tabled and approved at 15 June 2021 Management Committee meeting

	Operations	NRM	Lotto	Total
Income				
Bank Interest	\$ 1,250.00			\$ 1,250
Venue Hire	\$ 15,000.00			\$ 15,000
Conference	\$ 20,000.00			\$ 20,000
Community Engagement	\$ 1,500.00			\$ 1,500
Education	\$ 10,000.00			\$ 10,000
Fundraising (NTD)	\$ 3,000.00			\$ 3,000
Memberships	\$ 1,000.00			\$ 1,000
Sponsorship	\$ 94,690.00			\$ 94,690
Nursery	\$ 8,000.00			\$ 8,000
Lottery West 21	\$ 10,000.00		\$ 790,837	\$ 800,837
NRM 21	\$ 10,710.00	\$ 107,100		\$ 117,810
Total Income	\$ 175,150	\$ 107,100	\$ 790,837	\$ 1,073,087
Expenses				
Accounting	\$ 5,480			\$ 5,480
Conference expenses	\$ 10,000			\$ 10,000
Cleaning	\$ 10,920			\$ 10,920
Communications (phones / URLs / ASIC)	\$ 1,500			\$ 1,500
Consumables	\$ 3,000	\$ 3,000		\$ 6,000
Consultants / Contractors		\$ 15,365	\$ 120,000	\$ 135,365
Depreciation of assets	\$ 15,000			\$ 15,000
Education Expense	\$ 1,500			\$ 1,500
Insurance	\$ 4,110			\$ 4,110
Rates	\$ 700			\$ 700
Marketing (IT and Web Support)				\$ -
Motor vehicle expenses	\$ 1,800			\$ 1,800
Nursery / Wetland Care	\$ 4,000			\$ 4,000
Subscriptions	\$ 2,000			\$ 2,000
Training & Safety	\$ 5,000			\$ 5,000
Utilities	\$ 2,000			\$ 2,000
	\$ 67,010	\$ 18,365	\$ 120,000	\$ 205,375
PAYROLL EXPENSES				
LSL Entitlement Expense (provision)	\$ 2,670			\$ 2,670
Superannuation Expense	\$ 9,390	\$ 5,869		\$ 15,259
Wages & Salaries Expense	\$ 102,346	\$ 61,777		\$ 164,123
Workers' Compensation	\$ 1,772	\$ 1,389	\$ 2,160	\$ 5,321
Total PAYROLL EXPENSES	\$ 116,178	\$ 69,035	\$ 2,160	\$ 187,373
Total Expenses	\$ 179,188	\$ 87,400	\$ 122,160	\$ 388,748
Capital		\$ 18,000	\$ 670,837	\$ 688,837
TOTAL Net Earnings	-\$ 4,038	\$ 1,700	-\$ 2,160	-\$ 4,498



Attachment 4



The Wetlands Centre Annual Report



2019 – 2020

The Wetlands Centre Annual Report 2019 - 2020

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The Wetlands Centre Annual Report 2019 - 2020

1.0 ABOUT THE WETLANDS CENTRE COCKBURN

1.1 Vision

Wetlands are increasingly appreciated and recognised by the local and state-wide community for their scientific, aesthetic, historic, social, and spiritual values.

1.2 Mission

To connect the community with Wetlands through projects, programs and events which increase the knowledge, awareness, understanding, and commitment to their conservation and wise use[1]within the wider environment.

1.3 Objectives

Leadership

To increase the knowledge, awareness, understanding, and commitment of decision-makers in all aspects of wetlands and environmental education.

Governance

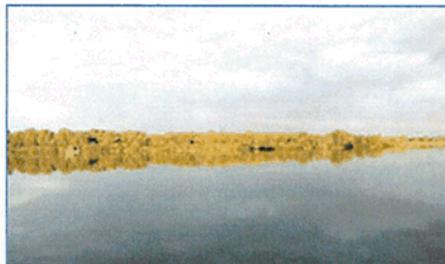
To demonstrate best practice in the Wetland Centre’s culture, systems, and skills enabling more effective and efficient operations for all stakeholders including members, volunteers, and partners.

Partnership

To initiate and sustain the widest possible proactive participation, support and engagement with wetlands and environmental education.

Sustainability

To develop and deliver standards, processes, projects, programs, and events that are environmentally, socially, and economically justified.



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The Wetlands Centre Annual Report 2019 - 2020

2.0 ANNUAL REPORT OF THE COMMITTEE OF MANAGEMENT

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

The Centre is run by a Committee of Management (the Board) which operates under a five-year lease agreement with the City of Cockburn. The Board consists of ten members who are elected by the members of the Centre or nominated by the City of Cockburn (CoC), the Bibra Lake Scouts (BLS) and the Wetlands Conservation Society (WCS).

The Board members and office bearers for 2019/2020 were:

Chairperson: Philip Jennings (WCS)

Deputy Chairperson: Gavin Satie (BLS)

Secretary: Felicity Bairstow (member)

Treasurer: vacant

Committee Members: Darryl James (member)
Elaine Christy (member)
Chris Christy (member)
Doug McColl (member)
Gavin Waugh (member)
Rex Sallur (WCS)
Cr Phil Eva (CoC)

Wetlands Officer (ex-officio): Denise Crosbie

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

Wetlands Officer (full time): Denise Crosbie

Administrative Officer (part time): Danielle Tyrils

General Assistant (casual): Rex Sallur

Landcare Assistant (casual): Erin Farley

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

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

Over the past 27 years the Centre has become a focus for environmental and scouting activities in the Cockburn area. Many local groups meet at the Centre including the Wildflower Society, the Cockburn Community Wildlife Corridor, the Bibra Lake Scouts and the Wetlands Conservation Society.

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

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The Wetlands Centre Annual Report 2019 - 2020

In July 2018 the Centre changed its trading name to The Wetlands Centre Cockburn and adopted new signage and a new logo.

The Centre hosted the 16th Wetlands Management Conference on 31 January 2020, and this was highly successful. It was held at the Bendat Parent and Community Centre in Wembley because the Wetlands Centre was undergoing major renovations and extensions. Sponsorship from the City of Cockburn, the Department of Water and Environmental Regulation and the Department of Biodiversity, Conservation and Attractions was helpful in keeping the registration fees low and enabling community wetland carers to attend. The Centre also organized several community tree planting events and school holiday activities for children.

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

The Committee of Management oversees the operations of the Centre. It is also involved in financial and strategic planning for the Centre. Over the past year the Board has focussed on strategic planning, budget management, and developing plans for the environmental precinct in which the Centre is located. The covid-19 pandemic interrupted the work of the Centre and it was closed for 2 months. The March 2020 Board meeting was postponed because of this.

As a result of careful budgeting the Centre is in a sound financial position. The five-year Lease Agreement with the City of Cockburn, which started in July 2013 was due to end in June 2018, but the City has exercised its option to extend it until the details of the new wetlands precinct are resolved. Funding for the next five years was approved with annual cpi increases. The Board has established a tax-deductible trust fund to receive donations for the Centre and this is a focus of our fundraising efforts.

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

The Board wishes to record its thanks to the staff and volunteers who have contributed so much to the success of the Centre this year. In particular, the Wetlands Officer Denise Crosbie and her assistant Danielle Tyrils have provided excellent service to the Centre and dealt effectively with a very heavy workload.

Philip Jennings
Chairperson



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The Wetlands Centre Annual Report 2019 - 2020

3.0 FINANCIAL REPORT 2019 – 2020

**The Wetlands Centre
Profit and Loss 2019-2020**

	This Year	Last Year
Income		
ATO Cash Flow Boost	\$ 15,000.00	
Bank Interest	\$ 2,094.28	\$ 3,436.00
BUILDING MANAGEMENT		
Members' Venue Hire	\$ 6,840.00	\$ 3,550.00
Venue Hire	\$ 14,142.29	\$ 17,496.00
Total BUILDING MANAGEMENT	\$ 20,982.29	\$ 21,046.00
Conference	\$ 15,244.28	\$ 9,661.00
Education	\$ 6,394.35	\$ 4,045.00
Friends of South Bank	\$ 5,580.00	\$ -
FUNDRAISING		
FUNDRAISING (NON TD)		
BBQ Fundraisers (NTD)	\$ 1,636.36	\$ 3,138.00
Other sales (NTD)		\$ 550.00
Total FUNDRAISING (NON TD)	\$1,636.36	\$3,688.00
PRECINCT FUNDRAISING (NON TD)	0	
Income Precinct JV	\$ 1,372.32	\$ 132.00
Total PRECINCT FUNDRAISING (NON TD)	\$ 1,372.32	\$ 132.00
Total FUNDRAISING	\$ 3,008.68	\$ 3,820.00
GRANT INCOME		
Grant 2 - NRM	\$ 329.97	
Grant 3 - Lotterywest		\$ 35,978.00
Grant 8 - Action Grant		\$ 2,163.00
Total GRANT INCOME	\$ 329.97	\$ 38,141.00
Memberships	\$ 159.11	\$ 155.00
Nursery/Wetland care	\$ 15,300.91	\$ 6,554.00
Other Income	\$ 6,000.14	\$ -
Profit (loss) on Assets Disposal	-\$ 3,961.20	
Sponsorship	\$ 91,763.65	\$ 90,765.00
TRUST FUND		
Bank Interest -Trust Fund	\$ 615.54	\$ 571.00
Collection box donations (TD)	\$ 1,028.20	\$ 1,044.00
Education Event Donations (TD)	\$ 75.00	\$ 190.00
Unsolicited Donations (TD)	\$ 305.00	\$ 2,130.00
Total TRUST FUND	\$ 2,024	\$3,935.00
Total Income	\$ 179,920	\$181,558.00
Expenses		
Accounting	\$ 1,598.85	\$ 830.00
Bank Charges and Fees	-\$ 103.00	\$ -
BBQ Fundraiser	\$ 318.48	\$ 585.00

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Item 9.4 Attachment 1

The Wetlands Centre Annual Report 2019 - 2020

BUILDING MANAGEMENT EXPENSES			
Cleaning	\$	2,843.64	\$ 913.00
Communications	\$	1,875.86	\$ 1,046.00
Consumables	\$	796.95	\$ 2,026.00
Electricity	\$	2,224.37	\$ 2,345.00
Insurance	\$	1,930.43	\$ 1,003.00
Repairs & Maintenance	\$	125.45	\$ 725.00
Security	\$	90.91	\$ 45.00
Services	\$	366.54	\$ 309.00
Total BUILDING MANAGEMENT EXPENSES		\$ 10,254.15	\$ 8,412.00
Conference Expense	\$	8,318.14	\$ 5,770.00
Consultants Fees	\$	200.00	\$ 8,073.00
Consumables	\$	1,724.02	\$ 4,640.00
Contractors	\$	5,580.00	\$ 1,591.00
Council Levy	\$	703.18	\$ -
DEPRECIATION			
Acc dep - Education Equipment	\$	3,109.67	\$ 3,576.00
Acc dep - Furniture & Fixtures	\$	6,774.04	\$ 6,780.00
Acc dep - Landcare Equipment	\$	3,408.94	\$ 3,565.00
Acc dep - Office Equipment	\$	1,852.34	\$ 4,046.00
Acc dep - Vehicle Attachments	\$	1.96	\$ 3.00
Total DEPRECIATION		\$15,146.95	\$17,970.00
Education Expense	\$	540.56	\$ 956.00
Expenses Precinct JV	\$	191.33	\$ -
Fees Paid	\$	1,347.47	\$ 1,763.00
Fundraising Profits Deferred	\$	1,317.88	\$ 2,553.00
Insurance	\$	2,258.81	\$ 403.00
Marketing	\$	2,018.04	\$ 2,260.00
Motor vehicle expenses	\$	1,065.17	\$ 1,522.00
Nursery/Wetland Care Expenses	\$	4,037.25	\$ 5,172.00
Office expense	\$	482.25	\$ 3.00
PAYROLL EXPENSES			
LSL Entitlement Expense	\$	1,962.32	-\$ 3,446.00
Superannuation Expense	\$	9,701.58	\$ 9,166.00
Wages & Salaries Expense	\$	102,921.84	\$ 98,894.00
Workers' Compensation	\$	1,440.55	\$ 1,328.00
Total PAYROLL EXPENSES		\$116,026.29	\$105,942.00
Precinct JV Profits Deferred	\$	1,180.99	
Subscriptions	\$	1,568.02	\$ 995.00
Training & Safety	\$	2,445.22	\$ 51.00
Total Expenses	AS	178,220.05	\$169,491.00
Other Expenses			
BAS Roundoff Gain or Loss		-1	
Total Other Expenses	-AS	1	
Net Earnings	\$	1,701.13	AS 0 \$ 12,067.00

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The Wetlands Centre Annual Report 2019 - 2020

The Wetlands Centre Balance Sheet As at 30 June 2020
--

	This Year	Last Year
Assets		
Current Assets		
Accounts receivable		
Accounts Receivable (A/R)	\$ 12,842.50	
Total Accounts receivable	\$ 12,842.50	
CASH ON HAND & AT BANK	\$ -	
Bend 678 965	\$ 30,413.31	
Bend 679 005	\$ 36,556.55	
Bend 679 070	\$ 125,896.87	
Bend 679 120	\$ 670.59	
Bend 747 620	\$ 44,317.43	
Petty Cash	\$ 300.00	
Uni - 1616	\$ -	
Uni - 2229	\$ -	
Uni - 4108	\$ -	
Uni - 4948	\$ -	
Uni - 9670	\$ 9,083.73	
Uni -0554	\$ -	
Uni= 4447	\$ -	
Total CASH ON HAND & AT BANK	\$ 247,238.48	\$ 202,486.00
Accrued Income	\$ 15,000.00	
OTHER DEPOSITS	\$ -	
Deposits Paid	\$ 8,944.00	\$ 8,944.00
Pledges Receivable	\$ 8,242.50	\$ 8,243.00
Total OTHER DEPOSITS	\$ 17,186.50	\$ 17,187.00
Undeposited Funds	\$ 252.55	
Total Current Assets	\$ 292,520.03	\$ 219,673.00
Long-term assets		
FURNITURE, FIXTURES & OFFICE EQUIPMENT	0	
Furniture & Fixtures Accum Dep	-\$ 14,839.24	-\$ 8,066.00
Furniture & Fixtures at Cost	\$ 44,584.94	\$ 41,001.00
Office Equipment Accum Dep	-\$ 10,558.32	-\$ 8,706.00
Office Equipment at Cost	\$ 12,621.55	\$ 12,622.00
Total FURNITURE, FIXTURES & OFFICE EQUIPMENT	\$ 31,808.93	\$ 36,851.00
PROPERTY & EQUIPMENT	0	
Education Equipment Accum Dep	-\$ 9,528.36	-\$ 6,419.00
Education Equipment at Cost	\$ 21,342.75	\$ 21,343.00
Landcare Equipment Accum Dep	-\$ 15,678.88	-\$ 14,111.00
Landcare Equipment at Cost	\$ 27,174.10	\$ 34,986.00
Total PROPERTY & EQUIPMENT	\$ 23,309.61	\$ 35,799.00
VEHICLES	0	
Vehicle Attachments Accum Dep	-\$ 627.36	-\$ 625.00
Vehicle Attachments at Cost	\$ 634.13	\$ 634.00
Total VEHICLES	\$ 6.77	9



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Item 9.4 Attachment 1

The Wetlands Centre Annual Report 2019 - 2020

Total long-term assets	\$	55,125.31	\$	72,659.00
Total Assets	\$	347,645.34	\$	292,332.00
Liabilities and shareholder's equity				
Current liabilities:				
Accounts payable				
Trade Creditors		0		
Total Accounts payable				
GST & OTHER ATO LIABILITIES	\$	-		
ATO Clearing Account	\$	29,065.00		
GST Liabilities Payable	\$	189.51		
Total GST & OTHER ATO LIABILITIES	\$	29,254.51	-\$	153.00
PAYROLL LIABILITIES		0		
PAYG Withholdings Payable		1	\$	5,199.00
Payroll clearing	\$	0.01		
Prov for LSL (current)	\$	33,206.86	\$	31,245.00
Superannuation Payable	\$	3,794.58	\$	3,661.00
Total PAYROLL LIABILITIES	\$	37,002.58	\$	40,105.00
Suspense Account	-\$	18.22	-\$	18.00
Trust Fund Holding Account	\$	110.00	\$	110.00
UNEXPENDED FUNDRAISING		0		
TWC- Fundraising Income c/f	\$	5,529.13	\$	4,211.00
Total UNEXPENDED FUNDRAISING	\$	5,529.13	\$	4,211.00
UNEXPENDED GRANTS		0		
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		
Total UNEXPENDED GRANTS	\$	22,174.58	\$	4,250.00
UNEXPENDED PRECINCT JV FUNDS		0		
General Fundraising c/f	\$	190.50		
Grant Income c/f	\$	2,464.00		
Quiz Night Income c/f	\$	439.55	\$	440.00
Turtle Fest Income c/f	\$	1,192.69	\$	202.00
Total UNEXPENDED PRECINCT JV FUNDS	\$	4,286.74	\$	642.00
UNEXPENDED AUSPICING GRANTS		0		
Friends of South Bank		4,420	\$	-
Total UNEXPENDED AUSPICING GRANTS	\$	4,420.00	\$	-
Total current liabilities	\$	102,759.32	\$	49,147.00
Shareholders' equity:				
Net Income	\$	1,701.13	\$	12,067.00
Opening balance equity	\$	-		
Retained Earnings	\$	243,184.89	\$	231,118.00
Total shareholders' equity	\$	244,886.02	\$	243,185.00

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Face2Face Business Solutions

c/- 5 Renville Way, LYNWOOD WA 6147

Mobile: 0412 517 971

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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 2020 for the year then ended, the Income Statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

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

Auditor's Responsibility

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

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

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

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

Independence

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



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





Face2Face Business Solutions

c/- 5 Renville Way, LYNWOOD WA 6147

Mobile: 0412 517 971

e-mail: andy@f2fbusinessmentors.com.au

web: 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 2020 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 22nd day of October 2020



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



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

a. **Income Tax**

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

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

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

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

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

c. **Employee Benefits**

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

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

d. **Provisions**

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

e. **Cash and Cash Equivalents**

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

f. **Revenue and Other Income**

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

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

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

Donations of cash are recognised as revenue when received.

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



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

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.

The Wetlands Centre

PROFIT AND LOSS

July 2019 - June 2020

	TOTAL
Income	
ATO Cash Flow Boost	15,000.00
Bank Interest	2,094.28
BUILDING MANAGEMENT	
Members' Venue Hire	6,840.00
Venue Hire	14,142.29
Total BUILDING MANAGEMENT	20,982.29
Conference	15,244.28
Education	6,394.35
Friends of South Bank	5,580.00
FUNDRAISING	
FUNDRAISING (NON TD)	
BBQ Fundraisers (NTD)	1,636.36
Total FUNDRAISING (NON TD)	1,636.36
PRECINCT FUNDRAISING (NON TD)	
Income Precinct JV	1,372.32
Total PRECINCT FUNDRAISING (NON TD)	1,372.32
Total FUNDRAISING	3,008.68
GRANT INCOME	
Grant 2 - NRM	329.97
Total GRANT INCOME	329.97
Memberships	159.11
Nursery/Wetland care	15,300.91
Other Income	6,000.14
Profit (loss) on Assets Disposal	-3,961.20
Sponsorship	91,763.65
TRUST FUND	
Bank Interest -Trust Fund	615.54
Collection box donations (TD)	1,028.20
Education Event Donations (TD)	75.00
Unsolicited Donations (TD)	305.00
Total TRUST FUND	2,023.74
Total Income	A\$179,920.20
GROSS PROFIT	A\$179,920.20
Expenses	
Accounting	1,598.85
Bank Charges and Fees	-103.00
BBQ Fundraiser	318.48
BUILDING MANAGEMENT EXPENSES	
Cleaning	2,843.64
Communications	1,875.86
Consumables	796.95
Electricity	2,224.37
Insurance	1,930.43

Accruals Basis Wednesday, 4 November 2020 04:36 PM GMT+08:00

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GAD 20/07/2021

Item 9.4 Attachment 1

The Wetlands Centre

PROFIT AND LOSS

July 2019 - June 2020

	TOTAL
Repairs & Maintenance	125.45
Security	90.91
Services	366.54
Total BUILDING MANAGEMENT EXPENSES	10,254.15
Conference Expense	8,318.14
Consultants Fees	200.00
Consumables	1,724.02
Contractors	5,580.00
Council Levy	703.18
DEPRECIATION	
Acc dep - Education Equipment	3,109.67
Acc dep - Furniture & Fixtures	6,774.04
Acc dep - Landcare Equipment	3,408.94
Acc dep - Office Equipment	1,852.34
Acc dep - Vehicle Attachments	1.96
Total DEPRECIATION	15,146.95
Education Expense	540.56
Expenses Precinct JV	191.33
Fees Paid	1,347.47
Fundraising Profits Deferred	1,317.88
Insurance	2,258.81
Marketing	2,018.04
Motor vehicle expenses	1,065.17
Nursery/Wetland Care Expenses	4,037.25
Office expense	482.25
PAYROLL EXPENSES	
LSL Entitlement Expense	1,962.32
Superannuation Expense	9,701.58
Wages & Salaries Expense	102,921.84
Workers' Compensation	1,440.55
Total PAYROLL EXPENSES	116,026.29
Precinct JV Profits Deferred	1,180.99
Subscriptions	1,568.02
Training & Safety	2,445.22
Total Expenses	A\$178,220.05
Other Expenses	
BAS Roundoff Gain or Loss	-0.98
Total Other Expenses	A\$ -0.98
NET EARNINGS	A\$1,701.13

The Wetlands Centre

BALANCE SHEET

As of June 30, 2020

	TOTAL
Assets	
Current Assets	
Accounts receivable	
Accounts Receivable (A/R)	12,842.50
Total Accounts receivable	A\$12,842.50
CASH ON HAND & AT BANK	
Bend 678 965	30,413.31
Bend 679 005	36,556.55
Bend 679 070	125,896.87
Bend 679 120	670.59
Bend 747 620	44,317.43
Petty Cash	300.00
Uni - 1616	0.00
Uni - 2229	0.00
Uni - 4108	0.00
Uni - 4948	0.00
Uni - 9670	9,083.73
Uni -0554	0.00
Uni= 4447	0.00
Total CASH ON HAND & AT BANK	247,238.48
Accrued Income	15,000.00
OTHER DEPOSITS	
Deposits Paid	8,944.00
Pledges Receivable	8,242.50
Total OTHER DEPOSITS	17,186.50
Undeposited Funds	252.55
Total Current Assets	A\$292,520.03



The Wetlands Centre

BALANCE SHEET

As of June 30, 2020

	TOTAL
Long-term assets	
FURNITURE, FIXTURES & OFFICE EQUIPMENT	
Furniture & Fixtures Accum Dep	-14,839.24
Furniture & Fixtures at Cost	44,584.94
Office Equipment Accum Dep	-10,558.32
Office Equipment at Cost	12,621.55
Total FURNITURE, FIXTURES & OFFICE EQUIPMENT	31,808.93
PROPERTY & EQUIPMENT	
Education Equipment Accum Dep	-9,528.36
Education Equipment at Cost	21,342.75
Landcare Equipment Accum Dep	-15,678.88
Landcare Equipment at Cost	27,174.10
Total PROPERTY & EQUIPMENT	23,309.61
VEHICLES	
Vehicle Attachments Accum Dep	-627.36
Vehicle Attachments at Cost	634.13
Total VEHICLES	6.77
Total long-term assets	55,125.31
Total Assets	A\$347,645.34



Item 9.4 Attachment 1

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The Wetlands Centre

BALANCE SHEET

As of June 30, 2020

	TOTAL
Liabilities and shareholder's equity	
Current liabilities:	
Accounts payable	
Trade Creditors	0.00
Total Accounts payable	A\$0.00
GST & OTHER ATO LIABILITIES	
ATO Clearing Account	29,065.00
GST Liabilities Payable	189.51
Total GST & OTHER ATO LIABILITIES	29,254.51
PAYROLL LIABILITIES	
PAYG Withholdings Payable	1.13
Payroll clearing	0.01
Prov for LSL (current)	33,206.86
Superannuation Payable	3,794.58
Total PAYROLL LIABILITIES	37,002.58
Suspense Account	-18.22
Trust Fund Holding Account	110.00
UNEXPENDED FUNDRAISING	
TWC- Fundraising Income c/f	5,529.13
Total UNEXPENDED FUNDRAISING	5,529.13
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
Total UNEXPENDED GRANTS	22,174.58
UNEXPENDED PRECINCT JV FUNDS	
General Fundraising c/f	190.50
Grant Income c/f	2,464.00
Quiz Night Income c/f	439.55
Turtle Fest Income c/f	1,192.69
Total UNEXPENDED PRECINCT JV FUNDS	4,286.74
UNEXPENDED AUSPICING GRANTS	
Friends of South Bank	4,420.00
Total UNEXPENDED AUSPICING GRANTS	4,420.00
Total current liabilities	A\$102,759.32
Shareholders' equity:	
Net Income	1,701.13
Opening balance equity	0.00
Retained Earnings	243,184.89
Total shareholders' equity	A\$244,886.02
Total liabilities and equity	A\$347,645.34

Accruals Basis Wednesday, 4 November 2020 04:37 PM GMT+08:00

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The Wetlands Centre Annual Report 2019 - 2020

4.0 WETLANDS OFFICER REPORT

The Wetlands Centre Cockburn connects the community with wetlands through projects, programs and events which increase the knowledge, awareness, understanding and commitment to their conservation and wise use within the wider environment. The strength of our community organisation is maintained by the annual sponsorship funding provided by the City of Cockburn for staff to attract additional funding and coordinate the numerous volunteers including member groups, the community, work placement participants, students and corporate groups that assist the Centre.

During 2019-20, the covid-19 pandemic and the wetlands precinct development works negatively impacted the Centre's annual KPIs but also provided an opportunity to undertake strategic and operational planning to guide our future growth. The multiplying effects and benefits to the City are reflected in the performance indicators for the 2019-20 financial year as follows:

No of staff - 1.7

No of regular volunteers - 25

No of visitors/hirees - >20,000

No of volunteer hours (participants x hours) - 5,961

Value of volunteer in-kind contribution: \$214,596*

No of education hours (participants x hours) - 4,043

No of seedlings propagated - 7,951

No of seedlings established in Cockburn - 7,165

**Note the financial value figures were based on a \$36/hr rate based on 2012-3 Australian Bureau of Statistics (ABS) figures & inflation*

Funding has been allocated to the employment of additional part-time staff for a 12-month period. Interviews have been held and positions offered for commencement in early 2021. Additional major grant funding of \$215,820 secured through Perth NRM's 2020 Community Stewardship Grant will provide further support for sustainable volunteer, education and community engagement programs for the Beelii Wetlands over the next 2 years.

Environmental education program

The Centre runs a variety of formal and informal education programs for primary and secondary schools, the community, TAFE, university students and wetland practitioners. The Centre organises major events, delivers off-site presentations, provides a library and information service and a new website at www.thewetlandscentre.org.au. During the year, 4,140 participation hours were delivered.

Schools program: Primary students attend all-day wetland ecology excursion while secondary students undertake specific environmental studies including land-use changes, vegetation transects, soil augering, fauna surveys, and biological and chemical water quality assessment.

Family holiday programs: The popular "Get Wild about Wetlands", a series of eco walks, talks and night stalks, is held every school holiday and includes frog night stalks, snake awareness, bush survival, enviroart, bat dusk stalks and more. This is a partnership program delivered with the City of Cockburn.

VET and university students: As an operational facility the Centre provides invaluable training opportunities and industry experience for our future workforce. We provide an annual

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presentation/tour of our wetland care demonstration trail for environmental restoration students from universities along with TAFE and other landcare groups.

Citizen Science: Centre volunteers, Suparna Whale and Angie Sawiak, assisted Murdoch University PhD candidate Anthony Santoro with database entry and sorting of photographs as part of a research project into freshwater turtles. Ms Sawiak alone contributed 160 hours sorting 32,367 photographs. Additional volunteers Mr Santoro and the City of Cockburn with the Turtle Trackers' program to help protect vulnerable turtle nests.

World Wetlands Day event: The Centre held the 16th annual WA Wetland Management Conference on 31 January 2020 in celebration of World Wetlands Day. The conference attracted 200 wetland practitioners from community groups, private landholdings, local and State government, educational institutions and the private sector. It is the largest ongoing national event held in recognition of World Wetlands Day and provides a forum for the exchange of information and ideas amongst delegates.

Nursery/Wetland Care Program

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

Planting events: A total of 7,165 seedlings were planted in the Beeliam Regional Park throughout the City of Cockburn.

Nursery operations: Volunteers propagated native plants and divided sedges totalling 7,951 seedlings for wetland care works. Seed is sustainably sourced from our established dryland and wetland seed production areas. Staff have worked closely with Greenlife Industry representative, Steve Blythe, to ensure the newly constructed nursery facilities meet accreditation standards. New procedures will be developed in the coming financial year to finalise the accreditation process.

Training: The Centre hosted students from a variety of programs including 'In the Workplace Learning Program', and VET 40-hour Work Experience programs.

Volunteering program

Volunteer contribution: 5,961 participation hours of volunteer time valued at \$214,596* was recorded at the Centre for the 2019-20 financial year.

(*Financial value figures were based on a \$36/hr rate based on 2012-3 Australian Bureau of Statistics (ABS) figures & inflation).

Denise Crosbie
Wetlands Officer



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5.0 BIBRA LAKE SCOUT GROUP REPORT

2020 has brought many challenges to the Scout Group with Covid-19. The Scout Group ceased parading from March 2020 with recommencement in July 2020.

This caused us to move our program to online using Facebook and zoom online meetings. Using these platforms allowed us to keep our youth engaged on a weekly basis whilst also allowing them to complete their award scheme.

Bibra Lake Scout Group have been very fortunate to maintain its numbers as follows:

- Joey Unit - 19
- Cub Unit - 30
- Scout Unit - 20
- Venturer Unit - 8
- Rover Unit - 11
- Leaders – 17
- Fellowship – 4
- Total – 104 Members

With easing of Covid-19 restrictions and returning to face-to-face meeting we have been very fortunate for our membership numbers not to fall. We have had an influx of membership enquires over the last month with new potential members coming along for a trial.

Due to the increase number of youth members we will soon commence a more active leader recruitment to support the growing numbers of the group.

The group looks forward to the completion of the new precinct early 2021.

We look forward to continuing our strong relationship with the Cockburn Wetlands Education Centre in years to come.

Yours in Scouting

Gavin Satie
Group Leader
Bibra Lake Scout Group

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6.0 WETLANDS CONSERVATION SOCIETY REPORT

The Wetlands Conservation Society (WCS) is one of the two core groups that founded the Cockburn Wetlands Education Centre (CWEC) in 1993.

The Wetlands Conservation Society was formed in 1985 to campaign for the protection of wetlands throughout the State. It has been based at the Wetlands Centre since 1993 and holds regular quarterly meetings there.

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

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

During the 2019 – 2020 financial year the WCS held three committee meetings at the Wetlands Centre. The AGM was scheduled for April 2020, but it had to be deferred until October 2020 because of the covid-19 pandemic.

The WCS was active on a number of policy issues including the management of the Beeliar and Jandakot Regional Parks, revegetation of the land cleared for the Roe Highway extension, monitoring the Murdoch Drive Connection, efforts to delete the Roe Highway stage 8 from the MRS, the planning for the new harbor in Cockburn Sound and the management of the Jandakot Mound. The WCS members assisted at several functions organized by the Wetlands Centre including the wetlands conference and the planting days. WCS members are working with City of Cockburn staff on the upgrading of the signage on the Woodland to Wetland trail at Bibra Lake. An excursion was held to the Anstey-Keane wetland in Forrestdale in October 2019.

The WCS Committee for 2020 was Philip Jennings (President), Denise Crosbie (Vice-President), Felicity Bairstow (Secretary), Rex Sallur (Treasurer), David James, Jeff Mengler, Mark Hutchison, Doug McColl and Robyn Pickering (Committee Members).

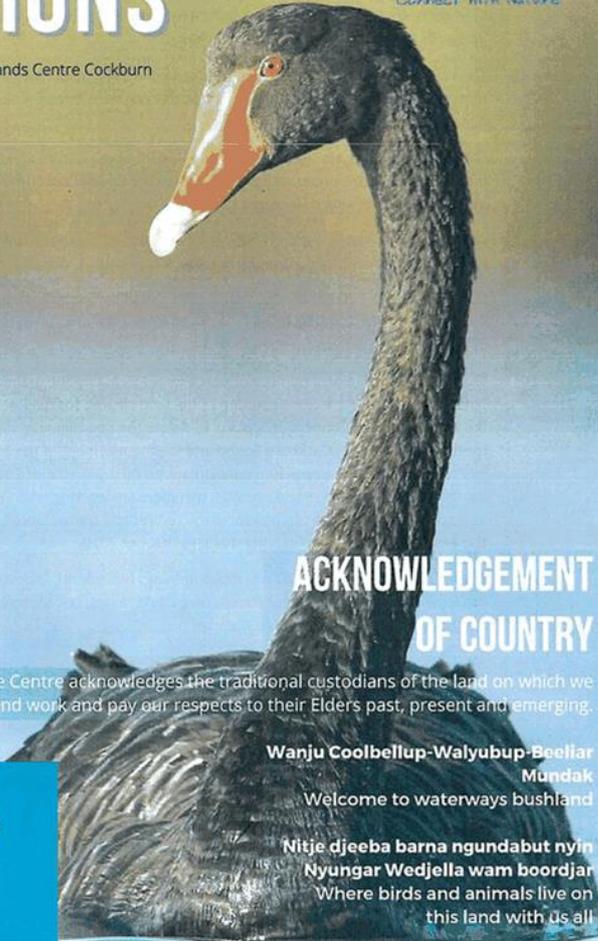
Philip Jennings
President



Attachment 5 JUN 2021 MAKURU EDITION | ISSUE 4

WETLAND CONNECTIONS

The Official Six-Seasonal Newsletter of The Wetlands Centre Cockburn

ACKNOWLEDGEMENT OF COUNTRY

The Centre acknowledges the traditional custodians of the land on which we live and work and pay our respects to their Elders past, present and emerging.

Wanju Coolbellup-Walyubup-Beellar Mundak
Welcome to waterways bushland

Nitje djeeba barna ngundabut nyin Nyungar Wedjella wam boordjar
Where birds and animals live on this land with us all

Ngullarkin nyinniny nih, djinang wer kartadjin gurimbe kura yeyl boordawan
We sit, listen, look and learn about stories of the past, today for tomorrow

Written by Marie J Taylor, Nyungar Elder

EACH OF OUR NEWSLETTERS WILL BE RELEASED AND BASED ON THE SIX NYUNGAR SEASONS.

THIS ISSUE IS BASED ON THE MAKURU SEASON WHICH RUNS THROUGH JUNE TO JULY.

MAKURU IS SYMBOLISED BY THE COLOUR BLUE.

Photo by JJ Harrison: A mooll (black swan) swimming in the river.



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Photo by Amelia Searson. A beera (banksia) towards the beginning of Makuru. 2



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THE NYUNGAR SEASON OF MAKURU

To welcome the transition into a new Nyungar season, we produce newsletters that reflect the changing weather patterns, prevalence of certain animals and the abundance of diverse flora. The theme of each letter is based on the characteristics which define each season. To support this, our Makuru edition is a dark blue colour, indicative of the cooling temperatures and more frequent rainy days. Running from June to July, Makuru is the wettest and coldest time in the South West of Australia. For Nyungar people, this was the time to move inland from the stormy coast to escape the lowering temperatures, strong winds and increasing rainfall. Campfires became a symbol of community, with people gathering around them for warmth, music and storytelling.

With waterways and catchments starting to fill, land animals like the *yonga* (kangaroo) became the main source of food, rather than the sea and lakes. In addition to being a major food source, the *yonga* also provided people with *bookas* (cloaks made from the skin of an animal, to help keep warm, especially during the cold nights). Nyungar people weren't wasteful with the animal and ensured everything was utilised. Even bones of hunted animals were used to create *bookas* and to attach barbs to hunting tools like spears.

Also known as the fertility season, many animals begin to find mates during Makuru in preparation for the next season, Djlba, which is a popular time for breeding. *Mali* or black swans can be seen more frequently in the South West lakes and rivers as they prepare to nest and breed. The bright blues and purples of the *mangard* - blueberry lily (*Dianella revoluta*) and the *komma* - purple flag (*Patersonia occidentalis*) start to emerge during Makuru. The *mangard* produces edible blueberries with tiny seeds, traditionally used to create cord and string. Its roots and leaves were also used in medicinal teas to treat colds and headaches. But be careful because not every type of the *Dianella* species is safe for humans to consume! The *komma* is a small yet striking, violet-coloured flower with three petals that grows up to 80 centimetres in length and 60 centimetres in width. Its stunning display is an attraction for native bees.



Photo by The Wetlands Centre. A *komma*'s purple petals brightly contrasted against a wetland.

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ECOFEST AHOY : WORLD ENVIRONMENT DAY

This year's theme for World Environment Day, which we're celebrating on the 5th of June, is ecosystem restoration, with a focus on resetting our relationship with nature! WED occurs annually on the 5th of June each year, as a way to PROMOTE awareness, action and real change for the preservation of our environment. Since its inaugural establishment in 1974, WED has grown into the largest global platform for environmental public outreach. It is celebrated by over 150 countries and millions of people across the world.

Earlier in the year, Pakistan announced it will be hosting WED alongside the United Nations Environment Programme. As the host, the country will be highlighting a plethora of different environmental issues, while showcasing the actions it is taking to combat climate change and damaged ecosystems.

Since 2008, The Wetlands Centre has partnered with the City of Cockburn and WA Wildlife to deliver an annual schools' festival to raise awareness about our precious wetlands. This year more than 250 students, teachers and parents will join us for a day of wetland discovery and associated activities and action. Our event represents one global event and together all events will have a multiplying effect.

Here are a few glimpses from our past annual World Environment Day celebrations. Students from various schools participate in a day of learning about the environment and having fun amidst nature. Planting, interaction with fauna and activities around environmental protection & conservation encourage the children to leave with a sense of appreciation for our ecology and a resolve to save the environment!

#GenerationRestoration



Source: United Nations Environment Programme. Photos by The Wetlands Centre. School kids and families participating in past World Environment Day events.



UNDER THE LENS : WETLAND RESTORATION

WHAT IS IT?

Ecological restoration is 'the process of assisting the recovery of an ecosystem that has been degraded, damaged or destroyed' as defined by the global Society for Ecological Restoration (SER) and adopted by the national Society for Ecological Restoration Australasia (SERA). At its highest level, standards have been developed by SERA and best-practice wetland restoration involves the following **six key principles** (SERA, 2007):

1. Ecological restoration practice is based on an appropriate local indigenous reference ecosystem.

A reference wetland ecosystem (an actual wetland or conceptual wetland) provides a target to assist the recovery of the wetland over time.

2. Restoration inputs will be dictated by the level of resilience and degradation.

Where the degradation processes are low the wetland ecosystem may only require improved management to achieve a full recovery. For example, fencing to exclude stock may assist the recovery of plants to resprout from existing remnant seed soil banks. If the impacts from past human activities are high greater intervention and resources will be needed to achieve a full recovery such as modifying existing drains to reinstate prior water flows.

3. Recovery of ecosystem attributes is facilitated by identifying clear targets, goals and objectives.

Monitoring and evaluation of specific indicators, such as the presence of all frog species, can inform us if our restorations actions are working or if we need to adapt our management techniques.

4. The goal of ecological restoration is full recovery, insofar as possible, even if outcomes take long timeframes or involve high inputs

A five-star evaluation system has been developed which can track the progress of wetland ecosystem recovery over time. In urban environments, it can be difficult to achieve full recovery because of changed land practices, competing resources or the community value of the wetland in its altered state. In these instances, rehabilitation rather than full restoration outcomes may be specified.

5. Restoration science and practice are synergistic

Partnerships between professional scientists and practitioners are encouraged as combining trial and error with scientific monitoring can improve future management techniques.

6. Social aspects are critical to successful ecological restoration

Stakeholder involvement is critical because the values and behaviours of humans can influence the future success of wetland restoration projects.

Some of the original conditions that may need to be restored include wetland hydrology, water quality, vegetation and animal communities. In many instances, a full recovery is not attainable because the damage or destruction of the wetland ecosystem cannot be achieved due to changed land practices, competing resources or the community value of the wetland in its altered state. In these instances, rehabilitation, the process of reinstating a partial functioning ecosystem can improve the resilience of the wetland ecosystem and objectives may be set to aim for a partial recovery.

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UNDER THE LENS

WHY IS IT IMPORTANT?

SERA promotes ecological restoration as a means of 'sustaining the diversity of life on Earth and reestablishing an ecologically healthy relationship between nature and culture'.

On the Swan Coastal Plain wetlands are the most biologically productive areas, yet more than 80% of the original wetlands have been filled, drained or the vegetation cleared. As Perth grows we continue to lose more wetlands to the same degrading processes. Restoration is important to prevent, halt and reverse the degradation of wetland ecosystems.

Our wetlands support numerous animals and plants with many species such as the Southwestern snake-necked turtle found nowhere else in Australia or the world. Many mobile animals, such as waterbirds, migrate seasonally to our coastal wetlands as a summer refuge when inland wetlands are dry. Some of these birds are international travellers and fly more than 20,000kms.

The wetlands have always been an important focus for Aboriginal people in the region. Numerous archaeological and mythological sites have been documented. Wetlands such as Bibra Lake were so important to the early European settlers for their recreational values that the lake was reserved for recreation purposes as early as 1898.

Many of our wetlands are a window to our groundwater which supplies us with life-sustaining drinking water.

CURRENT PROJECTS

The Wetlands Centre has been involved in rehabilitation projects for more than a quarter of a decade. The projects have been designed to reduce degrading processes such as weed invasion, or reinstate absent or degraded vegetation communities as a result of past clearing practices. We are currently completing a project funded by the Communities Environment Program for a 'Revegetation and frog habitat support project'. The project aims to reduce the threat of habitat degradation by controlling 0.2 ha of weed-encroached mudflats at Bibra Lake and revegetating to create diverse woodlands, shrublands and sedgeland to increase suitable habitat and available food resources for local frogs and other species. Seed was collected and 7,000 local native plants propagated.

A community planting day, frog ecology workshop and a frog monitoring night stalk were held to build community knowledge about their local environment and how the community can conserve, protect, monitor and support on-ground actions. Two workshops on seed collecting and plant propagation will also be held in June.



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UNDER THE LENS

WHAT YOU CAN DO TO HELP

Every person can take action at home, school or work by changing habits such as: minimising fertiliser use and applying it at the correct time of the year; reducing their footprint by making informed choices about the food they eat or the products they purchase; or simply helping to rehabilitate or restore degraded wetland ecosystems by attending a planting event or establishing native plants in their own residential gardens. If every individual takes some form of action, collectively we can make a huge difference.



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UNDER THE LENS

WHAT IS HAPPENING IN WESTERN AUSTRALIA?

There is a lot of Wetland Rehabilitation work being done across Western Australia on a range of levels. Community volunteer and 'friends of wetland' groups work either independently or with their local government or other agency to weed, plant and rehabilitate wetland areas. The Urban Bushland Council encourages communities to engage in conservation and active management of their local bushland and wetlands, with more than 75 community conservation groups registered across the Perth Region ([Click here to explore your local community conservation groups](#)). Some Local Government Areas actively partner with universities, State Government and/or non-government organisations to achieve conservation and rehabilitation of local wetlands. Consultants are engaged to deal with a wide range of wetland management issues (for example, to see EcoScape list of Wetland Projects – [click here](#)). All in all, there is a lot happening in this space, but more still needs to be done to reduce the continual loss of our wetland areas.



OUR HOPE FOR THE FUTURE

Wetlands are increasingly appreciated and recognised by the local and state-wide community for their scientific, aesthetic, historic, social, and spiritual values. At The Wetlands Centre, we encourage this by connecting the community with wetlands through projects, programs and events which increase the knowledge, awareness, understanding, and commitment to their conservation and wise use. If anyone would like to get involved, please join us as a member or volunteer.

Know more: Some excerpts quoted reference the Standards Reference Group SERA (2017) National Standards for the Practice of Ecological Restoration in Australia. Second Edition. Society for Ecological Restoration Australasia. Here are links to the [latest edition](#) and [the explainer](#).



Source: Denise Crosbie. Photo by The Wetlands Centre. Propagated sedges now flourishing at the edge of Bibra Lake.



NATIVE LINKS: NAIDOC WEEK

The centre is deeply committed to working alongside Aboriginal and Torres Strait Islander peoples in all we do. We are privileged to work on precious Nyungar *boodja* (land), particularly in the Beeliar Regional Park. The centre seeks to continue a lifelong journey of learning about the rich knowledge and connection to land that swells within First Nations people.

Each July, NAIDOC Week is celebrated across Australia to commemorate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. It brings together indigenous and non-indigenous communities for a unified and special week of recognition and acknowledgement. This year, NAIDOC Week will run from Sunday the 4th of July, to Sunday the 11th.

There are more than 250 indigenous language groups across Australia, including 800 dialects. NAIDOC Week is a great opportunity to get involved in supporting your local Aboriginal and Torres Strait Islander community.

Nyungar country stretches across the southwest corner of Western Australia, from Geraldton on the west to Esperance on the south coast. 14 different language groups occupy this region, including Amangu, Ballardong, Yued, Kaneang, Koreng, Mineng, Njakinjaki, Njunga, Pibelmen, Pindjarup, Wardandi, Whadjuk, Wiilman and Wudjari. For over 40,000 years, Nyungar people have had an incredibly deep connection to the *boodja* (land), with a culture that recognises the importance of working with the environment, not against it. A strong emphasis is placed on the importance of caring for the land, animals and plants. This deep connection is passed on to younger generations through stories, art, song and dance.

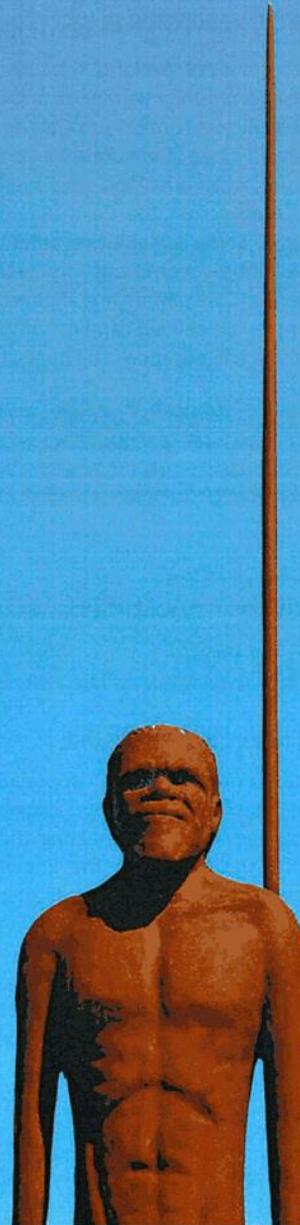


Photo by Amelia Searson: A statue of wirin (spirit) in Yagan Square. The wirin represents the eternal force of power that connects life to *boodja*.



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A WETLAND SPLASH : BERRIGAN LAKE



Berrigan Lake is situated between Berrigan Drive and South Lake Drive in Lakelands reserve, South Lake, below the high-tension power lines - just west of the Lakelands Reserve Sporting Facility, or behind the popular South Lake Shopping Centre on Berrigan Drive in Cockburn.

In 1995, the natural depression was used to capture excess stormwater. The wet area was surrounded by cyclone fencing topped with barbed wire, a typical safety precaution at that time. The wetland was not accessible to wildlife or the public and was a well-known eye-sore characterised by deep kikuyu grass matted up through the cyclone fence. In 2003, Community Consultation was undertaken (Connecting South Lakes, 2003) and since that time the fencing has been removed and paths installed followed by landscaping and revegetation around the lake being completed. The ecological health of the wetland continued to improve with work completed as part of the Lakes Revitalisation Strategy (City of Cockburn, 2016).

The difference is remarkable. No longer a scruffy fence of dying grass hiding a degraded water body, Berrigan Lake is now a beautiful location for walkers, cyclists, bird watchers and families. The restoration of fringing vegetation has brought back birds of all varieties, from honeyeaters to waterbirds, and swans were observed on the lake in 2020. The presence of healthy habitat has increased the activity and visibility of other fauna too, with quendas becoming active in and around the reserve over the past few years. Perhaps the most significant change has been the change in the 'feeling' of the space, with people and families enjoying the area frequently as a recreational space.

Photo supplied by the City of Cockburn: Aerial images of the rehabilitation progression at Berrigan Lake. 10



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CREATURE FEATURE : THE QUENDA



The Quenda (*Isoodon obesulus fusciventer*) is a sub-species of the Southern Brown Bandicoot and a small marsupial native to Australia. They usually live in a layer of thick vegetation around swamps and *beera* (banksia) and jarrah woodlands. The Perth Hills is a common place to find quenda because the dense foliage in the area provides a suitable habitat for them.

THE QUENDA'S APPEARANCE AND BEHAVIOUR

Quenda are sometimes mistaken for large rats, but they're actually quite different upon examination, particularly if you look at their large hindquarters and short tail. Described as being medium size, quenda can weigh up to 1.5 kilograms and grow to 35 centimetres in length. Their fur is grey, coarse and flecked with brown short hairs and creamy-white fur underneath. Quenda have a long pointed nose, small black eyes and little ovular ears.

Photo by Simon Cherriman: A quenda peeking through some greenery.

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CREATURE FEATURE

The short tail on a quenda can be fully or partially lost during fights with others. They usually live alone and males can be very territorial, causing them to become aggressive and fight each other. As quenda are mostly nocturnal animals, you're likely to spot one around dusk. However, they can be active during the day, especially during the season of Makuru.

WHAT DO QUENDAS EAT?

It is also common to find quenda in your backyard, especially if it is filled with lots of plants and luscious vegetation. If you come across a quenda that has decided to move into your home, be careful not to feed it. There is no shortage of food for the quenda amongst the garden plants and native flora!

Using their long front claws, quenda often dig cone-shaped holes to locate foods like bugs, seeds, roots and fungi. When it is time for breeding, quenda make nests using piles of leaves and sticks under shrubs. Up to six young can be carried in the female's pouches, but they usually have only two to four in one litter. The pouch opens backwards to stop soil from entering it when the females dig for food.



Photo by Janine Kuehs: A curious quenda gets up close to the camera lens to say hello.



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FLORA IN FOCUS: BERRUNG



The *berrung*, or Sea Urchin Hakea (*Hakea petiolaris*), grows as a tall shrub or small tree with pale grey, leathery leaves and reaches up to nine metres in height. During Makuru, the plant grows globular clusters of 120 to 200 pink and cream flowers, which darken to a dark pinkish-red with age. The plant received its Western name as it resembles a sea urchin, with thin, white protrusions that stick out of the pink globular shape. *Berrungs* were important sources of honey for Nyungar people, as well as honeyeaters and native bees.

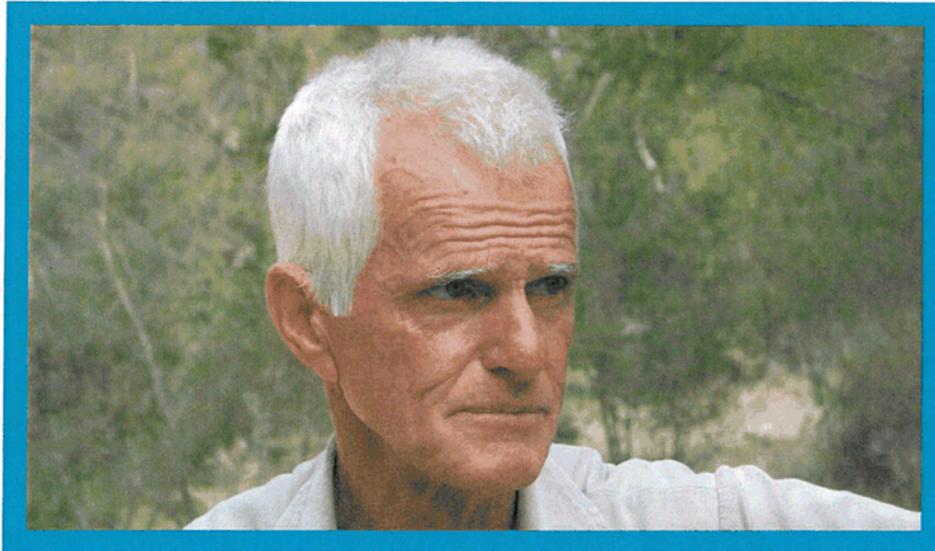
Stemming from the flowers are woody seed pods, around 40 millimetres in length and 15 millimetres in width, which contain two seeds. The seeds aren't shed from the pods unless prompted by significant environmental factors like a bushfire. The *berrung* grows very quickly, is durable to drought, thrives in hot areas and is resistant to frost once established. Native to Western Australia, you can find the *berrung* plants across the South West around areas like Perth, Darling Range, York, Jarrah Forest, the Avon Wheatbelt and Swan Coastal Plain biogeographic regions. The Western Australian Government's Department of Parks and Wildlife lists all three subspecies of *Hakea petiolaris* as "not threatened".

Photo by Adam Robinson: A group of *berrung* hanging in reddish-pink, globular shapes.

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VOLUNTEER IN PROFILE : REX SALLUR



For the season of Makuru, we'd like to showcase the incredible Rex Sallur, who has been involved with the centre for over two decades. Rex was employed as the Landcare Officer from 1995 to 2003. He now works as a general assistant one day each week and continues to dedicate his time as a volunteer in maintaining the centre. Rex's devotion to helping the centre wherever and however he can is reflective of his deep passion for the environment and landcare. Rex believes his interest in nature began when he was a child.

"We lived not far from Herdsman Lake and I often wandered through the surrounding bushland with some mates," he says.

Rex recalls that behind his home was a beautiful wetland. In the middle of this wetland was a mound, which was somewhat

like a small island and it was covered in paperbark trees.

Rex says he and his mates used to find old sheets of corrugated iron and transform them into functioning canoes. To waterproof them, they'd tear lumps of tar from road edges, which was easier to manage in summer when the tar was soft and pliable.

"Hours were spent paddling between the clumps of sedges and bullrush," he said.

"Eventually we would hide the canoes and head home rather muddy, with a leech or two hanging from our legs."

Nowadays, Rex is still putting that same creativity and resourcefulness into the functioning of the centre.



VOLUNTEER IN PROFILE

From planting projects to sweeping the paths and verandas, Rex has plenty of tasks to keep himself busy at the centre. He trims overhanging bushes, clears tree waste from the waterwise garden and maintains the garden tools and machinery. Rex is particularly well-known around the centre for his fixing abilities. He can repair anything!

Over the years, Rex has seen the centre grow with increasing numbers of students participating in environmental education lessons, field studies and revegetation activities. In conjunction with the 17 successful World Wetlands Day conferences hosted at the centre, Rex has been part of many developments.

"Our waterwise garden was a huge and successful project and the amphitheatre was constructed, also the nursery output has been increasing over the years," he says.

Humble in his own nature, Rex also wanted to recognise the incredible work the other volunteers have achieved.

"All of these projects were carried out with the assistance of many volunteers who generously give so much of their time, a big thank you to you all," he says.

Rex says he hopes the new buildings and features will help continue the good work of the centre.

"With the centre's renovations and additions and the new nursery, I believe the future for The Wetland Centre is very promising," he says.

Without Rex's charming and light-hearted self, our centre just wouldn't be the same. We thank him for all the invaluable contributions he has made over the years.



