

ATTACHMENT NO. 9

R1351 Rev 0

April 2020

Town of Bassendean

**Point Reserve South Jetty
Condition Assessment**

marinas

boat harbours

canals

breakwaters

jetties

seawalls

dredging

reclamation

climate change

waves

currents

tides

flood levels

water quality

siltation

erosion

rivers

beaches

estuaries

m p rogers & associates pl

creating better coasts and ports



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K1739, Report R1351 Rev 0 Record of Document Revisions

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0	Issued for Client use	 J Chen	P Doust	 P Doust	1/4/20

Form 035 18/06/2013

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1. Introduction

The Point Reserve South Jetty is located on the bank of the Swan River in the Town of Bassendean (Town). Historical aerial photographs show a jetty in this location as early as the 1950s. A recent inspection of the jetty highlighted a termite infestation which resulted in extensive damage to the shoreward end of jetty structure. To ensure public safety and prevent further spread of the termite activity, the jetty was closed to the public and the decking and stringer removed for the damaged section.

A recent aerial photograph is provided below showing the location of the jetty.



Figure 1.1 Point Reserve Jetties (17 October 2019)



Figure 1.2 Point Reserve South Jetty (February 2020)

To determine repair and rehabilitation measures for the jetty, the Town engaged M P Rogers and Associates Pty Ltd (MRA) to complete a condition and structural assessment. The scope of this assessment included the following:

- Review previous condition reports and background information.
- Complete a detailed condition inspection, provide summary of findings and recommendations for repair/rehabilitation.
- Complete a structural assessment following the condition assessment to confirm the reserve capacity of the structure and compliance to Australian Standards.
- Preparation of a report summarising the result of the condition assessment and structural assessment.

This report presents a summary of the condition assessment and recommendations on potential repair and rehabilitation.

It should be noted that no design information for the original jetty structure was available.

Further discussion on replacement options is provided in MRA (2020).

2. Condition Assessment

To ascertain the current condition of the piles, specialist divers, Shorewater Marine Pty Ltd (SWM), were engaged by MRA to completed a detailed underwater inspection.

A condition inspection of the above water components of the jetty was also carried out by coastal engineers, Peter Doust and Johnson Chen of MRA to determine the condition of the above water components.

Overall, the jetty decking, kerb and stringer are generally in an average condition. However, majority of the above water portion of the piles are found to be in a very poor condition with little reserve capacity. Therefore, the jetty in its current condition poses a significant risk to public safety.

The findings of these inspections are discussed in more detail in the following sections.

2.1 Piles

The diver's underwater inspection of the piles included:

- Removal of the existing pile protection system to expose timber pile to allow inspection and further testing.
- A visual inspection on all encased timber piles on the structure (20 piles total).
- Hydraulic drilling at various levels on 6 piles to allow inspection of any split, internal wood rot and borer infestation.

The divers report is included in Appendix A.

The key findings from the diver inspection and MRA's above water inspection included:

- The outer diameter of the piles ranges from about 160 mm to 250 mm. The piles were wrapped in a timber protection system from the cap level to below the seabed. The wrapping system was generally in good condition, prior to removal.
- Severe splitting of the timber piles was generally observed from the headstock down to the mean sea level.
- Wood rot was present on all piles and it is found to be most critical around the water line. There are no signs of wood rot, necking or erosion observed on the submerged portion of the pile and at the riverbed level.
- Previous marine borer infestation was observed, but evidence of active borer was not observed.
- Core drill tests were completed on 6 piles, and indicated that there is generally no internal splitting, wood rot or marine borer infestation at the internal section of these piles.

Overall, the deterioration of the piles appeared to be most critical in the splash zone around the waterline. The submerged portion of the piles appeared to be in reasonable condition based on observation from diver's visual inspection and core drill testing.

Typical photographs of the condition of the above water portion of the pile to the halfcaps level are presented in the following figure. Further information on the piles are provided in diver's report.



Figure 2.1 Piles – Above Water Portion

2.1.1 Halfcaps

Majority of the half caps are generally in an average condition; the replacement of these member is not required immediately but would require monitoring in the long term.



Figure 2.2 Half Caps – Average Condition

Some half caps are in poor condition with large splitting at the ends. These half caps should be replaced in the short term.



Figure 2.3 Half Caps – Poor Condition

2.1.2 Stringers

The stringers are generally all in reasonable condition, with no significant defects identified. Repair to stringer is not required in the short term.



Figure 2.4 Stringers

2.1.3 Decking & Kerb

The decking and kerb are typically in reasonable condition with no significant defects. Repair to these elements are not anticipated to be required in the short term.

Typical photograph showing the decking and kerb is presented in the following figure.

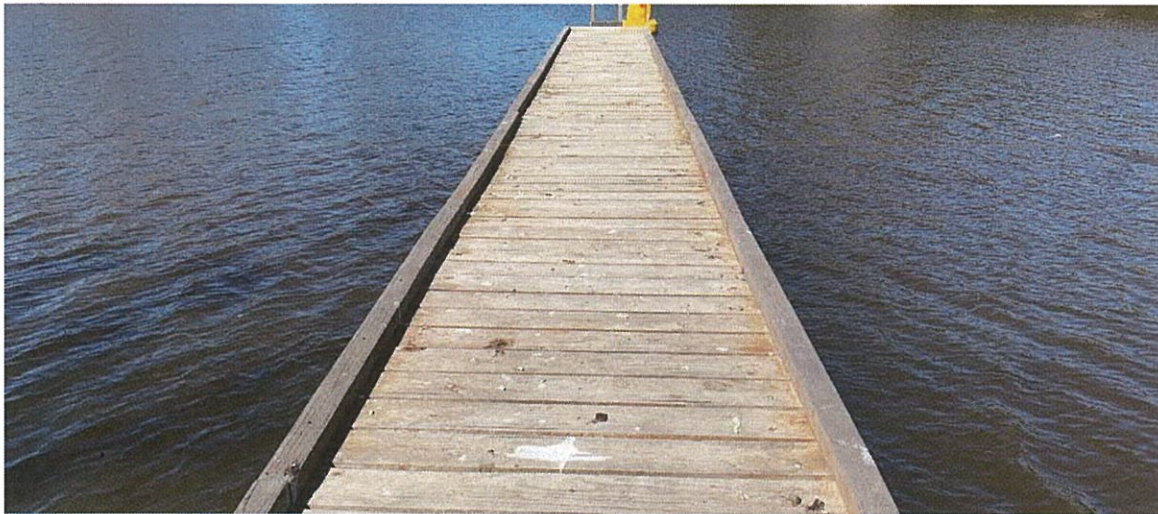


Figure 2.5 Decking & Kerb

2.1.4 Fixings

The fixings used to connect the bracings to the piles are stainless steel M16. These generally appeared to be in good condition. Repair to these fixings are not required, but it is recommended that these fixings are checked regularly and retightened if required.

Fixings used between the half caps appeared to be galvanised M12 bolts. These fixings have generally experienced a moderate to high level of corrosion. It is recommended that these fixings are to be replaced.

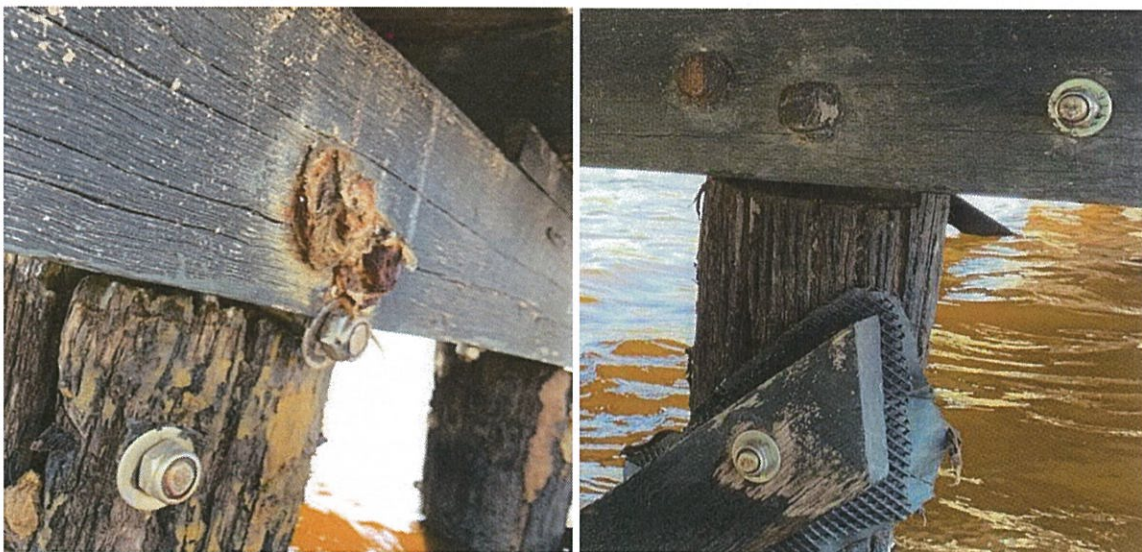


Figure 2.6 Fixings

3. Structural Assessment

3.1 Geotechnical Conditions

Site specific geotechnical information is not available at the time of this assessment. Therefore, conservative assumptions were adopted for the structural assessment. The riverbed surface of many parts of the Swan and Canning Rivers are known to have a soft deposit. This material can be very loose and may not provide a high structural capacity for piles.

Therefore, with limited geotechnical information a relatively loose sand with submerged density of 8kN/m^3 and a friction angle of 27 degrees has been adopted for structural assessment of the piles.

3.2 Design Loadings

There are a number of design actions to be considered in the structural analysis of the existing jetty. The following table provides a list of the relevant design actions. These are expanded on further in the following sections.

Table 3.1 Design Actions

Design Action	Description
Permanent Actions (ie Dead Loads)	G
Imposed Actions (ie Pedestrian Loads)	Q
Stream Flow & Debris Actions	F_s
Environmental Actions (ie wind and wave)	F_{env}

3.2.1 Permanent Actions

Permanent actions affecting the jetty include the self weight of the jetty's structural elements. These include:

- Kerb.
- Decking.
- Stringer.
- Halfcaps.
- Bracings.
- Piles.

3.2.2 Imposed Action

For the structural analysis of the jetty the following imposed action has been adopted.

- Uniformly Distributed Surcharge: 5.0 kPa
- Point Load Surcharge: 4.5 kN

This represents a pedestrian crowd load and is based on AS1170.1 and AS 4997.

3.2.3 Debris Actions

The AS4997 requires that for all structure where a debris mat could form against the structure (most river estuarine situations), the structure should be designed for debris mat. A minimum load of 10 kN per metre of the structure was required by AS4997.

DoW (2018) provided flood current velocity during the 100 year ARI flood events along the Swan and Canning River. At the jetty site the 100 year ARI flood current velocity is about 1.2 m/s. The loading from the debris mat during a flood event is estimated using this flood current velocity and found to be less than the minimum 10 kN per metre of structure required. Therefore, a 10 kN per metre of structure load was used for further assessment.

3.2.4 Environmental Actions

The environmental load at the jetty consists of loads from wind and wave action. Given the location and exposure at the jetty site, it is anticipated that these actions would be relatively minor. These actions have been considered in the structural assessment.

3.3 Design Cases Assessed

Load combinations assessed were as per AS4997 and AS1170.0 which included the following for Strength Limit State:

- $1.25G + 1.5Q$ (Crowd Load Case)
- $1.25G + 1.5F_s + F_{env}$

This assessment has focused on the strength limit state to check the risk of the jetty collapse or damage during the design cases.

3.4 Structural Model

To simulate the jetty structure the numerical model Multiframe was used to assist in the structural analysis. Multiframe is a suite of structural analysis and design software to complete 3D modelling of structures. Linear, non-linear and buckling analysis of structures can be completed. Multiframe uses the matrix stiffness method of solution for solving a system of simultaneous equations to determine the forces and deflections in a structure.

A frame was set up with the various structural members of the jetty. The geotechnical conditions were modelled in Multiframe using soil springs derived from the LPile software using the assumed geotechnical conditions outlined in Section 3.1. The following figure shows the Multiframe model of the jetty.

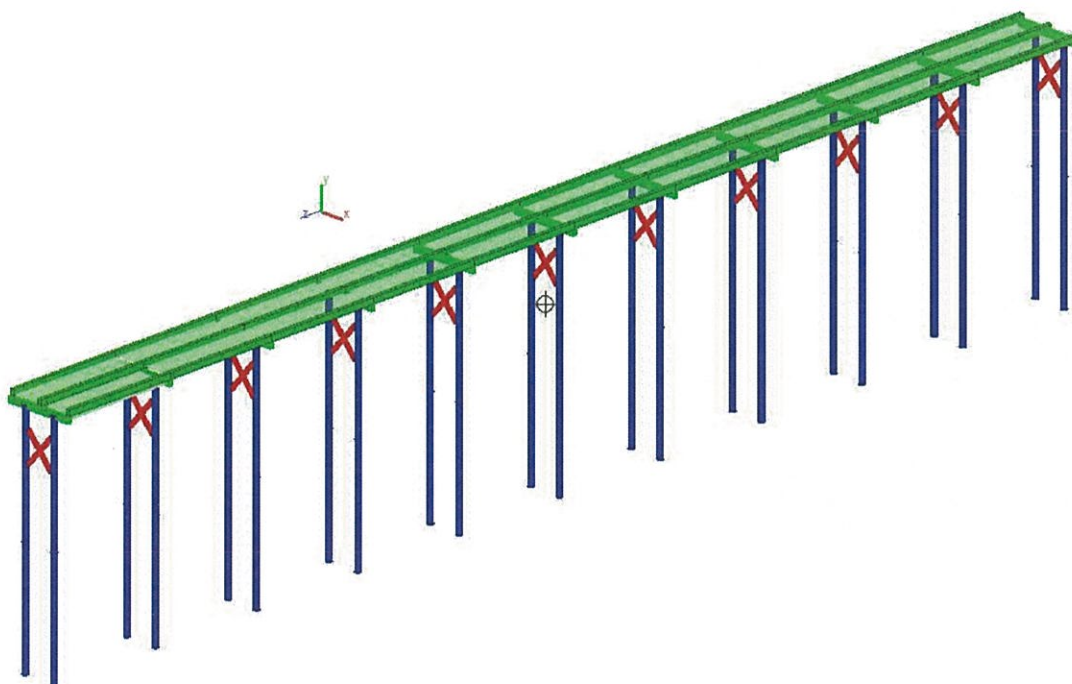


Figure 3.1 Multiframe Structural Model

3.5 Capacity of Timber Piles

The capacity of the timber piles in bending and axial loading was determined using the method outlined in AS1720.1 and in combination with the following parameters:

- An outer pile diameter of the 160 mm, based on findings from Diver's report.
- The piles consist of seasoned jarrah and a stress grade of F11.

Table 3.2 Estimated Pile Capacity

	Pile Capacity
Bending Capacity	6 kNm
Compressive Capacity	90 kN
Tensile Capacity	203 kN

The estimated capacity of the timber piles was assessed against the design load combinations outlined in Section 3.3. The critical loading on the piles is summarised in the following table.

Table 3.3 Critical Pile Loads

Design Case	1.2G + 1.5Q	1.25G + 1.5Fs + F _{env}
Bending Moment	N/A	40 kNm
Axial Compression	22 kN	180 kN
Axial Tension	N/A	180 kN

As shown in the above tables the existing timber piles appeared to have sufficient capacity to withstand the axial tension. However, the bending moment and axial compression generated from the debris load is significantly above the pile capacity. Some example of the output plots showing the load distribution during the debris load case are presented in the following figures.

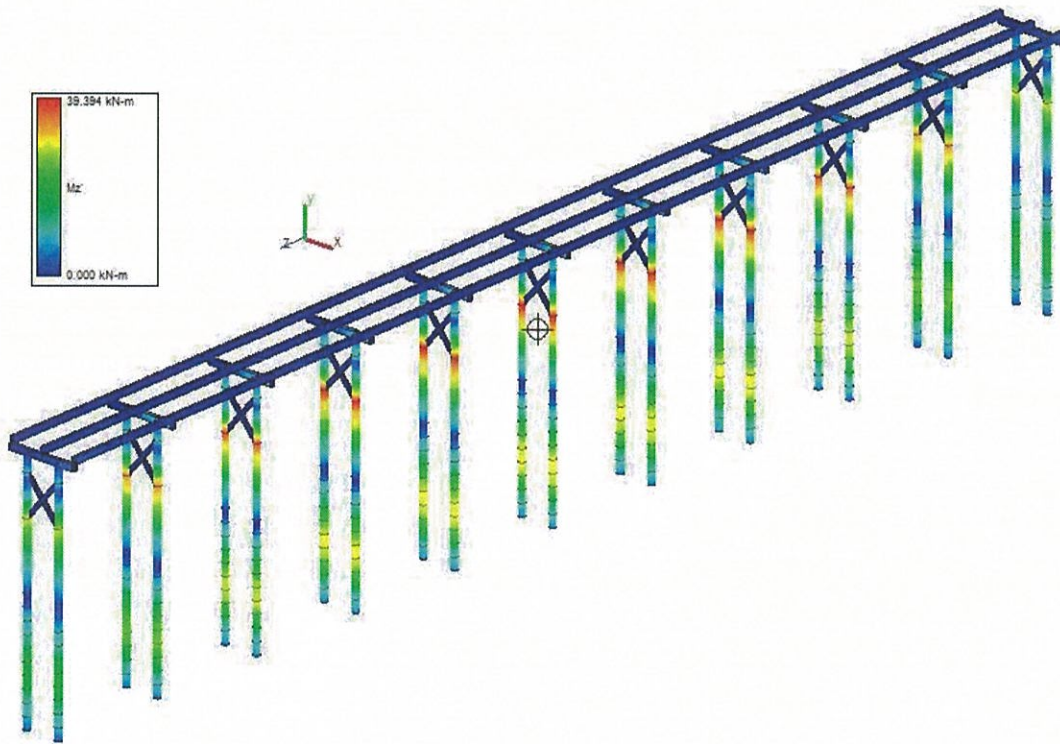


Figure 3.2 Debris Load Case - Bending Moment

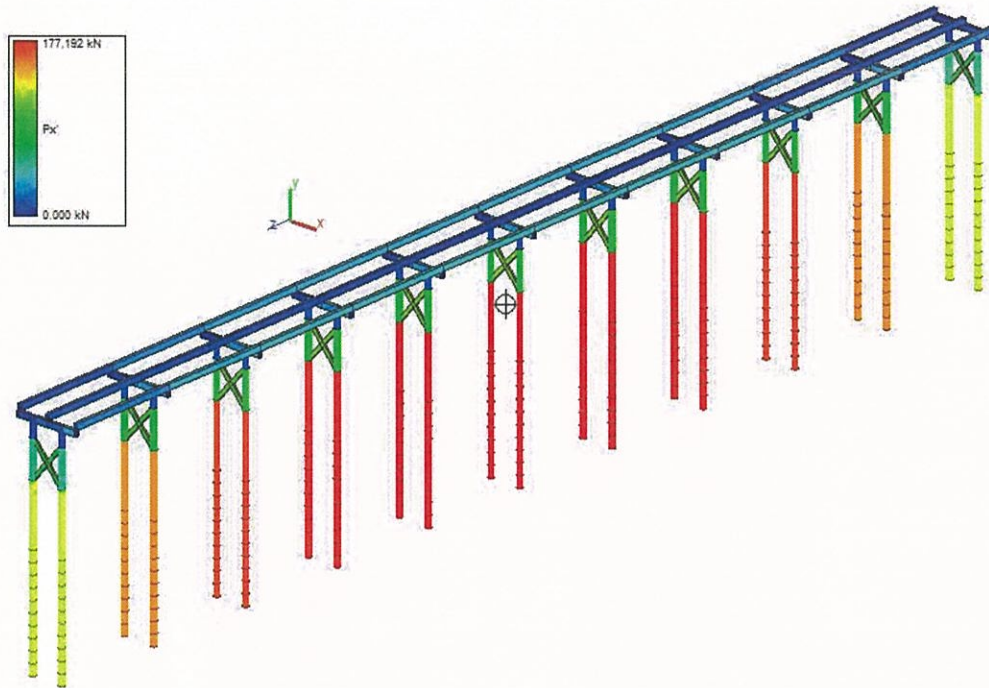


Figure 3.3 Debris Load Case - Axial Load

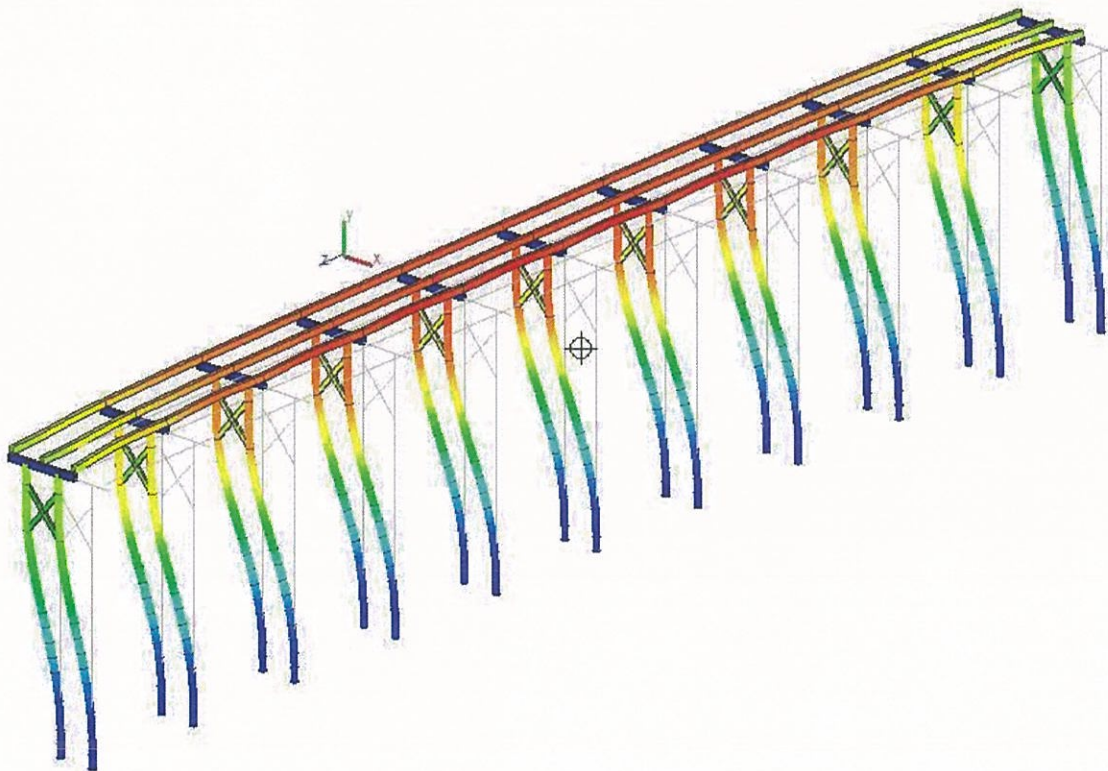


Figure 3.4 Debris Load Case - Deflection

3.5.1 Minimum Required Pile Embedment

The previous section checked the strength of the pile itself to withstand the design actions. However, the pile would also need to have sufficient embedment into the ground to ensure no pull out or bearing failure occur during a design event.

The required design geotechnical strength and thus the pile embedment to withstand the design loadings was estimated in accordance with AS2159 in combination with the assumed geotechnical parameters in Section 3.1. The estimated minimum pile embedment required for each of the design cases is outlined in the following table.

Table 3.4 Minimum Pile Embedment

	1.2G + 1.5Q	1.25G + 1.5Fs + F _{env}
Pile Embedment (m)	3.5	11.4

Details of the pile embedment were not available and there is a risk that the embedment is inadequate.

3.6 Summary of Structural Assessment

The structural assessment has found the existing jetty do not have sufficient capacity to withstand the design actions outlined in the Australian Standards. The findings and recommendations of the structural assessment are summarised below.

- The existing timber piles does not have sufficient bending moment and compressive capacity to withstand the loading generated by debris action. Therefore, there is a risk of the jetty collapsing due to debris action in a river flooding event.
- A minimum embedment of 11.4 m was required to provide a sufficient axial capacity during the design events. It is unclear if the existing piles have sufficient embedment to provide this capacity.

4. Discussion & Recommendations

The following provides a summary of the condition inspection, structural assessment and the recommended maintenance for the structure.

4.1 High Priority Item

The diver's inspection suggests that the piles appeared to be in reasonable condition below the water. However, the inspection found that the above water portion of the piles are in very poor condition with significant splits and deterioration. The structural assessment of the jetty has also suggested that the existing timber piles do not have sufficient strength to withstand the debris loading as required in AS4997.

Repair/strengthening of existing piles to allow its reuse may be possible by sleeving and grouting around the piles with a reinforcing cage. However, it is not recommended due to the following limitations:

- The strengthening may improve the condition and provide additional capacity to withstand the bending and compressive actions. However, it would also result in an increase to the diameter of the piles, increasing the current loads from river flow. This would further increase the lateral load onto the piles and may result in overstressing the piles in less critical loading conditions.
- Without ascertaining the condition of all the piles below the riverbed, there are unknown regarding the capacity of piles to withstand compression and tension forces.
- The piles are likely to be nearing the end of their design life, therefore even after repair, it is difficult to ascertain the extension to its service life. Replacement may still be required in the coming 5 to 10 years even after repair.

Based on the above consideration, reuse of the existing piles is unlikely to be feasible and **it is recommended that the piles are to be replaced and the jetty is to be reconstructed.**

4.1.1 Key Aspects for Replacement of Piles

If the Town would like to pursue the replacement of pile option. The following aspects should be considered for the replacement of jetty piles:

- A large portion of the existing elements such as halfcaps, stringers, decking and kerb are in reasonable condition and may be salvaged and reused in the reconstruction.
- Alternative piles materials such as steel piles in combination with corrosion protection treatment may be more durable than a like for like replacement of the piles and should be considered.

4.2 Moderate Priority Items

Moderate priority items identified includes monitoring, maintenance or replacement of other jetty components such as half caps and structural fixings. However, given the replacement of piles would likely require reconstruction of the jetty, these items could be address at this time.

4.3 Other Considerations

Given the age and condition of the jetty piles other long-term options for the jetty should be considered including full replacement of the structure. This may provide better value for money in the long term rather than continuing to maintain an aging asset.

It should be noted that timber jetties typically have a service life of 25 to 50 years.

4.4 Potential Reconstruction Options

A number of potential reconstruction options for the Point Reserve North and South Jetties have been discussed with the City. These generally consists of the following:

- Replace both jetties on a like for like basis.
- Replace both jetties with one jetty. The new jetty would have an improved design to meet the current Australian Standards. The new jetty may also have a fixed and a floating portion to accommodate berthing of vessels.

The potential reconstruction options are discussed in more detail in the Point Reserve North Jetty Condition Assessment Report (MRA 2020).

4.5 Demolition of the Existing Jetty

The existing jetty would need to be demolished and piles removed to allow replacement of piles and reconstruction of the jetty. Depending on the embedment of the existing piles, the pile removal works may involve divers with appropriate equipment or use of heavy machinery such as a crane.

Based on MRA's experience in similar type works around the Perth Metropolitan area the cost of demolition of the jetty would be in the order of about \$400 to \$500/m², in the case of the South Jetty this would be cost in the order of about \$25,000.

5. References

MRA 2020. *Point Reserve North Jetty – Condition Assessment, R1350 Rev 0*. Prepared for Town of Bassendean.

6. Appendices

Appendix A Diver Inspection Report

Appendix A Diver Inspection Report



SHOREWATER MARINE PTY LTD
COMMERCIAL DIVING & MARINE
MAINTENANCE



M P ROGERS & ASSOCIATES

“Point Reserve Bassendean”



SHOREWATER MARINE SWM1207

Pile Assessments

WORKS COMPLETION DATE: 06/02/2020



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REPORT DATE: 28/02/2019

SUBJECT: Point Reserve Bassendean – Subsea inspection & reporting on Piles

1. INTRODUCTION:

Shorewater Marine Pty Ltd was engaged by M P Rogers & Associates to supply Commercial Diving services for an underwater/water-line condition assessment on free standing jetty piles on two separate jetty structures located in the Swan River at Point Reserve, within the Town of Bassendean, Western Australia.

All enquiries while on site were directed to Peter Doust of M P Rogers & Associates. During the undertaking of the Dive inspections a site briefing was undertaken for clarification on inspection requirements. Johnson Chen of M P Rogers was in attendance, to clarify any of the diver's questions regarding the inspection works and confirm that the inspections had been undertaken in accordance with the requirement.

Shorewater Marine has provided the following report on all works completed. The report submission includes the scope of works, methodology for works completed, project process, executive summary detailing the diver's general observations and a table of findings specific to each jetty structure and pile type.

Record of Document History

REPORT INFORMATION	NAME	TITLE	COMPANY	SIGNATURE	DATE
Prepared	H. Hill	Operations Manager	SWM		26/02/2020
Reviewed	P. Daly	Projects	SWM		27/02/2020
Approved	S. Williamson	Director	SWM		28/02/2020

Diver Attendance

Diver name	Position	ADAS Qualification number
M. Brooking	Dive Supervisor	10362
M. Hunt	Lead Diver	11658
C. Gillard	Diver	12615



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2. SCOPE OF WORKS:

As per Shorewater Marines email, verbal and written correspondence with Peter Doust of M P Rogers, we have compiled this report based on assessments of underwater/water-line, seabed and below areas of piles on the two Point Reserve Jetty structures. The assessments included visual assessments on each of the piles. All works were completed in accordance with the verbal discussed work scope and email correspondence between Shorewater Marine and M P Rogers.

3. METHODOLOGY FOR WORKS COMPLETED:

- Prepared Shorewater site setup, including all Occupational Health and Safety Inductions and Site Briefings
- Pre-start safety checks carried out on all equipment used

3.1 POINT RESERVE JETTY NORTH:

- Completed a visual inspection on each individual concrete encased pile on the structure
 - 28 piles inspected
- Utilised seabed excavation equipment to excavate the seabed in the vicinity of the pile encasement to expose the original pile
 - 23 piles concrete encasement were observed to penetrate in excess of -800mm below seabed level, with the divers unable to ascertain anything other than the encasement embedment depth on these piles
 - 5 piles received a physical, touch and feel inspection in turbid waters with zero visibility
- Received approval to utilise hydraulic jack hammering equipment to break out a pile encasement at full cap level

3.2 POINT RESERVE JETTY SOUTH:

- Removed existing timber pile protection systems from timber piles and disposed of redundant materials off site
- Cleaned piles to facilitate inspection
- Conducted visual assessment on each individual pile, reporting on;
 - Pile circumference at seabed and intertidal
 - Evidence of wood rot, splitting or marine borer infestation
 - Defects or damage
- Conducted core testing on a selection of piles
- Report and Photographic documents compiled at Shorewater Marine's office



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4. PROJECT PROCESS:

Divers utilised an occupational air diving spread, to Australian Standard 2299.1 to conduct all works subsea.

All piles were mapped on a numbered drawing and individually inspected. Divers completed a swim through assessment of each individual pile, noting any defects or abnormalities to the pile, any visible scouring and/or erosion occurring at the base of the piles on each jetty and the condition of each pile.

On the Point Reserve Northern Jetty's free-standing piles, a flexi drive pump unit was utilised to probe down the side of the concrete pile encasements to ascertain the depth of encasement penetration. When possible, divers conducted a physical assessment of the encased pile, using touch and feel methods only, as this was typically completed between -300mm and -600mm below the seabed level, in turbid water and zero visibility. Hydraulic jack hammering equipment was also utilised to break out a single pile encasement at full cap level, back to the full cap level of the encased pile.

On the Point Reserve Southern Jetty, existing timber pile protection systems were removed to reveal the timber piles. On completion of pile inspections, hydraulic drilling equipment was utilised on 6 piles to drill a 25mm hole directly through the pile at various levels. The internals of the piles were then inspected for internal defects, such as splitting through the centre of the pile, internal wood rot and the depth of any observed borer infestation.

Pile conditions, dimensional information specific to the pile material and reference photographs were recorded onto a site-specific inspection template, for later entry into a database for the purpose of collating and reporting.



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5. EXECUTIVE SUMMARY:

Shorewater Marine Pty Ltd attended Point Reserve, Bassendean, Western Australia between the dates of February 4th 2020 and February 6th 2020 the 31st of January conduct subsea, waterline and coring inspections on the existing piles of the North & South Jetties, in accordance with the agreed scope of works.

The following information summarizes our findings for each structure;

5.1 POINT RESERVE NORTH JETTY: DIVERS GENERAL OBSERVATIONS

The Northern Jetty consists of 28 concrete encased piles that have been sleeved and backfilled with cementitious material, the piles present in sets of 2 across 14 piers. The concrete encasements have an approximate diameter of 510mm. At full cap level of each pile, a length of M20 round bar threaded at its highest point protrudes from each pile. Prior to the jetties demolition the threaded round bar had been used to retain the timber headstocks for each pier.

