

ATTACHMENTS

ORDINARY COUNCIL AGENDA

27 APRIL 2021

Attachment No. 1

Ordinary Council Minutes of 23 March 2021

Attachment No. 2

General Meeting of Electors Minutes of 17 March 2021

Attachment No. 3

EMRC Council Meeting Abridged Minutes - 25 March 2021

Attachment No. 4

- Local Planning Policy No. 16 – Control of Advertisements Under the Local Planning Scheme No. 10
- Draft Local Planning Policy No. 16 – Advertising and Signage

Attachment No. 5

- Responsible Cat Ownership Amendment Local Law 2006
- Draft Cat Local Law 2021 – Track Changes
- Draft Cat Local Law 2021 – Accepted Track Changes

Attachment No. 6

Fencing Local Law 2013

Attachment No. 7

Repair Café Written Deputation

Attachment No. 8

Code of Conduct - Council members, Committee Members and Candidates.

Attachment No. 9

Statement of Objects and reasons for the proposed differential rates

Attachment No. 10

- Audit and Governance Committee Minutes of 14 April 2021
- Audit Planning Memorandum FY21

Attachment No. 11

Monthly Financial Report March 2021

Attachment No. 12

List of Payments

Confidential Attachment No. 1

History Book Comments

Confidential Attachment No. 2

- Council Policy 5.2 – Community Awards
- Nomination forms

Confidential Attachment No. 3

- EOI Submission – Rotary Club of Midland Swan Valley Inc and Chaos Theory Events
- References – Bassendean Market Tender
- Assessment of Submission
- EOI Markets

ATTACHMENT NO. 1

TOWN OF BASSENDEAN

MINUTES

ORDINARY COUNCIL MEETING

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN

ON TUESDAY 23 MARCH 2021 AT 6.00PM

1.0 **DECLARATION OF OPENING; ACKNOWLEDGEMENT OF COUNTRY; ACKNOWLEDGEMENT OF VISITORS**

The Presiding Member declared the meeting open, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

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

Nil

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

Present

Councillors

Cr Renee McLennan, Mayor
Cr Kathryn Hamilton, Deputy Mayor
Cr Chris Barty
Cr Hilary MacWilliam
Cr Sarah Quinton
Cr Jai Wilson

Apologies

Cr John Gangell

Officers

Ms Peta Mabbs, Chief Executive Officer
Mr Paul White, Director Corporate Services
Mr Luke Gibson, Director Community Planning
Mr Phil Adams, Executive Manager Infrastructure
Mr Jeremy Maher, Executive Manager Sustainability & Environment
Ms Elizabeth Kania, Manager Governance & Strategy
Ms Donna Shaw, Manager Development & Place
Mr Brice Campbell, Coordinator Recycling & Waste
Mrs Amy Holmes, Minute Secretary

Public

Approximately three members of the public were in attendance.

Press

Nil

Leave of Absence

Council Resolution – Item 3.0 OCM – 1/3/21

MOVED Cr Wilson, Seconded Cr Barty, that the following leave of absence be granted:

- Cr Quinton – 31 March to 11 April
- Cr McLennan – 2 April to 17 April

CARRIED UNANIMOUSLY 6/0

4.0 DECLARATIONS OF INTEREST

Nil.

5.0 PRESENTATIONS OR DEPUTATIONS

Nil

6.0 STATEMENTS BY MEMBERS OF THE PUBLIC ON AGENDA ITEM

It should be noted that public statements are not recorded in the minutes.

7.0 QUESTIONS FROM MEMBERS OF THE PUBLIC

Ms Carol Seidel, 55 Broadway, Bassendean

- Q. *In relation to the Bassendean Hotel redevelopment, the lemon scented gum tree (tree 2) has been destined for removal with another to be planted in its place. Why would you remove one healthy tree to replace it with another that will take years to grow to maturity?*
- A. Luke Gibson, Director Community Planning advised that the reason given by the applicant is the proximity of the tree to the inspection pit. Removal of the tree is proposed by the applicant not the Town. The Town is assessing the application.
- Q. *Can the Town request the hotel owners do some remedial work on the ficus trees?*
- A. The Director Community Planning commented that the applicant has indicated their intention to retain the ficus trees. The Town is happy to have discussions with the applicant as part of the landscape plan.

8.0 PETITIONS

Nil

9.0 CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held on 23 February 2021

Council Resolution/Officer Recommendation – Item 9.1(a) **OCM – 2/3/21**

MOVED Cr Wilson, Seconded Cr MacWilliam, that the minutes of the Ordinary Council Meeting held on 23 February 2021, be received.

CARRIED UNANIMOUSLY 6/0

Council Resolution/Officer Recommendation – Item 9.1(b)
OCM – 3/3/21

MOVED Cr Barty, Seconded Cr Wilson, that the minutes of the Ordinary Council Meeting held on 23 February 2021, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

10.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

11.0 EXTERNAL COMMITTEE REPORTS/UPDATES

Item No. 11.1	Receipt of External Committee and Organisation Minutes
Property Address (if applicable)	Not applicable
Landowner/Applicant (if applicable)	Not applicable
File Ref/ROC	INFM/INTPROP/1
Previous Council Reports (if applicable)	Not applicable
Directorate	Chief Executive
Authority/Discretion <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment No. 2	<ul style="list-style-type: none"> • WALGA East Metropolitan Zone Meeting Minutes - 18 February 2021 • EMRC Council Meeting Delegates Report - 25 February 2021 • WALGA State Council Meeting Summary Minutes - 3 March 2021

Purpose

The purpose of this report was for Council to consider minutes from external Committees and organisations.

Council Resolution/Officer Recommendation – Item 11.1

OCM – 4/3/21

MOVED Cr Hamilton, Seconded Cr Wilson, that Council notes the attached minutes from external Committee meetings held within the reporting period.

CARRIED UNANIMOUSLY 6/0

12.0 REPORTS

12.1 Adoption of Recommendations En Bloc

It was agreed that item 12.2 be removed from the en-bloc table and considered separately.

Council Resolution/Officer Recommendation – Item 12.1

OCM – 5/3/21

MOVED Cr Wilson, Seconded Cr Barty, that Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Meeting Agenda:

Item	Report
12.4	Road Dedication – Lot 55 on Diagram 41398, Eden Hill
12.5	Draft Local Planning Policy No. 8 – Car Parking & End of Trip Facilities
12.7	Waste Plan
12.9	Outdoor Eating Facility (Parklet) – Permit Modification
12.11	Audit and Governance Committee Meeting held on 10 March 2021
12.12	Calendar for April 2021
12.13	Use of Common Seal
12.14	Monthly Financial Report – February 2021
12.15	Accounts Paid – February 2021

CARRIED UNANIMOUSLY 6/0

Council was then requested to consider the balance of the Officer recommendations independently.

Item	Report
12.2	Joint Development Assessment Panel Application - Tavern (Additions and Alterations to Bassendean Hotel)
12.3	New Lease for Casa Mia Montessori Community School Inc.
12.6	Riverbank Grant – Point Reserve
12.8	Revocation of Various Council Policies
12.10	Annual Budget 2020/21 – March Review

Item No. 12.2	Joint Development Assessment Panel Application - Tavern (Additions and Alterations to Bassendean Hotel)
Property Address	Bassendean Hotel Holdings Pty Ltd
Landowner/Applicant	Bassendean Hotel Holdings Pty Ltd
File Ref	DABC/BDVAPPS/2021-022
Directorate	Community Planning
Authority/Discretion	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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Attachment No. 3	<ul style="list-style-type: none"> • Responsible Authority Report (RAR) • Attachments to RAR – 3.1 to 3.18 • Schedule of Submissions

Cr McLennan and Cr MacWilliam left the meeting at 6.13pm due to their role as decision-makers at JDAP. Cr Hamilton took the Chair.

Purpose

The purpose of this report was for Council to provide a recommendation to the Metro Inner-North Joint Development Assessment Panel (JDAP) for a proposed renovation and additions to the Bassendean Hotel and adjacent carpark.

Cr Wilson moved the officer recommendation with additional points as shown in bold.

Council Resolution/Amended Officer Recommendation – Item 12.2 **OCM – 6/3/21**

MOVED Cr Wilson, Seconded Cr Quinton, that Council:

1. Endorses the Officer Recommendation contained within the attached Responsible Authority Report on the basis that the proposed development is generally consistent with the requirements of Local Planning Scheme No. 10 and relevant local planning policies and the instances of variations are either considered acceptable or can otherwise be adequately addressed via conditions of development approval;

2. Welcomes investment in the Bassendean Town Centre and gives its support to the restoration and redevelopment works of the Bassendean Hotel;
3. Reinforces its strong desire to balance town centre vibrancy with the desire to maximise tree retention on private land;
4. Congratulates the applicant and Town staff for their respective efforts to date to retain mature trees on the site and the concessions that have already been made by the developer resulting in the retention of the two large figs and one mature eucalypt; and
5. Requests staff further engage with the applicant in an effort to negotiate the retention of the remaining two mature Eucalyptus trees (trees 2 & 4).

CARRIED UNANIMOUSLY 4/0

Cr McLennan and Cr MacWilliam returned to the meeting at 6.19pm. Cr McLennan took the Chair.

Item No. 12.3	New Lease for Casa Mia Montessori Community School Inc.
Property Address (if applicable)	11 (Lot 67) Hamilton Street, Bassendean BIC Reserve, Bassendean
Landowner/Applicant (if applicable)	Town of Bassendean and Casa Mia Montessori Community School Inc.
File Ref	LEGL/AGMT/76
Directorate	Community Planning
Authority/Discretion	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment No. 4	Lease Agreement

Purpose

The purpose of this report was for Council to consider terminating an existing lease arrangement with Casa Mia Montessori School and entering into new lease agreement for the use of 11 (Lot 67) Hamilton Street, Bassendean and a portion of the BIC Reserve.

Council Resolution/Officer Recommendation – Item 12.3 **OCM – 7/3/21**

MOVED Cr Wilson, Seconded Cr Quinton, that, subject to approval by the Minister for Lands under the *Land Administration Act 1997*, Council agrees to:

1. Terminate the existing lease with Casa Mia Montessori Community School Inc; and
2. Endorse a new lease agreement to Casa Mia Montessori Community School Inc. for the use of 11 (Lot 67) Hamilton Street, Bassendean and a portion of BIC Reserve for a period until 31 December 2022, with the option of extending the agreement to 31 December 2027.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

Item No. 12.4	Road Dedication – Lot 55 on Diagram 41398, Eden Hill
Property Address (if applicable)	Lot 55 on Diagram 41398 (abutting Christie Way and Morley Drive East, Eden Hill)
Landowner/Applicant (if applicable)	Town of Bassendean
File Ref	ROAD/NAME/2
Directorate	Community Planning
Authority/Discretion	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building permits, applications for other permits/licences (eg under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment	Nil

Purpose

The purpose of this report was for Council to consider requesting the Minister for Lands to dedicate Lot 55 on Diagram 41398 as part of the adjoining Christie Way road reserve.

Council Resolution/Officer Recommendation – Item 12.4 **OCM – 8/3/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council:

1. Authorises a request being made to the Minister for Lands, pursuant to Section 56 of the *Land Administration Act 1997*, to dedicate Lot 55 on Diagram 41398 as part of the Christie Way road reserve; and
2. Pursuant to Section 56 of the *Land Administration Act 1997*, indemnifies the Minister for Lands against any claim for compensation associated with the dedication.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/3/21 6/0

Item No. 12.5	Draft Local Planning Policy No. 8 – Car Parking & End of Trip Facilities
Property Address	N/A
Landowner/Applicant	N/A
File Ref/ROC	LUAP/POLCY13
Previous Council Reports (if applicable)	N/A
Directorate	Community Planning
Authority/Discretion <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
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Attachment No. 5	<ul style="list-style-type: none"> • Local Planning Policy No. 8 – Parking Specifications • Draft Local Planning Policy No. – Car Parking and End of Trip Facilities • Car Parking Comparison
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Purpose

The purpose of this report was for Council to consider adopting an amended Local Planning Policy No. 8 – Parking Specifications for the purposes of advertising.

Council Resolution/Officer Recommendation – Item 12.5 **OCM – 9/3/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council pursuant to Clause 5(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts draft amended Local Planning Policy No. 8 – Car Parking and End-of-Trip Facilities, for the purposes of advertising.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/3/21 6/0

Item No. 12.6	Riverbank Grant – Point Reserve
Directorate	Environment and Sustainability
File Ref/ROC	GRSU/APPS-D/5
Authority/Discretion <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licenses (e.g. under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment	Nil

Purpose

For Council to receive notification that it has been successful in its grant application to the Department of Biodiversity Conservation and Attractions (DBCA) for \$32,000 to co-fund the development of a concept plan for the riverbank restoration of Point Reserve and an update on the proposed approach.

Cr Hamilton moved the officer recommendation with the addition of a Point 4.

Council Resolution/ Officer Recommendation – Item 12.6 **OCM – 10/3/21**

MOVED Cr Hamilton, Seconded Cr Wilson, that Council:

1. Receives the Department of Biodiversity Conservation and Attractions Riverbank funding grant to develop a foreshore plan for Point Reserve;
2. Allocates \$150,000 for Point Reserve in the 2021/22 draft annual budget
3. Allocates funding for Point Reserve in the draft long-term financial plan, as follows:

Project	Budget	2022/23	2023/24	Total
Point Reserve	Municipal	\$150,000	\$200,000	\$500,000

4. **Requests the administration additionally allocate any future (untied) monetary distributions from the EMRC to the Town of Bassendean, to be allocated to a Reserve account for this project and/or riverbank/river parks restoration works.**

CARRIED BY AN ABSOLUTE MAJORITY 4/2

Crs Hamilton, Wilson, MacWilliam & Quinton voted in favour of the motion. Crs McLennan & Barty voted against the motion.

Item No. 12.7	Waste Plan
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
Ref	WSTMNGT/POLCY/1
Directorate	Environment and Sustainability
Authority/Discretion	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes & policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<input type="checkbox"/> Information	For the Council/Committee to note.
Attachment No. 6	Draft Waste Plan

Purpose

The purpose of this report was for Council to consider the draft Waste Plan for in principle endorsement and submission for approval by the Department of Water and Environmental Regulation.

Council Resolution/Officer Recommendation – Item 12.7 **OCM – 11/3/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council:

1. Provide in principle endorsement of the draft Waste Plan attached to this report; and
2. Note that Officers will submit the draft waste plan for final review and approval by the CEO of the Department of Water and Environmental Regulation.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/3/21 6/0

Item No. 12.8	Revocation of Various Council Policies
Property Address	N/A
Landowner/Applicant	N/A
File Ref	COUP/POLCY/1
Directorate	Community Planning
Authority/Discretion	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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Attachment No. 7	Council Policy 1.1 – Conservation Policy and Development Guidelines Council Policy 2.5 – Landscaping with Local Plants Policy Council Policy 2.7 – Acid Sulfate Soils Policy Council Policy 5.8 – Temporary Holiday Accommodation in Caravans Council Policy 5.9 – Keeping of Other Cage-Birds & Poultry Policy

Purpose

The purpose of this report was for Council to consider revoking the following Council policies for the reasons outlined in this report:

- Council Policy 1.1 – Conservation Policy and Development Guidelines (CP 1.1)
- Council Policy 2.5 – Landscaping with Local Plants Policy (CP 2.5)
- Council Policy 2.7 – Acid Sulfate Soils Policy (CP 2.7)
- Council Policy 5.9 – Keeping of Other Cage-Birds & Poultry Policy (CP 5.9)
- Council Policy 5.8 – Temporary Holiday Accommodation in Caravans (CP 5.8)

Council Resolution/Officer Recommendation – Item 12.8 **OCM – 12/3/21**

MOVED Cr Wilson, Seconded Cr McLennan, that Council revokes:

1. Council Policy 1.1 – Conservation Policy and Development Guidelines;
2. Council Policy 2.5 – Landscaping with Local Plants Policy;
3. Council Policy 2.7 – Acid Sulfate Soils Policy;
4. Council Policy 5.9 – Keeping of Other Cage-Birds & Poultry Policy; and
5. Council Policy 5.8 – Temporary Holiday Accommodation in Caravans.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

Item No. 12.9	Outdoor Eating Facility (Parklet) – Permit Modification
Property Address	Old Perth Road reserve (abutting 22 (Lot 351) Old Perth Road, Bassendean)
Landowner/Applicant	Drew Mimmo
File Ref/ROC	COMDEV/POLCY/1
Previous Council Reports (if applicable)	N/A
Directorate	Community Planning
Authority/Discretion <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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Attachment	N/A

Purpose

The purpose of this report was for Council to consider amending the permit issued under the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010* (Local Law) for the Outdoor Eating Facility (parklet) on Old Perth Road, Bassendean, abutting 22 Old Perth Road, Bassendean (O2 Café).

Council Resolution/Officer Recommendation – Item 12.9 **OCM – 13/3/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council, pursuant to Clause 6.2 of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010*, issue a permit for a parklet on Old Perth Road abutting 22 (Lot 351) Old Perth Road, Bassendean (O2 Café) subject to the following conditions:

1. This permit is issued for the use of the loading bay only.
2. The applicant must hold a current Public Liability Insurance Policy with indemnity of not less than \$20,000,000. If requested, the Applicant is to provide a Certificate of Currency to the Town of Bassendean.
3. The applicant does not have exclusive or uninterrupted use of the area.

4. The road and footpath pavement areas must be kept clean and free of litter at all times.
5. The applicant must ensure that no damage or obstruction is caused to a manhole, inspection pit, fire hydrant, water, gas, electrical or communications infrastructure, drainage or other service, within the location of parklet.
6. All furniture shall be durable, waterproof, rustproof and weather resistant, be maintained in good condition and be designed so that corners and fastenings do not create potential hazards for patrons and pedestrians.
7. Umbrellas shall be maintained to a high standard and securely anchored in accordance with *Australian Standard AS1170.2-2002 – Structural Design Actions – Wind Actions* and/or any recommendations provide by the manufacturer.
8. Alcohol consumption shall only be permitted where the necessary approvals have been obtained from the Department of Racing, Gaming and Liquor.
9. Smoking is not permitted within the facility. The permit holder is required to provide appropriate non-smoking signage to ensure compliance.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/3/21 6/0

Item No. 12.10	Annual Budget 2020/21 – March Review
Property Address (if applicable)	
Landowner/Applicant (if applicable)	
File Ref/ROC	
Previous Council Reports (if applicable)	
Directorate	Corporate Services
Authority/Discretion <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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Attachment No. 8	<ul style="list-style-type: none"> • Statement of Financial Activity • Proposed Budget Amendments
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Purpose

The purpose of this report was to present the second review to the Annual Budget 2020/21 for adoption (the March Budget Review).

Council Resolution/Officer Recommendation – Item 12.10 **OCM – 14/3/21**

MOVED Cr MacWilliam, Seconded Cr Wilson, that Council adopts the March Budget Review, as outlined in this report and detailed in the attached list of proposed Budget Amendments.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

Item No. 12.11	Audit and Governance Committee Meeting held on 10 March 2021
Property Address (if applicable)	
Landowner/Applicant (if applicable)	
File Ref/ROC	GOVN/CCLMEET/18
Previous Council Reports (if applicable)	
Directorate	Corporate Services
Authority/Discretion <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment No. 9	<ul style="list-style-type: none"> • Minutes of the Audit and Governance Committee meeting held on 10 March 2021 • Town of Bassendean Compliance Audit Return 2020 • Local Government (Model Code of Conduct) Regulations 2021 • OAG Independent Auditor's Report 2019/2020

Confidential Attachment No. 1	<ul style="list-style-type: none">• Report to the Minister for Local Government, Town of Bassendean Audit Findings for 2019/2020• RFQ 02/2021 CEO Contract Approval• RFQ 02/2021 Quotation Evaluation Report• Risk Register
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Purpose

The purpose of this report was for Council to receive the report on the meeting of the Audit and Governance Committee held on 10 March 2021.

Council Resolution/Officer Recommendation – Item 12.11 **OCM – 15/3/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council:

1. Receives the report on the Audit and Governance Committee meeting held on 10 March 2021;
2. Adopts the Town of Bassendean Compliance Audit Return for the period 1 January 2020 to 31 December 2020, as attached to this report;
3. Notes the *Local Government (Model Code of Conduct) Regulations 2021*, as attached to this report;
4. Provides the Independent Auditor's 2019/2020 report to the Minister for Local Government, as attached to this report;
5. Publishes a copy of the report to the Minister for Local Government, attached to this report, on the Town's website; and
6. Notes the CEOs approval to award the Contract for Provision of Internal Auditing Services for the Town of Bassendean from 3 March 2021 to 30 June 2023 to William Buck Consulting.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/3/21 6/0

Item No. 12.12	Calendar for April 2021
Property Address (if applicable)	Not applicable
Landowner/Applicant (if applicable)	Not applicable
File Ref/ROC	INFM/INTPROP/1
Previous Council Reports (if applicable)	
Directorate	Chief Executive
Authority/Discretion <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
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Attachment	Nil

Purpose

The purpose of this report was for Council to consider the calendar for April 2021.

Council Resolution/Officer Recommendation – Item 12.12 **OCM – 16/3/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council adopt the calendar for April 2021.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/3/21 6/0

Item No. 12.13	Use of Common Seal
Property Address (if applicable)	Not applicable
Landowner/Applicant (if applicable)	Not applicable
File Ref/ROC	INFM/INTPROP/1
Previous Council Reports (if applicable)	Not applicable
Directorate	Chief Executive
Authority/Discretion <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
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Attachment	Nil

Purpose

The purpose of this report was for Council to note the documents affixed with the Common Seal during the reporting period.

Council Resolution/Officer Recommendation – Item 12.13 **OCM – 17/3/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council notes the affixing of the Common Seal during the reporting period.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/3/21 6/0

Item No. 12.14	Monthly Financial Report – February 2021
File Ref/ROC	FINM/AUD/1
Directorate	Corporate Services
Authority/Discretion <input checked="" type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
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Attachment No. 10	Financial Statements – Feb 2021

Purpose

The purpose of this report was for Council to receive the monthly financial report for February 2021.

Council Resolution/Officer Recommendation – Item 12.14 **OCM – 18/3/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council receive the Monthly Financial Report for February 2021.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/3/21 6/0

Item No. 12.15	Accounts Paid – February 2021
File Ref/ROC	FINM/CREDTS/4
Directorate	Corporate Services
Authority/Discretion <input checked="" type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
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Attachment No. 11	List of Payments – Feb 2021

Purpose

The purpose of this report was for Council to receive the list of payments for February 2021.

Council Resolution/Officer Recommendation – Item 12.15 **OCM – 19/3/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council receive the List of Payments for February 2021.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/3/21 6/0

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

14.1 Cr Wilson – Playing Surface: Jubilee Reserve

That Council:

1. Notes that under the laws of the game, an AFL playing surface can be between 135m and 185m in length;
2. Notes that the maximum length of playing surface for year 7 and year 8 is 140m; and
3. Resolves that the length of the second football oval to the west of the main oval at Jubilee Reserve be lengthened from 135m to 140m to ensure that all age groups from year 7 through to seniors can be accommodated on the oval without the need for temporary goal posts.

14.2 Cr Hamilton –BIC Reserve Concept Plan

That Council:

1. Receives information on the estimated costing, inclusive of consultancy fees and potential funding opportunities, to develop a BIC Reserve Concept Plan to guide a future detailed landscape vision and enhancement of our most prominent central green-space; and
2. Requests information be provided for consideration in the 2021/22 draft budget process.

15.0 URGENT BUSINESS

Nil

16.0 CONFIDENTIAL BUSINESS

Nil

17.0 **CLOSURE**

The next Briefing Session will be held on Tuesday 20 April 2021.
The next Ordinary Council Meeting will be held on Tuesday 27 April 2021.

There being no further business, the Presiding Member declared the meeting closed, the time being 6.43pm.

ATTACHMENT NO. 2

TOWN OF BASSENDEAN

MINUTES

GENERAL MEETING OF ELECTORS

HELD IN THE BASSENDEAN SENIORS & COMMUNITY HALL
48 OLD PERTH ROAD, BASSENDEAN

ON WEDNESDAY 17 MARCH 2021 AT 6.00PM

1.0 OPENING AND WELCOME

The Mayor declared the meeting open, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Present

Councillors

Cr Renee McLennan, Mayor
Cr Kathryn Hamilton, Deputy Mayor
Cr Chris Barty
Cr Hilary MacWilliam

Officers

Ms Peta Mabbs, Chief Executive Officer
Mr Paul White, Director Corporate Services
Mr Luke Gibson, Director Community Planning
Mr Phil Adams, Executive Manager Infrastructure
Mr Jeremy Maher, Executive Manager Sustainability & Environment
Ms Elizabeth Kania, Manager Governance & Strategy
Mrs Amy Holmes, Minute Secretary

Public

Approximately 13 members of the public were in attendance.

Apologies

Cr John Gangell
Cr Sarah Quinton
Cr Jai Wilson

3.0 MAYOR'S ADDRESS/REPORT

The Mayor, Cr McLennan, spoke on following items:

- This meeting is just one of many opportunities for our community to engage with their local government.
- Tonight is an opportunity to have your say and for Council to listen to your perspective and hear any concerns.
- To keep the conversation positive and productive I ask that each of us gives those around us, our neighbours and friends, the respect and courtesy they deserve – as well as the elected representatives and staff who work hard on our behalf.
- Because ultimately our success as a community depends on how well we all work together.

Year in review

- Tonight's meeting is about reporting back to the community on the Town's performance during the past financial year.
- So I want to take a few minutes to reflect on 2019/20; as we are all aware the year was not without its challenges.
- In January 2020, the world faced a global crisis in the form of a pandemic that affected our Town and impacted on our community's way of life. Meetings could no longer be conducted in the Council Chambers, facilities were closed, and events were cancelled.
- But through it, the Town continued to operate, adapting to the new requirements and implementing new ways of providing services to residents, and in particular, to the most vulnerable in our community.
- One of the most significant achievements during this period was the introduction of our new three bin system. The Town became the first local government, north of the river, to introduce the three bins to households. Our community has clearly identified sustainability as being a key priority and we have been a leader in waste management by embracing the third bin to separate out our food organics and garden organics, reducing the amount of waste we send to landfill and our impact on the environment as well as reducing waste costs to our community.

- During the year, the Town was also invited by the Waste Authority to participate in a 12 month pilot project to replace single use plastic. In partnership with the Boomerang Alliance the Town worked with local businesses assisting them to transition away from Single Use plastic items. During the project, our cafes swapped out over 26,000 items that would have been sent to landfill.
- Despite the impact of COVID, the Town was still able to provide opportunities to support and connect our community through initiatives such as our outreach program and Neighbour Assist.
- The construction of the Men's Shed on May Holman Drive was completed and the facility opened. The men continue to work on the fit out with some assistance from the Town and we look forward to this being increasingly utilised by a wide range of community members and groups.
- The Town also worked with Western Power on a pilot project that will see overhead power lines replaced with underground power in Eden Hill where aging infrastructure requires replacing. Construction of the project is due to commence in the coming months and will deliver many benefits to individual property owners, but also the community as a whole at a greatly reduced cost.
- Updated planning has been a strong focus with the community providing extensive feedback through BassenDream Our Future to inform the development of our new local planning framework. We are currently awaiting feedback from the WAPC and permission to advertise the draft local planning scheme and strategy to our community for comment.
- During this period we also launched our community led Town Centre Masterplan project which aims to facilitate the revitalisation of the Town Centre. Community engagement including workshops and focus groups have shaped the development of the draft plan that will soon be ready for the next phase of community engagement.
- We also used this time to check in with our community and get independent feedback on how we were going as a local government using the Markyt Community Scorecard; and it was wonderful to get some positive feedback as well as identify areas for improvement in future. The benchmarking study found that our residents are among the most satisfied in WA with their community and local government. It showed that the community identified the Town of Bassendean as an industry leader in sustainability and in communication/engagement and that Bassendean is one of the most highly rated places to live and as a governing organisation.
- Together we developed a new 10 year Strategic Community Plan that embeds community priorities and the One Planet Living Principles. The new plan has since been adopted and will provide Council with direction for the coming years.

4.0 CEO'S ADDRESS

The Chief Executive Officer, Ms Peta Mabbs, provided an overview of the Administration's achievements:

- The Town of Bassendean demonstrated strong community leadership last financial year, reinforcing its commitment as an agile, supportive and professional local government.
- A review and organisational restructure was undertaken to ensure the Town had a capable leadership team to take it forward. Mr Paul White, the Director Corporate Services was appointed in June 2020, Mr Luke Gibson, Director Community Planning and Mr Phil Adams, Executive Manager Infrastructure were appointed in October 2020 and Mr Jeremy Maher, Executive Manager Sustainability and Environment joined the Town in May 2020. Each of them bring talents and attributes that have strengthened the Town's capability for the future.
- A new 10 year Strategic Community Plan was developed with Councillors which will guide expenditure and efforts in the years to come.
- COVID took us all by surprise. The Town, however, adapted quickly in order to minimise the potential spread of the virus, maintain business continuity, whilst increasing support for the community, particularly the most vulnerable. The Town established a community outreach program, proactively contacting vulnerable residents to ensure they had the necessary support. A community information line was established to help community members, whether it be with meals, library books, shopping, transport, medical visits or mental health. New partnerships with different groups in our community were forged to deliver meals and we turned to our local community where possible to fill local jobs. We saw an increase in clients as part of Seniors and Disability Services as families looked to the Town to provide the necessary support to older family members.
- The most significant project to kick off in the latter part of the year was the Town Centre Masterplan designed to attract investment and development into our Town Centre. Whilst the benefits of this have a longer timeframe than other COVID responses, the potential benefits will position the Town for a prosperous future. Advocacy has been a key focus in order to encourage investment in the town centre and many discussions have occurred across various government portfolios at the administrative and political levels. These discussions will continue particularly following the conclusion of the Town Centre Masterplan for which the community will be invited to comment on shortly.

- From an environmental perspective, as a small local government, we planted more trees than any other local government in the metropolitan area. We also got ready for the implementation of FOGO, becoming the first local government north of the river to implement the new three bin FOGO system, with the support of our community.
- From a planning perspective, we undertook significant work to advance a new town planning scheme. From an asset management perspective, we kicked off a review of the Town's assets. We are now better positioned to plan for future investment and manage the various assets across the Town. From a governance perspective, we are putting in place strong foundations for the future. Improved planning and budgeting processes, a new purchasing framework, new financial hardship policies to support community members who may be struggling financially and a new delegations framework to reinforce decision making at the right level, just to highlight a sample of organisational improvements. These efforts are important for any public entity and contribute to building confidence and integrity in our processes and decision making.

5.0 DIRECTOR CORPORATE SERVICES ADDRESS

The Director Corporate Services, Mr Paul White, provided a financial overview:

The 2019-20 Annual Financial Statements are included in the Annual Report. The Town received an unqualified Audit Report for 2019-20.

2019-20 was a challenging financial year for the Town, with the March to June period impacted by the COVID-19 pandemic. The Town implemented Council's resolutions to provide financial relief to community and sporting groups from certain, fees, charges and lease payments.

Nevertheless, operating revenue for the year was \$23.4 million – up 2.5% from the budget of \$22.85 million. This was due to:

- Advance payment of the Financial Assistance Grant - \$294,000;
- A dividend from the East Metropolitan Regional Council - \$214,463;
- Increased demand for Seniors Services;
- The Federal Governments Child Care Relief package, paid to compensate for lost revenue from Children's Services; and

- This was partially offset by a fall in interest revenue: \$365,000 – down 21% from the budget of \$460,000. That was due to low interest rates and a priority to invest with non-fossil fuel lenders.

Operating expenses were \$25.7 million – down 1.2% from the budget of \$26 million. This was due to savings in the delivery of events and operational projects, largely due to the COVID 19 pandemic, offset by employee costs being higher than budgeted:

- Employee costs were \$13.4 million – up 7% from the budget of \$12.9 million. Employee costs include salaries and wages, superannuation, staff training, FBT, workers compensation insurance and other expenses such as uniforms.
- The increase in employee costs over budget was due to:
 - Terminations, offset by the timing of new positions - \$129,054
 - Errors in the superannuation budget - \$336,871
 - Staff training and development - \$70,175
 - The budget was amended in November 2020 to account for these items - \$536,100
- The increase in employee costs since the November 2020 budget review are due to additional costs for street/verge maintenance, casual Rangers and higher SDS and Children's Services costs due to increased demand for services.
- Importantly, employee expenses for 2020/21 are tracking on budget.

There were 7,260 rateable properties in the Town, generating \$13.4 million in rates revenue.

The Town has \$185 million in total assets.

Liabilities are \$9.4 million; the bulk of which is made up of trade creditors of \$5.5 million and provisions for employee leave of \$2.5 million.

Cash reserves were \$6.2 million, down from \$7 million at the start of the year, largely due to draw-downs from the unspent grants reserve to complete capital projects.

Net assets totalled \$176 million, down from \$179 million at the start of the year, largely due to an increase in trade and other payables arising from changes in required accounting treatment.

The key financial ratios either met or exceeded industry benchmarks except for the asset sustainability ratio and the operating surplus ratio. Both ratios have been experiencing a downward trend and this matter was raised with the Town by the auditors and Office of the Auditor General as requiring remedial action by the Town.

The Town is aware of the continuing adverse movement in these two ratios, the reversal of which requires a whole of Town approach to asset management and long-term financial and operational planning. The Town is presently conducting a comprehensive review of its asset management plans and its long-term financial plan to identify opportunities for capital renewal and replacement in the coming years. The Town will continue to explore further sources of own source revenue and is closely managing operating expenditure.

It is quite possible, however, that both ratios will remain at levels below the standard in the short-to-medium-term, due to cost pressures and limited revenue resources.

There is no doubt that the Town faces some financial challenges in the years ahead, with a need to balance continued delivery of high quality services to the community, greater provision for the future via increased reserve allocations and an improved approach to asset management; an area that has historically lacked a rigorous approach.

6.0 RECEIVING OF THE 2019/20 ANNUAL REPORT, FINANCIAL STATEMENTS AND AUDITOR'S REPORT

The purpose of the meeting was to receive the 2019/20 Annual Report. The Annual Report can be found on the Town's website at: <https://www.bassendean.wa.gov.au/documents/972/annual-report-2019-2020>

Resolution – Item 6.0

MOVED Ross McDonald, Seconded William Bosworth, that the 2019/20 Annual Report for the Town of Bassendean be accepted.

CARRIED

It was noted that Don Yates voted against the 2019/20 Annual Report being accepted.

7.0 GENERAL BUSINESS

7.1 Public Question Time

Mr Paul Bridges, 150 West Road, Bassendean

When is the completed Bassendean - A Political History 1975 - 2015 going to be published? Is it that Councillors don't want it published and if so how and when was this decision made?

The CEO advised that the book relates to a Council Resolution from 2011 to develop and publish a history book of the Town of Bassendean. Recommendations were provided to Councillors in 2020 not to publish the book or make it available due to the risks to the Town of Bassendean's reputation and the potential reputation of those named in the book.

What is the total expenditure to get this book completed and ready for publication stage, including authors, editors, design and layout, photo use, legal fees and any other costs?

The CEO advised that the output that was produced was not in a format that could be made available. Costs were not available on hand and therefore the question was taken on notice.

(A report is scheduled for the April 2021 Council meeting further addressing this matter.)

Mr Don Yates, 10 Thompson Road, Bassendean

Should Councillors be responsible to select what community representatives sit on committees, such as the Audit and Governance Committee?

The CEO responded that community positions on Council committees are advertised and appointed as per the requirements of the Local Government Act – Section 7.1A: “*Members of the Audit and Governance Committee are appointed by the local government – Absolute majority required.*”

Should ongoing financial costs related to tree planting be included in the budget?

The Mayor commented that the Town's asset management is a key priority to the Town and is something that is being reviewed at the moment.

The CEO advised that costs for the planting of 1,000 trees is \$150,000 in procurement and watering and maintenance on top of that is \$200,000 and the Town also spends \$750,000 on tree pruning and maintenance.

The play equipment at Broadway is not up to standard. Why hasn't the shade been reinstalled?

The Mayor commented that it is a priority of the Town to address.

The following questions were received from Mr Don Yates in writing and responses provided as follows:

Q1: Where is the demonstrated proof that this publicity program happened (in relation to advertising the Annual Electors' Meeting)

Response:

The Town met the requirements under the Act in terms of advertising/promotion of the meeting. By way of background, the Town placed the notice on the website on 24 February 2021 which was in excess of the minimum 14 day notice period of the date, time, place and purpose of the meeting. It subsequently advertised the date, time, place and purpose in the Eastern Reporter on 4 March. Additionally, the notice was advertised on all the notice boards and the Facebook page. That is 4 means of advertising not including YouTube.