Photos: Rex Sallur in his element, working amidst nature



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THE SWAMP

*When the first rains have percolated
through sand and stone,
sponge and bone, and the frogs
have hatched from their tombs of mud
and are singing in the sedge grass;
we turn to look east where the bleached
limbs of melaleucas make ghosts of time;
suburbs fall away and we forget
our urgent imperatives;
our feet sink into the lake's edge
giddy with the sky's reflection,
dugite curled up around its appetite,
on the edge of winter
when the earth is regurgitated as water*

ABOUT THE AUTHOR

Nandi Chinna is a brilliant author, researcher and environmental activist, who has completed a PhD on the lost wetlands of Perth. Interestingly, Nandi's research and artistic interests often crossover. She has a diverse range of environmental passions including biophilia, cultural heritage and the relationship between humans and nature.

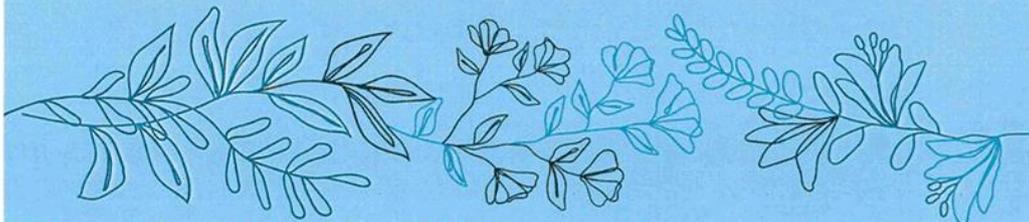
You can read her latest publication, *The Future Keepers*, which was published by Fremantle Press in 2019.

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DONOR SPOTLIGHT : ART FROM THE WILDFLOWER SOCIETY



The Wetlands Centre would like to extend a massive thank you to the Wildflower Society of Western Australia - Murdoch Branch for donating some beautiful artwork to us. The centre is now adorned with a stunning painting by Tudu M titled, '3 Tall Figures'. It features three rust-coloured women standing side by side, adorned with small white dots in the background. The darker orange of the women's bodies contrasts beautifully against the paler, softer orange of the background. The art fits perfectly in our newly renovated building and we are so grateful for the opportunity to showcase Tudu's talent.

Photo by Kim Drawnieks: Denise Crosbie (left) and Danielle Tyrfs (right) holding up the beautiful donated artwork.



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TASTY TUCKER: BUSH TOMATO SOUP

Stay warm this Makuru with a delicious and filling soup utilising native bush tomatoes.

METHOD

1. Heat the oil in a large saucepan and sauté the onion and garlic until softened.
2. Add the bush tomato, chopped tomato and sugar and simmer gently for about 30 minutes.
3. The tomatoes will break down and release their liquid.
4. Meanwhile, make the crisps.
5. Preheat the grill to hot.
6. Line a baking tray with baking paper and spray lightly with olive oil spray.
7. Divide the grated parmesan into eight portions and place in little piles on the prepared tray, leaving room for spreading.
8. Sprinkle a small amount of bush tomato over each pile, then place under the grill and cook until the parmesan spreads to a flat disk and cooks to a rich golden colour.
9. Remove from oven and leave crisps to cool completely before carefully removing from the tray.
10. Add the stock to the soup and bring back to the boil.
11. Season with salt and pepper.
12. Using a hand-held blender, puree the soup until the tomato skins have been incorporated.
13. Ladle the hot soup into bowls and garnish with a dollop of yoghurt and a sprinkling of chives.
14. Serve the parmesan crisps on the side.



INGREDIENTS

- 1 tablespoon olive oil
- 1 onion, chopped
- 1 clove garlic, crushed
- 2 tablespoons ground bush tomato
- 10 ripe tomatoes, chopped
- 1 cup vegetable stock
- Salt and freshly ground black pepper
- Natural yoghurt, to serve
- chopped chives, to serve
- Parmesan crisps
- Olive oil spray
- 80 g grated parmesan
- Ground bush tomato, for sprinkling

Source: Tea and Belle.

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CALENDAR

JUNE

- Mabo Day Thu 3
- World Environment Day Sat 5
- WA DAY Mon 7



JULY

- Plastic Free July Thu 1 - Sat 31
- Term 2 School Holidays Sat 2 - Sun 19
- NAIDOC Week Sun 4 - Sun 11
- World Mangrove Day Mon 26
- School Tree Day Fri 30



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CALENDAR

PROGRAMS FOR JUNE - JULY 2021

Wetland Care Programs

Native Seed Propagation Workshop – *(free of charge)* 9:00 am – 12:00 pm Fri 18 June

[Click here to book your tickets](#)

Nursery Programs

Native Seed Collection Workshop – *(free of charge)* 9:00 am – 12:30 pm Fri 25 June

[Click here to book your tickets](#)

Get Wild about Wetland Programs

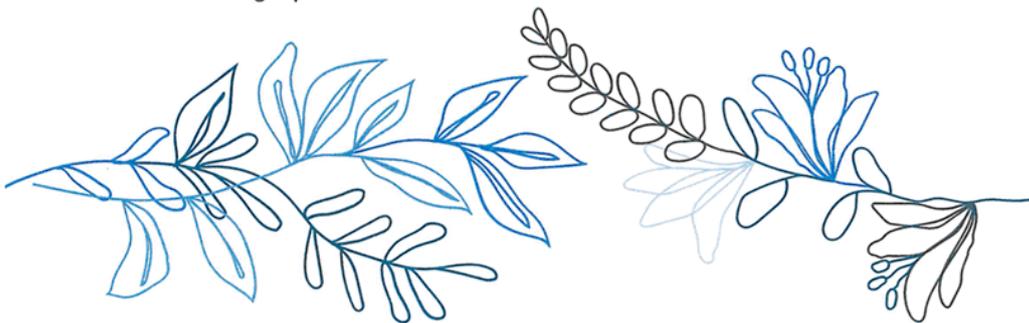
Bee walk and Talk – *(\$5.00)* 1:00 pm – 3:00 pm Thu 08 July

Birds of Prey with Yvonne Sitko – *(\$5.00)* 1:00 pm – 3:00 pm Fri 09 July

Wicked Worms – *(\$5.00)* 10:00 am – 12:00 pm Wed 14 July

Fabulous Frogs – *(\$5.00)* 10:00 am – 12:00 pm Fri 16 July

** Links and updates for all events will be put up on our website and Facebook Pages prior to the events.



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LUCKY DIP : A WETLANDS CONTEST



This is an exciting time for the Centre, as the construction nears completion on our new building, we will be moving into a new era of designing new enticing activities for the community.

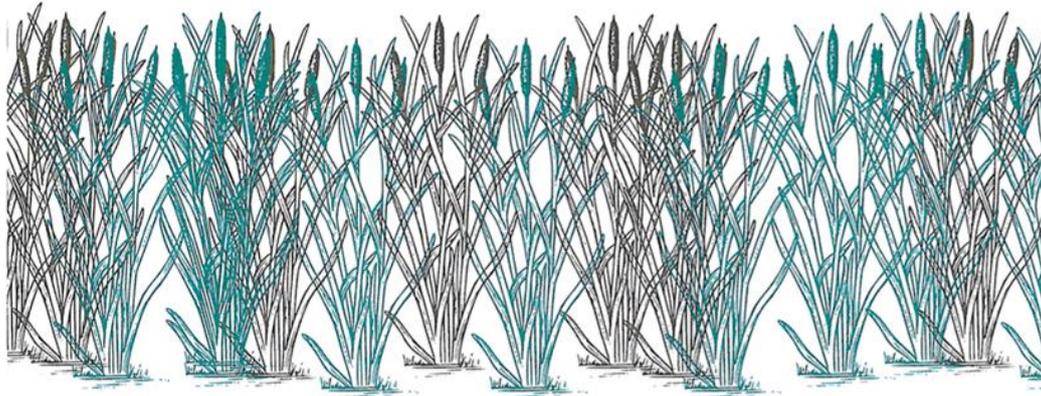
To help us do that we would love to hear feedback from our valued members.

We want to hear from you about what you have previously enjoyed attending at the centre and what you would love to see provided at the Centre.

We will be rewarding 3 group passes to the Wild about Wetlands Program in the July school holidays for free, to attend all activities in the Program for free.

For your chance to win, click on the link below and fill in this short survey and help work with us to design new activities for the Centre.

[Click here to launch our contest Survey.](#)



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VOLUNTEERING WITH US

The Wetlands Centre welcomes everyone who shares our love of nature and commitment to conserving the environment. There are many benefits to becoming an environmental volunteer such as learning new skills, improving health and well-being, and developing a sense of place in your local community.

Come join the fun and volunteer on our conservation projects, discover your local environment or visit somewhere new and make a difference to our natural habitat.

Join here:

www.thewetlandscentre.org.au/volunteer

MEMBERSHIPS

We are looking for members who are interested in safeguarding our precious wetlands and partnering with us in this endeavour.

Your involvement makes it possible for us to raise awareness about the importance of our unique wetlands and contribute to their ongoing conservation and education work.

Join here:

www.thewetlandscentre.org.au/membership

VENUE HIRE

We have a range of venue spaces available for you to hire. Nestled within the Beeliar Regional Park and a stone's throw away from Bibra Lake and North Lake, The Wetlands Centre is an ideal escape from the hustle and bustle of city life.

The popular Narma Kullarck floating board (meaning 'family place') is less than a 300-metre walk from The Wetlands Centre and affords beautiful views across Bibra Lake. Surrounding is a thick cover of banksia woodlands, nature trails and cycleways, linking boardwalks, bird hides and picnic areas.

It is suitable for events, conferences, workshops, meetings, nature studies, yoga classes, crafts and more.

If you would like to enquire, you can contact Danielle on (08) 9417 8460 or by email at danielle@thewetlandscentre.org.au.

For more information:

www.thewetlandscentre.org.au/venue-hire



Photo by Amelia Se arson: A beera dangling horizontally, at the start of Makuru.



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DONATE TO YOUR WETLANDS

Your generosity keeps our work alive. Volunteers, members and donors have made The Wetlands Centre a powerhouse for wetland leadership, conservation, education, sustainability and advocacy in the Beeliiar Region.

We are working every day to protect our water, heal our land, and inspire the change we need to confront climate change. Please contribute generously to our cause.

Ready to make a difference? Go to www.thewetlandscentre.org.au/donate.

We are a member of the Australian Charities & Not-for-profits Commission. All donations are tax-deductible.

SPONSORS AND SUPPORTERS

We would like to acknowledge and thank our sponsors and supporters. Their contributions and generosity ensure registration fees are kept to a minimum and allow all sectors of the community to be involved. If your organisation would like to consider sponsoring, please get in contact with us.



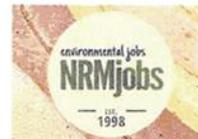
Department of Biodiversity, Conservation and Attractions



PHCC Working Together
Peel-Harvey Catchment Council



Australian Government



For more information about the Centre, you can head to our website.
Be sure to check us out on Instagram and Facebook as 'The Wetlands Centre' and on Twitter @TheWetlandsCntr

Budget Request

2021-2022

And Reports on Activities

2020-2021



WA Wildlife is a trading name for Native ARC Incorporated. Native ARC Inc is a registered charity, license number 21503, licensed in Western Australia under the Charitable Collections Act 1946.



GAD 20/07/2021

Item 9.4 Attachment 1

To the Grants and Donations Committee

On behalf of the Executive Committee of WA Wildlife, I am pleased to provide this report outlining the activities of 2020/2021.

Our vision for the future is to grow our grass roots organisation 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.

With the rebrand of Native ARC to WA Wildlife and the commencement of the WA Wildlife Hospital in March 2021, we have achieved this vision and are now striving for continuous improvement and are building capacity in the community to care for wildlife.

An additional milestone was the acceptance of WA Wildlife as a CORE Member on the Committee for Animal Welfare in Emergencies (CAWE). 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. WA Wildlife now represents wildlife rehabilitation practitioners in Western Australia on the CAWE.

WA Wildlife now employs two part-time veterinarians and two casual veterinarians who ensure the WA Wildlife Hospital has a veterinarian on-site from 8.30am-8.30pm 365 days p/a. Pro bono support from twelve volunteer veterinary nurses also provides an additional layer of support and expertise.

Funding from the Foundation for National Parks and Wildlife and the Society for the Prevention of Cruelty to Animals International enabled WA Wildlife to launch the WA Wildlife Ambulance which is the first paid wildlife rescue service in Western Australia which is on the road 365 days p/a.

WA Wildlife remained open during all Covid-19 related lock-downs in 2020/2021 which provided a crucial service to not only the Cockburn community but the wider Perth community when most other wildlife organisations closed down.

We would like to acknowledge the City of Cockburn for their ongoing, strong environmental values and for their support of WA Wildlife and the Cockburn Wetlands Precinct. The support of the City of Cockburn has been instrumental in allowing WA Wildlife to develop as leaders within the industry.

With your ongoing support, WA Wildlife will continue to grow from strength to strength and will be a lasting legacy for the Cockburn community for years to come.

Sincerely,



Robert Dunn
Chairman
WA Wildlife

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2020-2021 KPI's developed for WA Wildlife

KPI statistics are based on 2020-2021 financial year unless otherwise noted as calendar year.

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 Biodiversity, Conservation and Attractions requirements.	<p>WA Wildlife admitted 4542 animals in 2020 (calendar year) which is the highest admission rate of any wildlife rehabilitation centre in Western Australia.</p> <p>WA Wildlife (previously Native ARC) was the first wildlife rehabilitation facility in Western Australia to be licensed as a veterinary hospital with the Veterinary Surgeons' Board of WA (opening in 2018). The WA Wildlife Hospital is one of only two wildlife veterinary hospitals in Western Australia licensed with the Veterinary Surgeons' Board of WA.</p> <p>WA Wildlife received funding from BP Refinery Kwinana in 2019 to develop an animal management software which is now being utilised in the WA Wildlife Hospital. This software provides a model for wildlife management in a wildlife hospital / rehabilitation facility. All patients admitted to the WA Wildlife Hospital are now managed with a unique verifier (reference number) with all records stored electronically.</p> <p>All animals admitted to the WA Wildlife Hospital are examined by a Veterinarian. We are the only wildlife rehabilitation centre (and wildlife veterinary hospital) in Western Australia to operate this way making us a unique, best practice facility.</p> <p>Representatives from WA Wildlife were invited to attend training provided by The Australian Marine Oil Spill Centre Pty Ltd (AMOSC) in July 2020 which will greatly assist WA Wildlife's response if a major oil spill disaster occurs.</p> <p>WA Wildlife's Director of Operations was accepted on the Committee for Animal Welfare in Emergencies (CAWE). 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. WA Wildlife now represents wildlife rehabilitation practitioners in Western Australia on the CAWE.</p> <p>WA Wildlife was asked to attend the February 2021 Wooroloo bushfires as part of the State Support Plan activation (wildlife recovery team). WA Wildlife was the only wildlife recovery team involved and has been asked to provide feedback and recommendations to DPIRD</p>



and the State Emergency Management Committee for future wildlife recovery efforts. WA Wildlife was the only wildlife organisation requested to attend.

In February 2021, WA Wildlife launched the WA Wildlife Ambulance. This is the first service of its kind in Western Australia with a paid Wildlife Rescue Officer on the road 365 days p/a. To date, the Ambulance has rescued more than 300 animals from the Cockburn and wider Perth community.

WA Wildlife's Director of Operations was selected as the Master of Ceremonies for 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 was postponed due to Covid-19 and is being run in August 2021.

WA Wildlife's Director of Operations served as a Mentor for the 2021 Climate Reality Leadership Corps training which was held online due to Covid-19.

WA Wildlife received the *Humane Award* from RSPCA for rescuing a displaced Emu at a school in the City of Cockburn in 2020.

In 2020, two studies were published by Murdoch University which noted WA Wildlife's involvement. This included research on Shingleback Nidovirus and paralysis in Australian Magpies.

In April 2021, WA Wildlife provide a tour of the WA Wildlife Hospital to the Western Australia Local Government Association (WALGA) and provided a presentation on how bushfires affect wildlife in Western Australia.

In April 2021, the ABC aired a five-minute video on national television. The video received substantial recognition which also highlighted the City of Cockburn as the main supporter of WA Wildlife.

WA Wildlife provided ongoing veterinary treatment at no charge to other wildlife rehabilitation groups including Western Australian Seabird Rescue, Mandurah Wildlife Rehabilitation Centre, Darling Range Wildlife Shelter, Healing Hands Wildlife Sanctuary and Bluegum Wildlife Rescue.

WA Wildlife is progressing its Accreditation with the Zoological and Aquarium Association. Accreditation will reflect WA Wildlife's high standards for animal welfare and husbandry.

			WA Wildlife 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.
	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"> Income for <u>July 2019 to June 2020</u> \$509, 877.00 <i>less CoC Grant & Capital Grants</i> \$326, 988.00 TOTAL \$182, 889.00 Projected Income for July 2020 to June 2021 \$ 620, 000.00 <i>less CoC Grant & Capital Grants</i> \$371, 392.00 TOTAL \$ 248,608.00 <p>35 % increase</p> <p>WA Wildlife has placed emphasis on grants/fundraising to support ongoing running costs and to support start-up costs associated with our new wildlife hospital.</p> <p>Operating expenses must be paid out of total income less CoC Grant and Capital Grants (see above).</p> <p>Operating expenses have increased due to increased patient admissions and transition to the WA Wildlife Hospital. Projected operating expenses (expenses not associated with grants/projects) = \$210,000.</p>
3	Annual Objective	KPI	Progress
	Investment and Development	Aim to achieve a 10% growth in Education/ training programs income over the preceding 12 months	<p>The Cockburn Wetlands Precinct development and Covid-19 significantly reduced education and training capacity in 2020/2021.</p> <ul style="list-style-type: none"> Income for <u>July 2019 to June 2020</u> \$17,911 Projected Income for <u>July 2020 to June 2021</u> \$21,000 <p>17 % increase</p> <p>WA Wildlife is reviewing its business model to generate funds primarily through fundraising and fee for service activities (whilst still including education and training) as our analysis of the market indicates we need to investigate other areas of potential revenue.</p> <p>Due to the impact of Covid-19 and the instability over the next 12 months, we would request the Committee review this KPI as a 10% growth per annum is an unrealistic expectation in the current economic climate.</p>



4	Annual Objective	KPI	Progress
	Strong Corporate Partnerships	At least one corporate involvement/partnership developed annually.	<p>The Cockburn Wetlands Precinct development and Covid-19 significantly reduced corporate volunteer projects in 2020/2021.</p> <p>More than 5 corporates attended team building days at WA Wildlife in 2020/2021 across 11 different projects including:</p> <ul style="list-style-type: none"> BE Projects (new partnership) BHP Deloitte Australia Endress+Hauser Australia Pty. Ltd. (new partnership) Fremantle Ports <p><i>BP Kwinana Refinery committed funding in 2018/2019, 2019/2020 and 2020/2021 for \$30,000.00 each year.</i></p> <p>The Society for the Prevention of Cruelty to Animals International provided more than \$80,000 in 2020/2021 to develop a state wide wildlife rehabilitation communication portal and to fund salaries for WA's first and only designated wildlife rescue ambulance/service.</p> <p>Fremantle Ports chose WA Wildlife as its charity partner in 2018/2019 and again in 2020/2021.</p> <p>Alcoa provided \$5,000 for veterinary surgical instruments.</p> <p>WIRES provided a once off grant of \$110,00 to increase staffing capacity at WA Wildlife in 2020/2021 and 2021/2022 as a result of the 2019 bushfire events.</p> <p>A partnership with the following corporate organisations (all within the City of Cockburn) ensures WA Wildlife is stocked with fresh fruit, vegetables and meat at no cost. This is a savings projected at more than \$25,000 p/a.</p> <ul style="list-style-type: none"> • Marley Spoon (Bibra Lake) • Costa (Jandakot) • Spudshed (Spearwood & Jandakot) • Woolworths (Port Coogee)

2020/2021 WA Wildlife Additional Initiatives

Programs	Comments
Grants	<p>Successful Grants Achieved (Excluding City of Cockburn Grant)</p> <p>\$110,00 from WIRES (reported in last annual report) to increase staffing capacity at WA Wildlife in 2020/2021 and 2021/2022 (once off grant).</p> <p>\$269,00 from the State NRM was secured (to be released in 3 instalments between 2021-2022) to build pre-release enclosures for sick and injured wildlife and to establish a Marine Turtle Rehabilitation facility at WA Wildlife.</p> <p>\$50,000 from the Foundation for National Parks and Wildlife was secured to purchase and fit-out a wildlife ambulance.</p> <p>\$50,000 from BP Australia was secured to building new enclosures for education animals.</p> <p>\$1,469,000 from Lotterywest was secured (to be released in 2 instalments between 2021-2022) to fit out the WA Wildlife Hospital, construct pre-release enclosures for sick and injured wildlife, construct enclosures for education animals and fit out the WA Wildlife Education and Training building.</p> <p>These funds are for specific projects and capital builds and cannot be used to cover operating expenses.</p>
Education & Training	<p>WA Wildlife participates with the City of Cockburn and The Wetlands Centre Cockburn in a range of education programs throughout the year.</p> <p>WA Wildlife ran 6 school holiday programs which were well attended.</p> <p>WA Wildlife delivered ongoing wildlife training to South Metropolitan TAFE, wildlife rehabilitation groups and the general public.</p> <p>WA Wildlife has almost 13,000 followers on Facebook with daily educational videos and stories about wildlife, biodiversity and sustainability being posted.</p>
Sustainability	<p>A large composting system reduces approximately 1000kg of organic waste going to land fill each year.</p> <p>A partnership with the following corporate organisations (all within the City of Cockburn) ensures WA Wildlife is stocked with fresh fruit, vegetables and meat at no cost. This is a savings projected at more than \$25,000 p/a.</p> <ul style="list-style-type: none"> • Marley Spoon (Bibra Lake) • Costa (Jandakot)



		<ul style="list-style-type: none"> • Spudshed (Spearwood & Jandakot) • Woolworths (Port Coogee) <p>These items would otherwise be discarded. This partnership not only reduces waste at landfill but reduces overall operating costs at WA Wildlife.</p> <p>WA Wildlife raised approximately \$1200 through the <i>Containers for Change</i> program with a collection point now located at the WA Wildlife Hospital and the WA Wildlife Op Shop. We regularly promote this initiative through our Facebook and other social media platforms.</p>
	Programs	Comments
	Fundraising	<p>Regular collection of donation tins from local businesses raised more than \$2,000 in 2020/2021 (over 50 tins are placed at local businesses predominately in the City of Cockburn).</p> <p>Expansion of WA Wildlife's social media and website resulted in increased donations online. More than \$70,000 was donated online in 2020/2021 – a component of which was a result of the bushfires.</p> <p>Due to Covid-19, WA Wildlife was unable to run its annual fundraising events which included a Raffle, Quiz Night and Movie Nights. As a result, the Executive Committee investigated alternative fundraising options based on a sustainable business model that could be executed during economic downturns. A business plan for an Op Shop was developed with a 6 month lease commencing in November 2020. The Lease was renewed for an additional 6 months in April 2021. From November 2020 - June 30 2021, the Op Shop raised more than \$26,500 (after expenses).</p>
No.	Programs	Comments
	Upgrade of Leased Site at 172 Hope Road Bibra Lake.	<p>WA Wildlife contributed significant in kind support to the Cockburn Wetlands Precinct redevelopment.</p> <p>WA Wildlife maintains all leased buildings and volunteers are responsible for cleaning the new WA Wildlife Hospital. Approximately three hours each day are allocated to cleaning the WA Wildlife Hospital (more than 1000 volunteer hours p/a) which is a significant saving on cleaning contracts/fees.</p>

SUMMARY OF WA WILDLIFE'S ACTIVITIES (2020-2021)**OVERVIEW**

Native ARC Inc 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 Inc is now trading as WA Wildlife and runs the WA Wildlife Hospital, WA Wildlife Ambulance and WA Wildlife Op Shop.

The Executive Committee has the skills and experience to oversee the development and the future expansion of the organisation. 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 2020.

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 20 years' experience in brand management and marketing communications.
- One with more than 10 years' experience in the wildlife rehabilitation industry.
- One with extensive management and technical experience within the wildlife rehabilitation industry.

Native ARC Inc 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 WA Wildlife compliant with all requirements.

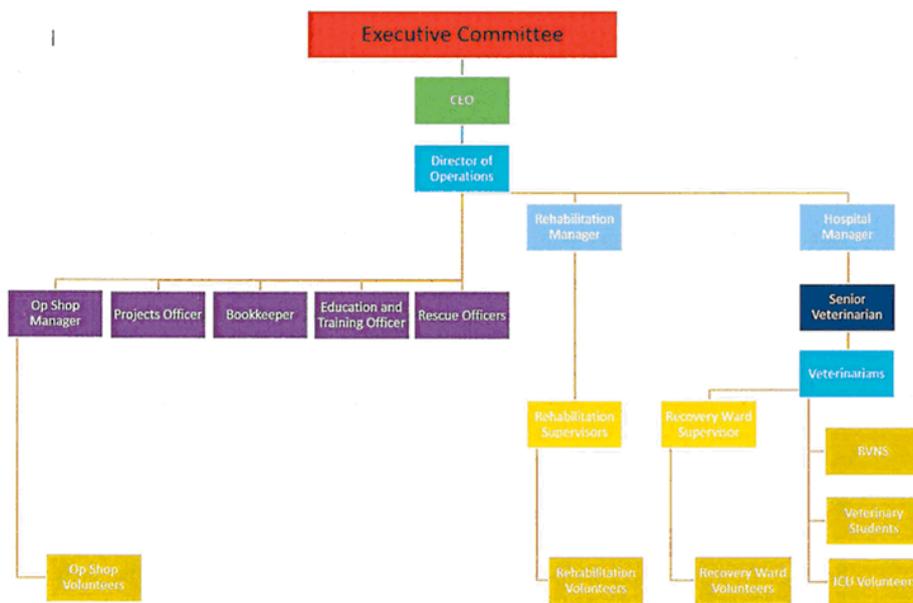
In addition to 220 volunteers, WA Wildlife has 15 paid positions split approximately between 4.5 Full Time Equivalent (FTE). Approximately 3.5 FTE is covered by grant funding (included the City of Cockburn grant). **It should be noted that most staff at WA Wildlife contribute significant volunteer hours in addition to their paid time.**



CEO = part-time (12 hours/wk) – volunteers excess of 20 hours/wk.
 Director of Operations = part-time (26 hours/wk) – volunteers excess of 15 hours/wk.
 Rehabilitation Manager = part-time (12 hours/wk) – volunteers excess of 25 hours/wk.
 Hospital Manager = part-time (12 hours/wk)
 Senior Veterinarian = part-time (16 hours/wk) – volunteers excess of 15 hours/wk.
 Veterinarian = part-time (12 hours/wk) – volunteers excess of 20 hours/wk.
 Projects Officer = part-time (10 hours/wk) – volunteers excess of 5 hours/wk.
 Bookkeeper = part-time (10 hours/wk)
 Rescue Officer = part-time (26 hours/wk)

Op Shop Manager = casual (average 6 hours/wk) – volunteers excess of 20 hours/wk.
 Education and Training Officer = casual (average 12 hours/wk)
 Rescue Officer = casual (average 8 hours/wk)
 Rescue Officer = casual (average 4 hours/wk)
 Veterinarians x 2 = casual (average 4 hours each/wk)

WA Wildlife's Organisation Structure.



WA Wildlife'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
- 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 2020/2021**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 WA Wildlife 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, WA Wildlife continued to admit wildlife needing veterinary attention. 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.

From July 2020 to late August 2020, WA Wildlife was operating with only 15% of its regular volunteer work force as volunteers were slowly returned in a phased approach to monitor the Covid-19 situation. By December 2020, the weekly volunteer roster was approximately 160 (compared to 240 the previous year). This was a result of WA Wildlife discontinuing its volunteer roles during the first Covid-19 lock down. By June 2021, WA Wildlife's roster is at 220 volunteers.

Covid-19 has drastically affected WA Wildlife's volunteer programs and we are regularly adapting our programs to suit the needs of the community. Volunteering has been vital for dozens of volunteers who are no longer employed and looking for meaningful work in their communities. We strongly believe our volunteer programs are providing the community with important social opportunities lost during the pandemic.

WA WILDLIFE HOSPITAL

The WA Wildlife Hospital opened in March 2021. The hospital building, which was funded by the City of Cockburn, is a centre of excellence for wildlife medicine and rehabilitation in Australia. It is the second largest wildlife hospital in Australia and the busiest wildlife rehabilitation facility in Western Australia.

Planning for the WA Wildlife Hospital began in 2016 with concepts developed by WA Wildlife. The Hospital was designed by Site Architecture (funded through the Cockburn Wetlands Precinct redevelopment project) with significant input from WA Wildlife based on advice and guidance from Currumbin Wildlife Hospital (Qld) and Australia Zoo Wildlife Hospital (Qld).

WA Wildlife invested significant in-kind staff and volunteer hours to ensure the best design for WA Wildlife and to ensure a lasting legacy was left for the City of Cockburn community in years to come. Whilst the City of Cockburn funded the construction of the WA Wildlife Hospital, WA Wildlife was responsible for sourcing funds for fit-out. WA Wildlife contributed hundreds of hours of research, planning and report writing to ensure a strong grant application was submitted to Lotterywest. The application was successful with \$1,469,000 (GST Exc) being allocated for fit-out and new enclosures for rehabilitation and education animals. See next page for photos of the WA Wildlife Hospital - not all rooms are included.

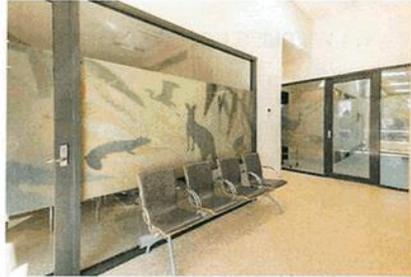
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Item 9.4 Attachment 1

GAD 20/07/2021



WA Wildlife Hospital Reception



Native wildlife decals throughout glassed areas



Consultation room



Veterinary Treatment Area



Intensive Care Room



Seabird Ward (one of several species-specific wards)



Mammal Ward



Operating Theatre



GAD 20/07/2021

Item 9.4 Attachment 1

WA WILDLIFE HOSPITAL VETERINARY ADVISORY GROUP

The WA Wildlife Hospital aims to be a leader in wildlife medicine and rehabilitation through achieving excellence in the following areas:

- Hospital services: To provide a high standard of veterinary care allowing wildlife patients access to advanced diagnostics, medicine and surgery.
- Referral services: To provide trusted and practical advice to veterinary practitioners regarding wildlife cases.
- Education and training: To advance skills in wildlife medicine in the veterinary industry through provision of a broad range of educational opportunities and partnerships with peak organisations.
- Research: To advance wildlife research through partnerships, publishing and provision of resource.
- Policy: To collaborate with government to achieve greater outcomes for wildlife in WA.

The purpose of the WA Wildlife Hospital Veterinary Advisory Group is to provide advice to WA Wildlife on strategies to build capacity within the veterinary community to treat injured/diseased wildlife. WA Wildlife will utilise the expertise of the Advisory Group to identify education and training opportunities for veterinarians in general practice. This will include different methods of learning including hands on experience in a clinical setting at the WA Wildlife Hospital.

Members as of June 2021.

- Diane Munrowd CEO WA Wildlife and Chair of Advisory Group
- Dean Huxley Operations Director WA Wildlife (Minutes)
- Dr Meg Rogers Senior Veterinarian WA Wildlife Hospital
- Dr Lian Yeap Murdoch School of Veterinary Medicine
- Dr Garnett Hall President Australian Veterinary Association WA
- Dr Rick Fenny Committee Member Australian Veterinary Association WA
- Dr Michael Paton Committee Member Australian Veterinary Association WA
- Dr Michael Pyne Senior Veterinarian Currumbin Wildlife Hospital Qld
- Dr Heinrick van Niekerk Owner Hilton Veterinary Hospital
- Dr Sally Colgan CEO Vets Beyond Borders
- Robert Leach Program Manager Vets beyond Borders

WA WILDLIFE AMBULANCE

In February 2021, WA Wildlife launched the WA Wildlife Ambulance. The Ambulance and fit out was funded with a grant from the Foundation for National Parks and Wildlife. The purpose of the Ambulance is to act as an emergency triage vehicle during bushfires and other emergencies. So that the Ambulance is maximised when there are no emergencies, the Ambulance acts as a rescue vehicle 365 days p/a. Salaries for Wildlife Rescue Officers are covered by the Society for the Prevention of Cruelty to Animals International. To date, more than 300 animals have been rescued from a variety of locations and situations.

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WA Wildlife Ambulance (decals to be completed August 2021).

BUSHFIRES

Between February 2 2021 and February 7 2021, WA Wildlife was involved in the animal welfare response at the Wooroloo bushfires as part of the activation of the State Support Plan.

WA Wildlife, on request from the Department of Primary Industries and Regional Development (DPIRD) and the Australian Veterinary Association (AVA), provided volunteers during the response. The volunteer team assisting the AVA in the field consisted of an experienced wildlife veterinarian, registered veterinary nurse and a wildlife rescuer proficient in handling large fauna including emus, kangaroos and dangerous animals including venomous snakes. WA Wildlife also provided a small team of volunteers to assist DPIRD and the AVA at the call centre.

This was the first time a response of this nature was mobilised and the overall response can only be seen as a positive outcome for animal welfare in Western Australia.

WA Wildlife has been working with several organisations over the last 12 months to identify gaps for wildlife in emergency situations (particularly bushfires). Prior to the activation of the State Support Plan at the Wooroloo bushfires, little to no consideration (historically) was given to wildlife affected by bushfires. The activation of the State Support Plan was a significant milestone as it addressed the needs of livestock and domestic animals and acknowledged the needs of wildlife as part of the response.

WA Wildlife, in response to the issues faced by wildlife in bushfires, convened the major licensed wildlife rehabilitation organisations in the metropolitan area. The group, now known as the Wildlife Emergency Response Group (WERG), consists of representatives from WA Wildlife, Native Animal Rescue, Kanyana Wildlife Rehabilitation Centre and Darling Range Wildlife Shelter. In discussions with these organisations and based on our experience at the Wooroloo bushfire, the Group has agreed that a united position within the wildlife rehabilitation industry is essential and that cooperation with and support of State Government requirements is essential.



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Correspondence from the Group was tabled at the 8 June 2021 Committee for Animal Welfare in Emergencies Meeting. This correspondence highlighted ongoing concerns for wildlife in Western Australia and recommendations to be considered by the CAWE and relevant government authorities.

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, WA Wildlife 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. WA Wildlife 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.

WILDLIFE COMMUNICATION PORTAL

WA Wildlife, in partnership with the Society for the Prevention of Cruelty to Animals International, secured funding to develop a wildlife emergency response portal. The communication/information portal will allow WA Wildlife to communicate with wildlife rehabilitators across the regions and coordinate the rehabilitation of wildlife in an emergency response. This portal will provide ongoing training and provision of information to wildlife practitioners throughout regions. There has been a high level of support for this initiative with the portal being launched in August 2021.

PARTNERSHIPS

WA Wildlife 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 an education and eco-tourism destination. This is something WA Wildlife is committed to achieve in partnership with Precinct Members and the City of Cockburn.

WA Wildlife now partners with the Society for the Prevention of Cruelty to Animals International (USA based organisation) to ensure the WA Wildlife Ambulance is on the road 365 days p/a.

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WA Wildlife provides practicum opportunities for veterinary science students studying at Murdoch University. Fifth year students can also complete their six-week wildlife streaming at the WA Wildlife Hospital which was previously only available at Perth Zoo. Additionally, researchers from Murdoch University have partnered with WA Wildlife on two projects. One project investigated causality of an emerging disease in Australian Magpies and other Corvids and the other project investigated Shingleback Nidovirus in Shingleback Lizards. WA Wildlife has been credited in both publications.

WA Wildlife partners with Western Australian Seabird Rescue (WASR) by providing veterinary and rehabilitation services. WASR have limited access to veterinarians and experienced wildlife rehabilitators. WA Wildlife refers all seabird/waterbird rescue requests to WASR who then transfer the rescued animals to the WA Wildlife Hospital. This partnership utilises each organisation's strengths and resources thus increasing overall outcomes for sick and injured seabirds/waterbirds in the Perth metropolitan area.

WA Wildlife has an ongoing partnership with Volunteering WA to provide team-based volunteer opportunities for corporate organisations. More than 5 corporates attended team building days at WA Wildlife in 2020/2021 across 11 different projects.

WA WILDLIFE OP SHOP

The WA Wildlife Op Shop opened in November 2020. The Op Shop is a retail store that sells second-hand merchandise to the community at affordable prices.

As a charity, Native ARC Inc was able to establish a retail store as it is empowered by its *Rules of Incorporation* to "do all things necessary which are incidental to and necessary for the attainment of its objects." All profits generated through the store are directed to the care of native wildlife and, where appropriate, the further expansion of the store. By leveraging WA Wildlife's existing profile within the community, the store has experienced steady growth as it becomes more familiar to the public.

Ongoing in-kind donations and volunteers provides the public with a unique and innovative store that caters to a diverse group of people including those on fixed incomes, low income families, the elderly and student populations within the Cockburn/Fremantle area.

PERFORMANCE STATISTICS

WA Wildlife:

- was open 365 days a year;
- was open during all Covid-19 lock-downs;
- contributed more than 55,000 volunteer hours towards wildlife rescue, treatment and rehabilitation;
- provided a 24-hour phone service (9000 calls per annum);
- provided opportunities for over 220 regular volunteers;
- admitted 4091 animals;
- provided incursions and excursions to primary and secondary schools;

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- provided ongoing placement opportunities for people with disabilities; and
- hosted 11 corporate team building days.

The WA Wildlife Hospital is the only wildlife hospital and rehabilitation facility 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 2020 (calendar year), 4091 animals were admitted compared to 3557 the previous year (an increase of 15%).

Volunteer hours in 2020 (calendar year) were 55,197 compared to 74, 563 the previous year (a decrease of 25%). **This is a result of WA Wildlife's volunteer programs being suspended from March 2020 to August 2020 (due to Covid-19).**

The WA Wildlife Hospital continues to admit more wildlife than any other wildlife rehabilitation facility in Western Australia with costs associated with veterinary examinations, treatment, medicines and food and housing costs borne by WA Wildlife. A significant amount of expenditure is directed towards treatment and care. WA Wildlife receives many referrals from local veterinarians and the Animal Hospital at Murdoch University as veterinary clinics are not equipped to treat and rehabilitate wildlife.

Year	Admissions	Volunteer hours at WA Wildlife	Financial Value Hours ¹ \$30.00 per hour
2020	4091	56 897 (1+3+5+6)	\$1,706,910.00
2019	3557	74 563	\$2,236,890.00
2018	3835	69 600	\$2, 088,000.00
2017	3355	64 581	\$1,937,430.00
2016	2864	63 833	\$ 1, 914, 990.00
2015	2922	54,444	\$1,633,320.00
2014	2662	41,518	\$1,245,540.00
2013	2244	26,249	\$787,470
2012	1458	20,497	\$614,910
2011	1200	17,535	\$526,050
2010	950	13,492	\$404,760

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

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SUMMARY OF PARTICIPATION HOURS RECORDED FOR 2020 (calendar year)

1. Volunteers	Undertaking rehabilitation of wildlife/gardening etc.	55,197
2. Fundraising/Misc	Attendance at fetes, events, stalls, etc.	NA
3. Inductions/Training	New volunteers attending Induction training at the Centre.	800
4. Work Experience	Secondary and Tertiary work experience student participation.	NA
5. Executive Committee	Executive Committee Meetings/events.	250
6. Corporate Participation	On site / Team building.	650

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 13,000 followers (an increase in over 2000 followers from 2019). This allows WA Wildlife to engage with the community daily and promote our education messages to a wider audience.

EDUCATION & TRAINING

Our vision for the future incorporates the expansion of WA Wildlife to provide the community with environmental experiences and education opportunities. The education 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. This forms part of our revised income generating business model to ensure ongoing sustainability of our new facility.

WA Wildlife will commence tours of the WA Wildlife Hospital in Spring 2021 with tours of the Education and Training facility set for Autumn 2022.

**WA Wildlife has been limited in the number of education and training opportunities in 2020/2021 due to the Cockburn Wetlands Precinct redevelopment and Covid-19.*

Whenever possible, WA Wildlife provide education and training to primary and secondary schools through both incursions and excursions. In addition, tertiary education programs were also conducted for students at South Metropolitan TAFE studying Animal Studies and/or Veterinary Nursing.



CALL CENTRE SERVICE

The WA Wildlife Hospital received in excess of 9,000 calls in 2020 (calendar year) through its 24-hour phone service. Many calls are directed to the Hospital 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 the WA Wildlife Hospital for wildlife assistance. The WA Wildlife Hospital provides the only 24-hour phone service for wildlife in Western Australia.

PEOPLE WITH DISABILITIES

WA Wildlife encourages opportunities for people with disabilities to gain valuable social skills and experience working with wildlife. WA Wildlife provided volunteer opportunities to three volunteers with disabilities in 2020-2021. The number of supported placements offered in 2020-2021 was reduced due to Covid-19 and the site being under construction.

VOLUNTEERING OPPORTUNITIES/TRAINING

WA Wildlife provides volunteering opportunities for the Cockburn community with most volunteers coming from the area. WA Wildlife has between 200-250 regular volunteers providing their services at either the WA Wildlife Hospital or the WA Wildlife Op Shop. WA Wildlife 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.

WA Wildlife:

- 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.

SUMMARY

With the rebrand of Native ARC to WA Wildlife and the launch of the WA Wildlife Hospital in March 2021, WA Wildlife continues to provide a model for best practice wildlife rescue, treatment and rehabilitation in Western Australia.

Our vision for the future is to be a centre of excellence in Australia and to support larger conservation objectives for wildlife. This includes building capacity within the veterinary community to provide initial care to stabilise wildlife prior to transfer to a specialist wildlife hospital.

Over the next twelve months, the Executive Committee and Management Team will continue to explore income opportunities to support increased running costs of the WA Wildlife Hospital. This includes expansion of the WA Wildlife Op Shop and venue hire (to community groups) of the new education and training facility set for completion August 2021.

Tours of the WA Wildlife Hospital will commence in Spring 2021 which will not only allow us to achieve our ongoing education objectives, but it will generate additional revenue to fund the WA Wildlife Hospital.

Our focus on developing a stronger business model in no way detracts from our core values and philosophies. The WA Wildlife Hospital continues to admit more wildlife than any other hospital/rehabilitation facility in the state and our rescue service is the first of its kind - filling a large gap within the industry.

Ongoing support from the City of Cockburn for administration is vital for the success of WA Wildlife going forward.

WA Wildlife hopes to leave a legacy for the Cockburn community and to promote ongoing sustainability and protection of the environment. The City of Cockburn's ongoing support has been invaluable and WA Wildlife will Help Wild Lives Live for years to come.



Robert Dunn
Chairman
WA Wildlife



Native ARC Incorporated ABN 83275625469



Native ARC Incorporated
ABN 83275625469

Financial Report for the Year Ended 30 June 2020

Native ARC Incorporated ABN 83275625469

COMMITTEE'S REPORT

The committee members submit the financial report of Native ARC Incorporated for the financial year ended 30 June 2020.

Committee Members

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

Robert Dunn (Chairman)	Anne Bellamy
Diane Munrowd (Secretary)	Dean Huxley
Sue Henderson (Treasurer)	Pauline Mealor
Jon Porter	

Principal Activities

Native ARC Inc. is a non-profit wildlife veterinary hospital and rehabilitation facility specialising in wildlife treatment, rehabilitation and environmental education. The Hospital admits wildlife from a variety of sources including the public, veterinary clinics, local Rangers, Wildlife Officers and other wildlife rescue/rehabilitation organisations. Native ARC provides ongoing information, education and training opportunities to the community, educational institutions (primary, secondary and tertiary), small business and corporates to encourage changes in behaviour towards the environment.

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

Significant Changes

No significant change in the nature of these activities occurred during the year, however, Covid-19 significantly impacted Native ARC in 2020. The Hospital was forced to reduce personnel numbers due to physical distancing requirements (approximate 80% personnel reduction) and was unable to deliver fee for service activities (income from education and training) and fundraising events from March - June 2020. Relief funding for some operating costs were secured in the form of grants from the ATO and Lotterywest. In addition there has been significant disruption to operational activities due to the construction, by the City of Cockburn, of Native ARC's new facility.

Operating Result

The surplus for the 2020 financial year amounted to \$199,682 While this is a positive figure, it should be noted this includes \$120,000 grant income from WIRES (NSW Wildlife Information, Rescue and Education Service Inc.) obtained specifically to fund salaries in the new Wildlife Hospital (due to be commissioned January 2021). Native ARC was also successful in obtaining several grants allocated specifically to capital projects.

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



Robert Dunn - Chairman



Anne Bellamy - Member

Dated this 21st day of October 2020 



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Native ARC Incorporated ABN 83275625469

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2020

	Note	2020 \$	2019 \$
Revenue			
Fee for Service		31,314	38,949
Donations and Fundraising		121,360	101,920
Grant Income (excl. Capital Grants)		273,587	91,265
Interest		1,125	1,297
Total Revenue		427,386	233,431
Expenses			
Administration expenses		(9,548)	(6,366)
Employment Costs		(122,691)	(117,755)
Fundraising expenses		(19,240)	(18,601)
Service provision expenses (excl. Depreciation)		(111,140)	(89,096)
Depreciation	2	(42,076)	(43,773)
Operating surplus/(deficit) before income tax		122,691	(42,160)
One off Donations made		(5,500)	-
Capital Grants		82,491	-
Total Comprehensive surplus/(deficit)		199,682	(42,160)

The accompanying notes form part of these financial statements.

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Native ARC Incorporated ABN 83275625469

STATEMENT OF FINANCIAL POSITION
AS 30 JUNE 2020

	Note	2020 \$	2019 \$
ASSETS			
CURRENT ASSETS			
Cash on hand	3	371,610	141,150
Accounts receivable and other debtors	4	14,619	18,126
TOTAL CURRENT ASSETS		386,229	159,276
NON-CURRENT ASSETS			
Buildings	5	75,227	87,068
Plant and equipment	5	53,088	42,337
Software	5	24,545	.
Vehicle	5	5,276	11,911
TOTAL NON-CURRENT ASSETS		158,136	141,316
TOTAL ASSETS		544,365	300,592
LIABILITIES			
CURRENT LIABILITIES			
Long Service leave <12months		10,558	9,211
Accounts payable and other payables	6	64,739	22,348
Unrealised Grant Income (future year deliverables)	6	.	.
TOTAL CURRENT LIABILITIES		75,297	31,559
NON-CURRENT LIABILITIES – Long Service Leave	6	701	346
TOTAL LIABILITIES		75,998	31,905
NET ASSETS		468,368	268,686
EQUITY			
Retained surplus		333,966	249,330
Reserves – WIRES Vet funding 21/22	8	110,000	.
Reserves – replacement vehicle	8	24,402	19,356
TOTAL EQUITY		468,368	268,686

The accompanying notes form part of these financial statements.

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STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020

	Reserves	Retained Profits	Total Equity
	\$	\$	\$
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	268,685
Comprehensive Income			
Surplus for the year attributable to members of the entity	-	199,682	199,682
Other comprehensive income for the year	-	-	-
Total comprehensive income attributable to members of the entity	19,356	449,011	468,366
Transfer to reserves – vehicle replacement	5,046	(5,046)	-
Transfer to reserves – WIRES vet funding 21/22	110,000	(110,000)	-
Balance at 30 June 2020	134,402	333,965	468,366

The accompanying notes form part of these financial statements.

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Native ARC Incorporated ABN 83275625469

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	Note	2020	2019
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from sales: education, training, members		31,314	38,949
Receipts from donations, bequests and fundraising		121,360	89,920
Grants received		336,078	91,265
Payments to suppliers and employees		(200,520)	(199,009)
Interest received		1,125	1297
Net cash (used in)/generated from operating activities	7	289,957	22,422
CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for fixed assets		(58,897)	(5,549)
Net cash used in investing activities		(58,897)	(5,549)
Net increase/(decrease) in cash held		230,460	16,873
Cash on hand at the beginning of the financial year		141,150	124,277
Cash on hand at the end of the financial year	3	371,610	141,150

**Includes \$110,000 grant income from WIRES (NSW Wildlife Information, Rescue and Education Service Inc.) obtained specifically to fund future salaries in the new Wildlife Hospital (due to be commissioned January 2021)*

The accompanying notes form part of these financial statements.



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Native ARC Incorporated ABN 83275625469

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020**

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 21st October 2020 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

Native ARC Inc. has recognised income under the new Accounting standards AASB15 & AASB1058.

In simple terms, Grant Income is recognised in the year in which it is received unless a review of the contract indicates performance obligations that if not met would trigger a repayment. None of the Grants for the financial year ending June 30th 2020 had this defined in the contract and so income has been fully recognised.

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.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2020

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 2019-2020 (note sale of assets is restricted by Native ARC's Constitution).

c. Leases

Native ARC Inc. does not lease fixed assets or hold right of use assets under AASB16.

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.



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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2020

- 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 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. All invoices relate to the 2019/20 accounting year. 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**
- No intangible assets have been commissioned in the year ending 30th June 2020; a balance of \$24,245 for the animal management system sponsored by BP is shown under software and will be commissioned in year ending 30th June 2021.
- 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.

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Native ARC Incorporated ABN 83275625469

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2020

- 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 Inc. is dependent on the City of Cockburn for administration funding of typically around 40% of total operational funding (excluding one off and Capital Grants). At the date of this report the Committee has no reason to believe that the City will not continue their support.
- p. **New or amended Accounting Standards and Interpretation Adopted**
The incorporated association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.
Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.
The adoption of these Accounting Standards and Interpretations resulted in the \$110,000 grant income from WIRES (NSW Wildlife Information, Rescue and Education Service Inc.) obtained specifically to fund future salaries in the new Wildlife Hospital (due to be commissioned January 2021) being recognised fully in the year ended 30th June 2020; under previous standards this would have been reported as unearned income under creditors in the balance sheet.
The following Accounting Standards and Interpretations are most relevant to the incorporated association:
AASB 15 Revenue from Contracts with Customers
The incorporated association has adopted AASB 15 from 1 July 2019. The standard provides a single comprehensive model for revenue recognition. The core principle of the standard is that an entity shall recognise revenue to depict the transfer of promised goods or services to customers at an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The standard introduced a new contract-based revenue recognition model with a measurement approach that is based on an allocation of the transaction price. This is described further in the accounting policies below. Credit risk is presented separately as an expense rather than adjusted against revenue. Contracts with customers are 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. Customer acquisition costs and costs to fulfil a contract can, subject to certain criteria, be capitalised as an asset and amortised over the contract period.



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Native ARC Incorporated ABN 83275625469

AASB 16 Leases

The Incorporated association has adopted AASB 16 from 1 July 2019. The standard replaces AASB 117 'Leases' and for lessees eliminates the classifications of operating leases and finance leases. Except for short-term leases and leases of low-value assets, right-of-use assets and corresponding lease liabilities are recognised in the statement of financial position. Straight-line operating lease expense recognition is replaced with a depreciation charge for the right-of-use assets (included in operating costs) and an interest expense on the recognised lease liabilities (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 improve as the operating expense is now replaced by interest expense and depreciation in profit or loss. For classification within the statement of cash flows, the interest portion is disclosed in operating activities and the principal portion of the lease payments are separately disclosed in financing activities. For lessor accounting, the standard does not substantially change how a lessor accounts for leases.

AASB 1058 Income of Not-for-Profit Entities

The Incorporated association has adopted AASB 1058 from 1 July 2019. The standard replaces AASB 1004 'Contributions' in respect to income recognition requirements for not-for-profit entities. The timing of income recognition under AASB 1058 is dependent upon whether the transaction gives rise to a liability or other performance obligation at the time of receipt. Income under the standard is recognised where: an asset is received in a transaction, such as by way of grant, bequest or donation; there has either been no consideration transferred, or the consideration paid is significantly less than the asset's fair value; and where the intention is to principally enable the entity to further its objectives. For transfers of financial assets to the entity which enable it to acquire or construct a recognisable non-financial asset, the entity must recognise a liability amounting to the excess of the fair value of the transfer received over any related amounts recognised. Related amounts recognised may relate to contributions by owners, AASB 15 revenue or contract liability recognised, lease liabilities in accordance with AASB 16, financial instruments in accordance with AASB 9, or provisions in accordance with AASB 137. The liability is brought to account as income over the period in which the entity satisfies its performance obligation. If the transaction does not enable the entity to acquire or construct a recognisable non-financial asset to be controlled by the entity, then any excess of the initial carrying amount of the recognised asset over the related amounts is recognised as income immediately. Where the fair value of volunteer services received can be measured, a private sector not-for-profit entity can elect to recognise the value of those services as an asset where asset recognition criteria are met or otherwise recognise the value as an expense.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 2: DEPRECIATION EXPENSES

	2020	2019
	\$	\$
Depreciation and amortisation:		
Buildings	22,791	16,566
Plant and equipment	12,651	20,571
Vehicles	6,635	6,636
Total depreciation and amortisation expenses	42,076	43,772

NOTE 3: CASH ON HAND

	2020	2019
	\$	\$
Cash at bank – unrestricted	371,407	140,799
Cash float	203	351
	371,610	141,150

NOTE 4: ACCOUNTS RECEIVABLE AND OTHER DEBTORS

	2020	2019
	\$	\$
Trade Debtors	-	-
Prepayments	4,619	4,502
Accrued Income	10,000	13,624
	14,619	18,126



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Native ARC Incorporated ABN 83275625469

NOTE 5: FIXED ASSETS

	2020	2019
	\$	\$
Buildings:		
At cost	140,499	129,549
Less accumulated depreciation	65,272	42,481
Net carrying amount	<u>75,227</u>	<u>87,068</u>
Plant and equipment:		
At cost	126,684	101,282
Less accumulated depreciation	71,595	58,945
Net carrying amount	<u>53,088</u>	<u>42,337</u>
Vehicles:		
At cost	33,178	33,178
Less accumulated depreciation	27,902	21,267
Net carrying amount	<u>5,276</u>	<u>11,911</u>
Software:		
At cost	24,545	-
Less accumulated amortisation	-	-
Net carrying amount	<u>24,545</u>	<u>-</u>

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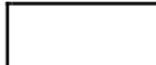
GAD 20/07/2021

NOTE 6: ACCOUNTS PAYABLE AND OTHER PAYABLES

	2020	2019
	\$	\$
CURRENT		
Accrued expenses	36,080	1,200
Other payables	8,573	7,002
Employee provisions less than 12months	30,644	23,357
Unrealised Grant Income (<i>future year obligation</i>)	-	-
NON-CURRENT		
Employee provisions greater than 12months (Long Service Leave)	701	346
	<u>75,998</u>	<u>31,905</u>

NOTE 7: CASH FLOW INFORMATION

	2020	2019
	\$	\$
Reconciliation of cash flows from operating activities with net current year surplus		
Net current year surplus/(deficit)	199,682	(42,160)
Non-cash flows in current year surplus:		
depreciation and amortisation	42,076	43,772
FOC Asset Income less asset reclassifications w/off	-	(12,000)
Changes in assets and liabilities:		
Decrease/(Increase) in grants received in advance	-	-
Decrease/(Increase) in debtors/prepayments	(1,640)	27,618
Increase/(decrease) in accounts payable and other payables	<u>49,240</u>	<u>5,192</u>
Net cash generated from / (used in) operating activities	<u>289,358</u>	<u>22,422</u>



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Native ARC Incorporated ABN 83275625469

NOTE 8: RESERVES

The Committee has created two reserves to recognise future year's commitments. The first of these is to purchase a new commercial vehicle. The expectation is that this reserve will be utilised in the year ending 30th June 2021. The second is to fund future year's additional veterinarian costs associated with the new WA Wildlife Hospital.

