

ATTACHMENTS

BRIEFING SESSION AGENDA

16 JUNE 2020

Attachment No. 1:

- Department of Transport - LTCN Endorsement Memo to Town of Bassendean
- Department of Transport Presentation

Attachment No. 2:

- Network Renewal Underground Program Pilot (NRUPP) Co-Funding Agreement
- Underground Power Zones Map and Funding Model

Attachment No. 3:

- Draft Local Planning Policy – Design Review
- Schedule of Submissions

Attachment No. 4:

Council Policy 1.17 – Development Bonds Policy – Compliance With Conditions of Planning Consent

Attachment No. 5:

Petition

Attachment No. 6:

- Existing Instrument of Appointment and Delegation BLEMC
- Draft revised Instrument of Appointment and Delegation BLEMC

Attachment No. 7:

- Local Planning Policy No. 13 – Trees on Development Sites
- Draft Local Planning Policy No. 13 – Tree Retention and Provision
- Schedule of Submissions

Attachment No. 8:

Council Policy 5.7 – Rodent Control

Attachment No. 9:

- Minutes of the Audit and Governance Committee meeting held on 3 June 2020

Attachment No. 10:

Monthly Financial Report, containing the Statement of Financial Activity for May 2020.

Attachment No. 11:

List of Payments - May 2020

Confidential Attachment 1:

Draft Land Asset Strategy

Confidential Attachment No. 2

Audit Risk Register – High Level Report

ATTACHMENT NO. 1

Memo

| | |
|-----------------|--|
| Subject: | Long Term Cycle Network – Town of Bassendean <u>FOR COUNCIL CONSIDERATION AND ENDORSEMENT</u> |
| Date: | 20 May 2020 |

Western Australia has all the ingredients to be a great place for riding a bike - warm weather, rolling landscape and outstanding natural beauty.

Across Perth and Peel we already have a good level of existing bicycle infrastructure, but we know we can make it even better by developing an integrated network, that connects suburbs with one another.

The Department of Transport (DoT) is working with 33 local government authorities in Perth and Peel to agree on bicycle routes that link parks, schools, community facilities and transport services, to make bike riding a convenient and viable option.

The aim of the Long Term Cycle Network (LTCN) project is to develop an aspirational blueprint to ensure State and local governments work together towards the delivery of one continuous bicycle network providing additional transport options, recreational opportunities and support for tourism and commercial activity – **creating a bicycle network catering for all ages and abilities.**

This long term network had been agreed between DoT and local government officers, and the network was subject to a review by Main Roads and PTA/Metronet teams in relation to any routes within or crossing State controlled assets.

We are now seeking Council endorsement of the agreed LTCN across all 33 local governments, and moving forward the agreed long term network will guide funding allocated through the WA Bicycle Network Grants Program administered by DoT.



The LTCN involves consultation with 33 local governments across Perth and Peel – the project aims to agree a long term aspirational bicycle network for the region.

The vision is for a network of safe and attractive bicycle routes:

- To provide continuous routes along major corridors
- To establish links between strategic, secondary, district, specialised activity centres and public transport services.
- To provide connections to schools, education sites and local centres

Project History

In 2016 as part of the State Governments long term transport strategy (*Transport @3.5M*) the Transport Portfolio released the *Cycling Network Plan*.

The aspirational long term bicycle network identified within the Plan was based on a robust methodology of connecting all key activity centres. However, the Plan was developed by DoT in-house with little consultation with local governments due to the time constraints to deliver the project.

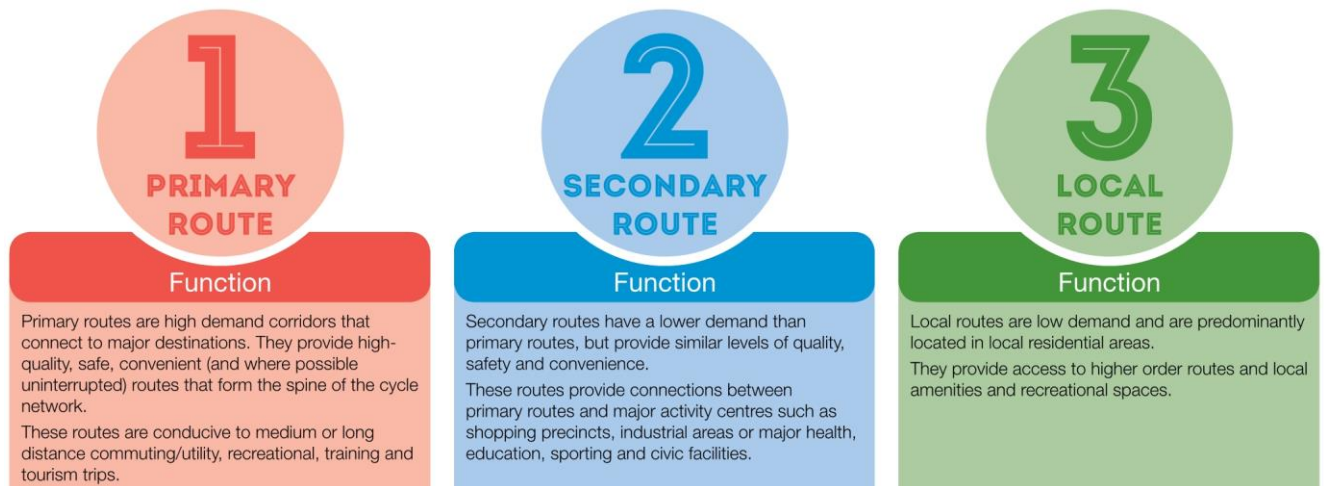
In 2017-18 DoT were successful in receiving funding across a 2 year period to deliver the LTCN project – to go through detailed engagement with 33 local governments across Perth and Peel to agree a long term aspirational bicycle network for the region that supports and addresses local and regional bicycle connections.

Long Term Cycle Network Project

The LTCN project started in July 2018 and is to be completed by June 2020.

DoT and local government officers have worked together to identify LTCN routes, and categorise routes using a new simplified three tier route hierarchy of Primary Routes, Secondary Route and Local Routes.

The categorisation of routes has been based on the function of a given route within the network:



Following DoT and local government officers agreeing an aspirational draft LTCN, the network was reviewed by Main Roads and PTA/Metronet teams. This process has ensured that these State agencies are aware of the aspirational LTCN routes proposed and have made comments to assist in shaping the network in relation to their State controlled assets.

Why is the Long Term Cycle Network Important?

An endorsed aspirational LTCN across the Perth and Peel region can **assist in leveraging additional funding for bicycle infrastructure**.

- It can assist State Government in any discussions/applications regarding Federal funding for bike riding (infrastructure/programs/campaigns).

- It can also assist DoT leverage additional funding for bicycle infrastructure – Attachments Page 5 made available to local governments via the WA Bicycle Network Grants Program administered by DoT.

An endorsed LTCN across the Perth and Peel region will **assist with planning of the bicycle network and routes.**

- It will assist State agencies (Main Roads/PTA/Metronet) with infrastructure planning and delivery.
- It will assist local governments with network planning, cross boundary connectivity and bicycle route prioritisation.

How will the Long Term Cycle Network be Updated in the Future?

DoT will be updating the guidance for local governments in relation to developing local bicycle plans. It is expected that the new guidance will require local governments to review their endorsed LTCN as part of the process of developing/updating their bicycle plan.

As part of the process to develop or update a local bicycle plan, local governments typically conduct public consultation to enable the community to assist in shaping the Plan. It is envisaged that **local governments will seek community comment on the aspirational LTCN as part of this process.**

Local governments typically review local bicycle plans on a 5 year renewal basis – as part of the bike plan review local governments and DoT can work together to modify their endorsed LTCN:

- New routes can be added to reflect land use changes/new development
- Existing routes can be realigned to parallel corridors if details are known which excludes a route from being considered in the future to accommodate bicycle infrastructure (engineering constraints/land tenure issues/etc).

Why is DoT Seeking Council Endorsement?

DoT is seeking the aspirational LTCN to be endorsed by Council (Elected Members) across 33 local governments in Perth and Peel.

Council endorsement is considered necessary to demonstrate region wide agreement of the LTCN – which in particular may assist in any Federal funding discussions/applications.

From July 2020 all WA Bicycle Network Grants for Perth and Peel local governments will be linked to the endorsed aspirational LTCN.

As such, only routes within the endorsed LTCN will be eligible for grants and only local governments with a Council endorsed LTCN will remain eligible for grants.

Council Endorsement

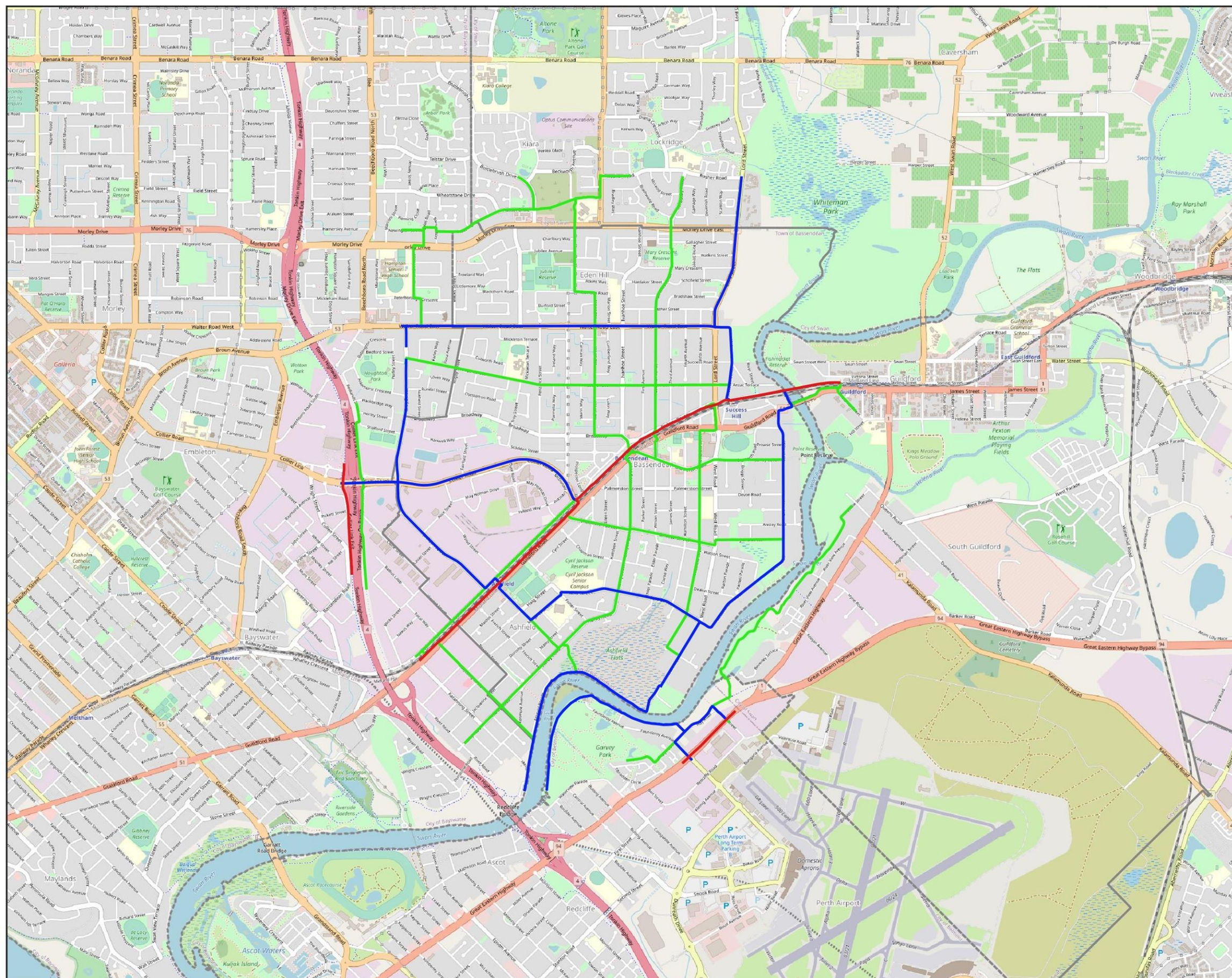
DoT is seeking Council (Elected Members) to endorse/adopt the aspirational LTCN agreed with local government officers (attached) based on the following statement:

‘Council endorse/adopt the aspirational Long Term Cycle Network (LTCN) developed in collaboration between Council officers and the Department of Transport. Endorsement of the LTCN does not commit Council nor State Government agencies to deliver all, or any part, of the LTCN within a particular timeframe – nor does endorsement commit any party(s) to fund any specific route within the LTCN.

Council endorsement confirms support for local and State Government agencies to work together in delivering the aspirational LTCN over the longer term.’

Town of Bassendean

Final Draft LTCN (May 2020)



Legend

- Primary Route
- Secondary Route
- Local Route



0 0.4 0.8 1.2 km

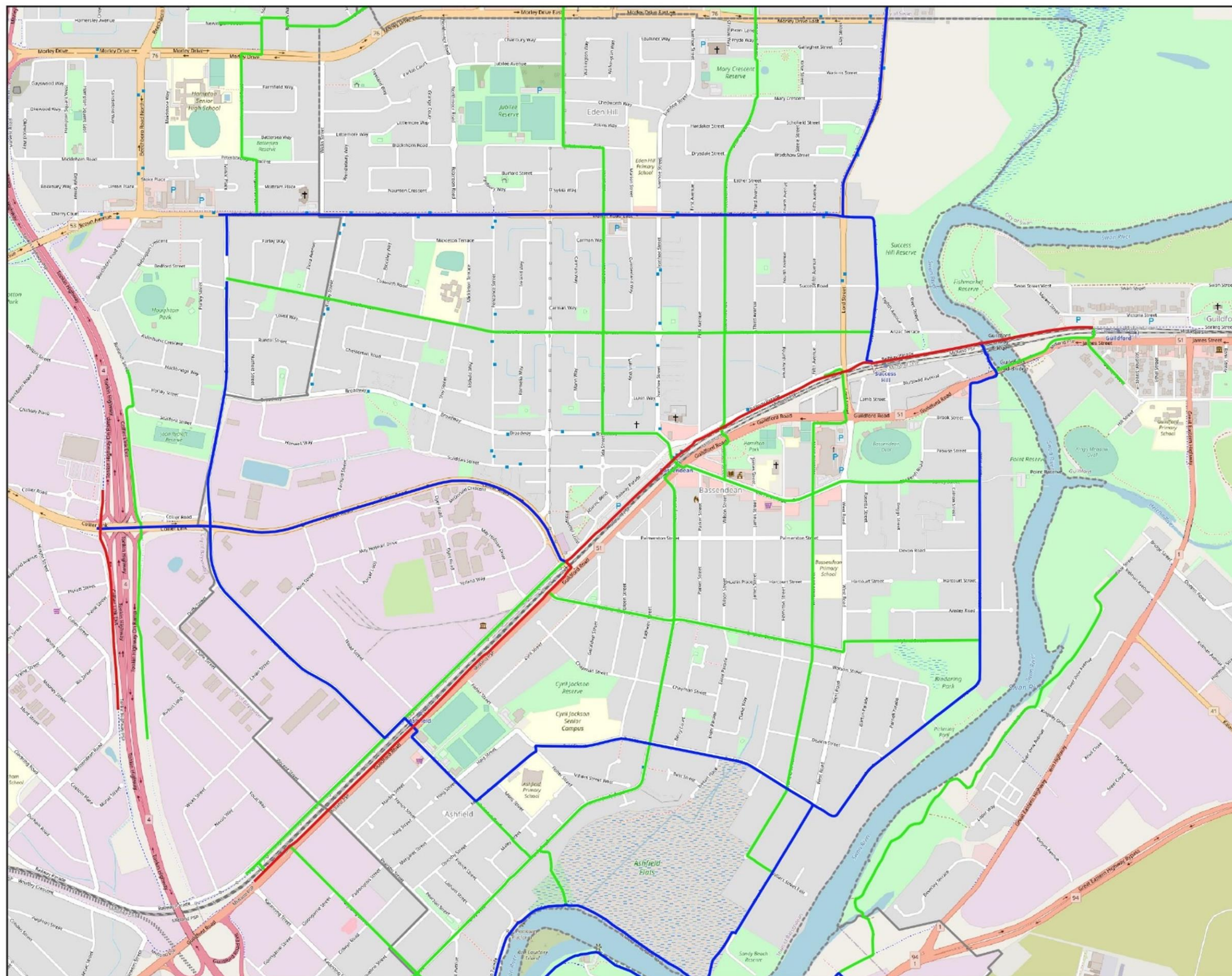


DISCLAIMER:

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Town of Bassendean

Final Draft LTCN (May 2020)



Legend

- Primary Route
- Secondary Route
- Local Route



0 0.2 0.4 0.6 km



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Department of
Transport

LONG TERM CYCLE NETWORK

FOR COUNCIL CONSIDERATION AND ENDORSEMENT



ALL AGES & ABILITIES BICYCLE NETWORK



PROJECT OVERVIEW

- Long Term Cycle Network (LTCN)
- Consultation with 33 LGAs across Perth and Peel
- To agree a long term aspirational bicycle network for the region
- To provide a network of safe and attractive bicycle routes:
 - Provide continuous routes along major corridors
 - Establish links between activity centres and public transport services
 - Provide connections to schools, education sites and local centres



PROJECT HISTORY



LONG TERM CYCLE NETWORK

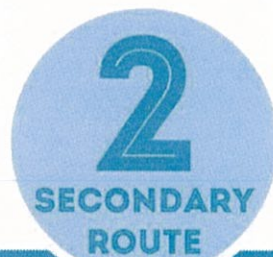
- 2 year project – July 2018 to June 2020
- DoT and LGA officers have worked together to develop the LTCN
- Routes have been categorised based on their function



Function

Primary routes are high demand corridors that connect to major destinations. They provide high-quality, safe, convenient (and where possible uninterrupted) routes that form the spine of the cycle network.

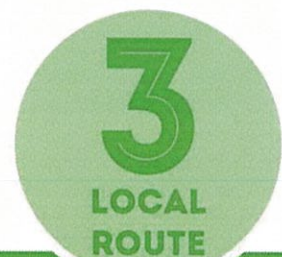
These routes are conducive to medium or long distance commuting/utility, recreational, training and tourism trips.



Function

Secondary routes have a lower demand than primary routes, but provide similar levels of quality, safety and convenience.

These routes provide connections between primary routes and major activity centres such as shopping precincts, industrial areas or major health, education, sporting and civic facilities.



Function

Local routes are low demand and are predominantly located in local residential areas.

They provide access to higher order routes and local amenities and recreational spaces.



WHY IS THE LTCN IMPORTANT?

- An endorsed LTCN across the Perth and Peel region can **assist in leveraging additional funding for bicycle infrastructure**:
 - Assist State Government in Federal funding applications
 - Assist DoT leverage additional State funding for bicycle infrastructure
- An endorsed LTCN across the Perth and Peel region will **assist with planning of the bicycle network and routes**:
 - Assist State agencies such as Main Roads/PTA/Metronet
 - Assist LGAs with network planning, cross boundary connectivity and bicycle route prioritisation.



HOW WILL THE LTCN BE UPDATED?

- DoT will be updating guidance for LGAs to develop bicycle plans
- It is expected the guidance will require LGAs to review the endorsed LTCN as part developing/updating bicycle plans.
- LGAs typically review bicycle plans every 5 years
- LGAs conduct public consultation when reviewing bicycle plans
- As part of the bicycle plan review LGAs and DoT can work together to modify the endorsed LTCN:
 - Routes can be added to reflect land use changes/new development
 - Routes can be realigned if details are known which excludes a corridor from being considered (engineering constraints/land tenure issues/etc).



WHY SEEK COUNCIL ENDORSEMENT?

- DoT is seeking the aspirational LTCN to be endorsed by Council (Elected Members) across 33 LGAs in Perth and Peel.
- Council endorsement is necessary to demonstrate region wide agreement of the LTCN – which will assist in leveraging funding.
- From July 2020 all WABN grants for Perth and Peel LGAs will be linked to the endorsed aspirational LTCN:
 - Only routes within the endorsed LTCN will be eligible for grants
 - Only LGAs with an endorsed LTCN will remain eligible for grants



COUNCIL ENDORSEMENT

- DoT is seeking Council (Elected Members) to endorse/adopt the aspirational LTCN agreed with LGA officers based on the following statement:

‘Council endorse/adopt the aspirational Long Term Cycle Network (LTCN) developed in collaboration between Council officers and the Department of Transport. Endorsement of the LTCN does not commit Council nor State Government agencies to deliver all, or any part, of the LTCN within a particular timeframe – nor does endorsement commit any party(s) to fund any specific route within the LTCN.

Council endorsement confirms support for local and State Government agencies to work together in delivering the aspirational LTCN over the longer term.’



ATTACHMENT NO. 2

**Network Renewal Underground Program Pilot (NRUPP)
Co-Funding Agreement**

**Electricity Networks Corporation trading as Western
Power**

and

Town of Bassendean



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Signing page

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Co-Funding Agreement

Date ►

Between the parties

Western Power

Electricity Networks Corporation

ABN 18540492861 of a statutory body corporate established by section 4(1)(b) of the *Electricity Corporations Act 2005* (WA) of 363 Wellington Street, Perth, Western Australia

(Western Power)

LGA

The Local Government Authority

Town of Bassendean - 35 Old Perth Road, Bassendean (the LGA)

Recitals

Western Power has identified overhead distribution assets within the LGA District which are due for replacement.

Western Power and the LGA wish to replace these overhead distribution assets with underground assets, and the LGA is willing to financially contribute to this.

The LGA is willing to contribute to the costs of connecting ratepayers' premises to the new underground network by contributing to the costs of the Project in recognition of the following benefits arising from the Project:

improved network safety;

improved network reliability;

improved streetscapes and visual amenity;

potential for improved property values;

reduced vegetation trimming and lopping costs; and

reduced network maintenance costs.

This Agreement and Project is separate from, and in addition to, any SUPP or UPP project in the LGA District.

Subject to clauses 13(c) and 18(a), Western Power owns and operates the existing overhead electricity distribution system in the LGA District and will own and operate the proposed new underground electricity distribution and standard street lighting system.

The Parties have agreed to enter into this Agreement to establish the funding arrangements for implementing the Project for the Scope of Work.

The parties agree as follows:

1 Definitions and interpretation

1.1 Definitions

The meanings of the terms used in this agreement are set out below.

| Term | Meaning |
|---------------------|---|
| Agreement | this funding agreement, which is limited to funding and processes that facilitate Western Power's delivery of the Project. |
| Authorisations | any approval, authorisation, consent, exception, licence, permit, determination, certificate or registration of or from any Government Agency, including any renewal, variation or modification. |
| Business Day | a day, not being a Saturday, Sunday or public holiday, on which banks are open for general banking business in Perth, Western Australia. |
| Claim | a demand, action or proceeding of any nature whether actual or threatened. |
| Communications Plan | the property owner/occupier communications plan for the Project as set out in Schedule 3. |
| Consumer Mains Cost | the cost of connecting the consumer's premises to the network by the installation of the consumer mains (being an underground cable connecting a consumer premises to a connection pillar), including the cost of cable and labour. |
| Dispute Notice | has the meaning set out in clause 7(a). |
| Event of Default | has the meaning set out in clause 11(a). |
| Force Majeure | any of the following occurring in Australia: act of God, including cyclone, flood, earthquake, tsunami and bushfire; epidemic or quarantine by order of a Government Agency; war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, act of terrorism, rebellion, riot, revolution, insurrection, martial law or confiscation by order of any Government Agency; |

| Term | Meaning |
|--------------------------------|--|
| | <p>ionising radiations or contamination by radioactivity from nuclear fuel or nuclear waste resulting from the combustion of nuclear fuel; and</p> <p>industrial action or dispute which affects Western Australia or Australia generally and is not directed at the affected Party, to the extent it:</p> <p>was not caused by an act or omission of the affected Party;</p> <p>was beyond the reasonable control of the affected Party; and</p> <p>could not have been avoided or overcome by the affected Party taking reasonable precautions or steps.</p> |
| Government Agency | <p>any government, governmental, semi-governmental, administrative, monetary, fiscal or judicial body, department, commission, statutory or other authority, local council, tribunal, agency or entity or minister of the Crown in any part of the world.</p> |
| Indirect or Consequential Loss | <p>includes loss of revenue, loss of profit, loss of business opportunity and payment of liquidated sums, penalties or damages under any agreement (other than this Agreement); but</p> <p>does not include damage or losses arising from Claims by third parties or Western Power’s personnel in respect of property damage, personal injury or nervous shock.</p> |
| Intellectual Property | <p>all intellectual and industrial property rights, including trademarks, copyright (including future copyright), inventions, patents, designs, circuits and other eligible layouts, database rights, and other intellectual property rights as defined in Article 2 of the Convention establishing the World Intellectual Property Organisation dated 14 July 1967 (as amended from time to time), including any application or right to apply for registration of any of these rights.</p> |
| Item | <p>an item of Schedule 1.</p> |
| Legislative Requirement | <p>the following in force from time to time:</p> <p>statutes, regulations, by-laws, ordinances and subordinate legislation; and</p> <p>Authorisations.</p> |

| Term | Meaning |
|------------------------|---|
| LGA District | the LGA district specified in Item 1 and includes any adjacent or nearby areas specified in the Scope of Work as included in the Project. |
| LGA Representative | the person appointed by the LGA as its representative under this Agreement in accordance with clause 2.2(f), and as outlined in Schedule 3. |
| Loss | any liability, cost, expense, loss, personal injury (including illness), death or damage of any kind. |
| Party | a party to this Agreement. |
| Practical Completion | all the Scope of Work set out in Schedule 2 being practically complete as determined by the Project Manager and evidenced by issue of a certificate to that effect. |
| Project | the project initiated by Western Power to install an underground electricity distribution network and remove the overhead power lines in the LGA District, funded via contributions from Western Power and the participating LGA under the terms of this Agreement. |
| Project Budget | the Project budget prepared in accordance with clause 3 and being the amount so specified in Schedule 1, as updated in accordance with clause 2.2(h). |
| Project Closeout Fund | additional funds included in the Project Budget to be used, if required, to finalise the Project works (to be determined by Western Power) in the Project Closeout Stage including but not limited to remedying any defects. |
| Project Closeout Stage | the period of 12 months from the date of Practical Completion of the Project, as stated on the certificate of Practical Completion. |
| Project Manager | the person appointed by Western Power to deliver the Project as set out in clause 2.2(b). |
| Project Team | has the meaning set out in clause 2.2(b) and Schedule 3. |

| Term | Meaning |
|---|--|
| Reference Rate | a rate equal to 2% + the official cash rate, per annum, pro rata, reviewed monthly by the Reserve Bank of Australia. |
| Salvage | material that is reusable. |
| Scope of Work | is the scope of work for the Project as set out in Schedule 2. |
| Scrap | material excess to the Project or made redundant by the Project. |
| State Underground Power Program or SUPP | the program initiated by the State Government of Western Australia to implement the retrospective conversion of overhead power lines to an underground system, funded via contributions from the State Government, Western Power and the participating LGA. |
| Tax | any present or future tax, royalty, levy, impost, deduction, assessment, charge, excise, fee, withholding or duty of any nature imposed, assessed, charged, levied or collected by any Government Agency or other body authorised by Legislative Requirements. |
| UPP | any retrospective Underground Power Project that is not a SUPP Project. |
| Western Power IP | any Intellectual Property of Western Power (or licensed to Western Power by a third Party) which Western Power makes available, contributes, brings to or uses in connection with this Agreement. |

1.2 Interpretation

In this Agreement, unless expressly stated otherwise:

- (a) headings and bold type are for convenience only and do not affect the interpretation of this Agreement;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) other parts of speech and grammatical forms of a word or phrase defined in this Agreement have a corresponding meaning;
- (e) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate and any Government Agency;

- (f) a reference to a part, clause, Party, annexure, exhibit or schedule is a reference to a part and clause of, or a party, annexure, exhibit and schedule to, this Agreement and a reference to this Agreement includes any annexure, exhibit and schedule;
- (g) a reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them;
- (h) a reference to a document includes all amendments or supplements to, or replacements or novations of, that document;
- (i) a reference to a party to a document includes that party's successors and permitted assignees;
- (j) a promise on the part of 2 or more persons binds them jointly and severally;
- (k) a reference to an agreement other than this Agreement includes a deed and any legally enforceable undertaking, agreement, arrangement or understanding, whether or not in writing;
- (l) a reference to '\$', 'AUD' or dollars is to Australian dollars, unless stated otherwise;
- (m) a reference to a 'day', 'month' and 'year' is a reference to a calendar day, month and year (respectively);
- (n) a reference to time is to local time in Perth, Western Australia;
- (o) no provision of this Agreement will be construed adversely to a party solely on the ground that the party was responsible for the preparation of this Agreement or that provision; and
- (p) a reference to a body, other than a Party to this Agreement (including an institute, association or authority), whether statutory or not:
 - (1) which ceases to exist; or
 - (2) whose powers or functions are transferred to another body,
 is a reference to the body which replaces it or which substantially succeeds to its powers or functions.

2 Project

2.1 Project relationship

- (a) The Parties agree to participate in and financially contribute to the Project for the purpose of Western Power designing and constructing underground electricity distribution systems to service lots in the LGA District in accordance with this Agreement and, in particular, in accordance with the Scope of Work.
- (b) The Project, as described in the Scope of Work, will operate under the name specified in Schedule 1.
- (c) Nothing contained in this Agreement will be deemed or interpreted to create a partnership, association, agency, joint venture, trust or business between the Parties. The Parties agree with each other that their rights, duties, obligations and liabilities to third parties and each other will be several and neither joint and several nor collective and that each Party will be responsible only for its obligations arising under or consequent upon this Agreement.

- (d) The LGA must provide all reasonable assistance to Western Power to enable Western Power to comply with Legislative Requirements relevant to the Project.

2.2 Project management

- (a) A person will be appointed as responsible for the overall management and implementation of the Project (**Project Manager**) who will be a person nominated and employed by Western Power.
- (b) The Project Manager must provide direction to, and seek advice from, a team (**Project Team**) consisting of the positions as set out in Schedule 3. Appointments to the Project Team including the Project Manager will be notified to the LGA.
- (c) Where Project Team members are specified in Schedule 3 as performing key roles and/or responsibilities under this Agreement, the responsible Party (Western Power or the LGA) will provide those personnel to fulfil these requirements. The responsible Party will ensure the personnel has the required skills, experience, direct authorities, delegations and organisational familiarity to carry out their responsibilities fully and effectively.
- (d) The Project Team will meet at least on a monthly basis, but otherwise as required, in order to enable the Project to operate in a continuous manner. The meetings will be chaired by the Project Manager or by the Project Manager's nominee.
- (e) The Project Manager will be responsible for convening Project Team meetings, preparing agenda and ensuring that minutes of meetings of the Project Team are kept and that copies are promptly forwarded to the Parties. The Project Manager will also be responsible for ensuring appropriate records are created and distributed, detailing the outcomes of separate meetings with relevant Project Team members.
- (f) The LGA Representative will from time to time, and as requested by the Project Manager, provide advice and support to the Project Manager on technical and financial matters and the applicable matters listed in Schedule 3.
- (g) The LGA must investigate and provide to the Project Manager, as requested, details of all underground services infrastructure for which the LGA is responsible, including storm water drains.
- (h) The Project Manager must prepare and submit to the Project Team regular information and updates regarding:
 - (1) a Project schedule;
 - (2) the Project Budget;
 - (3) approved for construction design;
 - (4) the Communications Plan; and
 - (5) cash call schedules.
- (i) Each Party will bear its own costs, including salaries, for the positions of any Project Team members.
- (j) The Parties must accept the determination of contract variations and claims approved by Western Power and which remain within the Project Budget, in accordance with its usual practices and policies. Western Power must keep records of all decisions in line with Western Power's corporate record keeping management process.

