

# ATTACHMENTS ORDINARY COUNCIL AGENDA 21 DECEMBER 2021

## Attachment No. 1

Ordinary Council Minutes of 23 November 2021

## Attachment No. 2

- A. EMRC Ordinary Meeting of Council – Abridged Minutes
- B. Delegates Report 25 November 2021

## Attachment No. 3

- 3A *Cats Local Law 2021*
- 3B *Proposed Cats Amendment Local Law 2022*

## Attachment No. 4

- 4A Road Closure Sketch Plan
- 4B Submission

## Attachment No. 5

Arboricultural Report

## Attachment No. 6

- 6A Local Planning Policy No. 15 – Percent for Public Art
- 6B Council Policy 4.3 – Public Art Policy
- 6C Draft amended Local Planning Policy No. 15 – Public Art

## Attachment No. 7

Evaluation Letter - Prepare, Produce, Provide

## Attachment No. 8

Draft Execution of Documents Policy

## Attachment No. 9

Attendance at Events Policy

## Attachment No. 10

Councillor Training and Professional Development Policy

## Attachment No. 11

Draft Legal Representation Policy for Elected Members and Employees

## Attachment No. 12

- 11A Town of Bassendean Annual Report 2020/2021
- 11B Independent Auditor's Report
- 11C 2020/21 Audited Annual Financial Statements (signed)

## Attachment No. 13

Minutes of the Audit and Governance Committee meeting held on 8 December 2021

## Attachment No. 14

Monthly Financial Activity Statement – November 2021

## Attachment No. 15

List of Payments – November 2021

## Attachment No. 16

- 12A Current Hyde Retirement Village Policy
- 12B Draft Hyde Retirement Village Policy

## Confidential Attachments

- 1. ICT Strategic Plan 2020 to 2025 – Annual Review
- 2. Draft amended Land Asset Strategy
- 3A Internal Audit Schedule 2021 – 2023
- 3B Audit Risk Register
- 3C Audit Closing Report, RSM Australia
- 3D Findings Identified During the Final Audit (Management Letter)
- 4A Connect Victoria Park Proposal
- 4B Independent Legal Advice

# **ATTACHMENT NO. 1**

# TOWN OF BASSENDEAN

## MINUTES

### ORDINARY COUNCIL MEETING

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

ON TUESDAY 23 NOVEMBER 2021 AT 6.04PM

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**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 Kathryn Hamilton, Mayor  
Cr Renee McLennan, Deputy Mayor  
Cr Hilary MacWilliam  
Cr Emily Wilding  
Cr Paul Poliwka  
Cr Tallan Ames

**Apologies**

Cr Carter – Leave of Absence

### Officers

Ms Peta Mabbs, Chief Executive Officer  
Mr Paul White, Director Corporate Services  
Mr Luke Gibson, Director Community Planning  
Mr Phil Adams, Exec Manager Infrastructure  
Ms Nicole Davey, Exec Manager Sustainability & Environment  
Ms Donna Shaw, Manager Development & Place  
Ms Elizabeth Kania, Manager Governance & Strategy  
Mrs Amy Holmes, Minute Secretary

### Public

Approximately 20 members of the public were in attendance.

### Leave of Absence

#### Council Resolution – Item 3.0 OCM2 – 1/11/21

MOVED Cr Wilding, Seconded Cr McLennan, that Cr Hamilton be granted a leave of absence for 26 – 30 November 2021.

CARRIED UNANIMOUSLY 6/0

## **4.0 DECLARATIONS OF INTEREST**

Cr Poliwka declared a Proximity Interest and Financial Interest for Item 12.2 as he owns land within the floodplain. Cr Poliwka has been given a Ministerial exemption under s.5.69(3) of the Local Governance Act 1995 and is able to participate in this item.

Cr Ames declared an Impartiality Interest for Item 12.4 as he has a long term association with the Swan Districts Football Club.

Cr Hamilton declared a Speculative Interest for Item 12.3. Cr Hamilton has chosen to leave the meeting when this item is considered.

## **5.0 PRESENTATIONS OR DEPUTATIONS**

Ms Shelley Roberts addressed the Council on Item 12.9.

Mr Craig Lucanus addressed the Council on Item 12.2.

**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**

Mr Terry Blanchard, 5 Devon Road, Bassendean

*What is the designated road hierarchy of Railway Parade from Lord Street to the railway station?*

The Executive Manager Infrastructure advised that Railway Parade is designated as a local distributor road.

*What are the traffic speeds in Railway Parade?*

The two locations looked at ranged from 61.2km/h to 56.5km/h.

Mr Don Yates, 10 Thompson Road, Bassendean

*What is the Town doing to address the housing crisis?*

The Mayor commented that this question has been posed multiple times and there have been numerous responses to this question in the past. The Town is progressing the Local Planning Strategy and Town Centre Masterplan. There is progress in this area and we are making headway but there is still a significant amount of work to be done.

Mr Terry Blanchard, 5 Devon Road, Bassendean

*Does the recorded audio form part of the official record of this meeting?*

The Chief Executive Officer responded, yes, along with the Minutes of the meeting.

*As CEO, would you expect the community of Bassendean and the wider community coming into Bassendean to abide by the resolutions, laws and local laws adopted by the Council?*

The Chief Executive Officer responded, if they are lawful.

*There has been no reference until this meeting agenda about people complaining about parking around Bassendean Oval. Can you explain why no reference has been made to these complaints by residents until tonight?*

The Director Community Planning advised that a question was asked by a Councillor during last Tuesday's Briefing Session which is why the additional information has been added to the report.

**Council Resolution – Item 7.0**  
**OCM2 – 2/11/21**

MOVED Cr Ames, Seconded Cr Poliwka, that public question time be extended.

CARRIED UNANIMOUSLY 6/0

Mr Terry Blanchard, 5 Devon Road, Bassendean

*Have any other changes been made between last week's Briefing Session and tonight's Agenda?*

The Director Community Planning advised that this is the only change to this item.

*Are you aware that Item 12.5 has no resolutions relating to the Guildford Road/North Road traffic speeds, the problems with West Road parking bays near the Bassendean Primary School, extra parking bays, and the use of traffic management devices such as chicanes with the planting of trees? These resolutions were requested by Council on 22 June 2021.*

The Mayor commented that this item was deferred with a request that staff investigate these items and provide additional information, it was not a resolution of Council. There are some items, such as signage in West Road where the formatting is mandated by State Government department.

*Are the changes to the parking conditions outlined in Item 12.5 for the benefit of the football public, the benefit of the residents or the benefit of the Town of Bassendean administration?*

The Director Community Planning commented that the environment is shared by patrons of the football ground, the residents, plus visitors to the area and is regulated by the Town. It is a balanced approach to a reasonably difficult issue.

*How does implementing a 24 hour, 12 month of the year parking restriction benefit the residents?*

The Mayor requested Mr Blanchard return to this seat, so the meeting may proceed.

**8.0 PETITIONS**

Nil

**9.0 CONFIRMATION OF MINUTES**

**9.1 Ordinary Council Meeting held on 2 November 2021**

**Council Resolution/Officer Recommendation – Item 9.1(a)**  
**OCM2 – 3/11/21**

MOVED Cr McLennan, Seconded Cr Wilding, that the minutes of the Ordinary Council Meeting held on 2 November 2021, be received.

CARRIED UNANIMOUSLY 6/0

**Council Resolution/Officer Recommendation – Item 9.1(b)**  
**OCM2 – 4/11/21**

MOVED Cr MacWilliam, Seconded Cr McLennan, that the minutes of the Ordinary Council Meeting held on 2 November 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**

<b>Item No. 11.1</b>	<b>Receipt of External Committee and Organisation Minutes</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>File Ref/ROC</b>	INFM/INTPROP/1
<b>Previous Council Reports (if applicable)</b>	Not applicable
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <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</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 2</b>	EMRC Special Meeting of Council – 4 November 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** **OCM2 – 5/11/21**

MOVED Cr MacWilliam, Seconded Cr McLennan, that Council notes the attached documents 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 items 12.4, 12.9 & 12.15 be removed from the en-bloc table and considered separately.

#### **Council Resolution/Officer Recommendation – Item 12.1** **OCM2 – 6/11/21**

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

<b>Item</b>	<b>Report</b>
12.7	Street Tree Removal Request
12.11	Adoption of Quarterly Report period ending 30 September 2021
12.12	Accounts Paid – September and October 2021
12.14	Use of Common Seal

**CARRIED UNANIMOUSLY 6/0**

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

<b>Item</b>	<b>Report</b>
12.2	Local Planning Policy No. 4 – Floodplain Management and Development
12.3	Social Housing Economic Recovery Package
12.4	Town Centre Masterplan
12.5	Review of Various Parking Restrictions – Bassendean Oval
12.6	Nomination of Local Government Members for the Metro Inner North Joint Development Assessment Panel
12.8	Draft Traffic Management Treatment Policy and Guidelines
12.9	Traffic Management Request for Railway Parade
12.10	Draft Town of Bassendean Corporate Business Plan 2021-2025
12.13	Monthly Financial Report – September and October 2021
12.15	Calendar for December 2021
16.1	2021/2022 Budget Amendment – RAC Reconnect WA Initiative Grant Application
16.2	Appointment of Members to the Audit and Governance Committee – 2021 to 2023

<b>Item No. 12.2</b>	<b>Local Planning Policy No. 4 – Floodplain Management and Development</b>
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>Ref</b>	LUAP/POLCY/4
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<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 & 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 permit, applications for other permits/licences (e.g. 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.
<b>Attachment No. 3</b>	A. Existing Local Planning Policy No. 4 – Floodplain Management and Development B. Draft amended Local Planning Policy No. 4 - Floodplain Management and Development (as advertised) C. Schedule of Submissions D. Draft State Planning Policy 2.9 – Planning for Water E. Draft State Planning Policy 2.9 – Planning for Water Guidelines

*Cr Poliwka declared a Proximity and Financial Interest for this Item as he owns land within the floodplain. Cr Poliwka has been given Ministerial approval, dated 19 November 2021, to participate in this item.*

## Purpose

The purpose of this report was for Council to consider revoking Local Planning Policy No. 4 – Floodplain Management and Development (LPP 4) for the reasons outlined in this report.

## Officer Recommendation – Item 12.2

MOVED Cr Wilding, Seconded Cr MacWilliam, that Council:

1. Pursuant to Clause 4(3)(b)(iii) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, not proceed with draft amended Local Planning Policy No. 4 – Floodplain Management and Development.; and
2. Pursuant to Clause 6(b) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, revokes existing Local Planning Policy No. 4 – Floodplain Management and Development.

*Cr Poliwka moved an amendment, to include an additional point.*

**Council Resolution– Item 12.2(a)**

**OCM2 – 7/11/21**

MOVED Cr Poliwka, Seconded Cr McLennan, that Council requests the CEO prepare an Information Sheet in respect to subdivision and development within flood affected areas, to be made publicly available on the Town’s website.

**CARRIED UNANIMOUSLY 6/0**

**Council Resolution/Officer Recommendation as Amended – Item 12.2(b)**

**OCM2 – 8/11/21**

MOVED Cr Wilding, Seconded Cr MacWilliam, that Council:

1. Pursuant to Clause 4(3)(b)(iii) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, not proceed with draft amended Local Planning Policy No. 4 – Floodplain Management and Development;
2. Pursuant to Clause 6(b) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, revokes existing Local Planning Policy No. 4 – Floodplain Management and Development; and
3. **Requests the CEO prepare an Information Sheet in respect to subdivision and development within flood affected areas, to be made publicly available on the Town’s website.**

**CARRIED BY AN ABSOLUTE MAJORITY 5/1**

*Crs Hamilton, McLennan, MacWilliam, Wilding & Ames voted in favour of the motion. Cr Poliwka voted against the motion.*

<b>Item No. 12.3</b>	<b>Social Housing Economic Recovery Package</b>
<b>Property Address</b>	122 (Lot 110) Hamilton Street, Bassendean
<b>Landowner/Applicant</b>	Town of Bassendean
<b>File Ref</b>	
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<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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<b>Attachment</b>	Nil.

*Cr Hamilton declared a Speculative Interest and left the meeting at 7.10pm. Cr McLennan took the Chair.*

## Purpose

The purpose of this report was for Council to consider the development of 122 (Lot 110) Hamilton Street, Bassendean for the purposes of social housing.

## Officer Recommendation – Item 12.3

That Council:

1. Revokes its resolution from the Ordinary Council Meeting of 22 June 2021, which reads:
 

*“That Council defers consideration of this item and requests that the CEO prepares a confidential report on the range of options for disposal, including consideration of valuations and the merits of the options, including:*

  - a) disposal of the amalgamated block; and*
  - b) disposal of the two blocks as currently defined.”*
2. Notes that the Town will lodge an application for a Social Housing Economic Recovery Package grant from the Department of Communities;
3. In the event that the Town is successful in obtaining a grant, authorises the Chief Executive Officer to take the necessary steps to create a new 1,843m<sup>2</sup> lot, located at 122 Hamilton Street, Bassendean; and

4. In the event that the Town is unsuccessful in obtaining a grant, requests that the CEO prepares a confidential report on the range of options for disposal of the site, including consideration of valuations and the merits of the options.

*Cr Wilding moved an Alternative Motion.*

**Council Resolution – Item 12.3**

**OCM2 – 9/11/21**

MOVED Cr Wilding, Seconded Cr Poliwka, that Council:

1. Does not lodge an application for a Social Housing Economic Recovery Package grant from the Department of Communities for the Town owned property at 110 (Lot 122) Hamilton Street, Bassendean; and
2. Requests the CEO explore other opportunities for the future incorporation of social housing into developments within the Town Centre on sites under government control, including 35 Old Perth Road and the Wilson Street Carpark.

**CARRIED UNANIMOUSLY 5/0**

*Reason: The lack of certainty in the details for the proposal. The movement away from the plans of the Hamilton Street lot recognising there is an outstanding Council resolution. Concerns about the suitability of site for social housing given the distance from town centre amenities.*

*Cr Hamilton returned to the meeting at 7.12pm.*

<b>Item No. 12.4</b>	<b>Town Centre Masterplan</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref</b>	COMDEV/POLCY/1
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<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.
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<b>Attachment No. 4</b>	A. Community Survey Engagement Report B. Draft Town Centre Masterplan

### Purpose

The purpose of this report was for Council to consider adopting the draft Masterplan for the Bassendean Town Centre.

*Cr McLennan moved the officer recommendation with an amendment to point 3.*

### **Officer Recommendation with Amendment – Item 12.4**

MOVED Cr McLennan, Seconded Cr Poliwka, that Council:

1. Adopts the draft Town Centre Masterplan for the Bassendean Town Centre;
2. Notes that the Town will advocate to the State Government and development industry for its involvement in the redevelopment of key Crown and Town-owned sites, in accordance with the Masterplan; and
3. Advises that, notwithstanding the existing zonings, codings and development standards prescribed by Local Planning Scheme No. 10, it is prepared to consider any application for development approval for land within the town centre precinct, on its individual merits, having regard to the adopted Town Centre Masterplan and the desired built form of the precinct, **and any comments and/or recommendations provided by the Town's Design Review Panel.**

*Cr Ames moved a further amendment to include an additional point.*

**Amendment**

MOVED Cr Ames, Seconded Cr Poliwka, that Council considers the opportunity for selected mixed-use development at parcel seven as outlined in the Town Centre Master Plan.

