

# **ATTACHMENT NO. 9**

Policy 6.3 Council Protocols

Respondent	Address	Comment	Officer Response
Graeme King	15 North Road Bassendean	<p>With regard to the extract below, I suggest the wording is revised to reflect the authority of Councillors (under policy 6.9) to voice their own opinion which in some cases may be a dissenting view.</p> <p><b>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.</b></p>	<p>Policy 6.9 states ( in part)</p> <p>The policy also aims to ensure that where an individual Councillor, or Councillors, has a contrary opinion to Council's corporate stance, the publication clearly identifies this to be the case. The overriding objective is to ensure that public confidence is not lost in the Town of Bassendean or local government in general.</p> <p>Policy 6.9 does not conflict with Policy 6.3 and provides clarity for Council Members whether they are part of a Committee or Council.</p>



Policy 6.6 Gifts to Departing Councillors

Respondent	Address	Comment	Officer Response
Jai Wilson	78c Hamilton Street Bassendean	<p><b>End gifts for departing Councillors</b>                      Policy 6.6: Public service is its own reward and Councillors are already compensated for the work they do on behalf of our Town. Councillors do not require an additional gift beyond this compensation. I recommend the removal of the Gifts for Departing Councillors policy.</p>	<p>This provision of gifts to Councillors policy is to recognise the service given to the community by outgoing Councillors and is at the discretion of the Council. The remuneration for Councillors is provided for attending a meeting and IT facilities. This currently equates to \$19,500 per year.</p>

Policy 6.7 Electronic Recording of Council Meetings

Respondent	Address	Comment	Officer Response
Graeme King	15 North Road Bassendean	<p>With reference to the extract below, it would be helpful to clarify what is the official record of a Council meeting as it has been noted on many occasions that comments clearly audible on the recording have been omitted from the minutes. Rate payers are currently able to obtain a copy of recordings (often by download) whereas the policy suggest this may no longer be possible and ratepayers will have to go to the Library to listen to the tape and not be able to take a copy. If this change is intended, I believe it fails to comply with (the old?) policy 6.12, "Communication &amp; Consultation, Community &amp; Stakeholders"</p> <p><i>With the exception of those matters discussed behind closed doors in accordance with Clause 27 of the Standing Orders, copies of electronic recordings of meetings, where taken, shall be made available to the public and include a disclaimer that advises the public that the recordings are not the official record of a Council meeting and Council cannot guarantee the accuracy or the quality of this recording and it cannot be assumed to be a complete record of proceedings.</i></p> <p>Members of the public shall not make copies of recordings or any part thereof without the approval of the Council or tamper with them so as to produce a false record.</p> <p>Members of the public may listen to a recording at the Council Library free of charge. Two working day's notice is to be given by members of the public who wish to listen to the recording at the Library.</p>	<p>The Official record of the meeting is the Minutes of the Meeting which are required to be confirmed by Council. The recording of the meeting is to assist the Minute Taker with the Minutes. They are not an official record of the meeting as the Council cannot guarantee that all conversations are accurate and audible. Further the minutes are not a verbatim version of the meeting.</p>
Jai Wilson	78c Hamilton Street Bassendean	<p><b>Live stream and provide a video archive of public Council meetings to improve transparency and public access to Council decision making.</b></p> <p>Policy 6.7: The proposed policy for the electronic recording of Council meetings is inadequate. We need to improve the transparency of our Town's decision making processes by making them as widely and readily available to our community as is available to those community members who can attend our Town's proceedings in person. I recommend that the policy be amended to include provision for the live streaming of Ordinary and Special Council Meetings, and Council Briefings, including Public Question Time and Deputations and that these live streams be available via our Town's webpage. I also recommend that the policy include provision for these recorded live streams be archived on our Town's web page and include bookmarked links to individual agenda items.</p>	<p>The Official record of the meeting is the Minutes of the Meeting which are required to be confirmed by Council.</p> <p>The policy can be reviewed at the time Council resolves to invest in live streaming of Council meetings.</p>

		<p>I recommend that the policy also include a provision for a sign to be prominently displayed at each recorded session notifying attendees that the meeting will be live streamed; and that the Mayor or Presiding Member make an announcement at the start of every meeting, drawing attention to the fact that session will be live streamed</p>	
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Policy 6.8 Notices of Motion

Respondent	Address	Comment	Officer Response
Jai Wilson	78c Hamilton Street Bassendean	<p><b>Remove unnecessary restrictions on Councillors' Notices of Motion</b></p> <p>Policy 6.8: The policy arbitrarily limits a Councillor's notice of motion and background material to the maximum printed size of an A4 page document. This size restriction unnecessarily fetters the freedom of elected Councillors to represent our community and I recommend that this limitation be removed from the policy.</p>	<p>Council resolved (OCM2 – 13/08/09) that:</p> <ol style="list-style-type: none"> <li>When a Notice of Motion is proposed and presented, a reasonable amount of supportive background information, including but not limited to drawings and/or pictures submitted by Councillors, be included with the Notice of Motion;</li> <li>The maximum printed size of the motion and background material be limited to an A4 page document; and</li> <li>Such supportive background information is not to be part of the body of the motion, unless so included.</li> </ol> <p>To remove the limit of a single A4 pages for background information would require a revocation motion.</p>



Policy 6.9 Publications by Individual Councillors

Respondent	Address	Comment	Officer Response
Graeme King	15 North Road Bassendean	<p>I support the objective of the policy in making it clear that any opinion offered by a Councillor does not reflect the opinion of Council or the Town (which can only be expressed by the Mayor – or the CEO with the Mayor’s permission). The requirement for any comment by a Councillor to be vetted by the CEO seems to contradict the spirit of the policy. It also fails to detail how any difference of opinion between the CEO and a Councillor is resolved, i.e. it is akin to the Director of a company having to ask the CEO to ok something she or he publishes. The policy also suggests that any Councillor who has their own website would have to continually obtain approval from the CEO. Overall, I believe the requirement for the CEO to vet comments is inappropriate, i.e. it should be left to Councillors to ensure their own compliance.</p> <p><b>6.9 Publications by Individual Councillors</b></p> <p><b>Objective</b></p> <p>Council recognises the right of an individual Councillor to hold an opinion that is different from that of the majority of the Council. Council also recognises that any Councillor has a right to publish information.</p> <p>The objective of this policy is to ensure that any document, which can be construed as being an official Council publication, contains accurate information that represents Council’s corporate stance on any given issue.</p> <p>The policy also aims to ensure that where an individual Councillor, or Councillors, has a contrary opinion to Council’s corporate stance, the publication clearly identifies this to be the case. The overriding objective is to ensure that public confidence is not lost in the Town of Bassendean or local government in general.</p> <p>To ensure that there are no defamatory or libellous statements in the publications, Councillors shall provide a copy of any publication to the Chief Executive Officer, prior to distribution of the publication for review and retention as a Council record.</p>	<p>The policy puts the onus on individual Councillors to provide a copy of their proposed publications to the CEO for vetting for inappropriate allegations or comments to avoid possible litigation action against the Town.</p> <p>The Code of Conduct for Councillors, Committee Members and Employees includes provisions for use of social media.</p>
Jai Wilson	78c Hamilton Street Bassendean	<p><b>Remove unnecessary and possibly unlawful restrictions from Individual Councillor’s publications to our community</b></p> <p>Policy 6.9: The policy about publications by individual Councillors contains elements of overreach that unnecessarily, and possibly unlawfully, restrict the freedom of political expression of individual Councillors.</p>	<p>See Comments above</p>

		<p>The proposed requirement that Councillors provide a copy of any publication to the CEO for review prior to distribution is overreach. Unless the CEO intends to seek legal advice on each publication, then there is little hope of him or her ensuring that there are no defamatory or libellous statements in the publications as the policy intends. Such a determination can only be found by the Courts on the evidence.</p> <p>The suggestion that the application of the policy require social media and verbal presentations to community groups be provided to the CEO prior to publication is as unfeasible as it is unnecessary, and I assume is an unintended consequence of sloppy drafting rather than a legitimate aspiration.</p> <p>Any attempts to fetter the communication of Councillors is likely to be found to be in breach of the implied Constitutional freedom of political communication which has been held by the High Court to extend to all matters of public affairs and public discussions, including those of local authorities. As such, I recommend that the requirement to submit publications to the CEO be removed from the policy.</p>
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Policy 6.14 Purchasing Policy

Respondent	Address	Comment	Officer Response
Graeme King	15 North Road Bassendean	<p>With reference to the extract below, the policy seems confused. It's title suggests it explains the difference between a RTF and a RFQ which is not a policy but a definition and any policy on the topic should explain when each approach must be used – which it also fails to do. I suggest a revision of the policy to clearly define each term and then detail where each must be used.</p> <p><b>6.14 Purchasing Policy</b></p> <p><b>Objective – difference between RFT RFQ</b></p>	The words " difference between RFT RFQ" were inadvertently left on the page and will be deleted.

Policy 6.15 Risk Management Policy

Respondent	Address	Comment	Officer Response
Graeme King	15 North Road Bassendean	<p>The wording in this "policy" indicates it is an outline of a piece of work that will be done in the future, e.g. "The framework will include..." rather than detailing how an existing "system of work" (procedure) must be adhered to. If this is the case, then I suggest the risk management framework is developed first and then the policy written detailing how it must be applied.</p> <p><b>Strategy</b></p> <p>The Town of Bassendean is committed to managing risk and will do so by maintaining a Risk Management framework in accordance with the Risk Management Standard AS/NZS 31000:2009. The framework will include systems to identify, evaluate, treat, monitor, review and report risks. Regulation 17 of the Local Government Act (Audit ) Regulations 1996 provides for a review of the Risk Management of the organisation every 2 years.</p> <p><b>Policy Aims</b></p> <ul style="list-style-type: none"> <li>• To implement Risk Management across the Council in accordance with the Standard AS/NZS 31000:2009 ; and</li> <li>• To develop a risk management plan which is owned and managed by the Town of Bassendean staff and is aligned to the strategic planning process and the achievement of the Town's vision and values.</li> </ul>	<p>The words "will include" means "is required to include" in current and future risk management reports</p> <p>It is a requirement to review the risk management framework at least every two years.</p> <p>The Policy refers to the requirements of the Act pertaining to the review.</p>



Policy 6.16 Investment Policy

Respondent	Address	Comment	Officer Response
Graeme King	15 North Road Bassendean	<p>With reference to the extract below, it appears the intent of this policy is to pursue an investment strategy that has some ethical base? If this is the case, then it appears to be very narrow to only exclude investments in institutions who have fossil fuel investments in their portfolio and it would add clarity if the ethical base received a short explanation, e.g. to avoid investing in any activity which harms the environment, people or violates personal beliefs? The application of the principles noted in my example would lead to excluding investments in tobacco, alcohol, some forestry, condoms, some fishing and some agriculture. Please will you consider revising the policy to be explicit on the ethical basis and to be more consistent in applying it.</p> <ul style="list-style-type: none"> <li>• Preference will be given to invest in financial institutions who do not invest in or finance the fossil fuel industry.</li> </ul>	<p>The policy was reviewed by Council in March 2016 following the changes to the Finance Regulations. The policy complies with these requirements and no further review is required.</p>
Jai Wilson	78c Hamilton Street Bassendean	<p><b>Ensure our Town's investments are prudent and ethical</b></p> <p>Policy 6.16: The investment policy states that 'preference' will be given to invest in institutions that do not invest in or finance the fossil fuel industry. The policy is otherwise silent on other forms of investment activity that are also be ethically questionable. Other organisations, like Local Government Super for example, do not invest in companies that derive any revenue from:</p> <ul style="list-style-type: none"> <li>• Controversial weapons – including the manufacture and/or production of controversial weapons such as land mines, cluster bombs and nuclear weapons.</li> <li>• Tobacco – including the manufacture and/or production of tobacco products.</li> </ul> <p>Nor do they invest in companies that derive 10% or more of their revenue from:</p> <ul style="list-style-type: none"> <li>• Armaments – including the manufacture and/or production of armaments.</li> <li>• Gambling – including the manufacture and/or production of gambling machines and services and/or ownership of outlets housing these machines.</li> <li>• Old growth logging.</li> </ul> <p>I recommend that the Policy be amended to make it clear that, in addition to avoiding investments in the fossil fuel industry, Town monies will not be invested in companies involved in the manufacture of land mines, cluster bombs, nuclear weapons, uranium mining, nuclear reactors, tobacco products, gambling machines and services, and the destruction of old growth forests. I also recommend that it is prudent that the policy prohibit leveraged investments, or the borrowing of money to invest in another type of investment.</p>	<p>Organisations the Town will not invest with was reviewed in March 2016 and the policy reflects the current position of Council.</p>

Policy 6.17 Chief Executive Officer and Executive Officers Employment Policy

<p>Respondent Graeme King</p>	<p>Address 15 North Road Bassendean</p>	<p>Comment The wording in the extract below suggests the CEO can set executive salaries (based on guidelines set by Council). I suggest revising the policy to state that the CEO can recommend executive salaries to Council for approval.  <u>Setting Executive Salaries</u>  It is Council policy that guidelines are provided for the CEO in setting executive salaries to ensure that executive salaries are fair and reasonable, are competitive with local governments of a similar size and complexity and are financially sustainable in the context of the Town's rate base.</p>	<p>Officer Response Under the Act (Section 5.36 (3)), Council employs the CEO and any other designated Senior Officer. In the Town's case, only the CEO and Director Strategic Planning are designated Senior Officers. The CEO employs all other staff and sets the conditions of their employment.</p>
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Policy 6.18 Employment Related Benefits with the Town of Bassendean Policy

Respondent	Address	Comment	Officer Response
Graeme King	15 North Road Bassendean	<p>The wording below is "clunky" and may be better expressed as something like, "Employees are free to choose their superannuation fund"?</p> <p><b>Employees' contributions are unlimited to a superannuation fund of choice.</b></p>	The words used in the policy provide sufficient clarity to staff and Council.

Policy 6.20 Councillor Contact with Administration Policy

Respondent	Address	Comment	Officer Response
Graeme King	15 North Road Bassendean	I suggest including a "whistle blower" provision in this policy with the intent it enables Town staff to make direct contact with a Councillor in the event they would like to draw attention to inappropriate behaviour of more senior Town staff.	The purpose of this policy is to ensure that Councillors are aware of their responsibilities and to ensure that there is no direction given to Staff by Individual Councillors. It also assists Staff to understand the communications between Staff and Councillors. Whistle Blowers provision and disclosure of public interest are included in the Code of Conduct for Councillors. Committee Members and Employees

Policy 6.22 Asset Management Policy

<p>Respondent Graeme King</p>	<p>Address 15 North Road Bassendean</p>	<p>Comment There is no mention in this policy that the cost of procuring and managing the Town's assets should be minimised. The inclusion of this requirement would also make it consistent with policy 6.13.</p> <p><b>6.22 Asset Management Policy</b></p> <p><b>Objective</b></p> <p>The Policy provides clear direction in the provision and management of all Council's assets. It seeks to ensure that assets support Council's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for present and future stakeholders.</p>	<p>Officer Response The maintenance and upgrade of Assets is governed by the level of service accepted by the Community and it could not be said that the procuring and managing of assets should be minimised, This is also governed by the amount of depreciation expense that is attributed to each asset dependent on its age.</p>
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Policy 6.23 Councillor's Contact with Developers Policy

Respondent	Address	Comment	Officer Response
Graeme King	15 North Road Bassendean	This is a very important policy and I have no comment on its wording but it raises the question of compliance by yourself (Mayor) and other Councillors who have met with Developers on many occasions such as during the failed LandCorp development of the Oval & BIC Reserves, the Soccer West development of the Ashfield Reserve and meeting with Hawaii over the development of the shopping centre and parking provisions. Please will you clarify the intent and application of this policy.	The objective of the policy is to "provide guidance on the recording of prescribed contact between Council Members and developers". This was adopted in March 2014 to ensure that there is no conflict of interest and impartiality when Council is considering an application from a developer. It should be noted that the Mayor attended and Chaired the Bassendean Activity Centre meetings at the direction of Council. Councillors on the Project Steering Group were also there at the direction of Council.

Jai Wilson	78c Hamilton Street Bassendean	<p><b>Make records of prescribed Councillor contact with Developers available to our community in a more timely and transparent way</b></p> <p>Policy 6.23: The Councillors' Contact with Developers Policy is long overdue and broadly replicates the City of Vincent's policy which has been in place since June 2015. I welcome the inclusion of this policy, but recommend increasing the timeliness of this much-needed transparency measure.</p> <p>If Councillors are to be required to provide notification of instances of Prescribed Contact within seven days of the contact, then the Town Administration should make this information available to our community in a similarly timely way.</p> <p>I recommend that Point 4 under the scope section be amended to require the CEO to update the public register within seven days of being notified by a Councillor of Prescribed Contact with a Councillor, rather than being updated monthly as is stated in the draft Policy Manual for Public Review.</p>	The "Contact with Developers register" is available on the Town of Bassendean website.
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# **TOWN OF BASSENDEAN**

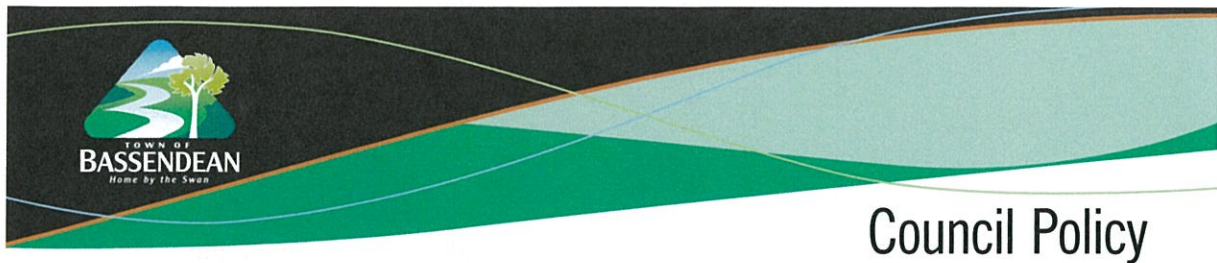
## **POLICY MANUAL**

REVIEW 2017

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### **Section 6: Leadership and Governance**



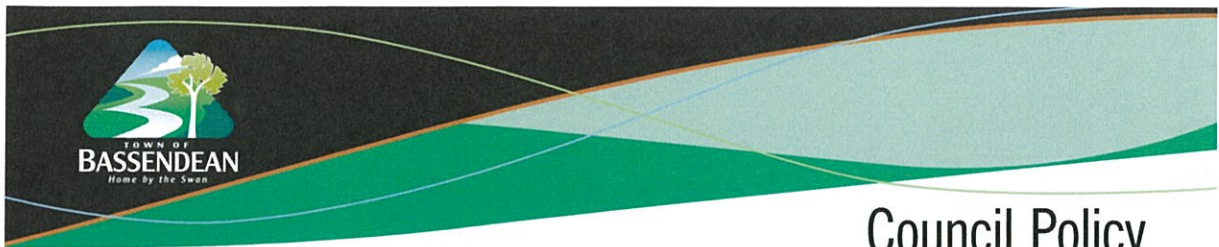


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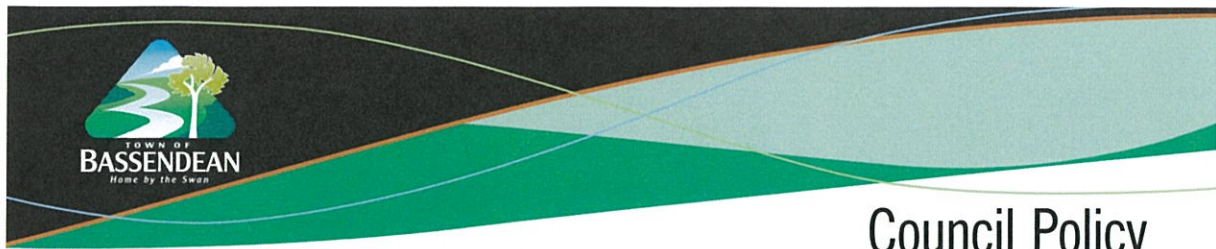
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## Council Policy

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## 6.1 Council Delegates

### Objective

Aa Council Delegate representing the Town of Bassendean is an important role and carries with it a high level of responsibility. It is important to ensure that the most appropriate person is appointed for a delegate position and that clear guidance is given as to the obligations of the role. This Policy will:

- Prescribe the manner by which delegates nominated by Council as members of external committees or organisations may fulfil their representative role;
- Provide guidance to Councillors and the CEO on the process to be used in selecting and appointing Councillors to committees and to external bodies; and
- Outline how appointments are to be made for some specific organisations.

Council will only consider the appointment of a delegate/s to another committee or group in the following circumstances:

- Where the body/group/organisation represents state or regional interests that are likely to impact upon the Town of Bassendean;
- Where the body/group/organisation represents local interests and the Council has a direct financial interest in the affairs of that group; and
- Where the body/group/organisation represents local interests and the group occupies Council property.

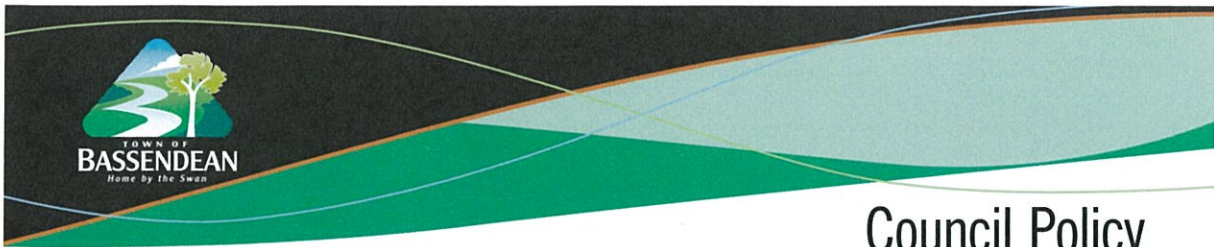
### Strategy

#### Delegate Role and Responsibilities

Where an officer or Councillor has been endorsed as Council's delegate for an external committee, body or organisation the delegate shall:

- Understand that their appointment / membership is as a representative of the Council and is by right of their position with Council; and
- Ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member. The delegate must also provide timely notice of anticipated absences to any deputy delegate where one is appointed;
- Ensure that in participating and contributing to decision making of the external organisation the delegate communicates and is cognisant of Council's determined position on matters before the external organisation;





- Perform the functions and duties of a delegate in accordance with the standards set out in the Town's Code of Conduct; and
- Keep Council informed of the activities and achievements of the external organisation in a timely manner.

Where a delegate has failed to attend three successive external organisation meetings, with or without apology, during a period where leave of absence has not been granted, the Council shall consider appointing a replacement delegate to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

If a delegate is unable to fulfil their commitment to an external organisation then the delegate must advise the Chief Executive Officer so that Council's consideration of appointing a replacement delegate can be facilitated and subsequent formal advice to the external organisation attended to.

## **Method for Appointing Delegates**

At a meeting of the Council where a Councillor is to be appointed to a committee or to an external body, (other than those positions specifically addressed in this policy) and there are more nominations than vacancies, the Chief Executive Officer is to conduct a secret ballot using the first past the post system to establish the preferred delegate or delegates to fill the position. In the event of a tied vote for a position, lots will be drawn by the Chief Executive Officer to determine the preferred delegate.

The Mayor or Presiding Member is then to call for a resolution of Council for the preferred delegate or delegates to be appointed to the vacant position and for the next preferred delegate to be appointed the deputy for the position to carry out the duties of the appointed Councillor in his or her absence when required.

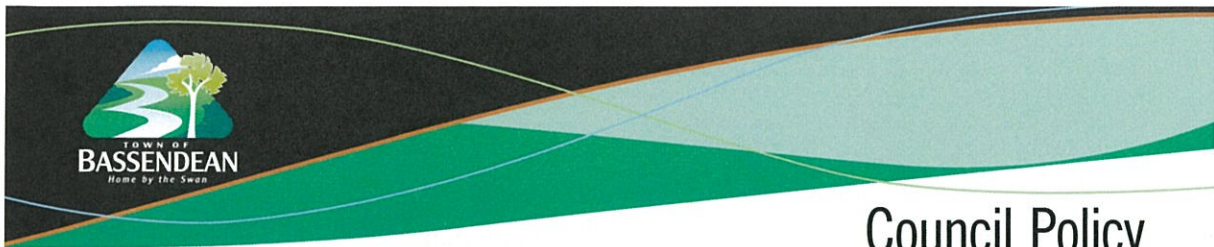
Where a Councillor has indicated their desire to nominate for a delegate position and the time for acceptance of nominations closes prior to the next available Council meeting, the Chief Executive Officer is to forward the relevant nomination and subsequently advise Council of the nomination, so that it can be considered through the normal process.

Appointment as Delegate to Specific Organisations

### **Eastern Metropolitan Regional Council**

In keeping with the spirit of the Eastern Metropolitan Regional Council (EMRC) Establishment Agreement (Clause 7.1-4) the Mayor is to be appointed as one of the Town's delegate to the EMRC. At the meeting of the Council where an appointment to the Eastern Metropolitan Regional Council is to be made the Mayor must inform Council of their desire to be a delegate to the EMRC. Should the Mayor waive his/her right to be an EMRC delegate, Council will appoint a suitable delegate for the position.





## Council Policy

Appointments to the EMRC will normally be for a period expiring on the Friday prior to the Local Government election. Council has the right to change the delegates at any time should it not be satisfied with the performance of any delegate, or should it wish to provide another Councillor the opportunity to participate on the EMRC.

Where the Council appoints a Councillor to the EMRC, that Councillor will be entitled to the sitting fees as adopted annually by the EMRC.

### **Western Australian Local Government Association – Annual General Meeting: Voting Delegates**

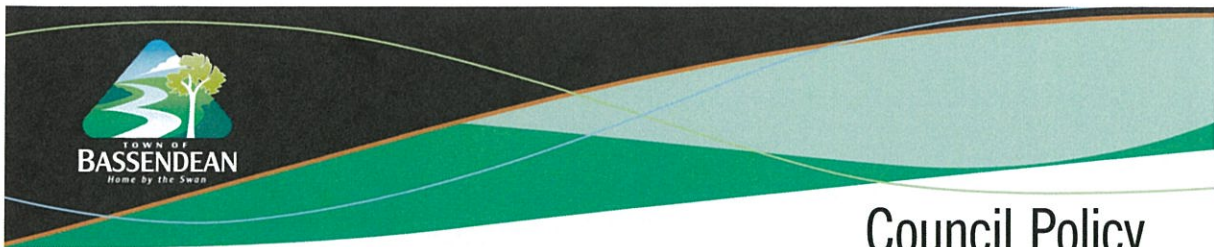
Council will appoint two voting delegates and a deputy delegate for the Annual General Meeting of the Western Australian Local Government Association (WALGA) when appointing the Town's three delegates to the Eastern Zone of WALGA.

The Chief Executive Officer is to bring items requiring a vote at the WALGA Annual General Meeting to the July round of Council meetings in order for Council to discuss the items affecting the Town of Bassendean and to give direction to its voting delegates attending the Annual General Meeting.

### **Application**

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> April 2014 <b>Version 3</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## 6.2 Council Meeting Schedule

### Objective

The objective of this Policy is to establish the timing for Town of Bassendean Council meetings.

### Strategy

To provide efficiency and timely effectiveness of the decision making process.

The Council agenda is to be made available in hard copy and electronically to Councillors and Staff and on request to public members of the public and via the Town's website.

The agenda be made available on a Thursday to Councillors prior to the Ordinary Council meeting.

Council will hold a Council meeting on the fourth Tuesday of the month commencing at 7.00pm. Councillor Briefing Sessions will be held 2 hours prior to the Council meeting and will commence at 5.00pm.

The Councillor Briefing Session has no delegated powers and provides Councillors with the opportunity to ask questions on:

Matters included in the Ordinary Council Meeting Agenda ( excluding Confidential items)

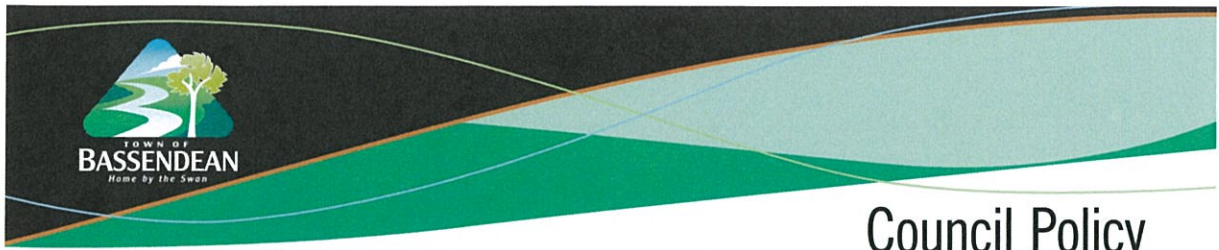
- Matters of strategic and important significance;
- Projects being progressed by the Town;
- Potential matters for future consideration by Council; and
- Matters in early development that need initial guidance.

Briefing Sessions are to be open for observation by members of the public (OCM 30/12/15). Special Council Meetings will be scheduled pursuant to the provisions of the Local Government Act

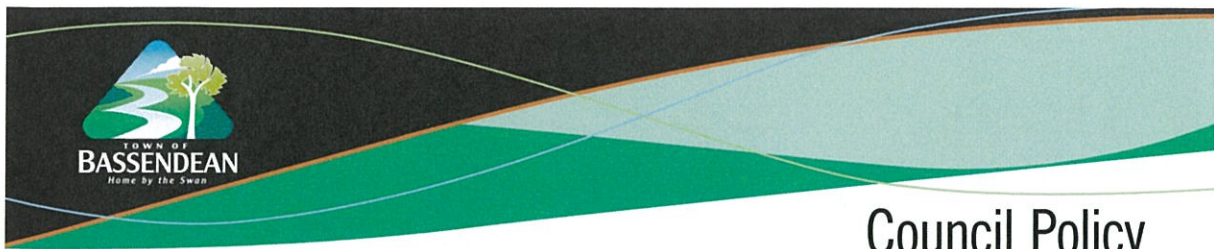
### Application

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





<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 24 May 2016 <i>Amended December 2016</i>
	<b>Version 4</b>
	<b>Next Review due by:</b> May 2020



## 6.3 Council Protocols

### Objective

This Policy is to provide guidance in respect to matters of protocol pertaining to Council Official documentation, functions and regalia.

### Strategy

#### Use of the Mayoral Chain

The Mayoral Chain may be worn to enhance the dignity of the office of Mayor of the Town of Bassendean to recognise the special position bestowed upon the incumbent.

Occasions upon which the Mayoral Chain may be worn are –

- At Council meetings and on civic occasions in the Administration Centre;
- On occasions when the Mayor is officiating at ceremonies within the municipality such as the official opening of a Council facility; and
- On other major civic occasions at the discretion of the Mayor in office.

The Deputy Mayor may wear the Mayoral chain in accordance with this policy when acting on behalf of the Mayor.

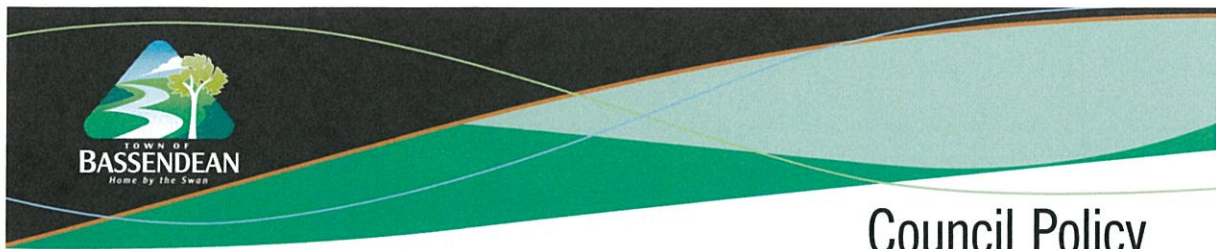
The Mayor shall ensure the safe keeping of the Chain of Office and make it available to the Deputy Mayor under this policy.

#### Use of the Council Logo

The Council Logo is to be used for authorised purposes only. Council's logo is copyright and its use is restricted to bona fide Council situations. The logo is to be used in administrative situations as authorised by the Chief Executive Officer.

Candidates at elections are to be expressly advised that the Town's logo is not authorised to be used for electoral purposes.





## Council Policy

### **Order of Councillors on Printed Material**

To provide consistency in the presentation of printed Council material the following order is to be utilised –

- Mayor;
- Deputy Mayor; and
- All other Councillors in order of length of continuous service.

Where length of continuous service is the same, then by alphabetical sequence of surname.

### **Media Releases and Comments on Behalf of Council**

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

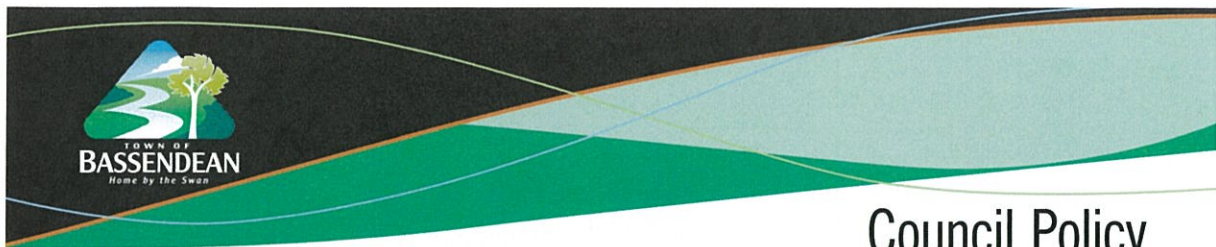
The Mayor, or the Chief Executive Officer if the Mayor agrees, may respond to questions from journalists but media releases should only be issued with the prior approval of the Mayor or the Chief Executive Officer. If the Chief Executive Officer is authorised to speak on behalf of the Town by the Mayor, the Chief Executive Officer may on-delegate this power to other staff members as required by the situation.

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.

### **Citizenship Ceremonies**

Council will present citizenship certificates to applicants in a way that recognises both the solemnity and celebratory aspects of the occasion, each person becoming a citizen will receive a small suitable gift from Council to commemorate the occasion. The type of gift to be at the discretion of the Mayor.

Council will adopt the protocol outlined in the Australian Citizenship Ceremonies Code issued by the relevant Government Department, and invited guests will be allowed to speak in accordance with those guidelines. but the speeches are to be evenly distributed throughout the ceremony.



Wherever practical Invite representatives of Federal and State Parliament, local religious groups as well as a representative of the local Police Emergency Service shall be invited to attend public citizenship ceremonies.

## Civic Functions

Council will hold civic receptions during the year if suitable occasions are identified.

The number and size of major civic receptions to be held will be established during budget deliberations. Minor functions may be authorised by the Mayor during the year as part of the Mayor's ceremonial function under the Local Government Act.

## Acknowledgement Functions

An appropriate function to acknowledge the contribution of Councillors, Executive Staff, Business Unit Managers and partners over the term of the Council prior to the Local Government Election will be held every two years immediately prior to the Local Government Election at a venue within or close to the Town of Bassendean.

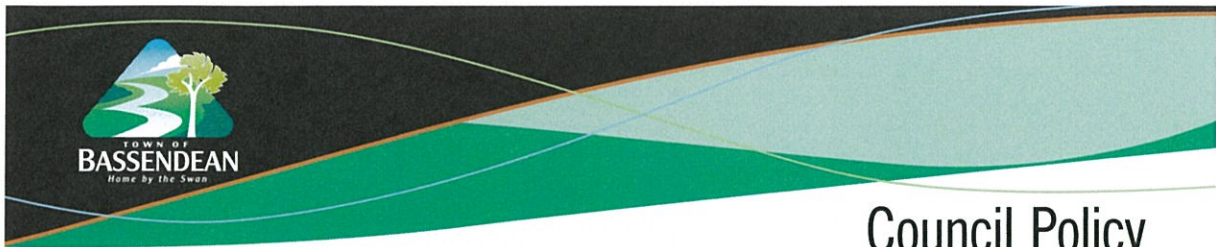
The arrangements are to be finalised by the Chief Executive Officer in liaison with the Mayor, and sufficient funds included in the budget for the purpose.

## Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> April 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## 6.4 Councillor Allowances & Expenses

### Objective

To provide Council members with an appropriate level of remuneration and reimbursement of expenses to ensure that they are able to effectively fulfil their role, this policy sets out the entitlements of Councillors to receive fees, allowances and reimbursement of expenses.

The policy complies with the requirements of the Local Government Act 1995 (“the Act”) and Local Government (Administration) Regulations 1996 (“the Regulations”).

### Strategy

#### Fees and Allowances

##### Mayoral Allowance

*Section 5.98(1) of the Act and Administration Regulation 30*

The Mayor is entitled to be paid a Mayoral Allowance in accordance with the annual determination of the Salaries and Allowances Tribunal.

The Mayoral Allowance to be paid quarterly in arrears.

##### Mayoral Sitting Fee

*Section 5.98(5) of the Act and Administration Regulation 33*

The Mayor is entitled to a Mayoral Sitting Fee in accordance with the annual determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

##### Deputy Mayor Allowance

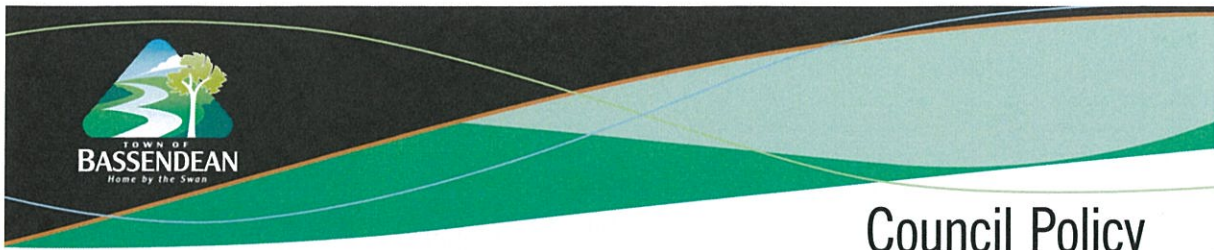
*Section 5.98A of the Act and Administration Regulation 33A*

The Deputy Mayor is entitled to a Deputy Mayoral allowance in accordance with the annual determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

##### Annual Fee in Lieu of Sitting Fees

*Section 5.99 of the Act and Administration Regulation 34*

A Councillor is entitled to an Annual Fee in Lieu of Meeting Fees in accordance with the annual determination of the Salaries and Allowances Tribunal to be paid quarterly in arrears.