2.3 Project team responsibilities

- (a) The Project Team, under the direction of the Project Manager, is responsible for the successful outcome of the Project and must, with the help of internal and external resources, formulate, agree and implement the following:
 - (1) Project planning, technical design and preparation of relevant specifications; and
 - (2) stakeholder communications planning including resolution of operational issues of concern to property owners and occupiers.
- (b) Western Power will have the final decision on all technical and electrical engineering matters relating to the electricity network and the Project.

3 Financial

- (a) The LGA will contribute the Consumer Mains Cost, as estimated by the LGA Contribution detailed in Schedule 1.
- (b) Western Power will fund the network connection and removal costs, excluding the Consumer Mains Cost, as estimated by the Western Power Contribution detailed in Schedule 1.
- (c) The Project Manager will prepare, update (if required) and notify the relevant Parties of a Project Budget for the implementation of the Project. No in-kind contributions will be included in the Project Budget. Each Party will bear the costs of its own in-kind contributions.
- (d) The Parties will contribute their respective shares of costs in cash in accordance with clause 3(e).
- (e) The Project Manager (or a nominee of the Project Manager at Western Power) will, based on the Project Budget (as amended from time to time) and anticipated expenditure, make cash calls in respect of the Project on the LGA every two months or as otherwise agreed by the Parties. The LGA must contribute its share of a cash call within 20 Business Days and all such moneys received will be held by Western Power for and on behalf of the Parties for the Project.
- (f) Failure by the LGA to pay a cash call by the due date is an Event of Default. Interest will accrue on any unpaid amount at the Reference Rate.
- (g) The financial records maintained by Western Power with respect to the Consumers Mains Cost will be open to examination and audit by the LGA (at the LGA's cost) at any time (after the execution of this Agreement by both Parties and before the expiry of 6 months after the end of the 120 Business Days mentioned in clause 3(h)) on giving reasonable prior notice. The LGA requesting the audit must present the scope and reasons for requesting the audit.
- (h) Within 120 Business Days of the Project Closeout Stage, or the date of such earlier termination of this Agreement, the Project Manager will arrange for a reconciliation of all amounts paid and owing by the Parties and, if required, a final cash call will be made in order to satisfy all outstanding debts and liabilities of the Project. The final cash call must be paid in accordance with this clause 3. If upon reconciliation of all amounts paid and owing by the Parties, funds remain in the Project account they are to be returned to the relevant Parties within 30 Business Days. Western Power may undertake a preliminary reconciliation and make a preliminary return of funds to the relevant Parties, prior to any final reconciliation.

4 Insurance

- (a) The Parties must obtain adequate insurance cover in respect of the activities of the Project for risks associated with:
- (1) public liability;
 - (2) professional indemnity;
 - (3) workers' compensation;
 - (4) motor vehicles; and
 - (5) all other relevant risks.
- (b) Each Party will remain responsible for its own excess liability, with the excess not being a cost that is attributed to the Project. The Parties agree that any additional insurance premium required as a consequence of providing extra insurance cover will be the responsibility of that Party and not attributed as a cost to the Project.

5 Tenders

- (a) When resources are required from the external market, the Project Manager will initiate a sourcing event in line with Western Power's approved procurement policy.
- (b) The Project Manager will use formal Western Power tender or quotation processes (with appropriate amendments) and may include the specifications that will be required for road, verge, public and private property reinstatement works which will be provided by the LGA for its LGA District.

6 Technical

- (a) The Project Manager will manage the construction of underground electricity distribution systems to service lots in the LGA District in accordance with the design under this Agreement and the Scope of Work.
- (b) The Project Manager will be primarily responsible for the planning, design and Project Budget estimation work associated with the Project.
- (c) The Project Manager will ensure that the Project complies with all Legislative Requirements and relevant codes of practice or applicable standards.
- (d) Any Scrap or Salvage value will be owned by Western Power.
- (e) All permanent reinstatement works to roadways, road verges, footpaths, driveways and gardens, directly affected by the Project works will be completed in accordance with the "Restoration and reinstatement specification for local governments", published by the Institute of Public Works Engineering, Australia (W.A. Division).

7 Dispute resolution

- (a) If a dispute arises between the Parties relating to the Project, or this Agreement (but not a dispute under a tender or other contract between a Party in its capacity as a contractor and Western Power) then any Party may issue a notice (**Dispute Notice**) to the other Party setting out the nature of the dispute and the time, date and venue (in Perth) of a meeting to resolve the dispute, such meeting to be held within 10 Business Days of the date of the Dispute Notice.

- (b) The Parties will meet, as required by the Dispute Notice, in good faith and attempt to resolve the dispute.
- (c) If the dispute is not resolved (as evidenced by the agreed terms of settlement of the dispute being recorded in writing and signed by both Parties) within 20 Business Days of the date of the Dispute Notice then the dispute will be referred to the Chief Executive Officer of the LGA and the Chief Executive Officer of Western Power. If those persons are unable to resolve the dispute within a further 20 Business Day period, then each Party is free to take whatever action it considers necessary in the circumstances.
- (d) This clause does not apply where a Party considers it necessary to seek urgent injunctive relief.
- (e) Nothing in this Agreement prevents any Party from having legal representation during the resolution of a dispute.

8 Cost increases

- (a) If the Project Manager determines that the Consumer Mains Cost, as estimated by the LGA Contribution nominated in Schedule 1, may be exceeded at any stage of the Project, then the Project Manager must put forward a proposal to the LGA to either increase the LGA Contribution or reduce costs by changing the scope of the Project, terminating the Project, or other appropriate means.
- (b) The Parties will review the proposal submitted by the Project Manager and will agree a mutually acceptable method to amend or terminate the Project (as well as any options to identify additional sources of funding).

9 Primary equipment sites

- (a) Where possible sites for transformers, switchgear and other equipment will be located on road reserves or in public parks or other reserves. Western Power will consult the LGA during the design stage with regard to location of transformers, switchgear and other equipment. The LGA will be responsible for promptly notifying and consulting with the relevant property owners.
- (b) The LGA must use its best endeavours, in respect of the Project, to provide appropriate sites in accordance with clause 9(a).

10 Public relations

- (a) The Parties recognise that the successful implementation of the Project will depend upon effective liaison with the relevant property owners in the LGA District, electricity consumers, occupiers and the general public.
- (b) The LGA will have primary responsibility in consulting with the property owners and occupiers throughout the Project, including but not limited to dealing with queries and complaints. Western Power will provide all necessary appropriate support in managing the Communications Plan.
- (c) The Parties recognise that effective liaison will require that the Parties speak with one voice and not make inconsistent or contradictory public statements.

11 Default and termination

- (a) For the purposes of this clause 11 an event of default (**Event of Default**) occurs if:

- (1) a Party breaches any material obligation which (if remediable) continues without remedy for twenty (20) Business Days after notice in writing has been served on the Party in breach requiring the breach be remedied;
 - (2) a Party breaches a material obligation of this Agreement and that breach cannot be remedied; or
 - (3) a Party suffers or is or becomes subject to external administration.
- (b) If an Event of Default occurs, any Party not in breach may terminate this Agreement by giving a further twenty (20) Business Days' notice in writing to the other Party.
- (c) Upon termination of this Agreement in accordance with this clause 11, the Project Manager must ensure that all work on the Project stops immediately (other than such work as is necessary to enable part completed works to be left in a safe condition). The Parties will be responsible for all work required to enable part completed work to be left in a safe condition. Such work must include but not be limited to filling in all trenches, reinstating all roads and footpaths, and making all electrical equipment safe.
- (d) This clause 11 is subject to clause 7 of this Agreement and a Party will not be deemed to be in default under this Agreement while the dispute is being resolved under clause 7 of this Agreement and will not be deemed to be in default if the dispute has been resolved in that Party's favour.

12 Force Majeure

- (a) If a Party is prevented or delayed in performing a non-financial obligation by or as a result of Force Majeure, such non-financial obligation will be suspended and the affected Party will not be liable to the other Party for its failure or inability to perform such non-financial obligation during the time and to the extent that such performance is prevented or delayed due to Force Majeure.
- (b) If a Party is affected by Force Majeure, it must as soon as reasonably practicable notify the other Party and keep the other Party informed as to the details of any event or circumstances giving rise to Force Majeure and the effect that the Force Majeure will have on that Party performing its obligations under this Agreement.
- (c) The Party affected by Force Majeure must as quickly as possible use all reasonable measures to overcome the effect of the Force Majeure provided that neither Party is required by reason of this clause to settle or resolve any strike, lockout or labour dispute on terms that it considers to be unreasonable.
- (d) If an event of Force Majeure results in the affected Party being unable to perform its material obligations under this Agreement for a continuous period of 6 or more months, either Party may at any time, in its discretion, terminate this Agreement by giving the other Party 1 months' prior written Notice to that effect.
- (e) If this Agreement is terminated pursuant to clause 12(d), the LGA must pay to Western Power any Consumer Mains Cost incurred by Western Power prior to termination that has not already been reflected in contributions paid by the LGA.

13 Ownership of infrastructure

- (a) The Parties acknowledge and confirm that Western Power may, in its sole discretion, install additional infrastructure associated with the distribution and/or transmission of electricity in conjunction with the installation of Project infrastructure. Western Power will fund all directly

attributed incremental costs for the additional infrastructure which will not be part of the Project Budget as set out in Schedule 1. Western Power will keep evidence of apportionment of the project budget for additional scope in line with Western Power corporate record keeping management process which will be subject to and will be open to examination and audit if requested by the LGA on reasonable notice.

- (b) Subject to clause 13(c), the Parties acknowledge that unless otherwise agreed, all infrastructure (including, without limitation, all cables, connection pillars, transformers, street lights, street light columns, communication cables, conduits, pipes, pits and other infrastructure, whether located above ground or below ground) installed as part of or in conjunction with the Project will vest in and be owned by Western Power and Western Power will be solely responsible for its ongoing maintenance and operation from the Practical Completion of the Project.
- (c) The Parties acknowledge that any new underground electrical cable (consumer's mains) between Western Power's connection pillar and the consumer's meter box (or other point of attachment) installed as part of the Project will be the consumer's responsibility for ongoing maintenance and operation and will not vest in or become owned by Western Power.

14 Existing pillar and consumers mains

- (a) It is acknowledged that at some premises in the Project area there may already be installed a connection pillar (typically covered with a green plastic dome) and a consumer's mains (typically an underground cable connecting the premises to the connection pillar).
- (b) The Project Manager will take into account a pre-existing underground connection pillar and consumer's mains for any premises in the Project area in the design of the Project, and the Project Budget, if those pre-existing works meet all the Western Australian electrical requirements.
- (c) The LGA will recognise any savings to the Project and costs incurred by the property owner of an applicable premises achieved by the use of pre-existing works by giving an appropriate discount to the owner's levy payable to the LGA or refund if no levy is applicable.

15 Intellectual Property

Western Power IP remains vested in Western Power and Western Power will own all Intellectual Property in the subject matter developed by Western Power in the performance of the Project works or otherwise under this Agreement.

16 Limitation of liability

- (a) To the extent permitted by law and subject to clauses 16(b) and 16(c), Western Power will have no liability for any Loss suffered or incurred by the LGA arising from or in connection with the performance of the Scope of Works under this Agreement, howsoever arising (including Western Power's negligence).
- (b) Subject to clause 16(c) a Party has no liability to the other, nor is a Party entitled to make any Claim, in respect of any Indirect or Consequential Loss incurred or sustained by the other Party as a result of any act or omission of that Party (whether negligent or otherwise) or as a result of a breach of this Agreement by that Party.
- (c) The limitations of liability in clause 16(b) do not apply in respect of any fraud, deliberate default or wilful misconduct or any act or omission done or not done by a Party with a reckless disregard for the

consequences by the other Party (or any other person for whom the LGA or Western Power is responsible).

- (d) The Parties agree that Part 1F of the *Civil Liability Act 2002* (WA) does not apply to this Agreement.

17 Statutory powers

Nothing in this Agreement reduces or fetters in any way Western Power's statutory powers, including without limitation, its statutory powers to enter land and undertake works under the *Energy Operators (Powers) Act 1979* (WA).

18 Other provisions

- (a) If approved by the Project Manager, additional work that is requested to be undertaken, outside of the Scope of Work, will be a cost borne by the relevant Party requesting such additional work. This includes stand-alone transmission system infrastructure changes. Special lighting or decorative street light columns will become the property of the requesting Party unless otherwise agreed between Western Power and the LGA. Where this work impacts on the Project as determined by the Project Manager, only Western Power preferred vendors must be used, and scheduling will be to Western Power's requirements to ensure effective integration of the work.
- (b) Notwithstanding the description of the Scope of Work, the Project will also include such other streets or areas as unanimously approved by the Parties from time to time.
- (c) The Project Budget will include costs associated with direct transmission system interfacing needs such as retaining existing distribution poles for support or establishing alternate staying arrangements and reestablishment of pilot cable networks.
- (d) A Project Closeout Fund must be included in the Project Budget applicable from Practical Completion for a period of 12 months. Unspent funds at the conclusion of the Project Closeout Stage, will be returned to the Parties in accordance with clause 3(h).

19 Taxes and duties

19.1 GST

- (a) Any reference in this clause 18(d) to terms defined or used in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) is, unless the context indicates otherwise, a reference to that term as defined or used in that Act.
- (b) Any amount referred to in this Agreement which is relevant in determining a payment to be made by one of the Parties to another is exclusive of GST unless indicated otherwise.
- (c) If GST is imposed on a supply made under or in connection with this Agreement then the consideration provided for that supply is increased by the rate at which that GST is imposed. The additional consideration is, subject to the supplier providing the recipient with a tax invoice as required by the *A New Tax System (Goods and Services Tax) Act 1999* (Cth), payable at the same time and in the same manner as the consideration to which it relates.
- (d) If a Party refunds to another Party any amount on which GST has been paid, that Party must also refund an amount in respect of any GST paid in respect of that amount.

- (e) If a Party is entitled to be reimbursed for an expense or outgoing incurred in connection with this Agreement, then the amount of the reimbursement will be net of any input tax credits which may be claimed by the Party being reimbursed in relation to that expense or outgoing.
- (f) Each Party must be registered for GST.

19.2 Other taxes and duties

Subject to clause 19.1, the LGA must pay, or reimburse Western Power for, any of the following and any interest, fine, penalty, charge, fee or other amount imposed on or in relation to the following:

- (a) any Tax on revenue or income received by the LGA;
- (b) any Tax on any thing exported or imported in the performance of the Scope of Work;
- (c) any long service benefits levy or similar Tax relating to the Scope of Work;
- (d) payroll tax or similar Tax relating to the LGA's personnel; and
- (e) any other Tax which the LGA or the LGA's personnel is liable for under any Legislative Requirement, including as a result of or in connection with its performance of this Agreement.

20 General

20.1 Governing law and jurisdiction

- (a) This Agreement is governed by the laws of the jurisdiction set out in Item 65.
- (b) The Parties irrevocably submit to the non-exclusive jurisdiction of courts exercising jurisdiction in the place set out in Item 65, and courts of appeal from them, in respect of any proceedings arising out of or in connection with this agreement. Each Party irrevocably waives any objection to the venue of any legal process in those courts on the basis that it has been brought in an inconvenient forum.

20.2 Notices

- (a) Any notice or other communication that may or must be given under this Agreement must be legible, in writing and delivered by hand or sent by pre-paid post or email to a party at the address or email address for that party set out in Item 54.
- (b) A notice sent by post is regarded as given and received:
 - (1) if the address to which a notice sent in accordance with clause 20.2(a) is an Australian address, on the third Business Day following the date of postage; or
 - (2) if the address to which a Notice sent in accordance with clause 20.2(a) is not an Australian address, on the eighth Business Day following the date of postage.
- (c) Subject to clause 20.2(d), an email is regarded as received one hour after it is sent, unless the sender receives notification from its or the recipient's email server that the email is undeliverable or was not delivered.
- (d) A Notice delivered or received other than on a Business Day or after 4:00pm (recipient's time) is regarded as received at 9:00am on the following Business Day, and a Notice delivered or received before 9:00am (recipient's time) is regarded as received at 9:00am.

20.3 Invalidity and enforceability

- (a) If any provision of this Agreement is invalid under the law of any jurisdiction, the provision is enforceable in that jurisdiction to the extent that it is not invalid, whether it is in severable terms or not.
- (b) Clause 20.3(a) does not apply where enforcement of the provision of this Agreement in accordance with clause 20.3(a) would materially affect the nature or effect of the Parties' obligations under this Agreement.

20.4 Waiver

- (a) Waiver of any requirement, right, power, authority, discretion or remedy arising under this Agreement, including those arising upon default under this Agreement, must be in writing and signed by the Party granting the waiver.
- (b) A partial exercise, or a failure or delay in the exercise, of:
 - (1) a right arising from a breach of this Agreement; or
 - (2) a right, power, authority, discretion or remedy created or arising upon default under this Agreement,
 does not result in, and a party may not allege that it constitutes, a waiver of that right, power, authority, discretion or remedy.
- (c) A full or partial waiver in respect of a breach of a term of this Agreement is not a waiver in respect of further or other breaches of the same or any other term of this Agreement.
- (d) This clause 20.4 may only be waived by written notice.

20.5 Assignment

The LGA must not assign, novate, transfer or otherwise deal with its interests, rights or obligations (including any payment due) under this Agreement, or any part of it, without Western Power's prior written approval.

20.6 Variations

None of the terms of this Agreement can be varied, waived, discharged or released, except by the express written agreement of the Parties.

20.7 Entire Agreement

- (a) This Agreement states all the express terms of the agreement between the parties in respect of its subject matter. It supersedes all prior discussions, negotiations, understandings and agreements in respect of its subject matter.
- (b) The LGA has not relied on any statement or representation by Western Power not expressly included in this Agreement.

20.8 Miscellaneous

- (a) The powers and duties of the Auditor General of Western Australia are not limited or otherwise affected by the terms and conditions of this Agreement.

- (b) Western Power and the LGA must allow the Auditor General, or an authorised representative of the Auditor General, to have access to and examine all records concerning this Agreement.
- (c) Subject to clause 20.8(d), information exchanged between the Parties, and documents prepared pursuant to this Agreement, which are identified as confidential, must not be disclosed by a Party to any third party. These obligations do not apply to:
 - (1) any disclosure of information to legal advisers who are under a duty of confidence;
 - (2) any disclosure made with the other Party's prior written consent (not to be unreasonably withheld); and
 - (3) any disclosure required by a Legislative Requirement (including any order of a court of competent jurisdiction) or the rules of any stock exchange or statutory duty.
- (d) This Agreement and information regarding it is subject to the *Freedom of Information Act 1992* (WA).
- (e) The rights, powers and remedies in this Agreement are in addition to, and not exclusive of, the rights, powers and remedies existing at law or in equity.
- (f) Any express provision of any Schedule hereto is hereby deemed to be a provision of this Agreement and therefore must be complied with (by the relevant Party) in accordance with its terms.
- (g) Any action to be taken by either party in performing its obligations under this Agreement must be taken at its own cost and expense unless otherwise provided in this Agreement.
- (h) This clause 20 and clauses 1, 3(g), 7, 11, 13, 15, 16, 17 and 19 and any other obligations which are expressed to or, by their nature, survive expiry or termination of this Agreement in this Agreement, will survive the expiry or termination of this Agreement and will continue in full force and effect.

Schedule 1

Agreement Details

| Item | Clause Ref | Clause Description | Detail | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|---|--------------------------------|--|----------------------------|--------------|------------------|------------------------------------|-------------------------------|---|----------|-------------------|------------------|----------|-------------------|------------------|----------|-------------------|------------------|----------|-------------------|------------------|----------|-------------------|------------------|--------------|--|--------------------|
| 1 | Recital B, C and E, clauses 1.1 and 2.1 | LGA District | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 2.1(b) | Project name | Network Renewal Underground Program Pilot (NRUPP) – Eden Hill | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 3(a) | Project Budget | <table> <tr> <td>Western Power Contribution</td> <td>\$10,980,000</td> </tr> <tr> <td>LGA Contribution</td> <td>\$1,960,000 \$2,274,528</td> </tr> <tr> <td>Total (Project Budget)</td> <td>\$13,254,528 \$12,940,000</td> </tr> </table> | Western Power Contribution | \$10,980,000 | LGA Contribution | \$1,960,000 \$2,274,528 | Total (Project Budget) | \$13,254,528 \$12,940,000 | | | | | | | | | | | | | | | | | | |
| Western Power Contribution | \$10,980,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LGA Contribution | \$1,960,000 \$2,274,528 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total (Project Budget) | \$13,254,528 \$12,940,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>4</u> | <u>3(f)</u> | <u>Cash Call Schedule</u> | <table border="1"> <thead> <tr> <th><u>No.</u></th> <th><u>Due</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td><u>1</u></td> <td><u>28.12.2020</u></td> <td><u>\$303,270</u></td> </tr> <tr> <td><u>2</u></td> <td><u>28.02.2021</u></td> <td><u>\$416,996</u></td> </tr> <tr> <td><u>3</u></td> <td><u>28.04.2021</u></td> <td><u>\$416,996</u></td> </tr> <tr> <td><u>4</u></td> <td><u>28.06.2021</u></td> <td><u>\$416,996</u></td> </tr> <tr> <td><u>5</u></td> <td><u>28.08.2021</u></td> <td><u>\$416,996</u></td> </tr> <tr> <td><u>6</u></td> <td><u>28.10.2021</u></td> <td><u>\$303,274</u></td> </tr> <tr> <td><u>Total</u></td> <td></td> <td><u>\$2,274,528</u></td> </tr> </tbody> </table> | <u>No.</u> | <u>Due</u> | <u>Amount</u> | <u>1</u> | <u>28.12.2020</u> | <u>\$303,270</u> | <u>2</u> | <u>28.02.2021</u> | <u>\$416,996</u> | <u>3</u> | <u>28.04.2021</u> | <u>\$416,996</u> | <u>4</u> | <u>28.06.2021</u> | <u>\$416,996</u> | <u>5</u> | <u>28.08.2021</u> | <u>\$416,996</u> | <u>6</u> | <u>28.10.2021</u> | <u>\$303,274</u> | <u>Total</u> | | <u>\$2,274,528</u> |
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| <u>1</u> | <u>28.12.2020</u> | <u>\$303,270</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <u>3</u> | <u>28.04.2021</u> | <u>\$416,996</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <u>5</u> | <u>28.08.2021</u> | <u>\$416,996</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>6</u> | <u>28.10.2021</u> | <u>\$303,274</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Total</u> | | <u>\$2,274,528</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>45</u> | 20.2 | Notice details | <p>Western Power 363 Wellington Street, Perth WA 6000 upp@westernpower.com.au</p> <p>LGA 35 Old Perth Road, Bassendean mail@bassendean.wa.gov.au</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>56</u> | 20.1 | Governing law and jurisdiction | Western Australia | | | | | | | | | | | | | | | | | | | | | | | | |





HERBERT
SMITH
FREEHILLS

Schedule 2

Scope of work

1 Generally

- (a) This Project involves the planning, design, installation and commissioning of an underground electricity supply distribution system in the area of Eden Hill. Residential and commercial lots are included.
- (b) The geographic area of the Project is shown on the attached site plan as set out below.
- (c) The Scope of Work covered by the Project consists of:
 - (1) planning and design of a new underground high and low voltage distribution system including service run outs (consumer mains) and standard Western Power streetlights, where required. Standard streetlights located as per minimum requirements of relevant Australian Standard;
 - (2) contract establishment for the acquisition of labour, equipment, materials and related services;
 - (3) Project, contract management and site management;
 - (4) stakeholder communications planning including resolution of operational issues of concern to property owners and occupiers;
 - (5) identification of any relevant deficiencies in the existing electrical installation of properties and notification to owners for their remedial action;
 - (6) installation, connection, commissioning and energisation of all cables, plant and equipment and associated works that constitute the new distribution system, including street lighting systems and conversion to underground of all existing overhead service connections from each property boundary to the property building;
 - (7) all permanent reinstatement works to roadways, road verges, footpaths, driveways and gardens, directly affected by the Project works, in accordance with clause 6(e);
 - (8) removal of the redundant overhead distribution system and street lighting;
 - (9) Practical Completion validation of the Project; and
 - (10) asset handover of the new system including updates to Western Power's asset management data system (eg SPIDAView).
- (d) The Project commencement date will be by mutual agreement between the Parties. A Project schedule will be issued before commencement.

2 Location

The project is located in the Eden Hill area bounded by Walter Road East to the north, Lord Street and the Swan River to the east, Railway Parade to the south and Ivanhoe Street, Ida Street and Iolanthe Street to the west.

3 Indicative Construction Period

155 month construction period

4 Site Plan

5 Indicative Milestone Dates

| Milestone | Date |
|------------------------------|--------------------------------|
| Design Commencement | January 2020 |
| Co-Funding Agreement | March 2020 |
| Design Completion | May 2020 |
| Construction Commencement | August -August 2020 |
| Construction Completion | November 2021 |
| Defects Liability Period End | November 2022 |

Schedule 3

Project Team

| Role | Responsibilities |
|---|--|
| Project Manager (Appointed by Western Power) | <ul style="list-style-type: none"> • Overall responsibility for Project management. • Assess risk and review controls. • Project evaluation, scope and programs. • Project budget and planning control. • Expenditure reviews. • Business reports. • Stakeholder Management. • Project delivered to a quality standard on time and within budget. |
| LGA Representative (Appointed by LGA) | <ul style="list-style-type: none"> • Representation of LGA on Project Team. • Identify and assist in managing LGA Project interface issues. • Liaise with Project Communications Consultant on stakeholder management issues. • Carry out agreed Project activities as requested by Project Manager including: <ul style="list-style-type: none"> – supply of specialised pavers, sand, blue metal or slabs in small quantities; and – arranging LGA repair services for specialised reinstatement of concrete, bitumen or verges. • Provide advice and support as requested by the Project Manager. • Carry out public relations with LGA ratepayers and residents regarding the Project including being initial point of contact for all queries and complaints about the Project. • Advise on LGA's preferred location for Western Power equipment such as transformers and ring main units (RMUs). |

Schedule 4

Property owner/occupier communications plan

1 Objectives

- Inform each affected property owner and occupier in sufficient detail before and after the key work stages of street and house services, power supply changeover and demolition.
- Establish a timely and effective response to property owner/occupier issues.