LOST 2/4

*Crs Ames & Poliwka voted in favour of the motion. Crs Hamilton, McLennan, MacWilliam & Wilding voted against the motion.*

**Council Resolution/Officer Recommendation as Amended – Item 12.4**  
**OCM2 – 10/11/21**

MOVED Cr McLennan, Seconded Cr Poliwka, that Council:

1. Adopts the draft Town Centre Masterplan for the Bassendean Town Centre;
2. Notes that the Town will advocate to the State Government and development industry for its involvement in the redevelopment of key Crown and Town-owned sites, in accordance with the Masterplan; and
3. Advises that, notwithstanding the existing zonings, codings and development standards prescribed by Local Planning Scheme No. 10, it is prepared to consider any application for development approval for land within the town centre precinct, on its individual merits, having regard to the adopted Town Centre Masterplan and the desired built form of the precinct, **and any comments and/or recommendations provided by the Town's Design Review Panel.**

CARRIED UNANIMOUSLY 6/0

<b>Item No. 12.5</b>	<b>Review of Various Parking Restrictions – Bassendean Oval</b>
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>Ref</b>	LAWE/REPRNG/3
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<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.
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<input type="checkbox"/> Information	For the Council/Committee to note.
<b>Attachment No. 5</b>	A. Schedule of Submissions B. Map of Bassendean Oval and surrounds C. Proposed car parking restrictions

## Purpose

The purpose of this report was for Council to consider modifying existing football related parking restrictions in the vicinity of Bassendean Oval and to consider motions passed at the Special Electors' Meeting of 31 August 2021.

## Officer Recommendation – Item 12.5

That Council pursuant to Clause 1.9 of the *Parking Local Law 2019*, makes the following modifications to parking restrictions:

1. Removing the existing 'No Parking – 8am to 6pm, Saturday, March to August' restrictions and replacing them with 'No Stopping' yellow edge lines at the following locations:
  - Briggs Street (east side);
  - Brook Street (south side);
  - Calnon Street (east side);
  - Lamb Street (south side - 4 Thompson Street to 11a Lamb Street);
  - Lamb Street (east side - 13 to 21 Lamb Street);
  - Lamb Street (west side - opposite 11 and 11a Lamb Street);
  - North Road (west side - 309 Guildford Road to 26 North Road);
  - Prowse Street (south side);
  - Railway Parade (north side - 28 to 40 Railway Parade);
  - Rosetta Street (east side);



- Thompson Road (east side); and
  - West Road (east side - Old Perth Road to Devon Road).
2. Installing 'No Stopping' yellow edge lines:
- from 1 North Road to 19 North Road, Bassendean;
  - in the cul-de-sac (including the entrance and exit of) at Lamb Street (northern end near 21 and 21b Lamb Street);
  - in the cul-de-sac (including the entrance and exit of) at Lamb Street (southern end near 11 Lamb Street); and
  - in the cul-de-sac (including the entrance and exit of) at Rosetta Street.
3. Amending the existing signed restrictions on Devon Road (north) as follows:

Changing from	Changing to
No Parking – 8am to 6pm, Saturday, March to August	No Parking – Saturdays and Sundays

*Cr Hamilton moved an amendment, that Point 3 be deleted.*

**Council Resolution – Item 12.5(a)**  
**OCM2 – 11/11/21**

MOVED Cr Hamilton, Seconded Cr MacWilliam, that Point 3 of the officer recommendation be deleted, so as not to amend the existing signed restrictions on Devon Road (north).

CARRIED UNANIMOUSLY 6/0

*Cr Wilding moved an amendment, to include an additional point.*

**Council Resolution/Amendment – Item 12.5(b)**  
**OCM2 – 12/11/21**

MOVED Cr Wilding, Seconded Cr McLennan, that Council request that within three months, the Chief Executive Officer prepare a report Council to enable it to designate at least one car parking bay within the Bassendean Oval parking area (in the north-eastern corner of the Reserve) as a bay for the specific use by parents with prams and/or pregnant people, pursuant to the Town's Parking Local Law.

CARRIED UNANIMOUSLY 6/0

**Council Resolution/Officer Recommendation as Amended – Item 12.5(c)**  
**OCM2 – 13/11/21**

MOVED Cr Hamilton, Seconded Cr MacWilliam, that Council pursuant to Clause 1.9 of the *Parking Local Law 2019*, makes the following modifications to parking restrictions:

1. Removing the existing 'No Parking – 8am to 6pm, Saturday, March to August' restrictions and replacing them with 'No Stopping' yellow edge lines at the following locations:
  - Briggs Street (east side);
  - Brook Street (south side);
  - Calnon Street (east side);
  - Lamb Street (south side - 4 Thompson Street to 11a Lamb Street);
  - Lamb Street (east side - 13 to 21 Lamb Street);
  - Lamb Street (west side - opposite 11 and 11a Lamb Street);
  - North Road (west side - 309 Guildford Road to 26 North Road);
  - Prowse Street (south side);
  - Railway Parade (north side - 28 to 40 Railway Parade);
  - Rosetta Street (east side);
  - Thompson Road (east side); and
  - West Road (east side - Old Perth Road to Devon Road).
  
2. Installing 'No Stopping' yellow edge lines:
  - from 1 North Road to 19 North Road, Bassendean;
  - in the cul-de-sac (including the entrance and exit of) at Lamb Street (northern end near 21 and 21b Lamb Street);
  - in the cul-de-sac (including the entrance and exit of) at Lamb Street (southern end near 11 Lamb Street); and
  - in the cul-de-sac (including the entrance and exit of) at Rosetta Street.
  
3. **Requests that within three months, the Chief Executive Officer prepare a report for Council to enable it to designate at least one car parking bay within the Bassendean Oval parking area (in the north-eastern corner of the Reserve) as a bay for the specific use by parents with prams and/or pregnant people, pursuant to the Town's Parking Local Law.**

CARRIED BY AN ABSOLUTE MAJORITY 6/0

<b>Item No. 12.6</b>	<b>Nomination of Local Government Members for the Metro Inner North Joint Development Assessment Panel</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref</b>	DABC/LIAIS/1
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<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.
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<b>Attachment</b>	Nil.

## Purpose

The purpose of this report was for Council to nominate the two members and two alternate members to sit on the Metro Inner North Joint Development Assessment Panel (JDAP).

## **Council Resolution/Officer Recommendation – Item 12.6** **OCM2 – 14/11/21**

MOVED Cr Wilding, Seconded Cr Ames, that Council endorses Councillors McLennan and Wilding as local members and Councillors Ames and MacWilliam as deputy local members, to sit on the Metro Inner North Joint Development Assessment Panel, for a term expiring on 26 January 2024.

CARRIED UNANIMOUSLY 6/0

<b>Item No. 12.7</b>	<b>Street Tree Removal Request</b>
<b>Property Addresses</b>	1 Bassendean Parade, Bassendean 8 Woolcock Court, Ashfield
<b>Landowner</b>	Town of Bassendean
<b>Ref</b>	
<b>Directorate</b>	Infrastructure
<b>Authority/Discretion</b>	<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 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 checked="" 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 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.
<b>Attachment No. 6</b>	Street Trees Policy

## Purpose

The purpose of this report was for Council to consider the removal of street trees located in the verges of 1 Bassendean Parade, Bassendean and 8 Woolcock Court, Ashfield. The matters are presented to Council for determination due to them involving a departure from Council Policy 1.8 – Street Trees.

### **Council Resolution/Officer Recommendation – Item 12.7** **OCM2 – 15/11/21**

MOVED Cr McLennan, Seconded Cr Ames, that Council:

1. Endorse the removal of street tree one and the monitoring of street tree two for possible future property damage adjacent to 1 Bassendean Parade, Bassendean; and
  2. Endorse the removal of the street tree adjacent to 8 Woolcock Court, Ashfield.
- CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-24/11/21 6/0**

### **Council Resolution/Officer Recommendation – Item 12.8(a)** **OCM2 – 16/11/21**

MOVED Cr McLennan, Seconded Cr Poliwka, that the meeting adjourn for a five minute break, the time being 8.25pm.

**CARRIED UNANIMOUSLY 6/0**

*The meeting reconvened at 8.30pm.*

<b>Item No. 12.8</b>	<b>Draft Traffic Management Treatment Policy and Guidelines</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	July 2021 (Resolution OCM-20/7/21)
<b>Directorate</b>	Infrastructure
<b>Authority/Discretion</b> <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.
<b>Attachment No. 7</b>	A. Traffic Management Treatment Policy and Guidelines B. Draft Traffic Management Treatment Policy and Guidelines

### Purpose

The purpose of this report was for Council to consider adopting draft amended Policy 1.2 - Traffic Management Treatment Policy & Guidelines.

*Cr McLennan moved the officer recommendation with an amendment.*

### **Council Resolution/Officer Recommendation as Amended – Item 12.8** **OCM2 – 17/11/21**

MOVED Cr McLennan, Seconded Cr Wilding, that Council:

1. Revoke its current Traffic Management Treatment Policy and Guidelines;
2. Adopts the draft Traffic Management Treatment Policy and Guidelines as attached to this report; and
3. **Requests the draft policy be amended to reflect Council's desire for consideration to be given to the planting of trees in median strips/islands, roundabouts, chicanes or along the edge of the road, in the development of any traffic calming solutions.**

CARRIED BY AN ABSOLUTE MAJORITY 6/0

<b>Item No. 12.9</b>	<b>Traffic Management Request for Railway Parade</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	ROAD/STMNGT/1
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Infrastructure
<b>Authority/Discretion</b>	<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 type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input checked="" type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
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<b>Attachment No. 8</b>	A. Traffic Management Treatment Policy & Guidelines B. Option 1 – Rubber Speed Cushions C. Option 2 - Asphalt Speed Plateau D. Blister Islands

## Purpose

The purpose of this report was for Council to consider traffic management options for Railway Parade between Lord Street and First Avenue.

## Officer Recommendation – Item 12.9

That Council:

1. Endorses the installation of two interactive solar powered speed interactive signs at the locations indicated on the attachment to this report; and
2. Considers funding as part of the mid-year budget review process.

*Cr McLennan moved an Alternative Motion.*

## **MOTION**

MOVED Cr McLennan, Seconded Cr Wilding, that Council:

1. Requests the CEO make a submission to Main Roads WA requesting the installation of “Remember 50 in Built Up Areas” signs in appropriate locations along Railway Parade; and
2. Requests the CEO assess the traffic conditions on Railway Parade again in 12 month's time.

*Cr Ames moved an amendment to Cr McLennan's motion, that a Point 3 be added.*

**MOTION**

MOVED Cr Ames, Seconded Cr Poliwka, that Council endorse the installation of a number of rubber speed cushions at the locations indicated on the attachment.

LOST 2/4

*Crs Ames & Poliwka voted in favour of the motion. Crs Hamilton, McLennan, MacWilliam & Wilding voted against the motion.*

**Council Resolution/Alternative Motion - Item 12.9**  
**OCM2 – 18/11/21**

MOVED Cr McLennan, Seconded Cr Wilding, that Council:

1. Requests the CEO make a submissions to Main Roads WA requesting the installation of "Remember 50 in Built Up Areas" signs in appropriate locations along Railway Parade;
2. Requests the CEO assess the traffic conditions on Railway Parade again in 12 month's time.

CARRIED UNANIMOUSLY 6/0

*Reason: Under Council's Policy "Traffic Management Treatment Policy and Guidelines", Railway Parade scored a total of 30 points, just putting it in Category 3 (30-50 points) and therefore not warranting capital infrastructure investment at present. The primary issue identified on Railway Parade is hooning, which will not be addressed, and may instead be encouraged, by the proposed interactive signage. Therefore, Council considered that submitting a request to MRWA for signage to be an appropriate initial step with a commitment to continue to monitor the situation.*

<b>Item No. 12.10</b>	<b>Draft Town of Bassendean Corporate Business Plan 2021-2025</b>
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>Ref</b>	GOVN/CCLMEET/1
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b>	<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.
<b>Attachment No. 9</b>	Corporate Business Plan 2021-2025

### Purpose

The purpose of this report was for Council to consider the Town of Bassendean's draft Corporate Business Plan 2021 - 2025.

*Cr Hamilton moved the officer recommendation with amendment to the attachment.*

### **Council Resolution/Officer Recommendation as Amended – Item 12.10** **OCM2 – 19/11/21**

MOVED Cr Hamilton, Seconded Cr Wilding, that Council adopts the Town of Bassendean *Corporate Business Plan 2021-2025* as attached to this report **with an amendment to Item 1.5 of the attachment - Creation of BIC Reserve Concept Plan, consideration of implementation in the 2022/2023 financial year.**

CARRIED BY AN ABSOLUTE MAJORITY 6/0

<b>Item No. 12.11</b>	<b>Adoption of Quarterly Report period ending 30 September 2021</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <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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<b>Attachment No. 10</b>	Quarterly Report – period ending 30 June 2021, including Outstanding Council Resolutions recommended for deletion.

### Purpose

The purpose of this report was for Council to receive the Quarterly Report for the period ending 30 September 2021.

### **Council Resolution/Officer Recommendation – Item 12.11** **OCM2 – 20/11/21**

MOVED Cr McLennan, Seconded Cr Ames, that Council:

1. Receives the Quarterly Report for the quarter ended 30 September 2021; and
2. Deletes the Outstanding Council Resolutions attached to the Quarterly Report that are marked for deletion.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-24/11/21 6/0**

<b>Item No. 12.12</b>	<b>Accounts Paid – September and October 2021</b>
<b>File Ref/ROC</b>	FINM/CREDTS/4
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <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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<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 (e.g. under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 11</b>	List of Payments - September 2021 and October 2021

## Purpose

The purpose of this report was for Council to receive the list of payments for September 2021 and October 2021.

## **Council Resolution/Officer Recommendation – Item 12.12** **OCM2 – 21/11/21**

MOVED Cr McLennan, Seconded Cr Ames, that Council receive the List of Payments for September 2021 and October 2021.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-24/11/21 6/0**

<b>Item No. 12.13</b>	<b>Monthly Financial Report – September and October 2021</b>
<b>File Ref/ROC</b>	FINM/AUD/1
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <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.
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<b>Attachment No. 12</b>	Monthly Financial Report, containing the Statement of Financial Activity, for September and October 2021

## Purpose

The purpose of this report was for Council to receive the monthly financial reports for September and October 2021.