## **Telecommunication/ Information Technology (ICT) Allowance**

*Section 5.99A of the Act and Administration Regulation 31*

A Councillor is entitled to an annual allowance in lieu of reimbursement of telecommunications expenses of in accordance with the annual determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

The Telecommunications Allowance is an allowance in lieu of reimbursement. This Allowance covers the expenses incurred by Councillors in performing a function under the express authority of the Town or in performing a function in the Councillor's official capacity for:

- telephone rental charges;
- call charges;
- line rental;
- costs for installation of additional line (if required by the Councillor); and,
- service charges.

## **Information Technology for Councillors**

On request the Town of Bassendean provides Councillors with appropriate information technology to enable the distribution of Agendas and Minutes by electronic means, for email communication and for seeking information through the internet.

The equipment will remain the property of the Town of Bassendean and will be maintained by the Town. Councillors must not install software that is not the property of the Town of Bassendean.

## **Information Technology Training for Councillors**

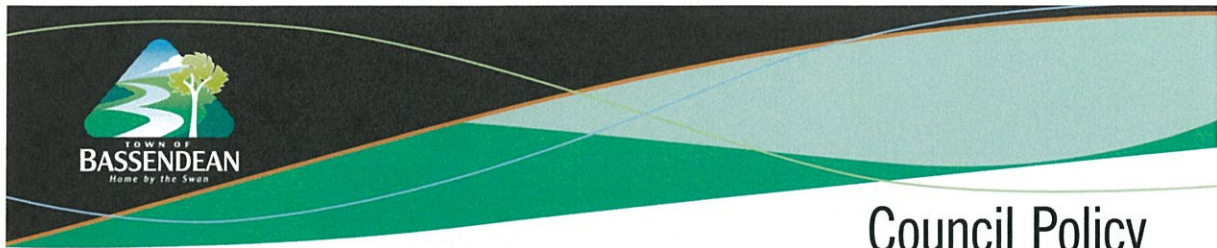
Appropriate training will be provided to Councillors to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and Committee meetings utilising the software provided.

Any Councillor leaving their position with Council shall return, within ten working days any computing equipment provided by the Council.

## **Business Cards**

Each Council member will be allocated sufficient business cards. The business cards will be printed in accordance with the Town's Corporate Style. Business cards must be used for Council business only and must not be used for electioneering purposes. The Business Card may include a passport size photo.





## **Access to Council Chambers and Councillor Facilities**

A Councillor will be provided with an access key and security card providing access to the Councillor's Dining area and Council Chamber as soon as possible following election to office. The access is provided for the convenience of Councillors for meeting with their constituents and other Councillors during office hours. Any loss of access key or card is to be reported to the CEO as soon as practicable.

A Councillor must return their access key and security card within 5 working days of ceasing to be a Council member.

## **Handling of Councillor Addressed Correspondence**

The Town of Bassendean is required to comply with the State Records Act and Council's adopted Records Management Plan in relation to Councillor addressed and initiated correspondence.

Correspondence containing information about business activities of the Town in any format (e.g. by post, fax, e-mail, courier, hand-delivered) internal or external, are evidence of business activity in a court of law. Correspondence addressed to Elected Members and received at the Town Administration Offices is to be opened by designated officers, unless it is expressly marked Private, Confidential, Personal or Himself/Herself etc. If correspondence is expressly marked Private, Confidential, Personal or Himself/Herself the correspondence is to be forwarded unopened placed in a sealed envelope to the Councillor.

## **Reimbursement of Expenses**

### **Reimbursement for Statutory Child Care Expenses**

*Section 5.98(2) of the Act and Administration Regulation 31*

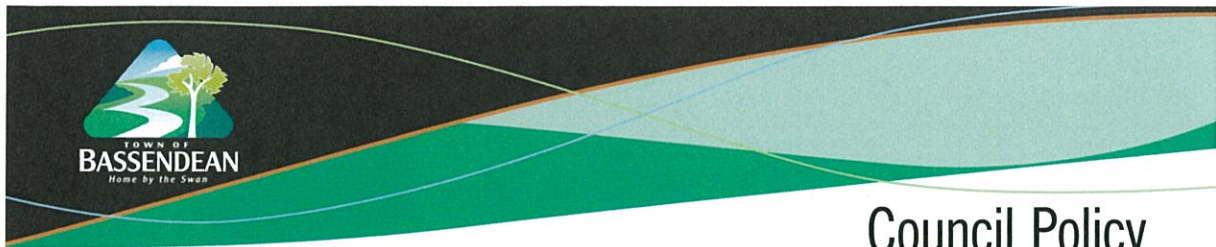
A Councillor has a statutory entitlement to be reimbursed for childcare expenses incurred by the Councillor as a result of attendance at a Council meeting, a meeting of a committee of which he or she is member or authorised training and Council related business. The Town of Bassendean will reimburse childcare expenses, verified by sufficient information, in accordance with a Councillor's statutory entitlement.

### **Reimbursement of Statutory Travel Expenses**

*Section 5.98(2) of the Act and Regulation 31*

A Councillor has a statutory entitlement to be reimbursed for travel expenses incurred by the Councillor as a result of attendance at a council meeting or a meeting of a committee of which he or she is member.





## Council Policy

The Town of Bassendean will reimburse travel expenses, verified by sufficient information, in accordance with a Councillor's statutory entitlement.

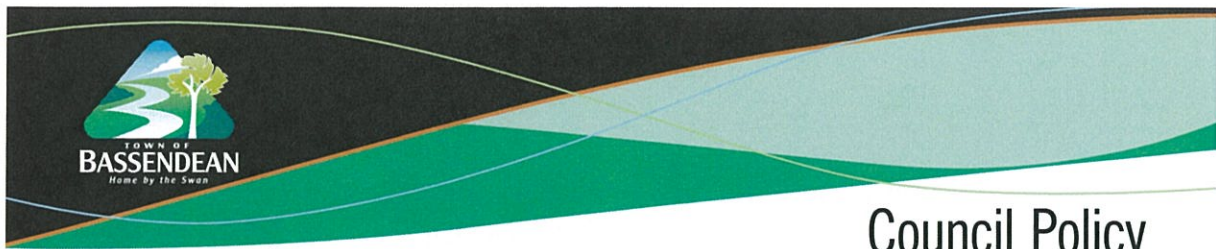
### Reimbursement of Other Expenses

*Section 5.98(3) of the Act and Regulation 32*

A Councillor is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

- in performing a function under the express authority of the Town of Bassendean;
  - by reason of being accompanied by no more than one other person while performing an official function where the Chief Executive Officer considers it to be appropriate; or
  - in performing a function in the Councillor's official capacity; and
- the expense is verified by sufficient information.

TYPE OF EXPENSE	EXTENT OF REIMBURSEMENT
Travelling Expenses and Child Care Costs not Covered By Statutory Entitlement Travelling expenses and child care costs incurred by a Council member travelling to and from or attending: <ol style="list-style-type: none"> <li>a. any conference,</li> <li>b. any official function that the Councillor is invited to attend in their capacity as a Councillor;</li> <li>c. any official function, meeting or event that the Council requests the Councillor to attend; or</li> <li>d. any meeting of a group or body on which the Council member is a delegate or representative.</li> <li>e. Any authorised training or Council related business</li> </ol>	The actual expense incurred.
Carer's Costs Where a Councillor personally cares for a person who has a disability, mental illness, chronic condition or who is frail aged, the costs of a replacement carer incurred by a Councillor from attending: <ol style="list-style-type: none"> <li>a. any Council or committee meeting;</li> <li>b. any official function that the Councillor is invited to attend in their capacity as a Councillor; or</li> <li>c. any official function, meeting or event that the Council requests the Councillor to attend;</li> </ol>	The actual expense incurred.
<b>SUNDRY CONFERENCE EXPENSES</b> Breakfast expenses Lunch expenses Dinner expenses Other conference expenses <b>not</b> reimbursed by Council Drinks Mini-bar Non business telephone calls Dry cleaning Personal grooming	The actual expense incurred



## Payment of Councillor Expenses

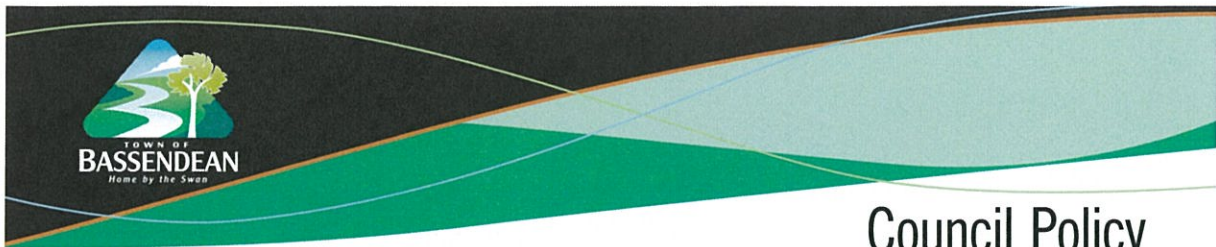
The Chief Executive Officer is delegated authority to approve reimbursements for actual expenses incurred upon the production of documentary substantiation of actual costs in accordance with this Policy.

## Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> April 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## 6.5 Councillor Professional Development

### Objective

To ensure that Councillors have equitable access to a range of relevant Councillor training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as elected members and to provide good governance to the Town.

### Strategy

Council shall ensure adequate resources are allocated annually in the Town's budget to provide the opportunity for Councillors to participate in appropriate training and development. Each Councillor shall be entitled to claim an amount each year for professional development included in the adopted annual budget. Councillors may, with the authority of another Councillor use funds unspent in the budget allocated for training that is not fully used by individual Councillors.

### Authorised Training & Conferences

Councillors are encouraged to attend the following training and conferences (subject to funds being available in the individual Councillor's training budget) without requiring further Council authorisation:

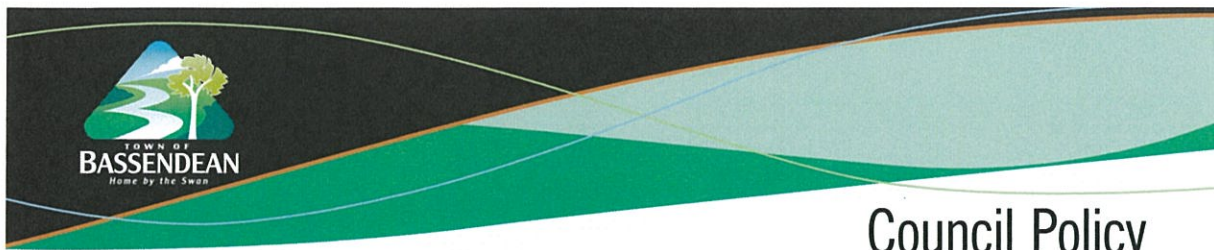
- WALGA endorsed training courses;
- WALGA Annual Local Government Week Conference and associated training courses;
- Courses organized by the LG Professionals (WA) and
- Breakfast speakers identified by the Mayor in liaison with the CEO and advertised through the weekly Councillors' Bulletin.

### Town of Bassendean's New Councillor Induction Course

Newly elected Councillors are to receive a comprehensive induction training program involving the Mayor, CEO and key staff members based on the guidelines on the induction of newly elected members as distributed by the Department of Local Government and Communities.

**ALGA National Conference:** In addition to the above permitted training opportunities, the Mayor can choose, as Council's delegate, to attend the ALGA National Conference, or in the event that the Mayor is unable, or declines to attend, then Council be represented by the Deputy Mayor, or if the Deputy Mayor is unable, or declines to attend, then Council may appoint another Councillor.





# Council Policy

## Interstate Training/Conference

Councillors wishing to attend interstate training and conferences will require the authority of Council and are required to provide written notice to the CEO with sufficient notice to allow consideration by Council prior to the close of registrations.

The following conference/training assessment matrix is to be completed by the Mayor and Deputy Mayor in consultation with the CEO and included in the report. A minimum of 18 points is required for the CEO to recommend that the Council approve Councillor attendance:

### Conference/Training Assessment Matrix

Criteria	1	2	3	4	5
Relevance to Councillors' governance role under LGA, as opposed to officers' operational role					
Value for Money & Cost/Benefit					
Alignment with Council's Strategic Plan and Current Priorities					
Lack of alternative training opportunities to gain same skills					
Level of quality networking opportunities with peers					

*Note: 1 equates to minimum relevance and 5 to maximum relevance*

Councillors may be eligible to attend interstate conferences provided the costs are within individual Councillor budgets or where the Councillor is prepared to reimburse any additional costs in excess of the individual Councillor budget allocation.

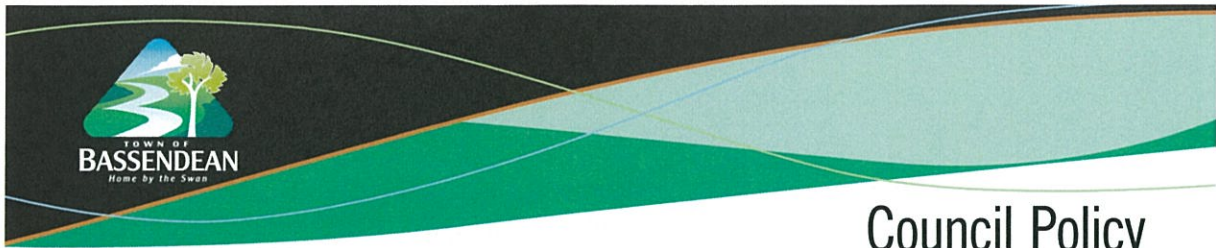
Councillors will be required to meet the costs of any additional accommodation and expenses incurred as the Town will not meet any costs for private travel over and above the number of nights' accommodation and expenses required to attend the conference.

The cost of the Councillor's partner's attendance at the Conference dinner, associated functions and partners' programs will be met by the Town, excluding additional airfares, full conference registration, meals and travelling allowances.

## Other Matters

The CEO, in liaison with the Mayor, shall bring forward for Council consideration any proposals for "in-house" training and Councillor development opportunities to meet Council's strategic objectives and priorities or to meet perceived gaps in Councillor skill development.

Council will determine whether a Councillor shall be permitted to attend a conference six months prior to their term of office expiring.

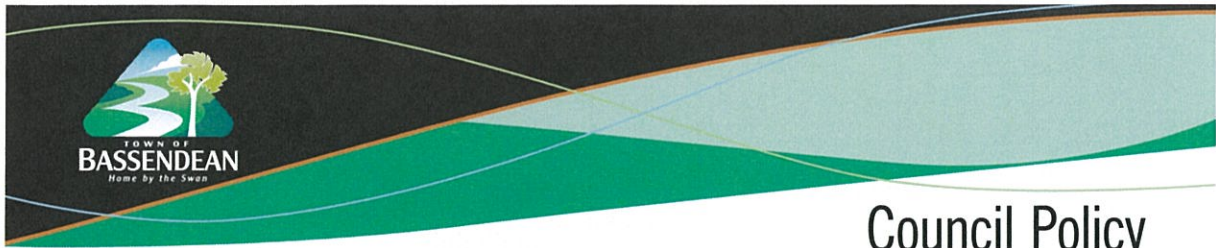


## Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> April 2014 <b>Version 2</b>
	<b>Next Review due by:</b> May 2020





## Council Policy

### 6.6 Gifts to Departing Councillors

#### Objective

To establish a standard for Council recognition of the services of a retiring Councillor.

#### Strategy

On retirement a plaque with an inscription is to be presented to each Councillor who completes any term of office at the expiry of that term for which he or she is elected.

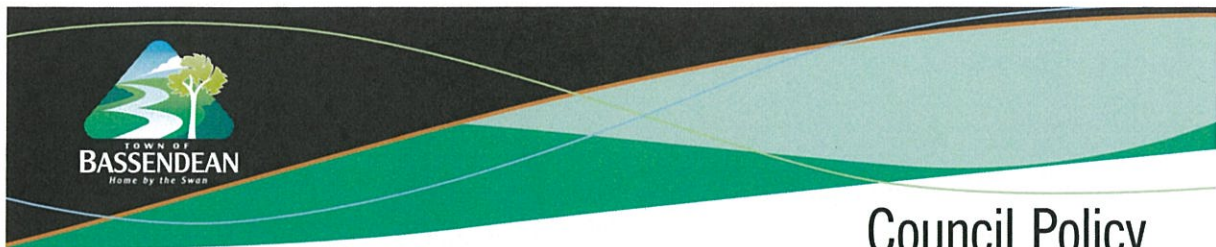
On retirement a plaque with an inscription and a gift with a value of up to \$350 is to be presented to each Councillor for continuous service of two terms of office.

On retirement a plaque with an inscription and a gift with a value of up to \$500 is to be presented to each Councillor for continuous service of 3 or more terms of office.

#### Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> April 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## Council Policy

### 6.7 Electronic Recording of Council Meetings

#### Objective

The objective of this Policy is to:

- Outline the manner in which Council meetings shall be recorded and broadcast;
- Ensure consistency in the availability of Council meeting minutes; and
- Provide a process in which a Councillor may question the accuracy of minutes.

#### Strategy

##### Electronic Recording and Broadcasting of Meetings

Meetings of Council are to be recorded electronically to assist with the preparation of minutes.

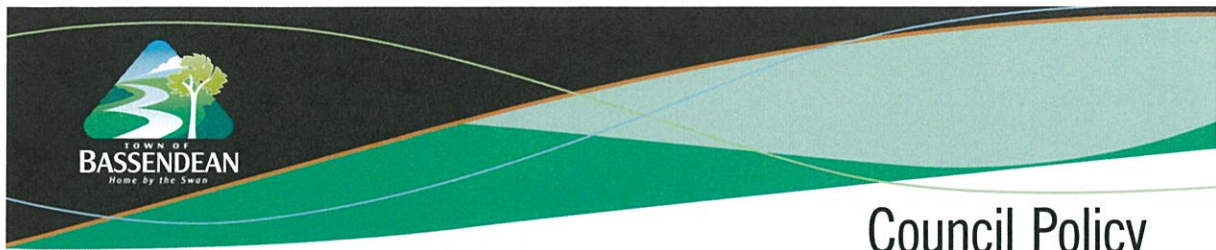
With the exception of those matters discussed behind closed doors in accordance with Clause 27 of the Standing Orders, copies of electronic recordings of meetings, where taken, shall be made available to the public and include a disclaimer that advises the public that the recordings are not the official record of a Council meeting and Council cannot guarantee the accuracy or the quality of this recording and it cannot be assumed to be a complete record of proceedings.

Members of the public shall not make copies of recordings or any part thereof without the approval of the Council or tamper with them so as to produce a false record.

Members of the public may listen to a recording at the Council Library free of charge. Two working day's notice is to be given by members of the public who wish to listen to the recording at the Library.

Electronic recordings shall be in the custody of the Chief Executive Officer who may make recordings available to any Councillor or Officer in the course of Council business.

Electronic recordings are to be stored for long-term storage as a State Record in accordance with the requirements of the State Records Act.

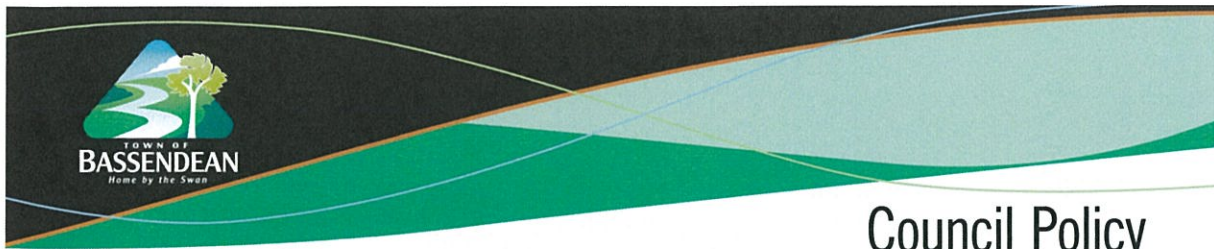


## Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> April 2014 <b>Version 2</b>
	<b>Next Review due by:</b> May 2020





## 6.8 Notices of Motions

### Objective

To establish standard procedures for dealing with Notices of Motion and any written report provided by a Councillor to support a Notice of Motion.

### Strategy

The Standing Orders provide (in part) that “A Member may bring forward business in the form of a written motion to the Chief Executive Officer at least 7 clear working days before the meeting at which it is to be moved”. When a Notice of Motion is delivered to the CEO in accordance with the Standing Orders, the CEO shall in the first instance discuss the proposed motion with the Councillor to assess if it is required, and if so place the motion on the agenda for the next available Council meeting.

The CEO will determine if an Officer comment will accompany the Notice of motion on the Agenda

The Notice of Motion will be considered under Motions of Which Previous Notice Has Been Given.

When a Notice of Motion is proposed and presented, a reasonable amount of supportive background information, including but not limited to drawings and/or pictures submitted by Councillors, be included with the Notice of Motion.

The maximum printed size of the motion and background material be limited to an A4 page document. Such supportive background information is not to be part of the body of the motion, unless so included.

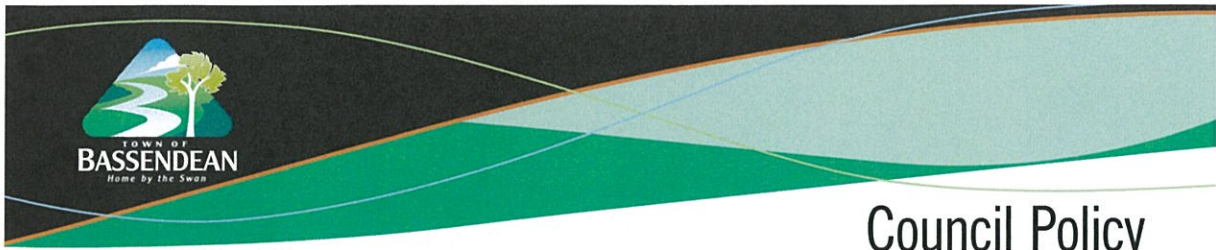
If a motion proceeds, Council will decide if a report is to be prepared and allocate a priority/or timeline taking into account officer workloads.

Notices of Motion for Consideration at the Following Meeting may be given at a meeting of Council, provided they are given in writing to the Presiding Member.

This policy does not apply to Notices of Motion to revoke a previous decision of the Council, as the procedure for dealing with such Notices is detailed in the Local Government Act and Standing Orders.

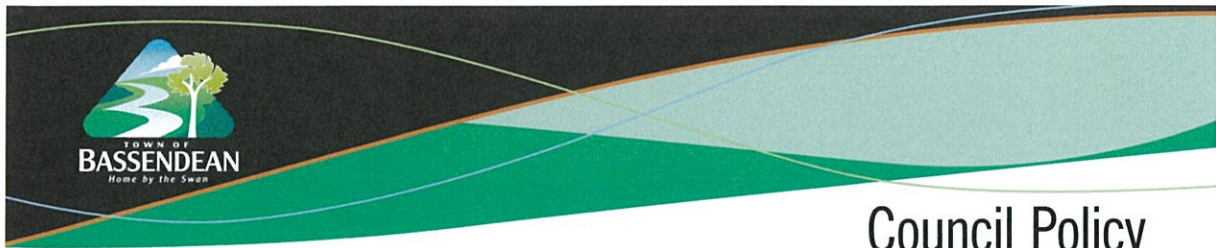
### Application

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.



<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> April 2014 <b>Version 2</b>
	<b>Next Review due by:</b> May 2020





## Council Policy

### 6.9 Publications by Individual Councillors

#### Objective

Council recognises the right of an individual Councillor to hold an opinion that is different from that of the majority of the Council. Council also recognises that any Councillor has a right to publish information.

The objective of this policy is to ensure that any document, which can be construed as being an official Council publication, contains accurate information that represents Council's corporate stance on any given issue.

The policy also aims to ensure that where an individual Councillor, or Councillors, has a contrary opinion to Council's corporate stance, the publication clearly identifies this to be the case. The overriding objective is to ensure that public confidence is not lost in the Town of Bassendean or local government in general.

#### Strategy

The Mayor and Chief Executive Officer shall approve any publication that purports to represent the corporate view of Council prior to release. It is recognised that the Local Government Act 1995 specifically empowers the Mayor and the Chief Executive Officer to speak on behalf of the Council.

Should an individual Councillor or group of Councillors wish to release a document that expresses an opinion that does not represent that of the Council then the publication shall clearly and prominently state this to be the case.

At all times documents shall be clear, unambiguous and accurate in terms of facts used. Where statements are presented as facts the source of the facts shall be acknowledged.

The document shall not reflect adversely on Council as a body corporate, an individual Councillor, an officer of Council, a member of the public or any other organisation.

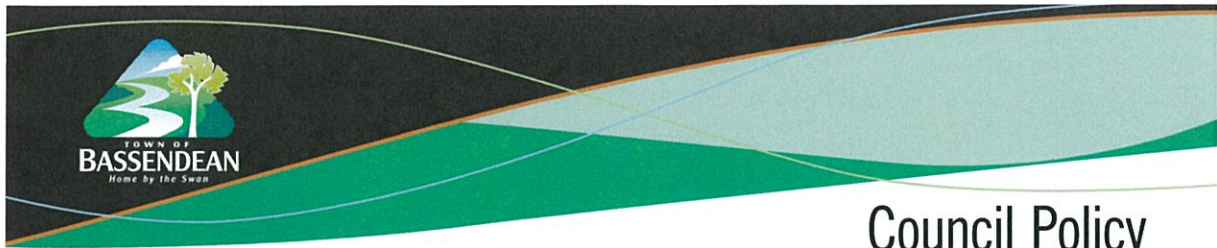
#### Guidelines for Councillor Publications

All publications shall be duly authorised in accordance with the Local Government Act Electoral Provisions as though the publication were an election publication.

Publications shall not commit the Council to actions or obligations, which the Council as a body must decide.

All material distributed by a Councillor which seeks feedback from residents shall be directed to the private address of the Councillor unless authorised by the Chief Executive Officer to have responses forwarded to the Council Administration Office.





## Council Policy

To ensure that there are no defamatory or libellous statements in the publications, Councillors shall provide a copy of any publication to the Chief Executive Officer, prior to distribution of the publication for review and retention as a Council record.

To exercise caution in using Social Media to ensure that in their communications they do not act contrary to the General Principles and Ethical Standards, or breach the Code of Conduct requirements.

The misuse of information, or confidential information, gained as a council member or committee member, employee to cause detriment to the Town or another person or to gain directly or indirectly an advantage for another person, applies to communications by Social Media as well and could result in prosecution under Section 5.93 of the Local Government Act 1995 which carries penalties of \$10,000 or imprisonment for 2 years.

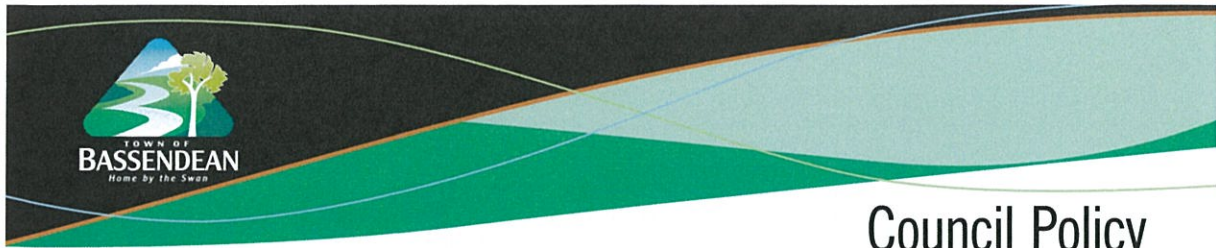
### Application

This policy has no effect to any publication associated with an election, which is covered by the Local Government Act.

This policy applies to all other publications including, but not limited to, printed material, newspaper, radio and television publications, social media and verbal presentations to community groups or meetings.

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> April 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## Council Policy

### 6.10 Recruiting Community Members on Council Committees

#### Objective

To attract diversified and broadly representative community members and local community groups to Council Committees.

Council recognizes the value to the community of decision making involving representatives of the community the decisions impact.

#### Strategy

The following principles will be adhered to in order to attract suitable nominations to Committees from community members and community groups:

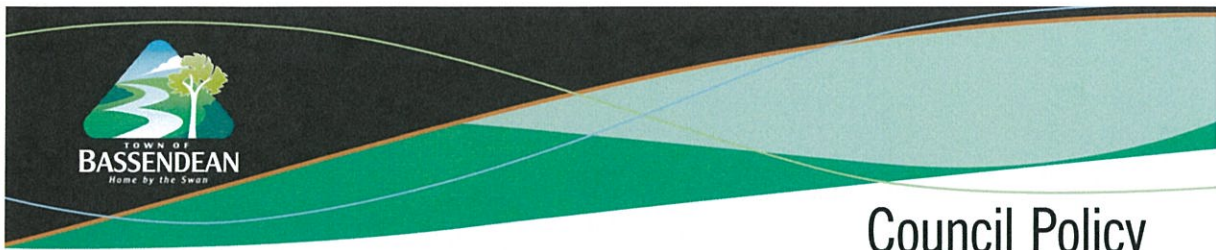
- Promotional strategies will be used that provide clear understanding and reasonable notice to all individuals or community groups who may wish to nominate for a vacancy on a Committee.
- Sufficient time will be provided to allow nominations to be made.
- Council will give preference to nominees who reside in the Town or are members of community groups that operate in the Town and all nominees will be required to complete a nomination form which will include the opportunity to provide details of appropriate expertise and knowledge that could be of benefit to the Committee.
- Where more than the required number of nominations is received, preference will be given to members of different local community groups.
- The process will be conducted fairly and without bias and Council will make appointments based on the quality of the nomination.
- In the event of a vacancy previous applicants will be invited to reapply.

#### Application

Responsibility for the implementation of this policy rests with all staff facilitating Committees of Council, Committee members who are recommending on appointments and Councillors. The policy is to be reviewed every three years.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> April 2014</p> <p><b>Version</b></p>
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## Council Policy

Next Review due by: May 2020

### 6.11 Donations – Financial Assistance

#### Objective

To set criteria for the provision of specific and non-specific donations and financial assistance for charitable organisations, assistance to local schools, sporting clubs, community groups and disaster relief appeals.

#### Strategy

The Town of Bassendean will consider applications for donations under one of the following two categories:

1. Individuals; and
2. Community non profit organisations and charities.

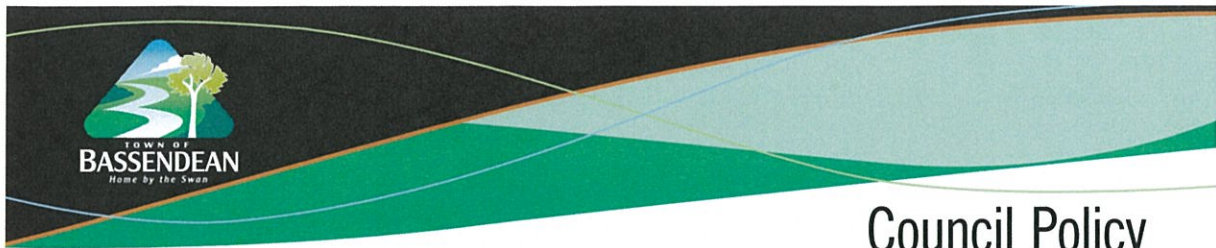
In considering all of the applications for funding, it needs to be clearly demonstrated that there is a direct benefit to the Town of Bassendean community.

#### Donations to Individuals

- a) Donations will only be considered on receipt of a formal written application;
- b) Donations may be made to individuals who have excelled in an activity or endeavour that the Town wishes to recognize or those that provide a service to the residents of the Town or who officially represent the Town of Bassendean and can demonstrate that the Town will be recognized in such an event;
- c) Be for a purpose/event in the future;
- d) Donation may be made to individuals to address disadvantage and ensure equity of access; and
- e) Contributions will be limited to \$200 per person per year.

#### Donations to not for profit organisations and local schools

- a) All donations will only be considered on receipt of a formal written application;
- b) Applications will only be considered from not for profit or charitable organisations that are located within the Town of Bassendean who can clearly demonstrate that



## Council Policy

- there will be a direct benefit provided to the Bassendean community;
- c) Be for a purpose/event in the future; and
  - d) Contributions are limited to a maximum of \$500 per organisation per year.

### **Disaster relief assistance**

- a) Council to consider the provision of funds towards appeals where natural disasters have occurred;
- b) Contributions in this area to be set at a maximum of \$1,000 to be determined by the extent of damage suffered; and
- c) The balance of funds available in the disaster relief section of the donations budget each year is to be transferred to a Disaster Relief Reserve Account for the purpose of funding larger contributions should the need arise.

### **Delegation to the Chief Executive Officer**

The Chief Executive Officer is authorised to assess and approve donations in accordance with this policy and refuse applications for donations and financial assistance where they do not meet the requirements set down in this policy. Council be informed of the use of the delegation.

As part of the budgetary process, Council may approve annual donations. The donation may be paid within the financial year on the authorization of the Chief Executive Officer without further referral to Council.

### **Applications requiring to be determined by Council**

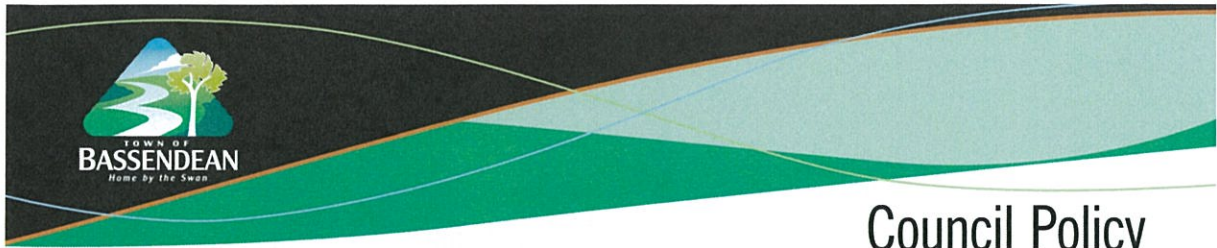
Any applications not meeting the requirements of this policy are to be referred to Council for consideration if deemed to be worthy of Council's support under "extraordinary" circumstances. This may include applications for a donation that exceeds any of the policy limits (notably amount and frequency) and for retrospective applications for funding where extenuating circumstances did not allow consideration prior to the event.

### **Promotional opportunities**

Promotional opportunities for Council are to be considered in conjunction with all donations/ sponsorship where appropriate maximising exposure for Council's support. This will be by the use of:

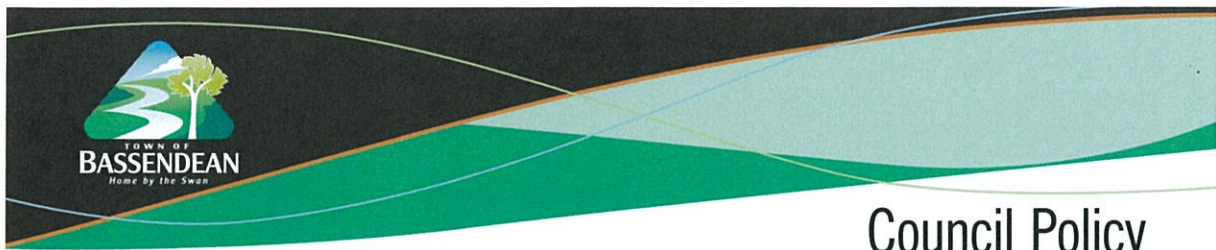
- Logos (on stickers, etc.);
- Banners;
- Signage;
- Merchandise;
- Press releases;





## Council Policy

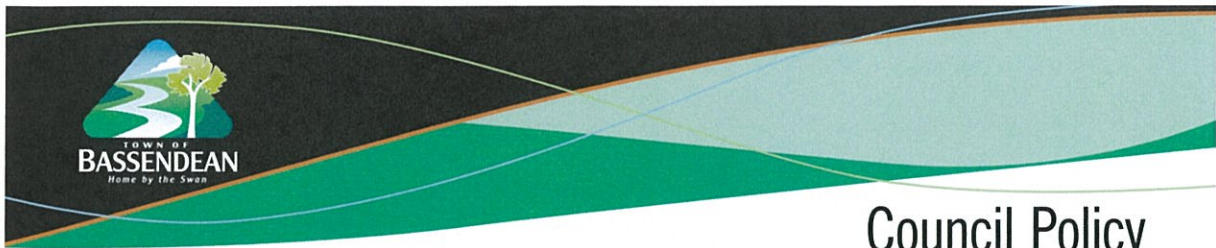
- Public relations opportunities for Mayor and Councillors; and
- The Town's Website.



## 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.

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Director Community Development
<b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture	<b>Last Review Date:</b> May 2015 <b>Version 3</b>
	<b>Next Review due by:</b> May 2020



## Council Policy

### 6.12 Festive Season Office (Administration) Closure

#### Objective

To establish a Council Policy on the closure of the Administration Office during the Festive Season (Christmas to New Year).