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:

	2020	2019
	\$	\$
Co-Manager: Dean Huxley	49,920	49,920
Co-Manager: Diane Munrowd	21,388	21,388
	<u>71,308</u>	<u>71,308</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:

	2020	2019
	\$	\$
Audit Services	2,200	1,200

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

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Native ARC Incorporated ABN 83275625469

COMMITTEE MEMBERS' DECLARATION

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

1. The financial statements and notes, as set out on pages 1 to 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 2020 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 21st day of October 2020



 Diane Murov (Member)
 DIANE MUROV

Dated this 21st day of October 2020



AUSTRALIAN AUDIT

DIRECTORS:
ROBERT CAMPBELL RCA, CA, CPA, MSW
VIRAL PATEL RCA, CA, CPA
ALASTAIR ABBOTT RCA, CA, M.FORENSIC ACCOUNTING
CHASSEY DAVIDS RCA, CA, AMHA, BCOM

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 2020, 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 Gordon Abbott, CA
Registered Company Auditor number 486826
Director
Australian Audit
Perth, Western Australia

Dated: 23 October 2020

PO BOX 7465 CLOISTERS SQUARE PO WA 6850 | LEVEL 8, 251 ST GEORGES TERRACE PERTH, WA 6000 AUSTRALIA
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AUSTRALIAN AUDIT

DIRECTORS: ROBERT CAMPBELL RCA, CA, CPA, MSW VIRAL PATEL RCA, CA, CPA ALASTAIR ABBOTT RCA, CA, M.FORENSIC ACCOUNTING CHASSEY DAVIDS RCA, CA, AMHA, BCOM

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 2020, 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 2020, 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.

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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

* *
* *
* *

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 Gordon Abbott, CA
Registered Company Auditor number 486826

Director

Australian Audit

Perth, Western Australia

Dated: 23 October 2020





NATIVE ARC INC
2020 ANNUAL REPORT
FOR THE 2019 YEAR



OVERVIEW

On behalf of the Executive Committee of Native ARC Inc. I am pleased to provide this report outlining the activities of 2019.

Our Vision 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 supporting this Vision is the registration of Native ARC by the Veterinary Surgeons' Board of WA as a veterinary hospital. We are the only wildlife veterinary hospital and rehabilitation facility in Western Australia and are positioned to become the leader in wildlife rehabilitation in the State.

An additional milestone is the acceptance of Native ARC in May 2020 as a CORE Member on the Committee for Animal Welfare in Emergencies (CAWE). The committee assists the Department of Primary Industries and Regional Development to build and maintain the State's capability and capacity to manage emergencies including bushfires. Native ARC now represents wildlife rehabilitation practitioners in Western Australia on the Committee

As we have grown and expanded services to the public the Executive Committee has recognised the need to revisit our brand to better reflect the role and functions of Native ARC.

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

COCKBURN WETLANDS PRECINCT

Native ARC, the Wetlands Centre Cockburn and the Bibra Lake Scouts share a space on an A Class reserve in Bibra Lake. The City of Cockburn commenced construction of the new Precinct in January 2020 with completion anticipated in early 2021.

This includes the renovation and extension of the Wetlands Centre building, a new Native ARC state-of-the-art veterinary hospital and rehabilitation facilities, relocation of the scout shed, outdoor amenities, new car parking and landscaping to the Precinct.

HIGHLIGHTS for 2019

We are fortunate to be led by a very experienced and visionary Executive Committee. Members with small business, policy and legislation, strategic planning, project management, financial management and wildlife experience ensures the Centre continuously improves and grows.

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Native ARC is registered with:

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

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

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

- Occupational Health and Safety
- Emergencies
- Wildlife medicine and rehabilitation
- Volunteer and employee management
- Dispute resolution
- Social media and content management.

PARTNERSHIPS

Native ARC's partnership with the City of Cockburn for over 10 years has been fundamental to our ongoing development and improvement. The support from the Council, the administration and the staff of the environmental section has enabled Native ARC to grow and provide much needed services to wildlife and the Cockburn community.

Native ARC continues its long-term partnership with BP Kwinana Refinery and through this relationship has been able to upgrade and construct new state of the art enclosures for wildlife rehabilitation. BP's support has been, and continues to be, fundamental to Native ARC's development and we are extremely grateful for their commitment and support of wildlife.

Native ARC partnered with Deloitte Australia in 2019 as part of Deloitte's 'Impact Day' resulting in 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.

The Rotary Club of Booragoon sponsors two 'Self Care for Animal Carers' seminars each year with more than 150 participants attending. Native ARC recently provided Self Care seminars for FAWNA (Fostering and Assistance for Wildlife Needing Aid) in Busselton and the Dogs Refuge in Shenton Park.

Native ARC partners with Western Australian Seabird Rescue (WASR) by providing veterinary and rehabilitation services. 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.

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 3557 animals an increase of over 33% compared to 2014
- treated more than 130 animals from Western Australian Seabird Rescue
- provided education and information to more than 1500 participants
- provided six 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

Volunteer hours in 2019 were 74,563 an increase in almost 80% compared to 2014.

Native ARC continues to admit more wildlife than any other rehabilitation centre in Western Australia with costs associated with veterinary examinations, treatment, medicines, food and housing borne by Native ARC.

SOCIAL MEDIA

As part of our five-year Marketing Strategy, emphasis is 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.

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This allows Native ARC to engage with the community daily and promote our education messages to a wider audience.

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 new 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.

CALL CENTRE SERVICE

Native ARC received more than 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.

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 a week to maintaining the Centre, gardens and grounds. This has significantly improved the site and surrounding areas which supports Native ARC's lease responsibilities and the A Class reserve.

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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 include:

- 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.

APPRECIATION

This year Native ARC's achievements would not have been possible without the dedication of our volunteers, many of whom have put in long hours and provided support in many ways.

First and foremost, I would like to thank our incredible volunteers who operate the Centre every day of the year including public holidays. Our volunteers oversee many aspects including on and off-site rehabilitation of native wildlife, gardening, maintenance, education, training, fundraising, administration and rescue and release of wildlife. Volunteers continue to be the lifeblood of Native ARC and I am incredibly proud to work with such amazing individuals.

I would like to thank the Executive Committee Members for their support over the 12 months particularly their contributions to the development of the Cockburn Wetlands Precinct and Native ARC's Strategic Direction.

I would like to make a special mention to our two job-share Managers, Dean and Diane who put in an incredible number of volunteer hours in addition to their designated time to keep the Centre operating efficiently, and continuously improving.



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Our other staff members Karen, Rachel, and Dr Meg and Dr Szou contribute a great many hours to their roles in caring for animals at the Centre and I thank them for their passion and commitment to Native ARC and native wildlife.

And finally, I would like to express our sincerest appreciation to the City of Cockburn and BP Kwinana Refinery for their ongoing support.

WAY FORWARD

We will continue our strong focus on continuous improvement, and value the commitment of our volunteers to assist us in this endeavour. 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 and education opportunities aimed at behavioural change. We will provide the community with exciting opportunities to connect with the land, the natural environment and increase community awareness as to the importance of environmental sustainability.

As Native Arc continues to grow and diversify, we will also revisit our brand to ensure it is reflective of the services we provide and our values and commitment to wildlife.

The next 12 months will be challenging and exciting as we transition into our new hospital and rehabilitation facility and we are looking forward to the contribution Native ARC can make to improving the plight of wildlife and the environment.

On behalf of the Executive Committee, I thank you all for coming with us on this journey so far and hope you will continue with us into a new and exciting phase of Native ARC's future.



Bob Dunn
Chairman
Native ARC 2020

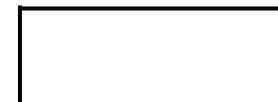
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GRANTS, DONATIONS & SPONSORSHIP RECOMMENDED ALLOCATIONS BUDGET 2021/22						
Activity OP 315 Natural Acc 6810	Description	Allocated 2020/21	Actual 2020/21	Proposed 2021/22	Comments	Council Decision/ Delegated Authority
Donations						
Committed/Contractual						
8243	Little Green Steps WA Partnership Agreement	0	0	31,569	Two-year partnership agreement with LGS WA, for Education for Sustainability in the Early Years for 2021/22 and 2022/23	
8896	Cockburn Community Men's Shed Coordinator	36,000	36,000	42,462	Funding for Cockburn Community Men's Shed Inc. to support the annual administration costs of a part-time coordinator	Council Decision
9239	Native ARC	93,782	93,782	94,814	Donation to support the annual administration costs of Native ARC (plus CPI 1.1%)	Council Decision
9310	The Wetlands Centre Cockburn	93,782	93,782	94,814	Donation to support the annual administration costs of The Wetlands Centre Cockburn (plus CPI 1.1%)	Council Decision
9317	Pineview Preschool Maintenance Contribution	8,126	8,126	8,215	Annual contribution for maintenance of grounds and building (plus CPI 1.1%)	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	9,972	9,972	10,081	Assists with maintenance costs as per lease agreement (plus CPI 1.1%)	Lease Agreement
9559	Cockburn Cricket Club Insurance	1,500	1,500	1,500	Commitment included in the lease agreement (flat fee)	Lease Agreement
9574	Spearwood Dalmatinac Club - Rates Reimbursement	12,964	12,201	11,636	Reimbursement of 50% of annual rates payable by Spearwood Dalmatinac Club for 42 Azelia Rd, Spearwood as to Council Decision 14 May 2009	Council Decision
9244	Melville Cockburn Chamber of Commerce (MCCC)	20,000	20,000	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
9197	Fremantle Biennale - Moombaki 2021	0	0	60,000	Request for \$60,000 'Major Event Partner' Sponsorship for Fremantle Biennale - Collection21 Moombaki 19-20 November 2021	Council Decision
	Future Allocations	0	0	908	(To be allocated throughout the year)	
	Committed/Contractual Sub Total	426,126	425,364	526,000		
Donations to Organisations						
9196	Donations to Organisations	170,925	170,925	210,000	Amount set aside for allocation in the two funding rounds for 2021/22	Council Decision
	Donations to Organisations Sub Total	170,925	170,925	210,000		
Sponsorships						
9197	Sponsorships	58,000	58,650	90,000	Amount set aside for allocation in the two funding rounds for 2021/22	Council Decision
9197	Individual Sponsorships	10,000	400	10,000	Formal sponsorship program for individuals	Delegated Authority
	Sponsorships Sub Total	68,000	59,050	100,000		



GAD 20/07/2021

Item 9.4 Attachment 2

Activity OP 315 Natural Acc 6810	Description	Allocated 2020/21	Actual 2020/21	Proposed 2021/22	Comments	Council Decision/ Delegated Authority
Grants						
8040	Landowner Biodiversity Conservation Program	35,000	15,457	35,000	Financial and natural resource management training support program for Cockburn landowners to conserve the natural bushland and wetland areas on their property	Delegated Authority
9004	Emergency Disaster Fund	30,000	15,000	15,000	For one-off emergency and disaster situations	Delegated Authority
9015	Youth Academic Grants	2,000	0	2,000	Assists young people to travel to attend academic programs and activities	Delegated Authority
9031	Junior Sports Travel Assistance Program	55,000	2,000	40,000	Assists young people in Cockburn representing WA or Australia in interstate or international team or individual sports to travel to competitions	Delegated Authority
9240	Sustainability Grants Program	40,000	41,060	40,000	Grants program established in accordance with Council Decision on 13 May 2010	Delegated Authority
9241	Len Packham Hall Subsidy (Burdia)	6,000	1,377	6,000	Subsidy program that assists Indigenous and multicultural Cockburn families with hall hire costs for hosting funerals, memorials and cultural events	Delegated Authority
9312	Community Grants Program	120,000	81,512	100,000	Formal grant process for local community groups and organisations	Delegated Authority
9314	Provide Bins Sporting Events	1,000	2,750	1,000	Provide bins to schools for sports carnivals	Delegated Authority
9327	Community/Residents Assoc. Hall Hire Subsidy and Support Program	12,000	5,790	12,000	Assists community groups with hall hire for monthly meetings and events, incorporation/set up funds for new residents associations, small PO box hire funds	Delegated Authority
9329	Cultural Grants Program	40,000	17,130	40,000	Provide small grants to cultural and artistic groups and individuals	Delegated Authority
9331	Bus Hire Subsidy	1,500	218	1,500	Provides a subsidy towards the bus hire for community organisations	Delegated Authority
9335	Grants General Welfare	15,000	9,825	10,000	Miscellaneous requests for small donations as per Community Funding Guidelines	Delegated Authority
9341	Community Group Newsletter Subsidy	11,000	8,671	11,000	Assists community groups to disseminate information	Delegated Authority
9373	Small Events Sponsorship Program	40,000	14,969	30,000	Small Events Sponsorship Program for local events for community organisations	Delegated Authority
9396	U Fund	1,000	0	1,000	Small grants for youth for cultural/arts initiatives and events	Delegated Authority
9399	Youth Arts Scholarships	5,000	0	5,000	Assist young people to travel in order to participate in performing/arts events and also for further study	Delegated Authority
9490	Environmental Education Initiatives Program	15,000	11,109	15,000	Assists schools to facilitate environmental education	Delegated Authority
9517	Cockburn Community Group Volunteer Insurance	15,000	12,954	15,000	Cockburn Community Group Insurance Program	Delegated Authority
9535	Council Match Staff Donation	2,000	569	2,000	Council to match staff fundraising effort	Delegated Authority
9649	Safety House/Walk to School Program	1,000	0	1,000	Support to schools for safety programs for children getting to school and to attend Safety House shows in Safety House month	Delegated Authority
9673	Sport and Recreation Club Grants	35,000	20,984	35,000	Grants matched by local sporting clubs for minor capital works on Council owned facilities and sporting equipment	Delegated Authority
9674	Grants to Schools	15,000	10,701	13,000	For small donations to schools for minor items	Delegated Authority
9688	Security Subsidy for Seniors	60,000	60,449	60,000	Subsidy program for security devices for seniors	Delegated Authority
9732	Economic Development (Business) Grants	25,000	79,555	100,000	For one-off projects or activities that support local economic development	Delegated Authority
9732	COVID-19 Community Funding	113,543	55,800	0	Funding program adopted by Council on 14 May 2020 (Carry forward from 2019/20)	Delegated Authority
9495	Donation and Grants General Account	93,906	9,750	28,500	(Remainder of grant allocations, to be allocated based on expenditure throughout the year)	
Grants Programs Sub Total		789,949	477,630	619,000		
Totals		1,455,000	1,132,968	1,455,000		
Budget		1,455,000		1,455,000		
Balance		0		0		

GAD 20/07/2021

10. New Business of an Urgent Nature Introduced by Members or Officers

10.1 (2021/MINUTE NO 0008) Donation to Travel to the European School of Ballet in Amsterdam – Ella Willans

Author(s) P Corke

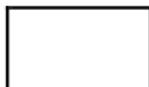
<p>RECOMMENDATION That the Committee:</p> <p>(1) APPROVES the donation of \$10,000 to Ella Willans to assist her take up her place at the European School of Ballet in Amsterdam; and</p> <p>(2) this donation does not preclude her from applying for further funding in the next round of the City’s Youth Art Scholarships.</p>
<p>Committee Recommendation MOVED Cr P Corke SECONDED Cr P Eva</p> <p>That Council:</p> <p>(1) APPROVES a donation of \$500 to Ella Willans to assist her take up her place at the European School of Ballet in Amsterdam, and;</p> <p>(2) this donation does not preclude her from applying for further funding in the March 2022 round of the City’s Youth Art Scholarships</p> <p style="text-align: right;"><u>CARRIED 3/0</u></p>

Reason for Decision

The Committee would like to keep the funding request in line with the Youth Arts Scholarship (YAS) program, by providing a one-off donation now, and still allow Ella to apply for the March 2022 round YAS if she so wishes.

11. Matters to be Noted for Investigation, Without Debate

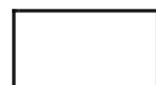
Nil



GAD 20/07/2021

12. Closure of Meeting

The meeting closed at 7.17pm.



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17. Governance and Strategy

Declarations

Cr Stone submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021* for Item 17.1.

Nature of the Interest: Cr Stone, in her capacity as Vice President of the Australian Local Government Women's Association, developed a relationship with the Shire of Carnarvon and the Chief Executive Officer, and coordinated a session called 'The Standing Up Program' held this week.

Cr Stone also has a personal relationship with several Councillors from the Shire of Pingelly, as she grew up there and it is her home town.

17.1 (2021/MINUTE NO 0137) Minutes of the Sister City Reference Group Meeting - 13 July 2021

Author(s) D Green

Attachments 1. Sister Cities Reference Group - Minutes - 13 July 2021 [↓](#)

RECOMMENDATION

That Council:

- (1) RECEIVES the Minutes of the Sister City Reference Group meeting held on 13 July 2021; and
- (2) ADOPTS the recommendations contained therein.

Council Decision

MOVED Cr P Eva SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0

Background

The Sister City Reference Group met on 13 July 2021 to consider:

1. The proposed Friendship City arrangement with the Shire of Carnarvon or Shire of Pingelly, and
2. Request to establish a Sister City arrangement with a Japanese City.

Submission

N/A



Report

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

The meeting discussed the potential to develop a City/Shire arrangement with either the Shire of Carnarvon or Shire of Pingelly, with a recommendation that Carnarvon be selected due to the broader relevance to Cockburn in relation to physical similarities and opportunities to exchange information and ideas.

The discussion also provided an opportunity for the City to retain communication with Pingelly in a mentoring capacity, which is consistent with the original approach received.

There was also discussion on the intent to formalise a Sister City arrangement with a Japanese City, due to the high level of interest that Japan places on international relationships.

Hiroshima and Konosu were both profiled and the recommendation is to seek further interest from Hiroshima in entering into an agreement, due primarily to the ongoing commitment with the annual Hiroshima Day Event conducted by the City and the relevance of the marine related industries to both Cities.

Strategic Plans/Policy Implications

Local Economy

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

- Thriving local commercial centres, local businesses and tourism industry.

Environmental Responsibility

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

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

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community

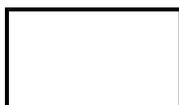
- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised and celebrated.

Budget/Financial Implications

N/A

Legal Implications

Any foreign arrangements are to be notified to the Commonwealth Government.



Community Consultation

Nil

Risk Management Implications

There is a “Moderate” level of “Operations / Service Disruption” associated with this item.

Advice to Proponents/Submitters

The members of the Committee have been advised that this item will be considered at the 12 August 2021 Ordinary Council Meeting.

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

Nil





File No: 027/016

MINUTES

Sister Cities Reference Group

Tuesday 13 July 2021 at City of Cockburn Administration Building

PRESENT:

Mayor Logan K. Howlett, JP – Presiding Member
Cr Phil, Eva, JP
Cr Phoebe Corke
Cr Michael Separovich
Cr Chamonix Terblanche
Mr Tony Brun
Mr Don Green, Executive Governance & Strategy
Ms Adrienne Vasile, Senior EA to Mayor & Councillors

APOLOGIES / LEAVE OF ABSENCE

Cr Lee-Anne Smith, OAM
Cr Tom Widenbar
Cr Chontelle Stone

DECLARATION OF MEETING

Presiding Member declared the meeting open at 6.45pm.

CONFIRMATION OF MINUTES 26 MARCH 2018

Moved Cr C Terblanche Seconded Cr P Eva

ACTIONS ARISING FROM LAST MINUTES

As outlined in the Purpose of Meeting





PURPOSE OF MEETING

- Proposed Friendship City arrangement with the Shire of Carnarvon or Shire of Pingelly

Members discussed the profiles prepared of both Shires and determined that the Shire of Carnarvon would offer broader potential for the mutual benefit of both districts in the near term, while the City should maintain contact with the Shire of Pingelly in order to offer assistance to the Shire with any relevant matters of interest.

- Request to establish a Sister City arrangement with a Japanese City

Members discussed the profiles prepared of both Japanese Cities (Hiroshima and Konosu) and determined that Hiroshima would offer broader potential for the mutual benefit of both Cities in accordance with the ideals of the City's international relations Policy. The primary considerations for the recommendation is the relevance of the City of Cockburn annual recognition of Hiroshima Day and the marine industry which is a strong presence in the economy of both Cities.

RESOLVED that:

1. The City of Cockburn commence communication with the Shire of Carnarvon to enter into a Friendship City / Shire arrangement.

Moved Cr P Corke

Seconded Cr P Eva

Carried 5/0

2. The City of Cockburn advise the Shire of Pingelly that, while no formal Friendship arrangement will be entered into at this stage, the City will offer mentoring assistance to the Shire, as requested, on an ad hoc arrangement basis.

Moved Mayor Howlett

Seconded Cr C Terblanche

Carried 5/0

1. The City's Administration commence communication with the City of Hiroshima, Japan, to determine if Hiroshima would be interested in entering into a Sister City arrangement with the City of Cockburn.

2. Subject to a favorable response, a recommendation then be put forward for Council to consider formalizing a Sister City arrangement with the City of Hiroshima

Moved Mayor Howlett

Seconded Cr P Eva

Carried 5/0

MEETING CLOSED at 7.36pm



17.2 (2021/MINUTE NO 0138) Delegates - Western Australian Local Government Association (WALGA) - 2021 Annual General Meeting**Author(s)** D Green**Attachments** N/A**RECOMMENDATION**

That Council APPOINTS Mayor Logan Howlett and Cr Chontelle Stone as City of Cockburn delegates to the WALGA 2021 Annual General Meeting.

Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0

Background

Mayor Howlett advised via email dated 2 August 2021 that he had received notification from WALGA seeking delegates to the WALGA 2021 Annual General Meeting.

Submission

N/A

Report

All member Councils are entitled to be represented by two voting delegates at the WALGA Annual General Meeting scheduled for 20 September 2021.

Mayor Howlett has nominated himself as one of the delegates as he is a State Councillor. Cr Stone is also attending the State Conference as a delegate of the City. Accordingly, it is recommended that both delegates be appointed to represent the City at the Annual General Meeting.

Only registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils.

Strategic Plans/Policy ImplicationsListening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.



Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is a “Low” level of risk associated with this item.

Advice to Proponent/Submitter

N/A.

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

Nil



18. Corporate Affairs

18.1 (2021/MINUTE NO 0139) Stakeholder and Advocacy Framework

Author(s) S Seymour-Eyles

Attachments 1. Draft Stakeholder and Advocacy Framework 2021-2026 [↓](#)

RECOMMENDATION

That Council:

- (1) ADOPTS the Draft Stakeholder and Advocacy Framework 2021-2026, as attached to the Agenda; and
- (2) AUTHORISES the City to advocate on matters which support these outcomes.

Council Decision

MOVED Cr M Separovich SECONDED Cr C Stone

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0

Background

The purpose of this report is to seek the endorsement and mandate of Council in relation to key project and outcome based advocacy positions to be taken by the City, with a specific focus in the lead up to the upcoming Federal election due by May 2022.

Submission

N/A

Report

The objective of this draft Stakeholder and Advocacy Framework 2021-2026 is to primarily facilitate, through partnerships and advocacy, the timely and cost-effective delivery of the outcomes and objectives outlined in the Strategic Community Plan and the Corporate Business Plan.

Action 1.1.2d in the Corporate Business Plan 2020-2024 includes an action to prepare an advocacy plan that underpins economic growth and strategic priorities for Cockburn. There are further actions or projects in the Corporate Business Plan that articulate the need for advocacy or which require advocacy to secure funding. These are consolidated in the attached draft Stakeholder and Advocacy Framework for the next five years, which will be reviewed and prioritised as events determine.



There are several actions related to advocacy in the Corporate Business Plan. These have been consolidated into the draft Plan. They include:

- Progress planning and advocacy to support development of Latitude 32 and Australian Marine Complex (AMC)
- Advocate for education and training opportunities to support business and industry
- Advocate for the provision by the Federal and State Governments for appropriate social and affordable housing within the district
- Progress planning and advocacy for the redevelopment of the South Fremantle Power Station site (and the relocation of electrical sub-station and associated powerlines)
- Advocate for the analysis, planning and progression of an Infrastructure Australia (IA) proposal to support the delivery of the Fremantle to Cockburn Transit Link (either tram or trackless trams) including connection to the AMC
- Plan, develop and advocate for safe, sustainable, integrated local transport networks, public transport and regional transport networks (Road Projects 2019-2033)
- Progress concept development and advocacy for the coastal corridor (Stock Road grade separations) and east-west connections for industry
- Advocate for a collaborative and deliberative enquiry by design process with the State Government for the future of the former Roe 9 reservation between Stock Road and Hampton Road/Cockburn Road.
- Advocate for Federal and State funding to facilitate critical regional scale community projects including:
 - Aboriginal Cultural and Visitor Centre
 - Wally Hagan Stadium (8 court basketball facility)
 - Regional Arts, Culture & Entertainment Complex at Cockburn Central
 - continued expansion of recreational, community and sporting academy facilities at Cockburn ARC.
- Actively advocate and seek regional collaboration focused on growing the wellbeing and self-sufficiency of the community to better meet the City's social, environmental and economic needs

Subject to Council endorsing this plan, individual advocacy plans will be developed, and these will be regularly prioritised according to the State and Federal election cycles, community priorities, the Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2024, and any subsequent revisions.



Strategic Plans/Policy Implications

Local Economy

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

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

Environmental Responsibility

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

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community
- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised and celebrated.

City Growth and Moving Around

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

- Cockburn Central as the capital of Perth's South Metro Region.
- An integrated, accessible and improved transport network.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

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

Budget/Financial Implications

Broad engagement will occur through the City's corporate affairs division. Where detailed campaigns and/or concept development is required this will be dealt with through normal budgetary cycles and review processes.

Legal Implications

N/A

Community Consultation

Community consultation will continue to be undertaken to measure the community priority for these advocacy projects and will be flexible as that information becomes available.



Risk Management Implications

Advocacy has an element of reputational risk –however this is mitigated through having clear positions in place for key priorities.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Stakeholder & Advocacy Framework

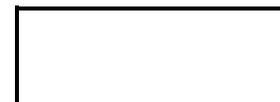
2021 to 2026

Draft





Purpose	Defining what is a stakeholder management plan, why we need it and what it will deliver
Stakeholder Engagement	Defining the key elements and target audiences for stakeholder management
Advocacy Approach	Identifying our areas of priority for advocacy and lobbying





Purpose

Primary

To facilitate, through partnerships, engagements and advocacy, the timely and cost-effective delivery of the outcomes and objectives outlined in the Strategic Community Plan and the Corporate Business Plan

Secondary

To enhance the overall brand and reputation of the City with our community, key stakeholders, industry and government.

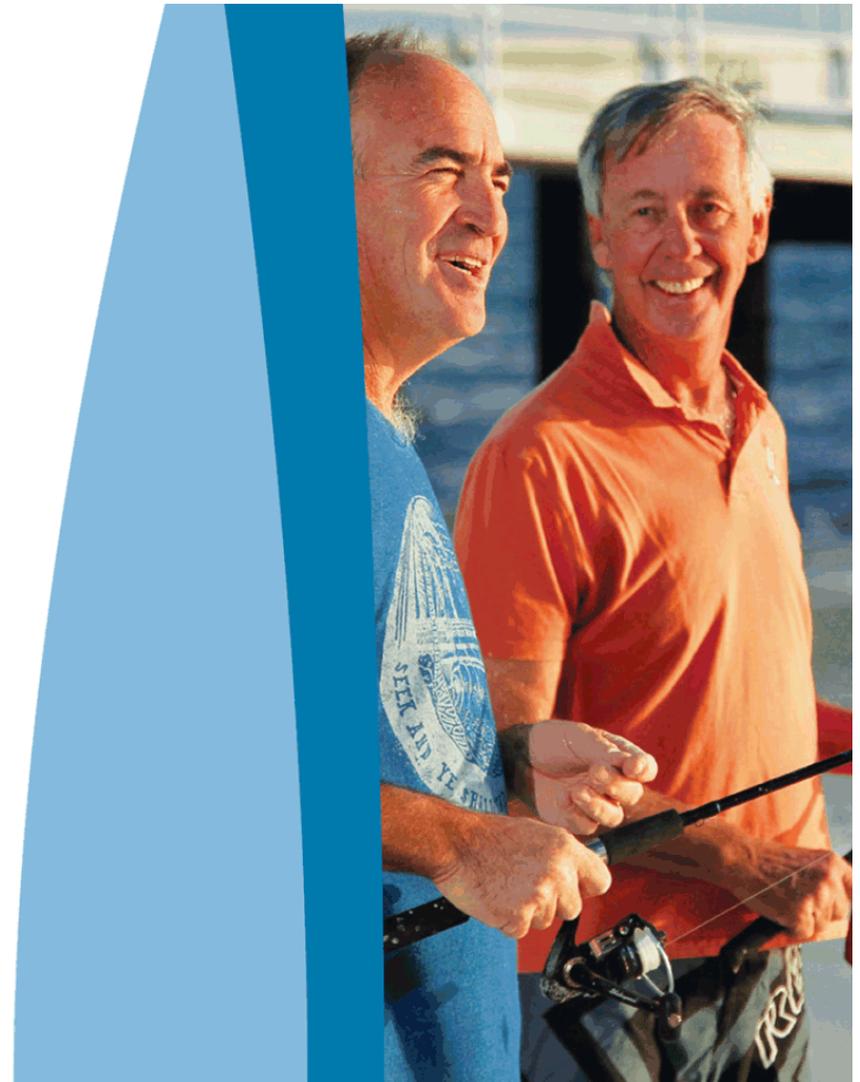
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Stakeholder Management

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City of Cockburn Key Stakeholders

Community

- Residents
- Ratepayers
- Not-for-profits
- Sporting Clubs
- Reference Groups
- Cultural Groups
- Environmental Groups
- Church Groups
- Interest Groups
- Aboriginal Elders

Business

- Businesses
- Committee for Perth
- Economic Development Australia
- Business Foundations
- Southwest Group
- Committee for Economic Development of Australia
- Growth Areas Perth and Peel
- Melville Cockburn Chamber of Commerce
- National Growth Areas Alliance
- Small Business Development Corporation

Maritime

- Australian Marine Complex
- Henderson Alliance
- Defence West
- Super Yachts Australia

Educational Institutions

- Universities
- South Metro TAFE
- Defence Science
- Centre Collaborative Research
- Primary and High Schools

Federal Government

- Politicians
- Senior Public Servants
- Infrastructure Australia

Development

- Urban Development Institute of Australia
- Property Council
- Developers

Innovation

- National Energy Resources Australia
- Quantum TX
- CORE Innovation Hub
- Advanced Manufacturing
- Growth Centre
- Innovation Central

State Government WA

- Politicians
- Senior Public Servants
- Infrastructure WA

WALGA

Local Government Professionals

Other Local Governments

Diplomatic Corps

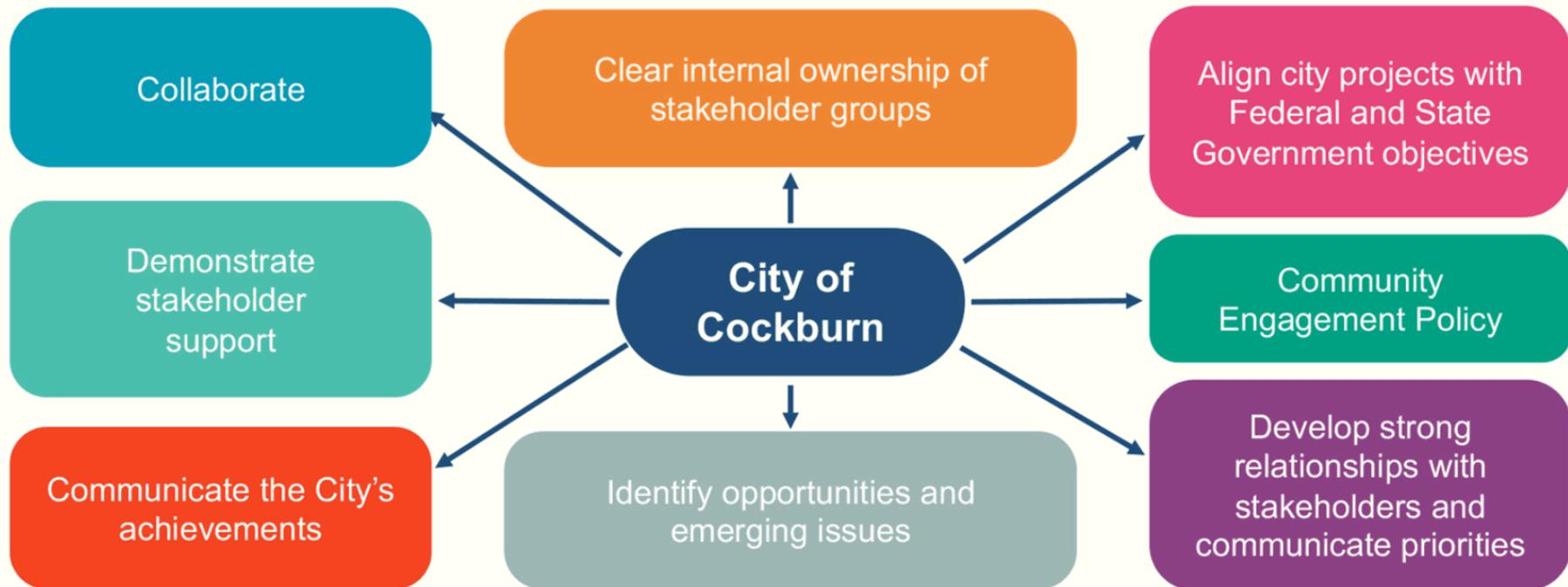
Media





Stakeholder Engagement Principles

Position the City with its key stakeholders as a leading local government who delivers on what it says it will, on time and within scope, in consultation with its communities.





Stakeholder Engagement

What do we do and how do we measure our success?

What are we going to do?

- Maintain our community focus
- Ensure we understand the diverse needs and interests of our stakeholders
- Build and maintain relationships with key stakeholders
- Identify the relationship manager for each stakeholder grouping
- Review Community Engagement Policy and Framework (subject to resource)

What resources do we need?

- Maintain existing structures, processes and levels of service across the organisation
- Additional community engagement staff resources
- Additional training in community engagement for relevant staff

What is our measure of success?

- Evaluation of community engagement process by participants (subject to resource)
- Community Engagement Policy and Framework are reviewed (subject to resource)
- Staff training undertaken
- Reference groups review terms of reference at least every two years
- Annual customer satisfaction survey of sporting clubs, volunteers and residents groups





Advocacy Approach

<p>Local Economy</p>	<p>A sustainable and diverse local economy that attracts increased investment and provides local employment.</p>
<p>Environmental Responsibility</p>	<p>A leader in environmental management that enhances and sustainably manages our local natural areas and resources.</p>
<p>Community, Lifestyle and Security</p>	<p>A vibrant, healthy, safe, inclusive and connected community.</p>
<p>City Growth and Moving Around</p>	<p>A growing City that is easy to move around and provides great places to live.</p>
<p>Listening and Leading</p>	<p>A community focused, sustainable, accountable and progressive organisation.</p>

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Major/Iconic projects we will advocate for in next five years



Western Trade Coast

- Supporting the development of related infrastructure to drive the development of Latitude 32 and the Australian Marine Complex
- Creating a MetroNet rail passenger link connecting Port Coogee to the Airport (Forrestfield)
- Timely redevelopment of the South Fremantle Power Station as an iconic community facility, technology hub and tourism node with significant development opportunities, a relocated substation and powerlines, replaced with Australia's largest urban battery

Rethink the Link - Reimagined

- The planning to support the delivery of the Fremantle to Cockburn Central (and connecting AMC) Transit Link (light rail or trackless trams)
- Redirecting Roe 8 Federal \$1.2b to transform Stock Road with grade separated interchanges (Rethink the link - Reimagined)
- Advocating for Henderson as a global maritime defence hub including a major upgrade of Russell Road and Cockburn Road
- Advocate for action on the Roe 9 Reserve (Stock Road to Hampton Road) as part of an enquiry by design process to consider an integrated approach to uplift Hamilton Hill with a new (funded through development), recreation centre and community facility at its heart, new town centre and social housing

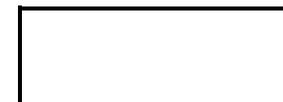


Major/Iconic projects we will advocate for in next five years



Community, Business & Facilities

- Bibra Lake Industrial Area Sewerage Infill – Economic driver for CoC and Water Corp (Department Job, Tourism, Science & Innovation)
- Funding for underground power – targeting Spearwood and Hamilton Hill
- NBN – business grade fibre for our key business precinct
- Transfer of the former PTA corridor for expansion of Coogee Beach Caravan Park
- Funding for upgrading of Wally Hagan Stadium to a new indoor 8 court basketball facility
- Funding for the Aboriginal Cultural & Visitors Centre
- Funding for the Spearwood Lifelong Learning Centre
- Funding for Fremantle Football Club expansion with the ARC Gym expansion and new football academy/residence (model: EFC facilities Tullamarine, Victoria)
- Funding for a Regional Arts & Cultural Centre in Cockburn Central
- Advocate for safe, sustainable, integrated local and regional transport networks
- Advocate for education and training opportunities to support business and industry
- Actively advocate and seek regional collaboration focused on growing the wellbeing and self-sufficiency of the community to better meet their social, environmental and economic needs





Next steps - to develop individual advocacy plans

Confirm and prioritise

- major infrastructure projects that require funding
- non infrastructure advocacy projects as identified in the Corporate Business Plan

Develop brief advocacy plan for each one – big focus on forthcoming Federal Election

- Identify funding sources / or relevant stakeholder(s)
- Timelines
- Build relationships (ongoing)
- Proactive advocacy
- Reporting – KPI will be identified as stakeholder plans are developed and undertaken



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cockburn.wa.gov.au



19. Office of the CEO

Declaration

Mr Brun, Chief Executive Officer, submitted a Declaration of Financial Interest, pursuant to Section 5.70 (2) of the *Local Government Act 1995* for Item 19.1. Nature of the Interest being Item 19.1 relates to Mr Brun's Contract Performance Review and ongoing employment with the City.

19.1 (2021/MINUTE NO 0140) Minutes of the Chief Executive Officer Performance Review and Key Projects Appraisal Committee Meeting - 22 July 2021

Author(s) D Green

Attachments 1. CEO Performance Review and Key Projects Appraisal Committee Meeting Minutes - 22 July 2021
(Confidential)

RECOMMENDATION

That Council:

- (1) RECEIVES the Minutes of the Chief Executive Officer and Performance and Key Projects Appraisal Committee Meeting held Thursday, 22 July 2021, as attached to the Agenda; and
- (2) ADOPTS the recommendations contained therein.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Council Decision

MOVED Cr P Corke SECONDED Cr C Stone

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0

Background

The Chief Executive Officer Performance and Key Projects Appraisal Committee conducted a meeting on 22 July 2021. The minutes of the meeting are required to be presented to Council for consideration.

Submission

N/A



Report

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

Strategic Plans/Policy ImplicationsListening and Leading

A community focused, sustainable, accountable and progressive organisation

- Employer of choice focusing on equity, innovation and technology.

Budget/Financial Implications

N/A

Legal Implications

Section 5.38 and 5.39 of the *Local Government Act 1995* and Division 3 of Regulation 18FA of the *Local Government (Administration) Regulations* refer.

Community Consultation

N/A

Risk Management Implications

There is a “Low” level of “Compliance” risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil



20. Motions of Which Previous Notice Has Been Given

20.1 (2021/MINUTE NO 0141) South Fremantle Power Station

Author(s) D Di Renzo

Attachments N/A

RECOMMENDATION

That Council writes to the Minister for Energy, the Honourable Bill Johnston, MLA, the Member for Fremantle, Simone McGurk, MLA and Western Power seeking the following outcomes in relation to the South Fremantle Power Station site:

- (1) the State Government and the City of Cockburn establish a joint steering group to:
 1. Facilitate and coordinate community and stakeholder engagement and determine overarching planning principles,
 2. Review opportunities, in conjunction with the State's preferred proponent(s), to activate the former South Fremantle Power Station building to achieve community, tourism and industry benefits,
 3. Review opportunities to relocate the Western Power Substation and major powerlines away from the west coast to facilitate improved development outcomes, and
 4. Review opportunities, with the relocation of Fremantle Port Operations to Westport in Kwinana, to review the rail line and future options for public transport between Fremantle (via Port Coogee) to Cockburn Central;
- (2) the State transfers control and responsibility for the former South Fremantle Power Station and adjoining landholdings to Development WA, as part of the Cockburn Coast Planning and Development Framework; and
- (3) the State Government appropriately funds and resource this initiative.

Council Decision

MOVED Cr C Terblanche SECONDED Cr P Corke

That Council writes to the Minister for Energy, the Honourable Bill Johnston, MLA, the Member for Fremantle, Simone McGurk, MLA and Western Power seeking the following outcomes in relation to the South Fremantle Power Station site:

- (1) the State Government establish a joint steering group, comprising of representatives from the City of Cockburn, Development WA and relevant State Government agencies to:
 1. Facilitate and coordinate community and stakeholder engagement and determine overarching planning principles,
 2. Review opportunities, in conjunction with the State's preferred proponent(s), to activate the former South Fremantle Power Station



- building to achieve community, tourism and industry benefits,
3. Review opportunities to relocate the Western Power Substation and major powerlines away from the west coast to facilitate improved development outcomes, and
 4. Review opportunities, with the proposed relocation of Fremantle Port Operations to Westport in Kwinana, to review the rail line and future options for public transport between Fremantle (via Port Coogee) to Cockburn Central;
- (2) the State transfers control and responsibility for the former South Fremantle Power Station and adjoining landholdings to Development WA, as part of the Cockburn Coast Planning and Development Framework; and
- (3) the State Government appropriately funds and resource this initiative.

CARRIED 7/1

For: Mayor L Howlett, Deputy Mayor L Kirkwood, Cr M Separovich, Cr P Corke, Cr C Terblanche, Cr P Eva, Cr C Stone

Against: Cr K Allen

Reason

The South Fremantle Power Station has been vacant since it ceased operation in 1985, with adaptive reuse and redevelopment proving challenging given various constraints and the cost to remediate the site.

On 23 June 2021 Synergy, the landowner, advertised the start of an expressions of interest process for the sale of the South Fremantle Power Station, which closed on 2 July 2021.

Subject to board approval, Synergy expects to announce the successful bidder in September 2021. They have advised that they will adopt a confidential sale process to explore sale options with developers that have the financial capacity and experience in developing heritage sites with remediation issues.

For the City of Cockburn, the South Fremantle Power Station has significant value as an iconic coastal landmark building with significant tourism potential, and a key feature of the Cockburn Coast area.

Furthermore, the successful adaptive reuse and redevelopment of the buildings and site, and relocation of the Western Power South Fremantle Terminal Substation Switchyard are critical to unlocking the potential of the surrounding land and precinct as a whole.

It is considered pertinent for the City to take a proactive approach to the future of the site and this coastal precinct.



Background

By email received 19 July 2021 Cr Terblanche requested the following Notice of Motion be prepared:

That Council writes to the Minister for Energy, the Honourable Bill Johnston, MLA, the Member for Fremantle, Simone McGurk, MLA and Western Power seeking the following outcomes in relation to the South Fremantle Power Station site:

1. *The State Government and City establish a joint steering group to:
 - a. *Facilitate and coordinate community and stakeholder engagement and determine overarching planning principles,*
 - b. *Review opportunities, in conjunction with the State's preferred proponent(s), to activate the former South Fremantle Power Station building to achieve community, tourism and industry benefits,*
 - c. *Review opportunities to relocate the Western Power substation and major powerlines away from the coast to facilitate improved development outcomes, and*
 - d. *Review opportunities, with the relocation of Fremantle Port Operations to Westport in Kwinana, to review the rail line and future options for public transport between Fremantle (via Port Coogee) to Cockburn Central;**
2. *The State transfers control and responsibility for the former South Fremantle Power Station and adjoining landholdings to Development WA, as part of the Cockburn Coast planning and development framework; and*
3. *The State appropriately fund and resource this initiative.*

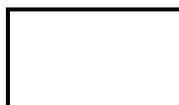
Reason

The South Fremantle Power Station has been vacant since it ceased operation in 1985, with adaptive reuse and redevelopment proving challenging given various constraints and the cost to remediate the site.

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Subject to board approval, Synergy expects to announce the successful bidder in September 2021. They have advised that they will adopt a confidential sale process to explore sale options with developers that have the financial capacity and experience in developing heritage sites with remediation issues.

For the City of Cockburn, the South Fremantle Power Station has significant value as an iconic coastal landmark building with significant tourism potential, and a key feature of the Cockburn Coast area.



Furthermore, the successful adaptive reuse and redevelopment of the buildings and site, and relocation of the Western Power South Fremantle Terminal Substation Switchyard are critical to unlocking the potential of the surrounding land and precinct as a whole.

It is considered pertinent for the City to take a proactive approach to the future of the site and this coastal precinct.

Submission

N/A

Report

The Cockburn Coast District Structure Plan was adopted by the Western Australian Planning Commission (WAPC) in 2009 and sets out the vision for this area to become a vibrant, mixed use development, with the South Fremantle Power Station as the centrepiece and focal point.

In 2014 a Master Plan for the South Fremantle Power Station was submitted by Landcorp on behalf of Synergy (formerly Verve Energy), the landowners of Lot 2 and 3 Robb Road, North Coogee.

The Master Plan was submitted as a requirement of the WAPC, set out as part of MRS Amendment No. 1180/41 to lift the 'Urban Deferment' which has now occurred.

The purpose of the Master Plan was to demonstrate that the land was appropriate for an 'Urban' zoning, and it is not the plan that will be implemented, or that will facilitate or guide subdivision and development of the land.

On 8 June 2021 the South Fremantle Power Station was included on the State Register of Heritage Places pursuant to the *Heritage Act 2018* on a permanent basis (after a lengthy interim listing) for its cultural heritage values. Entry in the State Register is reserved for places of State cultural heritage significance, and is the highest recognition afforded at the State level.

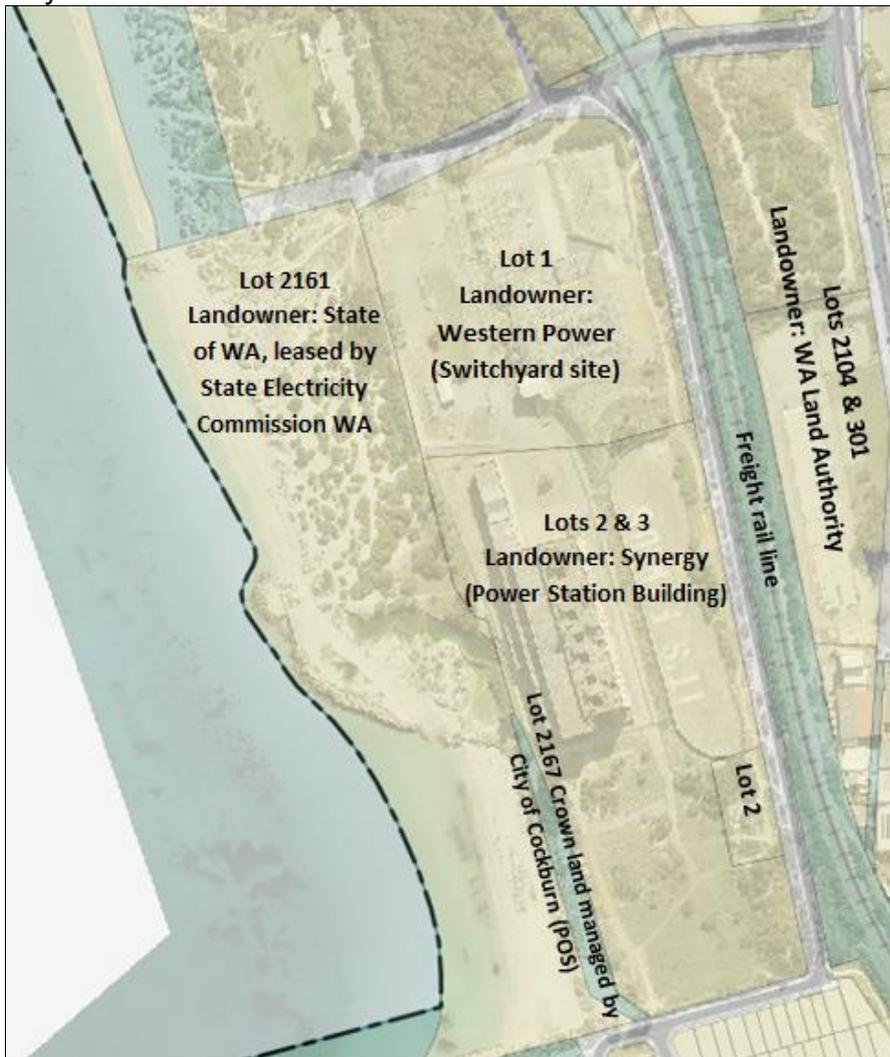
Land Ownership

The map below shows landownership of the precinct. Lots 2 and 3 are currently owned by Synergy and include the Power Station building. Lot 1 is owned by Western Power and includes the switchyard which is still operational.

Lot 2161 is the foreshore to the west of the Power Station, and it is owned by the State of Western Australia and leased by The State Electricity Commission of Western Australia. The cooling pond and groyne associated with the former Power Station are located within this lot.



Lot 2167 is a public open space reserve owned by the Crown, and managed by the City of Cockburn.



Proposed Steering Group

Given the significance of the project and the complexity of issues, it is considered appropriate that a joint steering group be established between the State Government and the City to address the matters outlined below.

Coordinating Community and Stakeholder Engagement

It is proposed that the steering group would determine the overarching planning principles to ensure a vision is established and achieved for the project to ensure its success.

They would also facilitate and coordinate community and stakeholder engagement for the project. This is important given the importance of the South Fremantle Power Station to the community, and the range of relevant stakeholders.



Activation

For Cockburn Coast there has been a longstanding vision to create a vibrant, landmark destination that is connected, integrated, diverse and accessible. Key to this vision is the adaptive reuse and activation of the South Fremantle Power Station to create a significant coastal node.

To ensure this vision is achieved it is proposed that the steering group would review opportunities, in conjunction with the State's preferred proponent(s), to activate the former South Fremantle Power Station building to achieve community, tourism and industry benefits.

It is also noted that it will take some time to undertake the require planning for the site, and given this it will be critical to have an interim maintenance plan to ensure further deterioration of the fabric does not occur which compromises the adaptive reuse opportunities for the building.

Switchyard relocation

The current Western Power South Fremantle Terminal Substation Switchyard is located on 4ha of land to the north of the South Fremantle Power Station building. In order for the redevelopment of the power station to occur the switchyard must be relocated, making this a critical element of the project.

In addition to the switchyard itself, the high voltage powerlines run north east, constraining large portions of the precinct, and blighting the landscape, also negatively impacting land to the east that overlooks the area.

The Cockburn Coast District Structure Plan indicated the relocation of the switchyard to the eastern side of Cockburn Road. In 2008 a working group comprising Western Power, the then Department of Planning and Landcorp, examined a number of options for the relocation and/or upgrade of the switchyard, and it was determined that further detailed investigations are required to be undertaken to confirm an appropriate site.

These have not occurred to date, and it is considered critical that there be an investigation into opportunities to relocate the Western Power substation and major powerlines away from the coast to unlock the full potential of this precinct. This should include investigation into upgrading this infrastructure to a smart substation and mega battery. This would facilitate improved development outcomes for the precinct as a whole, including land to the east.

Rail line re-use opportunities

When the Fremantle Port Operations are relocated to Westport in Kwinana, the requirements for heavy freight into Fremantle will be substantially reduced. This will open up significant opportunities for alternative uses for the freight rail line, including the potential use for passenger rail.



This means as part of this project there is a critical opportunity to review the rail line and future options for public transport between Fremantle (via Port Coogee) to Cockburn Central, in line with the aspiration of the City's Integrated Transport Plan to improve the City's movement network and provide improved active transport options.

Transfer of Control to Development WA

Development WA (formerly Landcorp) have been involved with the Cockburn Coast project since the adoption of the District Structure Plan in 2009. Development WA were responsible for the preparation and coordination of the Cockburn Coast District Structure Plan Part 2 (2012); the Robb Jetty and Emplacement local structure plans; and preparation of the Development Contribution Plan (DCA 14).

Development WA also coordinated the preparation of the South Fremantle Power Station Master Plan (2014). As a major landowner in the Robb Jetty precinct they have facilitated the majority of the development and infrastructure delivery that has occurred to date. It is a logical extension of this involvement to lead the preparation of the local structure planning and development contribution plan (DCP) for the power station precinct.

There is currently no structure plan or DCP in place for this last section of the broader development cell known as 'Cockburn Coast'.

In the context of the Cockburn Coast project, a memorandum of understanding between Verve Energy (2011) and LandCorp, was signed with a view to investigating the redevelopment potential of the Power Station.

There is now an opportunity for Development WA to facilitate a coordinated approach to the project that will maximise the economic and community benefit of the redevelopment of the South Fremantle Power Station through its integration with the greater Cockburn Coast area.

For this reason, it is recommended that the State transfers control and responsibility for the former South Fremantle Power Station and adjoining landholdings to Development WA, as part of the Cockburn Coast planning and development framework.

Funding

The adaptive reuse and redevelopment of the South Fremantle Power Station includes a wide range of complex issues and constraints that require addressing in order to unlock the potential of the area to ensure the success of this project.

Given the significance of the project, it is considered pertinent that the State appropriately fund and resource this initiative, and it is recommended that Council include this in the request to the State Government.



This is considered critical given the development itself will also generate a significant development contribution liability towards the surrounding infrastructure needs. The development of the building would not be exempt from these requirements and this will impact any sound business case which seeks to bring this development to fruition.

Conclusion

Given the proposed sale of the South Fremantle Power Station building it is considered to be an opportune time for Council to be proactive in requesting the following to maximise the community, tourism and industry benefits of the redevelopment:

- Establishment of a joint steering group with the State Government;
- State transfer of control and responsibility for the former South Fremantle Power Station and adjoining landholdings to Development WA;
- State Government to appropriately fund and resource this initiative.

Strategic Plans/Policy Implications

Local Economy

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

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

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

City Growth and Moving Around

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

- An integrated, accessible and improved transport network.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A



Community Consultation

There has been community consultation previously in relation to the South Fremantle Power Station Master Plan, and it is proposed that the steering group coordinate extensive community and stakeholder engagement for this project.

The details of consultation will need to be determined dependent on how the project progresses, statutory requirements etc.

Risk Management Implications

It is unlikely that the City will be the decision-maker with regard to redevelopment of the South Fremantle Power Station; therefore it will be critical for Council to be proactive in ensuring the City's involvement.

The establishment of a joint steering group will ensure that the City can be involved at the earliest possible stage to shape this project and ensure the greatest community, tourism and industry benefits for the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil.



20.2 (2021/MINUTE NO 0142) Advocate for the Upgrade of the Kwinana Freeway from four lanes to six lanes from Gibbs Road to Thomas Road.**Author(s)** D Koncar**Attachments** N/A**RECOMMENDATION**

That Council:

- (1) NOTES the report;
- (2) WRITES to the City of Kwinana seeking their support for the Kwinana Freeway to be upgraded from four lanes to six lanes between Gibbs Road and Thomas Road;
- (3) WRITES to the Minister for Transport, Rita Saffioti, MLA, the Member for Kwinana, Roger Cook, MLA and the Member for Cockburn, David Scaife, MLA seeking their support for the Kwinana Freeway to be upgraded from four lanes to six lanes between Gibbs Road and Thomas Road; and
- (4) WRITES to the Director General of Transport seeking confirmation as to the timing for the upgrading of Kwinana Freeway from four lanes to six lanes between Gibbs Road and Thomas Road.

Council Decision

MOVED Deputy Mayor L Kirkwood SECONDED Cr P Corke

That Council ADOPTS the recommendation subject to the inclusion of clause (5) as follows:

- (5) WRITES to the Federal Member for Fremantle and Federal Member for Brand, seeking their support for the Kwinana Freeway to be upgraded from four lanes to six lanes between Gibbs Road and Thomas Road.

CARRIED UNANIMOUSLY 8/0**Reason for Decision**

Important to include the federal government seats especially with the upcoming federal Election and possible funding opportunities.



Background

On 3 August 2021, Deputy Mayor Kirkwood raised the following motion on behalf of the Banjup Reference Group:

That Council and the CEO advocate for the State Government, specifically local Members of Parliament in the districts of Cockburn, Kwinana and Jandakot for the upgrade of the Kwinana Freeway from two lanes to three lanes from Gibbs Road to Thomas Road.