### **Council Resolution/Officer Recommendation – Item 12.13**

#### **OCM2 – 22/11/21**

MOVED Cr MacWilliam, Seconded Cr Ames, that Council:

1. Receive the monthly financial report for September and October 2021; and
2. Adopts the Budget Amendments as identified in the table below:

GL Account Code	Description	Current Budget \$	Amended Budget \$	Budget Movement \$
<b>CARRY FORWARD ADJUSTMENTS - CAPITAL ONLY</b>				
AP2110	Palmerston Reserve & Padbury Way Reserve Upgrades	42,000	66,682	24,682
AP2108	Mary Crescent Our Parks Our Place	12,000	58,789	46,789
AF2105	PODS for Ranger Vehicles	-	40,230	40,230
AD2101	Drainage re-lining Hamilton St to House 77	-	61,300	61,300
AD2103	Drainage North Road Relining From House no 50 to Harcourt St	-	75,000	75,000
AE2102	Information Systems Review	-	80,000	80,000
AT2104	Bassendean Principal Green Trail	6,000	32,210	26,210
	Sub-total - Carry Forward adjustments	60,000	414,211	354,211
<b>BUDGET RE-ALIGNMENTS</b>				
New	Ashfield Flats Master Planning	-	11,560	11,560
11320150	Reserves - Grant Income	-	(11,560)	(11,560)
11815110	Commemorative Services	50,000	-	(50,000)
11213890	Subscriptions & Memberships	5,000	9,000	4,000
New	Plants to Residents	-	11,000	11,000
12115170	Living Stream	-	32,650	32,650
11320150	Reserves - Grant Income	-	(30,650)	(30,650)
11313890	Sandy Beach Reserve Design Costs	-	30,650	30,650
New	Point Reserve Concept Plan	-	32,000	32,000
11320150	Reserves - Grant Income	-	(32,000)	(32,000)
17515260	Strategic River Assessment	-	11,500	11,500
17515160	Environment Emissions Reduction	31,458	18,358	(13,100)
17515080	Water Campaign	-	3,950	3,950
	Sub-total - Budget Re-alignments	86,458	86,458	\$ -
	<b>NET CHANGE IN AMENDMENTS TO SURPLUS</b>	<b>\$146,458</b>	<b>\$500,669</b>	<b>\$354,211</b>

**CARRIED BY AN ABSOLUTE MAJORITY 6/0**

<b>Item No. 12.14</b>	<b>Use of Common Seal</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>File Ref/ROC</b>	INFM/INTPROP/1
<b>Previous Council Reports (if applicable)</b>	Not applicable
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <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.
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<b>Attachment</b>	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 12.14** **OCM2 – 23/11/21**

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

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-24/11/21 6/0**

<b>Item No. 12.15</b>	<b>Calendar for December 2021</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>File Ref/ROC</b>	INFM/INTPROP/1
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <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.
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<b>Attachment</b>	Nil

### Purpose

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

*The Chief Executive Officer advised that the meeting of the Perth Airport Municipalities Group has been postponed at this stage.*

### **Council Resolution/Officer Recommendation – Item 12.15** **OCM2 – 24/11/21**

MOVED Cr McLennan, Seconded Cr Wilding, that Council adopt the calendar for December 2021.

**CARRIED UNANIMOUSLY 6/0**

### **13.0            MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**15.0 URGENT BUSINESS**

Nil

**16.0 CONFIDENTIAL BUSINESS**

**Council Resolution – Item 16.0(a)**  
**OCM2 – 25/11/21**

MOVED Cr MacWilliam, Seconded Cr Wilding, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 9.29pm.

CARRIED UNANIMOUSLY 6/0

<b>Item No. 16.1</b>	<b>2021/2022 Budget Amendment – RAC Reconnect WA Initiative Grant Application</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	GRSU/PROGM/26
<b>Directorate</b>	Chief Executive / Community Planning / Corporate Services / Infrastructure / Environment and Sustainability (delete four)
<b>Authority/Discretion</b>	<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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<input type="checkbox"/> Information	For the Council/Committee to note.
<b>Attachment</b>	Nil.

**Council Resolution/Officer Recommendation – Item 16.1**

**OCM2 – 26/11/21**

MOVED Cr McLennan, Seconded Cr MacWilliam, that Council adopts the Budget Amendments as identified in the Confidential Minutes attached.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

<b>Item No. 16.2</b>	<b>Appointment of Members to the Audit and Governance Committee – 2021 to 2023</b>
<b>Property Address (if applicable)</b>	
<b>Landowner/Applicant (if applicable)</b>	
<b>Ref</b>	GOVN/CCLMEET/18
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b>	<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.
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<input type="checkbox"/> Information	For the Council/Committee to note.
<b>Confidential Attachment No.</b>	Two Nominations

*This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.*

**Council Resolution/Officer Recommendation – Item 16.2**  
**OCM2 – 27/11/21**

MOVED Cr McLennan, Seconded Cr MacWilliam, that Council:

1. Appoints the following community members to the Audit and Governance Committee for a two year period, expiring on the next ordinary Local Government Election Day, unless otherwise indicated:
  - Mr Kim Stewart – 4 Regent Drive, Alexander Heights;
  - Mr Patrick Eijkenboom – 25A Iolanthe Street, Bassendean; and
2. Endorses the engagement of Mr Ron Back as an advisor to the Audit and Governance Committee for a two year period, expiring on the next ordinary Local Government Election Day, unless otherwise indicated.

**CARRIED BY AN ABSOLUTE MAJORITY 6/0**

**Council Resolution – Item 16.0(b)**  
**OCM2 – 28/11/21**

MOVED Cr Wilding, Seconded Cr Ames, that the meeting come from behind closed doors, the time being 9.55pm.

**CARRIED UNANIMOUSLY 6/0**

**17.0 CLOSURE**

The next Briefing Session will be held on Tuesday 14 December 2021, commencing at 6pm. The next Ordinary Council Meeting will be held on Tuesday 21 December 2021, commencing at 6pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 9.55pm.



# **ATTACHMENT NO. 2**

# ABRIDGED MINUTES

D2021/24470

**Ordinary Meeting of Council**

25 November 2021

The Full Minutes of this meeting are available on the EMRC's website:  
<http://www.emrc.org/council/council-and-committees/council-minutes.aspx>



## Ordinary Meeting of Council Abridged Minutes

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

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6:00pm.

### 1.1 ACKNOWLEDGEMENT OF COUNTRY

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

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

### Councillor Attendance

Cr Mel Congerton	Chairman	City of Swan
Cr Dylan O'Connor	Deputy Chairman	City of Kalamunda
Cr Kathryn Hamilton <i>(arrived 6.02pm)</i>	EMRC Member	Town of Bassendean
Cr Hilary MacWilliam	EMRC Member	Town of Bassendean
Cr Steven Ostaszewskyj	EMRC Member	City of Bayswater
Cr Giorgia Johnson <i>(deputising for Cr Sutherland)</i>	EMRC Deputy Member	City of Bayswater
Cr Margaret Thomas	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Charlie Zannino	EMRC Member	City of Swan

### Apologies

Cr Michelle Sutherland	EMRC Member	City of Bayswater
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### EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr Brad Lacey	Chief Operating Officer
Mr Douglas Bruce	Chief Project Officer
Mrs Wendy Harris	Chief Sustainability Officer
Mrs Lee Loughnan	Personal Assistant to Chief Financial Officer (Minutes)

**EMRC Observers**

Mr Stephen Fitzpatrick	Waste and Resources Recovery Specialist
Mr David Ameduri	Manager Financial Services
Mr David Schmidt	Manager Information Services
Ms Izabella Krzysko	Manager Procurement & Governance
Mr Richard Whitehead	Communications Co-ordinator
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer
Ms Kirti Dhurandhar	Urban Environment Officer

**Observers(s)**

Cr Janelle Sewell	EMRC Deputy Member	City of Kalamunda
Cr Jo Cicchini	EMRC Deputy Member	Shire of Mundaring

**Visitors(s)**

Dr Jitendra Joshi ( <i>departed 6.23pm</i> )	Chief Technologist, New Energy	Woodside Energy Ltd
Mr Lex Simons ( <i>departed 6.23pm</i> )	Carbon Capture & Utilisation Adviser	Woodside Energy Ltd

Cr Hamilton arrived at this point in the meeting at 6.02pm.

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

7.1 CR KATHRYN HAMILTON AND CR STEVEN OSTASZEWSKYJ – LEAVE OF ABSENCE

**COUNCIL RESOLUTION**

MOVED CR ZANNINO

SECONDED CR DAW

THAT COUNCIL APPROVE THE APPLICATIONS FOR LEAVE OF ABSENCE FOR CR KATHRYN HAMILTON FROM 26 TO 30 NOVEMBER 2021 INCLUSIVE AND CR STEVEN OSTASZEWSKYJ FROM 8 TO 10 DECEMBER 2021 INCLUSIVE.

**CARRIED UNANIMOUSLY**

**8 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

**8.1 WOODSIDE ENERGY LTD PRESENTATION**

A presentation was provided by Dr Jitendra Joshi, Chief Technologist, New Energy, Woodside Ltd.

**RECOMMENDATION (Closing Meeting to the Public)**

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

**COUNCIL RESOLUTION**

MOVED CR THOMAS

SECONDED CR ZANNINO

THAT WITH THE EXCEPTION OF THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER, CHIEF OPERATING OFFICER, CHIEF PROJECT OFFICER, CHIEF SUSTAINABILITY OFFICER, MANAGER FINANCIAL SERVICES, MANAGER INFORMATION SERVICES, MANAGER PROCUREMENT AND GOVERNANCE, COMMUNICATION CO-ORDINATOR, WASTE AND RESOURCE RECOVERY SPECIALIST, EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER, URBAN ENVIRONMENT 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.

**CARRIED UNANIMOUSLY**

The doors of the meeting were closed at 6.03pm.

The Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Chief Project Officer, Chief Sustainability Officer, Manager Financial Services, Manager Information Services, Manager Procurement and Governance, Communication Co-ordinator, Waste and Resource Recovery Specialist, Executive Assistant to the Chief Executive Officer, Urban Environment Officer and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

**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 THOMAS

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 re-opened at 6.24pm.





**14 REPORTS OF EMPLOYEES**

- 14.1 LIST OF ACCOUNTS PAID DURING THE MONTHS OF SEPTEMBER AND OCTOBER 2021 (D2021/22126)
- 14.2 FINANCIAL REPORT FOR PERIOD ENDED 30 SEPTEMBER 2021 (D2021/22120)
- 14.3 FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2021 (D2021/22512)
- 14.4 CLOSURE OF THE EMRC FACILITIES FOR THE UPCOMING CHRISTMAS / NEW YEAR 2021 – 2022 AND PUBLIC HOLIDAYS FOR 2022 (D2021/23181)
- 14.5 STANDING ORDERS LOCAL LAW REVIEW (2021/23182)
- 14.6 REVIEW OF COUNCIL POLICY 2.1 – COMMITTEES OF COUNCIL (D2021/23186)
- 14.7 SUSTAINABILITY TEAM PROGRAM 2022-2023 (D2021/23189)
- 14.8 EMRC ANNUAL REPORT 2020/2021 (D2021/23192)
- 14.9 DELEGATION OF AUTHORITY FOR THE CHIEF EXECUTIVE OFFICER (D2021/23194)
- 14.10 REQUEST FOR TENDER RFT 2021 – 008 – RED HILL WASTE MANAGEMENT FACILITY MECHANICAL WORKSHOP (D2021/23177)
- 14.11 JOURNEY TOWARDS NET ZERO (D2021/23196)
- 14.12 EMRC'S RECONCILIATION ACTION PLAN WORKING PARTY (D2021/23197)
- 14.13 THE EMRC DRAFT SUSTAINABILITY STRATEGY REPORT (D2021/23198)
- 14.14 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2021/21330)

**QUESTIONS**

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

**RECOMMENDATION(S)**

That with the exception of item 14.10, 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 THOMAS

SECONDED CR ZANNINO

THAT WITH THE EXCEPTION OF ITEM 14.10 WHICH IS TO BE WITHDRAWN AND DEALT WITH SEPARATELY, COUNCIL ADOPTS THE RECOMMENDATIONS IN THE REPORTS OF EMPLOYEES (SECTION 14).

**CARRIED UNANIMOUSLY**

**14.10 REQUEST FOR TENDER RFT 2021 – 008 – RED HILL WASTE MANAGEMENT FACILITY  
MECHANICAL WORKSHOP**

**D2021/23177**

**RECOMMENDATION(S)**

That:

1. Council awards Tender RFT2021-008 – Hazelmere Resource Recovery Park – Waste Transfer Station to Bistel Construction Pty Ltd for a contract term of six (6) months at a total cost of \$1,473,813.38 excluding GST.
2. The CEO be authorised on behalf of the EMRC to enter into a contract with Bistel Construction Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Bistel Construction Pty Ltd.
3. Council authorises a 10% contingency based on the tendered price schedule of \$147,381.34, for any contract variations that may arise for Tender RFT2021-006.
4. Council by absolute majority in accordance with s.6.8(1)(b) of the *Local Government Act 1995* authorises an \$846,383.72 increase in funds to allow for the completion the Tender RFT2021-008 within this financial year, to be funded from the municipal fund.
5. The attachment remains confidential and be certified by the Chairman and the CEO.

Due to an administrative error in the officer recommendation the location of the site (point 1) and the tender number (point 3) have been corrected in the amended recommendation as follows:

**AMENDED RECOMMENDATION(S)**

That:

1. Council awards Tender RFT2021-008 – *Red Hill Waste Management Facility Mechanical Workshop* to Bistel Construction Pty Ltd for a contract term of six (6) months at a total cost of \$1,473,813.38 excluding GST.
2. The CEO be authorised on behalf of the EMRC to enter into a contract with Bistel Construction Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Bistel Construction Pty Ltd.
3. Council authorises a 10% contingency based on the tendered price schedule of \$147,381.34, for any contract variations that may arise for Tender *RFT2021-008*.
4. Council by absolute majority in accordance with s.6.8(1)(b) of the *Local Government Act 1995* authorises an \$846,383.72 increase in funds to allow for the completion the Tender RFT2021-008 within this financial year, to be funded from the municipal fund.
5. The attachment remains confidential and be certified by the Chairman and the CEO.

**COUNCIL RESOLUTION(S)**

MOVED CR ZANNINO

SECONDED CR O'CONNOR

THAT:

1. COUNCIL AWARDS TENDER RFT2021-008 – RED HILL WASTE MANAGEMENT FACILITY MECHANICAL WORKSHOP TO BISTEL CONSTRUCTION PTY LTD FOR A CONTRACT TERM OF SIX (6) MONTHS AT A TOTAL COST OF \$1,473,813.38 EXCLUDING GST.
2. THE CEO BE AUTHORISED ON BEHALF OF THE EMRC TO ENTER INTO A CONTRACT WITH BISTEL CONSTRUCTION PTY LTD IN ACCORDANCE WITH THEIR SUBMITTED TENDER, SUBJECT TO ANY MINOR VARIATIONS THAT MAY BE AGREED ON BETWEEN THE CEO AND BISTEL CONSTRUCTION PTY LTD.
3. COUNCIL AUTHORISES A 10% CONTINGENCY BASED ON THE TENDERED PRICE SCHEDULE OF \$147,381.34, FOR ANY CONTRACT VARIATIONS THAT MAY ARISE FOR TENDER RFT2021-008.
4. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S.6.8(1)(B) OF THE *LOCAL GOVERNMENT ACT 1995* AUTHORISES AN \$846,383.72 INCREASE IN FUNDS TO ALLOW FOR THE COMPLETION THE TENDER RFT2021-008 WITHIN THIS FINANCIAL YEAR, TO BE FUNDED FROM THE MUNICIPAL FUND.
5. THE ATTACHMENT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND THE CEO.

**CARRIED UNANIMOUSLY**

**15 REPORTS OF COMMITTEES**

**15.1 LEGAL COMMITTEE MEETING HELD 29 SEPTEMBER 2021 (D2021/20427)**

The minutes of the Legal Committee meeting held on 29 September 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 Legal Committee.