2 Property Owner/Occupier Communications Schedule

| No. | Category | Property Owner | Occupier | Responsibility | Support |
|-----|--|-----------------------------|---------------------|----------------|---------------|
| 1 | Design Stage – Primary Equipment | Consultation | | LGA | Western Power |
| 2 | 1 month before Project start | Information letter/brochure | | LGA | Western Power |
| 3 | 1 week before start of street / house service for cell | | Start-up advice | Western Power | |
| 4 | Immediately after completion of street / house service | | Information letter | Western Power | |
| 5 | 1 week before streetlight installation | | Installation Advice | Western Power | |
| 6 | 2 weeks before power supply changeover | Information letter | | Western Power | LGA |
| 7 | 2 days before power supply changeover | | Changeover advice | Western Power | |
| 8 | Completion survey | Information survey | | LGA | Western Power |
| 9 | General Project Issues | | | LGA | Western Power |

Overall Coordination: Project Manager



Schedule 5

Project stages (Western Power and its contractors)

| Project Stage | Project Phase Deliverables |
|---------------------------------|--|
| Proposal Stage | Tender and evaluation of design contract Award and execution of design contract Fit for construction design package Tender and evaluation of construction contract Project Budget Project Schedule Stakeholder Communications Plan |
| Funding Agreement Approval | Complete detailed estimate Funding Agreement sign off |
| Construction Award and Delivery | Execute construction contract Monthly Progress report Construction Contract Practical Completion |
| Project Close Out | Project Close Out Report (inc. Financial Statement) Financial Distribution / Settlement |

Signing page

Executed as an agreement

Western Power

Signed by
Electricity Networks Corporation
in accordance with section 135(4) of
the *Electricity Corporations Act 2005*
(WA)

sign here ► _____ *sign here* ► _____
Authorised officer

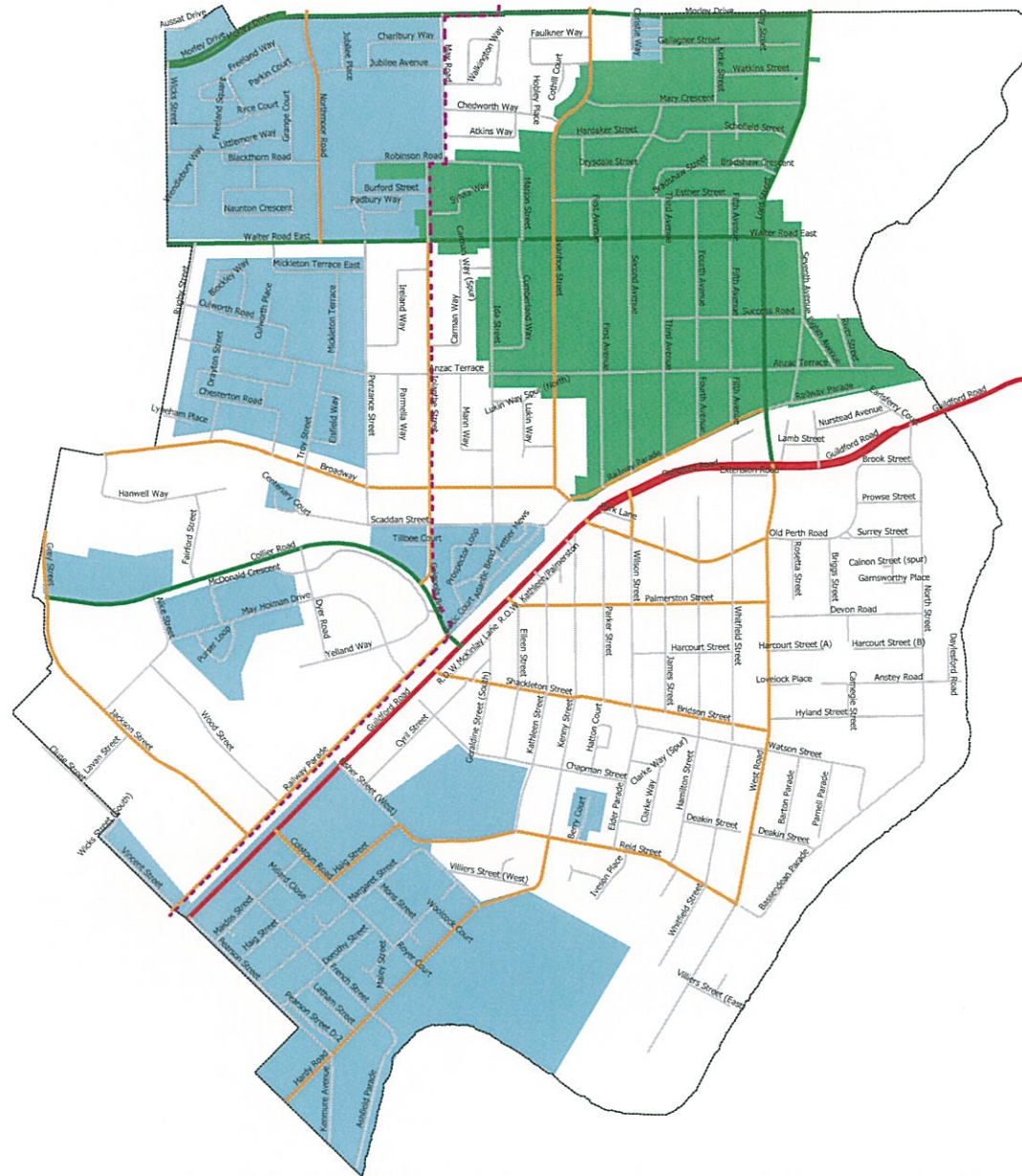
print name _____ *print name* _____

LGA

Signed by an authorised officer on
behalf of
Town of Bassendean
Pursuant to a resolution of council

sign here ► _____ *sign here* ► _____
Chief Executive Officer

print name _____ *print name* _____



Town of Bassendean Underground Power Zones

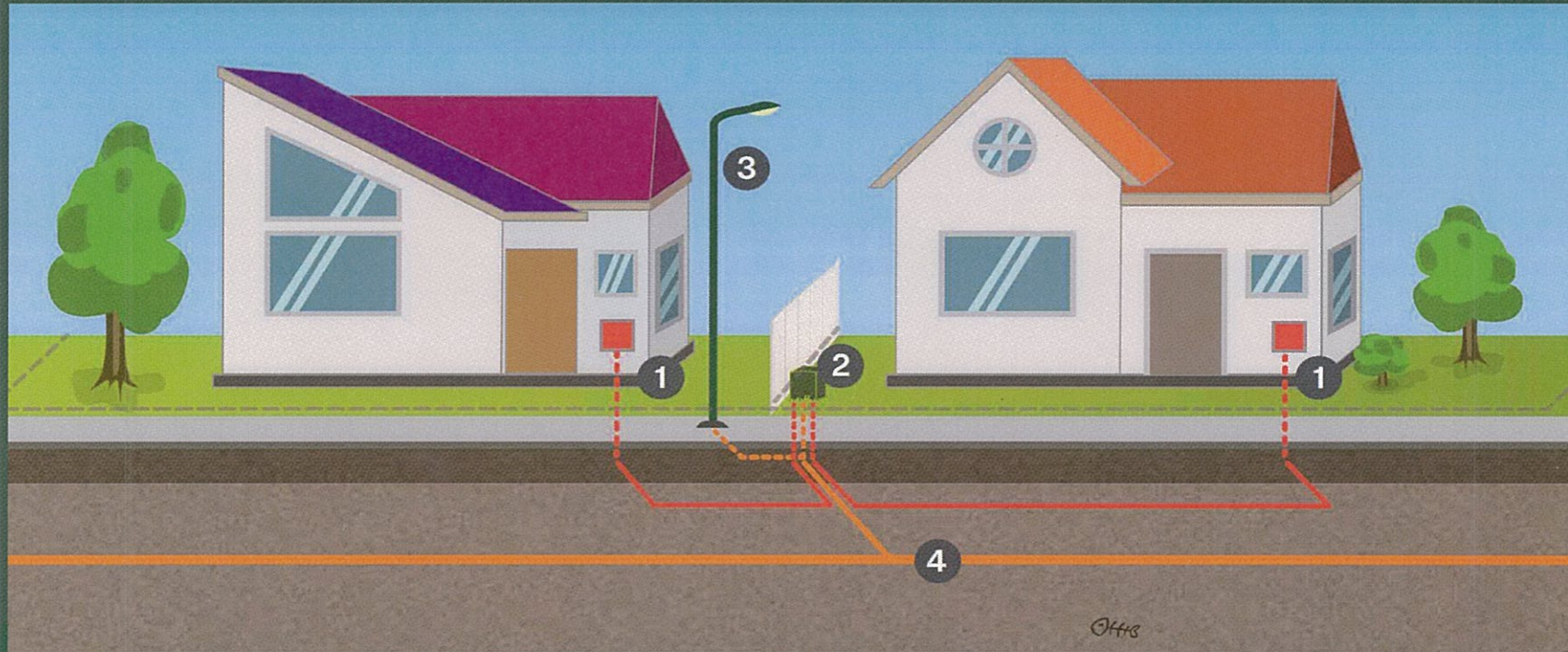
35 Old Perth Road
Bassendean WA 6054

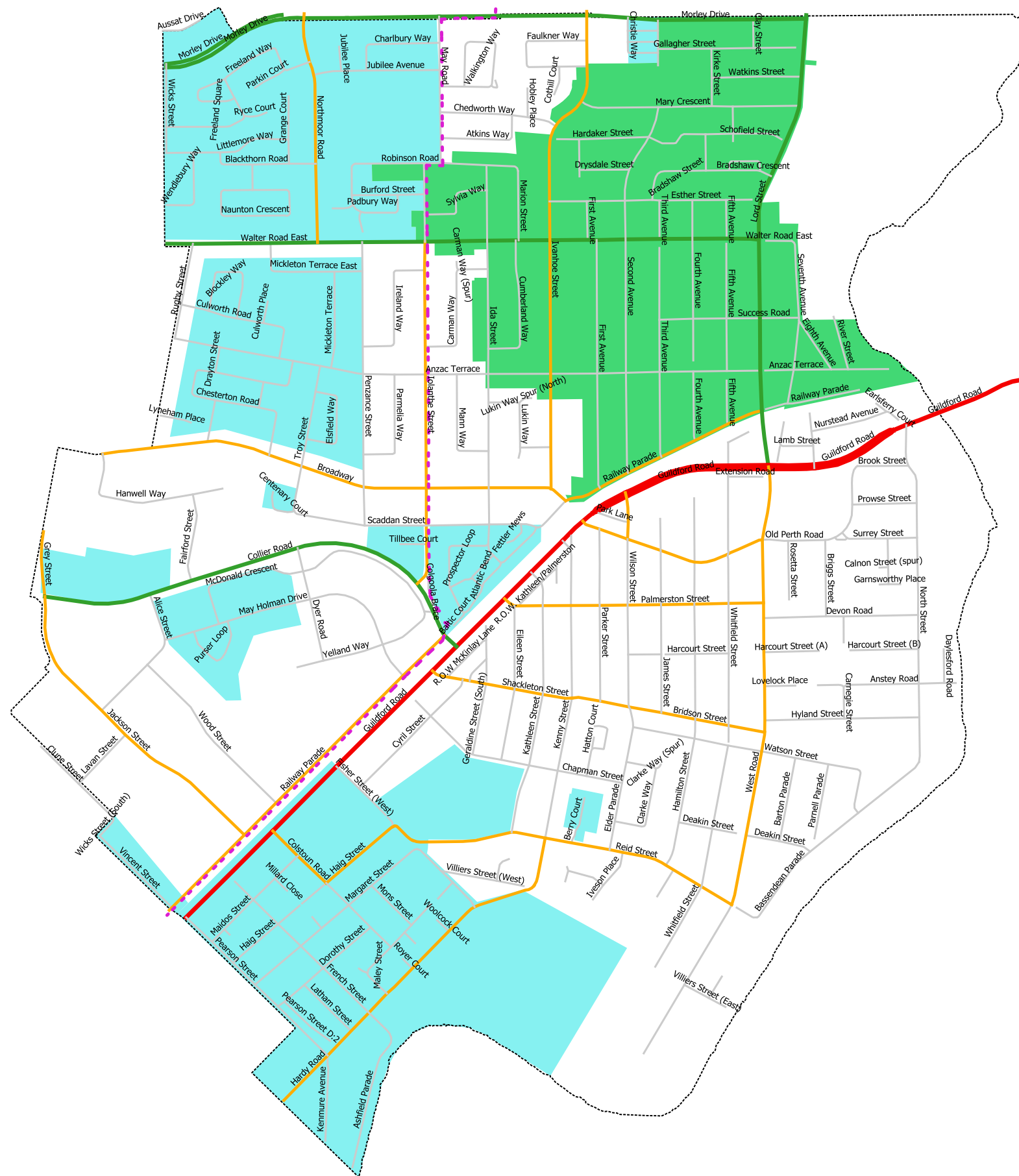
Drawn by: Ben Symmons
Date: 17 February 2020

- Proposed Underground Power
- Existing Underground Power
- - - Transmission Lines

Funding Model

- ◆ The Town of Bassendean will be requested to fund the Operating Expenditure (Opex) portion of the works (1 – residential consumer mains)
- ◆ Western Power will fund the Capital Expenditure (Capex) portion of the undergrounding works, which includes all of Western Power's infrastructure (2,3,4)





Town of Bassendean Underground Power Zones

35 Old Perth Road
Bassendean WA 6054

Drawn by: Ben Symmons
Date: 17 February 2020

- Proposed Underground Power
- Existing Underground Power
- Transmission Lines

ATTACHMENT NO. 3

Policy Number: Local Planning Policy No xx
Policy Title: Design Review Panel

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy xx – Design Review Panel.

2. Policy Statement

To detail the types of proposals required to be subject to formal Design Review and to formalise the arrangement with the City of Bayswater in relation to its Design Review Panel (DRP).

3. Application of Policy

This Policy applies to the following proposals or applications for development approval:

- (a) Residential and/or Commercial proposals in the Town Centre Zone.
- (b) All developments that are subject to State Planning Policy No. 7.3 - Residential Design Codes Volume 2 - Apartments.
- (c) Residential and/or Commercial proposals that are three storeys or 9.0 metres high or more in height.
- (d) Residential proposals comprising eight or more grouped dwellings.
- (e) Any proposal that is to be determined by a Joint Development Assessment Panel.
- (f) Any other proposal, application, planning matter or project that the Town considers may be of a complex or contentious nature and/or likely to be of significant community interest and/or where it is considered it will benefit from formal design review.

4. Objectives

- (a) To acknowledge the agreement between the Town of Bassendean and the City of Bayswater relating to the use of the City of Bayswater DRP to undertake design review of proposals and applications for land within the Town of Bassendean.
- (b) To improve the design quality and functionality of new development within the Town through independent expert advice.
- (c) To outline the matters to be considered by the DRP when providing design advice on Development Applications and other planning proposals.

5. Policy

- 5.1 Proposals and applications on land within the Town of Bassendean are to be considered by the City of Bayswater DRP as if it were a Town of Bassendean DRP.
- 5.2 The DRP does not make, nor should its advice be conceived to imply, a decision on, or approval of a Development Application. The Town or relevant Responsible Authority is not bound by advice given by the DRP but shall give due regard to the advice provided by the DRP.
- 5.3 The DRP shall deal with matters which have been referred to the DRP for comment and provide advice consistent with the objectives, intent and provisions of Town of Bassendean Local Planning Scheme, policies, strategies and any other relevant planning requirement.
- 5.4 The general functioning of the DRP will be as per the City of Bayswater DRP: <https://www.bayswater.wa.gov.au/online-services/forms-and-publications/information-sheets/2019/city-of-bayswater-design-review-panel-terms-of-ref>.
- 5.5 Fees are to be paid to the Town in accordance with Council's adopted schedule of fees and charges.

Document Control

| | |
|-------------------------|-----------------------------------|
| Directorate | Community Planning |
| Business Unit | Development and Place |
| Inception Date | [Insert OCM RESOLUTION NO & DATE] |
| Version | |
| Next Review Date | 2022 |

ATTACHMENT: SUBMISSIONS - DRAFT DESIGN REVIEW PANEL

| | | |
|------------------------------|---|---|
| 1 | Affected Property: 5 Fourth Avenue Bassendean | Postal Address: 5 Fourth Avenue BASSENDEAN WA 6054 |
| Summary of Submission | | Comment |
| Object to the proposal. | | |
| 1.1 | The City of Bayswater Panel with a fee of \$2,500 is an unnecessary cost burden particularly on small developers. The fee should only be applicable if the applicant has gone through two design review panel meetings prior to lodgement and still has not received support based on the 10 design principles. | See discussion contained in the report. |
| 1.2 | The Town of Bassendean should take on a City of Vincent or Stirling approach to design review and should appropriately invest in design. For the price of less than a Senior Planner the Town would have invaluable design expertise available to it. | It is considered that a user pays model is appropriate for the reasons outlined in the report. The Town does not currently have the volume of applications that meet the proposed design review thresholds to warrant appointing an in-house urban designer and in any event, such an approach would not align with State Government guidance on design review. |
| 1.3 | I strongly object to a DRP in which the local government has not shown true commitment to by investing rate payers funds showing that it truly values design review as part of the development assessment process. This is quite disappointing. | The opinion is noted. |

| | | |
|------------------------------|---|--|
| 2 | Affected Property: 7 Rosetta Street Bassendean | Postal Address: 7 Rosetta Street BASSENDEAN WA 6054 |
| Summary of Submission | | Comment |
| Support to the proposal. | | |
| 2.1 | Strongly support access to a Design Review Panel to facilitate high quality design outcomes and inform decision-making by the Town. | Noted. |

ATTACHMENT NO. 4

1.17 Development Bonds Policy - Compliance With Conditions of Planning Consent

Policy

It is the Council's intention to require a bond as a condition of development approval to be lodged with the Council prior to the issue of a Building Permit.

The bond is required to ensure that all landscaping, reticulation, construction of parking areas, screen walls and any other associated works are completed to the satisfaction of the Town.

A bond is acceptable in the form of cash or a bank guarantee. Interest is not payable on these funds.

Application of Policy

This policy applies to all developments where Council has granted development approval subject to conditions, requiring that all landscaping, reticulation, construction of parking areas, screen walls and any other associated works are completed to the satisfaction of the Town.

This policy does not apply to developments involving the erection of a single house or additions/alterations to a single house.

RELATIONSHIP TO LOCAL PLANNING SCHEME NO 10

This policy complements Local Planning Scheme No 10. The Scheme contains the following clauses relating to occupation of buildings:

Clause 5.1 states that any development of land is to comply with the provisions of the Scheme.

Clause 5.7.2.1 states a person shall not develop or use land or erect, use or adapt any building for use for the purpose indicated in Table 1 of the Scheme, unless car parking spaces of the numbers specified in Table 2 are provided and such spaces are constructed, marked and maintained in accordance with the provisions of the Scheme

Clause 5.7.2.3 states classification certificates for any buildings or structures requiring such certificates shall be issued only after all parking and loading facilities have been completed in accordance with the Scheme;

Clause 11,4 states a person must not:

- (a) contravene or fail to comply with the provisions of the Scheme;
- (b) use any land or commence or continue to carry out any development within the Scheme area:
 - (i) otherwise than in accordance with the Scheme;
 - (ii) unless all approvals required by the Scheme have been granted and issued;
 - (iii) otherwise than in accordance with any conditions imposed upon the grant and the issue of any approval required by the Scheme; and
 - (iv) otherwise than in accordance with any standards laid down and any requirements prescribed by the Scheme or determined by the local government under the Scheme with respect to that building or that use.

Section 218 of the Planning and Development Act 2005 provides that a person who fails to comply with the provisions of a Local Planning Scheme is guilty of an offence and is liable for a penalty of up to \$200,000 and a daily penalty of \$25,000 for each day during which the offence continues.

POLICY OBJECTIVES

To ensure that a high standard of amenity is achieved within the Town of Bassendean.

To ensure that the provisions of the Town of Bassendean Local Planning Scheme No 10 are complied with.

To ensure that all conditions of development approval and all works necessary to complete a development are carried out prior to occupation of a building.

REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT

Grouped dwelling additions to existing single dwellings to form grouped dwelling sites

Subject to the following clause, where development approval is granted for a grouped dwelling addition to an existing single house to form 2 or more grouped dwellings, the new dwellings shall not be occupied until the upgrading works are carried out and all of the conditions of development approval have been complied with to the satisfaction of the Town.

With the agreement of Council's Manager Development Services, the new dwelling may be occupied by the resident of the existing house, subject to a written agreement being provided that all outstanding works will be completed within 3 months of occupation of the new dwelling.

A bond of \$2,000, or \$1,000 per dwelling unit and including the existing dwelling (whichever is the greater), is required prior to the issue of a Building Permit.

New Grouped or Multiple Dwellings

A bond of \$1,500, or 1.5% of the estimated cost of the development (whichever is the greater), is required prior to the issue of a Building Permit.

Temporary Retention of Existing Dwelling During Construction of New Dwelling

In cases where a development proposal is contingent upon the demolition of an existing dwelling, and that dwelling is proposed to be retained until the development is complete or partially complete, a bond of \$5,000 is required prior to the issue of a Building Permit.

Any development approval will be conditional upon the demolition of the existing dwelling within one month of occupation of the new dwelling.

REQUIREMENTS FOR INDUSTRIAL OR COMMERCIAL DEVELOPMENT

A bond of \$2000 or 2% (which ever is the greater) of the estimated cost of development as determined by the Town's Building Surveyor. This sum may be varied if special circumstances exist, such as the development involving significant building works.

RETURN OF DEVELOPMENT BONDS

Residential Development

Monies may be returned following an inspection of the premises by Council officers indicating all development requirements have been completed to the satisfaction of the Manager Development Services.

Industrial/Commercial Development

Monies may be returned in two (2) stage payments for industrial and commercial development. Upon completion of 75% of the value of the outstanding works as determined by Council's Building Surveyor, 50% of the bond money may be returned to the applicant. The remaining 50% of bond monies will be returned upon completion of the development, to the satisfaction of the Manager Development Services.

Where an applicant requests a staged return of bond monies, the applicant shall supply detailed estimates of the bonded work undertaken.

ENFORCEMENT

Should a building be occupied in contravention of the Local Planning Scheme No.10, and the provisions of this policy, the Council will undertake enforcement action as allowed for by the Scheme.

Where Council officers become aware that a building is being occupied in contravention of the Scheme and this policy the following procedure will generally apply.

The owner of the property will be advised verbally that the premises is being occupied in contravention of the Town of Bassendean Local Planning Scheme No 10 and informed of the implications of the breach of development approval.

The above advice will be confirmed in writing and the owner will be instructed to advise Council in writing, how they intend to resolve the matter to the satisfaction of Council within 14 days. The letter must also specify the estimated time likely to complete the works to remove the breach of development approval.

If the owner of the property fails to indicate that the contravention to the Scheme will be addressed within a reasonable time, or fails to comply with a previous undertaking, a report on the issue will be presented to Council, which may result in prosecution proceedings being pursued.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years.

| | |
|---|--|
| <p>Policy Type: Strategic Policy</p> <p>Responsible Officer: Chief Executive Officer and Manager Development Services</p> | <p>Link to Strategic Community Plan: Town Planning and Built Environment</p> <p>Last Reviewed: January 2018 V3</p> <p>Next Review due by: December 2020</p> |
|---|--|

ATTACHMENT NO. 5

PETITION
TO THE TOWN OF BASSENDEAN
NEW STREET TREES
ON
NORTHMOOR ROAD, EDEN HILL

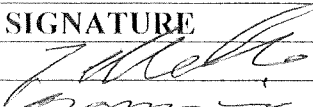
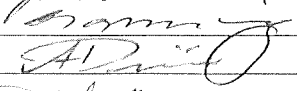
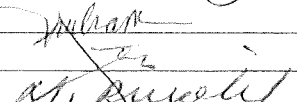

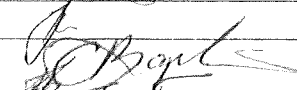


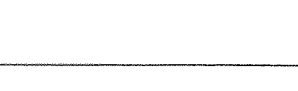

THIS PETITION IS FROM THE RESIDENTS OF NORTHMOOR ROAD, EDEN HILL, WHO LIVE OPPOSITE JUBILEE RESERVE.

WE REFER TO THE LETTER FROM THE TOWN DATED 14 APRIL 2020 IN WHICH ADVICE IS GIVEN THAT TREES ARE SOON TO BE PLANTED ON PROPERTY VERGES IN NORTHMOOR ROAD AS PART OF THE TOWN'S URBAN GREENING STRATEGY.

* * * * *

WE, THE UNDERSIGNED, PETITION THE TOWN NOT TO PLANT THE PROPOSED TREES, AS IT IS CONSIDERED THAT THERE ARE ALREADY AN ADEQUATE NUMBER OF TREES OF DIFFERENT SPECIES ON THE VERGE OF JUBILEE RESERVE WHICH SATISFY THE TOWN'S OBJECTIVES IN PLANTING THE PROPOSED NEW TREES - THAT IS, ENVIRONMENTAL, ECONOMIC AND HEALTH AND WELLBEING BENEFITS.

WE ALSO HAVE CONCERNS ABOUT THE NEGATIVE IMPACTS OF FURTHER TREES IN THE AREA, SUCH AS ADDING TO ALREADY OCCURRING ROAD DAMAGE FROM TREE ROOTS, LEAF BLOCK IN STREET DRAINS CAUSING FLOODING, CONSEQUENTIAL DAMAGE TO BUILDINGS FROM BLOCKED GUTTERS, AND TREE DROPPINGS ADDING TO THE WORK WE DO IN MAINTAINING THE FRONTAGES OF OUR PROPERTIES TO AN ACCEPTABLE STANDARD.

| NAME | ADDRESS | SIGNATURE |
|----------------------|------------------|---|
| Edc MEARENISINO | 55 Northmoor |  |
| Pat Manning | 33 Northmoor |  |
| ALDO PASINI | 39 NORTHMOOR |  |
| Hong Vo & Hao Nguyen | 41 NORTHMOOR |  |
| Wahneen Jackson | 43 Northmoor |  |
| Maria BUZOLICH | 45 NORTHMOOR |  |
| Shoba Ratnagchal | 29 Northmoor Rd |  |
| Frances Kest | 27 Northmoor Rd. |  |
| CAROL BARLOW | 31 Northmoor Rd |  |
| DATED: 15 APRIL 2020 | 37 Northmoor | |

ATTACHMENT NO. 6



TOWN OF
BASSENDEAN
Home by the Swan

**BASSENDEAN LOCAL EMERGENCY MANAGEMENT
COMMITTEE**

INSTRUMENT OF APPOINTMENT & DELEGATION

1.0 NAME

The Committee shall be known as the Bassendean Local Emergency Management Committee (BLEMC).

2.0 ROLE

The role of the BLEMC is:

1. To advise and assist the Town of Bassendean in ensuring that local emergency management arrangements are established for the Town;
2. To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
3. To carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations.

3.0 FUNCTIONS

1. To assist with the preparation and approval of the Bassendean Local Emergency Management Plan and submit such plans to the Metropolitan Emergency Management Advisory Committee (MEMAC) for approval.
2. To review at least annually, the Bassendean Local Emergency Management Plan.
3. To assist in the preparation of emergency management operating procedures for application in the Town of Bassendean.
4. To ensure appropriate testing and exercising of the local emergency management plan.
5. To prepare an annual report of the activities of the Committee for submission to MEMAC.

6. To provide assistance to the Local Emergency Coordinator and Lead Combat Authorities during emergency management operations.
7. To carry out such other emergency management functions as directed by MEMAC.

4.0 MEMBERSHIP

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town’s local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- * Two Councillors of the Town of Bassendean.
- * The Officer in Charge of the Kiara Police or delegate.
- * The Officer in Charge of the Fire and Rescue Service or delegate.
- * The Officer in Charge of the local WA SES unit.
- * The Officer in Charge of the St John Ambulance District or delegate.
- * An Officer from the Department of Family and Children’s Services.
- * Relevant Council staff members as determined by the CEO.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders Local Law 2011.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the CEO if the Mayor agrees.

The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the Committee or Council, or to issue any form of written material purporting to speak on behalf of the Committee or Council without the prior approval of the Mayor.

6.0 MEETINGS

The Committee shall meet quarterly.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Town of Bassendean will provide technical advice and secretarial and administrative support through the Director Community Planning.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding must cast a second vote.
- 6.6 The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the CEO if the Mayor agrees.

7.0 EXPENDITURE

The Committee shall not have the power to expend Council funds.

8.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of officers, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

9.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

10. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

1. In accordance with the Local Government Act 1995; and
2. At the direction of Council.

11. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council who will consider any recommendations for change by the Committee. Council shall give 14 days notice to the Committee of any adopted changes.

12. COMMITTEE DECISIONS

Committee decisions shall not be binding on Council.

COUNCIL RESOLUTION: OCM-12/9/17 DATED: 25 SEPTEMBER 2017.

DRAFT

INSTRUMENT OF APPOINTMENT
BASSENDAN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

1. Name

The Committee is the Bassendean Local Emergency Management Committee (BLEMC).

2. Role of the Committee

To ensure that local emergency management arrangements are prepared and maintained for the Town of Bassendean and to perform any other emergency management requirements as specified under the *Emergency Management Act 2005* (EM Act). The constitution and procedures of the BLEMC are determined by the State Emergency Management Committee, pursuant to section 39(4) EM Act, and set out in the State Emergency Management Procedures.

3. Functions

In accordance with sections 38 and 39 of the EM Act, the functions of the BLEMC are to:

- (a) advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- (b) liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- (c) carry out other emergency management activities as directed by the SEMC, or prescribed by the *Emergency Management Regulations 2006*.
- (d) assist in the planning and development of emergency management operating procedures for the Town.
- (e) provide assistance to the Local Emergency Coordinator and lead authorities during emergency management operations.
- (f) assist with the preparation and approval of the Bassendean Local Emergency Management Plan (Plan); and to submit the Plan to the Metropolitan Emergency Management Advisory Committee (MEMAC) for approval.
- (g) review the Plan at least annually.
- (h) ensure appropriate testing and exercising of the Plan.

- (i) report annually on the activities of the BLEMC to the MEMAC.
- (j) carry out emergency management functions as directed by MEMAC.

4. Membership

4.1 Membership of the Committee shall be as follows:

- Two (2) Town of Bassendean Councillors (one of which is to be appointed as Presiding Member / Chair)
- Town of Bassendean - Director Community Planning (Local Recovery Coordinator)
- Officer in Charge – Kiara Police Station (Local Emergency Coordinator)
- Department of Fire and Emergency Services – District Officer Swan
- Department of Communities – Team Leader
- Department of Communities (Child Protection and Family Support) - Senior District Emergency Services Officer
- Bassendean State Emergency Service - Unit Manager
- St John Ambulance – Manager Emergency Management Unit

4.2 Representatives from other agencies and associations may be invited to attend and provide reports on their respective agencies and associations, including a representative of the District Emergency Management Committee. These representatives attend in an advisory capacity only and do not have voting rights.

4.3 Town staff, including the Manager Development and Place, Senior Ranger, Senior Environmental Health Officer and minute taker will provide advice and administrative support to the BLEMC. These representatives do not have voting rights.

4.4 The Town is to appoint an Executive Officer to coordinate the business of the BLEMC, provide administrative support and coordinate the development and submission of BLEMC documents, such as annual reports. This position does not have voting rights.

4.5 In accordance with section 5.11 of the Act, membership of the BLEMC is for two years, with committee membership ceasing at the next Local Government ordinary election, after which time the Council may appoint members for a further term or appoint new members

4.6 The BLEMC will appoint an elected member as the Presiding Member or Chair. The Local Emergency Coordinator (Officer in Charge – Kiara Police Station) will be appointed as the Deputy Presiding Member or Deputy Chair. The Presiding Member will ensure that the business of the BLEMC is conducted in accordance with the *Town of Bassendean Meeting Procedures Local Law 2020*.

5. Meetings

- 5.1 The BLEMC will meet quarterly. Notice of meetings will be given at least three (3) days prior to each meeting.
- 5.2 A Quorum for a meeting of the BLEMC is at least five members (being 50% of the total number of members of the BLEMC as listed in clause 4).
- 5.3 Each member has one vote. Decisions of the BLEMC are made by simple majority and where votes are equally divided, the presiding member casts the deciding vote.
- 5.4 The minute taker is responsible for taking minutes and preparing them for publication. The unconfirmed minutes of the meeting are submitted to Council at the next scheduled Ordinary Council Meeting.

6. Delegations

The BLEMC is authorised to carry out various functions under the EM Act, however, the BLEMC has no delegated authority under the *Local Government Act 1995*, no authority to expend funds and decisions of the Committee do not bind the Council and the Town of Bassendean.

7. Communication

Pursuant to section 2.8(d) of the *Local Government Act 1995*, the Mayor is authorised to speak on behalf of the Local Government. The Chief Executive Officer may speak on behalf of the Local Government by approval of the Mayor. Members of the BLEMC may not speak, issue public statements or publish on social media on behalf of the BLEMC or Council, without the approval of the Mayor.

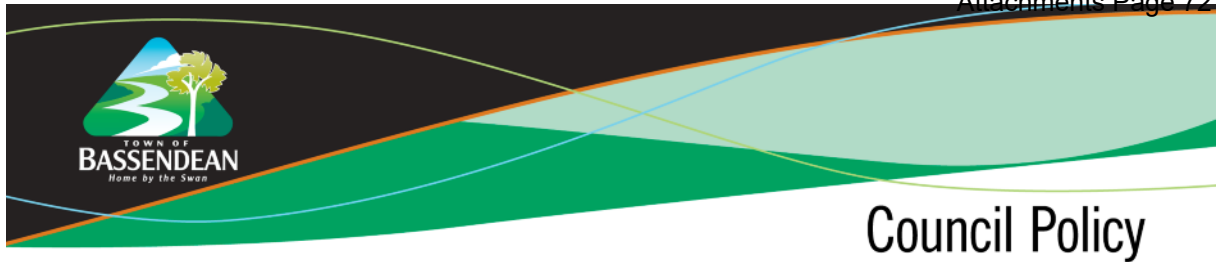
8. Amendment

A resolution of Council is required to amend the Instrument. The BLEMC may make recommendations to Council, from time to time, to amend the Instrument.

9. Document Control

| | |
|--------------------------|--|
| Directorate | Community Planning |
| Business Unit | N/A |
| This Version | [insert date of OCM resolution] |
| Previous Versions | OCM 25 September 2017 (Res. 12) |
| Full Review | Due following the date of the next Local Government ordinary election. |

ATTACHMENT NO. 7



Local Planning Policy No 13

Trees on Development Sites

Background

Trees provide environmental, health and amenity benefits in relation to solar screening, microclimate, carbon absorption, bird and animal habitat, air quality and visual attractiveness. Due to these benefits, trees can also enhance the monetary value of individual properties and the enjoyment of residing in a green, leafy neighbourhood.

Local Planning Scheme No. 10 (LPS10) promotes urban infill which contributes to the Town's sustainability commitment. However, while the Town of Bassendean is presently characterised by mature trees, an inevitable consequence of urban infill development is that only a very limited number of trees can be retained on development sites. While sharing the community concern about the loss of trees as a result of development, the Town takes a balanced approach to both urban infill development and tree preservation, as reflected in this Policy.