#### Strategy

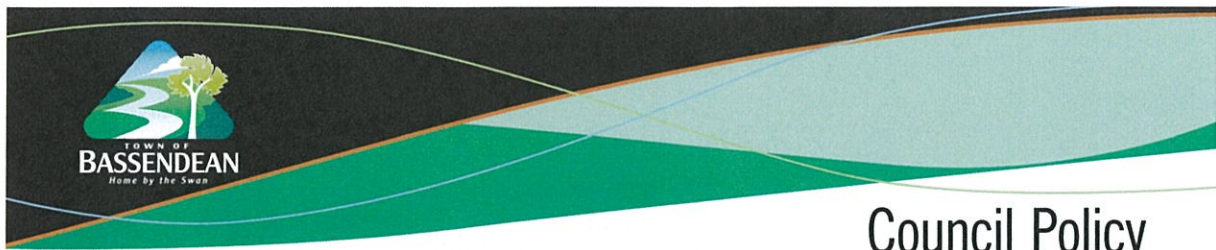
As a family-friendly Council, the Administration Office will be closed during the Festive Season (Christmas to New Year). The Chief Executive Officer is required to advise staff of the dates of the office closure by 1 July that year and ensure that the Town is able to respond to emergencies or urgent issues.

#### 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.

<p><b>Policy Type:</b> Strategic Policy</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p>
<p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Last Review Date:</b> April 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>





## 6.13 Financial Sustainability Policy

### Objective

To strengthen the Town's financial sustainability by continuously improving the Town's financial performance and position both in the short term and long term.

### Strategy

In carrying out its functions, the Town of Bassendean is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity. (Section 1.3 of the Local Government Act). This requires prudent financial management to achieve sustainable outcomes for the community.

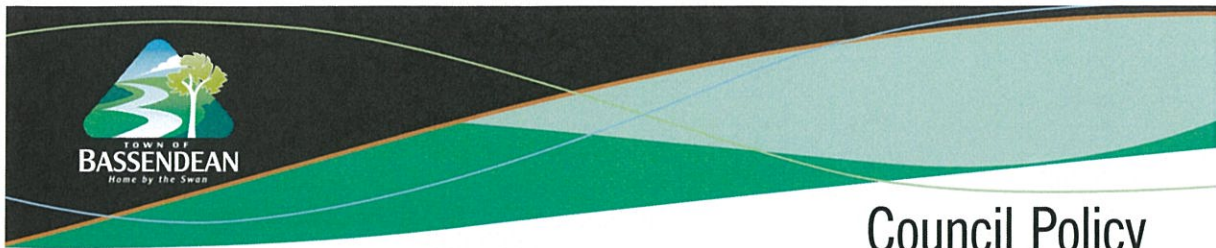
The Town of Bassendean's long term financial performance and position will be sustainable where:

1. continuation of the Council's present spending and funding policies;
2. likely developments in the Council's revenue raising capacity and in the demand for and costs of its services and infrastructure; and
3. normal financial risks and financial shocks;

The Town of Bassendean commits to sound public governance through:

1. Good fiscal management by working towards:
  - a. prudent management of assets and liabilities;
  - b. ensuring that revenue and spending decisions have regard to their effect on future generations and ongoing financial sustainability;
2. Ensuring that its decisions on service delivery and the provision and maintenance of infrastructure are made with due regard to available, existing and anticipated future financial resources and competing priorities;
3. Improving its practices including strategic planning at local and regional levels, prudent borrowing and appropriate pricing regimes;



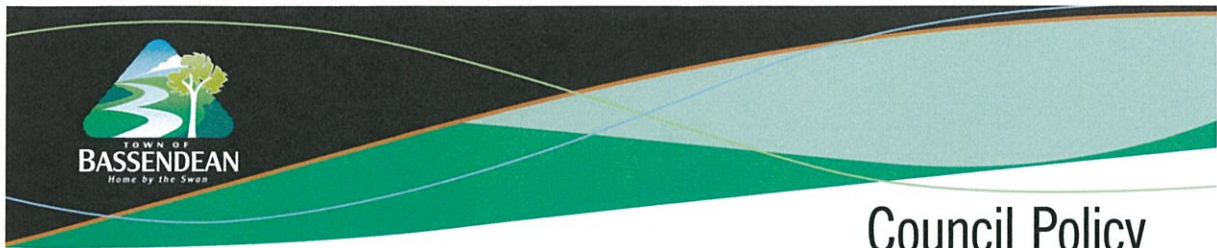


## Council Policy

4. Being responsible for funding functions it chooses to undertake in an area of responsibility of other spheres of government, in addition to funding its existing core functions.

To achieve improved financial sustainability the following principles guiding financial management are to be followed:

1. Undertake long term planning and funding of infrastructure, services and land use in close in accordance with the adopted Strategic Community Plan and Corporate Business Plan. Implement and maintain asset management systems to achieve “whole of life” planning for asset and infrastructure maintenance and renewal.
2. Avoid taking on additional responsibilities for asset maintenance and infrastructure renewal and expansion from the State Governments without a commensurate allocation of capital and recurrent funding, eg, Swan River foreshore and wetlands;
5. Seek to provide fewer and better quality facilities by rationalising its assets and infrastructure through the sale of surplus land .
6. Maximise external funding opportunities for capital projects and where possible services provided to the residents of the Town of Bassendean.
7. Not undertake new services or functions, which duplicate those provided by other tiers of government, the private or non-profit sector.
8. Conduct rolling reviews of services based on a sustainable best value analysis to ensure that services continue to meet community needs as strategic priorities for the Town, are run effectively and efficiently and do not duplicate services provided by other providers.
9. Adopt appropriate industry standards for all services and functions undertaken, benchmark services to the community against other local governments and the private sector to ensure that they are competitive and use resource sharing where efficiencies and/or service delivery improvements can be made.
10. Ensure that any functions undertaken by local government on behalf of other tiers of government are appropriately funded to meet increasing compliance costs such as industry accreditation. Additionally where the nature of the Function precludes the Local Government from recouping the cost, the Town will make every effort to identify it as cost shifting or an unfunded mandate.
11. Improve its collection of data on Key Performance Indicators and report on the achievement of financial performance targets through the quarterly reports and Annual Report.
12. Develop an acceptable and sustainable borrowing and debt management program to fund infrastructure needs on an intergenerational basis.
13. Support WALGA efforts to obtain developer contributions for new development infrastructure in a similar fashion as in NSW and Victoria.
14. Support WALGA efforts to claw back rate exemptions to charitable and non-profit organizations and resist any moves to expand the scope of exemptions.



## Council Policy

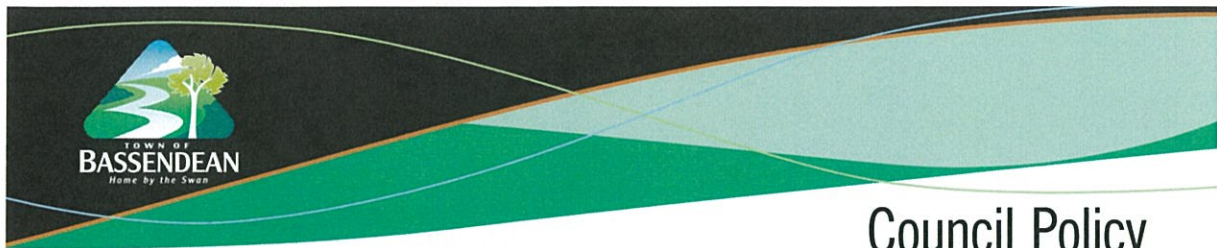
15. Work with the Western Australian Local Government Association and other Local Governments to levy income from Commercial Government Enterprises infrastructure on Local Government land.
16. Ensure the comprehensive induction and ongoing training for Councillors and staff to increase the understanding of sustainability principles and increase financial and asset management skills.

### 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.

<p><b>Policy Type:</b> Strategic Policy</p>	<p><b>Responsible Officer:</b> Chief Executive Officer</p>
<p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Last Review Date:</b> April 2014  <b>Version 2</b>   <b>Next Review due by:</b> May 2020</p>





## 6.14 Purchasing Policy

### Objective – difference between RFT RFQ

This policy:

1. Meets the requirements of the *Local Government Act 1995* and the Local Government (Functions and General) Regulations 1996 to establish a framework of operational standards for contracts to purchase goods and services;
2. Sets out the requirements for acceptable forms of quotation, and the recording of documents and information, for contracts to purchase goods and services;
3. Is designed to ensure that the Town receives value for money as a result of its purchasing activities; and
4. Aims to deliver a high level of accountability whilst providing a flexible, efficient and effective and transparent procurement framework.

### Strategy

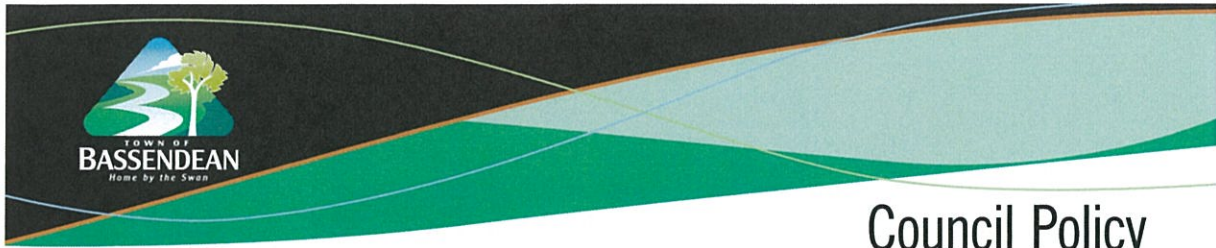
Staff have developed a procurement manual that provides an effective ‘how to’ framework for Town of Bassendean contracting for goods and services. Understanding and adhering to the procedures within the manual, will help ensure good purchasing outcomes.

The Manual and associated Council policies provide a purchasing and contracting framework that reflects the principles and arrangements fundamental to efficient and effective purchasing and contracting.

These procedures apply to all methods of procurement, including e-commerce methods.

In undertaking any procurement activity, authorized Council purchasing officers, and any private sector organisations purchasing on the Town’s behalf, must understand and comply with the policy requirements outlined in Council policies.

In the event of any inconsistency between these Procedures and Council policies, compliance with the policies takes precedence.



## Council Policy

Key outcomes that Council wishes to achieve are:

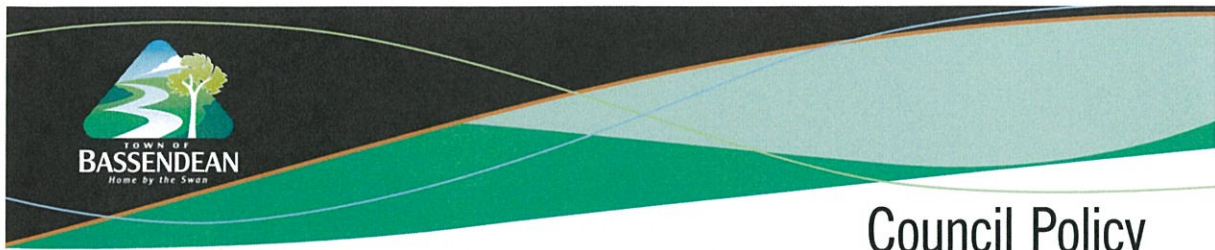
- ensuring value for money in Town of Bassendean contracting and purchasing;
- ensuring there is transparency in Town of Bassendean contracting and purchasing;
- minimising the risk to the Town of Bassendean from purchasing and contracting through the application of a robust risk management mechanism ensuring that the products and services it purchases are in line with the Town's objectives for a sustainable future and that can support markets for environmentally preferred products and services, support products with minimum packaging and contribute to improved environmental quality and progress towards sustainability
- Ensure that the purchasing framework promotes the sustainable use of resources and reduce negative impacts.
- To efficiently manage the replacement of the Town of Bassendean's vehicle fleet

### 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.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer</p> <p><b>Last Review Date:</b> April 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## Council Policy

### 6.15 Risk Management Policy

#### Objective

To develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within the Town and to reduce the potential costs of risk through the implementation of an organisation wide risk management framework.

#### Strategy

The Town of Bassendean is committed to managing risk and will do so by maintaining a Risk Management framework in accordance with the Risk Management Standard AS/NZS 31000:2009. The framework will include systems to identify, evaluate, treat, monitor, review and report risks. Regulation 17 of the Local Government Act (Audit ) Regulations 1996 provides for a review of the Risk Management of the organisation every 2 years.

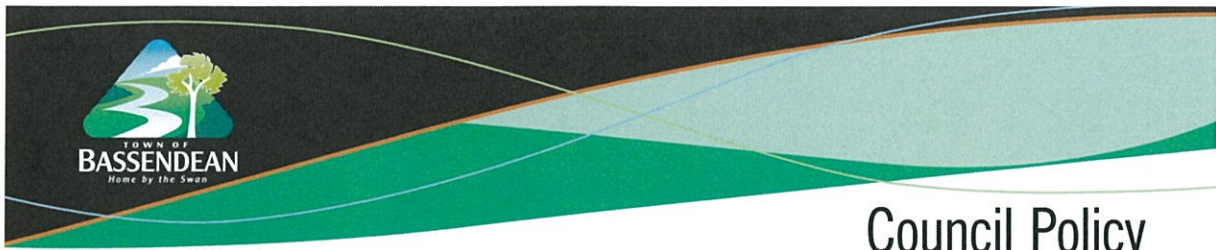
#### Policy Aims

- To implement Risk Management across the Council in accordance with the Standard AS/NZS 31000:2009 ; and
- To develop a risk management plan which is owned and managed by the Town of Bassendean staff and is aligned to the strategic planning process and the achievement of the Town's vision and values.

#### Policy Scope

This policy covers:

- All activities of the Town from Strategic Planning and Corporate Governance to operational activities and specific projects;
- Employees identifying and assessing potential risks in all areas of responsibility;
- The development of risk mitigation plans and the implementation of risk reduction strategies; and
- Ensuring that potential and existing risks are reported to the Management and allocating of risk management responsibilities to staff.



## Council Policy

The Risk Management Manual covers risk control as well as some risk financing requirements. These guidelines can be applied to various risk/loss exposures, including those relating to:

- The community;
- The workforce;
- Vehicles and plant;
- Buildings and similar property;
- Revenue streams;
- Legal liability;
- Electronically stored information;
- Intellectual property;
- Environmental damage;
- Contractors;
- Fraud; and
- Reputation.

### 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.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>Last Review Date:</b> April 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## 6.16 Investment Policy

### Objective

To invest funds to ensure the maximisation of returns with due consideration of the associated risks, whilst protecting the initial capital investment and future cash flows.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

Investments are to be made in accordance with legislative requirements of the Local Government Act and the associated Regulations.

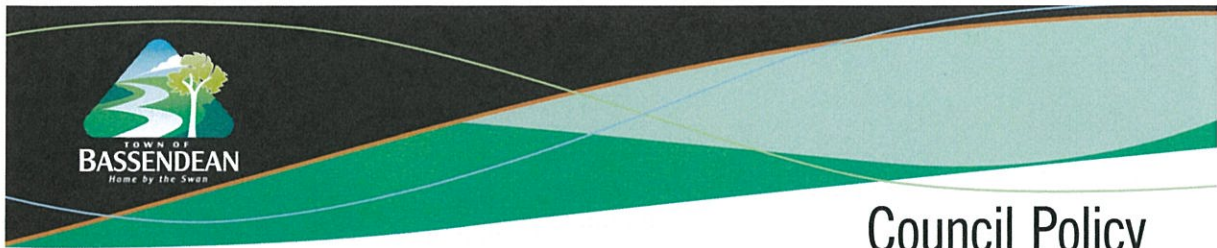
- Preservation of capital is the principal objective of the investment portfolio. Investments are to be undertaken and in a manner that ensures security and safeguard the Town's Investment Portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a yield that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.
- Preference will be given to invest in financial institutions who do not invest in or finance the fossil fuel industry.

### Legislative Requirements

All investments are to comply with the following:

- Local Government Act (WA) 1995 (As Amended as at November 2015)
- Trustees Act (WA)1962 (As amended as at the 16 January 2013)
- Local Government (Financial Management) Regulations 1996 (As amended as at June 2013)





## Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the Local Government Act 1995. (*Section 6.14 of the Local Government Act 1995 & Section 19 of the Local Government (Financial Management) Regulations 1996*).

## Ethics and Conflicts of Interest

In accordance with the Town's Code of Conduct, Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. All disclosures are to be in accordance with the Town's Code of Conduct.

A local government officer must act with the care, prudence, skill and diligence that a prudent person acting in like capacity under similar circumstances would act.

## Authorised Institution Investments

This policy authorises investment of the Town's funds, including surplus funds, with an Authorised Deposit-taking Institution as defined in the *Banking Act 1959* (Commonwealth) section 5.

Investments are limited in accordance with the requirements of the Local Government Act (Financial Management) Regulations 19C which provides:

### 19C. Investment of money — Restrictions on Act S6.14(2)(a)

(1) *In this regulation —*

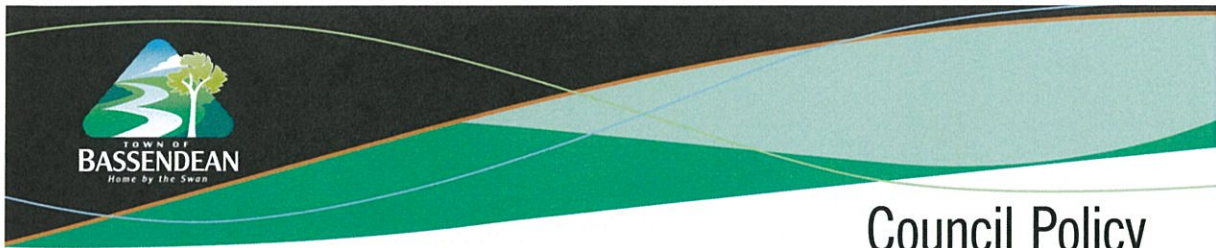
**authorised institution** means —

- (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
- (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

**foreign currency** means a currency except the currency of Australia.

(2) *When investing money under section 6.14(1), a local government may not do any of the following —*

- (a) *deposit with an institution except an authorised institution;*
- (b) *deposit for a fixed term of more than 12 months;*
- (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*



- (d) invest in bonds with a term to maturity of more than 3 years;
- (e) invest in a foreign currency.

### Overall Portfolio Limits

To control the Credit quality on the entire portfolio, a global credit framework will apply to limit the percentage of the portfolio exposed to any particular rating category as outlined below.

The maximum available limits in each category are as follows:

S & P Short Term Rating	Direct Investment Maximum %
A-1	100%
A-2	60%

### Counterparty Credit Limit

All investments made on behalf of the Town of Bassendean will comply where applicable, with the credit guidelines based on the S&P ratings for each institution. Exposure to an individual institution will be restricted, where applicable, by their S&P rating so that single entity exposure is limited, as detailed in the table below:

S & P Short Term Rating	Direct Investment Maximum %
A-1	50%
A-2	30%

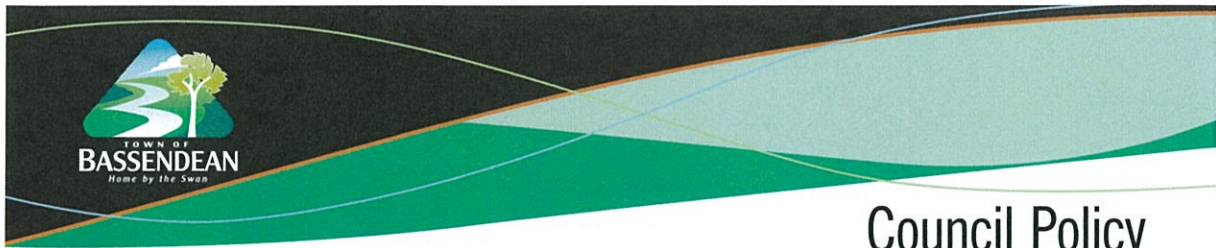
### Investment Advisor

The Town may appoint an investment advisor who must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended in accordance with the terms and conditions of this policy.

### Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio and maturity date.





## Council Policy

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

For audit purposes, certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

### **GLOSSARY OF TERMS**

#### **Local Government Act 1995**

Section 6.14 of the Local Government Act 1995 provides that “subject to regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by a local government for any other purpose may be invested in accordance with “Part III of the Trustees Act 1962” (Trustees Act)”

#### **Local Government (Financial Management) Regulations 1996**

Regulation 19 of the Local Government (Financial Management) Regulations 1996 states a local government is to “establish and document internal control; procedures to be followed by employees to ensure control over investments”

Regulation 19C provides for the definition of the authorised institution, and the limitation of the investment funds.

Regulation 28 and 49 prescribe the disclosure requirements for investment in the Annual Budget and Annual Financial Report respectively. Additional disclosure requirements are also provided under the Australian Accounting Standards.

As part of the reporting requirement under Regulation 34 Financial Activity Statement Report, each local government is to include in its monthly statement of financial activity any supporting information considered relevant by the local government. This should include a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the investment policy.

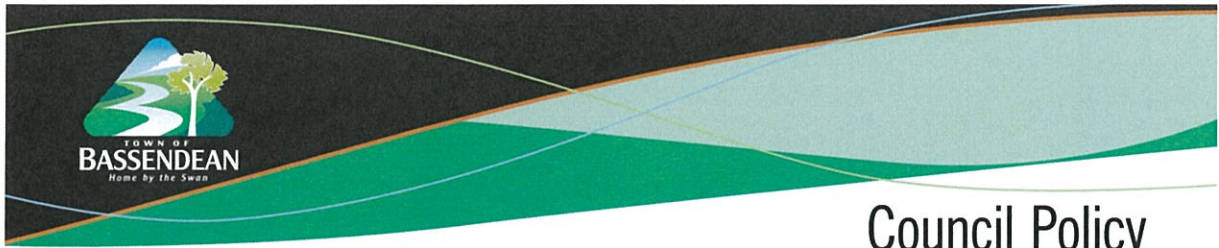
#### **Preservation of Capital**

Preservation of capital refers to an investment strategy with the primary goal of preventing losses in an investment portfolio's total value.

#### **Prudent Person Rule**

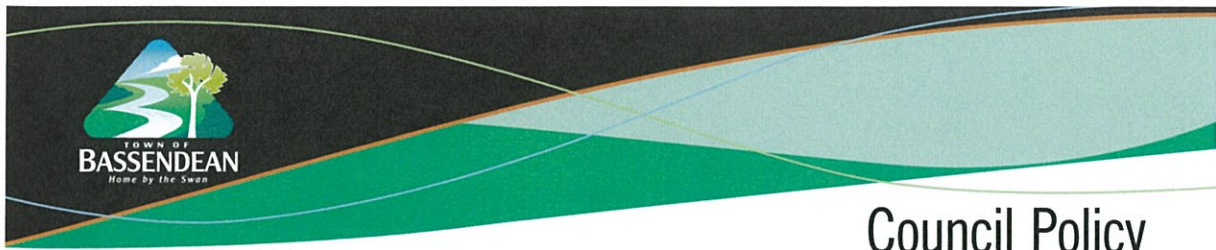
Investments will be managed with the care, diligence and skill that a prudent person will exercise. Delegated Officers are to manage the Investment Portfolio to safeguard the





## Council Policy

portfolios in accordance with the spirit of this investment policy, and not for speculative purposes.



## Trustees Act 1962

Section 17 of the Trustees Act 1962, states “a trustee may, unless expressly prohibited by the instrument creating the trust -

- (a) invest trust funds in any form of investment; and
- (b) at any time, vary an investment or realise an investment of trust funds and reinvest money resulting from the realisation on any form of investment”.

## INVESTMENT DEFINITIONS

**Authorised institution** means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

**Foreign currency** means a currency except the currency of Australia.

*Reference – Local Government Act (Financial Management) Regulations*

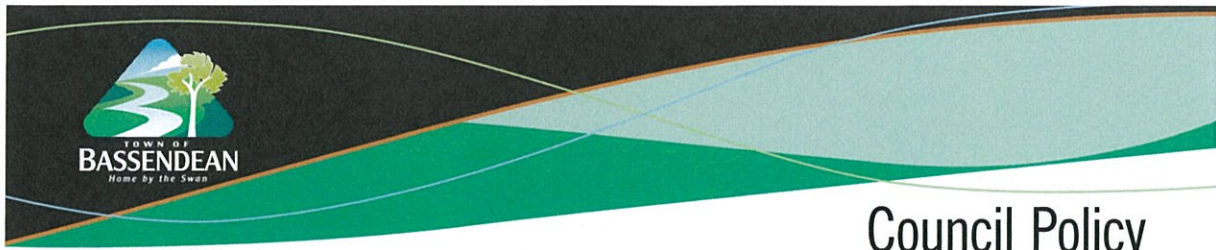
### Bonds

Bonds are financial securities issued by the Commonwealth, State or Territory government authorities as a means of raising funds. These securities are restricted to maturity of less than 3 years.

### Security investments

Security investments (also known as ‘negotiable certificates of deposit’ or ‘bills of exchange’ accepted or endorsed by Australian banks) are ‘discount securities’ because they are sold at a discount to their face value. The difference between the purchase price (amount invested) and the face value (amount at maturity) represents the interest earned.





## Term deposit

A Term Deposit is an investment where the interest rate is guaranteed not to change for the whole of the nominated term. It provides the security of knowing that interest income is protected from fluctuations in investment markets.

## S&P Credit Ratings

S&P stands for Standard and Poors, which is a globally accredited professional organisation that provides analytical services. An S&P credit rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment;
- Nature and provisions of the obligation; and
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganization or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk.

### *S&P Short Term Credit Rating A-1*

This is the highest short term category used by S&P. The institutions capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

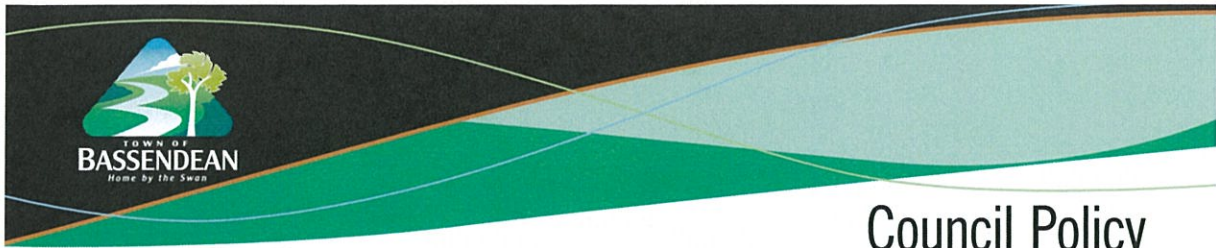
### *S&P Short Term Credit Rating A-2*

A short term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the institutions capacity to meet its financial commitment on the obligation is satisfactory.

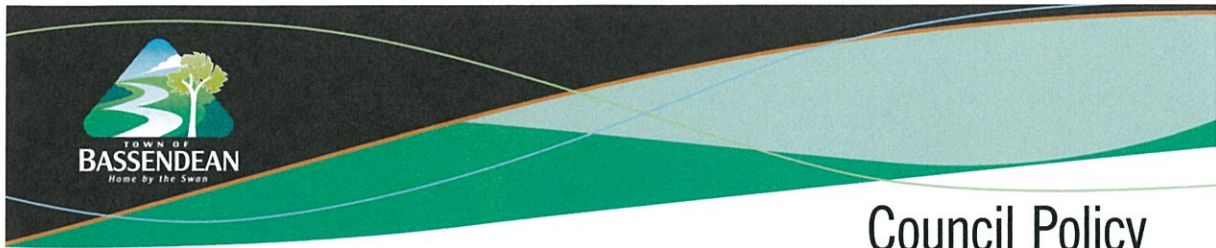
## **Application**

Responsibility for the implementation of this policy rest with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years or as required in the event of legislative changes.





<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer</p> <p><u>Delegated Authority:</u> Director Corporate Services Manager Corporate Services</p> <p><b>Last Review Date:</b> March 2016</p> <p><b>Next Review due by:</b> March 2019</p>
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## Council Policy

### 6.17 Chief Executive Officer and Executive Officers Employment Policy

#### Objective

To establish Executive Officers of the Council under a corporate management structure who can efficiently and effectively carry out their duties on behalf of the Town.

#### Strategy

##### Chief Executive Officer

The Chief Executive Officer is the chief non-elected executive officer of the Council appointed by Council in accordance with the Local Government Act.

##### Executive Officers

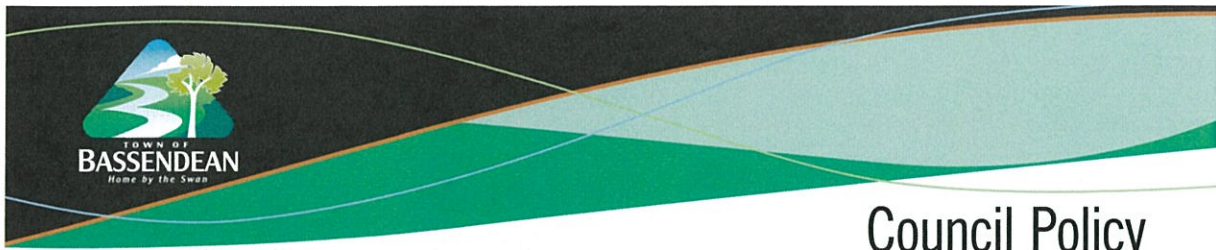
Under the corporate structure other Executive Officers are the Director Operational Services, Director of Corporate Services, Director of Strategic Planner and the Director Community Development .

##### Acting Chief Executive Officer

The Council will appoint an Acting Chief Executive Officer to fulfil the duties and exercise the powers of the Chief Executive Officer in periods of annual leave and during periods of unforeseen prolonged absence (exceeding 5 working days) of the Chief Executive Officer. The appointment will be made from the Executive Officers of the Council on a rotational basis.

##### Setting Executive Salaries

It is Council policy that guidelines are provided for the CEO in setting executive salaries to ensure that executive salaries are fair and reasonable, are competitive with local governments of a similar size and complexity and are financially sustainable in the context of the Town's rate base.



## Council Policy

SALARY INCREASE	JUSTIFICATION

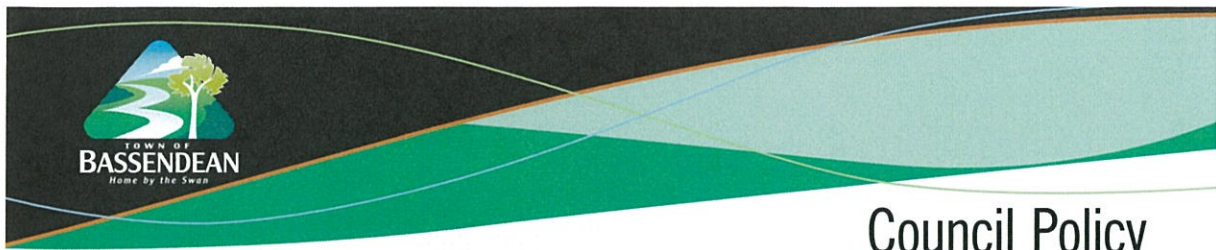
### Application

This policy is to be applied by the CEO following the completion of the annual performance review of the Directors.

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.

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> April 2014 <b>Version 2</b>
	<b>Next Review due by:</b> May 2020





## Council Policy

### 6.18 Employment Related Benefits with the Town of Bassendean Policy

#### Objective

To establish a policy on the employment benefits provided to employees in accordance with the Enterprise Bargaining Agreements and with regards to the following:

- Superannuation and Salary Sacrifice;
- Education and Study Assistance;
- Employment Training and Development; and
- Use of Council Equipment for private purposes.

#### Strategy

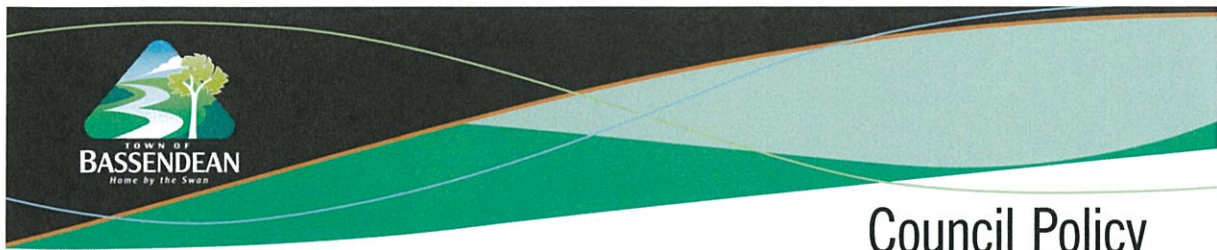
##### 1. Superannuation and Salary Sacrifice

Council will provide employees the option of salary sacrifice of their superannuation and in addition to the Superannuation Guarantee Contribution (SGC), a superannuation co-contribution scheme is accessible to all employees based on the agreed Enterprise Bargaining Agreement but no less than the following table:

Employee Contribution	Employer Contribution	Total (not including SGC)
1%	1%	2%
2%	2%	4%
3%	3%	6%
3.5%	3.5%	7%
4%	4%	8%
4.5%	4.5%	9%
5%	5%	10%

Employees' contributions are unlimited to a superannuation fund of choice.

Procedures have been established to provide guidance to all employees wishing to access the superannuation co-contribution scheme. Employees will be required to adhere to the procedures to qualify for the superannuation scheme contributions.



## 2. Education and Study Assistance

Council will provide employees with the opportunity to pursue studies relevant to their position and to local government in accordance with the relevant clauses in the Enterprise Bargaining Agreements.

Employees may be assisted to undertake courses of study at tertiary education institutions such as universities, technical colleges, accredited Local Governments and private companies.

The pre-requisites for assistance are:

- That the course(s) complement the Local Government's goals and strategies; and
- Are relevant to the work of the employee.

Procedures have been established to provide guidance to all employees wishing to access the Education and Study Assistance. Employees will be required to adhere to the procedures to qualify for the Education and Study Assistance.

## 3. Employment Training and Development

Council will provide all employees with the opportunity to participate in training and development programs at the Local Government's expense where training/development complements the Town of Bassendean's goals and strategies, and is consistent with the skills identified at the staff development process.

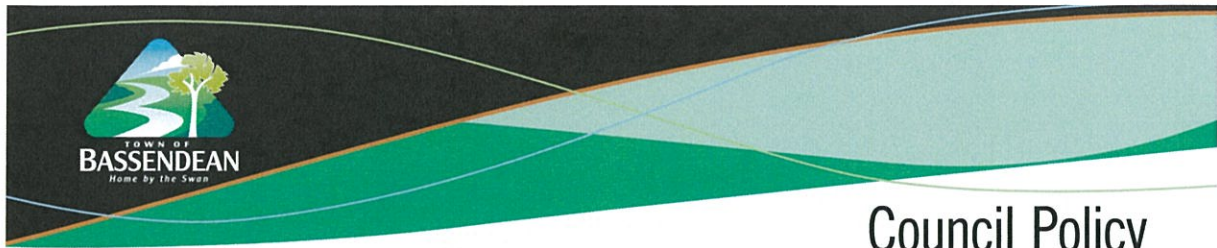
Procedures have been established to provide guidance to all employees on the Town of Bassendean's training and development processes. Employees will be required to adhere to the procedures to qualify to the training and development process.

## 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.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> 16 June 2012 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## 6.19 Presentation to Staff Policy

### Objective

The aim is to have a policy in place, to formally recognise and thank commendable employees for their service and contribution during their employment with the Town of Bassendean.

To have in place a policy, in accordance with Section 5.50 of the Local Government Act 1995 and Local Government (Administration) Regulation 1996, in particular Clause 19A (1) & (2), in relation to employees whose employment with the Town of Bassendean is finishing, setting out the circumstances in which the Council will pay an employee any amounts in addition to those which the employee is entitled under the terms of a contract or industrial award.

Benefits provided in accordance with this policy shall not apply where:

- Employment is terminated as a consequence of conduct that justifies dismissal, including misconduct, inefficiency or neglect of duty; or
- An employee is appointed as a casual, temporary employee or who was engaged for a specific time period or for a specific reason, task, project or program.

### Strategy

#### Resignation or Retirement

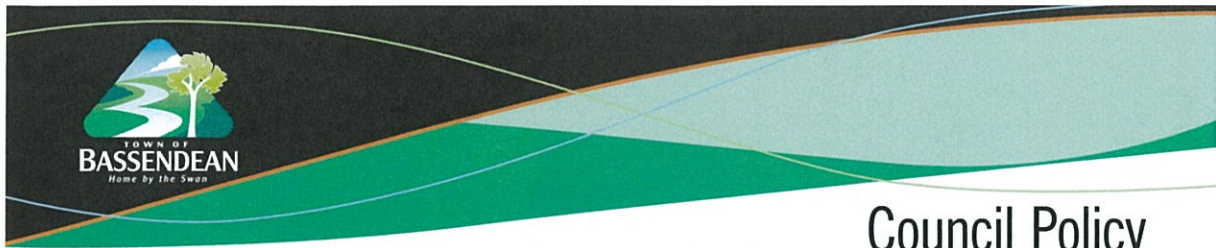
Council authorises a gift to the value of \$100 and a farewell function for employees who retire or resign from the Town of Bassendean after a period of employment of five years or more of continuous service. Where employees have served for ten or more years, the gift authorised is \$350.

#### Continuous Service Awards

Staff who work with the Town of Bassendean for a significant period of time will be recognised with a Service Award.

An employee is eligible for a gift in the form of a gift voucher - a payment can only be made directly to a retailer.





## Council Policy

After 5, 10, 15, 20 and then every 5 years after 20 years of continuous service, the Employee will be recognised as follows:

- 5 Years Service - Certificate of Service and \$100 gift/voucher;
- 10 Years Service - Certificate of Service and \$250 gift/voucher & Bottle of Wine;
- 15 Years Service - Certificate of Service and \$400 gift/voucher & Bottle of Wine;
- 20 Years Service – Certificate of Service and a gift/voucher (maximum value \$550) & Bottle of Wine; and
- Every 5 years after 20 years – Certificate of Service + gift/voucher (maximum value of \$750) + dinner for two. Certificates for 5 years service will be presented to employees by the Director of the Directorate. Where this is impractical the Supervisor may make the presentation.