**RECOMMENDATION(S)**

That Council notes the recommendation(s) in the Legal Committee report (Section 15.1).

**COUNCIL RESOLUTION(S)**

MOVED CR JEANS

SECONDED CR ZANNINO

THAT COUNCIL NOTES THE RECOMMENDATION(S) IN THE LEGAL COMMITTEE REPORT (SECTION 15.1).

**CARRIED UNANIMOUSLY**

**15.2 AUDIT COMMITTEE MEETING HELD 7 OCTOBER 2021 (D2021/20891)**

The minutes of the Audit Committee meeting held on 7 October 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.

**RECOMMENDATION(S)**

That with the exception of items ....., which are to be withdrawn and dealt with separately Council adopts the recommendation(s) in the Audit Committee report (Section 15.2).

**COUNCIL RESOLUTION(S)**

MOVED CR HAMILTON

SECONDED CR JEANS

THAT COUNCIL ADOPTS THE RECOMMENDATION(S) IN THE AUDIT COMMITTEE REPORT (SECTION 15.2).

**CARRIED UNANIMOUSLY**



19.1 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY (D2021/23143)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.2 HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE (D2021/23149)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.3 EAST ROCKINGHAM WASTE TO ENERGY PROJECT UPDATE (D2021/23135)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.4 DELEGATION OF AUTHORITY TO THE CHIEF EXECUTIVE OFFICER (D2021/23003)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.5 SUSTAINABILITY WASTE ALLIANCE (D2021/23795)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.6 ITEM 14.1 OF THE LEGAL COMMITTEE MINUTES – 29 SEPTEMBER 2021 – SEEKING INSTRUCTIONS REGARDING A LEGAL MATTER [CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 s.5.23(2)(d)] (D2021/20893)

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

See Confidential Item circulated with the Agenda under Separate Cover.

**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(S)**

MOVED CR HAMILTON                      SECONDED CR THOMAS

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 re-opened at 6.34pm.

Recording of the resolutions passed behind closed doors, namely:

19.1    PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY (D2021/23143)

**COUNCIL RESOLUTION(S)**

MOVED CR HAMILTON                      SECONDED CR ZANNINO

THAT:

1.    COUNCIL ADOPTS THE DRAFT BUSINESS PLAN FOR A MAJOR TRADING UNDERTAKING, FORMING THE ATTACHMENT TO THIS REPORT, FOLLOWING PUBLIC CONSULTATION ENDING 12 NOVEMBER 2021 IN ACCORDANCE WITH S.3.59 OF THE *LOCAL GOVERNMENT ACT 1995*.
2.    THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

19.2    HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE (D2021/23149)

**COUNCIL RESOLUTION(S)**

MOVED CR HAMILTON                      SECONDED CR ZANNINO

THAT COUNCIL NOTES THE CONTENTS OF THIS PROJECT UPDATE.

**CARRIED UNANIMOUSLY**

19.3    EAST ROCKINGHAM WASTE TO ENERGY PROJECT UPDATE (D2021/23135)

**COUNCIL RESOLUTION(S)**

MOVED CR JEANS                              SECONDED CR MACWILLIAM

THAT:

1.    THE REPORT BE RECEIVED.
2.    THE ATTACHMENT TO THIS REPORT REMAINS CONFIDENTIAL AND IS CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

19.4 DELEGATION OF AUTHORITY TO THE CHIEF EXECUTIVE OFFICER (D2021/23003)

**COUNCIL RESOLUTION(S)**

MOVED CR HAMILTON                      SECONDED CR ZANNINO

THAT:

1. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 5.42 OF THE *LOCAL GOVERNMENT ACT 1995*, DELEGATES AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AN AGREEMENT WITH THE PARTY IDENTIFIED WITHIN THE CONFIDENTIAL REPORT.
2. THE REPORT AND ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

19.5 SUSTAINABILITY WASTE ALLIANCE (D2021/23795)

**COUNCIL RESOLUTION(S)**

MOVED CR HAMILTON                      SECONDED CR ZANNINO

THAT:

1. COUNCIL NOTES THE CONFIDENTIAL REPORT.
2. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 5.42 OF THE *LOCAL GOVERNMENT ACT 1995*, DELEGATES AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AN AGREEMENT WITH THE PARTIES IDENTIFIED WITHIN THE CONFIDENTIAL REPORT.
3. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 6.8(1)(B) OF THE *LOCAL GOVERNMENT ACT 1995*, AUTHORISES AN ALLOCATED EXPENDITURE TO THE SUM AND ADDITIONAL PURPOSE AS DETAILED IN THE CONFIDENTIAL REPORT, TO BE FUNDED FROM THE MUNICIPAL FUND.
4. THE REPORT AND ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

19.6 ITEM 14.1 OF THE LEGAL COMMITTEE MINUTES – 29 SEPTEMBER 2021 – SEEKING INSTRUCTIONS REGARDING A LEGAL MATTER [CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995* s.5.23(2)(d)] (D2021/20893)

**COUNCIL RESOLUTION(S)**

MOVED CR HAMILTON                      SECONDED CR ZANNINO

THAT COUNCIL NOTES THE LEGAL COMMITTEE RESOLUTIONS OF ITEM 14.1 OF THE LEGAL COMMITTEE MEETING HELD 29 SEPTEMBER 2021 – SEEKING INSTRUCTIONS REGARDING LEGAL MATTER [CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995* S.5.23(2)(D)].

**CARRIED UNANIMOUSLY**



**20 FUTURE MEETINGS OF COUNCIL**

The next meeting of Council will be held on Thursday 24 February 2022 at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

**Future Meetings 2022**

Thursday	24 February		at	EMRC Administration Office
Thursday	24 March		at	EMRC Administration Office
Thursday	28 April	(if required)	at	EMRC Administration Office
Thursday	26 May	(if required)	at	EMRC Administration Office
Thursday	23 June		at	EMRC Administration Office
Thursday	28 July	(if required)	at	EMRC Administration Office
Thursday	25 August	(if required)	at	EMRC Administration Office
Thursday	22 September	(if required)	at	EMRC Administration Office
Thursday	27 October	(if required)	at	EMRC Administration Office
Thursday	24 November	(if required)	at	EMRC Administration Office

**21 DECLARATION OF CLOSURE OF MEETING**

The Chairman declared the meeting closed at 6.35pm.

# TOWN OF BASSENDEAN

## Delegates Report

The following report is based on the 25 November 2021 meeting of the EMRC Council.

### 1 COUNCIL MINUTES

#### 1.1 SUSTAINABILITY TEAM PROGRAM FOR 2022/2023 (ITEM 14.7)

##### Overview

- The Sustainability Team Projects Proposal for 2022/2023 has been developed and is attached for Council's consideration.
- The Proposal covers the areas of Urban Environment, Waste Education and Regional Advocacy.
- Net Zero will be the overarching theme for existing programs such as Achieving Carbon Emissions Reduction (ACER); Water and Energy programs, Future Proofing and new initiatives such as LED Street lights conversions and other supported initiatives.
- There is a strong focus on aligning projects with the United Nations Sustainable Development Goals (SDGs).
- There is also a strong focus on working towards achieving Net Zero through Circularity.
- State and federal government and other stakeholder funding will also continue to be sought to help fund and guide future delivery of projects in the region.

##### Resolution(s)

That Council notes the programs outlined in the Sustainability Team Program for 2022/2023, forming the attachment to this report, which will form the basis of discussion with member Council CEOs.

##### Implication(s)

Participating member Councils officer time may be required when working collaboratively with the Sustainability Team.

## 1.2 EMRC ANNUAL REPORT 2020/2021 (ITEM 14.8)

### Overview

- The EMRC ended the 2020/2021 financial year with a surplus of \$6,287,085. This represents an increase of \$634,571 (11.23%) above the budgeted surplus of \$5,652,514.
- Total equity as at 30 June 2021 of \$185,752,978 increased by \$1,301,097 compared to the equity value as at 30 June 2020 of \$184,451,881.
- A total distribution of \$4,985,988 was made to member Councils in August 2021 (accounted for in the 2020/2021 financial year) representing a refund equivalent of the Secondary Waste levy which was paid by member Councils during the 2020/2021 financial year as part of their waste disposal charges.

### Resolution(s)

That:

1. Council, by absolute majority, in accordance with section 5.54 of the *Local Government Act 1995*, accepts the draft EMRC Annual Report 2020/2021 and the statements therein forming the attachment to this report.
2. Local public notice be given, in accordance with section 5.55 of the *Local Government Act 1995*, of the availability of EMRC's Annual Report 2020/2021.

### Implication(s)

Member Councils share of the equity of the EMRC.

Refer: <https://www.emrc.org.au/about-us/publications-and-documents/annual-reports.aspx>

## 1.3 THE EMRC DRAFT SUSTAINABILITY STRATEGY 2021/22 – 2025/2026 (ITEM 14.13)

### Overview

- The draft Sustainability Strategy has been prepared as the final step (8) of the overall GHD prepared Strategic Review of the EMRC.
- The draft Sustainability Strategy aligns with the Strategic Review which was endorsed by Council in August 2021.
- The Strategy will also help inform the mid-term review of the EMRC's 10-year Strategic Plan which will occur in the first half of 2022.
- The draft Strategy is an attachment to this report.

### Resolution(s)

That Council notes the EMRC's draft Sustainability Strategy 2021/2022 – 2025/2026, forming the attachment to this report.

### Implication(s)

As outlined in the Sustainability Strategy 2021/2022 – 2025/2026.

## 2 INFORMATION BULLETIN

### 2.1 SUSTAINABILITY TEAM UPDATE – JULY TO SEPTEMBER 2021 (ITEM 5)

#### Overview

Achievements of the Sustainability Team are highlighted in the report for the period July to September 2021 and include:

- All activities undertaken by the Urban Environment Team for the ensuing period; and
- All activities undertaken by the Waste Education Team for the ensuing period.

#### Report

The progress report comprises of two parts; Urban Environment and Waste Education. The 2021/2022 focus of the Sustainability Team is to drive all projects, activities and services in accordance with the United Nations Sustainable Development Goals, Circular Economy and transitioning towards Net Zero by 2040.

#### Urban Environment - Key Regional Actions

- Work has commenced on the new draft EMRC Sustainability Strategy which will encompass projects and programs managed by the Sustainability Team, as well as the organisations operational sustainability.
- Flood Aware Be Prepared' campaign launched in all six participating council areas (City of Swan, City of Bayswater, Town of Bassendean, City of Belmont, Town of Victoria Park and City of South Perth). Promotions included bus shelter advertising, brochure delivery to high risk areas, and a regional video promoted on social media and stakeholder websites.
- The Swan and Helena River Study – Informing Flood Resilience was presented at the 2021 Floodplain Management Australian National Conference by consultants BMT.
- The City of Rockingham and the City of Perth requested access to the Swan and Helena River Flood study information, as well as a subdivision consultant and infrastructure consultant.
- Investigating opportunities for regional mapping projects such as bushfire load mapping and other environmental factors impacted by climate change.
- Commenced review of Home Energy Audit Tool (HEAT) Kits.
- Finalising the Benchmarking Building Efficiency (BBE) project regional report.
- Attended WA Water Industry Breakfast webinar 'Water's Role in WA's Energy transition to Net Carbon Zero'.
- Actively participating in WALGA's Climate Change Collaborative and the Carbon Accounting Committee.
- Attending Energy Policy WA webinars (e.g. Energy Transformation Strategy, Whole of System Plan data dashboard, Electric Vehicle Action Plan).
- Attended DWER Climate Science Initiative webinar, WALGA Climate Change Risk Assessment Training, Energy Efficiency Council webinars, and Home Energy Efficiency workshop.
- Researching and planning a series of Circular Economy webinars for local industry, business and government. E.g. Thinking Circular for Business, two been planned for October and November 2021
- Research into a series of circular economy webinars for 2022

- Attended WALGA Aboriginal Engagement and Reconciliation Forum
- Finalised the EMRC Respect Reconciliation Action Plan (RAP)
- Reviewed the initial design for the Innovate RAP
- Developed draft Innovate RAP actions for revision by RAPWP and Reconciliation Australia
- Development and planning for a regional youth networking opportunity.
- Hosted the RITS IAG and EDOG meeting on 29 September 2021 with presentations from Infrastructure WA, SMEC and Main Roads.
- Finalising the RFQ for an electric vehicle charging station at EMRC.
- Working with WALGA on Safety Rating toolkit and Local Government Road Research program
- Advocacy for Your Move program for the new Airport Line.
- Researching the opportunity to collaborate with member Councils for the 2022 WA Tree Festival

#### **Urban Environment - Town of Bassendean**

- Finalising new 5-year Waterwise Council Action Plan.
- Completed 2019-2020 annual water analysis report and snapshot.
- ACER - Analyse data and prepare Annual report, and liaise with data management service Azility to rectify data discrepancies.
- Clean Energy Future Fund (CEFF) – application submitted in April 2021, awaiting outcome. Regional energy efficiency projects for Shire of Mundaring, City of Bayswater and Town of Bassendean.
- Produced 2021 economic report cards for our economic development members and for the EMRC Region.
- Research into solutions and advocacy for level crossing on the heritage Midland Line.

#### **FOGO Update**

##### **FOGO in Schools**

- Currently investigating a trial of FOGO in a small number of schools within Bassendean and Bayswater, will provide information on the best direction to allow schools to have a waste avoidance approach that incorporates a FOGO service.

#### **Aerosol/Polystyrene Recycling**

- Empty aerosol bin surrounds now at Coppin Road, Mathison Road and Baywaste
- Looking to deploy an aerosol bin at Ascot Place, Bassendean library and Environment House in Bayswater.
- The waste empty aerosols and polystyrene “Tackling the Troublesome Two” Waste Sorted grant funding projects end date is the 30th of September. The final milestone report is to be submitted to DDWER by the 15th of October.

#### **Bin Tagging**

- Bin Tagging in both councils (The Town of Bassendean and the City of Bayswater) has finished
- A report with Bayswater’s findings was submitted to WALGA

### Earth Carers

- A new logo has been finalised
- The course structure has changed this year and will take place at Red Hill and Beechboro Active;
- For the first time there is a charge for out of region participants of \$100 each.

### Recycle Right Membership

- The EMRC renewed the membership for another twelve months on behalf of the Member Councils
- As part of the membership with Recycle Right; Waste Education is currently updating drop off locations within the region on the Recycle Right website
- Recycle Right are developing costings for their school education materials, once released this information will be shared with Member Councils.