The Deputy Mayor's reason was that she considered that people living in Cockburn and south of Cockburn want and deserve an improved Freeway with at least three lanes. With urban sprawl this is a necessity. The upgrade to three lanes on the Kwinana Freeway will help to discourage the rat runs on existing road networks due to growth areas south of Cockburn Central and that now is the time for the State government to invest in the road networks south of the river.

Submission

N/A

Report

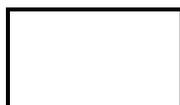
To assess the current capacity of Kwinana Freeway in close proximity of the City of Cockburn, the City's Traffic Officers have undertaken review of the latest traffic data of Kwinana Freeway from Main Roads WA (MRWA).

The data indicates that Kwinana Freeway southbound carried 45,614 vehicle per day (vpd) and northbound carried 45,428 vpd at the bridge under Rowley Road, with peak hour traffic of 3,513 vph and 3,503 vph respectively.

As Kwinana Freeway has four lanes at the bridge under Rowley Road, this equals to 1757 vehicle/hour/lane (southbound) and 1752 vehicle/hour/lane (northbound).

To assess if the upgrade of an extra lane of each direction is warranted, the latest Austroads Guideline was reviewed. In accordance with *Austroads Guide to Traffic Management Part 3 Transport Study and Analysis Methods: Table 5.6 Level of Service (LOS) criteria for basic freeway segments*, the maximum service flow rate for a freeway with 100 km/h is 1,600 passenger/hour/lane (pc/h/ln) with Level of Service (LoS) C and 2,065 pc/h/ln with LoS D.

- LOS C provides the flow conditions with speeds near the FFS of the freeway or multi-lane highway. Freedom to manoeuvre within the traffic stream is noticeably restricted, and lane changes require more care and vigilance on the part of the driver. Minor incidents may still be absorbed, but the local deterioration in service will be substantial. Queues may be expected to form behind any significant blockage.



- LOS D is the level at which speeds begin to decline slightly with increasing flows, with density increasing more quickly. Freedom to manoeuvre within the traffic stream is seriously limited, and the drivers experience reduced physical and psychological comfort levels. Even minor incidents can be expected to create queuing, because the traffic stream has little space to absorb disruptions.
- LOS E is characterised by unstable operation and significant delay. Such operations may be due to some combination of adverse progression, high volume, and inappropriate signal timing at the boundary intersections.

Table 5.6: LOS criteria for basic freeway segments

Criteria	LOS				
	A	B	C	D	E
FFS = 120 km/h					
Maximum density (pc/km/ln)	7	11	16	22	28
Minimum speed (km/h)	120.0	120.0	114.6	99.6	85.7
Maximum (v/c)	0.35	0.55	0.77	0.92	1.00
Maximum service flow rate (pc/h/ln)	840	1320	1840	2200	2400
FFS = 110 km/h					
Maximum density (pc/km/ln)	7	11	16	22	28
Minimum speed (km/h)	110.0	110.0	108.5	97.2	83.9
Maximum (v/c)	0.33	0.51	0.74	0.91	1.00
Maximum service flow rate (pc/h/ln)	770	1210	1740	2135	2350
FFS = 100 km/h					
Maximum density (pc/km/ln)	7	11	16	22	28
Minimum speed (km/h)	100.0	100.0	100.0	93.8	82.1
Maximum (v/c)	0.30	0.48	0.70	0.90	1.00
Maximum service flow rate (pc/h/ln)	700	1100	1600	2065	2300
FFS = 90 km/h					
Maximum density (pc/km/ln)	7	11	16	22	28
Minimum speed (km/h)	90.0	90.0	90.0	89.1	80.4
Maximum (v/c)	0.28	0.44	0.64	0.87	1.00
Maximum service flow rate (pc/h/ln)	630	990	1440	1955	2250

Source: Adapted from Exhibit 23-2 in HCM 2000 and updated from Exhibit 12-15 in HCM 2016 (TRB 2016).

Table 5.6 LOS criteria for basic freeway segments (source: Austroads)

As the posted speed limit of Kwinana Freeway at the bridge under Rowley Road is 100km/h and traffic volume during peak hours is approximately 1,700 vehicle/lane/hour. In comparison with maximum service flow rate for a freeway with 100 km/h outlined in Austroads, the current LoS is higher than C but lower than D.

Considering the surrounding land uses with particular growth of new suburbs located within surrounding Councils, the traffic volumes will significantly increase within the next five years. This will lead to a reduced Level of Service and cause significant delays. However these upgrades are not currently listed on the Main Roads WA Infrastructure Delivery Plan which lists works scheduled from Jan 2021 – December 2024.



Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The recommended advocacy actions would be undertaken using existing City resources.

Legal Implications

N/A

Community Consultation

In July 2021, Council noted a review of speed limits, signage and line markings for the Banjup Local Area Traffic Study (BTRS) completed by Cardno. These advocacy actions support the underlying intent to address local traffic concerns by ensuring the regional network is upgraded.

As part of that project, the City undertook community consultation sessions to allow local residents to provide feedback on the existing traffic conditions within and around the study area.

The community consultation involved two stages; the first was held on 14 May 2019 to document the concerns of the residents within the Banjup locality, and the second stage, held on 6 August 2019, was conducted to allow residents to view Cardno's recommended treatments based on community concerns and provide any further input. Cardno's BTRS Report was sent to all residents who participated in the above sessions for their information and any feedback.

Risk Management Implications

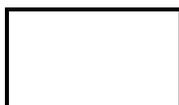
Should the City not advocate for delivery of critical state infrastructure upgrades, it is likely that other works will continue to be prioritised in advance of these upgrades.

Advice to Proponent(s)/Submitters

N/A

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

Nil



21. Notices Of Motion Given At The Meeting For Consideration At Next Meeting

21.1	Leaf Litter Clean-Up - Increase in Street Sweeper and Green Bin Schedule during Autumn and Early Winter
<p>Cr Stone has submitted the following Notice of Motion:</p> <p>That Council cater for the increased amount of leaf litter during the autumn and early winter months in suburbs and areas with high amounts of deciduous street trees such as London Plane Trees by:</p> <ol style="list-style-type: none"> (1) amending the green bin delivery schedule frequency to weekly during this period, (2) increasing the street sweeper schedule in these areas to a weekly service, and (3) Provide a weekly bag (1m³) service to residents who require additional support for excessive leaf litter. 	

Reason

Deciduous trees create a huge amount of leaf litter during the times they shed, with residents unable to maintain the cleanliness of their suburbs, homes, yards and streets due to not having bins emptied and roads swept frequently enough during these times.

21.2	12 Month Trial of Free Electronic Vehicle Charging at Spearwood Library Electric Vehicle Charger
<p>Cr Widenbar submitted the following Notice of Motion</p> <p>That Council:</p> <ol style="list-style-type: none"> (1) request Chargefox to change the fee of the Spearwood Library Electric Vehicle Charging Station on their network from \$0.45/kwh to \$0 for a period of 12 months, to commence in or before October 2021; (2) provide a report to Council prior to the completion of the 12 month period, consisting of at least nine months of usage data, on the usage of the Electric Vehicle charging; and (3) identify strategic locations for the installation of further Electric Vehicle Charging Stations within the City of Cockburn, that may then be considered for inclusion in the 2022/2023 budget. 	

Reason

In the 2020/21 Financial Year, the Spearwood Electric Vehicle Charging Station dispensed 19kwh, worth \$8.59 in revenue, for a total charging time of approximately 51 minutes.



The Electric Vehicle Station currently charges a rate of \$0.45/kwh, which is approximately 2.5 times higher than the household Electric Vehicle rate offered by Synergy, and is also the equal highest rate charged in the metro area for its type of charger.

The City of Cockburn Climate Change Strategy 2020-2030 states we will work with the Cockburn Community and State Government to achieve net zero emissions by 2050.

Under the strategy, we acknowledge that the City is well placed to support the community in this goal, and that the City is to provide infrastructure such as Electric Vehicle charging stations to facilitate sustainable transport.

Based on the usage, we clearly need to rethink our strategy for the Spearwood Electronic Vehicle station, and as such I am proposing we trial free charging at this location for all City of Cockburn residents and staff, for a period of 12 months.

The City is then to provide a report to Council detailing the usage of the Electric Vehicle station, containing at least nine months of usage data, to allow Council to consider if it wishes to reinstate a fee or continue providing this service for no cost to the user.



22. New Business of an Urgent Nature Introduced by Members or Officers

22.1 (2021/MINUTE NO 0143) Minutes of Audit and Strategic Finance Committee Meeting - 15 July 2021

Author(s) J Fiori

Attachments

1. Audit and Strategic Finance Committee - Minutes - 15 July 2021
2. [↓](#) Audit and Strategic Finance Committee - Minutes - Confidential - 15 July 2021 (**Confidential**)

RECOMMENDATION

That Council:

- (1) RECEIVES the Minutes of the Audit and Strategic Finance Committee Meeting held on 15 July 2021; and
- (2) ADOPTS the recommendations contained therein.

Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0

Background

The Audit and Strategic Finance Committee conducted a meeting on 15 July 2021 . 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 present to Council for Council's:

1. Adoption, the revised document *City of Cockburn Enterprise Risk Management Framework*,
2. Noting, the Risk Information Update Report,
3. Noting, the outcome of the City's Procurement Services Request for Tender (RFT) 26/2020 for an Enterprise Risk Management Solution on 28 October 2020.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

Regulation 17 of the *Local Government (Audit) Regulations 1996* refer.

Community Consultation

N/A

Risk Management Implications

Failure to adopt the recommendation will result in the inability to support an integrated and effective approach to risk management and lack of guidance on the arrangements for designing, implementing, monitoring and continually improve risk management processes.

Advice to Proponents/Submissioners

N/A

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

Nil





City of Cockburn
Audit and Strategic Finance Committee
Minutes

For Thursday, 15 July 2021

These Minutes are subject to confirmation

Presiding Member's signature

Date: 18 November 2021

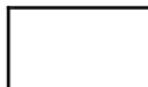
ASFC 15/07/2021

CITY OF COCKBURN

Summary of Minutes of the Audit and Strategic Finance Committee Meeting held Thursday, 15 July 2021

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CITY OF COCKBURN

Minutes of the Audit and Strategic Finance Committee Thursday, 15 July 2021

PRESENT

COMMITTEE MEMBERS

Mr K Allen	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Ms P Corke	-	Councillor
Mr G Geen	-	Independent Member

GUESTS

Mr S Hoar	-	Acting Senior Director, Financial Audit, Office of the Auditor General for Western Australia
Mr M Beevers	-	Partner, KPMG Australia

IN ATTENDANCE

Mr T Brun	-	Chief Executive Officer
Mr D Green	-	Acting Executive Governance and Strategy <i>(departed at 6.16pm and did not return)</i>
Mrs G Bowman	-	Acting Chief of Community Services
Mr A Lees	-	Acting Chief of Operations
Mr J Fiori	-	Risk and Governance Advisor
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer
Ms S Seymour-Eyles	-	Acting Executive Corporate Affairs

1. Declaration of Meeting

The Presiding Member declared the meeting open at 6pm.

“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 welcomed the following to the meeting:

- Mr Steven Hoar from the Office of the Auditor General for Western Australia
- Mr Matthew Beevers from KPMG Australia
- Audit and Strategic Finance Committee Independent Member, Mr Glyn Geen.



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ASFC 15/07/2021

2. Appointment of Presiding Member (If required)

Nil

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 and Leave of Absence

Cr T Widenbar	-	Leave of Absence
Cr M Separovich	-	Apology
Dr C Terblanche	-	Apology
Ms C Stone	-	Apology
Mr S Downing, Acting Chief Financial Officer, Acting Executive People Experience and Transformation	-	Leave

6. Public Question Time

Nil

7. Confirmation of Minutes

7.1 (2021/MINUTE NO 0004) Minutes of the Audit and Strategic Finance Committee Meeting - 18/03/2021

Recommendation

That Committee confirms the Minutes of the Audit and Strategic Finance Committee Meeting held on Thursday, 18 March 2021 as a true and accurate record.

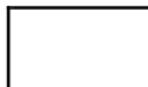
Committee Recommendation

MOVED Cr P Corke SECONDED Independent Member G Geen

That the recommendation be adopted.

CARRIED 4/0

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8. Deputations

Nil

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

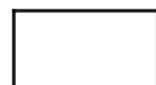
Nil

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

Nil

11. Built and Natural Environment

Nil



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ASFC 15/07/2021

Item 12.1

12. Finance**12.1 (2021/MINUTE NO 0005) Audit Plan for the Year Ending 30 June 2021****Author** N Mauricio**Attachments** 1. Audit Plan Report for the Year Ending 30 June 2021
(Confidential)**RECOMMENDATION**

That Council RECEIVES the Audit Plan used for auditing the financial year ending 30 June 2021, as attached to the Agenda.

Committee Recommendation

MOVED Cr P Corke SECONDED Mayor L Howlett

That the recommendation be adopted.

CARRIED 4/0**Background**

The attached External Audit Plan and Strategy document for 2021 outlines the purpose and scope of the External Audit and explains the audit methodology and approach to be taken in completing the 2021 financial year audit. It provides the Audit and Strategic Finance Committee (ASFC) the opportunity to review the audit focus areas, the auditor's procedures, and the agreed timelines.

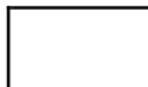
The Audit Plan was prepared by KPMG in consultation with the City and approved by the Office of the Auditor General (OAG). Given the OAG have indicated a preference for their audit plans, management letters and audit closing reports not to be publicly available, this Audit Plan has been made a confidential attachment. However, the OAG has no issue with the City highlighting key aspects from the plan in this report.

The OAG tendered out and awarded the performance of the City's audit to KPMG for a period of three financial years. This year will be the third year of the contract and may be subject to an extension.

Regulation 9 (2) of the *Local Government (Audit) Regulations 1996* states that the principal objective of the external audit is for the auditor to carry out such work as is necessary to form an opinion as to whether the accounts are properly kept, and that the Annual Financial Report:

- is prepared in accordance with financial records
- represents fairly the results of the operations of the Local Government at 30 June in accordance with Australian Accounting Standards and the *Local Government Act 1995*.

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As set out in the Terms of Reference for the ASFC, its duties and responsibilities include discussing with the external auditor the scope and planning of the audit each year.

Submission

N/A

Report

KPMG will conduct an independent audit to enable the OAG to express an opinion regarding the City's 2021 financial statements and the associated financial ratios.

The audit is conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the City's financial report is free of material misstatement.

A key aspect of the audit work is considering the effectiveness of management internal controls and assessing the appropriateness of the City's accounting policies, disclosures, and accounting estimates.

The audit approach outlined in the plan is summarised under the five following areas:

1. Methodologies and activities
2. Materiality
3. Risk assessment
4. Independence
5. Approach to fraud

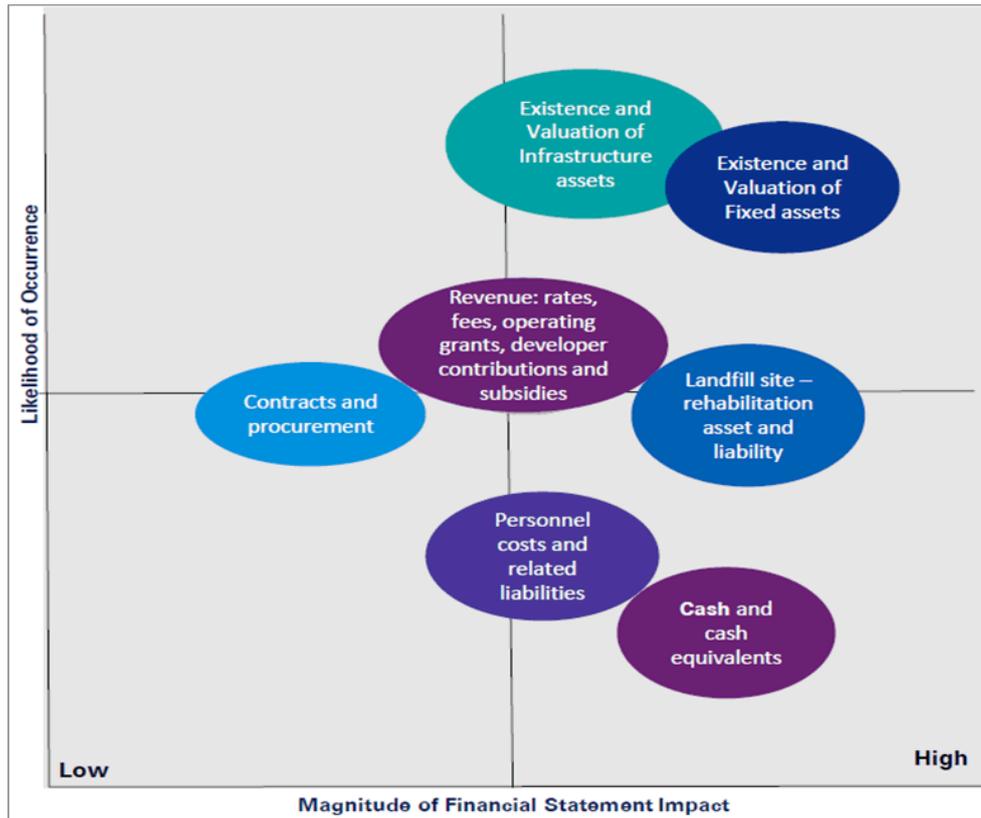
A key aspect of the audit planning process is the assessment of inherent audit risks, where the auditor considers the nature of the risk, likelihood of occurrence and the potential impact it could have on the City's financial report. For the 2021 audit, KPMG have determined the following seven focus areas:



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The Audit Plan outlines why these have been chosen as focus areas and the planned audit procedures to be applied in reviewing and assessing them.

Another key topic highlighted in the Audit Plan is accounting estimates. There is a revised auditing standard now effective for these and the auditor will increase their focus on critical financial reporting estimates, judgements, and transparency of disclosures.

Interim audit work for the 2021 audit was completed in June 2021 and the proposed timeline included in the Audit Plan sees end of year audit procedures commencing on 4 October. According to the Plan, the draft audit report and audit opinion will be presented at the ASFC meeting scheduled for 18 November 2021.

KPMG and the OAG will be attending the July ASFC meeting to present and discuss the attached audit plan for 2021.



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Strategic Plans/Policy ImplicationsListening 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

The OAG have provided a quote for the completion of the audit, which is comparable to last year and covered within the City's FY 22 annual budget.

Legal Implications

- *Local Government Act 1995* Sections 5.53, 5.54, 6.4, and Part 7 - Audit
- *Local Government (Audit) Regulations 1996* Regulations 9, 9A and 10
- *Local Government (Financial Management) Regulations 1996* Part 4 - Financial Reports

Community Consultation

N/A

Risk Management Implications

It is a requirement under the *Local Government Act 1995* for Council to accept the City's Annual Report (including the Financial Report and Auditor's Report) by no later than 31 December each year. Failure to do so will lead to statutory non-compliance. Proper audit planning helps ensure this risk is mitigated.

Advice to Proponent(s)/Submitters

N/A

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

Nil



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ASFC 15/07/2021

Item 12.2

12.2 (2021/MINUTE NO 0006) Audit Results Report – Annual 2019-20 Financial Audits of Local Government Entities

Author(s) N Mauricio

Attachments 1. Office of the Auditor General of WA - Audit Results Report – Annual 2019-20 Financial Audits of Local Government Entities [↓](#)

RECOMMENDATION

That Council receive the Audit Results Report – Annual 2019-20 Financial Audits of Local Government Entities tabled in Parliament by the Auditor General on 16 June 2021.

Committee Recommendation

MOVED Cr P Corke SECONDED Mayor L Howlett

That the recommendation be adopted.

CARRIED 4/0

6.16pm The Executive Governance and Strategy departed the meeting and did not return.

Background

Each year the Auditor General of Western Australia (OAG) submits to the WA Parliament a report summarising the findings of the financial audits into Local Governments in Western Australia.

The report is under section 24 of the *Auditor General Act 2006*. The attached report covers the third year of a four-year transition for the OAG to conduct the annual financial audits of the local government sector, following proclamation of the *Local Government Amendment (Auditing) Act 2017*.

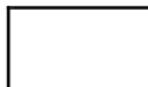
This report on the 2019-20 financial audits of 117 of the applicable, 132 local government entities include:

- results of the audits of local government entities' annual financial reports, and their compliance with applicable legislation for the financial year ending 30 June 2020
- issues identified during these annual audits that are significant enough to bring to the attention of the Parliament.

Submission

N/A

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Report

The Auditor General noted that 2020 proved to be a challenging year for local government financial reporting due to the COVID-19 pandemic and new revenue accounting standards coming into effect. Amendments made to the Local Government (Financial Management) Regulations in November 2020 that applied from 30 June 2020, required many local government entities to recast and resubmit their financial reports.

This resulted in significant rework and audit delays for many local governments. The City of Cockburn fared comparatively well, with its unqualified audit report one of the first few issued by the OAG for a metropolitan local government, and the presentation of this to the Audit & Strategic Finance Committee (ASFC) only being delayed by one week to 26 November 2020.

There were no direct references to the City of Cockburn in the OAG report tabled in Parliament. The section of the report dealing with material matters of non-compliance with legislation included many findings across 45 unnamed local government entities. It is particularly worth noting that none of these findings applied to the City. However, these findings provide a useful reference in self-assessing and ensuring internal controls remain effective at the City going forward.

The OAG highlighted in their report the need for the Department of Local Government Sport and Cultural Industries (DLGSC) to provide centralised professional support to assist local government entities fulfil their financial reporting requirements. This should include professional advice on changes in accounting standards and legislation. It also believes the OAG should be leading change in the sector's financial reporting requirements, particularly the legislative need to report 7 financial ratios and adverse trends in these to be disclosed in the audit report.

There are many key findings included in the report which the City's management have reviewed and considered. While there is no need to repeat these in this agenda report the following finding was found to be particularly relevant to the City:

The budget implications of the Minister for Local Government's Circular No 3-2020 that LG entities freeze their rates for 2020-21 will extend well beyond 1 year, as entities' current year budget restraint deals with only the short term ramifications. There will be significant challenges for entities preparing their long term financial plans and budgets for some years.

This is a timely reminder that careful and considerate planning is required when developing long term financial plans and rating strategies, and that pandemic financial impacts are likely to linger into the future.

Good financial management and oversight is paramount in ensuring both Council's short-term and long-term objectives can be sustainably delivered, with audit review providing an important and effective governance control.



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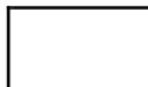
ASFC 15/07/2021

Item 12.2

The report included eight recommendations, which have been included in the following table with the City's viewpoint provided alongside:

OAG Recommendation (summarised)	Officer Comment
1. The DLGSC should assess whether the current financial ratios in the FM Regulations remain valid criteria for fairly measuring and reporting the performance of each LG entity.	Agreed. The City supports the work being facilitated through WALGA to have the current 7 financial ratios revised.
2. LG entities should ensure they maintain the integrity of their financial control environment by conducting ongoing reviews and improvement of internal controls and regularly monitoring compliance with relevant legislation.	The City has maintained an effective control environment, which is regularly reviewed. Recent audit outcomes with low findings and weaknesses support this view of effectiveness.
3. The DLGSC should seek ministerial approval for any proposed regulatory amendments well in advance of the financial year end to ensure timely gazettal to facilitate action and avoid rework by all entities when finalising their end of year financial report.	Agreed.
4. LG entities should complete their assessment of the impact of any new regulations or accounting standards and prepare a position paper on the necessary adjustments to their financial report. If required, entities should seek external consultation when completing their assessment and adjust their financial report, prior to submitting it for audit.	The City has previously prepared position papers for these types of matters as requested by audit. This has proven to be effective in meeting audit procedure and testing requirements.
5. DLGSC should provide timely guidance to assist LG entities to update their accounting practices to ensure that their future reporting is compliant with all current accounting standards.	Agreed, but it would be useful for the DLGSC to consult the sector before issuing the guidance.
6. DLGSC should re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized LG entities.	Agreed. The City believes that even larger sized LG entities are required to report too much detail.
7. The DLGSC should amend regulations to improve the sector's financial report framework and provide accounting support services to the sector. Proper management of financial resources is the most basic priority as from there all else is enabled or eroded.	Agreed.

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<p>8. OAG encourages LG's to make use of their WA Public Sector Financial Statements – Better Practice Guide to improve their financial management and reporting practices, processes and procedures.</p>	<p>The City's officers attended the guide release webinar and have downloaded a copy of the guide to assist in preparing the FY21 financial report.</p>
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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

N/A

Community Consultation

N/A

Risk Management Implications

Although the OAG's report to parliament on the audit results of local government in 2019/20 does not require a direct response or decision from Council, its findings and recommendations should be noted to improve the City's financial management practices and reduce the risk of future adverse findings.

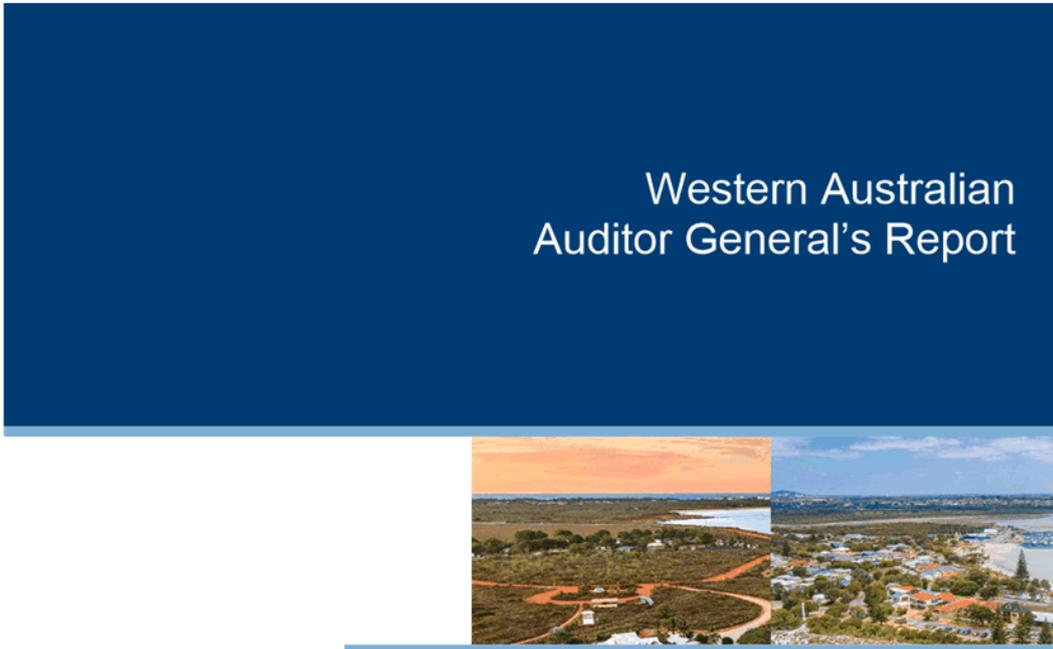
Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil





Audit Results Report – Annual 2019-20 Financial Audits of Local Government Entities



Office of the Auditor General
Western Australia

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The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.



WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

**Audit Results Report – Annual 2019-20
Financial Audits of Local Government Entities**

Report 30: 2020-21
June 2021





THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

**AUDIT RESULTS REPORT – ANNUAL 2019-20 FINANCIAL AUDITS OF LOCAL
GOVERNMENT ENTITIES**

Under section 24 of the *Auditor General Act 2006*, this report covers the third year of a 4-year transition for my Office to conduct the annual financial audits of the local government sector, following proclamation of the *Local Government Amendment (Auditing) Act 2017*.

This report on the 2019-20 financial audits of 117 of the applicable 132 local government entities includes:

- results of the audits of local government entities' annual financial reports, and their compliance with applicable legislation for the financial year ending 30 June 2020
- issues identified during these annual audits that are significant enough to bring to the attention of the Parliament.

I wish to acknowledge the assistance provided by the councils, chief executive officers, finance officers and others, including my dedicated staff and contract audit firms throughout the annual financial audit program and in finalising this report.

A handwritten signature in black ink, appearing to read 'Caroline Spencer'.

CAROLINE SPENCER
AUDITOR GENERAL
16 June 2021

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Auditor General's overview

The 2019-20 financial year marked the third year of a 4-year transition of local government financial auditing to the Office of the Auditor General, following proclamation of the *Local Government Amendment (Auditing) Act 2017*. We performed the 2019-20 audits for 132 of the State's 148 local government entities (LG entities), of which we completed 117 audits by 31 May 2021. Fifteen remained outstanding.



In addition to summarising the results of the audits for Parliament, I have taken the opportunity to provide further insight into our financial audits of the local government sector. 2020 was an extraordinary year for local government financial reporting. The COVID-19 pandemic created resourcing pressures, while the new revenue accounting standards proved particularly difficult for many entities in the sector to adopt. Furthermore, amendments to the Local Government (Financial Management) Regulations 1996, gazetted on 6 November 2020, were retrospectively applicable from 30 June 2020. This caused unprecedented delays in entities finalising their financial reports as almost half of them needed to be recast after they had been submitted. The number of LG entities recasting and submitting many versions of their financial statements (the highest being 27 versions) during the audit process is also disappointing as this results in significant additional work for both the LG entity and the auditor and delays the finalisation of the audit.

I have delayed tabling this report until almost 90% of the auditor's reports have been issued. Of the 117 auditor's reports issued to 31 May, 1 included a qualified opinion on the financial report (page 10). There may be further qualifications in the opinions yet to be issued. There is little room for complacency as a clear audit opinion is the minimum we should all expect. Although most entities had satisfactory audit outcomes, it is concerning that we reported 101 material matters of non-compliance in the auditor's report for 45 entities, and 890 significant or moderate weaknesses in financial management and information systems controls in our management letters. Some of these were unresolved from the previous year. These omissions and exposures increase the risk of financial loss, error or fraud.

As we conclude our third year of transition into the financial audits of LG entities, I am encouraged that entities are adapting to the audit processes of my Office and embracing the changes suggested during our audits. Our recent seminar for audit committee chairs was open to local government representatives and I am pleased many attended online. With better informed and active audit committees, they will be equipped to quality review the financial report and assess the accountability and integrity of reporting and the operational activities of their entity.

Our audits again highlighted the need for the Department of Local Government Sport and Cultural Industries (DLGSC) to provide centralised professional support to assist entities to fulfil their financial reporting requirements. This includes professional advice on preparing for changes in accounting standards and legislation. This would be both financially beneficial and time efficient for all entities. However, my recent report into how effectively the DLGSC regulates and supports the local government sector found the Department has much work to do to provide the desired centralised sector support function.¹

Further, we continue to support the need for the DLGSC to lead change in the sector's financial reporting requirements. This includes adopting reduced reporting principles, updating the long-standing legislative requirements for entities to report 7 financial ratios, and for the auditor's report to disclose any adverse trends. In the absence of cohesive advice for the Western Australian public sector, my office has recently produced a better practice guide

¹ Western Australian Auditor General's Report, [Regulation and Support of the Local Government Sector](#), Report 21: April 2021



to assist local and State government entities with the preparation of their annual financial statements.

I wish to thank my incredibly hardworking staff, our contract audit firm partners and staff in the LG entities who contributed to this year's audit process. Their adaptability, professionalism, skill and cooperation in working through uncommon challenges to complete the audits is appreciated.

Executive summary

This Audit Results Report contains findings from our 2019-20 financial audits of local governments and regional councils (LG entities).

Following proclamation of the *Local Government Amendment (Auditing) Act 2017* (Amendment Act), the Auditor General has progressively assumed responsibility for the annual financial audits of LG entities. We were responsible for 132 audits for 2019-20, the third year of the transition, and will have responsibility for all 148 Western Australian LG entities by 2020-21.

Our annual financial audits focus on providing assurance over an entity's annual financial report. During an audit we also make related recommendations in respect to compliance, financial management and information system controls. This report summarises our findings.

Key findings

- We issued auditor's reports for the 2019-20 financial year for 65 of the 132 LG entities by the required date of 31 December 2020 (96 of 112 in 2019) and a further 52 entities by 31 May 2021. The results of the remaining 15 will be tabled in Parliament once complete. (page 10)
- All but 1 auditor's report included a clear (unqualified) audit opinion on the financial report (page 10). However, we reported 101 material matters of non-compliance with the *Local Government Act 1995*, Local Government (Financial Management) Regulations 1996 (FM Regulations) or other written law in 45 of our auditor's reports. (page 12)
- An Emphasis of Matter was included in the auditor's report of most entities as the FM Regulations require vested land to be measured at zero cost and vested improvements at fair value. This is a departure from the Australian Accounting Standards AASB 16 *Leases* which requires LG entities to measure the vested improvements also at zero cost. (page 11)
- We issued 120 certifications to LG entities to acquit funding received under Commonwealth and State Government programs for projects such as Roads to Recovery and other capital works projects. We also certified 12 LG entities' annual claims for pensioner deferrals of rates and charges. (page 17)
- We reported the following control weaknesses to LG entity management, those charged with governance (mayor, president or chairperson of the council) and to the Minister for Local Government:
 - 704 financial management control weaknesses at 117 entities, (802 at 107 entities for all entities last year). We considered 88% to be significant or moderate risk if not resolved in the short term (86% last year). Eighty percent of the weaknesses related to expenditure, financial management, payroll and human resources, and revenue. (page 18)
 - 382 information system (IS) control weaknesses at 50 entities (202 at 38 entities last year). Our capability assessments at 11 of the 50 LG entities showed that 79% of the audit results were below our minimum benchmark. (page 23)
- We continue to support the need for the DLGSC to develop more thorough and balanced performance assessment criteria to replace the existing reporting and audit of 7 financial ratios and any adverse trends in these ratios. (page 16)



- Sixty-seven of the 132 audits were not completed by 31 December 2020. Reasons mainly include entities adjusting their financial report to comply with late FM Regulation amendments that were not gazetted until 6 November 2020, and poor quality financial reports. We also acknowledge that our audit teams could not always immediately re-prioritise audits of entities not completed in their schedule. (page 9)
- In addition to the FM Regulation amendments, entities were required to apply 3 new accounting standards from 1 July 2019. Many entities were not adequately prepared for the impact of these changes and this resulted in further delay in finalising their financial report. (page 26)
- The quality of financial reports submitted for audit varied significantly across entities. Quality issues included multiple instances of statements that did not balance, not taking up prior year balances for the current year, and many entities not applying the new accounting standards or FM Regulations correctly. This resulted in significant additional audit work and consequential delays in finalising the audits. (page 29)
- During this, our third, year of performing annual financial audits in the local government sector, we have made further general observations included in this report, with a view to minimising the cost of financial reporting and auditing in the future. These relate mainly to:
 - amendment of the FM Regulations from 6 November 2020 simplifies entities' reporting of certain classes of assets and reduces the cost burden of having external valuations of plant and equipment assets (page 25)
 - valuation of assets transferred between entities must be appropriately disclosed in accordance with the Australian Accounting Standards in the financial reports of both entities (page 24)
 - opportunities to reduce the financial reporting burden on small and medium sized entities, as the quantity of detail that is being reported is onerous and exceeds that reported by most WA State government entities. (page 28)
- Entities benefited from the *Local Government (COVID-19 response) Act 2020* being enacted and amendments to a variety of the local government regulations being gazetted to allow modified operations during the COVID-19 pandemic. These changes temporarily remove restrictions on entities' operations for the benefit of the district or part of the district while a state of emergency declaration is in force. These changes included holding public meetings electronically, access to information when the council offices were closed and revised budgetary requirements, such as re-purposing money. (page 32)
- Entities generally did not separately account for COVID specific expenditures. They considered that any extra cleaning costs were offset by savings at their closed community facilities. However, there was added budgetary pressure on each entity as a result of their community facilities raising no revenue, and other financial waivers for local households, businesses, tenants and sporting and community groups to reduce their financial hardship. (page 34)
- The budget implications of the Minister for Local Government's Circular No 3-2020 that LG entities freeze their rates for 2020-21 will extend well beyond 1 year, as entities' current year budget restraint deals with only the short term ramifications. There will be significant challenges for entities preparing their long term financial plans and budgets for some years. (page 35)

Recommendations

1. The Department of Local Government, Sport and Cultural Industries (DLGSC) should assess whether the current financial ratios in the FM Regulations remain valid criteria for fairly measuring and reporting the performance of each LG entity. This could also include a simplification of LG entity reporting requirements for financial ratios, and review of the requirement under the FM Regulations for the auditor to report on any adverse trends in the ratios as part of the annual financial audit. (page 17)
2. LG entities should ensure they maintain the integrity of their financial control environment by:
 - a. periodically reviewing and updating all financial, asset, human resources, governance, information systems and other management policies and procedures and communicating these to staff
 - b. conducting ongoing reviews and improvement of internal control systems in response to regular risk assessments
 - c. regularly monitoring compliance with relevant legislation
 - d. promptly addressing control weaknesses brought to their attention by our audits, and other audit and review mechanisms
 - e. maintain currency with new and revised accounting standards for their impact on financial operations in order to prepare a compliant financial report at year end. (page 22)
3. The DLGSC should seek ministerial approval for any proposed regulatory amendments well in advance of the financial year end to ensure timely gazettal to facilitate action and avoid rework by all entities when finalising their end of year financial report. (page 26)
4. LG entities should complete their assessment of the impact of any new regulations or accounting standards and prepare a position paper on the necessary adjustments to their financial report. If required, entities should seek external consultation when completing their assessment and adjust their financial report, prior to submitting it for audit. (page 26)
5. DLGSC should provide timely guidance to assist LG entities to update their accounting practices to ensure that their future reporting is compliant with all current accounting standards. (page 27)
6. DLGSC should re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized LG entities. (page 28)
7. To improve the quality of financial reports and achieve greater consistency across LG entities, the DLGSC should prepare timely regulation amendments for the Minister's approval which improve the sector's financial report framework. The DLGSC should also provide accounting support services to the sector. Proper management of financial resources is the most basic priority as from there all else is enabled or eroded. (page 31)
8. We encourage entities to make use of our WA Public Sector Financial Statements – Better Practice Guide to improve their financial management and reporting practices, processes and procedures. (page 31)



About our financial audits

Our office was responsible for 132 LG entity audits for 2019-20. This year, OAG staff performed 21 of these, with the other 111 performed by contract audit firms on our behalf.

Our oversight of the local government audits, coupled with our in-house audits, has provided our staff with valuable insight and understanding of the sector. We will increase the number of audits we perform in house over time. However, we anticipate a large proportion will continue to be performed by our accredited contract audit firms. These will be periodically re-tendered to provide open and fair competition, and to ensure value for money.

We are committed to supporting the regions and, where possible and appropriate, we use local financial auditing professionals. From 2021 onwards we are seeking to leverage efficiencies by allocating sub-regions to a single firm.

Almost \$43 billion of total assets were audited for the 117 LG entities. Their combined total operating revenue was \$3.9 billion, of which rates contributed \$2.3 billion (58%) and fees and charges \$1.0 million (26%). The combined total operating expenditure was \$4.0 billion.

Annual financial reporting framework, timeline and audit readiness

Reporting framework and content

Each LG entity is required to prepare an annual financial report that includes:

- a Statement of Financial Position, Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity and Statement of Cash Flows
- a Rate Setting Statement
- 7 financial ratios required under section 50(1) of the Local Government (Financial Management) Regulations 1996 (FM Regulations), to be reported in the Notes to the annual financial report
- other note disclosures such as trading undertakings and major land transactions.

The quantity of detail reported is onerous and exceeds that reported by most WA State government entities and by local governments in other jurisdictions. On page 28 we have recommended that the DLGSC re-assess the amount of detail required in annual financial reports.

Financial reporting timeliness

Under section 6.4(3) of the *Local Government Act 1995* (LG Act), entities must submit their annual financial reports to the OAG for audit by 30 September. Although many entities had supplied their financial reports within this timeframe, they could not be officially finalised because amendments to the FM Regulations, applicable to all entities for their 30 June 2020 year end reporting, had not been progressed by the DLGSC. These regulations impacted the asset values reported in the financial report of LG entities for their year ended 30 June 2020. The amendments were only provided for consideration on 3 November 2020 and gazetted on 6 November 2020, some 4 months after the end of the reporting year.

Many entities prepared their financial reports with the proposed changes in anticipation of gazettal of the amendments. However, we were unable to issue our auditor's report until the amendments were gazetted.

Item 12.2 Attachment 1

ASFC 15/07/2021

Of the 132 entities we audited for 2019-20, 18 received approval from the Minister to extend their submission deadline to beyond 30 September, the latest being 30 November. Other entities did not meet the statutory deadline and did not have approval.

We completed 65 of the 132 audits (49%) by 31 December 2020 (compared to 96 of 112 (86%), by the same time last year) as required by section 7.9 of the LG Act. The main reason for the delay was that entities could not submit their finalised financial reports for audit on time. In addition to the late gazettal of regulation amendments, many entities had not revised their financial reporting for the recent accounting standards amendments relating to revenue recognition and leases. Their statements needed to be revised or notes added to inform users of their limitations on this matter. Some entities also experienced problems with insufficient evidence to support the financial report, numerous errors requiring correction or resignation of key persons preparing their financial report.

Overall, while there are some LG entities whose financial management procedures are sound and their teams are well prepared for audit, we again found the quality and timeliness of information provided by LG entities is lower than for the State sector.

Generally, those entities that could not provide turnaround amendments following the regulation changes, or had significant other audit issues, staffing or skills shortages, were not finalised by 31 December.

With our tertiary audit cycle (December year-end for universities and TAFEs) peaking from January to mid-March, and State sector interim audits commencing in March, OAG teams and contract firms have had to schedule LG audit finalisation so as to minimise impact on the rest of the work program. This has resulted in regrettable delays that have frustrated LG entities and our Office.

Timely LG regulation changes and financial reporting advice to the sector is a core responsibility of the DLGSC and we trust such delays will not recur in the future.

By 31 May 2021 we had completed a further 52 of the 67 audits that were incomplete at 31 December 2020, with 15 still outstanding.



Summary of audit results

At 31 May 2021, we had issued auditor's reports for 117 entities for the financial year ending 30 June 2020 (89% of the LG sector audits to be completed by the OAG this year).

The auditor's report includes:

- the audit opinion on the annual financial report
- any significant non-compliance in relation to the financial report or other financial management practices
- any material matters that indicate significant adverse trends in the financial position of the entity.

Under the Amendment Act, an entity's chief executive officer (CEO) is required to publish their annual report, including the audited financial report and the auditor's report, on the entity's website within 14 days of the annual report being accepted by the LG entity's council. Appendix 1, from page 36, outlines the date we issued each LG entity's 2019-20 auditor's report.

Qualified audit opinions on annual financial reports

An unqualified audit opinion in the auditor's report indicates the LG entity's annual financial report was based on proper accounts and records, and fairly represented performance during the year and the financial position at year end. All but 1 entity received an unqualified (clear) audit opinion. There were 6 qualified auditor's reports issued the previous year.

We issue a qualified opinion in our auditor's report on an annual financial report if we consider it is necessary to alert readers to material inaccuracies or limitations in the financial report that could mislead readers. The following entity received a qualified opinion on their 2019-20 financial report:

Shire of Goomalling

We issued a qualified opinion to the Shire as we identified that the balances for rates revenue and corresponding expenses for the year ended 30 June 2019 are not comparable to the balances for the year ended 30 June 2020. The Shire recognised rates revenue totalling \$110,140 from its own properties during the year ended 30 June 2019. This is not in accordance with the presentation requirements of the Australian Accounting Standard AASB 101 *Presentation of Financial Statements*, and overstated the total revenue and total expenses for the year ended 30 June 2019 by \$110,140. We issued a qualified opinion for the year ended 30 June 2019 in relation to this matter.

We also were unable to obtain sufficient appropriate audit evidence to confirm that roads, drainage and footpaths infrastructure assets reported in the financial report represent fair value, or whether any adjustment to the values were necessary. These assets have not been revalued since June 2015. We were unable to determine whether the infrastructure assets of \$38,841,166 are stated at fair value in the Statement of Financial Position.

Audits in progress

Audits yet to be finalised may result in modified opinions. Generally, audits in progress relate to entities that have more significant or complex issues to be resolved from a financial reporting and auditing perspective, or the LGs do not have the in-house expertise needed to manage their financial reporting. While some LGs collaborate and seek help to overcome these issues, this is often informal and ad-hoc. In the absence of formal support from the DLGSC or other sources, these issues have an impact on finalisation of the financial audits.

Prior year qualified opinions removed in 2019-20

Three entities revised their financial reporting or took necessary action to resolve the matters that led to a qualified opinion on their 2018-19 financial report and we removed the qualification for 2019-20.

Shire of Bruce Rock

An independent valuation of infrastructure assets of the Shire was undertaken and disclosed in note 10(b) of the Shire's 2019-20 financial statements. This action addressed the 2018-19 asset valuation qualification which has now been removed.

Shire of Ravensthorpe

The Shire's 2018-19 qualified opinion related to the reported valuation of assets at 30 June 2018. This balance is not included in the 2019-20 financial report, so the qualification has been removed.

Shire of Wagin

The Shire's 2018-19 audit opinion was qualified as the year end value of drainage assets for 2018 and 2019 may not have been comparable, as the 30 June 2019 value was adjusted following an independent valuation. As the 2018 value is not included in the 2019-20 financial report, the qualification has been removed.

Emphasis of Matter paragraphs included in auditor's reports

If a matter is appropriately presented or disclosed in the financial report but, in our judgement, is of such importance that it should be drawn to the attention of readers, we may include an Emphasis of Matter paragraph in our auditor's report.

This year, we again drew attention to the notes in each entity's annual financial report describing the basis of accounting. For 2019-20 this related to application of the new leases accounting standard from 1 July 2019 and entities being required to report some aspects of these standards differently due to the requirements of the FM Regulations. Further explanation of this matter is on page 25.

We did not modify our auditor's opinion but included an Emphasis of Matter in the auditor's report to state that entities continued their previous recognition of some categories of land, including land under roads, at zero cost. This treatment complies with the following amendments of the FM Regulations:

- (i) Regulation 17A requires a LG entity to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 *Leases* which would have required the entity to measure the vested improvements also at zero cost.
- (ii) In respect of the comparatives for the previous year ended 30 June 2019, regulation 16 did not allow a LG entity to recognise some categories of land, including land under roads, as assets in the annual financial report.

The following were other noteworthy matters that we highlighted through Emphasis of Matter paragraphs:



City of Stirling – Infrastructure Assets Revaluation

Our Emphasis of Matter highlighted the City’s note 8(f) which explains the basis for their infrastructure assets revaluation in the year ended 30 June 2020 and the associated change in estimates. The opinion was not modified in respect of this matter.

Mindarie Regional Council – Contingent Liability

The Council’s opinion included an Emphasis of Matter drawing attention to Note 34 ‘Contingent liabilities’ which disclosed a contingent liability relating to the Tamala Park Waste Management Facility site. The opinion was not modified in respect of this matter.

Town of Victoria Park – Land Assets Revaluation

The Town’s opinion included an Emphasis of Matter drawing attention to Note 7 of the financial report which explains the basis for the significant land revaluation decrement in the year ended 30 June 2020. The opinion was not modified in respect of this matter.

Material matters of non-compliance with legislation

Under Regulation 10(3)(b) of the Local Government (Audit) Regulations 1996 (LG Audit Regulations), we are required to report any matters indicating that a LG entity is non-compliant with:

- part 6 of the LG Act
- FM Regulations
- applicable financial controls in any other written law.

The matters may relate to the financial report or to other financial management matters.

In determining which matters to report, we apply the principles of materiality, as required by Australian Auditing Standard ASA 320 *Materiality in Planning and Performing an Audit*. Factors that we consider include the extent and frequency of the non-compliance, and the effect or potential effect.

We also consider regulation 5(1) of the FM Regulations to be particularly important, because failure to effectively apply those requirements can result in significant financial loss, inefficiency, financial misreporting or fraud.

If we find matters of non-compliance at an LG entity, we will report this in the auditor’s report which becomes part of their annual report published on their website. There was no discernible trend regarding the type or size of entity to which these findings relate. For the convenience of Parliament and the public, we have summarised in Table 1 the noteworthy matters of the 101 matters of non-compliance we reported to 45 LG entities.

Issue	Finding
<p>Controls over accounting journal entries</p>	<p>At 8 entities we found that accounting journal entries were often posted with no evidence of independent review and approval by another person.</p> <p>Accounting journals can represent significant adjustments to previously approved accounting transactions, and could result in, for example, one type of expenditure being re-coded to another type of expenditure. If not closely controlled, unauthorised journals could result in errors in financial reports, or fraud. Journals should therefore be subject to independent review.</p>

Issue	Finding
Bank reconciliation process incomplete	<p>At 5 entities bank reconciliations of their municipal, reserve and/or trust accounts were not prepared, had long outstanding unreconciled items and/or there was no independent review by management.</p> <p>While we considered these instances to warrant reporting in the auditor's report, several other less significant control shortcomings in relation to bank reconciliations were reported to entities in our management letters.</p>
Other reconciliation findings	<p>At several entities we reported weaknesses in key controls for ensuring the completeness and accuracy of financial data within the general ledger and reported in the financial report:</p> <ul style="list-style-type: none"> • Reconciliations to the general ledger were not performed in a timely manner for payroll or the fixed asset register of property, plant and equipment and infrastructure • Reconciliations for trade payables, bank accounts and borrowings account were not sufficiently evidenced as completed and reviewed • Monthly reconciliations of cash, sundry debtors, rates debtors, sundry creditors and fixed assets were not carried out from July 2019 to May 2020.
Quotes not obtained or no evidence retained	<p>At 10 entities between 2% and 77% of purchase transactions sampled had inadequate or no evidence that a sufficient number of quotations was obtained to test the market and no documentation to explain why other quotes were not sought. This practice increases the likelihood of not receiving value for money in procurement or favouritism of suppliers.</p>
Tender register details	<p>The tender register at 1 entity did not include details of each tender and the names of the successful tenders.</p>
Procurement without purchase orders	<p>At 10 entities purchase orders were not prepared or were prepared after the suppliers' invoices were received.</p>
Procurement without required procedures	<p>At 2 entities approximately 30% of their purchase orders did not state a dollar value, quantity procured or there was inadequate or no evidence that a sufficient number of quotations were obtained to test the market, and no documentation to explain why other quotes were not sought.</p>
Procurement without appropriate segregation of duties	<p>At 2 entities the same officer requisitioned, approved and raised the purchase order then also approved the associated invoice payment for approximately 26% to 28% of sampled purchase transactions.</p>
Procurement transactions without payment approval	<p>At 1 entity 6% of the purchase transactions did not have evidence of payment approval prior to payment occurring.</p>
Other procurement findings	<p>We reported other instances of non-compliance with procurement policies and procedures:</p> <ul style="list-style-type: none"> • Declarations of interest were not made by panel members prior to evaluation of tender documents, increasing the risk that any actual or perceived conflicts of interest were not adequately identified and managed by the entity.



Issue	Finding
	<ul style="list-style-type: none"> • Goods and services were procured from suppliers without fully executed tender contracts, increasing the risk of not obtaining value for money or dispute over contract terms or conditions. • Expenditure transactions were not in the LG entity's adopted budget and not supported by an authorised budget variation request. These practices increase the risk of fraud or favouritism of suppliers, not obtaining value for money in procurement, and inappropriate or unnecessary purchases. • Delegations of authority were approved for officers, but payment limits per officer had not been set. • Delegated officers did not evidence examining supporting documents prior to authorising payment. • There was inadequate segregation of duties within the procurement process as officers that prepare financial information also had access to authorise payments from the bank account. • At 1 entity some services were procured where the total spend for each supplier during the year exceeded \$150,000, however tenders were not called. Section 11(1) of the Local Government (Functions and General) Regulations 1996 requires public tenders to be invited for services that are above \$150,000. • Credit card transactions were not posted, reviewed or reconciled in a timely manner, early payments were made effectively increasing the credit card monthly limit and a card holder did not sign the credit card acknowledgement form prior to using the card.
<p>Records not presented to Council meetings as required by FM Regulations</p>	<p>The list of accounts paid from the municipal and trust funds and the statement of financial activity were not presented to Council within the timeframe specified in the FM Regulations for periods of 5 to 7 months.</p>
<p>Financial ratios not reported</p>	<p>Nineteen entities did not report the Asset Renewal Funding Ratio, mostly for the 3 years, 2020, 2019 and 2018, in their annual financial report as required by FM Regulation 50(1)(c). Reasons for non-reporting included:</p> <ul style="list-style-type: none"> • planned capital renewals and required capital expenditures were not estimated as required to support the long term financial plan and asset management plan respectively • management could not confirm the reliability of the available information on planned capital renewals and required capital expenditure • information on planned capital renewals and required capital expenditure over a 10 year period was not available.

Issue	Finding
Review not performed of financial management systems and procedures	At 3 entities a review of the financial management systems and procedures was not completed at least once every 3 financial years as required by FM Regulation 5(2)(c).
Review not performed of risk management, internal control and legislative compliance	At 2 entities a review of systems and procedures in relation to risk management, internal control and legislative compliance was not completed at least once every 3 years as required by LG Audit Regulation 17.
No review and authorisation of changes to masterfiles	There was no evidence of independent review and authorisation of changes made to the creditor masterfile at 8 entities, the payroll masterfile at 3 entities and debtors and rate assessment masterfiles at 1 entity. This increased the risk of unauthorised changes to key information.
Payroll and human resources findings	<p>Several findings of payroll and employment non-compliance were also reported:</p> <ul style="list-style-type: none"> • a letter of employment was not signed by the employee until after commencement, resulting in an incorrect pay rate being paid • the payroll function was not supported by formal policies and supporting procedures • employee pay rate changes were not reviewed by an independent officer.
Revenue findings	<p>There was an increased risk that discounts, refunds or price changes may be unauthorised or go undetected, resulting in a loss of revenue. Findings included:</p> <ul style="list-style-type: none"> • inadequate internal controls over debtors accounts and staff discounts • no process in place to review changes made to approved rates, to ensure issue of correct rate invoices • a large number of users were able to issue refunds at a recreational facility with no independent review of the refunds issued • more employees than necessary having the ability to change rates, fees and charges within the finance and revenue systems and no process in place to review the price changes.
Asset control finding	One entity did not have formal policies and procedures for proper control over its fixed assets.
General computer control findings	<p>In depth findings of our IS audits at a selection of 50 LG entities are detailed in our Local Government General Computer Controls Report, Report 23, tabled on 12 May 2021. We reported 328 control weaknesses to 50 LG entities, with 10% (33) of these rated as significant and 72% (236) as moderate. As these weaknesses could significantly compromise the confidentiality, integrity and availability of information systems, the LG entities should act promptly to resolve them.</p> <p>Our financial audit approach to reporting IS issues and general computer controls changed partway through our 2019-20 audit</p>



Issue	Finding
	<p>cycle. This has resulted in audits completed later in our cycle having material matters of non-compliance with their IS and general computer controls included in the auditor's reports. In 2019-20 the following material matters of non-compliance were included in our auditors' reports:</p> <ul style="list-style-type: none"> At 1 entity we reported significant weaknesses in their general computer controls. These weaknesses increase the risk of inappropriate or unauthorised access to systems and loss of sensitive information, and undermine the confidentiality, integrity and availability of the entity's business systems and information. At other entities we reported instances of non-compliance that could lead to inappropriate use of systems and unauthorised changes, although our audit did not identify any. These include access controls over a key system being inadequate to enforce adequate segregation of duties and more employees than necessary having full access to key financial systems and no evidence of independent review of changes made to the systems or records.

Source: OAG

Table 1: Material non-compliance with legislation reported in auditor's reports

Adverse trends in the financial position of LG entities

We are required by Regulation 10(3)(a) of the LG Audit Regulations to report 'any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government'.