1.1 Citation

This Policy is adopted by the Town of Bassendean as a Planning Policy pursuant to Section 2.4 of Local Planning Scheme No .10.

1.2 Purpose

The purpose of this policy is to State Council's position on the retention of trees on development sites.

1.3 Application of this Policy

This policy applies to all applications that require planning consent under the Local Planning Scheme.

1.4 **Relationship to the Local Planning Scheme No 10, the Residential Design Codes of Western Australia and other Council policies**

This policy compliments the Local Planning Scheme No 10, the Residential Design Codes of Western Australia. This policy should be read in connection with Council's Street Tree Removal and Replacement Policy and Amenity Tree Evaluation Policy which controls trees within the verge area adjoining development sites.

Under the Local Planning Scheme No. 10, each application for planning approval is to be accompanied by:

1. The existing and proposed ground levels over the whole of the land the subject of the application and the location, height and type of all existing structures, and structures **and vegetation proposed to be removed**; and
2. The nature and extent of any open space and landscaping proposed for the site.

Under the Residential Design Codes each application for planning approval is required to be accompanied by an existing site analysis plan showing:

1. The position, type and size of any tree exceeding 3.0m in height; and
2. The street verge, including footpaths, **street trees**, crossovers, power poles and any service such as telephone, gas, water and sewerage in the verge.

Note: Any development that proposes the removal of a street tree requires the planning approval of the Town of Bassendean.

1.5 **Additional requirements for Grouped and Multiple Dwelling Developments**

The Residential Design Codes require the retention of existing trees which are greater than 3,0m in height in areas of open space associated with the development.

Where it is not possible to retain existing trees, due to the size of the trees, or their invasive nature and the development cannot be designed to retain those trees, Council will require the planting of suitable replacement advance specimen trees.

1.6 Tree Retention and Planting.

Care should be taken with tree retention and planting to ensure that the existing trees, or new trees when reaching maturity will not affect building structures, driveways and infrastructure. As a general principle buildings should not be placed within the drip zone of the tree.

1.7 Variation to Local Planning Scheme and Residential Design Codes Standards

Council will actively consider varying Scheme and Residential Design Code standards to assist with the retention of significant trees, providing the variation will not adversely affect the amenity of adjoining properties or streetscape character.

1.8 Tree Preservation Orders

The Local Planning Scheme No. 10 gives Council the power to make tree preservation orders, having regard to a tree's aesthetic quality, historical association, rarity or other characteristics, which in the opinion of the local government, makes the tree worthy of preservation.

Any land owner or developer who allows a tree, the subject of a tree preservation order, to be cut or removed without the local government's consent, commits an offence under the Scheme and is liable for prosecution.

The Scheme also gives the power for Council to make a tree preservation order where there is a risk of imminent damage to a tree requiring an order to be made or amended as a matter of urgency, without consultation with the owner in advance.

1.9 Environmental Protection Act 1986

Under the Environmental Protection Act 1986, which is administered by the Department of the Environment, a permit may be required to remove native vegetation or a person wishing to remove a tree must qualify to clear under an exemption.

An exemption is a kind of clearing activity that does not require a permit. These exemptions are often referred to as the Schedule 6 exemptions and a set of regulations known as the Environmental Protection (Clearing of Native Vegetation) Regulations 2004. Some of the exemptions are listed below:

Clearing under the Planning and Development Act 2005

This exemption allows clearing in accordance with a subdivision approved by the responsible authority under the *Planning and Development Act 2005*.

This includes clearing native vegetation for the purposes of:

- constructing roads to provide access to or within the subdivision;
- providing water services to the satisfaction of the Water Corporation;
- filling or draining the land in accordance with the specifications of the approval; and
- clearing within any building envelope described in the approved plan or diagram.

Most subdivision approvals do not explicitly authorise the clearing of native vegetation other than for the purposes outlined above.

Environmentally Sensitive areas

The exemptions to obtain a permit do not apply if the site is within a gazetted environmentally sensitive area or is within a buffer zone of a conservation category wetland.

DRAFT

Policy Number: Local Planning Policy No. 13
Policy Title: Tree Retention and Provision

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 13 – Tree Retention and Provision.

2. Policy Statement

The Town recognises the increasing importance of retaining trees due to their amenity, environmental and health benefits. Trees assist in mitigating the impacts of the urban heat effect, reduce air pollution, improve groundwater quality and provide important habitats for wildlife.

Whilst Local Planning Scheme No. 10 provides statutory provisions relating to the retention of significant trees, this Policy seeks to encourage the retention of existing trees on development sites and increase the urban canopy cover as infill development occurs.

3. Policy Objectives

- (a) To retain existing trees to maintain a local sense of place.
- (b) To increase canopy coverage and shade to provide amenity, environmental and health benefits.
- (c) To provide a framework for assessing whether a tree should be subject to a Tree Preservation Order.
- (d) To provide for the retention and planting of trees associated with development on privately owned land.
- (e) To outline the requirements for additional tree planting on privately owned land.

4. Application

This Policy applies to:

- any assessment of whether a tree(s) should be subject to a Tree Preservation Order.
- all applications for subdivision involving residential-zoned land and/or residential development.
- all applications for development approval involving Single Houses and Grouped Dwellings, where the estimated cost of development is \$100,000 or more.

Note: The requirements do not extend to applications for multiple dwellings as such development is assessed against State Planning Policy 7.3 – Residential Design Codes – Volume 2 – Apartments.

5. Definitions

Large Tree: *means a species of tree that has the potential to have a canopy diameter of greater than 9m.*

Medium Tree *means a species of tree that has the potential to have a canopy diameter of between 6m and 9m.*

Tree Growth Zone: *is an area provided to support healthy growth of a tree and is free from development or structures, including areas of hardstand.*

6. Policy Requirements

6.1 Tree Preservation Orders

Clause 4.7.7.2(i) of Local Planning Scheme No. 10 (LPS 10) provides the local government the ability to order the preservation and maintenance of a tree via a Tree Preservation Order.

In assessing whether a tree meets the characteristics prescribed by Clause 4.7.7.2(i) of the Scheme, Council will not support the establishment of a Tree Preservation Order unless the tree(s) meets at least one of the following criteria:

(a) Historical Association

Those trees that are of importance to the Aboriginal community, European significance, association with a significant heritage site, or commemorative plantings.

(b) Aesthetic Quality

Those trees that due to their context in and contribution to the landscape, are considered to be of aesthetic, location and/or landmark significance.

(c) Rarity

(i) Those trees that are of an outstanding size or age, horticultural significance, or contain curious growth forms.

(ii) Rarity is to be considered from a state-wide and Town of Bassendean context.

(iii) Outstanding size or age and horticultural significance is based on the size and age of the tree relative to normal mature size and age of trees for that species in the Town.

- (iv) Curious growth forms include abnormal outgrowths, fused branches or unusual root structures.

(d) Other Significance

Other significance includes, but is not limited to, habitat significance. Although all trees have some habitat value, in undertaking assessments under this policy the habitat value of a tree is only deemed significant if it provides a breeding, feeding or roosting site regularly used by fauna protected under state or federal legislation.

6.2 Subdivision and Development

- (a) All applicable residential development will be required to incorporate at least one medium tree (or equivalent) for every 350m² of site area (rounded to the nearest whole number), with a minimum of one tree per lot. In this regard, a large tree is worth two medium trees.
- (b) Any required trees are to be provided prior to the occupation of the development and must be at a minimum 2m high and 100-litre pot size.
- (c) The number of trees required by Clause (a) may be reduced by two where a tree subject to a Tree Preservation Order or a medium or large tree is retained on site and protected by a Tree Growth Zone, subject to the submission of details of the proposed measures to protect the tree(s) identified on the site plan as outlined in *Australian Standard – AS4970-2009 - Protection of trees on development sites*.
- (d) Where an existing tree is retained **and/or new trees are provided** under Clause ~~(e)~~, the Town will impose conditions on the relevant approval requiring:
 - (i) the retention of the tree in perpetuity; and
 - (ii) a notification to be registered on the Certificate of Title under Section 70A of the Transfer of Land Act 1893 advising prospective purchasers that the site contains a tree which is required to be retained and protected from development works.
- (e) The relocation of existing trees to elsewhere on the same site will only be considered where:
 - (i) a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the new location of the tree is suitable, and how the tree will be maintained in good health during and after relocation; and
 - (ii) a legal agreement has been prepared and executed at the landowner/applicant's cost to the satisfaction of Town, confirming maintenance arrangements and replacement of the tree in the event the tree does not survive.
- (f) The relocation of existing tree(s) into the Town's reserves (including within the road reserve) is not supported.

- (g) The trunks of all new and retained tree(s) are to be located in their own Tree Growth Zone that is free of development, structures and hardstand and meets the follows parameters:

| Requirement | Large Tree | Medium Tree |
|---------------------------------|------------------|------------------|
| Minimum horizontal area | 64m ² | 36m ² |
| Minimum horizontal dimension | 6m | 3m |
| Minimum depth (if on structure) | 1,200mm | 800mm |

- (h) In supporting any subdivision that will create additional residential lots, the Town will recommend the imposition of a condition requiring satisfactory arrangements being made to inform prospective purchasers of the requirements prescribed by this Policy.

(i) The retention of an existing, mature tree will be positively considered when assessing any application against the Design Principles of State Planning Policy 7.3 – Residential Design Codes – Volume 1.

~~6.3 Protection of Street Trees as part of Subdivision/Development processes~~

- ~~(a) Street trees will not be permitted to be removed to accommodate proposed crossovers and driveways unless otherwise approved by the Town, which will only be considered favourably where a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the tree is:~~

- ~~(i) Dead, having less than 10% photosynthetic material or live tissue present in the canopy mass;~~
- ~~(ii) Diseased and unlikely to respond to treatment;~~
- ~~(iii) Structurally unsound to the extent it presents a danger to the community; or~~
- ~~(iv) A species declared as a noxious weed by the Department of Primary Industries and Regional Development.~~

- ~~(b) Where removal of a street tree is approved by the Town, the landowner/applicant is responsible for the full cost of the pruning, removing and replacing any street tree in accordance with the Town’s Amenity Tree Evaluation Policy.~~

Document Control

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|----------------|-----------------------------------|
| Directorate | Community Planning |
| Business Unit | Development and Place |
| Inception Date | [Insert OCM RESOLUTION NO & DATE] |

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| Version | 1 |
| Next Review Date | 2022 |

Draft Local Planning Policy No. 13 – Tree Retention and Provision

Schedule of Submissions

| 1 | Affected Property: 117 (Lot 430) Second Avenue, Bassendean | Postal Address: 117 Second Avenue BASSENDEAN WA 6054 |
|----------------------------|--|--|
| Summary of Submission | | Comment |
| Objection to the proposal. | | |
| 1.1 | <p>While I support the efforts of greening Bassendean, I fear that this may have a negative effect to make people more cautious about planting trees on their property or asking for a verge tree as it could restrict their future plans. By reviewing some other policies, with the same purpose in mind (greening the town), these negative consequences may be reduced.</p> | Noted. |
| 1.2 | <p>I will give my personal situation as an example: We have a very large jacaranda at our house and I also participated in the verge tree program. I have somewhat unsuccessfully tried to plant more trees on my property. The problem I have though, is that with an older house, at some point in my future I am likely to want to develop my property and as my neighbours have done it would be at a higher density. As my development plans may happen sometime between now and fifty years away, I am happy to keep planting trees as we will still have some benefit from them.</p> | Noted. |
| 1.3 | <p>This policy would make me reconsider this stance and perhaps remove the trees so that they don't become a future impediment to growth, the opposite outcome of what the policy is trying to achieve. While this may seem a selfish point-of-view, the property was purchased partly as an investment and while I love the trees I have and would love more, I also need to ensure that my family is cared for in the future. It also creates a sense of unfairness that our jacaranda is only the biggest on the block as the neighbour behind us cut their jacaranda down for high density units. Our lot is also within 1km of the train station, so it within the zone of where higher density works as there is public transport access.</p> <p>We have looked at options for development, and I was heartened by a</p> | <p>Noted. Refer to impact of development potential section of report. The Town agrees that's designing around trees is the preferred outcome. The Town will review the 'side by side' provisions of Local Planning Scheme No.10 as part of its review of the local planning framework.</p> |

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| | <p>Mt Hawthorn example where they built around the existing tree on the lot. This is something that I considered, even if it would result in a less profitable development, but the town has a policy that if I were to put two units on my property, both units would have to face the street. This policy leaves no other option than to develop using a clear the block and build a couple of units approach. Even though there is now rear access due to the new units built behind us.</p> | |
| 1.4 | <p>While I support the intent of greening the town, I believe more work has to be done to removing impediments and further education or incentives before creating a policy such as this.</p> | <p>Agree. The Town recognises the importance of education on tree retention and will review provisions relating to trees in the local planning framework.</p> |

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| 2 | Affected Property: Not Listed | Postal Address: Not Listed |
| | Summary of Submission Objection to the proposal. | Comment |
| 2.1 | <p>Generally, it is hard to take this “policy” as anything more than a jejune “aspirational statement”. The Policy requires many references to State Planning Codes and Local Planning Scheme orders, etc. that complicate this. Local Government policy and render it as being not at all user friendly. Pedagogic, it might be, but boring and totally incomprehensible it is to the average ratepayer.</p> | Noted. |
| 2.2 | <p>In this policy statement, there is ample evidence of the protection of street trees and some of replanting, both of which are supported. However, there is very little in support of existing mature trees on private properties, which are continually being removed locally in favour of concrete jungles.</p> <p>For those of us who have a genuine commitment to our environment and tree preservation in particular, we despair. Some specific observations of the policy are as follows.</p> | Noted. |
| 2.3 | <p>i) 2. Policy Statement. Paragraph 2. The aim of the policy should be to “ensure” or “safeguard”, not “encourage” the retention of existing trees.</p> | <p>Noted. The term ‘encourage’ was used as the Town has no statutory ability to mandate the retention of trees. As such, the intent of the Policy is to encourage retention of trees and provide trees where new development that meets the threshold is proposed.</p> |
| 2.4 | <p>ii) 3. Policy Objectives. Pt. (a) is a very nice poetic, no doubt plagiarised phrase; “a local sense of place”, but what does it</p> | <p>Common themes through the Bassendream Our Future Engagement Report identified the Town’s sense of place as being one that is characterised</p> |

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| | mean? Policies require more of the vernacular, scientific, than the esoteric. Pts (c) – (e) are primarily absolutely weak objectives and therefore have no meaningful application. | by green spaces, cultural and built form heritage and connections to the river. The Policy seeks to ensure retention and provision of trees on private property to maintain the 'green' feel of the Town. |
| 2.5 | iii)4. Application. Dot point 3. This allows for any tree of considerable age, trunk size, canopy size etc. to be removed, provided the replacement structure, such as a shed, carport, whatever, doesn't cost more than \$100,000. Are you serious? What a joke! Outrageous rubbish! | <p>Whilst the Town agrees it would be ideal to apply the Policy to all development, the Policy can only apply where applications for development or subdivision approval are required, as this provides the mechanism to apply conditions to implement the Policy requirements.</p> <p>Sheds, carports and the like are exempt from requiring a development approval where compliance with the Residential Design Codes is achieved. As such, the Town is unable to apply the Policy requirements to these developments.</p> <p>Similarly, Single Houses that comply with the Residential Design Codes are also exempt from requiring development approval under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, and the Policy cannot be applied.</p> |
| 2.6 | lv) 5. Definitions. Generally, definitions are provided in policies to explain the usage of terms within the policy. Who will be qualified, or otherwise authorised, to apply these "definitions" to, or threats to existing trees? Species that should be protected and those that "weed" species have not been identified. Where and how are these definitions to be applied? | The Town considers weeds as a species declared as a noxious weed by the Department of Primary Industries and Regional Development. |
| 2.7 | v) 6. Policy Requirements. 6.1 Tree Preservation Orders. The points under this sub heading are extremely subjective and are therefore subject to individual vagaries. (b) Aesthetic Quality - Who and what defines the term "aesthetic quality"? | As stated in the Policy, trees of aesthetic quality are those trees that due to their context in and contribution to the landscape, are considered to be of aesthetic, location and/or landmark significance. These are generally considered to be significant trees that are commonly recognisable to the community. |
| 2.8 | Finally, to continue with any further critique of this so called policy is exasperating. Preservation of trees on private property does not mean that no development can occur. The two are not mutually exclusive and can coexist simultaneously. There is clearly no real commitment from the Bassendean Council to address the climate change issues we are confronted with, of which a major urgent actionable direction should be the preservation of mature trees including those on private properties. Clearly, Council is more concerned with development and income, rather than environmental heritage they will leave to their children and grandchildren. | Noted. |

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| 3 | Affected Property: Not Listed | Postal Address: Not Listed |
| Summary of Submission | | Comment |
| Objection to the proposal. | | |
| 3.1 | This is a disappointing document that is best described as being more air than substance. It is nothing more than a weak statement of intent to do a little bit more instead of a clear policy statement to protect trees. Given that 94% of people support the retention of trees according to the "BassenDreaming" report, residents deserve a much stronger policy. | Noted. |
| 3.2 | This one fails to protect trees on private property, and it will not stop the wholesale destruction of trees as part of a development. As it stands, the draft policy is entirely reliant on the good will of landowners alone, as the onus is on individual landowners to seek a Tree Preservation Order. It has neither carrots nor sticks to encourage "good behaviour". It allows for landowners to damage and remove trees and it will lead to landowners simply removing all trees before developing. Put simply, nothing will change. At best, a few new trees will be planted, taking at least twenty years to develop. | <p>Noted. Refer to retention of mature trees section of report. Whilst the Town would like the ability to restrict clearing of trees on private property, it must act within the confined of the current planning framework.</p> <p>The definition of development under the <i>Planning and Development Act 2005</i> does not extend to the pruning, modification or removal of trees, and as such, development approval is not required for these works.</p> <p>Landowners can remove trees without the prior approval of the Town. The Act takes precedence over a Policy of the Town.</p> <p>The Policy seeks to, at the very least, require new trees where trees have been removed, which is more than is currently required.</p> |
| 3.3 | All trees on private property – defined by criteria including size, age and species and not subjective criteria such as "aesthetic quality" – need to be included in the policy and penalties need to be developed and implemented to ensure compliance. This would preclude the need for Tree Preservation Orders and additional requirements for subdivision and development – removing unnecessary red tape. | <p>Noted. The definition of medium and large trees is such that it aligns with the Residential Design Codes – Volume 2 – Apartments, to ensure consistency between all forms of residential development.</p> <p>Prescriptive criteria was not included to ensure could use its discretion in protecting a broader range of trees.</p> <p>Tree Preservation Orders are required, as these are the only statutory mechanism to retain trees on private property.</p> |
| 3.4 | Bassendean Town Council is ideally placed to develop an effective Tree Retention and Management Policy to protect the existing canopy. Without it, Bassendean will cease to be the place where people want to live. There are many examples of such policies in NSW and Victoria that can be used as a blueprint. The following link has a number of NSW LGA policies- https://www.nsw.gov.au/search-google/?Search=tree+preservation&action_doSearch=Go&start=1 | Noted. The Town can only act in accordance within the confined of the planning framework and legislation in Western Australia. |

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| | This is not new policy and does not stymie development. | |
| 3.5 | The argument given by the Town of Bassendean Council against developing a policy with teeth in WA is that "There is no State Legislation to back us up, and anything we do will be overturned". This is true and will remain true while no one takes a stand. The State Government will not enact legislation which impacts directly on Local Government planning without Local Government support. | Agreed. The matter of tree retention on private property has been raised by the Western Australian Local Government Association and there are ongoing discussions with the State Government to broaden the definition of development under the Act to provide more statutory power to retain trees. |
| 3.6 | It is time the Town of Bassendean had the courage and foresight to take a leadership role, rather than wasting residents time with consulting on meaningless policy. | Noted. |
| 3.7 | It is time for the Town of Bassendean to set itself up for a test case by developing a strong policy and implementation framework to protect trees. | Agreed. The Town expects appeals against conditions imposed requiring the retention and provision of trees. This Policy will likely be tested in the State Administrative Tribunal if adopted. |
| 3.8 | Policy development without expert input leads to poor public policy. There are many skilled professionals within the town that could actively assist and support the in process. | Noted. The Policy was drafted by the Manager of Development and Place. |
| 3.9 | In conclusion, a tree retention policy starts from the understanding that all trees are valuable. It needs to: Include all trees regardless of land ownership, land management or position in the Town. | Noted. Refer to comments on 3.2 above. |
| 3.10 | Define trees according to their size, age and species. Establish penalties for non-compliance. Be easy to implement – reducing and not adding to red tape. Be written in clear language that is readily understood by all. | Noted. |

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| 4 | Affected Property: 55 (Lot 769) Broadway, Bassendean | Postal Address: 55 Broadway BASSENDEAN WA 6054 |
| Summary of Submission Comment to the proposal. | | Comment |
| 4.1 | Please accept my submission below regarding the draft Amended Local Planning policy No 13 - tree retention and provision [LPP13] This to me represents a token tree replacement being suggested that doesn't really doesn't address the real issue in trying to retaining mature trees on building /development blocks of land within the Town. | Noted. |

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| 4.2 | There needs to be greater acceptance of what's really being removed that is called a mature tree that can take 20 years to grow and produce a decent tree canopy. Any new replacement tree would require lots of watering to help grow and get the replacement tree established to provide the shade and habitat required to create suitable environment once again. | Noted and agreed. The Town agrees that new trees require more watering to become established, and do not provide the same ecological benefits as mature trees. |
| 4.3 | Then there is a cost of not removing an established tree that been beneficial to the environment and required a lot less watering, recognise that a mature tree also provides tree canopy not forgetting good supply passive cooling by keeping the hot Island effect at bay. | Agreed. The Town agrees that mature trees provide greater canopy cover and reduce the urban heat island effect. |
| 4.4 | The sooner developers and home builders realise removing established trees from development blocks will be in the long term impact and far costly for people who live in these new houses with little or no shade then they can expect much higher power bills because of poor policy allowing total tree removal from development blocks to take place. The cost of watering a young tree replacement will require at least 4-5 years in allowing the tree to establish should be considered. | Agreed. Education is required to landowners and developers on the benefits of retaining trees and the Town recognises the importance of education for tree retention. The Town will continue to work with landowners and developers in this respect. |
| 4.5 | The Town's tree protection and retention policy needs to more assertive in the importance of valuing mature trees on development blocks, this draft policy is providing just a slap on the wrist for developers who can then claim they have done their bit in providing tree canopy which is very little and to the point of destroying what's special about Bassendean. It's the trees that are important for the community wellbeing, that's why people want to live here because they value trees, it just makes Bassendean special place because of our mature and historic trees within the town. | Noted. The Town has drafted the policy in such a way that retention of existing mature trees is encouraged in the first instance, as it provides the least impact on the overall footprint of new development across the site via a reduction in the number of trees required overall where a mature tree is retained. Where a developer does not retain a mature tree, additional new trees are required to be planted, impacting the footprint of other grouped dwellings on the site. |
| 4.6 | It's now the case of chop down a mature tree, replace with a token small tree that will take 20 years to grow as a replacement, then let the unsuspecting new home owner deal with much larger power bills and a lot more watering to allow the tree to mature because of poor policy decision making, waiting for that tree to develop a decent tree canopy we need to think more seriously about a more sustainable future where we incorporate mature trees with all building approvals. | Noted. See comments on 2.5 above as to the reason the Town cannot mandate the protection of trees on private property. |
| 4.7 | I think we need to do the same approach as they do in places like Sydney and | Noted. See comments on 3.4 above. The Town must act in accordance within the Western |

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| | <p>Melbourne where the local government makes the final call in ensuring what trees stays, what trees can be removed, the local government makes concessions so the mature tree is accommodated in the final planning approval.</p> | <p>Australian legislative framework. The Town will continue to liaise with landowners and developers in the design phase to encourage tree retention, and review scheme provisions as part of its review of the local planning framework.</p> |
| 4.8 | <p>The Town need to be more proactive in educating residents and developers of the importance of retaining mature established trees, what the benefits are to the home owners/developers, put a real value on a mature tree that cover all the costs purchasing and providing the necessary watering and to maintain.</p> <p>In growing that tree, make people aware the passive cooling that will reduce their power bills, it soon becomes painfully clear removing a mature tree can be a very costly for the resident in the long term , I am pretty sure people would then give more serious thought about the ramifications in removing a well-established mature tree and then see the financial benefit of keeping the mature tree on their block.</p> | <p>Agreed. See comments on 4.4 above.</p> |
| 4.9 | <p>No one wins when the developer can get away with serious removal of mature trees that is dramatically reducing the tree canopy within the town, while we have the TOB spending serious money doing catch up with serious verge tree plantings plus the additional tree watering that's required to establish these verge trees that will once again provide decent tree canopy, it's like we have the TOB have their hands tied behind their backs and are trying to increase tree canopy and still allowing the tree carnage to continue with token replacement trees.</p> | <p>Noted. Whilst the Town can strongly encourage and incentivise the retention of mature trees, the Town cannot prevent removal of trees on private property for the reasons outlined in response to 2.5 above.</p> |
| 4.10 | <p>One would hope the councillors will want a far much stronger policy than the one than been presented, that retain mature trees on development blocks would be the preferred option with the cooperation of the TOB planning department staff and working with the developer/ home owner to come up with a workable solution that will in the long term retain much more mature trees on development sites than what is currently taking place at this point in time.</p> | <p>Noted.</p> |
| 4.11 | <p>Keeping trees needs to be a higher priority for the town, sooner we make it a high priority the better it will be for the community who live in Bassendean, making Bassendean a far more pleasant environment for future generations to</p> | <p>Noted.</p> |

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| <p>enjoy and live in because the Town had a vision on how to maintain and committed to increase tree canopy and improve our very valuable tree assets.</p> | |
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| 5 | <p>Affected Property: 15 (Lot 692) North Road, Bassendean</p> | <p>Postal Address: 15 North Road BASSENDEAN WA 6054</p> |
| Summary of Submission | | Comment |
| <p>Comment to the proposal.</p> | | |
| 5.1 | <p>Dear Councillors and CEO. This note is to offer feedback on the draft tree protection and retention policy.</p> <p>I support what I understand the objective of the policy to be, viz. “this Policy seeks to encourage the retention of existing trees on development sites”. I also feel the criteria that need to be satisfied before issuing a tree preservation order are tangible and sensible. I do however feel the statement in the preamble, “clearing land is not development, and therefore the policy does not apply should a landowner clear their property” creates a major loophole that undermines the policy. I strongly oppose the premise that replanting after removing established trees may be considered an acceptable outcome – I find it akin to getting a puppy after shooting the dog.</p> | <p>Noted. Refer to retention of mature trees section of report and comments on 2.5 above. The definition of development under the <i>Planning and Development Act 2005</i> does not extend to the pruning, modification or removal of trees, and as such, development approval is not required for these works. Landowners can remove trees without the prior approval of the Town.</p> |
| 5.2 | <p>While I believe the requirement to plant one large tree (or two medium trees) per 750m² or one medium tree per 350m² is well intended, I feel it can be easily manipulated by planting the required tree(s) and then letting them die, become infected or finding a reason such as “safety” or “structural” to remove them later. The argument is further complicated when the liability for damage is considered – knowing the Town’s insurers are very risk adverse.</p> | <p>Agree. A new provision has been included requiring the retention of new trees for a period of two years post construction.</p> |
| 5.3 | <p>In summary, I feel the issue is about influencing “attitudes” which is hard, if not impossible, to do by “policy”. I suggest a more subtle approach is required that involves education supported by incentives and disincentives. I also appreciate I may know just enough to know what I don’t know – recognising it (increasing the tree canopy) is not an easy outcome to effect. I also appreciate the Town needs to be mindful of the rights of property</p> | <p>Agree. The Town recognises the importance of education on tree retention. Whilst the policy cannot limit the subdivision or dwelling yield potential currently provided by the zoning of the land, it does provide for the retention or provision of trees that otherwise is not currently required.</p> |

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| | <p>owners and the balance between the collective and individual interests but nevertheless urge an attitude of custodianship versus ownership towards land.</p> <p>In the context of the above, I offer a few suggestions.</p> | |
| 5.4 | <p>Changing attitudes normally takes time so a long term approach may need to be taken – with commensurate expectations</p> | Noted. |
| 5.5 | <p>Develop and propagate educational material for the local schools, residents, builders and developers that:</p> <ul style="list-style-type: none"> - Notes the typical increase in a property's value if it has established trees and is located in a leafy street (acknowledging the Town has done this previously). - Highlights the moderating effect trees have on the microclimate – cooler temperatures and increased rainfall where the canopy becomes continuous over a larger area - Identifies and explains the fascinating micro-ecosystems that trees create, i.e. habitat and food from tiny critters through to birds, reptiles, possums and bats - Shading on solar arrays can be managed by using microinverters – an inverter on each panel or each pair of panels - “Nice people” have leaves and bird droppings around their house rather than hosed concrete and limestone facades. | <p>Agree. The Town can provide additional information on the benefits of tree retention, and liaise with applicants where advice is sought on proposed designs. The Town will liaise with the Western Australian Local Government Associated Urban Forest Working Group in this respect.</p> |
| 5.6 | <p>Consider including a tree levy in property rates which can be refunded (on application) if a certain amount of foliage is present. This is worded to avoid it being considered discriminatory, i.e. it applies to everyone and provides an incentive and disincentive. It is well known that people respond to small financial signals, e.g. deposits on containers substantially increases the collection rate. This concept would apply to the strata for grouped dwellings. It may also be considered extending it to street trees, i.e. the default is to have a tree on your verge which contributes towards reducing but doesn't satisfy reducing your tree levy.</p> | <p>Disagree. See tree levy section of report. The Town has no ability to apply such a levy.</p> |
| 5.7 | <p>Consider trade-offs in approving plans / developments – flexibility and exceptions may be granted in the building envelope if it is deemed there is a net gain due to trees being retained – and vice the versa.</p> | <p>Noted. The Town is required to ensure development complies with the requirements of the Residential Design Codes. Notwithstanding, the Town will liaise with applicants to encourage tree retention through design where use of the design principles of the R-Codes permit such flexibility.</p> |