### Waste Plans

- Coolgardie Waste Plan – ongoing collaboration

### Public Recycling Updates (Public place collection data for the period July to September 2021)

#### a. Public Place Battery Collection Program

Battery Recycling - Public Places	Sept 2021	Sept 2020	Year to Date Total 2021/2022	Year to Date Total 2020/2021
Bassendean	100.00	66.8	265.4	226.6
Bayswater	288.2	189.8	917.3	711.8
Kalamunda	407	278.6	1054.5	698.4
Mundaring	142.3	146.2	454.4	395.6
Swan	239.4	196.8	792.4	669.2
<b>TOTAL (kg)</b>	<b>1176.9</b>	<b>878.2</b>	<b>3484.0</b>	<b>2701.6</b>

#### b. Schools Battery Collection Program

Battery Recycling - Schools	July-Sept 2021/2022	July-Sept 2020/2021	Year to Date Total 2021/2022	Year to Date Total 2020/2021
Bassendean	0	0	90.9	87.6
Bayswater	156.5	0	291.5	205.4
Kalamunda	0	154.8	216.2	417.2
Mundaring	162.2	116.6	435.2	360.0
Swan	82.9	286.7	372.1	530.3
<b>TOTAL (kg)</b>	<b>401.6</b>	<b>558.1</b>	<b>1405.9</b>	<b>1600.5</b>

**c. CFL Collection and Recycling Program**

CFL Recycling - Public Places	July-Sept 2021/2022	July-Sept 2020/2021	Year to Date Total 2021/2022	Total 2020/2021
Bassendean	0	13.2	19.7	454.2
Bayswater	65.6	40.2	177.1	1453.8
Kalamunda	13.4	31.4	81.5	1259.8
Mundaring	87.3	16.8	176.5	838.4
Swan	122.8	5.6	156.4	1307.0
<b>TOTAL (kg)</b>	<b>289.1</b>	<b>107.2</b>	<b>611.2</b>	<b>5313.2</b>

**Tours of Red Hill Waste Management Facility and Education Centre**

Name of Group	Council Region	Number of Participants	Program
<b>July 2021</b>			
Darling Range Senior Hub	Kalamunda	16	Site visit and Education Centre
<b>August 2021</b>			
North Metropolitan TAFE	Other	15	Site visit and Education Centre
Country Women's Association	Kalamunda	15	Site visit and Education Centre
Darling Scarp Gardeners Club	Kalamunda	10	Site visit and Education Centre
North Metro TAFE - Midland	Swan	24	Site visit and Education Centre
<b>September 2021</b>			
North Metro TAFE - Midland	Swan	16	Site visit and Education Centre
Shire of Mundaring Community Tour	Mundaring	24	Site visit and Education Centre
City of Bayswater Community Tour	Bayswater	26	Site visit and Education Centre
Aveley Primary School	Swan	50	Site visit and Education Centre
Aveley Primary School	Swan	50	Site visit and Education Centre
	<b>Total</b>	<b>246</b>	

**School and Community Engagement/Events**

**School Events**

- Waste Audit Incursion- Greenmount Primary School, Shire of Mundaring – 27 July 2021
- Battery Presentation- Caversham Primary School-City of Swan, 2 August 2021

**Community Events**

- Workplace Sustainability – Strategies for Improvements at Work 12 July
- Avon Decent Event – City of Bayswater- 15 August- Attended; and
- Avon Decent Event – City of Swan- 15 August- Attended.

- Little Green Steps Workshop, Town of Bassendean- 18 August.
- RRRRC Tour- 26 August.
- Recycling Q & A – Darling Range Seniors Hub- City of Kalamunda- 15 September

#### **Waste Education Networking/Promotion/Collaboration Activities**

- Waste Educators Networking Group - 1 July 2021
- Chargestar electric charging station presentation- 9 July 2021
- FOGO information session, City of Swan - 23 July;
- Meeting with the Town of Victoria Park regarding FOGO- 26 July
- Tour of CLAW - 29 July 2021
- Meeting regarding FOGO and Green waste initiatives with Livingstone Council QLD- 30 July
- Energy Week WA Launch and Learn - 30 July
- Social Housing and FOGO in Bassendean- 3 and 17 August
- Waste Sorted Grant Workshop WALGA- 3 August
- Recycle Right Meeting 4 August
- FOGO Step by Step Guide - 5 August
- Waste Sorted Grants Information Webinar- 13 August
- Meeting Regarding HHW at Baywaste-13 August
- Tour of Second Bite- 18 August
- Polystyrene processing at Kalamunda meeting - 18 August
- Netzero Webinar- 19 August
- Consistent Communications Collective 25 August
- City Power Partnership webinar- 25 August
- Western Australia's Plan for Plastics information and feedback session- 26 August
- Waste Educators Networking Group - 2 September 2021
- Maximising carbon abatement through FOGO Webinar - 7 September 2021
- Social Housing and FOGO in Bassendean- 7 September
- Waste and Recycling Conference – 8,9 September
- Repair and reuse through social enterprises Webinar – 14 September
- Cities Power Partnership Introductory Webinar-15 September
- Meeting with Waste Wise Schools- 20 September
- WA Local Government Convention and Trade Exhibition -20, 21 September
- Circular Councils part one: Hunter Joint Organisation 24 September

#### **Waste Education Loan Resources Utilisation**

- Book Box, Early Years Resource Box, Mini Bin Waste Sort, Natures Recyclers and Paper Making Kit– Gooseberry Hills Primary School (Kalamunda) – 23 June – 2 July 2021
- Paper Making Kit– Ellenbrook Community Library (Swan) – 20 September – 11 October 2021



# **ATTACHMENT NO. 3**

# 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 24 August 2021 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 a permit;

**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;

**occupier** has the meaning given to it in the *Local Government Act 1995*;

**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**

<b>Offence</b>	<b>Description</b>	<b>Modified Penalty</b>
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**

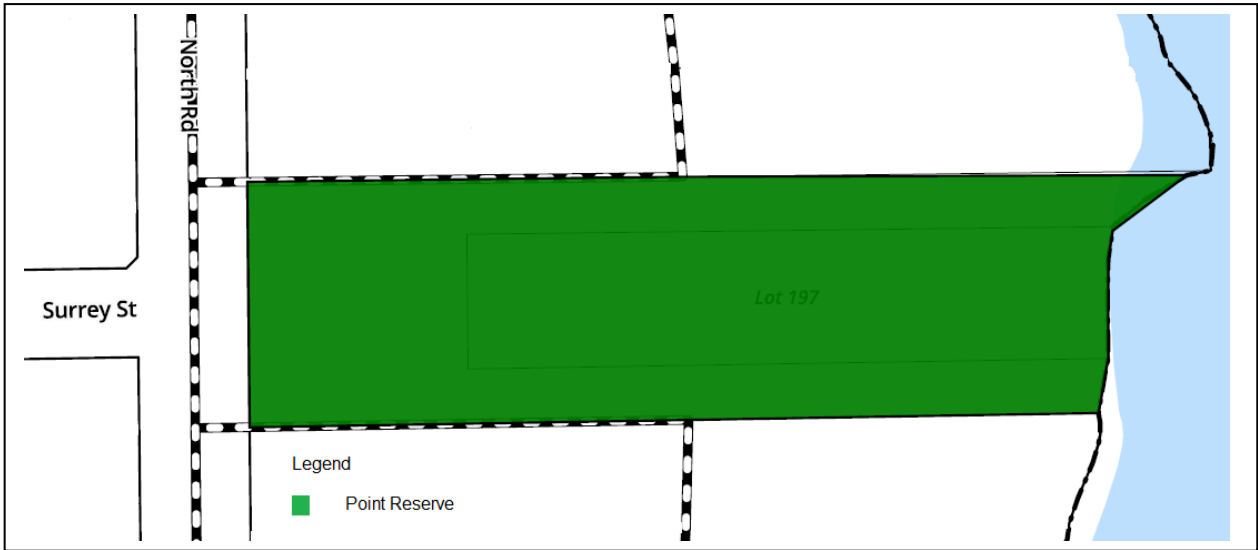
[Cl. 2.3(1)]

**Cat Prohibited Areas**

<b>Reserve Name</b>	<b>Reserve/Lot Number</b>	<b>Location (bound by or accessed from)</b>
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
Point Reserve	As shown in Map 2	North Road, Bassendean
Sandy Beach Reserve	As shown in Map 3	West Road, Bassendean
Success Hill Reserve	As shown in Map 4	Seventh Avenue and River Street, Bassendean



Map 1 – Bindaring Park, cat prohibited area



Map 2 – Point Reserve, cat prohibited area



Map 3 – Sandy Beach Reserve, cat prohibited area



Map 4 – Success Hill Reserve, 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: }

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**CR RENEE JOY MCLENNAN  
MAYOR**

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**MS PETA MABBS  
CHIEF EXECUTIVE OFFICER**

**CAT ACT 2011**

**LOCAL GOVERNMENT ACT 1995**

**Town of Bassendean**

**CATS AMENDMENT LOCAL LAW 2022**

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 make the *Town of Bassendean Cats Amendment Local Law 2022*.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Town of Bassendean Cats Amendment Local Law 2022*.

**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 Principal Local Law**

This local law amends the *Town of Bassendean Cats Local Law 2021* as published in the *Government Gazette* on 15 October 2021.

**PART 2 - AMENDMENTS**

**2.1 Clause 2.2 deleted**

Delete all of clause 2.2.

**2.2 Schedule 2 - Prescribed Offences and Modified Penalties amended**

In Schedule 2 - Prescribed Offences and Modified Penalties delete the entire row containing 'offence 2.2(1) Cat in a place that is not public without consent' from Schedule 2.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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



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**CR KATHRYN HAMILTON  
MAYOR**

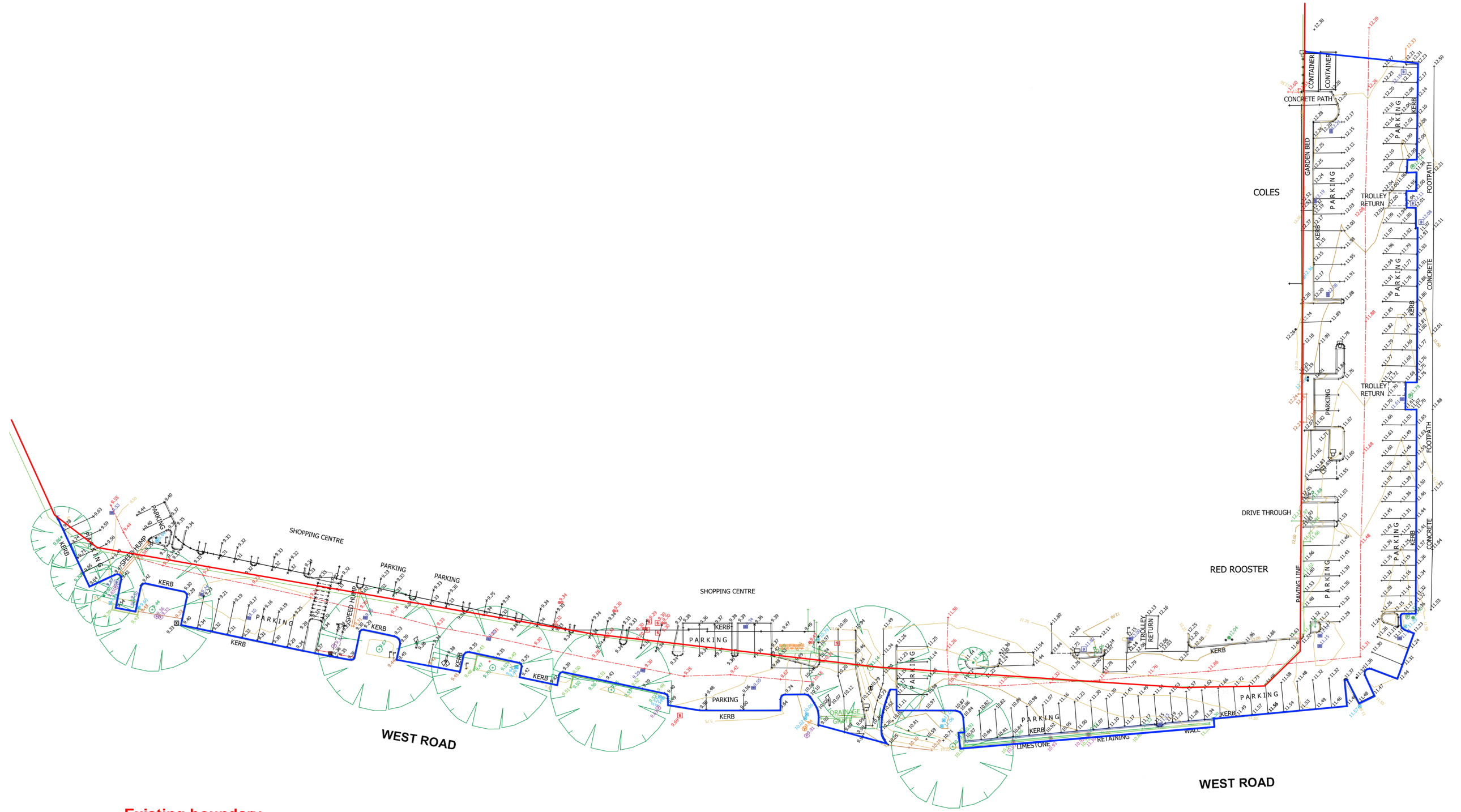
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**MS PETA MABBS  
CHIEF EXECUTIVE OFFICER**

# **ATTACHMENT NO. 5**

WHITFIELD STREET

OLD PERTH ROAD



Existing boundary

New proposed boundary

GUILDFORD RD

# Planned road closure SUBMISSION

Extension St and the west side of West Road  
between Guildford Rd and Old Perth Road, Bassendean

Attn Ms P Mabbs, CEO of the Town of Bassendean  
Ms Donna Shaw, Manager of Development & Place

## Background

1. Yet again the Town of Bassendean administration appears to have no knowledge of recent planning history in the Town of Bassendean and lacks the perspective to seize the opportunity to address multiple local planning issues.

These include:

- 1.A By not having due regard of State Planning Policy 4.2 Activity Centres and Urban Corridors (as published by DPLH / WAPC in March 2018), but using such a state planning policy to argue before the JDAP in Aug 2012 and April 2013, that the Hawaiian Bassendean Village Shopping Centre should benefit from a reduction in onsite car bays from 788 to 488, (and then even further reduced to 439 to save 6 trees, 4 of which were already on public open space), the town selectively gave the benefits of an 'activity centre' recognition to Hawaiian, BUT EXCLUDED all other property owners in the same Bassendean Activity Centre from enjoying such recognition and possible rezoning benefits.

This selective use of SPP 4.2 Activity Centres is still subject to multiple Ombudsman Appeals, seeking appropriate cash compensation from the Town of Bassendean for multiple property owners in a class action, if no other outcome like appropriate rezoning of properties within the Bassendean Activity Centre is not undertaken soon.

- 1.B in correspondence received from the Town of Bassendean, it has been admitted that there are only some 318 onsite car bays and not the 448 as stipulated in the August 2021 JPAD Decision in item 8.2, part k.

- k) The provision of 448 constructed drained and line marked on-site car parking bays to the satisfaction of the Town of Bassendean prior to the occupation of the shopping centre additions.

The shopping centre additions were opened in Nov 2014.  
This land 'closure' solution and the provision of the 439 onsite car bays is well past this date.



## PROPOSED CLOSURE OF PUBLIC ROAD RESERVE

### PORTIONS OF EXTENSION ROAD AND WEST ROAD, BASSENDEAN

Notice is hereby given that the Town is proposing the closure of portions of Extension Road and West Road, Bassendean and its amalgamation into the adjoining lot.