Q2: If the accepted practices for publicising the Annual Electors' Meeting did not happen in 2021, does that make the proposed meeting for Wednesday March 17 2021 a 'non-event' and a new date for the AEM is required?

Response:

Not applicable, please refer to above response.

Q3: Why is the planned AEM for Wednesday March 17 2021, not to be either live video or Audio streamed in these days of COVID?

Response:

Access to live streaming was not required as the meeting was recorded. Both the recording and minutes will be uploaded to the Town's website for the community to access.

Q4: Should the Town of Bassendean publish the CEO's KPI's and performance against these?

Response:

It is not deemed appropriate to publish the CEO's KPI's on the Town's website. Under the *Local Government Act 1995*, this information is not required to be placed on a local government's website. Further, under s. 5.23 of the Act, this information would be one that if dealt with at a

Council meeting would be behind closed doors as it deals with a matter affecting an employee and the personal affairs of a person. As with any officers' performance appraisal it is not deemed appropriate to have this published. Council, as the elected representatives of the Town, are tasked with the performance appraisal of the CEO.

Q5: When will the blue bin at the Bassendean Oval Recreational Gates entrance be replaced?

Response:

A general waste public bin was replaced on 18 March at this location.

Q6: Is there a list of grants received by the Town of Bassendean and those grant applications that were not successful?

Response:

Revenue from operating and non-operating grants, subsidies and contributions is shown in the annual budget (note 9) and the annual financial report (note 2). Grant funding is reported to Councillors regularly as part of the annual budget-setting process, project reporting and reports to Council on individual projects. Progress on all grant applications is reported to Councillors weekly.

Q7:

a) Are there any provisions setup in Bassendean to formalise ongoing and one-off bequests (say from the wills of past residents), to support a range of social, sporting, career and educational programs for the benefit of the Bassendean community?

Response:

The Town of Bassendean does not have a policy for bequests. These would be dealt with on a case by case basis taking into consideration the wishes of the grantor under the bequest.

b) Is it accepted that such arrangements could benefit the community?

Response:

There is nothing to prevent a bequest being made.

Q8:

a) In the above 2017 correspondence received there is the FALSE assumption that there is an ALL VEHICLE STOP pedestrian exclusive cycle since 2003 in the West and Guildford Rd traffic controlled intersection.

With the deaths of 2 pedestrians at and near this intersection in recent times, PLUS the 'Bike Safe' Whitfield Street facility that joins the intersection, that the ALL VEHICLE STOP pedestrian exclusive cycle is actually installed as a matter of priority, possibly sourcing BLACK SPOT funding to do this?

b) Can the red turn left control arrow mentioned be re-installed in support of improved walkable community safety at this intersection, again possibly using the same BLACK SPOT funding resource?

Response to 8a and b:

Currently pedestrians can cross the left turn lanes safely at the pedestrian (zebra) crossings where it is a legislated requirement under the Road Traffic Code for vehicles to give way to pedestrians. Furthermore pedestrians have a phase allocation for the crossing of Guildford Road and West Road.

Q9: What initiatives are in progress today to secure grants?

Response:

Staff regularly review and respond to grants based upon alignment with Council's priorities.

Q10:

a) What is the value of the Town's real estate assets today?

Response:

The value of the Town's real estate assets is shown in Note 9 to the Financial Report.

b) Is there a public list of these land assets that might be used as part of stimulating the local economy?

Response:

The Town has a Land Asset Strategy to guide the use of its assets to generate maximum benefit for the community.

Q11: Why was SPP 4.2 ignored and the 3 properties (old garage site, Ivanhoe St, 93 Lord St and 8 Chapman Rd) sold for substantially less than what they may have realised?

Response:

The lots were sold following the process prescribed by the *Local Government Act 1995*. The Eden Hill site was sold on the basis of a licensed land valuation and the two other properties were sold via a competitive process, ensuring maximum returns.

Q12:

a) *Does the outcome of the March 2021 State Elections mean that the State could step in without restraint when it comes to their plans for redevelopment (of Wilson St carpark, the Council Chambers, the community hall, BIC Reserve and parts of the Bassendean Oval)?*

Response:

The Town is currently developing a community-led Town Centre Masterplan, including consultation with State Government. This will assist in guiding investment and development for the future.

b) *The Town of Bassendean is listed as being 'ripe' for redevelopment of the Town Centre. What does 'ripe' mean?*

Response:

The Town has undertaken extensive community engagement to understand community aspirations and values. This has been used as a foundation to create a new Strategic Community Plan, Local Planning Strategy and Town Planning Scheme and Town Centre Masterplan. Creating the right policy settings will promote investment and development.

c) *Is it agreed that amendments of LPS 10 can occur as a matter of some urgency, until Local Planning Scheme 11 is eventually in place to replace LPS 10, with a view to encouraging private development?*

Response:

The Town has progressed a new Town Planning Scheme (11) and is currently awaiting formal feedback from the Department of Planning, Lands and Heritage. It is not considered appropriate at this time to initiate any individual amendments to the current scheme.

d) *If that is accepted, why does the current LPS 10 and the proposed LPS 11, that is being considered now by the WAPC, not include the following features:*

i. *Encouragement of all 3 TODS, as per April 2009 Council motion and supported by the recommendations of the BassendREAM Report accepted by Council, Nov 2019?*

ii. *Acceptance of the higher densities in the Ashfield Precinct Plan, accepted by Council in March 2010?*

- iii. Acceptance that higher densities can result in less car dependence as per Development Control Policy 1.6 as gazetted in Jan 2006?*
- iv. Strong belief in and promotion of all of the 13 aims stated in Section 9 of LPS 11 that can also support the current LPS10?*
- v. Support of adjoining EMRC member aims like the RITS Top 10 objectives, (RITS - Regional Infrastructure Transport Strategy - Lord St upgrade is a priority).*

Response:

The justification for the draft LPS 11 is contained in the report presented to Council's November 2020 Special Council Meeting.

Q13: What immediate initiatives are being undertaken to achieve progress with (contaminated) these sites?

Response:

The Town has recently reported on its contaminated sites to the Department of Water and Environmental Regulation. The Town developed a Land Asset Strategy in 2020 and identified all its land holdings and future potential. This will be subject to further review in 2021.

Q14: What is the estimated annual lost rates revenue because the sites as raised in Q13, are so compromised?

Response:

Potential rates revenue from the sites cannot be estimated as it is dependent upon many assumptions about future ownership and use of the sites.

Q15: Is it accepted that the sale of say 10% of the remediated Town owned lots could:

- a) Payout almost immediately the large compensation due under the terms of TPS4A?*
- b) Improve the safe community walkability bike and pedestrian path networks plus the recreational park lighting, CCTV security and emergency phone support?*
- c) Buy a Ditch Witch or Vermeer horizontal boring system for cheaper stormwater control, cost-effective underground power installations throughout Bassendean and safer footpath lighting options?*

Response:

The costs to remediate the land are not known, nor is the potential sale price of the land. Application of any sale proceeds would depend on the strategic priorities of Council, which may not be aligned with the suggested projects.

Q16: Why is the Town spending money on future-proofing the Stormwater drainage network and not installing distributed and appropriate aquifer recharging systems?

Response:

The Town looks for and seeks opportunities to undertake Water Sensitive Urban Design when undertaking drainage projects. Recent examples of this include installation of drainage infiltration cells and rain gardens at Shackleton St infiltration cells at Christie Park and Villiers St West. Limitations of conditions such as ground permeability across large sections of the Town do not allow for infiltration as an option when considering effective designs to mitigate flooding of the Town. The Town undertakes a balanced approach where the current stormwater drainage network is maintained to capture water from storm events along with installing drainage infiltration cells as noted above.

Q17: There has been a range of expenditure in the last years by Council that may impose financial burdens on future ratepayers. What detail of future revenues and forward expenditures are listed in the Annual Records of the Town of Bassendean? Do they include the following, and if not, why not?

- a) Estimated costs of maintenance and replacement where necessary of the recent 1000 tree plantings for the next 5 years?*
- b) Estimated costs of maintenance, running costs and insurances for the planned Sandy Beach playground facilities and associated infrastructure for the next 5 years?*

Response:

The Town's annual budget and annual financial report detail the Town's budgeted and actual revenue and expenditure for one year. Project reports to Councillors provide estimates of future operational and capital expenditure, which is included annual budgets.

Q18: What is the cost comparison to inspect and remove the 2 historical jetties at Pt Reserve compared to a holding action of isolating the same 2 jetties from the river bank and treating the claimed termite infestation, so the cost of the removal of the 2 jetties would not be required, and alternatives could have been considered such as lightweight, low cost beam replacement where thought necessary?

Response:

This was not a consideration due to the independent professional assessments which noted the severity of the degradation of the structural integrity of both jetties attributed to age and termite damage.

Q19: What is the estimated lost rates revenue over the last 10 years because the amendment of LPS 10 to recognise the R codings of the gazetted Ashfield Precinct Plan was not undertaken.

Response:

This is a hypothetical question as this did not occur. In any event, the Department of Planning, Lands and Heritage has advised that the Ashfield Precinct Plan is now redundant.

Q20: Should the annual report considerations NOT be accepted at the Annual Electors' Meeting until a number of the future cost and revenue estimates are better defined and accepted.

Response:

The purpose of the annual financial report is to report on the Town's actual revenue and expenditure for the preceding financial year, not to project future revenue and expenses.

Q21: Who is responsible for lost rates revenue?

Response:

The Town does not accept the notion of lost rates revenue, as inferred by the questions from the community member.

Q22:

a) If property owners of the affected lots were financially disadvantaged should they seek financial redress based on the amendment of LPS 10 as passed by Council in March 2010?

b) Is there an estimate as to what this could be?

Response:

The Town is not aware of any mechanism for that to occur.

Q23: Is it time for the selection of Mayor to change and this to occur every two years at the same time as the normal local government councillor elections?

Response:

The method of filling the office of Mayor is set out in section 2.11 and 2.12 of the *Local Government Act 1995*. It is for the Council to amend by absolute majority under s. 2.11 to do so, or by the electors under s. 2.12 subject to the criteria being fulfilled.

Q24: Should councillors be responsible to select which community members are selected to such committees?

Response:

Since the last election in 2019, membership for committees of council such as the Audit and Governance Committee have been open to community members. Such opportunities are advertised. Officers collate responses from the EOI process and make a recommendation to Council. The *Local Government Act* (s 7.1A) requires members of an audit committee to be appointed by an absolute majority of Council.

Q25: While it is not a formal requirement for Local Governments to comply with Australian Standards, surely recognition of such standards should be the aim. Is there any particular reason or reasons why the following Australian Standards are not complied with in many instances in Bassendean: AS 1158 - minimum lighting levels of footpaths and bike paths not complied with AS 2890 - minimum ramp widths and maximum steepness of ramp access to carparks AS 5100 - no protection of bridge piles (Lord St is a possible Granville disaster site). AS 3996 - storm water entry grates should be bike and pram proof AS 1428 - ramp safety features - ramps at Ashfield & Success Hill Station too steep AS 4685 - safety of play equipment AS 4399 - sun protective clothing - could also be applied to shade cloth protection of play equipment.

Response:

When the Town undertakes infrastructure projects the current relevant standards are complied with but the Town does not always retrospectively apply current standards to pre-existing assets.

Q26: There are many outstanding issues related to the Bassendean Shopping Centre. When will the issues be addressed?

Response:

This matter has been responded to on a number of occasions. The development has occurred in accordance with the approval issued by the Development Assessment Panel.

Q27: Who is the creator /artist responsible for the screen artwork adjoining the shopping centre ramp? Why are they not recognised by a suitable plaque?

Response:

The Town does not have this information at hand however it may be available via the landowner.

Q28:

- a) Is there a detailed register of artwork? Is there a value of such works?*
- b) What ongoing maintenance and insurance protection is there for the art collection?*
- c) What is the maintenance program for the 3 timber structures in front of the Memorial Library facing north and looking over the BIC Reserve?*

Response:

The Town maintains a register of artwork with the current value being approximately \$90,000. The artworks are covered by the Town's contents insurance.

These assets are visually inspected every 12 months and a condition assessment undertaken every 4 years.

Q29: On page 15 of Thrive #9 the community is informed that there is "New LED Lighting along Thompson Road and Nurstead Ave near the Success Hill Train Station" that has recently been installed. Has the "New LED lighting in Thompson Rd" been installed yet and has the new street light (in the picture on page 15 of Thrive #9) been turned on?

Response:

Lighting was initially planned to be completed by Western Power late last year however due to unforeseen circumstances the works were pushed back to February 2021. When the February fires occurred, all non-essential works were rescheduled by Western Power. Western Power has recently made contact with the Town to advise they are now in a position to reschedule these works after completing the much needed repairs from the bush fires.

Question 30 has not been included as it is not a question but considered a Statement.

Q31: The New Playground and Jetty for Sandy Beach Reserve, (page 13 of Thrive #9) does raise a few questions, like will the area be well lit for both day and evening use say during the summer hot months? (It does not appear so in the graphics). Being such a remote location, (at the most distance from almost everywhere in Bassendean), will there be emergency phone links (like Freeway phones) and CCTV to ensure user security and support?

Response:

The current Sandy Beach Playground design does not have provision for Freeway like phones, CCTV or additional lighting.

Q32:

- a) Is it planned to add to the Mary Crescent Reserve. (Page 17 Thrive #9).*
- b) Why is the maintenance of the existing Flying Fox installation at the same reserve and other playground facilities, leaving so much to be desired, such as broken paving?*

Response:

- a) The Town of Bassendean, Eden Hill CAN and Greening Australia are working together with the local community on a draft concept plan for the reserve. The draft design includes increasing native vegetation through habitat and verge plantings, realigning pathways for greater connectivity and transforming the sump in the middle of the reserve into a seasonal wetland. Further workshops will be held this year so community members can take the learnings and apply in their own garden at home.

- b) The flying fox at Mary Crescent Reserve is repaired and other playground facilities are regularly inspected and addressed as required.

Q33: When will Whitfield Street/Extension St be made 'bike safe'

Response:

The Whitfield SAS has been developed, designed and reviewed by industry experts and is deemed to meet the current standards. Additionally a road safety audit will be conducted in the coming months as is standard practice for these types of works.

Ms Fran Phelan, 15 River Street, Bassendean

Why were there no physical advertisements/signs about this meeting being held?

The CEO apologised for the lateness of the Annual Electors Meeting and limited advertising, compared to previous years. There have been issues across many local governments attributed to the retrospective application of new accounting standards and regulations that have caused delays to the audit timeframe and finalisation of the Annual Report. The Town however has met its minimum obligations in terms of advertising the meeting.

Has there been a resolution to the issue of access to the Success Hill area from Lord Street? My worry is that during fire, there is only one access out.

Luke Gibson, Director Community Planning advised that Council has adopted a local Integrated Transport Plan for the entire district. Council's desire for a certain outcome for Lord Street is for a local road treatment boulevard effect with trees in the centre median. Advice from the state government is that the road is reserved as an 'Other Regional Road' under the Metropolitan Region Scheme. The Town recently discussed with Department of Planning, Lands and Heritage whose advice was that the road is in fact reserved for a regional purpose and their expectation is it is constructed to a regional standard which typically involves two lanes each way with a divided median and turning pockets. That advice has only recently been provided and we expect to continue liaison with the Department going forward.

The Mayor commented that access to Success Hill obviously hinges on Lord Street which will form part of that conversation which is only in its infancy at this stage. In an emergency, there is capacity for exiting at the Walter Road intersection but also the PSP that goes under Lord Street has the ability to accommodate vehicles.

Is the Town addressing the mosquito problem? They are terrible at the moment.

The Mayor advised that the current weather conditions are ideal for mosquito breeding. It was expected to be a problematic season and the Town continues to work to manage them.

The CEO commented that the Department of Health has advised that the mosquitoes should subside by the end of March.

Mr William Bosworth, 136A West Road, Bassendean

What value has the Town gained from the monies spent on Whitfield Street? What did it end up costing and what value is it in terms of traffic count?

The Mayor responded that the project for Safe Active Streets was funded by the Department of Transport to provide a pedestrian/cycling link between the shopping area, schools, Sandy Beach. The project is complete in terms of construction. The long term vision is to make the streets more pedestrian and cyclist friendly.

Phil Adams, Executive Manager Infrastructure advised that the project cost was 1.8 million, funded by the Department of Transport. Behavioural change and community education are required to get drivers of vehicles to be more aware of pedestrians, cyclists, scooters etc. Analysis and reports will be undertaken by the Department of Transport to measure the value of this project.

Mr Bruce Keay, 11 Earlsferry Court, Bassendean

Why is there no mention or report on the windup of Town Planning Scheme 4A?

Luke Gibson, Director Community Planning advised that the Town has recently acquired 27 Hyland Street. This was the first step necessary to progress the windup of the Scheme.

What is the situation with the land on Hamilton Street?

Luke Gibson responded that the Town still owns that site and Council will need to determine what it does with it.

7.2 Motions

Motion 1

GME-1/03/21 MOVED Don Yates, Seconded William Bosworth, that the Electors of the Town of Bassendean seek to change the procedure to elect the person to occupy the position of Mayor to a popular vote at the same time and with a similar method as the selection of candidates to fill Councillor vacancies, (such as a postal election system), an event usually every two years, allowing electors the opportunity to consider possible past performance of such Mayoral candidates and to select possible future directions for the community for the following two years.

CARRIED 8/3

Motion 2

GME-2/03/21 MOVED William Bosworth, Seconded Don Yates, that the Town of Bassendean reverts to a Ward based Councillor system.

CARRIED 8/3

Motion 3

MOVED Don Yates, that the Town of Bassendean wish to see more adherence of the Australian Standards wherever possible within the Town, including but not limited to addressing the following:

- AS 1158 Minimum 5 Lux footpath lighting, (not 3 Lux as passed by Council in Feb 2018);
- AS 2890 Minimum width and maximum steepness of ramps to comply with and corrected as a matter of some urgency;
- AS 5100 unsafe unprotected bridge piles to be secured (so avoiding a potential Granville-like failure);
- AS3996 stormwater grates are to be bike and pram safe wherever possible;
- AS1428 ramp safety failures - ramps that are too steep to be addressed;
- AS4678 retaining walls with serious faults and cracks to be accessed and insurance risks addressed; and
- AS4685 play equipment with inherent faults at multiple sites to be fixed, and shade cloth protection re-installed where missing.

LAPSED FOR WANT OF A SECONDER

8.0 MEETING CLOSURE

There being no further business, the Mayor declared the meeting closed, the time being 7.09pm.

ATTACHMENT NO. 3



ABRIDGED MINUTES

Ordinary Meeting of Council

25 March 2021

The Full Minutes of this meeting are available on the EMRC's website:

<http://www.emrc.org.au/council/council-and-committees/council-minutes.aspx>

ORDINARY MEETING OF COUNCIL

ABRIDGED MINUTES

(REF: D2021/02719)

An Ordinary Meeting of Council was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, ASCOT WA 6104 on **Thursday, 25 March 2021**. The meeting commenced at **6:00pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting opened at 6:00pm.

1.1 ACKNOWLEDGEMENT TO COUNTRY

The Chairman acknowledged the traditional custodians of the land on which the meeting is held and paid respects to the elders past, present and future.

*Kaya Maaman, Kaya Yorga, Kaya Bridia
Ngalak kaartitj windji ngalak nynininy
Nagalak kaartitj nidja boodja baal Whadjuk Noongar Boodja ngalak nyininy
Koorah, Nitja yeyi, Boordahwan*

Translation

Greetings everyone
We all understand where we are meeting.
We know that we meet on the lands of the Whadjuk Noongar people
Always was, always will be.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Councillor Attendance

Cr Jai Wilson (Chairman)	EMRC Member	Town of Bassendean
Cr Doug Jeans (Deputy Chairman)	EMRC Member	Shire of Mundaring
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Lorna Clarke	EMRC Member	City of Bayswater
Cr Giorgia Johnson	EMRC Member	City of Bayswater
Cr Janet Powell (<i>departed 9:03pm</i>)	EMRC Member	City of Belmont
Cr Phil Marks (<i>departed 9:03pm</i>)	EMRC Member	City of Belmont
Cr Lesley Boyd	EMRC Member	City of Kalamunda
Cr Dylan O'Connor	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Mel Congerton	EMRC Member	City of Swan
Cr Charlie Zannino	EMRC Member	City of Swan

EMRC OFFICERS

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr Douglas Bruce	Chief Project Officer
Mrs Wendy Harris	Chief Sustainability Officer
Mr Brad Lacey	Chief Operating Officer
Ms Angela Wolstencroft (<i>departed 6:48pm</i>)	Manager Human Resources
Mrs Lee Loughnan	Personal Assistant to Chief Financial Officer (Minutes)

EMRC OBSERVERS

Mr David Ameduri	Manager Financial Services
Ms Izabella Krzysko	Manager Procurement & Governance
Mr David Schmidt	Manager Information Services
Ms Theresa Eckstein	Executive Assistant to the Chief Executive Officer



Item 2 continued

OBSERVER(S)

Cr Robert Rossi (<i>departed 9:03pm</i>)	EMRC Deputy Member	City of Belmont
Mr John Christie (<i>departed 9:03pm</i>)	Chief Executive Officer	City of Belmont
Ms Melanie Reid (<i>departed 9:03pm</i>)	Director Infrastructure Services	City of Belmont
Ms Rhonda Hardy (<i>departed 7:59pm</i>)	Chief Executive Officer	City of Kalamunda
Mr Doug Pearson	Director Major Projects	City of Bayswater
Mr Brice Campbell (<i>departed 9:03pm</i>)	Recycling & Waste Coordinator	Town of Bassendean

VISITORS(S)

Mr Nick Houldsworth (<i>departed 6:12pm</i>)	Market Leader Environment	GHD
Ms Alison Duguid (<i>departed 6:12pm</i>)	Sustainability and Resource Recovery Consultant	GHD

8 PETITIONS, DEPUTATIONS AND PRESENTATIONS

8.1 EMRC STRATEGIC REVIEW UPDATE

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

RECOMMENDATION (Closing meeting to the public)

That the meeting be closed to members of the public in accordance with Section 5.23 (2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

COUNCIL RESOLUTION

MOVED CR HAMILTON SECONDED CR DAW

THAT WITH THE EXCEPTION OF THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER, CHIEF PROJECT OFFICER, CHIEF SUSTAINABILITY OFFICER, CHIEF OPERATING OFFICER, MANAGER PROCUREMENT AND GOVERNANCE, MANAGER FINANCIAL SERVICES, MANAGER HUMAN RESOURCES, MANAGER INFORMATION SERVICES, CHIEF EXECUTIVE OFFICER (CITY OF BELMONT), DIRECTOR INFRASTRUCTURE SERVICES (CITY OF BELMONT), CHIEF EXECUTIVE OFFICER (CITY OF KALAMUNDA), DIRECTOR MAJOR PROJECTS (CITY OF BAYSWATER), RECYCLING AND WASTE COORDINATOR (TOWN OF BASSENDEAN), EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER AND PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

MOTION CARRIED 11/1

For: **Crs Wilson, O'Connor, Powell, Clarke, Boyd
Hamilton, Congerton, Zannino, Daw, Jeans, Marks**
Against: **Cr Johnson**

The doors of the meeting were closed at 6:03pm.



Item 8.1 continued

The Chief Executive Officer, Chief Financial Officer, Chief Project Officer, Chief Sustainability Officer, Chief Operating Officer, Manager Procurement And Governance, Manager Financial Services, Manager Human Resources, Manager Information Services, Chief Executive Officer (City of Belmont), Director Infrastructure Services (City of Belmont), Chief Executive Officer (City of Kalamunda), Director Major Projects (City of Bayswater), Recycling And Waste Coordinator (Town of Bassendean), Executive Assistant to the Chief Executive Officer and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

Mr Nick Houldsworth and Ms Alison Duguid from GHD provided an update on the EMRC Strategic Review.

RECOMMENDATION [Meeting re-opened to the public]

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

COUNCIL RESOLUTION

MOVED CR HAMILTON SECONDED CR JEANS

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

CARRIED UNANIMOUSLY

The doors of the meeting were opened at 6:19pm.

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON 3 DECEMBER 2020

At the 25 February 2021 meeting, Council resolved to defer consideration of the minutes of the ordinary meeting of Council held on 3 December 2020. The amendments and clarifications have been made and distributed.

That the minutes of the Ordinary Meeting of Council held on 3 December 2020 which have been distributed, be confirmed.

COUNCIL RESOLUTION

MOVED CR JEANS SECONDED CR CONGERTON

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 3 DECEMBER 2020 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY



Item 9.1 continued

9.2 MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON 25 FEBRUARY 2021

That the minutes of the Ordinary Meeting of Council held on 25 February 2021 which have been distributed, be confirmed.

COUNCIL RESOLUTION

MOVED CR CONGERTON SECONDED CR DAW

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 FEBRUARY 2021 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

11 QUESTIONS BY MEMBERS WITHOUT NOTICE

Orange Route Briefing

Cr Congerton requested a briefing from Main Roads WA on the Orange Route.

The CEO agreed to organise a briefing.

Agenda Briefing Forum

Cr Boyd commented that the Agenda Briefing Forum was implemented to provide an overview of items coming to Council. Cr Boyd queried why certain items such as Item 14.10 – Amendment of Local Government (Administration) Regulations 2021 – Chief Executive Model were not provided at the Agenda Briefing Forum.

The CEO advised that he attended Local Government Professionals Forum last week after the Agenda Briefing Forum where he was advised that these amendments need to be implemented by 3 May 2021. As the reports are consistent with the recommended model and policies, it was prudent to have this before Council, as soon as practical.



14 REPORTS OF EMPLOYEES

- 14.1 *LIST OF ACCOUNTS PAID DURING THE MONTH OF FEBRUARY 2021*
- 14.2 *FINANCIAL REPORT FOR PERIOD ENDED FEBRUARY 2021*
- 14.3 *APPOINTMENT OF MEMBERS TO THE AUDIT COMMITTEE*
- 14.4 *ATTENDANCE AT EVENTS POLICY*
- 14.5 *LEGAL COMMITTEE TERMS OF REFERENCE*
- 14.6 *REVIEW OF COMMITTEES OF COUNCIL*
- 14.7 *CHIEF EXECUTIVE OFFICER ATTENDANCE AT WASTE 2021 CONFERENCE*
- 14.8 *CHIEF EXECUTIVE OFFICER ATTENDANCE AT KEEP AUSTRALIA BEAUTIFUL ANNUAL GENERAL MEETING*
- 14.9 *ADOPTION OF NEW CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES*
- 14.10 *AMENDMENT OF LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 2021 – CHIEF EXECUTIVE MODEL*
- 14.11 *ITEMS CONTAINED IN THE INFORMATION BULLETIN*

QUESTIONS

The Chairman invited questions from members on the reports of employees.

Cr Jeans expressed his concerns around Item 14.9 – Adoption of New Code of Conduct for Council Members, Committee Members and Candidates and Item 14.10 – Amendment of Local Government (Administration) Regulations 2021 – Chief Executive Model in that there may be interpretation issues. Cr Jeans acknowledged that there is the ability for a policy to be changed after it has been adopted.

Cr Powell withdrew Item 14.9 for debate.

Cr O'Connor sought clarification on Item 14.8 – Chief Executive Officer Attendance at Keep Australia Beautiful Annual General Meeting, specifically how much time the CEO will devote to the role of Director of the Keep Australia Beautiful if he accepts.

The CEO advised that it would take about 2 hours per month of his time and this will be usually done via electronic communication.

RECOMMENDATION(S)

That with the exception of item 14.9 which is to be withdrawn and dealt with separately, Council adopts the recommendations in the Reports of Employees (Section 14).

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR CONGERTON

THAT WITH THE EXCEPTION OF ITEMS 14.9 WHICH IS TO BE WITHDRAWN AND DEALT WITH SEPARATELY, COUNCIL ADOPTS THE RECOMMENDATIONS IN THE REPORTS OF EMPLOYEES (SECTION 14).

CARRIED UNANIMOUSLY



14.9 ADOPTION OF NEW CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

REFERENCE: D2021/04190

Cr Powell questioned whether the wording around Disclosure of Interests had changed dramatically from the existing document.

The CFO advised that the wording is more transparent in terms of obligations and how information is utilised and disclosed.

Cr Jeans queried whether the EMRC had a clear idea of what dealing with complaints means.

The CEO advised that the EMRC has appointed a Complaints Officer and complaints procedure which allows issues to be dealt with on a case by case basis.

The Chairman asked whether WALGA could provide an information session on dealing with complaints.

The CEO agreed to request this information from WALGA.

RECOMMENDATION(S)

That Council by absolute majority in accordance with section 5.103 of the *Local Government Act 1995*, adopts a new Code of Conduct for council members, committee members and candidates, forming the attachment of this report.

COUNCIL RESOLUTION(S)

MOVED CR CONGERTON

SECONDED CR MARKS

THAT COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 5.103 OF THE *LOCAL GOVERNMENT ACT 1995*, ADOPTS A NEW CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES, FORMING THE ATTACHMENT OF THIS REPORT.

MOTION CARRIED 8/4

**For: Crs Wilson, Clarke, Johnson, Hamilton, Congerton,
Zannino, Marks, Powell**

Against: Crs O'Connor, Boyd, Daw, Jeans



15 REPORTS OF COMMITTEES

15.1 AUDIT COMMITTEE MEETING HELD 4 MARCH 2021

(REFER TO MINUTES OF COMMITTEE)

REFERENCE: (D2021/02329 (AC) D2021/03891)

The minutes of the Audit Committee meeting held on **4 March 2021** accompany and form part of this agenda – (refer to section of ‘Minutes of Committees’ for Council accompanying this Agenda).

QUESTIONS

The Chairman invites general questions from members on the minutes of the Audit Committee.

Cr Hamilton departed the meeting at 6:44pm.

RECOMMENDATION(S)

That with the exception of items, which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Audit Committee report (Section 15.1).

COUNCIL RESOLUTION(S)

MOVED CR CONGERTON SECONDED CR BOYD

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE AUDIT COMMITTEE REPORT (SECTION 15.1).

MOTION CARRIED 11/0

Cr Hamilton was absent for the vote

Cr Hamilton returned to the meeting at 6:45pm.



16 REPORTS OF DELEGATES

16.1 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) MINUTES HELD 24 FEBRUARY 2021

Cr Johnson, the MWAC delegate member for the EMRC, provided the minutes of the MWAC meeting held on 24 February 2021 that were distributed prior to the meeting.

The Chairman invited Cr Johnson to speak to this item and take any questions from Councillors.

There was no questions for Councillors.



17 MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17.1 NOTICE OF MOTION RECEIVED FROM CR MEL CONGERTON

In accordance with Clause 4.18 of the *EMRC Standing Orders Local Law 2013*, Cr Congerton gave notice of his intention to move the following motions prior to the meeting.

Motion No. 1

That Council resolve to:

1. *CEO to facilitate a review of the Establishment Agreement with the final report to be presented at the Ordinary Council Meeting of June 2021 for Council's consideration.*
2. *Request the CEO to include at least one workshop with the EMRC Councillors and member Council CEOs to determine the changes and inclusions that should form the draft Establishment Agreement for consideration and discussion.*
3. *Request that the review should include but not be limited to:*
 - a. *Review and amend all of the dates to reflect the current Local Government Election cycles.*
 - b. *Review and amend the current council structure to a proportionate representation model based on each member Council's share of equity as a percentage of the EMRC.*
 - c. *Provide a mechanism (if required) to differentiate a member Council's equity based upon an original member Council to an additional member Council.*
 - d. *Review and amend the provisions within the agreement for one or more member Councils that choose to exit the EMRC.*
 - e. *Include a provision for dividends to be paid to member Councils from the Waste Reserve annually based on equity and/or waste charge levies paid.*
 - f. *Review and amend or replace the definitions used to determine projects and services that are considered new and those considered continuing.*
 - g. *The review is informed and guided by the collective views of the EMRC Councillors and member Council Mayors/Presidents and CEOs.*

Rationale provided by Cr Congerton

The review of the establishment agreement is well overdue and should be completed before the new financial year.

Discussion ensued.



Item 17.1 continued

Cr Johnson moved a procedural motion.

PROCEDURAL MOTION(S)

That Council defers consideration of Motion No. 1, 2 and 3 until the next ordinary meeting of Council.

The Chairman asked for a seconder to the procedural motion.

Cr Clarke seconded the motion.

As it is a procedural motion, there was no debate and the Chairman put the motion to the vote.

COUNCIL RESOLUTION(S)

MOVED CR JOHNSON

SECONDED CR CLARKE

THAT COUNCIL DEFER CONSIDERATION OF MOTION NO. 1, 2 AND 3 UNTIL THE NEXT ORDINARY MEETING OF COUNCIL.

MOTION LOST 2/10

For: Crs Johnson, Clarke

Against: Crs Wilson, Hamilton, O'Connor, Boyd, Congerton, Zannino, Marks, Powell, Daw, Jeans

Cr Hamilton proposed an amendment to Motion No. 1 to replace the word 'should' with 'may' in Item 3.

Cr Congerton agreed to this amendment.

Amended Motion No. 1

That Council resolve to:

1. *CEO to facilitate a review of the Establishment Agreement with the final report to be presented at the Ordinary Council Meeting of June 2021 for Council's consideration.*
2. *Request the CEO to include at least one workshop with the EMRC Councillors and member Council CEOs to determine the changes and inclusions that should form the draft Establishment Agreement for consideration and discussion.*
3. *Request that the review may include but not be limited to:*
 - a. *Review and amend all of the dates to reflect the current Local Government Election cycles.*
 - b. *Review and amend the current council structure to a proportionate representation model based on each member Council's share of equity as a percentage of the EMRC.*
 - c. *Provide a mechanism (if required) to differentiate a member Council's equity based upon an original member Council to an additional member Council.*
 - d. *Review and amend the provisions within the agreement for one or more member Councils that choose to exit the EMRC.*
 - e. *Include a provision for dividends to be paid to member Councils from the Waste Reserve annually based on equity and/or waste charge levies paid.*



Item 17.1 continued

- f. Review and amend or replace the definitions used to determine projects and services that are considered new and those considered continuing.*
- g. The review is informed and guided by the collective views of the EMRC Councillors and member Council Mayors/Presidents and CEOs.*

Discussion ensued around the proposed timeline.

Following questions, the Chairman requested a seconder for Cr Congerton's motion.

Cr O'Connor seconded the motion.

The Chairman invited the mover and seconder to speak to the motion.

Cr Congerton and Cr O'Connor spoke to the motion.

Debate ensued, alternating between those speaking against and those speaking for the motion.

Following debate, Cr Congerton exercised his right of reply.

COUNCIL RESOLUTION(S)

MOVED CR CONGERTON

SECONDED CR O'CONNOR

THAT COUNCIL RESOLVE TO:

1. CEO TO FACILITATE A REVIEW OF THE ESTABLISHMENT AGREEMENT WITH THE FINAL REPORT TO BE PRESENTED AT THE ORDINARY COUNCIL MEETING OF JUNE 2021 FOR COUNCIL'S CONSIDERATION.
2. REQUEST THE CEO TO INCLUDE AT LEAST ONE WORKSHOP WITH THE EMRC COUNCILLORS AND MEMBER COUNCIL CEOS TO DETERMINE THE CHANGES AND INCLUSIONS THAT SHOULD FORM THE DRAFT ESTABLISHMENT AGREEMENT FOR CONSIDERATION AND DISCUSSION.
3. REQUEST THAT THE REVIEW MAY INCLUDE BUT NOT BE LIMITED TO:
 - a. REVIEW AND AMEND ALL OF THE DATES TO REFLECT THE CURRENT LOCAL GOVERNMENT ELECTION CYCLES.
 - b. REVIEW AND AMEND THE CURRENT COUNCIL STRUCTURE TO A PROPORTIONATE REPRESENTATION MODEL BASED ON EACH MEMBER COUNCIL'S SHARE OF EQUITY AS A PERCENTAGE OF THE EMRC.
 - c. PROVIDE A MECHANISM (IF REQUIRED) TO DIFFERENTIATE A MEMBER COUNCIL'S EQUITY BASED UPON AN ORIGINAL MEMBER COUNCIL TO AN ADDITIONAL MEMBER COUNCIL.
 - d. REVIEW AND AMEND THE PROVISIONS WITHIN THE AGREEMENT FOR ONE OR MORE MEMBER COUNCILS THAT CHOOSE TO EXIT THE EMRC.
 - e. INCLUDE A PROVISION FOR DIVIDENDS TO BE PAID TO MEMBER COUNCILS FROM THE WASTE RESERVE ANNUALLY BASED ON EQUITY AND/OR WASTE CHARGE LEVIES PAID.