With the exception of a small chip in a single pile, all concrete sleeve encasements appeared to be visually in a good condition. At the time of this assessment, all were observed to penetrate the seabed.

23 of the 28 concrete sleeves penetrated the seabed by -800mm or more, with the diver conducting the inspection unable to make contact with the piles at that depth below seabed.

The remaining 5 piles were all observed to be encased in what was initially thought to be a steel pile, with a circumference of approx. 600mm. As the inspection was being undertaken below seabed level, divers could not visually assess the piles, hence the initial assumption that the encased piles were steel as the diver could only make out a hard-cylindrical surface. After unsuccessfully trying to obtain Ultrasonic Thickness (UT) Readings on the piles, a magnet was utilised to confirm that the pile was not steel, further assessments were able to be undertaken on subsequent piles where the diver was able to reach the toe of the cylindrical pile more easily, it was during these assessments that the diver was able to ascertain that the cylindrical object was in fact a 30mm thick length of HDPE pipe, encasing a timber pile. In instances where the diver was able to make contact with the encased timber pile, the diver reported them as being rotten/soft to touch.

On discovery of the HDPE encasements, verbal findings were provided to Peter Doust of M P Rogers, with authority provided to procure hydraulic jack hammering equipment to remove the pile filler material at full cap level of a single pile, to ascertain what the 20mm round bar was connected to within the annulus of the concrete sleeve, as it had always been presumed it was welded to a pile cap. As it was logistically the easiest pile to inspect, Pile 1N was nominated for jack hammering.

The jack hammering of the filler material took considerable effort due to the strength of the concrete. Once exposed the pile was observed to be timber, with two lengths of rail iron running vertically down either side of the pile. A copper "pile hat" similar to a piling shoe sat on the timber pile at full cap level. An "S" bend in the 20mm round bar with a square plate tack welded to it, enables the round bar to sit central to the timber pile, the round bar then penetrates further into the pile encasement. No HDPE sleeve was sighted on pile 1N.

In addition to the above findings, divers also ascertained that several of the concrete encasements have lost their filler material in the bottom 500mm to seabed, this was physically confirmed on several piles with the diver able to place his hand in the annulus space between the concrete encasement and pile. Itemised findings relating to the condition of each inspected pile, are contained within SECTION 5.2: TABLE OF FINDINGS, beginning on the page hereafter.



5.2 TABLE OF FINDINGS: POINT RESERVE NORTH JETTY

Pile #	Concrete Sleeve Condition	Seabed Penetration	Comments
1N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile. Hydraulically jack hammered the concrete encasement at full cap level to expose the encapsulated pile. The filler material took considerable force to break up. The bar protruding from the full cap level of the pile encasement was ascertained to be 20mm diameter round bar, threaded at its top end. It is grouted further down into the pile. It rests on a copper hat that is reminiscent of a pile shoe, which sits on top of the timber pile. Either side of the timber pile lengths of railway iron runs parallel with the pile.
1S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
2N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
2S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
3N	Good	>-1800mm	Seabed probe reached maximum penetration; sleeve exceeds -1.8m embedment
3S	Good	>-1800mm	Seabed probe reached maximum penetration; sleeve exceeds -1.8m embedment
4N	Good	>-1800mm	Seabed probe reached maximum penetration; sleeve exceeds -1.8m embedment
4S	Good	>-1800mm	Seabed probe reached maximum penetration; sleeve exceeds -1.8m embedment
5N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
5S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not feel pile, Small chip in casing likely impact damage 5mm deep.
6N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
6S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
7N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
7S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
8N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
8S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
9N	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
9S	Good	-800mm	Sleeve finishes -1500mm below seabed, could not physically reach pile



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Pile #	Concrete Sleeve Condition	Seabed Penetration	Comments
10N	Good	-300mm	Bottom 500mm of sleeve to seabed sounds hollow, confirmed when the diver was able to place his hand inside the annulus after excavation. Diver could feel what he believed to be the toe of a steel pile encasing a timber pile. Attempted to obtain UTT Readings, when readings couldn't be received diver placed a magnet on the pile, ascertaining that the encasement was in fact 30mm thick HDPE 600mm in circumference
10S	Good	-100mm	Diver can feel toe of HDPE sleeve, encasing a timber pile. Timber feels rotten and soft to touch. HDPE sleeve confirmed with magnet, 30mm thick 600mm circumference
11N	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
11S	Good	-300mm	Bottom 500mm of concrete sleeve hollow, Diver placed hand inside concrete sleeve could not feel timber, HDPE or other encased structure
12N	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
12S	Good	-300mm	Diver can feel toe of HDPE sleeve, encasing a timber pile. Timber feels severely rotten and soft to touch. HDPE sleeve confirmed with magnet, 30mm thick 600mm circumference. Bottom 500mm of concrete encasement to seabed is hollow
13N	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
13S	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
14N	Good	-500mm	Sleeve was hollow in the bottom -300mm to seabed, confirmed by the diver being able to place his hand inside the annulus of the sleeve. Diver could feel HDPE encasement. Couldn't feel toe of HDPE sleeve
14S	Good	-700mm	Sleeve finishes -700mm below seabed, could not physically reach pile, however sleeve sounds hollow when hit in the bottom 400mm to seabed



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5.3 POINT RESERVE SOUTH JETTY: DIVERS GENERAL OBSERVATIONS

The timber piles on the Point Reserve South Jetty are all in a very similar condition, the piles present in sets of 2 from pier 1 to pier 10. Piles range from approximately 160mm in outside diameter to 250mm in outside diameter. Prior to this inspection being undertaken each pile was wrapped in a timber pile protection system, from full cap level to below seabed level. The wrapping system was in good condition with no observed defects.

On removal of the timber pile protection system, the piles were observed to be free from marine growth. Splits in the timber had been filled with petrolatum filler materials. To facilitate the inspection, petrolatum filler materials were removed from splits in the piles, all removed materials were removed from site and disposed of at a waste facility.

Typically, timber piles were observed to have the occurrence of timber splitting from headstock level down to approximately Mean Sea Level, the severity of the splitting was generally quite severe to moderate above areas of water fluctuation, reducing in severity and frequency within fully submerged areas of the piles where the splitting was negligible.

Wood rot was present on all piles, however it was only observed within areas of water fluctuation, in fully submerged areas of the piles no signs of wood rot were observed, no necking or erosion was observed at seabed level.

Evidence of previous marine borer infestation was observed by way of worm holes in the outside face of the timber, no active marine borer presence was observed during the inspection.

6 Piles were core tested, 5 of those piles at seabed level and within the intertidal level the 6th pile, which was a shorter pile and inshore was core tested mid water. In each instance during core testing the divers relayed that the internal timber felt solid during the coring process, with the drill meeting resistance. On completion of cored holes were visually inspected through with divers reporting no instances of internal splitting, wood rot or marine borer infestation with the internal sections of the piles, cored holes were also scrape tested, utilising a narrowed diameter hooked stainless pick, to feel for rotten or soft timber, with divers reporting in each instance the timber physically felt to have a high density. The colour of the retrieved core sample shavings indicated that the timber is most likely jarrah.

Itemised findings relating to the condition of each inspected Timber Pile, are contained within SECTION 5.4: TABLE OF FINDINGS.



5.4 TABLE OF FINDINGS: POINT RESERVE SOUTH JETTY

TIMBER PILE INSPECTION						
PILE#	ROT	SPLITTING	BORER	AVG. SPLIT DEPTH	CIRC.	COMMENTS
1N	Yes	Yes	No	30mm	SB – 550mm IT – 520mm	Moderate splitting observed above the waterline Minor wood rot observed in areas of water fluctuation Exposed pile length 810mm
1S	Yes	Yes	No	40mm	SB – 530mm IT – 500mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Exposed pile length 750mm
2N	Yes	Yes	No	40mm	SB – 500mm IT – 490mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Pile core tested mid pile, no internal splitting or rot, pile solid Pile length 340mm
2S	Yes	Yes	No	40mm	SB – 520mm IT – 500mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Exposed length 300mm
3N	Yes	Yes	No	50mm	SB – 590mm IT – 540mm	Moderate splitting above waterline Minor wood rot in areas of water fluctuation Exposed pile length 1100mm
3S	Yes	Yes	Yes	50mm	SB – 570mm IT – 580mm	Moderate splitting above waterline Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1280mm
4N	Yes	Yes	Yes	100mm	SB – 630mm IT – 610mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1280mm
4S	Yes	Yes	Yes	100mm	SB – 670mm IT – 650mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 1280mm



TIMBER PILE INSPECTION						
PILE#	ROT	SPLITTING	BORER	AVG. SPLIT DEPTH	CIRC.	COMMENTS
5N	Yes	Yes	Yes	50mm	SB – 540mm IT – 510mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 1400mm
5S	Yes	Yes	Yes	100mm	SB – 600mm IT – 640mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1410mm
6N	Yes	Yes	Yes	100mm	SB – 580mm IT – 590mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1530mm
6S	Yes	Yes	Yes	100mm	SB – 600mm IT – 600mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1590mm
7N	Yes	Yes	No	100mm	SB – 570mm IT – 580mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Exposed pile length 1600mm
7S	Yes	Yes	Yes	50mm	SB – 580mm IT – 570mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 1620mm
8N	Yes	Yes	Yes	100mm	SB – 600mm IT – 610mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1770mm



TIMBER PILE INSPECTION						
PILE#	ROT	SPLITTING	BORER	AVG. SPLIT DEPTH	CIRC.	COMMENTS
8S	Yes	Yes	Yes	50mm	SB – 700mm IT – 710mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 1710mm
9N	Yes	Yes	Yes	100mm	SB – 710mm IT – 720mm	Very Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1980mm
9S	Yes	Yes	Yes	100mm	SB – 810mm IT – 810mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1940mm
10N	Yes	Yes	Yes	50mm	SB – 700mm IT – 6900mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 2050mm
10S	Yes	Yes	Yes	50mm	SB – 640mm IT – 570mm	Moderate splitting above waterline Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 2100mm



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6. SITE PHOTOS:

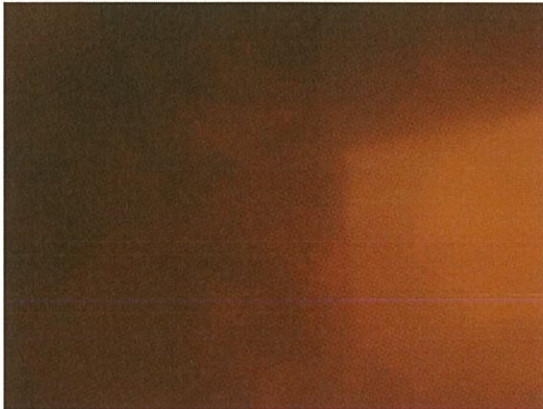
6.1 POINT RESERVE NORTH JETTY:



1.1



1.2



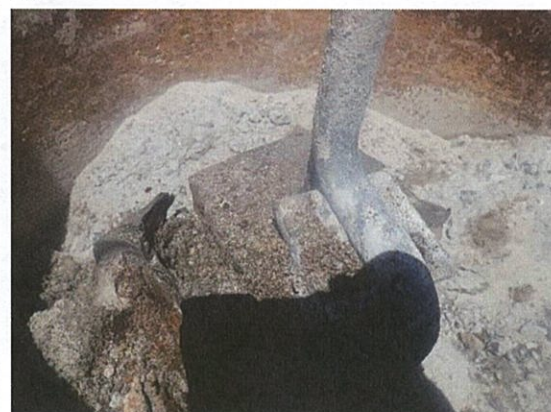
1.3



1.4



1.5



1.6

1.1: Overview Point Reserve North Jetty pile footprint, 28 piles over 14 piers

1.2: Example worker probe testing the seabed to identify pile encasement seabed penetration

1.3: Example excavated seabed, toe of pile casing reached encased HDPE sleeve can be seen

1.4: Example excavated seabed, toe of pile casing reached encased HDPE sleeve can be seen

1.5: Pile 1N after full cap concrete removal, photo identifies 20mm round bar penetrating further down the pile encasement, railway iron either side of the timber pile, that is capped with a "pile hat"

1.6: Pile 1N after full cap concrete removal, photo identifies 20mm round bar penetrating further down the pile encasement, railway iron either side of the timber pile, that is capped with a "pile hat"



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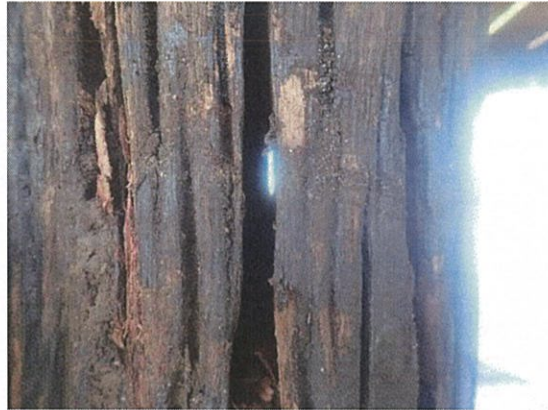
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6.2 POINT RESERVE SOUTH JETTY:



2.1



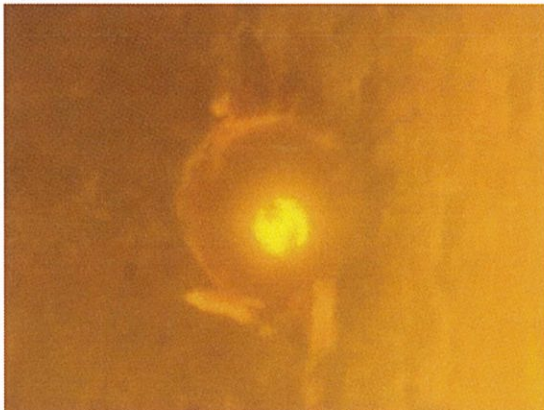
2.2



2.3



2.4



2.5



2.6

2.1: Overview Point Reserve South Jetty 20 piles over 10 piers

2.2: Typical Severe splitting occurring intertidal areas and above on timber piles

2.3: Typical moderate splitting occurring intertidal areas and above on timber piles

2.4: Typical wood rot with moderate splitting occurring on timber piles

2.5: Example seabed core test undertaken on timber piles, with no internal defects identified

2.6: Example intertidal core test undertaken on timber piles, with no internal defects identified



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7. SUMMARY:

Shorewater Marine has provided these findings & recommendations, based on industry experience and works completed similar in nature to the Point Reserve Jetties pile assessments. We do recommend that M P Rogers review all findings and recommendations.

Shorewater Marine can provide many repair methodologies for consideration, with budget quotations on all recommended repairs.

Shorewater Marine PTY LTD would like to thank M P Rogers & Associates for providing us with the opportunity to complete the below water assessment on the Point Reserve Jetty structures, within the Town of Bassendean, Western Australia.

We hope the information provided in this report is written in a clear and detailed manner, we are available on the numbers listed should you have any questions or queries regarding this report or any future works we can assist you with.

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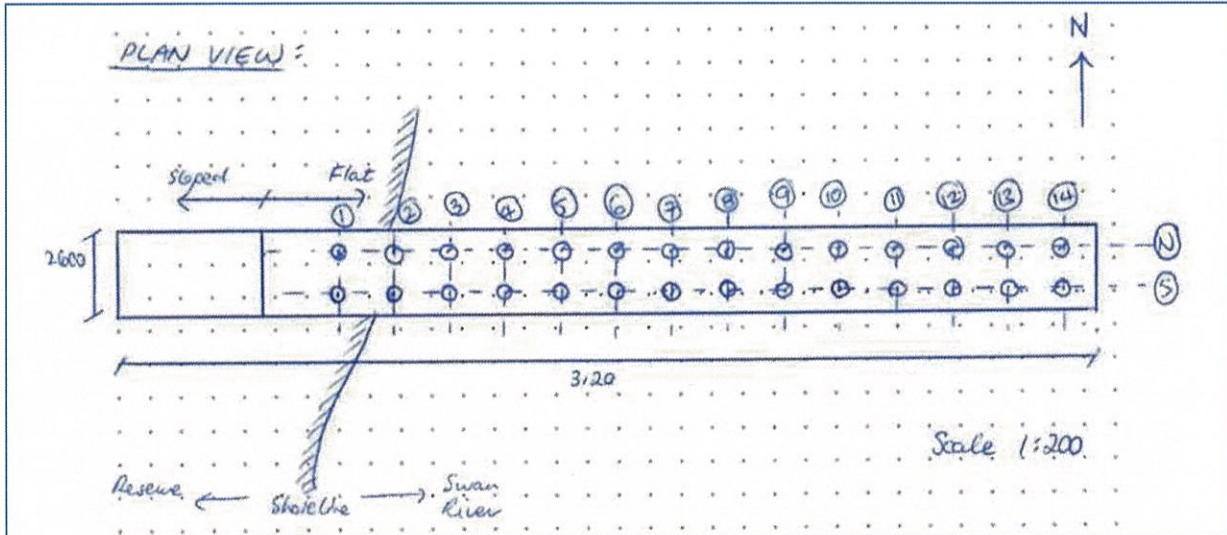
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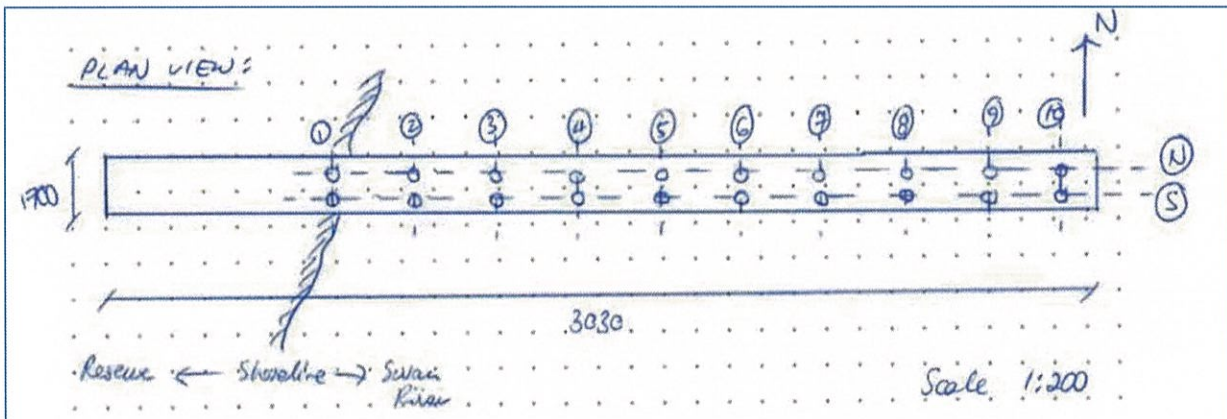
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APPENDIX A – PILE LAYOUT

A.1 POINT RESERVE NORTH JETTY:



A.2 POINT RESERVE SOUTH JETTY:



R1350 Rev 0

April 2020

Town of Bassendean

**Point Reserve North Jetty
Condition Assessment**

marinas

boat harbours

canals

breakwaters

jetties

seawalls

dredging

reclamation

climate change

waves

currents

tides

flood levels

water quality

siltation

erosion

rivers

beaches

estuaries

m p rogers & associates pl

creating better coasts and ports

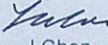

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K1738, Report R1350 Rev 0 Record of Document Revisions

Rev	Purpose of Document	Prepared	Reviewed	Approved	Date
A	Draft for MRA & Client review	J Chen	P Doust	P Doust	10/3/20
0	Issued for Client use	 J Chen	P Doust	 P Doust	1/4/20

Form 035 18/06/2013

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1. Introduction

The Point Reserve North Jetty is located on the bank of the Swan River in the Town of Bassendean (Town). Historical aerial photographs show a jetty in this location as early as the 1950s. It appears that the jetty was modified in the early 1990s. A recent aerial photograph is provided below showing the location of the jetty.

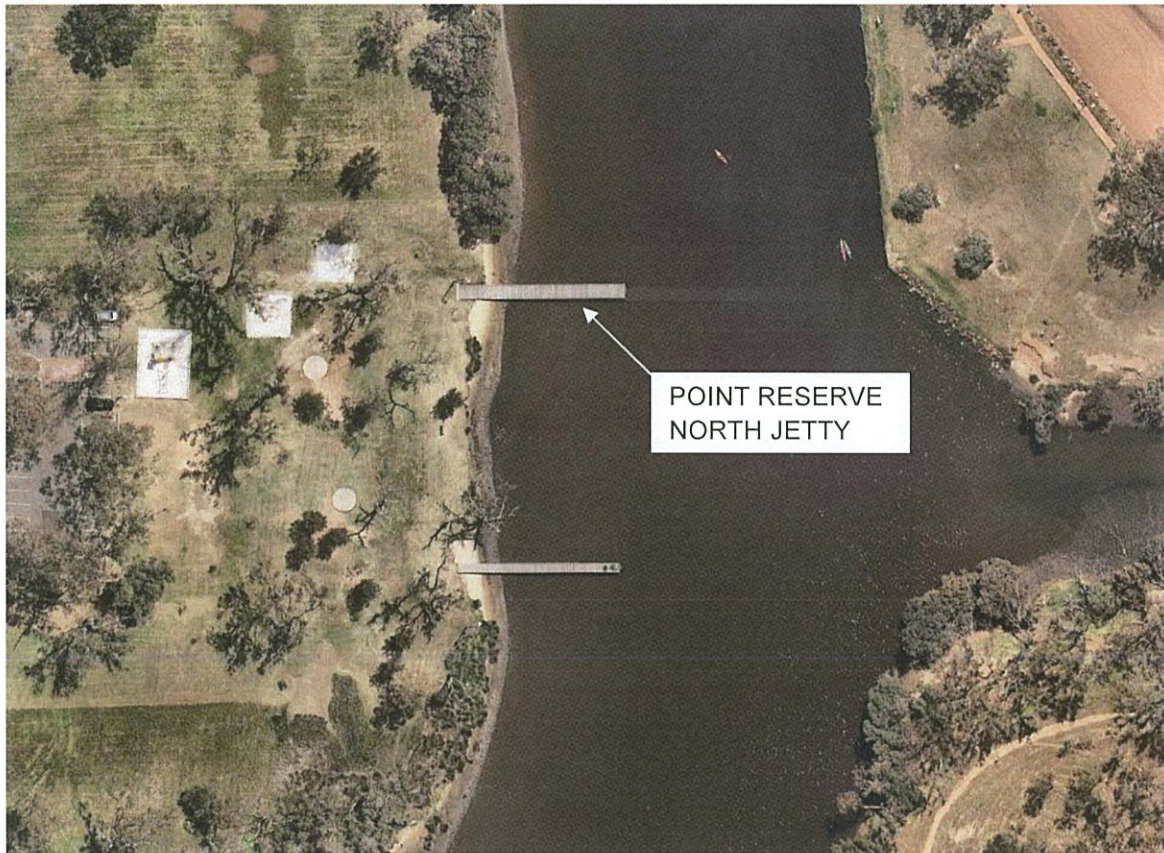


Figure 1.1 Point Reserve Jetties (17 October 2019)

A recent inspection of the jetty highlighted a termite infestation which resulted in extensive damage to the jetty structure. To ensure public safety and prevent further spread of the termite activity, the jetty was closed to the public and the damaged deck and supporting members of the jetty were removed leaving only the piles. The current arrangement is shown in the following photographs.

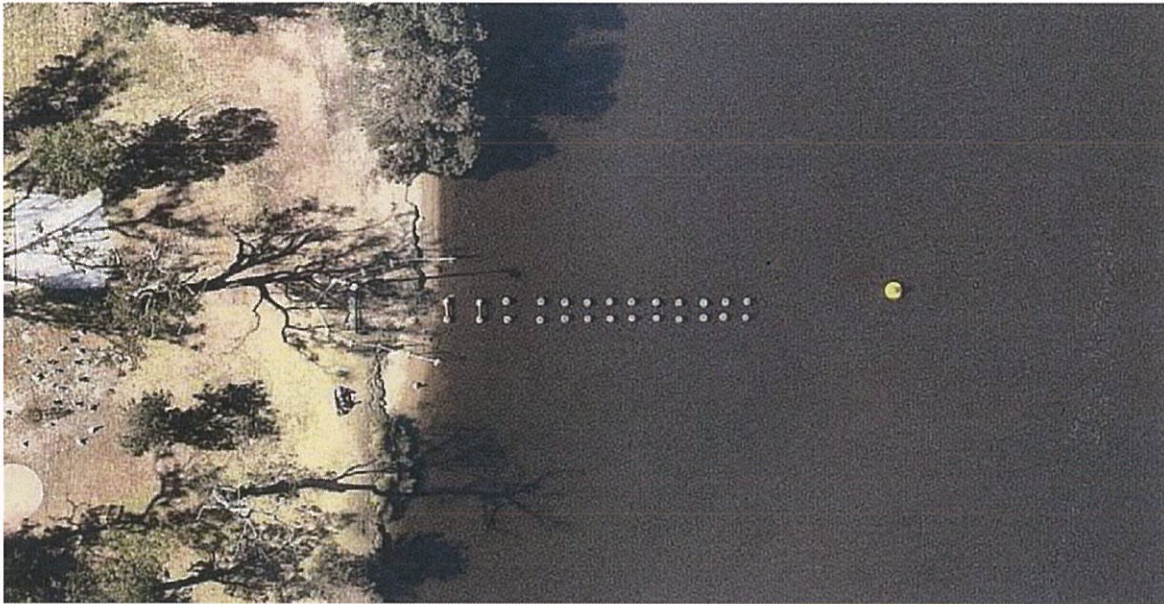


Figure 1.2 Point Reserve North Jetty (8 December 2019)



Figure 1.3 Point Reserve North Jetty (6 February 2020)

To assist in determining the future of the jetty, specialist coastal engineers, M P Rogers & Associates Pty Ltd (MRA), were engaged by the Town. The scope of work included:

- Engaging divers to undertake a detailed assessment of the existing piles.
- Reviewing options for the reuse of the jetty piles.
- Structural design of a replacement deck and supporting members (if the piles were found to be suitable for reuse).
- Preparation of design drawings and specifications for the replacement jetty elements.

This report presents the findings from the assessment of the piles.

2. Condition of Existing Piles

To ascertain the current condition of the piles, specialist divers, Shorewater Marine Pty Ltd (SWM), were engaged by MRA to completed a detailed underwater inspection. This inspection included:

- A visual inspection on all concrete encased piles on the structure (28 piles total).
- Excavation of the seabed around the pile encasement to expose the original pile and determine the depth of concrete encasement.
- Hydraulic jack hammering to break out a pile encasement at full cap level to understand the pile details beneath the encasement.

The divers report is included in Appendix A.

The key findings from the diver inspection included:

- The outer sleeve on the piles is a concrete tube with a wall thickness of around 15mm and an external diameter of around 510mm.
- This outer sleeve had varying levels of penetration into the seabed. The lowest penetration was approximately 100mm, while for some piles the base of the sleeve was not able to be uncovered and was therefore greater than 1,800mm.
- Where access to the base of the outer sleeve could be achieved, the divers uncovered a small timber post which was sleeved with a HDPE tube. The HDPE sleeve had a diameter of approximately 190mm with a wall thickness of around 30mm. The timber post was approximately 100mm wide. The timber posts was noted to feel rotten.
- At the pile cap the sleeve was filled with concrete. The diver broke out the concrete on one of the piles to check the internal details of the pile. This showed the presence of two railway iron bars cast into the concrete infill, presumably to provide additional strength to the pile. At the base of the outer sleeve there was a void between the HDPE sleeve and the outer concrete sleeve, showing the concrete infill did not extend the full depth of the outer sleeve.

A sketch showing the assumed pile details is provided in the following figure.

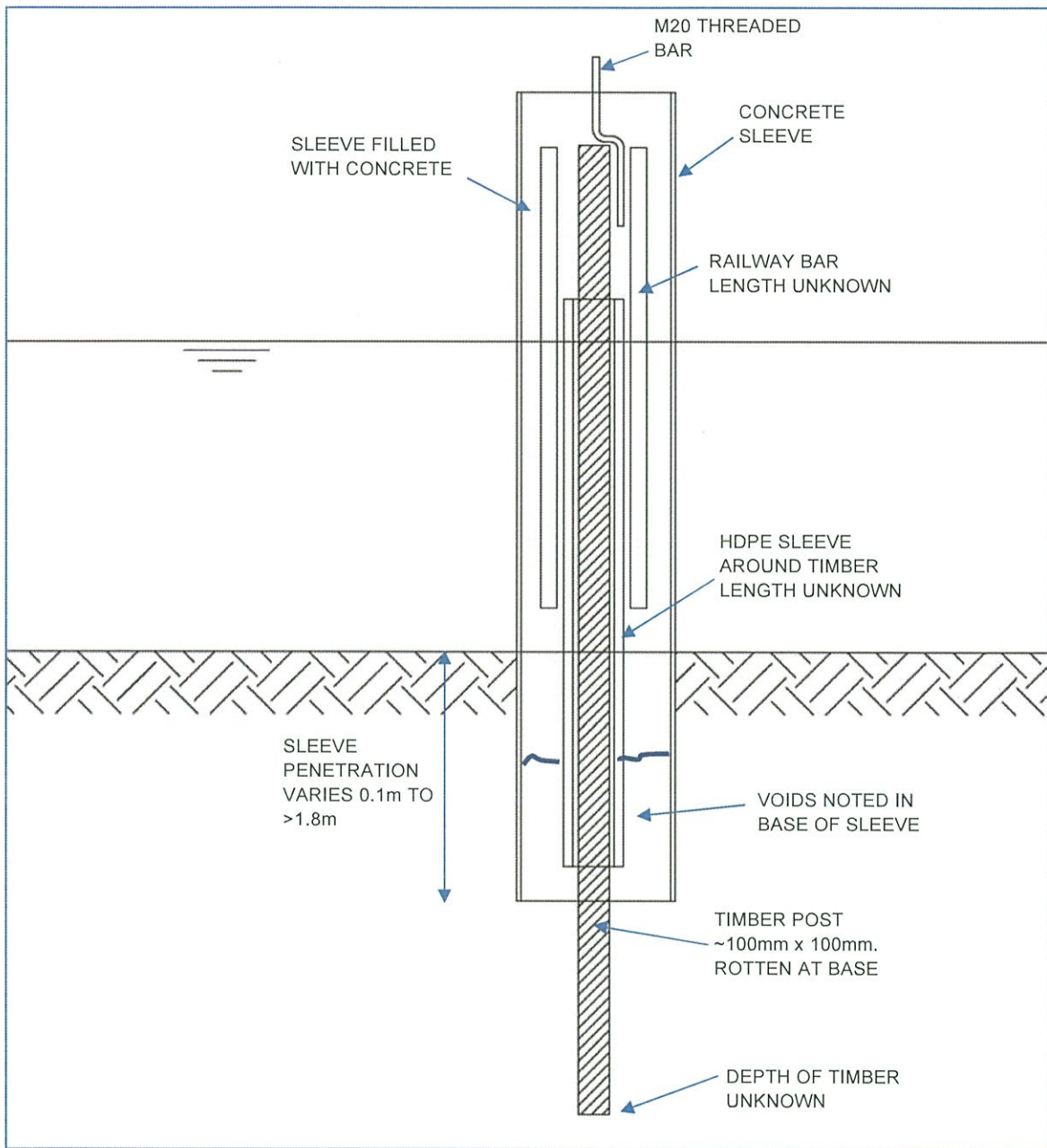


Figure 2.1 Sketch of Inferred Pile Form & Condition

3. Findings & Recommendations

The resulting findings and recommendations for the jetty piles are summarised below.

- There was limited information on the original design of the jetty and any modifications to the structure over its life. However, from the site inspection it appears that the piles may have previously been modified by sleeving and strengthening the original timber members.
- From the inspection, the internal timber in the piles was found to be rotten and therefore would have limited structural capacity. The main strength in the current pile configuration would be from the concrete encasement and railway iron. However, there remains many unknowns regarding these elements (eg length of railway iron, steel grade used, concrete sleeve strength, concrete infill strength and extent). On this basis an accurate estimate of the structural capacity of the pile is unable to be determined.
- One of the main loads on jetty is lateral loading from river currents, debris loading, or accidental boat impact. Based on the findings of the inspection, some of the strengthened sections of piles had limited embedment into the riverbed (~0.1m). On this basis and the current pile condition it is unlikely that the piles would have the required lateral geotechnical capacity to withstand the design loads.
- Similarly, the axial geotechnical capacity is also likely to be insufficient to meet the requirement of the current Australian Standards.
- To achieve the required strength and durability to meet the current design standards, modification to the piles is unlikely to be practical and full replacement of the piles is recommended.