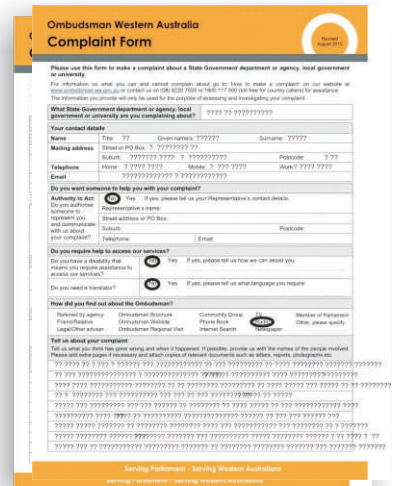
Details of the proposed closure are available for inspection at the Town of Bassendean Customer Service Centre, 35 Old Perth Road, Bassendean. Alternatively, the documents can be viewed online at [www.bassendean.wa.gov.au/your-town/news-events/projects.aspx](http://www.bassendean.wa.gov.au/your-town/news-events/projects.aspx).

Submissions should be lodged via [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au). Written submissions should be addressed to the Chief Executive Officer, Town of Bassendean, PO Box 87, Bassendean WA 6934.

Submissions close **5:00pm Friday 23 April, 2021.**

**Peta Mabbs**  
CHIEF EXECUTIVE OFFICER

[www.bassendean.wa.gov.au](http://www.bassendean.wa.gov.au)  
Advancing Perth's Eastern Region



**Ombudsman Western Australia**  
**Complaint Form**

Please use this form to make a complaint about a State Government department or agency, local government or authority.

For information on what you can and cannot complain about go to: [What to Complain About](#) on our website or contact our Information and Advice Unit on 1800 062 062 (Toll free) or 9447 1700 (not toll free for country callers) for assistance. The information you provide will only be used for the purpose of assessing and investigating your complaint.

What State Government department or agency, local government or authority are you complaining about?

**Your contact details**

Name: Title  Given names  Surname   
 Mailing address: Street or PO Box   
 Suburb  State  Postcode   
 Telephone: Home  Mobile  Work   
 Email:

Do you want assistance to help you with your complaint?  Yes  No. If yes, please tell us your Representative's contact details.

Authority to Act: Do you authorize us to act on your behalf?  Yes  No. If yes, please provide us with your Representative's contact details.  
 Do you have a disability that means you require assistance to access our services?  Yes  No. If yes, please tell us how we can assist you.  
 Do you need a translator?  Yes  No. If yes, please tell us what language you require.

How did you find out about the Ombudsman?  
 Referral by agency:  Department Structure  Community Group  Member of Parliament  
 Friend/family:  Ombudsman Website  Phone Book  Other, please specify  
 Legal/Other source:  Ombudsman Report Card  Internet Search  Other, please specify

Tell us about your complaint. Please use the space to describe the problem and what you want. Attach copies of relevant documents such as letters, reports, photographs etc.

Serving Parliament - Serving Western Australians  
 setting standards - setting realistic expectations

- 1.C Some years ago in 2017, Hawaiian attempted to illegally seize control of the land subject to this Extension Street and west side of West Road, including the issuing of multiple parking infringement notices for \$65 to students working greater than 4 hour shifts for commercial tenants like DOME and Coles. After some complaints, most infringement notices were withdrawn. (Oct 2017).
- 1.D By retaining Extension Street and the west side of West Road between Old Perth Rd and Guildford Rd, then Hawaiian cannot introduce illegal parking restrictions and fines for claimed breaches against those parking in such sites and working shifts that maybe longer than any claimed parking conditions.

Bassendean Shopping Centre  
Sat Oct 28 2017



While the signs maybe inside the private land, many signs like the example shown include 'both directions'. This can be easily corrected with a piece of white tape on each erring sign.

There are still some 10 PRIVATE LAND signs which should be removed or corrected.



Typical mod - one way arrow



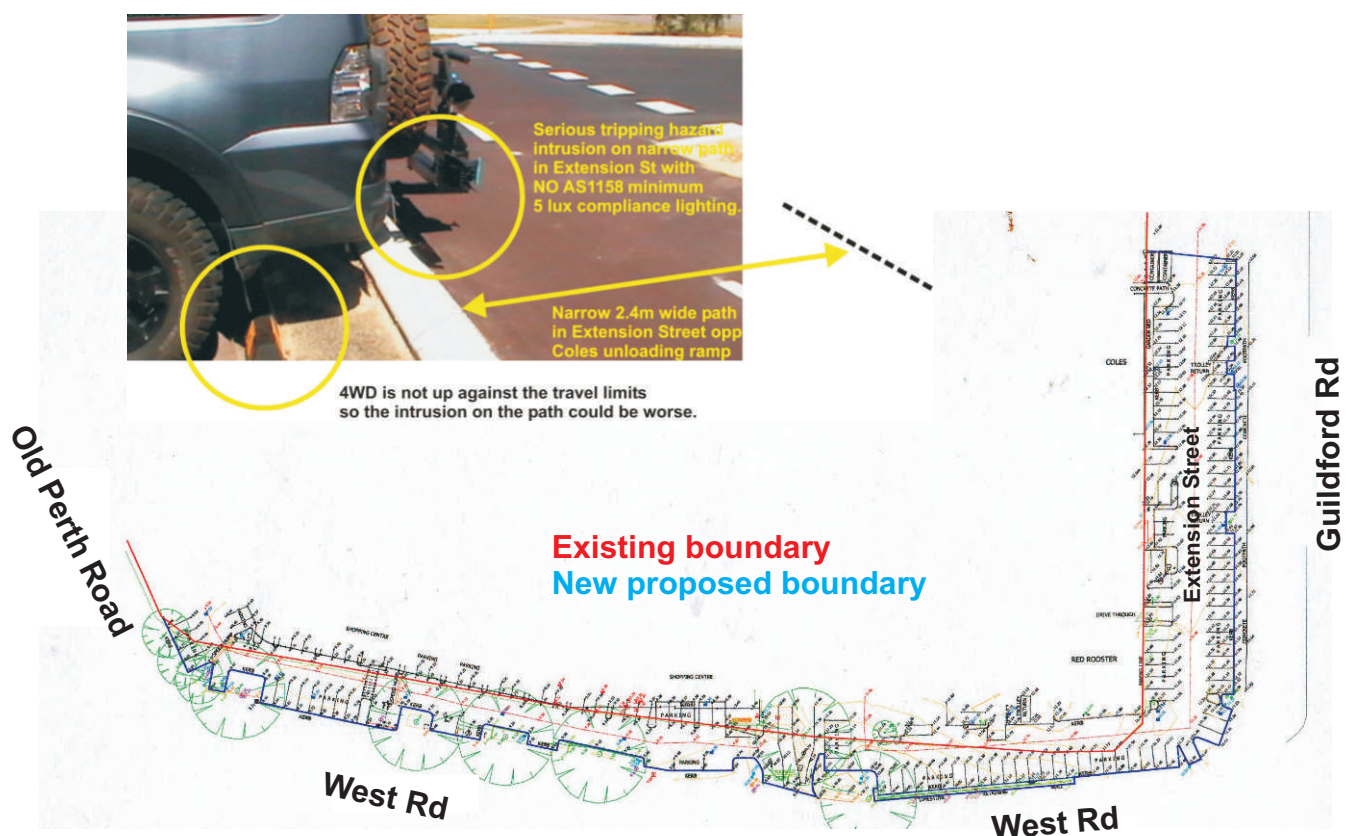
UNIMPROVED ROAD INFORMATION		GENERAL BOUNDARIES	
Block Name	Block Name From 2015	Block Boundary	Orange
Block Name	Block Name From 2015	Unimproved Boundary	Green
Block Name	Block Name From 2015	Unimproved Boundary	Blue
Block Name	Block Name From 2015	Block Boundary	Red
Block Name	Block Name From 2015	Unimproved Boundary	Yellow
Block Name	Block Name From 2015	Block Boundary	Black
Block Name	Block Name From 2015	Unimproved Boundary	Grey

Some 90 car bays OUTSIDE Private Land but claimed as 'PRIVATE LAND' by the 'Accredited Parking Operator'

- 1.E It took Hawaiian SOME MONTHS to remove illegal parking restriction signs at the Bassendean Village Shopping Centre. Such uncaring attitudes should not be rewarded by the Town's current initiatives!
- 1.F The proposed multiple step solution following is designed to resolve many planning local issues that have been present for almost 2 decades at effectively no cost to Hawaiian.
- 1.G The Women's Auxilliary of the Bassendean Improvement Committee raised funds to purchase Hays Swamp before Ww2 and donated the BIC Reserve to the Bassendean Roads Board for recreation in perpetuity. Sadly around 1938, the Bassendean Roads Board transferred the title to the WA State Government which is why around 2016, Landcorp (now Development WA) could have onsold the BIC Reserve with no benefit except long term rates, for the Bassendean Community. The planned Extension St and west side of West Road between Guildford Rd and Old Perth Road could be subject to a similar fate if the proposed 'road closure' was to proceed.

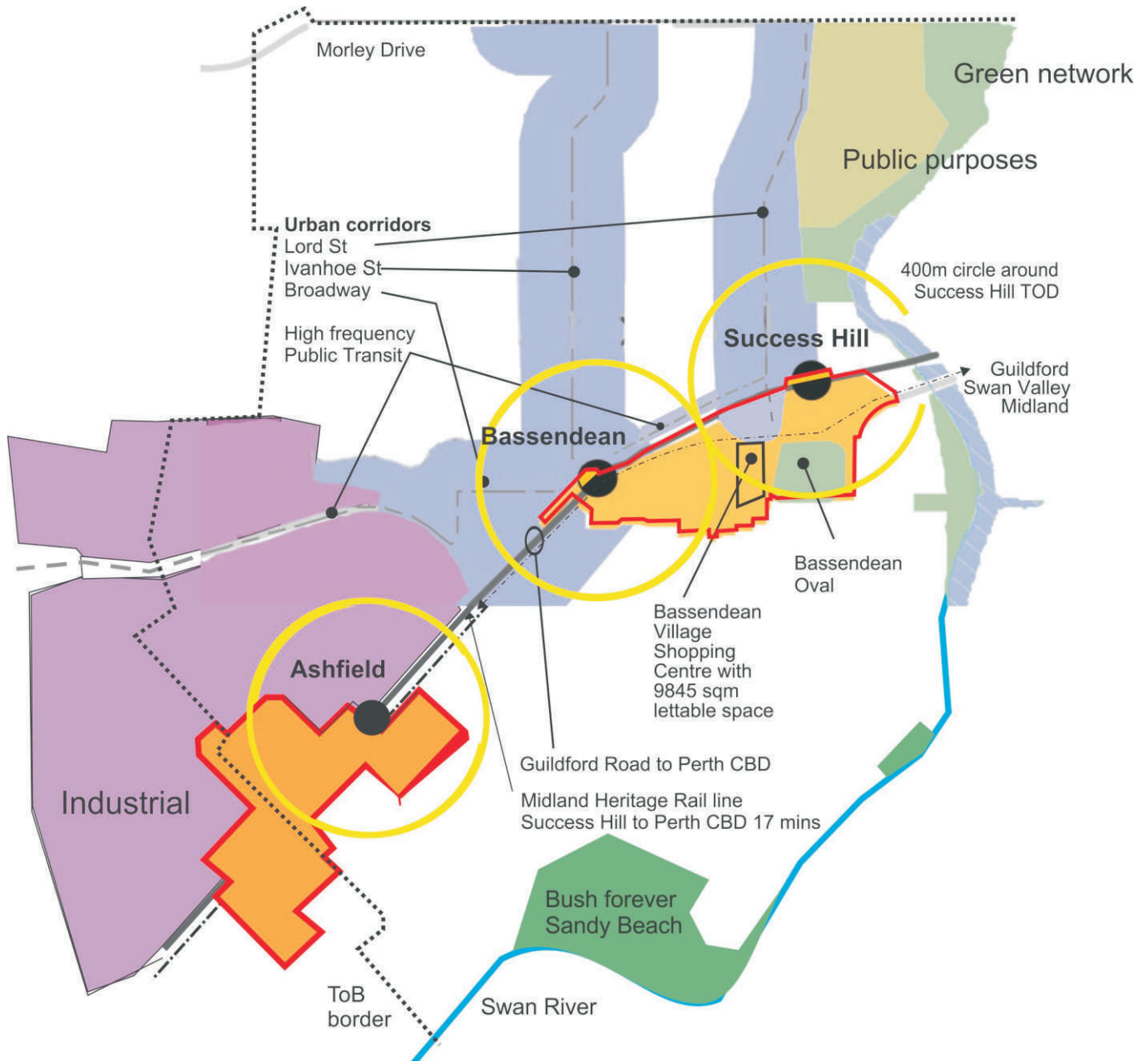
## 2. Immediate local planning issues that can be resolved with an innovative approach

- 2.A Missing 121 onsite car bays
- 2.B Shopping centre main ramp fails AS 2890 - too narrow and too steep
- 2.C Long term car bays users (like shift working students and shop attendants) could be subject to parking infringement penalties
- 2.D Bassendean Oval lacks lighting appropriate for AFL Lighting standards compliance
- 2.E State Planning Policy 4.2 Activity Centres and rapid transit urban corridors has been used to favour only 1 major entity (Hawaiian), and excluded all other land owners in the same Bassendean Activity Centre ... And the Town's administration is tending to continue and make worse, this untenable situation.
- 2.F There is no use of the compulsory State Planning Policy 3.6 Developer Contribution for Infrastructure to improve the local road and other walkable links in the immediate vicinity of the Bassendean Shopping Centre and Bassendean Oval.
- 2.G There is no immediate benefit to the Swan Districts Football Club
- 2.H There is no improvement in access issues to the Success Hill South precinct, an area identified as a high density R160 area in the proposed replacement LPS11, currently with the WAPC Statutory Planning Committee seeking approval for advertising for community comment.
- 2.I The nature of revised border of the proposed road closure also creates safety issues with the blue proposed boundary and for example 4WD's and other vehicles where items like tow bars create tripping hazards and obstructions for walkers and bike riders. Who will manage public bike paths like shown below when the adjoining parking area is potentially 'supervised' by parking enforcement contractors under Hawaiian control?



### 3. Planning initiatives to resolve the many points raised in Point 2

- 3.A Immediately recognise and adopt the provisions of SPP 4.2 activity Centres and rapid transit Urban Corridors, for both Ashfield and Bassendean, with a density of R-AC3, the same as the shopping centre and Old Perth Road, so that the claimed onsite parking reduction numbers from 788 to eventually 439 is made more legitimate, even though 9 years late, and Hawaiian is not subject to 'cash-in-lieu-of-parking' immediate compensation of some \$4.53 million dollars, payable to the Bassendean community, as per the current Local Planning Scheme 10 to provide the parking space. (121 missing bays x 25 sqm /bay x \$1500 /sqm to buy needed land in the R-AC3 area).