Item 17.1 continued

- f. REVIEW AND AMEND OR REPLACE THE DEFINITIONS USED TO DETERMINE PROJECTS AND SERVICES THAT ARE CONSIDERED NEW AND THOSE CONSIDERED CONTINUING.
- g. THE REVIEW IS INFORMED AND GUIDED BY THE COLLECTIVE VIEWS OF THE EMRC COUNCILLORS AND MEMBER COUNCIL MAYORS/PRESIDENTS AND CEOS.

MOTION CARRIED 10/2

For: Crs Wilson, O'Connor, Boyd, Hamilton, Congerton,
Zannino, Daw, Jeans, Marks, Powell
Against: Crs Johnson, Clarke

Motion No. 2

That Council resolve to:

1. *Return to member Councils as a dividend the amount paid by each member Councils into the Secondary Waste Reserve for the financial year July – June 2021.*
2. *Distribute the funds in July 2021.*

Rationale provided by Cr Congerton

This is in keeping with the previous dividends paid to member Councils.

Cr Powell departed the meeting at 7:54pm and returned at 7:57pm.

The CEO departed the meeting at 7:58pm and returned at 8:00pm.

Ms Hardy departed the meeting at 7:59pm.

Cr Rossi departed the meeting at 8:00pm and returned at 8:03pm.

The CFO departed the meeting at 8:01pm and returned at 8:02pm.

It was raised whether the use of the word 'dividend' is appropriate.

An amendment is proposed such that:

Amended Motion No. 2

That Council resolve to:

1. *Return to member Councils as a distribution the amount paid by each member Council into the Secondary Waste Reserve for the financial year July – June 2021.*
2. *Distribute the funds in July 2021.*



Item 17.1 continued

Following questions, the Chairman requested a seconder for Cr Congerton's motion.

Cr O'Connor seconded the motion.

The Chairman invited the mover and seconder to speak to the motion.

Debate ensued alternating between those speaking against and those speaking for the motion.

Following debate, Cr Congerton exercised his right of reply.

Cr Daw departed the meeting at 8:32pm and returned at 8:34pm.

Cr Marks departed the meeting at 8.32pm and returned at 8.36pm.

COUNCIL RESOLUTION(S)

MOVED CR CONGERTON

SECONDED CR O'CONNOR

THAT COUNCIL RESOLVE TO:

1. RETURN TO MEMBER COUNCILS AS A DISTRIBUTION THE AMOUNT PAID BY EACH MEMBER COUNCIL INTO THE SECONDARY WASTE RESERVE FOR THE FINANCIAL YEAR JULY – JUNE 2021.
2. DISTRIBUTE THE FUNDS IN JULY 2021.

MOTION CARRIED 9/3

For: Crs O'Connor, Boyd, Hamilton, Congerton, Zannino,
Daw, Jeans, Marks, Powell
Against: Crs Wilson, Johnson, Clarke

Motion No. 3

That Council resolve to:

1. *Provide a \$5 million distribution from the Secondary Waste Reserve as a dividend based on the equity held by each member Council as at the 30th June 2021.*
2. *Distribute the funds in July 2021.*

Rationale provided by Cr Congerton

This is in keeping with the previous dividends paid to member Councils.

The motion to be amended to remove the reference to 'as a dividend'.

Amended Motion No. 3

That Council resolve to:

1. *Provide a \$5 million distribution from the Secondary Waste Reserve based on the equity held by each member Council as at the 30th June 2021.*
2. *Distribute the funds in July 2021.*

Following questions, the Chairman requested a seconder for Cr Congerton's motion.



Item 17.1 continued

Cr Zannino seconded the motion.

The Chairman invited the mover and seconder to speak to the motion.

Debate ensued alternating between those speaking against and those speaking for the motion.

Following debate, Cr Congerton exercised his right of reply.

The CEO departed the meeting at 8:54pm and returned at 8:58pm.

COUNCIL RESOLUTION(S)

MOVED CR CONGERTON SECONDED CR ZANNINO

THAT COUNCIL RESOLVE TO:

1. PROVIDE A \$5 MILLION DISTRIBUTION FROM THE SECONDARY WASTE RESERVE BASED ON THE EQUITY HELD BY EACH MEMBER COUNCIL AS AT THE 30TH JUNE 2021.
2. DISTRIBUTE THE FUNDS IN JULY 2021.

MOTION LOST 6/6 for a lack of an absolute majority

**For: Crs O'Connor, Boyd, Congerton, Zannino,
Marks, Powell**

Against: Crs Wilson, Hamilton, Johnson, Clarke, Daw, Jeans

18 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

The following item is recommended to be confidential because it contains matters of a legal advice nature.

RECOMMENDATION (Closing meeting to the public)

That the meeting be closed to members of the public in accordance with Section 5.23 (2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

COUNCIL RESOLUTION

MOVED CR HAMILTON SECONDED CR JEANS

THAT WITH THE EXCEPTION OF THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER, CHIEF PROJECT OFFICER, CHIEF SUSTAINABILITY OFFICER, CHIEF OPERATING OFFICER, MANAGER PROCUREMENT AND GOVERNANCE, MANAGER FINANCIAL SERVICES, MANAGER HUMAN RESOURCES, MANAGER INFORMATION SERVICES, DIRECTOR MAJOR PROJECTS (CITY OF BAYSWATER), EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER AND PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

MOTION CARRIED 9/1

**For: Crs Wilson, O'Connor, Clarke, Boyd, Hamilton
Congerton, Zannino, Daw, Jeans**

Against: Cr Johnson

Crs Marks and Powell were absent for the vote



Item 18 continued

Crs Johnson, Hamilton and O'Connor departed the meeting at 8:59pm and returned at 9:00pm.

Cr Marks and Cr Powell declared an interest and left the meeting at 9:03pm.

Cr Rossi, Mr Christie and Ms Reid from the City of Belmont staff left the meeting at 9:03pm.

Mr Campbell left the meeting at 9:03pm.

The doors of the meeting were closed at 9:04pm.

The Chief Executive Officer, Chief Financial Officer, Chief Project Officer, Chief Sustainability Officer, Chief Operating Officer, Manager Procurement And Governance, Manager Financial Services, Manager Human Resources, Manager Information Services, Director Major Projects (City of Bayswater), Executive Assistant to the Chief Executive Officer and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

18.1 SEEKING INSTRUCTIONS REGARDING LEGAL MATTER [CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 s.5.23(2)(d)]

This item is recommended to be confidential because it contains matters of a legal nature.

RECOMMENDATION [Meeting re-opened to the public]

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

COUNCIL RESOLUTION

MOVED CR HAMILTON SECONDED CR JOHNSON

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

CARRIED UNANIMOUSLY

The doors of the meeting were opened at 9:07pm.

Recording of the resolutions passed behind closed doors; namely:

COUNCIL RESOLUTION

MOVED CR O'CONNOR SECONDED CR CONGERTON

THAT

1. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S.5.16 OF THE *LOCAL GOVERNMENT ACT 1995* DELEGATES TO THE LEGAL COMMITTEE THE POWER TO UNDERTAKE ALL NECESSARY ACTIONS IN RESPONSE TO THE LEGAL MATTER PREVIOUSLY REPORTED AND ANY RELATED MATTERS WITH REGARDS TO THE ESTABLISHMENT AGREEMENT.
2. NOTES THE RATIONALE FOR THE MOTION IS TO ENABLE THE EMRC COUNCIL TO UNDERTAKE ACTIONS IN RESPONSE TO THE LEGAL MATTER AS OUTLINED WITHIN THE CONFIDENTIAL REPORT THROUGH THE ESTABLISHED LEGAL COMMITTEE.

CARRIED UNANIMOUSLY



20 FUTURE MEETINGS OF COUNCIL

The next Ordinary meeting of Council is scheduled to be on **Thursday, 22 April 2021** electronically or at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.

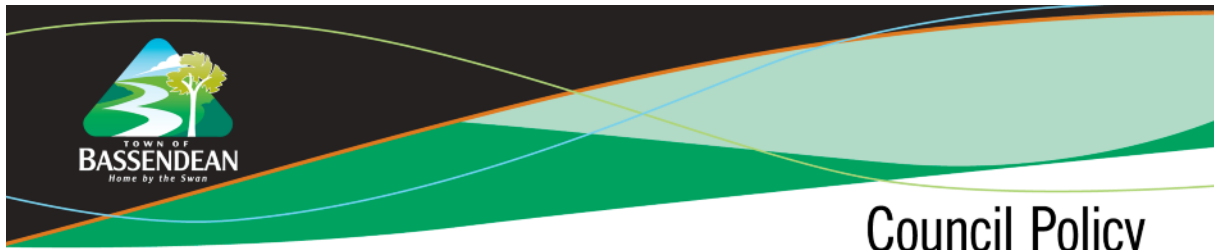
Future Meetings 2021

Thursday	22	April	(if required)	at	EMRC Administration Office
Thursday	27	May	(If required)	at	EMRC Administration Office
Thursday	24	June		at	EMRC Administration Office
Thursday	22	July	(if required)	at	EMRC Administration Office
Thursday	26	August	(if required)	at	EMRC Administration Office
Thursday	23	September	(if required)	at	EMRC Administration Office
Thursday	25	November	(if required)	at	EMRC Administration Office

21 DECLARATION OF CLOSURE OF MEETING

The Chairman declared the meeting closed at 9:07pm.

ATTACHMENT NO. 4



LOCAL PLANNING POLICY NO. 16 CONTROL OF ADVERTISEMENTS UNDER THE LOCAL PLANNING SCHEME NO. 10

1. PURPOSE OF POLICY

The principal purpose of this Policy is to provide assistance to the local government when determining an application for planning approval to erect, place or display an advertisement under the Town of Bassendean Local Planning Scheme no 10 (the "Scheme"). The Policy provides this assistance by setting out the standards which apply to different types of advertisement, the considerations which the local government should have regard to in determining an application for planning approval for an advertisement and the conditions which may be appropriately imposed on the approval of an application for planning approval for an advertisement.

This policy has been made in accordance with clause 2.2 of the Scheme. The Policy does not bind the local government in respect of any application for development approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

2. CONSIDERATIONS IN DETERMINING APPLICATION FOR PLANNING APPROVAL

Considerations relevant to the determination of an application for development approval for an advertisement include:

- the category of advertisement;
- the standard specifications for the category of advertisement;
- the acceptable deviation from the standard specifications;
- the matters which the local government is directed to have regard to under the Scheme; and
- the manner of and the position in which the advertisement is to be displayed.

2.1 Categories of Advertisements

An advertisement is to be classified according to the following categories:

Animated sign - an advertisement which moves or is capable of moving, or contains moving parts or which changes its message, flashes on and off, chases, scintillates or has a moving, flashing or scintillating border or emblem, and includes a light display for the advertisement.

Development sign - an advertisement displayed on a lot which has been approved by the Western Australian Planning Commission for subdivision, advertising the lots for sale but upon which no work has taken place at the time of the application for planning approval of the device.

Fence sign - means an advertisement affixed to a fence on land, which advertisement will be visible from outside that land.

Hoarding - a detached or detachable structure, other than a pylon sign, that is erected for the sole purpose of displaying an advertisement and includes a wall panel or an illuminated panel but does not include a hoarding within the meaning of section 377 of the *Local Government (Miscellaneous Provisions) Act 1960*.

Horizontal sign - an advertisement attached to a building with its largest dimension horizontal.

Illuminated panel - a posted or painted advertisement externally illuminated by an artificial source of light.

Illuminated sign - an advertisement that is so arranged as to be capable of being lighted either from within or without the advertisement by artificial light provided, or mainly provided, for that purpose.

Institutional sign - an advertisement displayed on any land or building used as a surgery, clinic, hospital, rest home, home for the aged, or other place of a similar nature.

Other advertisement - an advertisement which is not described by any other category of advertisement referred to in clause 2.1 of this Policy.

Portable sign - means a portable free standing sign that only advertises a product or service available on the land on which it is erected, and includes a sandwich board sign consisting of two sign boards attached to each other at the top by hinges or other means, with a sign face not exceeding 1m² on each side.

Projection sign - an advertisement that is made by the projection of artificial light on a structure.

Property transaction sign - an advertisement indicating that the premises on which it is displayed are for sale or for lease or are to be auctioned.

Pylon sign - an advertisement supported by one or more piers and which is not attached to a building, and includes a detached sign framework supported on one or more piers to which sign infills may be added.

Roof sign - an advertisement displayed on the roof of a building.

Rural producer's sign - an advertisement displayed on land used for horticultural purposes and which advertises products produced or manufactured upon the land and includes the property owner's or occupier's name.

Semaphore sign - an advertisement supported at one of its ends only.

Sign infill - a panel which can be fitted into a pylon sign framework.

Tower sign - an advertisement displayed on a mast, tower, chimney stack or similar structure.

Verandah sign - an advertisement above, on or under a verandah, cantilever awning, cantilever verandah and balcony whether over a public thoroughfare or private land.

Vertical sign - an advertisement attached to a building with its largest dimension vertical.

Wall panel - a panel used for displaying a posted or painted advertisement.

Wall sign - an advertisement which is a sign painted on or directly affixed to the fabric of a wall.

2.2 Standard specifications

In addition to the specifications contained in Table 1, the specifications and requirements for each category of advertisement referred to in clause 2.1 follow.

2.2.1 Development signs

A development sign is to be removed from the site within 2 years of the grant of planning approval for the sign or when all of the lots, by number, in the subdivision being advertised have been sold, whichever is the sooner.

2.2.2 Hoardings

Hoardings should not –

- (a) be displayed in a Residential Zone be displayed any closer than its own height to a thoroughfare or a public place; and
- (b) have any part of it closer than 15 metres to any other advertisement displayed on the same lot.

2.2.3 Projection sign

An application for approval for a projection sign should not be approved if, upon the sign being projected onto a structure, it exceeds the specifications stated in columns 2, 3 and 4 of Table 1.

2.2.4 Property transaction sign

- (1) A property transaction sign advertising an auction shall, if approved -
 - (a) not be erected more than 28 days before the proposed date of the auction;
 - (b) be removed no later than 14 days after the auction, subject property has been sold, or at the direction of the local government whichever is the sooner; and

- (c) where such a sign is erected on land having a frontage to a road that is a main road within the meaning of the *Main Roads Act 1982*, consist of letters not less than 150 mm in height.
- (2) A property transaction sign advertising that flats and dwelling units in a building erected, or to be erected, are, or will be available for letting or for purchase shall, if approved -
 - (a) not be erected before the issue of a building licence for any such building; and
 - (b) not be erected or maintained for a period exceeding three months following completion of any such building, without the prior approval of the local government.
- (3) Any property transaction sign of any description shall be erected on the land to which it relates and not elsewhere.

2.2.5 Roof sign

A roof sign should not extend laterally beyond the external wall of the structure or building on which it is erected or displayed.

2.2.6 Semaphore sign

- (1) A semaphore sign should be fixed -
 - (a) at right angles to the wall or structure to which it is to be attached; and
 - (b) over or adjacent to the entrance to a building.
- (2) No more than one semaphore sign should be fixed over or adjacent to any one entrance to a building.

2.2.7 Verandah sign - verandah facia

A verandah sign fixed to the outer or facia of a verandah shall not project beyond the outer frame or surround of the facia.

2.2.8 Verandah sign - under verandah

A verandah sign under a verandah should be fixed at right-angles to the front wall of the building to which it is to be affixed except on a corner of a building at a thoroughfare intersection where the sign may be placed at an angle with the wall so as to be visible from both thoroughfares.

2.2.9 Vertical sign

A vertical sign where placed on a corner of a building at a thoroughfare intersection, may be placed at an angle with the wall so as to be visible from both thoroughfares.

2.2.10 Wall panel

A wall panel should comprise a framework surround with a lockable transparent cover behind which separate notices may be pinned affixed or painted.

2.3 Acceptable deviation

The local government may exercise its discretion to approve a deviation from the specific standards subject to the applicant demonstrating that the likely affect of the location, height, bulk, scale, orientation and appearance of the advertisement will not:

- (a) conflict with or detrimentally affect the amenity of the locality;
- (b) interfere with traffic safety; and
- (c) create visual pollution.

2.4 Proposed placement of advertisement

An advertisement should not be displayed where -

- (a) it would detract from the aesthetic environment of a park or other land used by the public for recreation;
- (b) in the case of an internally illuminated advertisement, its display would cause glare or dazzle or would otherwise distract the driver of any vehicle;

- (c) in the case of an externally illuminated advertisement, the light would not be directed solely onto the device and its structural surround and the light source be so shielded that glare would not occur or extend beyond the advertisement and cause the driver of any vehicle to be distracted;
- (d) it would be likely to interfere with, or cause risk or danger to traffic on a thoroughfare by virtue of the fact that it
 - (i) may be mistaken or confused with, or obstruct or reduce the effectiveness of any traffic control device;
 - (ii) would invite traffic to turn and would be sited so close to the turning point that there would not be reasonable time for a driver of a vehicle to signal and turn safely;
 - (iii) would invite traffic to move contrary to any traffic control device;
 - (iv) would invite traffic to turn where there is fast moving traffic and no turning lane;
 - (v) may obscure the vision of a person driving a vehicle.
- (e) in the case of an illuminated advertisement, it may be confused with or mistaken for the stop or tail light of a vehicle or vehicles;
- (f) it significantly obstructs or obscures the view of a river, the sea or any other natural feature of beauty; or
- (g) it would detrimentally affect the amenity of the area.
- (h) It would detrimentally affect the significance and aesthetics of a Heritage Area or a place on the Heritage List.

TABLE 1 - STANDARD SPECIFICATIONS

Advertisement	Max height of device M	Max length/width of device m	Max area.m ²	Min Headroom m	Max height above ground m	Projection max mm	Setbacks front m	Setbacks side M	Other Setbacks M	Minimum distance between ads	Location
Animated signs	1.5	1	3	2.4	6.0		2	1	6		
Development sign	4	5	20	1.0	5.0		15	10	15-		Development sites
Fence sign	1	20					2 x height	1			On fence
Hoarding			36	1.0			15				Non residential sites
Horizontal sign Height above thoroughfare				2.4		0.6		1			Fixed on wall Not to be fixed within 0.6m of end of wall
Less than 7.6	0.6										
7.6 to 9.0	0.7										
9.1 to 12	0.9										
More than 12(if there is no roof sign on the building)	4.5										
Illuminated sign	5	3	5	2.4	6.0	900	2	1	36		-
Institutional sign			3								
Other advertisement	6	8	30	-	6.0		6	3	6		As approved
Portable sign	1										A business may erect not more than one portable sign that does not project into the thoroughfare and is displayed during normal hours of business.
Projection sign	12	12	90	-	12.0						
Property transaction sign								-	-		-Transaction site
(a) Dwellings	3	4	5								
(b) multiple dwellings, shops, etc	4	5	20		5.0						
(c) large properties	6	8	30		6.0						
Pylon sign	6	2	4	2.4	6	900	1	2	6		Min 6m clearance of another sign

Advertisement	Max height of device M	Max length/width of device m	Max area.m ²	Min Headroom m	Max height above ground m	Projection max mm	Setbacks front m	Setbacks side M	Other Setbacks M	Minimum distance between ads	Location
Roof sign Height of main building above ground level 3.7 to 4.5 4.5 to 6.0 6.0 to 12 12 to 18 18m+	0.9 1.2 2.0 3.0 4.0			-					-		Not to extend beyond walls of buildings Roof signs will be subject to a structural engineers certificate Maximum height of roof sign 30m
Semaphore sign	0.6	0.9		2.4	3.6	900	-	1	-		-
Tower sign	20% of mast, tower or chimney	width of mast, tower, chimney, or structure where sign affixed		2.4							
Verandah sign -above facia -on facia -below facia	0.8 - 0.3	4 6 2.4	3 4	- - 2.7	5 - -	Nil Nil Nil	-	-	-		-
Vertical sign				0.3		600				3.6	Not to be fixed within 1.8m of end of wall, or project more than 1.0m above the wall to which it is affixed
Wall panel	1.5	1.5	3	-	3.0	100	-	-	-		-
Wall sign	3	8	12	1.0	5.0	100		-	-		-

Website: www.bassendean.gov.au Email: mail@bassendean.wa.gov.au Tel: (08) 9377 8000

Policy Number: Local Planning Policy No. 16
Policy Title: Advertising and Signage

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 16 – Advertising and Signage.

2. Policy Statement

The Town recognises the need to control and guide the development of advertisements within the Town in order to protect and enhance the character and amenity of the locality.

3. Policy Objectives

- (a) To protect the streetscape and amenity of the surrounding locality.
- (b) To ensure advertisements are appropriately located and are compatible with and incidental to, the relevant building or site, to prevent inappropriate signage and to minimise the proliferation of advertisements.
- (c) To ensure that signs do not adversely impact on the level of safety for drivers, cyclists and pedestrians by obstructing sight lines and distracting road users.

4. Application

This policy applies to signage and/or advertising on private land. It does not apply to signage and/or advertising located on a thoroughfare (which is regulated by the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010*).

5. Definitions

Advertisement: *means any word, letter, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing and includes:*

- (a) *Any hoarding, banner or similar structure used or adapted for use, for the display of advertisements; and*
- (b) *Any airborne device anchored to any land or building used for the display of advertising; and*
- (c) *Any vehicle or trailer or other similar project placed or located so as to serve the purpose of displaying advertisement.*

All other definitions of signage are located within Table 1.

6. Policy Requirements

6.1 General Requirements

The following requirements apply to all advertisements:

- (a) An advertisement shall generally not contain any information other than:
 - (i) The name of the occupier / business name;
 - (ii) Details of the business carried out on the land and/or goods sold or services provided **on the site**;
 - (iii) Telephone or contact details;
 - (iv) The trademark or logo of the business or products for sale.
- (b) Advertisements shall be located so as to not obstruct pedestrian or vehicle movements and outside visual sightline areas so as to not compromise vehicular and pedestrian safety.
- (c) Advertisements shall not contain any obscene or offensive information or illustration.
- (d) Where illuminated:
 - (i) Not cause a nuisance or annoyance to abutting sites and/or the public;
 - (ii) Not comprise flashing, intermittent or running lights, or change more than once in every 5 minute period; and
 - (iii) Not interfere with or likely to be confused with, traffic control signals.
- (e) Advertisements shall be, where possible, in keeping with the architecture of the building and integrated into the façade.
- (f) **Signage must relate to the business carried out on the subject premises. Third party advertising is not permitted.**

6.2 Need for Development Approval

Advertisements are exempt from requiring development approval in the following circumstances:

- (a) if an exemption applies in accordance with Clause 61 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and/or Schedule 5 of Local Planning Scheme No. 10 (LPS 10).
- (b) if the proposal **is not a roof sign and** meets all of the following requirements:
 - (i) Complies with the requirements of Clause 6.1 of this policy;
 - (ii) Does not result in more than three (3) advertising signs per tenancy;
 - (iii) Meets the standards contained in Table 1;
 - (iv) Is on land that is not zoned residential under LPS 10.
 - (v) Is not on or abutting land that is reserved as a regional road under the Metropolitan Region Scheme.

6.3 Maintenance

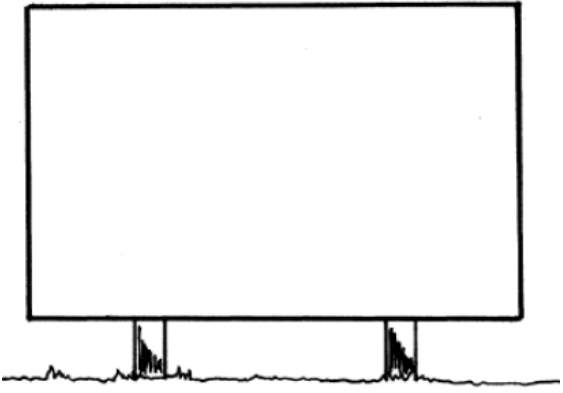
Advertisements shall be maintained to ensure that they are clear, legible and of an acceptable standard; kept clear of graffiti and vandalism; and structurally sound and in accordance with relevant standards.

Document Control


Directorate	Community Planning
Business Unit	Development and Place
Inception Date	[Insert OCM RESOLUTION NO & DATE]
Version	
Next Review Date	[Insert date – maximum 2 years generally is considered good practice]

TABLE 1:

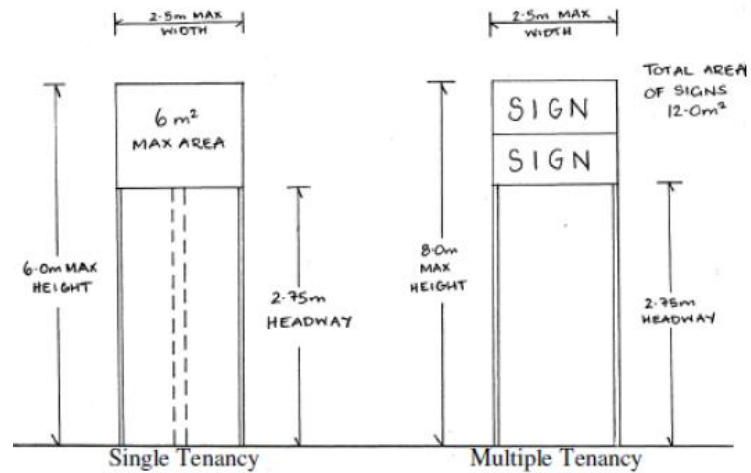
Animated/Digital Sign	
<i>Means an advertisement which moves or is capable of moving, or contains moving parts or which changes its message, flashes on and off, chases, scintillates or has a moving, flashing or scintillating border or emblem, and includes digital advertising and or a light display for the advertisement.</i>	Each proposal will be considered on its individual merits, having regard to the character and amenity of the area and any impact on passing traffic or traffic control signals (<i>no exemptions from the requirement to obtain development approval</i>).
Fence Sign	
<i>means an advertisement affixed to a fence on land, which advertisement will be visible from outside that land.</i>	Fence Signs shall: <ul style="list-style-type: none"> (i) Not exceed a maximum height of 1m; (ii) Not exceed the height of the fence; (iii) Not exceed a maximum length of 5m for every 20 metres of street frontage of the property; (iv) Shall not project from the fence and must be flush mounted, painted onto or directly affixed on o the fence; and (v) The fence is not located within the Town's industrial area.
Flag Sign	
<i>means a sign that that is printed onto a flag typically flown from a pole.</i>	Flag Signs shall: <ul style="list-style-type: none"> (i) Be located immediately adjacent to the building to which the sign relates; (ii) Be located appropriately to ensure there is no obstruction to pedestrian, cyclist or vehicle access; (iii) Be displayed only during normal business hours of the business to which the sign relates; and (iv) Maximum dimensions of 3m high and 1m wide.

Hoarding Sign	
<p><i>Means a detached or detachable structure, other than a pylon sign, that is erected for the sole purpose of displaying an advertisement and includes a wall panel or an illuminated panel.</i></p>	<p>Hoardings shall not:</p> <ul style="list-style-type: none"> (i) Be erected in a residential area; (ii) Except with the specific approval of the Town, may be erected within 15m of any street or other public place and in any case not closer than its own height to a street or public place; and (ii) Be of greater area than 18m². <p><u>Example Only</u></p> 
Horizontal Sign	
<p><i>Means an advertisement attached to a building with its largest dimension horizontal.</i></p>	<p>A horizontal sign shall:</p> <ul style="list-style-type: none"> (i) Be affixed parallel to the wall of the building or structure to which it is attached; (ii) Not project more than 600mm from the wall to which it is affixed; and (iii) Have a maximum height of 1.5 metres, providing the whole of the sign is within the fascia limits.

	Where more than one horizontal sign is affixed to the same storey or level of a building and those signs face the same street or public place, the signs shall be affixed to the building none line and shall be of uniform height.
Illuminated Sign	
<i>an advertisement that is so arranged as to be capable of being lighted either from within or without the advertisement by artificial light provided, or mainly provided for that purpose.</i>	Every illuminated sign shall: <ul style="list-style-type: none"> (i) Be maintained to operate as an illuminated sign; (ii) Not have a light of such intensity or colour as to cause annoyance to the public and not interfere with traffic control lights; and (iii) Signs must not be internally or indirectly illuminated, move, flash, rotate or reflect so as to be a distraction to drivers.
Portable Sign	
<i>means a portable free standing sign that only advertises a product of service available on the land which it is erected, and includes A-frame sign consisting of two sign bards attached to each other at the top by hinges or other means, with a sign face not exceeding 1m² on each side.</i>	A portable sign shall: <ul style="list-style-type: none"> (i) Not exceed 1.2 metre in height; (ii) Not exceed 2.2m² in area with a maximum of 1.1m² on any one side; (iii) Is only displayed during normal business hours of the business to which the sign is related; (iv) Be placed so not to be hazardous to, or impede vehicular traffic or pedestrian traffic; (v) Be located wholly within the boundaries of the subject lot; (vi) Be of sound construction and maintained in good condition; and (vii) Be secured and stabilised. <p><u>Example Only</u></p>

	
<p>Projection Sign</p>	
<p><i>an advertisement that is made by the project of artificial light on a structure.</i></p>	<p>A projection sign shall:</p> <ul style="list-style-type: none"> (i) Not exceed 5 metres in height or 5 metres in width; (ii) Projection signs shall not be located where they may cause a distraction to passing traffic or interfere with traffic control signals; (iii) A project sign may display multiple images or moveable content within the specified approval area, but the content is subject to the approval of the Town.
<p>Property Transaction Sign</p>	
<p><i>an advertisement indicating that the premises on which it is displayed are for sale or for lease or are to be auctioned.</i></p>	<p>A property transaction sign shall:</p> <ul style="list-style-type: none"> (i) Not exceed an area of 2m² for dwellings; (ii) Not exceed an area of 5m² for multiple dwellings, shops, commercial and industrial properties; and (iii) Shall not exceed 10m² for large properties comprised of shopping centres and buildings in excess of four storeys.

	<p>One sign per street frontage for each property relating to the sale, leasing or impending auction of the property at or upon which the sign is or the signs are displayed.</p> <p>The signs shall not be illuminated.</p>
<p>Pylon Sign</p>	
<p><i>an advertisement supported by one or more piers and which is not attached to a building, and includes a detached sign framework supported on one or more piers to which sign infills may be added.</i></p>	<p>A pylon sign shall:</p> <ul style="list-style-type: none"> (i) Have a minimum headway of 2.75m and a maximum height of 5 metres; (ii) Not be within 1 metre of side boundaries of the lot on which it is erected; (iii) Be affixed to one or more columns or piers of sufficient strength to support the sign under all conditions; and (iv) Not exceed 2.5 metres measured horizontally across the face of the sign or have a greater area than 6m² where there is one business per lot. <p>A person shall not erect more than one pylon sign in relation to a business, shop or premises unless it is a corner lot where one sign per lot frontage may be permitted on the site.</p> <p>Where pylon signs are proposed to be erected on a lot where there are multiple tenancies, all pylon signs are to be incorporated into one sign complying with the following:</p> <ul style="list-style-type: none"> (i) All sign infill are to be of equal size and space is to be provided for one infill for each unit on the lot; (ii) The total area of the infill signs may be increased to 12m²; and (iii) The maximum height of the sign may be increased to 6 metres. <p><u>Example Only</u></p>



Roof Sign

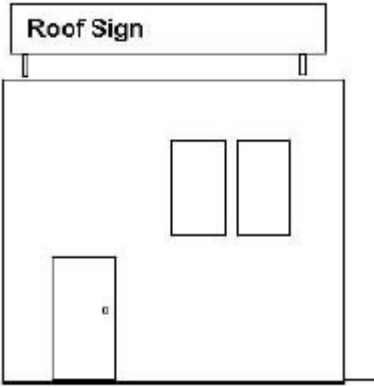
an advertisement displayed on the roof of a building.

Roof signs located within the Town shall generally be discouraged, however, where their location is considered appropriate, the following standards shall be met:

- (i) A roof sign shall not extend beyond the external walls of the building;
- (ii) A roof sign shall comply with the dimensions contained within the following table:

Height of Roof	Maximum Sign Area	Maximum Sign Height
Less than 6 metres	6m ²	1.5m
6 metres to under 10 metres	10m ²	7.5m
Over 10 metres	15m ²	9.0m

Example Only

	
<p>Tower Sign</p>	
<p><i>an advertisement displayed on a mast, tower, chimneystack or similar structure.</i></p>	<p>A tower sign shall not:</p> <ul style="list-style-type: none"> (i) Indicate or display any matter other than the name of the business or the name of the owner or occupier of the land or premises on which the tower is erected; (ii) Exceed one-sixth of the height of the tower to which it is attached; and (iii) Extend laterally beyond any point of the tower to which it is attached.
<p>Verandah Sign</p>	
<p><i>an advertisement above, on, or under a verandah, cantilever awning, cantilever verandah and balcony whether over a public thoroughfare or on private land.</i></p>	<p>A sign fixed to the return fascia of a verandah shall meet the following requirements:</p> <ul style="list-style-type: none"> (i) The sign may extend 900mm above the fascia, to a maximum sign height of 1.5 metres; (ii) A verandah sign may not exceed or extend beyond the width of the fascia; and (iii) A verandah sign may not be lower than the bottom edge of the fascia.

	<p>Signs situated under a veranda must meet the following requirements:</p> <ul style="list-style-type: none"> (i) A minimum headway of 2.75 metres must be provided; (ii) The sign must not project beyond the outer frame of the veranda or exceed 600mm in depth; (iii) The sign must be fixed at right angles to the front wall of a building, except on the corner of a building where it may be angled to be visible from both streets; (iv) Where a sign exceeds 300mm in height, it must not be within 3 metres of another sign under that veranda or where it does not exceed 300mm in height, a distance of 1.5meters between signs may be permitted; (v) The sign may not be closer than 1meter to the nearest side wall; an (vi) The sign must be constructed of shatter-proof material.
Vertical Sign	
<p><i>an advertisement attached to a building with its largest dimension vertical</i></p>	<p>A vertical sign shall:</p> <ul style="list-style-type: none"> (i) Have a minimum headway of 2.75 metres; (ii) Not project more than 1 metre from the wall to which it is affixed; (iii) Not be within 1.5 metres of either end of the wall which it is affixed; (iv) Not project more than 1 metre above the top of the wall to which it is affixed or project behind the face of the wall; (v) Be affixed either at right angles or parallel to the wall to which it is attached; and (vi) Not be within 4 metres of any other vertical sign on the same building. <p>A person shall not erect more than one vertical sign in relation to a business, shop or premises, unless it is a corner building where one sign per building frontage may be permitted.</p>

Wall Sign	
<i>advertisement which is painted on or directly affixed to the fabric of a wall of a business's premises for the purpose of advertising the business, shop or premise to which it is attached.</i>	<p>A wall sign shall:</p> <ul style="list-style-type: none"> (i) Be affixed parallel to a wall of a building; (ii) Not project more than 300mm from the face of the wall; (iii) Have a minimum headway of 2.75 metres; (iv) Not extend laterally beyond either end of the wall; and (v) Not exceed an area of 10m² or a height of 1.5 metres.
Window Sign	
<i>advertisement sign attached to a window of building, or which is located in the interior of a building visible from the street through the window.</i>	Window signs shall not cover more than 50% of the glazed area for any one window or exceeds 10m ² in area in aggregate per tenancy on a lot, whichever is greater.

ATTACHMENT NO. 5

LOCAL GOVERNMENT ACT 1995

Town of Bassendean

RESPONSIBLE CAT OWNERSHIP AMENDMENT LOCAL LAW 2006

In pursuance of the powers conferred upon it by the abovementioned Act and all other powers enabling it, the Council of the Town of Bassendean hereby records having resolved on the 25 July 2006 to adopt the following local law.

1. Citation:

This local law may be cited as the *Town of Bassendean Responsible Cat Ownership Amendment Local Law 2006*.

2. Objects

The object of this local law is -

- (a) to encourage responsible cat ownership;
- (b) to reduce public and environmental nuisance caused by cats; and
- (c) to promote the effective management of cats.

3. Interpretation

In this local law -

“**Act**” means the *Local Government Act 1995*;

“**authorised officer**” means an officer of the Town authorised by the Chief Executive Officer to administer and enforce the provisions of this local law;

“**cat**” means any member of the species *felix domesticus* (domestic cat) over the age of two months and includes all domestic, feral and stray cats;

“**CEO**” means the Chief Executive Officer of the Town of Bassendean;

“**Council**” means the Council of the Town of Bassendean;

“**keeper**” in relation to a cat means each of the following -

- (a) the owner of the cat;
- (b) a person by whom the cat is ordinarily kept;
- (c) a person who has or appears to have immediate custody or control of the cat; or
- (d) a person who keeps the cat, or has the cat in her or his possession for the time being;

“nuisance” means if a cat -

- (a) is injurious or dangerous to the health of any person or domestic or Australian indigenous animal or is in the opinion of an authorised officer likely to be injurious or dangerous to the health of any person or domestic or Australia indigenous animal;
- (b) creates a noise which persistently occurs or continues to a degree or extent which in the opinion of an authorised person, and has or could have a disturbing effect on the state of reasonable physical, mental, or social well-being of a person; or
- (c) behaves in a manner that is contrary to a reasonable standard of behaviour expected of an animal in the locality of the premises where the cat is normally resident;

“premises” includes -

- (a) any land and any improvements; and
- (b) any part of any building as separate ownership or separate occupation, or any unit, flat, townhouse, duplex or apartment; and

“Town” means the Town of Bassendean.