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| 5.8 | Following on from the previous point, consider making it a requirement to preserve trees older than “x” or with a girth greater than “y” when issuing a demolition permit. | Noted. The Town has no statutory power under the <i>Building Act 2011</i> to prevent the issue of a building or demolition permit to retain a tree. |
| 5.9 | Consider introducing the requirement to obtain a “clearing permit” if removing trees of a certain age or size. I appreciate the criteria used to administer such a permit will require careful thought and needs to balance the individual interests against the collective interest. | Noted. See clearing permit section of report. The <i>Environmental Protection Act 1986</i> (EP Act). Schedule 6 of the EP Act exempts the need to obtain a clearing permit where it is associated with a subdivision or development approval. |
| 5.10 | It may make sense to link a few permits and processes together, e.g. prior to issuing a clearing and/or demolition permit enquire whether a building permit or development approval will be sought to discourage “gaming” the system by doing it piecemeal? The corollary would be sanctions or restrictions on property owners who clear and/or demolish and then sit on the land before submitting a development approval to work around the intent of the policy. | Noted. Landowners do have the ability to clear their land prior to submitting an application for development approval, and the Town has no ability to prevent this for the reasons outlined in the response to 2.5 above. Notwithstanding, adoption of the policy will require the provision of new trees that would not currently occur. |
| 5.11 | I believe it is also important that any policy does not adversely affect those who comply with the intent of a policy. For example, if a property owner overplanted resulting in a forest on their block, they shouldn't be penalised for (surgically) removing a few trees to build a modest house or extension. This principle was highlighted in the bushfires in NSW where only insurance policy holders were charged the emergency services levy thus making insurance more costly. This discouraged people from taking out insurance with devastating consequences. (In WA, the levy is spread across all property owners removing this distortion). | Noted. |
| 5.12 | It is also argued the administration of a tree retention policy has become easier due to the availability of spatial data from the likes of Google Earth, Locate and Nearmap, i.e. there is more hard evidence. | Agreed. The Town will use spatial data for ongoing compliance with the requirements of the policy. |

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| 6 | Affected Property: Not Listed | Postal Address: Not Listed |
| Summary of Submission Comment to the proposal. | | Comment |
| 6.1 | This comment is that which I sent through to members of the Design Basso group earlier in 2020 in response to the draft policy. It refers to a pdf "Draft | Noted. |

| | |
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| <p>Report - Trees on development Sites" which cannot be attached to this feedback form:</p> <p>"Hi everyone, thank you for the opportunity to attend and provide feedback to the 4.3.20 Design Basso meeting.</p> <p>For the original meeting date in 2019 I had prepared by reading the material provided and highlighting parts of that text which I felt needed discussion / query. I have attached this document, highlighting those parts which I would like to 'speak to'. Comments in reference to highlighted document are below.</p> | |
| <p>6.2 RETAINING TREES ON DEVELOPMENT SITES:</p> <p>There is no mention in this report about alternative construction methods, assumes construction will be slab on ground. It is possible to provide some "rootable soil volume" beneath framed structures allowing for a larger building footprint*. It is also possible to construct around (save) existing mature trees, soil and gardens without damaging root systems if a suitable framing method is used (i.e. screw piles, stumps, discontinuous footings etc.). *incentive</p> | <p>Noted. Refer to Construction Methodology section of the report. The intent of the Policy is to require the retention and provision of trees, and not to prescribe construction standards. The ultimate design of the development to facilitate the requirements of the Policy is at the discretion of the landowner/developer.</p> <p>Whilst the Town agrees that alternative construction methods can be used to facilitate the retention of trees, the Residential Design Codes permits the use of slab construction. Notwithstanding, information can be provided to residents and developers when discussing proposals to advise of the benefits associated with alternative construction methods for tree retention.</p> |
| <p>6.3 p.5 1.3.1: Regrading: this relates mainly to greenfields / bulk development sites, of which there are virtually none in Bassendean, apart from potentially the Eden Hill shopping centre site. Trees need an ecosystem to sustain them, they do not exist in isolation.</p> | <p>Noted. The Policy has been drafted for tree retention and provision primarily on infill development sites as it relates to development as opposed to subdivision.</p> |
| <p>6.4 p.11: The image shows before & after a development - note the tree on NW corner of site (verge tree) has reduced in size. ToB has a verge tree protection policy which aims to prevent exactly this type of damage to verge trees which are in the public realm.</p> | <p>Noted. The Town requires street trees to be protected during construction in accordance with AS 4970-2009 Protection of Trees on Development Sites.</p> |
| <p>6.5 p.14: 2.3.1: Re enforcement requiring 'visibility', Nearmap and other tools provide this well.</p> | <p>Agreed. See comments on 5.12 above.</p> |
| <p>6.6 p.16 2.5: About apartments and landscaping 'on structure'; green walls and other technical solutions have not proven to be successful in Perth. They are expensive to install, require ongoing maintenance and rely on thorough waterproofing of the building which may degrade over time. Self-supporting vines</p> | <p>Noted. Whilst the material discussed apartments, this Policy only relates to Single Houses and Grouped Dwellings. All multiple dwelling developments will need to comply with the requirements of the Residential Design Codes Volume 2 – Apartments, including tree canopy and deep soil area provisions.</p> |

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| <p>& creepers (for example Ficus pumila on Hawaiian Shopping Centre, Ivy on Guildford Grammar) are however, cheaper and more reliable. A biophilic design could factor in this type of planting in preference to green walls & other gimmicks and incorporate rainwater harvesting from hard surfaces to infiltrate soil to support greenery.</p> | |
| <p>6.7 p.15: “business as usual”, also lead by example. For the ToB to expect (or even attempt to force) private property owners to care for green infrastructure, while street trees are dying is hypocritical. A resident recently said to me that “Peppermint Trees are really slow growing aren’t they?” I’m sure that driving past them every day on West Rd a lot of people get that impression. Educating people is not just about publishing information & sharing on social media - it’s about having real life examples in the real world that demonstrate best practise and make it look achievable and ‘normal’</p> | <p>Noted.</p> |
| <p>6.8 p.20: mentions “designers” and “landscape guidelines”. As previously noted, construction typology & design should also included in recommendations.</p> | <p>Agreed. Information can be provided to residents and developers when discussing proposals to advise of the benefits associated with alternative construction methods for tree retention.</p> |
| <p>6.9 REFERENCES:</p> <p>About the references, not all of these are available to community members to access, however I would like to note that the DRAFT Urban Forest Strategy 2016 - 2026 document was in the process of being rewritten as the original draft was wholly inadequate. If it is possible to obtain the most up - to - date version of this document it would be far more useful as a reference than the original draft.</p> <p>In 2017 the ToB engaged consultants Astron to provide a report on the Town’s UF Canopy and correlation to UHIE. This is well worth reading. Not mentioned in the report but forming part of the presentation it was noted that the data was obtained at 10am on the hottest day of 2016. Not an ideal time to collect Land Surface Temp readings if the concern is UHIE however. What is noted in the report summary is that irrigated turf ameliorates UHIE more effectively than trees until trees attain a height of 15m - even more reason to retain existing trees rather than plant new ones which will take potentially decades to become effective if they even survive (less than</p> | <p>Noted. The Town believes the application of this Policy will assist in creating an urban canopy over private areas of land. The Town will continue to implement its street tree planting program for public areas to create an urban forest.</p> |

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| 5% of trees planted in an urban context attain maturity). | |
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| 7 | Affected Property: 5 (Lot 37) Fourth Avenue, Bassendean | Postal Address: 5 Fourth Avenue BASSENDEAN WA 6054 |
| Summary of Submission Support to the proposal. | | Comment |
| Please provide within the policy a table of the proposed augmented deemed to comply provisions of the R codes V1 and any augmented acceptable outcome provisions of V2 R codes indicating in accordance with clauses 1.2.2 and 1.2.3 of V2 which require WAPC approval and similar Clause 7.3.3? For V1. I ask that you please watermark the adopted policy specifying which clauses are immediately operational and indicate those which require further WAPC approval and not yet operational. | | Noted. See Residential Design Codes section of report. As the draft policy is not amending any deemed-to-comply requirements of the R-Codes, the approval of the Western Australian Planning Commission is not required. |

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| 8 | Affected Property: 37 (Lot 1) Third Avenue Bassendean | Postal Address: 37 Third Avenue BASSENDEAN WA 6054 |
| Summary of Submission Support to the Policy. | | Comment Noted. |

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| 9 | Affected Property: 19 (Lot 345) Mann Way Bassendean | Postal Address: 19 Mann Way BASSENDEAN WA 6054 |
| Summary of Submission Support to the proposal. | | Comment |
| Bassendean needs to keep and increase its tree canopy and allowing developers to remove trees and replace with concrete will increase the heat island effect and could end up with Bassendean being as unpleasant as many of the new suburbs. | | Agreed. |

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| 10 | Affected Property: 111 (Lot 23) Hamilton Street Bassendean | Postal Address: 111 Hamilton Street BASSENDEAN WA 6054 |
| Summary of Submission Support to the proposal. | | Comment Noted. |

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| 11 | Affected Property: 18 (Lot 30) Anzac Terrace Bassendean | Postal Address: 18 (Lot 30) Anzac Terrace BASSENDEAN WA 6054 |
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| Summary of Submission | Comment |
|---|--|
| Support to the proposal. | |
| It is good having a Tree Policy but I would suggest that it should be mandatory to obtain Council approval before any tree is removed from any property and penalties awarded for illegal removal of trees. | Noted. See comments on 2.5 above for trees on private property. On public land, it is illegal to remove trees and the Town can undertake legal action should a street tree be removed. |

| 12 | Affected Property: 13B (Lot 2) Berry Court Bassendean | Postal Address: 13B (Lot 2) Berry Court BASSENDEAN WA 6054 |
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| Summary of Submission | Comment | |
| Support to the proposal. | | |
| We have to keep what trees we have not just let developers come in and mow everything down to put up boxes and make a quick profit. The reason we live here is for the big blocks close to the river and the OLD trees that don't grow over night. | Noted. | |

| 13 | Affected Property: 117 (Lot 485) Kenny Street Bassendean | Postal Address: 117 (Lot 485) Kenny Street BASSENDEAN WA 6054 |
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| Summary of Submission | Comment | |
| Support to the proposal. | | |
| Trees are an asset to our community, we should be retaining as many as possible for as long as possible. An empty block contributes nothing to a street, and I would argue that new buildings would benefit from an established tree being present. The policy to have compulsory trees per sqm is great. Thank you! | Agreed. | |

| 14 | Affected Property: 52 (Lot 116) Margaret Street Bassendean | Postal Address: 52 (Lot 116) Margaret Street BASSENDEAN WA 6054 |
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| Summary of Submission | Comment | |
| Support to the proposal. | | |
| 14.1 To help residents with maintenance of trees, green bins or more frequent green waste collection would be useful.? | Noted. The Town considers there is sufficient capacity within the existing greenwaste verge collection to accommodate tree prunings and leaves as a result of the additional plantings. | |
| 14.2 Also is the scheme of replacing lost verge trees still active | Yes, the Town considers requests for street trees, which are prioritised based on: (i) The amount of existing trees in the streetscape; | |

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| | (ii) If the location of the tree is on a major arterial road or has public facilities on the same street; and (iii) Where existing trees have been removed to facilitate underground power, infrastructure or road widening. |
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| 15 | Affected Property: 149 (Lot 128) Second Avenue Eden Hill | Postal Address: 149 (Lot 128) Second Avenue EDEN HILL WA 6054 |
| Summary of Submission Support to the proposal. | | Comment Noted. |

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| 16 | Affected Property: 127A (Lot 62) Whitfield Street Bassendean | Postal Address: 127A (Lot 62) Whitfield Street BASSENDEAN WA 6054 |
| Summary of Submission Support to the proposal. | | Comment |
| 16.1 | I fully support the intention of the policy to strengthen the Town's ability to protect and nurture trees in private developments. But I fear it will be unable to bear fruit unless the staff who are responsible for bringing it into action believe in it and can engage in productive discussion about it. It will need to be backed up by staff training and the budget to call in the advice of experienced and respected arborists when needed. | Agreed. The Town is strongly committed to educating landowners and applicants on the benefits of tree retention, and encourage retention when discussing designs in all instances. Budget allocation is already provided for the use of arborists when considering Tree Preservation Orders. |
| 16.2 | I wonder if swinging the focus onto better and deliberate commitment to caring for trees in the public domain and on municipal land would be a better place to focus energy in order to achieve a good outcome in the long run. Today's Council would do the future a favour by strengthening the toehold of local eucalypts in its Significant Tree Preservation initiative. | Noted. |
| 16.3 | Section 6.1 (d) I am disappointed that habitat significance of indigenous species comes under 'Other Significance'. The value of local trees that support local insects that support small local species, as opposed to crows, magpies and kookaburras, bring the benefits of ecological diversity to our neighbourhood. I'd like to see natural heritage represented more strongly where practical. | Agreed. The reason it is listed in Other Significance is to align with the current clauses of Local Planning Scheme No. 10. On review of the Local Planning Framework, the Town can modify the scheme provisions to include habitat as its own separate criteria, which can then be updated in the Policy. |
| 16.4 | Section 6.2 a) A place to start would be to determine what percentage of a lot | Noted. The Residential Design Codes determine the building footprint by virtue of minimum |

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|-------------|---|--|--|
| | <p>can be built on so that there is a workable starting point for placement of 1 tree for every 350m²? And then requiring the undeveloped portion to have dimensions that can serve as a Tree Growth Zone.</p> | | <p>requirements for open space and setbacks. The Policy prescribes the area required for a tree to ensure tree retention leads design instead of trees been an afterthought in the design process.</p> |
| <p>16.5</p> | <p>(b) People who are into trees will probably want to start with a tree that is smaller and younger as it is often the case that such trees will thrive and surge ahead of older grafted stock.</p> | | <p>Noted. The Town considered larger trees should be required as the cost of providing larger trees would also act as an incentive for developers to instead retain existing mature trees.</p> |

ATTACHMENT NO. 8



Council Policy

5.7 Rodent Control

Objective

To ensure that residents have access to a supply of bait so as to control the rodent population within the Town and ensure that rodents do not build up resistance to the poison by receiving sub-lethal doses.

Policy

Council authorises the Manager Development Services OR Senior Environmental Health Officer] to issue rat bait to residential ratepayers at no charge to the ratepayer where a significant rat problem is found to exist.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

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| <p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusive, Lifelong Learning, Health and Social Wellbeing</p> | <p>Policy Owner: Chief Executive Officer & Manager Development Services</p> <p>Last Reviewed: March 2014 Version 2</p> <p>Next Review due by: December 2016</p> |
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ATTACHMENT NO. 9

TOWN OF BASSENDEAN
MINUTES
AUDIT AND GOVERNANCE COMMITTEE
WEDNESDAY 3 JUNE 2020, 5.35PM

In accordance with regulation 12(2) and 14D of the *Local Government (Administration) Regulations 1996*, that due to the public health emergency arising from the COVID-19 Pandemic, the Audit and Governance Committee was held by electronic means.

1.0 **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 **ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

3.0 **ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Present

Cr Hilary MacWilliam, Presiding Member
Cr Renee McLennan
Cr Chris Barty
Tom Klaassen
Elliott Brannen
Martin Le Tessier

Staff/Consultants

Paul White, Director Corporate Services
Elizabeth Kania, Manager Governance & Strategy
Diane Depiazz, Manager Finance
Syed Ahmed, Coordinator Procurement Contracts & Leases
Liang Wong, Office of the Auditor General
Krushna Hirani, RSM Australia
Anne Cheng, Moore Stephens

Ron Back, Financial Advisor
Amy Holmes, Minute Secretary

Observer

Cr Kathryn Hamilton

4.0 DECLARATIONS OF INTEREST

Nil

5.0 PRESENTATIONS OR DEPUTATIONS

Nil

6.0 CONFIRMATION OF MINUTES

6.1 Audit and Governance Meeting held on 11 March 2020

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 6.1**

MOVED Cr MacWilliam, Seconded Tom Klaassen, that the minutes of the Audit and Governance Committee meeting held on 11 March 2020, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 REPORTS

8.1 Audit Risk Register (Paul White, Director Corporate Services)

APPLICATION

The purpose of this report is to provide the Committee with the Town's Audit Risk Register – High Level Report, with updated actions since the last meeting of the Committee.

ATTACHMENTS

Confidential Attachment 1:

Audit Risk Register – High Level Report

BACKGROUND

The Town engaged its internal auditor Moore Stephens to review the appropriateness and effectiveness of the Town’s systems and procedures in relation to risk management, internal controls and legislative compliance pursuant to Regulation 17 of the *Local Government (Audit) Regulations 1996*.

The Moore Stephens report, “Review of Risk Management, Internal Controls and Legislative Compliance”, was tabled at the Audit and Governance Committee meeting on 7 August 2019. Moore Stephens recommended that:

“An Audit Log of outstanding audit recommendations should be developed to enable tracking of open items for timely completion. The Audit Log should be presented to each Audit & Governance Committee meeting for oversight by Committee members.”

STRATEGIC IMPLICATIONS

| Objectives <i>What we need to achieve</i> | Strategies <i>How we’re going to do it</i> | Measures of Success <i>How we will be judged</i> |
|---|---|--|
| 5.1 Enhance organisational accountability | 5.1.1 Enhance the capability of our people | Community / Stakeholder Satisfaction Survey (Governance) |
| | 5.1.2 Ensure financial sustainability | Compliance Audit |
| | 5.1.3 Strengthen governance, risk management and compliance | Risk Management Profile |
| | 5.1.4 Improve efficiency and effectiveness of planning and services | Financial Ratio Benchmarked. |
| | 5.1.5 Ensure optimal management of assets | Asset Ratio Benchmarked |

STATUTORY REQUIREMENTS

Local Government (Audit) Regulations 1996, Regulation 17, states:

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —
 - (a) risk management; and

- (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

The CEO is to report to the Audit Committee the results of that review.

FINANCIAL CONSIDERATIONS

Action required to address some audit recommendations may require the Town to engage external consultants. Any necessary engagements will be governed by the Town's Purchasing Policy and Procurement Guidelines.

COMMENT

The Audit Risk Register – High-Level Report presents a summary of the audit risks and recommendations made in recent internal and external audit reports relating to the Town and provides an update on actions taken to address those recommendations.

The Audit Risk Register – High-Level Report will be updated and provided for each meeting of the Committee.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 8.1

AGC-1/06/20

MOVED Cr MacWilliam, Seconded Martin Le Tessier, that the Audit and Governance Committee receives the Confidential Audit Risk Register – High-Level Report.
CARRIED UNANIMOUSLY 6/0

8.2 Annual Audit of the Financial Report for 2019-20 – Audit Planning Memorandum (Ref: Paul White, Director Corporate Services)

APPLICATION

The purpose of this report is to provide the Committee with the Audit Planning Memorandum for the audit of the Town's Financial Report for 2019-20.

ATTACHMENTS

Attachment No. 1:

Town of Bassendean Audit Planning Memorandum, RSM Australia 30 June 2020

BACKGROUND

The Auditor General became responsible for the Town's external audit for the 2018-19 financial year. The Auditor General may contract out the audit but maintains overall responsibility for the audit and the audit opinion. The Town's audit last year was performed by Macri Partners. The Auditor General has appointed RSM Australia (RSM) as the Town's auditors for the next three years.

RSM has provided the attached Audit Planning Memorandum (APM) to brief the Audit Committee on the proposed approach by RSM. The APM outlines the:

- key deliverables from the audit
- process including key meetings
- terms of the engagement
- role of the Auditor General
- audit approach and key focus areas
- significant risk areas
- disclosures
- controls
- fraud risk

RSM also propose to engage an Information System Auditor specialist to assess the risk of material misstatement imposed by the Information Technology environment

STRATEGIC IMPLICATIONS

| Objectives <i>What we need to achieve</i> | Strategies <i>How we're going to do it</i> | Measures of Success <i>How we will be judged</i> |
|---|---|---|
| 5.1 Enhance organisational accountability | 5.1.1 Enhance the capability of our people | Community / Stakeholder Satisfaction Survey (Governance) |
| | 5.1.2 Ensure financial sustainability | |
| | 5.1.3 Strengthen governance, risk management and compliance | Compliance Audit |
| | 5.1.4 Improve efficiency and effectiveness of planning and services | Risk Management Profile |
| | 5.1.5 Ensure optimal management of assets | Financial Ratio Benchmarked. Asset Ratio Benchmarked |

STATUTORY REQUIREMENTS

Local Government Act 1995

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

Local Government (Financial Management) Regulations 1996

The Regulations specify the required content of the annual financial report prepared under section 6.4 of the *Local Government Act 1995*.

Local Government Act 1995

7.12AB. Conducting a financial audit

The auditor must audit the accounts and annual financial report of a local government at least once in respect of each financial year.

7.12AD. Reporting on a financial audit

- (1) The auditor must prepare and sign a report on a financial audit.
- (2) The auditor must give the report to —
 - (a) the mayor, president or chairperson of the local government; and
 - (b) the CEO of the local government; and
 - (c) the Minister.

Local Government (Audit) Regulations 1996**10. Report by auditor**

- (1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.
- (2) The report is to give the auditor's opinion on —
- (a) the financial position of the local government; and
 - (b) the results of the operations of the local government.
- (3) The report is to include —
- (a) 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; and
 - (b) any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law; and
 - (c) details of whether information and explanations were obtained by the auditor; and
 - (d) a report on the conduct of the audit; and
 - (e) the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions —
 - (i) the asset consumption ratio; and
 - (ii) the asset renewal funding ratio.
- (4A) In subregulation (3)(e) —

asset consumption ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2);

asset renewal funding ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2).

- (4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor’s report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor’s report.

FINANCIAL CONSIDERATIONS

Funds for the audit of the Town’s annual Financial Report have been set aside in the Annual Budget for 2020-21.

COMMENT

The Director Corporate Services and Manager Finance had a pre-planning meeting with RSM on 30 March 2020 to review and update the audit approach and plan. The first touch point with Councillors is normally the entrance meeting to discuss the APM. However, due to the COVID-19 pandemic, the Town and RSM agreed instead that the APM would be tabled at a Council meeting.

Significant accounting issues and audit findings, if any, noted during the final audit will be discussed with the CEO, Auditor General and RSM at the Final Audit Closing Meeting. If there are significant, unresolved matters, then a meeting will also be held with the Audit and Governance Committee.

The Audit Exit Meeting will be held with the Audit and Governance Committee and will mainly cover the presentation and discussion of the audit closing report, which will outline any significant audit related matters concerning the financial report, management letters and improvement suggestions for future audits. The Audit Exit Meeting is expected to be held in November 2020.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 8.2

AGC-2/06/20

MOVED Cr MacWilliam, Seconded Elliott Brannen, that the Audit and Governance Committee receives the RSM Audit Planning Memorandum.

CARRIED UNANIMOUSLY 6/0

8.3 Internal Audit Schedule (Ref: Paul White, Director Corporate Services)

APPLICATION

The purpose of this report is to provide the Committee with the draft internal audit schedule for 2021-23 for review.

ATTACHMENTS

Attachment No. 2:

Internal Audit Schedule 2021-23

BACKGROUND

The Town appointed Moore Stephens as its internal auditors from 1 October 2016 to 30 June 2020 (RFQ CO 324 2016-17).

Moore Stephens has undertaken many internal audit engagements for the Town during that period, including the recent audit of accounts payable and purchasing.

The Town proposes to conduct a new RFQ process for internal audit services for the three years ending 30 June 2021, 2022 and 2023.

STRATEGIC IMPLICATIONS

| Objectives <i>What we need to achieve</i> | Strategies <i>How we're going to do it</i> | Measures of Success <i>How we will be judged</i> |
|---|---|--|
| 5.1 Enhance organisational accountability | 5.1.1 Enhance the capability of our people | Community / Stakeholder Satisfaction Survey (Governance) Compliance Audit Risk Management Profile Financial Ratio Benchmarked. Asset Ratio Benchmarked |
| | 5.1.2 Ensure financial sustainability | |
| | 5.1.3 Strengthen governance, risk management and compliance | |
| | 5.1.4 Improve efficiency and effectiveness of planning and services | |
| | 5.1.5 Ensure optimal management of assets | |

STATUTORY REQUIREMENTS

Local Government Act 1995

7.1A. Audit committee

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

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO’s report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —

- (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

Local Government (Financial Management) Regulations 1996

- (2) *The CEO is to —*
- (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

FINANCIAL CONSIDERATIONS

The Town includes anticipated internal audit expenditure in its annual budget.

COMMENT

Officers have reviewed the Town’s risks for Finance and Information Technology activities and prepared the attached draft internal audit schedule for 2021-23, to test controls over those activities over the next three years.

Importantly, the internal audit schedule will test the control environment for the following proposed automation projects shortly after implementation:

- Payroll and employee leave;
- Purchasing and creditors; and
- Corporate credit cards.

The audit of IT controls is scheduled for year two, as a follow up to a current audit of general IT controls by RSM as part of the Town’s annual audit overseen by the OAG.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION
– ITEM 8.3

AGC-3/06/20

MOVED Cr MacWilliam, Seconded Tom Klaassen, that the Audit and Governance Committee recommends to Council that it adopt the draft internal audit schedule for 2021-23, as attached to this report.

CARRIED UNANIMOUSLY 6/0

8.4 Procurement Process Improvements (Paul White, Director Corporate Services)

APPLICATION

The purpose of this report is to provide the Committee with an overview of recent improvements to procurement processes that have been introduced and implemented at the Town.

BACKGROUND

The Town’s Audit Risk Register – High Level Report is tabled at each meeting of the Audit and Governance Committee.

The Audit Risk Register – High-Level Report presents a summary of the audit risks and recommendations made in recent internal and external audit reports relating to the Town and provides an update on actions taken to address those recommendations.

Many of these audit recommendations relate to procurement and contract management. The Town has taken a holistic approach to reforming its procurement and contract management practices and has commenced developing a Procurement and Contract Management Framework. This framework will, once completed, provide a comprehensive, integrated manual to govern all aspects of the Town’s procurement and contract management activities, linking policy, procedures, workflow processes and forms to ensure effective procurement and contract management in compliance with all legislative requirements.

The Town has, over the past six months, made significant progress in developing this framework by introducing a range of improvements to procurement processes, aligned with best practice, to promote efficiency, improve governance and strengthen controls.

There remains much more to be done, however, the focus to date has been on the Town's higher value procurement activities, involving formal Request for Tender (RFT) and Request for Quote (RFQ) processes. Subsequent phases of the project will focus on lower level procurement (below \$60,000) and contract management.

The Procurement and Contract Management Framework is expected to be completed by the end of 2020.

STRATEGIC IMPLICATIONS

| Objectives <i>What we need to achieve</i> | Strategies <i>How we're going to do it</i> | Measures of Success <i>How we will be judged</i> |
|---|---|--|
| 5.1 Enhance organisational accountability | 5.1.1 Enhance the capability of our people | Community / Stakeholder Satisfaction Survey (Governance) |
| | 5.1.2 Ensure financial sustainability | Compliance Audit |
| | 5.1.3 Strengthen governance, risk management and compliance | Risk Management Profile |
| | 5.1.4 Improve efficiency and effectiveness of planning and services | Financial Ratio Benchmarked. |
| | 5.1.5 Ensure optimal management of assets | Asset Ratio Benchmarked |

STATUTORY REQUIREMENTS

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

FINANCIAL CONSIDERATIONS

This report does not require a specific budget allocation, aside from a sum of \$8,000 per annum should the Town purchase the VendorPanel Pty Ltd product.

COMMENT

Procurement is usually defined as the process of finding and acquiring goods, services, or works from an external source. A typical procurement lifecycle consists of the following phases:

- Need identification, decision-making and specifications development;
- Documentation development and advertisement;
- Evaluation and validation; and
- Contract award and implementation.

The Town's primary objective for its procurement activities is to obtain the best value for money by securing the provision of goods and services of sufficient quality to meet its needs, at the lowest price.

The improvements to procurement processes introduced and implemented to date are listed below under the relevant phase of procurement activity.

Need Identification, Decision-Making and Specifications Development

A template for a 'Procurement Business Case' was introduced to assist business units (BUs) identify needs and options, conduct cost/benefit/risk analysis and develop an implementation strategy for the procurement.

A Contract Establishment Request form was developed to identify and capture BU objectives and establish the decision making process. This sets in motion the procurement process for any new or recurring requirement.

A detailed process map was produced to aid BUs visualise the entire procurement process.

A model timeline and 'Tender Deadline Schedule' was distributed to help BUs plan the procurement and comply with deadlines for submission of required documents to the Procurement Team.

The Procurement Brief for the CEO Bulletin was reviewed and updated.

Documentation Development and Advertisement Phase

RFTs and RFQs were categorised into separate tender packages for:

- Goods and services
- Construction
- Consultancy.

The Conditions of Tendering were reviewed and updated.

The Conditions of Contracts were reviewed and updated.

The Advertising process was streamlined by developing new templates for Tenderlink Notices and Market Force Advertisements.

An 'Approval to Issue RFT/RFQ Document' was developed to ensure the approval of the Contract Manager, BU and Director Corporate Services prior to tender advertisement.

Compliance and Qualitative Criteria were reviewed and updated to include new compliance criteria to minimise risk to the Town. 'Risk' was transferred from a qualitative criteria to a compliance criteria in recognition of its importance.

Evaluation and Validation

The existing 'Confidentiality and Disclosure Form' was updated.

An 'Evaluation Handbook' was developed to assist members of the Evaluation Panel evaluate tendered submissions in a consistent and equitable manner. The Handbook provides information on the evaluation process, timetable of events, how to evaluate submissions and procedural fairness.

The evaluation process was strengthened by adopting a 'two-stage' evaluation process under which tenderers are initially evaluated against the qualitative criteria, with the evaluation panel having no access to price information. Tenderers that meet the pre-determined qualitative threshold are eligible to progress to the second evaluation stage, being a price comparison. The Town will generally recommend Council award the contract to the tenderer with the lowest price once the qualitative threshold has been met.

A detailed 'Evaluation Worksheet' was developed to capture the individual panel member's comments and score for all compliance and qualitative criteria.

A 'Qualitative Criteria Matrix' was developed to capture and summarise the qualitative scores of the panel members and automate the selection of shortlisted tenderers above the qualitative threshold.

A 'Price Comparison Matrix' was developed to compare the lump sum price (for fixed rate/lump sum tenders) or the estimated financial value (for schedule of rates tenders) of the shortlisted tenderers.

The 'Reference Check' questionnaire was refined according to tender type (goods and services/ construction/ consultancy) and at least two reference checks made mandatory for any tender/quotation.

A Financial health check for the preferred tenderer has been made mandatory.

An OSH compliance check for the preferred tenderer has been made mandatory.

A new 'Evaluation and Recommendation Report' was developed to record the tender process and improve the information provided to Council.

Contract Award and Implementation

The Contract document was reviewed and updated.

Separate 'Letter of Award' for goods and services and construction contracts were developed.

Response letters to unsuccessful respondents were updated.

Feedback process to unsuccessful tenderers was established, including a new email template for unsuccessful tenderers seeking feedback on their tender submission.

The 'Tender Register' for publicly advertised tenders has been revised and made available on the Town's website.

The 'Contract Variation request' form was updated to include more financial and contractual information.

Other Changes

A new 'Sole Supplier Memo' was developed to capture the evidence and approval for the procurement of goods and/or services from only one private sector source of supply.

A new 'Management Agreement Extension Form' was developed for the extension of an expiring Agreement.

Next Steps

Standard Terms and Conditions for Purchase Orders are being developed. This ensures that lower value contracts are performed under the Town's terms and conditions, rather than those of the contractor. The Standard Terms and Conditions will be published on the Town's website shortly.

Local Suppliers

Council has indicated a strong desire to introduce measures to promote business with local suppliers and suppliers who engage local businesses and/or employ local residents. The Town, as part of its response to the COVID_19 pandemic has implemented a "Be a Loyal Local" campaign which provides a platform for local businesses to promote their goods and services to the community.

The Town's Procurement Team is currently researching options to incorporate local supplier measurements into RFT and RFQ processes in a transparent, consistent and measurable way to enhance the Town's ability to award contracts to local suppliers.