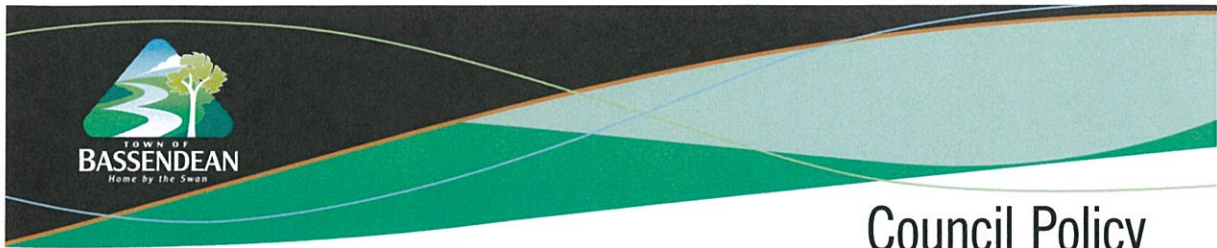
Certificates for 10, 15, 20 and then every 5 years after 20 years of continuous service will be presented by the Chief Executive Officer at the following nominated functions, End of Financial Year and Christmas functions.

All certificates will be signed by the Chief Executive Officer and the Mayor.

## 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.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> April 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## Council Policy

### 6.20 Councillor Contact with Administration Policy

#### Objective

To enable honest and open communication between the Councillors and the Chief Executive Officer, underpinned by the operational responsibility of the Chief Executive Officer and avoid potential conflict by recognising the respective roles of Councillors and the Chief Executive Officer.

#### Strategy

In line with the separation of roles in the Local Government Act 1995, it is not the role of Councillors to approach employees to discuss operational or other staff matters with them. Councillors are to limit their direct contact to the Chief Executive Officer or the Town's Directors. Any staff concerns should however, be directed to the Chief Executive Officer only.

The Chief Executive Officer will liaise with the Mayor on a regular and as needed basis and is also available to Councillors during the day other than when prior commitments make this impossible. Where Councillors have a particular need to see the Chief Executive Officer or a Director then an appointment can be made. The Chief Executive Officer is to ensure that (where appropriate) the emails of Councillors are passed on to other Councillors and the Corporate Management Team.

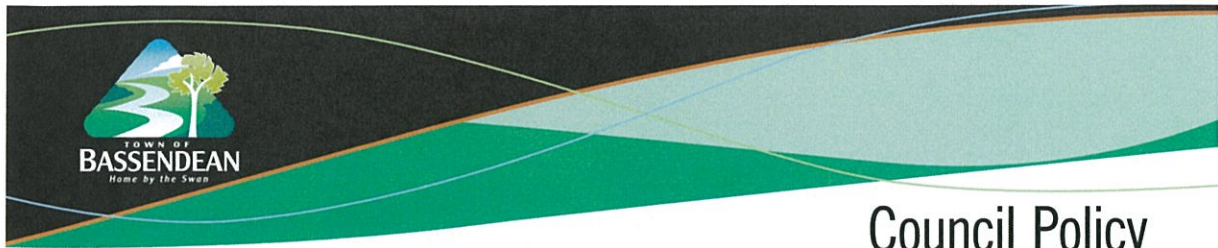
Other than as mentioned above, employees are not to approach Councillors directly about operational or staff related matters and the Chief Executive Officer is to take steps to ensure that all staff know the correct grievance procedure to follow.

If a Councillor is approached by an employee who wishes to raise a staff matter, then the Councillor should point out that the employee's concerns will be referred to the Chief Executive Officer and the Councillor will as soon as practicable advise the Chief Executive Officer of the matter raised so that the issue may be addressed.

#### Application

Responsibility for the implementation of this policy rest with all Councillors and staff of the Town of Bassendean. The Policy is to be reviewed every three years.

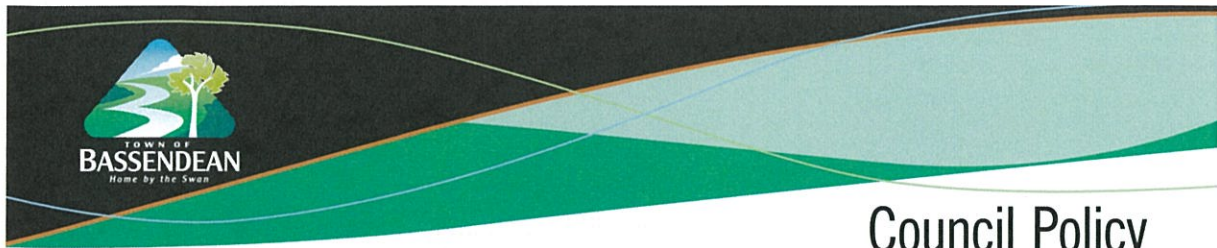




## Council Policy

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 8 November 2009 <b>Version 2</b>
	<b>Next Review due by:</b> May 2020





## Council Policy

### 6.21 Record Keeping Policy

#### Objectives

To ensure compliance with the requirements of the State Records Act 2000 and the Local Government Act 1995. To ensure recordkeeping is undertaken in a manner that provides for adequate storage and retrieval of information required for the conducting of business, and allows for fast and efficient service of all the organisations' stakeholders.

#### Scope

This policy is relevant to the whole organisation of the Town of Bassendean, including Councillors, those officers in other locations, and all contractors employed by the Town of Bassendean to fulfil specific business functions.

#### Definitions

**Government records** – are records created or received by a government organisation or a government organisation employee or contractor in the course of work for the organisation.

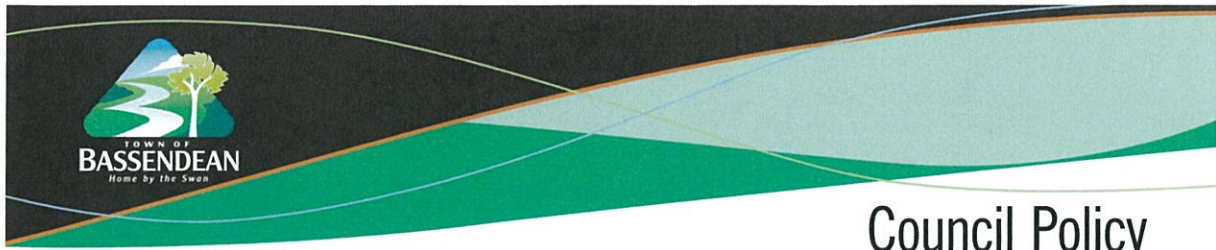
**Record** – means any record of information however recorded and includes:

- Anything on which there is writing or Braille;
- A map, plan diagram or graph;
- A drawing, pictorial, or graphic work, or photograph;
- Anything on which there are figures, marks, perforations, or symbols  
Having meaning for persons qualified to interpret them;
- Anything from which images, sounds or writing can be reproduced  
With or without the aid of anything else; and
- Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

#### Source:

State Records Act 2000

State Records Commission Standard 1 – Government Recordkeeping.



## Relevant Laws and Publications

- State Records Act 2000;
- Local Government Act 1995;
- State Archives of Western Australia Policies & Standards Manual for Records Management;
- State Records Office of Western Australia General Disposal Authority for Local Government Records;
- AS ISO 15489; and
- Freedom of Information Act 1992.

## Delegation

It is the function of the Chief Executive Officer, under the Local Government Act, to “ensure that records and documents of the local Government are properly kept for the purposes of this Act and any other written law”

The Act also states that “A CEO may delegate to any employee of the Local government the exercise of any of the CEO’s duties under this Act other than this power of delegation”.

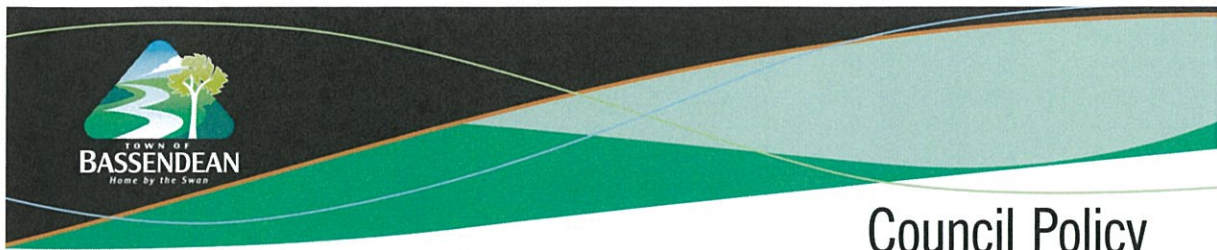
Under legislation, the Chief Executive Officer delegates to the Records Management the authority to carry out his function as it relates to recordkeeping, under the Local Government Act, and in line with the requirements of the State Records Act 2000.

## Capture & Creation

All records received by the Town’s employees are to be registered in the Records Management system. All records created by officers on behalf of the Town are to be captured at the point of creation regardless of format within the electronic recordkeeping system. No officer, excepting the Records Management staff, will undertake the storage of any record, regardless of perceived importance or content, . No officer, excepting the Records Management staff, will undertake the disposal of any record, regardless of content and perceived importance.

Disposal will at all times be undertaken in accordance with the requirements of the State Records Office of Western Australia General Disposal Authority for Local Government (1999).





## **Control, Security & Protection**

All files/records are assigned a designated security level at the point of creation subject to their sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

Any file/record checked out from records is to remain within the Town's offices.

No officer may remove files/records from the Town's offices without authority from the CEO

Access to the Town's records will be in accordance with designated and approved access and security classifications.

General Public access to the Town's records will be in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.

## **Appraisal, Retention and Disposal of Records**

All records maintained by the Town of Bassendean are to be disposed of in accordance with the State Records Office's General Disposal Authority (GDA) for Local Government Records.

All records retained for more than 20 years and Retain Permanent State Records with exception of Human Resources are stored in acid free boxes and are to be stored in the Town's approved off site storage facility.

All temporary records retained for less than 20 years are to be stored in years of destruction in acid free boxes within the Town's on site archive facility and destroyed at the end of the destruction year.

## **Roles and Responsibilities**

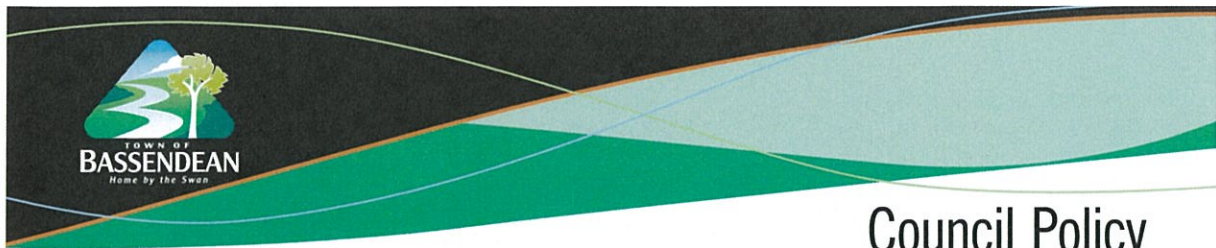
### **Chief Executive Officer:**

The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with relevant legislation, including but not limited to State Records Act 2000, this Policy and Best Practice Standards.

### **Directors and Managers:**

Directors and Managers have a responsibility to ensure all new employees are inducted and trained as to their record keeping responsibilities. They must ensure records created under their control and direction is recorded in the Town's corporate record keeping systems.





## Council Policy

### All Employees and Contractors:

All employees, including contractors to the Town, are to create, collect and retain records relating to the business activities they perform. They are to identify records, ensuring records are captured into the record keeping system and that all records are handled in a manner commensurate with statutory requirements and the Town's policies and procedures for record keeping.

### Elected Members:

Elected members **must** create and keep records of communications or transactions, which convey information relating to the Town of Bassendean's functions. These records should be forwarded to the Chief Executive Officer for capture into the official recordkeeping system.

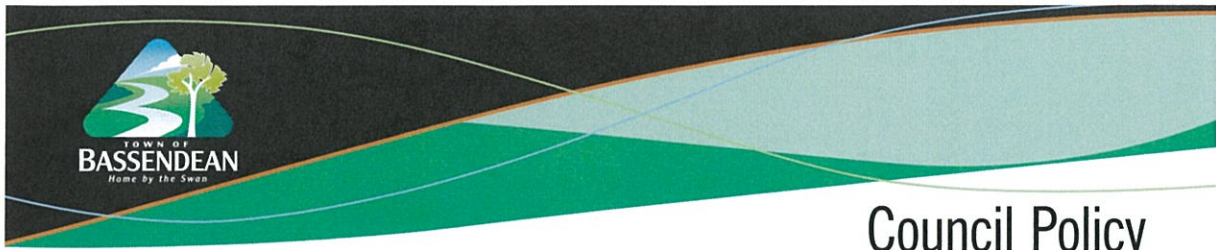
The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

*"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."* This policy applies regardless of a record's format or where it was received.

See table below for definitions of Elected Member Records.

### Which records should be captured?

Yes – Forward to Chief Executive Officer: Communication from Ratepayers	No – Do not forward to Chief Executive Officer
<b>Such as:</b> <ul style="list-style-type: none"> <li>Complaints &amp; compliments;</li> <li>Correspondence concerning corporate matters;</li> <li>Submissions, petitions &amp; lobbying;</li> <li>Information for Council's interest relating to local government business activity &amp; functions.</li> </ul>	Duplicate copies – of Council Meeting agenda, minutes & papers.  Draft documents or working papers - which are already captured by records management
<b>Telephone, meetings &amp; other verbal Conversations</b> – between an elected member and another party, regarding Town of Bassendean projects or business activities.	Publications – such as newsletters circulars and journals.
<b>Work diaries</b> – containing information that may be significant to the conduct of the elected member on behalf of the Town of Bassendean.	Invitations – to community events where an elected member is <u>not</u> representing Council or the Town of Bassendean.
<b>Presentations and Speeches</b> Delivered as part of an elected members' official duties.	Telephone, meetings & other verbal conversations which: convey routine information only: or do not relate to the Town of Bassendean's business or functions
	Electioneering – or party political information.
	Personal records – not related to an elected members' official duties.



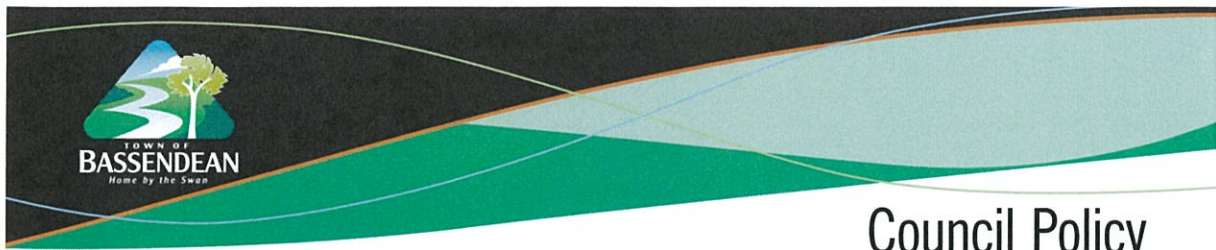
**Destruction of Records:** all records are to be returned to the Town of Bassendean for authorised and legal destruction.

## Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 8 November 2009 <b>Version 2</b>
	<b>Next Review due by:</b> May 2020





## Council Policy

### 6.22 Asset Management Policy

#### Objective

The Policy provides clear direction in the provision and management of all Council's assets. It seeks to ensure that assets support Council's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for present and future stakeholders.

#### Strategy

Council recognises the strategic importance of maintaining and replacing assets in a sustainable manner in order to achieve our vision as a highly accessible, cohesive, vibrant and diverse community within a high quality built and natural environment.

The Town will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner.

Asset management decisions will consider other key Town policies and priority will be given to existing assets and services to ensure that the Town's existing assets are maintained in order to maximise the whole-of-life opportunity before embarking on additional or expanded services or the acquisition of new assets.

#### SCOPE

The Town considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property;
- Recreation;
- Transport;
- Plant & Equipment; and
- Information Technology.

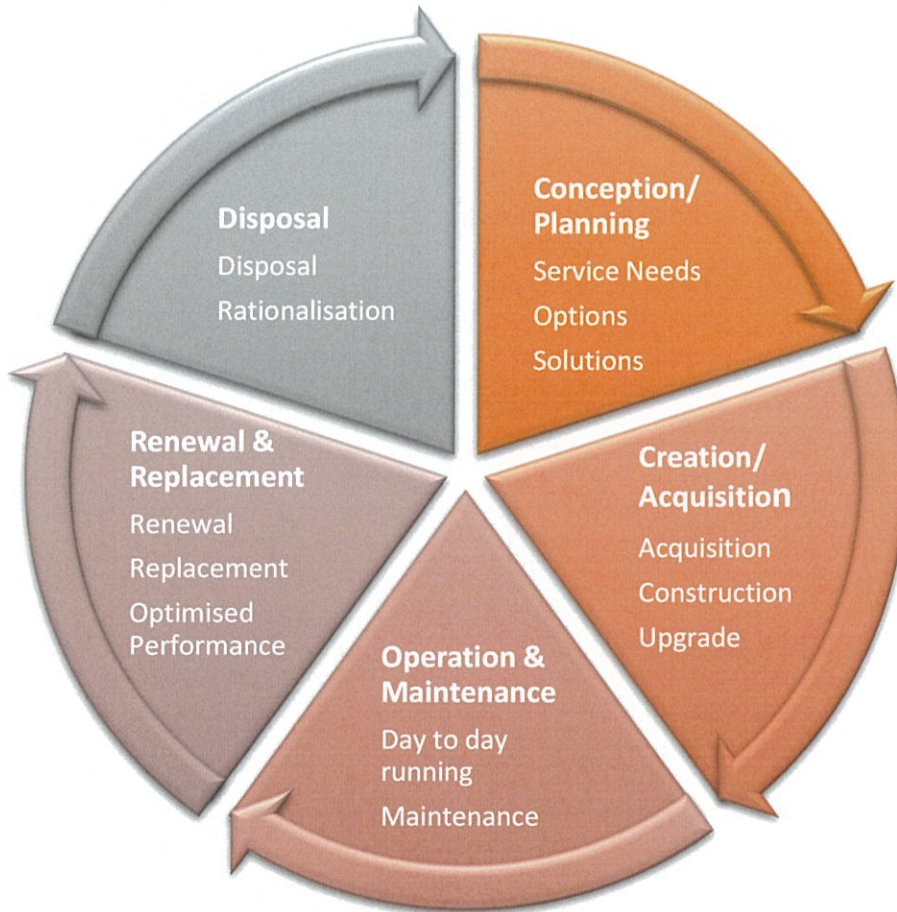
This Policy applies to all assets which are required to be managed by the Town, where their components have a useful life of more than one year and a replacement cost greater than \$5,000.

#### ASSET LIFE CYCLE (Whole of Life)

For clarity, the following describes the Town's definition of its Assets' Lifecycles.



Lifecycle asset management involves the decisions made at each stage of an asset's life, from conception to disposal. The decisions made at one stage may affect the asset's performance and cost in others.

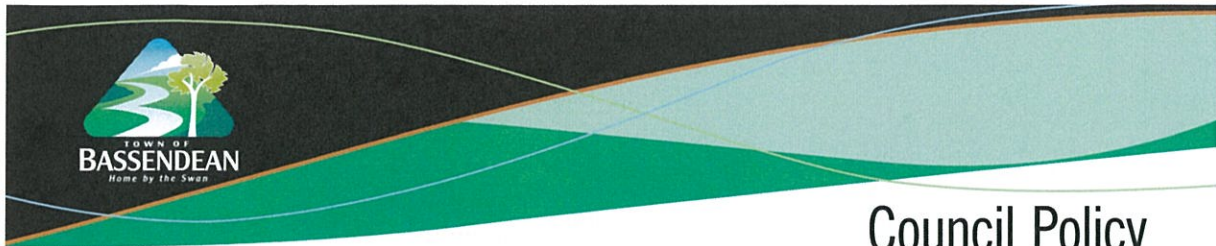


## Application

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><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Policy Owner:</b> Director Operational Services</p> <p><b>First Adopted:</b> OCM-27/06/05</p> <p><b>Last Reviewed:</b> March 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
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## 6.23 Councillors' Contact with Developers

### Objective

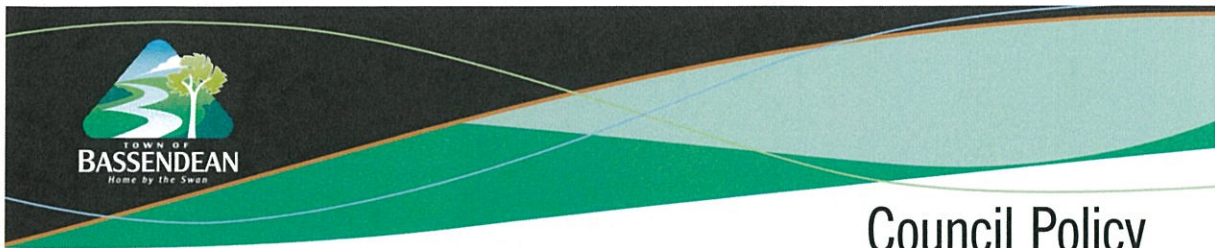
This Policy provides guidance on the recording of prescribed contact between Council Members and developers

### Strategy

The role of Council in Town Planning is a vital one and the community and applicants should expect the highest standards of objectivity and transparency from all Councillors when dealing with development applications. The Department of Local Government and Communities provides a Guideline to Councillors with respect to their dealings with developers and it is expected that all councillors will familiarise themselves with this document. The following expectations of Councillors' behaviour in support of this policy have been extracted from that Guideline:

- *Any involvement that an elected member has with a development application during its assessment has the potential to damage the integrity of the final determination. It is therefore important that elected members refrain from public comments that could be construed as support or opposition of an application. Similarly, during the public comment period of a development application, elected members should not be seen to be trying to influence the public by commenting on the application or signing petitions.*
- *Lobbying on the merits and benefits of a proposal are all part of the healthy democratic process. However, problems arise when an elected member is lobbied to consider factors other than the relevant factors they should appropriately consider when determining the application as a decision-maker. Elected members need to understand the difference between appropriate and inappropriate lobbying and the risks associated if they fail to resist inappropriate lobbying.*
- *Elected members must not, when lobbied, commit their vote on the proposal. Members may offer support or otherwise but as decision-makers they are obliged to consider all relevant facts, including the debate at the meeting, prior to making their decision. Elected members who commit their vote may be faced with claims of perceived bias.*
- *The occasion may arise when two or more elected members are approached by a developer or applicant to meet in an informal manner to discuss the proposal and gauge their reaction to certain aspects of the development. Such meetings risk the independence of those elected members as impartial decision-makers and can lead to the developer or applicant adopting the view that what was agreed at the meeting had the approval of council. Modifications "agreed" to at such meetings can form part of the process for determining the application thus allowing for the impartiality of the elected*





## Council Policy

*members at the meeting to be questioned and hence the integrity of the final determination of council to be challenged.*

*Information gained by the elected members at such meetings should be made available to the professional staff and other members as soon as practicable. To use such information in a way designed to compromise the debate or contradict staff reports would be improper and could jeopardise the eventual decision.*

- *Elected members may wish to attend meetings between professional staff and developers. Attendance by members at such meetings could be considered highly inappropriate and entail an improper incursion by the elected members into the role of the Chief Executive Officer (CEO) and his or her professional staff. Approval of elected members attending such meetings needs to be at the discretion of the CEO as the CEO is best placed to determine whether their attendance compromises his or her legislative role of providing advice and information to council.*
- *Elected members should refuse an invitation they receive from developers to attend meetings between professional staff and the developer. Although the developer may suggest that it is an opportunity for them to see what the issues are and they may say little or nothing, the mere presence of an elected member puts implied pressure on staff and otherwise inhibits a free and frank discussion with the developer. The presence of elected members at such meetings may raise expectations on the part of the developer for approval and result in unnecessary later conflicts.*
- *The integrity of a local government will be improved where the role of the professional staff in assessing an application is clearly separated from the council's role of determining the application.*

(Source: Local Government Operational Guidelines No. 12 – Elected Members' Relationship with Developers).

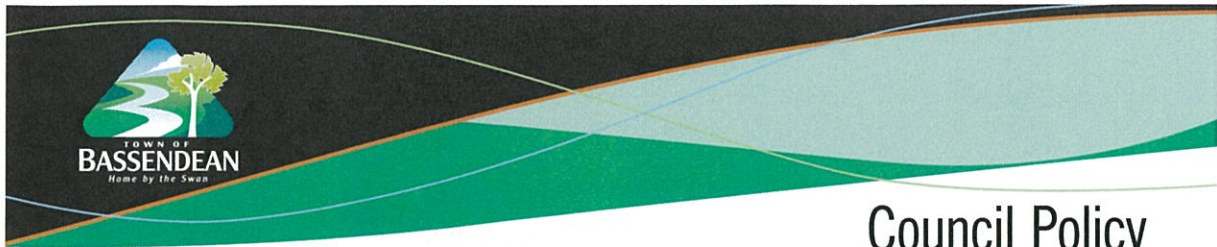
## Definitions

**Contact:** Means any communication or conversation between a Council Member and Developer, regardless of whether it is foreseen, planned, solicited or reciprocated, and includes but is not limited to the following methods of communication – telephone, electronic mail (e-mail), short message service (SMS), multimedia messaging service (MMS), web-based networking platform, written mail, face-to-face and the like.

**Developer:** Means an individual, body corporate or company engaged in a business that:

- (a) regularly involves the making of relevant planning applications in connection with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit; and





## Council Policy

- (b) includes any consultant, lobbyist, advisor, agent, representative or person closely associated with a Developer and who is appointed to promote or advocate for the Developer's interests or proposal.

(Derived from: *Election Funding, Expenditure and Disclosures Act 1981 (NSW)*, s.96GB)

**Exempt Contact:** Means any contact which:

- (i) is in the form of a public statement made at a Council Forum, Council Briefing or Council Meeting; or
- (ii) does not involve the Council Member engaging in any discussion or communication with the developer on the planning or development proposal.

**Planning or Development Proposal:** Means and includes:

- (i) a proposed Local Planning Policy or amendment to a Local Planning Policy under the Town's operative Town Planning Scheme;
- (ii) a proposed amendment to the Town's operative Town Planning Scheme;
- (iii) an application under the Town's operative Town Planning Scheme or the Metropolitan Region Scheme for approval of the use or development of land and which is currently before or at the time of contact known to require determination by Council or the Joint Development Assessment Panel.

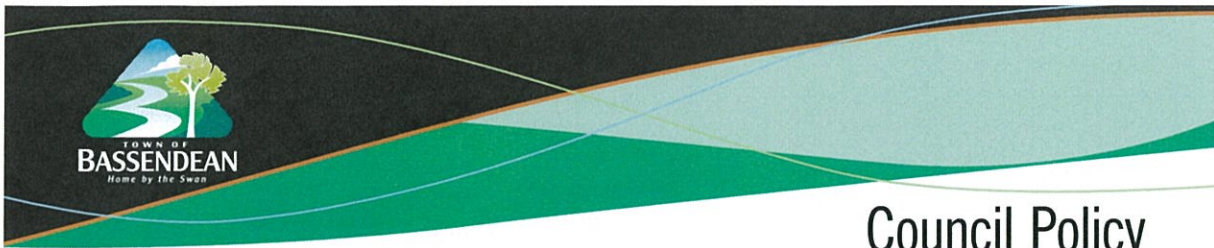
**Prescribed Contact:** Means any contact relating to a planning or development proposal, excluding any exempt contact.

### Scope

1. Subject to clause 2 below, Council Members shall:

- (a) In writing, record every instance of Prescribed Contact with a developer by noting the:
- Developer's name
  - Date and time of contact
  - Type of contact
  - Property or properties within the Town of Bassendean to which the contact related
  - Nature of the issue covered in the contact
  - Council Member response





## Council Policy

- (b) Subject to sub-clause (c) below, not more than 7 days after contact with the Developer, provide to the Town's Chief Executive Officer the details referred to in sub-clause (a) above.
  - (c) Where the Prescribed Contact occurs with a Council Member while he/she is on Approved Leave of Absence, then that Council Member shall provide the information referred to in sub-clause (a) above to the Town's Chief Executive Officer within 7 days of the last day of their Approved Leave of Absence.
  - (d) Where Prescribed Contact occurs in the form of a group email or other correspondence to all Council Members, then the Office of the Mayor shall provide a copy of the same to the Chief Executive Officer for the purpose of compliance with clauses 2 and 3 below.
2. This Policy does not require Council Members to record contact defined as Exempt Contact. Notwithstanding, all written communication to and from Council Members relating to Council business is deemed to be a corporate record which may be accessible under the *Local Government Act 1995* and *Freedom of Information Act 1992*.
  3. The Chief Executive Officer shall create and thereafter maintain a register of all Council Member contact with Developers, incorporating the details referred to in sub-clauses 1(a) and (d) above. Such register shall be made publicly available in an electronic format on the Town's website.
  4. The Chief Executive Officer shall ensure the public register referred to in 3 above is updated on a monthly basis.

## Application

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

*(The Town acknowledges the use of content from the policy developed by the City of Vincent.)*

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer a</p> <p><b>Last Review Date:</b></p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> May 2020</p>
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# **ATTACHMENT NO. 10**



## LIST OF DELEGATES TO COMMITTEES 2015 TO 2017

### INTERNAL COMMITTEES – UPDATED AUGUST 2017

<b>Committee</b>	<b>File Ref</b>	<b>Member/s</b>	<b>Deputy</b>	<b>2017 Meeting Details</b>
<b>Access &amp; Inclusion Committee</b> PM: Annie Klassen DPM: Dave Potter	GOVN/CCLMEET/16	Cr Pule	Cr Gangell	1 March, 10 May, 5 July and 13 September, 6 December.
<b>Audit &amp; Risk Management Committee</b> PM: Cr Pule DPM: Cr Lewis	GOVN/CCLMEET/18	Cr Lewis Cr Pule Cr Bridges	Cr Gangell	8 March, 7 June, 9 August and 4 October.
<b>Bassendean Oval Project Control Group (OCM-13/7/17)</b>	COMDEV/PLANNG/4	Cr Gangell Cr Lewis Cr Pule DCD	Cr McLennan (Observer only)	As and when required.
<b>Bassendean River Parks Management Committee</b> PM: Cr Brown DPM: Cr Bridges	GOVN/CCLMEET/33	Cr Bridges Cr Brown	Cr Pule	8 February, 3 May, 2 August and 1 November.
<b>Liveable Town Advisory Committee</b> PM: Cr Bridges DPM: Cr McLennan	GOVN/CCLMEET/34	Cr Gangell Cr Bridges Cr McLennan	Cr Brown	7 February, 11 April, 13 June, 8 August, 10 October and 7 November.
<b>Local Emergency Management Committee</b> PM: Cr Pule DPM: Snr Sgt Mark Stoneman	GOVN/CCLMEET/12	Cr Pule Cr Brown	Cr Bridges	1 February, 7 June 6 September and 1 November.
<b>Local Studies Collection Management Committee</b> PM: Jenny Carter DPM: Michael Grogan	GOVN/CCLMEET/3	Cr Pule	Cr Gangell	2 March, 4 May, 3 August and 5 October.
<b>Municipal Heritage Inventory Committee</b> PM: Cr Bridges DPM: Jennie Collins	GOVN/CCLMEET/30	Cr Pule Cr Bridges Cr Brown	Cr Gangell	As and when required
<b>Town Planning Scheme Review Committee</b> PM: Cr Gangell DPM: Cr McLennan	LUAP/PLANNG/14	All Councillors		As and when required
<b>Youth Advisory Council</b> PM: Rotational	GOVN/CCLMEET/20	Nil		31 March, 28 April, 26 May, 30 June, 28 July, 25 August, 29 September and 1 December.



# TOWN *of* BASSENDEAN

## ACCESS & INCLUSION COMMITTEE

### INSTRUMENT OF APPOINTMENT & DELEGATION

#### 1. INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bassendean Disability Access & Inclusion Committee, (hereinafter called the "Committee").

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.

The Committee shall act in accordance with this instrument and the Local Government Act 1995, local laws and the policy of the Town of Bassendean.

#### 2. NAME

The name of the Committee shall be the Access & Inclusion Committee.

#### 3. OBJECTIVES

The Committee will have the following objectives.

- 3.1 To consult with the community to identify barriers to access and inclusion existent in the community;
- 3.2 To work with and support the Town in working towards a genuinely inclusive community for all;
- 3.3 To prepare for Council a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have the same level of access to Council's facilities, functions, services and employment opportunities as all other members of the community;



- 3.4 To monitor the implementation of the Town's Disability Access and Inclusion Plan (DAIP) and prepare statutory obligation reports to Council and other stakeholders on the progress of the DAIP;
- 3.5 To review the Disability Access and Inclusion Plan in accordance with legislative obligations and make recommendations to Council to improve and update the plan; and
- 3.6 To maintain networks with people with disability, their carers and service providers.

#### **4. MEMBERSHIP**

Membership of the Committee shall consist of 10 members, being:

- One appointed Councillor;
- Residents and others with disability who express identification with the community in the Town;
- Carers of residents and others with disability who express identification with the community in the Town,
- Representatives of organisations who provide services for people with disability; and
- Individuals who have skills, experience, interest and commitment to contribute to a truly inclusive community for all.

#### **5. 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 No 1).

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. MEETINGS**

The Committee shall meet quarterly, or as agreed by the members.

Notice of meetings shall be given to members at least 3 days prior to each meeting.

If any member is absent from 3 consecutive meetings without leave of the Committee, then the member shall immediately forfeit their position on the Committee. The Council shall be informed of the vacancy and will appoint a replacement member for the balance of the term of appointment.

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.

All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding must cast a second vote.

## **7. QUORUM**

Quorum for a meeting shall be four members. A decision of the Committee does not have effect unless it has been made by a simple majority.

## **8. DELEGATED POWERS**

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

## **9. TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council.

## **10. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT & DELEGATION**

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days' notice to the Committee.



## **11. COMMITTEE DECISIONS**

Committee decisions shall not be binding on Council if such decisions are in conflict with the powers delegated by the Council to the Committee.



# TOWN *of* BASSENDEAN

## AUDIT AND RISK MANAGEMENT COMMITTEE

### INSTRUMENT OF APPOINTMENT & DELEGATION

#### 1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Audit and Risk Management ( Good Governance) Committee, (hereinafter called the "Committee").

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.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

#### 2.0 NAME

The name of the Committee shall be the Audit and Risk Management (Good Governance) Committee

#### 3.0 OBJECTIVES, STRATEGIES AND PROJECTS

In accordance with the 2017-2027 Strategic Community Plan, the Committee shall make recommendations to Council on the following Objectives and Strategies:

##### 5.1 Enhance organisational accountability

- 5.1.1 Enhance the capability of our people
- 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

- Projects for the Term of the Committee include



- New Elected Member Training
- and Community Committee member orientation
- Review the Risk Management Framework
- Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management.

## **5.2 Proactively partner with the community and our stakeholders**

- 5.2.1 Improve customer interfaces and service
- 5.2.2 Engage and communicate with the community
- 5.2.3 Advocate and develop strong partnerships to benefit community

- **Projects for the Term of the Committee include**
  - Develop a new Community Engagement Strategy
  - Develop a new Marketing Plan

## **5.3 Strive for Improvement and innovation**

- 5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement

- **Projects for the Term of the Committee include**
  - Adopt a formal service review program
  - Ecommerce development through the Town's Website

## **4.0 MEMBERSHIP**

Membership of the Committee shall consist of 7 members, comprising the following:

- a) **Three Councillors** from the Town of Bassendean; and
- b) **Two Community Members** who live in the Town of Bassendean.

*Note: The Mayor of the Bassendean Town Council shall be an ex-officio member of the committee under section 5.10 (4) unless the Mayor indicates his/her intention not to be such a member. The CEO or a representative of the CEO shall be an ex-officio member of the committee if he or she indicates to Council this intention under section 5.10 (5) to be such a member*

## **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 No 1).

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

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 at least six times per year.

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 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.

6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.

## **7.0 QUORUM**

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

## **8.0 DELEGATED POWERS**

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



## **9.0 TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

9.1 In accordance with the Local Government Act 1995; and

9.2 At the direction of Council.

## **10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION**

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

## **11.0 COMMITTEE DECISIONS**

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

COUNCIL RESOLUTION OCM-\_\_\_\_\_DATED \_\_\_\_\_.



# TOWN *of* BASSENDEAN

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### INSTRUMENT OF APPOINTMENT & DELEGATION

#### NAME

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

#### 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.

#### 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.

## **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(s).
- \* 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.

## **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 2006.

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.



## **MEETINGS**

### **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 Development.
- 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.

## **EXPENDITURE**

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

## **QUORUM**

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

## **DELEGATED POWERS**

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

## **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.

## **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.

## **COMMITTEE DECISIONS**

Committee decisions shall not be binding on Council.

# **ATTACHMENT NO. 11**



# REFLECT

## Reconciliation Action Plan

### Town of Bassendean

#### Reconciliation Action Plan for the years - 2018 - 2020

##### **Our business**

The Town of Bassendean is a local government authority established by the Local Government Act 1995. The Town provides a range of statutory and community services and facilities to its residents and ratepayers.

The Town of Bassendean employs 125 FTEs, of which there are currently two (2) employees that identify as being of Aboriginal and Torres Strait Islander descent.

The Town is located approximately 10 kilometres northeast of Perth and five minutes from the Swan Valley. With a total area of 11 square kilometres, the Town is bounded by the Swan River, the City of Swan to the north and the City of Bayswater to the west. It has a river frontage of seven kilometres. Its primary focus is on servicing the needs of residents and ratepayers within its geographical area however it does seek to influence the state's approach to local government via the WA Local Government Association.

Bassendean is considered a greater area than just the town boundaries and is significant to Nyoongar traditional owners, the wider Perth Nyoongar community and Aboriginal and Torres Strait Islander and former residents.