4. Cat Not To Be A Nuisance

- 4.1 A keeper shall not allow a cat to be or create a nuisance.
- 4.2 Where, in the opinion of an authorised officer, or the Town receives signed complaints in the form of the Schedule 1 from two persons each of whom occupy different premises, that a cat is creating a nuisance the Town may give written notice to the keeper of the cat requiring that person to abate the nuisance.
- 4.3 When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the Town on the notice or until the Town withdraws the notice.
- 4.4 A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.

5. Limit of Cat Numbers

No person shall, without the prior written approval of Council keep more than two cats on premises.

6. Authorised Officer

- 6.1 The Town may appoint suitable persons to be authorised officers for the purpose of administering and enforcing this local law.

7. Giving of a Notice

A notice served under this local law may be given to a person:–

- (a) personally;
- (b) by registered mail addressed to the person; or
- (c) by leaving it for the person at her or his address.

8. Penalties

A person who contravenes or fails to comply with any provision of this local law is, upon conviction, liable to a penalty not exceeding \$1000.

9. Modified Penalties

- 9.1 An offence against any provision of this local law is a prescribed offence for the purpose of section 9.16(1) of the Act.
- 9.2 The amount appearing in the final column of Schedule 2 directly opposite an offence described in that Schedule is the modified penalty for that offence.
- 9.3 An infringement notice in respect of an offence against this local law may be given under section 9.13 of the Act and is to be in the form of Schedule 3.
- 9.4 A notice sent under section 9.2 of the Act withdrawing an infringement notice is to be in the form of Schedule 4.

Schedule 2

Town of Bassendean – Amendment Responsible Cat Ownership Local Law

Prescribed Offences and Modified Penalties

Item	Clause	Nature of Offence	Modified Penalty
1.	4	Keeper of a cat which is a nuisance	\$100
2.	5	Keeping more than the approved number of cats	\$100

Schedule 3

Local Government Act 1995

Town of Bassendean – Amendment Responsible Cat Ownership Local Law

INFRINGEMENT NOTICE

Serial No.
Date

Town of Bassendean

To: (1).....
(2).....

It is alleged that onat (3)
at (4)
you committed the following offence

.....
.....
contrary to section.....of the (5)

The modified penalty for the offence is \$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, amount of the modified penalty may be paid to an authorised person at (6)within a period of 28 days after the giving of this infringement.

Name and title authorised person giving the notice

Signature

- (1) Name of alleged offender ["owner of vehicle identification" suffices if notice given with a notice under Sectionof the Act].
- (2) Address of the alleged offender [not required if notice given with a notice under section 9.13 of the Act]
- (3) Time at which offence allegedly committed
- (4) Place at which offence allegedly committed
- (5) Name of the regulations
- (6) Place where modified penalty may be paid

Schedule 4

Town of Bassendean – Amendment Responsible Cat Ownership Local Law

Form 2 - Withdrawal of Infringement Notice

WITHDRAWAL OF INFRINGEMENT NOTICE

No.
Date

To

Infringement Notice No. dated/...../..... for

.....
.....

Penalty \$ is hereby withdrawn.

No further action will be taken / It is proposed to institute Court proceedings for the alleged offence.

.....
(to be signed by an Authorised Person)

Schedule 1

Town of Bassendean – Amendment Responsible Cat Ownership Local Law

Form 3 – Nuisance Form

TAKE NOTICE THAT a cat, believed to be a (1) _____
has created a nuisance by (2) _____
the cat is believed to belong to (3) _____
and is kept at (4) _____
and I (5) _____
of _____

requests the Council to institute proceedings, if the nuisance does not stop, and undertake:

- (a) to give full information to the Council as to this matter; and
- (b) to appear in Court and give evidence as a witness to the truth of this complaint.

DATED this _____ day of _____ 20 ____.

.....
(to be signed by complainant)

- (1) Insert breed or kind of cat and, where possible, its sex and identifying marks.
- (2) Describe details of the alleged nuisance, including the kind of nuisance and, where possible, the dates and time on or between which the nuisance occurred, and where the cat was at the time of the nuisance.
- (3) State name and address of the person believed to be the owner.
- (4) State, if known, where the cat is usually kept.
- (5) Insert name and address of complainant.

Dated the 10 August 2006.

The Common Seal of the Town of Bassendean
was hereunto affixed in the presence of:

Councillor W G Klein JP
Mayor

Mr G F Evershed
Chief Executive Officer

CAT ACT 2011

LOCAL GOVERNMENT ACT 1995

Town of Bassendean

RESPONSIBLE CAT OWNERSHIP AMENDMENTCATS LOCAL LAW 20062021

~~Under the powers conferred by the *Cat Act 2011*, the *Local Government Act 1995* and all other powers enabling it, the Council of the Town of Bassendean hereby records having resolved on the XXX to adopt the following local law. In pursuance of the powers conferred upon it by the abovementioned Act and all other powers enabling it, the Council of the Town of Bassendean hereby records having resolved on the 25 July 2006 to adopt the following local law:~~

PART 1 - PRELIMINARY

1.1 Citation:

~~This local law may be cited as the *Town of Bassendean Responsible Cat Ownership Amendment Cats Local Law 2006*2021.~~

~~2.~~ Objects

~~The object of this local law is—~~

- ~~—(a)— to encourage responsible cat ownership;~~
- ~~—(b)— to reduce public and environmental nuisance caused by cats; and~~
- ~~—(c)— to promote the effective management of cats.~~

1.2 Commencement

~~This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.~~

1.3 Application

~~This local law applies throughout the district.~~

1.4 Repeal

~~The *Town of Bassendean Responsible Cat Ownership Local Law* published in the *Government Gazette* on 14 April 2005 and the *Town of Bassendean Responsible Cat Ownership Amendment Local Law 2006* published in the *Government Gazette* on 18 August 2006 are repealed.~~

~~3.~~1.5 Interpretation

~~(1) In this local law unless the context otherwise requires -~~

~~In this local law—~~

~~_____ **Act**²² means the *Local Government Act 1995*Cat Act 2011;~~

application means an application for an approval;

applicant means the occupier of the premises who makes an application for a permit under this local law;

“authorised officerperson” means ~~an officer~~ a person of the Town authorised by the ~~Chief Executive Officer~~ local government, ~~to under section 9.10 of the Local Government Act 1995 to administer and enforce the provisions of~~ perform the functions conferred on an authorised person under this local law;

“cat” means ~~any member of the species felix domesticus (domestic cat) over the age of two months and includes all domestic, feral and stray cats~~ has the meaning given to it in the Act;

cat management facility has the meaning given to it in the Act;

cat prohibited area means an area as outlined in Schedule 3;

“CEO” CEO means the Chief Executive Officer of the ~~Town of Bassendean~~ local government;

district means the district of the local government;

“Council” means ~~the Council of the Town of Bassendean~~;

local government means the Town of Bassendean;

“keeper” in relation to a cat means ~~each of the following -~~

~~(a) the owner of the cat;~~

~~(b) a person by whom the cat is ordinarily kept;~~

~~(c) a person who has or appears to have immediate custody or control of the cat; or~~

~~(d) a person who keeps the cat, or has the cat in her or his possession for the time being;~~

~~“**nuisance**” means if a cat—~~

- ~~(a) is injurious or dangerous to the health of any person or domestic or Australian indigenous animal or is in the opinion of an authorised officer likely to be injurious or dangerous to the health of any person or domestic or Australia indigenous animal;~~
- ~~(b) creates a noise which persistently occurs or continues to a degree or extent which in the opinion of an authorised person, and has or could have a disturbing effect on the state of reasonable physical, mental, or social well-being of a person; or~~
- ~~(c) behaves in a manner that is contrary to a reasonable standard of behaviour expected of an animal in the locality of the premises where the cat is normally resident;~~**nuisance** means —

- ~~(a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;~~
- ~~(b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or~~
- ~~(c) interference which causes material damage to land or other property on the land affected by the interference.~~

owner has the meaning given to it in the Act;

permit means a permit issued by the local government under Part 3;

permit holder means a person who holds a valid permit under Part 3;

~~“**premises**” includes—~~

- ~~(a) any land and any improvements; and~~
- ~~(b) any part of any building as separate ownership or separate occupation, or any unit, flat, townhouse, duplex or apartment; and~~has the meaning given to it in the Act;

prescribed premises has the meaning given to it in the *Cat (Uniform Local Provisions) Regulations 2013*;

public place has the meaning given to it in the Act; and

standard number of cats has the meaning given to it in the *Cat (Uniform Local Provisions) Regulations 2013*.

- ~~(2) A term that is used in this local law and is not defined in subclause (1) has the same meaning given to it in the Act or, if not defined in the Act, the same meaning given to it in the *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or the *Local Government Act 1995*.~~

“Town” means the Town of Bassendean.

PART 2 – CONTROL OF CATS

42.1 Cat ~~Not To Be A Nuisance~~ not to be a nuisance

~~4(1)-4~~ An owner shall not allow a cat to be or create a nuisance. A keeper shall not allow a cat to be or create a nuisance.

~~4(2)-2~~ Where the local government receives a complaint from a person that is in accordance with the notice of complaint form as contained in Schedule 1 of this local law, and where in the opinion of an authorised officer~~person, or the Town receives signed complaints in the form of the Schedule 1 from two persons each of whom occupy different premises,~~ that a cat is creating a nuisance, the local government~~Town~~ may give written a cat control notice to the keeper-owner of the cat requiring that person to abate the nuisance.

~~4(3)-3~~ When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government~~Town~~ on the notice or until the Town withdraws the notice~~which shall not exceed 28 days.~~

~~4(4)-4~~ A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.

~~(5)~~ A cat control notice under subclause 2.1(2) shall be in the form of Schedule 1, Form 3 of the *Cat Regulations 2012*.

2.2 Cats in places that are not public

~~(1)~~ A cat shall not be in any place that is not a public place unless consent to it being there has been given by the owner or occupier of the premises, or a person who has been authorised to consent on behalf of the owner or occupier.

~~(2)~~ If a cat is at any time in a place in contravention of subclause 2.2(1) –

~~(a)~~ the owner of the cat commits an offence; and

~~(b)~~ an authorised person may seize and impound the cat in accordance with the Act.

2.3 Cats in Prohibited Areas

~~(1)~~ A cat shall not be in any cat prohibited area as listed on Schedule 3.

~~(2)~~ If a cat is at any time in a place in contravention of subclause 2.3(1) –

~~(a)~~ the owner of the cat commits an offence; and

~~(b)~~ an authorised person may seize and impound the cat in accordance with the Act.

PART 3 – NUMBER OF CATS THAT MAY BE KEPT

3.1 Interpretation

For the purposes of applying this Part, a cat does not include a cat less than 6 months old.

3.2 Prescribed premises

(1) This local law limits the number of cats that may be kept at prescribed premises within the district except -

- (a) a cat management facility operated by a body prescribed as a cat management facility operator under the *Cat Regulations 2012*; or
- (b) a cat management facility operated by the local government; or
- (c) a veterinary clinic or veterinary hospital as defined under section 2 of the *Veterinary Surgeons Act 1960*.

3.3 Standard number of cats

(1) For the purposes of the definition of *standard number of cats* in regulation 4(1) of the *Cat (Uniform Local Provisions) Regulations 2013*, no more than two (2) cats may be kept on prescribed premises.

(2) A person who keeps more than the standard number of cats on a prescribed premises without approval commits an offence.

5. Limit of Cat Numbers

~~No person shall, without the prior written approval of Council keep more than two cats on premises.~~

3.4 Application for additional cats

(1) Approval may be given for up to two (2) additional cats, where the total cats kept on the prescribed premises will not exceed four (4) cats.

(2) An application for a permit to keep additional cats at a prescribed premises shall be —

- (a) made in writing by an occupier of the premises in relation to those premises;
- (b) in a form approved by the local government, describing and specifying the number of cats to be kept on the premises; and
- (c) accompanied by the consent in writing of the owner of the premises where the occupier is not the owner of the premises to which the application relates.

3.5 Refusal to determine application

The local government may refuse to determine an application for a permit if it is not made in accordance with clause 3.4.

3.6 Factors relevant to the determination of application

- (1) In determining an application for a permit the local government may have regard to—
- (a) the physical suitability of the premises;
 - (b) the environmental sensitivity and general nature of the location surrounding the premises;
 - (c) the likelihood of a cat causing nuisance, inconvenience, or annoyance to the occupiers of adjoining land;
 - (d) any submissions received under subclause (2) within the time specified in subclause (2); and
 - (e) such other factors which the local government may consider to be relevant in the circumstances of the particular case.
- (2) The local government may require an applicant to —
- (a) consult with nearby residents; or
 - (b) advise nearby residents that they may make submissions to the local government on the application for a permit within 14 days of receiving that advice,
- before determining the application for a permit.
- (3) The local government may specify the extent of consultation with nearby residents, as specified in subclause 3.6(2)(a) and may specify which properties should be consulted.

3.7 Decision on application

- (1) The local government may—
- (a) approve an application for a permit as it was submitted, in which case it shall approve it subject to the conditions in clause 3.8 and may approve it subject to any other conditions it sees fit;
 - (b) approve an application but specify an alternative number of cats permitted to be housed at the premise; or
 - (c) refuse to approve an application for a permit.
- (2) If the local government approves an application under subclause (1), then it shall issue a permit to the applicant in the form determined by the CEO.
- (3) If the local government refuses to approve an application under subclause (1) then it shall advise the applicant accordingly in writing.

3.8 Conditions

- (1) Every permit is issued subject to the following conditions—
- (a) each cat kept on the premises to which the permit relates shall comply with the requirements of the Act, the *Cat Regulations 2012* and the *Cat (Uniform Local Provisions) Regulations 2013*; and
 - (b) without the consent of the local government, the permit holder will not substitute or replace any cat that is the subject of a permit once that cat —

- (i) dies; or
- (ii) is permanently removed from the premises.

(2) In addition to the conditions in subclause (1) of this clause, a permit may be issued subject to other conditions, as the local government considers appropriate.

3.9 Compliance with conditions of permit

A permit holder shall comply with each condition of a permit.

3.10 Duration of a permit

Unless otherwise specified in a condition on a permit, a permit commences on the date of issue and expires—

- (a) if it is revoked; or
- (b) if the permit holder ceases to reside at the premises to which the permit relates.

3.11 Revocation

The local government may revoke a permit if the permit holder fails to observe any provision of this local law or a condition of a permit.

3.12 Permit not transferable

A permit is not transferrable either in relation to the permit holder or the premises.

3.13 Permit to be kept at premises and available for view

A permit issued by the local government shall be kept at the premises to which it applies and shall be provided to an authorised person on demand.

6. Authorised Officer

~~6.1 The Town may appoint suitable persons to be authorised officers for the purpose of administering and enforcing this local law.~~

PART 4 - ENFORCEMENT

MISCELLANEOUS Offences and penalties

~~(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.~~

~~(2) Any person who commits an offence under this local law is to be liable, upon conviction, to a penalty not less than \$1000 and not exceeding \$5000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has occurred~~

Modified penalties

~~An offence against any provisions of this local law is a prescribed offence for the purpose of section 62 of the *Cat Act 2011*~~

74.1 Giving of a Notice

(1) A notice served under this local law may be given to a person:–

- (a) personally;
- (b) by ~~registered mail~~ postal mail addressed to the person; or
- (c) by leaving it for the person at her or his address.

PART 5 – OBJECTIONS AND APPEALS

5.1 Objections and appeal rights

Any person who is aggrieved by the conditions imposed in relation to a permit, the revocation of a permit, or by the refusal of the local government to grant a permit may object or appeal against the decision under Division 1 of Part 9 of the *Local Government Act 1995*.

PART 6 – OFFENCES AND PENALTIES

8-6.1 OffencesPenalties

(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) A person who contravenes or fails to comply with any provision of this local law is, upon conviction, liable to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, 4000 to a further penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.-

9-6.2 Modified PenaltiesPrescribed offences

9-1(1) An offence against any provision of this local law is a prescribed offence for the purpose of section 9.16(1) of the Act#62(1) of the Act.

9-2(2) The amount appearing in the final column of Schedule 2 directly opposite an offence described in that Schedule is the modified penalty for that offence.

6.3 Forms

(1) The issue of infringement notices, their withdrawal and the payment of modified penalties are dealt with in Division 4 of Part 4 of the Act.

9-3(2) An infringement notice in respect to an offence against this local law may be given under section 62 of the Act and is to be in An infringement notice in respect of an offence against this local law may be given under section 9.13 of the Act and is to be in the form of Schedule 3.the form of Schedule 1, Form 6 in Schedule 1 of the *Cat Regulations 2012*.

~~9.4(3) A notice sent under section 9.2 of the Act withdrawing an infringement notice is to be in the form of Schedule 4A notice sent under section 65 of the Act withdrawing an infringement notice is to be in the form of Schedule 1, Form 7 in Schedule 1 of the Cat Regulations 2012. -~~

Schedule 1 - Forms

[Cl. 2.1(2)]

Form 1 – Nuisance Complaint Form

TAKE NOTICE THAT a cat, believed to be a (1) _____

has created a nuisance by (2) _____

the cat is believed to belong to (3) _____

and is kept at (4) _____

and I (5) _____

of _____

requests the local government to institute proceedings, if the nuisance does not stop, and undertake:

(a) to give full information to the local government as to this matter; and

(b) to appear in Court and give evidence as a witness to the truth of this complaint.

DATED this _____ day of _____ 20__.

.....
(to be signed by complainant)

(1) Insert breed or kind of cat and, where possible, its sex and identifying marks.

(2) Describe details of the alleged nuisance, including the kind of nuisance and, where possible, the dates and time on or between which the nuisance occurred, and where the cat was at the time of the nuisance.

(3) State name and address of the person believed to be the owner.

(4) State, if known, where the cat is usually kept.

(5) Insert name and address of complainant.

Schedule 2

[Cl. 6.2(2)]

Town of Bassendean — Amendment Responsible Cat Ownership Local Law

Prescribed Offences and Modified Penalties

Item	Clause	Nature of Offence	Modified Penalty
1.	4	Keeper of a cat which is a nuisance	\$100
2.	5	Keeping more than the approved number of cats	\$100

<u>Offence</u>	<u>Description</u>	<u>Modified Penalty</u>
<u>2.1(1)</u>	<u>Cat causing a nuisance</u>	<u>\$200</u>
<u>2.1(4)</u>	<u>Failure to comply with a cat control notice</u>	<u>\$200</u>
<u>2.2(1)</u>	<u>Cat in a place that is not public without consent</u>	<u>\$200</u>
<u>2.3(1)</u>	<u>Cat in a prohibited area</u>	<u>\$200</u>
<u>3.3(1)</u>	<u>Keeping more than the standard number of cats without a permit</u>	<u>\$200</u>
<u>3.9</u>	<u>Failure to comply with a condition of a permit</u>	<u>\$200</u>

Schedule 3
[Cl. 2.3(1)]

Schedule 3

Local Government Act 1995

Town of Bassendean – Amendment Responsible Cat Ownership Local Law

INFRINGEMENT NOTICE

Serial No.
Date

Town of Bassendean

To: (1)
(2)

It is alleged that on at (3)
at (4)
you committed the following offence

.....
contrary to section of the (5)

The modified penalty for the offence is \$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, amount of the modified penalty may be paid to an authorised person at (6) within a period of 28 days after the giving of this infringement.

Name and title authorised person giving the notice

Signature

- (1) Name of alleged offender [“owner of vehicle identification” suffices if notice given with a notice under Section of the Act].
- (2) Address of the alleged offender [not required if notice given with a notice under section 9.13 of the Act]
- (3) Time at which offence allegedly committed
- (4) Place at which offence allegedly committed
- (5) Name of the regulations
- (6) Place where modified penalty may be paid

Cat Prohibited Areas

<u>Reserve Name</u>	<u>Reserve/Lot Number</u>	<u>Location (bound by or accessed from)</u>
----------------------------	----------------------------------	--

<u>Bindaring Park</u>	<u>As shown in Map 1</u>	<u>Anstey Road, Bassendean Parade, Carnegie Road, Harcourt Street, Hyland Street, Lovelock Place, North Road and Watson Street in Bassendean</u>
---------------------------------------	--	--



[Map 1 – Bindaring Park, cat prohibited area](#)

Schedule 4

Town of Bassendean – Amendment Responsible Cat Ownership Local Law

Form 2 – Withdrawal of Infringement Notice

WITHDRAWAL OF INFRINGEMENT NOTICE

_____ No.

_____ Date

To

.....

Infringement Notice No. dated/...../..... for

.....

.....

.....

Penalty \$ is hereby withdrawn.

No further action will be taken / It is proposed to institute Court proceedings for the alleged offence.

.....

(to be signed by an Authorised Person)

Schedule 1

Town of Bassendean – Amendment Responsible Cat Ownership Local Law

Form 3 – Nuisance Form

TAKE NOTICE THAT a cat, believed to be a (1) _____
has created a nuisance by (2) _____
the cat is believed to belong to (3) _____
and is kept at (4) _____
and I (5) _____
of _____

requests the Council to institute proceedings, if the nuisance does not stop,
and undertake:

- (a) to give full information to the Council as to this matter; and
- (b) to appear in Court and give evidence as a witness to the truth of this complaint.

DATED this _____ day of _____ 20__.

.....
(to be signed by complainant)

- (1) Insert breed or kind of cat and, where possible, its sex and identifying marks.
- (2) Describe details of the alleged nuisance, including the kind of nuisance and, where possible, the dates and time on or between which the nuisance occurred, and where the cat was at the time of the nuisance.
- (3) State name and address of the person believed to be the owner.
- (4) State, if known, where the cat is usually kept.
- (5) Insert name and address of complainant.

Dated the _____ day of _____ 2021.

The Common Seal of the _____ }
Town of Bassendean _____ }
was affixed by authority of a _____ }
resolution of the Council in the _____ }
presence of: _____ }

~~Dated the 10 August 2006.~~

~~The Common Seal of the Town of Bassendean
was hereunto affixed in the presence of:~~

CR RENEE JOY MCLENNAN
MAYOR

MS PETA MABBS
CHIEF EXECUTIVE OFFICER

~~Councillor W G Klein JP
Mayor~~

~~Mr G F Evershed
Chief Executive Officer~~

DRAFT

CAT ACT 2011

LOCAL GOVERNMENT ACT 1995

Town of Bassendean

CATS LOCAL LAW 2021

Under the powers conferred by the *Cat Act 2011*, the *Local Government Act 1995* and all other powers enabling it, the Council of the Town of Bassendean hereby records having resolved on the XXX to adopt the following local law.

PART 1 - PRELIMINARY

1.1 Citation:

This local law may be cited as the *Town of Bassendean Cats Local Law 2021*.

1.2 Commencement

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The *Town of Bassendean Responsible Cat Ownership Local Law* published in the *Government Gazette* on 14 April 2005 and the *Town of Bassendean Responsible Cat Ownership Amendment Local Law 2006* published in the *Government Gazette* on 18 August 2006 are repealed.

1.5 Interpretation

(1) In this local law unless the context otherwise requires -

Act means the *Cat Act 2011*;

application means an application for an approval;

applicant means the occupier of the premises who makes an application for a permit under this local law;

authorised person means a person authorised by the local government, under section 9.10 of the *Local Government Act 1995* to perform the functions conferred on an authorised person under this local law;

cat has the meaning given to it in the Act;

cat management facility has the meaning given to it in the Act;

cat prohibited area means an area as outlined in Schedule 3;

CEO means the Chief Executive Officer of the local government;

district means the district of the local government;

local government means the Town of Bassendean;

nuisance means —

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or
- (c) interference which causes material damage to land or other property on the land affected by the interference.

owner has the meaning given to it in the Act;

permit means a permit issued by the local government under Part 3;

permit holder means a person who holds a valid permit under Part 3;

premises has the meaning given to it in the Act;

prescribed premises has the meaning given to it in the *Cat (Uniform Local Provisions) Regulations 2013*;

public place has the meaning given to it in the Act; and

standard number of cats has the meaning given to it in the *Cat (Uniform Local Provisions) Regulations 2013*.

- (2) A term that is used in this local law and is not defined in subclause (1) has the same meaning given to it in the Act or, if not defined in the Act, the same meaning given to it in the *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or the *Local Government Act 1995*.

PART 2 – CONTROL OF CATS

2.1 Cat not to be a nuisance

- (1) An owner shall not allow a cat to be or create a nuisance.
- (2) Where the local government receives a complaint from a person that is in accordance with the notice of complaint form as contained in Schedule 1 of this local law, and where in the opinion of an authorised person, that a cat is creating a nuisance, the local government may give a cat control notice to the owner of the cat requiring that person to abate the nuisance.
- (3) When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government on the notice which shall not exceed 28 days.

- (4) A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.
- (5) A cat control notice under subclause 2.1(2) shall be in the form of Schedule 1, Form 3 of the *Cat Regulations 2012*.

2.2 Cats in places that are not public

- (1) A cat shall not be in any place that is not a public place unless consent to it being there has been given by the owner or occupier of the premises, or a person who has been authorised to consent on behalf of the owner or occupier.
- (2) If a cat is at any time in a place in contravention of subclause 2.2(1)—
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat in accordance with the Act.

2.3 Cats in Prohibited Areas

- (1) A cat shall not be in any cat prohibited area as listed on Schedule 3.
- (2) If a cat is at any time in a place in contravention of subclause 2.3(1) –
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat in accordance with the Act.

PART 3 – NUMBER OF CATS THAT MAY BE KEPT

3.1 Interpretation

For the purposes of applying this Part, a cat does not include a cat less than 6 months old.

3.2 Prescribed premises

- (1) This local law limits the number of cats that may be kept at prescribed premises within the district except -
 - (a) a cat management facility operated by a body prescribed as a cat management facility operator under the *Cat Regulations 2012*; or
 - (b) a cat management facility operated by the local government; or
 - (c) a veterinary clinic or veterinary hospital as defined under section 2 of the *Veterinary Surgeons Act 1960*.

3.3 Standard number of cats

- (1) For the purposes of the definition of *standard number of cats* in regulation 4(1) of the *Cat (Uniform Local Provisions) Regulations 2013*, no more than two (2) cats may be kept on prescribed premises.

- (2) A person who keeps more than the standard number of cats on a prescribed premises without approval commits an offence.

3.4 Application for additional cats

- (1) Approval may be given for up to two (2) additional cats, where the total cats kept on the prescribed premises will not exceed four (4) cats.
- (2) An application for a permit to keep additional cats at a prescribed premises shall be —
 - (a) made in writing by an occupier of the premises in relation to those premises;
 - (b) in a form approved by the local government, describing and specifying the number of cats to be kept on the premises; and
 - (c) accompanied by the consent in writing of the owner of the premises where the occupier is not the owner of the premises to which the application relates.

3.5 Refusal to determine application

The local government may refuse to determine an application for a permit if it is not made in accordance with clause 3.4.

3.6 Factors relevant to the determination of application

- (1) In determining an application for a permit the local government may have regard to—
 - (a) the physical suitability of the premises;
 - (b) the environmental sensitivity and general nature of the location surrounding the premises;
 - (c) the likelihood of a cat causing nuisance, inconvenience, or annoyance to the occupiers of adjoining land;
 - (d) any submissions received under subclause (2) within the time specified in subclause (2); and
 - (e) such other factors which the local government may consider to be relevant in the circumstances of the particular case.
- (2) The local government may require an applicant to —
 - (a) consult with nearby residents; or
 - (b) advise nearby residents that they may make submissions to the local government on the application for a permit within 14 days of receiving that advice,before determining the application for a permit.
- (3) The local government may specify the extent of consultation with nearby residents, as specified in subclause 3.6(2)(a) and may specify which properties should be consulted.

3.7 Decision on application

- (1) The local government may—
 - (a) approve an application for a permit as it was submitted, in which case it shall approve it subject to the conditions in clause 3.8 and may approve it subject to any other conditions it sees fit;
 - (b) approve an application but specify an alternative number of cats permitted to be housed at the premise; or
 - (c) refuse to approve an application for a permit.
- (2) If the local government approves an application under subclause (1), then it shall issue a permit to the applicant in the form determined by the CEO.
- (3) If the local government refuses to approve an application under subclause (1) then it shall advise the applicant accordingly in writing.

3.8 Conditions

- (1) Every permit is issued subject to the following conditions—
 - (a) each cat kept on the premises to which the permit relates shall comply with the requirements of the Act, the *Cat Regulations 2012* and the *Cat (Uniform Local Provisions) Regulations 2013*; and
 - (b) without the consent of the local government, the permit holder will not substitute or replace any cat that is the subject of a permit once that cat –
 - (i) dies; or
 - (ii) is permanently removed from the premises.
- (2) In addition to the conditions in subclause (1) of this clause, a permit may be issued subject to other conditions, as the local government considers appropriate.

3.9 Compliance with conditions of permit

A permit holder shall comply with each condition of a permit.

3.10 Duration of a permit

Unless otherwise specified in a condition on a permit, a permit commences on the date of issue and expires—

- (a) if it is revoked; or
- (b) if the permit holder ceases to reside at the premises to which the permit relates.

3.11 Revocation

The local government may revoke a permit if the permit holder fails to observe any provision of this local law or a condition of a permit.

3.12 Permit not transferable

A permit is not transferrable either in relation to the permit holder or the premises.

3.13 Permit to be kept at premises and available for view

A permit issued by the local government shall be kept at the premises to which it applies and shall be provided to an authorised person on demand.

PART 4 - MISCELLANEOUS

4.1 Giving of a Notice

- (1) A notice served under this local law may be given to a person:–
- (a) personally;
 - (b) by postal mail addressed to the person; or
 - (c) by leaving it for the person at her or his address.

PART 5 – OBJECTIONS AND APPEALS

5.1 Objections and appeal rights

Any person who is aggrieved by the conditions imposed in relation to a permit, the revocation of a permit, or by the refusal of the local government to grant a permit may object or appeal against the decision under Division 1 of Part 9 of the *Local Government Act 1995*.

PART 6 – OFFENCES AND PENALTIES

6.1 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who contravenes or fails to comply with any provision of this local law is, upon conviction, liable to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

6.2 Prescribed offences

- (1) An offence against any provision of this local law is a prescribed offence for the purpose of section 62(1) of the Act.
- (2) The amount appearing in the final column of Schedule 2 directly opposite an offence described in that Schedule is the modified penalty for that offence.

6.3 Forms

- (1) The issue of infringement notices, their withdrawal and the payment of modified penalties are dealt with in Division 4 of Part 4 of the Act.

- (2) An infringement notice in respect to an offence against this local law may be given under section 62 of the Act and is to be in the form of Schedule 1, Form 6 of the *Cat Regulations 2012*.
- (3) A notice sent under section 65 of the Act withdrawing an infringement notice is to be in the form of Schedule 1, Form 7 of the *Cat Regulations 2012*.

Schedule 1 - Forms

[Cl. 2.1(2)]

Form 1 – Nuisance Complaint Form

TAKE NOTICE THAT a cat, believed to be a (1) _____
has created a nuisance by (2) _____
the cat is believed to belong to (3) _____
and is kept at (4) _____
and I (5) _____
of _____

requests the local government to institute proceedings, if the nuisance does not stop,
and undertake:

- (a) to give full information to the local government as to this matter; and
- (b) to appear in Court and give evidence as a witness to the truth of this complaint.

DATED this _____ day of _____ 20 ____.

.....
(to be signed by complainant)

- | | |
|-----|--|
| (1) | Insert breed or kind of cat and, where possible, its sex and identifying marks. |
| (2) | Describe details of the alleged nuisance, including the kind of nuisance and, where possible, the dates and time on or between which the nuisance occurred, and where the cat was at the time of the nuisance. |
| (3) | State name and address of the person believed to be the owner. |
| (4) | State, if known, where the cat is usually kept. |
| (5) | Insert name and address of complainant. |

Schedule 2

[Cl. 6.2(2)]

Prescribed Offences and Modified Penalties

Offence	Description	Modified Penalty
2.1(1)	Cat causing a nuisance	\$200
2.1(4)	Failure to comply with a cat control notice	\$200
2.2(1)	Cat in a place that is not public without consent	\$200
2.3(1)	Cat in a prohibited area	\$200
3.3(1)	Keeping more than the standard number of cats without a permit	\$200
3.9	Failure to comply with a condition of a permit	\$200

Schedule 3
[Cl. 2.3(1)]

Cat Prohibited Areas

Reserve Name	Reserve/Lot Number	Location (bound by or accessed from)
Bindaring Park	As shown in Map 1	Anstey Road, Bassendean Parade, Carnegie Road, Harcourt Street, Hyland Street, Lovelock Place, North Road and Watson Street in Bassendean



Map 1 – Bindaring Park, cat prohibited area

Dated the _____ day of _____ 2021.

The Common Seal of the }
Town of Bassendean }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

**CR RENEE JOY MCLENNAN
MAYOR**

**MS PETA MABBS
CHIEF EXECUTIVE OFFICER**

ATTACHMENT NO. 6

Dividing Fences Act 1961
Local Government Act 1995

**TOWN OF BASSENDEAN
FENCING LOCAL LAW 2013**

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Dividing Fences Act 1961
Local Government Act 1995

Town of Bassendean

FENCING LOCAL LAW 2013

Under the powers conferred by the *Dividing Fences Act 1961*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the *Town of Bassendean* resolved on 26th November 2013 to adopt the following local law.

Part 1 - Preliminary

1.1 Citation

This local law may be cited as the *Town of Bassendean Fencing Local Law 2013*.

1.2 Repeal

The *Town of Bassendean Fencing Local Law 2010* published in the *Government Gazette* of 31 January 2011 is repealed.

1.3 Application of local law

This local law applies throughout the district.

1.4 Definitions

In this local law, unless the context requires otherwise -

Act means the *Dividing Fences Act 1961*;

amenity means all those factors that combine to form the character of an area and include present and likely future amenity;

approval means a favourable decision in respect of an application which is in writing, may be subject to conditions and which allows a proposal to proceed;

application means the completed form and associated documents, if any, that is lodged by a person seeking an approval as required by this local law;

AS1725.1-2010 means the standard published by Standards Australia as AS1725.1-2010 Chain link fabric fencing, as amended from time to time;

boundary fence has the meaning given to it for the purposes of the Act;

building line means a theoretical line created by the forward most wall of the dominant building facing a street frontage. In the absence of a dominant building the opposite/rear boundary shall be treated as the building line;

commercial lot means a lot where a commercial use -

- (a) is or may be permitted under a local planning scheme; and
- (b) is or will be the predominant use of the lot;

dangerous in respect of a fence means a fence or part of a fence which presents a danger or risk of injury to persons and may include a fence which is perilous, hazardous, unsafe or potentially injurious; and without limiting the generality of the foregoing includes a fence which is likely to collapse or fall, by reason of its faulty design, location or construction, deterioration of materials, damage by termites, decay, changes in ground level or other cause whatsoever; but does not include an electric fence, a barbed wire fence or a razor wire fence which has been approved by the local government and has been constructed and maintained in accordance with the approval;

district means the district of the local government;

dividing fence has the meaning given to it in and for the purposes of the Act;

fence means any structure, including a retaining wall, used or functioning as a barrier, irrespective of where it is located and includes any gate;

frontage means the boundary line between a lot and the thoroughfare upon which that lot abuts;

front setback area means that portion of a lot which is situated within the front setback, as determined by a local planning scheme, including a secondary street alignment;

height in relation to a fence means the vertical distance between -

- (a) the top of the fence at any point; and
- (b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level, immediately below that point;

industrial lot means a lot where an industrial use -

- (a) is or may be permitted under a local planning scheme; and
- (b) is or will be the predominant use of the lot;

local government means the Town of Bassendean;

local planning scheme means a local planning scheme of the local government made under the *Planning and Development Act 2005* in force in the district from time to time;

lot has the meaning given to it in and for the purposes of the *Planning and Development Act 2005*;

notice of breach means a notice referred to in clauses 2.2 and 4.1;

residential lot means a lot where a residential use -

- (a) is or may be permitted under a local planning scheme; and
- (b) is or will be the predominant use of the lot;

Schedule means a Schedule to this local law;

setback area means that portion of a lot which is situated within a setback, as determined by a local planning scheme;

sheet in relation to the materials used in the construction of fencing, means material in the form of panels such as fibre cement or pressed metal, but is not restricted to such materials; and

sufficient fence means a fence described in Part 3.