The Procurement Team is also examining options to implement a solution to help manage contract spend below the Town's RFQ threshold of \$60,000 through VendorPanel, which provides the WALGA eQuotes platform used extensively throughout Local Government.

Implementation of the VendorPanel Enterprise Solution may make it easier for staff to engage and source quotations from local suppliers using geolocation technology. The Town could set up its own preferred categorised supplier lists, invite local suppliers to submit quotations, evaluate submissions, award contracts, manage supplier compliance (insurance, license, registration and the like) and report and analyse procurement activity.

Automation of purchasing processes

The Town plans to automate its purchasing function in 2020, including corporate credit card approval and acquittal.

The Moore Stephens Internal Audit report on Accounts Payable and Purchasing (Agenda Item 9.4), highlighted a need for implementation of system controls to replace manual controls to strengthen the existing internal control environment.

Moore Stephens recommended the Town consider upgrading the existing financial system to a more contemporary version, including automated controls.

Finance officers consider the best approach is to upgrade the Town's financial system incrementally and plan to commence with the implementation of automated purchasing in 2020.

Moore Stephens identified through data analytics that 47 per cent of the Town's Purchase Orders were for less than \$500, representing only three (3) per cent of the Town's contract spend. Moore Stephens suggested the Town could gain purchasing efficiency by increasing the frequency of purchasing via credit card for purchases less than \$500.

The Town is currently working with its banker to implement an automated credit card approval and acquittal system to replace the current manual systems and will consider a shift in purchasing mix for small value purchases once that implementation is complete.

Review of Policy

The Town's Procurement Policy and Procurement Guidelines will be reviewed as part of the project to develop the Procurement and Contract Management Framework.

Moore Stephens identified that the Procurement Policy with respect to purchasing thresholds could be improved to align 'purchasing method required' with the level of risk commensurate with the purchasing activity.

The review of the Purchasing Policy will include a review of purchasing thresholds to ensure the thresholds are aligned to risk and the Purchasing Guidelines will be reviewed with a view to realising efficiency gains from a transition of low level spending to credit cards.

It needs to be considered how we can put a quantitative measure on local business, sustainability, Aboriginal/Indigenous employers and disability employers. Staff are researching how other local governments are implementing this.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 8.4

AGC-4/06/20

MOVED Cr MacWilliam, Seconded Martin Le Tessier, that the Audit and Governance Committee notes the improvements to procurement processes outlined in this report and the progress toward development of a Procurement and Contract Management Manual.

CARRIED UNANIMOUSLY 6/0

8.5 **Internal Audit - Accounts Payable and Purchasing,
Moore Stephens, May 2020 (Ref: Paul White, Director
Corporate Services)**

APPLICATION

The purpose of this report is to provide the report prepared by the Town's internal auditors, Moore Stephens, following their audit of the Town's accounts payable and purchasing functions.

ATTACHMENTS

Attachment No. 3: Internal Audit - Accounts Payable & Purchasing, Moore Stephens, May 2020

BACKGROUND

The internal audit of accounts payable and purchasing was conducted by Moore Stephens following Council endorsement of the Assurance Plan for 2019-20 at the Ordinary Council meeting on 27 August 2019.

The internal audit report outlines the objectives and scope of the audit, including the use of data analytics to identify high-risk transactions and other anomalies for further testing, and presents key findings and recommendations.

The audit found broad compliance with the Town's Purchasing Policy and Procurement Guidelines and found the manual operating controls in place support a culture of staff performing diligent reviews. However, the audit highlighted a need for implementation of system controls to replace manual controls to strengthen the existing internal control environment and recommended the Town consider upgrading the existing financial system to a more contemporary version including automated controls.

Moore Stephens also recommended the Town develop a Fraud and Corruption Control Plan to help ensure a strategic approach to mitigate fraud risk within the Town's risk appetite.

STRATEGIC IMPLICATIONS

| Objectives <i>What we need to achieve</i> | Strategies <i>How we're going to do it</i> | Measures of Success <i>How we will be judged</i> |
|---|---|--|
| 5.1 Enhance organisational accountability | 5.1.1 Enhance the capability of our people | Community / Stakeholder Satisfaction Survey (Governance) Compliance Audit Risk Management Profile Financial Ratio Benchmarked. Asset Ratio Benchmarked |
| | 5.1.2 Ensure financial sustainability | |
| | 5.1.3 Strengthen governance, risk management and compliance | |
| | 5.1.4 Improve efficiency and effectiveness of planning and services | |
| | 5.1.5 Ensure optimal management of assets | |

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

- 5. CEO's duties as to financial management
 - (1) Efficient systems and procedures are to be established by the CEO of a local government –
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
 - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments;

FINANCIAL CONSIDERATIONS

The budget for the Town's internal audit program was included in the adopted Annual Budget for 2019-20.

COMMENT

Moore Stephens highlighted eleven (11) key findings and risks, seven (7) of which were said to represent a control weakness which may become more serious if not addressed (marked with a yellow dot in the report).

The Town is in agreement with Moore Stephens regarding the key findings and recommendations and will respond to the risks identified by taking comprehensive action in 2020-21, including:

- * Automating its purchasing function
- * Reviewing its Purchasing Policy and Procurement Guidelines
- * Reviewing user access privileges
- * Developing and implementing a fraud and corruption control plan
- * Reviewing inactive and duplicate suppliers and bank accounts.

The audit identified through data analytics that 47% of purchase orders raised were for an amount of less than \$500, representing only 3% of purchasing spend. Moore Stephens recommended the Town consider increasing the use of credit cards for purchases up to \$500 to reduce the administration costs of low value purchase orders.

Following implementation of an automated credit card approval and acquittal system, the Town will review its purchasing guidelines with a view to shifting low-value purchases to credit cards.

The Audit Risk Register - High-Level Report will be updated to include the recommendations made by Moore Stephens in its accounts payable and purchasing report.

Cr Barty left the meeting at 6.50pm and returned at 6.52pm.

Lack of automated controls are the key issue. Work is being undertaken by staff on developing a purchasing framework, automation of systems and training to ensure a really robust purchasing process.

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION -
ITEM 8.5**

AGC-5/06/20

MOVED Cr MacWilliam, Seconded Cr McLennan, that the Audit and Governance Committee receives the Internal Audit - Accounts Payable and Purchasing Report and notes the management comments included in that report.

CARRIED UNANIMOUSLY 6/0

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

11.0 CONFIDENTIAL BUSINESS

Nil

12.0 CLOSURE

The next meeting is to be held on Wednesday 5 August 2020, commencing at 5.30pm.

There being no further business, the Presiding Member closed the meeting at 7.06pm.

ATTACHMENT NO. 10



FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 May 2020

TOWN OF BASSENDEAN

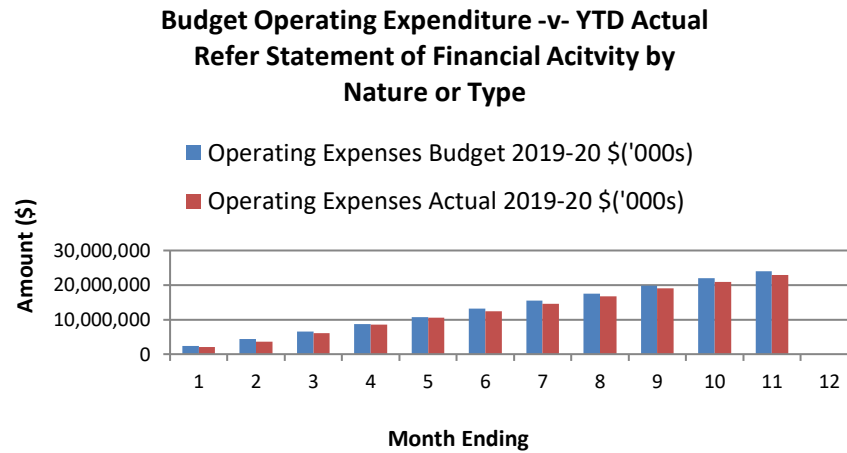
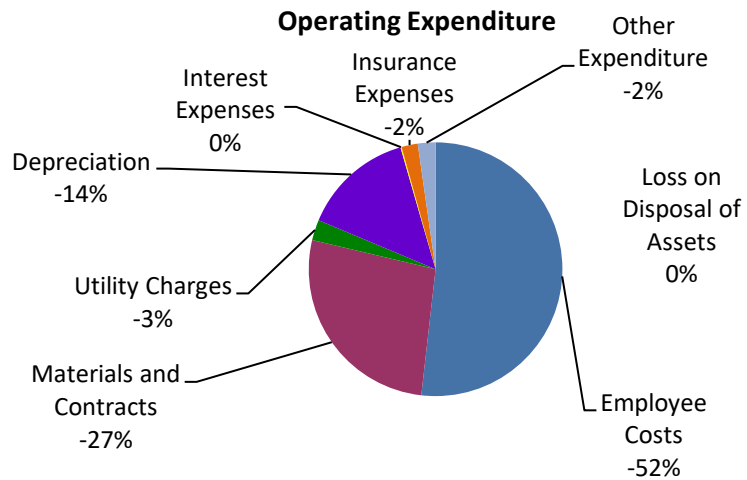
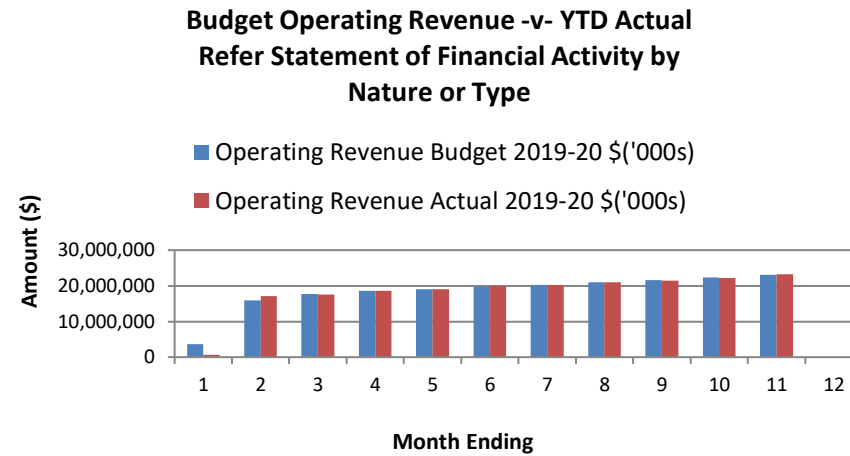
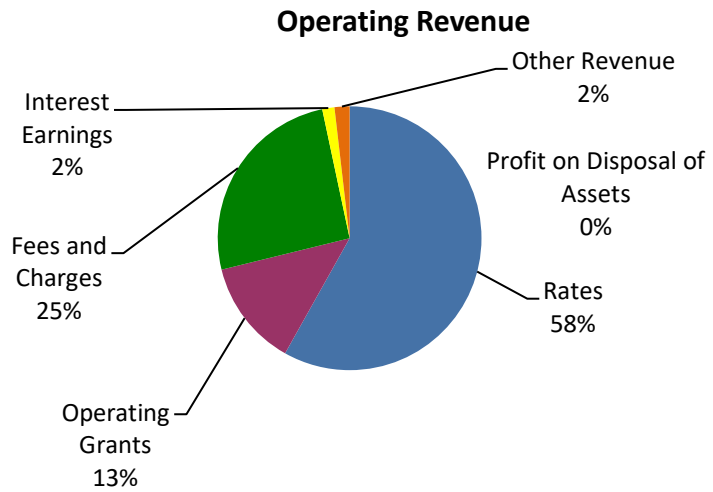
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 May 2020

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

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**Town of Bassendean
Information Summary
For the Period Ended 31 May 2020**



TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 2020

Attachments Page 126

| | Note | Original Annual Budget | Amended Annual Budget | YTD Budget (a) | YTD Actual (b) | Var. % (b)-(a)/(a) |
|--|------|------------------------------|--------------------------|----------------------|----------------------|-----------------------|
| | | \$ | \$ | \$ | \$ | % |
| Opening Funding Surplus(Deficit) | 3 | 1,630,400 | 1,432,345 | 1,432,345 | 1,432,345 | 0.00% |
| Revenue from operating activities | | | | | | |
| Governance | | 17,200 | 39,360 | 36,091 | 39,236 | 8.71% |
| General Purpose Funding - Rates | 2 | 13,371,221 | 13,086,984 | 13,082,810 | 13,102,443 | 0.15% |
| General Purpose Funding - Other | | 945,182 | 917,589 | 858,769 | 1,068,008 | 24.37% |
| Law, Order and Public Safety | | 116,400 | 122,400 | 119,481 | 121,855 | 1.99% |
| Health | | 2,732,665 | 2,856,081 | 2,855,696 | 2,861,439 | 0.20% |
| Education and Welfare | | 5,120,258 | 5,120,258 | 4,782,781 | 4,696,278 | (1.81%) |
| Community Amenities | | 148,000 | 148,000 | 136,641 | 116,785 | (14.53%) |
| Recreation and Culture | | 188,910 | 290,250 | 264,426 | 229,832 | (13.08%) |
| Transport | | 39,580 | 62,462 | 62,125 | 62,801 | 1.09% |
| Economic Services | | 95,350 | 142,695 | 134,729 | 140,338 | 4.16% |
| Other Property and Services | | 83,700 | 91,080 | 82,271 | 99,413 | 20.84% |
| | | 22,858,466 | 22,877,159 | 22,415,820 | 22,538,427 | 0.55% |
| Expenditure from operating activities | | | | | | |
| Governance | | (1,140,872) | (1,210,553) | (929,316) | (992,197) | (6.77%) |
| General Purpose Funding | | (930,248) | (1,014,366) | (855,321) | (826,006) | 3.43% |
| Law, Order and Public Safety | | (716,404) | (738,277) | (661,434) | (611,608) | 7.53% |
| Health | | (3,257,400) | (3,485,945) | (3,044,399) | (2,748,122) | 9.73% |
| Education and Welfare | | (5,679,422) | (5,754,242) | (5,224,721) | (5,220,598) | 0.08% |
| Community Amenities | | (1,474,379) | (1,415,174) | (1,267,450) | (1,197,948) | 5.48% |
| Recreation and Culture | | (6,474,962) | (6,636,404) | (5,768,500) | (5,500,846) | 4.64% |
| Transport | | (5,679,404) | (5,526,405) | (5,625,012) | (5,278,893) | 6.15% |
| Economic Services | | (620,697) | (645,205) | (535,055) | (496,357) | 7.23% |
| Other Property and Services | | (46,278) | (96,159) | (53,210) | 1,498 | 102.82% |
| | | (26,020,067) | (26,522,731) | (23,964,418) | (22,871,077) | 4.56% |
| Operating activities excluded from budget | | | | | | |
| Add back Depreciation | | 3,505,012 | 3,505,012 | 3,212,737 | 3,251,940 | 1.22% |
| Adjust (Profit)/Loss on Asset Disposal | | 8,319 | 9,819 | 8,998 | - | (100.00%) |
| Movement in Leave Reserve | | 14,871 | 14,871 | 12,234 | 12,234 | 0.00% |
| Amount attributable to operating activities | | 366,601 | (115,870) | 1,685,370 | 2,931,525 | |
| Investing Activities | | | | | | |
| Non-operating Grants, Subsidies and Contributions | | 2,066,917 | 1,914,827 | 654,226 | 691,565 | 5.71% |
| Proceeds from Disposal of Assets | 10 | 656,500 | 657,740 | - | 1,000,136 | |
| Land and Buildings | 8 | (1,748,710) | (1,903,037) | (528,800) | (481,822) | 8.88% |
| Infrastructure Assets - Roads | 8 | (2,254,002) | (1,880,804) | (305,989) | (284,743) | 6.94% |
| Infrastructure Assets - Footpaths | 8 | (50,000) | (50,000) | (40,000) | (32,201) | 19.50% |
| Infrastructure Assets - Other | 8 | (1,305,620) | (1,391,045) | (191,585) | (85,969) | 55.13% |
| Infrastructure Assets - Drainage | 8 | (63,541) | (63,541) | (63,541) | (20,905) | 67.10% |
| Plant and Equipment | 8 | (53,500) | (37,975) | (37,975) | (15,255) | 59.83% |
| Furniture and Equipment | 8 | (629,578) | (617,578) | (405,600) | (214,467) | 47.12% |
| Amount attributable to investing activities | | (3,381,534) | (3,371,413) | (919,264) | 556,338 | |
| Financing Activities | | | | | | |
| Self-Supporting Loan Principal | | 23,766 | 23,766 | 22,500 | 22,500 | 0.00% |
| Transfer from Reserves | 5 | 3,671,705 | 3,829,848 | - | - | |
| Repayment of Debentures | 4 | (130,368) | (130,368) | (116,016) | (116,016) | 0.00% |
| Transfer to Reserves | 5 | (2,150,310) | (1,668,018) | (92,939) | (92,939) | 0.00% |
| Amount attributable to financing activities | | 1,414,793 | 2,055,228 | (186,456) | (186,456) | |
| Closing Funding Surplus(Deficit) | 3 | 30,260 | 291 | 2,011,995 | 4,733,751 | |

TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2020

Attachments Page 127

| | Note | Original Annual Budget | Amended Annual Budget | YTD Budget (a) | YTD Actual (b) | Var. % (b)-(a)/(a) |
|--|------|---------------------------|--------------------------|----------------------|----------------------|-----------------------|
| | | \$ | \$ | \$ | \$ | % |
| Opening Funding Surplus (Deficit) | 3 | 1,630,400 | 1,432,345 | 1,432,345 | 1,432,345 | 0.00% |
| Revenue from operating activities | | | | | | |
| Rates | 2 | 13,410,680 | 13,086,984 | 13,082,810 | 13,102,443 | 0.15% |
| Operating Grants, Subsidies and Contributions | | 2,568,654 | 2,577,893 | 2,521,643 | 2,938,531 | 16.53% |
| Fees and Charges | | 5,989,971 | 6,303,917 | 5,986,274 | 5,745,930 | (4.01%) |
| Interest Earnings | | 460,345 | 460,345 | 412,236 | 337,086 | (18.23%) |
| Other Revenue | | 427,316 | 495,365 | 460,202 | 414,437 | (9.94%) |
| Profit on Disposal of Assets | 10 | 1,500 | - | - | - | |
| | | 22,858,466 | 22,924,504 | 22,463,165 | 22,538,427 | 0.34% |
| Expenditure from operating activities | | | | | | |
| Employee Costs | | (12,291,093) | (12,640,508) | (11,547,445) | (11,846,889) | (2.59%) |
| Materials and Contracts | | (8,122,358) | (8,209,677) | (7,318,766) | (6,152,564) | 15.93% |
| Utility Charges | | (719,114) | (721,514) | (663,539) | (597,816) | 9.90% |
| Depreciation on Non-Current Assets | | (3,505,012) | (3,505,012) | (3,212,737) | (3,251,940) | (1.22%) |
| Interest Expenses | | (49,688) | (41,522) | (36,186) | (32,192) | 11.04% |
| Insurance Expenses | | (452,413) | (476,115) | (467,115) | (474,331) | (1.54%) |
| Other Expenditure | | (870,570) | (918,563) | (709,633) | (515,346) | 27.38% |
| Loss on Disposal of Assets | 10 | (9,819) | (9,819) | (8,998) | - | 100.00% |
| | | (26,020,067) | (26,522,732) | (23,964,418) | (22,871,077) | 4.56% |
| Operating activities excluded from budget | | | | | | |
| Add back Depreciation | | 3,505,012 | 3,505,012 | 3,212,737 | 3,251,940 | 1.22% |
| Adjust (Profit)/Loss on Asset Disposal | | 8,319 | 9,819 | 8,998 | - | (100.00%) |
| Movement in Leave Reserve | | 14,871 | 14,871 | 12,234 | 12,234 | 0.00% |
| Amount attributable to operating activities | | 366,601 | (68,525) | 1,732,715 | 2,931,524 | |
| Investing activities | | | | | | |
| Grants, Subsidies and Contributions | | 2,066,917 | 1,914,827 | 654,226 | 691,565 | 5.71% |
| Proceeds from Disposal of Assets | 10 | 656,500 | 657,740 | - | 1,000,136 | |
| Land and Buildings | 8 | (1,748,710) | (1,903,037) | (528,800) | (481,822) | 8.88% |
| Infrastructure Assets - Roads | 8 | (2,254,002) | (1,880,804) | (305,989) | (284,743) | 6.94% |
| Infrastructure Assets - Footpaths | 8 | (50,000) | (50,000) | (40,000) | (32,201) | 19.50% |
| Infrastructure Assets - Other | 8 | (1,305,620) | (1,391,045) | (191,585) | (85,969) | 55.13% |
| Infrastructure Assets - Drainage | 8 | (63,541) | (63,541) | (63,541) | (20,905) | 67.10% |
| Plant and Equipment | 8 | (53,500) | (37,975) | (37,975) | (15,255) | 59.83% |
| Furniture and Equipment | 8 | (629,578) | (617,578) | (405,600) | (214,467) | 47.12% |
| Amount attributable to investing activities | | (3,381,534) | (3,371,413) | (919,264) | 556,338 | |
| Financing Activities | | | | | | |
| Self-Supporting Loan Principal | | 23,766 | 23,766 | 22,500 | 22,500 | 0.00% |
| Transfer from Reserves | 7 | 3,671,705 | 3,829,848 | - | - | |
| Repayment of Debentures | 4 | (130,368) | (130,368) | (116,016) | (116,016) | 0.00% |
| Transfer to Reserves | 7 | (2,150,310) | (1,668,018) | (92,939) | (92,939) | 0.00% |
| Amount attributable to financing activities | | 1,414,793 | 2,055,228 | (186,456) | (186,456) | |
| Closing Funding Surplus (Deficit) | 3 | 30,260 | 47,636 | 2,059,340 | 4,733,751 | |

Town of Bassendean
STATEMENT OF FINANCIAL POSITION
For the Period Ended 31 May 2020

| | 2019-20 | 2018-19 |
|---|--------------------|--------------------|
| | \$ | \$ |
| CURRENT ASSETS | | |
| Cash and cash equivalents | 13,894,148 | 12,355,302 |
| Trade and other receivables | 2,465,514 | 1,011,100 |
| Inventories | 22,299 | 17,076 |
| TOTAL CURRENT ASSETS | <u>16,381,961</u> | <u>13,383,480</u> |
| NON-CURRENT ASSETS | | |
| Financial Assets | 122,620 | 122,620 |
| Other receivables | 507,743 | 530,243 |
| Property, plant and equipment | 55,923,973 | 55,780,007 |
| Infrastructure | 105,136,088 | 107,396,630 |
| Interests in Joint Ventures | 8,386,081 | 8,386,081 |
| TOTAL NON-CURRENT ASSETS | <u>170,076,506</u> | <u>172,215,582</u> |
| TOTAL ASSETS | <u>186,458,467</u> | <u>185,599,062</u> |
| CURRENT LIABILITIES | | |
| Trade and other payables | 2,917,103 | 3,295,969 |
| Current portion of long term borrowings | 14,352 | 130,368 |
| Provisions | 2,413,161 | 2,417,923 |
| TOTAL CURRENT LIABILITIES | <u>5,344,616</u> | <u>5,844,261</u> |
| NON-CURRENT LIABILITIES | | |
| Long term borrowings | 549,315 | 549,315 |
| Provisions | 158,837 | 158,837 |
| TOTAL NON-CURRENT LIABILITIES | <u>708,153</u> | <u>708,153</u> |
| TOTAL LIABILITIES | <u>6,052,769</u> | <u>6,552,414</u> |
| NET ASSETS | <u>180,405,698</u> | <u>179,046,648</u> |
| EQUITY | | |
| Retained surplus | 30,475,327 | 29,209,215 |
| Reserves - cash backed | 7,049,951 | 6,957,012 |
| Revaluation surplus | 142,880,420 | 142,880,420 |
| TOTAL EQUITY | <u>180,405,698</u> | <u>179,046,648</u> |

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

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 May 2020

| Statement of Financial Position Detailed | 2019/2020 \$ | 2018/2019 \$ |
|---|-------------------|-------------------|
| CASH AND CASH EQUIVALENTS | | |
| Unrestricted | 4,292,962 | 3,031,343 |
| Restricted | 9,601,186 | 9,323,959 |
| | <u>13,894,148</u> | <u>12,355,302</u> |
| The following restrictions have been imposed by regulations or other externally imposed requirements: | | |
| Leave Reserve | 755,766 | 743,532 |
| Plant & Equipment Reserve | 403,298 | 396,298 |
| Community Facilities Reserve | 54,563 | 53,616 |
| Land & Building Infrastructure Reserve | 1,921,293 | 1,887,948 |
| Waste Management Reserve | 1,104,540 | 1,085,370 |
| Wind in the Willows Reserve | 49,058 | 48,206 |
| Aged Persons Reserve | 560,697 | 550,966 |
| Youth Development Reserve | 29,743 | 29,227 |
| Underground Power Reserve | 85,844 | 84,354 |
| Drainage Reserve | 147,294 | 144,737 |
| Tree Reserve | 163,553 | 160,660 |
| Bus Shelter Reserve | 21,621 | 21,300 |
| HACC Assets Replacement | 124,670 | 122,784 |
| Unspent Portion of Grants | 1,628,013 | 1,628,013 |
| Hyde Retirement Village Retention Bonds | 241,100 | 256,550 |
| Other Bonds & Deposits | 2,310,134 | 2,110,398 |
| | <u>9,601,186</u> | <u>9,323,959</u> |
| TRADE AND OTHER RECEIVABLES | | |
| Current | | |
| Rates Outstanding | 1,224,435 | 785,846 |
| Sundry Debtors - General | 1,174,266 | 86,436 |
| GST Receivable | (37,603) | 32,274 |
| Accrued Interest | - | 2,130 |
| Sundry Debtors - SSL | 23,766 | 23,766 |
| Long Service Leave Due from Other Councils | 80,650 | 80,650 |
| | <u>2,465,514</u> | <u>1,011,100</u> |
| Non-Current | | |
| Rates Outstanding - Pensioners | 325,082 | 325,083 |
| Loans - Clubs/Institutions | 182,661 | 205,160 |
| | <u>507,743</u> | <u>530,243</u> |
| Investments - Government House | <u>122,620</u> | <u>122,620</u> |
| Investments- EMRC | <u>8,386,081</u> | <u>8,386,081</u> |
| INVENTORIES | | |
| Current | | |
| Fuel and Materials | 22,299 | 17,076 |
| | <u>22,299</u> | <u>17,076</u> |

TOWN OF BASSEDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 May 2020

| Statement of Financial Position Detailed | 2019/2020 | 2018/2019 |
|---|-------------------|-------------------|
| PROPERTY, PLANT AND EQUIPMENT | \$ | \$ |
| Land and Buildings | | |
| - Independent Valuation 2017 - Level 2 | 36,381,646 | 36,381,646 |
| Buildings at: | | |
| - Independent Valuation 2017 - Level 3 | 26,275,930 | 26,275,930 |
| - Additions after valuation - cost | 481,822 | - |
| Less: accumulated depreciation | (8,731,934) | (8,276,412) |
| | 18,025,818 | 17,999,518 |
| Total Land and Buildings | 54,407,464 | 54,381,164 |
| Furniture and Equipment - Management Valuation 2016 | 165,239 | 165,239 |
| - Additions after valuation - cost | 495,743 | 281,276 |
| Less Accumulated Depreciation | (197,053) | (157,937) |
| Less Accumulated Depreciation | 463,929 | 288,578 |
| Plant and Equipment - Independent Valuation 2016 | | |
| - Independent Valuation 2016 - Level 2 | 1,898,330 | 1,898,330 |
| - Independent Valuation 2016 - Level 3 | 714,601 | 714,601 |
| - Additions after valuation - cost | 246,688 | 231,433 |
| Less Accumulated Depreciation | (1,653,271) | (1,580,331) |
| -Less Disposals after Valuation | (216,389) | (216,389) |
| | 989,959 | 1,047,644 |
| Art Works | | |
| - Management Valuation 2018 - Level 2 | 62,620 | 62,620 |
| | 62,620 | 62,620 |
| | 55,923,973 | 55,780,007 |

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 May 2020

| | 2019/2020 | 2018/2019 |
|---|---------------------|---------------------|
| | \$ | \$ |
| Statement of Financial Position Detailed | | |
| INFRASTRUCTURE | | |
| Roads - Independent Valuation 2017 | 84,599,586 | 84,599,586 |
| - Additions after valuation - cost | 284,743 | |
| Less Accumulated Depreciation | <u>(19,476,664)</u> | <u>(18,117,855)</u> |
| | 65,407,666 | 66,481,731 |
| | | |
| Footpaths - Independent Valuation 2017 | 10,332,111 | 10,332,111 |
| - Additions after valuation - cost | 32,201 | |
| Less Accumulated Depreciation | <u>(3,707,709)</u> | <u>(3,484,861)</u> |
| | 6,656,603 | 6,847,250 |
| | | |
| INFRASTRUCTURE | | |
| | | |
| Drainage - Independent Valuation 2017 | 40,475,300 | 40,475,300 |
| - Additions after valuation - cost | 20,905 | - |
| Less Accumulated Depreciation | <u>(18,611,843)</u> | <u>(18,065,759)</u> |
| | 21,884,362 | 22,409,541 |
| | | |
| Parks & Ovals - Independent Valuation 2018 | 18,392,206 | 18,392,206 |
| - Additions after valuation - cost | 85,969 | - |
| Less Accumulated Depreciation | <u>(7,290,717)</u> | <u>(6,734,096)</u> |
| | 11,187,458 | 11,658,110 |
| | <u>105,136,088</u> | <u>107,396,630</u> |
| | | |
| TRADE AND OTHER PAYABLES | | |
| Current | | |
| Sundry Creditors | 365,552 | 656,856 |
| Payroll Creditors | 317 | - |
| Accrued Interest on Debentures | - | 4,005 |
| Accrued Salaries and Wages | - | 268,160 |
| Bonds & Other Deposits | 2,310,134 | 2,110,398 |
| Hyde Retirement Village Bonds | 241,100 | 256,550 |
| | <u>2,917,103</u> | <u>3,295,969</u> |
| | | |
| LONG-TERM BORROWINGS | | |
| Secured by Floating Charge | | |
| Loan Liability - Current | <u>14,352</u> | <u>130,368</u> |
| | 14,352 | 130,368 |
| | | |
| Non-Current | | |
| Secured by Floating Charge | | |
| Loan Liability - Non Current | <u>549,315</u> | <u>549,315</u> |
| | 549,315 | 549,315 |

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 May 2020

| Statement of Financial Position Detailed | 2019/2020 | 2018/2019 |
|---|---------------------------|---------------------------|
| | \$ | \$ |
| PROVISIONS | | |
| Current | | |
| Provision for Annual Leave | 1,033,780 | 1,038,542 |
| Provision for Long Service Leave | 1,379,381 | 1,379,382 |
| | <u>2,413,161</u> | <u>2,417,923</u> |
| Non-Current | | |
| Provision for Long Service Leave | 158,837 | 158,837 |
| | <u>158,837</u> | <u>158,837</u> |
| RECONCILIATION | | |
| TOTAL CURRENT ASSETS | 16,381,961 | 13,383,480 |
| TOTAL NON CURRENT ASSETS | 170,076,506 | 172,215,582 |
| TOTAL ASSETS | <u>186,458,467</u> | <u>185,599,062</u> |
| TOTAL CURRENT LIABILITIES | 5,344,616 | 5,844,261 |
| TOTAL NON CURRENT LIABILITIES | 708,153 | 708,153 |
| TOTAL LIABILITIES | <u>6,052,769</u> | <u>6,552,414</u> |
| NET ASSETS | <u>180,405,698</u> | <u>179,046,648</u> |

**TOWN OF BASSENDEAN
STATEMENT OF CASH FLOWS**

| | 2019/20 Actual \$ | 2019/20 Budget \$ |
|---|----------------------------------|----------------------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Receipts: | | |
| Rates | 16,479,439 | 13,610,680 |
| Operating grants, subsidies and contributions | 2,938,531 | 2,711,074 |
| Fees and charges | 551,529 | 6,009,971 |
| Interest | 339,216 | 460,345 |
| Goods and services tax | 928,204 | 1,350,000 |
| Other revenue | 414,437 | 400,316 |
| | <u>21,651,356</u> | <u>24,542,386</u> |
| Payments: | | |
| Employee costs | (12,154,719) | (12,391,093) |
| Materials and contracts | (6,157,790) | (8,166,766) |
| Utility charges | (597,816) | (719,114) |
| Interest expenses | (36,197) | (44,688) |
| Insurance expenses | (474,331) | (452,413) |
| Goods and services tax | (823,419) | (900,000) |
| Other expenditure | (515,346) | (870,570) |
| | <u>(20,759,619)</u> | <u>(23,544,644)</u> |
| Net cash provided by (used in) operating activities | <u>891,738</u> | <u>997,742</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Receipts: | | |
| Non-operating grants, subsidies and contributions | 691,565 | 2,066,917 |
| Proceeds from sale of assets | 1,000,136 | 656,500 |
| Payments: | | |
| Payments for purchase of property, plant & equipment | (711,545) | (2,431,788) |
| Payments for construction of infrastructure | (423,819) | (3,673,163) |
| Net cash provided by (used in) investment activities | <u>556,338</u> | <u>(3,381,534)</u> |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Receipts: | | |
| Proceeds from self supporting loans | 22,500 | 23,766 |
| Transfer from Trust | 184,286 | 400,000 |
| Payments: | | |
| Repayment of debentures | (116,016) | (130,368) |
| Net cash provided by (used in) financing activities | <u>90,770</u> | <u>293,398</u> |
| Net increase (decrease) in cash held | 1,538,845 | (2,090,393) |
| Cash and cash equivalents at beginning of year | 12,355,302 | 12,377,774 |
| Cash and cash equivalents at the end of the year | <u>13,894,148</u> | <u>10,287,380</u> |

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

**TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE CASHFLOW**

NOTES TO THE CASH FLOW STATEMENT

(a) Reconciliation of Cash

For the purposes of the cash flow statement, cash includes cash on hand and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to related items in the balance sheet as follows:

| | 2019/20 Actual \$ | 2019/20 Budget \$ |
|---------------------------|----------------------------------|----------------------------------|
| Cash and Cash Equivalents | 13,894,148 | 10,287,380 |

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

| | | |
|---|----------------|----------------|
| Net Result | 358,915 | (1,100,264) |
| Depreciation | 3,251,940 | 3,505,012 |
| (Profit)/Loss on Sale of Asset | - | 8,319 |
| (Increase)/Decrease in Receivables | (1,815,278) | (60,000) |
| (Increase)/Decrease in Inventories | (5,223) | |
| Increase/(Decrease) in Payables & Accruals | (202,288) | 225,000 |
| Increase/(Decrease) in Employee Provisions | (4,762) | 50,000 |
| Grants/Contributions for the Development of Assets | (691,565) | (1,630,325) |
| Net Cash from Operating Activities | 891,738 | 997,742 |

TOWN OF BASSEDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2020

Note 1: 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 budget or greater than 10% or \$5000.