We conducted a high level assessment of whether the 7 financial ratios reported in each LG entity's financial report achieved the standards set by the DLGSC. When determining whether a trend was significant and adverse, in some instances we allowed for a ratio to be slightly lower than the DLGSC standard, in recognition that failing to meet some standards are more significant and representative of an entity's financial position than failing to meet others.

Our financial audit assessments of the ratios are conducted objectively on the audited figures from the financial report on a comparable and consistent basis. Our assessments do not consider other aspects of the entity's finances, or the inter-relationships between the ratios. These considerations are outside the scope of the legislative audit requirement of regulation 10(3)(a) and more relevant to a performance audit into adverse trends.

Entities report their ratios for the current year and the preceding 2 years. Our trend analysis is therefore limited to these 3 years. This year, we reported that 139 ratios at 89 entities indicated adverse trends. Last year, for the 2018-19 audits, the comparative figures were 113 ratios with adverse trends at 76 entities.

Review of financial ratios

It continues to be our view that the annual financial report audit does not provide the opportunity for a thorough assessment of any adverse trends that may be apparent from the ratios, and that a more thorough performance assessment is needed to conclude on the overall financial position of an entity. For this reason, after completing our first year of auditing the local government sector for 2017-18, we identified the need for the DLGSC to review Regulation 10(3)(a) of the LG Audit Regulations.

We have also previously recommended that the DLGSC give consideration to simplifying and streamlining the ratios defined in FM Regulation 50(1). This may include using different financial indicators, possibly fewer in number, that are more commonly used in the not-for-profit and government sectors.

WALGA formed a Working Group in 2020 to review the current suite of ratios and provide recommendations going forward. The Working Group is comprised of sector representatives together with officers from the DLGSC, Office of the Auditor General and WA Treasury Corporation.

The Working Group's Local Government Financial Ratios Report was provided to the WALGA State Council Meeting on 5 May 2021. The report includes recommendations for prescribed ratios and other financial reporting related matters. WALGA State Council is the decision making representative body of all member councils with responsibility for advocating on sector-wide policy and strategic planning on behalf of local government.

The report's recommendations were carried by the WALGA State Council who resolved that WALGA advocate the recommended changes to the Minister for Local Government. Along with ratio changes the group also recommended the DLGSC prepare a model set of financial statements and annual budget statements, in consultation with the local government sector.

Our Office continues to support the need for change in financial ratio reporting and auditing and commends WALGA for its work. However, we also consider that the DLGSC should be taking a more proactive role in this change process.

Recommendation

1. The Department of Local Government, Sport and Cultural Industries (DLGSC) should assess whether the current financial ratios in the FM Regulations remain valid criteria for fairly measuring and reporting the performance of each LG entity. This could also include a simplification of LG entity reporting requirements for financial ratios, and review of the requirement under the FM Regulations for the auditor to report on any adverse trends in the ratios as part of the annual financial audit.

132 audit certifications issued

In addition to the auditor's report on the annual financial report, we also conduct audit work to certify other financial information produced by entities. These audit certifications enable entities to meet the conditions of State or Commonwealth funding or specific grant requirements or legislation. Our audit certification of these statements may be required to enable entities to receive ongoing funding under existing agreements or to apply for new funding.

Appendix 2, commencing on page 40, lists the 132 certifications issued and the date of issue under 3 headings:

- 12 claims by administrative authorities for pensioner deferrals under the *Rates and Charges (Rebates and Deferrals) Act 1992*
- 112 statements acquitting Roads to Recovery Funding under the *National Land Transport Act 2014*
- 8 other certifications for projects by entities.



Management control issues

We also report control weaknesses related to expenditure, financial management, human resources, revenue and asset management to LG entity management in our management letters. Controls weaknesses that represent matters of material non-compliance form part of the overall auditor’s report that we provide under section 7.12AD of the LG Act to the mayor, president or chairperson, the CEO and the Minister for Local Government. During 2019-20, we alerted 117 entities of control weaknesses that needed their attention. Twelve percent of these were reported in our auditor’s report as matters of material non-compliance.

Our management letters provide a rating for each matter reported. We rate matters according to their potential impact and base our ratings on the audit team’s assessment of risks and concerns about the probability and/or consequence of adverse outcomes if action is not taken. We consider the:

- quantitative impact – for example, financial loss from error or fraud
- qualitative impact – for example, inefficiency, non-compliance, poor service to the public or loss of public confidence.

Risk category	Audit impact
Significant	Finding is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
Moderate	Finding is of sufficient concern to warrant action being taken by the entity as soon as practicable.
Minor	Finding that is not of primary concern, but still warrants action being taken.

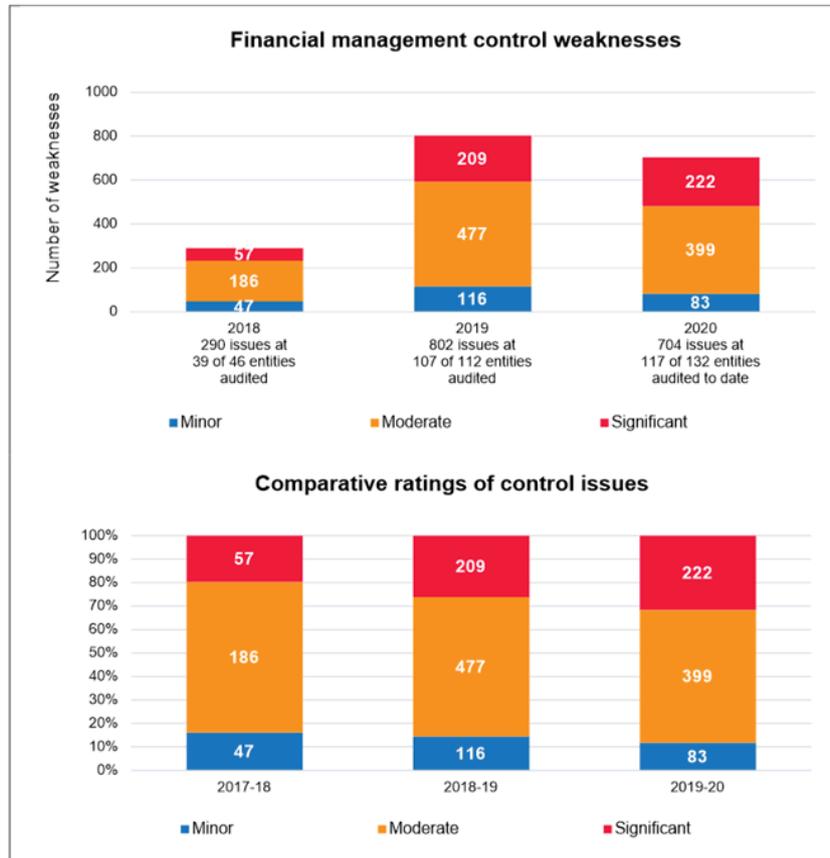
Source: OAG

Table 2: Risk categories for matters reported to management

We give LG entity management the opportunity to review our audit findings and provide us with comments prior to the completion of the audit. When they respond, we request they set a time frame for remedial action to be completed. Often management improves policies, procedures or practices soon after we raise them and before the audit is completed. Other matters may take longer to remedy and we will follow them up during future annual financial audits.

We reported 704 control weaknesses across the 3 risk categories as shown in Figure 1. The first chart shows the number of weaknesses in each risk category for the differing number of entities we audited during our first 3 years of LG entity transition into our audit program. The second chart shows the comparative proportion of weaknesses in each risk category.

The charts show that the proportion of control weaknesses with a significant rating have increased in number and by proportion over the last 3 years, and that weaknesses with a minor rating have decreased. The decline in minor weaknesses is in part because entities have been addressing minor issues detected in the early years of the OAG auditing the sector.



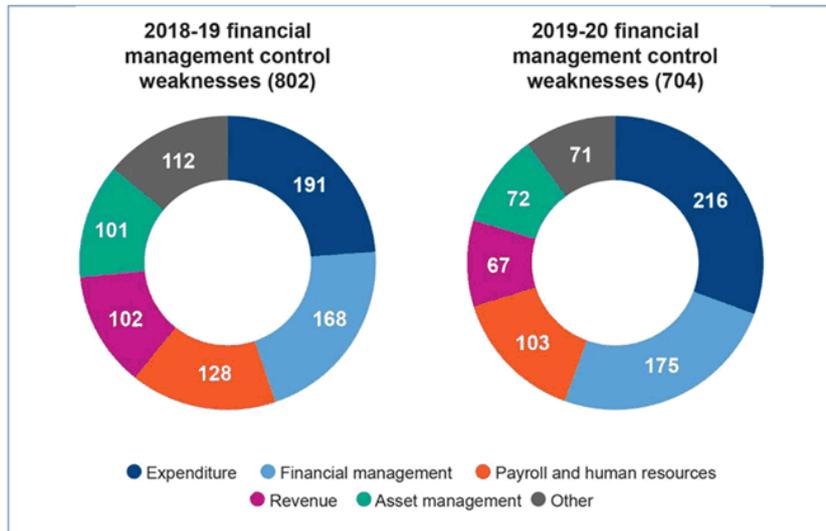
Source: OAG

Figure 1: Number of control weaknesses reported to management in each risk category and comparative ratings of the control weaknesses

Note: 2018-19 figures are higher than in last year's LG audit results report as not all LG entity audits were completed in time for inclusion in the report.

The 704 control weaknesses identified in our 2019-20 management letters are presented in their different financial management control categories in Figure 2. The control weaknesses relating to expenditure, financial management, and payroll and human resources accounted for 494 or 70% of the control weaknesses reported, compared to 487 or 61% in 2018-19.





Source: OAG

Figure 2: Financial management control weaknesses reported to entities

Examples of the weaknesses are below. We recommend that entities take timely action to improve their current practices and procedures to strengthen the accountability and integrity of their financial reporting and to comply with their legislated requirements.

Expenditure

We reported that good procurement procedures, such as obtaining quotes and completing purchase orders to start the ordering process and accountability trail, were not routinely practiced. These included:

- Quotes were not obtained as required by the entities' policy guidelines. There were also instances where evidence of the quotes received was not retained for the items purchased. This increases the risk of favouring specific suppliers and/or not obtaining value for money.
- We found purchase order control weaknesses at 47 entities. Purchase orders were often raised after the goods had been supplied or after the supplier's invoice had been received. The lack of adequate controls over purchase ordering increases the risk of inappropriate purchases or the entity being committed to pay for purchases made by officers who do not have authority or who have exceeded their delegated purchase limits.
- In some entities there was not adequate separation of tasks between ordering and receiving goods. Without this segregation, the entity needs other controls to ensure that all payments for goods are reviewed and authorised by an independent officer.
- Some entities' tender processes were not conducted in accordance with the entity's policies and procedures, including panel members not declaring their interests.

At 29 entities we reported that changes were made to the supplier masterfile without appropriate evidence of authorisation of the change or there was no independent review to

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confirm checking for related party interests, authorisation, completeness and accuracy. These review procedures are essential as technology has increased the risk of fraud.

We found payment acquittal procedures at 24 entities need improvement. Full supporting documentation for payments needs to be retained, along with the correctly coded payment acquittal approved by an appropriately authorised or delegated officer.

Of the 15 entities with control weaknesses over their purchasing cards, we found that 4 entities did not have evidence of signed purchasing card agreements with cardholders. These agreements set out the terms, conditions and the entity's level of authority for the cardholder's use of their purchasing card. Untimely acquittal and late cancellation of purchasing cards were also reported.

Financial management

The accounting procedures and practices of the financial management team should include appropriate controls for preparing the entity's financial report and mandatory annual reporting requirements.

- Fifty-three entities had not completed their review to assess and recognise the initial and subsequent application of the new accounting standards for revenue recognition and leases. Non-compliance with the revenue standards may result in earlier income recognition, which means the entity's 2019-20 revenue may be overstated. Non-compliance with the lease standard can result in depreciation and interest expense being understated and lease expenses being overstated for the 2019-20 year. Further details and information on these accounting standards issues are on page 26.
- Bank reconciliations were not routinely prepared on a monthly basis or were not reviewed by a second officer. Where long outstanding cheques continue to be reported, entities need to review these debts to locate the supplier and, if not found, action these funds as unclaimed money. Entities also recorded unreconciled items, which were not investigated and resolved when they were identified and remain unreconciled. The bank reconciliation is a key control. If not performed regularly and independently reviewed, there is a risk of erroneous or unusual (including fraudulent) reconciling items not being detected and investigated in a timely manner.
- Journal entries were made without supporting documentation or were not reviewed by an independent officer. These can represent significant adjustments to previously approved accounting transactions, and unauthorised journals could result in errors in financial reports, or fraud. They should therefore be clearly explained and subject to independent review.
- Access to the financial management, payroll and human resources systems was not restricted to appropriate staff. In some instances, we considered more staff than necessary for the efficient operation of the entity had passwords to access the key systems. Monitoring of access privileges needs to be conducted on a regular basis by a senior staff member.

Payroll and human resources

Payroll and human resource management are essential elements of any employer's business. During our interim and final audits of entities we reported:

- Some employees were not taking their annual and long service leave entitlements and therefore accumulating excessive leave balances. Entities should have a leave management plan to ensure suitable staff can undertake the roles of key staff while they are on leave and to continue to deliver the entity's required services. Infrequent



taking of leave and associated rotation of staff roles, increases the likelihood of any frauds remaining undetected.

- Commencement and termination processes were not completed promptly to ensure timely and accurate processing and payment of staff. Evidence needs to be retained of all employment contracts, which should be signed by both parties on execution.
- Changes made to employee masterfiles need to be supported by appropriate authorisation from the employee. Masterfile changes also need to be independently reviewed for accuracy and completeness, to reduce the risk of payroll errors or fraud.
- Payroll reports sent to cost centre or business managers for confirmation of employees to be paid were not returned. Without regular checks by relevant managers on their current employees and their hours worked, especially for casual and contract staff, there is an increased risk of payment errors, ghosting or fraud passing undetected.

Recommendation

2. LG entities should ensure they maintain the integrity of their financial control environment by:
 - a. periodically reviewing and updating all financial, asset, human resources, governance, information systems and other management policies and procedures and communicating these to staff
 - b. conducting ongoing reviews and improvement of internal control systems in response to regular risk assessments
 - c. regularly monitoring compliance with relevant legislation
 - d. promptly addressing control weaknesses brought to their attention by our audits, and other audit and review mechanisms
 - e. maintain currency with new and revised accounting standards for their impact on financial operations in order to prepare a compliant financial report at year end.

Information system controls

Information systems (IS) underpin most aspects of government operations and services. It is important that entities implement appropriate controls to maintain reliable, secure and resilient information systems.

Audits of general computer controls help to support our financial audits and are a major part of the IS audit work we undertake. These audits provide insights about the extent to which entities' IS controls support reliable and secure processing of financial information.

We reported 328 control weaknesses to 50 LG entities, with 10% (33) of these rated as significant and 72% (236) as moderate. Last year we reported 202 control weaknesses to 38 LG entities. As these weaknesses could significantly compromise the confidentiality, integrity and availability of information systems, the LG entities should act promptly to resolve them.

Our capability assessments at 11 of the 50 LG entities show that none met our expectations across 6 control categories, with 79% of the audit results below our minimum benchmark. We found weaknesses in controls for information security, business continuity, change management, physical security and IT operations. Entities also need to improve how they identify and treat information risks. Five of the entities were also included in last year's in-depth assessment and could have improved their capability by promptly addressing the previous year's audit findings but, overall, did not discernibly do so

Of the weaknesses identified in 2019-20:

- 49% related to information security issues. These included system and network vulnerabilities and unauthorised and inappropriate access to systems and networks
- 28% related to information technology (IT) operations issues. In particular, poor controls over the processing and handling of information, inadequate monitoring and logging of user activity, and lack of review of user access privileges
- 10% related to business continuity. For example, inadequate disaster recovery and business continuity plans
- 13% related to inappropriate IT risk management, poor environmental controls for the server room, and a lack of change management controls.

The information provided above is included in our Report 23, May 2021, Local Government General Computer Controls, tabled on 12 May 2021. Further details of the IS audit work and case studies from our IS audits of LG entities are included in the report.



Financial reporting issues for 2019-20

Valuation of assets

We continue to have concerns about inconsistencies in the valuation of property and infrastructure in the WA local government sector. Our Report 15: March 2019² and Report 16: March 2020³ detailed concerns about the variety of valuation methodologies used, especially for land with restricted use.

Valuation concerns arise from LG entities engaging different valuers who use different methodologies or interpret some principles of the Australian Accounting Standards differently. This is particularly apparent for restricted assets. Consequently, LG entities can see significant valuation swings when they change their valuer, depending on which assumptions the valuer uses when assessing restricted land. Most entities revalued these assets in 2017 or 2018, in accordance with the LG FM Regulations, and their next 3-5 yearly valuations are due at the latest by 2022 or 2023.

As mentioned last year, the International Public Sector Accounting Standards Board and the Australian Accounting Standards Board have projects under way relating to fair value of public assets. Our Office will work with other audit offices to prepare a submission to this fair value project.

Valuation of assets transferred between entities

Our State government audit work in 2019-20 highlighted the need for entities to act fairly and openly where assets are transferred between them.⁴

Our role as auditor is to ensure that land sales and asset transfers are properly disclosed. The value or benefit of the asset to the ultimate owners, as well as any trade-offs must be adequately communicated and disclosed to residents and ratepayers. These particular transactions can represent significant value.

During 2019-20 the State Government decided to progress the Ocean Reef Marina project following community consultation on this development proposal, including its impact on the community and the City of Joondalup, which was undertaken over a number of years.

Following this, the City of Joondalup reviewed the fair value of the land assets included within scope of this development proposal. After seeking independent valuation advice and in consultation with Development WA, it was agreed that the City would transfer the associated land assets to Development WA in 2021 for \$1 per lot for each of the two parcels of land in order for land development to proceed.

Following this decision, the City reclassified the associated land assets from Property, Plant and Equipment with a fair value of \$63.1 million to Inventory (Land held for transfer) with a net realisable value of \$1 per lot. The City recognised the resulting land revaluation decrement in its asset revaluation reserves in accordance with the accounting standards, and disclosed the decrement at note 6 in its 2019-20 annual financial report.

Documenting agreements between the parties of any transaction is prudent as it provides essential evidence of both parties' agreement to the transaction. The financial report of each

² Report 15: March 2019 – Audit Results Report – Annual 2017-18 Financial Audits of Local Government Entities

³ Report 16: March 2020 - Audit Results Report – Annual 2018-19 Financial Audits of Local Government Entities

⁴ Page 37 of Audit Results Report – Annual 2019-20 Financial Audits of State Government Entities, Report 7, November 2020

entity must provide sufficient disclosure of the transaction in accordance with accounting standards. Transparency of all such transactions – their costs and benefits - is paramount.

Local government financial management regulations

Amendments to the FM Regulations were gazetted on 6 November 2020. As requirements in these regulations impacted the financial reporting of entities for the year ending 30 June 2020, finalising and signing off each entity's financial report was delayed until after this gazettal.

Following the gazettal, we issued a position paper on 6 November 2020 (Appendix 3) to assist entities to meet the new reporting requirements. Any changes in reporting from the previous year are disclosed in the financial report of each entity. The key changes relate to the revaluation of certain asset classes, revenue recognition and accounting for leases.

Valuation of certain classes of assets

Amendment of FM Regulation 17(A) simplified LG entities' reporting of some classes of assets and reduced the cost burden of having valuations undertaken.

Plant and equipment

Entities no longer have to revalue plant and equipment assets they own and needed to transition to the cost model from the beginning of 2019-20, and report all plant and equipment at depreciated cost at year-end on 30 June 2020. Previously these assets were held at fair value.

Land, building, infrastructure and investment property

These assets continue to be carried at fair value, with the revaluation cycle reduced to a 5-year cycle rather than 3-yearly, unless the fair value is materially different from the carrying value.

Lease right-of-use assets controlled by entities

Amendment of regulation 17A removed the requirement to fair value all assets, including right-of-use assets. Removal of regulation 16 from 6 November 2020 impacts on the way LG entities are now required to report on commercial and concessionary leases under Accounting Standard AASB 16 *Leases*.

Commercial leases

Leases of assets such as vehicles, machinery, offices and ICT equipment from 2019-20 are now recognised on the balance sheet as the right-of-use asset and corresponding liability.

Concessionary leases

These peppercorn type leases relate to assets controlled or managed but not owned by the entity. They include vested crown land and other land, such as land under roads. These concessionary lease right-of-use assets are to be reported at cost, which in most cases is zero.

Previously, entities reported land under roads at zero cost, and this continues. However, adjustments were needed for land underneath buildings or other infrastructure, such as golf courses, showgrounds, racecourse or any other sporting or recreational facilities, so that this land is also reported at zero cost. Previously these lands were reported at fair value.

The FM Regulations retain reporting of improvements on these vested lands at fair value.



Recommendations

3. The DLGSC should seek ministerial approval to any proposed regulatory amendments well in advance of the financial year end to ensure timely gazettal to facilitate action and avoid rework by all entities when finalising their end of year financial report.
4. LG entities should complete their assessment of the impact of any new regulations or accounting standards and prepare a position paper on the necessary adjustments to their financial report. If required, entities should seek external consultation when completing their assessment and adjust their financial report, prior to submitting it for audit.

Accounting standards reporting changes for 2019-20

LG entities were required to apply 3 new accounting standards of the Australian Accounting Standards Board (AASB) from 1 July 2019. Unfortunately, entities could not adequately prepare as the DLGSC did not advise entities what FM Regulation changes in accounting treatments would be gazetted on 6 November 2020. Consequently, entities were delayed in finalising their financial reports and some incurred additional audit costs.

Fifty-three entities received a management letter issue as they had not taken appropriate steps to implement the new standards for their 30 June 2020 reporting.

Entities that applied the standards elected to apply the modified retrospective option for their transition. This approach meant comparative figures for prior years did not need to be restated, therefore reducing the amount of work required. A note in the financial report disclosed the impact of these changes in accounting treatment from 1 July 2019.

Reporting revenue and income under AASB 15 and AASB 1058

From 1 July 2019, revenue from contracts (AASB 15), such as grant money received with specific performance obligations, is reported by allocating the grant money to each performance obligation and recognising the revenue as or when the obligations are satisfied. Similarly, grant money received with an obligation to acquire or construct an asset that will be retained by the entity (i.e. a capital grant under AASB 1058) is recognised as income as or when the obligation to acquire or construct the asset is satisfied.

For example, LG entities receiving Roads to Recovery funding from the Commonwealth Government were required to report their grants in this manner. This means a grant received for the construction of an asset is recognised as income in stages during the construction. The full value of the grant is recognised by the time the constructed asset is put into operation.

Under AASB 1058, transactions relating to assets acquired at significantly less than fair value also have new recognition principles.

Where these standards were implemented, the LG entities adjusted their opening equity and recognised their contract liabilities and capital grant liabilities as required.

Reporting of leases – AASB 16

The key change in AASB 16 is that most operating leases, which were previously recorded off-balance sheet, are now required to be capitalised on the balance sheet (Statement of Financial Position). Accordingly, most property, motor vehicle and equipment operating leases are now accounted for as right-of-use assets with their associated lease liability. A note in the financial report explains the impact of this standard.

Using this approach, on initial application of AASB 16 from 1 July 2019, LG entities were required to recognise right-of-use assets and the lease liabilities.

Future impact of changes to accounting standard

The new standard, AASB 1059 *Service Concession Arrangements: Grantors*, applies for years beginning on or after 1 January 2020 (2020-21 reporting year). This standard is applicable to LG entities (grantors) that enter into service concession arrangements with generally private sector operators.

It requires grantors to recognise a service concession asset and, where applicable, a service concession liability on the balance sheet. The initial balance sheet accounting, as well as the ongoing income statement impacts, will have significant financial statement implications for grantors.

Recommendation

- 5. DLGSC should provide timely guidance to assist LG entities to update their accounting practices to ensure that their future reporting is compliant with all current accounting standards.



Opportunities to improve the efficiency of financial reporting

This section includes opportunities for LG entities that may contribute to savings in financial reporting costs and improved governance. It is important to note that while some of these issues may relate to all entities, others may only be applicable to some.

Reduced disclosure reporting by LG entities

As noted on page 8, the quantity of information that is being reported in the annual financial reports of LG entities is onerous and exceeds that reported by most State government entities. Western Australian State and LG entities also include several disclosures that are not common practice in other states. This contributes to the time and cost to prepare annual financial reports, and to audit costs.

The changes made to the FM Regulations gazetted on 6 November 2020 simplified some reporting by LG entities for 2019-20. Refer page 25.

However, other opportunities still exist to introduce a tiered reporting structure and reduce the amount of detail in local government financial reports without impacting the usefulness and completeness for users. We encourage efforts to streamline financial framework obligations, particularly for small and medium sized entities, wherever it does not impair accountability and transparency.

The AASB has a project to revisit the financial reporting framework for public sector entities, which may reduce the reporting burden on LG entities. Currently the LG Regulations do not provide LG entities as much opportunity to reduce financial report disclosures as State government entities.

Recommendation

6. DLGSC should re-assess the amount of detail required to be included in annual financial reports, particularly for small and medium sized LG entities.

Quality of financial reports submitted for audit

The quality of financial reports submitted for audit varied significantly across LG entities. This is not unexpected as some entities have finance staff without formal accounting qualifications and professional support is not readily available in some regions. We found that many entities were unable to implement the new accounting standards without professional assistance.

Our audits also noted that various LG entities:

- had poor record keeping practices and were unable to locate requested records, such as prior period valuations
- had conflicting priorities and urgency to comply with requests for information as part of normal operations and council business, plus audit and other independent investigations
- were unable to provide information within 2 weeks of a request by audit
- experienced finance staff turnover and attrition during crucial times in the financial year, or key personnel were not available to respond to the auditors at key times as they had taken leave.

We identified numerous errors that were corrected by the LG entities during the audit process. These errors included:

- incorrect or no adjustments made for adoption of the new revenue and lease standards due to lack of understanding of the standards and no assistance or direction on what action was needed, until raised by the auditor
- financial reports that did not balance
- data errors, such as the incorrect take up of closing balances from the prior year as opening balances for the current year
- accounting differently for the same transactions, balances or disclosures
- not recognising contingent liabilities or remediation provisions for contaminated sites
- not correctly accounting for their share of a joint arrangement with another party or parties, such as a library or contribution towards the local regional council
- prior year errors that had not been corrected.

Also disappointing was the number of LG entities submitting many versions of their financial statements to us during the audit process. This results in significant additional work for both the LG entity and the auditor and delays the finalisation of the audit. For example, 1 entity submitted 27 versions of its financial statements and our auditor's report was not issued until 20 May 2021.

We are pleased to support audit committees in State and local government through our audit committee forums. These seminars aim to improve audit committee members' knowledge and understanding of their role and responsibilities in the entity's financial management review process. These audit committees are becoming more active in their control oversight and quality review roles. This will assist entities to ensure the completeness and accuracy of their financial report and the supporting working papers presented for audit.

To ensure timely and accurate financial reports it is important that management in each reporting entity keeps proper accounts and records. Management should undertake various



best practice initiatives throughout the financial year and after year end to improve the quality of their financial reporting.

Well before the beginning of the financial year, entities should confirm the accounting policies and accounting standards to be applied in the coming year. Entities should also determine, at that time, whether expert assistance is required in order to accurately adopt standards. Sharing specialist resources across LG entities may be cost effective and result in more timely resolution.

Before year end, entities need to:

- prepare a project plan of human and financial resources, assign responsibilities for tasks and set time frames for financial reporting
- avoid receiving asset valuations late in the financial year or after year end and ensure that management reviews the valuations before they are included in the financial reports
- identify and review changes to accounting standards and reporting requirements and confirm the approach to any changes with the auditors.

After year end, entities need to:

- analyse variations between actual and budget as well as previous year results to identify and correct omissions and/or errors
- ensure the draft financial report has received an internal quality assurance review, preferably by internal audit or other suitably qualified professionals.

Many LG entities would benefit from centralised support from the DLGSC, similar to that provided to State government entities by the Department of Treasury through the Treasurer's Instructions. The DLGSC's support should address timely regulation amendments to improve the financial report framework and offer practical accounting assistance. Actions should include:

- decluttering entities' financial reports
- implementing tiered reporting for different size of entities or the complexity of their operations
- providing a model financial report with current sample notes
- providing technical and accounting standards support to entities through a help desk.

These improvements would improve the quality of the sector's financial reports and also reduce the reporting burden on smaller LG entities.

Our Report 21: Regulation and Support of the Local Government Sector tabled on 30 April 2021 reports that LG entities' expectations are that the DLGSC should be providing support, guidance and education on the financial reporting framework and other sector issues, such as adoption of new accounting standards, to assist them to achieve good governance and reporting.

To assist public sector entities to assess their financial management and reporting practices, we have tabled a guide later titled *Western Australian Public Sector Financial Statements – Better Practice Guide*. This guide should assist entities to implement better practices, processes and procedures and achieve more efficient and timely financial reporting for their entity.

Recommendation

- 7. To improve the quality of financial reports and achieve greater consistency across LG entities, the DLGSC should prepare timely regulation amendments for the Minister’s approval which improve the sector’s financial report framework. The DLGSC should also provide accounting support services to the sector. Proper management of financial resources is the most basic priority as from there all else is enabled or eroded.
- 8. We encourage entities to make use of our WA Public Sector Financial Statements – Better Practice Guide to improve their financial management and reporting practices, processes and procedures.



Impact of COVID-19 on LG entities and our audit approach

In response to COVID-19, we engaged extensively with audited LG entities and State government entities around audit flexibility, key priorities, and other considerations. We communicated with all stakeholders on the need to work together and maintain good governance and controls during the time of disruption.

Advice to LG entity management

On 27 March 2020 we emailed all mayors, presidents and CEOs, recognising that LG entities have a role to play in the State Pandemic Plan.

We advised of our commitment to working with entities to minimise any disruption our audit work may have while still needing to deliver a level of essential assurance to the Parliament, local government councils, the public and other stakeholders on public sector finance and performance during the pandemic period and subsequently.

As a workforce accustomed to conducting audit work remotely, our well-established systems and processes only required some adjustments. Our strategies included:

- working with entities to identify audit areas that could be done earlier or later
- reducing the amount and length of audit meetings, conducting these via audio or video conference wherever possible or postponing them
- making increased use of technology to enable the collection of evidence and analysis of financial and performance data
- continuing to use a secure portal to transmit and receive all audit documents electronically
- re-evaluating our forward performance audit program.

At an early stage of the pandemic, we sent the following advice to entities about key risks that can be heightened in times of crisis:

- Good business governance and controls can be at risk during times of disruption, particularly in environments of crisis and urgent response. There are some who may seek to take advantage of any sense of chaos for their own interests. We encourage entities to maintain good controls, particularly over cash, expenditure and assets throughout this period.
- Information systems may be the subject of increased cyber-attacks and phishing attempts, so there needs to be continued focus on information security.

We also published on our website a guidance paper 'COVID-19 Financial controls matters' and an extract from our Report 18: 2019-20 – Information Systems Audit report 2020 – State Government Entities, 'Security considerations for remote working arrangements'. These guidance papers are presented as Appendix 4, page 46, and Appendix 5, page 48. For other better practice guidance published by our office, refer to the index at Appendix 6, page 50.

LG regulations amended for COVID-19 response

The *Local Government (COVID-19 Response) Act 2020* received Royal Assent on 21 April 2020. This allows LG entities to suspend a local law or part of it to temporarily remove restrictions for the benefit of the district or part of the district during the state of emergency.

The Act also enables the Minister, where such an order is necessary to deal with the consequences of the COVID-19 pandemic, to modify or suspend provisions of the LG Act. Some of these gazetted changes related to the requirement to hold public meetings, access to information when council offices are closed and budgetary matters.

Other amendments were detailed in specific regulations and also applied during the period the district or part of the district was in a state of emergency.

Local Government (Functions and General) Regulations 1996

Amendments to the procurement regulations allowed LG entities to:

- extend the use of their own purchasing policy and apply local content provisions more readily to acquire good and services via written quotes to the increased threshold of \$250,000, similar to the State Government tendering thresholds
- source and secure essential goods or service to address needs arising from or impacts or consequences of the hazard to which the emergency relates, without publicly inviting tenders
- use discretion to renew or extend a contract that expires, even if not an option in the original contract. There were some limitations on this exemption
- purchase goods or services from an extended list of recognised goods or services supplied by Aboriginal businesses.

Local Government (Financial Management) Regulations 1996

These regulation amendments increased the flexibility of LG entities, to:

- decide and minute the reasons for changing the 'use of money' set aside in a Reserve Account without the public notice period, where it was used to address a need relating to the pandemic
- borrow money or re-purpose borrowed money, without the public notice period, to address a need arising from the pandemic. Any decision and reasons must be recorded in the council minutes.

Local Government (Long Service Leave) Regulations 1996

These regulation amendments gave local government employees who had been stood down during the state of emergency greater access to paid leave.

Local Government (Administration) Amendment Regulations 1996

Gazettal of these amendments on 25 March 2020 allowed local government councils to hold meetings electronically via teleconference, video conference or other electronic means during a public health emergency. This included committee meetings.

Provision for notice of any meeting and public question time were also amended to allow electronic facilitation of meetings.

Minister for Local Government's Circular No 03-2020, Local Government (COVID-19 Response) Order

The Minister's Circular of 8 May 2020 requested LG entities to freeze rates, and fees and charges during the pandemic period. Furthermore, residential and small business ratepayers suffering financial hardship as a consequence of the pandemic would not be charged interest in the 2020-21 financial year. The Circular also detailed maximum instalment interest charges and late payment interest charges. The Minister noted that removing red tape and



compliance requirements were other means of assisting LG entities and the community to deal with the pandemic.

COVID-19 impacts on LG entities

As part of our audits we considered the impact of COVID-19 on each entity's financial reporting process and control environment. Risk assessment and responsive procedures were updated and additional attention was given to transactions testing for the March to June 2020 period.

We noted that the majority of staff generally continued to work from the office, sometimes on a rotation basis.

The Small Business Development Corporation's website has detailed information about local government COVID-19 initiatives. This includes a summary of the initiatives put in place by LG entities for their local small business community, and concludes with a link to the LG entity's own website for further details.

Information on the pandemic's impacts appear in each entity's annual report which are available on their websites. Some of the key or recurring disclosures are summarised below.

Disruption of services and reduced revenue

Local government venues were closed including council offices, recreational and sporting facilities, swimming pools, libraries and community facilities. These closures were intended to safeguard the health and wellbeing of residents, visitors, businesses, employees and volunteers but resulted in reduced revenue collections.

Larger LG entities also reported a reduction in parking fees and infringement revenue. Some city councils also reduced parking fees for on-street, carparks or all day parking.

Creation of COVID-19 emergency reserve

The FM Regulation amendments permitted entities to re-purpose reserves to address a need relating to the pandemic. At 31 May 2021 17 of the 117 audited to date had transferred \$19.4 million of their funds into a reserve fund for this purpose during 2019-20. At 30 June 2020, 2 entities had cleared their emergency reserve accounts, while the remaining entities held a total of \$17.0 million in their COVID reserve accounts.

LG entities' expenses for directly managing the impact of COVID-19

Differentiating between COVID specific expenditure and normal expenditure was difficult as entities generally did not separately account for these expenses. Extra cleaning was incurred at certain facilities, while other facilities were closed and did not incur their normal cleaning fees. In general, LG entities did not report incurring any significant expenditure as potential extra expenses were offset by savings elsewhere.

Stimulus or initiatives administered by LG entities

LG entities' actions supporting their local households, businesses, tenants and sporting and community groups included:

- stopping all interest charges on outstanding payments to the LG entity
- waiving loan repayments for sporting clubs and associations
- waiving lease payments for not-for-profit groups and sporting associations, and for commercial tenancies where hardship was demonstrated.

Future potential effect of COVID-19

LG entities generally prepared their 2020-21 budgets on the basis of no rate increase as requested by the Minister for Local Government's Circular No 3-2020. Entities were therefore challenged to rationalise services to pare back their budgeted expenses or seek other revenue sources to comply with this request when finalising their 2020-21 budget.

The impact of budget restraint for 2020-21 may impact on entities and the services they can reliably deliver in the short term. Although these 2020-21 budgetary constraints may provide significant short term challenges, the ongoing ramifications will continue to be experienced in the forward estimates and budgets of entities for some years.



Appendix 1: 2019-20 LG entities audits by OAG

We completed 117 of the 132 audits for 2019-20 by 31 May 2021. The auditor's reports issued are listed by entity in alphabetical order in the table below.

Local government	Opinion issued
Bunbury-Harvey Regional Council	15/12/2020
City of Albany	03/12/2020
City of Armadale	11/12/2020
City of Bayswater	08/02/2021
City of Belmont	13/11/2020
City of Bunbury	02/12/2020
City of Busselton	17/11/2020
City of Canning	22/12/2020
City of Cockburn	02/12/2020
City of Fremantle	01/04/2021
City of Gosnells	15/02/2021
City of Greater Geraldton	10/02/2021
City of Joondalup	07/12/2020
City of Kalamunda	03/12/2020
City of Kalgoorlie - Boulder	17/12/2020
City of Karratha	07/04/2021
City of Kwinana	08/12/2020
City of Melville	04/12/2020
City of Nedlands	Audit in progress
City of Perth	10/12/2020
City of Rockingham	23/11/2020
City of South Perth	03/12/2020
City of Stirling	25/02/2021
City of Subiaco	Audit in progress
City of Swan	18/12/2020
City of Vincent	08/12/2020
City of Wanneroo	09/12/2020
Eastern Metropolitan Regional Council	25/11/2020
Mindarie Regional Council	08/03/2021
Murchison Regional Vermin Council	16/02/2021
Pilbara Regional Council	Audit in progress
Rivers Regional Council	11/11/2020
Shire of Ashburton	23/02/2021
Shire of Augusta-Margaret River	17/12/2020

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Local government	Opinion issued
Shire of Beverley	07/05/2021
Shire of Boddington	Audit in progress
Shire of Boyup Brook	Audit in progress
Shire of Bridgetown-Greenbushes	07/12/2020
Shire of Brookton	22/02/2021
Shire of Broome	26/11/2020
Shire of Broomehill-Tambellup	24/03/2021
Shire of Bruce Rock	19/05/2021
Shire of Capel	27/11/2020
Shire of Carnarvon	18/05/2021
Shire of Carnamah	29/03/2021
Shire of Chapman Valley	29/01/2021
Shire of Chittering	26/03/2021
Shire of Christmas Island	30/11/2020
Shire of Cocos (Keeling) Islands	26/11/2020
Shire of Coolgardie	10/12/2020
Shire of Coorow	17/02/2021
Shire of Corrigin	14/12/2020
Shire of Cranbrook	11/02/2021
Shire of Cuballing	24/02/2021
Shire of Cue	12/02/2021
Shire of Cunderdin	19/03/2021
Shire of Dalwallinu	15/12/2020
Shire of Dandaragan	13/11/2020
Shire of Dardanup	14/12/2020
Shire of Denmark	19/02/2021
Shire of Derby-West Kimberley	16/02/2021
Shire of Donnybrook-Balingup	11/12/2020
Shire of Dowerin	17/12/2020
Shire of Dumbleyung	16/12/2020
Shire of Dundas	26/02/2021
Shire of Exmouth	11/12/2020
Shire of Gnowangerup	09/12/2020
Shire of Goomalling (Qualified opinion. Refer page 10.)	27/04/2021
Shire of Halls Creek	16/12/2020
Shire of Harvey	03/12/2020
Shire of Irwin	04/02/2021
Shire of Jerramungup	11/12/2020

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Local government	Opinion issued
Shire of Katanning	08/03/2021
Shire of Kellerberrin	16/12/2020
Shire of Kojonup	Audit in progress
Shire of Kondinin	14/12/2020
Shire of Koorda	17/12/2020
Shire of Kulin	30/03/2021
Shire of Lake Grace	17/12/2020
Shire of Laverton	Audit in progress
Shire of Leonora	17/02/2021
Shire of Manjimup	11/05/2021
Shire of Meekatharra	16/12/2020
Shire of Menzies	31/05/2021
Shire of Merredin	Audit in progress
Shire of Mingenew	11/12/2020
Shire of Moora	04/05/2021
Shire of Morawa	21/12/2020
Shire of Mount Magnet	07/04/2021
Shire of Mount Marshall	03/03/2021
Shire of Mukinbudin	18/12/2020
Shire of Mundaring	07/12/2020
Shire of Murchison	Audit in progress
Shire of Murray	19/02/2021
Shire of Nannup	18/03/2021
Shire of Narembeen	04/12/2020
Shire of Narrogin	Audit in progress
Shire of Northam	21/12/2020
Shire of Northampton	04/02/2021
Shire of Nungarin	11/03/2021
Shire of Peppermint Grove	Audit in progress
Shire of Perenjori	Audit in progress
Shire of Pingelly	16/12/2020
Shire of Ravensthorpe	11/03/2021
Shire of Sandstone	Audit in progress
Shire of Serpentine-Jarrahdale	22/12/2020
Shire of Shark Bay	19/02/2021
Shire of Tammin	23/12/2020
Shire of Three Springs	16/12/2020
Shire of Trayning	09/03/2021

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Local government	Opinion issued
Shire of Upper Gascoyne	17/12/2020
Shire of Victoria Plains	25/02/2021
Shire of Wagin	19/02/2021
Shire of West Arthur	10/12/2020
Shire of Westonia	18/12/2020
Shire of Wickepin	16/12/2020
Shire of Williams	04/12/2020
Shire of Wiluna	Audit in progress
Shire of Woodanilling	20/04/2021
Shire of Wyalkatchem	01/04/2021
Shire of Yalgoo	Audit in progress
Shire of York	04/12/2020
South Metropolitan Regional Council	23/12/2020
Town of Bassendean	16/02/2021
Town of Cambridge	16/04/2021
Town of Claremont	08/03/2021
Town of Cottesloe	18/02/2021
Town of East Fremantle	22/12/2020
Town of Mosman Park	22/12/2020
Town of Port Hedland	16/03/2021
Town of Victoria Park	20/05/2021
Western Metropolitan Regional Council	14/12/2020

Source: OAG



Appendix 2: LG entities' certifications issued

In addition to annual auditor's reports, some entities needed to acquit moneys received from other sources under grant agreements or other legislation. We issued the following 132 certifications on statements of income and expenditure of entities, to help them discharge their financial reporting obligations, some being for Commonwealth grants.

Local government certifications	Certifications issued
Claims by administrative authorities – Pensioner deferrals under the <i>Rates and Charges (Rebates and Deferments) Act 1992</i>	
City of Belmont	26/10/2020
City of Busselton	20/10/2020
City of Gosnells	26/11/2020
City of Joondalup	05/11/2020
City of Kalamunda	23/11/2020
City of South Perth	09/11/2020
City of Vincent	30/10/2020
Shire of Brookton	28/05/2021
Shire of Dandaragan	05/11/2020
Shire of York	16/12/2020
Town of Cambridge	06/05/2021
Town of Mosman Park	05/11/2020

Source: OAG

Local government certifications	Certifications issued
Roads to Recovery Funding under the <i>National Land Transport Act 2014</i>	
City of Albany	21/10/2020
City of Armadale	28/10/2020
City of Bayswater	30/10/2020
City of Belmont	28/10/2020
City of Bunbury	21/10/2020
City of Busselton	29/10/2020
City of Canning	30/10/2020
City of Cockburn	30/10/2020
City of Fremantle	27/10/2020
City of Gosnells	13/10/2020
City of Greater Geraldton	30/10/2020
City of Joondalup	27/10/2020
City of Kalamunda	21/10/2020
City of Kalgoorlie-Boulder	01/04/2021
City of Karratha	30/10/2020
City of Kwinana	30/10/2020

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Local government certifications	Certifications issued
<i>Roads to Recovery Funding under the National Land Transport Act 2014</i>	
City of Melville	02/11/2020
City of Nedlands	30/10/2020
City of Rockingham	30/10/2020
City of South Perth	27/10/2020
City of Subiaco	09/11/2020
City of Swan	30/10/2020
City of Vincent	28/10/2020
City of Wanneroo	29/10/2020
Shire of Augusta-Margaret River	23/10/2020
Shire of Beverley	27/10/2020
Shire of Boyup Brook	10/11/2020
Shire of Bridgetown-Greenbushes	28/10/2020
Shire of Brookton	30/10/2020
Shire of Broome	27/10/2020
Shire of Bruce Rock	28/10/2020
Shire of Capel	23/10/2020
Shire of Carnamah	27/10/2020
Shire of Carnarvon	15/12/2020
Shire of Chapman Valley	21/10/2020
Shire of Chittering	17/12/2020
Shire of Christmas Island	09/10/2020
Shire of Cocos (Keeling) Islands	31/03/2021
Shire of Coorow	06/10/2020
Shire of Corrigin	19/10/2020
Shire of Cuballing	21/10/2020
Shire of Cue	29/10/2020
Shire of Cunderdin	26/02/2021
Shire of Dalwallinu	26/10/2020
Shire of Dandaragan	30/10/2020
Shire of Dardanup	20/10/2020
Shire of Denmark	08/02/2021
Shire of Derby-West Kimberley	23/02/2021
Shire of Donnybrook-Balingup	26/10/2020
Shire of Dowerin	29/10/2020
Shire of Dumbleyung	28/10/2020
Shire of Dundas	29/10/2020
Shire of Exmouth	21/10/2020

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Local government certifications	Certifications issued
<i>Roads to Recovery Funding under the National Land Transport Act 2014</i>	
Shire of Gnowangerup	20/10/2020
Shire of Goomalling	22/03/2021
Shire of Halls Creek	10/02/2021
Shire of Harvey	28/10/2020
Shire of Irwin	22/10/2020
Shire of Katanning	12/02/2021
Shire of Kellerberrin	22/10/2020
Shire of Kojonup	27/10/2020
Shire of Kondinin	29/10/2020
Shire of Koorda	26/10/2020
Shire of Kulin	29/10/2020
Shire of Lake Grace	30/10/2020
Shire of Laverton	21/10/2020
Shire of Leonora	28/10/2020
Shire of Manjimup	26/10/2020
Shire of Meekatharra	27/10/2020
Shire of Menzies	27/04/2021
Shire of Merredin	18/12/2020
Shire of Mingenew	29/10/2020
Shire of Moora	24/11/2020
Shire of Morawa	29/10/2020
Shire of Mount Magnet	26/10/2020
Shire of Mount Marshall	10/10/2020
Shire of Mukinbudin	24/11/2020
Shire of Mundaring	26/10/2020
Shire of Murray	02/11/2020
Shire of Nannup	12/02/2021
Shire of Narembeen	16/10/2020
Shire of Northam	08/12/2020
Shire of Northampton	28/10/2020
Shire of Nungarin	30/10/2020
Shire of Peppermint Grove	28/10/2020
Shire of Perenjori	28/10/2020
Shire of Pingelly	28/10/2020
Shire of Ravensthorpe	10/11/2020
Shire of Sandstone	18/03/2021
Shire of Serpentine-Jarrahdale	10/11/2020

Item 12.2 Attachment 1

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Local government certifications	Certifications issued
Roads to Recovery Funding under the <i>National Land Transport Act 2014</i>	
Shire of Shark Bay	11/11/2020
Shire of Tammin	09/11/2020
Shire of Three Springs	22/10/2020
Shire of Trayning	21/10/2020
Shire of Victoria Plains	29/10/2020
Shire of Wagin	28/10/2020
Shire of West Arthur	27/10/2020
Shire of Westonia	22/10/2020
Shire of Wickepin	27/10/2020
Shire of Williams	20/10/2020
Shire of Wiluna	20/10/2020
Shire of Wyalkatchem	29/10/2020
Shire of Yalgoo	28/10/2020
Shire of York	26/10/2020
Town of Bassendean	29/10/2020
Town of Cambridge	10/12/2020
Town of Claremont	15/12/2020
Town of Cottesloe	27/10/2020
Town of East Fremantle	28/10/2020
Town of Mosman Park	29/10/2020
Town of Port Hedland	30/10/2020
Town of Victoria Park	10/11/2020

Source: OAG

Local government certifications	Certifications issued
Other certifications	
City of Bunbury – UAT Toilet Facility to Des Ugles Park Public Toilet Facility	10/11/2020
City of Bunbury – Koombana Bay Community / Southern Ports Recreational Fishing and Crabbing Platform	10/11/2020
City of Joondalup – Community Sport Infrastructure Grant Program – Whitfords Nodes Park Health and Wellbeing Hub	30/03/2021
City of Kalamunda – Development Contribution Area 1 – Forrestfield Light Industrial Area	08/12/2020
Shire of Dandaragan – Bushfire Risk Management Plan	08/07/2020
Shire of Dandaragan – Jurien Bay Civic Centre Outgoings for Department of Biodiversity, Conservation and Attractions Tenancy	04/11/2020
Shire of Dandaragan – Regional Airports Development Scheme	16/07/2020
Town of East Fremantle – Better Bins kerbside Collection Program	16/02/2021

Source: OAG

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Appendix 3: Position paper on local government financial management regulation changes

We issued this to all LG entities on 6 November 2020 following gazettal of regulatory changes

Local government financial management regulation changes

Western Australian local government position paper 2
6 November 2020



Office of the Auditor General
Serving the Public Interest

This position paper provides guidance on the application of the changes by the Department of Local Government, Sport and Cultural Industries (DLGSC) to the Local Government (Financial Management) Regulations 1996 (FM regulations).

The intention of the regulatory change is to reduce cost and reporting burden on local government entities (LG entities) by simplifying and removing requirements for revaluation of certain asset classes, and to address recent changes in accounting standards for leases, particularly right of use (ROU) assets. At this time, temporary relief is provided by the Australian Accounting Standards Board so a choice must be made as to the sector-wide approach for 2019-20.

Summary of changes

The changes to the FM regulations are:

- To simplify reporting and to reduce the cost burden of valuations, for local government owned assets:
 - Plant and equipment - the requirement to revalue plant and equipment type assets has been removed from the FM regulations – this asset category must be carried at depreciated cost.
 - Land, buildings, infrastructure and investment property must be carried at fair value, now revalued on a 5-year cycle (rather than 3-yearly), unless fair value is materially different from the carrying amount.
- To comply with the new requirements under Accounting Standard AASB 16 Leases, ROU assets (controlled but not owned by the LG entities) are:
 - Commercial leases (e.g. offices, vehicles, machinery, ICT equipment) – to be brought onto balance sheet by recognising the ROU asset and corresponding liability. The change to Regulation 17A would require these to be at cost rather than to be continuously revalued.
 - Concessionary leases ('peppercorn leases'), such as vested crown land and other land, such as land under roads, which is not owned by the LG entity, but which is under its control or management – concessionary lease ROU asset to be reported at zero cost.
 - Improvements on concessionary land leases such as roads, buildings or other infrastructure are to be reported at fair value, as opposed to the land underneath them, which will be at zero cost. This is a departure from AASB 16 which would have required the entity to measure any vested improvements at zero cost. LG entity feedback to DLGSC is that it is important to retain fair value for vested improvements on vested land.
 - Initial application in the 2019-20 year avoids restatement of comparative information.
 - Regulation 16 has been removed as it is redundant.


Office of the Auditor General WA

Application of main proposed changes

Plant and equipment

The proposed change to Regulation 17A requires plant and equipment type assets to be measured under the cost model, rather than at fair value. LG entities should transition to the cost model from the beginning of the current 2019-20 year. If a LG entity has already carried out a valuation exercise during the 2019-20 year and would like to book the valuation it can do so. However, the proposed regulation requires LG entities to refrain from obtaining valuations on plant and equipment in future years and instead continue with depreciated cost.

Changes to accounting standard for leases

The other main change to Regulation 17A results from recent changes to the accounting standard for leases - AASB 16. The new standard requires all leases (other than short term leases, low value leases and concessionary leases at zero cost) to be included by lessees in the balance sheet – that is, to recognise the ROU asset, and the corresponding liability. This change has been broadcast for some time, and may show a significant balance sheet impact for some entities.

The changes by DLGSC to Regulation 17A specifically require all ROU assets (other than vested improvements which are to be measured at fair value) to be measured at cost. This means all ROU assets under zero cost concessionary land leases are to be measured at zero cost (i.e. not included in the balance sheet), as opposed to fair value.

Regulation 16 had not permitted the inclusion of land under roads or land not owned by the LG entity but otherwise under its control or management, unless it was land under golf courses, showgrounds, racecourses or any other sporting or recreational facility of State, or of regional, significance. These proposed regulation changes will mean all vested land will be treated the same.

Some practical implications for LG entities

The removal of the Regulation 17A requirement to fair value *all* assets eliminates the previous departure from Australian Accounting Standards (i.e. the non-inclusion of vested land under roads at fair value), because the non-inclusion of vested land under roads as per Regulation 16 is consistent with AASB 16 measurement of concessionary lease ROU assets at zero cost.

Also, AASB 16 measurement of concessionary lease ROU assets at zero cost is consistent with the inclusion of vested land under golf course, etc. as per Regulation 16 at zero cost. Therefore AASB 16 measurement of concessionary lease ROU assets at zero cost is consistent with both inclusion (at zero cost) and non-inclusion of vested land. Therefore, Regulation 16 is now redundant and has been deleted.

LG entities need to account for the removal of the vested land values, such as those associated with golf courses, etc., by removing the land value and associated revaluation reserve at 1 July 2019. The previous year amounts will be retained as the modified retrospective approach of transition to AASB 16 does not require comparatives to be restated in the year of transition. The changes should be appropriately disclosed in the notes to the financial statements.

If subsequent to being granted the vested land by the State Government, the LG entity has constructed improvements (e.g. a building or a road) on the vested land, the LG entity will continue to recognise the improvements at fair value in its financial statements. This is also the case for the scenario in which the State Government vested land together with pre-existing improvements (e.g. a building or a road) to the LG entity. In this case the LG entity should measure the concessionary lease ROU asset of the vested land at zero cost, but the vested improvements at fair value.



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Source: OAG



Appendix 4: COVID-19 Financial control matters

We issued this to all public sector entities on 6 April 2020

COVID-19

Financial control matters



Office of the Auditor General
Serving the Public Interest

We recognise that State and local government entities are spending significant time and effort dealing with the operational ramifications of the COVID-19 public health response. We have prepared consideration points to prevent key control breakdown during this period.

It is vitally important that entities are aware that times of disruption present a heightened risk environment. Those who are dishonestly inclined will be keen to take advantage of any sense of crisis. Good control over finances and key decisions during this period means that entities and senior decision-makers will be better prepared to resume normal operations when the crisis is over. It also means they won't be left dealing with the ramifications of fraud, error or decisions taken in haste that may be regretted when conditions are calmer. Importantly, public trust will be upheld.

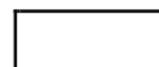
Management should ensure staff maintain good controls, particularly over cash, expenditure and assets. Good controls are also important for any regulatory or non-financial decisions that bind the entity, or the State, into the future, such as for approvals, concessions, operating permits, or conditions.