State Planning Policy 4.2 Activity Centres of *Perth and Peel*  
for the Central Sub-Regional Planning Framework  
Showing Ashfield and Bassendean (inc Success Hill) Activity Centres  
Release by Dept of Planning, Lands and Heritage / WAPC March 23 2018

- 3.B Use Section 152 provisions to buy sufficient land from the State Government at only 5% of the land value, on the west side of the Bassendean Oval, for say 150 car bays.
- 3.D Consult with the Bassendean Community as to where any net profits from the sale of the land at the west side of the Bassendean Oval is used. (Suggestions follow).
- 3.E Negotiate with Hawaiian over the sale of the 150 car bay land to them, so they forgo the seeking of Extension Street and the west side of West Rd between Old Perth Rd and Guildford Rd, (so it can still be used by onsite workers without worry of getting parking infringements), and the main ramp access and exit from the Shopping Centre is made wider (on both sides of the retained trees) and less steep with roundabouts at the top and bottom of the ramp in compliance with AS 2890, noting that there could be a loss in onsite car bays, but that is taken care of by the land purchase opposite the shopping centre for 150 car bays.
- 3.F Allow Hawaiian to construct apartments for sale above the 150 car bays with grade separated pedestrian and trolley links above West Road within the usual limits of R-AC3 zoning specifications etc. This generates the cash for Hawaiian to purchase the land, build the apartments and the grade separated links and other works as thought appropriate.
- 3.G The Bassendean Oval is not necessarily re-orientated but rather just shortened to still comply with the minimum playing length for AFL games. (135m + 5m runoff at each end). This means that costs related to relocating the 2 existing timber grandstands are saved.
- 3.H It would be expected that the community agreed net proceeds from the Section 152 land purchase and sale to Hawaiian would be used to provide appropriate oval lighting for all 3 playing areas, namely Bassendean Oval, Ashfield Reserve and Jubilee Reserve plus a mobile large screen facility for shared scoreboard use at all grounds and for background use for movies, art shows, special events etc. The rentals revenues would be used for maintenance and moving costs as needed without impost on small community groups etc. Swan Districts Football Club already own a piece of conditional freehold land at the NE corner of the Bassendean Oval. It would be hoped that some proceeds of the Section 152 sale would be used to buy additional land for the Swan Districts Football Club to expand their 3273 sqm area for their own plans, including new change rooms etc and possible apartments to generate a more secure financial future. Similar support should be extended from the original Section 152 transactions to make it possible for the Ashfield Sports Club & Jubilee tenants to achieve similar arrangements to own their own freehold land.

**Superseded - Copy for Sketch Only**

Area and measurements on the Plan herein are correct or true, and a peg has been placed at each corner of the Lot.

Scale: 1:750  
 Survey: P.A.N.S.  
 Class: 1730 / 1730  
 Volume: 214 89575  
 District: 1730  
 Shire: 1730

3273 sqm

SECOND SCHEDULE		NOTE: SELLING THROUGH AND DEALING WITH THE OFFICE SEAL INDICATES THAT AN ENTRY NO LONGER HAS EFFECT. OTHERS MAY BE MADE THROUGH THE OFFICE BY SUBSEQUENT ENCUMBRANCES.									
INSTRUMENT	PARTICULARS	ACQUIRED	TERM	SEAL	REMARKS	CANCELLATION NUMBER	REMARKS	REMARKS	REMARKS	REMARKS	REMARKS
Mortgage 1971056	To Commonwealth Bank of Australia. As to portion only; lodged 1.9.1995 at 16.20 hrs.	2.6.90	12.50		Discharged	62902	16.11.95				

CERTIFICATE OF TITLE VOL 1880 638

SDFC Freehold land would also be rezoned to R-AC3, being within the Bassendean Activity Centre area, that is also shown as the 'Bassendean Town Centre Strategy and Guidelines of LPP1, as accepted by Council in July 2008.

The area of the Ashfield Sports Club is also within the Ashfield Activity Centre so would also have a zoning of R-AC3.



3.1 State Planning Policy 3.6 Developer Contribution for Infrastructure is MANDATORY but not in action in Bassendean. The developments that could arise from the 150 car bays with apartments, the SDFC redevelopments with apartments and the various developments from recognising SPP 4.2 Activity Centres and rapid transit Urban Corridors should generate cash to stimulate a series of road access issues that have suffered for too long. They could include:

- A. Entry and exit only at North Road adjoining Guildford Rd
- B. Entry and exit only at Ealsferry Court adjoining Guildford Rd
- C. Entry and exit only at Thompson Rd adjoining Guildford Rd
- D. Roundabout joining Guildford Rd and Old Perth Road at the SDFC carpark with links to Nurstead Ave to also allow access to 4800 sqm private land on Guildford Rd. (May still be owned by International Analytical).



E. A roundabout to replace the West Rd and Guildford Rd Intersection.

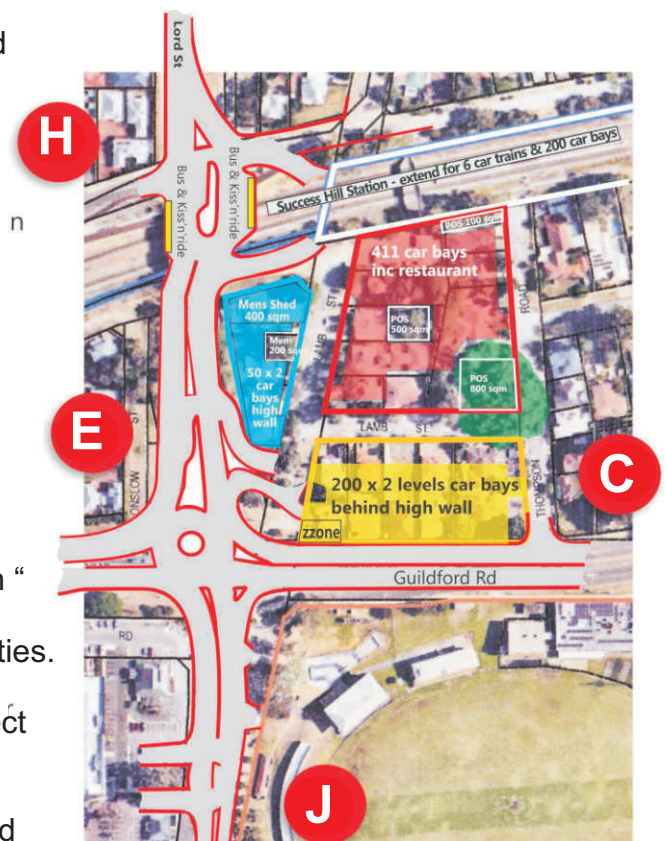
F. Upgrades to Lord Street between Morley Road and Guildford Rd including the Lord Street Bridge (to comply with AS 5100) and to meet the Priority requirements of the EMRC Regional Infrastructure Transport Strategy (RITS) of 2017

G. Roundabout or traffic controlled intersection for Colstoun Rd and Guildford Rd

H. Extension of the Success Hill Station “ to 150m and links to Lord St Bridge with Kiss’n’ride & bus terminus facilities.

I. Bike safe links to expand and connect with the Perth to Midland PSP.

J. Roundabouts top & bottom of revised Main Shopping Centre ramp that is wider



# **ATTACHMENT NO. 5**

19<sup>th</sup> November 2021

Donna Shaw  
Manager Development & Place  
Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6934



Dear Donna,

***ARBORICULTURAL ASSESSMENT AT 47 SEVENTH AVENUE BASSENDEAN***

Please find enclosed the results of the arboricultural assessment undertaken recently for the flooded gum tree located at 47 Seventh Avenue, Bassendean.

Where recommendations for remedial arboricultural work have been made, it is imperative that it is undertaken as outlined in the Australian Standard 4373-2007: Pruning of Amenity Trees and/ or Australian Standard 4970-2009: Protection of Trees on Development Sites. It is also strongly advised that any remedial pruning works be undertaken by, or supervised by, a qualified arborist (AQF Level 3 in Arboriculture).

If you have any questions regarding the assessment or if I can be of service to you again in the future, please feel free to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to be "BB" followed by a stylized flourish.

Brad Bowden  
Principal  
Bowden Tree Consultancy®

B.Sc. Sustainable Forestry  
Dip. Arboriculture & Parks Management  
ISA Certified Arborist – Municipal Specialist AU-0020AM & Tree Risk Assessment Qualified (TRAQ)

## 1.0 Introduction

### 1.1 Scope of Report

1.2 The purpose of this report is to summarise the results of the arboricultural assessment of the mature flooded gum tree (*Eucalyptus rudis*) located within the rear yard of the residential property known as 47 Seventh Avenue Bassendean. The site visit and visual tree assessment was undertaken from ground level on the 25<sup>th</sup> October 2021 at 1230hrs and were accurate at the time of inspection. An additional drive-by inspection was undertaken on the 18<sup>th</sup> November 2021 to observe any changes in tree health condition.

1.3 No soil excavation, below ground inspection or detailed tree assessment was undertaken unless specified. Viewing conditions were fine. Concern has been raised regarding tree condition and the potential for a Tree Preservation Order as per Town of Bassendean Local Planning Scheme No. 10.

### 1.4 Executive Summary

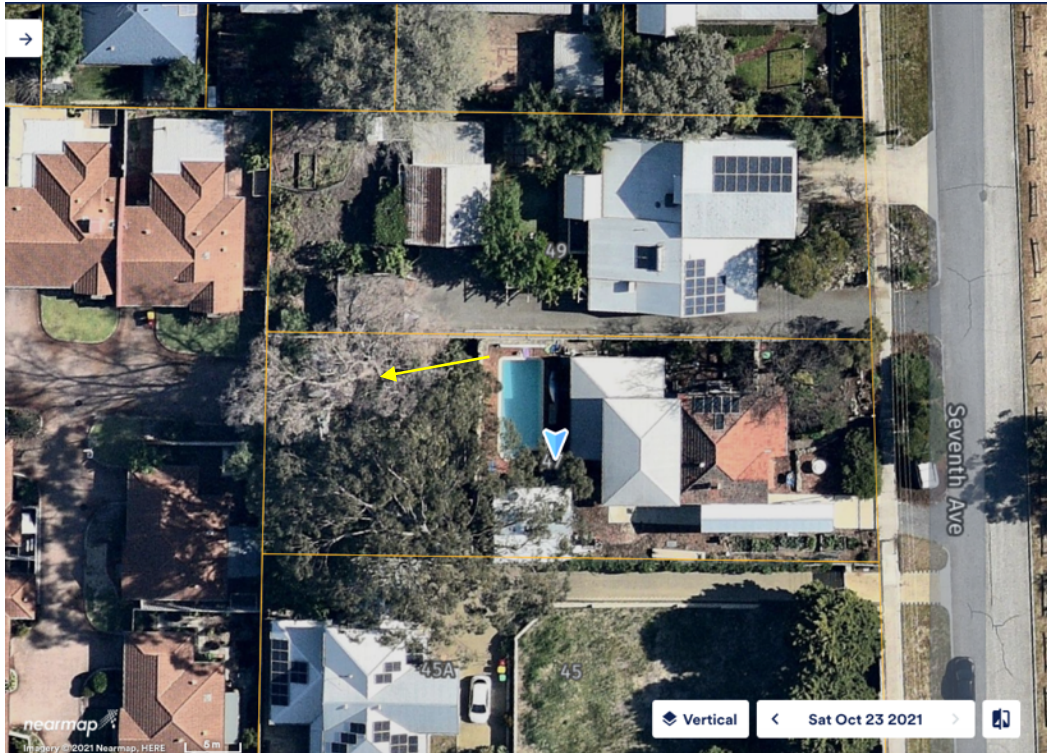
1.5 The local-native tree identified within this report provides a range of benefits to the ecosystem, to human beings for environmental and health reasons, and to the climate. The assessment has identified a satisfactory structural condition for the assessed tree however tree vitality (health condition) was assessed as low, with significant decline observed and foliage loss estimated for 95% of the crown. With the atypical tree decline occurring rapidly over the past six months, and no pathogenic fungi observed as potential causal agents for the decline, the application of herbicide to intentionally damage the tree is deduced.

1.6 Subsequently, no urgent remedial arboricultural works are recommended at present. It is recommended however to monitor the tree health condition for production of new foliage/ epicormic growth that indicates the tree attempt at recovery – with such growth (where produced) most likely to occur in the early summer months and period of active growth. Should further decline occur and result in the mortality of large dead branches, an additional inspection is recommended to determine the failure potential of such branches and ensuing remedial options.

1.7 Based on my site visit and observations, and due to the tree species being common throughout Perth, I do not believe the tree to have any outstanding significance. The local-native tree however does provide a wide range of benefits to the urban environment including fauna food source and roost site, and consideration could be given to a tree preservation order due to the size (height) of the tree where an adequate tree health condition is restored.

## 2.0 Site Investigations

### 2.1 Tree Location



**Figure 1.** Aerial photo of site and location of the assessed tree (see arrow) within the residential property known as 47 Seventh Avenue, Bassendean.



**Figure 2.** Aerial photo of site six months prior, with an adequate tree health condition observable (see arrow).



**Figure 3.** Assessed tree (see arrow), 25<sup>th</sup> October 2021; looking towards the southwest.



**Figure 4.** Assessed tree (see arrow) 18<sup>th</sup> November 2021; looking towards the northeast.

<b>Assessed Tree:</b>	<b>Botanical Name:</b> <i>Eucalyptus rudis</i>
<b>Common Name:</b>	flooded gum
<b>Location:</b>	1.1m south of boundary fence
<b>Height:</b>	24m
<b>DBH:</b>	115cm
<b>Crown Spread (NS/EW):</b>	15 /18m
<b>Structure:</b>	Fair (suppressed)
<b>Health:</b>	Low
<b>Comments:</b>	Trunk basal flare was evident and adequate rootplate stability was deduced, no significant trunk features or pathogenic fungi or wood decay was visible, codominant stems/ first order branches were observed however no compromised stem/ branch attachments were evident and adequate union strength was deduced, naturally occurring dead branches to approximately 50mm diameter observed predominantly within the internal part of the crown, no compromising features such as hollows or cavity openings were evident throughout the crown, superficial cracking of the <u>bark</u> was visible at several locations throughout the crown and is indicative of a reduction and/ or cessation of sapflow, foliage loss was estimated for 95% of the crown with minimal live foliage observed in the lower crown
<b>Recommendations:</b>	Monitor tree health condition for the production of new foliage/ epicormic growth that indicates the tree attempt at recovery – with such growth where produced most likely to occur in the early summer months and period of active growth; N.B. Where herbicide has been used to intentionally damage the tree (type and amount applied unknown) the options to restore tree health are limited, however should new growth occur, consideration could be given to the application of nutrient implants such as Phoscap to assist with producing new foliage



**Figure 5.** Trunk basal flare was evident and adequate rootplate stability was deduced, and no significant trunk features, pathogenic fungi or wood decay was visible; looking towards the west.



**Figure 6.** Codominant stems/ first order branches were observed however no compromised stem/ branch attachments were evident and adequate union strength was deduced; looking towards the northeast.





**Figure 7.** Foliage loss estimated for 95% of the crown with minimal live foliage observed in the lower crown; looking towards the northwest.



**Figure 8.** Superficial cracking of the bark was visible at several locations throughout the crown and is indicative of a reduction/ cessation of sapflow; looking towards the east.

## 3.0 Discussion and Recommendations

### 3.1 Discussion

**3.2 Tree benefits:** Mature urban trees confer many benefits including shade and cooler air temperatures, screening (privacy) and noise reduction, built form aesthetic amelioration, energy conservation, mitigation of the urban heat island effect, air quality improvement and oxygen production, carbon uptake/ storage and greenhouse gas reduction, minimisation of storm water run-off and improvement of water quality, fauna habitat and food source. In general, they enhance our built and natural environments with larger trees providing more benefits.