1.5 Objectives

The objectives of this local law are to -

- (a) prescribe minimum standards for fencing within the district for the purposes of the Act; and
- (b) ensure that adequate standards of safety, structural sufficiency and amenity in relation to fencing are maintained throughout the district.

1.6 Licence fees and charges

All licence fees and charges applicable under this local law shall be determined by the local government from time to time in accordance with section 6.16 of the *Local Government Act 1995*.

Part 2 – General requirements

2.1 Maintenance of fences

An owner of a lot on which a fence is erected shall maintain the fence in good condition so as to prevent it from becoming dangerous, dilapidated, unsightly or in the opinion of the local government, prejudicial to the amenity or value of property in the neighbourhood.

2.2 Notices to owners

- (1) The local government may give notice in writing to the owner of any land upon which is erected a fence which is -
 - (a) in the opinion of the local government, dangerous, in need of repair, dilapidated; or
 - (b) in the opinion of the local government unsightly or prejudicial to the amenity or value of the property in the neighbourhood; or
 - (c) erected or maintained contrary to this local law;requiring the owner to pull down, remove, repair, paint or otherwise maintain the fence within a time stipulated in the notice.
- (2) Any notice required to be served under this Part shall be delivered personally to the person to whom it is directed, or sent by security post to the last known address of that person.

2.3 Fence erected under previous law

A fence that was erected and maintained lawfully under a previous local law of the local government shall not become unlawful merely by reason of the revocation of that local law.

2.4 General discretion

- (1) Notwithstanding other sections in this local law, the local government may consent to the erection or repair of a fence that does not comply with a requirement or standard of this local law.
- (2) In determining whether to grant its approval to the erection or repair of any fence, the local government may consider, in addition to any other matter, whether the erection or retention of the fence would have an adverse affect on -
 - (a) the safe or convenient use of any land; or
 - (b) the safety or convenience of any person.

2.5 Other requirements

Nothing in this local law affects the need for compliance, in respect of a fence with -

- (a) any relevant provisions of a local planning scheme; and
- (b) any relevant provisions that apply if a building permit under the *Building Act 2011* is required for that fence.

Part 3 – Sufficient fences

3.1 Sufficient fences on residential lots

For the purposes of the Act, a sufficient fence, on or near a common boundary, excluding a fence located between a street frontage boundary and a point 1 metre behind the building line, or, a front setback area, whichever is the greater, between -

- (a) 2 or more residential lots not exceeding 2000 square metres is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 1;
- (b) a residential lot not exceeding 2000 square metres and a residential lot 2000 square metres or greater in area is a dividing fence or a boundary fence constructed and maintained in accordance with the requirements of Schedule 1; and
- (c) 2 or more residential lots of 2000 square metres or greater in area is a dividing fence or a boundary fence constructed and

maintained in accordance with the specifications and requirements of Schedule 2.

3.2 Sufficient fences on commercial or industrial lots

For the purposes of the Act, a sufficient fence on or near a common boundary, excluding a fence located between a street frontage boundary and a point 1 metre behind the building line, or, a front setback area, whichever is the greater, between 2 or more commercial and/or industrial lots is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of Schedule 3.

3.3 Sufficient fences on adjoining residential and commercial or industrial lots

For the purposes of the Act, a sufficient fence on or near a common boundary, excluding a fence located between a street frontage boundary and a point 1 metre behind the building line, or, a front setback area, whichever is the greater, between an industrial/commercial lot and a residential lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of -

- (a) Schedule 1 where the residential lot does not exceed 2000 square metres in area; or
- (b) Schedule 2 where the residential lot exceeds 2000 square metres in area.

3.4 Sufficient fence is not mandatory except for the purposes of the Act

A fence on or near a common boundary between 2 or more properties is not limited under this local law to a fence outlined in Schedule 1, Schedule 2 or Schedule 3 except for the purposes of the Act.

Part 4 - Notices of breach

4.1 Notice of breach

- (1) Where a breach of any provision of this local law has occurred in relation to a fence on a lot, the local government may give a notice in writing to the owner of that lot.
- (2) A notice issued under subclause (1) must -

- (a) specify the provision(s) of this local law that have been breached;
- (b) specify the particulars of the breach; and
- (c) state that the owner of the lot is required to remedy the breach within 28 days from the giving of the notice; and
- (d) state the rights of appeal and/or objection available to the owner of the lot.

Part 5 – Objections and review

5.1 Right of objection and review

Where the local government under this local law has -

- (a) refused an application made for approval to construct or alter a fence;
- (b) granted an approval subject to conditions and the person(s) objects to one or more of those conditions; or
- (c) served a notice and the person(s) on whom the notice is served objects to the terms of the notice,

the affected person(s) may exercise a right of objection or review pursuant to Division 1 Part 9 of the *Local Government Act 1995*.

Part 6 – Offences and penalties

6.1 Offences and penalties

- (1) An owner who fails to comply with a notice issued under clause 4.1 commits an offence and is liable upon conviction to a maximum penalty of \$5 000 and, if the offence is a continuing offence, a maximum daily penalty of \$500.
- (2) A person who fails to comply with or who contravenes any provision of this local law commits an offence and is liable to a maximum penalty of \$5 000 and, if the offence is a continuing offence, a maximum daily penalty of \$500.

6.2 Modified penalties

- (1) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.
- (2) Unless otherwise specified, the amount of the modified penalty for an offence against any provision of this local law is **\$100**.

6.3 Form of notices

For the purposes of this local law -

- (1) the form of the infringement notice referred to in section 9.17 of the *Local Government Act 1995* is to be in or substantially in the form of Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (2) the form of the notice referred to in section 9.20 of the *Local Government Act 1995* is to be in or substantially in the form of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Schedule 1

Residential A – Lots less than 2000 square metres in area.

(Clauses 3.1, 3.3, 3.4)

For the purposes of the Act, a sufficient fence on residential lots less than 2000 square metres in area is a colourbond post and panel corrugated sheet metal fence erected as follows -

- (a) erected in accordance with the manufacturers specifications;
- (b) an above ground height of 1.8 metres located on or near a common boundary excluding a fence located within a front setback area; and
- (c) where a difference in levels exists on opposite sides of the common boundary at any point the height of the fence will be measured from the higher ground.

N.B. A dividing fence is not required in the front setback area.

Schedule 2
Residential B – Lots equal to or greater than 2000 square metres in area.
(Clauses 3.1, 3.3, 3.4)

For the purposes of the Act, a sufficient fence on residential lots equal to or greater than 2000 square metres in area is a timber post and strained wire fence erected as follows -

- (a) erected in accordance with the manufacturers specifications;
- (b) contain not less than five plain galvanised wires, evenly spaced, running the length of the fence;
- (c) an above ground height of 1.2 metres located on or near a common boundary excluding a fence located within a front setback area; and
- (d) where a difference in levels exists on opposite sides of the common boundary at any point the height of the fence will be measured from the higher ground.

N.B. A dividing fence is not required in the front setback area.

Schedule 3
Industrial and Commercial
(Clauses 3.2, 3.4)

For the purposes of the Act, a sufficient fence on industrial or commercial lots is chain link fabric fencing erected as follows -

- (a) erected in accordance with *AS1725.1-2010*;
- (b) an above ground height of 1.8 metres located on or near a common boundary excluding a fence located within a front setback area; and
- (c) where a difference in levels exists on opposite sides of the common boundary at any point the height of the fence will be measured from the higher ground.

N.B. A dividing fence is not required in the front setback area.
A copy of *AS1725.1-2010 Chain link fabric fencing* can be accessed through the Town if required.

Dated _____ 2014.

The Common Seal of the)
Town of Bassendean)
was affixed by authority)
of a resolution of the)
Council in the presence of:)

Cr J Gangell
MAYOR

Mr B Jarvis
CHIEF EXECUTIVE OFFICER

ATTACHMENT NO. 7

Repair Cafe Bassendean Inc

www.RepairCafeBassendean.org.au

info@repaircafebasendean.org.au



To the Town of Bassendean & Councillors,

Repair Cafe Bassendean apologises for not having a representative available tonight in person to give a deputation. We hope this introduction gives you some further information of what we do and what we are about.

Repair Cafe Bassendean is a volunteer created and run charity providing a free service that repairs broken household items for community members - reducing the amount of waste that would otherwise be put into landfill. On our repair days, anyone is free to bring their broken household goods to us (small electrical and electronic items, clothing, bikes and general items (furniture, toys etc) and our dedicated and diversely skilled team of repairers will attempt to bring them back to a useful state.

We don't try to replace existing, viable businesses - but instead fill the gap where either the labour cost of repair is financially unviable - or supplier/manufactururer support no longer exists - which would otherwise result in the item being discarded.

Where repair isn't possible, we aim for re-use, repurposing or recycling of parts or materials.

Since our formation in 2018, we have worked with almost 800 items and successfully repaired approximately 85% of those - equating to more than 600 items saved from landfill and put back into use.

To date we have operated as monthly pop-up events in Bassendean Cafes - providing a relationship of mutual benefit where participating cafes provide us with a location and workspace to operate, while community members with items to repair are travelling to and around the venues and often purchasing refreshments while waiting for items to be fixed.

Other, benefits include :

- Reduced cost of living or increased savings for community members (rather than having to purchase new/replacement items)
- Increased activity and attraction of patrons to cafe venues and their surroundings within Bassendean.
- Reduced manufacturing burden on the planet's resources with less items needing to be made or replaced
- Community building and increased connection, both between volunteers within the organisation and to community members bringing items to repair
- Skills sharing and teaching opportunity (both between volunteer repairers and to community members with items to be fixed)

Until now, we have been fully self funded through optional donations and one community grant, and have intentionally not sourced funding from the Town of Bassendean in an effort to be self sustaining. Insurance costs have been our largest cost by far - and probably our only significant one to date.

We have learnt that although operating as pop-up events around various town locations has benefits - we are often restricted in the type of items we can repair or the complexity of repairs - and the setup, pack-up and transport and remote storage of tools and materials adds significant overhead to our volunteer resources - and risks the sustainability of our operation.

We have been investigating options of a more stable “base” location for a while, particularly for storage of operational materials, tools and items requiring multi-day repairs - however other opportunities have been unsuitable due to costs and potential conflict of operations. The possible opportunity of what the Youth Services building offers us, is very exciting to us at Repair Cafe Bassendean - and hopefully you as councillors and the community. We hope your consideration of supporting Repair Cafe is seen (as we see it), for all the benefit it brings to Bassendean and our community.

Thanking you,

Jeanette Maddison,
Secretary
(on behalf of the Repair Cafe Bassendean Team)

Repair Cafe Bassendean Inc

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ATTACHMENT NO. 8



DRAFT

CODE OF CONDUCT

Version Control			
Number	Date	Item	Reason
1	27/04/2021		Council adoption of Code of Conduct.
2			
3			
4			

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Division 1 — Preliminary provisions

1. Citation

This is the Town of Bassendean Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should —

- (a) treat others with respect, courtesy and fairness; and
- (b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

- (a) in writing in the form approved by the local government; and

(b) to a person authorised under subclause (3); and

(c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

(a) take no further action; or

(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

(a) engage in mediation;

(b) undertake counselling;

(c) undertake training;

(d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

(a) its finding and the reasons for its finding; and

(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

(1) The local government must dismiss a complaint if it is satisfied that —

(a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

(b) either —

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

(2) The withdrawal of a complaint must be —

(a) in writing; and

(b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

(1) This Division sets out rules of conduct for council members and candidates.

(2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

(1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
- (b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
- (b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause — local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

(a) derived from a confidential document; or

(b) acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

(1) In this clause —

interest —

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

(a) in a written notice given to the CEO before the meeting; or

(b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

(a) that they had an interest in the matter; or

(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

ATTACHMENT NO. 9

PROPOSED DIFFERENTIAL RATES FOR COUNCIL RATES 2021/22

Objects and Reasons for the Proposed Differential Rates

In accordance with the provisions of Section 6.33 and 6.36 of the *Local Government Act 1995* (the **Act**), the Town of Bassendean is proposing to implement differential rates and minimum payments on various categories of properties within the Town for 2021/22.

This paper details the Objects and Reasons for those proposals.

Rates are a primary source of revenue for the Town and are levied each financial year on all ratepayers in a manner that is considered to be fair and equitable so as to meet the Town's annual budget commitments.

Rates are levied on all rateable properties within the boundaries of the Town Municipality in accordance with the Act. The overall objective of the proposed rates for the 2021-22 Annual Budget is to provide for the net (i.e. after taking into account all other forms of revenue) funding requirements of the Town's services, activities, operational expenditure and current and future capital requirements, as outlined in the Town's Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan.

The rates in the dollar will be applied on the general valuation as supplied by the Valuer General in respect of Gross Rental Values (**GRV**) effective from 1 July 2021, as amended by any interim valuations received subsequent to that date.

If land is undeveloped, a statutory valuation of three per cent of the unimproved value for residential properties and five per cent for commercial and industrial properties is applied by the Valuer General to determine the GRV.

Taking into account the Town's Strategic Community Plan, Corporate Business Plan and operational and capital requirements, a general rate increase of two per cent is proposed on the general rate in the dollar and the minimum payment is proposed to be held at its 2019/20 amount of \$1,106.

For all vacant land, a new differential rate is proposed of 12.7342 cents in the dollar, being a premium of 50 per cent over the general rate in the dollar.

Differential Rate Categories

Section 6.33 of the Act sets out the basis on which differential general rates may be based and states (in part):

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

Town of Bassendean

PROPOSED DIFFERENTIAL RATES FOR COUNCIL RATES 2021/22

Section 6.35 of the Act sets out the basis on which minimum payments may be based and states:

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
 - (a) to land rated on gross rental value;
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed.

The proposed rate in the dollar and minimum payment for each differential rating category is:

Rating Category	Rate in Dollar	Minimum Payment
Improved – Residential, Commercial and Industrial (GRV)	8.4895	\$1,106
Vacant Land – Residential, Commercial and Industrial (GRV)	12.7342	\$1,106

Town of Bassendean

PROPOSED DIFFERENTIAL RATES FOR COUNCIL RATES 2021/22

Following are the objects and reasons for each of the differential rates:-

Improved – Residential, Commercial and Industrial Category (GRV)

CHARACTERISTICS

The Improved – Residential, Commercial and Industrial differential general rate applies to land valued on a GRV basis, which is zoned or held under the Town Planning Scheme for the purpose of residential, commercial or industrial use and has an improvement erected on it.

PROPOSED OBJECTS AND REASONS

The object of this rate category is to apply a base differential general rate to land zoned and used for residential, commercial and industrial purposes and to act as the Town's benchmark differential rate by which other GRV rates properties are assessed. The purpose of which is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the Town.

The proposed rate in the dollar for this category is 8.4895 cents, with a minimum payment of \$1,106. This will apply to 7,124 properties or 97.1 per cent of the Town's rateable properties.

Vacant Land – Residential, Commercial and Industrial (GRV)

CHARACTERISTICS

The Vacant Land – Residential, Commercial and Industrial differential general rate applies to land valued on a GRV basis, which is zoned or held under the Town Planning Scheme for the purpose of residential, commercial or industrial and is vacant land.

PROPOSED OBJECTS AND REASONS

The object of this rate category is to impose a higher differential general rate to vacant land within the Town. The purpose of which is to encourage development, as the Town considers the development of all vacant rateable land to be in the best interests of the community, to stimulate growth and development and improve the vibrancy of the Town.

The proposed rate in the dollar for this category is 12.7342 cents, with a minimum payment of \$1,106. This will apply to 211 properties or 2.9 per cent of the Town's rateable properties.

Objects for minimum rating

Rates are calculated by multiplying a property's assessed GRV by the adopted rate in the dollar. However, Council can apply a minimum rate, which recognises that all ratepayers have an equal opportunity to enjoy the facilities and services provided by Council, regardless of the value of their property.

Town of Bassendean

PROPOSED DIFFERENTIAL RATES FOR COUNCIL RATES 2021/22

Submissions

Section 6.36(3)(b)(ii) of the Act requires Council to invite submissions from electors and ratepayers in respect of the rates and minimum payments proposed for the differential rating categories.

Submissions must be made in writing, with reference to the proposed differential rates to the Chief Executive Officer:

by mail to:

Town of Bassendean
PO Box 87
Bassendean WA 6934

Or by email to mail@bassendean.wa.gov.au.

Submissions must be received by 4.00pm on 21 May 2021.

A report will be prepared to summarise any submissions received, for presentation to Council at the Ordinary Council meeting to be held on Tuesday 22 June 2021.

Once Council has considered any submissions received, the proposed differential rates (with or without modification) and the 2021/22 Annual Budget will be adopted by Council.

Further information

Please contact the Town's Rates Department on (08) 9377 8000, for further information.

ATTACHMENT NO. 9

TOWN OF BASSENDEAN
MINUTES
AUDIT AND GOVERNANCE COMMITTEE
HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
WEDNESDAY 14 APRIL 2021 AT 5.50PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Members

Cr Hilary MacWilliam, Presiding Member
Cr Kathryn Hamilton
Elliott Brannen, Community Representative
Tom Klaassen, Community Representative

Staff/Consultants

Krushna Hirani, RSM
Alasdair Whyte, RSM
Jay Teichert, Office of the Auditor General
Ron Back, Financial Advisor
Paul White, Director Corporate Services
Dianne Depiazz, Manager Finance

Apologies

Cr McLennan, Member
Cr Chris Barty
Cr Gangell, Deputy Member

Martin Le Tessier, Community Representative
Elizabeth Kania, Manager Governance & Strategy
Amy Holmes, Minute Secretary

4.0 DECLARATIONS OF INTEREST

Nil

5.0 PRESENTATIONS OR DEPUTATIONS

Nil

6.0 CONFIRMATION OF MINUTES

6.1 Audit and Governance Meeting held on 10 March 2021

Officer Recommendation – Item 6.1

That the minutes of the Audit and Governance Committee meeting held on 10 March 2021, be confirmed as a true record.

This item was deferred to the June 2021 meeting.

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 REPORTS

Item No. 8.1	Annual Audit of the Financial Report for 2020-21 – Audit Planning Memorandum
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref/ROC	FINM/AUD/7
Previous Council Reports (if applicable)	N/A
Directorate	Corporate Services
Authority/Discretion <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment No. 1	OAG Audit Update

Purpose

The purpose of this report is to provide the Committee with the Audit Planning Memorandum (APM) for the audit of the Town's Financial Report for 2020-21.

Committee/Officer Recommendation – Item 8.1 **AGC-1/4/21**

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

CARRIED UNANIMOUSLY 4/0

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

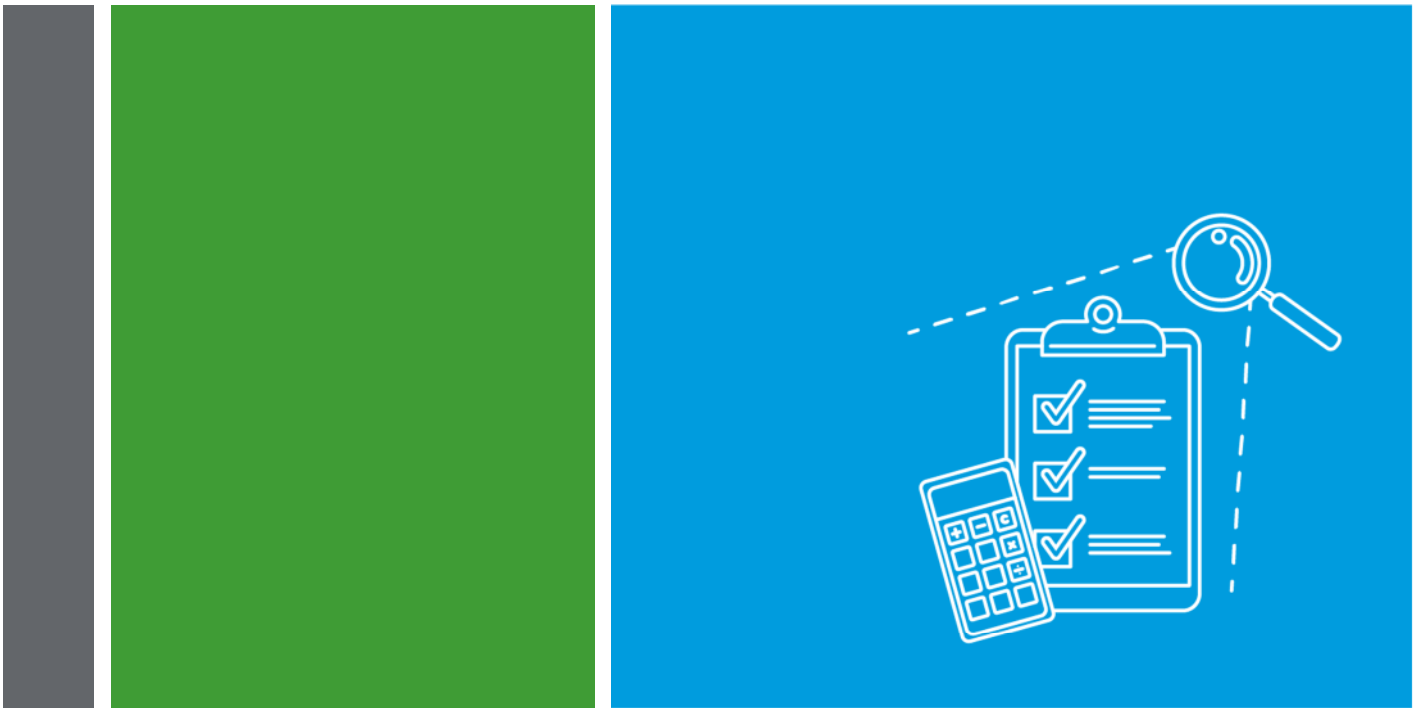
Nil.

11.0 CONFIDENTIAL BUSINESS

Nil.

12.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at 6.19pm.



TOWN OF BASSENDEAN

Audit Planning Memorandum – 30 June 2021





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1 PURPOSE OF THE AUDIT PLANNING MEMORANDUM

The primary purpose of this Audit Planning Memorandum (**APM**) is to brief the Town of Bassendean (**Town**) on the proposed approach by RSM Australia (**RSM**), on behalf of the Office of the Auditor General (**OAG**), to audit the financial report of the Town for the year ending 30 June 2021. The APM forms the basis for discussion at the audit entrance meeting scheduled for 14 April 2021 and is a key tool for discharging our responsibilities in relation to communicating with those charged with governance.

2 KEY ENGAGEMENT INFORMATION

2.1 Key Town stakeholders and personnel

Ratepayers	Town of Bassendean
Minister for Local Government	The Hon. David Templeman MLA
Mayor	Renée McLennan
Deputy Mayor	Kathryn Hamilton
Chief Executive Officer	Peta Mabbs
Director Corporate Services	Paul White

2.2 Key OAG personnel

Auditor General	Caroline Spencer
Director, Financial Audit ⁽¹⁾	Jay Teichert

2.3 Key RSM personnel

Audit Director ⁽¹⁾	Alasdair Whyte
Audit Manager	Krushna Hirani
National Technical Director	Ralph Martin

⁽¹⁾ Refer to Appendix B for contact details

3 BACKGROUND AND GENERAL INFORMATION

3.1 Background

The Town was established in 1829 and renamed in 1922. The Town is located approximately 10 kilometres north-east of Perth and 5 minutes from the Swan Valley vineyards and is home to approximately 16,000 people from diverse cultural backgrounds and covers 11 square kilometres.

The Town is represented by seven Councillors. The Town Mayor is elected from among the Councillors.

3.2 Executives

The Town's Executive team at the date of the APM are:

- Peta Mabbs, Chief Executive Officer
- Paul White, Director Corporate Services
- Luke Gibson, Director Community Planning
- Philip Adams, Executive Manager Infrastructure
- Jeremy Maher, Executive Manager Sustainability and Environment

3.3 Governance

The Town is governed by Council, which appoints the CEO to advise and provide information to Council in relation to the Town's functions and ensures the resources of the Town are effectively and efficiently managed.

3.4 Regulation

In terms of financial reporting, the Town is subject to the *Local Government Act 1995 (Act)* and the *Local Government (Financial Management) Regulations 1996 (Financial Management Regulations)*.

4 KEY DELIVERABLES

4.1 Financial report audit and opinions

The annual financial report will be general purpose financial statements for the financial year ended 30 June 2021. The Auditor General is required by the Act to provide an opinion on the financial report and other legal and regulatory requirements in accordance with the *Local Government (Audit) Regulations 1996 (Audit Regulations)*. The objective of the Auditor General's audit is to obtain reasonable assurance about whether the Town's financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report.

The Auditor General's report will be sent to Council, the CEO and the Minister for Local Government in accordance with the Act. The Town is required to publish the auditor's report with the annual financial report on its website. If the Auditor General has reported other significant matters, then the Town is required to report the action it has taken about the matters to the Minister.

The Auditor General will also communicate with Council and the CEO regarding, among other matters, any significant findings regarding deficiencies in internal control that may be identified during the audit.

4.2 Management letters

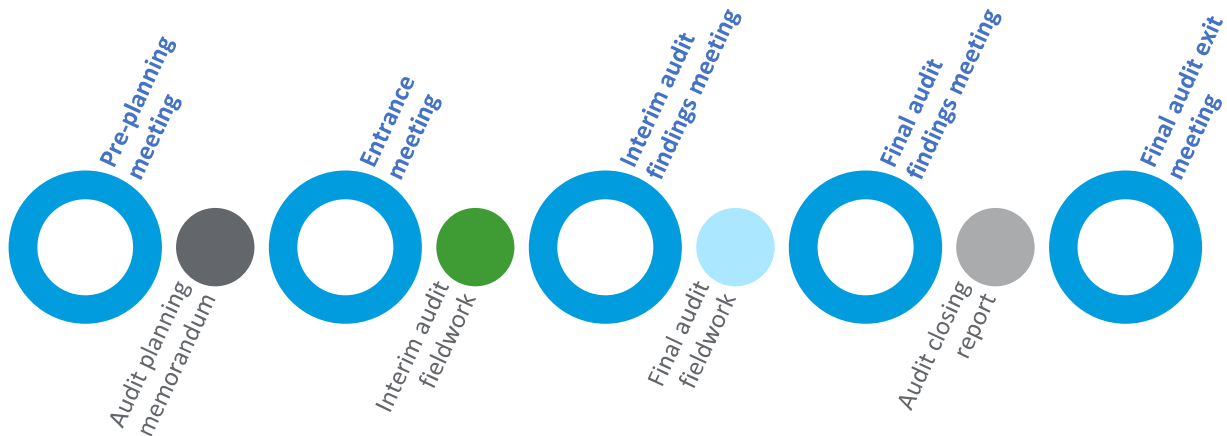
Significant findings, emerging issues and their recommended resolutions that arise during the audit will be progressively discussed and communicated by RSM firstly to the OAG, then Council and the CEO. Any weaknesses in controls, which may be identified during the current year audit, will be highlighted in the management letter to Council and the CEO following the conclusion of the interim and final audits. The draft management letters will be reviewed by the OAG before being provided to the Town for comment.

Prior year management letter points will be followed up as part of the current year audit procedures to determine if any control weaknesses highlighted during prior year audits have been properly resolved.

4.3 Matters of significance

In accordance with section 24(1) of the *Auditor General Act 2006*, the Auditor General is required to report on matters arising out of the performance of the Auditor General's functions that are, in the opinion of the Auditor General, of such significance as to require reporting.

5 MILESTONE MEETINGS



5.1 Pre-planning meeting

The pre-planning meeting was with the Town's management and RSM. The meeting discussed current developments at the Town and any changes in governance or systems. The meeting forms the basis for the preparation of the APM.

5.2 Entrance meeting

The entrance is held with CEO, Audit Committee, OAG and RSM. The meeting mainly covers the presentation and discussion of the APM.

5.3 Interim audit findings meeting

The interim audit findings meeting with the CEO, OAG and RSM will mainly cover the presentation and discussion of the significant control matters as reported in the interim audit management letter, if any.

5.4 Final audit findings meeting

Significant accounting issues and audit findings, if any, noted during the final audit will be discussed with the CEO, OAG and RSM. If there are significant, unresolved matters, then a meeting will also held with Council.

5.5 Final audit exit meeting

The final audit exit meeting with Audit Committee , OAG and RSM will mainly cover the presentation and discussion of the audit closing report, which will outline any significant audit related matters concerning the financial report, management letters and improvement suggestions for future audits.

5.6 Council and Audit Committee meetings

Attendance at Council and Audit Committee meetings is by invitation and provides insight into matters that may impact on our audit approach. Generally, the OAG and RSM will attend Council and Audit Committee meetings as required.

6 TERMS OF ENGAGEMENT

6.1 Arrangements

Audits are not an absolute guarantee of the accuracy or reliability of the Town's information and may not identify all matters of significance. This is because the work undertaken to form an opinion is permeated by judgement and most audit evidence is persuasive rather than conclusive. In addition, there are inherent limitations in any audit, including the use of testing, the effectiveness of internal control structures and the possibility of collusion.

Under the Act and associated regulations, Council and the CEO are responsible for keeping proper accounts and records, maintaining effective internal controls, preparing the annual financial report, and complying with the Act and associated regulations, and other legislative requirements.

Council and the CEO are responsible for ensuring the accuracy and fair presentation of all information in its annual report, and that it is consistent with the audited annual financial report. We do not provide assurance over your annual report.

Council and the CEO also have responsibility for the prevention and detection of fraud or error. Council and the OAG should be informed immediately by management of any fraud or material errors. During the audit we will make inquiries with management about their process for identifying and responding to the risks of fraud, including management override. It should be noted that our audit is not designed to detect fraud. However, should instances of fraud come to our attention, we will report them to you.

Under the *Auditor General Act 2006*, audit staff have unrestricted access to information held by the Town, irrespective of any restrictions on disclosures imposed, such as secrecy provisions.

Confidentiality of audit files and working papers is required under the *Auditor General Act 2006*. The OAG is an 'exempt agency' under the *Freedom of Information Act 1992*.

The signed contract between the Auditor General and RSM contains strict confidentiality clauses.

6.2 Management representation letter

The audit plan assumes that Council and the CEO will be able to sign a management representation letter. Refer to Appendix A for a draft Management Representation Letter. The letter would be signed at the same time as the annual financial report is signed.

RSM will rely on the CEO signing the management representation letter as evidence to confirm they have:

- Fulfilled their responsibilities for the preparation and fair presentation of the financial statements in accordance with the Act and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards;
- Established and maintained an adequate internal control structure and adequate financial records;
- Provided RSM with access to all information of which they are aware that is relevant to the preparation of the financial statements and the operation of controls, such as records, documentation and other matters;
- Recorded all transactions in the accounting and other records and are reflected in the financial statements;
- Advised RSM of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements; and
- Provided RSM with the results of their assessment of the risk of fraud, any instances of fraud (not just material fraud) and any known data and security breaches.

7 AUDITOR GENERAL

7.1 Audit of local government

The *Local Government Amendment (Auditing) Act 2017* provides for the auditing of local governments by the Auditor General. The Act allows the Auditor General to contract out some or all the financial audits, but all audits will be the responsibility of the Auditor General. It also allows for performance audits, which will examine the economy, efficiency and effectiveness of any aspect of local government operations. The Act also places an obligation on local governments to publish their annual report, including their annual financial report and auditor's report, on their website.

The Auditor General has been given the mandate to:

- Audit the annual financial report of WA local governments, related entities and subsidiaries;
- Conduct performance audits of local governments;
- Perform supplementary audits requested by the Minister; and
- Report to Parliament on the results of financial and performance audits.

Parliament has appointed the Auditor General as it expects this will raise the standards of accountability for local governments to a level more consistent with public sector entities. This follows recommendations by the Public Accounts Committee and the Corruption and Crime Commission that the Auditor General be appointed the auditor of all local governments.

This change brings Western Australia in line with most other Australian jurisdictions and New Zealand.

7.2 Auditor General audits and reports

The Auditor General has completed, is undertaking or planning the following audits that may be relevant to local government:

- Controls Over Purchasing Cards (report issued 27 March 2020). The Auditor General found that a general improvement in controls were in place to manage the use of purchasing cards, but also identified examples of poor practise and still require to improvements.
- Information System Audit Report 2020 (report issued 6 April 2020). The Auditor General found improvements in controls, they still need to focus on information security and business continuity controls.
- Control of Monies Held for Specific Purposes (report issued 30 April 2020). Auditor General found that local governments had adequate controls in place to support the control of monies held for specific purposes but identified some room for improvement.
- Local Government Contract Extensions and Variations, and Ministerial Notice Not Required (report issued 04 May 2020). The Auditor General found that improvements are needed to the policies with comprehensive guidance, contract registers lacked key information essential to effective monitor contractual obligations.
- Western Australian Public Sector Audit Committees – Better Practice Guide (report issued 25 June 2020) The Auditor General provided guideline on better practice principles and guidance to accountable authorities, audit committee members and senior managers with responsibility for audit committee activities.
- Information Systems Audit Report 2020 – Local Government Entities (report issued 25 June 2020) The Auditor General found significant weaknesses around information security practices and general computer controls.
- Waste Management – Service Delivery (report issued 20 August 2020) The report noted the waste planning by LG entities is inadequate and inconsistent, as most do not have their own up-to-date waste plans.

- Annual Report 2019-2020 (report issued 24 September 2020) The report noted the various challenges faced by both OAG and Local government financial audits due to COVID-19. OAG continue to encounter some difficulty accessing document subject to claims of public interest immunity, legal professional privilege or Cabinet confidentiality. The report also noted that that each local government audit takes more time than comparably sized State sector audits.
- Audit Results Report -Annual 2019-20 Financial Audits of State Government Entities (report issued 11 November 2020) The report noted the Auditor General's concerning that 430 (FY19:323) financial management and 423 information system control weaknesses were identified and reported. Reported 40 best practise entities for timeliness in their financial reporting, good financial controls, and reporting practices.
- Grant Administration (report issued 28 January 2021) The audit found that most entities need to improve their practices for grant administration practices.
- Application Controls Audits 2021 (report issued 9 March 2021) The audit found that all entities reviewed had control weakness, mostly related to poor information security and polices and procedures. A total of 75 findings were reported.

Further details of the current and forward audit program can be found on the OAG website:

<https://audit.wa.gov.au/>

Also, on the OAG website is a library of better practice guidance that the OAG has developed to help the Western Australian public sector perform efficiently and effectively.

8 STAKEHOLDER RELATIONSHIP

8.1 RSM's relationship with the Auditor General and the Town

RSM has been contracted by the Auditor General to perform the audit of the financial report of the Town and report on whether the annual financial report of the Town:

- Is based on proper accounts and records; and
- Fairly represents, in all material respects, the results of the operations of the Town for the financial year and its financial position at the end of that period in accordance with the Act and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

RSM is also required by the Auditor General to report:

- Any material matters indicating non-compliance with Part 6 of the Act, the Financial Management Regulations or applicable financial controls of any other written law;
- Any significant adverse trends in the financial position of the Town;
- Whether all required information and explanations were obtained;
- Whether all audit procedures were satisfactorily completed; and
- Whether the asset consumption ratio and asset renewal funding ratio included in the annual financial report are supported by verifiable information and reasonable assumptions.

RSM is also required to report any matter which may affect the Auditor General's responsibilities under sections 24 and 28 of the *Auditor General Act 2006*, section 7.12 AD of the Act and the Audit Regulations.

8.2 Term of the audit contract

RSM was appointed by the OAG commencing the financial year ending 30 June 2020. The initial term of the audit contract is 3 years commencing 30 June 2020. RSM's services will be conducted under the overall direction of the Auditor General, who will retain responsibility for forming an audit opinion and issuing an audit report to the Town. The contract requires RSM to use its audit approach and methodology.

8.3 Grant acquittals

Grants received by the Town may need to be acquitted in accordance with the terms and conditions of the relevant Funding Agreement. Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. Grant acquittal reports, providing activity and financial information, are generally required at certain stages during the funded project and / or on completion of the funded project. If satisfactory grant acquittal reports are not provided at the times and in the manner detailed in the Funding Agreement, there is a risk that any further payments due to the Town will be withheld and the Town may be ineligible to apply for further grants.

In most circumstances the grant acquittal reports are required to be audited. Generally, the Funding Agreement will require the Town to engage an auditor to form an opinion that the receipts and payments are true and fair and that the Town has complied with the terms and conditions of the Funding Agreement.

If RSM is invited by the Town to complete the audit of grant acquittal reports, then RSM must first obtain approval from the OAG before the audit begins.