Some contextual considerations for entities

- Consider if there is an exaggerated sense of urgency that may persuade or permit staff to override important controls.
- Recognise that existing gaps in controls, which in normal times may not be exploited, can become gaping holes when staff are not overseen as closely when working from home or key people are distracted by other matters.
- Have you explicitly promoted a culture encouraging staff to speak if they see something that poses a risk during this period? If staff or stakeholders see something, they should say something, are they aware of fraud control reporting, including public interest disclosures.
- Are credentials (for example, qualifications, working with children checks and police checks) and references still checked before on-boarding new personnel?
- Are delegations and authorisations valid, and changes to delegations approved (for example, if there are senior management absences due to illness or secondments)?
- Are licenses and/or permits lawfully issued/approved, and with due probity? A sense of urgency or chaos may override due process as well as bring opportunistic requests. Be cautious, weigh risks and benefits with probity to prevent conflicts of interest and good record keeping.
- Are debt waiver/acts of grace authorised in accordance with law?
- Are purchasing/corporate credit cards issued in line with policy? [See our better practice guidance on [Purchasing cards](#) (for State government) and our May 2018 report [Controls over Corporate Credit Cards](#) (for local government).]
- Are senior management continuing to monitor and scrutinise spending against the budget, with genuine understanding of the reasons for variances? And monitoring cash flow and balances?
- Is there timely cancellation of automatic/periodical payments for services that are no longer being provided?
- Are working from home conditions clearly defined and approved? [See our better practice guidance on [Security considerations for remote working arrangements](#)]


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Source: OAG



Assets – Risk of misappropriation, unauthorised purchases or disposals

Entities should ensure:

- all purchases are in line with their procurement policy and any temporary divergence from the policy is approved by the DG or CEO and recorded in a central registry
- asset acquisitions are approved in line with the delegation of authority
- asset reconciliations between the register and the general ledger are prepared and reviewed on a timely basis
- asset disposals/write-offs are appropriately authorised
- loans of assets to other entities are properly recorded and authorised
- where necessary, key responsibilities continue to be segregated in relation to asset acquisition, recording, custody, disposal and reconciliation
- appropriate records of portable and attractive assets are maintained, particularly those that staff may take home to use when working from home.

Cash – Risk of misappropriation

Entities should ensure:

- regular bank reconciliations are prepared and reviewed, reconciling items are investigated and resolved
- all bank accounts have at least 2 signatories
- online purchasing policies are reviewed to reflect the current period
- increases in purchasing card limits are appropriately approved
- there are appropriate and timely reviews of credit card usage.

Expenditure – Risk of unauthorised or invalid payments, incorrect or invalid suppliers, and increased risk of fraudulent payments

Entities should ensure:

- all purchases are in line with their procurement policy and any temporary divergence from the policy is approved by the DG or CEO and recorded in a central registry
- changes to vendor master files are documented and approved (see our better practice guidance on [Management of supplier master files](#))
- there is separation between the vendor creation and payment approval functions
- a 3-way match is performed of invoices, receipt of goods and purchase orders
- payment authorisation is made in line with the delegation of authority and requires 2 to sign. Signatories should pay particular attention to the delivery addresses of goods received
- purchase orders are prepared and appropriately authorised
- appropriate security and checks are in place over EFT payment data
- there is segregation of duties between officers performing the functions of ordering, receiving, incurring and certifying (for State government entities, in line with [Treasurer's Instruction 30-d](#))

Queries

If you have any queries please contact your OAG financial audit engagement leader or our general enquiries via info@audit.wa.gov.au or phone (08) 6557 7500. For information on making a [Public Interest Disclosure](#) (PID), phone (08) 6557 7500 and ask to speak to a PID officer.



Office of the Auditor General WA

Source: OAG



Appendix 5: Security considerations for remote working arrangements

This was included in our *Information Systems Audit Report 2020 – State Government Entities* report tabled in Parliament on 6 April 2020

Security considerations for remote working arrangements

From report 18: 2019/20 – Information Systems Audit Report 2020 – State Government Entities



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Serving the Public Interest

In response to the spread of the Coronavirus (COVID-19), entities in all sectors across Australia are encouraging staff to work remotely from home. Rapid transition to these arrangements can introduce risks and challenges for entities who may not have previously implemented large-scale remote working arrangements. It is important that entities manage and address these risks, as well as staff security behaviour, to prevent people from exploiting the current situation to compromise systems and information.

The following table outlines some guiding principles entities should consider when rolling out remote working technology and procedures. This is not intended to be an exhaustive list. Entities can obtain further guidance from the Australian Cyber Security Centre¹ and the Office of Digital Government has recently issued some considerations for remote work.

Principle	Our expectation
Prioritise and simplify	Each entity needs to assess their unique risks associated with remote working arrangements and address critical risks as a priority. These risks will be different for each entity depending on the functions staff perform remotely and the types of information being accessed. Entities should ensure that procedures and technology for remote working are simple and easy to follow. Complex processes can introduce vulnerabilities that could result in undesired outcomes.
Engage with staff	Increase staff awareness by clearly communicating expectations including policies and any occupational health and safety requirements. The business continuity plan may come into effect and it is also important that staff understand how the plan impacts their day to day working procedures. Staff should have easy access to a forum or group where they can seek answers to their queries related to working from home and security.
Remote access technology	The technology used for remote access needs to be secure. The security controls that entities select will depend on the method of remote access, such as: <ul style="list-style-type: none"> • virtual private network (VPN) • web applications • remote desktop access Remote access servers should enforce technical controls in line with security policies.
Security of network	The majority of the remote workers will use internet to access entity resources. Entities should implement appropriate policies to secure remote access originating from untrusted networks. VPN is one of the better methods of securing remote access because it uses encryption to protect the confidentiality and integrity of communication over the network.

¹ <https://www.cyber.gov.au/news/cyber-security-essential-when-preparing-covid-19>



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Source: OAG



Principle	Our expectation
Physical security	Remote working locations may not be as secure as office environments. Entities need to understand the risks associated with this and define and implement appropriate controls to protect information. For example, implementing encryption on portable devices is a simple method to improve security. Entities also need to ensure the security of sensitive hard copy documents is maintained.
Multi-factor authentication	Remote access into entity systems and networks must be secured by strong authentication controls. Entities should implement multi-factor authentication for all remote access.
Bring your own device (BYOD) policies	A risk based policy should define the requirements for personal devices if they are allowed to access entity resources. Personal devices are generally not as secure as those provided by entities and attackers could exploit this weakness as more people work from home. Considerations should be given to: <ul style="list-style-type: none"> • encryption • access levels • segregated network zone for personal devices • security patch levels • malware controls.
Patch systems	All systems should be patched with latest updates. This applies to all the internet facing infrastructure and client applications.
Stay vigilant	Stay alert and educate staff on the risks especially phishing emails and text messages themed around COVID-19.

Source: OAG based on Australian Cyber Security Centre guidance


Office of the Auditor General WA

Source: OAG



Appendix 6: Better practice guidance

We continue to develop better practice guidance to help the Western Australian public sector perform efficiently and effectively. This includes:

- practical guidance in the application of standards
- case studies
- checklists to assess existing frameworks and processes
- information to help entities to better understand how to comply with legislation and standards.

Topic	Report	Date
Public sector financial statements	<i>Western Australian Public Sector Financial Statements – Better Practice Guide</i>	14 June 2021
Grants administration	<i>Grants Administration</i>	28 January 2021
Western Australian Public Sector Audit Committees	<i>Western Australian Public Sector Audit Committees – Better Practice Guide</i>	25 June 2020
Managing technical vulnerabilities	<i>Information Systems Audit Report 2020 – Local Government Entities</i>	25 June 2020
Contract management – extensions and variations	<i>Local Government Contract Extensions and Variations</i>	4 May 2020
Controls for the management of monies held for specific purposes	<i>Control of Monies Held for Specific Purposes</i>	30 April 2020
COVID-19 financial and governance matters	<i>Stand alone guidance</i>	6 April 2020
Security considerations for remote working arrangements	<i>Information Systems Audit Report 2020 – State Government Entities</i>	6 April 2020
Purchasing cards	<i>Controls over Purchasing Cards</i>	25 March 2020
Effective fee-setting	<i>Fee-setting by the Department of Primary Industries and Regional Development and Western Australian Police Force</i>	4 December 2019
Fraud prevention	<i>Fraud Prevention in Local Government</i>	15 August 2019
Regulating building approvals	<i>Local Government Building Approvals</i>	26 June 2019
Project management	<i>PathWest Laboratory Information System Replacement Project</i>	19 June 2019
Verifying employee identity and credentials principles	<i>Verifying Employee Identity and Credentials</i>	19 June 2019
Engaging consultants for strategic advice	<i>Engaging Consultants to Provide Strategic Advice</i>	5 June 2019
Cloud application (software as service agreement)	<i>Information Systems Audit Report 2019</i>	15 May 2019
Records management	<i>Records Management in Local Government</i>	9 April 2019

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Topic	Report	Date
Management of supplier master files	<i>Management of Supplier Master Files</i>	7 March 2019
Procurement	<i>Local Government Procurement</i>	11 October 2018
Online services	<i>Delivering Services Online</i>	25 May 2016
Contract management	<i>Health Department's Procurement and Management of its Centralised Computing Services Contract</i>	17 February 2016

Source: OAG



Glossary and acronyms

AASB	Australian Accounting Standards Board
Amendment Act	<i>Local Government Amendment (Auditing) Act 2017</i>
Auditor's report	The Auditor General's auditor's report that is published in the local government's annual report by the CEO, in accordance with section 5.55A of the LG Act. This includes the audit opinion. It may also include any instances of material non-compliance that we identified.
Audit report	The overall report under section 7.12AD of the LG Act, formally issued to the Mayor, President or Chairperson, the CEO and the Minister for Local Government on completion of the audit, including the Auditor's Report and the management letter(s).
CEO	Chief Executive Officer
Clear opinion (or unqualified opinion)	Auditor General's opinion expressed when an annual financial audit concludes that in all material respects the financial report is presented fairly in accordance with the LG Act and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.
Contract audit	Audit of a local government undertaken by an appropriately qualified individual or firm, on behalf of the Auditor General, appointed under a contract.
DLGSC	Department of Local Government, Sport and Cultural Industries
Emphasis of Matter	A paragraph included in an auditor's report that refers to a matter that is appropriately presented or disclosed in the financial report but which, in the auditor's judgment, is of such importance that it should be emphasised in the auditor's report.
Entity/entities	Western Australian local government cities, towns, shires and regional councils
Financial audit	Work performed to enable an opinion to be expressed regarding a financial report prepared by the party who is accountable for the financial transactions.
LG Act	<i>Local Government Act 1995</i>
LG Audit Regulations	Local Government (Audit) Regulations 1996
FM Regulations	Local Government (Financial Management) Regulations 1996
Management letter	A letter to management of a local government that conveys significant audit findings and results of the audit. On completion of the audit, the management letter forms part of the audit report sent to the CEO, to the Mayor, President or Chairperson, and to the Minister for Local Government.
OAG	Office of the Auditor General
Qualified opinion	Auditor General's opinion expressed when an audit identifies aspects of the annual financial report that are likely to be misleading to users, there was material conflict with applicable financial reporting frameworks or a limitation of scope on audit work.

Auditor General's 2020-21 reports

Number	Title	Date tabled
29	Information Systems Audit Report 2021 – State Government Entities	16 June 2021
28	Western Australian Public Sector Financial Statements – Better Practice Guide	14 June 2021
27	Opinion on Ministerial Notification – Port Agreements	11 June 2021
26	Audit Results Report – 2020 Financial Audits of Universities and TAFEs	2 June 2021
25	Delivering Essential Services to Remote Aboriginal Communities – Follow-up	2 June 2021
24	Opinion on Ministerial Notification – DPIRD Capability Review	18 May 2021
23	Local Government General Computer Controls	12 May 2021
22	Opinion on Ministerial Notification – Hospital Facilities Services	6 May 2021
21	Regulation and Support of the Local Government Sector	30 April 2021
20	Opinions on Ministerial Notifications – Policing Information	28 April 2021
19	Opinion on Ministerial Notification – Bennett Brook Disability Justice Centre	8 April 2021
18	Regulation of Consumer Food Safety by the Department of Health	1 April 2021
17	Department of Communities' Administration of Family and Domestic Violence Support Services	11 March 2021
16	Application Controls Audits 2021	8 March 2021
15	Opinions on Ministerial Notifications – Tax and Funding Information Relating to Racing and Wagering Western Australia	26 February 2021
14	Opinion on Ministerial Notification – Hotel Perth Campaign Reports	24 February 2021
13	Opinion on Ministerial Notification – Release of Schedule of Stumpage Rates	24 February 2021
12	Grants Administration	28 January 2021
11	COVID-19 Relief Fund	21 December 2020



Number	Title	Date tabled
10	COVID-19: Status of WA Public Testing Systems	9 December 2020
9	Western Australian Registry System – Application Controls Audit	26 November 2020
8	Regulating Minor Pollutants	26 November 2020
7	Audit Results Report – Annual 2019-20 Financial Audits of State Government Entities	11 November 2020
6	Transparency Report: Major Projects	29 October 2020
5	Transparency Report: Current Status of WA Health's COVID-19 Response Preparedness	24 September 2020
4	Managing the Impact of Plant and Animal Pests: Follow-up	31 August 2020
3	Waste Management – Service Delivery	20 August 2020
2	Opinion on Ministerial Notification – Agriculture Digital Connectivity Report	30 July 2020
1	Working with Children Checks – Managing Compliance	15 July 2020



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Western Australia



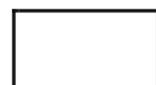
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13. Operations

Nil

14. Community Services

Nil



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15. Governance and Strategy**15.1 (2021/MINUTE NO 0007) Risk Information Report****Author(s)** J Fiori**Attachments** 1. Risk Management Framework - Current [↓](#)
2. Enterprise Risk Management Framework - Proposed [↓](#)**RECOMMENDATION**

That Council:

- (1) ADOPTS the proposed updated *City of Cockburn Enterprise Risk Management Framework*; and
- (2) RECEIVES and NOTES the Risk Information Update Report.

Committee Recommendation

MOVED Independent Member G Geen SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED 4/0**Background**

At its meeting on 18 July 2019 the Audit and Strategic Finance Committee (ASFC) adopted the current *City of Cockburn Risk Management Framework* (the framework), presented in this report (refer Attachment 1).

A review of the framework was commenced in October 2020 by the City of Cockburn (the City) Governance and Risk Business Unit. The framework review is now complete and the revised document, now titled *City of Cockburn Enterprise Risk Management Framework*, is presented in this report (refer Attachment 2).

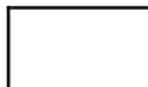
This report also provides an update to ASFC of the City's Risk Register, comprising both strategic and operational risks. A previous report of the risk register was submitted to ASFC on 16 July 2020.

Additionally, this report informs ASFC of the outcome of the City's Procurement Services Request for Tender (RFT) 26/2020 for an Enterprise Risk Management Solution on 28 October 2020.

Submission

N/A

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Item 15.1

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Report**1. Enterprise Risk Management Framework Review**

In accordance with continual improvement requirements of the document control of the current framework, the City's Governance and Risk Business Unit commenced a review of the framework in October 2020.

The review is now complete and the salient points of this review are outlined below:

- Reference is now made to the legislative context which frames the City's risk management requirements, as part of the alignment with the requirements of Australian Standard AS ISO 31000:2018 *Risk management-Guidelines* (AS ISO 31000)
- 'As Low As Reasonably Practicable' (ALARP) is introduced to articulate the level of risk that is tolerable and cannot be reduced further without the expenditure of costs that are disproportionate to the benefit gained, or where the solution is impractical to implement. This will provide practicable guidance to those risk owners who may otherwise grapple with risk mitigation and management
- Separate sections have been added to discuss how the document meets the principles, framework and process of AS ISO 31000
- The current framework cites the risk management model based on the three lines of defence. This concept has now been updated to incorporate the 'four lines of defence' model proposed by the Western Australian Government Office of Auditor General
- A comprehensive section on Controls has been added
- The risk treatments section has been expanded

The risk matrix is presented in an A3 landscape page layout with quick references to the risk acceptance criteria, existing control ratings and the OSH hierarchy of control.

2. Risk Register Overview

This Risk Register overview covers the period from the previous report to ASFC on 16 July 2020 to 30 June 2021 and summarises the risk management activities undertaken during these months.

Two factors need to be considered in this review:

- The ongoing State of Emergency in Western Australian declared on 15 March 2020 due to the COVID-19 pandemic. The ongoing monitoring and management of this state of emergency by the state government may result in future revised consequence levels in some identified requirements
- The implementation of the new contract awarded to Risk Management and Safety Systems Pty Ltd, owner and operator of RMSS, the City's online enterprise risk management software solution. This will be summarised in Part 3 of this report. A risk evaluation review of the Risk Register when the new version of RMSS is introduced may result in future revised risk likelihood and consequence levels in some identified.



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The City’s Risk Register increased by 47 identified operational risks, from 237 to 284, from the following sources:

- ‘Climate Change Risk Assessment’ April 2020 – 6 risks
- ‘Privacy of Data and Information’ Audit April 2020 – 25 risks
- ‘Covid-19 Return to Work Risk Assessment’ June 2020 – 11 risks
- Information and communication technology risk assessments – 5 risks.

The changes in the City’s Risk Register since the last report to ASFC on 16 July 2020 are summarised in Table 1 below:

Table 1: 2020-2021 Comparison of Risks in the Risk Register

Risk type	Risk level	21 Mar 2020		30 Jun 2021		Change in count	
		Individual	Total	Individual	Total	Individual	Total
Strategic risks	Low risks	0	Total number = 7	0	Total number = 7	0	0%
	Moderate risks	3		3		0	
	Substantial risks	3		3		0	
	High risks	0		0		0	
	Extreme risks	1		1		0	
Operational risks	Low risks	125	Total number = 230	143	Total number = 277	+18	+20.4%
	Moderate risks	97		121		+24	
	Substantial risks	7		8		+1	
	High risks	1		3		+2	
	Extreme risks	0		2		+2	
Total risk register		237		284		Increased by 19.8%	



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The 284 strategic and operational risks populating the risk register superimposed on the risk matrix, together with a brief description of the risk ratings, is shown in Table 2 below:

Table 2: Risk Register Population by Residual Risk and Risk Rating Description

		Likelihood				
		Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Consequence	Insignificant 1	Low 1 9 Risks	Low 2 5 Risks	Low 3	Low 4	Moderate 5
	Minor 2	Low 2 11 Risks	Low 4 86 Risks	Moderate 6 12 Risks	Moderate 8 4 Risks	Substantial 10 2 Risks
	Major 3	Low 3 20 Risks	Moderate 6 64 Risks	Moderate 9 24 Risks	Substantial 12 1 Risk	High 15
	Critical 4	Low 4 12 Risks	Moderate 8 15 Risks	Substantial 12 7 Risks	High 16 2 Risks	Extreme 20
	Catastrophic 5	Moderate 5 5 Risks	Substantial 10 1 Risk	High 15 1 Risks	Extreme 20 2 Risks	Extreme 25 1 Risk
Risk level		Description				
Low 1 - 4		Risk acceptable with adequate controls, managed by routine procedures. Subject to annual monitoring or continuous review throughout project lifecycle.				
Moderate 5 - 9		Risk acceptable with adequate controls, managed by specific procedures. Subject to semi-annual monitoring or continuous review throughout project lifecycle.				
Substantial 10 - 12		Accepted with detailed review and assessment. Action Plan prepared and continuous review.				
High 15 - 16		Risk acceptable with effective controls, managed by ExCo. Subject to quarterly monitoring or continuous review throughout project lifecycle.				
Extreme 20 - 25		Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring.				



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A description of the current 17 strategic and operational risks rated *Substantial* and higher populating the City’s risk register are described in Table 3 below.

Table 3: Risks Rated *Substantial* and Higher (S = strategic; O = operational)

Risk ID	Rating	Risk Type	Risk name	Risk description	Action plan a progress
300	Extreme	S	Business continuity and crisis management	Failure to provide business continuity of the City's core services in the event of a major crisis/emergency.	1. The COVID-19 crisis has seen the City's business continuity plans being utilised. Opportunities for improvement have been identified, such as: training and further testing requirements, and developing business continuity plans to include out stations such as Seniors Centre, Jean Willis Centre and Youth Centre; 2. Both Risk West and LGIS have been contacted to create and submit estimates to create and implement business continuity plans for identified out stations.
315	Extreme	O	Community infrastructure damage from climate change impacts	Reduced public safety, health and wellbeing caused by climate change impacts (changes to rainfall and increased bushfires, temperatures and extreme weather events).	1. Design building for climate resilience and improve energy management, through implementation of Environmentally Sustainable Design (ESD) guidelines; 2. Ensure all City owned buildings (within Bushfire Prone Areas) have bushfire risk assessments completed; 3. Review capacity of existing City buildings to withstand more severe weather events; 4. Consistent with Planning Policy provisions continue to ensure: -all proposed structure plans are accompanied and informed by a Bushfire Management Plan - new building design approval process (within Bushfire Prone Areas) incorporates bush fire management; and 5. Review, update and implement the Bushfire Risk



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Risk ID	Rating	Risk Type	Risk name	Risk description	Action plan a progress
					Management Plan and Local Emergency Management Plan.
316	Extreme	○	Public health decline from climate change.	Reduced public safety, health and wellbeing caused by climate change impacts (changes to rainfall and increased bushfires, temperatures and extreme weather events).	1. Undertake a climate change health vulnerability assessment and map vulnerable residents and areas; 2. Review, update and implement the Public Health Plan; 3. Review, update and implement the Bushfire Risk Management Plan and Local Emergency Risk Management Plan; and 4. Review existing warning systems and identify potential gaps and opportunities for improvement.
341	High	○	USB scan	Potential for malicious software or virus to become installed in the City's IT equipment.	Information and Technology Services is investigating various USB device control systems as a group policy.
312	High	○	Biodiversity loss from climate change impacts	Damage to or loss of biodiversity and natural habitat, caused by climate change impacts (decreased rainfall and increased bushfires, temperatures and extreme weather events).	1. Review and implement the Coastal Adaptation Plan with latest climate science, scenario mapping and WALGA recommendations; 2. Review and maintain ongoing coastal monitoring program; 3. Review capacity of existing City buildings to withstand more severe weather events; 4. Receive legal advice to clarify the liability of the City in the event of coastal climate change risk scenarios; and 5. Prepare site specific foreshore management plans.



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Risk ID	Rating	Risk Type	Risk name	Risk description	Action plan a progress
208	High	O	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.
294	Substantial	S	Strategic direction	Lack of clear and aligned strategic vision, direction and implementation.	On 3 March 2021, the new key performance indicator management tool, <i>CAMMS Strategy</i> , was brought online at the City. <i>CAMMS Strategy</i> is designed to enable reporting on the performance of informing strategies that feed into the Strategic Community Plan, Corporate Business Plan and the Long Term Financial Plan.
295	Substantial	S	Technology use and change	Failure to identify, manage and capitalise on the effective and efficient use of changing technology.	<p>1. An initiative for 20/21 is Project "BETT" (Building Efficiency Through Technological Innovation). This will see over time all City buildings controlled, opened, closed and monitored through the implementation of smart technology; and</p> <p>2. Another project is the proposed bulk global luminaire replacement with Smart LED streetlights. The aim is to have in place Smart lights to measure power consumption, provide alerts for maintenance and improve night road and footpath light fall.</p> <p>3. The City continues to implement up-to-date technical and governance controls in line with goal of achieving ISO 27001 certification by conducting cyber security audits with industry specialists, to ensure that the City is adopting best of breed cyber security technologies and governance methods. The adoption of these up to date technologies will ensure that the City is committed to</p>

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Risk ID	Rating	Risk Type	Risk name	Risk description	Action plan a progress
					protecting the information assets of businesses and residents.
296	Substantial	S	Project management planning	Failure to consistently plan for Capital Works projects.	<p>1. The <i>Project Portfolio Management</i> (PPM) solutions roll out is ongoing with additional users upskilled / trained and allocated access in the product's live environment.</p> <p>2. Furthermore, there is project management culture improvement in understanding and appreciation of the <i>Quality Management Triangle</i>.</p> <p>3. In addition, there has been increased improvement and automation of Project Management information reporting with Executive Management Report (EMR) and detailed project dashboards.</p> <p>4. Continued upskilling and development is planned through the year.</p> <p>5. The COVID-19 pandemic has impacted the roll out momentum and reduced upskilling and engagement with participants.</p> <p>5. Time, focus and workload remains the biggest challenge for users' roll out which will need emphasis to ensure PPM users remain engaged, especially with the high knowledge management level required to be retained, or else require retraining.</p>
169	Substantial	O	Bushfire legislation	Failure to meet bushfire legislation obligations.	<p>1. Fire control orders released with rates notice and property inspection program has been developed; and</p> <p>2. Required inspections are conducted in rural areas.</p>

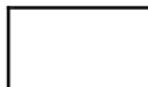


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Risk ID	Rating	Risk Type	Risk name	Risk description	Action plan a progress
246	Substantial	○	Community support	Failure to obtain community support for strategic planning functions.	1. Procedures and policies, training and development; and 2. Detailed consultation planning for projects.
285	Substantial	○	Landfill capping	Failure to fund the capping of existing exposed landfill cells.	1. The implementation of these plans is progressing well; and 2. The Henderson Waste Recovery Park (HWRP) Financial Model requires that significant funds are available to meet the City's obligations under Licence requirements for capping and post closure for 2019-20.
311	Substantial	○	Reduced water availability from decreased rainfall	Decreased liveability, reduced water availability, loss of urban vegetation and biodiversity caused by climate change impacts (decreased rainfall).	1. Implement Urban Forest Plan; 2. Review and Implement Water Efficiency Action Plan to address climate change; 3. Implement Water Sensitive Urban Design initiatives; 3. Conduct water audits; and 4. Maintain dialogue with Water Corporation to enhance storm water drainage systems for wetlands in the District.
313	Substantial	○	Coastal impacts from sea level rise	Decreased liveability, reduced water availability, loss of urban vegetation and biodiversity caused by climate change impacts (decreased rainfall).	1. Implement Urban Forest Plan; 2. Review and Implement Water Efficiency Action Plan to address climate change; 3. Implement Water Sensitive Urban Design initiatives; 3. Conduct water audits; and 4. Maintain dialogue with Water Corporation to enhance storm water drainage systems for wetlands in the district.
314	Substantial	○	Urban forest decline from climate change	Urban forest decline caused by climate change impacts (increased temperatures and	1. Design buildings for climate resilience and improve energy management through implementation of ESD

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Risk ID	Rating	Risk Type	Risk name	Risk description	Action plan a progress
				decreased rainfall).	guidelines; 2. Ensure all City owned buildings (within Bushfire Prone Areas) have bushfire risk assessments completed; 3. Review capacity of existing City buildings to withstand more severe weather events; 4. Consistent with Planning Policy provisions continue to ensure: a. all proposed structure plans are accompanied and informed by a Bushfire Management Plan; b. new building design approval process (within Bushfire Prone Areas) incorporates bush fire management; and 5. Review, update and implement the Bushfire Risk Management Plan and Local Emergency Management Plan.
324	Substantial	○	<i>Dropbox system</i>	Use of <i>Dropbox</i> may compromise the position of the City with regard to the protection of privacy information entrusted to the organisation.	1. <i>Mimecast Large File Send</i> (2GB Limit); and 2. <i>OneDrive Business</i> with Multi-Factor Authentication (MFA) and Data Loss Prevention (DLP) controls.
344	Substantial	○	<i>Perfect Gym system at Cockburn ARC</i>	Personally identifiable information (PII) breach by allowing anyone using <i>Amazon</i> to send email on behalf of cockburnarc.com.au	Conduct frequent and regular reviews of <i>Perfect Gym</i> system to monitor and identify its impact on privacy and financial information.

3. Outcome of RFT 26/2020

Request for Tender RFT 26/2020 ‘Enterprise Risk Management Solution – Supply, Implementation (including Project Management, Scoping and commissioning), Training and Support’ was advertised in the ‘Local Government Tender’ section of *The West Australian* newspaper and on the City’s e-tendering on 28 October 2020.



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Tenders closed on 26 November 2020 and nine tender submissions were received from:

Tenderer	Registered entity business name
ATO	Australian Taxation Office
CAMMS	CA Technology Pty Ltd
ionMY	ionMy Pty Ltd
LG Software	LG Software Solutions Pty Ltd
Protecht	Protecht.ERM Pty Ltd
RMSS	Risk Management and Safety Systems Pty Ltd
TechOne	Technology One Limited
Netsight (AM2)	The Trustee for AM2 Trust & the Trustee for FM2 Trust
Pan Software	The Trustee for the Pan Group

A selection panel, assembled by the City to evaluate the tender submissions, recommended the submission from Risk Management and Safety Systems Pty Ltd, trading as RMSS, as being the most advantageous to deliver tender RFT26/2020 Enterprise Risk Management Solution.

RMSS was consequently awarded contract C100763 (RFT 26/2020) for three years, commencing 1 July 2021 with an option to extend for another two years.

To implement the new RMSS enterprise risk management solution, the City has formed a project team comprising officers from Human Resources Services, Governance Risk Management and Compliance Services and Business Systems Services.

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

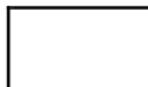
Legal Implications

Regulation 17 of the *Local Government (Audit) Regulations 1996* refers.

Community Consultation

N/A

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Risk Management Implications

Failure to adopt the recommendations will result in the inability to support an integrated and effective approach to risk management and lack of guidance on the arrangements for designing, implementing, monitoring and continually improve risk management processes

Advice to Proponents/Submitters

N/A

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

Nil

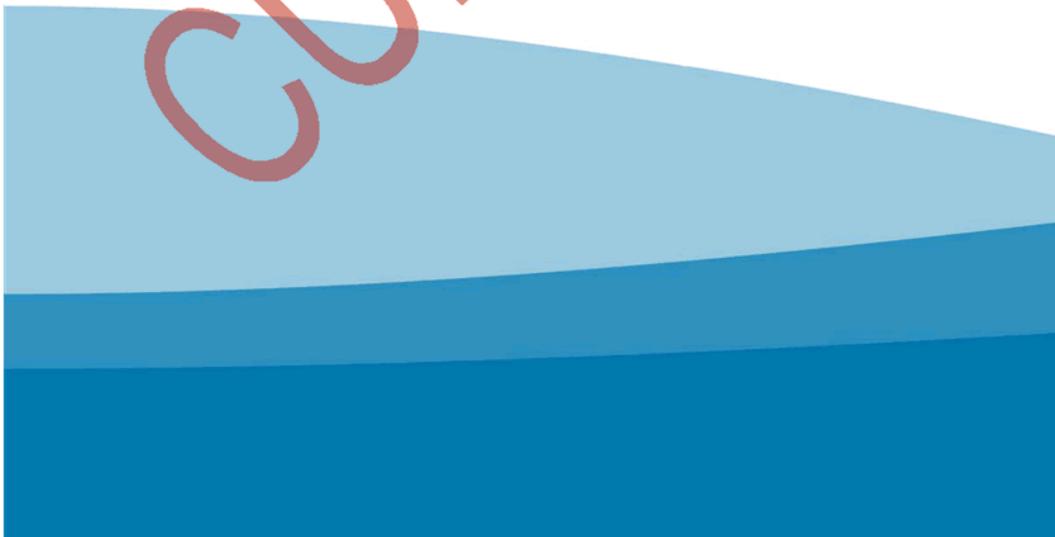




Risk Management

Framework

CURRENT



Document Control

Document Record			
Document title	Risk Management Framework		
ECM document name	City of Cockburn – Risk Management Framework		
ECM document set ID	6788740		
ECM Subject Code	021/012		
Review and approval			
Maintained by	Risk & Governance Advisor		
Version number	2	Version date	July 2019
Reviewed by	Riskwest	Date reviewed	October 2018
Approved by	Chief Executive Officer	Date approved	July 2019
Frequency of review	Annually	Next review date	October 2020
NOTE: The City of Cockburn will review this framework on a biennial basis, but will also make incremental changes, modifications, and adjustments as conditions warrant. This framework document goes through continuous ongoing changes based on the risk maturity level of the City of Cockburn.			
Record of changes / issues			
Version	Date	Comments / reasons for change	Made by
1	12/2018	December Council Meeting	Council
2	8/2019	August Council Meeting	Council
Distribution			
Name	Position		
Executive and Management Team	Directors & Senior Managers		
Elected Members	Audit & Strategic Finance Committee Members		

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1 Introduction

The management of risk is the responsibility of everyone and is an integral part of the culture of the City of Cockburn (the City), and is reflected in the various policies, protocols, systems and processes used to ensure efficient and effective service delivery.

The Risk Management Framework (RMF) reflects good practice and sound corporate governance and is consistent with the risk management guidelines and principles of AS ISO 31000:2018 *Risk management-Guidelines* (AS ISO 31000).

Sound corporate governance requires integrated risk management processes and strategic planning, reporting and performance measurement. The key to successful integration is streamlining the approach to managing risk by ensuring that everyone uses common language and documents their risks using a consistent approach.

To effectively embed risk management throughout the City, all employees need to be aware of their responsibilities in relation to identifying, managing, communicating and elevating risk.

The City's overall risk appetite is 'risk prudent'.

The City should accept the taking of controlled risks, the use of innovative approaches and the development of new opportunities to improve service delivery and achieve its objectives provided that the risks are properly identified, evaluated and managed to ensure that exposures are acceptable.

Occupational Safety and Health / Injury / Wellbeing

The safety of employees, contractors and the public is an explicit priority for the City. Safe working practices are continually being improved and refined and there is no appetite for employees not following due process where their or others safety may be at risk. Due to the scale, nature, locations and diversity of City deliverables, it is realistic to acknowledge that minor injuries may occur from time to time, however the City has a low tolerance for these.

The City seeks opportunities to develop a multi-skilled workforce that includes employees increasing their skills and knowledge as well as encouraging initiative and enthusiasm. Whilst these are considered positive aspects, the City has no appetite for employees performing duties for which they are not suitably qualified or trained or acting outside of their delegated authority. Where legislative requirements allow and formal qualifications and training are not required to perform duties the City has a low tolerance but appropriate supervision and oversight of activities and outcomes must be in place.

The City has a low appetite for implementing practices and procedures that may result in

large scale dissatisfaction within the workforce. The City will, within established guidelines and practices, consult with its workforce but does have a low tolerance for change that impacts its workforce when focused on delivering appropriate, effective and efficient outcomes.

Financial

There is a low appetite for activities that threaten the long term financial stability of the City. It is recognised however that sustainability will require investigation into enhancing and/or diversifying income streams so there is a moderate tolerance for discrete activities or projects that may provide additional income streams or enhances economic diversity.

The City's investment policy stipulates a very low appetite for risks in investments, which is imposed by legislation. There is no appetite for being illiquid with the focus on maintaining liquidity within imposed statutory financial ratios.

Effective management of projects is important to the City and consequently there is a low appetite for project cost or time overruns exceeding 20% variation. Acknowledging that historical legacies, multiple external stakeholders and other complexities exist there is a moderate tolerance towards project cost and time overruns exists but appropriate reporting and escalation are to occur and lessons learnt from these are to be reviewed to prevent reoccurrence.

Service Delivery / Strategic Objectives

The City has no appetite for unplanned service disruptions to critical and core services, including contracted services, as defined by the City's business continuity management process. In reality there exists a low tolerance for disruption to core services which are to be addressed within recovery time objectives established in the City's business continuity plans.

To support service delivery across all City deliverables there is a low appetite for disruption to other supplementary services which may be relaxed to a moderate tolerance recognising that resources may need to be directed to continuity of critical and core services.

There is a very low appetite for IT systems failures, data loss or security breaches.

The City wishes to encourage innovation and therefore there is a high appetite for considering and implementing service level enhancements and efficiencies when aligned with all other aspects of this risk appetite statement.

Due to their high level nature, internal and external change and relevance to day to day services the City currently has moderate appetite to risks that may result in strategic objectives not being achieved.



Environmental

There is no appetite for not fulfilling its obligations to the built and natural environment including management of contaminated sites, sensitive or high profile sites, waste services or the City's preparation, planning, response and recovery to hazards. The City recognises the multiple stakeholders and responsibilities involved in fulfilling the obligations and needs to accept a low tolerance to those environmental risks.

Reputational

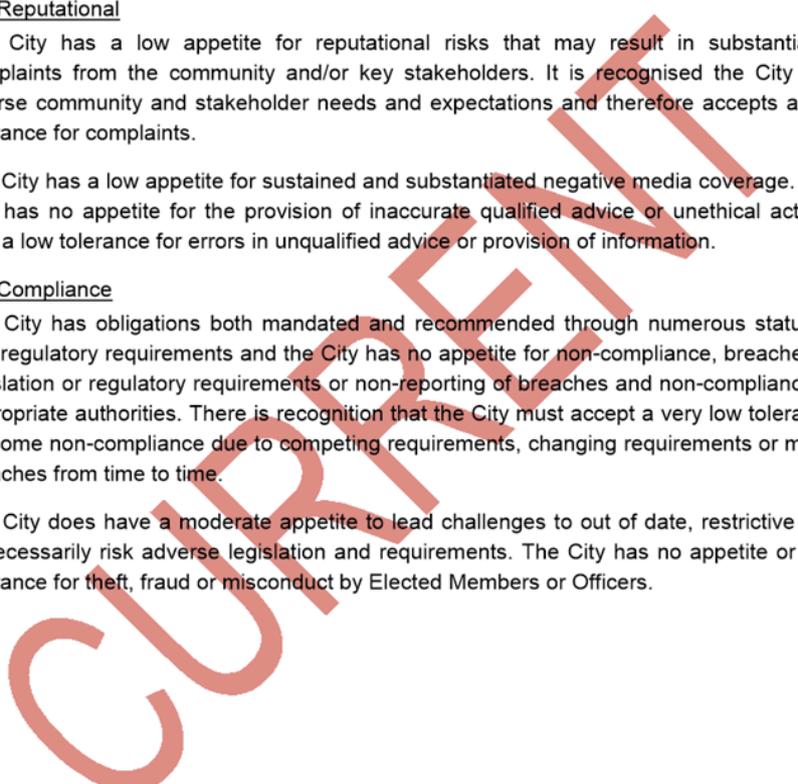
The City has a low appetite for reputational risks that may result in substantiated complaints from the community and/or key stakeholders. It is recognised the City has diverse community and stakeholder needs and expectations and therefore accepts a low tolerance for complaints.

The City has a low appetite for sustained and substantiated negative media coverage. The City has no appetite for the provision of inaccurate qualified advice or unethical actions with a low tolerance for errors in unqualified advice or provision of information.

Compliance

The City has obligations both mandated and recommended through numerous statutory and regulatory requirements and the City has no appetite for non-compliance, breaches of legislation or regulatory requirements or non-reporting of breaches and non-compliance to appropriate authorities. There is recognition that the City must accept a very low tolerance for some non-compliance due to competing requirements, changing requirements or minor breaches from time to time.

The City does have a moderate appetite to lead challenges to out of date, restrictive and unnecessarily risk adverse legislation and requirements. The City has no appetite or any tolerance for theft, fraud or misconduct by Elected Members or Officers.



2 Risk Management Framework Overview

2.1 Risk Management Policy

The City's Risk Management Policy (the Policy) documents the commitment and objectives regarding managing uncertainty that may impact the City's strategies, goals and objectives.

The purpose of this RMF is to provide details of the requirements and processes supporting the City's Policy.

The implementation of the RMF will:

- Ensure a consistent approach to the risk management process across Council;
- Establish a structured process for undertaking the risk management process to identify, assess and control/treat risks; and
- Encourage the integration of risk management into the strategic and operational process across all Business Units of the City.

2.2 Benefits of Risk Management

The management of risk is an ongoing process that provides many benefits which include:

- Greater likelihood of achieving objectives;
- Compliance with legislative requirements;
- Improve stakeholder trust and confidence;
- Encourages decisive leadership rather than management of crisis;
- Better information for decision making;
- Reduces unexpected and costly surprises;
- Better results from projects and activities;
- More effective and efficient allocation of resources;
- Balancing opportunity and risk;
- Enhanced accountability and corporate governance; and
- Assists in obtaining insurance cover.

2.3 Common Risk Definitions and Explanations

Risk

- The effect of uncertainty on objectives (AS ISO 31000).

Note – an effect is a deviation from the expected – positive and/or negative.

- Risk is often expressed in terms of a combination of the consequences of an event and the associated likelihood.



Risk Management

- Coordinated activities to direct and control an organisation with regards to risk (AS ISO 31000).

Risk Framework

- Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation (AS ISO 31000).

Risk Assessment

- Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation (AS ISO 31000).

Risk Assessment

This is the part of the risk management process that includes the following three components:

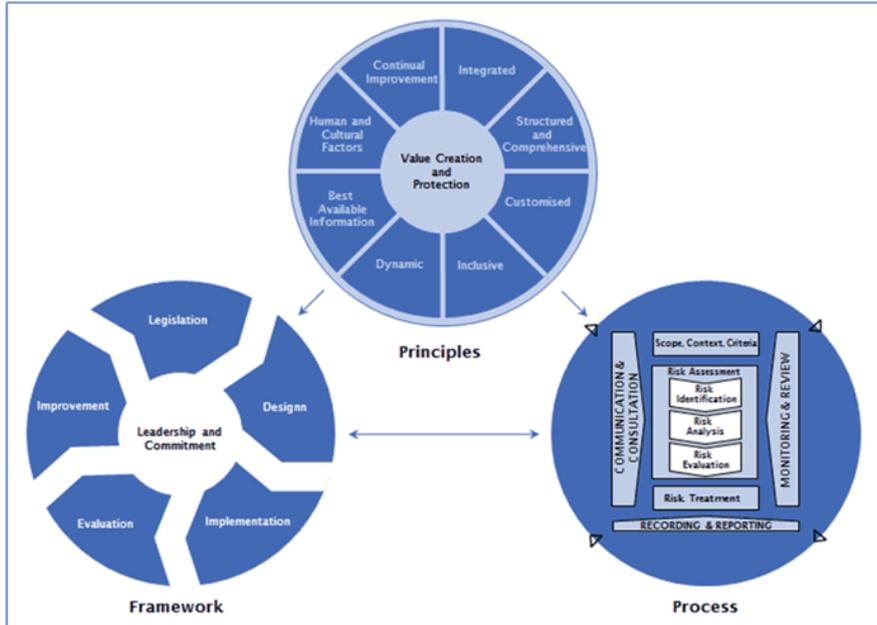
- Risk Identification – process of finding, recognising and describing risks;
- Risk Analysis – involves developing an understanding of the risk including their causes and sources and the likelihood and consequences should the risk occur; and
- Risk Evaluation – assists making decisions about risk priorities and treatments following the risk analysis.

Risk Monitoring and Review

Involves continually reviewing the overall risk management process to ensure that controls are effective, new information is gathered, latest changes and trends are identified, successes and failures are recorded, lessons are learned, changes in internal and external context are detected and emerging risks are captured.

2.4 Risk Management Principles

Building an integrated and effective RMF takes commitment and resources. All components of this document are based on AS ISO 31000. The risk management principles outlined in AS ISO 31000 which guide the City's risk management approach are:



Our RMF is built around the elements identified as risk culture, governance and accountability, resources and planning, process, and assurance. A brief description of the five elements is outlined below:

Risk Culture

Risk culture is here is a sub-set of the City’s culture. The risk management behaviour of the people within City can be described as ‘the way things are done’.

Risk Governance and Accountability

Governance and Accountability is the approach taken for making decisions about risk and developing, supporting, and embedding the risk framework.

Risk Management Resources and Planning

Resources refer to the allocation of human and financial resources to oversee risk and planning. It is the thinking and organising of activities that are required to implement an integrated Risk Management Framework.

Risk Management Process

Refers to the process involved in managing all risks, including strategic, operational and emerging risks. This involves identifying, assessing and monitoring risks through the City’s



risk management system.

Risk Assurance

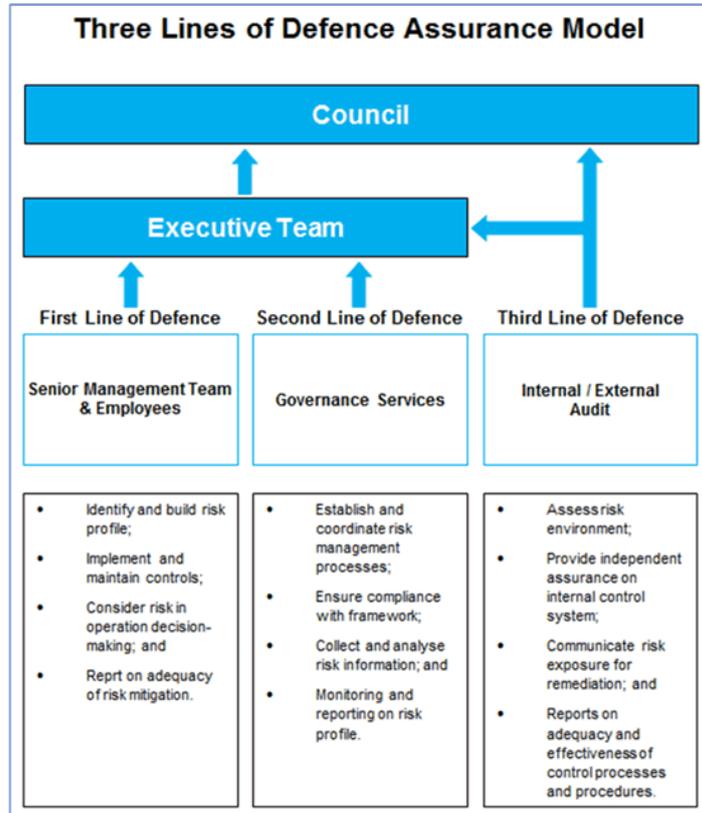
Risk assurance is making sure the internal controls are adequately supporting the management of risk and compliance with regulations.

2.5 Risk Management Approach

The City has adopted the 'Three Lines of Defence' Assurance model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate and Operational plans.

The Following diagram depicts the **Three Lines of Defence Assurance Model**:

CURRENT



2.6 Legislative Requirements

Risk management is integral to good governance and good management. Regulation 17, of the *Local Government (Audit) Amendment Regulations 2013*, requires the Chief Executive Officer (CEO) to undertake a review which assesses the appropriateness and effectiveness of the City's systems and procedures in relation to:

- Risk management;
- Internal controls; and
- Legislative compliance.



3 Risk Management Key Elements

The purpose of this section of the RMF is to provide an overview of the Framework's five key elements and how they apply to Council.

3.1 Risk Culture

Our organisational culture is the behaviours, values and beliefs that are shared by the people within the organisation.

Risk culture is fundamental to supporting governance, stakeholder confidence, trust and compliance with relevant legal and regulatory requirements for improving the control environment, the operational effectiveness and efficiency and the identification of opportunities and threats.

The management of risk is the responsibility of all staff and this requirement is included in all position descriptions. Risk maturity assessments can be conducted which will inform us about our culture.

The City's values positively encourage a risk culture where understanding, managing and calculating a prudent level of risk is part of the everyday decision-making process. The elements that will contribute to a positive risk culture are:

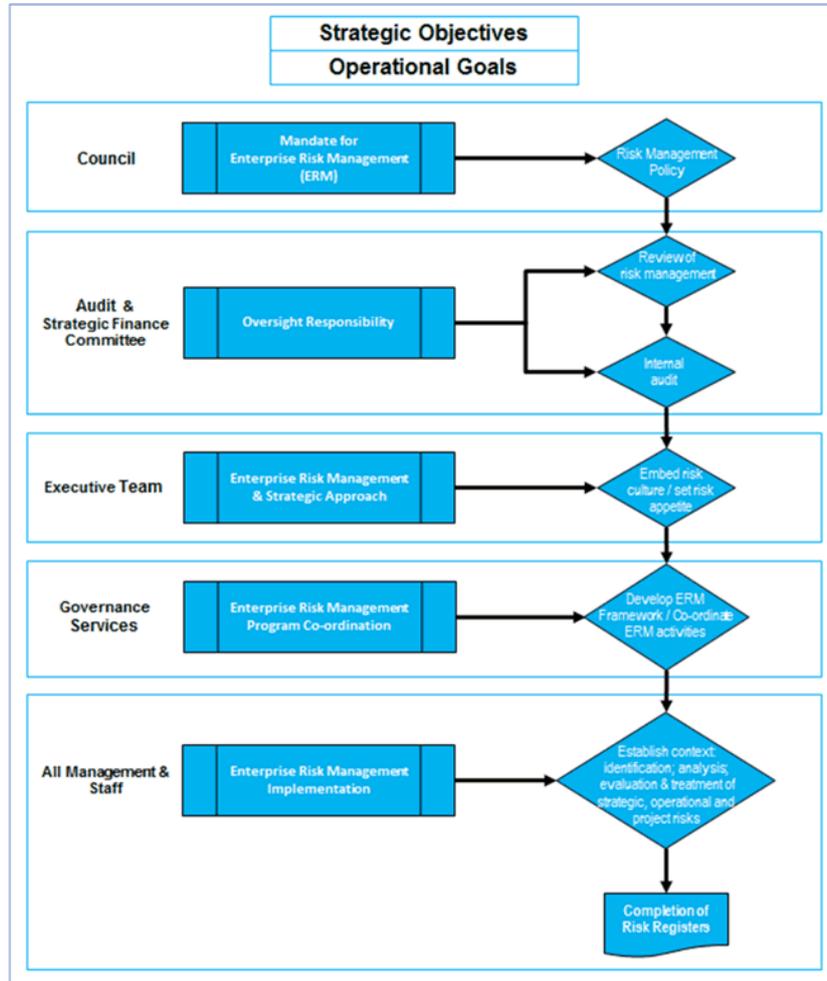
- Leadership, which is articulated in the policy;
- Communicating the benefits of risk management; and
- Integrating risk management with other business processes and systems so the task of managing risk is not regarded as an additional burden.

Key risk performance indicators are measures which support our transparent approach to maturing risk management. The risk management performance indicators which we are working towards are provided as Appendix C.

3.2 Risk Governance and Accountability Structure

Our risk management accountability framework is aligned to our existing accountability requirements and summarised in Appendix D, outlining the roles and responsibilities in relation to risk management.

Our approach to enterprise risk management is aligned to our strategic and business planning frameworks.



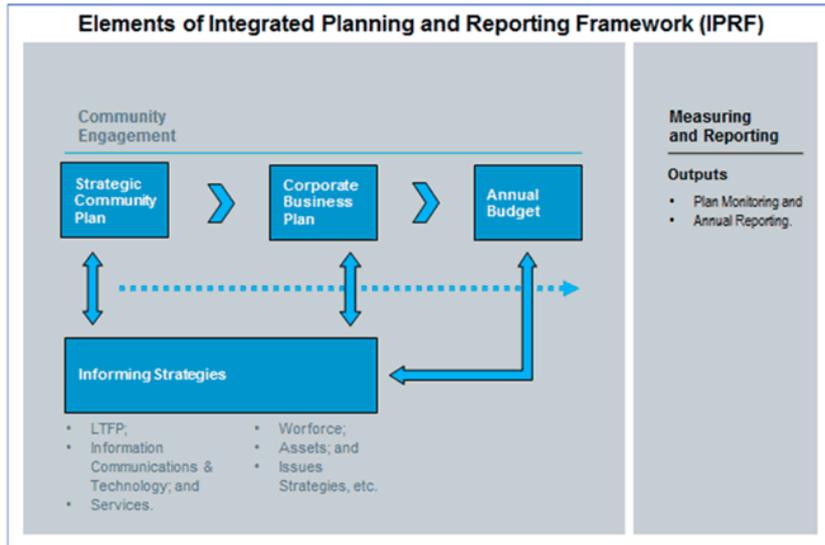
Strategic risks are overseen by the Executive and operational risks are identified and monitored as part of our annual business planning cycle.

Our risk register is enabled by *Risk Management and Safety System (RMSS)*, a licensed enterprise risk information system. Our maturity and performance can be measured against our integrated risk management performance indicators.



3.3 Risk Management Resources and Planning

Risk management resources and planning are embedded within existing processes and operates on a number of levels. A summary of our integrated approach to resources and planning is outlined below depicting the components that make up the City's Integrated Planning and Reporting Framework (IPRF):



The City's IPRF, as the primary source of guidance for the organisation, provides context to which the risk management process operates. The IPRF is designed to strengthen the linkages between community aspirations, financial capacity and practical service delivery.

The City's risk management approach is embedded into this planning process and assists in the delivery of community needs in a sustainable manner. This planning process operates on a cyclical basis and provides opportunities to undertake analysis of emerging, known or unknown risks that may impact on the purpose and objectives of the City.

The City is required to perform a biennial review of the IPRF elements. The review is designed to test and ratify the City's strategic direction, based on community needs. This provides the mandate to ensure the City's risk approach is also reviewed, in line with the legislative requirements of risk management. Responsibility for risk management is outlined in our Risk Management Accountability Structure (Refer to Appendix D). Risk management resources are embedded within all Departments across all functions.

3.4 Process Control

The City's risk management process is designed to ensure that risk management decisions are based on a robust approach, assessments are conducted in a structured and consistent manner, and common language is used and understood throughout the organisation. In line with AS ISO 31000, the elements of the City's risk management process are outlined below, with a brief description of each of the process articulated in the table below:

Process Step	Description	Purpose
Communication and Consultation	Involving stakeholders (internal and external) and information sharing throughout the risk management process, across the City.	<ul style="list-style-type: none"> Context is appropriately defined; Staff that are involved throughout the risk process understand the basis for decisions and actions required; and Lessons learnt are shared and transferred to those who can benefit from them.
Establish Context (explained further in section 2.4.1)	Understanding the City's objectives and defining the external and internal environment within which the City operates.	<ul style="list-style-type: none"> Understand the critical success factors influencing the ability to achieve objectives; and Determine boundaries within which the Risk Management Framework operates using the City's Risk Assessment & Acceptance Criteria (Appendix A).
Risk Identification	Risk Assessment	Identifying risks, its sources, causes and potential consequences.
Risk Analysis		Comprehending the nature of the risk and determining the level of risk exposure (likelihood and consequence).
Risk Evaluation		Comparing the risk analysis with the risk criteria to determine whether the risk is acceptable or tolerable.
		<ul style="list-style-type: none"> Refer to the City's Risk Assessment & Acceptance Criteria to ensure risks are assessed in a consistent manner; and Generate a comprehensive list of threats and opportunities based on the critical success factors that might enhance, prevent, degrade, accelerate or delay the achievement of set objectives.
		<ul style="list-style-type: none"> Provide an understanding of the residual (level of exposure should controls fail) and controlled risk (level of exposure with controls in effect); Utilise the City's Measures of Existing Controls in identifying ineffective controls; Determine relevant consequence categories to rate the residual risk; and Combine the measures of consequence and likelihood to determine the level of risk.
		<ul style="list-style-type: none"> Determine whether the controlled risk aligns with the City's risk appetite; Determine if controlled risks need further treatment; and Identify priority order in which these risks should be treated.



Process Step	Description	Purpose
Risk Treatment	<ul style="list-style-type: none"> Selecting one or more options for treating the risk. Reassessing the level of risks with controls and treatments in place (residual risk). 	<ul style="list-style-type: none"> Identify treatments for risks that fall outside the City's risk appetite; Provide an understanding of the residual risk (level of risk with controls and treatments in place); and Identify priority order in which individual risks should be treated, monitored and reviewed in line with the City's risk assessment & acceptance criteria.
Monitoring and Review	<ul style="list-style-type: none"> Determining whether the risk profile has changed and whether new risks have emerged. Checking control effectiveness and progress of the treatment plans. 	<ul style="list-style-type: none"> Identifying emerging risks; Provide feedback on control effectiveness; Identify whether any further treatment is required; Provide a basis to reassess risk priorities; Capture lessons learnt from event failures, near - misses and success; and Monitor risk controls and actions through RMSS, the City's risk management software.

CURRENT



Item 15.1 Attachment 1

ASFC 15/07/2021

3.4.1 Establishing the Risk Management Context

To ensure adequate alignment and consistency of risk management practices throughout the City, the below provides the context for which risks are defined, identified and managed.