There is a strong association for a large number of Aboriginal and Torres Strait Islander people with Bassendean and more specifically with Nyoongar/Whadjuk people with Ashfield, Success Hill and Eden Hill. In discussions with Aboriginal and Torres Strait Islander peoples identify strongly with the area. If asked, all would say that they "come from" Bassendean, although many may currently live outside of the Town boundaries.

The Bassendean area has a rich history for the Nyoongar/Whadjuk peoples. Several significant Nyoongar sites are located within the Town or close-by to the Town. Some areas, such as Success Hill, have been well signposted by the Town with their Aboriginal and Torres Strait Islander cultural significance fully acknowledged.

According to Australian Bureau of Statistics (ABS) data from the 2016 census, 388 people have identified themselves as Indigenous in the Town, out of a population of 14,404. This represents about 2.7 per cent of the total Town of Bassendean population. Consultations

with the Town's Aboriginal and Torres Strait Islander community suggest that there is a slightly larger Aboriginal and Torres Strait Islander population in the Town than the census suggests and an even larger group who identify strongly with the Bassendean area. In discussions with locals, they estimate that there are at least 600 to 800 residents who identify as Aboriginal and Torres Strait Islander descent. This includes those people and their families who identify strongly with the area and are in the area regularly utilising local facilities and services.

### **Our Reconciliation Action Plan**

The main purpose for developing our Reconciliation Action Plan is that it was acknowledged that the actions taken by the Town prior to the adoption of the first Reconciliation Action Plan (2012-2016) had been ad hoc and uncoordinated and in May 2010, Council resolved to formalise affirmative action strategies within the context of Reconciliation Action Plan. The first Reconciliation Action Plan has expired; hence, the organisation has determined to continue its journey through the development and implementation of a new Reconciliation Action Plan for the period 2017 to 2020.

The Reconciliation Action Plan will be championed by members of the Bassendean Cultural Advancement Group, the Director Community Development and identified Town employees. The CEO has, and will continue to have, an overriding leadership role in encouraging and supporting the Reconciliation Action Plan initiatives. Likewise, the Mayor also plays a leading role in supporting Reconciliation Action Plan initiatives at the Council level.

A working party was establishing comprising employee representatives. The BCAG was identified as a body to assist in coordinating community input.

### **Our Reconciliation Journey to Date**

Council expressed a desire for the Town of Bassendean to grow to know, understand and respect Whadjuk traditions and culture. Decisions and actions that it has taken in support of its Reconciliation Action Plan include:

- Adoption and successful implementation of a majority of the initiatives outlined in the first Reconciliation Action Plan – 2012-2016;
- Raising the Aboriginal and Torres Strait Islander flags daily alongside the Australian, West Australian and Town flags;
- Conducting an annual free community festival on Thursday of NAIDOC Week in partnership with Derbarl Yerrigan Health Services;
- Promoting the annual Dandjoo Koorliny Harmony Walk;
- Construction of a gathering site at Mary Crescent Reserve;
- Respectful dialogue on Swan River foreshore rehabilitation and other capital projects in the Town;
- Undertaking an audit into the appropriateness and accessibility of its services and facilities to Aboriginal and Torres Strait Islander people;
- An annual Closing the Gap luncheon with employees and local Aboriginal and Torres Strait Islander community as a "get to know you activity" (this was an initiative emanating from the accessibility audit) in March;

- Aboriginal and Torres Strait Islander specific family focussed events during school holidays;
- An annual Sorry Day and tree planting event in May (Dandjoo Koorliny);
- Annual Christmas BBQ at Ashfield Reserve in conjunction with the Street Doctor;
- Regular meetings of the Bassendean Cultural Advancement Group; and
- The appointment of a consulting firm to assist with the implementation of the Reconciliation Action Plan and Aboriginal and Torres Strait Islander engagement.

### **Our partnerships/current activities**

The Town has the following relationships:

- Bassendean Cultural Advancement Group;
- Derbarl Yerrigan Health Services;
- Aboriginal Workforce Development;
- The David Wirrpanda Foundation; and
- Street Doctor – 360 Health.

### **Internal activities/initiatives**

The Town of Bassendean undertakes the following Reconciliation Action Plan related activities:

- Administrative support for the Bassendean Cultural Advancement Group and financial support for their activities;
- Annual free community festival on each Thursday of NAIDOC Week (July) in partnership with Derbarl Yerrigan Health Services;
- Annual Dandjoo Koorliny Harmony Walk (July) in conjunction with NAIDOC week community festival;
- Annual Closing the Gap luncheon with employees and local Aboriginal and Torres Strait Islander community members in March;
- Annual Sorry Day and tree planting event in May (Dandjoo Koorliny);
- Various youth programs such as the annual Adventure World event organised by the Town of Bassendean's Youth Services department; and
- Annual Christmas BBQ at Ashfield, Reserve in conjunction with the Street Doctor.



<b>Relationships</b>			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
Establish a Reconciliation Action Plan Working Group	Form a Reconciliation Action Plan Working Group that is operational to support the development and implementation of our Reconciliation Action Plan, comprising of representation from the Aboriginal and Torres Strait Islander community and decision-making employees from across our organisation.	August 2016	Director, Community Development
Build internal and external relationships	Invite bi-annually, a representative from a local Aboriginal organisation within our local area or sphere of influence to connect with, present to employees on their reconciliation journey. Actively engage, encourage and invite sub-contractors and suppliers to participate in some of our Reconciliation Action Plan activities as well as encourage them to develop their own reconciliation journey.	March and September Annually	Director, Community Development
Participate in and celebrate National Reconciliation Week (NRW)	Develop and maintain a list of Reconciliation Action Plan organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey. Encourage Town employees to attend at least one Reconciliation Australia event.	October 2018 and ongoing	Director Corporate Services
		July 2019	Director, Community Development/ Director, Operational Services
		June Annually	Director, Community Development / Chief Executive Officer
	Circulate Reconciliation Australia's National Reconciliation Action Week resources and reconciliation materials to all Town employees a week before National Reconciliation Week.	June Annually	Director, Community Development / Chief Executive Officer
	Ensure our Working Group and Executive Team participates in at least one external event to recognise and celebrate National Reconciliation Week.	June Annually	Director, Community Development/ Director, Operational Services
Raise internal awareness of our Reconciliation Action Plan	Raise awareness amongst employees about our Reconciliation Action Plan commitments.	August Annually	Director, Community Development / Chief Executive Officer / Coordinator Human Resources

	Develop and implement a Reconciliation Action Plan Implementation Plan to engage and inform key internal stakeholders of their responsibilities.	December 2018	Director, Community Development
Include other unique relationships and actions and targets related to our core business and vision for reconciliation.	Raise external awareness of our Reconciliation Action Plan through official launch, website, social media and other media.	March 2018	Director, Community Services
	Develop a relationship with Reconciliation WA.	March 2018	Director, Community Development



<b>Respect</b>		
<b>Action</b>	<b>Deliverable</b>	<b>Responsibility</b>
	Deliver projects that Increase awareness of Aboriginal culture, history and achievements.	Director, Community Development / Librarian
Investigate Aboriginal and Torres Strait Islander cultural learning and development	Identify and engage a suitable Aboriginal (Nyoongar) person to deliver and provide cultural awareness training to all current and newly engaged employees of the Town.	Coordinator Human Resources
	Establish and maintain a profile of the local Nyoongar community, outlining the history of local Aboriginal people in the region.	Qtr. 1 2020 Library and Information Services Manager Librarian
	Create opportunities for local Aboriginal families to research their family history as part of the history of Town.	September 2018 Library and Information Services Manager Librarian
Participate in and celebrate NAIDOC Week	Raise awareness of the meaning of NAIDOC Week.	June/July Annually Director, Community Development
	Promote and encourage employees to attend local NAIDOC Week activities.	June/July Annually Director, Community Development
	Ensure our Working Group participates in at least one external NAIDOC Week event.	June/July Annually Director, Community Development
Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	Invite local Traditional Owners to come to our organisation and share insights of their culture and community.	March Annually Director, Community Development
	Identify local Traditional Owners of the lands and waters within our organisation's sphere of influence.	December 2018 Director, Community Development
	Increased understanding of the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including any other relevant local cultural protocols).	December 2018 Director, Community Development



<p>Include other unique respect actions related to our core business and vision for reconciliation.</p>	<p>Recognise and celebrate milestones for Aboriginal and Torres Strait Islander peoples within the Town.</p> <p>Business Units improve the collection and use of data in order to improve engagement with Aboriginal and Torres Strait Islander people.</p> <p>Encourage all employees of the Town to post good news stories and events on the Reconciliation Australia's Share Our Pride online tool.</p>	<p>July 2018</p> <p>June 2019</p> <p>December 2018</p>	<p>Library and Information Manager Librarian</p> <p>Directors - Strategic Planning, Community Development, Operations Services and Corporate Services.</p> <p>Director, Community Development</p>
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<b>Opportunities</b>			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
Investigate Aboriginal and Torres Strait Islander employment opportunities.	Actively encourage the participation of local Aboriginal and Torres Strait Islander peoples in the workforce.	December 2018	Chief Executive Officer, Coordinator Human Resources
	Identification of suitable Aboriginal candidates for employment by the Town (including eligible trainees, cadets and interns)	July 2018	Chief Executive Officer, Coordinator Human Resources
	Develop an understanding of the mutual benefits of procurement from Aboriginal-owned businesses.	December 2018	Director, Corporate Services Senior Economic Development Officer
Investigate Aboriginal and Torres Strait Islander supplier diversity.	Connect and form relationships with Aboriginal businesses whereby the Town is able to access and meet eligible Aboriginal businesses with whom the Town may be able to do business.	June 2020	Director, Community Development Senior Economic Development Officer
	Access a database of eligible Aboriginal businesses with whom the Town may be able to do business, currently and into the future.	Ongoing (Report June Annually)	Director, Corporate Services Senior Economic Development Officer

<b>Tracking and Progress</b>			
<b>Action</b>	<b>Deliverables</b>	<b>Timeline</b>	<b>Responsibility</b>
Build support for the Reconciliation Action Plan	Define resource needs for Reconciliation Action Plan implementation.	June/July Annually	Director, Community Development/ Director, Corporate Services
	Track, measure and report on Reconciliation Action Plan activities.	Quarterly (and report annually)	Director, Community Development / Director, Corporate Services
	Report on actions to Reconciliation Australia.	September Annually	Director, Community Development / Director, Corporate Services
Review and Refresh the Reconciliation Action Plan	Review and refresh Reconciliation Action Plan Implementation Plan based on learnings, challenges and achievements.	December Annually	Director, Community Development/ Director, Corporate Services
	Submit this draft Reconciliation Action Plan to Reconciliation Australia for formal review and endorsement.	October 2017	Director, Community Development / Director, Corporate Services

Contact details for public enquiries about our Reconciliation Action Plan

Name: Graeme Haggart  
 Position: Director, Community Development  
 Phone: (08) 9377 8016  
 Email: [ghaggart@bassendean.wa.gov.au](mailto:ghaggart@bassendean.wa.gov.au)



# **ATTACHMENT NO. 12**

# Bassendean Oval Football Facilities Business Case

## Project Control Group

### TERMS OF REFERENCE

#### Background

Bassendean Oval was officially opened in December 1929, and has since that time hosted the Swan Districts Football Club (SDFC). The facilities at Bassendean Oval have been developed over time since 1932, with club facilities being made over time including the bulk of the main club building constructed during the 1960's and 1970's. It appears that the SDFC facilities are now in need of upgrading to ensure the future sustainability of the club.

As part of the former Bassendean Activity Centre (BAC) project, State Cabinet determined that that a business case was required to assist and facilitate funding from the project towards the redevelopment of SDFC football facilities at Bassendean Oval. In May 2016, the Town of Bassendean (ToB) deferred further consideration of the BAC pending the development of a strategic planning framework for the Town Centre and therefore further consideration of the BAC has been deferred.

For clarity, the Bassendean Oval Football facilities business case (this project) sits separate to the former BAC, and aside from physical location, is unrelated to work associated with the BAC. Given the condition of the current football operational facilities of the SDFC, a business case is required to investigate the current football operational needs of the club and facilities that can sustainably respond to those need in the short to medium term.

#### Purpose

The purpose of the Bassendean Oval Football Facilities Project Control Group (PCG) will guide the development of a business case to support the aims and objectives of the project, based on a range of agreed key success factors. The PCG will also provide advice and recommendations to the key stakeholders on key aspects of the project.

#### Steering Group Membership

The PCG comprises the principle project stakeholders who hold a belief in the project aims and objectives. The membership, once decided by the overarching governance body would be identified and also include the appointment of a committee chair and deputy chair. This group is the project decision-making body and would comprise members who hold decision making capacity from their respective organisations.

Initial Candidate	Position	Organisation	Telephone
John Gangell	Mayor	Town of Bassendean	0403726607
Mike Lewis	Councillor	Town of Bassendean	0418947750
Gerry Pule	Councillor	Town of Bassendean	0438241717
Graeme Haggart	Director Community Development	Town of Bassendean	9377 8016
Jeff Dennis	CEO	Swan Districts Football Club (SDFC)	tba
Paul Lekias	Executive Manager Stadia and Facilities	Perth Stadium Management	tba
Carl Williams	Senior Development Manager	Landcorp	tba
Brett Treby	Strategic Planner	DLGSC	94929818

The PCG may call upon experts or persons with relevant experience from time to time to assist them to carry out the functions of the group.

## **Role of Project Steering Committee members**

It is intended that members will leverage the experience, expertise, and insight of its members and organisations. The Steering Committee members should:

- a) Familiarise themselves with the role of the SDFC and its operational needs for the benefit of, and servicing the needs of the sport and the community;
- b) Commit their time, skills and experience to facilitate the development of a business case; and
- c) Be genuinely interested in the development of options for the SDFC and be an advocate for broad support for the outcomes being pursued by the PCG.

## **Role of Chair**

The Chair will be responsible for guiding the PCG towards reaching the intended outcomes.

## **Responsibilities**

The Project Steering Committee will provide strategic advice, direction and input in performing the following functions:

- a) Endorse the scope for the project;
- b) Gather and provide information to support the development of a project business case; and
- c) Oversee the development of the project.

## **Project Steering Group Meetings**

### **Meeting Schedule and Process**

The Steering Group will meet at least quarterly, or more frequently if desirable or necessary, to monitor the progress of the development of the business case.

The group will abide by the following in the conduct of meetings, motions, discussion and voting:

- a) Quorum - A quorum comprises 50% of members.
- b) Attendance and Replacements - If any member is unavailable to attend a meeting their organisation may appoint, with the consent of the Chairperson, another member of their organisation to attend.
- c) Each organisation will exercise one vote in circumstances where a vote is required.

### **Recording of Proceedings**

Where practicable, the agenda together with reports and documents that relate to the PCG will be forwarded to members in sufficient time to enable consideration prior to meetings (expectation that this will be a minimum of 7 days in advance).

Accurate minutes will be kept of each meeting of the outcomes of the PCG.

The minutes of a meeting shall be submitted to group members for ratification at the next subsequent meeting of the committee. When confirmed, the minutes shall be signed by the Chairperson and will then be available for wider dissemination.



<b>Version</b>	<b>Author</b>	<b>Date</b>
V1.2	Brett Treby	1 August 2017

# **SWAN DISTRICTS FOOTBALL CLUB – BASSENDEAN OVAL FOOTBALL FACILITIES**

## **Scope of Services for a Business Case**

### **1 Background**

Bassendean Oval was officially opened in December 1929, and has since that time hosted the Swan Districts Football Club (SDFC). The facilities at Bassendean Oval have been developed over time since 1932, with club facilities being made over time including the bulk of the main club building constructed during the 1960's and 1970's. It appears that the SDFC facilities are now in need of upgrading to ensure the sustainability of the SDFC into the future.

Since 2007 the Town of Bassendean (ToB) has been planning the redevelopment of Bassendean Town centre which has evolved into the Bassendean Activity Centre Project (BAC). A key aspect of this project is the proposed redevelopment of football facilities at Bassendean Oval with partial funding provided towards this aspect of the project derived from proceeds associated with the development of the Bassendean Activity Centre project.

In 2009, a high-level feasibility study was undertaken and jointly funded by the ToB, the SDFC through the West Australian Football Commission (WAFC) and LandCorp. This was followed by a detailed business case and Heads of Agreement between the ToB, LandCorp and SDFC in 2014 and thereafter a project Development Agreement which was executed in early 2015 by ToB, Landcorp and SDFC.

In accordance with a subsequent approval in 2015 of the BAC project by State Cabinet, it was identified that a business case was required to assist and facilitate funding from the project towards the redevelopment of SDFC football facilities at Bassendean Oval.

In May 2016, the ToB has deferred further consideration of the BAC pending the development of a strategic planning framework for the Town centre and therefore further consideration of the BAC has been deferred. This body of work is unrelated to the former BAC project.

Notwithstanding, given the condition of the current football operational facilities of the SDFC, a business case is required to investigate the current football operations needs of the club and facilities that can sustainably respond to those need in the short to medium term.

It is also important to note that as a result of the new Labor Governments Machinery of Government review, many of the former stakeholders have been merged into new agency structures and the current acronyms have been identified.

### **2 Purpose**

The purpose of this document is to provide an overview, methodology and scope to complete the required tasks associated with the business case. It also identifies the roles of consultants engaged by the ToB to assist in project delivery. While being led by the ToB, the project will be overseen by a Project Control Group (PCG) with membership of the group including the ToB (Chair and governance control of the PCG), the CEO of the SDFC, the Department of Local Government Sport and Cultural Industries (DLGSC), and the WAFC.

ToB requires the consultant to deliver one product from this engagement:

1. Business case for the renewal or redevelopment of the SDFC football facilities at Bassendean Oval.

### 3 Methodology

ToB will manage the overall project schedule in partnership with project partners. These organisations will be known as the Key Stakeholders. It is anticipated the business case will be completed within 16-20 weeks from the date of commission.

ToB will engage a suitable consultant to coordinate and manage all work required to produce and deliver the business case report as specified in the sections below. Further preliminary design and investigation into the following components of the business case will be required:

- Sporting and community facilities occupied by the SDFC;
- Public amenities buildings, commercial enterprises and infrastructure identified in the Bassendean Oval precinct (the Precinct);
- Active and recreation elements of the Precinct; and
- Staging of each component of the Precinct.

It should be noted that the extent of the scope to the Precinct extends only to the football operations of the SDFC

The consultant will be required to:

- Consult with ToB, DLGSC, SDFC, WAFC and other stakeholders (designated by the PCG) to coordinate and manage delivery of the business case;
- Engage and liaise with the preliminary design consultant;
- Prepare the business case in accordance with the Department of Treasury's (Treasury) Strategic Asset Management Framework Guidelines;
- Give consideration to a review period for the draft business case to ensure it is in keeping with the project objectives;
- Engage relevant sub-consultants to provide costs estimates, engineering and specialist services for technical and functional review – will require approval from ToB/DLGSC/WAFC;
- Develop a schedule for site visits to ensure relevant ToB, DLGSC, and SDFC personnel are on site to assist and provide detail to the consultant team. ToB staff will coordinate other experts & stakeholders and provide plans and information on proposed service use;
- Consider previous studies and documentation listed in Section 5;
- Provide at least two drafts for review prior to finalisation;
- Attend workshops to facilitate review and finalisation of the reports; and
- Deliver the final report as specified in Sections 2 and 4.

**NOTE: The final Business Case shall be delivered to the Town of Bassendean in three formats;**

- **Six (6) hard copies**
- **PDF format for complete report and attachments (Media - CD, USB storage or file transfer)**
- **Native application format (e.g. MS Word, MS Excel, JPEG etc.) for the main report and all attachments and inclusions (Media - CD, USB storage or file transfer)**
- **The final report is expected to be no longer than 25 pages including an Executive Summary but excluding appendices**



#### 4 Scope of Works – Bassendean Precinct

In order to determine the best value to the ToB, the SDFC and the community, it is required a business case to be developed consistent with Treasury's *Strategic Asset Management Framework*. In particular the following are relevant:

- **Business Case Guidelines** - These guidelines describe the key features that should be included in a business case for capital investment or improvement projects.
- **Project Evaluation Guidelines** - These guidelines provide a technical and procedural framework for the comprehensive evaluation of new and existing projects. They provide detailed guidance on project evaluation to develop business cases for capital investment or improvement projects.

In addition to the above, the following outlines supplementary components that may be considered for inclusion within the business case.

1. Project Resource Plan – project governance structure and stakeholders;
2. Detailed Statement of Need – including project objectives, target outcomes and functions. This will involve an investigation into existing Bassendean Oval and SDFC facilities;
3. Options Analysis;
4. High Level Cost Plan – a cost plan which includes identification of ongoing maintenance and management costs;
5. Assessment Criteria – development of assessment criteria by which to rank the previously identified options;
6. Procurement Strategy – includes risk identification and assessment;
7. Service Impact Statement;
8. Financial Justification Statement;
9. Cash Flow and Financial Arrangements – routine and restorative maintenance, depreciation, operating costs;
10. Risk and Impact Analysis;
11. Financial Evaluations and Cost Plan;
12. Budgetary Implications Report;
13. Economic Evaluation Statement;
14. Social Impact Analysis;
15. Consultant Recommendation;
16. Preliminary desktop review of site area to assess soil contaminants; and
17. Other considerations as required.

## 5 Supporting Documents

The following documentation is relevant and should be considered while developing the business case:

- Bassendean Academy of Sport (SDFC)

The SDFC will provide the consultant with all relevant document.

## 6 Stakeholders

Primary Stakeholders

- Town of Bassendean
- Swan Districts Football Club
- Department of Local Government Sport and Cultural Industries – Sport and Recreation
- Western Australian Football Commission

Secondary Stakeholders

These will be as determined by the PCG.

## 7 Timeline

The business case is anticipated to be completed within 16-20 weeks of commission.

<b>Milestone</b>	<b>Date (2017)</b>
Request For Quote Process	September 2017
Appoint Consultant	October 2017
Start-up meeting	November 2017
First draft	February 2018
Second draft	April 2018
Final Document	May 2018

# **MINUTES**

## **BASSENDAN OVAL FOOTBALL FACILITIES BUSINESS CASE PROJECT CONTROL GROUP**

Held in the Council Chamber, 48 Old Perth Road, Bassendean  
On Thursday 17 August 2017 at 11.30am

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### **1.0 DECLARATION OF OPENING**

Cr Mike Lewis opened the meeting.

### **2.0 ATTENDANCES AND APOLOGIES**

#### **Present**

Cr Mike Lewis, Deputy Mayor  
Cr Gerry Pule, Town of Bassendean  
Mr Graeme Haggart, Director Community Development  
Mr Brett Treby, Dept of Local Government, Sport and Cultural Industries  
Mr Paul Lekias, Western Australian Football Commission  
Mr Jeff Dennis, Swan Districts Football Club  
Mrs Amy Holmes, Minute Secretary

#### **Apologies**

Cr John Gangell, Mayor

### **3.0 BACKGROUND/OVERVIEW**

The Bassendean Oval Football Facilities Business Case sits separate to the former Bassendean Activity Centre (BAC), and aside from physical location, is unrelated to work associated with the BAC. All WAFC Club facilities, with the exception of Swan Districts Football Club (SDFC), have received or are planning capital upgrades. The business case study is to investigate and report on what facilities are required for the Club to be sustainable in the short to medium term.

The purpose of the Bassendean Oval Football Facilities Business Case Project Control Group (PCG) is to oversee the business case Consultancy principled on the aims and objectives of the project and agreed key success factors.



#### **4.0 TERMS OF REFERENCE**

DLGSC presented draft Terms of Reference for the PCG (attached). It was agreed they be confirmed at the next meeting.

#### **5.0 SCOPE OF WORKS**

DLGSC presented a draft Business Case Scope of Service that requires the Consultant conduct the study to conform with the Department of Treasury's Strategic Asset Management Framework. The Business Case Scope of Service will be confirmed at the next meeting.

The Business Case will only consider facilities within the existing Swan Districts Football Club Conditional Freehold Title but may need to consider change facilities, car parking and other facilities within the Town's vested property.

The Town will seek quotes from suitably qualified Consultants and manage the Consultancy contract. The project finances will be managed by the Town. DLGSC offers to assist the Town by providing contact details for a select list of Consultants.

The PCG will provide advice and recommendations to the key stakeholders on key aspects of the project.

##### **Key Stakeholders**

Town of Bassendean  
Swan Districts Football Club  
Department of Local Government, Sport and Cultural Industries  
Western Australian Football Commission

#### **6.0 COMMUNICATIONS**

A requirement of the Town is for the project to have open and transparent processes. A communications strategy will be developed with the support of the DLGSC to ensure the community is maintained informed.

It was noted that the minutes of the PCG will be presented to Council and therefore be publically accessible. Much of the PCG deliberations will be open to the public through the minutes of the meetings. Items requiring Cabinet decisions will be in confidence.

#### **7.0 CLOSURE**

The meeting closed at 12.40pm.  
Next meeting date TBA.

# **MINUTES**

## **BASSENDAN OVAL FOOTBALL FACILITIES BUSINESS CASE PROJECT CONTROL GROUP**

Held in the Council Chamber, 48 Old Perth Road, Bassendean  
On Thursday 7 September 2017 at 11.30am

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### **1.0 DECLARATION OF OPENING**

Cr Mike Lewis opened the meeting.

### **2.0 ATTENDANCES AND APOLOGIES**

#### Present

Cr John Gangell, Mayor  
Cr Mike Lewis, Deputy Mayor  
Mr Brett Treby, Dept of Local Government, Sport and Cultural Industries  
Mr Jeff Dennis, Swan Districts Football Club  
Mr Paul Lekias, Western Australian Football Commission  
Mr Matt Hanson, Western Australian Football Commission  
Mr Graeme Haggart, Director Community Development  
Mrs Amy Holmes, Minute Secretary

#### Apologies

Cr Gerry Pule

### **3.0 TERMS OF REFERENCE**

The Terms of Reference, as presented at the meeting of 17 August 2017, were endorsed without amendment.

### **4.0 SCOPE OF WORKS**

The Business Case Scope of Service was presented to the group for discussion and endorsement.

The expectation is that Consultants will be required to attend a compulsory briefing to outline what's included, what the expectations are and to ensure they have a clear understanding of what the outcomes are.

The Scope of Service document was endorsed without amendment.

## **5.0 COMMUNICATIONS**

Mr Brett Treby advised the group that there has been initial discussion with the Communications Manager regarding the communications strategy and the expectations of the Town of Bassendean to ensure the process is open and transparent.

In line with the communications strategy, these minutes will be made available to the public through the Ordinary Council Meeting Agenda.

## **6.0 GENERAL BUSINESS**

Mr Jeff Dennis advised that the Swan Districts Football Club has engaged with the Town of Bassendean in relation to a submission for CSRFF funding in March 2018 in relation to lighting as well as a synthetic surface around the perimeter to part of the northern side of the ground.

## **7.0 MEETING CLOSE**

The meeting closed at 11.57pm.

Next meeting to be confirmed.



# **ATTACHMENT NO. 13**

# TOWN OF BASSENDEAN

## MINUTES

BASSENDEAN LOCAL STUDIES COLLECTION MANAGEMENT COMMITTEE  
HELD IN THE COMMITTEE ROOM, 48 OLD PERTH ROAD, BASSENDEAN  
ON THURSDAY 3 AUGUST 2017 AT 9.45AM

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### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced that due to the lack of a quorum, the meeting was counted out.

### 2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

#### Present

Jennie Carter, Presiding Member  
Val Hobson, Bassendean Historical Society

#### Staff

Janet Megarrity, Local Studies Librarian  
Renata Pietracatella, Manager Library & Information Services  
Amy Holmes, Minute Secretary

#### Apologies

Cr Gerry Pule  
Anne Brinkworth, Community Representative  
Michael Grogan, Deputy Presiding Member

# **ATTACHMENT NO. 14**



# TOWN OF BASSENDEAN

## MINUTES

### BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 6 SEPTEMBER 2017, AT 3.30PM

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#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

#### 2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

##### Present

Cr Gerry Pule, Presiding Member  
Daniel Forsdyke, St John of God Midland Hospitals  
Ryan Hamlin, Child Protection Family Support  
Merveen Cross, Office of Emergency Management  
Nigel Elliott, District Officer, DFES  
David Snowball, A/Snr Sergeant, Kiara Police Station

##### Officers

Graeme Haggart, Director Community Development  
Mark Bettridge, Acting Senior Ranger  
Ken Cardy, Manager Asset Services  
Amy Holmes, Minute Secretary

##### Apologies

Simon Stewart-Dawkins, Director Operational Services

#### 3.0 DEPUTATIONS

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 7 June 2017**

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Mark Bettridge, Seconded Daniel Forsdyke, that the minutes of the BLEMC meeting held on 7 June 2017, be confirmed as a true record.

**CARRIED UNANIMOUSLY 8/0**

#### **5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Cr Pule acknowledged the Committee members as unsung heroes of our community and thanked them for their service. He also announced that he would not be standing for Council in the upcoming Council elections.

#### **6.0 DECLARATIONS OF INTEREST**

Nil

#### **7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

#### **8.0 OFFICER REPORTS**

##### **8.1 Annual Capability Survey**

At the last meeting, it was agreed that the Director Community Development would complete the Annual Capability Assessment Survey for 2017 and present a copy to this meeting. For information, a copy was included with the agenda.

*Completion of this survey has identified the need to have a dedicated officer to oversee emergency management in the Town. The Town is vulnerable without this resource. A preparedness report should be developed to guide a way forward in improving emergency management of the Town.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

**BLEMC – 1/09/17** MOVED Ken Cardy, Seconded Mark Bettridge, that the information on the Annual Capability Assessment Survey for 2017 be received.

CARRIED UNANIMOUSLY 8/0

**8.2 Flood Mitigation Project**

EMRC Swan River flood mapping project remains in progress. The consultants (BMT WBM Pty Ltd) have advised the Town the test runs for the flood inundation mapping exercise will be completed in late August/early September.

Variation from the existing 1% ARI flood levels with this study will be taken into account prior to the new flood discs being installed on Western Power poles in the Town.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**BLEMC – 2/09/17** MOVED David Snowball, Seconded Daniel Forsdyke, that the information on the Flood Mitigation Project be received.

CARRIED UNANIMOUSLY 8/0

**8.3 Flood Height Markers**

Council has resolved that flood markers be installed on jetties as a navigation tool to the infrastructure below, and to provide understanding of the flood height at that point.

While no budget allocation was specifically made for this action, it is expected that funding can be secured for the purpose from within existing budgets.

A long-time resident pointed out a flood marker sign in AHD alongside the southern jetty in Point Reserve. The routed timber sign is in need of painting. Restoration action will be taken in the summer months when the sign is accessible with lower water levels.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

**BLEMC – 3/09/17** MOVED Mark Bettridge, Seconded David Snowball, that the information on the Flood Height Marker Project be received.

CARRIED UNANIMOUSLY 8/0



#### **8.4 LEMA Review**

The new draft LEMA and Recovery Plan have been forwarded to OEM to be referred for DEMC endorsement. There has not been a DEMC meeting since the last meeting of Committee.

#### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4**

**BLEMC – 4/09/17** MOVED Ken Cardy, Seconded Daniel Forsdyke, that the information on the new draft LEMA and Recovery Plan be received.

CARRIED UNANIMOUSLY 8/0

#### **8.5 Generators for Continuity of Service in an Emergency**

Council has resolved that the Town of Bassendean assess and report on the provision of suitable stand-alone generators for the Ashfield Disability Centre and the Town Depot.

The Notice of Motion referred to power outages that had resulted in discontinued services by the Town. Two specific sites identified in the Notice of Motion as benefiting from the provision of temporary power capacity, are the Ashfield Community Centre and the Town's Depot.

In response, the generators were put for consideration to the draft budget, but were not funded in the adopted budget.

While a meritorious notion, logistically there remains a significant retrofit cost to both facilities to make plug in power functional. New discrete circuits require installing, as was the case in the Library Meeting Room that is wired for temporary power. Installation at construction is less complex and switches can be installed to transfer from reticulated to temporary power if built-in at that time. It is not possible to install a switch mechanism as a retrofit.

Temporary power is prone to output fluctuation with load and such fluctuations can be detrimental to delicate equipment like computers. The solution to fluctuations is to provide a large generator that is not going to labour with an increase in power draw down.

While cabling remains a logistical dilemma, a lesser cost option is for the Town to establish an agreement with a hire company to provide large temporary power units for the

Town's purposes in the event of power outages that are likely to be for a prolonged period.

*The Committee discussed the need to consider other energy options, such as solar power and battery back-up.*

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

**BLEMC – 5/09/17** MOVED Cr Pule, Seconded David Snowball, that the Town:

1. Investigates establishing an agreement with hire companies for the supply of temporary power plants to meet the Town's needs during periods of extended power outages; and
2. Explore alternative options of providing energy/power such as solar and battery.

CARRIED UNANIMOUSLY 8/0

#### **8.6** ESL Review

The comment period on the Economic Regulation Authority draft report into the collection, management and distribution of the ESL funds closed on 11 August. The final report will go to the Minister on 29 September.

While many LG's submitted individual submissions, WALGA compiled an industry-wide submission.

The main outcomes the Town was hoping to see was that funding would be available to local government through ESL to fund EM operatives and recovery purposes.

In the draft report, staffing is deemed a core function of local government and as such, the report did not support the broadening of the use of ESL funds for recurrent activities, such as an Emergency Management Officer.

The draft Report did not support the broadening of the use of ESL funds for Recovery function as it notes Federal and State funding sources for the purpose already exist.

We will wait and see if these argued positions become overturned in the final Report.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

**BLEMC – 6/09/17** MOVED Daniel Forsdyke, Seconded Nigel Elliott, that the information on the Economic Regulation Authority review of the ESL be received.

CARRIED UNANIMOUSLY 8/0

**8.7 Emergency Management Agency Reports**

Office of Emergency Management (OEM)

*The report was tabled at the meeting. A copy will be included with the Minutes.*

District Emergency Management Committee (DEMC)

The Central DEMC meeting scheduled for 3 August 2017 was cancelled and is to be rescheduled for late September.

North & East Metropolitan Recovery Group

Ordinarily, this group meets annually in April to revise the Agreement and rotate secretariat function. No meeting has been conducted in the past quarter.

WALGA EMAG

The WALGA EMAG last met on 13 June 2017. Minutes of the meeting were included with the Agenda.

Local Welfare Committee

No meeting has been conducted in the past quarter.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7

**BLEMC – 7/09/17** MOVED Nigel Elliott, Seconded Mark Bettridge, that the Emergency Management Agency Reports be received.

CARRIED UNANIMOUSLY 8/0

**8.8 Post-Incident Reports and Post Exercise Reports**

- The Department of Communities conducted Emergency Welfare Centre Management training on 14 June and 19 July. Town staff attended. Another session will be held next month in Armadale. There is an opportunity for Town staff to attend.



- An emergency event occurred in the Town's industrial area on Wednesday 30 August when a gas leak was detected in a factory in Wood Street. The Town was requested to attend the ICC by the IC who had declared a 200m exclusion zone and ordered the evacuation from within the zone. Power was isolated to the site. Two ISG meetings were convened. It was unknown if the gas was natural gas or acetone, as both were on site. A disused gas bullet cylinder was found to have a faulty valve. Once isolated and allowed time to vent naturally, negative readings were recorded. At stand down, the IC summarised the event as being a routine response to a Hazmat incident and systematically worked through without incident. The Town, while on hand, was not required to provide assistance. It should be noted there was productivity lost time for two major heavy industrial factories in the Town as a result.

**COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.8**

**BLEMC – 8/09/17** MOVED Nigel Elliott, Seconded Mark Bettridge, that post incident and post exercise reports be received.

**CARRIED UNANIMOUSLY 8/0**

**8.9 Contact Details and Key holders**

The current Contact Details and Key Holders Details were circulated at the meeting for any update requirements.

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.9**

**BLEMC – 9/09/17** MOVED Nigel Elliott, Seconded Ken Cardy, that the Committee members' contact details be confirmed as amended.

**CARRIED UNANIMOUSLY 8/0**

**8.10 Preparedness, Prevention, Response and Recovery Issues**

- Fire and flood risk in the Town.
- Earthquakes are now considered a risk to the Perth Metropolitan area.
- Town's fire notices are being written in line with DFES requirements, ready for the fire season beginning 31 October 2017.

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.10**

**BLEMC – 10/09/17** MOVED Ryan Hamlin, Seconded Daniel Forsdyke, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

**CARRIED UNANIMOUSLY 8/0**

**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 will be held on Wednesday 1 November 2017 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.45pm.

The Committee thanked Cr Gerry Pule for his diligent work and commitment to this committee.



Government of **Western Australia**  
Office of **Emergency Management**

**BASSENDEAN  
LOCAL EMERGENCY MANAGEMENT COMMITTEE  
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT  
6 SEPTEMBER 2017**

**2017 Preparedness and Capability Survey**

The survey closed on 14 June 2017. Office of Emergency Management is currently collating all information provided by local governments and hazard Management agencies. It is anticipated the 2017 Preparedness Report will be published the last quarter of the year.

**OEM New Platform – EMERGE**

The Office of Emergency Management (OEM) has commenced delivering EM news and information in a new format and platform called **emerge**.

**emerge** is delivered as a quarterly html email to OEM's stakeholders. Each email contains images and headlines which are hyperlinked to the full news stories on the OEM website.

**emerge** also lives independently on the OEM website under a year and quarter structure. The sub-site also contains links to our *newsletter archive*, as well as *news feed* and *publications*.

OEM encourages you to visit [www.oem.wa.gov.au/emerge](http://www.oem.wa.gov.au/emerge) and begin exploring.

**Westplans**

*Rationalisation of the Westplans*

*Work on Phase 7*

Westplan Rationalisation is underway. This phase involves transforming all Westplans into State Hazard Plans and making them annexes to the overarching State EM Plan. The new State Hazard Plan template is near completion and will be circulated to stakeholders soon.