8.4 Independence

The Auditor General is an independent officer of the Western Australia Parliament, appointed under legislation to examine, on behalf of Parliament and Western Australia taxpayers, the management of resources within the public sector. The Auditor General is not subject to control or direction by either Parliament or the government. In conducting the audit, the Auditor General, staff and delegates will comply with all applicable independence requirements of the Australian accounting profession.

RSM International audit methodology requires that we conduct an annual re-evaluation of our independence prior to the commencement of each assignment. We have fully satisfied ourselves that we do not have any actual or perceived conflict of interest.

We are fully compliant with our Ethics and Independence Policies, which are verified and tested each year by our Partner Responsible for Ethics and Independence. Each year we are required to submit certain information to our Partner Responsible for Ethics and Independence, which is analysed and subjected to a series of stringent tests. This system has been extensively reviewed by the Australian Securities and Investments Commission and found to be in accordance with Australian Auditing Standards, the *Corporations Act 2001* and better practice.

9 CURRENT YEAR DEVELOPMENTS

We had discussions with the Town and reviewed the 30 June 2020 financial statements. As at the date of this audit plan, we identified the following major development:

9.1 Income recognition

Implementation of AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities* are effective from prior year. The impact of AASB 15 & 1058 was correctly adopted by the Town during prior year. The Town will review all new grants and revenue stream in accordance with AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities*.

RSM audit response:

RSM will obtain and review the Town's assessment of the impact of AASB 15 and AASB 1058 and ensure adequate disclosure in the notes to the financial statements.

10 AUDIT APPROACH TO THE KEY AUDIT AREAS

10.1 Risk assessment

Key audit areas are those areas that, in RSM's professional judgment, present the most significant risk in our audit of the financial report.

As part of our audit approach we have conducted an initial financial report risk assessment to determine whether any of the risks identified are, in our judgment, significant. A significant risk is an identified and assessed risk of material misstatement in the financial report that, in our judgment is a key audit area and requires special audit consideration.

Our assessment of key audit areas is based upon:

- Discussions with the Town and the OAG;
- The complexity of transactions within each area;
- The degree of subjectivity in the measurement of financial information related to the risk, especially those measurements involving a wide range of uncertainty;
- The degree of susceptibility to fraud risk; and
- Consideration of any relevant matters that may be discussed during the audit planning stage.



10.2 Materiality

The scope of our audit is influenced by the application of materiality. Based on our professional judgment, we determined certain quantitative thresholds for materiality, including the overall materiality for the financial statements. These, together with qualitative considerations, helped us to determine the nature, timing and extent of our audit procedures on the individual financial report line items and disclosures and to evaluate the effect of identified misstatements, both individually and in aggregate, on the financial report and on our opinion.

In assessing the risk profile of the Town, and in consideration of the users of the financial report, we have adopted materiality guidelines in accordance with Australian Auditing Standards.

For the purpose of determining materiality, assets and infrastructure are considered a key metric of interest to the users of the financial statements, therefore, they will be used as the main benchmark for the calculation of overall materiality.

However, expenses are an item of significant interest to users of local government financial statements, as they seek to ensure funds are being spent appropriately. Therefore, we will consider a specific lower materiality for those account balances where there are circumstances (including qualitative factors) for which misstatements of lesser amounts than overall materiality could reasonably be expected to influence the economic decisions of users of the financial statements. For example, specific lower materiality will be calculated using total expenses as the benchmark for items such as revenue, other income, expenses, payroll and liability balances.

For the purpose of this APM, we referred to the audited 30 June 2020 financial report of the Town and used our professional judgment to determine a planning materiality amount. In line with OAG policy, we have not disclosed the amount of planning materiality.

10.3 RSM approach to auditing significant risk

RSM's approach to auditing a class of transactions, account balance or disclosure is to initially assess whether there is a reasonable possibility that it could contain a material misstatement. Our risk assessment is based on both quantitative and qualitative criteria to determine whether they are significant.

Our audit strategy follows a hierarchy, which starts with testing of controls, then moves to substantive analytical review procedures and then finally testing of details. The following diagram shows an example where a high level of reliance on controls, along with a moderate level of reliance on substantive analytics is likely to result in testing of details that can safely rely on smaller sample sizes.

Audit Reliance	High			
	Medium			
	Low			
		Controls	Substantive analytical review	Test of details
		Audit technique		

Based on our previous audit experience at the Town and review of the Town's financial information, we have concluded that we can rely on internal controls, which effectively means we can apply a moderate level of substantive analytics and limited testing of details. This controls based approach is both efficient and effective.

10.4 Professional scepticism

We approach all our audits with a degree of professional scepticism as required by Australian Auditing Standards. In addition, professional scepticism is a key component of delivering an effective public sector audit. *ASA 200 Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Australian Auditing Standards* defines professional scepticism as 'an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement due to error or fraud, and a critical assessment of audit evidence'.

Professional scepticism is particularly relevant in areas that involve management assumptions and/or estimates. It is also critical when evaluating audit evidence to reduce the risk of the auditor:

- Overlooking unusual circumstances; and
- Over generalising when drawing conclusions from observations using inappropriate assumptions in determining the nature, timing and extent of evidence gathering procedures and evaluating the results thereof.

11 SIGNIFICANT RISK AREAS

Using the 30 June 2020 financial report as a guide and referring to the RSM calculated materiality amount and risk assessment, RSM has identified the following potential significant risk areas for the current financial year:

Significant risk area	30 June 2020 \$	30 June 2019 \$
Revenue and receivables cycle		
Rates	13,375,582	13,125,890
Operating grants, subsidies and contributions	3,249,254	2,934,732
Fees and charges	5,969,778	6,220,530
Trade receivables (current and non-current)	1,706,165	1,347,336
Purchases and payment cycle		
Material and contracts	5,168,172	7,197,066
Property, Plant and Equipment (additions)	1,190,079	200,315
Infrastructure (additions)	816,198	1,157,619
Fixed assets cycle		
Property, Plant and Equipment	56,339,210	55,780,006
Infrastructure	105,286,630	107,396,632

11.1 Revenue and receivables cycle – rates / fees and charges / receivables

Reasons why RSM considers this area a significant risk

Revenue is measured by considering multiple elements, for example rates transactions are calculated by the application of a rate in the dollar to the Gross Rental Value (**GRV**) or Unimproved Value (**UV**), which is in turn determined by dividing the required rate collection amount by the total valuations on the roll. GRV's and UV's vary between the various property types, such as mining and pastoral. The GRV / UV is supplied by Landgate. Furthermore, rates revenue represents a significant portion of the Town's annual operating income and is an important revenue stream in terms of the Town's cash flows.

Fees and charges are a material amount and is measured by the application of an annual charge to rateable land supplied with specified services. For example, community amenities and recreation and culture fees. There are also further complexities with the application of the eligible pensioners rebate scheme. In addition, further complexity and risk is associated with the requirement for the Town to comply with Part 6, Division 6 'Rates and service charges' of the Act.

Grants are a material amount and is measured by the application of AASB 15 *Revenue from Contracts with Customers* & AASB 1058 *Income for Not-for-Profit Entities* which requires the Town's Judgement & assessment in line with the contract/agreement.

Based on the above complexities and the high risk of management override, revenue recognition for fees & grants is considered significant risk.

RSM audit response

RSM audit procedures will include, among other things, assessment of the Town's effectiveness of key internal controls operating within the revenue cycle, including application controls. RSM will perform a walkthrough of the key management controls over the revenue cycle and test key management controls. RSM will review, on a sample basis, the reconciliations and calculation of fees and compare these against historical results. In order to assess the completeness of recording revenue in the correct accounting period, RSM will perform revenue cut-off testing and review credit notes. RSM will also ensure all revenue streams have been recognised in accordance with AASB 15 or AASB 1058.

To determine the existence of the receivable balance and the recoverability thereof as at 30 June 2021, RSM will review receivables balances on a sample basis and perform subsequent receipt testing. Furthermore, we will perform analytical procedures on rates through detailed comparison with prior year balances and budget forecasts. RSM will also determine if the disclosures in the notes to the financial report related to the Town's revenue recognition policy are appropriate.

11.2 Purchases and payment cycle

Reasons why RSM considers this area a significant risk

All procurement made by the Town is subject to the requirements of the Act and Part 4 of the *Local Government (Functions and General) Regulations 1996 (Functions and General Regulations)*, which is the basis for the Town's purchasing policy (**Policy**). The Act and the Functions and General Regulations are there to guide the Town in delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance. Errors, uncertainty and unrealistic timelines can undermine market confidence, discredit a purchasing process and devalue the outcome of the procurement. Due to the strict and complex requirements of the Policy, including value for money, regulatory compliance, record management, transparency and professionalism, there is potential for insufficient knowledge of the Policy's requirements or failure to comply with the Policy.

RSM audit response

RSM will review the Town's purchasing policies and assess the effectiveness of internal controls operating within the payment cycle. In addition, we will perform a walkthrough of the key management controls over the purchase and payment cycle, including tendering, and perform tests of control on key management controls over the purchase and payment cycle. Furthermore, we will perform analytical procedures on procurement through detailed comparison with prior year balances and budget forecasts. Our testing will include an evaluation of whether the Town's purchasing activities have complied with the Act and the Functions and General Regulations.

11.3 Fixed assets cycle

Reasons why RSM considers this area a significant risk

Property, Plant and Equipment and Infrastructure respectively constituted 30% and 57% of the Town's total assets as at 30 June 2020. Under regulation 17A of the Financial Management Regulations, the Town's Plant and Equipment type assets are to be measured under the cost model whereas Property and Infrastructure is to be carried at fair value less accumulated depreciation and accumulated impairment losses. Under regulation 17(4) of the Financial Management Regulations, the Town is required to revalue an asset:

- Whenever the local government believes the fair value of the asset is likely to be materially different from its carrying amount; and
- In any event, within a period of at least 3 years but not more than 5 years after the day on which the asset was last valued or revalued.

Furthermore, in accordance with paragraph 9 of AASB 136 *Impairment of Assets*, the Town is required to assess at reporting date whether there is any indication that an asset may be impaired.

Effective from 1 July 2018, regulation 17A (5) of the Financial Management Regulations provides that an asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5,000.

Effective 6 November 2020, Financial Management Regulations were amended with regulation 16 being removed and regulation 17A being amended with effect from 1 July 2019. Plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value with effect from 1 July 2019. The Town is required to de-recognise the values attributable to certain crown land assets previously required to be recognised as assets.

RSM audit response

We will carry out internal control testing over the Town's processes for determining inputs into fair value measurements and perform detailed substantive testing on a sample basis of the related fair value measurements.

We will review the Town's assessment that the fair value of Property and Infrastructure assets is not likely to be materially different from their carrying amounts and the Town's consideration of any potential impairment indicators.

We will review management's assessment of those assets below \$5,000, obtain and review the action taken by the Town to expense these assets from the asset register and confirm that the local government is properly and accurately recording portable and attractive assets.

We will review management's assessment of regulation 17A and confirm that the local government is properly and accurately recording Plant and equipment.

12 OTHER CRITICAL DISCLOSURES IN THE FINANCIAL REPORT

RSM will also audit the following critical disclosures in the financial report:

12.1 Related party disclosures

The Town continues to be subject to the requirements of AASB 124 *Related Party Disclosures*. The Standard requires disclosures for senior officers' compensation and certain transactions with related parties. A review will be conducted to ensure proper accounting and disclosure of related party transactions and executive remuneration.

Further, section 7.12AL of the Act applies section 17 of the Auditor General Act 2006 to a local government, which requires the Town to advise the Auditor General in writing of details of all related entities that are in existence.

RSM audit response:

We will review the disclosures and supporting material to ensure compliance with AASB 124. We will also assess the Town's internal controls around the identification and proper disclosure of related party transactions and director / executive remuneration.

12.2 Financial ratios

Under regulation 50 of the Financial Management Regulations, the annual report is to include financial ratios. Financial ratios are designed to enable users of annual financial reports to interpret more clearly the Town's performance and financial results as well as provide a comparison of trends over several years.

These indicators provide a measure of the financial sustainability of local governments and complement the national criteria endorsed by the Local Government and Planning Ministers' Council. They provide for a comprehensive tool for monitoring the financial sustainability of local governments.

RSM audit response:

We will obtain and audit the ratios to assess compliance with regulation 50 of the Financial Management Regulations.

12.3 Capital and other commitments for expenditure

The Town will disclose in the financial statements several capital and other commitments relating to future asset construction and replacements.

RSM audit response:

We will check the underlying calculations and review the evidence to support the amounts disclosed.

12.4 Reserve accounts

The Town has established several reserve accounts under section 6.11 of the Act for the purpose of setting aside money for a specific purpose to be used in a future period. Cash reserves are required to be held in separate bank accounts. However, reserve accounts are not separate funds and are consolidated with the municipal fund in the financial statements of the Town.

RSM audit response:

RSM will review the reserve account reconciliations and test that the transfers to and from these accounts are in accordance with the specific purpose of the reserve.

12.5 Major land transactions

Regulation 46 of the Financial Management Regulations prescribes the disclosure requirement for major land transactions. The information to be disclosed by the Town is set out in regulation 47 and includes:

- Details of the total income and expenditure for the transaction; and
- Details of the amount or value of any surplus of money or assets.

RSM audit response:

RSM will review the financial records of the Town to assess whether all major land transactions have been identified and disclosed in accordance with regulation 47.

13 CONTROLS

13.1 Internal control

Internal controls are systems, policies and procedures that help an entity reliably and cost effectively meet its objectives. Sound internal controls enable the delivery of reliable, accurate and timely external and internal reporting. The Town is responsible for developing and maintaining its internal control framework to enable:

- Preparation of accurate financial records and other information;
- Timely and reliable external and internal reporting;
- Appropriate safeguarding of assets; and
- Prevention or detection and correction of errors and other irregularities.

The annual financial audit enables RSM to form an opinion on the Town's financial report. An integral part of this, and a requirement of Australian Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and its Environment*, is to assess the adequacy of an organisation's internal control framework and governance processes related to its financial reporting. While this understanding has a significant impact on our audit strategy, our audit of the Town's financial report is not designed to assess, nor do we provide an opinion on, the effectiveness of internal controls.

We focus on the internal controls relating to financial reporting and assess whether the Town has managed the risk that the financial report will not be complete and accurate. Poor controls diminish management's ability to achieve the organisation's objectives and comply with relevant legislation. They also increase the risk of fraud.

During our planning procedures we will gain an understanding of the following components of internal control:

- Control environment
- Risk assessment procedures
- Information systems
- Control activities
- Monitoring procedures

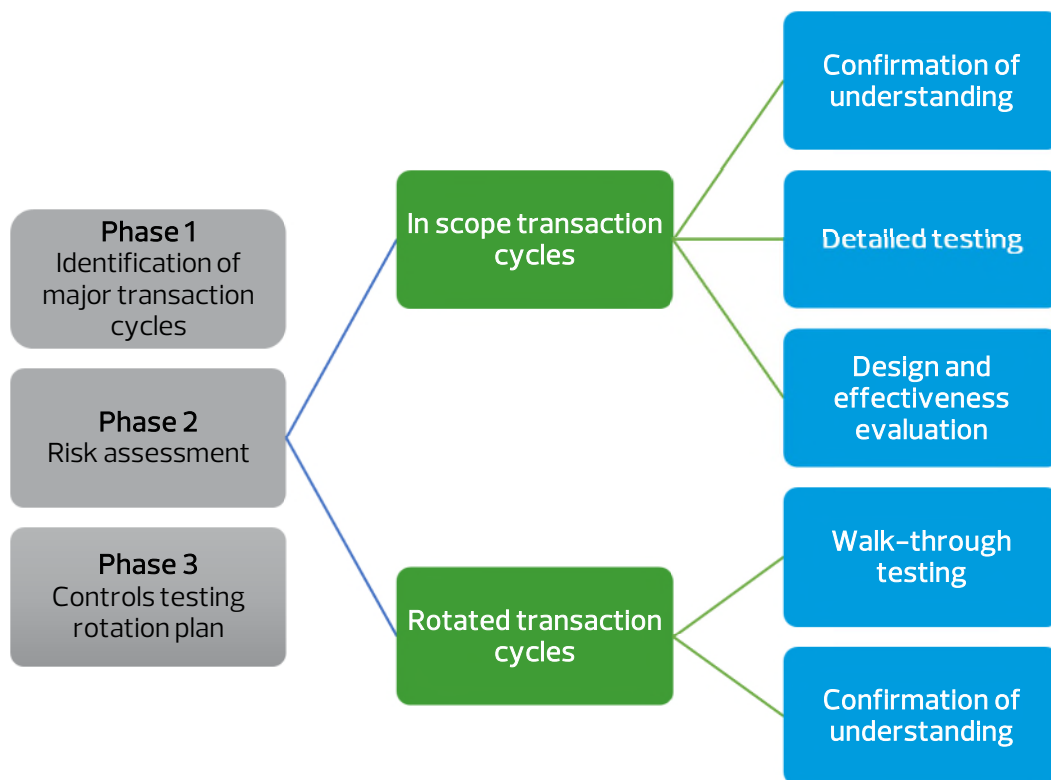
Our preliminary assessment of the internal control framework may indicate that the internal controls are likely to be effective in preventing or detecting and correcting material misstatements in the financial report. In these circumstances we would plan to place reliance on the key internal controls relating to the material components in the financial report to support our audit opinion.

13.2 Significant changes to internal controls

The Town will conduct a Reg 17 review in 2021/22 in accordance with its internal audit schedule.

13.3 Rotation approach

In accordance with our rotational controls testing approach, we will conduct a risk assessment for each major transaction cycle during our initial engagement year. The risk assessment is benchmarked against our knowledge of each transaction cycle within the local government sector. Using the risk assessment, we design a control testing rotation plan that will bring certain transaction cycles into audit scope each year. Those cycles not in scope will be subject to our normal walkthrough procedures and confirmation of our understanding of the key controls.



Those transactions cycles in scope will be subject to detailed controls testing, including testing of the design and effectiveness of those controls.

RSM audit response:

During the current year audit, RSM will be testing controls over the revenue, purchases and property plant and equipment and rotating out testing over the payroll cycles equivalents cycle.

14 FRAUD RISK

Under Australian Auditing Standard ASA 240 *The Auditor's Responsibility Relating to Fraud in an Audit of a Financial Report*, when planning and performing audit procedures and evaluating the results, the auditor must consider the risk of material misstatement in the financial report because of fraud and error.

Although ASA240 sets out the principles and procedures we must follow, the primary responsibility for the prevention and detection of fraud and error rests with Council and the CEO. Council and the CEO is responsible for maintaining accounting records and controls designed to prevent and detect fraud and error, and for the accounting policies and estimates inherent in the financial report.

Our audit procedures on fraud risk include the following:

- Forward a copy of the fraud control checklist for self-assessment to the Town's management prior to our final audit visit. The checklist allows us to make inquiries of management, to obtain its understanding of the risk of fraud within the Town and to determine whether management have any knowledge of fraud that has been perpetrated on or within the entity. We will review the fraud control self-assessment by the Town;
- Review the Town's fraud control procedures in place to reduce the risk of fraud occurring within the entity, including the Town's code of conduct;
- Understand the Town's fraud control environment;
- Understand the business rationale for significant or unusual transactions;
- Review current accounting estimates for biases;
- Review the appropriateness of year end accounting adjustments;
- Make enquiries of management and others within the Town; and
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of audit procedures to be performed as individuals within the entity who are familiar with the audit procedures normally performed on engagements may be more able to conceal fraudulent financial reporting.

15 OTHER AUDIT MATTERS

15.1 Internal audit

An effective internal audit function is important for ongoing maintenance and improvement of risk management, internal control overseen by an effective Audit Committee, and governance processes. The internal audit function acts as the independent eyes and ears for Council on administration and controls in key areas of risk.

Internal audit is a key component of the defence against fraud, including misrepresentation. Although the Town's financial management governance and risk framework, and management oversight and monitoring are the initial lines of defence against fraud or error, internal audit is also a crucial component.

Subject to the requirements of Auditing Standard ASA 610 *Using the Work of Internal Auditors*, if we have satisfied ourselves regarding the competence and objectivity of Town's internal audit function, we plan to rely on their work where possible. The use of the Town's internal audit function may be used in the following ways:

- To obtain information that is relevant to RSM's assessments of the risks of material misstatement due to error or fraud; and
- As partial substitution for audit evidence to be obtained directly by RSM.

The responsibility for internal audit rests with Council and the CEO. The Town has engaged William Buck for three years for Internal Audit Services and planning is under way.

15.2 Audit preparation checklists

To assist the Town to gather and collate the necessary audit information and documentation, we will issue in advance of each audit visit an Interim Audit Preparation Checklist and a Final Audit Preparation Checklist. As the requested information will be an important part of our audit working papers, the information must be made available to RSM on the dates specified at section 17 of this APM. This will assist us in delivering an efficient audit and minimising interruptions to the Town's staff.

We have established a fully secure data upload function, which is available to the Town to file the documents and records we will need for our audit. We have found this facility to be very useful and clients have appreciated the savings in time and reduced disturbance by auditors during the audit fieldwork.



15.3 Important changes in governance, management or internal control environments

The Town has advised that, other than those matters mentioned in the APM, there are no other major changes to its governance, management or internal control environment that may significantly impact the 30 June 2021 financial report.

15.4 Cumulative knowledge of accounting and computer systems and any expected changes

The Town has represented that they are not aware of any significant changes to the accounting or computer systems.

16 INVOLVEMENT OF INFORMATION SYSTEMS AUDIT SPECIALIST

The financial management systems being used by the local government entities is varied, but there is a general reliance on "Authority". In some circumstances the information systems are integrated, whereas in others they are separate and rely on manual transfer of data between systems.

Due to the varying degree of financial system integration at each local government, RSM has assessed the information system environment as being sophisticated and we will engage an Information System Auditor (ISA) specialist to assess the risk of material misstatement imposed by the Information Technology (IT) environment at each local government.

The audit procedures conducted by the ISA will include, among others:

- Testing general IT controls around system access and testing controls over computer operations within specific applications which are required to be operating correctly to mitigate the risk of misstatement in the financial statements;
- Reviewing the key controls around change management related to significant IT systems.

RSM complies with Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment*. Our approach to information systems audit is to obtain an understanding of the information system, including the related business processes, relevant to financial reporting, including (amongst others) how the information system captures events and conditions, other than transactions, that are significant to the financial statements.

17 TIMETABLE

Phase	Task	Indicative timeframe	Action
Planning	Pre-planning meeting to review and update the overall audit approach and plan	8 March 2021	RSM
	Issue draft APM to the Town for commentary	1 April 2021	RSM
	Entrance meeting with Council, CEO and Audit Committee for the presentation and discussion of final APM	14 April 2021	RSM Town
Interim audit fieldwork	Issuing of Interim Audit Preparation Checklist to the Town	1 April 2021	RSM
	Based on risk assessment, performance of cyclical controls testing, walkthrough of major business cycles and review of key reconciliation procedures for the 9 months ended 31 March 2021	19 – 22 April 2021	RSM
	Assessment of status of Management Letter points raised for the prior year		
Interim audit reporting	Interim audit findings meeting with Town management, the OAG and RSM to discuss any significant control matters surrounding the major transaction cycles and content of the management letter, if any	10 May 2021	RSM OAG Town
	Issue the draft Interim Management Letter to the OAG for consideration and comment.	17 May 2021	RSM OAG
	Issue of the draft Interim Audit Management Letter to the Town for consideration and comment.	19 May 2021	RSM Town
	Return of draft Interim Audit Management Letter to RSM with commentary	24 May 2021	Town
	Issue the Interim Audit Management Letter to the OAG	1 June 2021	RSM
Draft financial report	The Town submits shell financial report to RSM for review and comment	19 July 2021	Town
	Town to submit draft financial report as per the Act deadline.	24 September 2021	Town
Final audit fieldwork	Issuing of Final Audit Preparation Checklist	30 July 2021	RSM
	Provision of trial balance as at 30 June 2021 to RSM	24 September 2021	Town

Phase	Task	Indicative timeframe	Action
	Performance of substantive tests for revenue and expenditure cycles for the 3 months ended 30 June 2021	11-15 October 2021	RSM
	Performance of substantive tests for balance sheet accounts as at year end		
Final audit reporting	Final audit findings meeting with Town management, the OAG and RSM to discuss any significant accounting issues and findings noted during the final audit. If there are significant, unresolved matters, then a meeting will also be held with Council and CEO.	3 November 2021	RSM OAG Town
	Issue the draft Final Audit Management Letter for the year ended 30 June 2021 to the OAG for consideration and comment	5 November 2021	RSM OAG
	Issue the draft Final Audit Management Letter for the year ended 30 June 2021 to the Town for consideration and comment	10 November 2021	RSM Town
	Return draft Final Audit Management Letter for the year ended 30 June 2021 to RSM with commentary	12 November 2021	Town
	Issue the Final Audit Management Letter to the OAG	17 November 2021	RSM
	Preparation of OAG Signing Review Memorandum	17 November 2021	RSM
	Review of audit file by OAG	19 November 2021	OAG
	Audit Closing Report issued	23 November 2021	RSM
	Final audit exit meeting with Town	1 December 2021	RSM OAG Town
	Issue final Management Representation Letter and approve Financial Report	2 December 2021	Town
	Independent Contract Auditor's Report issued	2 December 2021	RSM
	OAG to sign and issue the Audit Report	6 December 2021	OAG

18 APPENDIX A: DRAFT MANAGEMENT REPRESENTATION LETTER

Our Ref:
Your Ref:

Ms Caroline Spencer
Auditor General
Office of the Auditor General
7th Floor, Albert Facey House
469 Wellington Street
PERTH WA 6000

Dear Ms Spencer

REPRESENTATION LETTER IN RESPECT OF THE TOWN OF BASSENDEAN'S ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

This representation letter is provided in connection with your audit of the Town's annual financial report for the year ended for the purpose of expressing an opinion as to whether the annual financial report is fairly presented in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Financial Management) Regulations 1996* and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

We submit the following representations for the year ended after making appropriate enquiries and according to the best of our knowledge and belief. This representation covers all material items in each of the categories listed below.

1. GENERAL

- (a) We have fulfilled our responsibilities for the preparation and fair presentation of the annual financial report in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Financial Management) Regulations 1996* and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.
- (b) We have advised your auditors of all material contentious methods used in the presentation of the financial report.
- (c) There have been no changes in accounting policies or application of those policies that would have a material effect on the financial report, except as disclosed in Note **XX** to the financial report.
- (d) The prior period comparative information in the financial report has not been restated except as disclosed in Note **XX** to the financial report.
- (e) Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We confirm the disclosures related to accounting estimates are complete and appropriate.
- (f) We have established and maintained an adequate internal control structure and adequate financial records as we have determined are necessary to facilitate the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

-
- (g) We have provided your auditors with
- (i) Access to all information of which we are aware that is relevant to the preparation of the financial report, such as records, documentation and other matters.
 - (ii) Additional information that your auditors have requested for the purpose of the audit.
 - (iii) Unrestricted access to staff and councillors of the Town from whom your auditors determined it necessary to obtain audit evidence.
- (h) All transactions have been recorded in the accounting and other records and are reflected in the financial report.
- (i) All internal audit reports and reports resulting from other management reviews, including legal issues and legal opinions which have the capacity to be relevant to the fair presentation of the financial report including, where relevant, minutes of meetings, have been brought to your auditors' attention and made available to them.
- (j) We have advised your auditors of all known instances of non-compliance or suspected non-compliance with laws and regulations, and all known data or security breaches whose effects should be considered when preparing the financial report.
- (k) We have provided to your auditors the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
- (l) No frauds or suspected frauds affecting the involving:
- (i) Management;
 - (ii) Employees who have significant roles in internal control; or
 - (iii) Others
- have occurred to the knowledge of management.

[OR]

We have provided information to your auditors of our knowledge of fraud or suspected fraud affecting the involving:

- (i) Management;
- (ii) Employees who have significant roles in internal control; or
- (iii) Others.

A summary of these is *provided below/attached*.

- (m) To our knowledge no allegations of fraud or suspected fraud affecting the Town's financial report has been communicated to us by employees, former employees, analysts, regulators or others.

[OR]

We have provided information to your auditors of our knowledge of any allegations of fraud or suspected fraud affecting the Town's financial report communicated by employees, former employees, analysts, regulators or others.

Details are *as follows/attached*.

- (n) We have disclosed to your auditors all known actual or possible litigation and claims whose effects should be considered when preparing the financial report, and they have been accounted for and disclosed in accordance with Australian Accounting Standards.

2. FAIR VALUE MEASUREMENTS AND DISCLOSURES

We confirm that where assets and liabilities are recorded at fair value, the value attributed to these assets and liabilities is the fair value.

We confirm that the carrying amount of each physical non-current asset does not materially differ from its fair value at the end of the reporting period. Significant fair value assumptions, including those with high estimation uncertainty, are reasonable.

We confirm the measurement methods, including related assumptions, used by management in determining fair values are appropriate and have been consistently applied.

We confirm that the fair value disclosures in the financial report are complete and appropriate.

3. GOING CONCERN

We confirm that the going concern basis of accounting is appropriate for the annual financial report.

4. CONTINGENT LIABILITIES

There are no material contingent liabilities at year end that have not been completely and adequately disclosed in the Notes to the financial report.

5. COMMITMENTS FOR CAPITAL AND OTHER EXPENDITURE

Other than those commitments reported in the Notes to the financial report, there were no significant commitments for capital or other expenditure contracts carrying over at year end.

6. FINANCIAL LIABILITY FOR CONTAMINATED SITES

We are aware of our obligations under the *Contaminated Sites Act 2003* and have reported to the Department of Water and Environmental Regulation, all land owned, vested or leased by the Town that is known to be, or is suspected of being, contaminated. All actual liabilities or contingent liabilities, if any, have been recognised and/or disclosed in the financial report as appropriate.

7. RELATED ENTITIES

We acknowledge our responsibility under section 17(1) of the *Auditor General Act 2006* (as applied by section 7.12AL of the *Local Government Act 1995*) to give written notice to the Auditor General if any of the Town's functions are being performed in partnership or jointly with another person or body, through the instrumentality of another person or body, and/or by means of a trust. We confirm that we have provided the Auditor General with details of all related entities in existence at 30 June 2021.

8. RELATED PARTIES

We have disclosed to your auditors the identity of the Town's related parties, as defined in Australian Accounting Standards, of which we are aware, and all the related party relationships and transactions of which we are aware. These include the Town's key management personnel (KMP) and their related parties, including their close family members and their controlled and jointly controlled entities.

We have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of Australian Accounting Standards.

9. KEY MANAGEMENT PERSONNEL COMPENSATION

We confirm the Town's key management personnel (KMP) have not received any other money, consideration or benefit (except amounts being reimbursements for out of pocket expenses) which has not been included in the compensation disclosed in the Notes to the financial report.

10. SUBSEQUENT EVENTS

All events subsequent to the date of the financial report and up to the date of this letter for which Australian Accounting Standards require adjustment or disclosure, have been adjusted or disclosed.

[OR]

No matters or occurrences have come to our attention between the date of the financial report and the date of this letter which would materially affect the financial report or disclosures therein, or which are likely to materially affect the future results or operations.

11. INTERNAL CONTROL

We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

12. INSURANCE

We have established procedures to assess the adequacy of insurance cover on all assets and insurable risks. We believe, where appropriate, assets and insurable risks are adequately covered by insurance.

13. RISK MANAGEMENT

We confirm that we have established and maintained a risk management framework that is appropriate to the Town .

14. FINANCIAL RATIOS

We confirm that the financial ratios included in the annual financial report have been prepared and fairly presented in accordance with the *Local Government (Financial Management) Regulations 1996*.

We confirm that the asset consumption ratio and the asset renewal funding ratio are supported by verifiable information and reliable assumptions.

15. ACCOUNTING MISSTATEMENTS

There are no uncorrected misstatements in the financial report

[OR]

The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report taken as a whole. A summary of these uncorrected misstatements is listed below.

Account	Reported balance	Actual balance	Variance

16. ELECTRONIC PRESENTATION OF THE AUDITED ANNUAL FINANCIAL REPORT AND AUDITOR'S REPORT

- (a) We acknowledge that we are responsible for the electronic presentation of the annual financial report.
- (b) We will ensure that the electronic version of the audited annual financial report and the auditor's report presented on the Town's website is the same as the final signed versions of the audited annual financial report and the auditor's report.
- (c) We have clearly differentiated between audited and unaudited information in the construction of Town's website and understand the risk of potential misrepresentation in the absence of appropriate controls.
- (d) We have assessed the security controls over the audited annual financial report and the auditor's report and are satisfied that procedures in place are adequate to ensure the integrity of the information provided.
- (e) We will ensure that where the auditor's report on the annual financial report is provided on the website, the annual financial report is also provided in full.

17. OTHER (UNAUDITED) INFORMATION IN THE ANNUAL REPORT

We will provide the final version of the annual report to you when available, to enable you to complete your required procedures.