⊕ More Revenue OR Less Expenditure
⊖ Less Revenue OR More Expenditure

| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|--|-----------|--------|------|----------------------|---|
| Operating Revenue | \$ | % | | | |
| Governance | 3,145 | 9% | | | Within Variance Threshold |
| General Purpose Funding - Rates | 19,633 | 0.2% | | Permanent | Interim rating above budget |
| General Purpose Funding - Other | 209,239 | 24% | ⊕ | Permanent | Financial Assistance Grant received in advance offset by Investment interest under budget due to low interest rates |
| Law, Order and Public Safety | 2,374 | 2% | | | Within Variance Threshold |
| Health | 5,743 | 0% | | | Within Variance Threshold |
| Education and Welfare | (86,503) | (2%) | | Permanent | Child care fees under budget due to Government decision to provide free child care during COVID-19. |
| Community Amenities | (19,856) | (15%) | ⊖ | Timing | Town Planning fees tracking under the YTD budget |
| Recreation and Culture | (34,594) | (13%) | ⊖ | Permanent | SDFC-Licence Fees and namng rights waived and hall hire for leisure courses under budget due to COVID19 |
| Transport | 676 | 1% | | | Within Variance Threshold |
| Economic Services | 5,609 | 4% | | | Within Variance Threshold |
| Other Property and Services | 17,142 | 21% | ⊕ | Timing / Permanent | Private works income above budget and insurance reimbursements tracking above YTD budget |
| Operating Expense | \$ | % | | | |
| Governance | (62,882) | (7%) | | | Timing of expenditure |
| General Purpose Funding | 29,315 | 3% | | Timing | Expenditure tracking under budget |
| Law, Order and Public Safety | 49,826 | 8% | | Timing / Permanent | Savings in the Emergency Services Program budget/timing of pound expenses |
| Health | 296,277 | 10% | | Timing | Environmental projects/sanitation and household refuge under the YTD budget due to timing |
| Education and Welfare | 4,123 | 0% | | | Withing budget threshold |
| Community Amenities | 69,502 | 5% | | Timing | Community amenities maintenance, TPS4A and the local planning strategy under YTD budget |
| Recreation and Culture | 267,655 | 5% | | Timing / Permanent | Library costs and cultural projects under budget. Leisure programs and public events under budget due to COVID-19. |
| Transport | 346,119 | 6% | | Timing | Street Tree Planting Program and other projects under budget due to timing |
| Economic Services | 38,698 | 7% | | Timing | Building inspection fees suspended due to COVID-19 |
| Other Property and Services | 54,709 | 103% | ⊕ | Timing / Permanent | Timing of expenditure |
| Operating activities excluded from budget | | | | | |
| Depreciation | (39,203) | 1% | | Permanent | Within Variance Threshold/Depreciation tracking above budget |
| Adjust (Profit)/Loss on Asset Disposal | (8,998) | (100%) | | Timing | Timing of disposal of assets |
| Capital Revenues | | | | | |
| Grants, Subsidies and Contributions | 37,339 | 6% | | Permanent | Capital grant funding received above budget |
| Proceeds from Disposal of Assets | 1,000,136 | | ⊕ | | Proceeds from sale of Lot 5 (No. 246) Morley Drive East, Eden Hill |
| Capital Expenses | | | | | <i>Refer to Note 8 for Capital expenditure detail</i> |
| Land and Buildings | (46,978) | 9% | | Timing | Timing of projects/carryover to 20/21 |
| Infrastructure - Roads | (21,246) | 7% | | Timing | Timing of projects/In progress |
| Infrastructure - Footpaths | (7,799) | 19% | | Timing | Timing of projects/In progress |
| Infrastructure Assets - Other | (105,616) | 55% | | Timing | Timing of projects/carryover to 20/21 |
| Infrastructure Assets - Drainage | (42,636) | 67% | | Timing | Carryover to 20/21 |
| Plant and Equipment | (22,720) | 60% | | Timing | Timing/In progress |
| Furniture and Equipment | (191,133) | 47% | | Timing | Timing of projects/carryover to 20/21 |
| Financing | | | | | |
| Self-Supporting Loan Principal | 0 | 0% | | | Within Variance Threshold |
| Transfer from Reserves | 0 | | | | Within Variance Threshold/Transfers from reserve to fund capital projects still to occur |
| Repayment of Debentures | 0 | 0% | | | Within Variance Threshold |
| Transfer to Reserves | 0 | 0% | | | Within Variance Threshold/Transfers to reserve still to occur |
| Opening Funding Surplus(Deficit) | 0 | 0% | | | Within Variance Threshold |

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

| Note 2: Rating Information | Rate in | Number of Properties | Rateable Value | YTD Actual | | | | Amended Budget | | | |
|----------------------------------|---------|----------------------|--------------------|-------------------|---------------|---------------|-------------------|-------------------|---------------|---------------|-------------------|
| | | | | Rate Revenue | Interim Rates | Back Rates | Total Revenue | Rate Revenue | Interim Rate | Back Rate | Total Revenue |
| RATE TYPE | \$ | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| General Rate | 7.3020 | 5,962 | 162,036,773 | 11,625,473 | 65,246 | 12,614 | 11,703,333 | 11,909,496 | 50,000 | 12,614 | 11,972,110 |
| Sub-Totals | | 5,962 | 162,036,773 | 11,625,473 | 65,246 | 12,614 | 11,703,333 | 11,909,496 | 50,000 | 12,614 | 11,972,110 |
| Minimum Payment | | | | | | | | | | | |
| Minimum Rate | 1,106 | 1,300 | 17,972,511 | 1,399,111 | - | - | 1,399,111 | 1,399,111 | - | - | 1,399,111 |
| Sub-Totals | | 1,300 | 17,972,511 | 1,399,111 | - | - | 1,399,111 | 1,399,111 | - | - | 1,399,111 |
| Amount from General Rates | | 7,262 | 180,009,284 | 13,024,584 | 65,246 | 12,614 | 13,102,443 | 13,308,607 | 50,000 | 12,614 | 13,371,221 |
| Totals | | | | | | | 13,102,443 | | | | 13,371,221 |

Comments - Rating Information

To meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

The Rates for 2019/20 were issued on the 6th September 2019. The due date for the payment of rates is October 11th 2019, unless the option to pay by instalments is taken. Rates instalments are subject to an instalment fee of \$36 and 5.5% interest. Instalment dates for 2019/20 are:
 1st: 11 October 2019
 2nd: 13 December 2019
 3rd: 14 February 2020
 4th: 17 April 2020

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Attachments Page 137

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

| | Last Years Actual Closing | Current |
|---|--------------------------------------|--------------------|
| | 30 June 2019 | 31 May 2020 |
| | \$ | \$ |
| Current Assets | | |
| Cash Unrestricted | 3,031,342 | 5,794,762 |
| Cash Restricted | 6,957,012 | 7,049,951 |
| Restricted Cash - Trust | 2,366,948 | 1,049,434 |
| Rates Outstanding | 785,846 | 1,224,435 |
| Sundry Debtors | 190,852 | 1,278,682 |
| GST Receivable | 32,274 | (37,603) |
| Accrued Interest | 2,130 | - |
| Inventories | 17,076 | 22,299 |
| | 13,383,480 | 16,381,961 |
| Less: Current Liabilities | | |
| Sundry Creditors | (656,856) | (365,552) |
| Accrued Interest on Debentures | (4,005) | - |
| Accrued Salaries and Wages | (268,160) | - |
| Hyde Retirement Village Bonds | (256,550) | (241,100) |
| Bonds and Other Deposits | (2,110,398) | (2,310,134) |
| Current Employee Provisions | (2,417,924) | (2,413,161) |
| | (5,713,893) | (5,330,264) |
| Net Current Assets | 7,669,587 | 11,051,697 |
| Less: Cash Reserves | (6,957,012) | (7,049,951) |
| Less: SSL Borrowings Repayments | (23,766) | (23,766) |
| Plus : Liabilities funded by Cash Backed Reserves | 743,532 | 755,766 |
| Net Current Funding Position | 1,432,345 | 4,733,751 |

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 4 : Information on Borrowings

(a) Debenture Repayments

| Particulars | 01 Jul 2019 | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|---|-------------|----------------------|---------------|-----------------------|---------|---------------------|---------------|
| | | Actual | Annual Budget | Actual | Budget | Actual | Annual Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ |
| Recreation and Culture | | | | | | | |
| Loan 156 - Civic Centre Redevelopment | 38,133 | 38,133 | 38,133 | 0 | - | 1,018 | 5,425 |
| Loan 160A - Civic Centre Redevelopment | 291,410 | 38,030 | 51,115 | 253,380 | 240,295 | 13,048 | 20,475 |
| Loan 160B- Civic Centre Redevelopment | 121,214 | 17,355 | 17,355 | 103,859 | 103,859 | 5,494 | 7,786 |
| Self Supporting Loans-Governance | | | | | | | |
| Loan 157 - Ashfield Soccer Club | 11,408 | 4,857 | 6,123 | 6,551 | 5,285 | 449 | 845 |
| Loan 162 - TADWA | 217,518 | 17,643 | 17,643 | 199,875 | 199,875 | 12,184 | 15,158 |
| | 679,683 | 116,016 | 130,368 | 563,667 | 549,314 | 32,192 | 49,688 |

(b) New Debentures

The Town does not propose to raise any debt through the issue of debenture this financial year

(c) Unspent Debentures

The Town has no unspent debentures.

(d) Overdraft

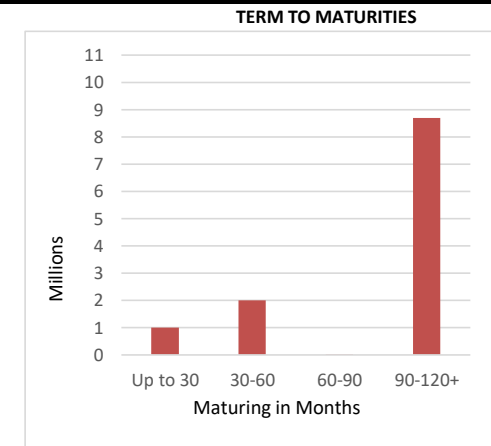
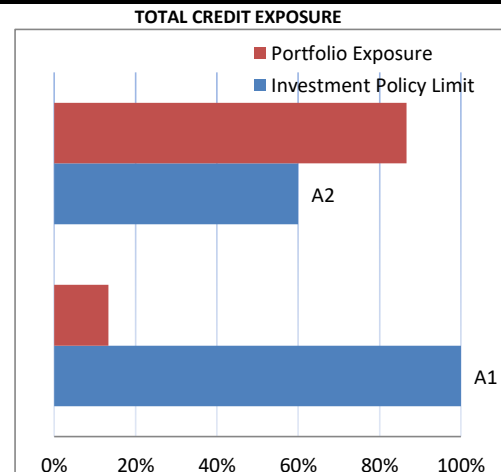
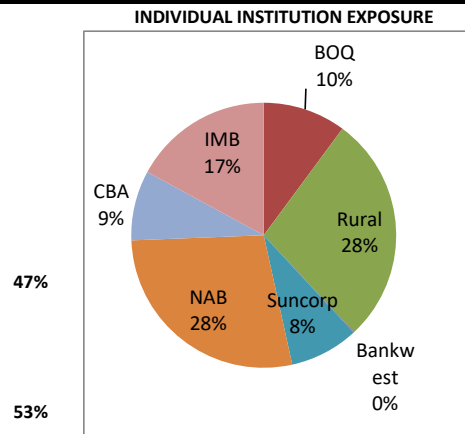
It is anticipated that this facility will not be required in the 2019/20 Financial Period.

Town of Bassendean
 Monthly Investment Report
 For the Period Ended 31 May 2020

Note 5 : CASH INVESTMENTS

| Deposit Ref | Deposit Date | Maturity Date | S & P Rating | Institution | Term (Days) | Rate of Interest | Amount Invested (Days) | | | | Expected Interest | |
|---|--------------|---------------|--------------|-------------|-------------|------------------|------------------------|---------------------|-----------------|---------------------|----------------------|------------------|
| | | | | | | | Up to 30 | 30-60 | 60-90 | 90-120+ | | |
| Municipal | | | | | | | | | | | | |
| 51821 | 28/04/2020 | 9/06/2020 | A2 | IMB | 42 | 0.75% | - | 1,000,000.00 | - | - | 1,000,000.00 | 863.01 |
| 51942 | 12/05/2020 | 11/06/2020 | A2 | IMB | 30 | 0.50% | - | 1,000,000.00 | - | - | 1,000,000.00 | 410.96 |
| Restricted - Bonds and Deposits: | | | | | | | | | | | | |
| 255251 | 30/04/2020 | 30/07/2020 | A2 | BOQ | 91 | 1.30% | - | - | - | 400,000.00 | 400,000.00 | 1,296.44 |
| 14-347-0843 | 26/05/2020 | 24/08/2020 | A1 | NAB | 90 | 0.92% | - | - | - | 1,000,000.00 | 1,000,000.00 | 2,268.50 |
| 3369338 | 26/05/2020 | 24/08/2020 | A2 | Rural | 90 | 0.95% | - | - | - | 500,000.00 | 500,000.00 | 1,171.23 |
| Reserve | | | | | | | | | | | | |
| 255252 | 30/04/2020 | 30/07/2020 | A2 | BOQ | 91 | 1.30% | - | - | - | 786,371.17 | 786,371.17 | 2,548.70 |
| 14-526-5771 | 26/05/2020 | 24/08/2020 | A1 | NAB | 90 | 0.92% | - | - | - | 2,260,189.03 | 2,260,189.03 | 5,127.23 |
| 164115 | 26/05/2020 | 25/06/2020 | A1 | CBA | 30 | 0.50% | 1,000,000.00 | - | - | - | 1,000,000.00 | 410.96 |
| 4199662 | 16/04/2020 | 13/10/2020 | A1 | Suncorp | 180 | 1.40% | - | - | - | 985,957.77 | 985,957.77 | 6,807.16 |
| 3367236 | 22/05/2020 | 20/08/2020 | A2 | Rural | 90 | 1.05% | - | - | - | 2,017,433.50 | 2,017,433.50 | 5,223.22 |
| | | | | | | | 1,000,000.00 | - | - | 6,049,951.47 | 7,049,951.47 | 20,117.28 |
| Trust | | | | | | | | | | | | |
| 089-062126-4 | 27/04/2020 | 29/06/2020 | A1 | Bankwest | 63 | 0.65% | - | - | 8,464.60 | - | 8,464.60 | 9.50 |
| 3367243 | 22/05/2020 | 20/08/2020 | A2 | Rural | 90 | 1.05% | - | - | - | 739,975.93 | 739,975.93 | 1,915.83 |
| | | | | | | | - | - | 8,464.60 | 739,975.93 | 748,440.53 | 1,925.32 |
| Total | | | | | | | 1,000,000.00 | 2,000,000.00 | 8,464.60 | 8,689,927.40 | 11,698,392.00 | 28,052.75 |

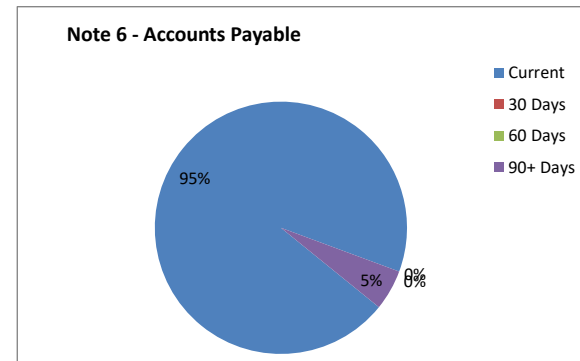
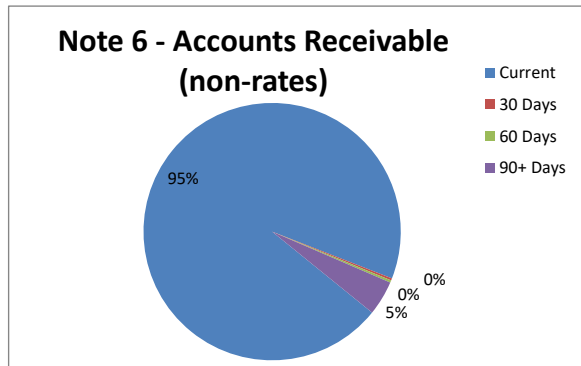
| ENVIRONMENTAL COMMITMENT | |
|------------------------------------|----------------------|
| Depositing Institution | Value Invested |
| Fossil Fuel Lending ADI | |
| BOQ | 1,186,371.17 |
| CBA | 1,000,000.00 |
| NAB | 3,260,189.03 |
| Bankwest | \$8,464.60 |
| | 5,455,024.80 |
| Non Fossil Fuel Lending ADI | |
| Rural | 3,257,409.43 |
| IMB | 2,000,000.00 |
| Suncorp | 985,957.77 |
| | 6,243,367.20 |
| Total Funds | 11,698,392.00 |



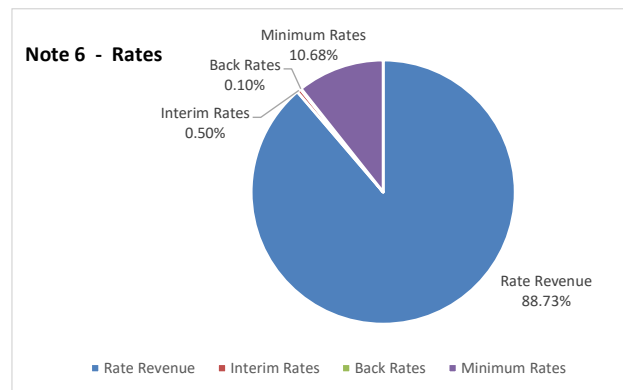
Note 6: Receivables and Payables

| Receivables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|-----------|---------|---------|----------|------------------|
| | \$ | \$ | \$ | \$ | \$ |
| Receivables - General | 1,105,867 | 3,130 | 3,379 | 50,616 | 1,162,992 |
| Balance per Trial Balance | | | | | |
| Sundry Debtors | | | | | 1,162,992 |
| Total Receivables General Outstanding | | | | | 1,162,992 |

| Payables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ |
| Payables - General | 338,491 | 0 | 0 | 18,550 | 357,040 |
| Balance per Trial Balance | | | | | |
| Sundry Creditors | | | | | 357,040 |
| Total Payables General Outstanding | | | | | 357,040 |



Comments/Notes - Receivables General
 The above amounts included GST where applicable.



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

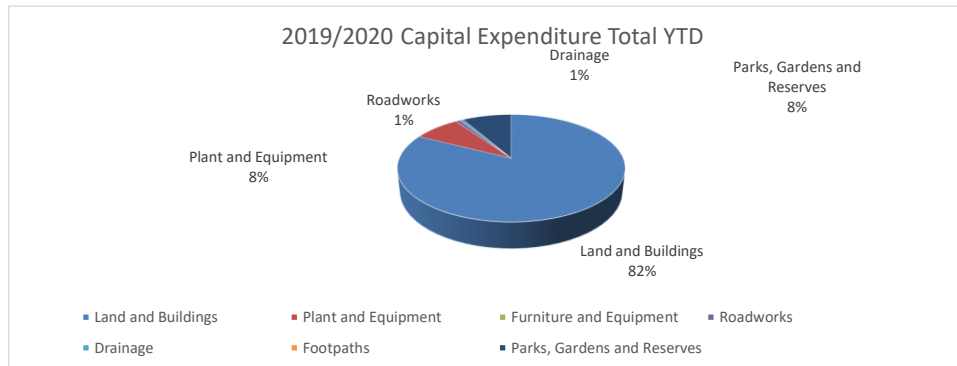
Note 7: Cash Backed Reserves

| Name | Opening Balance | Original Annual Budget Transfers In (+) Including Interest | Original Annual Budget Transfers Out (-) | Original Annual Budget Closing Balance | Amended Annual Budget Transfers In (+) Including Interest | Amended Annual Budget Transfers Out (-) | Amended Annual Budget Closing Balance | Actual Transfers Including Interest (+) | Actual Transfers Out (-) | Actual YTD Closing Balance |
|---|--------------------|---|--|--|--|--|---|---|-----------------------------------|----------------------------------|
| | \$ | \$ | \$ | \$ | | | | \$ | \$ | \$ |
| Plant And Equipment Reserve | 396,298 | 7,926 | (50,000) | 354,224 | 7,926 | (30,235) | 373,989 | 6,999 | - | 403,298 |
| Community Facilities Reserve | 53,617 | 1,072 | - | 54,689 | 1,072 | - | 54,689 | 947 | - | 54,563 |
| Land And Buildings Infrastructure Reserve | 1,887,948 | 681,841 | (1,263,500) | 1,306,289 | 681,841 | (1,263,500) | 1,306,289 | 33,345 | - | 1,921,293 |
| Waste Management Reserve | 1,085,370 | 21,707 | (617,578) | 489,499 | 21,707 | (617,578) | 489,499 | 19,170 | - | 1,104,540 |
| Wind In The Willows Child Care Reserve | 48,206 | 964 | (35,000) | 14,170 | 964 | (35,000) | 14,170 | 851 | - | 49,058 |
| Aged Persons Reserve | 507,423 | 10,148 | - | 517,571 | 10,148 | - | 517,571 | 9,731 | - | 560,697 |
| Youth Development Reserve | 29,229 | 50,585 | - | 79,814 | 50,585 | - | 79,814 | 516 | - | 29,743 |
| Underground Power Reserve | 84,354 | 1,687 | - | 86,041 | 1,687 | - | 86,041 | 1,490 | - | 85,844 |
| Employee Entitlements Reserve | 743,532 | 14,871 | (345,923) | 412,480 | 14,871 | (523,831) | 234,572 | 12,234 | - | 755,766 |
| Drainage Infrastructure Reserve | 144,737 | 2,895 | (63,541) | 84,091 | 2,895 | (63,541) | 84,091 | 2,556 | - | 147,294 |
| Hacc Asset Replacement Reserve | 133,214 | 2,664 | (5,000) | 130,878 | 2,664 | (5,000) | 130,878 | 1,886 | - | 124,670 |
| Unspent Grants Reserve | 1,597,552 | 50,000 | (1,115,000) | 532,552 | 50,000 | (1,115,000) | 532,552 | - | - | 1,628,013 |
| Street Tree Reserve | 176,163 | 103,523 | (176,163) | 103,523 | 103,523 | (176,163) | 103,523 | 2,893 | - | 163,553 |
| Bus Shelter Reserve | 21,300 | 426 | - | 21,726 | 426 | - | 21,726 | 321 | - | 21,621 |
| Information Technology Reserve | - | 200,000 | - | 200,000 | 200,000 | - | 200,000 | - | - | - |
| Future Projects Reserve | - | 1,000,000 | - | 1,000,000 | 517,708 | - | 517,708 | - | - | - |
| | 6,908,943 | 2,150,310 | (3,671,705) | 5,387,548 | 1,668,018 | (3,829,848) | 4,747,113 | 92,939 | - | 7,049,951 |

Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 8: Capital Works Program

| Assets | Budget | | | YTD Actual | | 2019/2020 Capital Expenditure Total YTD | Purchase Order Value | YTD Variance Budget to Actual |
|-----------------------------|---------------------|---------------------|---------------------|-------------------|-------------------|---|----------------------|-------------------------------|
| | Annual Budget | Amended Budget | YTD Budget | New/ Upgrade | Renewal | | | |
| Land and Buildings | \$ 1,748,710 | \$ 1,903,037 | \$ 528,800 | \$ 397,775 | \$ 84,047 | \$ 481,822 | \$ 11,726 | \$ (46,978) |
| Plant and Equipment | \$ 53,500 | \$ 37,975 | \$ 37,975 | \$ - | \$ 15,255 | \$ 15,255 | \$ 22,720 | \$ (22,720) |
| Furniture and Equipment | \$ 629,578 | \$ 617,578 | \$ 405,600 | \$ 214,467 | \$ - | \$ 214,467 | \$ 459,531 | \$ (191,133) |
| Roadworks | \$ 2,254,002 | \$ 1,880,804 | \$ 305,989 | \$ - | \$ 284,743 | \$ 284,743 | \$ 4,590 | \$ (21,246) |
| Drainage | \$ 63,541 | \$ 63,541 | \$ 63,541 | \$ 20,905 | \$ - | \$ 20,905 | \$ 49,225 | \$ (42,636) |
| Footpaths | \$ 50,000 | \$ 50,000 | \$ 40,000 | \$ - | \$ 32,201 | \$ 32,201 | \$ 13,745 | \$ (7,799) |
| Parks, Gardens and Reserves | \$ 1,305,620 | \$ 1,391,045 | \$ 201,585 | \$ 50,560 | \$ 35,409 | \$ 85,969 | \$ 23,930 | \$ (115,616) |
| | \$ 6,104,951 | \$ 5,943,980 | \$ 1,583,490 | \$ 683,708 | \$ 451,656 | \$ 1,135,363 | \$ 585,467 | \$ (448,127) |



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 9: Budget Amendments

| GL Account Code | Description | Current Budget | Amended Budget | Budget Movement | Reason |
|---------------------------------|--------------------------------------|----------------|----------------|-----------------|--|
| OCM - April 2020 | | | | | |
| 122015 | Income - Sport & Rec - Capital Grant | \$ (1,013,700) | \$ (1,169,600) | \$ (155,900) | Grant funding from Gaming and Community Trust and Stronger Communities Grant Program for the Men's Shed fit- |
| AB1911 | Men's Shed - Fitout | \$ - | \$ 155,900 | \$ 155,900 | out Fitout of the Men's Shed |
| NET CHANGE IN AMENDMENTS | | | | \$ - | NIL CHANGE TO SURPLUS |

Note 10: Disposal of Assets

| Asset Class | Original Annual Budget | | | | Amended Annual Budget | | | | YTD Actual | | | |
|---------------------------|------------------------|----------------|--------------|----------------|-----------------------|----------------|----------|----------------|----------------|------------------|----------|----------|
| | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| Plant & Equipment | 14,819 | 6,500 | 1,500 | (9,819) | 14,819 | 7,740 | - | (9,819) | - | - | - | - |
| Land | 650,000 | 650,000 | - | - | 650,000 | 650,000 | - | - | - | 1,000,136 | - | - |
| | 664,819 | 656,500 | 1,500 | (9,819) | 664,819 | 657,740 | - | (9,819) | - | 1,000,136 | - | - |
| Program | | | | | | | | | | | | |
| Community Amenities | 650,000 | 650,000 | - | - | 650,000 | 650,000 | - | - | - | 1,000,136 | - | - |
| Other Property & Services | 14,819 | 6,500 | 1,500 | (9,819) | 14,819 | 6,500 | - | (9,819) | - | - | - | - |
| | 664,819 | 656,500 | 1,500 | (9,819) | 664,819 | 656,500 | - | (9,819) | - | 1,000,136 | - | - |

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 11: Trust, Bonds and Deposits

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

| Description | Opening Balance 1/07/2019 | Amount Received | Amount Paid | Closing Balance 31/05/2020 |
|---------------------------------------|------------------------------|--------------------|----------------|-------------------------------|
| | \$ | \$ | \$ | \$ |
| Public Open Space | 728,410 | 11,566 | - | 739,976 |
| Total Uncontrolled Trust Funds | 728,410 | 11,566 | - | 739,976 |

Bonds and Deposits held at balance date over which the Town has control are as follows:

| Description | Opening Balance 1/07/2019 | Amount Received | Amount Paid | Closing Balance 31/05/2020 |
|---|------------------------------|--------------------|------------------|-------------------------------|
| Hyde Retirement Village Retention Bonds | 256,550 | 4,000 | (19,450) | 241,100 |
| <u>Other Bonds and Deposits</u> | | | | |
| Sundry | 323,572 | 69,664 | (14,080) | 379,156 |
| Securities | 933,053 | 436,068 | (212,017) | 1,157,103 |
| Hall Hire Bonds | 32,311 | 23,900 | (27,150) | 29,061 |
| Crossover Deposits | 108,675 | - | - | 108,675 |
| Landscaping Bonds | 685,264 | 81,872 | (160,661) | 606,475 |
| Stormwater Deposits | 26,456 | 5,000 | (2,860) | 28,596 |
| Lyneham Hostel Residents Trust-T614 | 1,050 | - | - | 1,050 |
| Iveson Hostel Residents Trust-T614 | 18 | - | - | 18 |
| Total Other Bonds and Deposits | 2,110,398 | 616,504 | (416,768) | 2,310,134 |
| Total Controlled Trust Funds | 2,366,948 | 620,504 | (436,218) | 2,551,234 |

ATTACHMENT NO. 11

**LIST OF PAYMENTS
FOR PERIOD
ENDED 31st MAY 2020**

*Any questions relating to the List of Payments, please raise with Paul White,
Director Corporate Services, prior to Briefing Session.*

SUMMARY OF SCHEDULE OF ACCOUNTS

| FUND | VOUCHERS | AMOUNT \$ |
|--|---------------|----------------|
| MUNICIPAL / TRUST | | |
| EFT and Direct Debits 01-31 May 2020 | 40854 – 41050 | 2,225,510.38 |
| TRUST FUND | | |
| Cheques Commonwealth 6100-1015-9136 | 0 | 0.00 |
| MUNICIPAL BANK | | |
| Cheques Commonwealth 6100-1015-9128 | 86204 – 86205 | 499.00 |
| | | \$2,226,009.38 |
| | | \$2,226,009.38 |

DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 23rd June 2020. The List of Payments has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.