Plans	Risk Definitions	Accountability
<p>Strategic Community Plan The Strategic Community Plan (SCP) articulates the long term strategic direction and guides the City's planning process. It outlines the communities' aspirations and vision as well as identifying the strategies that the City is intending to implement to achieve its objectives.</p> <p>The SCP describes the vision and strategic objectives of the elected Council.</p> <p>In determining the strategic risk profile the City will have to collect information, through environmental scanning, which is broad enough to include a range of trends, influences and time horizons.</p> <p>They are usually identified through analysis of environmental factors, stakeholder expectations and strategy development and will likely have a material impact on the City's ability to achieve its mandate and strategic objectives.</p>	<p>Strategic Risks</p> <ul style="list-style-type: none"> Identified through analysis of both the SCP and Corporate Business Plan (CBP) and what can impede the organisation from delivering on strategic objectives as well as reviewing past performance and risks to determine future challenges and new priorities; Risks usually identified from the external environment, that affect the decisions made around organisational priorities, resource allocation, tolerance and acceptance of risk; Strategic risks are the risks that will prevent the City from meeting the objectives outlined in the SCP; and They are the risks of most concern to the City and therefore require direct attention by the CEO. 	<p>Executive Team</p>
<p>Business Unit Operational Plans Annual plans that identify the Unit's key accountabilities in implementing the City's strategic plan, key strategies and targets. Plans are developed through a process of environmental scanning and reviewing past performance and risks to determine upcoming challenges and new priorities.</p>	<p>Operational Risks Risks or opportunities that may affect achieving the objectives of the planned Business Unit outcomes of performance, identified through Business Unit Plans, Specific Purpose Plans, programs of change, or hazard assessments. These risks usually result from inadequate or failed internal processes, people and systems.</p>	<p>Business Unit Managers</p>
<p>Program Plans Plans for implementing business strategies, policies and initiatives, or large-scale change, to achieve a desired outcome and benefits of strategic importance.</p>	<p>Operational risks are linked to the Business Plan objectives and take into consideration risks which will prevent Departments from delivering their annual business plans and ongoing services to the</p>	<p>Service Unit Leader</p>

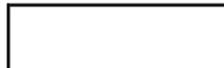


Plans	Risk Definitions	Accountability
<p>Safety Management System The City's systematic approach to managing safety, including organisational structures, accountabilities, policies and procedures. Officers (persons conducting a business or undertaking) are responsible for protecting workers and other persons against harm to health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant.</p>	<p>community.</p> <p>Each Department is required to undertake a risk assessment in accordance with this RMF to determine the risks in meeting its delegated statutory obligations and stated objectives. This process is incorporated into the business planning process.</p> <p>Operational risk predominantly relates to critical services and functional business processes that support the City's service delivery objectives. This risk type takes a horizontal perspective of risk across the City.</p> <p>Safety risks can cause harm or adverse effects (to individuals as health effects or to the City as property or equipment losses).</p>	<p>All Staff</p>
<p>Project Plans Formal, approved documents used to guide both project execution and project control.</p>	<p>Project Risks Uncertain events or set of circumstances that, should they occur, will have an effect on the achievement of one or more project objectives.</p> <p>Project and program risk refers to the risks unique to a specific project/program. The City regularly undertakes significant projects and programs, management of which should be consistent with the City's project management methodology.</p> <p>Projects and programs should maintain a risk register(s) and regularly report the risks to the project/program sponsor/s or steering committee. Any substantial risk that is strategic in nature should also be incorporated in the Operational risk register to ensure visibility across the enterprise.</p>	<p>Project Team/Manager</p>
<p>Specific Risk Functions</p> <p><u>Fraud and corruption</u> - Refer to the Fraud and corruption prevention policy and guidelines.</p>	<p>Fraud and corruption risk management is an important subset of the City's overall risk management framework. The City and constituent business areas are required to conduct a fraud risk assessment on a regular basis, in doing so; the assessment should be consistent with the process prescribed in the framework.</p>	<p>All services units with support from other units and external agencies</p>



Plans	Risk Definitions	Accountability
<p><u>Business continuity management</u> - Refer to the Crisis and Business continuity framework.</p> <p><u>Local Emergency Management Plans</u> Series of plans that identify hazards, risks and their mitigation, response to and recovery from emergency events. Detailed plans for response and recovery are linked to the District & State Emergency Management Plans.</p>	<p>Correspondingly, provision for fraud has been integrated into the City risk register to enhance fraud and corruption reporting.</p> <p>Some risk is unavoidable and it is not within the ability of the City to completely manage, e.g. natural disasters. A key strategic risk for the City and its business areas is the inability to remain operational and continue delivering Council services. In these instances, the only action that can be taken is the preparation of contingency plans for business continuity. Business continuity management is a key mitigating factor as it increases the department's resilience in, response to and recovery from events that may disrupt business services and operations</p> <p>Emergency Management Hazards/Risks & Public Hazards Risks and hazards which:</p> <ul style="list-style-type: none"> • Would pose a threat to life, property or the environment; • Would require a large scale emergency response; • Would require support / action from the City; and • Would require Recovery strategies to be adopted to return the community to normal. 	

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3.4.1 Treatment

For risks which fall outside of the City's risk appetite, determine treatment options that may improve existing controls and/or reduce consequence/likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk. The treatment selection and implementation may be based on:

- Cost versus benefit;
- Ease of implementation; and
- Alignment to organisational values and objectives.

The purpose of risk treatment plans is to document how the chosen treatment options will be implemented. A comprehensive risk treatment plan should be prepared for all High and Extreme risks. The information provided in treatment plans should include:

- Risk ID, risk description, risk level;
- The reasons for selection of treatment options, including expected benefits to be gained;
- Those who are accountable for approving the plan and those responsible for implementing the plan (e.g. Risk owner);
- Proposed actions;
- Resource requirements including contingencies;
- Plan to monitor implemented controls;
- Reporting requirements (e.g. Council action, Audit and Risk Committee action, Executive Management team action etc.); and
- Timing and schedule.

3.4.2 Monitor and Review

The City's will review all Risk Profiles in line with the Risk Assessment & Acceptance Criteria or if triggered by one of the following:

- Changes to context;
- A treatment is implemented; and
- An incident occurs or due to audit/regulator findings.

The Governance & Risk Management Advisor will monitor the status of risk treatment implementation and report on progress, if required.

The CEO and Executive will monitor substantial risks and treatment implementation as part of their normal Directors agenda item with specific attention to be given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme;
- Risks with an Inadequate Existing Control Rating;

- Risks with a Consequence Rating of Catastrophic; and
- Risks with a Likelihood Rating of Almost Certain.

3.5 Risk Assurance

The risk management validation and assurance program operates on a number of levels from management reviews to internal and external reviews.

Management Control reviews

These annual reviews are initiated by management to inform and to provide another level of insight on the degree to which management and operational levels has a shared understanding of risk management.

The level of scrutiny completes an important aspect of a risk management system. That is to provide assurance that key risks are actively controlled and control mechanisms in place reduce the risk profile of the City.

Audit services

The internal audit program is overseen by the Governance & Risk Department. The internal audit plan is developed with consideration to the strategic and operational business risk profile.

The internal audit program is designed as a rolling three year plan based on risk against which Internal Audit is to prepare audit reports for the Audit Committee's consideration. These audit reports are to also include, where applicable, management responses, accountabilities and timelines for corrective actions.

This plan shall detail the nature and timing of reports to be presented to the Audit Committee and to Council and will reflect the priorities and functions of the Audit Committee as detailed in their Charter.

External reviews

These reviews are conducted by an agency external to Council. Typically the agencies which currently conduct independent reviews are the Auditor General's Office and Ombudsman.

Risk Maturity review

Governance services conduct a maturity assessment every 2 years, in line with the corporate planning cycle to measure and test staff's perception of Council's risk management culture. The results are reported to the Executive Team and where appropriate incorporated into an action plan.



3.6 Risk Tools

The risk register enables staff to document, manage, monitor, review and update strategic, operational, hazard or project risk information. Risk register reporting allows the City to monitor and review risks in alignment with the SCP, CBP, Business Unit Plans, programs and other cascading plans.

Information from the risk management process is to be recorded, reported and monitored using the City's various risk register templates.

The City has two ways to record risks as depicted below:

RMSS risk register

An online risk management tool, to assist the City in recording, monitoring and reporting operational and strategic risk information.

Offline risk registers

These are various risk register templates used for projects, programs, events and hazard assessments. This information is not kept within the RMSS.

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4 Risk Management Key Elements

The City has clarified roles, responsibilities, accountabilities and delegations at all levels. The City's RMF is to be embedded through a number of communication, training and support systems, including training.

To ensure that adequate risk management competency levels are achieved and maintained, the City provides regular training courses in the risk management process and its application in the City.

Specific risk management training sessions will be held on an annual basis, aimed at providing an overview of the RMF. The training will be provided by the Risk and Governance Advisor. Additional ad-hoc training will be provided as required.

This training is designed to increase the knowledge and awareness of staff and management in a number of risk management topics including:

- Risk management principles and process;
- Fraud and misconduct awareness;
- Environmental management;
- Events management; and
- Business Continuity and Crisis Management.

Instruments providing training on appropriate controls include job descriptions, inductions, policies, procedures, terms of reference, performance planning and review programs, contracts and delegations.



5 Appendix A – Risk Assessment and Acceptance Criteria

Risk Assessment Matrix										Likelihood / Probability				
Measures of Consequence and Likelihood										1	2	3	4	5
Consequence Severity	OSH / Injury / Well-being	Financial Impact	Brand Reputation	Operations / Delivery Disruption	Environment Health	Compliance	Project			Rare Theoretically such an event is possible but not expected to occur during an operation / asset life / project.	Unlikely Possible that such an event may occur once during operation / asset life / project.	Possible Such an event may occur more than once during an operation / asset life / project.	Likely Such events may occur frequently during an operation / asset life / project.	Almost certain Such events are expected to occur routinely during an operation / asset life / project.
							Quality	Cost	Time					
Insignificant 1	No injuries	< \$50,000 or < 5% of OP. Little or no impact on asset.	Low impact. Low profile. 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 criteria.	Majority of milestones and objectives being achieved with minor variation to scope and/or quality reported. Minor impact absorbed 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	First aid treatment.	\$50k to < \$250k or 5% to < 10% of OP. Minor loss or damage.	Low impact. Low profile. Low media attention. Possible complaint.	Minor impact. Easily dealt with. Still business as usual. 5% to < 10% variation against PI.	A minor environmental event that can be remediated through system improvements within the City.	Compliance breach of policy / process 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 < 15% of Project Budget or \$50k to < \$250k, whichever is lower.	5% to < 10% of Project Timeline or 30 to < 60 days, whichever is lower.	2 Low	4 Low	6 Moderate	8 Moderate	10 Substantial
Major 3	Medical treatment. No lost time injury (LTI).	\$250k to < \$1m or 10% to < 25% of OP. Major damage to asset.	Moderate impact. Moderate media attention. Public complaint.	Some objectives affected. Can continue business as usual, with minor controls exercised. 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 restitution and breach of legislation or regulations.	Major 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 60 to < 90 days, whichever is lower.	3 Low	6 Moderate	9 Moderate	12 Substantial	15 High
Critical 4	Partial disablement or severe injury. LTI < 10 days.	\$1m to < \$5m or 25% to < 50% of OP. Significant loss of asset.	Damage to reputation. Public embarrassment. Several public complaints. Third party legal action.	Some major objectives cannot be achieved. Business can still deliver, but not to expected level. 25% to < 50% variation against PI.	A significant environmental event involving multiple stakeholders and various levels of the community and government.	Compliance breach involving external investigation or third party actions resulting in tangible loss or reputation damage 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.	4 Low	8 Moderate	12 Substantial	16 High	20 Extreme
Catastrophic 5	Death or permanent disablement. LTI > 10 days.	> \$5 million or > 50% of OP. Complete loss of asset.	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 actions resulting in tangible loss or significant reputation damage to the organisation 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.	5 Moderate	10 Substantial	15 High	20 Extreme	25 Extreme

Risk Acceptance Criteria				Existing Control Ratings	
Risk Level	Criteria	Treatment	Responsibility	Rating	Description
Low	Risk acceptable with adequate controls, managed by routine procedures. Subject to annual monitoring or continuous review throughout project lifecycle.	Management through routine operations/report. Risk Registers to be updated.	Service Unit Manager / Project Manager	Effective	Doing more than what is reasonable under the circumstances.
Moderate	Risk acceptable with adequate controls, managed by specific procedures. Subject to semi-annual monitoring or continuous review throughout project lifecycle.	Communication and awareness of increasing risk provided to S&M. Risk Registers to be updated.	Senior Manager / Project Manager		Doing what is reasonable under the circumstances.
Substantial	Risk acceptable with effective controls, managed by senior management/executive. Subject to quarterly monitoring or continuous review throughout project lifecycle.	Assess impact of competing Service Unit/Business Unit Projects. Potential redirect of Service Unit/Business Unit resources. Risk registers to be updated.	Director / Steering Committee	Adequate	Existing controls are in accordance with current legislation, regulatory and compliance requirements, and are aligned with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation.
High	Risk only acceptable with effective controls and all treatment plans to be employed and implemented where possible, managed by highest level of authority and subject to continuous monitoring.	Escalate to CEO, report prepared for Audit & Strategic Finance Committee. Quarterly monitoring and review required. Risk Registers to be updated.	Executive / Steering Committee / Project Sponsor		Not doing some or all things reasonable under the circumstances.
Extrema	Risk only acceptable with effective controls and all treatment plans to be employed and implemented where possible, managed by highest level of authority and subject to continuous monitoring.	Escalate to CEO, report prepared for Audit & Strategic Finance Committee. Monthly monitoring and review required. Risk Registers to be updated.	CEO / Council / Project Sponsor	Inadequate	Existing controls do not provide confidence that they meet current legislation, regulatory and compliance requirements, and may not be aligned with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation.

OSH / Injury / Wellbeing Hierarchy of Control		
Effectiveness	Control methodology	Impact on unwanted event (hazard), and examples
100% Effective	Elimination	Remove the hazard, or unwanted event, completely or discontinue the process or practice. For example, if the electric cable from a stage microphone is a trip hazard, use a wireless microphone instead.
Increasing Effectiveness	Substitution	Replace a hazardous or vulnerable system, material, practice or process with one that presents a lower risk. For example, if an outdoor event is conducted during a summer day, use of market umbrellas could be substituted by providing marquee or shade sails. Use lockable barriers to restrict unauthorised access and separate people from hazard, practice or process. For example, install guards on machines where there is a risk of a person being trapped in a machine.
	Isolation	Change the physical characteristics of the practice or process through engineering redesign. For example, provide ramps if patrons in wheelchairs will be attending an event.
	Engineering	Establish appropriate policies, practices, procedures, guidelines and operating instructions to control exposures to unwanted events. For example, if an event requires serving of alcohol, ensure that bar employees have been trained in 'Responsible Service of Alcohol'. Provide appropriate safety equipment. For example, traffic controllers need to be provided with long sleeves, long trousers, wide brimmed sunhats and high visibility safety vests.
Administrative	Administrative	
≤ 20% Effective	Personal Protective Equipment	

6 Appendix B – Risk Management Action Plan

Action	Description	Responsibility	Timing
Strategic Risk Management Review	Strategic risk workshops with the key deliverable of a strategic risk register for the City, to identify high level key strategic risks associated with the City's external environment, stakeholders, strategic direction and systemic organisational issues.	Executive Team (coordinated by Governance Services)	Every 4 years in conjunction with the SCP review
Risk Maturity Review	Maturity review to measure and test Risk Management culture, and assess the appropriateness and effectiveness of the City's systems and procedures in relation to: <ul style="list-style-type: none"> • risk management; • internal controls; and • legislative compliance 	Executive Team & All Managers (coordinated by Governance Services)	Biennially
Review Risk Management Policy	Review the currency and effectiveness of Council's Risk Management Policy	Council to adopt (review to be coordinated by Governance Services)	Biennially – presented to Delegated Authorities, Policies and Position Statements (DAPPS) Committee
Review Risk Management Framework	Review the currency and effectiveness of Council's RMF.	Council to adopt (review to be coordinated by Governance Services)	Biennially
Build robust contingency services to ensure the protection of Council assets and services	Annual test and review of Council Business Continuity & Crisis Management Program	Governance Services	Annually
Review Operational Risk Registers	Review risks and controls contained in Council's corporate risk register and identify new or emerging risks	All Managers (risk owners) to complete review (review to be facilitated by Governance Services)	Annually – presented to Audit & Strategic Finance Committee
Risk Controls Assurance Review	Targeted control review to rate and confirm the effectiveness for controls contained in the operational risk register.	Governance Services	Annually – presented to the November Directors Meeting
Include Risk Treatment Plan (RTP) in Operational Plan	Ensure that actions required by RTP are incorporated into the Operational Plan	All Managers	Every year in conjunction with



Action	Description	Responsibility	Timing
			Operational Plan development/ review
Implement RTPs in operational decisions	Implement actions contained in RTPs	Risk Owners	As identified in the RTP
Risk assessments for projects/initiatives in accordance with the project methodology	Conduct risk assessments as required for new or altered activities, processes or events	Relevant Manager/ Risk Owner/ Project Manager/Team	Prior to deciding to proceed with new project/ initiative
Risk Status Report	Identify and review, by exception, any risk issues arising from the Quarterly risk register review and the current status of key risks (high & extreme), RTPs, incidents and other relevant issues	Executive Team (coordinated by Governance Services)	Quarterly report to the Audit and Strategic Finance Committee
Annual Report	Detail risk management activities undertaken during the previous year and any relevant risk management issues.	Governance Services	Annually
Operational Plan	Identify key risks that may impact on objectives as well as strategies and controls in place (or proposed) to manage those risks.	Managers/Risk Owners (overseen by Governance Services)	Annually
Staff Performance Review	Ensure risk management performance of managers is assessed on a regular basis	Manager, Human Resources	Annually
Communication	Ensure staff are aware of relevant risk management issues and have access to risk management tools	Governance Services	Ongoing

7 Appendix C – Risk Management Indicators

Indicators	Measurement
Culture	
<ul style="list-style-type: none"> • Management are committed to risk management; • Employees 'contributions to risk management are valued; and • Practices and values are linked to risk management. 	<ul style="list-style-type: none"> • Risk management included in Job descriptions; • Risk management is linked to values and Code of Conduct; • Risk management is included in recognition and reward programs; and • All staff is aware of organisation's approach to risk management and the risk management format has been documented.
Risk Governance & Accountability	
<ul style="list-style-type: none"> • Risk governance is aligned to the organisations governance and accountability framework; • There is an endorsed risk management policy accessible to all staff; • Executive and Audit Committee regularly receive, consider and discuss risk management reports; • There is a process to support risk management attestation; • There is a robust process for ensuring legal and regulatory compliance requirements are met; and • Roles and responsibilities for risk management are clearly defined at all levels of the organisation. 	<ul style="list-style-type: none"> • RMF documented, approved & accessible to staff; • Risk reports distributed and reviewed; • Organisational wide approach to legal and regulatory compliance framework documented and accessible to staff; • Risk roles and responsibilities documented; and • Risk meeting agendas and minutes recorded and maintained.
Resource & Planning	
<ul style="list-style-type: none"> • There are human resources to support risk management system and processes; and • Tools and templates are used to support risk management processes and assessments. 	<ul style="list-style-type: none"> • Organisational wide risk policy; • Risk management capabilities and training provided; • Risk management skills gap addressed; • Organisational wide risk tools and templates are used; • Organisational wide risk management plans documented, approved and accessible to all staff; • Risk information system available and accessible to nominated staff; and. • User software training made available to nominated staff.



Process	
<ul style="list-style-type: none"> • There are processes to ensure communication and consultation with internal and external stakeholder groups takes place during each activity of the risk management process; • Risk appetite and tolerances has been agreed and is clearly understood; • The external and internal context to be considered by staff is clearly defined; • A risk rating criteria is clearly defined and risks are consistently documented and the effectiveness of existing controls is used to determine the estimated level of risk; • Risks are consistently identified and by staff with the required knowledge and skills using an agree risk register format; • There is a process in place to respond to incidents, near misses, incidents, hazards and complaints; and • Risks are assessed to determine tolerability & priorities for risk treatment. RTPs are prepared, implemented and monitored. 	<ul style="list-style-type: none"> • Risk management guideline; • Organisation wide risk appetite and tolerance has been documented, approved and available to all staff; • Documented evidence of risk management forms part of the strategic and operational objectives that specifically takes into account risks which may impact the organisation; • A defined risk criterion is available and consistently applied; • The risk methodology is endorsed and available to all staff; • Risk has been linked to agreed categories which have been documented and reviewed; • System in place for near misses; • Risk escalation processes established, clear and complied too; • Risk has been linked to agreed categories which have been documented and reviewed; and • System in place for near misses. Risk escalation processes established, clear and complied.
Assurance	
<ul style="list-style-type: none"> • Control owners assigned, & layered approach to risk controls; • Control effectiveness considered within risk acceptance decision; and • Alignment with audit and assurance programs / activities. The internal validation and assurance activities are aligned to the risk profile. 	<ul style="list-style-type: none"> • There is a clear, documented link between the validation and assurance program; • The validation and assurance Program incorporates data analytics such as dashboard reporting, measurements against targets; and • Assurance mapping.



8 Appendix D – Risk Management Accountability Structure

Role	Responsibilities
Council	<p>Council's responsibilities are to:</p> <ul style="list-style-type: none"> Adopt a Risk Management Policy that complies with the requirements of AS ISO 31000 and to review and amend Risk Management the Policy in a timely manner and/or as required; Adopt the RMF for the Council; Be satisfied that risks are identified, managed & controlled appropriately to achieve Council's Strategic Objectives; Appoint and resource the Audit & Strategic Finance Committee; Provide adequate budgetary provision for the financing of risk management including approved risk mitigation activities; and Review Council's risk appetite.
Audit & Strategic Finance Committee	<p>On behalf of Council, the purpose of Audit Committee is to oversee that Council carries out its responsibilities for accountable financial management, good corporate governance, fostering an ethical environment and maintains a system of internal control and risk management. They have been constituted to monitor and report on the systems and activities of Council in ensuring:</p> <ul style="list-style-type: none"> Reliable financial reporting and management information; High standards of corporate governance; Appropriate application of accounting policies; Compliance with applicable laws and regulations; Effective monitoring and control of all-identified risks; Effective and efficient internal and external audit functions; Measures to provide early warning of any issues affecting the organisation's financial well-being; The level and effectiveness of appropriate Crisis Management, Business Continuity and Disaster Recovery planning; and Maintenance and fostering an ethical environment.
CEO	<ul style="list-style-type: none"> The CEO is accountable for the implementation and maintenance of risk management policies and processes across the organisation; The CEO is responsible for ensuring that strategic risks are regularly reviewed; and The CEO is responsible for raising awareness and leading the culture of managing risk responsibly across the organisation.
Executive Team	<p>Promote and champion a strong risk management culture by linking and embedding risk management, and maintaining organisational risk focus across the City:</p> <ul style="list-style-type: none"> Manage and monitor the strategic risks; Ensure that an effective risk control environment is implemented and maintained; Ensure that risks are considered and integrated into corporate and business planning processes; Participate in the review and updating of the organisation's strategic risk profiles; and Ensure that accountabilities for managing risks are clearly defined.



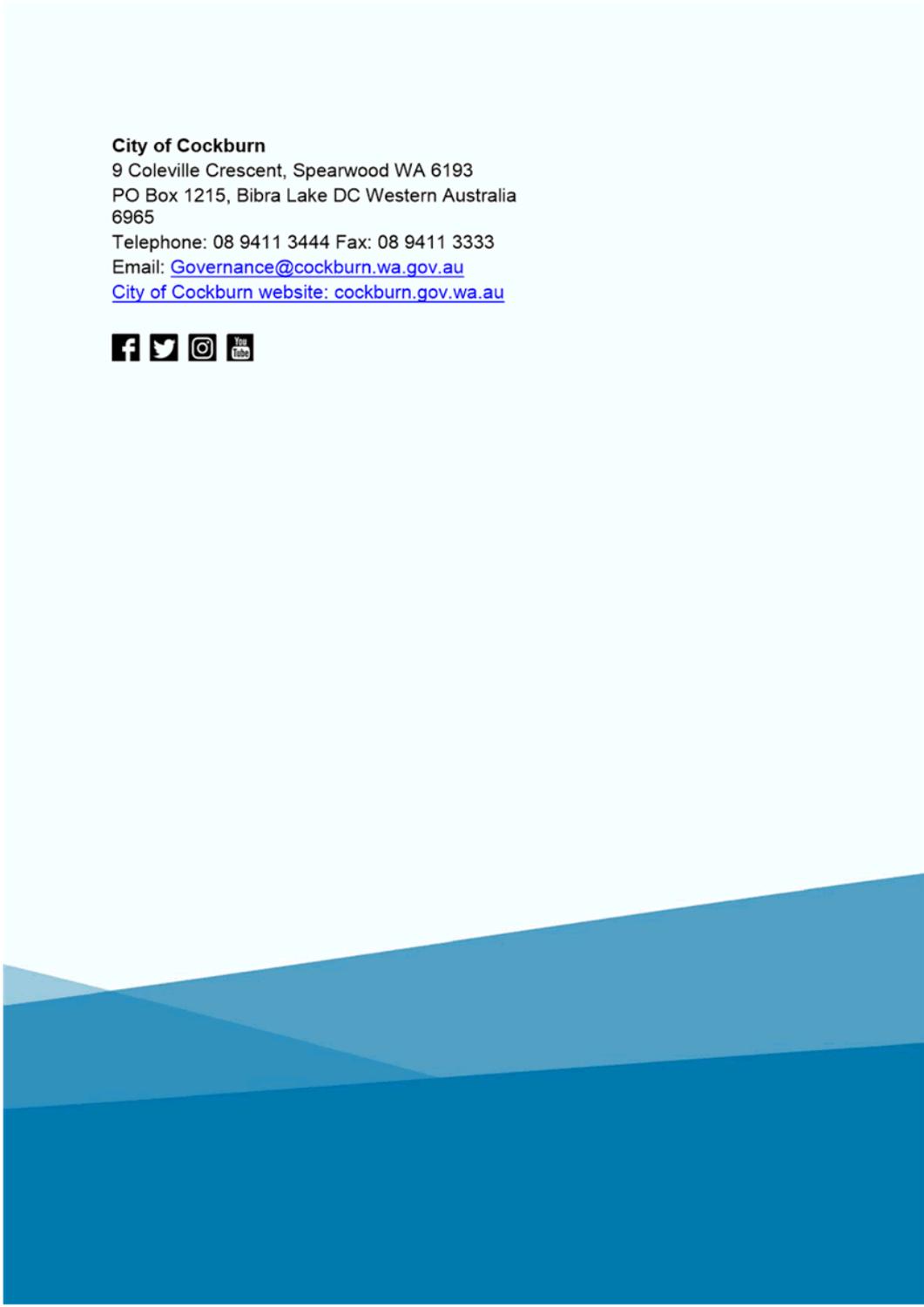
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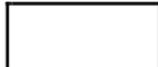
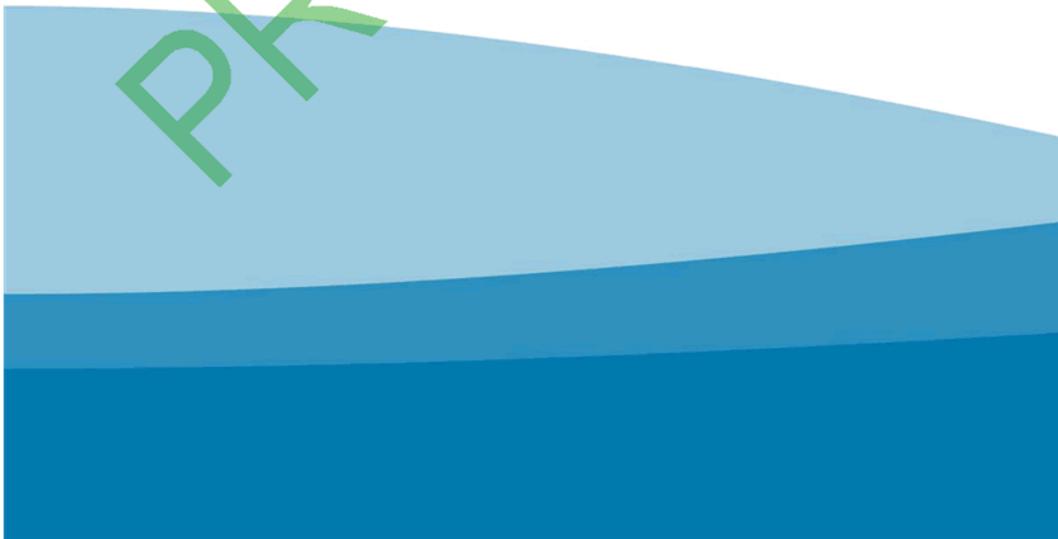
City of Cockburn website: cockburn.gov.wa.au





Enterprise Risk Management Framework

PROPOSED



Document Control

Document Record			
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Frequency of review	Annually	Next review date	December 2022
NOTE: The City of Cockburn will review this framework on a biennial basis, but will also make incremental changes, modifications, and adjustments as conditions warrant. This framework document goes through continuous ongoing changes based on the risk maturity level of the City of Cockburn.			
Record of changes / issues			
Version	Date	Comments / reasons for change	Made by
1	12/2018	December Council Meeting	Council
2	8/2019	August Council Meeting	Council
3	7/2021	July Audit & Strategic Finance Committee Meeting	Council
Distribution			
Name	Position		
Senior Leadership Team	Chief Executive Officer, Divisional Chiefs, Divisional Executives and Business / Service Unit Heads		
Elected Members	Audit & Strategic Finance Committee Members		

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4 Risk Management Framework 15

The City's commitment to a risk management framework is aligned with the risk management framework outlined in AS ISO 31000 and illustrated in *Figure 4* below: 15

4.1 Leadership and Commitment 15

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PROPOSED

1 Introduction

1.1 Legislative Context

The City of Cockburn (the City), a local government authority, operates in accordance with the requirements of the *Local Government Act 1995* (the Act) and subsidiary legislation to provide a wide variety of services, compliance and regulatory functions to the community.

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the City to have in place appropriate and effective systems and procedures to manage risk, and sound control measures to mitigate identified risk and achieve legislative compliance. This statutory obligation compels the City to ensure that risks, opportunities and other information that may impact the achievement of the City's goals and objectives in delivering good governance to the community are identified and managed.

This statutory requirement provides the legal context for the *City of Cockburn Risk Management Policy* (the Policy) and the *City of Cockburn Enterprise Risk Management Framework* (the RMF). The Policy documents the commitment and objectives for managing uncertainty that may impact the City's strategies, goals and objectives. The RMF details the requirements and processes supporting the Policy, specifying how risk management is embedded in the City's systems to ensure it is integrated at all levels and work contexts. It describes principles, elements and processes guiding staff to effectively manage risk, making it part of day-to-day decision-making and business practices. These documents provide the mechanism and processes for the City to ensure:

- compliance with statutory requirements and internal policies
- strong corporate governance
- the implemented Integrated Planning and Reporting Framework (IPRF) requirements are met
- uncertainty and its effects on objectives is understood and managed with appropriate controls.

The implemented RMF will:

- ensure a consistent approach to the risk management process across Council
- establish a structured process for undertaking the risk management process to identify, assess and control/treat risks
- encourage the integration of risk management into the strategic and operational process across all Business / Service Units of the City.

This framework applies to all City officers, contractors and volunteers undertaking any function for or on behalf of the City.



1.2 Australian and International Standards

In accordance with the City's Policy, the City's RMF is consistent with the Australian Standard AS ISO 31000:2018 *Risk management-Guidelines* (AS ISO 31000) detailing the City's approach to the identification, assessment, management, reporting and monitoring of risks to enable the City to manage its many complex responsibilities effectively in the best interests of the community. Terminology used is consistent with the International Organization for Standardization publication ISO Guide 73:2009 *Risk management - Vocabulary* (ISO Guide 73:2009). Where appropriate, terminology is used from the Committee of Sponsoring Organizations of the Treadway Commission (COSO) 2017 *Enterprise Risk Management—Integrating with Strategy and Performance* (COSO 2017).

The City's RMF comprises an effective risk management approach embodying consistency, standardisation and an integration of all activities that are relevant to risk namely strategic, operational, governance, compliance and financial management.

1.3 Risk Mitigation to 'As Low As Reasonably Practicable' ALARP

Statutory requirements compel the City to implement sound risk management processes. Effectively, these processes comprise a balancing exercise between mitigations, investment and residual risk exposure. Residual risk needs to be considered against the background effort to remove it as illustrated by the concept of 'As Low As Reasonably Practicable' (ALARP). A risk managed to ALARP means that the level of that risk is tolerable and cannot be reduced further without the expenditure of costs that are disproportionate to the benefit gained, or where the solution is impractical to implement.

To decide if ALARP has been reached, the following points need to be considered:

- (i) has good practice been followed?
- (ii) is there any more that can be done to reduce the risk?
- (iii) if yes, are further controls practicable, investigate –
 - the cost and time to implement further controls
 - the magnitude of risk that will be reduced by implementing the controls?

The above compares risk with the sacrifice in further reducing it. If costs of further controls are high, but only insignificantly reduce the risk, then they may be grossly disproportionate – ALARP has been reached. However, if further controls make a significant risk reduction, or are cheap to implement, they will need to be introduced to reach ALARP.

The City's challenge is to find suitable balance between risk mitigation to ALARP and the community's expectation of desirable risk mitigation, which is at best common practice of judgement of the balance of risk and societal benefit.

Public outcry may be a factor in mitigation of risk as public reactions to risk assessments

may be negative. Projects may get rejected without valid reasons by the public. This provides the challenge to properly communicate risk throughout the life of a project, from cradle to grave, to avoid conflict of interest and present estimates that are understandable to foster good understanding of what a risk assessment can bring to better human existence, in an ethical and fair way – this is necessary to avoid public distrust. ALARP and public outcry are illustrated in *Figure 1* below:

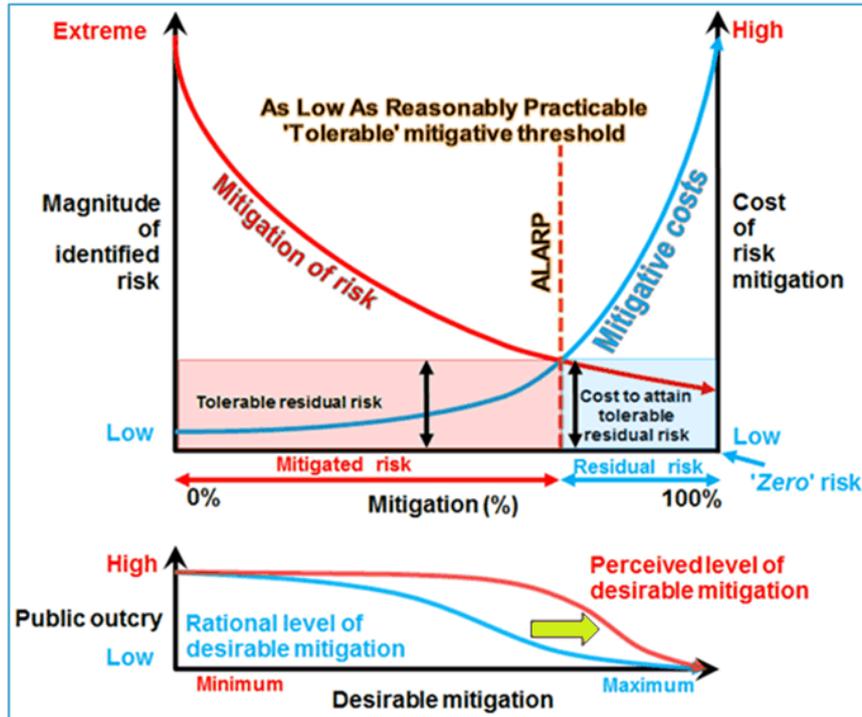


Figure 1: ALARP and community expectation of risk mitigation (adapted from Oboni et al 2014)

Risk management is critical to the City’s ability to achieve the outcomes and strategies contained the *City of Cockburn Strategic Community Plan 2020-2030*. The aim of the RMF is not to eliminate risk but, rather to identify and manage and mitigate risk to ALARP on an ongoing basis, consistently across all City activities, whilst maximising opportunities and minimising adversity. It provides a system for the setting of priorities when there are competing demands on the City’s limited resources. Additionally, the RMF supports the transparency of risk information to all stakeholders and interested parties.



2 Scope

2.1 Alignment with AS ISO 31000:2018

The components of the City's enterprise risk management system have been developed in accordance with the requirements of AS ISO 31000 as illustrated by the risk management principles, framework and process in AS ISO 31000 and displayed in *Figure 2* below:

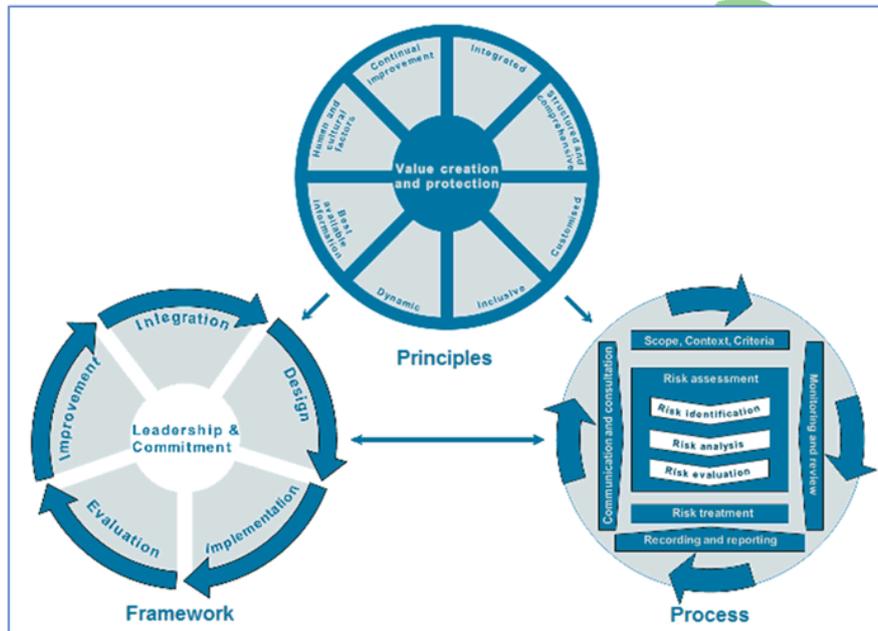


Figure 2: Principles, framework and process (adapted from AS ISO 31000)

The City's management of risk is good governance requiring integrated processes, strategic planning, and reporting and performance measurement - an ongoing system that provides many benefits which include:

- greater likelihood of achieving objectives
- compliance with legislative requirements
- improves stakeholder trust and confidence
- encourages decisive leadership rather than management of crises
- better information for decision making to balance opportunity and risk
- reduces unexpected and costly surprises

- better results from projects and activities
- more effective and efficient allocation of resources
- enhanced accountability and corporate governance
- assists in obtaining insurance cover.

2.2 Common Risk Definitions and Explanations

Successful risk management integration requires streamlining the approach to managing risk by ensuring that everyone in the organisation uses common language and documents their risk using a consistent approach. To this end, definitions, terms and acronyms used in this document are listed in the glossary in *Table 1* below:

Table 1: Glossary of terms and definitions used in this document

Term	Definitions
Act	<i>Local Government Act 1995.</i>
Administration	The operational arm of the City of Cockburn which includes the employees and is headed by the Chief Executive Officer.
ALARP	<i>As Low As Reasonably Practicable.</i> A risk that has been managed to ALARP means that the level of that risk is tolerable and cannot be reduced further without the expenditure of costs that are disproportionate to the benefit gained, or where the solution is impractical to implement.
A&SFC	Audit and Strategic Finance Committee. A City of Cockburn committee established pursuant to section 7.1A of the Act which reports to Council and provides appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.
Audit	Includes to examine, investigate, inspect and review – as defined in Section 4(1) <i>Auditor General Act 2006.</i>
CEO	Chief Executive Officer – the most senior officer in the Administration and who is directly accountable to Council.
City	The City of Cockburn, including its Council and Administration.
Committee	A formal committee of the Council established under legislation.
Community	The entire population in the local government area of the City of Cockburn, including persons those who work in, or visit the local government area for recreational or similar reasons.
Control	Measure that maintains and / or modifies risk (AS ISO 31000).
Consequence	Outcome of an event affecting objectives (AS ISO 31000).
Corporate Business Plan (CBP)	The <i>City of Cockburn Corporate Business Plan 2020-2021 to 2024-2025.</i> A four year plan (updated on annual yearly basis) that can be considered a contract with the Community detailing how the City will deliver on the commitments set out in the <i>City of Cockburn Strategic Community Plan 2020-2030</i> (the SCP).
Council	The body constituting of all Elected Members sitting formally as a Council under the Act.



Term	Definitions
DLGSC	Department of Local Government, Sport & Cultural Industries.
Divisional Chiefs and Divisional Executives	The senior position in the Administration directly responsible to the CEO. The Executive Governance and Strategy is classified as a 'senior employee' in accordance with the Act.
Elected Member	An elected representative of the local government.
Employee	A person employed by a local government in accordance with s 5.36 of the Act including the CEO, Divisional Chiefs, Divisional Executives, Business / Service Unit Heads, officers, casual and contract employees.
Enterprise Risk Management (ERM)	ERM provides for a comprehensive approach to identifying, assessing and treating risk based on the City's risk appetite within the context of its risk environment, and: <ul style="list-style-type: none"> • provides a consistent approach to managing risk • allows for a systematic risk management approach that guides decision making and resource allocation • assigns responsibility and accountability for managing risk • helps develop key performance indicators to measure implementation.
Event	Occurrence or change of a particular set of circumstances (AS ISO 31000).
(ExCo)	Executive Committee, comprising CEO, Divisional Chiefs and Divisional Executives.
Governance	The system by which an organisation is controlled and operates, and the mechanisms by which it and its people are held to account. Ethics, risk management, compliance and administration are all elements of governance (Governance Institute of Australia).
Integrated Planning and Reporting Framework (IPRF)	Introduced in 2010 as part of the State Government's Local Government Reform Program, IPRF aims to ensure integration of community priorities into strategic planning for local governments, as well as implementation of the objectives that have been set from these priorities. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.
IT	Information technology.
Likelihood	Chance of something happening (AS ISO 31000).
OAG	Office of the Auditor General for Western Australia.
Reasonably Practicable	The definition set out by the Court of Appeal United Kingdom (in its judgment in <i>Edwards v. National Coal Board</i> [1949] 1 All ER 743) is: " <i>Reasonably practicable</i> is a narrower term than 'physically possible' ... a computation must be made by the owner in which the quantum of risk is placed on one scale and the sacrifice involved in the measures necessary for averting the risk (whether in money, time or trouble) is placed in the other, and that, if it be shown that there is a gross disproportion between them – the risk being insignificant in relation to the sacrifice – the defendants discharge the onus on them."

Term	Definitions
Responsible Person	Accountable and responsible for ensuring the ongoing effectiveness of Controls in place to manage an existing risk.
Risk	<p>The effect of uncertainty on objectives (AS ISO 31000). Risk is measured in terms of likelihood and consequence.</p> <p>Three (3) elements are required to be identified in order to define a risk:</p> <p>(i) Objectives – what is the aim, goal purpose, or strategic position to be achieved?</p> <p>(ii) Uncertainty – what could prevent the objective from being realised?</p> <p>(iii) Effect – what will happen if the uncertainty realises itself? [It can be positive, negative or both, and can address, create or result in opportunities and threats].</p>
Risk Appetite	The amount and type of risk that an organisation is willing to pursue or retain. (ISO Guide 73:2009).
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation (ISO Guide 73:2009).
Risk Framework	<p>The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation (ISO Guide 73:2009).</p> <p>This document describes and forms part of the framework.</p>
Risk, Inherent	<p>The risk to an entity in the absence of any direct or focussed actions by management to alter its severity (COSO).</p> <p>This means the raw risk level where no controls, mitigating factors or treatment are in place, or if all controls in place were to fail (i.e., be ineffective) at the same time.</p>
Risk Management	<p>The coordinated activities to direct and control an organisation with regard to risk (AS ISO 31000).</p> <p>In consideration of the City's RMF, this means providing the necessary foundations and organisational arrangements for managing risk across the City.</p>
Risk Management Framework (RMF)	This document: <i>City of Cockburn Enterprise Risk Management Framework</i> .
Risk Monitoring	Continual checking, supervising, critically observing or determining the status in order to identify change from the performance level required or expected (ISO Guide 73:2009).
Risk Owner	Has accountability and authority to manage that risk and is typically the individual most impacted by the risk if it were to eventuate.
Risk, Operational	Risk that can occur while undertaking operational activities that may adversely impact on the achievement of the City's operational
Risk, Residual	<p>Actual residual risk - The risk remaining after management has taken action to alter its severity (COSO).</p> <p>The remaining level of risk after implementing risk treatment measures.</p>



Term	Definitions
Risk Review	Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives (ISO Guide 73:2009).
Risk Reporting	Form of communication intended to inform particular internal or external stakeholders (ISO Guide 73:2009).
Risk Source	Element which alone or in combination has the potential to give rise to risk (AS ISO 31000).
Risk, Strategic	Strategic risks reflect the internal and external forces capable of threatening the City's ability to achieve its business strategies or strategic objectives or affect its long-term positioning and performance.
RMSS (Risk Management and Safety System)	The City's online enterprise risk management software solution. A licensed enterprise risk information solution from Risk Management and Safety Systems Pty Ltd.
Senior Leadership Team (SLT)	City of Cockburn team comprising the Executive Committee and Business Unit Heads.
Stakeholder	Person or organization that can affect, be affected by, or perceive themselves to be affected by a decision or activity (AS ISO 31000).
Strategic Community Plan (SCP)	The <i>City of Cockburn Strategic Community Plan 2020-2030</i> . An overarching plan that provides direction for all activities that guides the development and provision of the City's projects, services and programs over a ten year period.
Risk Treatment	The process to modify risk (ISO Guide 73:2009). Risk treatment dealing with negative consequences are sometimes referred to as 'risk mitigation', risk elimination', risk prevention', and 'risk reduction'. Note that risk treatment may create new risks or modify existing risks.

2.3 Risk Appetite

The City's overall risk appetite is '*risk prudent*'. The City accepts the taking of controlled risks, the use of innovative approaches and the development of new opportunities to improve service delivery and achieve its objectives provided that the risks are properly identified, evaluated and managed to ensure that exposures are acceptable.

2.3.1 Occupational Safety and Health / Injury / Wellbeing

The safety of employees, contractors and the public is a priority for the City. Safe working practices are continually being improved and refined and is the City has no appetite for employees not following due process where their or others safety may be at risk.

The City seeks opportunities to develop a multi-skilled workforce that includes employees increasing their skills and knowledge as well as encouraging initiative and enthusiasm. Whilst these are considered positive aspects, the City has no appetite for employees performing duties for which they are not suitably qualified or trained or acting outside of

their delegated authority. Where legislative requirements allow and formal qualifications and training are not required to perform duties the City has a low tolerance but appropriate supervision and oversight of activities and outcomes must be in place.

The City has a low appetite for implementing practices and procedures that may result in large scale dissatisfaction within the workforce. The City will, within established guidelines and practices, consult with its workforce but does have a low tolerance for change that impacts its workforce when focused on delivering appropriate, effective and efficient outcomes.

2.3.2 Financial

There is a low appetite for activities that threaten the long term financial stability of the City. It is recognised however that sustainability will require investigation into enhancing and/or diversifying income streams so there is a moderate tolerance for discrete activities or projects that may provide additional income streams or enhance economic diversity.

The City's Investment of Funds policy stipulates a very low appetite for risk with financial investments, as is imposed by legislation. The low risk appetite is reflected by a focus on preserving capital and optimising liquidity and returns within a conservative, risk averse framework.

Effective management of projects is important to the City and consequently there is a low appetite for project cost or time overruns. Acknowledging that historical legacies, multiple external stakeholders and other complexities exist there is a moderate tolerance towards project cost and time overruns exists but appropriate reporting and escalation are to occur and lessons learnt from these are to be reviewed to prevent reoccurrence.

2.3.3 Service Delivery / Strategic Objectives

The City has no appetite for unplanned service disruptions to critical and core services, including contracted services, as defined by the City's business continuity management process. In reality there exists a low tolerance for disruption to core services which are to be addressed within recovery time objectives established in the City's business continuity plans.

To support service delivery across all City deliverables there is a low appetite for disruption to other supplementary services which may be relaxed to a moderate tolerance recognising that resources may need to be directed to continuity of critical and core services.

There is a very low appetite for IT systems failures, data loss or security breaches.

The City wishes to encourage innovation and therefore there is a high appetite for considering and implementing service level enhancements and efficiencies when aligned



with all other aspects of this risk appetite statement.

2.3.4 Environmental

There is no appetite for not fulfilling its obligations to the built and natural environment including management of contaminated sites, sensitive or high profile sites, waste services or the City's preparation, planning, response and recovery to hazards. The City recognises the multiple stakeholders and responsibilities involved in fulfilling the obligations and needs to accept a low tolerance to those environmental risks.

2.3.5 Reputational

The City has a low appetite for reputational risks that may result in substantiated complaints from the community and/or key stakeholders. It is recognised the City has diverse community and stakeholder needs and expectations and therefore accepts a low tolerance for complaints.

The City has a low appetite for sustained and substantiated negative media coverage. The City has no appetite for the provision of inaccurate qualified advice or unethical actions with a low tolerance for errors in unqualified advice or provision of information.

2.3.6 Compliance

The City has obligations both mandated and recommended through numerous statutory and regulatory requirements and the City has no appetite for non-compliance, breaches of legislation or regulatory requirements or non-reporting of breaches and non-compliance to appropriate authorities. The City also has no appetite or any tolerance for theft, fraud or misconduct by Elected Members or Officers.

There is recognition that the City must accept a very low tolerance for some non-compliance due to competing requirements, changing requirements or minor breaches from time to time. The City does have a moderate appetite to lead challenges to review obsolescent, restrictive and unnecessarily risk adverse legislation and requirements.

3 Risk Management Principles

The City's commitment to risk management principles is underpinned by the risk management principles outlined in AS ISO 31000 and illustrated in *Figure 3* below:

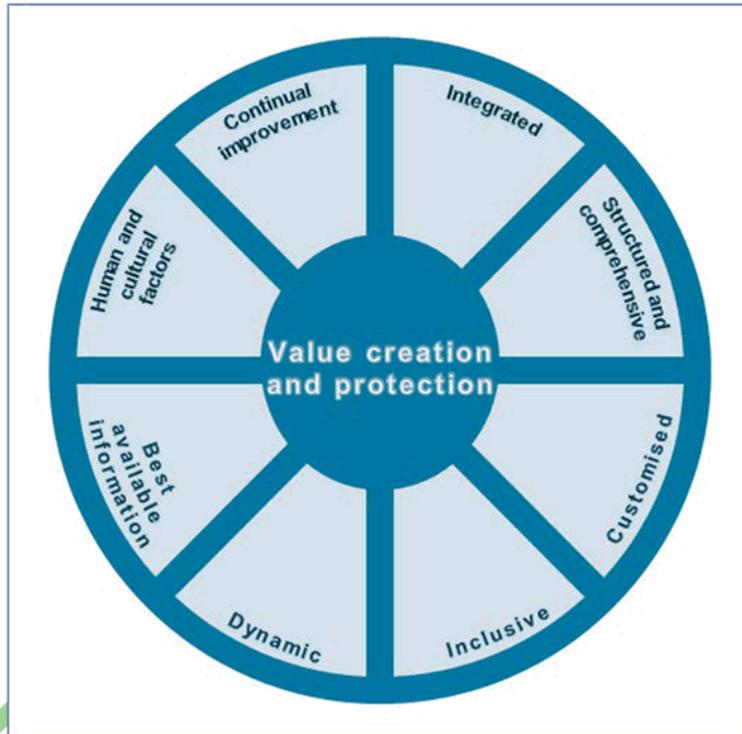


Figure 3: Risk management principles (adapted from AS ISO 31000)

3.1 Integrated

Risk management is integrated in accordance with the City's Policy, requiring the City to '*...develop and maintain a risk management program to ensure that sound risk management practices and procedures are fully integrated into its strategic and operational processes and day to day business practices.*'

3.2 Structured and comprehensive

Managing risk at the City is established upon a structured and comprehensive approach.



The City is committed to a systematic and timely process to identify, assess and monitor strategic, operational and emerging risks and appropriately report the management of this process. Internal controls, described in section 5.4 adequately support the management of risk and compliance with regulations form the risk assurance for this process.

3.3 Customised

The City's risk management system is linked to its objectives - customised to fit the City's context. It guides staff to effectively manage risk, making it part of day-to-day decision-making and business practices. It is a seamless part of the City's goals and objectives in delivering good governance to the community. The system is supported by the City's online enterprise risk management software solution RMSS.

3.4 Inclusive

The City' risk management system is informed by the knowledge, views and perceptions of appropriate stakeholders for transparency and better informed decision-making.

3.5 Dynamic

The City' risk management system adapts to internal and external changes, such as emerging strategic risks, detecting, anticipating, adapting and responding to those changes and events in an appropriate and timely manner.

3.6 Best available information

The City's risk management system accounts for any limitations and uncertainties, with the City being committed to ensuring that risk management is based on historical and valid information, as well as future information that would be reasonably foreseeable.

3.7 Human and cultural factors

Human and financial resources have been adequately allocated to manage the City's risk. Position descriptions direct employees to be responsible for managing risk. Supporting the risk management business model is the risk culture - a sub-set of the City's culture: – the City's risk management behaviour best described as *'the way things are done at the City'*.

Risk culture supports governance, stakeholder confidence, trust and compliance with statutory requirements to improve the control environment, operational effectiveness and efficiency and identification of opportunities and threats. The City's organisational culture comprises behaviours, values and beliefs that are shared by the City employees.

The City's values encourage a risk culture where understanding, managing and calculating a prudent level of risk is part of the everyday decision-making process, supported by:

- (i) Leadership, which is articulated in the Policy;
- (ii) Communicating the benefits of risk management; and
- (iii) Integrating risk management with other business processes and systems so the task of managing risk is not regarded as an additional burden.

Key risk performance indicators to measure the City's transparent approach to mature risk management - are listed in *Table 2* below.

3.8 Continual improvement

The City's RMF is dynamic with opportunities for improvement identified through regular audits and industry based communications and information exchanges.

Table 2: Risk management indicators

Indicators	Measurement
Culture	
<ul style="list-style-type: none"> Management is committed to risk management Employees' contributions to risk management are valued Practices and values are linked to risk management. 	<ul style="list-style-type: none"> Risk management included in Job descriptions Risk management is linked to values and <i>City of Cockburn Code of Conduct for Employees</i> Risk management is included in recognition and reward programs All staff is aware of organisation's approach to risk management and the risk management format has been documented.
Risk Governance & Accountability	
<ul style="list-style-type: none"> Risk governance is aligned to the <i>City of Cockburn Corporate Governance Framework</i> The endorsed <i>City of Cockburn Risk Management Policy</i> is accessible to all staff Executive and Audit Committee regularly receive, consider and discuss risk management reports There is a process to support risk management attestation There is a robust process for ensuring legal and regulatory compliance requirements are met Roles and responsibilities for risk management are clearly defined at all levels of the organisation. 	<ul style="list-style-type: none"> RMF documented, approved & accessible to staff Risk reports distributed and reviewed Organisational wide approach to legal and regulatory compliance framework documented and accessible to staff Risk roles and responsibilities documented Risk meeting agendas and minutes recorded and maintained Compliance Audit Returns correctly completed and timely submitted to DLGSC.