4. Future Jetty Options

As discussed in previous sections, reuse of the existing piles of the North Jetty is unlikely to be practical and replacement of these piles is recommended. An assessment of the South Jetty was also completed, the findings are presented in MRA (2020). The South Jetty piles were also found to be in poor condition and require replacement.

The current condition of both the jetties at Point Reserve has been discussed with the Town, highlighting that both would require reconstruction to restore their functionality. Based on discussions with the Town the following replacement options are being considered.

- Like for like replacement of each of the jetties.
- Replace both jetties with one upgraded jetty that can accommodate berthing by recreational vessels.

The relevant merits of each of the above reconstruction options are discussed in detail in the following sections.

4.1 Like for Like Replacement

This option consists of a like for like reconstruction of both jetties at the same location and alignment. The replacement jetties would be 30 m x 2.6 m wide and 30 m x 1.75 m wide for the North Jetty and South Jetty respectively. The replacement jetties would be constructed from timber hardwood similar to that of the existing.

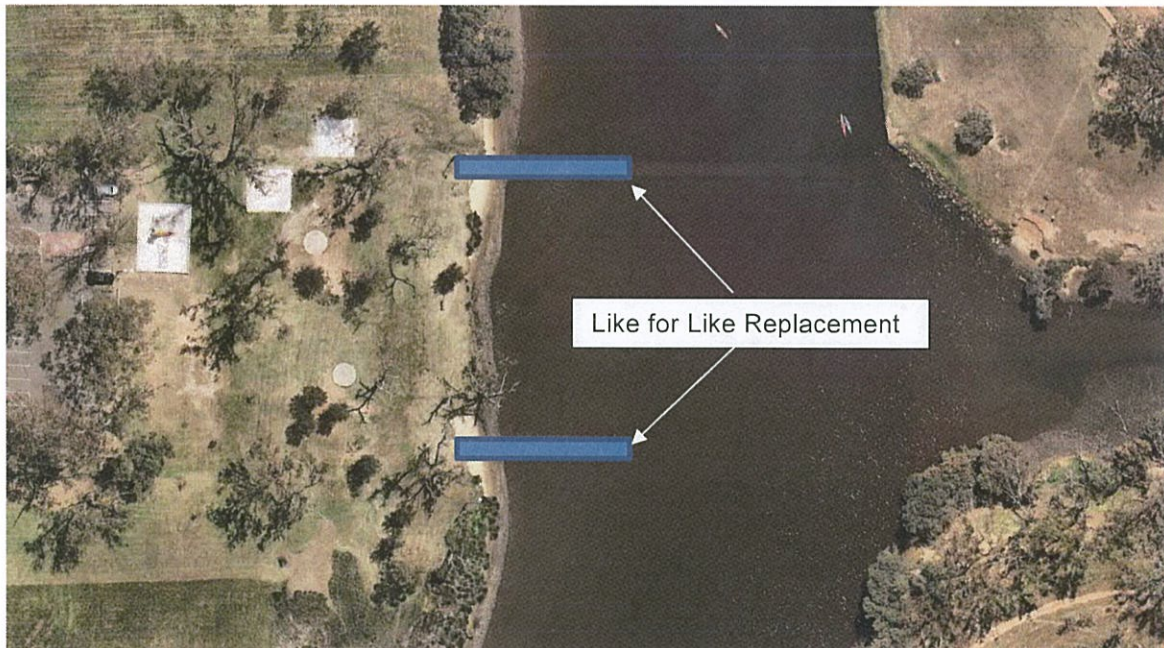


Figure 4.1 Like for Like Replacement of Both Jetties

4.1.1 Benefits & Constraints

The benefits and constraints of this option are provided below.

Advantages

- Maintain the existing functionality.

- Allow reuse of elements of the existing jetties that are in good condition.

Disadvantages

- Does not improve the durability of the structure. Timber is likely to still be susceptible to termite damage or damage from marine borer and could require a high level of maintenance.
- The existing jetties may not comply with the requirements of the contemporary Australian Standards. Larger and stronger members are likely to be required to meet the strength requirements.
- Timber hardwood with an appropriate durability may be difficult to source.
- Does not provide berthing for recreational vessels.

4.1.2 Cost Estimate

The construction cost of this option may be in the order of about \$3,000/m², which equates to around \$430,000 for the two jetties.

4.2 Replace Both Jetties with One New Jetty

This option is for a new jetty approximately 30 m long and 3 m wide to be constructed at a location between the north and south jetties. The new jetty would also feature a 10 m x 3 m “T” head at the end to provide temporary berthing for recreational vessels up to 10 m. It is envisaged that the existing North and South Jetties would be demolished and the adjacent shoreline restore back to a natural edge.

The new jetty would be designed to the contemporary Australian Standards and using more durable and readily available materials such as steel piles with fibre reinforced polymer (FRP) elements. A floating section of the new jetty could also be considered to further improve the accessibility between the jetty and vessels over the full tidal range.

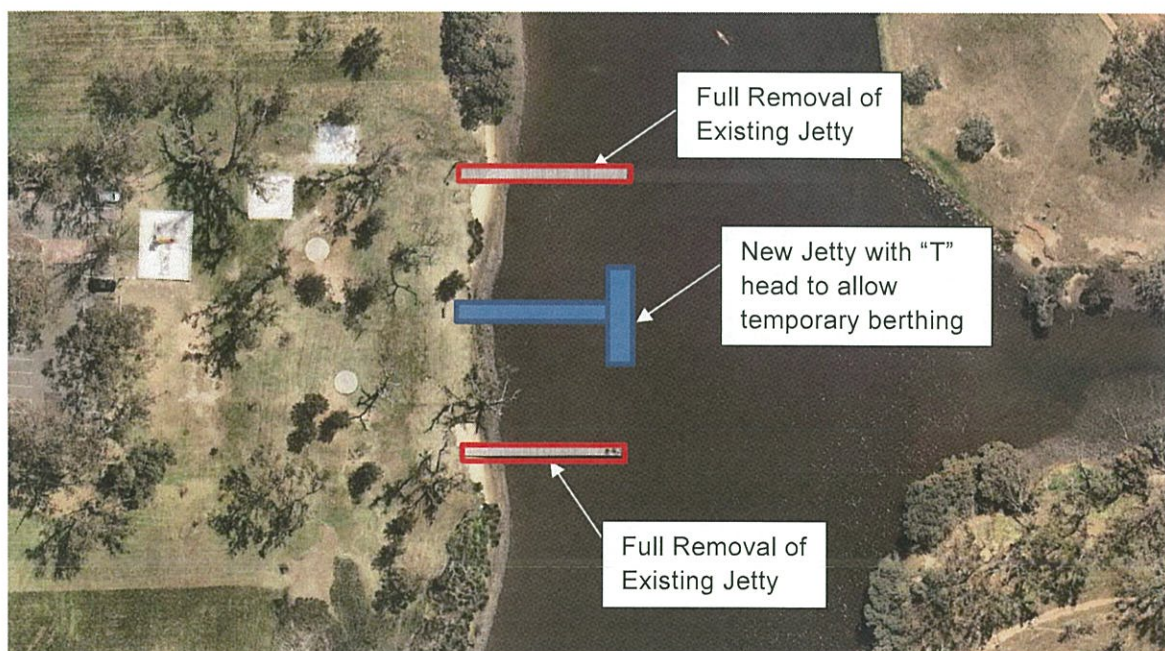


Figure 4.2 Replacement with One Jetty

4.2.1 Benefits & Constraints

The benefits and constraints of this option are provided below.

Advantages

- A higher service life could be achieved by using a combination of durable materials and protective treatments. This eliminates the risk of termite damage experienced by the existing structure. This also reduces the level of maintenance effort required over its service life.
- Provides a better functionality compared to the existing jetties by providing a wider access and enabling temporary berthing of recreational vessels.
- Enable a large portion of the shoreline to be restored back to a natural edge.

Disadvantages

- Require new approvals from the relevant approving authorities (e.g. Department of Transport and Department of Planning, Lands, and Heritage).

4.2.2 Cost Estimate

The construction cost of this option may be in the order of about \$3,000/m² to \$4,000/m², this is based on previous experiences for similar type structure in the Perth Metropolitan area. This would equate to about \$360,000 to \$480,000.

4.3 Demolition of the Existing Jetty

The existing jetty piles would need to be removed to allow replacement of piles and reconstruction of the jetty. Depending on the embedment of the existing piles, the pile removal works may involve divers with appropriate equipment or use of heavy machinery such as a crane.

Based on MRA's experience in similar type works around the Perth Metropolitan area the cost of removal of the existing jetty piles would be in the order of about \$25,000.

5. Conclusion

MRA has completed a condition assessment as requested by the City to determine the suitability of reuse of the existing piles of the Point Reserve northern jetty. Based on the diver's inspection, the existing piles are found to be unsuitable for reuse and replacement of these piles have been recommended.

The replacement of the piles would require a reconstruction of the existing jetty. Two feasible options for reconstruction and their corresponding benefits and constraints have been highlighted in this report. It is recommended that the Town consider the relevant merits for each of these reconstruction options to inform its decision on future jetties at Point Reserve.

6. References

MRA 2020. *Point Reserve South Jetty – Condition Assessment, R1351 Rev 0*. Prepared for Town of Bassendean.

7. Appendices

Appendix A Diver Inspection Report

Appendix A Diver Inspection Report



SHOREWATER MARINE PTY LTD
COMMERCIAL DIVING & MARINE
MAINTENANCE



M P ROGERS & ASSOCIATES

“Point Reserve Bassendean”



SHOREWATER MARINE SWM1207

Pile Assessments

WORKS COMPLETION DATE: 06/02/2020



Shorewater Marine Pty Ltd

ABN: 17 692 486 144

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Peter Doust
M P Rogers & Associates P L
Suite 1, 128 Main St
Osborne Park, WA 6017

REPORT DATE: 28/02/2019

SUBJECT: Point Reserve Bassendean – Subsea inspection & reporting on Piles

1. INTRODUCTION:

Shorewater Marine Pty Ltd was engaged by M P Rogers & Associates to supply Commercial Diving services for an underwater/water-line condition assessment on free standing jetty piles on two separate jetty structures located in the Swan River at Point Reserve, within the Town of Bassendean, Western Australia.

All enquiries while on site were directed to Peter Doust of M P Rogers & Associates. During the undertaking of the Dive inspections a site briefing was undertaken for clarification on inspection requirements. Johnson Chen of M P Rogers was in attendance, to clarify any of the diver's questions regarding the inspection works and confirm that the inspections had been undertaken in accordance with the requirement.

Shorewater Marine has provided the following report on all works completed. The report submission includes the scope of works, methodology for works completed, project process, executive summary detailing the diver's general observations and a table of findings specific to each jetty structure and pile type.

Record of Document History

REPORT INFORMATION	NAME	TITLE	COMPANY	SIGNATURE	DATE
Prepared	H. Hill	Operations Manager	SWM		26/02/2020
Reviewed	P. Daly	Projects	SWM		27/02/2020
Approved	S. Williamson	Director	SWM		28/02/2020

Diver Attendance

Diver name	Position	ADAS Qualification number
M. Brooking	Dive Supervisor	10362
M. Hunt	Lead Diver	11658
C. Gillard	Diver	12615



2. SCOPE OF WORKS:

As per Shorewater Marines email, verbal and written correspondence with Peter Doust of M P Rogers, we have compiled this report based on assessments of underwater/water-line, seabed and below areas of piles on the two Point Reserve Jetty structures. The assessments included visual assessments on each of the piles. All works were completed in accordance with the verbal discussed work scope and email correspondence between Shorewater Marine and M P Rogers.

3. METHODOLOGY FOR WORKS COMPLETED:

- Prepared Shorewater site setup, including all Occupational Health and Safety Inductions and Site Briefings
- Pre-start safety checks carried out on all equipment used

3.1 POINT RESERVE JETTY NORTH:

- Completed a visual inspection on each individual concrete encased pile on the structure
 - 28 piles inspected
- Utilised seabed excavation equipment to excavate the seabed in the vicinity of the pile encasement to expose the original pile
 - 23 piles concrete encasement were observed to penetrate in excess of -800mm below seabed level, with the divers unable to ascertain anything other than the encasement embedment depth on these piles
 - 5 piles received a physical, touch and feel inspection in turbid waters with zero visibility
- Received approval to utilise hydraulic jack hammering equipment to break out a pile encasement at full cap level

3.2 POINT RESERVE JETTY SOUTH:

- Removed existing timber pile protection systems from timber piles and disposed of redundant materials off site
- Cleaned piles to facilitate inspection
- Conducted visual assessment on each individual pile, reporting on;
 - Pile circumference at seabed and intertidal
 - Evidence of wood rot, splitting or marine borer infestation
 - Defects or damage
- Conducted core testing on a selection of piles
- Report and Photographic documents compiled at Shorewater Marine's office



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4. PROJECT PROCESS:

Divers utilised an occupational air diving spread, to Australian Standard 2299.1 to conduct all works subsea.

All piles were mapped on a numbered drawing and individually inspected. Divers completed a swim through assessment of each individual pile, noting any defects or abnormalities to the pile, any visible scouring and/or erosion occurring at the base of the piles on each jetty and the condition of each pile.

On the Point Reserve Northern Jetty's free-standing piles, a flexi drive pump unit was utilised to probe down the side of the concrete pile encasements to ascertain the depth of encasement penetration. When possible, divers conducted a physical assessment of the encased pile, using touch and feel methods only, as this was typically completed between -300mm and -600mm below the seabed level, in turbid water and zero visibility. Hydraulic jack hammering equipment was also utilised to break out a single pile encasement at full cap level, back to the full cap level of the encased pile.

On the Point Reserve Southern Jetty, existing timber pile protection systems were removed to reveal the timber piles. On completion of pile inspections, hydraulic drilling equipment was utilised on 6 piles to drill a 25mm hole directly through the pile at various levels. The internals of the piles were then inspected for internal defects, such as splitting through the centre of the pile, internal wood rot and the depth of any observed borer infestation.

Pile conditions, dimensional information specific to the pile material and reference photographs were recorded onto a site-specific inspection template, for later entry into a database for the purpose of collating and reporting.



5. EXECUTIVE SUMMARY:

Shorewater Marine Pty Ltd attended Point Reserve, Bassendean, Western Australia between the dates of February 4th 2020 and February 6th 2020 the 31st of January conduct subsea, waterline and coring inspections on the existing piles of the North & South Jetties, in accordance with the agreed scope of works.

The following information summarizes our findings for each structure;

5.1 POINT RESERVE NORTH JETTY: DIVERS GENERAL OBSERVATIONS

The Northern Jetty consists of 28 concrete encased piles that have been sleeved and backfilled with cementitious material, the piles present in sets of 2 across 14 piers. The concrete encasements have an approximate diameter of 510mm. At full cap level of each pile, a length of M20 round bar threaded at its highest point protrudes from each pile. Prior to the jetties demolition the threaded round bar had been used to retain the timber headstocks for each pier.

With the exception of a small chip in a single pile, all concrete sleeve encasements appeared to be visually in a good condition. At the time of this assessment, all were observed to penetrate the seabed.

23 of the 28 concrete sleeves penetrated the seabed by -800mm or more, with the diver conducting the inspection unable to make contact with the piles at that depth below seabed.

The remaining 5 piles were all observed to be encased in what was initially thought to be a steel pile, with a circumference of approx. 600mm. As the inspection was being undertaken below seabed level, divers could not visually assess the piles, hence the initial assumption that the encased piles were steel as the diver could only make out a hard-cylindrical surface. After unsuccessfully trying to obtain Ultrasonic Thickness (UT) Readings on the piles, a magnet was utilised to confirm that the pile was not steel, further assessments were able to be undertaken on subsequent piles where the diver was able to reach the toe of the cylindrical pile more easily, it was during these assessments that the diver was able to ascertain that the cylindrical object was in fact a 30mm thick length of HDPE pipe, encasing a timber pile. In instances where the diver was able to make contact with the encased timber pile, the diver reported them as being rotten/soft to touch.

On discovery of the HDPE encasements, verbal findings were provided to Peter Doust of M P Rogers, with authority provided to procure hydraulic jack hammering equipment to remove the pile filler material at full cap level of a single pile, to ascertain what the 20mm round bar was connected to within the annulus of the concrete sleeve, as it had always been presumed it was welded to a pile cap. As it was logistically the easiest pile to inspect, Pile 1N was nominated for jack hammering.

The jack hammering of the filler material took considerable effort due to the strength of the concrete. Once exposed the pile was observed to be timber, with two lengths of rail iron running vertically down either side of the pile. A copper "pile hat" similar to a piling shoe sat on the timber pile at full cap level. An "S" bend in the 20mm round bar with a square plate tack welded to it, enables the round bar to sit central to the timber pile, the round bar then penetrates further into the pile encasement. No HDPE sleeve was sighted on pile 1N.

In addition to the above findings, divers also ascertained that several of the concrete encasements have lost their filler material in the bottom 500mm to seabed, this was physically confirmed on several piles with the diver able to place his hand in the annulus space between the concrete encasement and pile. Itemised findings relating to the condition of each inspected pile, are contained within SECTION 5.2: TABLE OF FINDINGS, beginning on the page hereafter.



5.2 TABLE OF FINDINGS: POINT RESERVE NORTH JETTY

Pile #	Concrete Sleeve Condition	Seabed Penetration	Comments
1N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile. Hydraulically jack hammered the concrete encasement at full cap level to expose the encapsulated pile. The filler material took considerable force to break up. The bar protruding from the full cap level of the pile encasement was ascertained to be 20mm diameter round bar, threaded at its top end. It is grouted further down into the pile. It rests on a copper hat that is reminiscent of a pile shoe, which sits on top of the timber pile. Either side of the timber pile lengths of railway iron runs parallel with the pile.
1S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
2N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
2S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
3N	Good	>-1800mm	Seabed probe reached maximum penetration; sleeve exceeds -1.8m embedment
3S	Good	>-1800mm	Seabed probe reached maximum penetration; sleeve exceeds -1.8m embedment
4N	Good	>-1800mm	Seabed probe reached maximum penetration; sleeve exceeds -1.8m embedment
4S	Good	>-1800mm	Seabed probe reached maximum penetration; sleeve exceeds -1.8m embedment
5N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
5S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not feel pile, Small chip in casing likely impact damage 5mm deep.
6N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
6S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
7N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
7S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
8N	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
8S	Good	-1500mm	Sleeve finishes -1500mm below seabed, could not physically reach pile
9N	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
9S	Good	-800mm	Sleeve finishes -1500mm below seabed, could not physically reach pile



Pile #	Concrete Sleeve Condition	Seabed Penetration	Comments
10N	Good	-300mm	Bottom 500mm of sleeve to seabed sounds hollow, confirmed when the diver was able to place his hand inside the annulus after excavation. Diver could feel what he believed to be the toe of a steel pile encasing a timber pile. Attempted to obtain UTT Readings, when readings couldn't be received diver placed a magnet on the pile, ascertaining that the encasement was in fact 30mm thick HDPE 600mm in circumference
10S	Good	-100mm	Diver can feel toe of HDPE sleeve, encasing a timber pile. Timber feels rotten and soft to touch. HDPE sleeve confirmed with magnet, 30mm thick 600mm circumference
11N	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
11S	Good	-300mm	Bottom 500mm of concrete sleeve hollow, Diver placed hand inside concrete sleeve could not feel timber, HDPE or other encased structure
12N	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
12S	Good	-300mm	Diver can feel toe of HDPE sleeve, encasing a timber pile. Timber feels severely rotten and soft to touch. HDPE sleeve confirmed with magnet, 30mm thick 600mm circumference. Bottom 500mm of concrete encasement to seabed is hollow
13N	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
13S	Good	-800mm	Sleeve finishes -800mm below seabed, could not physically reach pile
14N	Good	-500mm	Sleeve was hollow in the bottom -300mm to seabed, confirmed by the diver being able to place his hand inside the annulus of the sleeve. Diver could feel HDPE encasement. Couldn't feel toe of HDPE sleeve
14S	Good	-700mm	Sleeve finishes -700mm below seabed, could not physically reach pile, however sleeve sounds hollow when hit in the bottom 400mm to seabed



5.3 POINT RESERVE SOUTH JETTY: DIVERS GENERAL OBSERVATIONS

The timber piles on the Point Reserve South Jetty are all in a very similar condition, the piles present in sets of 2 from pier 1 to pier 10. Piles range from approximately 160mm in outside diameter to 250mm in outside diameter. Prior to this inspection being undertaken each pile was wrapped in a timber pile protection system, from full cap level to below seabed level. The wrapping system was in good condition with no observed defects.

On removal of the timber pile protection system, the piles were observed to be free from marine growth. Splits in the timber had been filled with petrolatum filler materials. To facilitate the inspection, petrolatum filler materials were removed from splits in the piles, all removed materials were removed from site and disposed of at a waste facility.

Typically, timber piles were observed to have the occurrence of timber splitting from headstock level down to approximately Mean Sea Level, the severity of the splitting was generally quite severe to moderate above areas of water fluctuation, reducing in severity and frequency within fully submerged areas of the piles where the splitting was negligible.

Wood rot was present on all piles, however it was only observed within areas of water fluctuation, in fully submerged areas of the piles no signs of wood rot were observed, no necking or erosion was observed at seabed level.

Evidence of previous marine borer infestation was observed by way of worm holes in the outside face of the timber, no active marine borer presence was observed during the inspection.

6 Piles were core tested, 5 of those piles at seabed level and within the intertidal level the 6th pile, which was a shorter pile and inshore was core tested mid water. In each instance during core testing the divers relayed that the internal timber felt solid during the coring process, with the drill meeting resistance. On completion of cored holes were visually inspected through with divers reporting no instances of internal splitting, wood rot or marine borer infestation with the internal sections of the piles, cored holes were also scrape tested, utilising a narrowed diameter hooked stainless pick, to feel for rotten or soft timber, with divers reporting in each instance the timber physically felt to have a high density. The colour of the retrieved core sample shavings indicated that the timber is most likely jarrah.

Itemised findings relating to the condition of each inspected Timber Pile, are contained within SECTION 5.4: TABLE OF FINDINGS.



5.4 TABLE OF FINDINGS: POINT RESERVE SOUTH JETTY

TIMBER PILE INSPECTION						
PILE#	ROT	SPLITTING	BORER	AVG. SPLIT DEPTH	CIRC.	COMMENTS
1N	Yes	Yes	No	30mm	SB – 550mm IT – 520mm	Moderate splitting observed above the waterline Minor wood rot observed in areas of water fluctuation Exposed pile length 810mm
1S	Yes	Yes	No	40mm	SB – 530mm IT – 500mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Exposed pile length 750mm
2N	Yes	Yes	No	40mm	SB – 500mm IT – 490mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Pile core tested mid pile, no internal splitting or rot, pile solid Pile length 340mm
2S	Yes	Yes	No	40mm	SB – 520mm IT – 500mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Exposed length 300mm
3N	Yes	Yes	No	50mm	SB – 590mm IT – 540mm	Moderate splitting above waterline Minor wood rot in areas of water fluctuation Exposed pile length 1100mm
3S	Yes	Yes	Yes	50mm	SB – 570mm IT – 580mm	Moderate splitting above waterline Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1280mm
4N	Yes	Yes	Yes	100mm	SB – 630mm IT – 610mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1280mm
4S	Yes	Yes	Yes	100mm	SB – 670mm IT – 650mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 1280mm



TIMBER PILE INSPECTION						
PILE#	ROT	SPLITTING	BORER	AVG. SPLIT DEPTH	CIRC.	COMMENTS
5N	Yes	Yes	Yes	50mm	SB – 540mm IT – 510mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 1400mm
5S	Yes	Yes	Yes	100mm	SB – 600mm IT – 640mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1410mm
6N	Yes	Yes	Yes	100mm	SB – 580mm IT – 590mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1530mm
6S	Yes	Yes	Yes	100mm	SB – 600mm IT – 600mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1590mm
7N	Yes	Yes	No	100mm	SB – 570mm IT – 580mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Exposed pile length 1600mm
7S	Yes	Yes	Yes	50mm	SB – 580mm IT – 570mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 1620mm
8N	Yes	Yes	Yes	100mm	SB – 600mm IT – 610mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1770mm

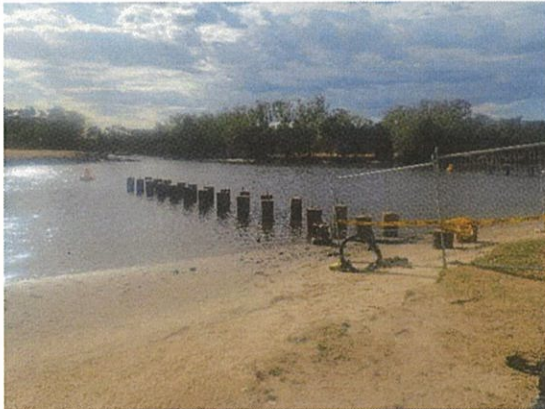


TIMBER PILE INSPECTION						
PILE#	ROT	SPLITTING	BORER	AVG. SPLIT DEPTH	CIRC.	COMMENTS
8S	Yes	Yes	Yes	50mm	SB – 700mm IT – 710mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 1710mm
9N	Yes	Yes	Yes	100mm	SB – 710mm IT – 720mm	Very Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1980mm
9S	Yes	Yes	Yes	100mm	SB – 810mm IT – 810mm	Severe splitting above waterline, daylight can be seen through the pile Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 1940mm
10N	Yes	Yes	Yes	50mm	SB – 700mm IT – 6900mm	Moderate splitting above waterline Minor wood rot observed in areas of water fluctuation Minor borer holes observed – No active infestation Pile core tested at intertidal and seabed level, no internal splitting or wood rot observed within pile, no borer holes in centre of pile Exposed pile length 2050mm
10S	Yes	Yes	Yes	50mm	SB – 640mm IT – 570mm	Moderate splitting above waterline Minor wood rot in areas of water fluctuation Minor borer holes observed – No active infestation Exposed pile length 2100mm



6. SITE PHOTOS:

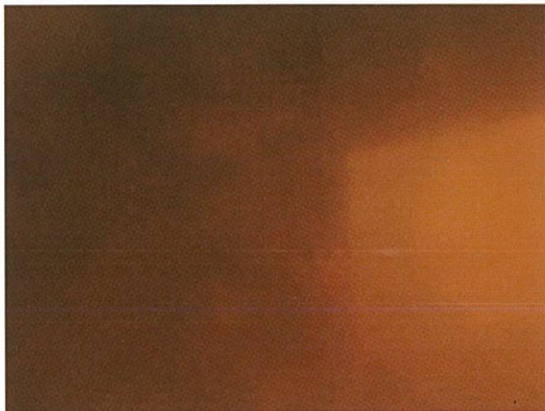
6.1 POINT RESERVE NORTH JETTY:



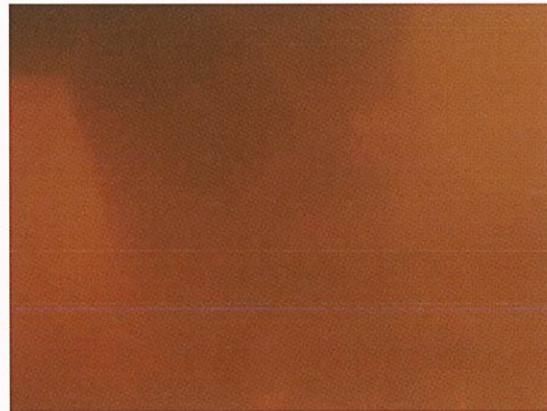
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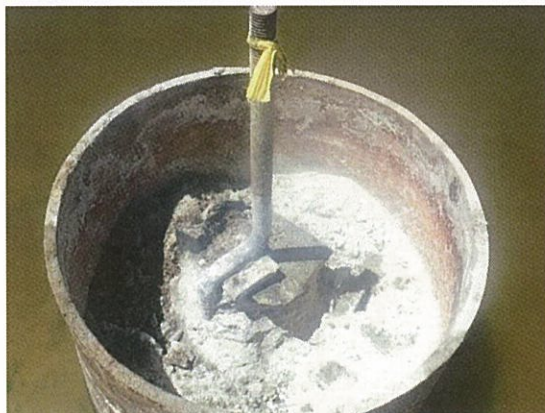
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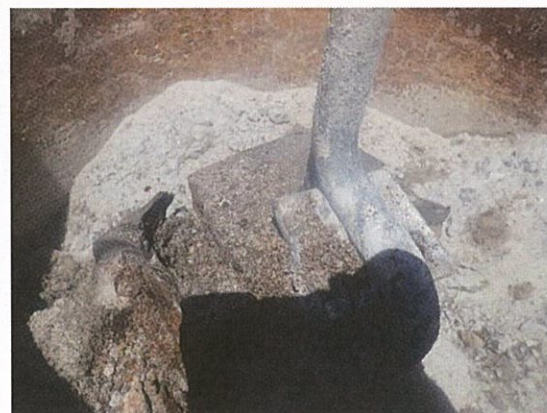
1.3



1.4



1.5



1.6

1.1: Overview Point Reserve North Jetty pile footprint, 28 piles over 14 piers

1.2: Example worker probe testing the seabed to identify pile encasement seabed penetration

1.3: Example excavated seabed, toe of pile casing reached encased HDPE sleeve can be seen

1.4: Example excavated seabed, toe of pile casing reached encased HDPE sleeve can be seen

1.5: Pile 1N after full cap concrete removal, photo identifies 20mm round bar penetrating further down the pile encasement, railway iron either side of the timber pile, that is capped with a "pile hat"

1.6: Pile 1N after full cap concrete removal, photo identifies 20mm round bar penetrating further down the pile encasement, railway iron either side of the timber pile, that is capped with a "pile hat"



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6.2 POINT RESERVE SOUTH JETTY:



2.1



2.2



2.3



2.4



2.5



2.6

2.1: Overview Point Reserve South Jetty 20 piles over 10 piers

2.2: Typical Severe splitting occurring intertidal areas and above on timber piles

2.3: Typical moderate splitting occurring intertidal areas and above on timber piles

2.4: Typical wood rot with moderate splitting occurring on timber piles

2.5: Example seabed core test undertaken on timber piles, with no internal defects identified

2.6: Example intertidal core test undertaken on timber piles, with no internal defects identified



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7. SUMMARY:

Shorewater Marine has provided these findings & recommendations, based on industry experience and works completed similar in nature to the Point Reserve Jetties pile assessments. We do recommend that M P Rogers review all findings and recommendations.

Shorewater Marine can provide many repair methodologies for consideration, with budget quotations on all recommended repairs.

Shorewater Marine PTY LTD would like to thank M P Rogers & Associates for providing us with the opportunity to complete the below water assessment on the Point Reserve Jetty structures, within the Town of Bassendean, Western Australia.

We hope the information provided in this report is written in a clear and detailed manner, we are available on the numbers listed should you have any questions or queries regarding this report or any future works we can assist you with.

Shorewater Marine PTY LTD

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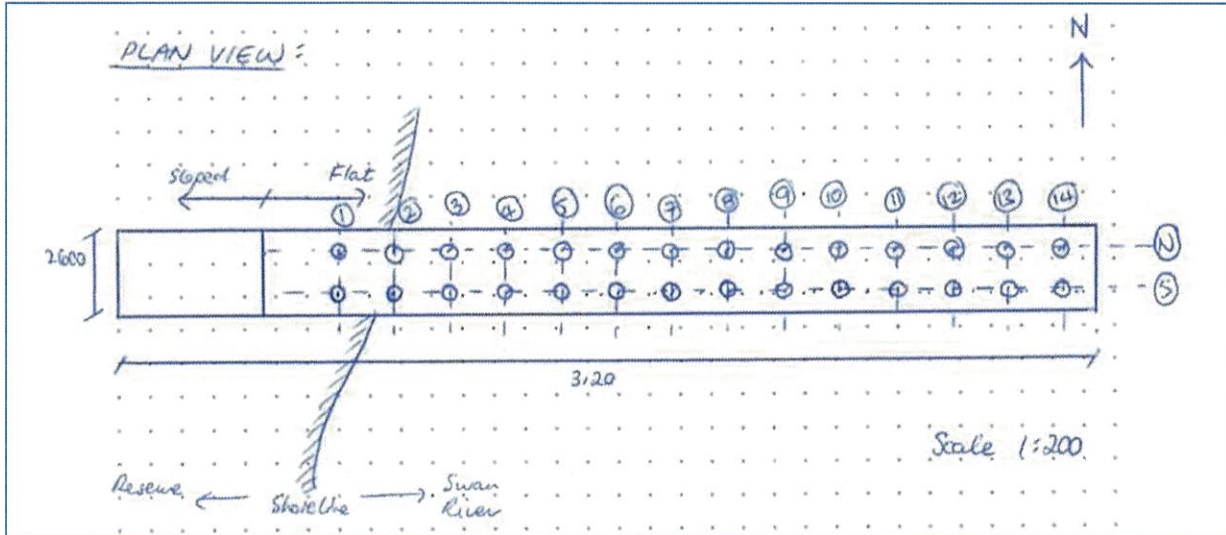
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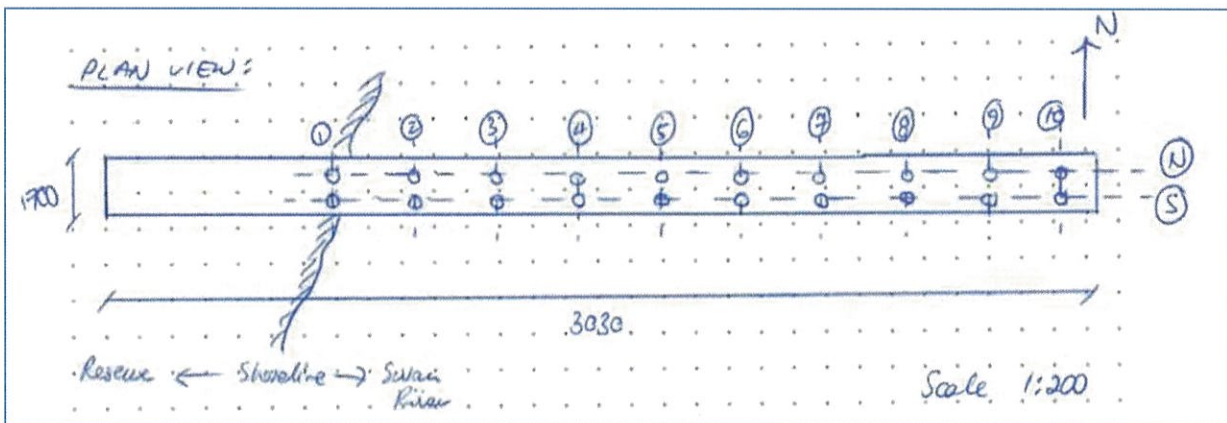


APPENDIX A – PILE LAYOUT

A.1 POINT RESERVE NORTH JETTY:



A.2 POINT RESERVE SOUTH JETTY:



ATTACHMENT NO. 10



Department of
**Local Government, Sport
and Cultural Industries**

National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

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1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018 (WA)* took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)*, Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.

- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

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Website: www.dlgc.wa.gov.au

APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

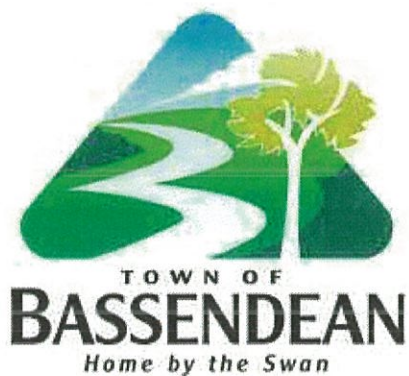
INSTITUTION/ ORGANISATION DETAILS

Institution / Organisation Name	Also known as	Physical Address 1	Physical Address 2	Physical Country	Physical Post Code	Physical State	Physical Suburb	Operation Start Day	Operation Start Month	Operation Start Year	Website	Notes
<p>The current and official list of your local government authority. This will be used for the public search function on the National Reversal Scheme's website - www.industrysport.gov.au</p>	<p>Names of your organisation and facilities that your organisation has owned or operated - past and present (include centres, pavilions, arenas, libraries, sports grounds etc.)</p> <p>Other names your local government might have been previously known as (e.g. Road Board, Shire, Town, City), including any prior amalgamation / separation. List each on a single line with associated details (address, start / operating dates etc.)</p>	<p>This is the address of the organisation/facilities (or their main administration building).</p>	<p>This is the street address of the organisation / institution (or their main administration building).</p>	<p>This is the country in which the organisation / institution (or their main administration building) is based.</p>	<p>This is the postcode of the organisation / institution (or their main administration building).</p>	<p>This is the state in which the organisation / institution (or their main administration building) is based.</p>	<p>This is the suburb of the organisation / institution (or their main administration building).</p>	<p>Date the organisation/institution started operation. If the date it started operating is known, the day should be expressed as 2 digits. If it is unknown then this field should be left blank.</p>	<p>Month the organisation/institution started operation. If month stated operating is known, the month should be expressed as 2 digits. If it is unknown then this field should be left blank.</p>	<p>Year the organisation/institution started operation. If year stated operating is known (or estimated), the year should be expressed as 4 digits. If it is unknown (and cannot be determined) then this field should be left blank.</p>	<p>Website link for services to the organisation/institution.</p>	<p>Include any further information that you believe would be useful to assist in identifying providers (both publicly and in outcome letters). This may be included on the Reversal Scheme's Website.</p>
Town of Basenenden	Town of Basenenden Administration Building	35 Old Perth Road, Basenenden	48 Old Perth Road, Basenenden	Australia	6054	WA	Basenenden	30	June	1975	https://www.basenenden.wa.gov.au/	The Town of Basenenden is a local government authority that came into effect in 1975. The Town is responsible for providing local government services to the community of the district.
	Shire of Basenenden			Australia	6054	WA	Basenenden	1	July	1981		
	Basenenden Road Board			Australia	6054	WA	Basenenden	9	June	1972		
	West Guildford Road Board			Australia	6054	WA	Basenenden	10	May	1971		
	Town of Basenenden Library			Australia	6054	WA	Basenenden				https://www.basenenden.wa.gov.au/	A service that empowers young people aged 12-25.
	Basenenden Youth Services			Australia	6054	WA	Basenenden				https://www.basenenden.wa.gov.au/	Child care centre that caters for 0 - 5 year olds.
	Wind in the Willows Child Care			Australia	6054	WA	Basenenden				https://www.basenenden.wa.gov.au/	
	Deport			Australia	6054	WA	Basenenden				https://www.basenenden.wa.gov.au/	

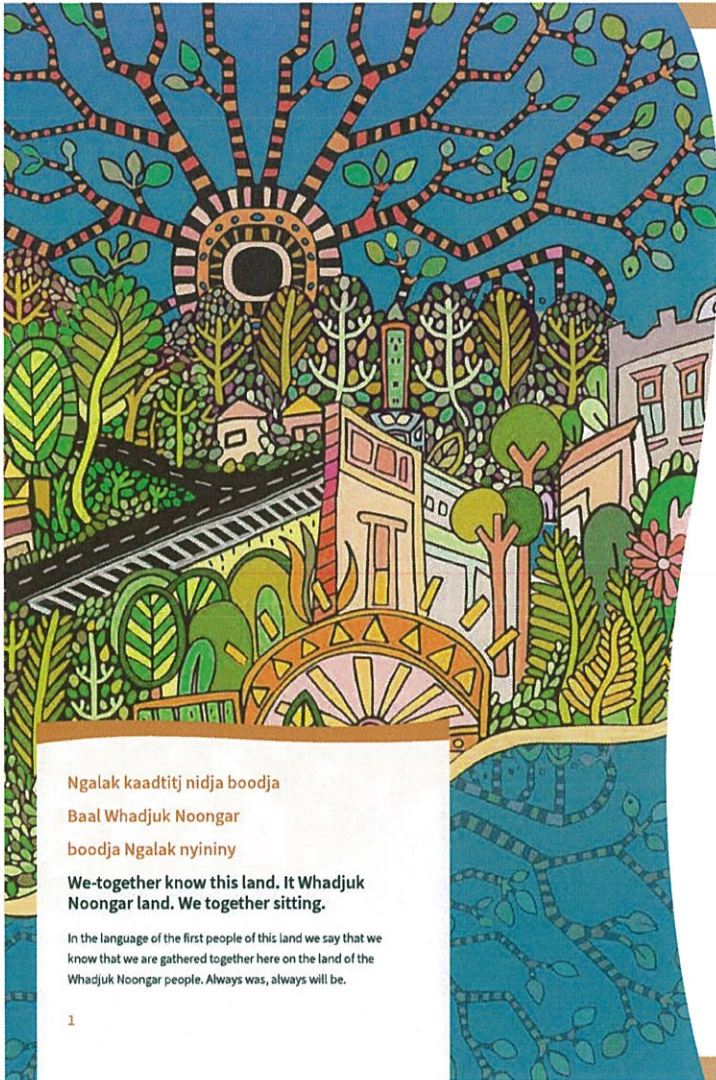
ATTACHMENT NO. 11



2020
-2030



TOWN OF BASSENDEAN
Strategic
Community
Plan



Ngalak kaadtij nidja boodja

Baal Whadjuk Noongar

boodja Ngalak nyininy

We-together know this land. It Whadjuk Noongar land. We together sitting.

In the language of the first people of this land we say that we know that we are gathered together here on the land of the Whadjuk Noongar people. Always was, always will be.

1 A message to our community

Thank you to our community for the input and insight that has allowed us to develop our new Strategic Community Plan for 2020 to 2030.

We are very excited about the future of our Town over the next ten years and beyond. We are especially excited that our vision for the future has been developed in collaboration with residents of Ashfield, Bassendean and Eden Hill.

There have been many changes in the Town of Bassendean since our previous Strategic Community Plan was developed in 2017. In light of these changes, we have thoroughly reviewed our Plan to ensure it aligns with our vision, values and aspirations for the future.

Our Strategic Community Plan is now more a reflective of our unique Town of Bassendean community than ever before. We encourage you to read it, and look to it when you consider where our Town is headed over the next ten years. It acts as our constitution, a compass that guides our decisions and our work, and a reflection of who we are and what we strive for.

2019 saw the delivery of our Town's most comprehensive community engagement project – BassenDream Our Future – which saw thousands of us share our views on the future direction of Ashfield, Bassendean and Eden Hill. The structure

of our organisation has also changed since 2017, and we wanted to ensure that our current Council and staff had the opportunity to provide input.

Like the rest of the world, our Town has been impacted by the COVID-19 crisis, and some of these impacts will change the face of our community and local government into the future. Our Plan considers how we can achieve the outcomes that were priorities prior to the COVID-19 crisis, whilst ensuring we have a strong, resilient community that can recover and respond to future impacts.

When you read our Plan you are reading the aspirations of your fellow community members and your local government. We are already well on the way to achieving many of these aspirations, but there is a long way to go to realise our shared vision. We look forward to working together in continuing to build a welcoming, sustainable, accessible, proactive and resilient Town of Bassendean.

2 What makes our town unique?

The Town of Bassendean is a small local government area that sits on the Swan River, approximately 8km north-east of the Perth CBD.

Our local government area is comprised of three suburbs:



Bassendean



Ashfield



Eden Hill

We might be small size, but we are big in heart, connectedness and collaboration.

We value our uniqueness and the bonds that bring us together.

2.1 What we value

From extensive discussions with many of our approximately 16,000 community members, we know that our Town is much loved for its sense of community, history, natural environment and accessibility.

Our sense of connection is strong because Ashfield, Bassendean and Eden Hill are welcoming places where people know each other and enjoy a "country town" vibe. There is the opportunity to continue to strengthen our community, ensure we are well-connected and to support each other. Our residents, businesses, community groups, Council and staff all value working together to achieve our goals.

Our local area has a rich history that is reflected in our community, the natural environment and our Town's built form. Balancing our connections to the past with

the need for future positive change is crucial. We seek a sustainable future for our people, our environment and our economy.

A beautiful natural environment with an abundance of vegetation, trees, green open space and connection to the Swan River are highly valued by our community. We are already making positive enhancements to our natural environment and are leaders in this area.

A historic and accessible town centre in Bassendean, three train stations and easy access to the Perth CBD make Ashfield, Bassendean and Eden Hill attractive and convenient places to live. When considering where future members of our growing community could live, many of us agree that our activity centres and train stations are important locations for future housing.

2.2 Who we are

We are a diverse community with a similar age structure to metropolitan Perth more broadly. Many of our families have lived in our Town for generations, while others of us are new migrants. We have slightly fewer family households and slightly more single-person households than the Perth average.

Our service, facility and business needs are tailored to our diverse community.

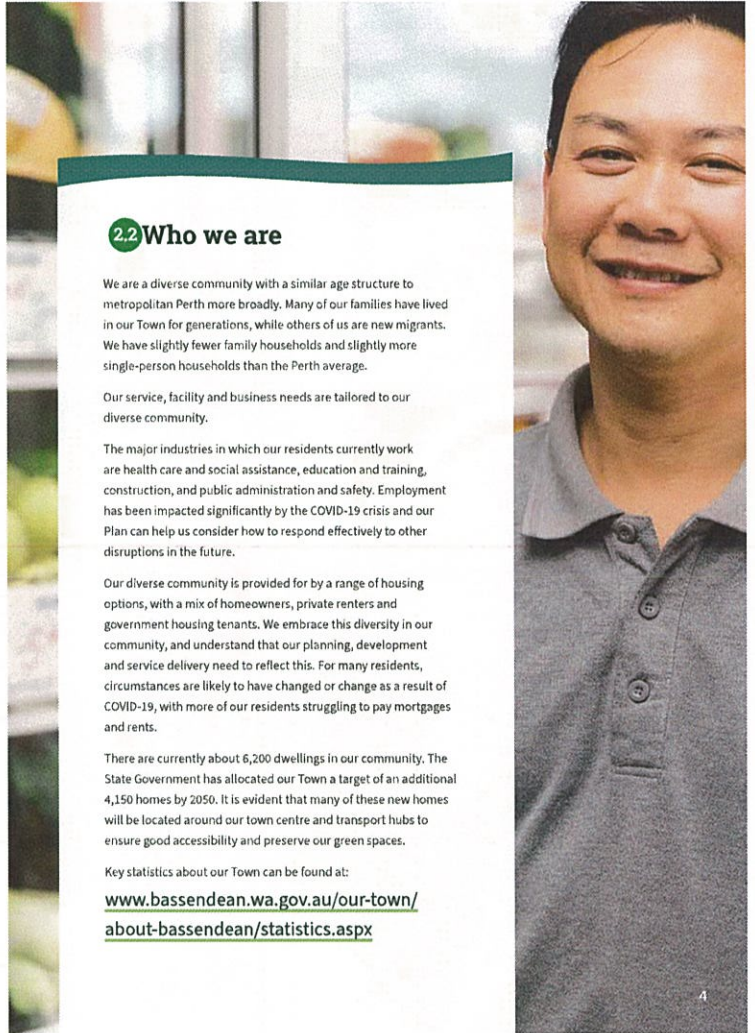
The major industries in which our residents currently work are health care and social assistance, education and training, construction, and public administration and safety. Employment has been impacted significantly by the COVID-19 crisis and our Plan can help us consider how to respond effectively to other disruptions in the future.

Our diverse community is provided for by a range of housing options, with a mix of homeowners, private renters and government housing tenants. We embrace this diversity in our community, and understand that our planning, development and service delivery need to reflect this. For many residents, circumstances are likely to have changed or change as a result of COVID-19, with more of our residents struggling to pay mortgages and rents.

There are currently about 6,200 dwellings in our community. The State Government has allocated our Town a target of an additional 4,150 homes by 2050. It is evident that many of these new homes will be located around our town centre and transport hubs to ensure good accessibility and preserve our green spaces.

Key statistics about our Town can be found at:

www.bassendean.wa.gov.au/our-town/about-bassendean/statistics.aspx



3 How our plan was developed

The Strategic Community Plan (SCP) has been informed by the comprehensive BassenDream Our Future community engagement process and the MARKYT Community Scorecard research project.

Methods

BASSENDREAM OUR FUTURE



3000+

Interactions with community members and other stakeholders



1,281

Feedback materials received (including postcards, poll and survey responses and feedback forms)



21

Engagement initiatives, plan an ideas Hub and online polls open for the entire project process

MARKYT SCOREBOARD



811

Residents completed a scoreboard (12% of private dwellings in the area)



13

Out-of-area ratepayers and visitors



19

19 Council-affiliated respondents



843

Residents in total

Our Town today

TOP 5 THINGS THAT ARE GREAT ABOUT OUR TOWN:*



1. Proximity to the river



2. Proximity to Perth CBD



3. Access to public transport



4. Natural environment



5. Location (general)

TOP 10 WORDS USED TO DESCRIBE OUR TOWN RELATE TO:*

1. Sense of community
2. Green and natural
3. Relaxed / quiet
4. Feels like a village / country town
5. Connection to history and heritage
6. connected / accessible
7. Future potential
8. Proximity to the river
9. Progressive
10. Too quiet / uneventful

OUR TOWNS MOST HIGHLY RELATED SERVICES AND FACILITIES:**



• Library Services



• Public Transport



• Festivals, events, arts and cultural initiatives

OUR TOWNS MOST HIGHLY RELATED SERVICES AND FACILITIES RELATIVE TO OTHER LOCAL GOVERNMENTS:**



• Councils Leadership



• Community Consultation



• Efforts to adapt to climate change and promote sustainability



• Public Transport



• Youth Services

*BassenDream Our Future **MARKYT Community Scoreboard

Our Town in 10 years

TOP 5 THINGS THAT COULD MAKE OUR TOWN EVEN BETTER:*



1. Environmental management



2. Preserve / enhance open space



3. Events / arts / cultural initiatives



4. Improved connection / accessibility



5. Old Perth Road activation / revitalisation

TOP 10 WORDS USED THAT COULD DESCRIBE OUR TOWN IN THE FUTURE RELATE TO:*

1. Vibrant / active

2. Green and natural

3. Sense of community

4. Modern / progressive

5. Sustainable

6. Place of interest

7. Inclusive / inviting

8. Connected / accessible

9. Safe

10. Relaxed / quiet

AREAS WHERE OUR TOWN CURRENTLY PERFORMS BELOW THE AVERAGE FOR LOCAL GOVERNMENTS, AND COULD BE IMPROVED:**



Playgrounds, parks and reserves



Town centre development



Economic development



Safety and security

*Bassendean Our Future **MARRYT Community Scoreboard

Other previous projects that involved significant community participation were also reviewed, along with relevant Town of Bassendean strategies, policies and projects.

Multiple workshops with staff and elected members to draft the Strategic Community Plan were conducted.

This input from the community, stakeholders and Town of Bassendean staff and elected members has allowed for the development of a Strategic Community Plan that is reflective of this unique community.

How our Plan related to the One Planet Living Framework

Our Town was only the second local government in Western Australia to adopt the One Planet Living sustainability framework. We are proud of our commitment to leading sustainability and the framework guides our approach to this.

This Plan reflects the 10 principles of the One Planet Living framework and addresses environment, social and economic sustainability challenges.

We are also part of a network of like-minded local governments across Australia.

The 10 principles of the One Planet Living Framework are shown in the diagram below.

We chose to adopt the One Planet Living principles because:

It puts people first.

It's grounded in the reality of how people live their lives rather than box ticking

It's holistic.

Nothing will drop through the gaps with our 10 principles

It's about true sustainability.

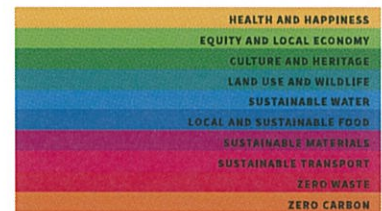
There's no greenwashing.

It reaches hearts as well as minds.

One Planet Living is used to inspire people across the world to get involved in sustainable change.



ONE PLANET LIVING PRINCIPLES



4 Our vision for the future



Over the next 10 years, our Town and community will be:

A welcoming and inclusive community whose members know and support each other.



A community and local government that take environmentally sustainable actions for our Town, State, country and planet.



An accessible place with a rich natural environment, thriving town centre and precincts, and connection to history.



Supported by a proactive local government that makes brave decisions and enables positive change.



Resilient, adaptable to change and moving towards self-sufficiency.



5 The purpose of our Plan

This is our key guiding document that ensures our actions and decisions reflect our unique community and the feedback we have received.

Every local government in Western Australia must have a Strategic Community Plan. The Strategic Community Plan defines the local government's vision, aspirations and priorities for the next 10 years. It is the overarching document that informs all other plans, strategies and policies. Our Plan is reviewed entirely every four years with a smaller desktop review every two years.

We want our Plan to guide everything we do.

Our Plan is designed to achieve the following objectives:

- Clearly and succinctly describe our vision for the future, and how this can be achieved
- Be used as a compass to direct all our work, actions and decisions towards realising our vision and key outcomes
- Ensure we know what success in working towards our vision looks like, and how this is measured
- Remind us all to focus on achieving positive outcomes
- Be a touchstone for all other strategies, plans and day-to-day work of our Town
- Ensure our resources (funding, staff time, volunteer time etc.) are allocated efficiently to strategies, projects and work that will have the greatest impact



6 How we can work together

Our Plan is for all members of our community (including all residents, ratepayers and businesses); and the Town of Bassendean elected members and staff.

It tells the story of who we are and what we are striving for.

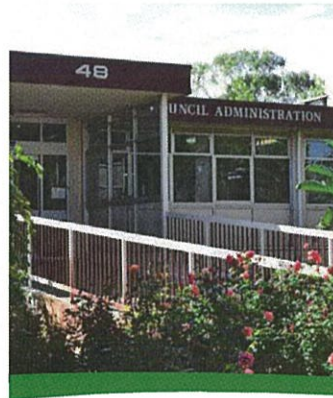


6.1 How to use this plan: Community members

Residents, ratepayers, businesses and other stakeholders of our Town can use this Plan to:

- See how your feedback and the feedback of your community has informed our Plan
- Understand the vision and key priorities of our community and local government
- Understand the framework that guides Council decision making
- Determine how your actions can contribute to achieving positive change in the Town of Bassendean

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6.2 How to use this plan: Elected members

Elected members of our Town use this Plan to:

- Consider whether motions and proposals put forward by other elected members, community members, proponents and staff are contributing to the vision, priorities and outcomes of our Plan
- Ensure current projects are of a high value and contributing towards the agreed vision, priorities and outcomes
- Strike a balance between strategic priorities, legislated needs and community aspirations
- Where competing priorities are assessed against the plan – determine which provides greater value. For example, does the new proposal provide greater value than an existing one? Should there be a redirection of resources?

6.3 How to use this plan: Town staff

Town of Bassendean staff members use this Plan to:

- Assess new tasks, projects and proposals to ensure they contribute to the vision and priority areas
- Ensure current projects are of a high value and contributing towards the agreed vision, priorities and outcomes
- Strike a balance between strategic priorities, legislated needs and community desires
- Where competing priorities are assessed against the plan – determine which provides greater value. For example, does the new proposal provide greater value than an existing one? Should there be a redirection of resources?

14

7 Our priorities

These priority areas were identified following community engagement and were refined during workshops with staff and elected members:

1. Strengthening and connecting our community
2. Leading environmental sustainability
3. Creating a vibrant town and precincts
4. Driving financial sustainability
5. Facilitating people-centred services
6. Providing visionary leadership and making great decisions
7. Building community identity by celebrating culture and heritage

The following pages detail specific outcomes that relate to each priority area, strategies to achieve those outcomes and what achieving that outcome looks like.

The strategies and indicators of success are intentionally broad. This is because our Plan must be flexible enough to allow different ways of achieving an outcome. Our Strategic Community Plan does not describe specific policies, plans or actions that will be taken to achieve the outcomes. We have more specific plans and policies, such as the Corporate Business Plan, that reflect the Strategic Community Plan and define specific actions.

"What success looks like" is defined in both the short and long term in the following pages, as the Strategic Community Plan has a 10-year outlook. Short-term indicators of success are those that may be achieved within the first three years. Long-term indicators of success are those that can be achieved within the remaining seven years.

PRIORITY AREA 1:

8 Strengthening and Connecting our Community

DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Fostering a culture of collaboration and trust between the organisation and community	<ul style="list-style-type: none"> Provide opportunity to listen and involve our community in decisions that affect them 	<ul style="list-style-type: none"> Greater community support for decision making
Establishing partnerships with the community that build capacity, connection and sense of belonging	<ul style="list-style-type: none"> Identify community members and organisations with the capacity to deliver projects and programs Build capacity of community groups to deliver social return on investment Identify and deliver community funding Foster volunteering to provide services for our community and to build connections Build capacity of volunteers to deliver programs and services with limited input from the Town 	<ul style="list-style-type: none"> Increased percentage of services delivered by community groups compared to the Town Increased social return on investment using an agreed approach Increased volunteer participation rates Town staff hours result in greater return for time in volunteer management
Treating people equitably with access to programs and services, regardless of advantage or ability	<ul style="list-style-type: none"> Ensure access and inclusion to spaces and places throughout our Town for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people Enable programs and services that cater for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people 	<ul style="list-style-type: none"> Alignment between services delivered and community needs Diversity (in terms of demographic, ability, culture, background) of community members accessing spaces, places, programs and services is reflective of community structure
Creating an environment where people feel welcome and safe	<ul style="list-style-type: none"> Create public spaces and transport routes that encourage people to linger, interact and enjoy (including evening use) Encourage the adoption of a collective responsibility towards safety 	<ul style="list-style-type: none"> Increased use of public transport by different demographics Increased active transport by different demographics Reduced antisocial incidents
Supporting healthy lifestyles throughout our Town	<ul style="list-style-type: none"> Improve functionality of amenities and lifestyle options Improve walkability and cycle-ability 	<ul style="list-style-type: none"> Increased use of public open spaces and other amenities Improved health and wellbeing of residents
Creating a resilient and adaptable community	<ul style="list-style-type: none"> Support community organisations in crisis preparedness and recovery Prioritise local employment Identify essential and non-essential services for clear prioritisation 	<ul style="list-style-type: none"> Community organisations with their own crisis preparedness strategies Increased proportion of local workers are local residents Clarity on prioritisation of services
Facilitate community connection	<ul style="list-style-type: none"> Prioritise projects that bring people together and strengthen community connectedness 	<ul style="list-style-type: none"> Increased participation rates in volunteering, community activities and events

PRIORITY AREA 2:

9 Leading environmental sustainability

DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Demonstrate strong leadership in waste reduction and carbon neutrality	<ul style="list-style-type: none"> Initiate and drive innovative waste management practices Initiate and drive innovative renewable energy practices 	<p>SHORT TERM</p> <ul style="list-style-type: none"> State Government targets are met Waste generated per capita is reduced by 10% <p>LONG TERM</p> <ul style="list-style-type: none"> 70% of waste is diverted from landfill by 2030 On track to achieve carbon neutrality by 2030
Be innovative in responses to sustainability challenges	<ul style="list-style-type: none"> Embed sustainability considerations in Council decision making Practise early uptake of suitable new technologies and innovations 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Examples of being first adopters are evident
Foster an empowered community that drives sustainability	<ul style="list-style-type: none"> Increase community support for sustainability considerations 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Increased community support for sustainable initiatives
Conserve, protect and enhance our natural environment and biodiversity	<ul style="list-style-type: none"> Conserve, enhance and repair natural and urban areas Facilitate management of reserves by Friends groups 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Increased number and rate of participation of environmental volunteers <p>LONG TERM</p> <ul style="list-style-type: none"> Restoration and revegetation measures improve
Value and conserve and protect our water resources and waterways	<ul style="list-style-type: none"> Implement waterwise initiatives and policies for residents, businesses and other organisations Convert drains into living streams 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Gold Waterwise Council status is retained Quality of water flows into Swan River improves Stream restoration measures improve
Support the creation of a more green and shaded Town	<ul style="list-style-type: none"> Create an urban forest throughout reserves, gardens and streets Protect existing trees and green spaces 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Fewer trees lost during development <p>SHORT TERM</p> <ul style="list-style-type: none"> Increased proportion of tree cover Reduced heat island effect

PRIORITY AREA 3:

10 Creating a vibrant town and precincts

DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Support the town centre to thrive	<ul style="list-style-type: none"> Advocate for economic growth of our Bassendean town centre Engage potential government and private sector development partners to realise opportunities within the Town of Bassendean 	<p>LONG TERM</p> <ul style="list-style-type: none"> Increased number of developments within the town centre Increased population within the Town Improved retention of existing businesses Increased number and retention of new businesses Increased local employment
Increase the residential population close to centres and train stations	<ul style="list-style-type: none"> Ensure planning and development strategies and policies align with the desire to focus future development around centres and train stations 	<p>LONG TERM</p> <ul style="list-style-type: none"> Meet obligations under State population targets Appropriately located development Increased dwelling numbers and diversity of dwelling types Enhanced quality of development outcomes

PRIORITY AREA 4:

11 Driving financial sustainability

DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Ensure there is sufficient, effective and sustainable use of assets	<ul style="list-style-type: none"> Assess assets (including review of portfolio, landholdings and facility condition, use and capacity) to optimise and rationalise Ensure financial planning has a long-term outlook and a focus on land asset rationalisation 	<p>SHORT TERM</p> <ul style="list-style-type: none"> All Town-owned buildings increased in their utilisation Defined position and strategy of when buildings need renewal <p>LONG TERM</p> <ul style="list-style-type: none"> Consolidated infrastructure footprint Enhanced sustainability footprint Clear indications of whole-of-life costs
Ensure community facilities are accessible to and well utilised by a diverse range of community members	<ul style="list-style-type: none"> Community Infrastructure Strategy (use of community spaces, shared or individual hubs, appropriate number of facilities) Leasing, Licensing and Hiring Strategy 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Increased use of facilities Increased shared use of spaces/diversity of use
Support the local economy	<ul style="list-style-type: none"> Prioritise infrastructure projects that generate local employment and support a circular economy Ensure the local economy is positioned to recover from crises 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Increased local employment, relative to non-local employment Increased local supply-chain use, relative to non-local supply

PRIORITY AREA 5:

12 Facilitating people-centred services

DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Ensure community members know where and how to access services	<ul style="list-style-type: none"> Improve communication regarding where community members can receive services, advice and provide feedback Ensure transparent and open discussions with community members 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Clarity within the community and local government regarding who deals with different types of decision Clarity and consistency around complaints procedure
Deliver efficient and well-connected internet and computer technology systems	<ul style="list-style-type: none"> Improve efficiency of internet and computer technology systems for community-facing services Explore online options for services that currently require physical presence 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Improved efficiency of online services for community Improved efficiency of online services for administration Increased customer base for online services Ability to deliver core work and services via non-contact methods

PRIORITY AREA 6:

13 Providing visionary leadership and making great decisions

DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Make brave decisions in line with a risk appetite	<ul style="list-style-type: none"> Early identification of potential risks / issues/opportunities Embed opportunity cost considerations 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Efficient and effective Council meetings Defensible decision making that is based on the identification of opportunities and benefits as well as negative impacts <p>LONG TERM</p> <ul style="list-style-type: none"> Examples of being first adopters
Ensure major decision making is informed by community feedback	<ul style="list-style-type: none"> Ensure community engagement processes are implemented in major strategic projects 	<ul style="list-style-type: none"> Ensure community engagement processes are implemented in major strategic projects
Ensure operational activities reflect the strategic focus of Council	<ul style="list-style-type: none"> Ensure clear communication and flow of information from decision makers to operational staff Implement a framework on decision making that identifies delegated authority for different levels of decision 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Efficient and effective Council meetings Outcomes-focused decision making (not process-focused) More delegated authority to CEO on appropriate items to enable Council to focus on strategy
Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community	<ul style="list-style-type: none"> Build understanding and support for the vision and Strategic Community Plan Demonstrate clear connections between the Strategic Community Plan, project and business-as-usual services and operations Create an organisational culture of performance, innovation and excellence Develop shared values between Council, administration and the community 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Openness and transparency of decision making Enhanced staff morale Staff have appropriate strategic direction Agreement on the link between projects and Strategic Community Plan General alignment regarding values
Foster an environment of innovation and leadership	<ul style="list-style-type: none"> Foster an environment of innovation, where people are encouraged to contribute Foster leadership: harness the talent of individuals Recognise and reward innovation and leadership 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Councillors and staff feel empowered to make appropriate decisions Professional development for staff and councillors Inductions to professional networks <p>LONG TERM</p> <ul style="list-style-type: none"> Recognition of excellence by other organisations
Respond effectively and efficiently to crises	<ul style="list-style-type: none"> Implement crisis management framework Communicate the impacts to business continuity 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Clarity of impacts to business continuity among elected members and staff prior to crisis situations Clarity amongst the community of local government, organisation and community responses

PRIORITY AREA 7:

14 Building community identity by celebrating culture and heritage

DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Appreciate, celebrate and engage with Noongar Boodjar (land), history, culture and people	<ul style="list-style-type: none"> Enhance partnerships with Noongar people - be guided by Traditional Owners in the appreciation, celebration and participation of Noongar Boodjar, history, culture and people Enhance participation and engagement of local Noongar people in community life and decision making 	<p>SHORT AND LONG TERM</p> <ul style="list-style-type: none"> Noongar people being active participants during projects and direction, in collaboration with the Town of Bassendean Increased understanding of Noongar Boodjar, history, culture and people among non-Indigenous community
Create a community closely connected to its history and heritage	<ul style="list-style-type: none"> Maintain and share the historical stories of the Town of Bassendean Ensure heritage locations and buildings of historical value within the Town are recognised, cared for and utilised by the community 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Local studies collection actively accessed by the community <p>LONG TERM</p> <ul style="list-style-type: none"> Historical and heritage facilities are well used by the community Heritage sites and buildings are visible to locals and visitors
Engage the community in arts and culture	<ul style="list-style-type: none"> Implement arts and cultural programs and activities that reflect the unique history of the Town of Bassendean and are relevant to its community 	<p>SHORT AND LONG TERM</p> <ul style="list-style-type: none"> Community participation in arts and cultural programs and activities

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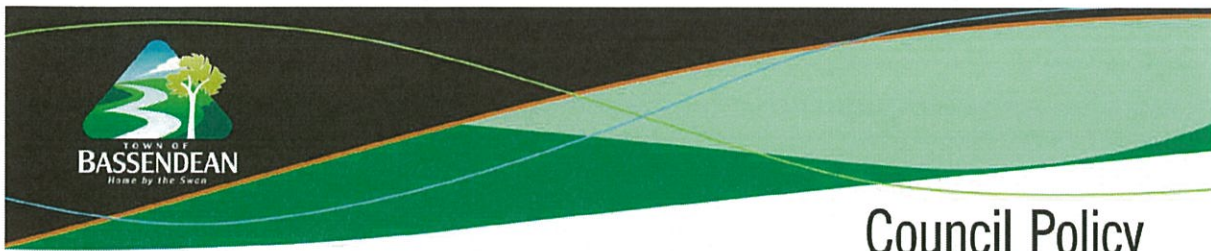


twitter.com/townbassendean



youtube.com/user/TownOfBassendean

ATTACHMENT NO. 12



Council Policy

DRAFT

Recovery of Sundry Debts Policy

Policy Objective

The Town of Bassendean aims to ensure that all payments due to the Town are received by the due date for payment and, through close monitoring of aged accounts, to reduce the likelihood of sundry debts becoming unrecoverable. Sometimes, however, sundry debts to the Town remain outstanding after the due date for payment.