Council

Date

NAME:

Chief Executive Officer

Date

NAME:

19 APPENDIX B: ADDITIONAL INFORMATION CONTACTS

Alasdair Whyte	Jay Teichert
RSM Australia	Office of the Auditor General
Level 32, Exchange Tower	7th Floor, Albert Facey House
2 The Esplanade	469 Wellington Street
Perth Western Australia 6000	Perth Western Australia 6000
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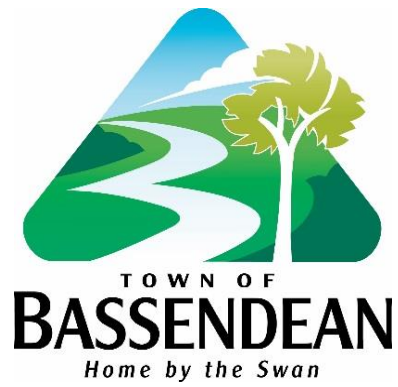
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ATTACHMENT NO. 9



FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 March 2021

TOWN OF BASSENDEAN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 March 2021

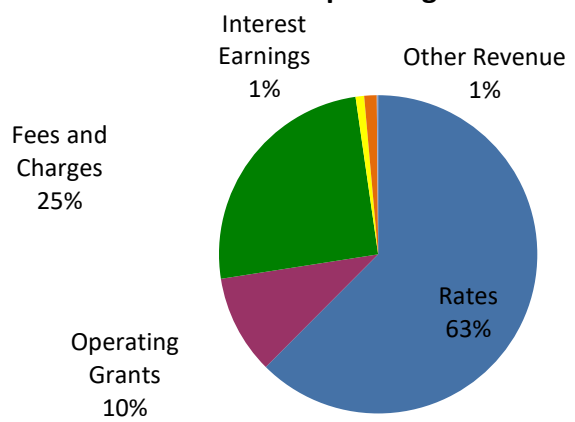
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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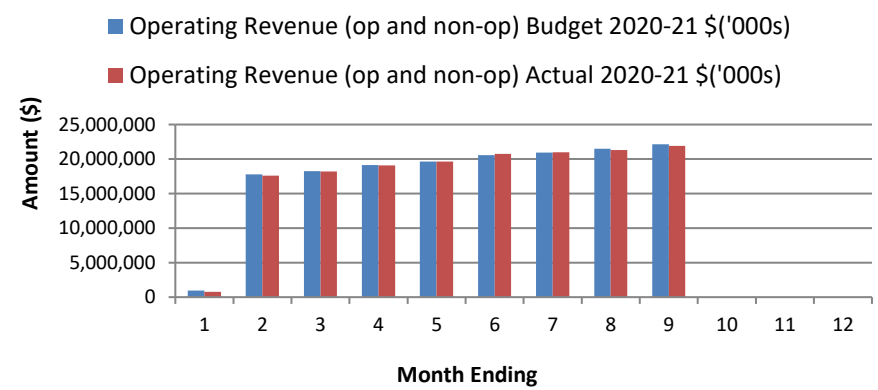
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**Town of Bassendean
Information Summary
For the Period Ended 31 March 2021**

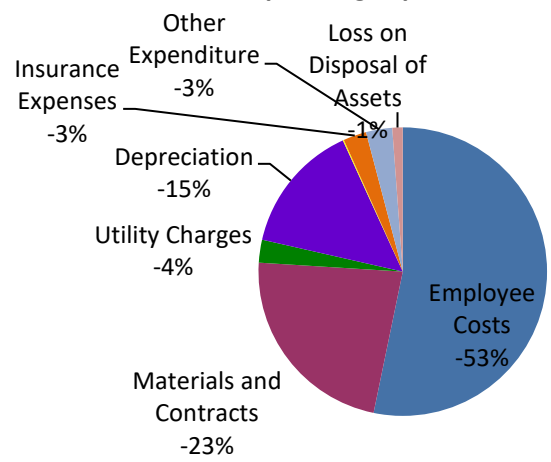
Operating Revenue



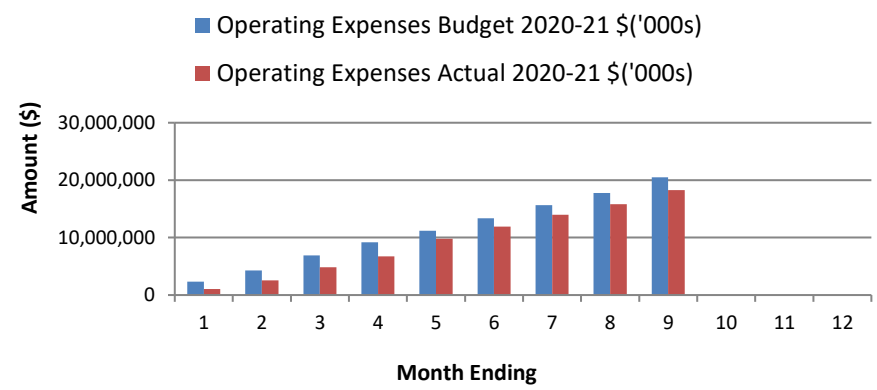
**Budget Operating Revenue -v- YTD Actual
Refer Statement of Financial Activity by
Nature or Type**



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 31 March 2021

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
		\$	\$	\$	%
Opening Funding Surplus(Deficit)	3	745,317	796,267	796,267	0.00%
Revenue from operating activities					
Governance		35,375	33,346	31,001	(7.03%)
General Purpose Funding - Rates	2	13,480,660	13,487,189	13,488,193	0.01%
General Purpose Funding - Other		793,178	599,735	549,630	(8.35%)
Law, Order and Public Safety		114,110	98,780	86,921	(12.01%)
Health		2,835,170	2,917,895	2,933,583	0.54%
Education and Welfare		5,046,381	3,814,459	3,793,340	(0.55%)
Community Amenities		112,300	191,531	214,652	12.07%
Recreation and Culture		186,812	142,809	195,580	36.95%
Transport		104,081	99,005	104,428	5.48%
Economic Services		78,222	81,441	109,926	34.98%
Other Property and Services		103,771	87,363	80,583	(7.76%)
		22,890,060	21,553,553	21,587,838	0.16%
Expenditure from operating activities					
Governance		(1,014,745)	(850,249)	(699,509)	17.73%
General Purpose Funding		(893,276)	(684,739)	(620,873)	9.33%
Law, Order and Public Safety		(716,355)	(559,319)	(455,200)	18.62%
Health		(3,910,909)	(2,942,776)	(2,429,672)	17.44%
Education and Welfare		(5,986,717)	(4,598,436)	(4,288,662)	6.74%
Community Amenities		(1,495,045)	(1,190,594)	(1,064,523)	10.59%
Recreation and Culture		(5,962,215)	(4,515,273)	(3,988,957)	11.66%
Transport		(6,305,828)	(4,678,291)	(4,308,295)	7.91%
Economic Services		(549,407)	(435,758)	(357,985)	17.85%
Other Property and Services		(63,000)	(65,111)	(46,006)	29.34%
		(26,897,497)	(20,520,546)	(18,259,682)	11.02%
Operating activities excluded from budget					
Add back Depreciation		3,559,374	2,671,963	2,671,053	(0.03%)
Adjust (Profit)/Loss on Asset Disposal		301,505	213,801	182,727	(14.53%)
Movement in Leave Reserve		2,706	2,706	6,008	122.02%
Amount attributable to operating activities		(143,852)	3,921,476	6,187,944	
Investing Activities					
Non-operating Grants, Subsidies and Contributions		1,837,947	595,589	336,259	(43.54%)
Proceeds from Disposal of Assets	10	1,515,000	1,611,173	1,592,273	(1.17%)
Land and Buildings	8	(1,500,504)	(1,277,011)	(769,132)	39.77%
Infrastructure Assets - Roads	8	(1,834,854)	(1,550,882)	(1,451,910)	6.38%
Infrastructure Assets - Footpaths	8	(184,531)	(116,985)	-	100.00%
Infrastructure Assets - Other	8	(1,856,166)	(1,477,231)	(79,468)	94.62%
Infrastructure Assets - Drainage	8	(319,718)	(169,591)	(62)	99.96%
Plant and Equipment	8	(76,000)	(76,735)	(5,430)	92.92%
Furniture and Equipment	8	(643,574)	(350,944)	(252,263)	28.12%
Amount attributable to investing activities		(3,062,400)	(2,812,617)	(629,734)	
Financing Activities					
Self-Supporting Loan Principal		24,130	17,946	17,946	0.00%
Transfer from Reserves	5	4,158,458	840,904	840,904	0.00%
Repayment of Borrowings	4	(97,006)	(72,175)	(72,175)	0.00%
Transfer to Reserves	5	(1,620,000)	(1,656,318)	(1,656,318)	0.00%
Amount attributable to financing activities		2,465,582	(869,642)	(869,642)	
Closing Funding Surplus(Deficit)	3	4,647	1,035,485	5,484,835	

TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2021

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
		\$	\$	\$	%
Opening Funding Surplus (Deficit)	3	745,317	796,267	796,267	0.00%
Revenue from operating activities					
Rates	2	13,480,660	13,487,189	13,488,193	0.01%
Operating Grants, Subsidies and Contributions		2,619,115	2,032,242	2,171,330	6.84%
Fees and Charges		6,031,127	5,451,622	5,437,455	(0.26%)
Interest Earnings		285,208	185,096	187,557	1.33%
Other Revenue		441,131	367,404	273,303	(25.61%)
Profit on Disposal of Assets	10	32,819	30,000	30,000	
		22,890,060	21,553,553	21,587,838	0.16%
Expenditure from operating activities					
Employee Costs		(13,476,198)	(10,214,449)	(9,722,618)	4.82%
Materials and Contracts		(7,327,227)	(5,650,777)	(4,153,683)	26.49%
Utility Charges		(696,582)	(526,596)	(467,673)	11.19%
Depreciation on Non-Current Assets		(3,559,374)	(2,671,963)	(2,671,053)	0.03%
Interest Expenses		(32,689)	(25,091)	(22,151)	11.72%
Insurance Expenses		(492,162)	(492,300)	(473,501)	3.82%
Other Expenditure		(978,941)	(695,569)	(536,275)	22.90%
Loss on Disposal of Assets	10	(334,324)	(243,801)	(212,727)	12.75%
		(26,897,497)	(20,520,546)	(18,259,682)	11.02%
Operating activities excluded from budget					
Add back Depreciation		3,559,374	2,671,963	2,671,053	(0.03%)
Adjust (Profit)/Loss on Asset Disposal		301,505	213,801	182,727	(14.53%)
Movement in Leave Reserve		2,706	2,706	6,008	122.02%
Amount attributable to operating activities		(143,852)	3,921,476	6,187,944	
Investing activities					
Grants, Subsidies and Contributions		1,837,947	595,589	336,259	(43.54%)
Proceeds from Disposal of Assets	10	1,515,000	1,611,173	1,592,273	(1.17%)
Land and Buildings	8	(1,500,504)	(1,277,011)	(769,132)	39.77%
Infrastructure Assets - Roads	8	(1,834,854)	(1,550,882)	(1,451,910)	6.38%
Infrastructure Assets - Footpaths	8	(184,531)	(116,985)	-	100.00%
Infrastructure Assets - Other	8	(1,856,166)	(1,477,231)	(79,468)	94.62%
Infrastructure Assets - Drainage	8	(319,718)	(169,591)	(62)	99.96%
Plant and Equipment	8	(76,000)	(76,735)	(5,430)	92.92%
Furniture and Equipment	8	(643,574)	(350,944)	(252,263)	28.12%
Amount attributable to investing activities		(3,062,400)	(2,812,617)	(629,734)	
Financing Activities					
Self-Supporting Loan Principal		24,130	17,946	17,946	0.00%
Transfer from Reserves	7	4,158,458	840,904	840,904	0.00%
Repayment of Borrowings	4	(97,006)	(72,175)	(72,175)	0.00%
Transfer to Reserves	7	(1,620,000)	(1,656,318)	(1,656,318)	0.00%
Amount attributable to financing activities		2,465,582	(869,642)	(869,642)	
Closing Funding Surplus (Deficit)	3	4,647	1,035,485	5,484,835	

Town of Bassendean
STATEMENT OF FINANCIAL POSITION
For the Period Ended 31 March 2021

	2020-21	2019-20
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	16,566,041	13,223,484
Trade and other receivables	2,571,523	1,762,273
Inventories	659	9,037
Other assets	-	41,240
TOTAL CURRENT ASSETS	<u>19,138,223</u>	<u>15,036,035</u>
NON-CURRENT ASSETS		
Financial assets	124,637	124,637
Trade and other receivables	488,166	506,113
Property, plant and equipment	55,128,775	56,339,210
Infrastructure	104,609,281	105,286,633
Right of use assets	318,281	318,281
Investment in Associate	7,852,617	7,852,617
TOTAL NON-CURRENT ASSETS	<u>168,521,755</u>	<u>170,427,489</u>
TOTAL ASSETS	<u>187,659,978</u>	<u>185,463,524</u>
CURRENT LIABILITIES		
Trade and other payables	4,332,174	5,574,582
Contract liabilities	310,504	455,426
Lease liabilities	152,712	152,712
Borrowings	24,831	97,006
Employee related provisions	2,249,714	2,258,170
TOTAL CURRENT LIABILITIES	<u>7,069,936</u>	<u>8,537,896</u>
NON-CURRENT LIABILITIES		
Contract liabilities	29,286	29,286
Lease liabilities	167,151	167,151
Borrowings	452,310	452,310
Employee related provisions	215,344	215,344
TOTAL NON-CURRENT LIABILITIES	<u>864,090</u>	<u>864,090</u>
TOTAL LIABILITIES	<u>7,934,026</u>	<u>9,401,986</u>
NET ASSETS	<u>179,725,952</u>	<u>176,061,538</u>
EQUITY		
Retained surplus	29,765,718	26,916,717
Reserves - cash backed	6,975,102	6,159,688
Revaluation surplus	142,985,133	142,985,132
TOTAL EQUITY	<u>179,725,952</u>	<u>176,061,538</u>

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

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 March 2021

Statement of Financial Position Detailed	2020/2021 \$	2019/2020 \$
CASH AND CASH EQUIVALENTS		
Unrestricted	5,565,264	2,908,670
Restricted	11,000,777	10,314,815
	16,566,042	13,223,484

The following restrictions have been imposed by regulations or other externally imposed requirements:

Employee Entitlements Reserve	238,233	232,226
Plant & Equipment Reserve	366,941	373,872
Community Facilities Reserve	54,955	54,568
Land & Building Infrastructure Reserve	2,775,449	1,921,462
Waste Management Reserve	1,401,326	1,393,497
Wind in the Willows Childcare Reserve	15,004	40,683
Aged Persons Reserve	564,838	560,864
Youth Development Reserve	29,957	29,746
Underground Power Reserve	86,460	85,851
Drainage Infrastructure Reserve	127,446	126,402
Street Tree Reserve	93,605	92,670
Bus Shelter Reserve	21,777	21,623
Information Technology Reserve	200,000	200,000
Future Projects Reserve	458,782	511,708
Marine Assets Reserve	25,000	-
HACC Assets Replacement	114,898	114,083
Unspent Grants Reserve	400,432	400,432
Hyde Retirement Village Retention Bonds	200,672	218,450
Other Bonds & Deposits	2,343,106	2,309,859
Deferred Revenue (Grants)	1,142,107	1,142,107
Contract Liabilities from contracts with customers	339,790	484,712
	11,000,777	10,314,815

TRADE AND OTHER RECEIVABLES

Current

Rates Outstanding	2,278,773	1,223,711
Sundry Debtors - General	81,023	178,957
GST Receivable	81,982	222,238
Accrued Interest	4,483	12,105
Sundry Debtors - SSL	24,130	24,130
Long Service Leave Due from Other Councils	101,132	101,132
Proceeds from Disposal	-	-
	2,571,523	1,762,273

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 March 2021

Statement of Financial Position Detailed	2020/2021	2019/2020
	\$	\$
Non-Current		
Rates Outstanding - Pensioners	325,083	325,083
Loans - Clubs/Institutions	163,083	181,030
	<u>488,166</u>	<u>506,113</u>
 FINANCIAL ASSETS		
Investments - Government House	<u>124,637</u>	<u>124,637</u>
 INVESTMENT IN ASSOCIATE		
Investments- EMRC	<u>7,852,617</u>	<u>7,852,617</u>
 INVENTORIES		
Current		
Fuel and Materials	659	9,037
	<u>659</u>	<u>9,037</u>
 OTHER ASSETS		
Current		
Prepayments	-	41,240
	<u>-</u>	<u>41,240</u>
 PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings		
Land	36,381,646	36,381,646
- Less Disposals	(1,775,000)	
- Additions	701,376	-
	<u>35,308,022</u>	<u>36,381,646</u>
 Buildings	26,823,688	26,275,931
- Additions	67,756	547,758
Less: accumulated depreciation	(9,150,053)	(8,773,190)
	<u>17,741,391</u>	<u>18,050,499</u>
 Total Land and Buildings	<u>53,049,412</u>	<u>54,432,145</u>
 Furniture and Equipment	1,050,861	446,515
- Additions	252,263	604,346
Less Accumulated Depreciation	(226,633)	(200,323)
	<u>1,076,490</u>	<u>850,538</u>

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 March 2021

	2020/2021	2019/2020
	\$	\$
Statement of Financial Position Detailed		
Plant and Equipment	2,646,459	2,627,975
- Additions	5,430	37,975
- Less Disposals	-	(19,491)
Less Accumulated Depreciation	(1,711,637)	(1,652,551)
	<u>940,252</u>	<u>993,908</u>
Art Works	62,620	62,620
	<u>62,620</u>	<u>62,620</u>
	<u>55,128,775</u>	<u>56,339,210</u>
INFRASTRUCTURE		
Roads	85,249,199	84,599,588
- Additions	1,451,910	649,611
Less Accumulated Depreciation	(20,717,757)	(19,599,139)
	<u>65,983,352</u>	<u>65,650,060</u>
Footpaths	10,378,616	10,332,111
- Additions	-	46,506
Less Accumulated Depreciation	(3,910,846)	(3,727,755)
	<u>6,467,771</u>	<u>6,650,862</u>
Drainage	40,496,204	40,475,300
- Additions	62	20,905
Less Accumulated Depreciation	(19,107,514)	(18,660,758)
	<u>21,388,753</u>	<u>21,835,447</u>
Parks & Ovals	18,491,383	18,392,206
- Additions	79,468	99,177
Less Accumulated Depreciation	(7,801,446)	(7,341,118)
	<u>10,769,406</u>	<u>11,150,265</u>
	<u>104,609,281</u>	<u>105,286,633</u>

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 March 2021

	2020/2021	2019/2020
	\$	\$
Statement of Financial Position Detailed		
RIGHT OF USE ASSETS		
Leased Furniture and Equipment	165,062	165,062
Less Accumulated Depreciation	(29,808)	(29,808)
	135,254	135,254
Leased Plant and Equipment	340,232	340,232
Less Accumulated Depreciation	(157,205)	(157,205)
	183,027	183,027
	318,281	318,281
TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	384,585	1,245,542
Accrued Interest on Debentures	-	2,938
Accrued Salaries and Wages	-	355,606
Rates in Advance	261,705	300,080
Deferred Revenue (Grants)	1,142,107	1,142,107
Bonds & Other Deposits	2,343,106	2,309,859
Hyde Retirement Village Bonds	200,672	218,450
	4,332,174	5,574,582
CONTRACT LIABILITIES		
Current		
Contract Liability - Current	310,504	455,426
	310,504	455,426
Non-Current		
Contract Liability - Non-Current	29,286	29,286
	29,286	29,286

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 March 2021

Statement of Financial Position Detailed	2020/2021	2019/2020
	\$	\$
LEASE LIABILITIES		
Current		
Lease Liability - Current	152,712	152,712
	<u>152,712</u>	<u>152,712</u>
Non-Current		
Lease Liability - Non-Current	167,151	167,151
	<u>167,151</u>	<u>167,151</u>
BORROWINGS		
Current		
Loan Liability - Current	24,831	97,006
	<u>24,831</u>	<u>97,006</u>
Non-Current		
Loan Liability - Non Current	452,310	452,310
	<u>452,310</u>	<u>452,310</u>
EMPLOYEE RELATED PROVISIONS		
Current		
Provision for Annual Leave	1,026,126	1,034,582
Provision for Long Service Leave	1,223,588	1,223,588
	<u>2,249,714</u>	<u>2,258,170</u>
Non-Current		
Provision for Long Service Leave	215,344	215,344
	<u>215,344</u>	<u>215,344</u>
RECONCILIATION		
TOTAL CURRENT ASSETS	19,138,223	15,036,035
TOTAL NON CURRENT ASSETS	168,521,755	170,427,489
TOTAL ASSETS	187,659,978	185,463,524
TOTAL CURRENT LIABILITIES	7,069,936	8,537,896
TOTAL NON CURRENT LIABILITIES	864,090	864,090
TOTAL LIABILITIES	7,934,026	9,401,986
NET ASSETS	179,725,952	176,061,538

**TOWN OF BASSENDEAN
STATEMENT OF CASH FLOWS**

	2020/21 Actual \$	2020/21 Budget \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts:		
Rates	13,942,313	13,680,660
Operating grants, subsidies and contributions	2,026,408	2,619,115
Fees and charges	3,987,832	6,031,127
Interest	195,179	285,208
Goods and services tax	996,618	960,483
Other revenue	273,303	441,131
	21,421,653	24,017,724
Payments:		
Employee costs	(10,118,659)	(13,411,106)
Materials and contracts	(4,965,021)	(7,354,227)
Utility charges	(467,673)	(696,582)
Interest expenses	(25,089)	(32,689)
Insurance expenses	(473,501)	(492,162)
Goods and services tax	(824,383)	(925,575)
Other expenditure	(536,275)	(978,941)
	(17,410,602)	(23,891,282)
Net cash provided by (used in) operating activities	4,011,051	126,442
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts:		
Non-operating grants, subsidies and contributions	336,259	1,837,947
Proceeds from sale of assets	1,592,273	1,515,000
Payments:		
Payments for purchase of property, plant & equipment	(1,026,825)	(2,220,078)
Payments for construction of infrastructure	(1,531,440)	(4,195,269)
Net cash provided by (used in) investment activities	(629,734)	(3,062,400)
CASH FLOWS FROM FINANCING ACTIVITIES		
Receipts:		
Proceeds from self supporting loans	17,947	24,494
Transfer from Trust	15,469	-
Payments:		
Repayment of borrowings	(72,175)	(97,370)
Payments for principal portion of lease liabilities	-	-
Net cash provided by (used in) financing activities	(38,759)	(72,876)
Net increase (decrease) in cash held	3,342,558	(3,008,834)
Cash and cash equivalents at beginning of year	13,223,484	12,653,905
Cash and cash equivalents at the end of the year	16,566,042	9,645,071

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:

	2020/21 Actual \$	2020/21 Budget \$
Cash and Cash Equivalents	16,566,042	9,645,071

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

Net Result	3,664,415	(2,169,490)
Depreciation	2,671,053	3,559,374
(Profit)/Loss on Sale of Asset	182,727	301,505
(Increase)/Decrease in Receivables	(1,132,803)	200,000
(Increase)/Decrease in Inventories	8,378	(2,000)
Increase/(Decrease) in Payables & Accruals	(1,038,004)	(25,000)
Increase/(Decrease) in Employee Provisions	(8,456)	100,000
Grants/Contributions for the Development of Assets	(336,259)	(1,837,947)
Net Cash from Operating Activities	4,011,051	126,442

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

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, whichever is higher than \$5000 or 10%.

😊 **More Revenue OR Less Expenditure**

😞 **Less Revenue OR More Expenditure**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenue	\$	%			
Governance	(2,345)	(7%)			Within variance threshold
General Purpose Funding - Rates	1,004	0%			Within variance threshold
General Purpose Funding - Other	(50,105)	(8%)		Timing/ Permanent	Timing of insurance income and interest income under budget offset by late payment fees for rates above YTD budget
Law, Order and Public Safety	(11,859)	(12%)	😞	Permanent	Adjustment to SES grant funding
Health	15,688	1%		Timing/ Permanent	Waste charges, health licences and legal costs recovered above budget
Education and Welfare	(21,119)	(1%)		Timing/ Permanent	Timing of youth grant, WIW fees and HRV rental tracking below budget. Offset by Seniors HCP funding above budget
Community Amenities	23,121	12%	😊	Timing	Development application fees above budget
Recreation and Culture	52,771	37%	😊	Timing	Hall hire fees income and public events income above the YTD budget
Transport	5,423	5%			Within variance threshold
Economic Services	28,485	35%	😊	Permanent	Income for building licences above budget
Other Property and Services	(6,780)	(8%)		Timing	Within variance threshold
Operating Expense	\$	%			
Governance	150,740	18%	😊	Timing	Building maintenance, administration costs and projects currently under the YTD budget
General Purpose Funding	63,866	9%		Timing	Timing of administration expenses
Law, Order and Public Safety	104,119	19%	😊	Timing	Timing of administration expenses, asset disposal and payment of the grant to SES
Health	513,104	17%	😊	Timing	COVID-19 expenses, waste collection charges and environmental projects currently tracking under the year to date budget
Education and Welfare	309,774	7%		Timing	WIW and Seniors salaries and administration expenses are under the YTD budget
Community Amenities	126,071	11%	😊	Timing	Planning projects, administration expenses and building maintenance under the YTD budget
Recreation and Culture	526,316	12%	😊	Timing	Projects, reserve and building maintenance, library expenses and leisure programs under the YTD budget
Transport	369,996	8%		Timing	Maintenance programs, street lighting charges, projects and street tree program under the YTD budget
Economic Services	77,773	18%	😊	Timing	Building employee costs, contract services and Town Centre revitalisation project under the YTD budget
Other Property and Services	19,105	29%	😊	Timing	General insurance claims and plant operating costs under the YTD budget

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

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, whichever is higher than \$5000 or 10%.

😊 **More Revenue OR Less Expenditure**

😞 **Less Revenue OR More Expenditure**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating activities excluded from budget					
Depreciation	910	(0%)			Within variance threshold
Adjust (Profit)/Loss on Asset Disposal	(31,074)	(15%)		Timing	Timing of disposal of assets
Capital Revenues					
Grants, Subsidies and Contributions	(259,330)	(44%)	😞	Timing	Timing of grant payments
Proceeds from Disposal of Assets	(18,900)	(1%)		Timing/ Permanent	Timing of disposal of assets
Capital Expenses					
					<i>Refer to Note 8 for Capital expenditure detail</i>
Land and Buildings	(507,879)	40%		Timing	Timing of projects
Infrastructure - Roads	(98,972)	6%		Timing	Timing of projects
Infrastructure - Footpaths	(116,985)	100%		Timing	Timing of projects
Infrastructure Assets - Other	(1,397,762)	95%		Timing	Timing of projects
Infrastructure Assets - Drainage	(169,529)	100%		Timing	Timing of projects
Plant and Equipment	(71,305)	93%		Timing	Timing of delivery of plant and equipment
Furniture and Equipment	(98,681)	28%		Timing	Timing of projects
Financing					
Self-Supporting Loan Principal	0	0%			Within variance threshold
Transfer from Reserves	0	0%			Within variance threshold
Repayment of Borrowings	0	0%			Within variance threshold
Transfer to Reserves	0	0%			Within variance threshold
Opening Funding Surplus(Deficit)	0	0%			Within variance threshold

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 2: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual			Annual Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
General Rate	8.3230	4,911	129,473,404	10,776,078	58,705	2,328	10,837,111	10,776,078	75,369	3,500	10,854,947
Sub-Totals		4,911	129,473,404	10,776,078	58,705	2,328	10,837,111	10,776,078	75,369	3,500	10,854,947
Minimum Payment											
Minimum Rate	1,106	2,397	28,207,128	2,651,082	-	-	2,651,082	2,651,082	-	-	2,651,082
Sub-Totals		2,397	28,207,128	2,651,082	-	-	2,651,082	2,651,082	-	-	2,651,082
Amount from General Rates		7,308	157,680,532	13,427,160	58,705	2,328	13,488,193	13,427,160	75,369	3,500	13,506,029
Totals							13,488,193				13,506,029

Comments - Rating Information

The general rates have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates.

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 due date for the payment of rates is the 25 September 2020, 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 2020/21 are:

- 1st: 25 September 2020
- 2nd: 27 November 2020
- 3rd: 29 January 2021
- 4th: 1 April 2021

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing	Current
	30 June 2020	31 March 2021
	\$	\$
Current Assets		
Cash - Other	6,435,138	8,947,161
Cash Restricted - Reserves	6,159,688	6,975,102
Restricted Cash - Trust	628,659	643,778
Rates Outstanding	1,223,711	2,278,773
Sundry Debtors	304,219	206,285
GST Receivable	222,238	81,982
Accrued Interest	12,105	4,483
Prepayments	41,240	-
Inventories	9,037	659
	15,036,034	19,138,223
Less: Current Liabilities		
Sundry Creditors	(1,245,542)	(384,585)
Accrued Interest on Borrowings	(2,938)	-
Accrued Salaries and Wages	(355,606)	-
Rates in Advance	(300,080)	(261,705)
Hyde Retirement Village Bonds	(218,450)	(200,672)
Bonds and Other Deposits	(2,309,859)	(2,343,106)
Contract liabilities	(455,426)	(310,504)
Deferred Revenue	(1,142,107)	(1,142,107)
Current Employee Provisions	(2,258,170)	(2,249,714)
	(8,288,177)	(6,892,392)
Net Current Assets	6,747,857	12,245,830
Less: Cash Reserves	(6,159,688)	(6,975,102)
Less: SSL Borrowings Repayments	(24,130)	(24,130)
Plus : Liabilities funded by Cash Backed Reserves	232,226	238,233
Net Current Funding Position	796,267	5,484,835

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 4 : Information on Borrowings

	2021
	\$
(a) Borrowings	
Current	24,831
Non-current	452,310
	477,141

(b) Borrowing Repayments

Particulars	01 Jul 2020	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Budget	Actual	Annual Budget
		\$	\$	\$	\$	\$	\$
Recreation and Culture							
Loan 160A - Civic Centre Redevelopment	240,296	40,526	54,471	199,769	185,824	10,616	13,891
Loan 160B- Civic Centre Redevelopment	103,860	13,702	18,405	90,158	85,454	3,296	5,745
Self Supporting Loans-Governance							
Loan 157 - Ashfield Soccer Club	5,285	3,929	5,285	1,355	-	199	224
Loan 162 - TADWA	199,875	14,017	18,846	185,858	181,029	8,041	12,829
	549,316	72,175	97,006	477,141	452,308	22,151	32,689

(b) New Borrowings

The Town will be establishing an overdraft facility with the Western Australian Treasury Corporation as part of the COVID-19 pandemic Short-Lending Facility.

The facility is not intended to be in use as at 30 June 2021.

Council has entered into a Network Renewal Underground Program Pilot (NRUPP) Co-funding Agreement with Western Power to provide underground electricity distribution to parts of the Town.

The Town is required to make the following cash calls to Western Power under the co-funding agreement:

29 September 2021	\$1,137,264
29 September 2022	\$1,137,264
	\$2,274,528

The Town proposes to seek a loan from WATC for the full amount of the cash calls and to draw down on that loan as and when required.

(c) Unspent Borrowings

The Town has no unspent borrowings funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

(d) Overdraft Facility

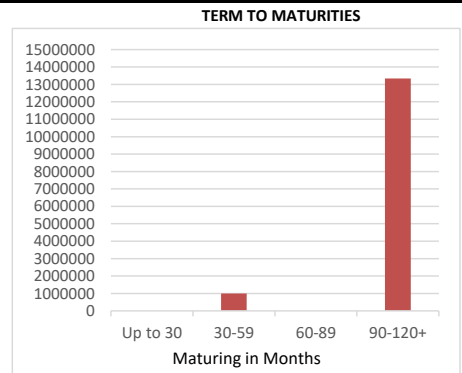
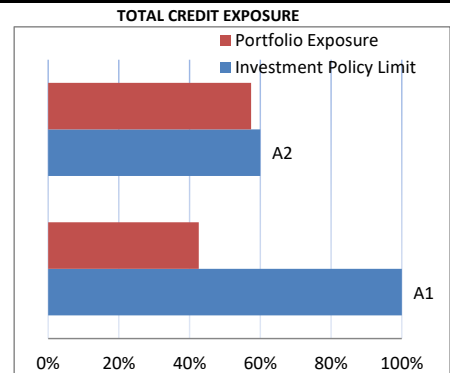
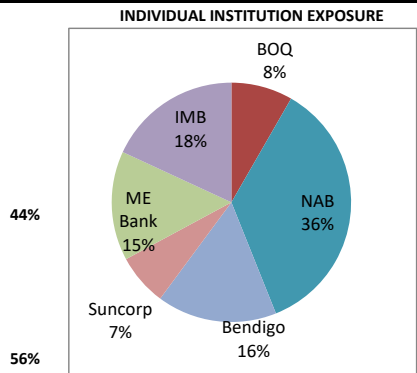
It is anticipated that this facility will not be required in the 2020/21 financial period.

**Town of Bassendean
Monthly Investment Report
For the Period Ended 31 March 2021**

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	30-59	60-89	90-120+		
Municipal												
745260755	2/02/2021	3/05/2021	A1	NAB	90	0.33%	-	-	-	500,000.00	500,000.00	406.85
502041072	2/03/2021	31/05/2021	A1	NAB	90	0.30%	-	-	-	1,000,000.00	1,000,000.00	739.72
53150	2/03/2021	2/06/2021	A2	IMB	92	0.28%	-	-	-	1,000,000.00	1,000,000.00	705.75
3633080	24/03/2021	23/04/2021	A2	Bendigo	30	0.10%	-	1,000,000.00	-	-	1,000,000.00	82.19
254233	11/02/2021	12/05/2021	A2	ME Bank	90	0.40%	-	-	-	1,000,000.00	1,000,000.00	986.30
Restricted - Bonds and Deposits:												
347112	29/01/2021	29/10/2021	A2	BOQ	273	0.40%	-	-	-	400,000.00	400,000.00	1,196.71
428088111	23/11/2020	24/05/2021	A1	NAB	182	0.45%	-	-	-	1,000,000.00	1,000,000.00	2,243.84
428251206	23/11/2020	24/05/2021	A1	NAB	182	0.45%	-	-	-	500,000.00	500,000.00	1,121.92
755365673	7/01/2021	7/05/2021	A1	NAB	120	0.40%	-	-	-	8,811.72	8,811.72	11.59
Restricted - Contract Liabilities/Deferred Revenue (Grants)												
254015	10/02/2021	11/05/2021	A1	ME Bank	90	0.40%	-	-	-	217,521.26	217,521.26	214.54
							-	1,000,000.00	-	5,626,332.98	6,626,332.98	7,709.41
Reserve												
347130	29/01/2021	29/10/2021	A2	BOQ	273	0.40%	-	-	-	792,084.20	792,084.20	2,369.74
145265771	23/03/2021	21/06/2021	A1	NAB	90	0.30%	-	-	-	1,357,780.33	1,357,780.33	1,004.39
264572	23/03/2021	21/06/2021	A2	ME Bank	90	0.40%	-	-	-	901,665.07	901,665.07	889.31
53027	22/01/2021	22/04/2021	A2	IMB	90	0.35%	-	-	-	1,004,155.67	1,004,155.67	866.60
4201357	16/03/2021	15/06/2021	A1	Suncorp	91	0.30%	-	-	-	1,002,343.80	1,002,343.80	749.70
53038	27/01/2021	27/04/2021	A2	IMB	90	0.34%	-	-	-	592,272.73	592,272.73	496.54
3522185	19/11/2020	19/05/2021	A2	Bendigo	181	0.55%	-	-	-	1,324,800.15	1,324,800.15	3,613.26
							-	-	-	6,975,101.95	6,975,101.95	9,989.53
Trust												
358770309	19/11/2020	19/05/2021	A1	NAB	181	0.45%	-	-	-	743,094.03	743,094.03	1,658.22
							-	-	-	743,094.03	743,094.03	1,658.22
Total							-	1,000,000.00	-	13,344,528.96	14,344,528.96	19,357.16

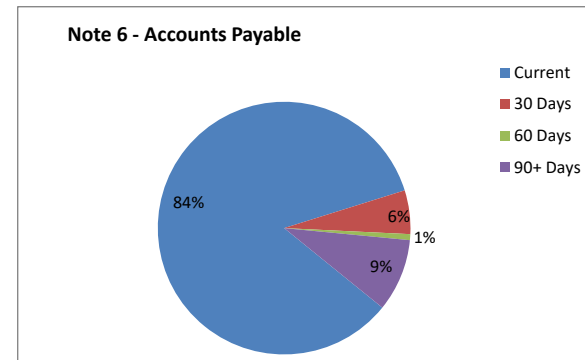
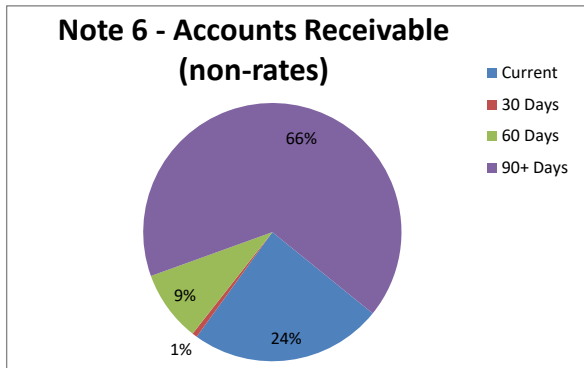
ENVIRONMENTAL COMMITMENT	
Depositing Institution	Value Invested
Fossil Fuel Lending ADI	
BOQ	1,192,084.20
NAB	5,109,686.08
	6,301,770.28
Non Fossil Fuel Lending ADI	
Suncorp	1,002,343.80
IMB	2,596,428.40
ME Bank	2,119,186.33
Bendigo	2,324,800.15
	8,042,758.68
Total Funds	14,344,528.96



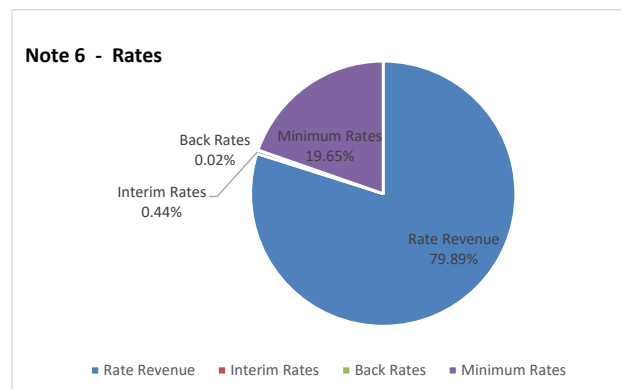
TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 6: Receivables and Payables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total	Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$		\$	\$	\$	\$	\$
Receivables - General	17,033	446	6,272	46,829	70,579	Payables - General	124,565	8,264	1,124	13,748	147,701
Balance per Trial Balance						Balance per Trial Balance					
Sundry Debtors					70,579	Sundry Creditors					147,701
Total Receivables General Outstanding					70,579	Total Payables General Outstanding					147,701



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



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 7: Cash Backed Reserves

Name	Opening Balance Original Annual Budget	Original Annual Budget Transfers In (+) Including Interest	Original Annual Budget Transfers Out (-)	Original Annual Budget Closing Balance	Actual Opening Balance 01/07/2020	Actual Transfers In (+) Including Interest	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	373,483	4,343	(68,000)	309,826	373,872	2,859	(9,790)	366,941
Community Facilities Reserve	54,620	635	(27,000)	28,255	54,568	387	-	54,955
Land and Buildings Infrastructure Reserve	1,923,292	1,522,367	(1,389,731)	2,055,928	1,921,462	1,606,147	(752,161)	2,775,449
Waste Management Reserve	1,741,533	20,252	(722,824)	1,038,961	1,393,497	7,829	-	1,401,326
Wind In The Willows Child Care Reserve	30,000	349	(30,000)	349	40,683	348	(26,027)	15,004
Aged Persons Reserve	561,281	6,527	-	567,808	560,864	3,974	-	564,838
Youth Development Reserve	29,774	346	(4,000)	26,120	29,746	211	-	29,957
Underground Power Reserve	85,933	999	(20,000)	66,932	85,851	608	-	86,460
Employee Entitlements Reserve	232,721	2,706	(24,250)	211,177	232,226	6,008	-	238,233
Drainage Infrastructure Reserve	126,542	1,472	(126,620)	1,394	126,402	1,044	-	127,446
HACC Asset Replacement Reserve	120,914	1,406	(5,000)	117,320	114,083	815	-	114,898
Unspent Grants Reserve	1,858,865	-	(1,397,033)	461,832	400,432	-	-	400,432
Street Tree Reserve	-	-	-	-	92,670	935	-	93,605
Bus Shelter Reserve	21,644	252	(4,000)	17,896	21,623	154	-	21,777
Information Technology Reserve	200,000	2,326	(200,000)	2,326	200,000	-	-	200,000
Future Projects Reserve	517,708	6,020	(140,000)	383,728	511,708	-	(52,926)	458,782
Marine Assets Reserve	-	50,000	-	50,000	-	25,000	-	25,000
	7,878,310	1,620,000	(4,158,458)	5,339,852	6,159,688	1,656,318	(840,904)	6,975,102