Westplans for similar hazards will be combined into a single State Hazard Plan during this phase. A workshop has been held to progress amalgamation of the four 'crash' related Westplans (air crash, road crash, PTA rail crash and Brookfield rail crash).

The Department of Fire and Emergency Services (DFES) has also been progressing the amalgamation of Westplans for the hazards of flood, cyclone and storm, as well as earthquake and collapse. Phase 7 is expected to be completed by December 2017.



### **Risk Assessment Reports**

A risk assessment report has been produced for each of the Emergency Management districts in the state. These reports detail the results of the district risk assessments that were conducted as part of the State Risk Project.

Each report explains the risks posed to the district from a range of priority hazards. A credible worst-case scenario for each hazard was assessed in a workshop setting to determine the risks. Participants assessed how the hazards may impact upon the district's economy, its people, public administration, the environment and the social setting. These five key areas are part of the State Core Objectives.

The collective district data represents the culmination of three years of extensive collaboration that has included input from 406 individuals from 119 separate agencies. The State Risk Project has identified the district level as the best avenue for practically assessing risk, developing treatments and measuring capability. These reports provide a body of evidence that shows how emergencies will likely affect us. This will then inform mitigation options and expenditure priorities to build a more resilient state.

To access the risk assessment reports for each of Western Australia's emergency management districts go to [www.oem.wa.gov.au](http://www.oem.wa.gov.au).

### **10<sup>th</sup> Australasian Natural Hazards Management Conference (ANHMC)**

The conference will be hosted by the Office of Emergency Management and will take place from 30 October to 3 November 2017. This year's conference will provide a forum for discussion of the integration of hazard information into effective emergency risk management. Applying science and research information to best practice planning, warning, response and recovery capabilities will lower the impact of events on communities. The conference will bring together expertise from Australia, New Zealand and abroad to enable the sharing of knowledge and strengthen collaboration. The target audience of the conference is: emergency managers, planners, risk assessors, asset and utility managers, natural hazard researchers and scientists.

### **WA Police – Recovery Communications Project**

The SEMC Public Information Reference Group (PIRG) wrote to local governments requesting feedback in relation to how local governments would benefit from having access at a state level in relation to the planning and delivery of recovery related public information activities during the recovery phase of an emergency.

WA Police were successful in receiving funding through the National Disaster Resilience Program (NDRP) administered by the Federal Attorney-General's Department and the WA Office of Emergency Management. A highly experienced EM professional, Sharna Sumpton, has been engaged to work on this initiative with WA Police. The agency is excited about the potential benefits this initiative will have for Local Governments in the future.

Sharna Sumpton will be liaising with local governments and relevant key stakeholders over the coming months to develop strategies and recommendations for PIRG to implement. Should you have any queries regarding this project please contact WA Police on 9222 1538.

**Memorandum of Understanding (MOU)**

The Metropolitan South District Emergency Management Committee have been working on a draft MOU between all local governments in the south district including surrounding shires of Serpentine Jarrahdale and Boddington. The MOU will provide the opportunity to share resources through response and recovery. There is the possibility that the MOU could be progressed to the East, Central and North metropolitan DEMCs at a later date.

**A Emergency Risk Management Local Government Handbook**

The handbook is intended specifically for use by local governments around the State to facilitate risk management and to develop emergency management plans. Local governments are encouraged to view the handbook on OEMs website.

**2016-17 NDRP Grants - announced**

The Hon Michael Keenan Member of Parliament, Minister for Justice announced the successful projects for the 2016-17 grants on Thursday 15 June 2017. There were 41 applications requesting over \$2.8 million.

The successful projects are:

<b>Applicant</b>	<b>Project Name</b>	<b>Funding \$</b>
WA Police	Recovery Communications	56,751
Department of Fire and Emergency Services	Severe Wind Hazard Assessment Project	126,000
Department of Fire and Emergency Services	Taking Care of Country: Taking Care of People	203,000
Office of Bushfire Risk Management	Developing a Decisions Support System for Western Australia	151,000
City of Cockburn	Bushfire Risk Identification Tool (BRIT)	95,000
Eastern Metropolitan Regional Council	Understanding and Managing Flood Risk in Perth: Stage 4	70,000
The Bethanie Group	Disaster Preparedness Planning Pilot - Building Resilience among one of society's most vulnerable groups	34,370
Chamber of Commerce and Industry WA	Research report and recommendations: business community disaster recovery readiness and financial security	86,420

Australian Red Cross	Emergency Preparedness - A Whole of Community Approach	124,779
WA Council of Social Service	Building Resilient Community Organisations in WA: Bringing the ACOSS Resilient Community Organisations (RCO) Toolkit to the WA Community	124,982
WA Local Government Association	Local Waste Management arrangements for Emergency events	35,000
Shire of Harvey	Importance of Preparedness: Lessons Learnt DVD 2016 January Bushfires	21,960

The projects will be delivered by the respective agencies over the coming years, with the ultimate goal of enhancing disaster resilience in WA.

**Successful AWARE applications for 2017-18 awarded**

The intent of AWARE is to support emergency management by investing in planning and human capacity building at a local or district level, to create safer communities.

There was \$202,000 available in 2017-18, and the assessment process has been applied to the 36 applications received, requesting over \$487,000.

The following applicants were successful:

<b>Applicant</b>	<b>Project Name</b>	<b>Funding \$</b>
City of Wanneroo	New residents and emergency management	8,000
WA Police	State Public Information Line (SPIL) Exercise	7,112
Shire of Pingelly	Pingelly-Wandering LEMC Emergency Exercise	10,000
City of Bunbury	City of Bunbury Community Safety and Emergency Management	12,000
St John Ambulance	Remote Aboriginal Community First Aid Education - East Kimberley	20,000
City of Perth	City Emergencies - Are you ready?	20,000
Shire of Murray	Training for Local Recovery Management Committee Membership	10,340



City of Rockingham	Joint Local Government Recovery Exercise	3,988
Shire of Cranbrook	Spring into Preparedness Month: Family Fire Safety - Get Prepared!	15,000
Shire of Derby-West Kimberley	Kimberley Regional Group Emergency Management Training	20,000
Shire of Chittering	Raising Resilience - a community empowerment campaign	17,500
Department of Parks and Wildlife	Martu Indigenous communities bushfire training & mitigation project	10,000
Shire of Capel	Business Continuity and Recovery	4,000
Shire of Broome	Employment of Emergency Management Officer	4,000
Shire of Harvey	Harvey Emergency Risk Assessment Project	4,000
Shire of Wyalkatchem	NEWROC Risk Project 1	12,000
Shire of Wyalkatchem	NEWROC Risk Project 2	12,000
Shire of Waroona	Whole of Shire Risk Assessment	4,000
Shire of Dardanup	Shire of Dardanup Local Risk Project	4,000
Shire of Serpentine Jarrahdale	Community Emergency Risk Management	4,000

**2017 SEMC MEETING SCHEDULE**

- 3 October 2017 (Preparedness Report)
- 5 December 2017

**District Emergency Management Advisor  
Office of Emergency Management**

# **ATTACHMENT NO. 15**

# TOWN OF BASSENDEAN

## MINUTES

### ACCESS & INCLUSION COMMITTEE MEETING

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 13 SEPTEMBER 2017 AT 10.05AM

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

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

**2.0**                    **PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC**

Nil

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

Present

Ms Annie Klaassen, Presiding Member  
Cr Gerry Pule, Town of Bassendean  
Ms Lilian Cottingham, Community Representative  
Mr Darren Taylor, Community Representative

Officers

Mr Graeme Haggart, Director Community Development  
Mrs Amy Holmes, Minute Secretary

Apologies

Ms Jennie MacLachlan, Community Representative  
Mr Scott Robinson, Community Representative



**4.0 DEPUTATIONS**

Nil

**5.0 CONFIRMATION OF MINUTES**

**5.1 Minutes of meeting held on 5 July 2017**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 5.1**

MOVED Cr Pule, Seconded Annie Klaassen, that the minutes of the Access and Inclusion Advisory Committee meeting, held on 5 July 2017, be confirmed as a true record.

**CARRIED UNANIMOUSLY 4/0**

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

The Director Community Development thanked the members for their work and contribution to this Committee.

**7.0 DECLARATIONS OF INTEREST**

Nil

**8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

**9.0 REPORTS**

**9.1 Disability Access Improvement Plan (DAIP) Review**

Funds have been secured in the 2017/18 Budget to engage a consultant to re-write the Town's DAIP. A process is required to be followed and will include a comprehensive community engagement process.

While the DCD position will be backfilled during his extended long service leave, it is not anticipated the work will commence on this project until his return in February 2018.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.1

**AIAC – 1/09/17** MOVED Lilian Cottingham, Seconded Darren Taylor, that the Committee notes that re-writing of the Town's DAIP is scheduled for the first quarter in 2018.

CARRIED UNANIMOUSLY 4/0

**9.2 DAIP Action Plan Implementation**

There are no new implementation initiatives since the last meeting.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

**AIAC – 2/09/17** MOVED Lilian Cottingham, Seconded Annie Klaassen, that the Committee notes that a DAIP Action Plan Implementation update report was not provided as there are no known new implementation initiatives commenced since the last meeting.

CARRIED UNANIMOUSLY 4/0

**9.3 Seniors & Disability Services Business Unit Update**

The Manager Seniors and Disability Services provided the following update report on the Business Unit activity:

**Workforce Update**

- Temporary arrangements continue to be in place to manage client coordination, due to departures and returns from leave, as well as the NDIS implementation.
- All staff members have been asked to be flexible with working across the business unit as client numbers continue to stay low in the day centre but increase in home care.
- Continue to reorganise workloads in the office to manage the increased administration and compliance requirements across the business unit.

**Home Care Packages (HCP)**

- We are at 30 packages all up – 2 level 4, 2 level 3 and 26 level 2. Very few new level 3 and 4 packages being released across the sector and clients are waiting.
- Reasons for movement include, going into care and one chose to transfer out to another provider.
- We did gain one that chose to transfer to us from a Brokerage organisation however.

### **Home and Community Care (HACC)**

- We have completed the mapping exercise requested for the transitioning from HACC to CHSP (Commonwealth) in 2017-2018.
- With the Cities of Bayswater and Wanneroo transitioning out of HACC Services I have expanded our geographic boundaries beyond our LGA and notified RAS. We are starting to see a nice flow of referrals again and are getting new enquires from word of mouth as well as those LGAs.

### **NDIS**

- We continue to work through participants (under 65's) as they become eligible for NDIS, negotiating Agreements in line with their plans and their budgets. This has been a complex and laborious endeavour as most plans are poorly written and only NDIS can see how the budget is set up or being accessed. This leaves providers scrambling in the dark after the same bucket of money and its first in best dressed otherwise spend days and weeks trying to unravel the mess after the fact.
- So far, we have set up 10 participants on the NDIS Portal and have claimed for the services we have provided directly up to the end of July. This part of the system is brilliant once set up and working. Claims are processed immediately and payment is in our bank account within days.
- We have billed other organisations for a further three participants who have "plan management" as well as a couple more directly as they are self-managed so the money is starting to flow through.

### **Hyde Retirement Village**

- The fee structure has been revised with changes to the ingoing fee for the first time in quite a significant time. It is now \$60,000 and everyone the waitlist has been notified of the change.
- The admin fee has also gone up slightly.
- 1 unit still vacant due to prospective resident withdrawing
- Preparations are complete for the upcoming AGM in October.

### **Brokerage**

- Still going well and supplementing the Business Unit's revenue; we doubled the budgeted income for the 2016-2017 financial year and with some of the Under 65's receiving NDIS funding are coming through as fee for service/private through other organisations I anticipate the trend to continue.



### **New Client Management Software**

- We are learning more about the system and have just scratched the surface of its capabilities, however, there are still some bugs to work out such as invoicing and payroll. Unfortunately, we have had to generate manual client invoices this month but are hopeful the issue will be resolved for next month.
- The team is doing exceptionally well to master its intricacies with rostering/scheduling and managing client records.
- The Mobile Time and Attendance (MTA) side of it has made the lives of the schedulers and the workers using it much easier. Everyone has adapted very well.

### **Finance**

- Acquittals are due over the next two months for HACC, CACP and the HRV AGM and a lot of time is going into preparing the data and doing the financial analysis/breakdown between programs.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

**AIAC – 3/09/17** MOVED Darren Taylor, Seconded Cr Pule, that the report on the Seniors and Disability Services Business Unit activity, be received.

CARRIED UNANIMOUSLY 4/0

### **9.4 Other Committee Business**

#### Bassendean Oval

Access facilities need updating, particularly the toilets. At a recent luncheon it was not announced to guests on the details of the provision and location of disabled toilets etc.

*These comments will be passed on to the Club to ensure it is aware for future events.*

*It is envisaged that any future upgrades to the Bassendean Football Club will include access upgrades and improvements.*

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4

**AIAC – 4/09/17** MOVED Darren Taylor, Seconded Lillian Cottingham, that Other Committee Business items raised by members be received.

CARRIED UNANIMOUSLY 4/0

**10.0                  MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11.0                  ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

**12.0                  CONFIDENTIAL BUSINESS**

Nil

**13.0                  CLOSURE**

This is the last meeting of this Committee prior to the Ordinary Council Elections scheduled for 21 October. As such, the Committee's term expires at this time. Council will appoint members to a new Committee for a 2-year term following the elections. All current members are entitled and encouraged to re-nominate for the new term of the Committee.

The next meeting is to be held on Wednesday 6 December 2017, commencing at 10.00am.

There being no further business, the Presiding Member declared the meeting closed, the time being 11.00am.

# **ATTACHMENT NO. 16**



**LIST OF PAYMENTS**  
**FOR PERIOD**  
**ENDED 31<sup>st</sup> AUGUST 2017**

## SUMMARY OF SCHEDULE OF ACCOUNTS

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNT \$</b>
<b>MUNICIPAL / TRUST</b>		
<b>EFT and Direct Debits</b> 01-31 August 2017	32228 – 32486	2,099,815.37
<b>TRUST FUND</b>		
<b>Cheques</b> Commonwealth 6100-1015-9136	6124 -6125	550.00
<b>MUNICIPAL BANK</b>		
<b>Cheques</b> Commonwealth 6100-1015-9128	85784 – 85795	71,996.11
		<hr/>
		<b>\$2,172,361.48</b>
		<hr/> <hr/>

### **DIRECTOR CORPORATE SERVICES' DECLARATION:**

This schedule of accounts to be passed for payment, covering vouchers as above, which was submitted to each member of Council on 26<sup>th</sup> September 2017 been checked and is fully supported by vouchers and invoices, which are submitted herewith, and 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 are due for payment.

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### **DIRECTOR CORPORATE SERVICES**

### **MAYOR'S DECLARATION**

I hereby certify that this schedule of accounts, covering vouchers as above, was submitted to the Council on 26<sup>th</sup> September 2017 and that the amounts were approved by the Council for payment.

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**MAYOR**

1st August 2017  
to  
31st August 2017

Chq/EFT	Date	Name	Description	Amount
EFT32228	09/08/2017	AUSTRALIAN SERVICES UNION	Payroll Deductions	-192.15
EFT32229	09/08/2017	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-89,484.00
EFT32230	09/08/2017	HEALTH INSURANCE FUND (HIF)	Payroll Deductions	-148.75
EFT32231	09/08/2017	LGRCEU	Payroll Deductions	-61.50
EFT32232	09/08/2017	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-3,294.32
EFT32233	09/08/2017	ANDREW PRICE & MICHELLE THOMAS	Security Bond Refund	-2,250.00
EFT32234	09/08/2017	APG HOMES PTY LTD	Security Bond Refund	-2,116.00
EFT32235	09/08/2017	BENJAMIN SHEERS	Security Bond Refund	-2,250.00
EFT32236	09/08/2017	FRANCIS J DUFF	Security Bond Refund	-2,250.00
EFT32237	09/08/2017	LIANG JIANG	Hall & Key Bond Refund	-350.00
EFT32238	09/08/2017	LYDIA RICHARDSON	Hall & Key Bond Refund	-1,550.00
EFT32239	09/08/2017	NATHAN & REBECCA MACTAVISH	Security Bond Refund	-2,250.00
EFT32240	09/08/2017	THOMAS MAXWELL	Hall & Key Bond Refund	-50.00
EFT32241	10/08/2017	A. M BOLTS & NUTS	Depot - Minor Supplies - July 2017	-67.67
EFT32242	10/08/2017	ADAM BETUEL	Council Crossover Contribution	-428.00
EFT32243	10/08/2017	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Management - Old Perth Road Markets	-1,443.75
EFT32244	10/08/2017	AIR-BORN AMUSEMENTS	Naidoc Day - Adventureland And Bouncy Castle Entertainment	-2,375.00
EFT32245	10/08/2017	ALLA BOSKOV	Rates Refund	-347.70
EFT32246	10/08/2017	ALSCO PERTH	Office Linen And Laundry Services	-98.27
EFT32247	10/08/2017	ANOSHKA STRATHDEE	Naidoc Day - Event Staff	-480.00
EFT32248	10/08/2017	APRIL WARD	Naidoc Day - Photographer	-500.00
EFT32249	10/08/2017	ARTS HUB AUSTRALIA PTY LTD	Artshub Annual Membership	-550.00
EFT32250	10/08/2017	BASSENDEAN NEWSAGENCY	Library - Subscriptions - July 2017	-150.79
EFT32251	10/08/2017	BASSENDEAN PRESBYTERIAN CHURCH	Rates Refund	-323.93
EFT32252	10/08/2017	BCIFF	Building & Construction Industry - Levy Collected - July 2017	-1,635.30
EFT32253	10/08/2017	CABCHARGE AUSTRALIA LIMITED	Seniors - Transport For Clients - July	-660.55
EFT32254	10/08/2017	CHEM-DRY ADVANCED CARPET CLEANING	Hyde Ret Village - Unit 21 - Carpet Cleaning	-200.00
EFT32255	10/08/2017	CHRIS RICHARDSON	Children Services - Ashfield - Food Safety Audit	-660.00
EFT32256	10/08/2017	CITY OF BAYSWATER	Environmental - 2017 Drainage Monitoring Program	-6,600.00
EFT32257	10/08/2017	CLAIRE HALL	Rates Refund	-639.03

1st August 2017  
to  
31st August 2017

Chq/EFT	Date	Name	Description	Amount
EFT32258	10/08/2017	COMESTIBLES	Various Council Functions - Catering	-1,694.55
EFT32259	10/08/2017	COMMAND-A-COM PTY LTD	Various Sites - Telephone System Maintenance & Repairs	-462.00
EFT32260	10/08/2017	CYNTONE CONSULTING	Naidoc Day - Supplies Reimbursement	-322.50
EFT32261	10/08/2017	DELTA OUI	Reconciliation Action Plan - Performance	-600.00
EFT32262	10/08/2017	DEPARTMENT OF COMMERCE	Building Services Levy Collected - July 2017	-1,518.02
EFT32263	10/08/2017	JANE MITCHELL	Sports & Rec - Staff Conference And Training Expenses	-306.53
EFT32264	10/08/2017	JANET MEGARRITY	Staff - Working With Children Checks	-84.00
EFT32265	10/08/2017	LUISA SANFILIPPO	Leisure Course Refund - Pilates	-10.00
EFT32266	10/08/2017	P NAYLOR	Council Crossover Contribution	-428.00
EFT32267	10/08/2017	S ISREAL & N PSAILA	Rates Refund	-1,919.93
EFT32268	10/08/2017	TREVOR HOY	Refund - Cancelled Cross Over	-1,424.50
EFT32269	10/08/2017	VERGOLA WA	Town Planning Application - Fee Refund - Not Required	-147.00
EFT32270	10/08/2017	DEPARTMENT OF FIRE & EMERGENCY SERVICES	Library - 2017/2018 Annual Monitoring Fee	-1,794.14
EFT32271	10/08/2017	E FIRE & SAFETY (WA)	Library - Panel Testing - July	-121.00
EFT32272	10/08/2017	FUEL DISTRIBUTION OF WESTERN AUSTRALIA PTY LTD	Depot - Fuel Supplies	-11,178.40
EFT32273	10/08/2017	FULTON HOGAN INDUSTRIES WA	Various Sites - Road Maintenance & Carparks Repairs	-2,029.50
EFT32274	10/08/2017	FUN AIRBRUSH TATTOOS	Naidoc Day - Airbrush Tattoos	-630.00
EFT32275	10/08/2017	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-605.00
EFT32276	10/08/2017	GREAT SOUTHERN FUEL SUPPLIES	Depot - Fuel Supplies	-9,844.63
EFT32277	10/08/2017	IT VISION	Synergy Soft - Universal Annual License Fees - 2017 / 2018	-71,249.20
EFT32278	10/08/2017	JASMINE CLARKE	Naidoc Day - Event Staff	-480.00
EFT32279	10/08/2017	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road	-273.00
EFT32280	10/08/2017	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-38.60
EFT32281	10/08/2017	NATIONAL TRADE SUPPLIER PTY LTD	Seniors - Client - Supply Independent Living Equipment	-286.00
EFT32282	10/08/2017	NIKKI NEWLAND	Naidoc Day - Event Staff	-480.00
EFT32283	10/08/2017	OIL TECH	Depot - Oil Supplies	-590.00
EFT32284	10/08/2017	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-176.00
EFT32285	10/08/2017	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-330.00
EFT32286	10/08/2017	REMIX SUMMITS PTY LTD	Staff - Conference Attendance	-565.44
EFT32287	10/08/2017	REMO'S HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-343.75



1st August 2017  
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31st August 2017

Chq/EFT	Date	Name	Description	Amount
EFT32288	10/08/2017	SD & VH FINDLAY	Bassendean Oval - Various Painting Required	-1,996.00
EFT32289	10/08/2017	SETON AUSTRALIA PTY LTD	Depot - Safety Supplies	-529.10
EFT32290	10/08/2017	STUDIO B WOOD DESIGNS	Wind In The Willows - Build A Storage Cabinet	-600.00
EFT32291	10/08/2017	SUPREME SHADES	Wind In The Willow - Remove & Store Shade Sails	-1,200.00
EFT32292	10/08/2017	T & C COURIER & TRANSPORT SERVICES	Courier Service - Traded Traffic Counters Delivery	-26.91
EFT32293	10/08/2017	TECHNOLOGY ASSISTING DISABILITY WA	Seniors - Client - Supply Independent Living Equipment	-470.25
EFT32294	10/08/2017	UNICARE HEALTH	Seniors - Client - Lift & Recline Chair	-2,706.00
EFT32295	10/08/2017	URBAN INDIGENOUS AUSTRALIA PTY LTD	Naidoc Day - Collective Canvas And Senior Presenter	-1,760.00
EFT32296	10/08/2017	VERNON DESIGN GROUP	Customer Service - Reception/Office Alterations - Designs	-1,760.00
EFT32297	10/08/2017	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Reserves /Parks - Dog Poo Bags	-1,149.00
EFT32298	10/08/2017	WREN OIL	Depot - Collect Waste Oil	-16.50
EFT32299	10/08/2017	ZIPFORM PTY LTD	Rates - 2017/2018 Printing And Postage	-14,065.25
EFT32300	10/08/2017	ZIRCODATA PTY LTD	Records - Bin Rental & Storage Fees - July	-34.50
EFT32301	15/08/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 162 - Self Supporting Loan - Tadwa	-7,918.44
EFT32302	18/08/2017	ADAM & ERIKA HERBERT	Security Bond Refund	-2,250.00
EFT32303	18/08/2017	CREATE FOUNDATION	Hall & Key Bond Refund	-1,050.00
EFT32304	18/08/2017	JASON DODDS	Storm Water Bond Refund	-990.00
EFT32305	18/08/2017	NIMMISHA HIRANI	Hall & Key Bond Refund	-1,050.00
EFT32306	18/08/2017	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Hyde Ret Village - Admin Fee Held	-50.00
EFT32307	18/08/2017	VILENCIA PALMER	Hall & Key Bond Refund	-1,050.00
EFT32308	18/08/2017	LGIS INSURANCE BROKING	Insurance - Motor Vehicle 2017/2018	-46,911.05
EFT32309	18/08/2017	LGIS LIABILITY	Insurance - Public Liability 2017/2018	-44,970.51
EFT32310	18/08/2017	LGIS PROPERTY	Insurance - Property Multi Risk 2017/2018	-43,818.75
EFT32311	18/08/2017	LGIS WORKCARE	Insurance - Workers Compensation 2017/2018	-121,000.00
EFT32312	21/08/2017	1ST BAYSWATER SEA SCOUT TROOP	Kidsport Voucher	-200.00
EFT32313	21/08/2017	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Management - Old Perth Road Markets	-1,633.50
EFT32314	21/08/2017	AMAZING BRICK PAVING	Various Sites - Footpath And Brick Paving Repairs	-2,300.00
EFT32315	21/08/2017	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	Building License - Copyright Music	-166.91
EFT32316	21/08/2017	AUSTRALIA POST	Various Business Units - Postal Charges - July 2017	-4,277.73
EFT32317	21/08/2017	AXIIS CONTRACTING	Various Sites - Crossover, Road And Footpath Maintenance	-11,968.33

1st August 2017  
to  
31st August 2017

Chq/EFT	Date	Name	Description	Amount
EFT32318	21/08/2017	BASSENDEAN CRICKET CLUB	Turf Maintenance Agreement - First Instalment	-17,955.00
EFT32319	21/08/2017	BASSENDEAN MEN'S SHED INC	Avon Descent - Point Reserve - Organise And Prepare Sausage Sizzle	-1,500.00
EFT32320	21/08/2017	BASSENDEAN TENNIS CLUB	Tennis Court Maintenance Agreement - July	-2,291.30
EFT32321	21/08/2017	CLEANDUSTRIAL SERVICES PTY LTD	Various Buildings - Cleaning	-17,937.04
EFT32322	21/08/2017	COMMAND-A-COM PTY LTD	Depot - Telephone System Maintenance & Repairs	-165.00
EFT32323	21/08/2017	COTERRA ENVIRONMENT	Bindaring - Final Report Concept Plan And Cost Estimates	-4,127.50
EFT32324	21/08/2017	DANIELE FOTI CUZZOLA	Naidoc Day - Publicist And Social Media Coordinator	-750.00
EFT32325	21/08/2017	DEPARTMENT OF TRANSPORT	Point Reserve - Jetty Licence - Jetty Number 1249	-80.20
EFT32326	21/08/2017	DERBARL YERRIGAN HEALTH SERVICE INC.	Naidoc Day - Gina Williams Band Performance	-1,000.00
EFT32327	21/08/2017	DEVELOPMENT CARTOGRAPHICS	Strategic Planning - Contract Drafting Services	-66.00
EFT32328	21/08/2017	DPS PUBLISHING PTY LTD	Advertising In Dps Guide To Aged Care Wa	-3,289.00
EFT32329	21/08/2017	DRAINFLOW SERVICES PTY LTD	Various Sites - Drain Cleaning	-6,864.00
EFT32330	21/08/2017	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-74,321.58
EFT32331	21/08/2017	GARRARDS PTY LTD	Environ Services - Rat Bait Supplies To Residents	-445.17
EFT32332	21/08/2017	HARDWARE MAGIC BASSENDEAN	Hardware Supplies - Signs	-110.00
EFT32333	21/08/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA	Staff Training - International Public Work Conference	-1,755.00
EFT32334	21/08/2017	KALAMUNDA SWEEPING	Various Sites - Street Sweeping Services	-9,604.53
EFT32335	21/08/2017	LJR MAINTENANCE SERVICES	Ashfield Soccer Club - Cupboard & Floor Repairs	-411.40
EFT32336	21/08/2017	LUCY BROMELL	Bassendeau Markets - Stallholder Coordinator Contract Services	-1,249.00
EFT32337	21/08/2017	MACQUARIE EQUIPMENT RENTALS PTY LTD	Library - Digital Scanner Lease	-623.05
EFT32338	21/08/2017	MALTESE ASSOCIATION OF WA	Business Breakfast - Hire Facilities	-320.00
EFT32339	21/08/2017	OUT OF THE BOX COMMUNITY EVENTS	Avon Descent - Point Reserve - Games	-2,579.50
EFT32340	21/08/2017	REECE'S STRUCTURES	Avon Descent - Point Reserve - Marquee Hire	-1,650.00
EFT32341	21/08/2017	SPIDERWEB SOLUTIONS PTY LTD	Various Business Units - Website Maintenance	-1,828.75
EFT32342	21/08/2017	STARMITES GYM SPORTS	Kidsport Voucher	-220.00
EFT32343	21/08/2017	SUEZ RECYCLING & RECOVERY PTY LTD	Various Sites - 3.0M Bin Rubbish Collection	-6,380.34
EFT32344	21/08/2017	TOWN OF BASSENDEAN (TSF FROM MUNI TO TRUST)	Bsl Cancelled 201500335 (Returned Cheque)	-61.65
EFT32345	23/08/2017	AUSTRALIAN SERVICES UNION	Payroll Deductions	-192.15
EFT32346	23/08/2017	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-80,306.00
EFT32347	23/08/2017	CHILD SUPPORT AGENCY	Payroll Deductions	-382.62

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to  
31st August 2017

Chq/EFT	Date	Name	Description	Amount
EFT32348	23/08/2017	HEALTH INSURANCE FUND (HIF)	Payroll Deductions	-148.75
EFT32349	23/08/2017	LGRCEU	Payroll Deductions	-41.00
EFT32350	23/08/2017	TOWN OF BASSENDEAN	Payroll Deductions	-3,395.28
EFT32351	24/08/2017	HAZEL PAYNTER	Refund - Double Charged Rates - Machine Error	-272.15
EFT32352	24/08/2017	PETER AXFORD	Rates Refund	-573.75
EFT32353	24/08/2017	SHARON RAINFORD	Relax Program - Refund - Unable To Attend As Injured	-80.00
EFT32354	29/08/2017	CHOICELIVING (WA) PTY LTD	Security Bond Refund	-2,112.00
EFT32355	29/08/2017	GEORGE HERBST	Security Bond Refund	-2,112.00
EFT32356	29/08/2017	PERTH ROLLER DERBY	Hall & Key Bond Refund	-1,050.00
EFT32357	29/08/2017	ACTION GLASS AND ALUMINIUM	Various Sites - Window Replacement	-327.25
EFT32358	29/08/2017	ADVANCE PRESS (2013) PTY LTD	Various Business Units - Printing	-3,498.00
EFT32359	29/08/2017	AECOM AUSTRALIA PTY LTD	Community Facilities And Ovals/Reserves - Audits	-11,038.72
EFT32360	29/08/2017	ALSCO PERTH	Office Linen And Laundry Services	-112.69
EFT32361	29/08/2017	AMGROW AUSTRALIA PTY LTD	Various Sites - Application Of The Herbicide Roundup	-1,496.00
EFT32362	29/08/2017	ASHTON PROPERTY GROUP PTY LTD	Reconciliation Action Plan - Coordinator	-784.00
EFT32363	29/08/2017	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee - Asset Management	-5,907.00
EFT32364	29/08/2017	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	Building License - Copyright Music	-235.29
EFT32365	29/08/2017	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	Australia Day Of Wa Council - Gold Membership 2017/2018	-550.00
EFT32366	29/08/2017	BAILEYS FERTILISER	Various Sites - Fertiliser Applications	-8,459.00
EFT32367	29/08/2017	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-47,753.20
EFT32368	29/08/2017	BENARA NURSERIES	Various Street Gardens - Assorted Plants	-26,570.50
EFT32369	29/08/2017	BIDVEST FOOD SERVICE	Seniors - Client Related Expenses - Groceries	-655.72
EFT32370	29/08/2017	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-46.33
EFT32371	29/08/2017	BORAL MIDLAND BRICK	Depot -Stock - Heavy Duty Red Pavers	-2,666.66
EFT32372	29/08/2017	BOYA EQUIPMENT PTY LTD	Depot - Fleet Vehicle Parts	-1,591.61
EFT32373	29/08/2017	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-2,598.93
EFT32374	29/08/2017	BUNZL LTD	Depot - Toilet & Office Supplies	-1,018.87
EFT32375	29/08/2017		Cancelled	0.00
EFT32376	29/08/2017	CLEANAWAY PTY LTD	Anzac Terrace Primary School - Recycling Incursion	-2,464.00
EFT32377	29/08/2017	COMESTIBLES (RHUM SERVICES PTY LTD T/AS)	Various Council Functions - Catering	-668.75

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Chq/EFT	Date	Name	Description	Amount
EFT32378	29/08/2017	COMMISSIONER OF POLICE	Volunteer Services - Volunteer Police Checks - July	-29.80
EFT32379	29/08/2017	COVS - COVS PARTS PTY LTD	Depot - Minor Fleet Vehicle Parts	-427.62
EFT32380	29/08/2017	EMMA LASHMAR	Refund - Overpaid Childcare Fees	-55.47
EFT32381	29/08/2017	SHIREEN & LUKE WATSON	Refund - Overpaid Childcare Fees	-108.00
EFT32382	29/08/2017	XIAOQING REN	Rates Refund	-2,015.73
EFT32383	29/08/2017	CAPITAL RECYCLING	Illegally Dumped - Pick Up And Dispose Of Asbestos Sheets	-3,834.80
EFT32384	29/08/2017	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-2,517.14
EFT32385	29/08/2017	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-462.00
EFT32386	29/08/2017	COMPLETE CORPORATE HEALTH - CITY	Various Business Units - Recruitment - Pre Employment Check	-198.00
EFT32387	29/08/2017	CONTRAFLOW PTY LTD	Various Sites - Traffic Management	-638.00
EFT32388	29/08/2017	DI CANDILO & SONS	Depot - Minor Supplies	-850.30
EFT32389	29/08/2017	DOMUS NURSERY	Various Street Garden Sites - New Plants	-3,587.98
EFT32390	29/08/2017	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-493.96
EFT32391	29/08/2017	DVG MIDLAND	Depot - Minor Fleet Vehicle Parts	-394.70
EFT32392	29/08/2017	DVG MORLEY CITY	Depot - Fleet Vehicle - Parts	-510.49
EFT32393	29/08/2017	DY-MARK (AUST) PTY LTD	Depot - Minor Supplies	-581.38
EFT32394	29/08/2017	E FIRE & SAFETY (WA)	Various Sites And Library - Panel Testing	-1,576.30
EFT32395	29/08/2017	EAST PERTH EAGLES BASKETBALL	Kidsport Voucher	-125.00
EFT32396	29/08/2017	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-22,282.02
EFT32397	29/08/2017	ELDERS MIDLAND	Various Sites - Fertiliser Applications	-264.00
EFT32398	29/08/2017	ELLIOTT'S IRRIGATION PTY LTD	Bic Reserve - Bore Service Of Iron Filter	-245.30
EFT32399	29/08/2017	EMBROIDME OSBORNE PARK	Depot - Hi-Vis Safety Vest - Embroided	-396.00
EFT32400	29/08/2017	EMS PLANT PRODUCTION	Various Garden Sites - New Plants	-1,837.00
EFT32401	29/08/2017	ENVIRONMENTAL HEALTH AUSTRLIA (NSW) INC	Health - I'M Alert Food Safety Program	-330.00
EFT32402	29/08/2017	FOOD TECHNOLOGY SERVICES PTY LTD	Food Safety Services - Contract - July	-882.75
EFT32403	29/08/2017	FUJII XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-3,975.97
EFT32404	29/08/2017	G C SALES WA	Various Reserves - Blue 120 Litre Bins	-418.00
EFT32405	29/08/2017	GALVINS PLUMBING PLUS	Community Hall - Grab Rails	-426.54
EFT32406	29/08/2017	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-1,237.50
EFT32407	29/08/2017	GLOBAL CARE GROUP	Seniors - Client - Respite Fees	-180.00



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Chq/EFT	Date	Name	Description	Amount
EFT32408	29/08/2017	GRAFFITI FORCE	Various Sites - Graffiti Removal	-2,257.50
EFT32409	29/08/2017	GREENACRES TURF GROUP	Ashfield Reserve - Roll On Turf	-18,130.25
EFT32410	29/08/2017	GRONBEK SECURITY	Various Sites - Restricted Keys & Coding	-54.10
EFT32411	30/08/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	Depot - Semi White Washed Sand	-897.50
EFT32412	30/08/2017	HAVILAH LEGAL	Professional Fees - Legal Advise	-1,663.40
EFT32413	30/08/2017	HEALTHSTRONG PTY LTD	Seniors - Client Assessments	-665.00
EFT32414	30/08/2017	HEDGEHOGS CAFE	Various Council Functions - Catering	-1,011.00
EFT32415	30/08/2017	HOME CARE PHYSIOTHERAPY	Seniors - In Home Care - Physiotherapy Services	-165.00
EFT32416	30/08/2017	HOME CHEF	Seniors - Meals On Wheels - July	-150.41
EFT32417	30/08/2017	IBM GLOBAL FINANCING AUSTRALIA LIMITED	Lease - New Servers / Equipment	-2,673.31
EFT32418	30/08/2017	ILONKA FOODS	Seniors Adult Day Centre - Meat And Food Supplies	-387.01
EFT32419	30/08/2017	IMAGESOURCE DIGITAL SOLUTIONS	Various Business Units - Staff Business Cards	-1,491.60
EFT32420	30/08/2017	INDUSTRIAL CHEMICAL TECHNOLOGIES	Depot - Fuel Treatment Supplies	-553.95
EFT32421	30/08/2017	JASON SIGNMAKERS	Various Sites - Streets Signs	-577.50
EFT32422	30/08/2017	JEFF GREEN TREE LOPPING	Various Sites - Street Tree Pruning & Removal	-1,430.00
EFT32423	30/08/2017	KD AIRE MECHANICAL SERVICES (WA & SA)	Various Sites - Air Conditioning Repairs & Maintenance	-1,463.57
EFT32424	30/08/2017	KINDY MANAGER PTY LTD	Children Services - Kindy Manager Annual Support Fee	-550.00
EFT32425	30/08/2017	KLEENIT PTY LTD	Various Sites - Re-Mark Parking Bays	-2,280.59
EFT32426	30/08/2017	KOYA ABORIGINAL CORPORATION	Kidsport Voucher	-200.00
EFT32427	30/08/2017	LANDGATE	Land Licence & Rates Evaluations	-2,069.26
EFT32428	30/08/2017	LG SOLUTIONS PTY LTD	Financials - Support And Incorporating Rollover, Support	-4,400.00
EFT32429	30/08/2017	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	Health Analytical Services 2017/2018	-3,945.91
EFT32430	30/08/2017	LOCHNESS LANDSCAPE SERVICES	Bassendean Oval - Weed Control	-660.00
EFT32431	30/08/2017	LOCKDOC	Various Sites - Key & Lock Repairs	-814.00
EFT32432	30/08/2017	LYRECO PTY LTD	Various Business Units - Office Stationery	-278.98
EFT32433	30/08/2017	MAIN ROADS WESTERN AUSTRALIA	Anzac Terrace - Sign & Line Marking	-11,349.64
EFT32434	30/08/2017	MARKETFORCE PTY LTD	Various Business Units - Advertising	-1,752.81
EFT32435	30/08/2017	MCDERMOTT GROUP	Various Sites - Plumbing Repairs	-2,380.99
EFT32436	30/08/2017	MCINERNEY FORD	Depot - Fleet Vehicle Parts	-131.41
EFT32437	30/08/2017	MCL COMMERCIAL SERVICES	Various Sites - Mowing	-8,780.00