The purpose of this policy is to provide a clear, accountable, and transparent process for the Town's sundry debt management and collection practices and ensure consistency for all sundry debt recovery.

Policy Scope

This policy applies to all debts due to the Town except debts in respect of rates and service charges.

Definitions

In this policy unless the contrary intention appears:

Debtor – means an individual, organisation or other party that transacts with the Town where goods or services are provided, use of facilities are made available, fines and licence fees are levied or any other transaction that results in an expected future payment to the Town.

Financial Hardship – A person will be considered to be in financial hardship if paying their rates, service charges or sundry debts due to the Town will affect their ability to meet their basic living needs.

Payment Agreement – means an arrangement whereby the debtor pays amounts over a period, agreed to by the Town, to pay the total amount outstanding. A payment agreement would normally require payments to be made by direct debit and be structured to clear the debt due to the Town within a period of 12 months.

Sundry Debt – means any debt due to the Town other than rates or service charges.

Policy Statement

1. Debt Recovery

- (a) Sundry debts not received by the due date shall be recovered in accordance with this Policy and any relevant legislation.
- (b) Where the Town has not entered into a payment agreement with the debtor, the Town will adopt the following process to recover outstanding sundry debts due to the Town:
 - i. Issue an invoice to the debtor;
 - ii. If payment has not been received within thirty (30) days of the invoice date, issue a Reminder Notice to the debtor requesting payment within fourteen (14) days;
 - iii. If payment has not been received by the due date shown on the Reminder Notice, attempt to contact the debtor by other means, including telephone and email, regarding payment of the debt;
 - iv. Where contact was not possible or did not result in payment of the debt or the Town entering into a payment agreement with the debtor, issue a Final Notice to the debtor requiring payment within fourteen (14) days;
 - v. If payment has not been received by the due date shown on the Final Notice, issue a "Notice of Intention to Claim" demanding immediate payment; and
 - vi. The Town may lodge a Minor Case Claim (where the debt is less than \$10,000) or a General Procedure Claim (where the debt is \$10,000 or more) with the Magistrates Court. Should the debtor not respond within the timeframes established by the Court, default judgment may be requested. Where a General Procedure Claim has been lodged and default judgement requested and granted, a Property Seizure and Sale Order (PSSO) may be lodged. The PSSO authorises the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt wholly.

The Town may engage a debt collection agency and/or legal representative to act on its behalf in taking debt recovery action.

2. Payment Agreement

Debtors who are unable to pay outstanding debts by the due date may apply in writing to the Town to enter into a payment agreement to make periodical payments. The payment agreement will generally be structured to clear the outstanding debt within twelve (12) months and require payments to be made by direct debit.

Where the debtor fails to adhere to a payment agreement and has not contacted the Town to discuss the payment agreement or negotiate an amended payment agreement, the Town may commence debt recovery in accordance with this Policy. Where legal action had commenced, but had been suspended due to the debtor entering into a payment agreement, the legal action may be reactivated.

The Town may decline to enter into a payment agreement with a debtor and may restrict access to Town services that may give rise to further debt.

The Manager Finance may enter into payment agreements with debtors for the Town where the payment agreement will result in payment of the outstanding debt within twelve (12) months. Payment agreements outside of these terms will be at the discretion of the Director Corporate Services.

Interest will continue to be payable on outstanding debts that are subject to a payment agreement with the Town, at the rate determined by Council.

3 Financial Hardship

Where a debtor is experiencing financial hardship and is unable to enter into a payment agreement to pay the outstanding debt within twelve (12) months, application can be made for financial hardship support under the Town's Financial Hardship Policy.

3. Provision of Doubtful Debts

Aged debts will be reviewed regularly and accounted for in accordance with the relevant Australian Accounting Standard, AASB 9 Financial Instruments that deals with provisions for doubtful debts.

4. Write-Off of Bad Debts

Section 6.12(c) of the *Local Government Act 1995* provides that a Local Government may, by absolute majority, write off any amount of money.

The Director Corporate Services will make recommendations to Council for Council to write off debts owed to the Town. Such recommendations will be when the Town has exhausted reasonable attempts at recovery commensurate with the size of the debt.

5. Financial/Budget Implications

Debt recovery costs incurred by the Town will be passed on to the debtor wherever possible.

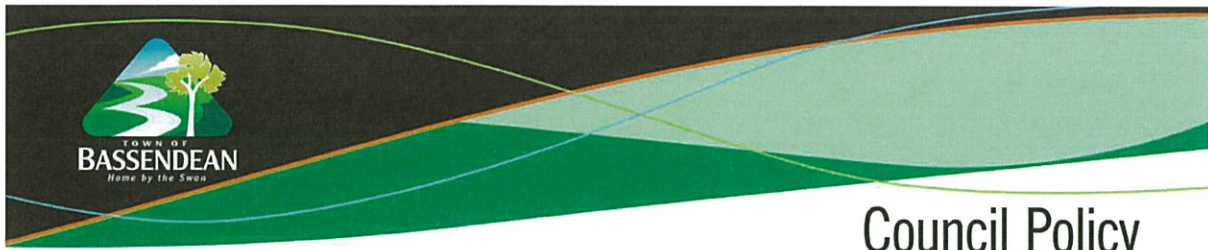
Legislation

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Director Corporate Services</p> <p>First Adopted:</p> <p>Last Reviewed:</p> <p>Version: 1</p> <p>Next Review due by: 30 June 2021</p>
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Council Policy

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Recovery of Rates and Service Charges Policy

Policy Objective

The Town of Bassendean aims to ensure that all payments due to the Town are received by the due date for payment and, through close monitoring of aged accounts, to reduce the likelihood of debts for outstanding rates and service charges becoming unrecoverable. Sometimes, however, rates and service charges due to the Town remain outstanding after the due date for payment.

The purpose of this policy is to provide a clear, accountable, and transparent process for the Town's rates and service charges debt management and collection practices and ensure consistency for all debt recovery.

Policy Scope

This policy applies to all debts due to the Town for outstanding rates and service charges.

Definitions

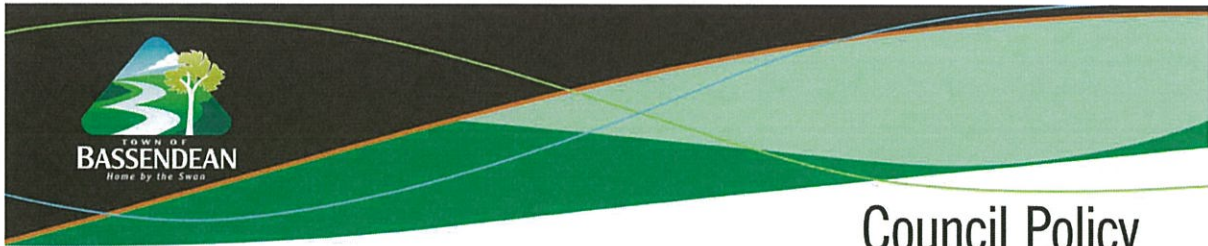
In this policy unless the contrary intention appears:

Financial Hardship – A person will be considered to be in financial hardship if paying their rates, service charges or sundry debts due to the Town will affect their ability to meet their basic living needs.

Firebreak Debtor – means an individual who has failed to construct a firebreak and the Town has on charged the costs incurred for construction of a firebreak on the ratepayer's property.

Payment Agreement – means an arrangement whereby the debtor pays amounts over a period, agreed to by the Town, to pay the total amount outstanding. A payment agreement would normally require payments to be made by direct debit and be structured to clear the debt due to the Town within a period of 12 months.

Rates Debt – means amounts due and payable to the Town for rates and service charges levied by the Town pursuant to the provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.



Rates Debtor – means an individual, organisation or other party that has outstanding monies owed to the Town for a rates debt.

Principles

The Town will exercise its debt recovery powers in Part 6 of the *Local Government Act 1995*, guided by the following principles:

- Equity – Implementing rate collection procedures fairly and equitably, ensuring similar treatment of ratepayers in similar circumstances;
- Simplicity – Making the processes used to recover outstanding rates clear, simple to administer and cost effective;
- Transparency – Making clear the processes used by the Town to ensure ratepayers meet their financial obligations;
- Flexibility – Responding where necessary to changes in the local economy and to meet local, State or National crises and other unforeseen events where they are applicable;
- Compliance – Ensuring the Town's rate collection procedures are compliant with all regulatory obligations.

Policy Statement

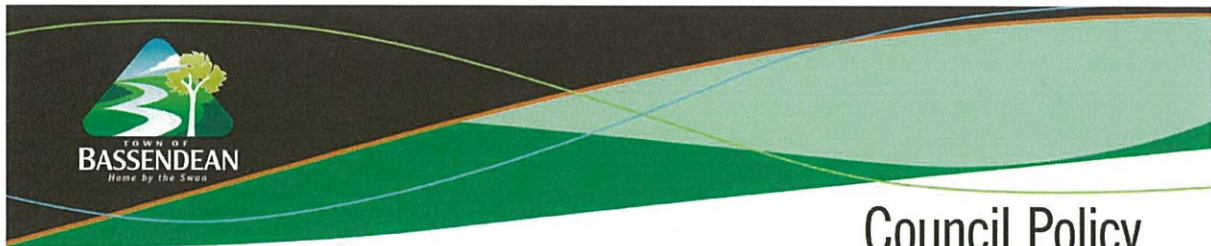
1.1 Recovery of Rate Arrears

Rates are due for payment not less than 35 days from date of issue of the Rates Notice, in accordance with section 6.50(2) of the *Local Government Act 1995*. Rates debts not received by the due date shall be recovered in accordance with this Policy and any relevant legislation.

(a) Interest

The Town will charge interest against rates debts that remain outstanding more than thirty five (35) days from the date of the issue of the Rates Notice, as follows:

- where payment of rates is made by instalments pursuant to section 6.45(3) of the *Local Government Act 1995*, interest will be charged at the rate adopted by Council as part of the Annual Budget, up to the maximum prescribed by regulation 68 of the *Local Government (Financial Management) Regulations 1996* (currently 5.5% per annum); and
- where rates remain unpaid after the due date for payment pursuant to section 6.51 of the *Local Government Act*, interest will be charged at the rate adopted



by Council as part of the Annual Budget, up to the maximum prescribed by regulation 70 of the *Local Government (Financial Management) Regulations 1996* (currently 10% per annum).

(b) Rates outstanding after the due date shown on the Rate Notice

Where the Town has not entered into a payment agreement with the rates debtor, the Town will adopt the following process to recover outstanding rates debts due to the Town:

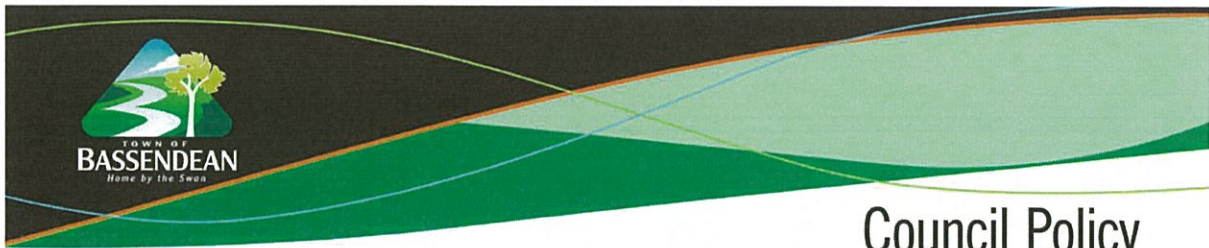
- i. Issue a Final Notice to the rates debtor requiring payment within fourteen (14) days.
Final Notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992*; as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest. The Town may, however issue a Final Notice to registered pensioners or seniors for any unpaid charges not subject to a rebate or deferment (for example, waste collection charges);
- ii. If payment has not been received by the due date shown on the Final Notice, attempt to contact the debtor by other means, including telephone and email, regarding payment of the debt;
- iii. Where contact was not possible or did not result in payment of the debt or the Town entering into a payment agreement with the debtor, issue a "Notice of Intention to Claim" demanding immediate payment; and
- iv. The Town may lodge a Minor Case Claim (where the debt is less than \$10,000) or a General Procedure Claim (where the debt is \$10,000 or more) with the Magistrates Court. Should the debtor not respond within the timeframes established by the Court, default judgment may be requested. Where a General Procedure Claim has been lodged and default judgement requested and granted, a Property Seizure and Sale Order (PSSO) may be lodged. The PSSO authorises the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt wholly.

The Town may engage a debt collection agency and/or legal representative to act on its behalf in taking debt recovery action.

(c) Recovery of rates debt from lessee

The Town may seek to recover an outstanding rates debt from the lessee of a leased property, pursuant to section 6.60 of the *Local Government Act 1995*.

1.2 Options to recover rates debts outstanding for at least three (3) years.



The Town may seek to recover an outstanding rates debt that has remained unpaid for at least three (3) years by taking possession of the land in accordance with subdivision 6, Division 6, Part 6 of the *Local Government Act 1995*. This may include:

- leasing the land;
- selling the land;
- causing the land to be transferred to the Crown; or
- causing the land to be transferred to the Town.

1.3 Legal costs and other expenses

Legal costs and expenses incurred by the Town in recovering rates debts will be charged against the land in accordance with the section 6.43 of the *Local Government Act 1995*.

1.4 Recovery of debts resulting from construction of fire clearances

Under the *Bushfires Act 1954*, the Town may charge property owners for the construction of a firebreak where the owner has failed to do so. The Town will issue an invoice to the property owner for payment of the cost incurred by the Town. Where that amount remains outstanding after the due date for payment, the property owner becomes a Firebreak Debtor and the debt may be recovered in accordance with this Policy.

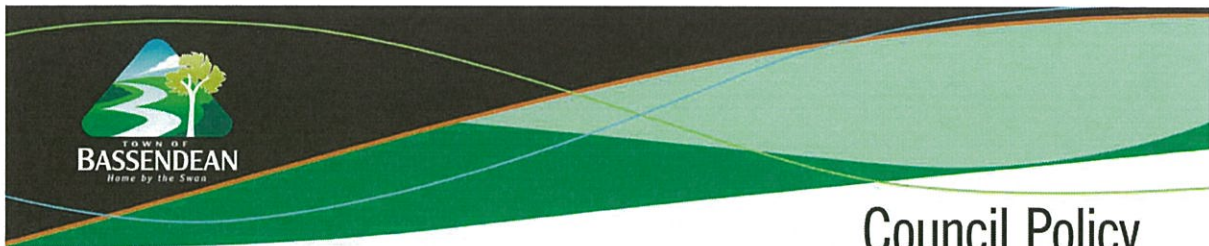
If the account remains unpaid for a period exceeding one hundred and twenty (120) days, or if the property is listed for sale within that period, the debt may be transferred against the ratepayer's property and collected in accordance with Recovery of Rate Arrears in section 1.1 of this Policy.

2 Payment Agreement

Rates debtors who are unable to pay outstanding rates by the due date, may apply in writing to the Town to enter into a payment agreement to make periodical payments. The payment agreement will generally:

- be structured to clear the outstanding rates debt within twelve (12) months;
- require future rates and service charges to be paid on time; and
- require payments to be made by direct debit.

Where the rates debtor fails to adhere to a payment agreement and has not contacted the Town to discuss the payment agreement or negotiate an amended payment agreement, the Town may commence debt recovery in accordance with this Policy.



Where legal action had commenced, but had been suspended due to the rates debtor entering into a payment agreement, the legal action may be reactivated.

The Town may decline to enter into a payment agreement with a rates debtor.

The Manager Finance may enter into payment agreements with rates debtors for the Town where the payment agreement will result in payment of the outstanding debt within twelve (12) months. Payment agreements outside of these terms will be at the discretion of the Director Corporate Services.

Interest will continue to be payable on outstanding rates debts that are subject to a payment agreement with the Town.

3 Financial Hardship

Where a rates debtor is experiencing financial hardship and is unable to enter into a payment agreement to pay outstanding rates within twelve (12) months, application can be made for financial hardship support under the Town's Financial Hardship Policy.

Relevant Documents

Local Government Act 1995 - Part 6

Local Government (Financial Management) Regulations 1996

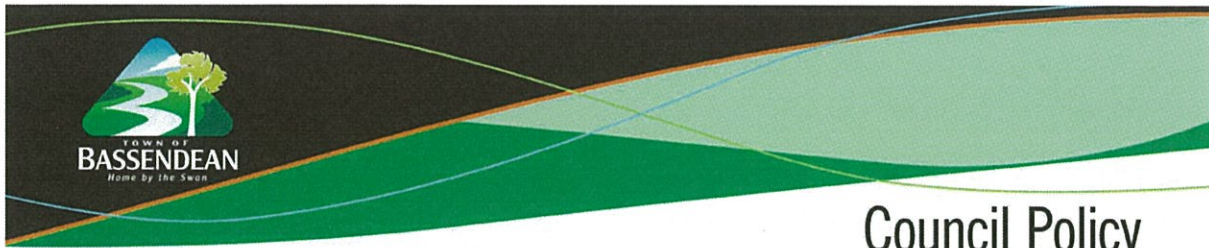
Rates and Charges (Rebates and Deferments) Act 1992

Bushfires Act 1954

Town of Bassendean – Schedule of Fees & Charges

Town of Bassendean – Financial Hardship Policy.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Director Corporate Services</p> <p>First Adopted:</p> <p>Last Reviewed:</p> <p>Version: 1</p> <p>Next Review due by: 30 June 2021</p>
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Council Policy

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Recovery of Rates and Service Charges Policy

Policy Objective

The Town of Bassendean aims to ensure that all payments due to the Town are received by the due date for payment and, through close monitoring of aged accounts, to reduce the likelihood of debts for outstanding rates and service charges becoming unrecoverable. Sometimes, however, rates and service charges due to the Town remain outstanding after the due date for payment.

The purpose of this policy is to provide a clear, accountable, and transparent process for the Town's rates and service charges debt management and collection practices and ensure consistency for all debt recovery.

Policy Scope

This policy applies to all debts due to the Town for outstanding rates and service charges.

Definitions

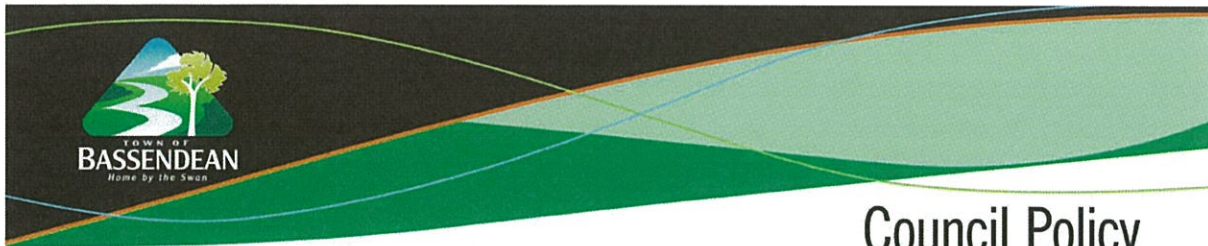
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Rates Debt – means amounts due and payable to the Town for rates and service charges levied by the Town pursuant to the provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.



Council Policy

Rates Debtor – means an individual, organisation or other party that has outstanding monies owed to the Town for a rates debt.

Principles

The Town will exercise its debt recovery powers in Part 6 of the *Local Government Act 1995*, guided by the following principles:

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Policy Statement

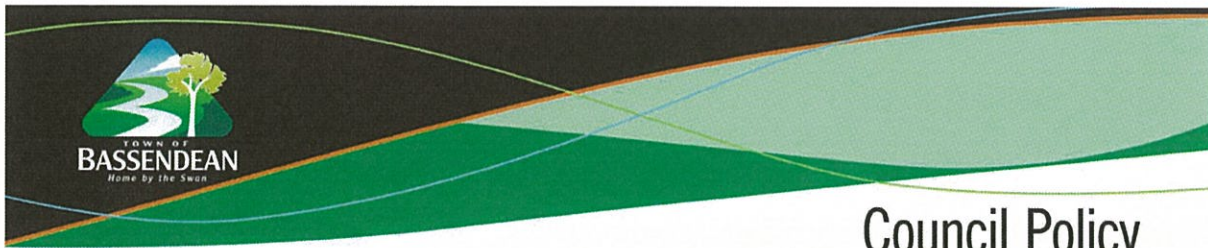
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Council Policy

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Where the Town has not entered into a payment agreement with the rates debtor, the Town will adopt the following process to recover outstanding rates debts due to the Town:

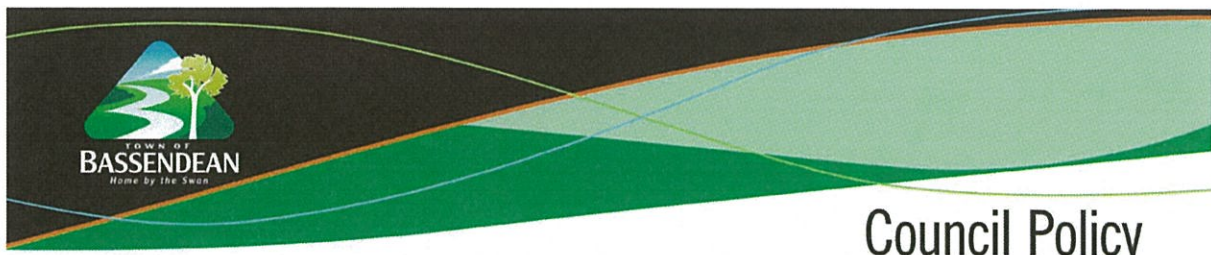
- i. Issue a Final Notice to the rates debtor requiring payment within fourteen (14) days.
Final Notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992*; as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest. The Town may, however issue a Final Notice to registered pensioners or seniors for any unpaid charges not subject to a rebate or deferment (for example, waste collection charges);
- ii. If payment has not been received by the due date shown on the Final Notice, attempt to contact the debtor by other means, including telephone and email, regarding payment of the debt;
- iii. Where contact was not possible or did not result in payment of the debt or the Town entering into a payment agreement with the debtor, issue a "Notice of Intention to Claim" demanding immediate payment; and
- iv. The Town may lodge a Minor Case Claim (where the debt is less than \$10,000) or a General Procedure Claim (where the debt is \$10,000 or more) with the Magistrates Court. Should the debtor not respond within the timeframes established by the Court, default judgment may be requested. Where a General Procedure Claim has been lodged and default judgement requested and granted, a Property Seizure and Sale Order (PSSO) may be lodged. The PSSO authorises the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt wholly.

The Town may engage a debt collection agency and/or legal representative to act on its behalf in taking debt recovery action.

(c) Recovery of rates debt from lessee

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1.2 Options to recover rates debts outstanding for at least three (3) years.



Council Policy

The Town may seek to recover an outstanding rates debt that has remained unpaid for at least three (3) years by taking possession of the land in accordance with subdivision 6, Division 6, Part 6 of the *Local Government Act 1995*. This may include:

- leasing the land;
- selling the land;
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Legal costs and expenses incurred by the Town in recovering rates debts will be charged against the land in accordance with the section 6.43 of the *Local Government Act 1995*.

1.4 Recovery of debts resulting from construction of fire clearances

Under the *Bushfires Act 1954*, the Town may charge property owners for the construction of a firebreak where the owner has failed to do so. The Town will issue an invoice to the property owner for payment of the cost incurred by the Town. Where that amount remains outstanding after the due date for payment, the property owner becomes a Firebreak Debtor and the debt may be recovered in accordance with this Policy.

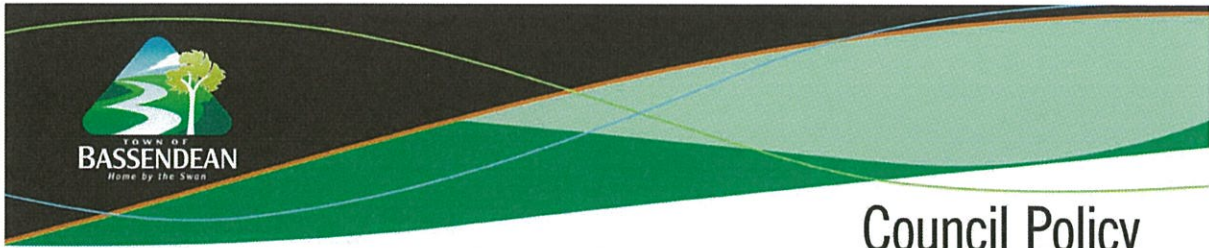
If the account remains unpaid for a period exceeding one hundred and twenty (120) days, or if the property is listed for sale within that period, the debt may be transferred against the ratepayer's property and collected in accordance with Recovery of Rate Arrears in section 1.1 of this Policy.

2 Payment Agreement

Rates debtors who are unable to pay outstanding rates by the due date, may apply in writing to the Town to enter into a payment agreement to make periodical payments. The payment agreement will generally:

- be structured to clear the outstanding rates debt within twelve (12) months;
- require future rates and service charges to be paid on time; and
- require payments to be made by direct debit.

Where the rates debtor fails to adhere to a payment agreement and has not contacted the Town to discuss the payment agreement or negotiate an amended payment agreement, the Town may commence debt recovery in accordance with this Policy.



Council Policy

Where legal action had commenced, but had been suspended due to the rates debtor entering into a payment agreement, the legal action may be reactivated.

The Town may decline to enter into a payment agreement with a rates debtor.

The Manager Finance may enter into payment agreements with rates debtors for the Town where the payment agreement will result in payment of the outstanding debt within twelve (12) months. Payment agreements outside of these terms will be at the discretion of the Director Corporate Services.

Interest will continue to be payable on outstanding rates debts that are subject to a payment agreement with the Town.

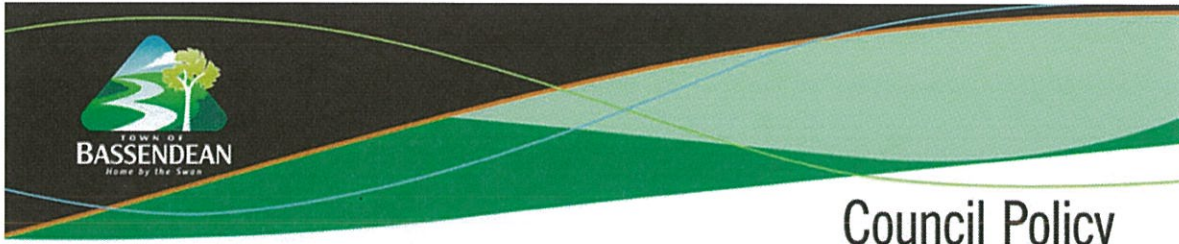
3 Financial Hardship

Where a rates debtor is experiencing financial hardship and is unable to enter into a payment agreement to pay outstanding rates within twelve (12) months, application can be made for financial hardship support under the Town’s Financial Hardship Policy.

Relevant Documents

- Local Government Act 1995 - Part 6*
- Local Government (Financial Management) Regulations 1996*
- Rates and Charges (Rebates and Deferments) Act 1992*
- Bushfires Act 1954*
- Town of Bassendean – Schedule of Fees & Charges
- Town of Bassendean – Financial Hardship Policy.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Director Corporate Services</p> <p>First Adopted:</p> <p>Last Reviewed:</p> <p>Version: 1</p> <p>Next Review due by: 30 June 2021</p>
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Financial Hardship Policy

Policy Objective

To give effect to the Town's commitment to assist rates debtors and sundry debtors experiencing financial hardship by:

- Enabling a rates debtor or sundry debtor experiencing financial hardship to make application for assistance relating to outstanding rates or service charges or sundry debts; and
- Treating all rates debtors and sundry debtors experiencing financial hardship in a fair and consistent manner.

Policy Scope

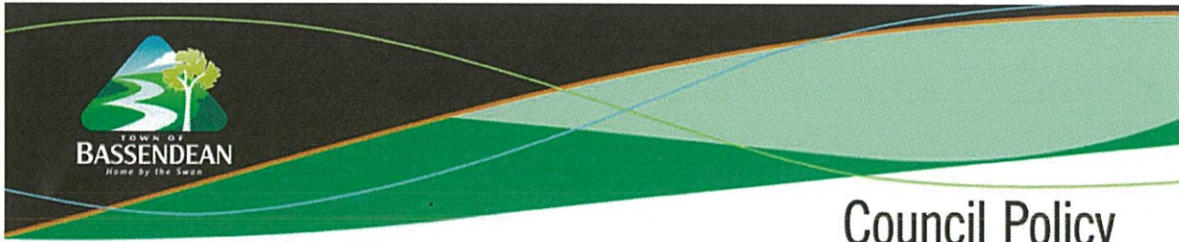
This policy applies to rates debtors and sundry debtors who are unable to pay outstanding rates, service charges or sundry debts due to financial hardship.

Definitions

In this policy unless the contrary intention appears:

Debtor – means an individual, organisation or other party that transacts with the Town where goods or services are provided, use of facilities are made available, fines and licence fees are levied and any other transaction that results in an expected future payment to the Town;

Financial Hardship – A person will be considered to be in financial hardship if paying their rates, service charges or sundry debts due to the Town will affect their ability to meet their basic living needs.



Payment Agreement – means an arrangement whereby the debtor pays amounts over a period, agreed to by the Town, to pay the total amount outstanding. A payment agreement would normally require payments to be made by direct debit and be structured to clear the debt due to the Town within a period of 12 months.

Rates Debt – means amounts due and payable to the Town for rates and service charges levied by the Town pursuant to the provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Rates Debtor – means an individual, organisation or other party that has outstanding monies owed to the Town for a rates debt.

Sundry Debt – means any debt due to the Town other than rates or service charges.

Sundry Debtor – means an individual, organisation or other party that has outstanding monies owed to the Town for a sundry debt

Policy Statement

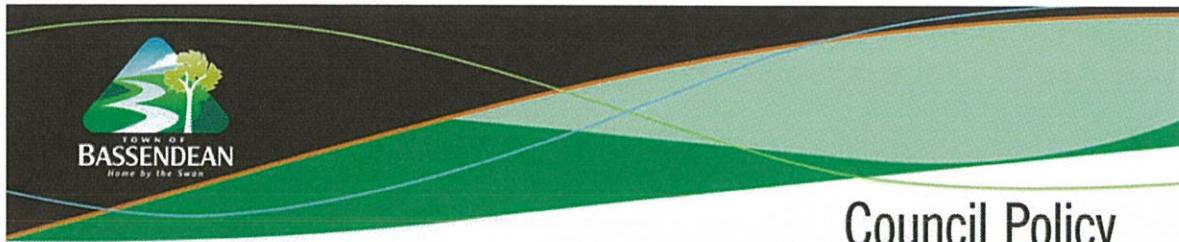
Monies owing to the Town for outstanding rates, service charges and sundry debts must be paid. This provides equity for all property owners and community members by ensuring all accept and meet their obligations to contribute to the cost of the provision of essential community infrastructure and services.

The Town is mindful however, that property owners and community members may from time-to-time experience financial pressure caused by a wide range of stressors.

The Town will be sympathetic toward those experiencing genuine financial hardship and will work with rates debtors and sundry debtors to create a suitable payment agreement reflective of each person's particular circumstances.