Town of Bassendean
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 March 2021

Note 8: Capital Works Program

Assets	Budget		YTD Actual					YTD Variance Budget to Actual
	Annual Budget	YTD Budget	New/ Upgrade	Renewal	2020/2021 Capital Expenditure Total YTD	Purchase Order Value		
Land and Buildings	\$ 1,500,504	\$ 1,277,011	\$ 716,467	\$ 52,665	\$ 769,132	\$ 141,399	\$ (507,879)	
Plant and Equipment	\$ 76,000	\$ 76,735	\$ -	\$ 5,430	\$ 5,430	\$ 62,672	\$ (71,305)	
Furniture and Equipment	\$ 643,574	\$ 350,944	\$ 252,263	\$ -	\$ 252,263	\$ 18,057	\$ (98,681)	
Roadworks	\$ 1,834,854	\$ 1,550,882	\$ 1,312,512	\$ 139,398	\$ 1,451,910	\$ 196,059	\$ (98,972)	
Drainage	\$ 319,718	\$ 169,591	\$ 62	\$ -	\$ 62	\$ 49,225	\$ (169,529)	
Footpaths	\$ 184,531	\$ 116,985	\$ -	\$ -	\$ -	\$ 17,958	\$ (116,985)	
Parks, Gardens and Reserves	\$ 1,856,166	\$ 1,477,231	\$ 64,874	\$ 14,595	\$ 79,468	\$ 97,297	\$ (1,397,762)	
	\$ 6,415,347	\$ 5,019,379	\$ 2,346,178	\$ 212,087	\$ 2,558,265	\$ 582,668	\$ (2,461,113)	

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 9: Budget Amendments

GL Account Code	Description	Current Budget	Amended Budget	Budget Movement	Reason
AR2105	Jubilee Place - Road Resurfacing and minor drainage works	-	46,795	46,795	The roads sealed surface is close to the end of it's physical life. Resurfacing is required to restore the life of the road surface to avoid water ingress into the underlying road payment. Drainage lid replacement and kerb sections replacement also required.
212001	Capital Grant - Roads to Recovery		\$ (46,795)	(46,795)	Jubilee Place - Road Resurfacing funded by Grant-Roads to Recovery
NET CHANGE IN AMENDMENTS				\$ -	NIL CHANGE TO SURPLUS

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 10: Disposal of Assets

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Plant & Equipment	41,505	15,000	2,819	(29,324)	-	-	-	-
Land	1,775,000	1,500,000	30,000	(305,000)	1,775,000	1,592,273	30,000	(212,727)
	1,816,505	1,515,000	32,819	(334,324)	1,775,000	1,592,273	30,000	(212,727)
Program								
Law, Order and Public Safety	24,000	7,000	-	(17,000)	-	-	-	-
Community Amenities	1,775,000	1,500,000	30,000	(305,000)	1,775,000	1,592,273	30,000	(212,727)
Recreation and Culture	17,324	5,000	-	(12,324)	-	-	-	-
Transport	181	3,000	2,819	-	-	-	-	-
	1,816,505	1,515,000	32,819	(334,324)	1,775,000	1,592,273	30,000	(212,727)

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

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 1/07/2020	Amount Received	Amount Paid	Closing Balance 31/03/2021
	\$	\$	\$	\$
Public Open Space	739,976	3,118	-	743,094
Total Uncontrolled Trust Funds	739,976	3,118	-	743,094

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

Description	Opening Balance 1/07/2020	Amount Received	Amount Paid	Closing Balance 31/03/2021
Hyde Retirement Village Retention Bonds	218,450	250	(18,028)	200,672
<u>Other Bonds and Deposits</u>				
Sundry	387,166	5,045	(3,419)	388,791
Securities	1,151,678	345,688	(288,371)	1,208,995
Hall Hire Bonds	28,711	27,400	(24,850)	31,261
Crossover Deposits	108,675	-	-	108,675
Landscaping Bonds	601,965	48,207	(76,452)	573,720
Stormwater Deposits	30,596	4,000	(4,000)	30,596
Lyneham Hostel Residents Trust-T614	1,050	-	-	1,050
Iveson Hostel Residents Trust-T614	18	-	-	18
Total Other Bonds and Deposits	2,309,859	430,340	(397,092)	2,343,106
Total Controlled Trust Funds	2,528,309	430,590	(415,121)	2,543,778

ATTACHMENT NO. 9

LIST OF PAYMENTS
FOR PERIOD
ENDED 31st MARCH 2021

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

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT and Direct Debits 01-31 March 2021	42870 – 43089	3,429,442.70
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	86279 – 86287	9,732.43
		<hr/> \$3,439,175.13 <hr/> <hr/>

DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 27th April 2021. 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 March 2021
to
31st March 2021

Chq/EFT	Date	Name	Amount
EFT42870	02/03/2021	AUSTRALIAN SERVICES UNION	-155.40
EFT42871	02/03/2021	AUSTRALIAN TAX OFFICE (PAYG)	-92,000.00
EFT42872	02/03/2021	CHILD SUPPORT AGENCY	-236.27
EFT42873	02/03/2021	LGRCEU	-61.50
EFT42874	02/03/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	-762.00
EFT42875	10/03/2021	ALEX CECICHELE	-200.00
EFT42876	10/03/2021	CELINE LANGFIELD	-50.00
EFT42877	10/03/2021	DANIELLE EATON	-1,050.00
EFT42878	10/03/2021	NGAIRE KASDORF	-50.00
EFT42879	10/03/2021	UNITED WAY WEST AUSTRALIA INC	-50.00
EFT42880	10/03/2021	A W BATES	-720.00
EFT42881	10/03/2021	A. M BOLTS & NUTS	-26.83
EFT42882	10/03/2021	ABACUS CALCULATORS (WA) PTY LTD	-213.82
EFT42883	10/03/2021	ALSCO PERTH	-80.10
EFT42884	10/03/2021	ANNE YARDLEY	-865.00
EFT42885	10/03/2021	AUSTRALIA POST	-1,697.28
EFT42886	10/03/2021	AXIS CONTRACTING	-7,518.34
EFT42887	10/03/2021	BASSENDEAN NEWSAGENCY	-126.68
EFT42888	10/03/2021	BOC LIMITED	-45.43
EFT42889	10/03/2021	BUNNINGS GROUP LIMITED	-312.92
EFT42890	10/03/2021	BUNZL LTD	-724.36
EFT42891	10/03/2021	CANON AUSTRALIA	-5,306.80
EFT42892	10/03/2021	CARA FANNING	-308.17
EFT42893	10/03/2021	COLES SUPERMARKETS AUSTRALIA	-2,513.61
EFT42894	10/03/2021	CTI RISK MANAGEMENT	-242.00
EFT42895	10/03/2021	CVW CREATIVE DESIGN & DEVELOPMENT	-2,255.00
EFT42896	10/03/2021	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	-2,598.00
EFT42897	10/03/2021	EASTERN METROPOLITAN REGIONAL COUNCIL	-61,047.33
EFT42898	10/03/2021	ELISABETH RICHARDSON	-2,060.00
EFT42899	10/03/2021	H DAPS FOODS	-400.00

1st March 2021
to
31st March 2021

Chq/EFT	Date	Name	Description	Amount
EFT42900	10/03/2021	HATCHET PTY LTD ATF DM TRUST	Ryde Program - Software Modifications	-297.00
EFT42901	10/03/2021	LJR MAINTENANCE SERVICES	Bassendean Mens Shed - Back Flow Prevention Testing	-187.00
EFT42902	10/03/2021	MARQUEE MAGIC	Community Events - Marquee Hire	-3,350.00
EFT42903	10/03/2021	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-140.70
EFT42904	10/03/2021	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-92.08
EFT42905	10/03/2021	PEP TRANSPORT	Courier Services - Document Delivery - February 2021	-58.38
EFT42906	10/03/2021	PRESTIGE PROPERTY MAINTENANCE	Various Sites - Mowing	-8,104.80
EFT42907	10/03/2021	PRINTCOM	Youth Services - Printer Service	-175.00
EFT42908	10/03/2021	READY GARDEN SERVICES	Sandy Beach Reserve - Bore Pump Maintenance	-5,236.00
EFT42909	10/03/2021	SANYATI PROPERTY SERVICES	Library - Public Computers Cleaning	-143.00
EFT42910	10/03/2021	ST JOHN AMBULANCE AUSTRALIA	Youth Services - First Aid Supplies	-150.92
EFT42911	10/03/2021	THE SCIENCE MUM	Library - Extension Activities	-250.00
EFT42912	10/03/2021	TPG NETWORK PTY LTD	Various Sites - Telephone Charges	-4,079.31
EFT42913	10/03/2021	UMESH THAPA	Library - Cleaning (Relief)	-1,260.00
EFT42914	10/03/2021	WATER2WATER PTY LTD	Water Dispenser Rental Maintenance Agreement	-99.00
EFT42915	10/03/2021	ZIRCODATA PTY LTD	Records - Document Bin Rental & Storage Fees	-46.48
EFT42916	16/03/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions	-155.40
EFT42917	16/03/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-93,802.00
EFT42918	16/03/2021	CHILD SUPPORT AGENCY	Payroll Deductions	-236.27
EFT42919	16/03/2021	LGRCEU	Payroll Deductions	-61.50
EFT42920	16/03/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-862.00
EFT42921	24/03/2021	ANTHONY GILBERTHORPE	Key Bond Refund	-50.00
EFT42922	24/03/2021	BEVERLEY MCEWAN	Security Bond Refund	-2,805.00
EFT42923	24/03/2021	JAG DEMOLITION	Security Bond Refund	-2,805.00
EFT42924	24/03/2021	JANE GENOVESE	Hall & Key Bond Refund	-350.00
EFT42925	24/03/2021	JONATHAN & NATALIE EVANS	Security Bond Refund	-2,768.00
EFT42926	24/03/2021	LARA ZHENG	Hall & Key Bond Refund	-550.00
EFT42927	24/03/2021	MEGHAN PLOWMAN	Key Bond Refund	-50.00
EFT42928	24/03/2021	TECHNOLOGICALLY SPEAKING	Key Bond Refund	-50.00
EFT42929	24/03/2021	URBANEWAL PTY LTD	Security Bond Refund	-2,768.00

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EFT42930	25/03/2021	CR CHRIS BARTY	Meeting Fees - January, February & March 2021	-4,966.75
EFT42931	25/03/2021	CR HILARY MACWILLIAM	Meeting Fees - January, February & March 2021	-4,966.75
EFT42932	25/03/2021	CR JAI WILSON	Meeting Fees - January, February & March 2021	-4,966.75
EFT42933	25/03/2021	CR JRH GANGELL	Meeting Fees - January, February & March 2021	-4,966.75
EFT42934	25/03/2021	CR KATHRYN HAMILTON	Meeting Fees - January, February & March 2021	-7,276.50
EFT42935	25/03/2021	CR RENEE MCLENNAN	Meeting Fees - January, February & March 2021	-16,449.75
EFT42936	25/03/2021	CR SARAH QUINTON	Meeting Fees - January, February & March 2021	-4,966.75
EFT42937	25/03/2021	ALISON PRATLEY	Rates Refund	-1,031.33
EFT42938	25/03/2021	ALL PRINTERS AND CARTRIDGES PTY LTD	Library - Printer Toner Cartridge	-226.00
EFT42939	25/03/2021	ALLMARK & ASSOCIATES PTY LTD	Office Administration - Stainless Steel Plaques	-214.50
EFT42940	25/03/2021	ALLSPORTS LINEMARKING	Bassendeau Oval - Initial Line Marking	-330.00
EFT42941	25/03/2021	ALSCO PERTH	Office Linen And Laundry Services	-80.10
EFT42942	25/03/2021	AMAZING BRICK PAVING	Various Sites - Repair Verge And Walkway Brick Paving	-4,537.00
EFT42943	25/03/2021	ARTEIL (WA) PTY LTD	Office Furniture - Chair Pads	-88.00
EFT42944	25/03/2021	ASHTON ADMOR PTY LTD	Council Meeting - Equipment Hire	-1,364.00
EFT42945	25/03/2021	ASPHALTECH PTY LTD	Various Sites - Road Repairs - Supply Asphalt	-123,517.17
EFT42946	25/03/2021	ASSET INFRASTRUCTURE MANAGEMENT	Depot - Consulting Fee Asset Management	-5,420.25
EFT42947	25/03/2021	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Various Sites - Airconditioners - Biannual Service & Inspection	-1,807.61
EFT42948	25/03/2021	AUSTRALIAN INSTITUTE OF MANAGEMENT	Staff Training - Think On Your Feet - Public Speaking	-1,495.00
EFT42949	25/03/2021	AUSTRALIAN OFFICE	Various Business Units - Self Seal Window Envelopes	-181.27
EFT42950	25/03/2021	AXIIS CONTRACTING	Various Sites - Install Cycle Ramps	-8,960.36
EFT42951	25/03/2021	BAILEYS FERTILISER	Various Sites - Fertiliser Applications	-4,101.90
EFT42952	25/03/2021	BARKERS BEDDING & FURNITURE	Seniors - Client - Independent Living Supplies	-499.00
EFT42953	25/03/2021	BASSENDAN PHYSIOTHERAPY PTY LTD	Seniors - Client - Physiotherapy Session	-70.00
EFT42954	25/03/2021	BASSENDAN TENNIS CLUB	Bic Reserve - Grass Court Maintenance	-9,165.20
EFT42955	25/03/2021	BATTERY SPECIALTIES (AUST) PTY LTD-WA	Depot - Minor Consumable Items	-196.81
EFT42956	25/03/2021	BCITF	Building & Construction Industry - Levy Collected - February 2021	-3,566.69
EFT42957	25/03/2021	CAITLIN TELFER	Rates Refund	-50.25
EFT42958	25/03/2021	CARMEN CIESLAR	Rates Refund	-50.95
EFT42959	25/03/2021	CHRISTOPHER DELANEY	Rates Refund	-55.39

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EFT42960	25/03/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES	Emergency Services Levy - 3Rd Qtr Contribution	-704,775.60
EFT42961	25/03/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy Collected - February 2021	-5,909.67
EFT42962	25/03/2021	F L COSTELLO & CO.	Children Services - New Commercial Washing Machine	-2,200.00
EFT42963	25/03/2021	MARIE & OSCAR RYAN	Children Services - Refund Childcare Fees	-132.83
EFT42964	25/03/2021	STANDARDS AUSTRALIA LIMITED	License And Subscription Fees	-413.18
EFT42965	25/03/2021	TIMOTHY PEETERS	Refund - Cancelled Building License	-61.65
EFT42966	25/03/2021	BBC ENTERTAINMENT	Whitfield Street Event - Entertainment	-2,860.00
EFT42967	25/03/2021	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-40,110.66
EFT42968	25/03/2021	BLUE FORCE PTY LTD	Seniors - Client - Independent Living Supplies	-605.00
EFT42969	25/03/2021	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-32.44
EFT42970	25/03/2021	BOLINDA PUBLISHING PTY LTD	Library - Book Purchases	-266.51
EFT42971	25/03/2021	BUDGET PEST CONTROL	Various Sites - Termite, Cockroach & Rodent Treatments	-3,371.50
EFT42972	25/03/2021	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-1,286.74
EFT42973	25/03/2021	BUNZL LTD	Depot - Toilet & Office Supplies	-146.59
EFT42974	25/03/2021	CARROLL & RICHARDSON	New Australian National Flag	-421.80
EFT42975	25/03/2021	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-5,408.56
EFT42976	25/03/2021	CHEMCENTRE	Bindaring Park - Water Testing	-1,815.00
EFT42977	25/03/2021	CHRIS RICHARDSON	Children Services - Food Safety Audits	-880.00
EFT42978	25/03/2021	CITY OF SOUTH PERTH	Ranger Services - Pound Fees	-1,788.99
EFT42979	25/03/2021	CJD EQUIPMENT PTY LTD	Depot - Fleet Vehicle - Parts	-14,785.50
EFT42980	25/03/2021	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-1,893.00
EFT42981	25/03/2021	COMMAND-A-COM PTY LTD	Depot - Telephone System Maintenance & Repairs	-1,435.50
EFT42982	25/03/2021	COMMERCIAL TYRES	Various Fleet Vehicle - Tyre & Brake Repairs	-337.30
EFT42983	25/03/2021	COMPLETE CORPORATE HEALTH	Various Business Units - Recruitment - Pre Employment Check	-760.32
EFT42984	25/03/2021	DAIMLER TRUCKS PERTH	Depot - Fleet Vehicle - Parts	-5,154.40
EFT42985	25/03/2021	DATA3	Microsoft Office & Server Software Licenses	-2,394.48
EFT42986	25/03/2021	DIAL A NAPPY	Children Services - Laundry Supplies	-1,200.10
EFT42987	25/03/2021	DOMUS NURSERY	Various Street Garden Sites - New Plants	-5,533.00
EFT42988	25/03/2021	E FIRE & SAFETY (WA)	Library - Alarm Panel Testing	-335.50
EFT42989	25/03/2021	EASFLEET	Payroll Deductions	-1,707.40

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EFT42990	25/03/2021	ELLIOTTS IRRIGATION PTY LTD	Bic Reserve - Servicing Of Iron Filter	-253.00
EFT42991	25/03/2021	FREESTYLE NOW	Youth Services - Skate And Scooter Competition	-2,090.00
EFT42992	25/03/2021	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,810.20
EFT42993	25/03/2021	GABRIELLE NEYLON	International Womens Day - Flowers/ Decorations	-345.00
EFT42994	25/03/2021	GALLERIA MOTORS PTY LTD	Depot - Fleet Vehicle - Parts	-96.03
EFT42995	25/03/2021	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-59,073.35
EFT42996	25/03/2021	GARRARDS PTY LTD	Environ Services - Mosquito Repellents	-4,405.85
EFT42997	25/03/2021	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-618.75
EFT42998	25/03/2021	GRAEME DAVIES	Project Management - Consulting	-1,680.00
EFT42999	25/03/2021	GRONBEK SECURITY	Various Sites - Restricted Keys & Coding	-322.41
EFT43000	25/03/2021	HOME CHEF	Seniors - Clients - Meals On Wheels	-929.41
EFT43001	25/03/2021	HURI-CAIN SPORTING GOODS	Children Services - Play Resources	-145.75
EFT43002	25/03/2021	HYGIENE CONCEPTS	Ashfield Reserve - Public Toilets Replace Soap Dispensers	-198.00
EFT43003	25/03/2021	IMAGESOURCE DIGITAL SOLUTIONS	Various Business Units - Staff Business Cards	-275.00
EFT43004	25/03/2021	INTELIFE GROUP LIMITED	Various Buildings Cleaning - February 2021	-13,759.44
EFT43005	25/03/2021	JEFF GREEN TREE LOPPING	Various Sites - Street Tree Pruning & Removal	-2,090.00
EFT43006	25/03/2021	JULIAN CHARLES RICHARDS	Seniors - Home Garden & Maintenance	-773.49
EFT43007	25/03/2021	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-2,387.00
EFT43008	25/03/2021	LANDCARE WEED CONTROL	Various Sites - Application Of Weed Control	-2,620.55
EFT43009	25/03/2021	LANDGATE	Rates - Gross Rental Evaluations	-301.79
EFT43010	25/03/2021	LIFE CARE HOME CARE	Seniors - Client - Physiotherapy Session	-770.00
EFT43011	25/03/2021	LIFE READY MOBILE PTY LTD	Seniors - Client - Physiotherapy Session	-714.00
EFT43012	25/03/2021	LIVE TO TELL YOUR STORY INC	International Womens Day - Catering And Service	-2,200.00
EFT43013	25/03/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Staff Training - Retaining The Right People	-150.00
EFT43014	25/03/2021	LOCKDOC	Various Sites - Key & Lock Repairs	-330.00
EFT43015	25/03/2021	LYPA PTY LTD	Various Reserves - Children Play Structures	-28,015.41
EFT43016	25/03/2021	M P ROGERS & ASSOCIATES PTY LTD	Town Of Bassendean Foreshore Assessment & Management Plan	-3,537.01
EFT43017	25/03/2021	MACKIE PLUMBING AND GAS PTY LTD	Various Sites - Plumbing Repairs	-1,726.98
EFT43018	25/03/2021	MAJOR MOTORS	Depot - Fleet Vehicle - Parts	-62.19
EFT43019	25/03/2021	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	Seniors - Client - Physiotherapy Session	-495.00

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EFT43020	25/03/2021	MCADOWALL AFFLECK PTY LTD	Ashfield Soccer Club - Structural Report - Lighting Towers	-1,100.00
EFT43021	25/03/2021	MCLEODS & CO	Professional Fees - Legal Advice	-5,062.76
EFT43022	25/03/2021	METRO MOTORS	Depot - Fleet Vehicle - Parts	-315.60
EFT43023	25/03/2021	MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY LTD	Labour Hire - Information Technology	-1,971.29
EFT43024	25/03/2021	MAIN ROADS WESTERN AUSTRALIA	Whitfield Safe Active Street - Signage & Pavement Markings Etc	-85,281.81
EFT43025	25/03/2021	MIDLAND MINICRETE	Various Sites - Supply Concrete For Footpath Repairs	-2,841.30
EFT43026	25/03/2021	MIDLAND RUBBER STAMPS	Office Stationery - Self Inking Stamps	-179.15
EFT43027	25/03/2021	MINT CIVIL PTY LTD	Street Sweep Services - Extra Sweep - Skate Park	-440.00
EFT43028	25/03/2021	MIRRABOOKA AUTO ELECTRICS	Depot - Fleet Vehicle - Repairs	-630.30
EFT43029	25/03/2021	MOORE AUSTRALIA (WA) PTY LTD	Staff Training - Nuts & Bolts Workshop	-946.00
EFT43030	25/03/2021	MORLEY MOWER CENTRE	Depot - Various Fleet Vehicles - Parts	-949.30
EFT43031	25/03/2021	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-140.70
EFT43032	25/03/2021	NAMEPLATE ENGRAVERS	Childrens Services - Name Badges	-55.00
EFT43033	25/03/2021	NAPA AUTO PARTS	Depot - Minor Fleet Vehicle Parts	-127.16
EFT43034	25/03/2021	NATURAL AREA HOLDINGS	Various Sites - Restoration And Planting	-2,588.76
EFT43035	25/03/2021	NATURE PLAY SOLUTIONS	Sandy Beach Reserve - Redesign Elements To Realign Flying Fox Area	-14,784.00
EFT43036	25/03/2021	NIKKI DENNERLEY	Children Services - Happy Feet Monthly Incursion	-375.00
EFT43037	25/03/2021	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-16,832.72
EFT43038	25/03/2021	NUTRIEN WATER	Various Sites - Reticulation Supplies	-982.62
EFT43039	25/03/2021	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-1,307.32
EFT43040	25/03/2021	PB WEST	Children Services - Protective Behaviours Resource Pack	-328.90
EFT43041	25/03/2021	PERTH SAFETY PRODUCTS PTY LTD	Depot - Safety Equipment And Signage	-360.80
EFT43042	25/03/2021	PLAYGROUND CENTRE AUSTRALIA PTY LTD	Various Sites - New Play Equipment And Maintenance	-173.25
EFT43043	25/03/2021	PRODUCT RECOVERY INDUSTRIES PTY LTD	Council Recycle Waste - Concrete, Bricks, Sand & Hotmix	-561.00
EFT43044	25/03/2021	PROGRAMMED PROPERTY SERVICES	Various Sites - Streetscape Watering	-6,544.54
EFT43045	25/03/2021	QUALITY TRAFFIC MANAGEMENT PTY LTD	Various Road Closures And Traffic Management	-425.70
EFT43046	25/03/2021	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-3,528.28
EFT43047	25/03/2021	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-99.00
EFT43048	25/03/2021	REECE'S STRUCTURES	International Womens Day - Tables And Perculator Hire	-242.42
EFT43049	25/03/2021	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-1,320.00

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EFT43050	25/03/2021	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-786.30
EFT43051	25/03/2021	ROADS 2000	Various Sites - Road Repairs - Supply Asphalt	-345.02
EFT43052	25/03/2021	ROTARY CLUB OF SWAN VALLEY	Bassendean Markets - Management	-1,400.00
EFT43053	26/03/2021	SAFE T CARD AUSTRALIA PTY LTD	Ranger Services - Monitoring Fees For Safe T Card Devices	-287.10
EFT43054	26/03/2021	SCOTT PRINTERS PTY LTD	Printing - Thrive February / March	-5,409.80
EFT43055	26/03/2021	SD & VH FINDLAY	Various Sites - Painting Interior & Exterior	-803.00
EFT43056	26/03/2021	SEEK LIMITED	Various Business Units - Employment Advertising	-605.00
EFT43057	26/03/2021	SIFTING SANDS	Various Sites - Reserves - Sand Clean	-1,135.20
EFT43058	26/03/2021	SIGNING HANDS	Children Services - Signing Hands Incursion	-1,725.00
EFT43059	26/03/2021	SOILS AINT SOILS PTY LTD	Various Sites - Garden Soil Supplies	-2,808.00
EFT43060	26/03/2021	STIHL SHOP MALAGA	Depot - Minor Plant Parts	-838.00
EFT43061	26/03/2021	SUEZ RECYCLING & RECOVERY PTY LTD	Various Sites - Bin Rubbish Collection & Bulk Rubbish Collection	-78,761.35
EFT43062	26/03/2021	SUPREME PLANTS	Various Street Garden Sites - New Plants	-957.00
EFT43063	26/03/2021	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-54,995.17
EFT43064	26/03/2021	T-QUIP	Depot - Fleet Vehicle - Parts	-409.60
EFT43065	26/03/2021	TACTILE INDICATORS PERTH	West Road - Install Tactile Treatments	-2,550.00
EFT43066	26/03/2021	TENDERLINK	Tenderlink Portal - Online Tenders Uploaded	-121.00
EFT43067	26/03/2021	TOTAL ENVIRONMENT CENTRE INC	Environ Services - Sampling Kits Supplied	-784.30
EFT43068	26/03/2021	TRILLION TREES	Various Street Garden Sites - New Plants	-94.13
EFT43069	26/03/2021	TRUGRADE MEDICAL SUPPLIES	Seniors - Client - Medical Supplies	-178.70
EFT43070	26/03/2021	UNICARE HEALTH	Seniors - Client Independent Living Supplies	-761.00
EFT43071	26/03/2021	WATTLEUP TRACTORS	Depot Plant Equipment - Parts	-330.00
EFT43072	26/03/2021	WATTS WESTERN RUBBER	Various Fleet Vehicle - Tyre Repairs & Replacements	-419.00
EFT43073	26/03/2021	WEST-NET IMAGING PTY LTD	Library - Local Studies - Microfilming	-1,177.44
EFT43074	26/03/2021	WESTBOOKS	Library - Book Purchases	-885.13
EFT43075	26/03/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Staff Training - Performance Appraisals	-1,050.00
EFT43076	26/03/2021	WESTRAC PTY LTD	Depot - Fleet Vehicle - Parts	-112.51
EFT43077	26/03/2021	WHITE OAK HOME CARE SERVICES	Seniors - Client - Domestic Assistance	-353.83
EFT43078	26/03/2021	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Reserves /Parks - Dog Poo Bags	-2,631.20
EFT43079	26/03/2021	WORK CLOBBER	Town Planning Staff - Safety Boots	-444.00

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EFT43080	26/03/2021	WORK HEALTH PROFESSIONALS	Depot Staff - Audiometric Test	-313.50
EFT43081	26/03/2021	WRITE SOLUTIONS AUSTRALIA PTY LTD	Collection & Processing - Sample Fogo Bins	-86.45
EFT43082	26/03/2021	XPRESSO LANE CAFE	Briefing Session - Catering	-272.25
EFT43083	26/03/2021	ZIPFORM PTY LTD	Rates - Final Instalment Notices	-3,541.53
EFT43084	30/03/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions	-155.40
EFT43085	30/03/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-94,822.00
EFT43086	30/03/2021	CHILD SUPPORT AGENCY	Payroll Deductions	-236.27
EFT43087	30/03/2021	LGRCEU	Payroll Deductions	-61.50
EFT43088	30/03/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-862.00
EFT43089	29/03/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 160 - Library Redevelopment	-18,468.99

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DD19105.1	01/03/2021	ONHOLD MAGIC	Messages On Hold - March 2021	-138.80
DD19101.1	02/03/2021	AWARE SUPERANNUATION	Payroll Deductions	-47,445.95
DD19101.2	02/03/2021	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-727.32
DD19101.3	02/03/2021	VIC SUPER	Superannuation Contributions	-230.17
DD19101.4	02/03/2021	MLC SUPER FUND	Superannuation Contributions	-631.80
DD19101.5	02/03/2021	COLONIAL FIRST STATE	Payroll Deductions	-748.49
DD19101.6	02/03/2021	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-230.17
DD19101.7	02/03/2021	ANZ SMART CHOICE SUPER	Payroll Deductions	-706.29
DD19101.8	02/03/2021	AMP SUPERLEADER	Superannuation Contributions	-121.02
DD19101.9	02/03/2021	DIY MASTER PLAN	Payroll Deductions	-472.54
DD19101.10	02/03/2021	NGS SUPER	Superannuation Contributions	-304.31
DD19101.11	02/03/2021	MLC SUPER FUND	Superannuation Contributions	-189.39
DD19101.12	02/03/2021	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-53.55
DD19101.13	02/03/2021	SUN SUPER	Superannuation Contributions	-78.58
DD19101.14	02/03/2021	AUSTRALIAN ETHICAL SUPER	Payroll Deductions	-705.62
DD19101.15	02/03/2021	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-283.10
DD19101.16	02/03/2021	BT SUPER FOR LIFE	Superannuation Contributions	-279.92
DD19101.17	02/03/2021	MLC WRAP SUPER	Superannuation Contributions	-118.65
DD19101.18	02/03/2021	LGIA SUPER	Superannuation Contributions	-388.21
DD19101.19	02/03/2021	PLUMMER SUPERANNUATION FUND	Payroll Deductions	-1,005.99
DD19101.20	02/03/2021	TWU SUPERANNUATION	Superannuation Contributions	-282.94
DD19101.21	02/03/2021	B & L SUPER FUND	Superannuation Contributions	-196.24
DD19101.22	02/03/2021	AUSTRALIAN/WESTSCHEME SUPER	Payroll Deductions	-5,570.90
DD19101.23	02/03/2021	HOST PLUS	Superannuation Contributions	-1,629.95
DD19101.24	02/03/2021	REST SUPERANNUATION	Superannuation Contributions	-1,628.32
DD19101.25	02/03/2021	HESTA SUPER FUND	Superannuation Contributions	-2,288.07
DD19129.1	08/03/2021	COMMONWEALTH CREDIT CARDS	Credit Card - February 2021	-13,374.09
DD19138.1	15/03/2021	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - March	-12,951.76
DD19135.1	16/03/2021	AWARE SUPERANNUATION	Payroll Deductions	-45,533.32
DD19135.2	16/03/2021	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-727.32

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DD19135.3	16/03/2021	VIC SUPER	Superannuation Contributions	-230.17
DD19135.4	16/03/2021	MLC SUPER FUND	Superannuation Contributions	-672.66
DD19135.5	16/03/2021	COLONIAL FIRST STATE	Payroll Deductions	-738.98
DD19135.6	16/03/2021	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-230.17
DD19135.7	16/03/2021	ANZ SMART CHOICE SUPER	Payroll Deductions	-415.12
DD19135.8	16/03/2021	AMP SUPERLEADER	Superannuation Contributions	-134.09
DD19135.9	16/03/2021	DIY MASTER PLAN	Payroll Deductions	-476.34
DD19135.10	16/03/2021	NGS SUPER	Superannuation Contributions	-304.31
DD19135.11	16/03/2021	MLC SUPER FUND	Superannuation Contributions	-202.12
DD19135.12	16/03/2021	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-69.55
DD19135.13	16/03/2021	SUN SUPER	Superannuation Contributions	-62.86
DD19135.14	16/03/2021	AUSTRALIAN ETHICAL SUPER	Payroll Deductions	-697.38
DD19135.15	16/03/2021	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-217.43
DD19135.16	16/03/2021	BT SUPER FOR LIFE	Superannuation Contributions	-281.28
DD19135.17	16/03/2021	MLC WRAP SUPER	Superannuation Contributions	-109.22
DD19135.18	16/03/2021	LGIA SUPER	Superannuation Contributions	-745.62
DD19135.19	16/03/2021	FUTURE SUPER FUND	Superannuation Contributions	-55.98
DD19135.20	16/03/2021	PLUMMER SUPERANNUATION FUND	Payroll Deductions	-999.88
DD19135.21	16/03/2021	TWU SUPERANNUATION	Superannuation Contributions	-282.94
DD19135.22	16/03/2021	B & L SUPER FUND	Superannuation Contributions	-196.24
DD19135.23	16/03/2021	AUSTRALIAN/WESTSCHEME SUPER	Payroll Deductions	-5,633.58
DD19135.24	16/03/2021	HOST PLUS	Superannuation Contributions	-1,675.79
DD19135.25	16/03/2021	HESTA SUPER FUND	Superannuation Contributions	-2,273.88
DD19135.26	16/03/2021	REST SUPERANNUATION	Superannuation Contributions	-1,369.00
DD19164.1	30/03/2021	AWARE SUPERANNUATION	Payroll Deductions	-45,666.19
DD19164.2	30/03/2021	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-727.32
DD19164.3	30/03/2021	VIC SUPER	Superannuation Contributions	-230.17
DD19164.4	30/03/2021	MLC SUPER FUND	Superannuation Contributions	-664.37
DD19164.5	30/03/2021	COLONIAL FIRST STATE	Payroll Deductions	-738.98
DD19164.6	30/03/2021	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-628.09

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Chq/EFT	Date	Name	Description	Amount
DD19164.7	30/03/2021	ANZ SMART CHOICE SUPER	Payroll Deductions	-314.97
DD19164.8	30/03/2021	AMP SUPERLEADER	Superannuation Contributions	-169.70
DD19164.9	30/03/2021	DIY MASTER PLAN	Payroll Deductions	-454.35
DD19164.10	30/03/2021	NGS SUPER	Superannuation Contributions	-304.31
DD19164.11	30/03/2021	MLC SUPER FUND	Superannuation Contributions	-209.60
DD19164.12	30/03/2021	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-51.47
DD19164.13	30/03/2021	SUN SUPER	Superannuation Contributions	-94.30
DD19164.14	30/03/2021	AUSTRALIAN ETHICAL SUPER	Payroll Deductions	-697.38
DD19164.15	30/03/2021	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-217.43
DD19164.16	30/03/2021	BT SUPER FOR LIFE	Superannuation Contributions	-280.18
DD19164.17	30/03/2021	MLC WRAP SUPER	Superannuation Contributions	-38.50
DD19164.18	30/03/2021	LGIA SUPER	Superannuation Contributions	-476.12
DD19164.19	30/03/2021	FUTURE SUPER FUND	Superannuation Contributions	-279.92
DD19164.20	30/03/2021	PLUMMER SUPERANNUATION FUND	Payroll Deductions	-1,027.49
DD19164.21	30/03/2021	TWU SUPERANNUATION	Superannuation Contributions	-292.74
DD19164.22	30/03/2021	B & L SUPER FUND	Superannuation Contributions	-228.96
DD19164.23	30/03/2021	AUSTRALIAN/WESTSCHEME SUPER	Payroll Deductions	-5,598.20
DD19164.24	30/03/2021	HOST PLUS	Superannuation Contributions	-1,652.64
DD19164.25	30/03/2021	HESTA SUPER FUND	Superannuation Contributions	-1,871.34
DD19164.26	30/03/2021	REST SUPERANNUATION	Superannuation Contributions	-1,627.19

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31st March 2021

Chq/EFT	Date	Name	Description	Amount
	31/03/2021	PAYROLL CREDITORS	TOTAL FOR MONTH MARCH 2021	-1,303,883.78
			TOTAL MUNICIPAL & TRUST EFT PAYMENTS	-3,429,442.70

Chq/EFT	Date	Description	Amount
		TOTAL TRUST CHEQUE PAYMENTS	