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Chq/EFT	Date	Name	Description	Amount
EFT32438	30/08/2017	MCLEODS & CO	Professional Fees - Legal Advise	-1,966.27
EFT32439	30/08/2017	MICHAEL TRANT	Library Event - Meet The Author	-350.00
EFT32440	30/08/2017	MIDLAND RUBBER STAMPS	Various Business Units - Authorisation Stamps	-112.20
EFT32441	30/08/2017	MOORE STEPHENS	Staff Training - Procurement Training & Deliverables Audit	-12,238.53
EFT32442	30/08/2017	MORLEY MOWER CENTRE	Depot - Minor Plant Parts	-1,455.55
EFT32443	30/08/2017	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road	-481.00
EFT32444	30/08/2017	MULTILEC ENGINEERING PTY LTD	Library - Elevator - Service Fee	-495.00
EFT32445	30/08/2017	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-38.60
EFT32446	30/08/2017	NATURAL AREA HOLDINGS	Various Sites - Restoration And Planting	-6,555.01
EFT32447	30/08/2017	NATURE PLAY SOLUTIONS	Nature Based Regional Playground Plan - Flood Assessment	-495.00
EFT32448	30/08/2017	NEENZ CLEANZ	Seniors - In Home Care - Client Cleaning	-62.50
EFT32449	30/08/2017	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-158.40
EFT32450	30/08/2017	NORTHERN SAINTS BASKETBALL CLUB	Kidsport Voucher	-95.00
EFT32451	30/08/2017	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-1,799.82
EFT32452	30/08/2017	P & M AUTOMOTIVE EQUIPMENT	Depot - Service Hoist	-280.00
EFT32453	30/08/2017	PARAQUAD INDUSTRIES	Library - Van Deliveries - 2017/2018	-5,593.50
EFT32454	30/08/2017	PERTH SAFETY PRODUCTS PTY LTD	Depot - Safety Equipment And Signage	-528.00
EFT32455	30/08/2017	PLE COMPUTERS	Various Business Units - Computer Supplies	-407.00
EFT32456	30/08/2017	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-1,019.64
EFT32457	30/08/2017	R & R RESIDENTIAL COMMERCIAL BUILDING SERVICES	Hyde Ret Village - Unit 21 - Cleaning	-600.00
EFT32458	30/08/2017	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-330.00
EFT32459	30/08/2017	REMO'S HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-220.00
EFT32460	30/08/2017	RESOURCE RECOVERY SOLUTIONS	Council Depot - Disposal Of Asbestos / Rubbish	-1,047.20
EFT32461	30/08/2017	SPIDERWEB SOLUTIONS PTY LTD	Various Business Units - Website Maintenance	-577.50
EFT32462	30/08/2017	STAPLES AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-341.58
EFT32463	30/08/2017	STATE LIBRARY OF WA	Library - Book Lost Or Damaged	-2,090.00
EFT32464	30/08/2017	PARAMOUNT ELECTRICAL SERVICES	Various Sites - Electrical Repairs & Maintenance	-13,828.64
EFT32465	30/08/2017	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,476.31
EFT32466	30/08/2017	RICOH FINANCE AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-611.90
EFT32467	30/08/2017	SAI GLOBAL LTD	Depot - Storage And Handling Of Flammable And Combustible Liquids	-704.89

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Chq/EFT	Date	Name	Description	Amount
EFT32468	30/08/2017	SEEK LIMITED	Various Business Units - Employment Advertising	-907.50
EFT32469	30/08/2017	STIHL SHOP MIDLAND	Depot - Minor Plant Parts	-195.50
EFT32470	30/08/2017	STRATAGREEN	Depot - Minor Consumable Tools And Equipment	-955.69
EFT32471	30/08/2017	STYLUS DESIGN	Various Business Units - Design & Print Requirements	-4,887.15
EFT32472	30/08/2017	SUEZ RECYCLING & RECOVERY PTY LTD	Council Domestic Rubbish Collection - July	-44,150.79
EFT32473	30/08/2017	SUSSEX INDUSTRIES	Depot - Minor Consumable Supplies	-677.05
EFT32474	30/08/2017	THE ORS GROUP	Employee Assistance Program - Consulting	-192.50
EFT32475	30/08/2017	TL ENGINEERING (AUS) TRADING PTY LTD	Seniors - Replacement - Walking Frame Holder	-504.00
EFT32476	30/08/2017	TOTAL EDEN PTY LTD	Various Sites - Reticulation Supplies	-5.56
EFT32477	30/08/2017	TOTAL TOOLS MIDLAND	Depot - Tools & Equipment	-1,998.00
EFT32478	30/08/2017	TOTALLY WORKWEAR MIDLAND	Depot - Uniforms & Safety Gear	-944.72
EFT32479	30/08/2017	WA HINO SALES & SERVICE	Depot - Fleet Vehicle - Service	-788.40
EFT32480	30/08/2017	WATER2WATER PTY LTD	Various Sites - Hire Water Filter System	-99.00
EFT32481	30/08/2017	WATTLEUP TRACTORS	Various Plant Equipment - Parts	-1,305.00
EFT32482	30/08/2017	WATTS WESTERN RUBBER	Various Fleet Vehicle - Tyre Repairs & Replacements	-2,909.60
EFT32483	30/08/2017	WESBAR VANQUIP	Depot - Fleet Vehicle - Parts	-198.00
EFT32484	30/08/2017	WESTBOOKS	Library - Book Purchases	-269.24
EFT32485	30/08/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Contribution For Co-Ordinated Corella Control Program	-7,775.00
EFT32486	30/08/2017	WESTERN POWER	Connection To Power For Retic	-5,737.00

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Chq/EFT	Date	Name	Description	Amount
DD15424.1	01/08/2017	ONHOLD MAGIC	Folding Machine - August 2017	-138.80
DD15433.1	02/08/2017	CMS ASSET SOLUTIONS	Messages On Hold - July 2017	-260.02
DD15545.1	03/08/2017	COMMONWEALTH CREDIT CARDS	Credit Card - July 2017	-27,845.74
DD15452.1	08/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-40,945.59
DD15452.2	08/08/2017	HOST PLUS	Payroll Deductions	-426.33
DD15452.3	08/08/2017	REST SUPERANNUATION	Superannuation Contributions	-280.20
DD15452.4	08/08/2017	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-642.05
DD15452.5	08/08/2017	VIC SUPER	Superannuation Contributions	-220.12
DD15452.6	08/08/2017	MLC SUPER FUND	Superannuation Contributions	-215.88
DD15452.7	08/08/2017	SUPER DIRECTIONS FUND	Superannuation Contributions	-210.64
DD15452.8	08/08/2017	ANZ SMART CHOICE SUPER	Superannuation Contributions	-137.45
DD15452.9	08/08/2017	COMMONWEALTH ESSENTIAL SUPER	Payroll Deductions	-528.43
DD15452.10	08/08/2017	AMP SUPERLEADER	Payroll Deductions	-389.28
DD15452.11	08/08/2017	IOOF SUPERANNUATION	Superannuation Contributions	-204.93
DD15452.12	08/08/2017	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Payroll Deductions	-587.26
DD15452.13	08/08/2017	UNISUPER	Superannuation Contributions	-263.39
DD15452.14	08/08/2017	NGS SUPER	Superannuation Contributions	-272.02
DD15452.15	08/08/2017	MLC SUPER FUND	Superannuation Contributions	-169.07
DD15452.16	08/08/2017	COLONIAL FIRST STATE	Payroll Deductions	-812.26
DD15452.17	08/08/2017	HESTA SUPER FUND	Payroll Deductions	-1,572.54
DD15452.18	08/08/2017	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-762.01
DD15452.19	08/08/2017	B & L SUPER FUND	Superannuation Contributions	-184.07
DD15452.20	08/08/2017	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-3,231.97
DD15452.21	08/08/2017	TWU SUPERANNUATION	Superannuation Contributions	-270.53
DD15452.22	08/08/2017	ONEPATH SUPER	Superannuation Contributions	-435.03
DD15477.1	15/08/2017	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - August 2017	-20,426.23
DD15500.1	22/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-39,722.91
DD15500.2	22/08/2017	HOST PLUS	Payroll Deductions	-341.62
DD15500.3	22/08/2017	REST SUPERANNUATION	Superannuation Contributions	-280.20
DD15500.4	22/08/2017	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-642.05





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Chq/EFT	Date	Description	Amount
6124	09/08/2017	BRAJKOVICH DEMOLITION & SALVAGE PTY LTD	
6125	18/08/2017	MR & MRS THOMAS GROVES	
		Security Bond Refund	-350.00
		Hyde Ret Village - Wait List Refund	-200.00
<b>TOTAL TRUST CHEQUE PAYMENTS</b>			<b>-550.00</b>

Chq/EFT	Date	Name	Description	Amount
85784	09/08/2017	ALINTA ENERGY	Various Sites - Gas Supply Charges	-281.60
85785	09/08/2017	HOUSING AUTHORITY	Rates Refund	-1,357.39
85786	09/08/2017	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-37,652.90
85787	09/08/2017	TELSTRA	Telstra Telephone & Mobile Account - July 2017	-6,148.51
85788	09/08/2017	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-589.64
85789	09/08/2017	WATER CORPORATION	Various Sites - Water Rates & Usage Charges	-14,010.87
85790	18/08/2017	NORTH GARDEN CHINESE RESTAURANT	Volunteers - Lunch Vouchers	-400.00
85791	18/08/2017	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-4,078.80
85792	18/08/2017	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-441.35
85793	29/08/2017	ALINTA ENERGY	Various Sites - Gas Supply Charges	-241.50
85794	29/08/2017	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-6,203.90
85795	29/08/2017	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-589.65
<b>TOTAL MUNICIPAL CHEQUES</b>			<b>-71,996.11</b>	

<b>TOTAL PAYMENTS FOR AUGUST 2017</b>	<b>-2,172,361.48</b>
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# **ATTACHMENT NO. 17**



**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED**

**31 July 2017**



**Town of Bassendean**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 July 2017**

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**Town of Bassendean**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**For the Period Ended 31 July 2017**

		Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(b)
<b>Operating Revenues</b>		\$	\$	\$	%
Operating Grants		2,364,274	408,120	534,338	30.93%
Fees and Charges		5,838,490	2,948,760	2,886,930	(2.10%)
Interest Earnings		452,821	15,669	13,754	(12.22%)
Other Revenue		632,977	38,196	28,284	(25.95%)
<b>Total (Excluding Rates)</b>		<b>9,288,562</b>	<b>3,410,745</b>	<b>3,463,307</b>	1.54%
<b>Operating Expense</b>					
Employee Costs		(11,383,091)	(924,563)	(850,148)	8.05%
Materials and Contracts		(8,304,553)	(665,175)	(483,871)	27.26%
Utilities Charges		(711,844)	(59,296)	(57,934)	2.30%
Depreciation (Non-Current Assets)		(3,266,812)	(272,219)	-	100.00%
Interest Expenses		(61,115)	(4,841)	(4,841)	0.00%
Insurance Expenses		(462,957)	(100,593)	(221,602)	(120.29%)
Loss on Asset Disposal		(18,023)	-	-	
Other Expenditure		(954,094)	(161,654)	(77,376)	52.13%
<b>Total</b>		<b>(25,162,488)</b>	<b>(2,188,341)</b>	<b>(1,695,772)</b>	22.51%
<b>Funding Balance Adjustment</b>					
Add Back Depreciation		3,266,812	272,219	-	(100.00%)
Adjust (Profit)/Loss on Asset Disposal		18,023	-	-	
Adjust Employee Benefits Provision		24,000	24,000	-	100.00%
<b>Net Operating (Ex. Rates)</b>		<b>(12,565,091)</b>	<b>1,518,623</b>	<b>1,767,535</b>	
<b>Capital Revenues</b>					
Non Operating Grants		1,478,462	-	-	
Proceeds On Sale Of Assets		605,150	1,000	3,860	(74.1%)
Self-Supporting Loan Principal		19,779	-	-	
Transfer from Reserves	7	1,077,343	-	-	
<b>Total</b>		<b>3,180,734</b>	<b>1,000</b>	<b>3,860</b>	
<b>Capital Expenses</b>					
Land and Buildings	8	(1,198,500)	(1,198,500)	-	100.00%
Plant and Equipment	8	(300,562)	(300,562)	(17,813)	94.07%
Infrastructure Assets - Roads	8	(902,542)	(902,542)	-	100.00%
Infrastructure Assets - Other	8	(2,697,700)	(1,857,700)	-	100.00%
Repayment of Debentures	4	(123,992)	(14,391)	(14,391)	0.00%
Transfer to Reserves	7	(821,361)	-	-	
<b>Total</b>		<b>(6,044,657)</b>	<b>(4,273,695)</b>	<b>(32,205)</b>	
<b>Net Capital</b>		<b>(2,863,923)</b>	<b>(4,272,695)</b>	<b>(28,345)</b>	
<b>Total Net Operating + Capital</b>		<b>(15,429,014)</b>	<b>(2,754,073)</b>	<b>1,739,190</b>	
Rate Revenue		12,935,762	12,813,762	12,832,893	0.15%
Opening Funding Surplus/Defecit		2,531,579	2,531,579	2,184,378	13.71%
<b>Closing Funding Surplus(Deficit)</b>	3	<b>38,324</b>	<b>12,591,268</b>	<b>16,756,461</b>	

**Town of Bassendean**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 July 2017**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(b)
<b>Operating Revenues</b>		\$	\$	\$	%
Governance		30,000	2,000	2,780	39.00%
General Purpose Funding		900,491	22,779	27,962	22.75%
Law, Order and Public Safety		131,500	4,450	3,268	(26.57%)
Health		2,657,320	2,628,770	2,641,502	0.48%
Education and Welfare		4,723,710	629,456	741,497	17.80%
Community Amenities		136,500	10,959	8,776	(19.92%)
Recreation and Culture		1,134,650	47,300	28,104	(40.58%)
Transport		722,777	350	323	(7.59%)
Economic Services		131,176	10,348	3,725	(64.00%)
Other Property and Services		198,900	54,333	5,370	(90.12%)
<b>Total (Excluding Rates)</b>		<b>10,767,024</b>	<b>3,410,745</b>	<b>3,463,307</b>	1.54%
<b>Operating Expense</b>					
Governance		(932,446)	(135,674)	(380,581)	(180.51%)
General Purpose Funding		(850,093)	(67,639)	(27,178)	59.82%
Law, Order and Public Safety		(693,558)	(55,656)	(42,790)	23.12%
Health		(3,225,954)	(303,634)	(97,376)	67.93%
Education and Welfare		(5,099,480)	(404,107)	(380,778)	5.77%
Community Amenities		(1,451,670)	(86,666)	(53,477)	38.29%
Recreation and Culture		(6,615,909)	(549,928)	(381,902)	30.55%
Transport		(5,619,401)	(476,171)	(247,624)	48.00%
Economic Services		(565,288)	(47,947)	(27,006)	43.67%
Other Property and Services		(108,689)	(60,919)	(57,059)	6.33%
<b>Total</b>		<b>(25,162,488)</b>	<b>(2,188,341)</b>	<b>(1,695,772)</b>	22.51%
<b>Funding Balance Adjustment</b>					
Add back Depreciation		3,266,812	272,219	-	100.00%
Profit/Loss on Assets Disposal		18,023	-	-	
Movement in Employee Benefits		24,000	24,000	-	100.00%
<b>Net Operating (Ex. Rates)</b>		<b>(11,086,630)</b>	<b>1,518,623</b>	<b>1,767,535</b>	
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets		605,150	1,000	3,860	286.00%
Self-Supporting Loan Principal		19,779	-	-	
Transfer from Reserves	7	1,077,343	-	-	
<b>Total</b>		<b>1,702,272</b>	<b>1,000</b>	<b>3,860</b>	
<b>Capital Expenses</b>					
Land and Buildings	8	(1,198,500)	(1,198,500)	-	100.00%
Plant and Equipment	8	(300,562)	(300,562)	(17,813)	94.07%
Infrastructure Assets - Roads	8	(902,542)	(902,542)	-	100.00%
Infrastructure Assets - Drainage	8	(1,430,700)	(1,430,700)	-	100.00%
Infrastructure Assets - Footpaths	8	(93,500)	(93,500)	-	
Infrastructure Assets - Parks	8	(1,173,500)	(333,500)	-	100.00%
Repayment of Debentures		(123,992)	(14,391)	(14,391)	0.00%
Transfer to Reserves	7	(821,361)	-	-	
<b>Total</b>		<b>(6,044,657)</b>	<b>(4,273,695)</b>	<b>(32,205)</b>	
<b>Net Capital</b>		<b>(4,342,385)</b>	<b>(4,272,695)</b>	<b>(28,345)</b>	
<b>Total Net Operating + Capital</b>		<b>(15,429,015)</b>	<b>(2,754,073)</b>	<b>1,739,190</b>	
Rate Revenue		12,935,762	12,813,762	12,832,893	0.15%
Opening Funding Surplus(Deficit)		2,531,579	2,531,579	2,184,378	(15.89%)
<b>Closing Funding Surplus(Deficit)</b>	3	<b>38,324</b>	<b>12,591,268</b>	<b>16,756,461</b>	



**Town of Bassendean**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Corporate Business Plan)**  
**For the Period Ended 31 July 2017**

	Sum of Original Budget	Sum of Current Budget	Sum of YTD Actual
<b>Built Environment</b>	\$ 7,372,528	\$ 7,372,528	\$ 297,825
Capital Expenditure	\$ 1,467,442	\$ 1,467,442	\$ 10,433
Operating Expenditure	\$ 6,860,339	\$ 6,860,339	\$ 299,892
Operating Income	\$ (955,253)	\$ (955,253)	\$ (12,501)
<b>Economic</b>	\$ 318,441	\$ 318,441	\$ 9,645
Capital Expenditure	\$ 18,500	\$ 18,500	\$ -
Operating Expenditure	\$ 433,311	\$ 433,311	\$ 19,969
Operating Income	\$ (133,370)	\$ (133,370)	\$ (10,324)
<b>Good Governance</b>	\$ (12,109,546)	\$ (12,109,546)	\$ (12,466,172)
Capital Expenditure	\$ 66,000	\$ 66,000	\$ -
Operating Expenditure	\$ 1,648,237	\$ 1,648,237	\$ 391,866
Operating Income	\$ (13,823,783)	\$ (13,823,783)	\$ (12,858,039)
<b>Natural Environment</b>	\$ 5,544,975	\$ 5,544,975	\$ (2,309,473)
Capital Expenditure	\$ 1,672,382	\$ 1,672,382	\$ 7,380
Operating Expenditure	\$ 6,787,563	\$ 6,787,563	\$ 323,586
Operating Income	\$ (2,914,970)	\$ (2,914,970)	\$ (2,640,439)
<b>Social</b>	\$ 5,432,609	\$ 5,432,609	\$ (114,438)
Capital Expenditure	\$ 1,874,980	\$ 1,874,980	\$ -
Operating Expenditure	\$ 9,433,039	\$ 9,433,039	\$ 660,459
Operating Income	\$ (5,875,410)	\$ (5,875,410)	\$ (774,897)
<b>Grand Total</b>	\$ 6,559,007	\$ 6,559,007	\$ (14,582,614)
Less Depreciation	\$ (3,266,812)	\$ (3,266,812)	
Plus Opening Surplus	\$ (2,531,579)	\$ (2,531,579)	\$ (2,184,378)
Transfer from Reserves	\$ (1,077,343)	\$ (1,077,343)	\$ -
Proceeds from Disposal of Asset	\$ (605,150)	\$ (605,150)	\$ (3,860)
Employee Accruals	\$ (24,000)	\$ (24,000)	\$ -
P& L on sale of assets	\$ (18,023)	\$ (18,023)	\$ -
Loan Principal Repayments	\$ 123,992	\$ 123,992	\$ 14,391
Transfer from Reserves	\$ 821,361	\$ 821,361	\$ -
Self Supporting Loan	\$ (19,779)	\$ (19,779)	\$ -
<b>TOTAL SUMMARY</b>	\$ (38,324)	\$ (38,324)	\$ (16,756,461)



**Town of Bassendean**  
**BALANCE SHEET**  
**For the Period Ended 31 July 2017**

	2017/2018	2016/2017
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	11,343,193	10,475,121
Trade and Other Receivables	16,500,285	1,023,022
Inventories	<u>24,904</u>	<u>13,333</u>
<b>TOTAL CURRENT ASSETS</b>	<u>27,868,382</u>	<u>11,511,476</u>
<b>NON-CURRENT ASSETS</b>		
Trade and Other Receivables	568,025	571,885
EMRC Investments	7,538,338	7,538,343
WALGA Government House	108,332	108,332
Property, Plant and Equipment	56,233,883	56,216,070
Infrastructure	<u>105,885,479</u>	<u>105,885,478</u>
<b>TOTAL NON-CURRENT ASSETS</b>	<u>170,334,057</u>	<u>170,320,108</u>
<b>TOTAL ASSETS</b>	<u>198,202,440</u>	<u>181,831,584</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	5,187,833	3,402,910
Borrowings	109,603	123,994
Provisions	<u>2,110,368</u>	<u>2,110,469</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>7,407,804</u>	<u>5,637,373</u>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	811,380	811,380
Provisions	<u>201,834</u>	<u>201,834</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>1,013,213</u>	<u>1,013,214</u>
<b>TOTAL LIABILITIES</b>	<u>8,421,017</u>	<u>6,650,587</u>
<b>NET ASSETS</b>	<u>189,781,423</u>	<u>175,180,997</u>
<b>EQUITY</b>		
Retained Surplus	46,416,914	31,816,487
Reserves - Cash Backed	4,801,314	4,801,315
Reserves - Asset Revaluation	<u>138,563,195</u>	<u>138,563,195</u>
<b>TOTAL EQUITY</b>	<u>189,781,423</u>	<u>175,180,997</u>

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

**TOWN OF BASSENDEAN**  
**STATEMENT OF CHANGES IN EQUITY**  
**For the Period Ended 31 July 2017**

	2017/2018 \$	2016/2017 \$
<b>RETAINED SURPLUS</b>		
Balance as at 1 July	31,816,487	31,888,675
Net Result	14,600,427	\$56,108
Transfer to Revaluation Surplus	-	-
Transfer from/(to) Reserves	<u>-</u>	<u>(128,296)</u>
Balance as at period end	<u>46,416,914</u>	<u>31,816,487</u>
 <b>RESERVES - CASH BACKED</b>		
Balance as at 1 July	4,801,315	4,673,019
Interest on Reserves	-	-
Transfer(from)/to Reserves	<u>-</u>	<u>128,296</u>
Balance as at period end	<u>4,801,314</u>	<u>4,801,315</u>
 <b>RESERVES - ASSET REVALUATION</b>		
Balance as at 1 July 2015	138,563,195	114,000,341
Changes on Revaluation of Assets	-	24,562,854
Transfer from Revaluation Surplus	<u>-</u>	<u>-</u>
Balance as at period end	<u>138,563,195</u>	<u>138,563,195</u>
<b>TOTAL EQUITY</b>	<u><u>189,781,423</u></u>	<u><u>175,180,997</u></u>

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

**TOWN OF BASSENDEAN**  
**STATEMENT OF CASH FLOWS**  
For the Period Ended 31 July 2017

	NOTE	2017/18 Actual \$	2017/18 Budget \$	2016/2017 \$ Actual
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts:</b>				
Rates		1,300,036	12,882,806	12,649,066
Operating grants, subsidies and contributions		534,338	2,372,274	3,072,445
Fees and charges		575,755	5,838,490	5,492,673
Service charges		-	-	-
Interest earnings		13,754	452,821	524,551
Goods and services tax		171,866	-	971,140
Other revenue		28,284	632,977	720,383
		<u>2,624,034</u>	<u>22,179,368</u>	<u>23,430,258</u>
<b>Payments:</b>				
Employee costs		(850,249)	(11,377,547)	(11,234,999)
Materials and contracts		(483,871)	(8,040,124)	(6,552,966)
Utility charges		(57,934)	(711,844)	(692,324)
Interest expenses		(4,842)	(61,115)	(66,527)
Insurance expenses		(221,602)	(462,957)	(513,844)
Goods and services tax		(95,395)	-	(1,027,898)
Other expenditure		(77,376)	(954,094)	(1,047,411)
		<u>(1,791,268)</u>	<u>(21,607,681)</u>	<u>(21,135,969)</u>
<b>Net cash provided by (used in) operating activities</b>	14(b)	<u>832,766</u>	<u>571,687</u>	<u>2,294,289</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
<b>Receipts:</b>				
Non-operating grants, subsidies and contributions		-	1,478,462	1,086,544
Proceeds from sale of assets		-	605,150	5,500
<b>Payments:</b>				
Payments for purchase of property, plant & equipment		(17,813)	(1,499,062)	(580,054)
Payments for construction of infrastructure		-	(3,600,242)	(1,647,718)
<b>Net cash provided by (used in) investment activities</b>		<u>(17,813)</u>	<u>(3,015,692)</u>	<u>(1,135,728)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
<b>Receipts:</b>				
Proceeds from self supporting loans		3,861	19,779	18,509
Deferred Income Sports Club		-	-	8,000
Transfer from Trust		63,648	200,000	(89,488)
<b>Payments:</b>				
Repayment of debentures		(14,391)	(123,995)	(115,710)
<b>Net cash provided by (used in) financing activities</b>		<u>53,118</u>	<u>95,784</u>	<u>(178,689)</u>
<b>Net increase (decrease) in cash held</b>		868,071	(2,348,221)	979,872
Cash and cash equivalents at beginning of year		10,475,121	10,656,168	9,495,249
<b>Cash and cash equivalents at the end of the year</b>	14(a)	<u>11,343,193</u>	<u>8,307,947</u>	<u>10,475,121</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 the related items in the balance sheet as follows:

	2017/18 Actual \$	2017/18 Budget \$	2016/2017 \$ Actual
Cash and Cash Equivalents	<u>11,343,193</u>	<u>8,307,947</u>	<u>10,475,121</u>

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

Net Result	14,600,427	(1,459,702)	56,108
Depreciation	-	3,266,812	3,314,436
(Profit)/Loss on Sale of Asset	-	18,023	9,000
(Increase)/Decrease in Receivables	(13,832,460)	(44,956)	(198,106)
(Increase)/Decrease in Inventories	(11,571)		6,545
Increase in Investment in Joint Venture	-		(202,422)
Decrease in Investment in WALGA House Trust	-	-	16,888
Increase/(Decrease) in Payables & Accruals	76,370	264,429	(26,879)
Increase/(Decrease) in Employee Provisions	-	5,544	405,266
Grants/Contributions for the Development of Assets	-	(1,478,462)	(1,086,544)
Writeup in Fair Value of Infrastructure			
<b>Net Cash from Operating Activities</b>	<u>832,766</u>	<u>571,687</u>	<u>2,294,289</u>



**TOWN OF BASSENDEAN  
RATING INFORMATION  
For the Period Ended 31 July 2017**

**Note 2. RATING INFORMATION**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Actual Rate Revenue \$	2017/18 Actual Interim Rates \$	2017/18 Actual Back Rates \$	2017/18 Actual Total Revenue \$	2017/18 YTD Budget \$
<b>Differential General Rate</b>								
GRV Properties	7.1650	5,769	158,122,563	11,329,499	15,768		11,329,499	11,329,482
Interim Rates					15,768		15,768	120,000
Back Rates						3,346	3,346	2,000
<b>Sub-Totals</b>		5,769	158,122,563	11,329,499	15,768	3,346	11,348,612	11,451,482
<b>Minimum Rates</b>								
GRV Properties	1085	1,368	18,858,081	1,484,280			1,484,280	1,484,280
<b>Sub-Totals</b>		1,368	18,858,081	1,484,280			1,484,280	1,484,280
<b>Discounts</b>								
<b>Totals</b>								
							12,832,892	12,935,762
							12,832,892	12,935,762
							12,832,893	12,935,762

All land except exempt land in the Town of Bassendean is rated according to its Gross Rental Value (GRV). The general rates detailed above for the 2017/18 financial year have been determined by Council on the basis of raising the revenue required 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 2017/18 were issued on the 21 July 2017. The due date for the payment of rates is August 25 2017, 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 2017/18 are:  
 1st: 25 August 2017  
 2nd: 27 October 2017  
 3rd: 5 January 2018  
 4th: 9 March 2018

**Town of Bassendean**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2017**

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)			2016-17	
Note	This Period	Last Period	2017-18	
			Last Year	Actual
	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	4,504,250	3,699,827	3,165,659	3,699,827
Cash Restricted	6,838,943	6,775,294	6,773,829	6,775,294
Rates - Current	16,308,482	754,709	16,187,065	754,709
Sundry Debtors	135,736	135,775	186,794	135,775
GST Receivable	36,288	112,759	38,393	112,759
Inventories	24,904	13,333	13,319	13,333
	<b>27,848,603</b>	<b>11,491,697</b>	<b>26,365,057</b>	<b>11,491,697</b>
<b>Less: Current Liabilities</b>				
Sundry Creditors	(2,993,632)	(1,050,259)	(3,157,062)	(1,050,259)
Accrued Interest on Debentures	(5,703)	(5,703)	(6,548)	(5,703)
Accrued Salaries and Wages	(122,668)	(122,668)	(71,974)	(122,668)
Income Received in Advance	-	-	(41,768)	-
Rates in Advance	(28,202)	(250,300)	(22,231)	(250,300)
Hyde Retirement Village Bonds	(175,600)	(173,600)	(251,350)	(173,600)
Bonds & Other Deposits	(1,862,028)	(2,110,469)	(1,849,461)	(2,110,469)
Provisions	(2,110,368)	(1,800,380)	(1,762,767)	(1,800,380)
	<b>(7,298,203)</b>	<b>(5,513,379)</b>	<b>(7,163,161)</b>	<b>(5,513,379)</b>
Less: Cash backed Reserves	(4,801,315)	(4,801,315)	(4,673,019)	(4,801,315)
LSL	1,007,375	1,007,375	922,458	1,007,375
<b>Net Current Funding Position</b>	<b>16,756,461</b>	<b>2,184,378</b>	<b>15,451,335</b>	<b>2,184,378</b>

**Town of Bassendean**  
**INFORMATION ON BORROWINGS**  
**For the Period Ended 31 July 2017**

**Note 4. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
Loan 156 Civic Centre Redevelopment	129,324		43,775	10,618	85,549	-	9,021	2,577
Loan 157 Ashfield Soccer Club-SSL	19,158		4,316	-	14,842	-	1,177	-
Loan 160A Civic Centre Redevelopment	384,383		45,010	-	339,373	-	25,987	-
Loan 160B Civic Centre Redevelopment	153,009		15,430	3,773	137,579	-	8,720	2,265
Loan 162- TADWA SSL	249,498		15,462	-	234,036	-	16,211	-
	935,372		123,992	14,391	811,379	-	61,115	4,841

All debenture repayments are to be financed by general purpose revenue.

(b) New Debentures - 2017/18

Council has no new debentures during 2017/18.

(c) Unspent Debentures

Council has no unspent debentures during 2017/18.

(d) Overdraft

Council has an overdraft facility of \$100,000 with the Commonwealth Bank  
It is anticipated that this facility will not be required in the 2017/18 Financial Period.