The Town aims to recover outstanding rates, service charges and sundry debts within twelve (12) months of the due date(s) for payment (refer Recovery of Rates and Service Charges Policy and Recovery of Sundry Debts Policy). The Town recognises that in circumstances of genuine financial hardship that may not be possible and may enter into an agreement for payment of the debt over a longer period. The payment agreement will generally:

- be structured to clear the outstanding debt within three (3) years;



- require future rates, service charges and any other monies that may become payable to the Town to be paid on time; and
- require payments to be made by direct debit.

The Town is committed to helping those who are experiencing genuine financial hardship. However, where outstanding rates or service charges are unable to be paid within three (3) years, the financial hardship may be so significant that continued property ownership is untenable.

1. What is Financial Hardship?

A person will be considered to be in financial hardship if paying their rates, service charges or sundry debts due to the Town will affect their ability to meet their basic living needs.

Payment difficulties tend to be short term, but financial hardship may become entrenched. An individual experiencing financial hardship is generally unable to provide for the costs of one or more of the following items:

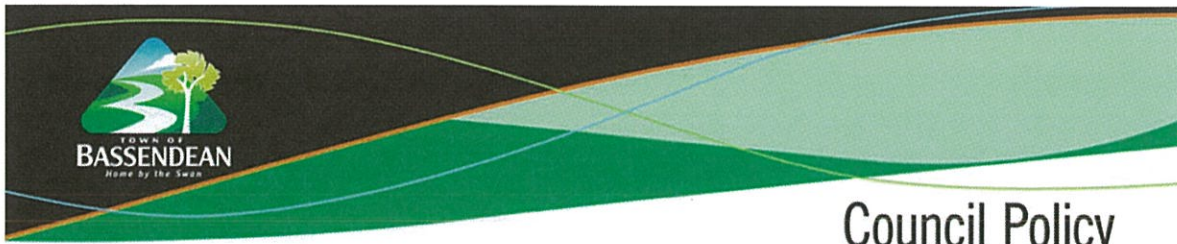
- Accommodation costs such as mortgage and/or utility costs;
- Food;
- Clothing;
- Medical treatment;
- Education; or
- Other basic necessities.

1.1 Identifying Financial Hardship

A property owner or community member experiencing financial hardship should contact the Town as soon as possible. This may be before the debt becomes due and payable. A property owner or community member does not need to have defaulted to apply for financial hardship support.

The Town recognises that financial hardship may arise from a range of individual circumstances, including:

- Recent unemployment or under-employment;
- Separation or divorce;
- Unanticipated circumstances such as caring for or supporting extended family;



- Domestic or family violence;
- Loss of a spouse or loved-one;
- Physical or mental health problems;
- A chronically ill family member;
- A local, State, or National emergency;
- A serious accident;
- Business downturn; or
- Emergency event from natural disasters.

The Town will determine the nature and extent of support provided in consultation with the rates debtor or sundry debtor as part of the assessment process.

The Town will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with its statutory responsibilities.

1.2 Evidence of hardship

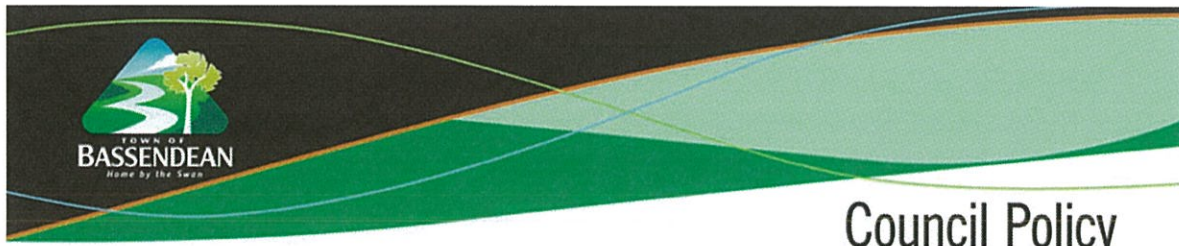
A rates debtor or sundry debtor applying for financial hardship support will be required to provide evidence of financial hardship and make a proposal to clear the outstanding debt within three (3) years.

2. Application for Financial Hardship

2.1 Application

A rates debtor or sundry debtor applying for financial hardship support will be required to complete an Application for Financial Hardship Support form and provide all relevant information about their individual circumstances to allow the Town to make an assessment. The application should be accompanied by supporting documentation, which may include:

- A letter from a recognised financial counsellor or financial planner indicating financial hardship;
- Copy of recent bank statements for all bank accounts;
- Any relevant Centrelink documentation;
- Bank notice, for example, for mortgage arrears;
- Disconnection notice for utilities;
- Notice of impending legal action;
- Repossession notice of essential items such as a car or motorcycle;



- Evidence of loss of employment/registration for Newstart allowance;
- Final notice from school regarding payment of mandatory fees; or
- Medical certificate confirming inability to work.

The Town may require the applicant to provide additional information or supporting documentation.

2.2 Assessment

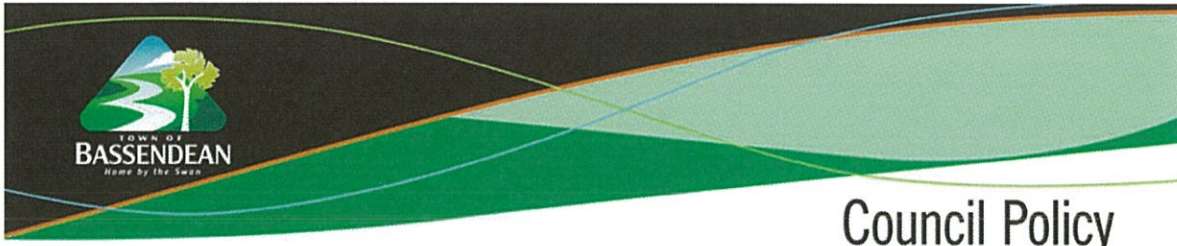
The Town will contact a rates debtor or sundry debtor who has applied for financial hardship support within ten (10) business days to discuss the application and request further information or supporting documentation where necessary. The Town will assess the application within thirty (30) days of receipt of all required information and supporting documentation.

The Town will carefully consider all relevant information and supporting documentation provided and will exercise due care in assessing financial hardship taking into account rates debtor or sundry debtor's individual circumstances.

Factors the Town may consider in assessing an application for financial hardship support include:

- The size of debt;
- The length of time the debt has remained outstanding;
- Whether the debt has accumulated over time;
- Any prior payment arrangements entered into under the Town's Recovery of Rates and Service Charges Policy or Recovery of Sundry Debts Policy;
- Any prior applications for financial hardship support or payment agreements
- The nature of the property, including whether it is leased;
- Any mortgage or other debt secured by the property; or
- The personal and financial circumstances of the applicant.

The Director Corporate Services may enter into payment agreements with rates debtors and sundry debtors for the Town where the payment agreement will result in payment of the outstanding debt within three (3) years. Payment agreements outside of these terms will be at the discretion of the Chief Executive Officer.



2.3 Payment agreements – Terms and Conditions

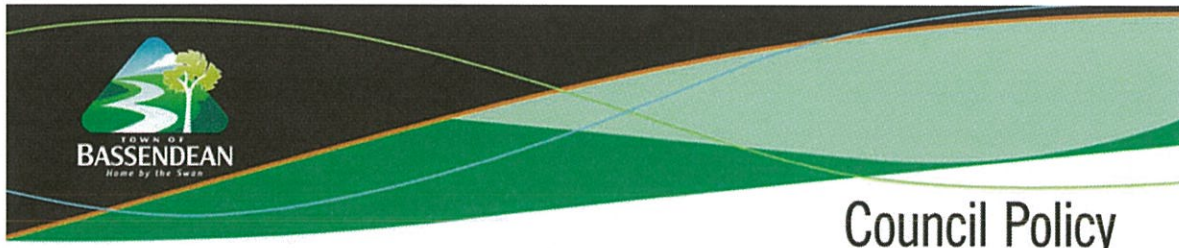
Where the Town accepts the application for financial hardship and enters into a payment agreement with a rates debtor or sundry debtor, the following may apply:

- Agreement
 - The parties will enter into a payment agreement detailing the terms and conditions of the agreement and the Town will provide a copy of the signed agreement to the rates debtor or sundry debtor.
- Suspension of Fees and Interest charges
 - The Town may suspend administration fees and interest charges while a rates debtor or sundry debtor adheres to the terms and conditions of a payment agreement entered into under this Policy.
- Change in circumstances
 - A rates debtor or sundry debtor must keep the Town informed in writing of any change in their personal or financial circumstances that may affect their capacity to pay.
- Review Payment Plans
 - A rates debtor or sundry debtor make written application to the Town for review of a payment agreement where their personal or financial circumstances have changed.

2.4 Cancellation of Payment Agreement

The Town may cancel a payment agreement for noncompliance where a rates debtor or sundry debtor consistently fails to adhere to the terms and conditions of the payment agreement (“consistent default”). As a guide, consistent default will be considered to have occurred where a rates debtor or sundry debtor misses three consecutive payments, or 25 per cent of required annual payments and fails to contact the Town to advise of a change in circumstances or apply for review of the payment agreement. The Town will provide written notification to the rates debtor or sundry debtor where it cancels a payment agreement.

The Town has discretion on whether or not to enter into a further payment agreement with a rates debtor or sundry debtor and may instead decide to initiate debt recovery proceedings.



3 Debt Collection

The Town will not commence debt recovery proceedings, and will suspend any current debt recovery proceedings, while it is assessing an application for financial hardship support.

The Town will not commence or recommence debt recovery proceedings while the ratepayer or sundry debtor is adhering to the terms and conditions of a payment agreement under this Policy.

The Town reserves the right to commence or recommence debt recovery proceedings where a payment agreement is cancelled for consistent default.

Debt recovery proceedings will be conducted in accordance with the Town's Recovery of Rates and Service Charges Policy or Recovery of Sundry Debts Policy, as the case may be.

Legal costs and expenses incurred by the Town in recovering rates debts will be charged against the land in accordance with the section 6.43 of the *Local Government Act 1995*.

4. Concession and Deferment of Rates

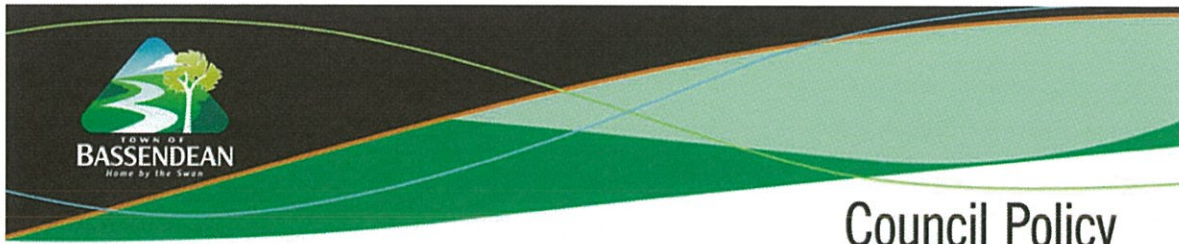
The Office of State Revenue (OSR) provides concessions to eligible pensioners and seniors on their local government rates and service charges and the Emergency Services Levy (ESL). The OSR determines all rules around rebates and deferments for pensioners and seniors. The rules are administered by the Town.

4.1 Concession

Seniors who meet the eligibility criteria are entitled to claim a rebate of up to 25 per cent of their rates (including specified area rate). In 2019-20, the rates rebate for seniors was capped to a maximum of \$100. Capping does not apply to the ESL, which attracts a rebate of 25 per cent.

Pensioners who meet the eligibility criteria are entitled to claim a rebate of up to 50 per cent of their rates. In 2019-20 the rates rebate for pensioners was capped to a maximum of \$750. Capping does not apply to the ESL, which attracts a rebate of 50 per cent.

Seniors may register in person with the Town or with the Water Corporation by phoning 13 13 85 or online via www.watercorporation.com.au/my-account/i-want-to/concessions.



Rates debtors entitled to a rebate are eligible to apply for financial hardship support under this Policy.

4.2 Deferment of Rates

Ratepayers who hold a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property may be eligible for a deferral of their rates and ESL.

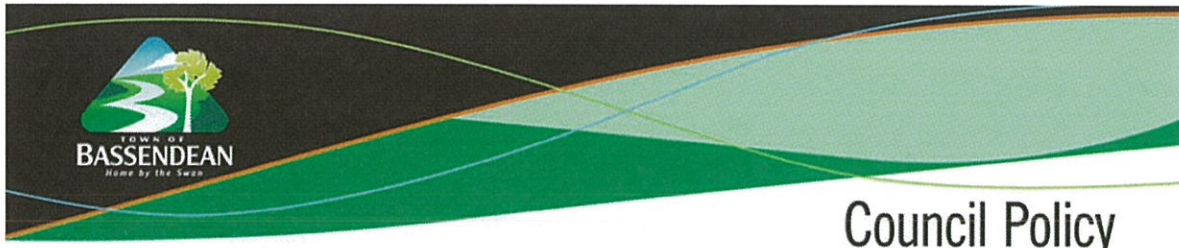
The deferred rates balance –

- Remains as a debt on the property until paid;
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- May be paid at any time, but a concession is not received when the rates are paid; and
- Does not incur penalty interest charges.

5. Financial counselling

The Financial Counsellors' Association of WA can refer a debtor to a financial counsellor in their area. Alternatively, the debtor can call the Financial Counselling Helpline 1800 007 007. The Helpline provides a free confidential service for all Western Australians with financial problems and queries.

Financial Counsellors' Association of WA
Phone: 08 9325 1617
Email: afm@financialcounsellors.org
Website: www.financialcounsellors.org
Financial Counselling Helpline: 1800 007 007



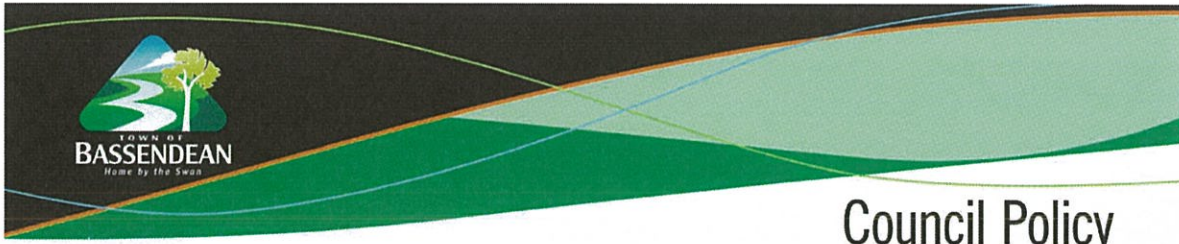
Council Policy

6. Assistance from Town Staff

The Town’s rates and finance officers are able to assist rates debtors and sundry debtors who are experiencing difficulty paying their outstanding rates and sundry debts by providing information about:

- The Town’s Recovery of Sundry Debts Policy, Recovery of Rates and Service Charges Policy and the Financial Hardship Policy;
- Payment agreements with the Town under the above policies;
- The Financial Hardship application process and documentation requirements;
- Government funded concession and deferment entitlements; and
- Government and community programs and services available including financial counselling.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Director Corporate Services</p> <p>First Adopted:</p> <p>Last Reviewed:</p> <p>Version: 1</p> <p>Next Review due by: 30 June 2021</p>
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DRAFT

Rates Exemption Policy

Policy Objective

To establish a consistent approach for determining the granting of an exemption, concession or waiver on the payment of rates.

Policy Scope

This policy is applicable to ratepayers within the Town of Bassendean who are eligible to apply for:

- Land to be considered not rateable land pursuant to section 6.26(2) of the *Local Government Act 1995* (hereinafter referred to as a rate exemption);
- A waiver or concession in relation to rates or service charge pursuant to section 6.47 of the *Local Government Act 1995*.

This policy does not apply to ratepayers who are eligible for a rate concession pursuant to the *Rates and Charges (Rebates and Deferments) Act 1992*.

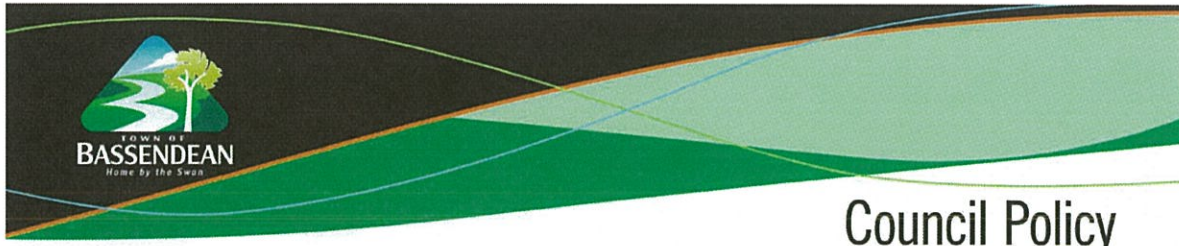
Definition

In this policy unless the contrary intention appears:

Not For Profit (NFP) Community Group – means an organisation incorporated under the *Associations Incorporations Act 2015* to promote a community or sporting activity which has a positive effect on the community of the Town.

Policy Statement

This policy provides guidance to applicants who apply for a rate exemption or a waiver or concession in relation to a rate or service charge.



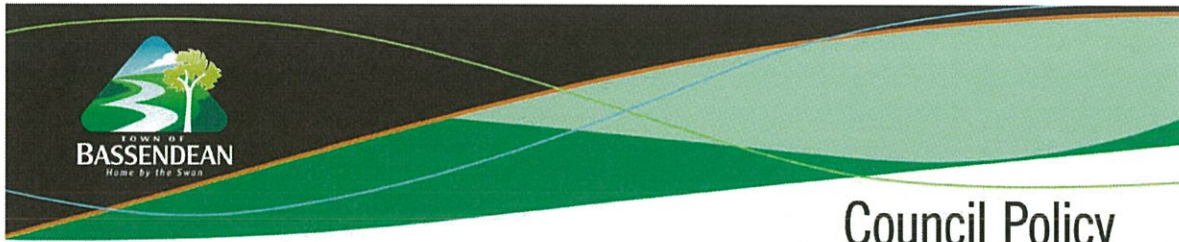
Non-Rateable Land

Section 6.26 of the *Local Government Act 1995* provides that all land within a district is rateable land and provides a number of exceptions. The most common exceptions relevant to the Town are:

- (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
- (g) land used exclusively for charitable purposes.

Rates Exemption

1. The Town will consider all applications for a rates exemption under section 6.26(2) of the *Local Government Act 1995* made in writing by completing an Application for Rates Exemption form.
2. An application for rates exemption is only applicable to rates and does not include service charges or the Emergency Services Levy.
3. An application for rates exemption must be lodged every two years and will be assessed in accordance with this Policy. It is the responsibility of the applicant to re-apply.
4. The Town may require the applicant to provide additional information and/or supporting documentation, including a copy of the Constitution or other governing document, financial report, charitable registration and information demonstrating the use of any land that is the subject of the application.
5. An application for rates exemption must be made within 42 days of the date of issue of the Rates Notice, or such additional time as may be allowed at the discretion of the Town.
6. The Town may only grant an exemption from rates under section 6.26(2)(g) of the *Local Government Act 1995* if an applicant demonstrates that the land in question is being used exclusively for a charitable purpose according to criteria that has been developed by case law.



Council Policy

7. The essential elements for an exemption under section 6.26(2)(g) of the *Local Government Act 1995* are:
 - a) The use of the land, not whether the body in question has a charitable purpose; and
 - b) The land must be used exclusively for a charitable purpose. Charitable purpose is defined at common law by reference to the *Charitable Uses Act 1601 (UK)*.
8. The Town will assess the application within thirty (30) days of receipt of all required information and supporting documentation and provide the applicant with written advice as to whether the land is considered rateable or non-rateable. Where the Town considers the land to be rateable, the Town will provide written reasons to the applicant.
9. The Director Corporate Services may determine applications for rates exemption.
10. An applicant dissatisfied with a decision on an application for rates exemption has the rights specified in Part 6, Division 6, Subdivision 7 of the *Local Government Act 1995*.
11. Where the rate exemption is granted, the Town will amend the rate record with effect from the first day of the financial year in which the application was received.

Register

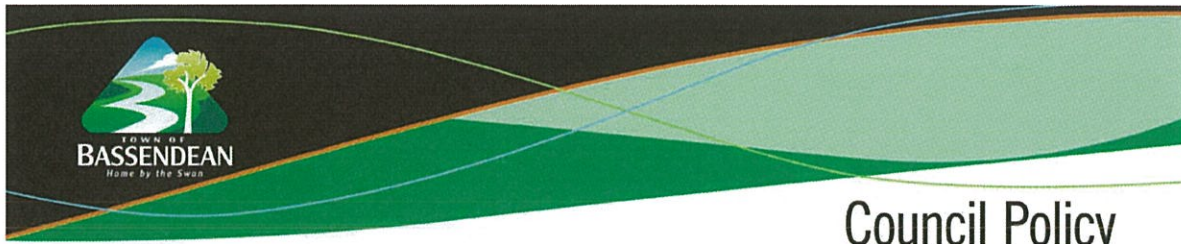
The Town will maintain a Rates Exemption Register to record the determinations made in accordance with this Policy. The register will record the details of the organisation, the property, the rates otherwise payable, the purpose for which the land is used, the determination made and the review date.

Concession or Waiver of Rates

Section 6.47 of the Local Government Act provides:

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

*** Absolute majority required.**



Council Policy

Council will accept written applications from NFP community groups within the Town of Bassendean and consider granting a concession or waiver of rates or service charges in accordance with its discretionary powers provided by section 6.47 of the *Local Government Act 1995*.

An application for a concession or waiver of rates or service charges must be submitted by completing an Application for Rates Waiver or Concession form and will be assessed in accordance with this Policy. The NFP Community Group must provide sufficient information and supporting documentation to demonstrate its eligibility for a concession or waiver for Council to make a decision on the application.

Council will consider all applications received at the time of adopting the Annual Budget and may grant a concession or waiver for up to two (2) years. It is the responsibility of the NFP Community Group to re-apply.

The Town will record the rate concession or waiver in the rate record.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Director Corporate Services</p> <p>First Adopted: Last Reviewed: Version: 1 Next Review due by: 30 June 2021</p>
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ATTACHMENT NO. 13

**LIST OF PAYMENTS
FOR PERIOD
ENDED 30th APRIL 2020**

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

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT and Direct Debits 01-30 April 2020	40625 – 40853	2,241,533.42
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	86194 – 86203	30,073.84
		<hr/>
		\$2,271,607.26
		<hr/>

DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 26th May 2020. The List of Payments has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.



DIRECTOR CORPORATE SERVICES

1st April 2020
to
30th April 2020

Chq/EFT	Date	Name		Amount
EFT40625	14/04/2020	AUSTRALIAN SERVICES UNION	Payroll Deductions	-129.50
EFT40626	14/04/2020	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-103,688.00
EFT40627	14/04/2020	CHILD SUPPORT AGENCY	Payroll Deductions	-253.97
EFT40628	14/04/2020	LGRCEU	Payroll Deductions	-41.00
EFT40629	14/04/2020	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-815.58
EFT40630	15/04/2020	CELEBRATION HOMES	Security Bond Refund	-2,768.00
EFT40631	15/04/2020	LARA ZHENG	Hall Hire Refund	-371.00
EFT40632	15/04/2020	LAUREN COLTON	Hall & Key Bond Refund	-1,550.00
EFT40633	15/04/2020	SIMON PANTON	Security Bond Refund	-2,768.00
EFT40634	15/04/2020	T & Y ACCOUNTING SERVICES PTY LTD	Security Bond Refund	-7,090.00
EFT40635	15/04/2020	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Hall Hire Fees Held (Booking Cancelled)	-29.00
EFT40636	15/04/2020	TRISTAM MORGAN	Security Bond Refund	-3,500.00
EFT40637	15/04/2020	A W BATES	Consultancy - Intramap Integration & Landgate Cadastre	-1,620.00
EFT40638	15/04/2020	AARO GROUP	Various Streets - Drainage - Root Cleaning & Cutting, Pipe Reline	-11,594.00
EFT40639	15/04/2020	ALSCO PERTH	Office Linen And Laundry Services	-40.05
EFT40640	15/04/2020	ANSELL STRATEGIC PTY LTD	Seniors - Analysis Of Options (Extra Work)	-5,445.00
EFT40641	15/04/2020	AREXION	Refund - Cancelled Building Application	-61.65
EFT40642	15/04/2020	ASPHALTECH PTY LTD	Various Streets - Ashpalting	-110,461.10
EFT40643	15/04/2020	AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	Staff Training - Company Directors Course & Membership	-8,648.00
EFT40644	15/04/2020	BALLAJURA SCOUT GROUP	Gravit8 Youth Event - Kitchen Coordination Donation	-500.00
EFT40645	15/04/2020	BARRY & LOUISE REID	Refund - Cancelled Permit - 201300107	-40.50
EFT40646	15/04/2020	BASSENDEAN BOWLING CLUB INC	Upgrade Bowling Green Infrastructure - Grant Contribution	-11,000.00
EFT40647	15/04/2020	BASSENDEAN MEN'S SHED INC	Traffic Management - Markets - December / February	-1,000.00
EFT40648	15/04/2020	BCITF	Building & Construction Industry - Levy Collected - March 2020	-3,936.54
EFT40649	15/04/2020	BISHOP MEDIA	Provide Corporate Video	-12,815.00
EFT40650	15/04/2020	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-62.79
EFT40651	15/04/2020	BUDGET PEST CONTROL	Various Sites - Termite Inspections And Treatments	-795.00
EFT40652	15/04/2020	CABCHARGE AUSTRALIA LIMITED	Seniors Client - Transportation	-6.00
EFT40653	15/04/2020	CAPTURE IMAGES	Wonderrealm - Professional Photography	-1,600.00
EFT40654	15/04/2020	CARROLL & RICHARDSON	Replacement Flags	-991.00

1st April 2020
to
30th April 2020

Chq/EFT	Date	Name	Description	Amount
EFT40655	15/04/2020	CHEM-DRY ADVANCED CARPET CLEANING	Seniors Office - Cleaning Of Office & Day Centre Chairs	-532.40
EFT40656	15/04/2020	CLEANDUSTRIAL SERVICES PTY LTD	Various Buildings Cleaning - February 2020	-1,518.11
EFT40657	15/04/2020	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-231.83
EFT40658	15/04/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy Collected - March 2020	-3,846.30
EFT40659	15/04/2020	EASIFLEET	Payroll Deductions	-5,078.18
EFT40660	15/04/2020	J SWIFT MAINTENANCE	Various Sites - Building & Maintenance Repairs	-6,237.00
EFT40661	15/04/2020	KELLI BRADBROOK	Reimbursement - Occupational Health Safety Supplies	-2,502.51
EFT40662	15/04/2020	LLOYD DUNK	Refund - Building Application Cancellation	-61.65
EFT40663	15/04/2020	MICHAEL WEINBRECHT	Refund - Building Application Cancellation	-61.65
EFT40664	15/04/2020	THERESE JOHN	Refund - Cancelled Relax Program - Pilates	-40.00
EFT40665	15/04/2020	YVONNE KHAN	Refund - Building Application Cancellation	-40.00
EFT40666	15/04/2020	BIDVEST FOOD SERVICE	Seniors - Support Workers Gloves & Hand Sanitiser	-711.43
EFT40667	15/04/2020	CRACKAJACK PARTY HIRE	Recycling Q & A Session - Glassware Hire	-45.18
EFT40668	15/04/2020	CREATING COMMUNITIES AUSTRALIA PTY LTD	Consultancy Fees - Strategic Community Plan	-11,269.50
EFT40669	15/04/2020	DATA3	Office 365 Services - User Lease	-1,197.24
EFT40670	15/04/2020	DAVID A HEANEY	Point Reserve - Repairs To Limestone Blocks	-900.00
EFT40671	15/04/2020	DECLAN SCHOTTE	Gravit8 Event - Running Of Racing Seat Donation	-200.00
EFT40672	15/04/2020	DIAL A NAPPY (BUSICLEAN)	Children Services - Laundry And Cleaning Supplies	-552.60
EFT40673	15/04/2020	DRAINFLOW SERVICES PTY LTD	Various Sites - Drain Cleaning	-2,376.00
EFT40674	15/04/2020	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-55,776.20
EFT40675	15/04/2020	ELISABETH RICHARDSON	Old Perth Road Markets - Coordinator - December - March	-8,029.11
EFT40676	15/04/2020	ELITE ELECTRICAL AND PUMPSPTY LTD	Kelly Park Light Installation - Completion	-19,800.00
EFT40677	15/04/2020	ELLIOTTS IRRIGATION PTY LTD	Bic Reserve - Iron Filter Service / Maintenance	-245.30
EFT40678	15/04/2020		Cancelled	0.00
EFT40679	15/04/2020	EXTERIA	Skate Park - Picnic Shelter Damaged - Insurance Claim	-9,413.80
EFT40680	15/04/2020	FUN2U	Gravit8 Event - Slushie Machine Hire	-132.00
EFT40681	15/04/2020	GAVIN PARTINGTON	Council Crossover Contribution	-442.50
EFT40682	15/04/2020	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-2,180.75
EFT40683	15/04/2020	GTA CONSULTANTS (WA) PTY LTD	Shackleton Street - Road Safety Inspection	-4,950.00
EFT40684	15/04/2020	HATCHET PTY LTD ATF DM TRUST	Various Website Developments	-1,584.00

1st April 2020
to
30th April 2020

Chq/EFT	Date	Name	Description	Amount
EFT40685	15/04/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Various Business Units - Labour Hire	-14,282.68
EFT40686	15/04/2020	HOME CHEF	Seniors - Clients - Meals On Wheels	-165.77
EFT40687	15/04/2020	HYGIENE CONCEPTS	Various Sites - Service Supply Hand Soap & Paper Towel Dispensers	-2,406.25
EFT40688	15/04/2020	JSM CONSTRUCTION WA	Community Hall Courtyard Wall Repairs	-770.00
EFT40689	15/04/2020	LIFE READY MOBILE PTY LTD	Seniors - Client - Physiotherapy Session	-238.00
EFT40690	15/04/2020	LOCHNESS LANDSCAPE SERVICES	Various Reserves - Weed Control	-10,588.60
EFT40691	15/04/2020	MATTER IO PTY LTD	Waste - Installation Of Bin Sensors - 40% Deposit	-2,090.88
EFT40692	15/04/2020	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-232.10
EFT40693	15/04/2020	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-23.83
EFT40694	15/04/2020	OBJECTIVE CORPORATION LIMITD	Town Planning - Subscription License To Objective Trapeze	-3,850.00
EFT40695	15/04/2020	ROTARY CLUB OF SWAN VALLEY	Old Perth Road Markets - Marshalling Services	-2,800.00
EFT40696	15/04/2020	SINEAD GLACKIN	Refund - Cancelled Building Service Levy	-49.10
EFT40697	15/04/2020		Cancelled	0.00
EFT40698	15/04/2020	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-24,406.10
EFT40699	15/04/2020	TRISTAM MORGAN	Council Crossover Contribution	-442.50
EFT40700	15/04/2020	UNITED PETROEUM PTY LTD	Depot - Fuel Supplies	-11,675.91
EFT40701	15/04/2020	VENUS PLUMBING	Various Sites - Plumbing Repairs	-4,465.93
EFT40702	15/04/2020	WALKERS PEST & LAWN MANAGEMENT	Various Sites - Ant Inspections And Treatments	-385.00
EFT40703	15/04/2020	WATER2WATER PTY LTD	Water Dispenser Rental Maintenance Agreement	-49.50
EFT40704	15/04/2020	WESTERN POWER	Street Lighting Design - Thompson Road & Nurstead Avenue	-3,300.00
EFT40705	15/04/2020	WRITE SOLUTIONS AUSTRALIA PTY LTD	Collection & Processing - Sample Fogo Bins	-68.75
EFT40706	15/04/2020	WURTH AUSTRALIA PTY LTD	Depot - Fleet Vehicle - Parts	-287.98
EFT40707	15/04/2020	YOUTH FOCUS INC	Mental Health Training As Part Of Clubs Connect	-660.00
EFT40708	15/04/2020	ZIRCODATA PTY LTD	Records - Document Bin Rental & Storage Fees - March 2020	-52.32
EFT40709	29/04/2020	AUSTRALIAN SERVICES UNION	Payroll Deductions	-155.40
EFT40710	29/04/2020	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-94,124.00
EFT40711	29/04/2020	CHILD SUPPORT AGENCY	Payroll Deductions	-253.97
EFT40712	29/04/2020	LGRCEU	Payroll Deductions	-41.00
EFT40713	29/04/2020	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-815.58
EFT40714	29/04/2020	A W BATES	Intramaps Consultancy Fees	-120.00