Indicators	Measurement
Resource & Planning	
<ul style="list-style-type: none"> • There are human resources to support risk management system and processes • Tools and templates are used to support risk management processes and assessments. 	<ul style="list-style-type: none"> • Organisational wide Risk Management Policy • Risk management capabilities and training provided • Risk management skills gap addressed; • Organisational wide risk tools and templates are used • Organisational wide risk management plans documented, approved and accessible to all staff • Risk information system available and accessible to nominated staff • User software training made available to nominated staff.
Process	
<ul style="list-style-type: none"> • There are processes to ensure communication and consultation with internal and external stakeholder groups takes place during each activity of the risk management process • Risk appetite and tolerances has been agreed and is clearly understood • The external and internal context to be considered by staff is clearly defined • A risk rating criteria is clearly defined and risks are consistently documented and the effectiveness of existing controls is used to determine the estimated level of risk • Risks are consistently identified and by staff with the required knowledge and skills using an agree risk register format • There is a process in place to respond to incidents, near misses, incidents, hazards and complaints • Risks are assessed to determine tolerability & priorities for risk treatment. Risk treatment plans are prepared, implemented and monitored. 	<ul style="list-style-type: none"> • Risk management guideline • Organisation wide risk appetite and tolerance has been documented, approved and available to all staff • Documented evidence of risk management forms part of the strategic and operational objectives that specifically takes into account risks which may impact the organisation • A defined risk criterion is available and consistently applied • The risk methodology is endorsed and available to all staff • Risk has been linked to agreed categories which have been documented and reviewed • System in place for near misses • Risk escalation processed established, clear and complied • Risk has been linked to agreed categories which have been documented and reviewed.
Assurance	
<ul style="list-style-type: none"> • Control owners assigned, & layered approach to risk controls • Control effectiveness considered within risk acceptance decision • Alignment with audit and assurance programs / activities. The internal validation and assurance activities are aligned to the risk profile. 	<ul style="list-style-type: none"> • There is a clear, documented link between the validation and assurance program • The validation and assurance program incorporates data analytics such as dashboard reporting, measurements against targets • Assurance mapping.

4 Risk Management Framework

The City's commitment to a risk management framework is aligned with the risk management framework outlined in AS ISO 31000 and illustrated in *Figure 4* below:

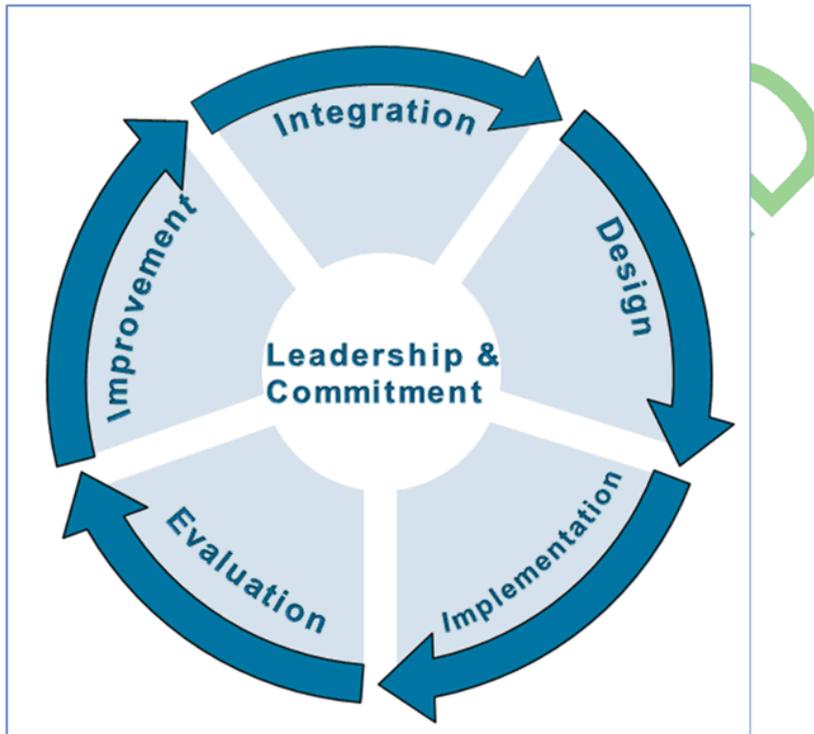


Figure 4: Risk management framework (adapted from AS ISO 31000)

4.1 Leadership and Commitment

The City's leadership and commitment to a risk management framework is put into practice by embedding risk management resources within all Divisions across all functions. This commitment is demonstrated by the responsibility for risk management outlined in the City's Risk Management Accountability Structure in *Table 3* below.



Table 3: Risk management accountability structure

Role	Responsibilities
Council	<p>Council's responsibilities are to:</p> <ul style="list-style-type: none"> • Adopt a Risk Management Policy that complies with the requirements of AS ISO 31000 and to review and amend Risk Management the Policy in a timely manner and/or as required • Adopt the RMF for the Council • Be satisfied that risks are identified, managed & controlled appropriately to achieve Council's Strategic Objectives • Appoint and resource the A&SFC • Provide adequate budgetary provision for the financing of risk management including approved risk mitigation activities • Review Council's risk appetite.
Audit and Strategic Finance Committee (A&SFC)	<p>On behalf of Council, the purpose of the A&SFC is to oversee that the City carries out its responsibilities for accountable financial management, good corporate governance, fostering an ethical environment and maintains a system of internal control and risk management. The A&SFC has been constituted to monitor and report on the systems and activities of the City in ensuring:</p> <ul style="list-style-type: none"> • Reliable financial reporting and management information • High standards of corporate governance • Appropriate application of accounting policies • Compliance with applicable laws and regulations • Effective monitoring and control of all identified risks • Effective and efficient internal and external audit functions • Measures to provide early warning of any issues affecting the organisation's financial well-being • The level and effectiveness of appropriate Crisis Management, Business Continuity and Disaster Recovery planning • Maintenance and fostering an ethical environment.
CEO	<ul style="list-style-type: none"> • The CEO is accountable for the implementation and maintenance of risk management policies and processes across the organisation • The CEO is responsible for ensuring that strategic risks are regularly reviewed • The CEO is responsible for raising awareness and leading the culture of managing risk responsibly across the organisation.
Executive Committee (ExCo)	<p>Promote and champion a strong risk management culture by linking and embedding risk management, and maintaining organisational risk focus across the City:</p> <ul style="list-style-type: none"> • Manage and monitor the strategic risks • Ensure that an effective risk control environment is implemented and maintained • Ensure that risks are considered and integrated into corporate and business planning processes • Participate in the review and updating of the organisation's strategic risk profiles • Ensure that accountabilities for managing risks are clearly defined.

The City's Executive Committee has adopted the 'Four Lines of Defence' 2019 model promoted by the Office of the Auditor General (OAG) as the mechanism to provide assurance of effective risk management. This model, illustrated in *Figure 5* below, ensures roles, responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, all stakeholders will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate and Operational plans.

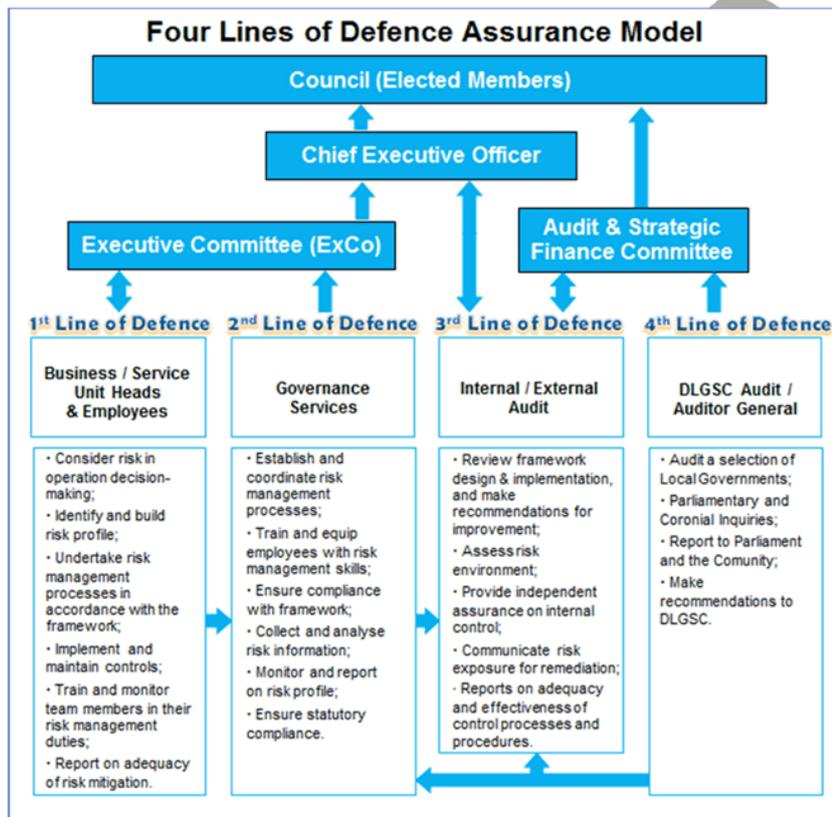


Figure 5: Office of Auditor General 'Four Lines of Defence' assurance model

4.1.1 First Line of Defence – Business / Service Unit Heads & Employees

Each Division, Business / Service Unit is responsible for the ownership and management of their risks. Business / Service Unit Heads, Managers, Coordinators and Team Leaders



are the first line of assurance for risk management in the organisation and fundamental to its effectiveness through the practical performance of risk activities.

1st Line of defence key activities

- promote guide and encourage team members to participate in risk management, and establish and implement appropriate risk management processes and controls for the management of risk through the business area's systems and processes
- undertake adequate analysis (data capture) to support the decisions on risk matters
- prepare risk acceptance proposals where necessary, based on level of residual risk
- retain primary accountability for the ongoing management of their risk and control environment.

4.1.2 Second Line of Defence – Governance Services

Governance Services is responsible for the design and implementation of the framework, risk procedures and risk compliance in the organisation.

2nd Line of defence key activities

- provide independent assurance and transparency of risk matters as required;
- train and support employees with risk management skills
- manage and monitor compliance with this RMF
- prepare risk acceptance proposals where necessary, based on level of residual risk
- co-ordinate the City's risk reporting for the Executive Committee and A&SFC.

4.1.3 Third Line of Defence – Internal / External Audit

Internal / External Audit comprise the third line of defence, providing independent assurance to Council and A&SFC on the effectiveness of business operations and oversight the frameworks (1st and 2nd Lines), as follows:

- **Internal Audit** – the 3 year *City of Cockburn Strategic Internal Audit Plan 2019 – 2020* (with extension to 2022 (the internal audit plan) is overseen by Governance Services. The internal audit plan is developed with consideration to the strategic and operational business risk profile. The internal audit program is designed as a rolling three year plan based on risk against which Governance Services prepares audit reports for the A&SFC's consideration. These audit reports also include, where applicable, management responses, accountabilities and timelines for corrective actions. This plan shall detail the nature and timing of reports to be presented to the A&SFC and to Council and will reflect the priorities and functions of the A&SFC as detailed in their Terms

of Reference

- **External Audit** - External audit is now an OAG responsibility and either completed by them or sub-contracted to audit firm, for example KPMG3rd Line of defence key activities
- provide an independent assessment of the organisation's compliance with the City's legislative requirements, and the risk management framework and processes
- audit and assess specific areas as determined by the 3 year Internal Audit plan
- provide recommendations for continual improvement of the framework design, internal controls and processes.

4.1.4 Fourth Line of Defence – Department of Local Government Sport and Cultural Industries Audit / Auditor General

External performance and focus audits may be undertaken by the OAG, DLGSC or other parliamentary enquiries. The purpose of these audits is to ensure regulatory compliance, establish better practices and assess the City's level of integrity and data security.

The external audit reports are presented to parliament and the community. They are a helpful information tool for local governments to stay abreast with changes, expectations and improved methods of risk management.

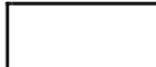
This 4th Line of Defence provides both the leadership and the community with assurance that the City is operating with excellence, honesty and integrity.

4.2 Integration

Risk management resources and planning are embedded within existing processes and operates on a number of levels. A summary of our integrated approach to resources and planning, depicting the components that make up the City's Integrated Planning and Reporting Framework (IPRF, is illustrated in *Figure 6* below).

The City's IPRF, as the primary source of guidance for the organisation, provides context to which the risk management process operates. The IPRF is designed to strengthen the linkages between community aspirations, financial capacity and practical service delivery.

The City's risk management approach is embedded into this planning process and assists in the delivery of community needs in a sustainable manner. This planning process operates on a cyclical basis and provides opportunities to undertake analysis of emerging, known or unknown risks that may impact on the purpose and objectives of the City.



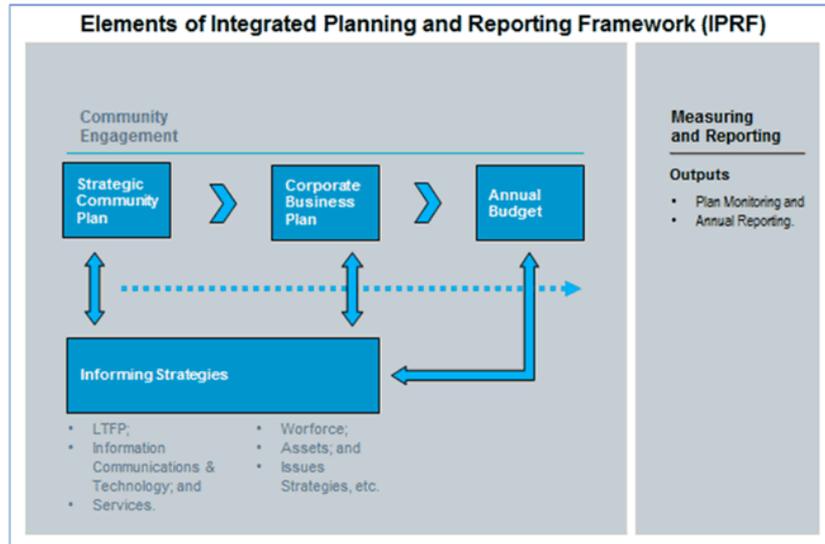


Figure 6: The City's Integrated Planning and Reporting Framework (IPRF)

The City is required to perform a biennial review of the IPRF elements. The review is designed to test and ratify the City's strategic direction, based on community needs. This provides the mandate to ensure the City's risk approach is also reviewed, in line with the legislative requirements of risk management.

4.3 Design

Our risk management accountability framework is aligned to our existing accountability requirements and summarised in the City's Risk Management Accountability Structure provided in Table 3 earlier, which outlines the roles and responsibilities in relation to risk management.

Our approach to enterprise risk management is aligned to our strategic and business planning framework, as shown in Figure 7 below.

Strategic risks are overseen by the Executive Committee and operational risks are identified and monitored as part of our annual business planning cycle.

Our risk register is enabled by RMSS risk management software solution. Our maturity and performance can be measured against our integrated risk management performance indicators.

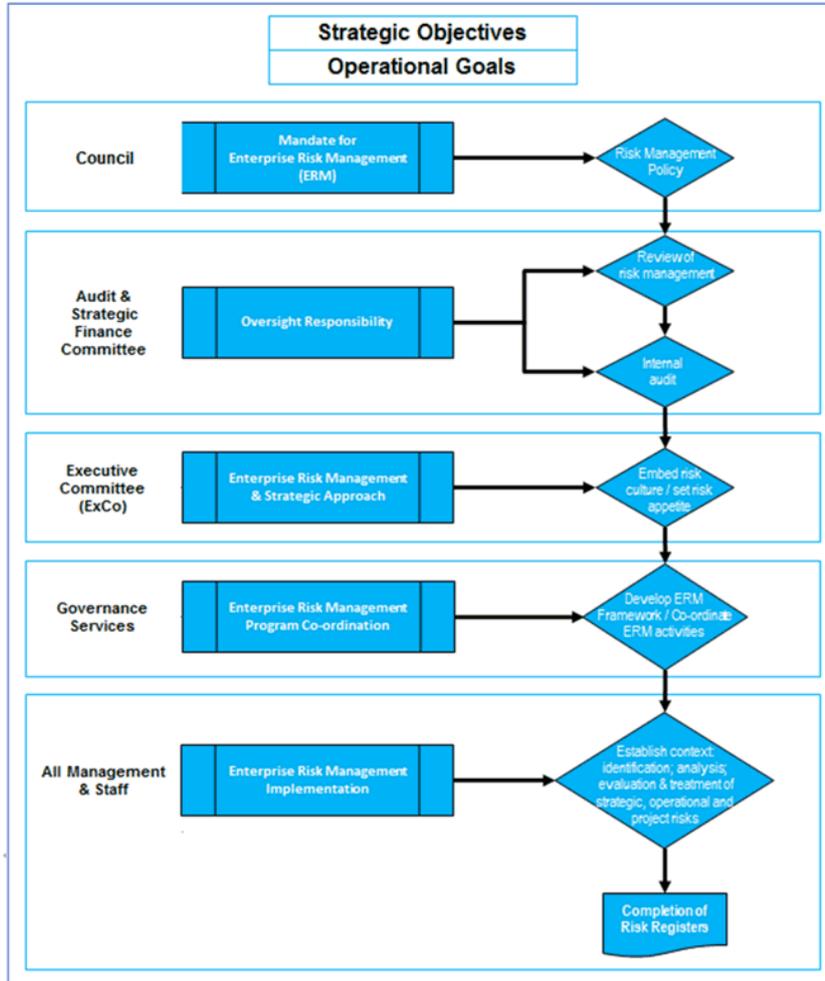


Figure 7: City's risk management process alignment with strategic and business planning frameworks

4.4 Implementation

The City has clarified roles, responsibilities, accountabilities and delegations at all levels.



The City's RMF is to be embedded through a number of communication, training and support systems.

To ensure that adequate risk management competency levels are achieved and maintained, the City provides regular training courses in the risk management process and its application in the City.

Specific risk management training sessions will be held on an annual basis, aimed at providing an overview of the RMF. The training will be provided by the Risk and Governance Advisor. Additional ad-hoc training will be provided as required.

This training is designed to increase the knowledge and awareness of staff and management in a number of risk management topics including:

- (i) Risk management principles and process;
- (ii) Fraud and misconduct awareness;
- (iii) Environmental management;
- (iv) Events management; and
- (v) Business Continuity and Crisis Management.

Instruments providing training on appropriate controls include job descriptions, inductions, policies, procedures, terms of reference, performance planning and review programs, contracts and delegations.

4.5 Evaluation

The RMF has been evaluated through external reviews and audits to be mature and appropriate for the City's operations and activities. This evaluation is supported by the Risk Management Action Plan detailed in *Table 4* below:

Table 4: Risk management action plan

Action	Description	Responsibility	Timing
Strategic Risk Management Review	Strategic risk workshops with the key deliverable of a strategic risk register for the City, to identify high level key strategic risks associated with the City's external environment, stakeholders, strategic direction and systemic organisational issues.	Executive Committee (coordinated by Governance Services)	Every 4 years in conjunction with the SCP review
Risk Maturity Review	Maturity review to measure and test Risk Management culture, and assess appropriateness and effectiveness of the City's systems and procedures in	Executive Committee, Business / Service Unit Heads & All	Biennially

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Action	Description	Responsibility	Timing
	relation to: <ul style="list-style-type: none"> risk management internal controls legislative compliance. 	Managers (coordinated by Governance Services)	
Review Risk Management Policy	Review the currency and effectiveness of Council's Risk Management Policy.	Council to adopt (review to be coordinated by Governance Services)	Biennially – presented to Delegated Authorities and Policies (DAP) Committee
Review Risk Management Framework	Review the currency and effectiveness of Council's RMF.	Council to adopt (review to be coordinated by Governance Services)	Biennially
Build robust contingency services to ensure the protection of Council assets and services	Annual test and review of Council Business Continuity & Crisis Management Program.	Governance Services	Annually
Review Operational Risk Registers	Review risks and controls contained in Council's corporate risk register and identify new or emerging risks.	All Managers (risk owners) to complete review (review to be facilitated by Governance Services)	Annually – presented to A&SFC
Risk Controls Assurance Review	Targeted control review to rate and confirm the effectiveness for controls contained in the operational risk register.	Governance Services	Annually – presented to the November Executive Committee Meeting
Include risk treatment plans in Operational Plan	Ensure that actions required by risk treatment plans are incorporated into the Operational Plan.	All Managers	Every year in conjunction with Operational Plan development/ review
Implement risk treatment plans in operational decisions	Implement actions contained in risk treatment plans.	Risk Owners	As identified in the risk treatment plans
Risk assessments for projects/initiatives in accordance with the project methodology	Conduct risk assessments as required for new or altered activities, processes or events.	Relevant Manager/ Risk Owner/ Project	Prior to deciding to proceed with new project/

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Action	Description	Responsibility	Timing
		Manager/Team	initiative
Risk Status Report	Identify and review, by exception, any risk issues arising from the Quarterly risk register review and the current status of key risks (high & extreme), risk treatment plans, incidents and other relevant issues.	Executive Committee (coordinated by Governance Services)	Quarterly report to the A&SFC
Annual Report	Detail risk management activities undertaken during the previous year and any relevant risk management issues.	Governance Services	Annually
Operational Plan	Identify key risks that may impact on objectives as well as strategies and controls in place (or proposed) to manage those risks.	Managers/Risk Owners (overseen by Governance Services)	Annually
Staff Performance Review	Ensure risk management performance of managers is assessed on a regular basis.	Manager, Human Resources	Annually
Communication	Ensure staff are aware of relevant risk management issues and have access to risk management tools.	Governance Services	Ongoing

4.6 Improvement

The RMF has been developed to suit the requirements of the City and as such it is continually reviewed. The Revision process is biennial unless circumstances change which dictate more frequent reviews.

5 Risk Management Process

The City's risk management process involves the systematic application of the City's Policy and RMF as outlined in AS ISO 31000 and illustrated in *Figure 8* below:

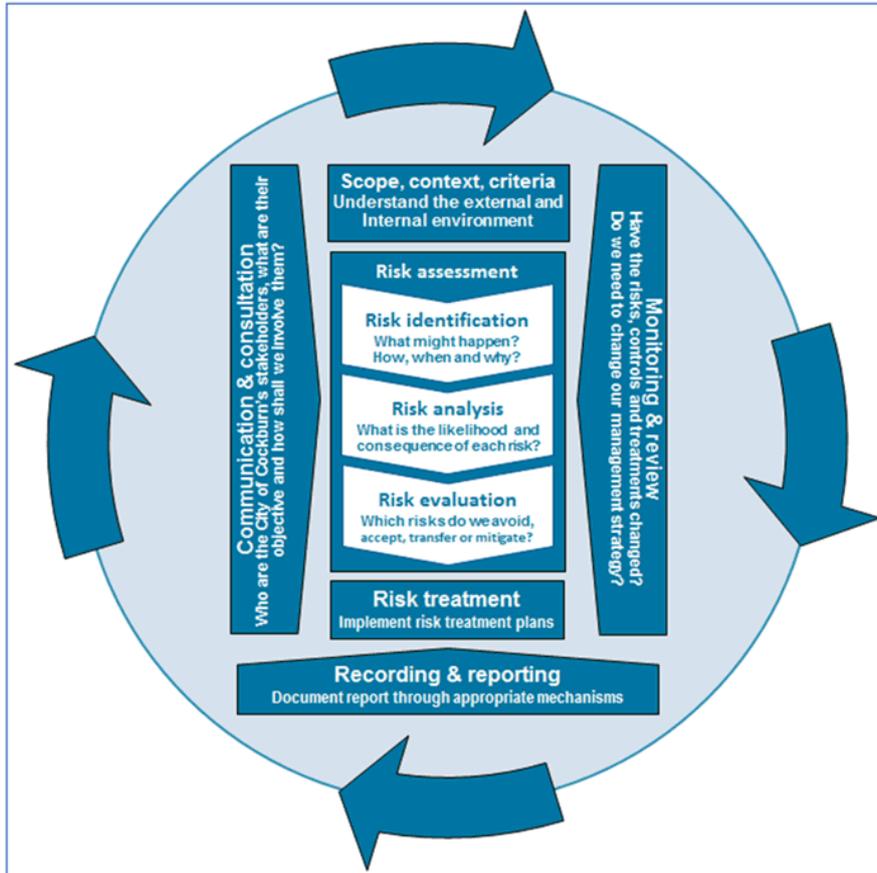


Figure 8: Risk management process (adapted from AS ISO 31000)

5.1 Risk Management Process Outline

The City's risk management decisions are based on the ISO 31000 approach: assessments are conducted in a structured consistent manner, and common language is used and understood throughout the organisation, as summarised in *Table 5* below:



Table 5: City's risk management process and its alignment with AS ISO 31000

Process Step	Description	Purpose
Communication and Consultation	Involving stakeholders (internal and external) and information sharing throughout the risk management process, across the City.	<ul style="list-style-type: none"> Context is appropriately defined Staff that are involved throughout the risk process understand the basis for decisions and actions required; and Lessons learnt are shared and transferred to those who can benefit from them.
Establish Context (Explained further in section 5.2).	Understanding the City's objectives and defining the external and internal environment within which the City operates.	<ul style="list-style-type: none"> Understand the critical success factors influencing the ability to achieve objectives Consider the City's risk appetite Determine boundaries within which the RMF operates using the City's Risk Assessment & Acceptance Criteria detailed in <i>Appendix 1</i>.
Risk Identification	Identifying risks, its sources, causes and potential consequences. Protocols for risk description are explained in section 5.3.	<ul style="list-style-type: none"> Refer to the City's Risk Assessment & Acceptance Criteria to ensure risks are assessed in a consistent manner Generate a comprehensive list of threats and opportunities based on the critical success factors that might enhance, prevent, degrade, accelerate or delay the achievement of set objectives Enter into risk register.
Risk Analysis	Comprehending the nature of the risk and determining the level of risk exposure (likelihood and consequence). Identify existing controls (explained further in section 5.4).	<ul style="list-style-type: none"> Provide an understanding of the residual (level of exposure should controls fail) and controlled risk (level of exposure with controls in effect); Utilise the City's measures of existing controls in identifying ineffective controls Determine relevant consequence categories to rate the residual risk Combine the measures of consequence and likelihood to determine the level of risk.
Risk Evaluation	Comparing the risk analysis with the risk criteria to determine whether the risk is acceptable or tolerable.	<ul style="list-style-type: none"> Determine whether the controlled risk aligns with the City's risk appetite; Determine if controlled risks need further treatment Identify priority order in which these risks should be treated Consider the City's risk tolerance, e.g., ALARP?

Process Step	Description	Purpose
Risk Treatment (Explained further in section 5.5).	<ul style="list-style-type: none"> Selecting one or more options for treating the risk Reassessing the level of risks with controls and treatments in place (residual risk). 	<ul style="list-style-type: none"> Identify treatments for risks that fall outside the City's risk appetite Provide an understanding of the residual risk (level of risk with controls and treatments in place) Identify priority order in which individual risks should be treated, monitored and reviewed in line with the City's Risk Assessment & Acceptance Criteria.
Monitoring and Review	<ul style="list-style-type: none"> Determining whether the risk profile has changed and whether new risks have emerged Checking control effectiveness and progress of the treatment plans. 	<ul style="list-style-type: none"> Identifying emerging risks Provide feedback on control effectiveness Identify whether any further treatment is required Provide a basis to reassess risk priorities Capture lessons learnt from event failures, near - misses and success Monitor risk controls and actions through RMSS.

5.2 Establishing the Risk Management Context

The context for consistent practice of risk definition, identification and management in the City is shown in *Table 6* below.

Table 6: Scope, context and criteria for the City's risk management process

Plans	Risk Definitions	Accountability
<p>Strategic Community Plan The Strategic Community Plan (SCP) articulates the long term strategic direction and guides the City's planning process. It outlines the communities' aspirations and vision as well as identifying the strategies that the City is intending to implement to achieve its objectives.</p> <p>The SCP describes the vision and strategic objectives of the elected Council.</p> <p>In determining the strategic risk profile the City will have to collect information through environmental scanning, which is broad enough to include a range of trends, influences and time</p>	<p>Strategic Risks</p> <ul style="list-style-type: none"> Identified through analysis of both the SCP and Corporate Business Plan (CBP) and what can impede the organisation from delivering on strategic objectives as well as reviewing past performance and risks to determine future challenges and new priorities Risks usually identified from the external environment, that affect the decisions made around organisational priorities, resource allocation, tolerance and acceptance of risk Strategic risks are the risks that will prevent the City from meeting the objectives outlined in the SCP They are the risks of most concern to the City and therefore require direct attention by the CEO. 	Executive Committee

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Plans	Risk Definitions	Accountability
<p>horizons.</p> <p>They are usually identified through analysis of environmental factors, stakeholder expectations and strategy development and will likely have a material impact on the City's ability to achieve its mandate and strategic objectives.</p>		
<p>Business / Service Unit Operational Plans Annual plans that identify the Unit's key accountabilities in implementing the City's strategic plan, key strategies and targets. Plans are developed through a process of environmental scanning and reviewing past performance and risks to determine upcoming challenges and new priorities.</p>	<p>Operational Risks Risks or opportunities that may affect achieving the objectives of the planned Business / Service Unit outcomes of performance, identified through Business / Service Unit Plans, Specific Purpose Plans, programs of change, or hazard assessments. These risks usually stem from inadequate or failed internal processes, people and systems.</p>	<p>Business / Service Unit Heads</p>
<p>Program Plans Plans for implementing business strategies, policies and initiatives, or large-scale change, to achieve a desired outcome and benefits of strategic importance.</p>	<p>Operational risks are linked to the Business Plan objectives and take into consideration risks which will prevent Departments from delivering their annual business plans and ongoing services to the community.</p>	<p>Business / Service Unit Leader</p>
<p>Safety Management System The City's systematic approach to managing safety, including organisational structures, accountabilities, policies and procedures. Officers (persons conducting a business or undertaking) are responsible for protecting workers and other persons against harm to health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant.</p>	<p>Each Department is required to undertake a risk assessment in accordance with this RMF to determine the risks in meeting its delegated statutory obligations and stated objectives. This process is incorporated into the business planning process.</p> <p>Operational risk predominantly relates to critical services and functional business processes that support the City's service delivery objectives. This risk type takes a horizontal perspective of risk across the City.</p> <p>Safety risks can cause harm or adverse effects (to individuals as health effects or to the City as property or equipment losses).</p>	<p>All Staff</p>

Plans	Risk Definitions	Accountability
<p>Project Plans Formal, approved documents used to guide both project execution and project control.</p>	<p>Project Risks Uncertain events or set of circumstances that, should they occur, will have an effect on the achievement of one or more project objectives.</p> <p>Project and program risk refers to the risks unique to a specific project/program. The City regularly undertakes significant projects and programs, management of which should be consistent with the City's project management methodology.</p> <p>Projects and programs should maintain a risk register(s) and regularly report the risks to the project/program sponsor/s or steering committee. Any substantial risk that is strategic in nature should also be incorporated in the Operational risk register to ensure visibility across the enterprise.</p>	<p>PMO, Project Team/Manager</p>
<p>Specific Risk Functions</p> <p><u>Fraud and corruption</u> - Refer to the Fraud and corruption prevention policy and framework.</p> <p><u>Business continuity management</u> - Refer to the Crisis Management and Business Continuity Plans.</p>	<p>Fraud and corruption risk management is an important subset of the City's overall risk management framework. The City and constituent business areas are required to conduct a fraud risk assessment on a regular basis, in doing so; the assessment should be consistent with the process prescribed in the framework. Correspondingly, provision for fraud risk has been integrated into the City risk register to enhance fraud and corruption reporting.</p> <p>Some risks are unavoidable and the City is unable to completely manage or avoid these, e.g. natural disasters. A key strategic risk for the City and its business areas is the inability to remain operational and continue delivering Council services. In these instances, the only action that can be taken is the preparation of contingency plans for business continuity. Business continuity management is a key mitigating factor as it increases the department's resilience in, response to and recovery from</p>	<p>All service units with support from other units and external agencies</p>



Plans	Risk Definitions	Accountability
<p><u>Local Emergency Management Plans</u> Series of plans that identify hazards, risks and their mitigation, response to and recovery from emergency events (Local Emergency Management Arrangements - LEMA). Detailed plans for response and recovery are linked to the District & State Emergency Management Plans.</p>	<p>events that may disrupt business services and operations</p> <p>Emergency Management Hazards/Risks & Public Hazards Risks and hazards which:</p> <ul style="list-style-type: none">• Would pose a threat to life, property or the environment• Would require a large scale emergency response• Would require support / action from the City• Would require Recovery strategies to be adopted to return the community to normal.	

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5.3 Risk Identification

To ensure consistency in the risk identification approach, all risks identified throughout the City, should be recorded according to the following protocol:

- **Risk name** – succinct newspaper-type *'headline'*
- **Risk description** - brief description of the uncertainty / unwanted event / potential threat / opportunity. These are usually prefaced with – *'Loss of...'; 'Lack of...'; 'Failure of...'; 'Inability to...'; 'Disruption of...'; 'Inability to...'*
- **Cause** - drivers or triggers that may lead to the realisation of the risk / uncertainty
- **Result** - consequences that may arise from the risk / uncertainty materialising.

5.4 Controls

The measure of an organisation's corporate governance is reflected by the integrity of its internal controls, which provide the necessary checks and balances. Internal controls are the processes that the City has implemented to ensure operations and service delivery are performed within statutory requirements, adding value to the community and providing the steering mechanism to embed the City's values and moral code.

The goals of the City's internal controls include:

- **Statutory compliance** - internal controls are put in place to ensure compliance with the Act (and any other legislation), Council and other policies, standards and any codes of practice applying to local government.
- **Safeguarding assets and projects** – internal controls assist in asset management and project management, preventing asset loss due to mismanagement, mistakes or fraud.
- **Minimising errors** – human beings invariably make mistakes, and internal controls ensure that financial information is carefully reviewed to reduce errors
- **Promoting efficiency** – while arguably internal controls may add time for a task (which may in itself lower efficiency), internal controls can also prevent errors which in the long term *improves* efficiency overall
- **Minimising risk** – internal control processes may include audits and regular risk assessments to find areas where inaccuracies or problems occur, thus providing opportunities for improvement.

The pathway to determine if process controls exist is illustrated in *Figure 9* below:



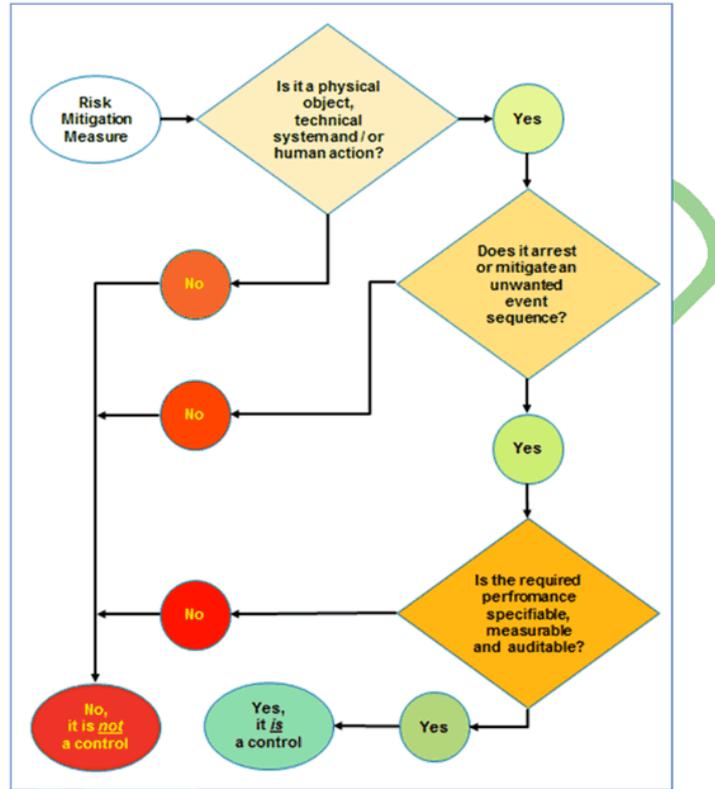


Figure 9: Pathway to determine if risk controls exist

To meet these goals the City has implemented a number of controls described below:

5.4.1 Directive controls

- controls *designed to establish desired outcomes and encourage desirable events to occur* – can reduce both the likelihood and impact of the risk
- controls apply at the beginning and establish the business environment and processes required for operations and service delivery, and include, but are not limited to:
 - statutory requirements
 - standards and codes of practice
 - corporate processes, i.e., policies, procedures and work instructions.

5.4.2 Preventative controls

- controls *designed to limit likelihood of undesired event and prevent errors, loss or irregularities*
- controls apply at the beginning of a risk's life or at near the root causes, as a barrier to 'nip (the risk) in the bud' – as such, they modify the likelihood of the risk of fraud and mistakes from occurring in the first place, and include, but are not limited to:
 - pre-employment police checks
 - segregation of duties amongst different employees to reduce inappropriate action
 - organisation spending limits and authorities.

5.4.3 Detective controls

- controls *designed to limit consequence of undesired event, providing evidence after-the fact to implement corrective action - do not prevent an occurrence*
- controls apply somewhere in the middle of the risk's life and rely on analysis of information in order to detect that an undesirable event is 'in motion' and has not been caught by preventative controls
- controls that are 'earlier' in the risk's life usually help to modify the *likelihood* of the risk, while those that are 'later' in the risk's life usually help to modify the *consequence* of the risk, and include, but are not limited to:
 - exception reports listing invalid entries or transactions for evidence of wilful misconduct – data reconciliation of bank transactions
 - bank reconciliation
 - audits, inventories stocktake and quality assurance checks like checking for consistency in assessments.

5.4.4 Corrective and reactive controls

- controls *designed to keep focus on undesirable conditions until corrected – may assist processes to prevent recurrence of the undesirable event*
- controls towards the end of a risk's life when the consequence of the risk is imminent / being felt and are implemented to modify a risk's impact or to restore normality after the occurrence of an undesirable event, and include, but are not limited to:
 - journal reports of entries after discovering an error
 - changing IT profile (security access / password) if employee's role changes, or exits from the organisation
 - complaints procedures.

5.4.5 Recovery controls

- controls *designed to assist mitigate damage once undesired event has*



materialised

- controls apply when consequences of an unwanted event are felt and being evaluated for proposed counter measures, and include, but are not limited to:
 - IT disaster recovery plan
 - business continuity plan
 - crisis and media management plans.

5.4.6 Automated controls

- controls *designed for no human interaction but still require human intervention to check that the control is working*
- controls at the beginning, as a condition for the process required for operations and service delivery, and include, but are not limited to:
 - data backups from current systems
 - IT access permissions
 - system password updates requirements.

The above types of internal control and examples are summarised in *Table 7* below.

Table 7: Examples of corporate governance controls in place at the City

Directive	Preventative	Detective	Corrective	Recovery	Automated
Statutory requirements	Pre-employment police checks	Exception reports	Journal reports of errors	IT Disaster recovery plan	Data backups from current system
Standards and codes of practice	Segregation of duties	Bank reconciliation	Changing IT profiles	Business continuity plan	IT access permissions
Corporate processes - policies, procedures and work instructions	Organisation spending limits and authorities	Audits and inventories stocktakes	Complaint procedure	Store backups offsite	System password update requirements
Position descriptions	Approval, authorisations	Access log and alert system	Store documents and IT backups in protected environment	Insurance	Pre-set spending limits
Training and supervision	IT access authorisations	Security cameras	Procedure review and change	Crisis and media management plans	Emergency shutdown or fail-safe mechanisms
IT configuration standards	Passwords				System delegations

5.5 Treatment

Risks falling outside the City's risk appetite need treatment options identified which may improve existing controls based on:

- cost versus benefit
- ease of implementation
- alignment to organisational values and objectives.

The above criteria may involve one or more of the following actions:

- avoiding the risk by not starting or continuing the activity giving rise to that risk
- taking or increasing the risk in order to pursue an opportunity
- removing the risk source
- changing the likelihood
- changing the consequences
- sharing the risk (e.g., through contracts, buying insurance)
- retaining the risk by informed decision.

A treatment assigned to a risk needs to be treated like a project – there is a beginning, implementation phase and an end. Like a project, a treatment needs:

- timeframes
- human resources allocation
- financial resources allocation
- performance measures
- key performance indicators.

There are two categories of treatment:

- the first category is one where there is a start and an end, but the treatment does not become a control itself
- the second category of treatment involves developing a treatment that, once implemented, becomes a new ongoing control itself.

The risk level for the risk will not reduce until the control has been deemed effective.

Risk treatment plans documenting the chosen treatment options to be implemented are prepared for risks ranked either *High* or *Extreme*. Information in treatment plans should include:

- risk ID, risk description, risk level
- reasons for selection of treatment options, including benefits to be gained
- those who are accountable for approving the plan and those responsible for implementing the plan (e.g. Risk owner)



- proposed actions and resource requirements including contingencies;
- plan to monitor implemented controls
- reporting requirements (e.g. Council action, A&SFC action, Executive Committee action etc.)
- timing and schedule.

Management of risk may display evidence that existing controls may not always exert the intended or assumed modifying effect and that appropriate risk treatment may be required. When appropriate risk treatment options are considered and selected, and risk treatment plans are implemented, risk mitigation may be to ALARP, as illustrated in *Figure 10* below:

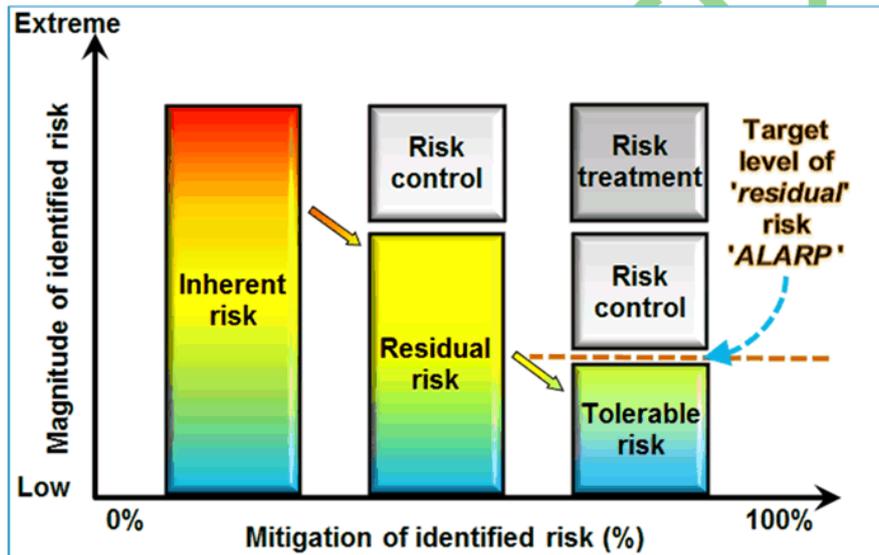


Figure 10: Risk controls, treatments and ALARP

5.6 Monitor and Review

The City's will review all Risk Profiles in line with the Risk Assessment & Acceptance Criteria or if triggered by one of the following:

- changes to context
- a treatment is implemented
- an incident occurs or due to audit/regulator findings.

The Governance & Risk Management Advisor will monitor the status of risk treatment implementation and report on progress, if required.

The CEO, Divisional Chiefs and Divisional Executives will monitor substantial risks and treatment implementation as part of their normal Executive Committee meeting agenda item with specific attention to be given to risks that meet any of the following criteria:

- (i) Risks with a Level of Risk of High or Extreme;
- (ii) Risks with an Inadequate Existing Control Rating;
- (iii) Risks with a Consequence Rating of Catastrophic; and
- (iv) Risks with a Likelihood Rating of Almost Certain.

The risk management validation and assurance program operates on a number of levels from management reviews to internal and external reviews.

Management Control reviews

These annual reviews are initiated by management to inform and to provide another level of insight on the degree to which management and operational levels has a shared understanding of risk management.

This level of scrutiny completes an important aspect of a risk management system. That is to provide assurance that key risks are actively controlled and control mechanisms in place reduce the risk profile of the City.

Audit services

The internal audit program is overseen by Legal, Governance and Risk Management. The internal audit plan is developed with consideration to the strategic and operational business risk profile. Internal audit projects are completed by contract auditors or professionals in the subject matter being audited, ensuring that audit reports are both informative and useful for reducing targeted risks.

External reviews

These reviews are conducted by an agency external to Council. Typically the agencies which currently conduct independent reviews are the Auditor General's Office and the Parliamentary Commissioner for Administrative Investigations (commonly known as the Ombudsman Western Australia).

Risk Maturity review

Governance services conduct a maturity assessment every 2 years, in line with the corporate planning cycle to measure and test staff's perception of Council's risk management culture. The results are reported to the Executive Committee and where appropriate incorporated into an action plan.

5.7 Risk Tools

The risk register enables staff to document, manage, monitor, review and update strategic,



operational, hazard or project risk information. Risk register reporting allows the City to monitor and review risks in alignment with the SCP, CBP, Business /Service Unit Plans, programs and other cascading plans.

Information from the risk management process is to be recorded, reported and monitored using the City's various risk registers:

RMSS risk register

The online risk management software solution, a tool to assist the City in recording, monitoring and reporting operational and strategic risk information.

Offline risk registers

These are various risk register templates used for projects, programs, events and hazard assessments. This information is not kept within RMSS.

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Appendix 1: Risk Assessment and Acceptance Criteria

Risk Assessment Matrix											Likelihood / Probability				
Measures of Consequence and Likelihood											Rare 1	Unlikely 2	Possible 3	Likely 4	Almost certain 5
Consequence Severity	OSH / Injury / Well-being	Financial Impact	Brand Reputation	Operations / Delivery / Disruption	Environment Health	Compliance	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 twice during an operation / asset life / project	Such events may occur frequently during an operation / asset life / project	Such events are expected to occur routinely during an operation / asset life / project	
							Quality	Cost	Time						
Insignificant 1	No injuries	< \$50,000 or < 0% of CP. Little or no impact on asset	Low impact. Low profile. 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 criteria	Majority of milestones and objectives being achieved with minor variation to scope and/or quality reported. Minor impact absorbed 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	First aid treatment	\$50k ≤ to < \$250k or 5% ≤ to < 10% of OP. Minor loss or damage	Low impact. Low profile. Low media attention. Possible complaint	Minor impact. Easily dealt with. Still 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 of policy / process 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 < 60 days, whichever is lower	2 Low	4 Low	6 Moderate	8 Moderate	10 Substantial	
Major 3	Medical treatment. No lost time injury (LTI)	\$250k ≤ and < \$1m or 10% ≤ to < 25% of OP. Major damage to asset	Moderate impact. Moderate media attention. Public complaint	Some objectives affected. Business with minor controls exceeded. 10 ≤ to < 25% variation against PI	A moderate environmental event that can be remediated but requires multiple stakeholder input	Compliance breach requiring investigation, remediation or restoration and breach of legislation or regulations	Major 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 60 ≤ to < 90 days, whichever is lower	3 Low	6 Moderate	9 Moderate	12 Substantial	15 High	
Critical 4	Partial disablement or severe injury. LTI < 10 days	\$1m ≤ and < \$5m or 25% ≤ to < 50% of OP. Significant loss of asset	Damage to reputation. Public embarrassment. High media attention. Several public complaints. Third party legal action	Some major 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 and third party actions resulting in tangible loss or significant damage 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	4 Low	8 Moderate	12 Substantial	16 High	20 Extreme	
Catastrophic 5	Death or permanent disablement. LTI > 10 days	≥ \$5 million or ≥ 50% of CP. Complete loss of asset	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 serious environmental event requiring multiple stakeholders, all levels of the community and government to remediate	Compliance breach involving regulatory investigation and / or third party actions resulting in 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	5 Moderate	10 Substantial	15 High	20 Extreme	25 Extreme		

Risk Acceptance Criteria				Existing Control Ratings	
Risk Level	Criteria	Treatment	Responsibility	Rating	Description
Low	Risk acceptable with adequate controls, managed by routine procedures. Subject to annual monitoring or continuous review throughout project lifecycle.	Management through routine operations/project. Risk Registers to be updated.	Business Unit Head / Service Unit Head / Project Manager	Effective	Doing more than what is reasonable under the circumstances.
Moderate	Risk acceptable with adequate controls, managed by specific procedures. Subject to semi-annual monitoring or continuous review throughout project lifecycle.	Communication and awareness of increasing risk provided to SM. Risk Registers to be updated.	Business Unit Head / Service Unit Manager		
Substantial	Accepted with delayed review and assessment. Action Plan prepared and continuous review.	Assess impact of competing projects. Potential redirect of Business Unit / Service Unit resources. Risk registers to be updated.	Divisional Chief / Divisional Executive / Steering Committee	Adequate	Doing what is reasonable under the circumstances.
High	Risk acceptable with effective controls, managed by senior management/committee. Subject to quarterly monitoring or continuous review throughout project lifecycle.	Escalate to CEO, report prepared for Audit & Strategic Finance Committee. Quarterly monitoring and review required. Risk Registers to be updated.	Divisional Chief / Divisional Executive / Steering Committee / Project Sponsor		
Extreme	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring.	Escalate to CEO, report prepared for Audit & Strategic Finance Committee. Monthly monitoring and review required. Risk Registers to be updated.	CEO / Council / Project Sponsor	Inadequate	Not doing some or all things reasonable under the circumstances.

OSH / Injury / Wellbeing Hierarchy of Control		
Effectiveness	Control methodology	Impact on unwanted event (hazard), and examples
100% Effective	Elimination	Remove the hazard, or unwanted event, completely or discontinue the process or practice. For example, if the electric cable from a stage microphone is a trip hazard, use a wireless microphone instead.
Increasing Effectiveness	Substitution	Replace a hazardous or undesirable system, material, practice or process with one that presents a lower risk. For example, if an outdoors event is conducted during a summer day, use of market umbrellas could be substituted by providing marquee or shade sails.
	Isolation	Use lockable barriers to restrict unauthorised access and separate people from hazard, practice or process. For example, install guards on machines where there is a risk of a person being trapped in a machine.
≤ 20% Effective	Engineering	Change the physical characteristics of the practice or process through engineering redesign. For example, provide ramps if patrons in wheelchairs will be attending an event.
	Administrative	Establish appropriate policies, practices, procedures, guidelines and operating instructions to control exposures to unwanted events. For example, if an event requires serving of alcohol, ensure that bar employees have been trained in Responsible Service of Alcohol.
≤ 20% Effective	Personal Protective Equipment	Provide appropriate safety equipment. For example, traffic controllers need to be provided with long sleeves, long trousers, wide brimmed sunhats and high visibility safety vests.

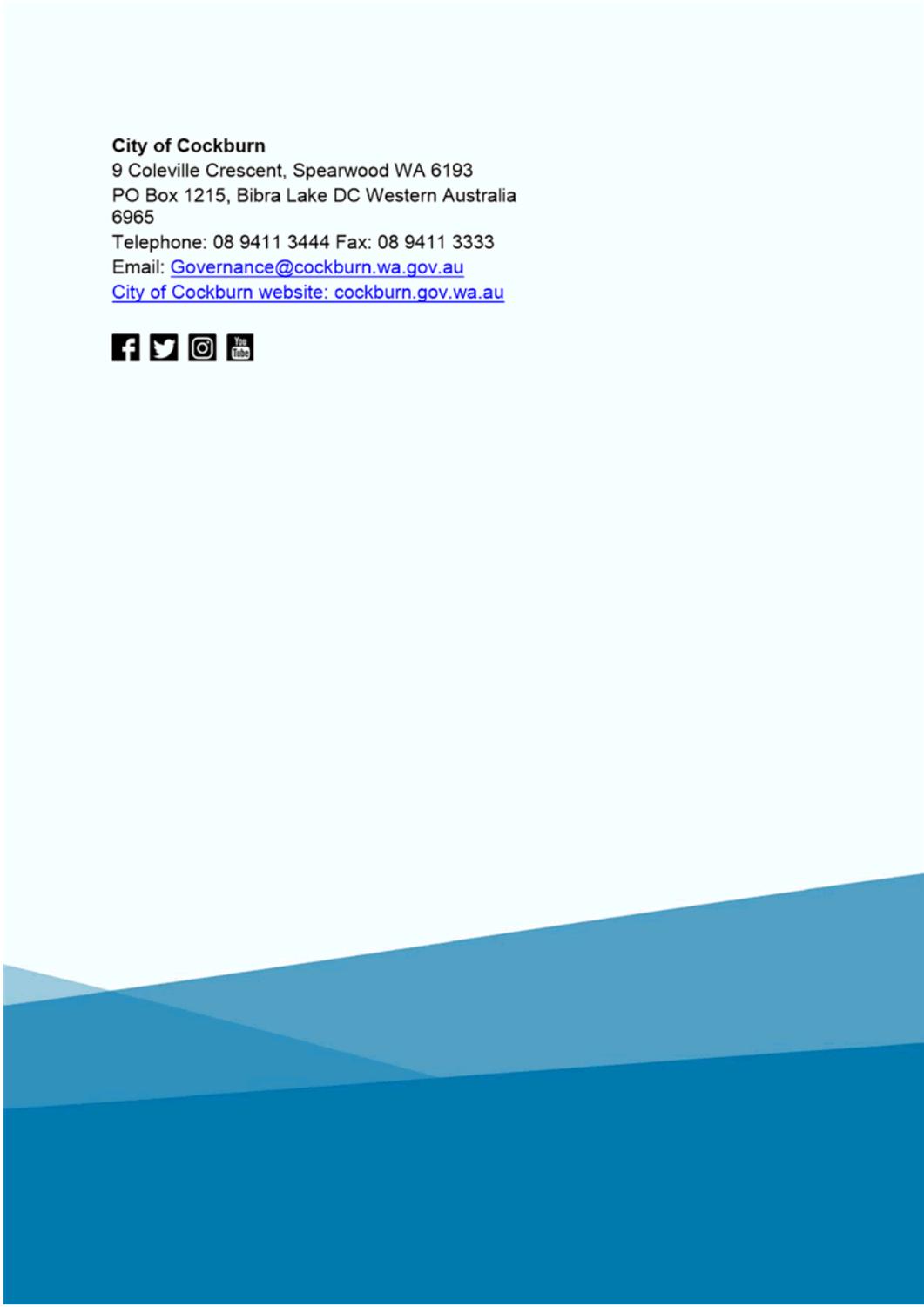
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ASFC 15/07/2021

16. Corporate Affairs

Nil

17. Office of the CEO

Nil

18. Motions of Which Previous Notice Has Been Given

Nil

19. Notices Of Motion Given At The Meeting For Consideration At Next Meeting

Nil

20. New Business of an Urgent Nature Introduced by Members or Officers

Nil

21. Matters to be Noted for Investigation, Without Debate

Nil

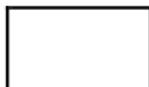
22. Confidential Business

Nil

23. Closure of Meeting

The meeting closed at 6.18pm.

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23. Matters to be Noted for Investigation, Without Debate

23.1	Review of Part II - Animals Division 8 'Bee-Keeping' of the City Of Cockburn Consolidated Local Laws 2000
<p>Cr Separovich has requested that a report be prepared in relation to the review of Part II – Animals, Division 8 ‘Bee-Keeping’ of the City of Cockburn Consolidated Local Laws 2000, with the intention of:</p> <ol style="list-style-type: none"> (1) changing clause 2.56 (1) to not require a permit for a residence to maintain one or two hives, (2) removing the requirements of clause 2.57 (a) for residences with two or less hives, (3) removing clause 2.57(b)(i), the limit on hives being at least 10 metres from any building other than a fence, (4) an explanation on whether clause 2.58 requires all residents to remove any naturally occurring native bees from their properties. 	

Reason

Ensuring that the consolidated local law adequately differentiates between domestic and hobby beekeepers (non-professional bee keepers with one or two hives on a residential property) and those that fall under the security and *Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013* or any other relevant regulations applied by the department of primary industries and regional development.

23.2	Provision of Marked Bays as Loading Zones in all City of Cockburn Facilities, and a Review into the Issue of Parking Fines for Suppliers who are Unloading at Venues with no Visible Loading Bays
<p>Cr Stone has requested that a report be prepared in relation to a review into the provision of marked bays as loading zones at all City of Cockburn sports facilities, and a review into the issue of parking fines for suppliers who are unloading at venues with no visible loading bays.</p>	

Reason

Suppliers of our local sports clubs, many of who actually donate products at cost, are being issued parking fines when unloading at the City's sports venues.

Without the provision of designated loading bays at these facilities, the suppliers tend to park closest to the door, which is causing them to be fined, despite the fact they are only there temporarily for a short period of time.



24. Confidential Business

Nil

25. (2021/MINUTE NO 0144) Resolution of Compliance

RECOMMENDATION

That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

Council Decision

MOVED Cr C Stone SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED UNANIMOUSLY 8/0

26. Closure of Meeting

The Presiding Member closed the meeting at 8.07pm.