DIRECTOR CORPORATE SERVICES

1st May 2020
to
31st May 2020

| Chq/EFT | Date | Name | Amount |
|----------|------------|---|------------|
| EFT40854 | 13/05/2020 | AUSTRALIAN SERVICES UNION | -155.40 |
| EFT40855 | 13/05/2020 | AUSTRALIAN TAX OFFICE (PAYG) | -97,018.00 |
| EFT40856 | 13/05/2020 | CHILD SUPPORT AGENCY | -253.97 |
| EFT40857 | 13/05/2020 | LGRCEU | -41.00 |
| EFT40858 | 13/05/2020 | TOWN OF BASSENDEAN PAYROLL DEDUCTIONS | -577.00 |
| EFT40859 | 13/05/2020 | CYD JOHNSTON / BECKETT | -19,200.00 |
| EFT40860 | 13/05/2020 | DALE ALCOCK HOMES PTY LTD | -3,768.00 |
| EFT40861 | 13/05/2020 | JACQUELINE O'HARA | -2,768.00 |
| EFT40862 | 13/05/2020 | A. M BOLTS & NUTS | -44.18 |
| EFT40863 | 13/05/2020 | ALANA PORTACIO | -200.00 |
| EFT40864 | 13/05/2020 | AXIIS CONTRACTING | -2,468.95 |
| EFT40865 | 13/05/2020 | BANK OF QUEENSLAND FINANCE (AUST) LIMITED | -2,247.43 |
| EFT40866 | 13/05/2020 | BCITF | -3,593.48 |
| EFT40867 | 13/05/2020 | BEAVER TREE SERVICES | -40,661.28 |
| EFT40868 | 13/05/2020 | BRINDA OLDKOWSKI | -40.00 |
| EFT40869 | 13/05/2020 | CHRISTIAN BUTTLE | -3,487.00 |
| EFT40870 | 13/05/2020 | CHRISTOPHER DELANEY | -150.00 |
| EFT40871 | 13/05/2020 | COLES SUPERMARKETS AUSTRALIA | -1,354.24 |
| EFT40872 | 13/05/2020 | DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY | -5,680.70 |
| EFT40873 | 13/05/2020 | DIAL A NAPPY (BUSICLEAN) | -1,069.20 |
| EFT40874 | 13/05/2020 | DRAINFLOW SERVICES PTY LTD | -7,867.20 |
| EFT40875 | 13/05/2020 | EASIFLEET | -2,598.68 |
| EFT40876 | 13/05/2020 | EASTERN METROPOLITAN REGIONAL COUNCIL | -93,526.96 |
| EFT40877 | 13/05/2020 | GINO'S ALL ROUND HANDYMAN SERVICE | -1,212.50 |
| EFT40878 | 13/05/2020 | GREENGATES GARDENING SERVICES | -50.00 |
| EFT40879 | 13/05/2020 | HATCHET PTY LTD ATF DM TRUST | -2,231.00 |
| EFT40880 | 13/05/2020 | HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD | -9,195.33 |
| EFT40881 | 13/05/2020 | INTELIFE GROUP LIMITED | -35,378.85 |
| EFT40882 | 13/05/2020 | J SWIFT MAINTENANCE | -5,678.00 |
| EFT40883 | 13/05/2020 | JEFFREY SOMES | -168.98 |
| | | | 0 |

1st May 2020
to
31st May 2020

| Chq/EFT | Date | Name | Description | Amount |
|----------|------------|---|--|-------------|
| EFT40884 | 13/05/2020 | JSM CONSTRUCTION WA | Various Sites -Building Maintenance Work | -5,965.30 |
| EFT40885 | 13/05/2020 | KATIE ALLAN | Council Crossover Contribution | -442.50 |
| EFT40886 | 13/05/2020 | KLEENIT PTY LTD | Various Sites Footpath Repairs | -4,040.85 |
| EFT40887 | 13/05/2020 | M P & H J HAYES | Council Crossover Contribution | -442.50 |
| EFT40888 | 13/05/2020 | MARIA BACIGALUPO-ROSE | Refund - Relax Program - Metafit Term 1 | -80.00 |
| EFT40889 | 13/05/2020 | SARA KNOX | Refund - Development Application | -147.00 |
| EFT40890 | 13/05/2020 | TIM DAYMAN | Culture & Rec - Subscription - Canv A | -167.88 |
| EFT40891 | 13/05/2020 | M P ROGERS & ASSOCIATES PTY LTD | Various Jetties - Structure Assessment & Upgrade Report | -18,389.02 |
| EFT40892 | 13/05/2020 | MASTEC AUSTRALIA PTY LTD | Fogo Lime Green Lidded Bins - Deposit | -158,071.97 |
| EFT40893 | 13/05/2020 | MCL COMMERCIAL SERVICES | Various Sites - Mowing | -6,900.00 |
| EFT40894 | 13/05/2020 | MT LAWLEY MILK | Milk Supplies - 35, 46 & 48 Old Perth Road & Depot | -119.00 |
| EFT40895 | 13/05/2020 | NATURE PLAY SOLUTIONS | Sandy Beach - Design Documentation | -187.37 |
| EFT40896 | 13/05/2020 | NORTH LAKE ELECTRICAL PTY LTD | Various Sites - Electrical Repairs & Maintenance | -10,551.42 |
| EFT40897 | 13/05/2020 | NUTRIEN AG SOLUTIONS LIMITED | Various Sites - Application Of The Herbicide Roundup | -617.23 |
| EFT40898 | 13/05/2020 | PLASTIC FREE FOUNDATION LTD | Plastic Free Challenge Council - 2 Year Membership | -6,600.00 |
| EFT40899 | 13/05/2020 | SHOFER PTY LTD | Seniors - Transport For Clients - April 2020 | -580.82 |
| EFT40900 | 13/05/2020 | SURESHANK PTY LTD | Children Services - Plant Maintenance | -88.00 |
| EFT40901 | 13/05/2020 | SYNERGY | Various Sites Synergy Account - Electricity Supply Charges | -28,855.34 |
| EFT40902 | 13/05/2020 | TOTALLY WORKWEAR MIDLAND | Depot - Uniforms & Safety Gear | -269.42 |
| EFT40903 | 13/05/2020 | UNITED PETROEUM PTY LTD | Depot - Fuel Supplies | -8,108.35 |
| EFT40904 | 13/05/2020 | VENUS PLUMBING | Various Sites - Plumbing Repairs | -1,743.94 |
| EFT40905 | 13/05/2020 | W & M ELLISS | Depot - Minor Consumable Tools And Equipment | -152.90 |
| EFT40906 | 13/05/2020 | WATER2WATER PTY LTD | Water Dispenser Rental Maintenance Agreement | -99.00 |
| EFT40907 | 13/05/2020 | WEST TIP WASTE CONTROL PTY LTD | Depot - Greenwaste Skip Bin Charge | -278.50 |
| EFT40908 | 13/05/2020 | ZIRCODATA PTY LTD | Records - Document Bin Rental & Storage Fees - April 2020 | 285.44 |
| EFT40909 | 15/05/2020 | RUTH LILLY-ANN REGAN | Rates Refund | -479.00 |
| EFT40910 | 15/05/2020 | TAMARA & BYRON SPARG | Rates Refund | -273.79 |
| EFT40911 | 15/05/2020 | WESTERN AUSTRALIAN TREASURY CORPORATION | Loan No. 162 - Tadwa - Self Supporting Loan | -7,918.44 |
| EFT40912 | 26/05/2020 | AUSTRALIAN SERVICES UNION | Payroll Deductions | 655.40 |
| EFT40913 | 26/05/2020 | AUSTRALIAN TAX OFFICE (PAYG) | Payroll Deductions | -100,872.00 |

1st May 2020
to
31st May 2020

| Chq/EFT | Date | Name | Description | Amount |
|----------|------------|---|---|------------|
| EFT40914 | 26/05/2020 | CHILD SUPPORT AGENCY | Payroll Deductions | -253.97 |
| EFT40915 | 26/05/2020 | LGRCEU | Payroll Deductions | -41.00 |
| EFT40916 | 26/05/2020 | TOWN OF BASSENDEAN PAYROLL DEDUCTIONS | Payroll Deductions | -502.00 |
| EFT40917 | 27/05/2020 | PEEL RESOURCE RECOVERY | Security Bond Refund | -2,805.00 |
| EFT40918 | 27/05/2020 | SSB PTY LTD | Security Bond Refund | -2,768.00 |
| EFT40919 | 27/05/2020 | WESTVIEW BUILDERS WA PTY LTD | Security Bond Refund | -2,805.00 |
| EFT40920 | 27/05/2020 | ACTION GLASS AND ALUMINIUM | Various Sites - Window Replacement | -736.45 |
| EFT40921 | 27/05/2020 | AHA ! CONSULTING | Staff Training - Engagement De-Brief/Lessons Learnt Workshops | -2,722.50 |
| EFT40922 | 27/05/2020 | ALLOY & STAINLESS PRODUCTS PTY LTD | Depot - Fleet Vehicle - Parts | -709.38 |
| EFT40923 | 27/05/2020 | AMAZING BRICK PAVING | Various Sites - Repair Verge And Walkway Brick Paving | -1,312.00 |
| EFT40924 | 27/05/2020 | ANTONIO PROSPERO | Rates Refund | -946.76 |
| EFT40925 | 27/05/2020 | ARBORWEST TREE FARM | Various Street Garden Sites - New Trees | -8,063.00 |
| EFT40926 | 27/05/2020 | ARTEIL (WA) PTY LTD | Office Furniture - New - Desk Chairs | -456.50 |
| EFT40927 | 27/05/2020 | ASHFIELD COMMUNITY CHEMIST | Seniors - Client - Pharmaceutical Supplies | -185.00 |
| EFT40928 | 27/05/2020 | ASSET INFRASTRUCTURE MANAGEMENT | Consulting Fee - Asset Management | -3,786.75 |
| EFT40929 | 27/05/2020 | AUSTRALIA POST | Various Business Units - Postal Charges - April 2020 | -4,692.09 |
| EFT40930 | 27/05/2020 | AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD | Various Sites - Air Conditioning Repairs & Maintenance | -900.54 |
| EFT40931 | 27/05/2020 | AXIIS CONTRACTING | Various Sites - Crossover And Footpath Maintenance & Construction | -17,550.50 |
| EFT40932 | 27/05/2020 | B&A SMASH REPAIRS | Fleet Vehicle - Repairs | -1,327.26 |
| EFT40933 | 27/05/2020 | BASSENDEAN BOWLING CLUB INC | Basseandean Bowling Club - New Vinyl To Bar Area | -1,276.00 |
| EFT40934 | 27/05/2020 | BASSENDEAN NEWSAGENCY | Library - Subscriptions - April 2020 | -76.71 |
| EFT40935 | 27/05/2020 | BASSENDEAN STATE EMERGENCY SERVICES | E S L Operating Grant 2019/2020 - Second & Third Quarter | -23,061.50 |
| EFT40936 | 27/05/2020 | BASSENDEAN WELLNESS CLINIC | Seniors - Client - Podiatry Home Visit | -90.00 |
| EFT40937 | 27/05/2020 | BAYSWATER SHARPENING SERVICE | Depot - Various Tools - Sharpen Blades | -231.00 |
| EFT40938 | 27/05/2020 | BEAVER TREE SERVICES | Various Sites - Street Tree Pruning | -66,632.50 |
| EFT40939 | 27/05/2020 | BOC LIMITED | Depot - Bottled Gas Supplies & Equipment | 384.31 |
| EFT40940 | 27/05/2020 | BUDGET PEST CONTROL | Various Sites - Termite Inspections And Treatments | -276.00 |
| EFT40941 | 27/05/2020 | BUNNINGS GROUP LIMITED | Various Sites - Maintenance Supplies And Equipment | -1,940.08 |
| EFT40942 | 27/05/2020 | C.E. NICHOLLS & SON PTY LTD | Swimming Pool Inspection Fees - November To April 2020 | -4,806.50 |
| EFT40943 | 27/05/2020 | CABCHARGE AUSTRALIA LIMITED | Seniors - Transport For Clients - April 2020 | 56.12 |

1st May 2020
to
31st May 2020

| Chq/EFT | Date | Name | Description | Amount |
|----------|------------|---|--|------------|
| EFT40944 | 27/05/2020 | CAPITAL RECYCLING | Depot - Roadbase And Drain Rubbish Screening | -14,159.77 |
| EFT40945 | 27/05/2020 | CASA SECURITY PTY LTD | Various Sites - Security Alarm Repairs And Monitoring | -1,870.00 |
| EFT40946 | 27/05/2020 | CITY OF SOUTH PERTH | Ranger Services - Pound Fees - April 2020 | -302.94 |
| EFT40947 | 27/05/2020 | GABRIELLE SCHUMACHER | Refund Relax Program | -50.00 |
| EFT40948 | 27/05/2020 | LEO BACIGALUPO-ROSE | Ryde Program - Refund Ryde Credits | -60.00 |
| EFT40949 | 28/05/2020 | CLEANAWAY (TOX FREE) | Depot - Collection Illegally Dumped Rubbish | -1,126.84 |
| EFT40950 | 28/05/2020 | COLES SUPERMARKETS AUSTRALIA | Various Business Units - Groceries Supplies | -704.47 |
| EFT40951 | 28/05/2020 | COMPLETE CORPORATE HEALTH - ASCOT | Various Business Units - Recruitment - Pre Employment Check | -198.00 |
| EFT40952 | 28/05/2020 | CREATING COMMUNITIES AUSTRALIA PTY LTD | Consultancy Fees - Strategic Community Plan | -10,304.25 |
| EFT40953 | 28/05/2020 | CTI RISK MANAGEMENT | Customer Service - Banking Collection - April 2020 | -242.00 |
| EFT40954 | 28/05/2020 | CUSTOM CARS | Fleet Vehicles - Seat Covers | -363.00 |
| EFT40955 | 28/05/2020 | DAILY LIVING PRODUCTS | Seniors - Client Independent Living Supplies | -1,305.00 |
| EFT40956 | 28/05/2020 | DORMAKABA AUSTRALIA PTY LTD | Customer Service - Repairs To Front Auto Doors | -286.00 |
| EFT40957 | 28/05/2020 | DRAINFLOW SERVICES PTY LTD | Various Sites - Drain Cleaning | -2,752.20 |
| EFT40958 | 28/05/2020 | DS WORKWEAR & SAFETY | Depot - Staff Uniforms | -1,007.93 |
| EFT40959 | 28/05/2020 | E FIRE & SAFETY (WA) | Various Sites - Service And Check Fire Extinguishers | -379.50 |
| EFT40960 | 28/05/2020 | EAGLE EYE COATINGS | Bassendean Mens Shed - Coating Concrete Floor In Workshop Area | -1,210.00 |
| EFT40961 | 28/05/2020 | EASTERN METROPOLITAN REGIONAL COUNCIL | Various Domestic & Council Rubbish | -66,785.86 |
| EFT40962 | 28/05/2020 | ELLENBY TREE FARM PTY LTD | Various Street Garden Sites - New Plants | -13,915.00 |
| EFT40963 | 28/05/2020 | ELLIOTTS IRRIGATION PTY LTD | Bic Reserve - Iron Filter Service / Maintenance | -245.30 |
| EFT40964 | 28/05/2020 | ENVISIONWARE PTY LTD | Library - Subscription 2019/2020 | -1,287.00 |
| EFT40965 | 28/05/2020 | FEDERAL TINWARE MANUFACTURING PTY LIMITED | Depot - Minor Consumable Supplies | -299.20 |
| EFT40966 | 28/05/2020 | FUJI XEROX AUSTRALIA PTY LTD | Various Business Units - Photocopier Lease And Charges | -2,444.63 |
| EFT40967 | 28/05/2020 | G C SALES WA | Various Reserves - Blue 120 Litre Bins | -792.00 |
| EFT40968 | 28/05/2020 | GENESIS ACCOUNTING CHARTERED ACCOUNTANTS | Consultation - Superannuation | -6,852.50 |
| EFT40969 | 28/05/2020 | GHD PTY LTD | Success Hill Spillway Concept Design - Conceptual Design & Reporting | -1,301.10 |
| EFT40970 | 28/05/2020 | GINO'S ALL ROUND HANDYMAN SERVICE | Seniors - Home Garden & Maintenance | -687.50 |
| EFT40971 | 28/05/2020 | GRANO DIRECT | Road Maintenance - Tools & Equipment | -60.08 |
| EFT40972 | 28/05/2020 | HEATLEY SALES PTY LTD | Depot - Minor Supplies | 81.79 |
| EFT40973 | 28/05/2020 | HOLDING EDUCATIONAL | Library - Book Purchase | -52.51 |

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| Chq/EFT | Date | Name | Description | Amount |
|----------|------------|---|---|------------|
| EFT40974 | 28/05/2020 | HOME CHEF | Seniors - Clients - Meals On Wheels | -1,158.37 |
| EFT40975 | 28/05/2020 | HWL EBSWORTH LAWYERS | Human Resources - Legal Advice - On Covid 19 | -493.35 |
| EFT40976 | 28/05/2020 | HYGIENE CONCEPTS | Various Sites - Public Toilets - Fit Hand Towels Dispensers | -5,093.42 |
| EFT40977 | 28/05/2020 | DEPARTMENT OF TRANSPORT | Ashfield Parade Reserve - Fishing Jetty Licence | -41.40 |
| EFT40978 | 28/05/2020 | ILLION (AUSTRALIA) | Credit Checks On Preferred Tenderers | -168.30 |
| EFT40979 | 28/05/2020 | INTERITE CORPORATE INTERIORS | Consulting - Review All Offices Layout | -9,185.00 |
| EFT40980 | 28/05/2020 | J & K HOPKINS | Various Business Units - Office Furniture | -322.00 |
| EFT40981 | 28/05/2020 | JANE FORWARD CONSULTANT | Reporting - Revise Events Data Collected | -14,960.00 |
| EFT40982 | 28/05/2020 | JOHN PAPAS TRAILERS (AUSTRALIA) PTY LTD | Various Fleet Vehicles - Parts | -46.50 |
| EFT40983 | 28/05/2020 | JSM CONSTRUCTION WA | Various Sites - Building Maintenance Work | -6,901.40 |
| EFT40984 | 28/05/2020 | KELYN TRAINING SERVICES | Rangers Staff Training - Basic Worksite Traffic Management | -870.00 |
| EFT40985 | 28/05/2020 | KLEENIT PTY LTD | Iga Carpark Ashfield - Remark All Parking Bays | -3,632.42 |
| EFT40986 | 28/05/2020 | KWIK KOPY PRINTING CENTRE MALAGA | Depot - Requisition Books | -414.66 |
| EFT40987 | 28/05/2020 | LANDCARE WEED CONTROL | Various Sites - Application Of Weed Control | -1,439.20 |
| EFT40988 | 28/05/2020 | LANDGATE | Rates - Gross Rental Evaluations | -1,105.83 |
| EFT40989 | 28/05/2020 | LIFE CARE HOME CARE | Seniors - Client - Physiotherapy Session | -209.00 |
| EFT40990 | 28/05/2020 | LIFE READY MOBILE PTY LTD | Seniors - Client - Physiotherapy Session | -476.00 |
| EFT40991 | 28/05/2020 | LIFETIME EMT | Various Staff Training - First Aid | -2,700.00 |
| EFT40992 | 28/05/2020 | LOCKDOC | Various Sites - Key & Lock Repairs | -140.00 |
| EFT40993 | 28/05/2020 | MACKIE PLUMBING AND GAS PTY LTD | Various Sites - Plumbing Repairs | -122.45 |
| EFT40994 | 28/05/2020 | MARKETFORCE PTY LTD | Various Business Units - Advertising And Printing | -3,200.07 |
| EFT40995 | 28/05/2020 | MARTINS TRAILER PARTS | Various Fleet Vehicles - Parts | -36.86 |
| EFT40996 | 28/05/2020 | MASTEC AUSTRALIA PTY LTD | Fogo Red Lidded Bins And Caddy Bins & Liners | -27,307.50 |
| EFT40997 | 28/05/2020 | MCINERNEY FORD | Various Fleet Vehicles - Parts | -210.68 |
| EFT40998 | 28/05/2020 | MCLEODS & CO | Professional Fees - Legal Advice | -3,870.94 |
| EFT40999 | 28/05/2020 | MIDLAND MINICRETE | Various Sites - Supply Concrete For Footpath Repairs | -3,111.90 |
| EFT41000 | 28/05/2020 | MORLEY MOWER CENTRE | Depot - Minor Plant Parts | -226.02 |
| EFT41001 | 28/05/2020 | MT LAWLEY MILK | Milk Supplies - 35, 46 & 48 Old Perth Road & Depot | -188.55 |
| EFT41002 | 28/05/2020 | MULTILEC ENGINEERING PTY LTD | Library Lift - Conduct Service & Inspection | -240.00 |
| EFT41003 | 28/05/2020 | NAMEPLATE ENGRAVERS | Various Business Units - Staff Name Badges | -58.85 |

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| EFT41004 | 28/05/2020 | NAPA AUTO PARTS | Depot - Minor Fleet Vehicle Parts | -265.87 |
| EFT41005 | 28/05/2020 | NATURAL AREA HOLDINGS | Various Sites - Watering | -9,874.59 |
| EFT41006 | 28/05/2020 | OCP SALES | Ranger Services - Uniform And Boots | -62.99 |
| EFT41007 | 28/05/2020 | OFFICEWORKS SUPERSTORES PTY LTD | Various Business Units - Office Stationery | -972.34 |
| EFT41008 | 28/05/2020 | PARAMOUNT ELECTRICAL SERVICES | Bassendean Bowling Club - New Lighting Required To Bar Area | -1,488.40 |
| EFT41009 | 28/05/2020 | PERTH SAFETY PRODUCTS PTY LTD | Depot - Safety Equipment And Signage | -1,574.10 |
| EFT41010 | 28/05/2020 | PORTNER PRESS PTY LTD | Human Resources - Employee Law Subscription | -97.00 |
| EFT41011 | 28/05/2020 | | Cancelled | 0.00 |
| EFT41012 | 28/05/2020 | PROGRAMMED PROPERTY SERVICES | Various Sites - Streetscape Watering | -6,519.30 |
| EFT41013 | 28/05/2020 | QUALITY TRAFFIC MANAGEMENT PTY LTD | Various Road Closures And Traffic Management | -792.44 |
| EFT41014 | 28/05/2020 | QUICK CORPORATE AUSTRALIA PTY LTD | Various Business Units - Office Stationery | -926.95 |
| EFT41015 | 28/05/2020 | READY GARDEN SERVICES | Jubilee Reserve - Upgrade Piping And New Solenoid Wiring | -1,955.00 |
| EFT41016 | 28/05/2020 | READY INDUSTRIES PTY LTD | Point Reserve - Fence Hire | -156.09 |
| EFT41017 | 28/05/2020 | RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC | Employee Assistance Program - Counselling | -330.00 |
| EFT41018 | 28/05/2020 | RESOURCE RECOVERY SOLUTIONS | Council Recycle Waste - Concrete, Bricks, Sand & Hotmix | -865.70 |
| EFT41019 | 28/05/2020 | RICOH AUSTRALIA PTY LTD | Various Business Units - Photocopier Lease And Charges | -3,085.26 |
| EFT41020 | 28/05/2020 | RICOH FINANCE AUSTRALIA PTY LTD | Various Business Units - Photocopier Lease And Charges | -206.80 |
| EFT41021 | 28/05/2020 | RIDGE CREATIVE | National Volunteer Week - Promotion Video Editing | -200.00 |
| EFT41022 | 28/05/2020 | ROADS 2000 | Various Sites - Road Repairs - Supply Asphalt | -241.52 |
| EFT41023 | 28/05/2020 | SAFE T CARD AUSTRALIA PTY LTD | Ranger Services - Safe T Card Device Monitoring Fee | -264.00 |
| EFT41024 | 28/05/2020 | SD & VH FINDLAY | Various Sites - Painting Interior & Exterior | -1,450.00 |
| EFT41025 | 28/05/2020 | SHOREWATER MARINE PTY LTD | Jetties - Delineate And Installation Of Safety Buoys | -5,013.14 |
| EFT41026 | 28/05/2020 | SIFTING SANDS | Various Sites - Reserves - Sand Clean | -667.04 |
| EFT41027 | 28/05/2020 | SINGTEL OPTUS PTY LTD | Seniors - Support Workers - Mobile Phone Charges - April 2020 | 929.90 |
| EFT41028 | 28/05/2020 | STRATAGREEN | Various Sites - Fertiliser Applications | -32,46.38 |
| EFT41029 | 28/05/2020 | STYLUS DESIGN | Various Business Units - Design & Print Requirements | 348.40 |
| EFT41030 | 28/05/2020 | SUBARU OSBORNE PARK | Depot - Fleet Vehicle Parts | 181.64 |
| EFT41031 | 28/05/2020 | SUEZ RECYCLING & RECOVERY PTY LTD | Various Sites - Bin Rubbish Collection & Bulk Rubbish Collection | -58,937.72 |
| EFT41032 | 28/05/2020 | SUPERCHARGE BATTERIES | Depot - Minor Consumable Tools | 955.02 |
| EFT41033 | 28/05/2020 | SUSSEX INDUSTRIES | Various Sites - Garden Supplies | 866.30 |

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| Chq/EFT | Date | Name | Description | Amount |
|------------|------------|---|--------------------------------------|------------|
| DD18298.1 | 02/05/2020 | ONHOLD MAGIC | Messages On Hold - April 2020 | -138.80 |
| DD18359.1 | 04/05/2020 | COMMONWEALTH CREDIT CARDS | Credit Card - April 2020 | -10,262.66 |
| DD18340.1 | 08/05/2020 | SHERIFFS OFFICE | Ranger Services - Fines To Be Lodged | -560.00 |
| DD18320.1 | 12/05/2020 | WA LOCAL GOVERNMENT SUPERANNUATION PLAN | Payroll Deductions | -43,838.05 |
| DD18320.2 | 12/05/2020 | VIC SUPER | Superannuation Contributions | -230.17 |
| DD18320.3 | 12/05/2020 | MLC SUPER FUND | Superannuation Contributions | -244.89 |
| DD18320.4 | 12/05/2020 | COLONIAL FIRST STATE | Superannuation Contributions | -53.50 |
| DD18320.5 | 12/05/2020 | SUPER DIRECTIONS FUND | Superannuation Contributions | -230.17 |
| DD18320.6 | 12/05/2020 | ANZ SMART CHOICE SUPER | Payroll Deductions | -575.60 |
| DD18320.7 | 12/05/2020 | AMP SUPERLEADER | Payroll Deductions | -488.32 |
| DD18320.8 | 12/05/2020 | NGS SUPER | Superannuation Contributions | -304.31 |
| DD18320.9 | 12/05/2020 | MLC SUPER FUND | Superannuation Contributions | -204.36 |
| DD18320.10 | 12/05/2020 | COMMONWEALTH ESSENTIAL SUPER | Superannuation Contributions | -114.73 |
| DD18320.11 | 12/05/2020 | AUSTRALIAN ETHICAL SUPER | Superannuation Contributions | -393.97 |
| DD18320.12 | 12/05/2020 | WEALTH PERSONAL SUPERANNUATION AND PENSION FUND | Superannuation Contributions | -56.34 |
| DD18320.13 | 12/05/2020 | CBUS INDUSTRY SUPERFUND | Superannuation Contributions | -160.54 |
| DD18320.14 | 12/05/2020 | BT SUPER FOR LIFE | Superannuation Contributions | -279.92 |
| DD18320.15 | 12/05/2020 | Q SUPER | Superannuation Contributions | -346.77 |
| DD18320.16 | 12/05/2020 | MLC WRAP SUPER | Superannuation Contributions | -95.87 |
| DD18320.17 | 12/05/2020 | HESTA SUPER FUND | Payroll Deductions | -2,093.92 |
| DD18320.18 | 12/05/2020 | PLUMMER SUPERANNUATION FUND | Superannuation Contributions | -1,015.56 |
| DD18320.19 | 12/05/2020 | B & L SUPER FUND | Superannuation Contributions | -192.49 |
| DD18320.20 | 12/05/2020 | AUSTRALIAN/WESTSCHEME SUPER | Superannuation Contributions | -5,232.16 |
| DD18320.21 | 12/05/2020 | HOST PLUS | Superannuation Contributions | -1,257.26 |
| DD18320.22 | 12/05/2020 | REST SUPERANNUATION | Superannuation Contributions | -1,294.70 |
| DD18320.23 | 12/05/2020 | TWU SUPERANNUATION | Superannuation Contributions | -282.94 |
| DD18342.1 | 15/05/2020 | SG FLEET AUSTRALIA PTY LTD | Fleet Vehicles Leases - May 2020 | -14,218.31 |
| DD18358.1 | 26/05/2020 | WA LOCAL GOVERNMENT SUPERANNUATION PLAN | Payroll Deductions | -45,211.87 |
| DD18358.2 | 26/05/2020 | VIC SUPER | Superannuation Contributions | 930.17 |
| DD18358.3 | 26/05/2020 | MLC SUPER FUND | Superannuation Contributions | -613.78 |
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