1st April 2020
to
30th April 2020

Chq/EFT	Date	Name	Description	Amount
EFT40715	29/04/2020		Cancelled	0.00
EFT40716	29/04/2020	AMAZING BRICK PAVING	Various Sites - Repair Verge And Walkway Brick Paving	-2,730.00
EFT40717	29/04/2020	ARTEIL (WA) PTY LTD	Office Furniture - New - Desk Chairs	-733.70
EFT40718	29/04/2020	ASPHALTECH PTY LTD	Various Sites - Road Maintenance & Carparks Repairs	-150,592.27
EFT40719	29/04/2020	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee - Asset Management	-11,360.25
EFT40720	29/04/2020	AUSTRALIA POST	Various Business Units - Postal Charges - March 2020	-2,253.46
EFT40721	29/04/2020	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Various Sites - Air Conditioning Repairs & Maintenance	-4,745.41
EFT40722	29/04/2020	AUSTRALIAN INSTITUTE OF MANAGEMENT	Staff Training - Having Difficult Conversations	-755.00
EFT40723	29/04/2020	AXIIS CONTRACTING	Various Sites - Crossover And Footpath Maintenance & Construction	-7,904.60
EFT40724	29/04/2020	B&A SMASH REPAIRS	Fleet Vehicle Excess Claim	-1,000.00
EFT40725	29/04/2020	BAILEYS FERTILISER	Various Sites - Fertiliser Applications	-4,101.90
EFT40726	29/04/2020		Cancelled	0.00
EFT40727	29/04/2020	BASSENDAN NEWSAGENCY	Library - Subscriptions - March 2020	-173.31
EFT40728	29/04/2020	BASSENDAN WELLNESS CLINIC	Seniors - Client - Podiatry Home Visit	-36.20
EFT40729	29/04/2020	BAYSWATER INDUSTRIAL ESTATE PTY LTD	Railway Parade - Road Repairs	-2,910.00
EFT40730	29/04/2020	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-41,710.90
EFT40731	29/04/2020	BENARA NURSERIES	Various Street Gardens - Assorted Plants	-5,678.13
EFT40732	29/04/2020	BIDVEST FOOD SERVICE	Seniors - Support Staff - Gloves	-239.36
EFT40733	29/04/2020	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-35.44
EFT40734	29/04/2020	BOWDEN TREE CONSULTANCY	Tree Consultant - Tree Preservation Orders For 7 Trees	-2,002.00
EFT40735	29/04/2020	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-1,348.90
EFT40736	29/04/2020	CAI FENCING	Bassendean Oval - Fencing Repairs	-3,487.00
EFT40737	29/04/2020	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-3,962.54
EFT40738	29/04/2020	CITY OF SOUTH PERTH	Ranger Services - Pound Fees - March 2020	-3,312.34
EFT40739	29/04/2020	COCKBURN CEMENT LIMITED	Various Sites - Cement Supplies	-855.58
EFT40740	29/04/2020	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-219.74
EFT40741	29/04/2020	MATTHEW THOMPSON	Council Crossover Contribution	-592.00
EFT40742	29/04/2020	SUZANNE KEANE	Refund - Cancelled Building Service Levy	-40.50
EFT40743	29/04/2020	ACTION GLASS AND ALUMINIUM	Youth Services - Replace Broken Windows	-716.32
EFT40744	29/04/2020	COMMISSIONER OF POLICE	Volunteers - National Police Checks	-32.80

1st April 2020
to
30th April 2020

Chq/EFT	Date	Name	Description	Amount
EFT40745	29/04/2020	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-594.00
EFT40746	29/04/2020	COUPLERS MALAGA	Depot - Minor Fleet Vehicle Parts	-122.30
EFT40747	29/04/2020	COWAN & PARTNERS PTY LTD	Business E Newsletters Preparation	-400.00
EFT40748	29/04/2020	CTI RISK MANAGEMENT	Customer Service - Banking Collection - March 2020	-242.00
EFT40749	29/04/2020	DAILY LIVING PRODUCTS	Seniors - Client Independent Living Supplies	-5,135.00
EFT40750	29/04/2020	DAIMLER TRUCKS PERTH	Depot - Fleet Vehicle - Parts And Service	-568.00
EFT40751	29/04/2020	DAVID A HEANEY	Various Sites -Limestone Repairs	-1,116.50
EFT40752	29/04/2020	DI CANDILO & SONS	Depot - Minor Supplies	-539.00
EFT40753	29/04/2020	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-202.40
EFT40754	29/04/2020	DVG MORLEY CITY	Depot - Fleet Vehicle - Parts	-1,038.71
EFT40755	29/04/2020	E FIRE & SAFETY (WA)	Various Sites - Service And Check Fire Extinguishers	-125.40
EFT40756	29/04/2020	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-108,596.44
EFT40757	29/04/2020	ECOSCAPE (AUSTRALIA) PTY LTD	Weed Management Strategy - Develop Draft Strategy	-2,304.50
EFT40758	29/04/2020	EVENTS INDUSTRY ASSOCIATION	Events Industry Association Membership 2020	-500.00
EFT40759	29/04/2020	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,709.63
EFT40760	29/04/2020	G C SALES WA	Various Reserves - Blue 120 Litre Bins	-396.00
EFT40761	29/04/2020	GHD PTY LTD	Success Hill Spillway Concept Design - Landscape Sketches	-2,942.50
EFT40762	29/04/2020	GRAINGER GARDEN SUPPLIES	Various Sites - Garden Soil Supplies	-475.00
EFT40763	29/04/2020	GRONBEK SECURITY	Various Sites - Restricted Keys & Coding	-6,282.13
EFT40764	29/04/2020	HATCHET PTY LTD ATF DM TRUST	Various Website Developments	-1,139.08
EFT40765	29/04/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Various Business Units - Labour Hire	-11,909.43
EFT40766	29/04/2020	HEATLEY SALES PTY LTD	Depot - Minor Supplies	-607.99
EFT40767	29/04/2020	HOME CHEF	Seniors - Clients - Meals On Wheels	-657.34
EFT40768	29/04/2020	HUMES WEMBLEY CEMENT	Various Sites - Stormtrap System (Drainage)	-5,248.75
EFT40769	29/04/2020	HYGIENE CONCEPTS	Various Sites - Repairs/Replacements To Sharp Containers	-127.82
EFT40770	29/04/2020	REBECCA HODGKINSON	Rates Refund	-2,000.00
EFT40771	29/04/2020	TRAM BICH MAI	Rates Refund	-600.93
EFT40772	28/04/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 160B - Library Redevelopment	-6,037.49
EFT40773	29/04/2020	DAVID GRAY & CO PTY LTD	Waste - Display Bin Yellow Lid 240L	-364.32
EFT40774	29/04/2020	IMAGESOURCE DIGITAL SOLUTIONS	Town Of Bassendean - Letter Head	-713.91

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Chq/EFT	Date	Name	Description	Amount
EFT40775	29/04/2020	INDUSTRIAL CHEMICAL TECHNOLOGIES	Various Sites - Hand Cleaner & Dispensers	-289.17
EFT40776	29/04/2020	INDUSTRY DINER	Various Council Functions - Catering	-491.00
EFT40777	29/04/2020	IT VISION	Staff Training - Excel Integration Training	-330.00
EFT40778	29/04/2020	JSM CONSTRUCTION WA	Various Sites -Building Maintenance Work	-2,530.00
EFT40779	29/04/2020	KELYN TRAINING SERVICES	Staff Training - Basic Worksite Traffic Management Training	-435.00
EFT40780	29/04/2020	KENNARDS HIRE	Twilight Old Perth Road Markets Equipment Hire - February 2020	-564.00
EFT40781	29/04/2020	KERB DOCTOR	Various Sites - Kerbing Repairs	-1,848.00
EFT40782	29/04/2020	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-7,997.00
EFT40783	29/04/2020	LANDCARE WEED CONTROL	Various Sites - Application Of Weed Control	-1,698.40
EFT40784	29/04/2020	LANDGATE	Aerial Imagery - February 2020	-1,119.17
EFT40785	29/04/2020	LIFE CARE HOME CARE	Seniors - Client - Physiotherapy Session	-104.50
EFT40786	29/04/2020	LIFE READY MOBILE PTY LTD	Seniors - Client - Physiotherapy Session	-119.00
EFT40787	29/04/2020	LOCKDOC	Various Sites - Key & Lock Repairs	-220.00
EFT40788	29/04/2020	MARKETFORCE PTY LTD	Various Business Units - Advertising And Printing	-8,873.12
EFT40789	29/04/2020	MARTINS TRAILER PARTS	Various Fleet Vehicles - Parts	-75.17
EFT40790	29/04/2020	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	Seniors - Independent Living - Initial Assessment	-363.00
EFT40791	29/04/2020	MCL COMMERCIAL SERVICES	Various Sites - Mowing	-6,500.00
EFT40792	29/04/2020	MCLEODS & CO	Professional Fees - Legal Advice	-3,622.30
EFT40793	29/04/2020	MEREFIELD WILDE AND WOOLLARD PTY LTD	Fee Revised Costings For Surrey Street Submission To Lotterywest	-1,485.00
EFT40794	29/04/2020	MIDLAND MINICRETE	Various Sites - Supply Concrete For Footpath Repairs	-1,172.60
EFT40795	29/04/2020	MIDLAND RUBBER STAMPS	Various Business Units - Authorisation Stamps	-118.50
EFT40796	29/04/2020	MINT CIVIL PTY LTD	Various Sites - Street Sweeping Services	-21,563.83
EFT40797	29/04/2020	MIRRABOOKA AUTO ELECTRICS	Depot Fleet Vehicle - Repairs	-630.00
EFT40798	29/04/2020	MOORE STEPHENS	Internal Audit Services Fy 2019-20 - Final Payment	-4,985.16
EFT40799	29/04/2020	MORLEY FLOORING CENTRE	Hyde Ret Unit - Replace Flooring	-1,950.00
EFT40800	29/04/2020	MORLEY MOWER CENTRE	Depot - Minor Plant Parts	-716.96
EFT40801	29/04/2020	MORLEY VETCENTRE	Ranger Services - Euthanias Cat	-42.00
EFT40802	29/04/2020	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-112.30
EFT40803	29/04/2020	NAMEPLATE ENGRAVERS	Various Business Units - Staff Name Badges	-42.90
EFT40804	29/04/2020	NAPA AUTO PARTS	Depot - Minor Fleet Vehicle Parts	-1,014.45

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Chq/EFT	Date	Name	Description	Amount
EFT40805	29/04/2020	NATURAL AREA HOLDINGS	Various Sites - Watering	-647.19
EFT40806	29/04/2020	NEARMAP AUSTRALIA PTY LTD	Town Planning - Nearmaps Subscription	-13,750.00
EFT40807	29/04/2020	OCP SALES	Ranger Services - Uniform And Boots	-197.99
EFT40808	29/04/2020	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-1,329.33
EFT40809	29/04/2020	OIL TECH WA PTY LTD	Depot - Oil Supplies	-799.00
EFT40810	29/04/2020	PARAMOUNT ELECTRICAL SERVICES	Various Sites - Electrical Repairs & Maintenance	-1,069.40
EFT40811	29/04/2020	PERTH SAFETY PRODUCTS PTY LTD	Playground Closed Signs - Covid 19	-3,173.50
EFT40812	29/04/2020	PORTNER PRESS PTY LTD	Human Resources - Employee Law Subscription	-97.00
EFT40813	29/04/2020	PROGRAMMED PROPERTY SERVICES	Various Sites - Streetscape Watering	-6,519.30
EFT40814	29/04/2020	QUALITY TRAFFIC MANAGEMENT PTY LTD	Various Road Closures And Traffic Management	-2,322.35
EFT40815	29/04/2020	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-325.28
EFT40816	29/04/2020	RAECO INTERNATIONAL PTY LTD	Library - Stationery	-128.70
EFT40817	29/04/2020	READY INDUSTRIES PTY LTD	Point Reserve - Fence Hire	-312.18
EFT40818	29/04/2020	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-990.00
EFT40819	29/04/2020	RESOURCE RECOVERY SOLUTIONS	Council Recycle Waste - Concrete, Bricks, Sand & Hotmix	-501.60
EFT40820	29/04/2020	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,525.39
EFT40821	29/04/2020	RICOH FINANCE AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-206.80
EFT40822	29/04/2020	ROADS 2000	Various Sites - Road Repairs - Supply Ashphalt	-460.02
EFT40823	29/04/2020	SCM EARTHMOVING CONTRACTORS	Various Sites - Replace With New Drainage Pits	-4,510.00
EFT40824	29/04/2020	SD & VH FINDLAY	Various Sites - Painting Interior & Exterior	-1,718.00
EFT40825	29/04/2020	SETON AUSTRALIA PTY LTD	Depot - Safety Supplies	-839.74
EFT40826	29/04/2020	SIFTING SANDS	Various Sites - Reserves - Sand Clean	-4,787.42
EFT40827	29/04/2020	SIMPLY UNIFORMS	Town Of Bassendean - Internal Staff Uniforms	-4,424.64
EFT40828	29/04/2020	SINGTEL OPTUS PTY LTD	Seniors - Support Workers - Mobile Phone Charges - March 2020	-929.90
EFT40829	29/04/2020	SLAB AND GARDEN CITY	Facebook Competition Winner - Trailer Load Compos	-270.00
EFT40830	29/04/2020	SOILS AINT SOILS	Various Sites - Garden Soil Supplies	-1,328.00
EFT40831	29/04/2020	STARLET NAPERY	Depot - Uniforms & Safety Gear	-660.00
EFT40832	29/04/2020	STATEWIDE CLEANING SERVICES PTY LTD	Various Sites - Cleaning Supplies	-70.03
EFT40833	29/04/2020	STATS PTY LTD	Various Roads - Testing & Reporting	-4,845.50
EFT40834	29/04/2020	STYLUS DESIGN	Various Business Units - Design & Print Requirements	-36.30

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Chq/EFT	Date	Name	Description	Amount
DD18223.1	01/04/2020	ONHOLD MAGIC	Messages On Hold - April 2020	-138.80
DD18292.1	03/04/2020	COMMONWEALTH CREDIT CARDS	Credit Card - March 2020	-16,849.99
DD18241.1	14/04/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-42,945.25
DD18241.2	14/04/2020	VIC SUPER	Superannuation Contributions	-234.20
DD18241.3	14/04/2020	MLC SUPER FUND	Superannuation Contributions	-237.60
DD18241.4	14/04/2020	COLONIAL FIRST STATE	Superannuation Contributions	-54.57
DD18241.5	14/04/2020	SUPER DIRECTIONS FUND	Superannuation Contributions	-242.25
DD18241.6	14/04/2020	ANZ SMART CHOICE SUPER	Payroll Deductions	-575.60
DD18241.7	14/04/2020	AMP SUPERLEADER	Payroll Deductions	-489.43
DD18241.8	14/04/2020	NGS SUPER	Superannuation Contributions	-304.31
DD18241.9	14/04/2020	MLC SUPER FUND	Superannuation Contributions	-202.12
DD18241.10	14/04/2020	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-133.58
DD18241.11	14/04/2020	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-393.97
DD18241.12	14/04/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-52.51
DD18241.13	14/04/2020	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-160.54
DD18241.14	14/04/2020	BT SUPER FOR LIFE	Superannuation Contributions	-269.20
DD18241.15	14/04/2020	Q SUPER	Superannuation Contributions	-346.77
DD18241.16	14/04/2020	MLC WRAP SUPER	Superannuation Contributions	-88.01
DD18241.17	14/04/2020	HESTA SUPER FUND	Payroll Deductions	-2,061.54
DD18241.18	14/04/2020	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-1,015.56
DD18241.19	14/04/2020	B & L SUPER FUND	Superannuation Contributions	-209.32
DD18241.20	14/04/2020	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-5,086.64
DD18241.21	14/04/2020	HOST PLUS	Superannuation Contributions	-785.41
DD18241.22	14/04/2020	REST SUPERANNUATION	Superannuation Contributions	-1,727.06
DD18241.23	14/04/2020	TWU SUPERANNUATION	Superannuation Contributions	-282.94
DD18257.1	15/04/2020	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - April 2020	-13,696.52
DD18276.1	28/04/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-43,071.66
DD18276.2	28/04/2020	VIC SUPER	Superannuation Contributions	-230.17
DD18276.3	28/04/2020	MLC SUPER FUND	Superannuation Contributions	-243.71
DD18276.4	28/04/2020	COLONIAL FIRST STATE	Superannuation Contributions	-65.38

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30th April 2020

Chq/EFT	Date	Name	Description	Amount
	30/04/2020	PAYROLL CREDITORS	TOTAL FOR MONTH APRIL 2020	-852,388.61
TOTAL MUNICIPAL & TRUST EFT PAYMENTS				-2,241,533.42

Chq/EFT	Date	Name	Description	Amount
TOTAL TRUST CHEQUE PAYMENTS				

ATTACHMENT NO. 14



FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

30 April 2020

TOWN OF BASSENDEAN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 April 2020

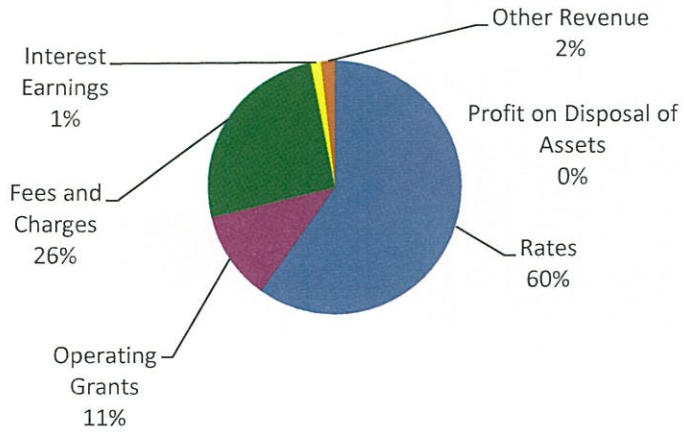
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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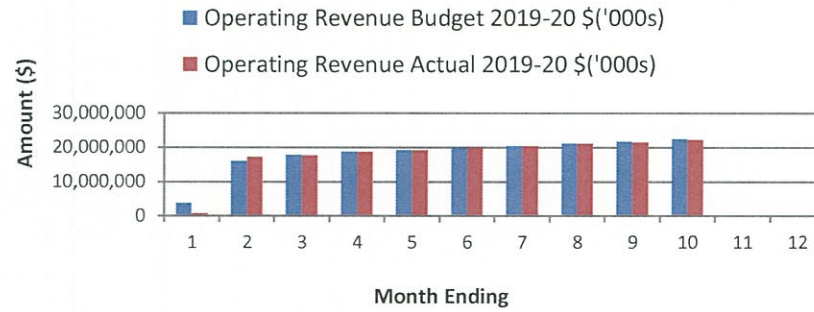
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**Town of Bassendean
Information Summary
For the Period Ended 30 April 2020**

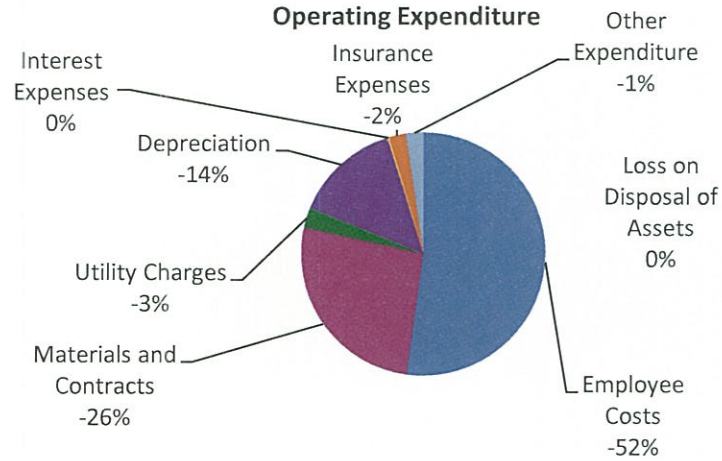
Operating Revenue



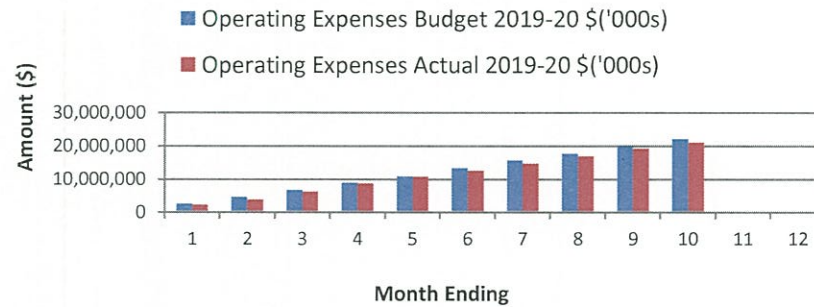
**Budget Operating Revenue -v- YTD Actual
Refer Statement of Financial Activity by
Nature or Type**



Operating Expenditure



**Budget Operating Expenditure -v- YTD Actual
Refer Statement of Financial Activity by
Nature or Type**



TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 April 2020

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Opening Funding Surplus(Deficit)	3	1,630,400	1,432,345	1,432,345	1,432,345	0.00%
Revenue from operating activities						
Governance		17,200	39,360	32,810	38,151	16.28%
General Purpose Funding - Rates	2	13,371,221	13,086,984	13,078,644	13,101,683	0.18%
General Purpose Funding - Other		945,182	917,589	721,737	647,491	(10.29%)
Law, Order and Public Safety		116,400	122,400	116,558	118,896	2.01%
Health		2,732,665	2,856,081	2,855,350	2,860,637	0.19%
Education and Welfare		5,120,258	5,120,258	4,490,296	4,496,826	0.15%
Community Amenities		148,000	148,000	125,310	103,254	(17.60%)
Recreation and Culture		188,910	290,250	240,685	242,308	0.67%
Transport		34,000	62,462	61,792	56,803	(8.07%)
Economic Services		95,350	142,695	126,785	133,673	5.43%
Other Property and Services		83,700	91,080	73,461	91,424	24.45%
		22,852,886	22,877,159	21,923,428	21,891,145	(0.15%)
Expenditure from operating activities						
Governance		(1,140,872)	(1,210,553)	(894,154)	(941,532)	(5.30%)
General Purpose Funding		(930,248)	(1,014,366)	(780,503)	(764,836)	2.01%
Law, Order and Public Safety		(716,404)	(738,277)	(608,419)	(548,841)	9.79%
Health		(3,257,400)	(3,485,945)	(2,746,643)	(2,448,815)	10.84%
Education and Welfare		(5,679,422)	(5,754,242)	(4,753,799)	(4,822,273)	(1.44%)
Community Amenities		(1,474,379)	(1,415,174)	(1,157,006)	(1,100,618)	4.87%
Recreation and Culture		(6,474,962)	(6,636,404)	(5,305,619)	(5,123,956)	3.42%
Transport		(5,679,404)	(5,526,405)	(5,132,319)	(4,661,843)	9.17%
Economic Services		(620,697)	(645,205)	(481,949)	(473,298)	1.79%
Other Property and Services		(46,278)	(96,159)	(53,018)	(39,945)	24.66%
		(26,020,067)	(26,522,731)	(21,913,430)	(20,925,957)	4.51%
Operating activities excluded from budget						
Add back Depreciation		3,505,012	3,505,012	2,920,670	2,948,585	0.96%
Adjust (Profit)/Loss on Asset Disposal		8,319	9,819	8,180	-	(100.00%)
Movement in Leave Reserve		14,871	14,871	11,951	11,951	0.00%
Amount attributable to operating activities		361,021	(115,870)	2,950,799	3,925,724	
Investing Activities						
Non-operating Grants, Subsidies and Contributions						
Proceeds from Disposal of Assets	10	2,066,917	1,914,827	406,000	313,000	(22.91%)
Land and Buildings	8	(1,748,710)	(1,903,037)	(520,467)	(459,448)	11.72%
Infrastructure Assets - Roads	8	(2,254,002)	(1,880,804)	(234,083)	(284,743)	(21.64%)
Infrastructure Assets - Footpaths	8	(50,000)	(50,000)	(30,000)	(16,246)	45.85%
Infrastructure Assets - Other	8	(1,305,620)	(1,391,045)	(177,085)	(84,968)	52.02%
Infrastructure Assets - Drainage	8	(63,541)	(63,541)	(63,541)	(20,905)	67.10%
Plant and Equipment	8	(53,500)	(37,975)	(37,975)	(15,255)	59.83%
Furniture and Equipment	8	(629,578)	(617,578)	(152,100)	(2,183)	98.56%
Amount attributable to investing activities		(3,381,534)	(3,371,413)	(809,251)	(570,749)	
Financing Activities						
Self-Supporting Loan Principal		23,766	23,766	17,979	17,979	0.00%
Transfer from Reserves	5	3,671,705	3,829,848	-	-	(100.00%)
Repayment of Debentures	4	(130,368)	(130,368)	(111,496)	(111,496)	0.00%
Transfer to Reserves	5	(2,150,310)	(1,668,018)	(57,362)	(57,362)	0.00%
Amount attributable to financing activities		1,414,793	2,055,228	(150,879)	(150,879)	
Closing Funding Surplus(Deficit)	3	24,680	291	3,423,014	4,636,441	

TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 April 2020

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Opening Funding Surplus (Deficit)	3	1,630,400	1,432,345	1,432,345	1,432,345	0.00%
Revenue from operating activities						
Rates	2	13,410,680	13,086,984	13,078,644	13,101,683	0.18%
Operating Grants, Subsidies and Contributions		2,563,074	2,577,893	2,399,646	2,489,891	3.76%
Fees and Charges		5,989,971	6,256,572	5,678,426	5,615,284	(1.11%)
Interest Earnings		460,345	460,345	357,650	281,387	(21.32%)
Other Revenue		427,316	495,365	409,062	402,900	(1.51%)
Profit on Disposal of Assets	10	1,500	-	-	-	
		22,852,886	22,877,159	21,923,428	21,891,145	(0.15%)
Expenditure from operating activities						
Employee Costs		(12,291,093)	(12,640,508)	(10,494,827)	(10,905,848)	(3.92%)
Materials and Contracts		(8,122,358)	(8,209,677)	(6,737,155)	(5,510,421)	18.21%
Utility Charges		(719,114)	(721,514)	(605,805)	(559,331)	7.67%
Depreciation on Non-Current Assets		(3,505,012)	(3,505,012)	(2,920,670)	(2,948,585)	(0.96%)
Interest Expenses		(49,688)	(41,522)	(34,853)	(28,794)	17.38%
Insurance Expenses		(452,413)	(476,115)	(467,115)	(473,832)	(1.44%)
Other Expenditure		(870,570)	(918,563)	(644,825)	(499,148)	22.59%
Loss on Disposal of Assets	10	(9,819)	(9,819)	(8,180)	-	100.00%
		(26,020,067)	(26,522,732)	(21,913,430)	(20,925,957)	4.51%
Operating activities excluded from budget						
Add back Depreciation		3,505,012	3,505,012	2,920,670	2,948,585	0.96%
Adjust (Profit)/Loss on Asset Disposal		8,319	9,819	8,180	-	(100.00%)
Movement in Leave Reserve		14,871	14,871	11,951	11,951	0.00%
Amount attributable to operating activities		361,021	(115,870)	2,950,799	3,925,723	
Investing activities						
Grants, Subsidies and Contributions		2,066,917	1,914,827	406,000	313,000	(22.91%)
Proceeds from Disposal of Assets	10	656,500	657,740	-	-	
Land and Buildings	8	(1,748,710)	(1,903,037)	(520,467)	(459,448)	11.72%
Infrastructure Assets - Roads	8	(2,254,002)	(1,880,804)	(234,083)	(284,743)	(21.64%)
Infrastructure Assets - Footpaths	8	(50,000)	(50,000)	(30,000)	(16,246)	45.85%
Infrastructure Assets - Other	8	(1,305,620)	(1,391,045)	(177,085)	(84,968)	52.02%
Infrastructure Assets - Drainage	8	(63,541)	(63,541)	(63,541)	(20,905)	67.10%
Plant and Equipment	8	(53,500)	(37,975)	(37,975)	(15,255)	59.83%
Furniture and Equipment	8	(629,578)	(617,578)	(152,100)	(2,183)	98.56%
Amount attributable to investing activities		(3,381,534)	(3,371,413)	(809,251)	(570,749)	
Financing Activities						
Self-Supporting Loan Principal		23,766	23,766	17,979	17,979	0.00%
Transfer from Reserves	7	3,671,705	3,829,848	-	-	(100.00%)
Repayment of Debentures	4	(130,368)	(130,368)	(111,496)	(111,496)	0.00%
Transfer to Reserves	7	(2,150,310)	(1,668,018)	(57,362)	(57,362)	0.00%
Amount attributable to financing activities		1,414,793	2,055,228	(150,879)	(150,879)	
Closing Funding Surplus (Deficit)	3	24,680	291	3,423,014	4,636,441	

Town of Bassendean
STATEMENT OF FINANCIAL POSITION
For the Period Ended 30 April 2020

	2019-20	2018-19
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	14,401,668	12,355,302
Trade and other receivables	1,747,380	1,011,100
Inventories	14,881	17,076
TOTAL CURRENT ASSETS	16,163,929	13,383,480
NON-CURRENT ASSETS		
Financial Assets	122,620	122,620
Other receivables	512,264	530,243
Property, plant and equipment	55,744,266	55,780,007
Infrastructure	105,367,536	107,396,630
Interests in Joint Ventures	8,386,081	8,386,081
TOTAL NON-CURRENT ASSETS	170,132,767	172,215,582
TOTAL ASSETS	186,296,696	185,599,062
CURRENT LIABILITIES		
Trade and other payables	2,831,586	3,295,969
Current portion of long term borrowings	18,872	130,368
Provisions	2,413,249	2,417,923
TOTAL CURRENT LIABILITIES	5,263,707	5,844,261
NON-CURRENT LIABILITIES		
Long term borrowings	549,315	549,315
Provisions	158,837	158,837
TOTAL NON-CURRENT LIABILITIES	708,153	708,153
TOTAL LIABILITIES	5,971,860	6,552,414
NET ASSETS	180,324,837	179,046,648
EQUITY		
Retained surplus	30,430,042	29,209,215
Reserves - cash backed	7,014,374	6,957,012
Revaluation surplus	142,880,420	142,880,420
TOTAL EQUITY	180,324,837	179,046,648

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

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 30 April 2020

Statement of Financial Position Detailed	2019/2020 \$	2018/2019 \$
CASH AND CASH EQUIVALENTS		
Unrestricted	4,853,701	3,031,343
Restricted	9,547,967	9,323,959
	14,401,668	12,355,302
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Leave Reserve	755,482	743,532
Plant & Equipment Reserve	400,223	396,298
Community Facilities Reserve	54,147	53,616
Land & Building Infrastructure Reserve	1,906,645	1,887,948
Waste Management Reserve	1,096,119	1,085,370
Wind in the Willows Reserve	48,684	48,206
Aged Persons Reserve	556,422	550,966
Youth Development Reserve	29,516	29,227
Underground Power Reserve	85,189	84,354
Drainage Reserve	146,171	144,737
Tree Reserve	162,306	160,660
Bus Shelter Reserve	21,456	21,300
HACC Assets Replacement	124,000	122,784
Unspent Portion of Grants	1,628,013	1,628,013
Hyde Retirement Village Retention Bonds	259,550	256,550
Other Bonds & Deposits	2,274,042	2,110,398
	9,547,967	9,323,959
TRADE AND OTHER RECEIVABLES		
Current		
Rates Outstanding	1,465,704	785,846
Sundry Debtors - General	87,671	86,436
GST Receivable	89,589	32,274
Accrued Interest	-	2,130
Sundry Debtors - SSL	23,766	23,766
Long Service Leave Due from Other Councils	80,650	80,650
	1,747,380	1,011,100
Non-Current		
Rates Outstanding - Pensioners	325,083	325,083
Loans - Clubs/Institutions	187,181	205,160
	512,264	530,243
Investments - Government House	122,620	122,620
Investments- EMRC	8,386,081	8,386,081
INVENTORIES		
Current		
Fuel and Materials	14,881	17,076
	14,881	17,076

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 30 April 2020

Statement of Financial Position Detailed	2019/2020	2018/2019
PROPERTY, PLANT AND EQUIPMENT	\$	\$
Land and Buildings		
- Independent Valuation 2017 - Level 2	36,381,646	36,381,646
Buildings at:		
- Independent Valuation 2017 - Level 3	26,275,930	26,275,930
- Additions after valuation - cost	459,448	-
Less: accumulated depreciation	(8,687,339)	(8,276,412)
	18,048,039	17,999,518
Total Land and Buildings	54,429,685	54,381,164
Furniture and Equipment - Management Valuation 2016	165,239	165,239
- Additions after valuation - cost	283,459	281,276
Less Accumulated Depreciation	(193,506)	(157,937)
Less Accumulated Depreciation	255,192	288,578
Plant and Equipment - Independent Valuation 2016		
- Independent Valuation 2016 - Level 2	1,898,330	1,898,330
- Independent Valuation 2016 - Level 3	714,601	714,601
- Additions after valuation - cost	246,688	231,433
Less Accumulated Depreciation	(1,646,462)	(1,580,331)
-Less Disposals after Valuation	(216,389)	(216,389)
	996,768	1,047,644
Art Works		
- Management Valuation 2018 - Level 2	62,620	62,620
	62,620	62,620
	55,744,266	55,780,007