**Town of Bassendean**  
**Monthly Investment Report**  
**For the Period Ended 31 July 2017**

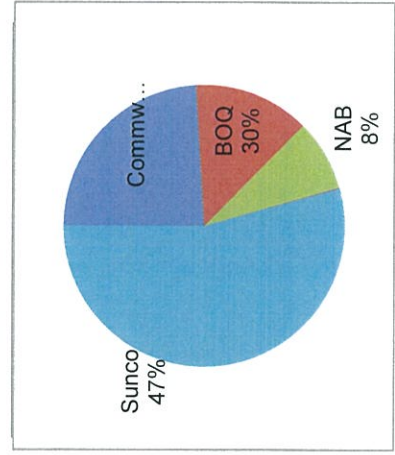
**Note 5 : CASH INVESTMENTS**

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+			
<b>Municipal</b>													
4188630	26/07/2017	28/09/2017	A1	Suncorp	64	2.10%		-	1,300,000		1,300,000	4,787	
464814	27/07/2017	4/10/2017	A1+	Bank of Queensland	69	2.40%		-	1,700,000		1,700,000	7,713	
<b>Reserve</b>								-	<b>3,000,000</b>	-	<b>3,000,000</b>	<b>12,500</b>	
460103	30/06/2017	29/09/2017	A2	Bank of Queensland	91	2.05%			-	1,007,375	1,007,375	5,149	
4188619	28/06/2017	26/09/2017	A1	Suncorp	90	2.45%				2,179,513	2,179,513	13,167	
164115	30/07/2017	31/08/2017	A1+	Commonwealth Bank	32	1.84%				1,530,498	1,530,498	2,469	
<b>Trust</b>													
089-062126-4	26/06/2017	26/10/2017	A1+	Bankwest	122	2.00%				11,523	11,523	77	
94-401-6261	27/06/2017	25/09/2017	A1+	NAB	90	2.50%				870,624	870,624	5,367	
454739	28/07/2017	30/01/2018	A2	Bank of Queensland	186	2.60%				400,000	400,000	5,300	
4185982	29/06/2017	31/08/2017	A1	Suncorp	63	2.35%				1,500,000	1,500,000	6,084	
<b>Total</b>								-	<b>3,030,498</b>	<b>3,000,000</b>	<b>4,469,035</b>	<b>10,499,533</b>	<b>50,112</b>

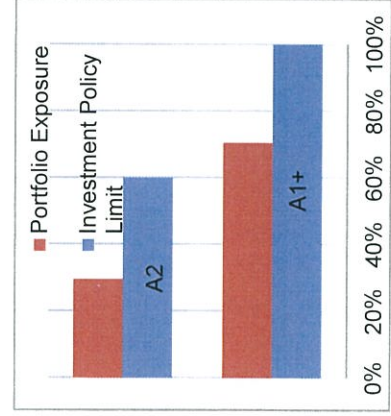
**ENVIRONMENTAL COMMITMENT**

Depositing Institution	Value Invested
<b>Fossil Fuel Lending ADI</b>	
Commonwealth	\$1,530,498
NAB	\$870,624
Bankwest	\$11,523
	<b>\$2,412,645</b>
<b>Non Fossil Fuel Lending ADI</b>	
B of Queensland	\$3,107,375
IMB	\$0
Suncorp	\$4,979,513
	<b>\$8,086,888</b>
<b>Total Funds</b>	<b>\$10,499,533</b>

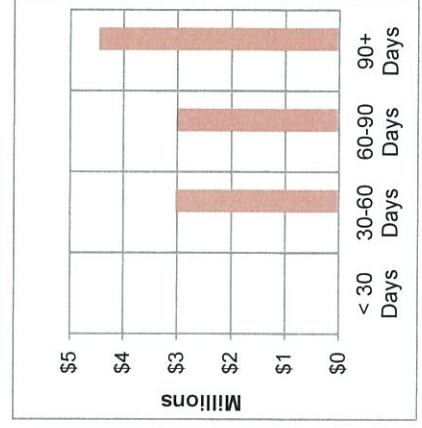
**INDIVIDUAL INSTITUTION EXPOSURE**



**TOTAL CREDIT EXPOSURE**



**TERM TO MATURITIES**



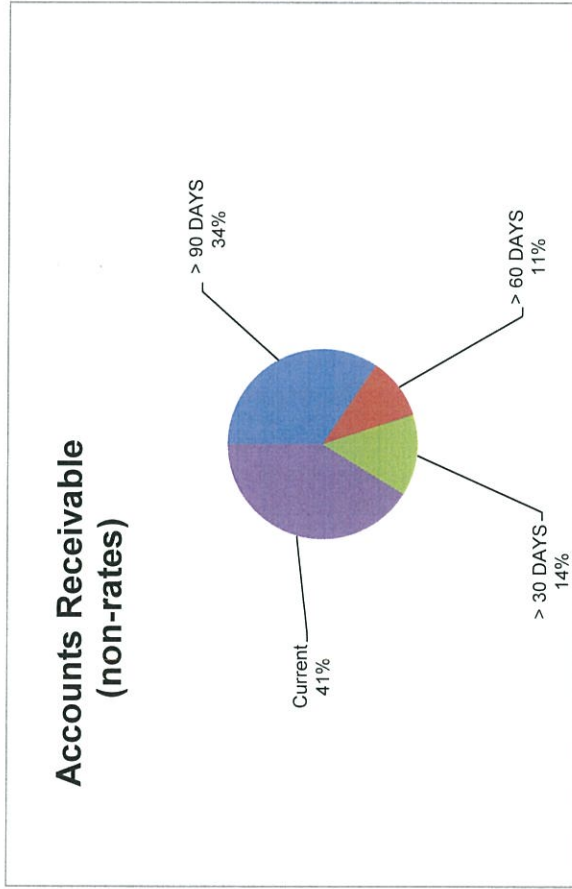


**Town of Bassendean**  
**RECEIVABLES (DEBTORS ANALYSIS)**  
**For the Period Ended 31 July 2017**

**Note 6: Receivables**

	> 90 DAYS	> 60 DAYS	> 30 DAYS	Current	Total
July 2017/18	\$38,599	\$11,667	\$41,515	\$14,248	\$106,029
June 2016/17	\$36,174	\$10,995	\$14,581	\$43,284	\$105,034
July 2016/17	\$44,865	\$7,157	\$38,019	\$52,608	\$142,649

July 2017/18  
 June 2016/17  
 July 2016/17



**Town of Bassendean  
Reserve Funds  
For the Period Ended 31 July 2017**

**Note 7: Cash Backed Reserves**

Name	Budgetted Opening Balance	Actual Opening Balance	Budget Interest Earned	Actual Interest Earned	Revised Budget Transfers In	Actual Transfers In	Revised Budget Transfers Out	Actual Transfers Out	Revised Budget Closing Balance	Actual YTD Closing Balance
Aged Persons Housing	\$ 470,209	\$ 470,210	\$ 10,709	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480,919	\$ 470,210
Cultural Events	5,162	\$5,162	-	-	-	-	(5,162)	-	-	5,162
Land & Building Infrastructure	1,843,265	\$1,843,265	41,982	-	550,000	-	(800,000)	-	1,635,247	1,843,265
Plant & Equipment	379,103	\$379,102	8,634	-	-	-	(29,000)	-	358,736	379,102
Community Facilities	37,139	\$37,139	14,512	-	-	-	-	-	51,651	37,139
Self Insurance	8,199	\$8,199	-	-	-	-	(8,199)	-	-	8,199
Unspent Grants & Contributions	251,875	\$335,803	-	-	50,000	-	(129,982)	-	255,821	335,803
Underground Power	79,453	\$79,452	1,810	-	-	-	-	-	81,262	79,452
Waste Management	438,744	\$288,744	11,815	-	100,000	-	-	-	400,559	288,744
Wind in the Willows	103,362	\$53,361	1,215	-	-	-	(40,000)	-	14,576	53,361
Youth Development	27,529	\$27,529	627	-	-	-	-	-	28,156	27,529
Roads & Drainage Infrastructure	114,111	\$114,111	2,599	-	-	-	-	-	116,710	114,111
Employee Entitlements	1,007,375	\$1,007,375	-	-	24,000	-	-	-	1,031,375	1,007,375
Hacc Asset Replacement	151,860	\$151,861	3,459	-	-	-	(65,000)	-	90,320	151,861
	<b>4,917,386</b>	<b>4,801,315</b>	<b>97,362</b>	<b>-</b>	<b>724,000</b>	<b>-</b>	<b>(1,077,343)</b>	<b>-</b>	<b>4,545,332</b>	<b>4,801,315</b>

**Town of Bassendean  
Capital Works Program**

**For the Period Ended 31 July 2017**

<b>NOTE 8: CAPITAL WORKS</b>						
<b>Summary of Capital Acquisitions</b>						
	Original Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL	
<b>Property, Plant &amp; Equipment</b>						
Land and Buildings	1,198,500	1,198,500	-	85,383	85,383	
Plant & Equipment	118,880	118,880	10,433	9,700	20,133	
Furniture & Equipment	181,682	181,682	7,380	-	7,380	
<b>Infrastructure</b>						
Roadworks	902,542	902,542	-	-	-	
Drainage	1,430,700	1,430,700	-	-	-	
Footpaths	93,500	93,500	-	-	-	
Parks, Gardens & Reserves	1,173,500	333,500	-	51,128	51,128	
<b>Totals</b>	<b>5,099,304</b>	<b>4,259,304</b>	<b>17,813</b>	<b>146,211</b>	<b>164,024</b>	

<b>Land for Resale</b>						
	Original Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL	
Account						
AL1701 LAND PURCHASE 97 KENNY ST(WIND UP TPS4A)	5,000	5,000	-	-	-	
AL1702 LAND PURCHASE 13 HATTON(WIND UP TPS4A)	6,000	6,000	-	-	-	
<b>Totals</b>	<b>11,000</b>	<b>11,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	

<b>Buildings</b>						
	Original Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL	
Account						
AB1701 11 HAMILTON STREET, BASSENDEAN - REROOFING	80,000	80,000	-	-	-	
AB1702 COMMUNITY HALL BASSENDEAN - RENEWAL TO ALUMINIUM ENTRY DOORS	20,000	20,000	-	20,215	20,215	
AB1703 STAN MOSES PAVILLION, EDEN HILL - ENTRY DOORS	15,000	15,000	-	14,838	14,838	
AB1705 COMMUNITY FACILITY - REPLACE LIGHTING WITH LED LIGHTING (MLA COMM)	15,000	15,000	-	-	-	
AB1706 DEPOT - UPGRADE WORKSHOP SWITCHBOARD	7,000	7,000	-	4,854	4,854	
AB1708 SENIOR CITIZENS HALL - UPGRADE OF AIR CONDITIONING SYSTEM (MLA COMM)	15,000	15,000	-	11,600	11,600	
AB1709 BASSENDEAN BOWLING CLUB - ELECTRICAL REWIRE & REPLACE WITH LED	18,000	18,000	-	-	-	
AB1710 DUDLEY ROBINSON CENTRE (YOUTH SERVICES) - REPLACING AIR CONDITI	16,000	16,000	-	15,600	15,600	
AB1711 BOWLING CLUB BASSENDEAN - RENEW ENTRY DOORS TO BOWLING CLUB	19,500	19,500	-	18,276	18,276	
AB1713 DEPOT OFFICE - UPGRADE DATA CABLE EQUIPMENT	6,000	6,000	-	-	-	
AB1714 COMMUNITY HALL KITCHEN - REPLACE KITCHEN ROLLER SHUTTER WITH S	5,000	5,000	-	-	-	
AB1715 ASHFIELD COMMUNITY CENTRE - REPLACE CARPET WITH SUITABLE FLOOR	20,000	20,000	-	-	-	
AB1716 INSTALLATION OF EMERGENCY EVACUATION PAINTERCOM SYSTEM - ADM	10,000	10,000	-	-	-	
AB1717 ASHFIELD COMMUNITY CENTRE - UPGRADE TO LED LIGHTING	20,000	20,000	-	-	-	
AB1718 BILL WALKER STAND - UPGRADE OF MAIN ELECTRICAL SWITCH BOARD, SE	25,000	25,000	-	-	-	
AB1719 35 OLD PERTH ROAD - UPGRADE	150,000	150,000	-	-	-	
AB1720 WIND IN THE WILLOWS UPGRADES -BABIES AREA, CARPETS,PAINTING	10,000	10,000	-	-	-	
AB1721 48 OLD PERTH ROAD - UPGRADE OF COMMITTEE ROOM KITCHEN	20,000	20,000	-	-	-	
AB1722 W/W ASHFIELD BUILDING UPGRADE	10,000	10,000	-	-	-	
AB1723 YOUTH SERVICES FLOORING AND PAINTING	11,000	11,000	-	-	-	
AB1724 CONSTRUCTION OF NEW MENS SHED- SCADDAN STREET	695,000	695,000	-	-	-	
<b>Totals</b>	<b>1,187,500</b>	<b>1,187,500</b>	<b>-</b>	<b>85,383</b>	<b>85,383</b>	



**Town of Bassendean  
Capital Works Program  
For the Period Ended 31 July 2017**

<b>Plant &amp; Equipment</b>		<b>Original Budget</b>	<b>YTD Budget</b>	<b>Expenditure Actual</b>	<b>Order Value</b>	<b>TOTAL ACTUAL</b>
<i>Account</i>		\$	\$	\$		
AF1701	P1105 - POLMAC TRAILER (REC & CUL)	3,100	3,100	-	-	-
AF1702	P270 - POLMAC TRAILER	1,800	1,800	-	1,335	1,335
AF1703	PP7195 - KUBOTA RIDE ON MOWER	23,000	23,000	-	-	-
AF1704	RYDE PROGRAM - NEW VEHICLE (MLA COMMITMENT)	19,980	19,980	-	-	-
AF1705	SECURITY SYSTEM UPGRADE DEPOT FENCE LINE	25,000	25,000	-	-	-
AF1707	P151 - POLMAC FIBERGLASS B TRAILER	2,500	2,500	-	1,885	1,885
AF1708	PP7170 - COX RIDE-ON MOWER	5,000	5,000	-	-	-
AF1709	2 X METRO COUNT 5600 TRAFIC COUNTERS	6,000	6,000	-	-	-
AF1711	TRAILER FOR MARKETS TRAFFIC MANAGEMENT SIGNS	7,500	7,500	10,433	-	10,433
AF1712	VEHICLE UTE ASHFIELD HANDY MAN (SENIORS & DISABILITY SERVICES) RE	25,000	25,000	-	6,480	6,480
<b>Totals</b>		<b>118,880</b>	<b>118,880</b>	<b>10,433</b>	<b>9,700</b>	<b>20,133</b>

<b>Furniture &amp; Equipment</b>		<b>Original Budget</b>	<b>YTD Budget</b>	<b>Expenditure Actual</b>	<b>Order Value</b>	<b>TOTAL ACTUAL</b>
<i>Account</i>		\$	\$	\$		
AE1701	IT CAFE UPGRADE - BASSENDEAN YOUTH CENTRE	20,000	20,000	-	-	-
AE1702	LIBRARY - ONE STOP SELF SERVICE CIRCULATION SERVICE UNIT	7,000	7,000	-	-	-
AE1703	REPLACING RAINBIRD FLOW METERS AND CONTROLLERS FOR THE AUTOM	15,000	15,000	7,380	-	7,380
AE1704	IT INFRASTRUCTURE UPGRADE (C/O FROM 2016-1 AE11601)	50,000	50,000	-	-	-
AE1705	CCTV MARY CRESCENT	44,841	44,841	-	-	-
AE1706	CCTV JUBILEE RESERVE	44,841	44,841	-	-	-
<b>Totals</b>		<b>181,682</b>	<b>181,682</b>	<b>7,380</b>	<b>-</b>	<b>7,380</b>

<b>Roads</b>		<b>Original Budget</b>	<b>YTD Budget</b>	<b>Expenditure Actual</b>	<b>Order Value</b>	<b>TOTAL ACTUAL</b>
<i>Account</i>		\$	\$	\$		
AR1701	COLSTOUND - GUILDFORD RD TO HAIG ST RESURFACING	85,000	85,000	-	-	-
AR1702	COLSTOUND - HAIG ST TO MARGARET ST - MILL AND REPLACE	46,000	46,000	-	-	-
AR1703	PALMERSTON ST - HAMILTON ST TO GUILDFORD RD RESURFACING	180,000	180,000	-	-	-
AR1704	SHACKLETON ST - GERALDINE ST TO WEST OF KENNY ST ROUNDABOUT -	111,000	111,000	-	-	-
AR1705	SHACKLETON ST - GUILDFORD RD TO GERALDINE ST RESURFACING	97,350	97,350	-	-	-
AR1706	SHACKLETON ST - MEDIUM TRAFFIC ISLAND REPLACEMENT	30,000	30,000	-	-	-
AR1707	WEST ROAD - UPGRADE TRAFFIC CALMING DEVICES & PARKING IMPROVEM	90,000	90,000	-	-	-
AR1708	WEST ROAD - OLD PERTH ROAD TO GUILDFORD ROAD - RESURFACING	122,192	122,192	-	-	-
AR1709	WEST RO/O LD PERTH RD ROUNDABOUT - RESURFACING	76,000	76,000	-	-	-
AR1710	SCADDAN STREET - PUBLIC CAR PARK RECONSTRUCTION AND RESURFAC	65,000	65,000	-	-	-
<b>Totals</b>		<b>902,542</b>	<b>902,542</b>	<b>-</b>	<b>-</b>	<b>-</b>



**Town of Bassendean  
Capital Works Program  
For the Period Ended 31 July 2017**

<b>Drainage</b>		Original Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
<i>Account</i>						
AD1702	ANZAC ROAD PIPE BETWEEN FIRST & SECOND AVE	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -
AD1703	17 BROADWAY - DRAINAGE PIPE REMOVAL	25,000	25,000	-	-	-
AD1704	SHACKLETON STREET - SWALES AND UNDERGROUND STORAGE	170,000	170,000	-	-	-
AD1705	OLD PERTH ROAD AND BRIGGS ST - DRAINAGE UPGRADE	200,000	200,000	-	-	-
AD1706	VILLIERS STREET WEST - RELINING	49,700	49,700	-	-	-
AD1707	SUCCESS ROAD - RELINING	84,000	84,000	-	-	-
AD1708	WHITFIELD STREET - RELINING	182,000	182,000	-	-	-
AD1709	ANZAC TERRACE DRAINAGE DISCHARGE UPGRADE	250,000	250,000	-	-	-
AD1710	VILLIERS STREET WEST - CONSTRUCTION OF NEW STORM WATER DRAINAGE	130,000	130,000	-	-	-
AD1711	SUCCESS HILL - DRAINAGE OUTLET UPGRADE	210,000	210,000	-	-	-
AD1713	WEST RD - GUILDFORD RD TO OLD PERTH ROAD - DRAINAGE UPGRADES	50,000	50,000	-	-	-
	<b>Totals</b>	<b>1,430,700</b>	<b>1,430,700</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Footpaths</b>		Original Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
<i>Account</i>						
AT1702	CONCRETE APRON REMOVAL - POINT RESERVE LEADING TO 33 NORTH RD	4,500	4,500	-	-	-
AT1703	WALTER ROAD EAST (#63) - IDA STREET TO MARION STREET - FOOTPATH UPGRADE	21,000	21,000	-	-	-
AT1704	WALTER ROAD EAST (#419) - TO IVANHOE STREET - FOOTPATH UPGRADE	16,000	16,000	-	-	-
AT1705	GUILDFORD ROAD (#276) - TO WEST ROAD - FOOTPATH UPGRADE	22,000	22,000	-	-	-
AT1711	HATTON COURT - BRIDSON ST PAW - CONSTRUCTION OF NEW PATH THROUGH	25,000	25,000	-	-	-
AT1712	PAW SOLAR BOLLARD INSTALLATION	5,000	5,000	-	-	-
	<b>Totals</b>	<b>93,500</b>	<b>93,500</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Parks, Gardens &amp; Reserves</b>		Original Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
<i>Account</i>						
AP1701	DUDLEY ROBINSON CENTRE - NEW GARRISON FENCE	7,000	7,000	-	6,995	6,995
AP1702	DEPOT - PERIMETER FENCE RENEWAL	60,000	60,000	-	-	-
AP1703	BASSEDEAN OVAL - REFURBISHING PICKET FENCE	85,000	85,000	-	-	-
AP1704	SANDY BEACH - UPGRADE OF RETICULATION	25,000	25,000	-	-	-
AP1705	JUBILEE RESERVE - RETICULATION UPGRADE	15,000	15,000	-	1,600	1,600
AP1706	BASSEDEAN BOWLING CLUB - CHAIN FENCE RENEWAL WITH GARRISON	22,500	22,500	-	19,501	19,501
AP1708	48 OLD PERTH ROAD, BASSEDEAN COMMUNITY HALL - POND REPAIR AND	10,000	10,000	-	-	-
AP1710	SUCCESS HILL RESERVE UPGRADE OF SHELTERS, ABORIGINAL HISTORY S	7,000	7,000	-	23,032	23,032
AP1711	JETTY RENEWAL AFTER FLOOD DAMAGE	102,000	102,000	-	-	-
AP1712	WWW WILSON STREET PLAYGROUND UPGRADE	20,000	20,000	-	-	-
AP1713	POST AND BEAM BOLLARD UPGRADE	20,000	20,000	-	-	-
AP1714	SANDY BEACH NATURE BASE PLAYGROUND	550,000	550,000	-	-	-
AP1715	STAGE 1 PLAYGROUND RENEWAL- MARY CRESEENT	250,000	250,000	-	-	-
	<b>Totals</b>	<b>1,173,500</b>	<b>333,500</b>	<b>-</b>	<b>51,128</b>	<b>51,128</b>

**Town of Basseudean  
Budget Amendments  
For the Period Ended 31 July 2017**

**NOTE 9: Budget Amendments**

Description	Ledger Code	Current Budget	Proposed Budget	Budget Change	Justification/Reason for Budget Amendment
JETTY RENEWAL AFTER FLOOD DAMAGE BASSENDEAN OVAL - REFURBISHING PICKET FENCE	AP1711 AP1703	\$ 102,000 85,000	\$ 122,000 65,000	\$ 20,000 (20,000)	Reallocation of Budget between Accounts Reallocation of Budget between Accounts
<b>NET MOVEMENT TO CLOSING FUNDING SURPLUS 17/18</b>					
-					

**Town of Bassendean  
Trust Fund  
For the Period Ended 31 July 2017**

**Note 10: TRUST FUND - Restricted Cash**

Funds held at balance date which are included in this statement are as follows:

Description	Opening Balance 1-Jul-17	Amount Received	Amount Paid	For the Period Ended 31 July 2017
	\$	\$	\$	\$
<b>TRUST FUNDS CONTROLLED</b>				
Public Open Space Contributions	870,623	-	-	870,623
Trust Funds - No Control	870,623	-	-	870,623
Hyde Retirement Village Retention Bonds	173,600	2,000	-	175,600
Donations Community Bus	450	-	-	450
Lyneham Hostel Residents Trust	1,050	-	-	1,050
Iveson Hostel Residents Trust	18	-	-	18
Sundry	234,145	26,353	(5,853)	254,645
Securities	785,707	11,370	(13,372)	783,705
Hall Hire Bonds	28,141	4,150	(4,650)	27,641
Crossover Deposits	104,675	-	-	104,675
Development Bonds	622,849	43,846	(196)	666,499
Stormwater Deposits	23,346	-	-	23,346
<b>Trust Funds - Controlled</b>	<b>1,973,980</b>	<b>87,719</b>	<b>(24,071)</b>	<b>2,037,628</b>
<b>Total Trust Funds</b>	<b>2,844,603</b>	<b>87,719</b>	<b>(24,071)</b>	<b>2,908,251</b>



TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 July 2017

Note 11 : Balance Sheet Notes	2017/2018	2016/2017
	\$	\$
<b>CASH AND CASH EQUIVALENTS</b>		
Unrestricted	4,504,250	3,699,827
Restricted	6,838,943	6,775,294
	<u>11,343,193</u>	<u>10,475,121</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Leave Reserve	7 1,007,375	1,007,375
Plant & Equipment Reserve	7 379,102	379,102
Recreation Development Reserve	7 37,139	37,139
Muni Building & T P Reserve	7 1,843,265	1,843,265
Waste Management Reserve	7 288,744	288,744
Wind in the Willows Reserve	7 53,361	53,361
Aged Persons Reserve	7 470,210	470,210
Youth Development Reserve	7 27,529	27,529
Cultural Events Reserve	7 5,163	5,163
Self Insurance Reserve	7 8,199	8,199
Underground Power Reserve	7 79,452	79,452
Drainage Reserve	7 114,111	114,111
HACC Assets Replacement	7 151,861	151,861
Unspent Portion of Grants	7 335,803	335,803
Hyde Retirement Village Retention Bonds	10 175,600	173,600
Other Bonds & Deposits	10 1,862,028	1,800,380
	<u>6,838,943</u>	<u>6,775,294</u>
<b>TRADE AND OTHER RECEIVABLES</b>		
<b>Current</b>		
Rates Outstanding	16,308,482	754,709
Sundry Debtors - General	123,613	123,652
GST Receivable	36,288	112,759
Accrued Interest	4,446	4,446
Sundry Debtors - SSL	19,779	19,779
Long Service Leave Due from Other Councils	52,633	52,633
Sundry Debtors - Other	8,000	8,000
Provision for Doubtful Debts	(52,956)	(52,956)
	<u>16,500,285</u>	<u>1,023,022</u>
<b>Non-Current</b>		
Rates Outstanding - Pensioners	323,008	323,008
Loans - Clubs/Institutions	245,017	248,877
Other Deferred Debtors - Clubs Contributions	-	-
	<u>568,025</u>	<u>571,885</u>
Investments - Government House	<u>108,332</u>	<u>108,332</u>
Investments- EMRC	<u>7,538,338</u>	<u>7,538,343</u>



TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 July 2017

Note 11 : Balance Sheet Notes continued	2017/2018 \$	2016/2017 \$
<b>INVENTORIES</b>		
<b>Current</b>		
Fuel and Materials	24,904	13,333
	<u>24,904</u>	<u>13,333</u>
<b>PROPERTY, PLANT AND EQUIPMENT</b>		
Land and Buildings		
- Independent Valuation 2017 - Level 2	<u>36,357,000</u>	<u>36,357,000</u>
Buildings at:		
- Independent Valuation 2017 - Level 3	25,757,805	25,757,805
- Additions after valuation - cost	-	-
Less: accumulated depreciation	<u>(7,301,045)</u>	<u>(7,301,045)</u>
	18,456,760	18,456,760
<b>Total Land and Buildings</b>	<u><b>54,813,760</b></u>	<u><b>54,813,760</b></u>
Furniture and Equipment - Management Valuation 2016		
- Additions after valuation - cost	165,239	165,239
Less Accumulated Depreciation	111,495	104,115
Less Accumulated Depreciation	<u>(95,764)</u>	<u>(95,764)</u>
	180,970	173,590
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	123,173	112,740
Less Accumulated Depreciation	(1,538,536)	(1,538,536)
-Less Disposals after Valuation	<u>(21,035)</u>	<u>(21,035)</u>
	1,176,534	1,166,100
Art Works		
- Independent Valuation 2015 - Level 2	<u>62,620</u>	<u>62,620</u>
	62,620	62,620
	<u><b>56,233,883</b></u>	<u><b>56,216,070</b></u>
<b>INFRASTRUCTURE</b>		
Roads - Independent Valuation 2017	83,500,078	83,500,078
- Additions after valuation - cost	-	-
Less Accumulated Depreciation	<u>(15,181,450)</u>	<u>(15,181,450)</u>
	68,318,628	68,318,628
Footpaths - Independent Valuation 2017		
- Additions after valuation - cost	10,233,801	10,233,801
Less Accumulated Depreciation	<u>(3,002,330)</u>	<u>(3,002,330)</u>
	7,231,471	7,231,471

**TOWN OF BASSENDEAN**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**

**For the Period Ended 31 July 2017**

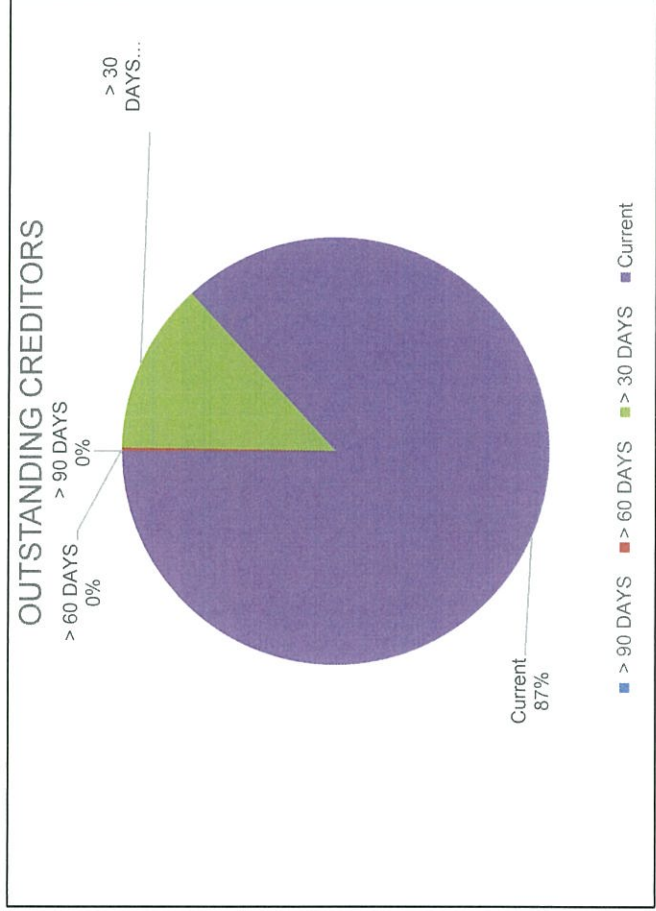
<b>Note 11 : Balance Sheet Notes continued</b>	<b>2016/2017</b>	<b>2015/2016</b>
	<b>\$</b>	<b>\$</b>
<b>INFRASTRUCTURE</b>		
Drainage - Independent Valuation 2017	39,635,969	39,635,969
- Additions after valuation - cost	-	-
Less Accumulated Depreciation	<u>(16,891,455)</u>	<u>(16,891,455)</u>
	<u>22,744,514</u>	<u>22,744,514</u>
Parks & Ovals - Independent Valuation 2015	13,667,875	13,667,875
- Additions after valuation - cost	947,600	947,600
Less Accumulated Depreciation	<u>(7,024,609)</u>	<u>(7,024,609)</u>
	<u>7,590,866</u>	<u>7,590,866</u>
	<u>105,885,479</u>	<u>105,885,478</u>
<b>TRADE AND OTHER PAYABLES</b>		
<b>Current</b>		
Sundry Creditors	2,993,632	1,050,259
Accrued Interest on Debentures	5,703	5,703
Accrued Salaries and Wages	122,668	122,668
Rates in Advance	28,202	250,300
Income in Advance	-	-
Bonds & Other Deposits	1,862,028	1,800,380
Hyde Retirement Village Bonds	<u>175,600</u>	<u>173,600</u>
	<u>5,187,833</u>	<u>3,402,910</u>
<b>LONG-TERM BORROWINGS</b>		
<b>Secured by Floating Charge</b>		
Loan Liability - Current	<u>109,603</u>	<u>123,994</u>
	<u>109,603</u>	<u>123,994</u>
<b>Non-Current</b>		
<b>Secured by Floating Charge</b>		
Loan Liability - Non Current	<u>811,380</u>	<u>811,380</u>
	<u>811,380</u>	<u>811,380</u>
<b>PROVISIONS</b>		
<b>Current</b>		
Provision for Annual Leave	941,986	942,087
Provision for Long Service Leave	<u>1,168,382</u>	<u>1,168,382</u>
	<u>2,110,368</u>	<u>2,110,469</u>
<b>Non-Current</b>		
Provision for Long Service Leave	<u>201,834</u>	<u>201,834</u>
	<u>201,834</u>	<u>201,834</u>

**Town of Bassendean**  
**OUTSTANDING CREDITORS (CREDITORS ANALYSIS)**  
**For the Period Ended 31 July 2017**

**Note 12: Payables**

	> 90 DAYS	> 60 DAYS	> 30 DAYS	Current	Total
July 2017/18	-\$50	\$1,444	\$80,884	\$542,425	\$624,702
June 2016/17	\$3,947	\$1,452	\$186,709	\$851,216	\$1,043,324
July 2016/17	\$14,842	\$754	\$155,153	\$597,505	\$768,254

July 2017/18  
 June 2016/17  
 July 2016/17



**LIST OF PROJECTS & CONSULTANCIES FROM  
2017/18 BUDGET**

		<b>2017/18 Budget</b>	<b>2017/18 Actual</b>	<b>FUNDING SOURCE</b>
<b>RECREATION &amp; CULTURE</b>				
121562	SPORT & REC - CLUB CONNECT	7,300	-	COUNCIL
121563	SPORT & REC - KIDS SPORT	19,000	1,530	\$5,000 GRANT
121359	SPORT & REC - EVENT CONSULTANT	15,000	-	COUNCIL
121359	SPORT & REC - FACILITY NEEDS ASSESSMENT	17,000	5,410	COUNCIL
131390	CONSULTANT TO DESIGN NEW PLAYGROUND	25,000	-	COUNCIL
131479	CONSULTANT PICKERING PARK BOAT RAMP	90,000	-	COUNCIL/GRANT
151206	DISABILITY ACCESS AND INCLUSION PLAN	20,000	-	COUNCIL
151359	PENSIONER GUARD COTTAGE - ARCHITECT	80,000	-	COUNCIL
151360	CULTURE - CULTURAL COMMUNITY PROJECTS	25,000	-	COUNCIL
151360	CULTURE - REVIEW CULTURAL PLAN	20,000	-	COUNCIL
151595	GLOBAL CITIZENRY	-	-	\$10,000 GRANT
181496	PUBLIC EVENTS - 2 MAJOR EVENTS	85,000	-	COUNCIL
181504	PUBLIC EVENTS - NAIDOC DAY	57,000	52,287	\$10,000 GRANT
181505	PUBLIC EVENTS - AUSTRALIA DAY	116,000	-	\$11,000 GRANT
181506	PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP	6,000	-	COUNCIL
181507	PUBLIC EVENTS - CHILDREN WEEK	1,700	-	COUNCIL
181508	PUBLIC EVENTS - VISUAL ART AWARD	50,000	-	\$7,000 FEES
181509	PUBLIC EVENTS - SENIORS WEEK	6,000	-	COUNCIL
181510	PUBLIC EVENTS - AVON DECENT	4,500	-	\$4,500 GRANT
181511	PUBLIC EVENTS - ANZAC DAY	15,000	-	COUNCIL
181512	PUBLIC EVENTS - SUMMER OUTDOOR MOVIES	22,000	-	COUNCIL
	<b>TOTAL RECREATION &amp; CULTURE</b>	<b>\$681,500</b>	<b>\$59,226</b>	
<b>LIBRARY</b>				
141302	TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION	35,000	2,163	COUNCIL
	<b>TOTAL LIBRARY</b>	<b>\$35,000</b>	<b>\$2,163</b>	<b>COUNCIL</b>
<b>ASSET SERVICES</b>				
211309	ASSET MANAGEMENT	60,000	-	COUNCIL
211309	FOOTPATH STUDY (DEPT TRANSPORT)	-	-	\$15000 GRANT
211359	GRAFFITI REMOVAL PROGRAM	20,000	-	COUNCIL
211272	BIKE BOULEVARD STUDY	50,000	-	\$30,000 DOT GRANT
211474	STREET TREE MASTER PLAN(NEW PLAN)	60,000	-	COUNCIL
211514	STREET/ROAD LIGHT REVIEW (THOMPSON ROAD)	10,000	-	COUNCIL
211503	STEAM WEEDING OF ROADS	170,000	-	COUNCIL
611302	COMMUNITY SURVEY -ROADS & PARKS	20,000	-	COUNCIL
	<b>TOTAL TRANSPORT</b>	<b>\$390,000</b>	<b>\$0</b>	
<b>DEVELOPMENT SERVICES</b>				
261359	SWAN RIVER TRUST PRECINCT PLAN REVIEW	20,000	-	COUNCIL/GRANT
261362	STREETScape PROTECTION AREA(EILEEN TO WILSON)	30,000	-	COUNCIL
261363	TPS #4A FINALISATION	10,000	-	COUNCIL
261365	MUNICIPAL HERITAGE INVENTORY	10,000	-	COUNCIL
261366	TREE ASSESSMENT	2,000	-	COUNCIL
261367	STRATEGIC PLANNING FRAMEWORK STAGE 1 & 2	227,500	-	COUNCIL
261368	TOD PLANS (STRATEGIC)	70,000	-	COUNCIL
	<b>TOTAL DEVELOPMENT SERVICES</b>	<b>\$369,500</b>	<b>\$0</b>	
<b>ECONOMIC DEVELOPMENT</b>				
271502	ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN	43,000	1,040	COUNCIL
271502	TOWN CENTRE BRANDING	-	-	COUNCIL
271504	OLD PERTH RD INITIATIVES - PLACE ACTIVATION	59,400	2,890	COUNCIL
271506	BUSINESS PLAN - DIGITAL TECHNOLOGY	35,500	-	COUNCIL
271508	EMRC PROJECTS - REGIONAL EVENTS	14,000	-	COUNCIL
	<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$151,900</b>	<b>\$3,930</b>	
<b>GOVERNANCE</b>				
401359	GIS SERVICE ON-GOING COSTS	30,000	68,103	COUNCIL
401361	EMPLOYEE ASSISTANCE PROGRAM	30,000	450	COUNCIL
401605	RECONCILIATION ACTION PLAN CONSULTATION	40,000	70	COUNCIL
401606	ASHFIELD ACTION PLAN - ASHFIELD CAN	10,000	-	COUNCIL
401333	GOVERNANCE - SATISFACTION SURVEY	38,000	4,000	COUNCIL
311325	RATING INCENTIVE SCHEME	5,000	-	COUNCIL
391401	COUNCIL ELECTIONS	51,000	-	COUNCIL
401494	OCCUPATIONAL HEALTH & SAFETY	5,000	-	COUNCIL
391361	REVIEW COMMUNITY CONSULTATION POLICY & CBP	40,000	-	COUNCIL
	<b>TOTAL GOVERNANCE</b>	<b>\$249,000</b>	<b>\$72,623</b>	



**2017/18 BUDGET**

		<b>2017/18 Budget</b>	<b>2017/18 Actual</b>	<b>FUNDING SOURCE</b>
<b>HEALTH</b>				
741465	MOSQUITO CONTROL PROGRAM	35,000	\$0	COUNCIL
741466	PEST - RAT ERADICATION PROGRAM	4,000	\$405	COUNCIL
<b>TOTAL HEALTH</b>		<b>\$39,000</b>	<b>\$405</b>	
<b>RANGERS</b>				
531504	CONSTABLE CARE PROGRAM	5,000	\$0	COUNCIL
541504	DFES - NDFR GRANT FOR FLOOD MARKINGS	5,000	\$0	COUNCIL
<b>TOTAL RANGERS</b>		<b>\$10,000</b>	<b>\$0</b>	
<b>ENVIRONMENT</b>				
751354	NATURAL BUSH PROJECTS	-	\$0	COUNCIL
751359	CONTAMINATED SITES INVESTIGATIONS (271 Hamilton)	200,000	\$0	COUNCIL
751504	(ACER) CARBON EMISSION REDUCTION PROGRAM	11,600	\$0	COUNCIL
751506	INTEGRATED TRANSPORT STUDY	6,000	\$0	COUNCIL
751508	WATER CAMPAIGN	13,000	\$0	COUNCIL
751510	SCHOOLS WASTE EDUCATION PROGRAM	10,000	\$2,240	COUNCIL
751513	WATER QUALITY MONITORING & IMPROVEMENT	10,000	\$6,000	COUNCIL
751516	FUTURE PROOFING CLIMATE CHANGE	16,000	\$0	COUNCIL
761592	REUSABLE SHOPPING BAGS & EDUCATIONAL PROG	5,000	\$0	Hawaiian/Suez/Council
761593	WASTE MANAGEMENT SURVEY FOR FUTURE NEEDS	30,000	\$0	
761594	WASTE MANAGEMENT STICKERS	15,000	\$0	
<b>TOTAL ENVIRONMENT</b>		<b>\$316,600</b>	<b>\$8,240</b>	
<b>TOTAL PROJECTS INCLUDED IN OPERATING EXPENDITUR</b>		<b>\$2,242,500</b>	<b>\$146,587</b>	

# **ATTACHMENT NO. 18**

## MINUTES OF MEETING: Midland PSP Railway Parade, Bassendean

<b>Project No.</b>	21109856	<b>Meeting No:</b>	01	<b>File No:</b>	13/7118-047
<b>Date:</b>	July 14, 2017	<b>Time:</b>	14:30	<b>Location:</b>	Railway Parade
<b>Attendees:</b>	Simon Stewart-Dawkins	SS Director of Operational Services, Town of Bassendean	Shane Collins	SC	Environmental Officer
	Trent Macpherson	TM Engineering Technical Coordinator, Town of Bassendean	Drew Johnston	DJ	Project Manager Development, Main Roads
	Vince Fragomeni	VF Project Manager Delivery, Main Roads			
<b>Apologies:</b>	Craig Mansfield	CM Project Manager Development, Main Roads			

NO.	ITEM / DETAILS	ACTION	ACTION BY	DUE DATE
1	<b>MINUTES OF PREVIOUS MEETING</b>			
	nil			
2	<b>ACTIONS ARISING FROM MINUTES</b>			
	nil			
3	<b>CONCEPT (SKETCH) DEVELOPMENT</b>			
3.1	<b>Option 1</b> - Midland PSP alignment along Railway Parade, Bassendean	Concept to be developed and circulated to key stakeholders for DoT to make determination.	DJ	August 2017
3.1.1	Narrowing of Railway Parade (one section, west end), PTA fence relocation (mid section to east end) expected long low height retaining wall, no road drainage impact expected, additional vegetation to be planted.			
3.1.2	Schematic attached.			
3.2	<b>Option 2</b> - Midland PSP alignment along Railway Parade, Bassendean.	Concept to be developed and circulated to key stakeholders for DoT to make determination.	DJ	August 2017
3.2.1	Narrowing of Railway Parade (two sections, west end and east end), PTA fence relocation (mid section) expected short low height retaining wall, no road drainage impact expected, additional vegetation to be planted.			
3.2.2	Schematic attached.			





OPTION 1 - Midland PSP alignment along Railway Parade, Bassendean.  
 Narrowing of Railway Parade (one section, west end), PTA fence relocation (mid section to east end) expected long low height retaining wall, no road drainage impact expected, additional vegetation to be planted





**OPTION 2 – Midland PSP alignment along Railway Parade, Bassendean.**

Narrowing of Railway Parade (two sections, west end and east end), PTA fence relocation (mid section) expected short low height retaining wall, no road drainage impact expected, additional vegetation to be planted.