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 30 April 2020

	2019/2020	2018/2019
	\$	\$
Statement of Financial Position Detailed		
INFRASTRUCTURE		
Roads - Independent Valuation 2017	84,599,586	84,599,586
- Additions after valuation - cost	284,743	
Less Accumulated Depreciation	<u>(19,350,923)</u>	<u>(18,117,855)</u>
	65,533,406	66,481,731
Footpaths - Independent Valuation 2017	10,332,111	10,332,111
- Additions after valuation - cost	16,246	
Less Accumulated Depreciation	<u>(3,687,087)</u>	<u>(3,484,861)</u>
	6,661,270	6,847,250
INFRASTRUCTURE		
Drainage - Independent Valuation 2017	40,475,300	40,475,300
- Additions after valuation - cost	20,905	-
Less Accumulated Depreciation	<u>(18,561,309)</u>	<u>(18,065,759)</u>
	21,934,895	22,409,541
Parks & Ovals - Independent Valuation 2018	18,392,206	18,392,206
- Additions after valuation - cost	84,968	-
Less Accumulated Depreciation	<u>(7,239,209)</u>	<u>(6,734,096)</u>
	11,237,965	11,658,110
	<u>105,367,536</u>	<u>107,396,630</u>
TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	297,857	656,856
Accrued Interest on Debentures	-	4,005
Accrued Salaries and Wages	-	268,160
Bonds & Other Deposits	2,274,042	2,110,398
Hyde Retirement Village Bonds	259,550	256,550
	<u>2,831,586</u>	<u>3,295,969</u>
LONG-TERM BORROWINGS		
Secured by Floating Charge		
Loan Liability - Current	<u>18,872</u>	<u>130,368</u>
	18,872	130,368
Non-Current		
Secured by Floating Charge		
Loan Liability - Non Current	<u>549,315</u>	<u>549,315</u>
	549,315	549,315

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 30 April 2020

Statement of Financial Position Detailed	2019/2020	2018/2019
	\$	\$
PROVISIONS		
Current		
Provision for Annual Leave	1,033,867	1,038,542
Provision for Long Service Leave	1,379,382	1,379,382
	<u>2,413,249</u>	<u>2,417,923</u>
Non-Current		
Provision for Long Service Leave	158,837	158,837
	<u>158,837</u>	<u>158,837</u>
RECONCILIATION		
TOTAL CURRENT ASSETS	16,163,929	13,383,480
TOTAL NON CURRENT ASSETS	170,132,767	172,215,582
TOTAL ASSETS	<u>186,296,696</u>	<u>185,599,062</u>
TOTAL CURRENT LIABILITIES	5,263,707	5,844,261
TOTAL NON CURRENT LIABILITIES	708,153	708,153
TOTAL LIABILITIES	<u>5,971,860</u>	<u>6,552,414</u>
NET ASSETS	<u>180,324,837</u>	<u>179,046,648</u>

**TOWN OF BASSENDEAN
STATEMENT OF CASH FLOWS**

	2019/20	2019/20
	Actual	Budget
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts:		
Rates	16,237,410	13,610,680
Operating grants, subsidies and contributions	2,489,891	2,711,074
Fees and charges	1,439,603	6,009,971
Interest	283,517	460,345
Goods and services tax	705,011	1,350,000
Other revenue	402,900	400,316
	21,558,332	24,542,386
Payments:		
Employee costs	(11,213,591)	(12,391,093)
Materials and contracts	(5,508,226)	(8,166,766)
Utility charges	(559,331)	(719,114)
Interest expenses	(32,799)	(44,688)
Insurance expenses	(473,832)	(452,413)
Goods and services tax	(727,418)	(900,000)
Other expenditure	(499,148)	(870,570)
	(19,014,346)	(23,544,644)
Net cash provided by (used in) operating activities	2,543,987	997,742
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts:		
Non-operating grants, subsidies and contributions	313,000	2,066,917
Proceeds from sale of assets	-	656,500
Payments:		
Payments for purchase of property, plant & equipment	(476,886)	(2,431,788)
Payments for construction of infrastructure	(406,863)	(3,673,163)
Net cash provided by (used in) investment activities	(570,749)	(3,381,534)
CASH FLOWS FROM FINANCING ACTIVITIES		
Receipts:		
Proceeds from self supporting loans	17,980	23,766
Transfer from Trust	166,644	400,000
Payments:		
Repayment of debentures	(111,496)	(130,368)
Net cash provided by (used in) financing activities	73,128	293,398
Net increase (decrease) in cash held	2,046,366	(2,090,393)
Cash and cash equivalents at beginning of year	12,355,302	12,377,774
Cash and cash equivalents at the end of the year	14,401,668	10,287,380

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

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

NOTES TO THE CASH FLOW STATEMENT

(a) Reconciliation of Cash

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

	2019/20 Actual \$	2019/20 Budget \$
Cash and Cash Equivalents	14,401,668	10,287,380

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

Net Result	1,278,188	(1,100,264)
Depreciation	2,948,585	3,505,012
(Profit)/Loss on Sale of Asset	-	8,319
(Increase)/Decrease in Receivables	(1,037,826)	(60,000)
(Increase)/Decrease in Inventories	2,195	
Increase/(Decrease) in Payables & Accruals	(329,480)	225,000
Increase/(Decrease) in Employee Provisions	(4,675)	50,000
Grants/Contributions for the Development of Assets	(313,000)	(1,630,325)
Net Cash from Operating Activities	2,543,987	997,742

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an Indicator of whether the actual expenditure or revenue varies from the year to date budget or greater than 10% or \$5000.

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenue	\$	%			
Governance	5,341	16%	⊖	Timing	Budget Timing
General Purpose Funding - Rates	23,039	0.2%		Permanent	Interim rating above budget
General Purpose Funding - Other	(74,246)	(10%)	⊖	Timing/ Permanent	Investment Interest under budget due to low interest rates
Law, Order and Public Safety	2,338	2%			Within Variance Threshold
Health	5,287	0%			Within Variance Threshold
Education and Welfare	6,530	0%			Within Variance Threshold
Community Amenities	(22,056)	(18%)	⊖	Timing	Town Planning fees tracking under the YTD budget
Recreation and Culture	1,623	1%			Within Variance Threshold
Transport	(4,989)	(8%)			Within Variance Threshold
Economic Services	6,888	5%			Within Variance Threshold
Other Property and Services	17,963	24%	⊖	Timing	Private works income and insurance reimbursements tracking above YTD budget
Operating Expense	\$	%			
Governance	(47,377)	(5%)			Within Variance Threshold
General Purpose Funding	15,667	2%		Timing	Timing of expenditure
Law, Order and Public Safety	59,578	10%		Timing	Bassendean SES to claim ESL Grant/Savings in the Emergency Services Program budget/Timing of Pound Expenses
Health	297,828	11%	⊕	Timing	Timing of Expenditure/Bulk rubbish collection due in May/FOGO and Environmental projects
Education and Welfare	(68,474)	(1%)		Timing	Seniors tracking above budget due to demand/HRV building maintenance/returbishment above budget
Community Amenities	56,388	5%		Timing	Community amenities maintenance under YTD budget
Recreation and Culture	181,663	3%		Timing/ Permanent	Leisure Programs and Public Events under budget and other Recreation & Cultural projects due to timing
Transport	470,476	9%		Timing	Street Tree Planting Program and other Projects due to timing
Economic Services	8,651	2%		Timing	Within Variance Threshold
Other Property and Services	13,073	25%	⊖	Timing/ Permanent	Timing of expenditure
Operating activities excluded from budget					
Depreciation	(27,915)	1%		Permanent	Within Variance Threshold/Depreciation tracking above budget
Adjust (Profit)/Loss on Asset Disposal	(8,180)	(100%)		Timing	Timing of disposal of assets
Capital Revenues					
Grants, Subsidies and Contributions	(93,000)	(23%)	⊖	Timing	Timing of grant funding received - FOGO
Proceeds from Disposal of Assets	0				Within Variance Threshold
Capital Expenses					<i>Refer to Note 8 for Capital expenditure detail</i>
Land and Buildings	(61,019)	12%		Timing	Timing of projects
Infrastructure - Roads	50,650	(22%)		Timing	Budget timing
Infrastructure - Footpaths	(13,754)	46%		Timing	Timing of projects/in progress
Infrastructure Assets - Other	(92,117)	52%		Timing	Timing of projects
Infrastructure Assets - Drainage	(42,636)	67%		Timing	Timing of projects/in progress
Plant and Equipment	(22,720)	60%		Timing	Timing/in progress
Furniture and Equipment	(149,917)	99%		Timing	Timing of projects/in progress
Financing					
Self-Supporting Loan Principal	0	0%			Within Variance Threshold
Transfer from Reserves	0	(100%)			Within Variance Threshold/Transfers from reserve to fund capital projects still to occur
Repayment of Debentures	0	0%			Within Variance Threshold
Transfer to Reserves	0	0%			Within Variance Threshold/Transfers to reserve still to occur
Opening Funding Surplus(Deficit)	0	0%			Within Variance Threshold

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 2: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
General Rate	7.3020	5,962	162,036,773	11,625,473	64,485	12,614	11,702,572	11,909,496	50,000	12,614	11,972,110
Sub-Totals		5,962	162,036,773	11,625,473	64,485	12,614	11,702,572	11,909,496	50,000	12,614	11,972,110
Minimum Payment											
Minimum Rate	1,106	1,300	17,972,511	1,399,111	-	-	1,399,111	1,399,111	-	-	1,399,111
Sub-Totals		1,300	17,972,511	1,399,111	-	-	1,399,111	1,399,111	-	-	1,399,111
Amount from General Rates		7,262	180,009,284	13,024,584	64,485	12,614	13,101,683	13,308,607	50,000	12,614	13,371,221
Totals							13,101,683				13,371,221

Comments - Rating Information

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

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

The Rates for 2019/20 were issued on the 6th September 2019. The due date for the payment of rates is October 11th 2019, unless the option to pay by instalments is taken. Rates instalments are subject to an instalment fee of \$36 and 5.5% interest. Instalment dates for 2019/20 are:

1st: 11 October 2019

2nd: 13 December 2019

3rd: 14 February 2020

4th: 17 April 2020

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing	Current
	30 June 2019	30 Apr 2020
	\$	\$
Current Assets		
Cash Unrestricted	3,031,342	6,355,502
Cash Restricted	6,957,012	7,014,374
Restricted Cash - Trust	2,366,948	1,031,792
Rates Outstanding	785,846	1,465,704
Sundry Debtors	190,852	192,087
GST Receivable	32,274	89,589
Accrued Interest	2,130	-
Inventories	17,076	14,881
	13,383,480	16,163,929
Less: Current Liabilities		
Sundry Creditors	(656,856)	(297,857)
Accrued Interest on Debentures	(4,005)	-
Accrued Salaries and Wages	(268,160)	-
Hyde Retirement Village Bonds	(256,550)	(259,550)
Bonds and Other Deposits	(2,110,398)	(2,274,042)
Current Employee Provisions	(2,417,924)	(2,413,249)
	(5,713,893)	(5,244,835)
Net Current Assets	7,669,587	10,919,094
Less: Cash Reserves	(6,957,012)	(7,014,374)
Less: SSL Borrowings Repayments	(23,766)	(23,766)
Plus : Liabilities funded by Cash Backed Reserves	743,532	755,482
Net Current Funding Position	1,432,345	4,636,441

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 4 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Budget	Actual	Annual Budget
		\$	\$	\$	\$	\$	\$
Recreation and Culture							
Loan 156 - Civic Centre Redevelopment	38,133	38,133	38,133	0	-	1,018	5,425
Loan 160A - Civic Centre Redevelopment	291,410	38,030	51,115	253,380	240,295	13,048	20,475
Loan 160B- Civic Centre Redevelopment	121,214	17,355	17,355	103,859	103,859	5,494	7,786
Self Supporting Loans-Governance							
Loan 157 - Ashfield Soccer Club	11,408	4,857	6,123	6,551	5,285	449	845
Loan 162 - TADWA	217,518	13,122	17,643	204,396	199,875	8,786	15,158
	679,683	111,496	130,368	568,187	549,314	28,794	49,688

(b) New Debentures

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

(c) Unspent Debentures

The Town has no unspent debentures.

(d) Overdraft

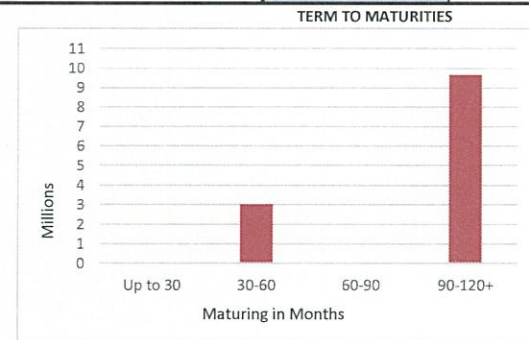
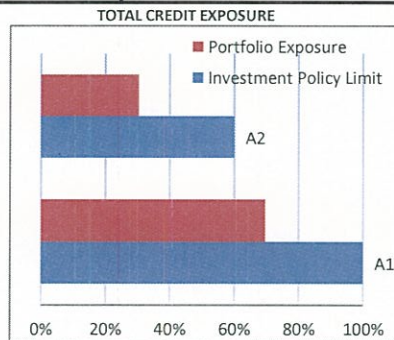
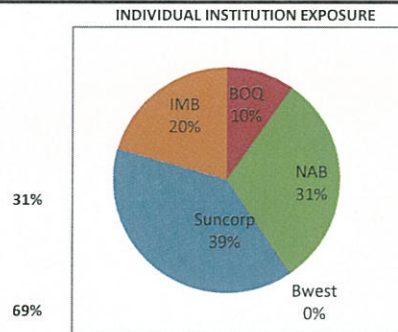
It is anticipated that this facility will not be required in the 2019/20 Financial Period.

Town of Bassendean
Monthly Investment Report
For the Period Ended 30 April 2020

Note 5 : CASH INVESTMENTS

Deposit Ref	Deposit Date	Maturity Date	S & P Rating	Institution	Term (Days)	Rate of Interest	Amount Invested (Days)				Total	Expected Interest
							Up to 30	30-60	60-90	90-120+		
Municipal												
51821	28/04/2020	9/06/2020	A2	IMB	42	0.75%	-	1,000,000.00	-	-	1,000,000.00	863.01
51736	6/04/2020	26/05/2020	A2	IMB	50	1.05%	-	500,000.00	-	-	500,000.00	719.18
51716	31/03/2020	12/05/2020	A2	IMB	42	1.10%	-	1,500,000.00	-	-	1,500,000.00	1,898.63
Restricted - Bonds and Deposits:												
255251	30/04/2020	30/07/2020	A2	BOQ	91	1.30%	-	-	-	400,000.00	400,000.00	1,296.44
4199210	24/02/2020	25/05/2020	A1	Suncorp	91	1.40%	-	-	-	1,500,000.00	1,500,000.00	5,235.62
							-	3,000,000.00	-	1,900,000.00	4,900,000.00	10,012.88
Reserve												
255252	30/04/2020	30/07/2020	A2	BOQ	91	1.30%	-	-	-	786,371.17	786,371.17	2,548.70
4198587	25/11/2019	25/05/2020	A1	Suncorp	182	1.55%	-	-	-	3,235,185.04	3,235,185.04	25,003.99
4199662	16/04/2020	13/10/2020	A1	Suncorp	180	1.40%	-	-	-	985,957.77	985,957.77	6,807.16
76-133-4101	20/01/2020	19/05/2020	A1	NAB	120	1.60%	-	-	-	2,006,860.28	2,006,860.28	10,556.63
							-	-	-	7,014,374.26	7,014,374.26	44,916.49
Trust												
089-062126-4	27/04/2020	29/06/2020	A1	Bankwest	63	0.65%	-	-	8,464.60	-	8,464.60	9.50
94-401-6261	20/01/2020	19/05/2020	A1	NAB	120	1.60%	-	-	-	736,097.77	736,097.77	3,872.07
							-	-	-	8,464.60	736,097.77	3,881.56
Total							-	3,000,000.00	8,464.60	9,650,472.03	12,658,936.63	58,810.93

ENVIRONMENTAL COMMITMENT	
Depositing Institution	Value Invested
Fossil Fuel Lending ADI	
BOQ	1,186,371.17
NAB	2,742,958.05
Bankwest	\$8,464.60
	3,937,793.82
Non Fossil Fuel Lending ADI	
IMB	3,000,000.00
Suncorp	5,721,142.81
	8,721,142.81
Total Funds	\$12,658,936.63

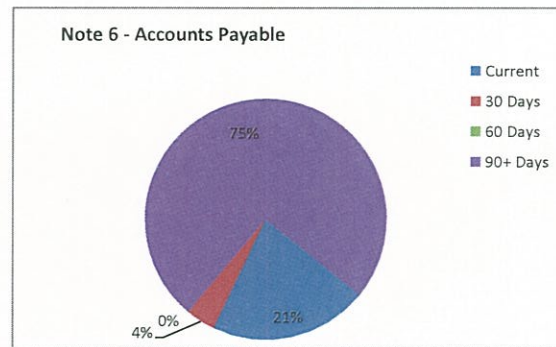
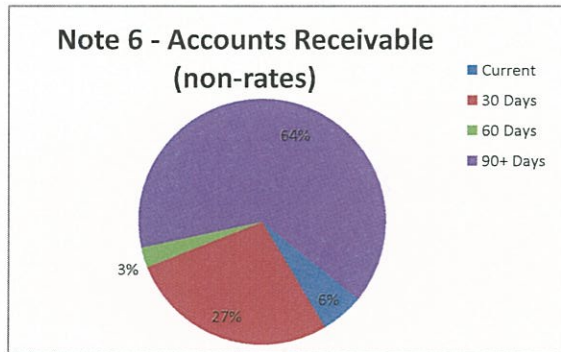


TOWN OF BASSEDEAN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 April 2020

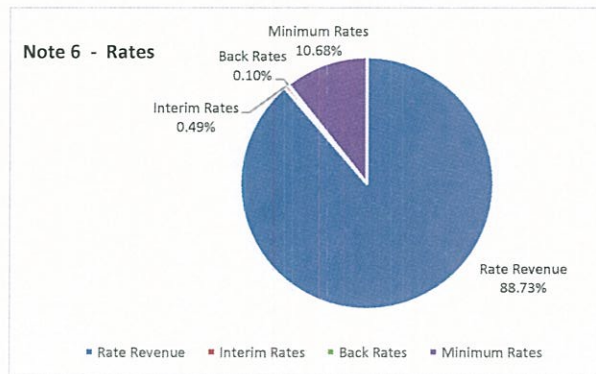
Note 6: Receivables and Payables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	4,305	21,010	1,991	49,091	76,397
Balance per Trial Balance					
Sundry Debtors					76,397
Total Receivables General Outstanding					76,397

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	3,909	724	0	13,748	18,381
Balance per Trial Balance					
Sundry Creditors					18,381
Total Payables General Outstanding					18,381



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



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

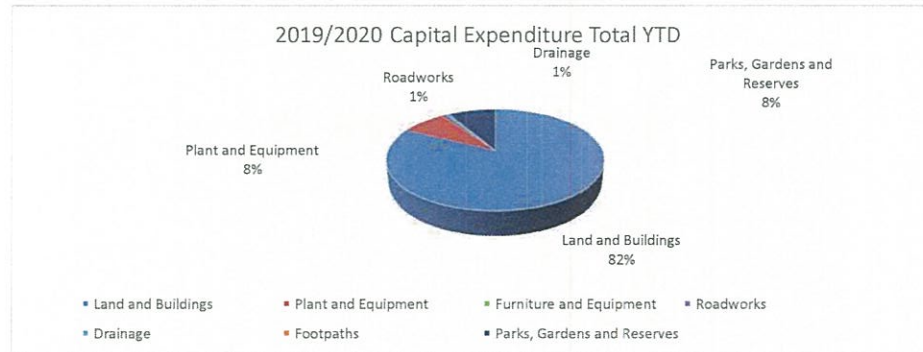
Note 7: Cash Backed Reserves

Name	Opening Balance	Original Annual Budget Transfers In (+) Including Interest	Original Annual Budget Transfers Out (-)	Original Annual Budget Closing Balance	Amended Annual Budget Transfers In (+) Including Interest	Amended Annual Budget Transfers Out (-)	Amended Annual Budget Closing Balance	Actual Transfers Including Interest (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$				\$	\$	\$
Plant And Equipment Reserve	396,298	7,926	(50,000)	354,224	7,926	(30,235)	373,989	3,925	-	400,223
Community Facilities Reserve	53,617	1,072	-	54,689	1,072	-	54,689	531	-	54,147
Land And Buildings Infrastructure Reserve	1,887,948	681,841	(1,263,500)	1,306,289	681,841	(1,263,500)	1,306,289	18,697	-	1,906,645
Waste Management Reserve	1,085,370	21,707	(617,578)	489,499	21,707	(617,578)	489,499	10,749	-	1,096,119
Wind In The Willows Child Care Reserve	48,206	964	(35,000)	14,170	964	(35,000)	14,170	477	-	48,684
Aged Persons Reserve	507,423	10,148	-	517,571	10,148	-	517,571	5,456	-	556,422
Youth Development Reserve	29,229	50,585	-	79,814	50,585	-	79,814	289	-	29,516
Underground Power Reserve	84,354	1,687	-	86,041	1,687	-	86,041	835	-	85,189
Employee Entitlements Reserve	743,532	14,871	(345,923)	412,480	14,871	(523,831)	234,572	11,951	-	755,482
Drainage Infrastructure Reserve	144,737	2,895	(63,541)	84,091	2,895	(63,541)	84,091	1,433	-	146,171
Hacc Asset Replacement Reserve	133,214	2,664	(5,000)	130,878	2,664	(5,000)	130,878	1,216	-	124,000
Unspent Grants Reserve	1,597,552	50,000	(1,115,000)	532,552	50,000	(1,115,000)	532,552	-	-	1,628,013
Street Tree Reserve	176,163	103,523	(176,163)	103,523	103,523	(176,163)	103,523	1,646	-	162,306
Bus Shelter Reserve	21,300	426	-	21,726	426	-	21,726	156	-	21,456
Information Technology Reserve	-	200,000	-	200,000	200,000	-	200,000	-	-	-
Future Projects Reserve	-	1,000,000	-	1,000,000	517,708	-	517,708	-	-	-
	6,908,943	2,150,310	(3,671,705)	5,387,548	1,668,018	(3,829,848)	4,747,113	57,362	-	7,014,374

Town of Bassendean
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 April 2020

Note 8: Capital Works Program

Assets	Budget			YTD Actual		2019/2020 Capital Expenditure Total		Purchase Order Value	YTD Variance Budget to Actual
	Annual Budget	Amended Budget	YTD Budget	New/ Upgrade	Renewal	YTD			
Land and Buildings	\$ 1,748,710	\$ 1,903,037	\$ 520,467	\$ 396,675	\$ 62,772	\$ 459,448	\$ 50,623	\$ (61,019)	
Plant and Equipment	\$ 53,500	\$ 37,975	\$ 37,975	\$ -	\$ 15,255	\$ 15,255	\$ 22,720	\$ (22,720)	
Furniture and Equipment	\$ 629,578	\$ 617,578	\$ 152,100	\$ 2,183	\$ -	\$ 2,183	\$ 437,187	\$ (149,917)	
Roadworks	\$ 2,254,002	\$ 1,880,804	\$ 234,083	\$ -	\$ 284,743	\$ 284,743	\$ 7,793	\$ 50,660	
Drainage	\$ 63,541	\$ 63,541	\$ 63,541	\$ 20,905	\$ -	\$ 20,905	\$ 49,225	\$ (42,636)	
Footpaths	\$ 50,000	\$ 50,000	\$ 30,000	\$ -	\$ 16,246	\$ 16,246	\$ 29,206	\$ (13,754)	
Parks, Gardens and Reserves	\$ 1,305,620	\$ 1,391,045	\$ 187,085	\$ 50,560	\$ 34,408	\$ 84,968	\$ 24,933	\$ (102,117)	
	\$ 6,104,951	\$ 5,943,980	\$ 1,225,251	\$ 470,324	\$ 413,425	\$ 883,749	\$ 621,688	\$ (341,502)	



TOWN OF BASSENDEAN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 April 2020

Note 9: Budget Amendments

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

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 10: Disposal of Assets

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

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 11: Trust, Bonds and Deposits

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

Description	Opening Balance 1/07/2019	Amount Received	Amount Paid	Closing Balance 30/04/2020
	\$	\$	\$	\$
Public Open Space	728,410	7,688	-	736,098
Total Uncontrolled Trust Funds	728,410	7,688	-	736,098

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

Description	Opening Balance 1/07/2019	Amount Received	Amount Paid	Closing Balance 30/04/2020
Hyde Retirement Village Retention Bonds	256,550	3,250	(250)	259,550
<u>Other Bonds and Deposits</u>				
Sundry	323,572	69,664	(14,080)	379,156
Securities	933,053	386,111	(198,103)	1,121,061
Hall Hire Bonds	32,311	23,850	(27,150)	29,011
Crossover Deposits	108,675	-	-	108,675
Landscaping Bonds	685,264	81,872	(160,661)	606,475
Stormwater Deposits	26,456	4,000	(1,860)	28,596
Lyneham Hostel Residents Trust-T614	1,050	-	-	1,050
Iveson Hostel Residents Trust-T614	18	-	-	18
Total Other Bonds and Deposits	2,110,398	565,497	(401,854)	2,274,042
Total Controlled Trust Funds	2,366,948	568,747	(402,104)	2,533,592

ATTACHMENT NO. 15

NOTICE OF MOTION, Cr Wilson – Report as part of Budget Process

	A	B	C	E	F	G	H	J	K	L	M	N	
2	NOTICE OF MOTION (Cr Wilson)	a) All the service providers the Town contracts for the provision of maintenance of the roads reserves in the Town including, but not limited to, weeding, street sweeping, tree pruning, tree planting, tree watering, footpath and cross-over installation and maintenance; and related activities;					NOM (Point 1)						
3		b) The expiry dates of these contracts and whether the contracts contain options to renew or extend;					NOM (Point 2)						
4		c) The annualised cost of each of these contracts across the forward estimates until their expiry;					NOM (Point 3)						
5		d) The scope of activity of services provided in each of these contracts; and					NOM (Point 4)						
6		e) Officer advice on any operational obstacles that would arise from bringing the scope of work for each of these contracts in-house following the expiry of the contracts					NOM (Point 5)						
7													
8	NOM (a)			NOM (b)			NOM (c)			NOM (d)			
9	CONTRACTS	DESCRIPTION OF CONTRACT	COMPANY NAME	START DATE	TERM	EXPIRY DATE		CONTRACT VALUE	NOTES	COST (\$) FROM CONTRACT START DATE (Up to 04/05/2020)	ANNUALISED COST (ESTIMATED)	SCOPE OF WORKS	
11	RFT CO 043 2015-16	TURF MAINTENANCE X 3 OVALS	MCL COMMERCIAL SERVICES	1/07/2016	4	30/06/2020	NO EXTENSIONS	\$360,000		\$414,694.62	\$108,181.21	Turf Maintenance at Bassendean (Steel Blue) Oval, Ashfield Reserve, and Jubilee Reserve	
14	WALGA CO 15_15	NATURAL AREAS MANAGEMENT	NATURAL AREA HOLDINGS PTY LTD	1/08/2016	JUNE 2020	30/06/2020	NO EXTENSIONS	\$720,000	*3 x contracts	\$576,704.67	\$153,787.91	Natural Area Maintenance & Rehabilitation Program for identified areas of the Town	
15	WALGA CO 33_13	SUPPLY, CART & INSTALL ASPHALT - MINOR	ROADS 2000	3/10/2016	4	2/10/2020	NO EXTENSIONS	\$400,000	*2 x contracts, RFQs	\$1,400,197.52	\$336,047.40	Supply, Cart & Install Asphalt – Minor Works within the Town	
16	RFT CO 073W 2017-18	TRAFFIC MANAGEMENT	QUALITY TRAFFIC MGMT	1/12/2017	3	30/11/2020	NO EXTENSIONS	\$197,000		\$327,599.89	\$135,558.58	Traffic Management Services and Equipment at various sites within the Town	
25	RFT 063 2017-18	SUPPLY OF TURF AND TURF RENOVATION SVS	GREENACRES TURF GROUP	25/07/2017	4	24/07/2021	NO EXTENSIONS	\$298,000		\$314,888.85	\$114,505.04	Supply, preparation and installation of turf and turf renovation services	
26	RFT CO 048 2016-17	GARDEN BED WATERING	PROGRAMMED PROPERTY	1/10/2016	5	30/09/2021	NO EXTENSIONS	\$220,000	*Used in other areas	\$173,583.23	\$37,872.70	Provision of Garden Bed Watering and Associated Services to various sites within the Town	
27	RFQ 372W 2018-19	GULLY EDUCTING, HIGH PRESSURE CLEANING & ROOT CUTTING	DRAINFLOW SERVICES	1/11/2018	3	31/10/2021	NO EXTENSIONS	\$109,000		\$53,125.60	\$35,417.07	Drainage Gully Educating, High Pressure Jetting and Root Cutting of Drainage Lines for the Town	
28	RFT CO 055 2016-17	STREET SWEEPING	MINT CIVIL	1/11/2016	5	31/10/2021	NO EXTENSIONS	\$460,000	*Deed 03/04/18	\$545,219.06	\$121,159.79	Provision of Street Sweeping Services within the Town	
33	RFT CO 062 2016-17	BRICK PAVING (MINOR)	AMAZING BRICK PAVING	1/08/2017	5	31/07/2022	NO EXTENSIONS	\$150,000		\$153,479.00	\$55,810.55	Brick paving services throughout the Town	
39	RFT 07/2019	PROFILING AND ASPHALT SERVICES	ASPHALTECH PTY LTD	1/01/2020	3+2	31/12/2022	PLUS 2 YEAR OPTION *CEO	\$1,250,000		\$261,205.37	\$783,616.11	Profiling; Major and Minor asphalt works	
40	RFT 05/2019	TREE MAINTENANCE	BEAVER TREE SERVICES	13/01/2020	3	12/01/2023	NO EXTENSIONS	\$1,800,000		\$83,434.34	\$286,060.59	Tree pruning of all forms, including power line pruning; Removal of trees; Stump grinding/ removal of grindings/ reinstatement	
48	EXPIRED CONTRACTS												
52	RFT 041	PROFILING AND ASPHALT SERVICES	ROADS2000	1/03/2016	3+1	28/02/2019	PLUS 1 OPTION not EXERCISED	\$1,500,000				Profiling; Major and Minor asphalt works	
53	RFT 038	TREE MAINTENANCE	BEAVER TREE SERVICES	1/07/2016	2+1	30/06/2019	PLUS 1 OPTION EXERCISED	\$360,000		\$990,630.87	\$330,210.29	Tree pruning of all forms, including power line pruning; Removal of trees; Stump grinding/ removal of grindings/ reinstatement	
54	RFT 047	CONCRETE FOOTPATHS, CROSSOVERS & PRAM RAMPS	AXIIS CONTRACTING	1/06/2016	3	31/05/2019	NO EXTENSIONS	\$300,000		\$730,670.36	\$243,556.79	Concrete Footpaths, Crossovers, Kerbing and Pram Ramps	
55	RFQ 308	CHEMICAL WEED	LANDCAREWEED CONTROL	1/06/2016	2+1	30/06/2019	NO EXTENSIONS	\$120,000		\$136,355.75	\$44,223.49	Provision of Chemical Weed Spraying within the Town of Bassendean	
56	RFT 075	CHEMICAL FREE WEED MAINTENANCE	NATURAL AREA HOLDINGS PTY LTD	1/01/2017	3	31/12/2019	NO EXTENSIONS	\$340,000				Control of weeds in all of the Towns footpaths, road kerbs, medians, islands, concreted or paved pedestrian areas and any other traffic management infrastructure within the boundaries of the Town of Bassendean	
57													
58									*3 x contracts	\$ term of contracts	* Total spend Contract terms - WALGA CO15_15, RFT 076W, RFT 075		
59									*2 x contracts, RFQs	\$ term of contracts	* Total spend Contract terms - RFT 041, possibly other smaller RFQs		
60									used in other areas	\$173,583.23	* possibly other smaller procurements		
61									1.11.18-02.04.18	Kalamunda Sweep	\$225,553.94	* Deed of Novation dd 03/04/18	
62									03.04.18 -	Mint Civil	\$319,885.12		