**3.3 Tree risk:** Tree failure is an infrequent occurrence and serious damage, injury or death from tree failure is rare (Lilly *et al*, 2011). Research finds that for Britain, with a population of 60 million people, the risk of any tree causing a fatality is exceedingly small (Ball & Ball-King, 2011). It is impossible to maintain trees completely free of risk and some level of risk must be accepted to experience the benefits that trees provide. The use of 'safe' or 'unsafe' when assessing trees is both imprecise and ambiguous, as a tree cannot be free from defects or potential hazards - such a state is simply unattainable. It is essential to maintain a balance between the benefits and costs of risk reduction, not only financial cost but also the loss of amenity and other tree related benefits.

### 3.4 Recommendations

**3.5** No urgent remedial pruning or other arboricultural works are recommended at present. It is recommended to monitor tree health condition for the production of new foliage/ epicormic growth that indicates the tree attempt at recovery – with such growth (where made) most likely to occur in the early summer months during the period of active growth. N.B. Where herbicide has been used to intentionally damage the tree (type and amount applied unknown) the options to restore tree health are limited, however should new growth occur, consideration could be given to the application of nutrient implants such as Phoscap to assist with producing new foliage.

## 4.0 Appendix I

### 4.1 Arboricultural Terminology

- 4.2 Crown – the leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree, whilst crown lifting involves pruning of the lower branches to improve clearance for buildings, pedestrians, vehicles etc.
- 4.3 DBH - diameter of the main trunk, measured at breast height approximately 1.4m above ground level for urban trees.
- 4.4 Deadwooding – the removal of dead, diseased or damaged branch wood from the crown of the tree.
- 4.5 Dripline – the width of the crown of the tree, measured by the lateral extent of the foliage.
- 4.6 Fall zone – is the area in which the tree or tree part is likely to fall when it fails, often calculated as 1.5 times the tree height where brittle dead branches etc. may break up and scatter debris.
- 4.7 First order structural branch – the large branches arising from the trunk that form the main structure of the crown.
- 4.8 Reduction prune – pruning to reduce the extension of a branch, back to a lateral branch that is at least one-third the diameter of the branch being removed.
- 4.9 Root collar – area at the base of the tree where the roots and trunk merge.
- 4.10 Targets – an object, person or structure that would be damaged or injured in the event of tree or branch failure is referred to as the target or target area. The hazard evaluation of the target area is relative to the expected use and occupancy of that area.
- 4.11 Topping and Lopping – deleterious tree height and branch reduction work often at indiscriminate points and generally resulting in weakly-attached regrowth branches prone to failure as subsequent growth occurs.
- 4.12 Tree Protection Zone (TPZ) – the zone of the root plate most likely to contain roots that are critical for anchorage and stability (large roots in the structural root zone – SRZ, generally calculated as trunk diameter x 5) and the absorbing roots further out responsible for the uptake of water and nutrients collectively; calculated as trunk diameter (DBH) x 12.
- 4.13 V-shaped union – ingrown bark from adjacent parts of the tree that are in contact with each other; usually branch forks, acutely-angled branch attachments or basal stems – often a high failure potential.

#### 4.14 Tree Structure and Health

4.15 The structural condition ('Structure') for each tree or group of trees has been assessed using the following qualitative criteria:

- Good – generally free of structural defects
- Fair – defects evident that may be typical for the species and age class, and which could be corrected through remedial pruning works
- Poor – significant defects that are not likely to be corrected through remedial pruning or arboricultural works
- TBA – to be assessed, requiring further investigation/ time to evaluate tree structural condition

4.16 The vitality ('Health') for each tree or group of trees has been assessed using the following qualitative criteria:

- High – consistent crown density and foliage colour, good shoot extension and an insignificant number of naturally-occurring internal dead branches
- Average – crown condition that may be representative for the species and/ or seasonal, possessing satisfactory shoot extension and/ or minimal decline and dead branches
- Low – poor shoot extension, sparse crown density and not likely to be corrected through improvement of site resources and plant nutrition
- Moribund – final stages of a decline spiral

## **5.0 Appendix II**

### **5.1 Author Formal Qualifications**

5.2 Bachelor of Science (Sustainable Forestry) – 2012  
Edith Cowan University, Joondalup & Murdoch University, Murdoch, WA.

5.3 Diploma of Applied Science (Horticulture) – 2000  
Major studies Arboriculture and Parks/ Gardens management  
University of Melbourne, Burnley campus, VIC.

5.4 Certificate IV (TAE40110) in Training & Assessment – 2014  
Plenty Training, Robina, QLD.

5.5 Certificate of Horticultural Practice – 1994  
Challenger TAFE, Murdoch campus, WA.

### **5.6 Additional Certifications**

5.7 ISA Certified Arborist Municipal Specialist (AU-0020AM) – 2012 (recertified 2018)  
International Society of Arboriculture  
[www.isa-arbor.com/certification/benefits/credentialsExplained.aspx](http://www.isa-arbor.com/certification/benefits/credentialsExplained.aspx)

5.8 ISA Tree Risk Assessment Qualification (TRAQ) – 2013 (recertified 2018)  
International Society of Arboriculture  
<http://www.isa-arbor.com/certification/becomequalified/becomequalified.aspx>

### **5.9 Limitation of Liability**

5.10 Bowden Tree Consultancy are tree specialists who use their qualifications, education, knowledge, training, diagnostic tools and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of this assessment and report.

5.11 Bowden Tree Consultancy cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways that the arboriculture industry does not fully understand. Conditions are often hidden within trees and below ground. Unless otherwise stated, observations have been visually assessed from ground level. Bowden Tree Consultancy cannot guarantee that a tree will be healthy or a low risk of harm under all circumstances, or for a specified period of time. Likewise, remedial treatments cannot be guaranteed.

5.12 Treatment, pruning and removal of trees may involve considerations beyond the scope of Bowden Tree Consultancy's service, such as property boundaries and ownership, disputes between neighbours, sight lines, landlord-tenant matters and other related incidents. Bowden Tree

Consultancy cannot take such issues into account unless complete and accurate information is given prior or at the time of the site inspection. Likewise, Bowden Tree Consultancy cannot accept responsibility for the authorisation or non-authorisation of any recommended treatment or remedial measures undertaken.

- 5.13 In the event that Bowden Tree Consultancy recommends retesting or inspection of trees at stated intervals, or installs any cable/s, bracing systems and support systems, Bowden Tree Consultancy must inspect the system installed at intervals of not greater than 12 months, unless otherwise specified in written reports. It is the client's responsibility to make arrangements with Bowden Tree Consultancy to conduct the re-inspection.
- 5.14 Trees can be managed, but they cannot be controlled. To live or work near a tree involves a degree of risk. All written reports must be read in their entirety; at no time shall part of the written assessment be referred to unless taken in full context with the whole written report. If this written report is to be used in a court of law, or any other legal situation, Bowden Tree Consultancy must be advised in writing prior to the written assessment being presented in any form to any other party.

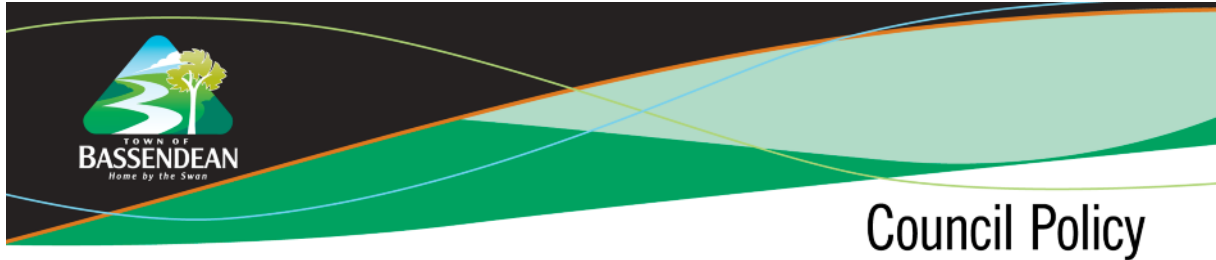
#### **5.15 Business Details**

- 5.16 Bowden Tree Consultancy®  
ABN: 51925884945  
Post Office Box 104 DARLINGTON W.A. 6070  
M: 0438 936 679  
E: [info@bowdentree.com.au](mailto:info@bowdentree.com.au)  
W: [www.bowdentree.com.au](http://www.bowdentree.com.au)

#### **5.17 Literature Cited**

- 5.18 Acecap, 2016. Systemic Tree Implants.  
<http://www.acecap-medicap.com/index.htm>
- 5.19 Ball, D.J. & Ball-King, L. (2011). *Public Safety and Risk Assessment*. Great Britain: Earthscan
- 5.20 Dunster, J.A. (2017). *Tree Risk Assessment Manual – 2<sup>nd</sup> Edition*, Champaign, IL: International Society of Arboriculture
- 5.21 Lilly, S., Matheny, N. & Smiley, E., (2011). *Best Management Practices - Tree Risk Assessment*, Champaign, IL: International Society of Arboriculture
- 5.22 Mattheck, C. (2007). *Updated Field Guide for Visual Tree Assessment*. Karlsruhe, Germany: Karlsruhe Research Centre
- 5.23 Standards Australia, (2007). *AS4373-2007 Pruning of Amenity Trees*, Sydney: SAI Global

# **ATTACHMENT NO. 6**



# Local Planning Policy No 15

## Percent for Art Policy

### 1.0 Preliminary

#### 1.1 Citation

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

#### 1.2 Purpose

The Town of Bassendean considers there is a need to protect and enhance the utility, amenity and identity of the public domain of places such as centres, main streets, squares and parks within its municipality.

The purpose of this Policy is to assist in achieving the following objectives:

- a) improving legibility by introducing public art which assists in making streets, open spaces and buildings more identifiable,
- b) enhancing a sense of place by encouraging public art forms which provide an interpretation and expression of the local area's natural physical characteristics and social values,
- c) improving interpretation of cultural, environmental and built heritage,
- d) improving visual amenity by use of public art to screen unattractive views and improve the appearance of places, and
- e) improving the functionality of the public domain through the use of public art to provide appropriate street furniture functions

#### 1.3 Guidelines

Interpretation and implementation of this Policy shall be in accordance with the guidelines for Percent for Art Policy which is provided in Appendix A to this document)



## **2.0 Application**

### **2.1 Public Art to be Required**

The Town of Bassendean shall require eligible proposals to provide public art in accordance with the described method for determining Public Art contributions described hereunder.

### **2.2 Proposals Eligible for Public Art Contributions**

#### **2.2.1 Projects Eligible**

All development proposals for multiple dwellings, mixed use, commercial, civic, institutional, educational projects or public works with a value greater than \$1,000,000\* shall be regarded as eligible proposals under this Policy.

\* Value as used for determining Building Licence fees

#### **2.2.2 Area of Application**

This Policy applies throughout the Town.

The Policy should be read in conjunction with Planning Policy No 1 – Bassendean Town Centre Area Strategy and Guidelines which requires a public realm contribution of 2% of building construction costs for all development in the Town Centre which includes provision for Public Art.

#### **2.2.3 Proponents**

This Policy shall apply to all proponents, with the exception of those exempt from obtaining Local Authority planning approval under other legislation. Those proponents/projects so exempted should utilise this Policy and associated Guidelines as a guide for the implementation of their respective Percent for Art Policy obligations where applicable.

## **3.0 Method of Determining Public Art Contribution**

### **3.1.1 Method of determining Public Art Contribution**

The cost of any Public Art provided under this Policy shall be no less than one percent of the value of the eligible proposal.

### **3.1.2 Form of Public Art Contribution**

Public Art required pursuant to this policy shall be provided in kind. Where requested by the proponent, the Council may alternatively accept a cash-in-lieu payment in accordance with the Town of Bassendean guidelines for Percent for Art Policy.

### **3.1.3 Location of Public Art Contribution**

Public Art provided in-kind pursuant to this Policy shall be provided on site, or on crown land immediately adjacent to the site.

### **3.1.4 Separate Approval Generally Not Required for Public Art**

Public Art provided under this Policy, in fulfillment of a condition of Planning Approval, shall not require a further Development Application.

## TOWN OF BASSENDEAN GUIDELINES FOR PERCENT FOR ART POLICY

### 1.0 Operation and Intent

These Guidelines are adopted by the Town of Bassendean for the purpose of direction for the interpretation and implementation of the Town's Percent for Art Policy.

### 2.0 Implementation of Universal Percent for Art

#### 2.1 Prescribed Areas

The Town of Bassendean has prepared a Public Art Master Plan which divides the Town into precincts, and shows the location of proposed public art works.

#### 2.2 Cash In Lieu

Where the proponent elects, the public art contribution may alternatively by cash-in-lieu based on the rate described in the Town of Bassendean's Universal Percent for Art Policy. Such cash-in-lieu are to be:

- a) paid to the Town of Bassendean's Public Arts Fund (Percent for Public Art); and
- b) expended on a public art project within the prescribed area in the Public Art Master Plan within which proposal is situated.

Individual funds contributed within a prescribed area may be accrued for more comprehensive or detailed art projects and/or areas as outlined in the Town of Bassendean's Public Art Master Plan.

#### 2.3 Eligible Costs

For the purpose of cash in lieu contributions, costs associated with the production of an art project may include:

- i) professional artist's budget, including artist fees, Request for Proposal, material, assistants' labour costs, insurance, permits, taxes, business and legal expenses, operating costs, and art consultant's fees if these are necessary and reasonable.
- ii) Fabrication and installation of artwork,
- iii) Site preparation,
- iv) Structures enabling the artist to display the artwork,
- v) Documentation of the artwork, and
- vi) Acknowledgment plaque identifying the artist, artwork and development.

## **2.4 Equity, Safety and Universal Access**

Public art should be made accessible to all members of the community, irrespective of their age and abilities. While art in public spaces might be considered primarily a visual experience, it can provide a range of sensory experiences for people with disabilities - artwork can be tactile, aural and give off pleasant smells as well as being visual. Artwork need not be monumental, but can be at heights suitable for people in wheelchairs to touch, move through and explore. Artwork can be interactive play objects for family groups and children. Interpretive signage in an easy to read format, including Braille, will ensure that artworks are inclusive of all members of the community. Where feasible and appropriate to the site and community, the Authority will commission artworks that can be enjoyed as an interactive experience, irrespective of age, mobility or ability.

## **2.5 Exclusions to Public Art**

Art projects ineligible for consideration include:

- i) Business logo.
- ii) Directional elements such as supergraphics, signage or colour coding.
- iii) 'Art objects' which are mass produced such as fountains, statuary or playground equipment.
- iv) most art reproductions.
- v) landscaping or generic hardscaping elements which would normally be associated with the project.
- vi) services or utilities necessary to operate or maintain artworks.

## **2.6 Design Documentation**

The artist will be required to prepare detailed documentation of the artwork at various stages of the commission, design, fabrication and implementation processes. Depending upon the project, the documentation may include concept drawings, maquettes, structural and other engineering drawings, photographic images of works in progress, photographic images of completed and installed work and a maintenance schedule.

## **2.7 Approval of Artwork**

The approval of the Council shall be required prior to the creation and installation of the Public Art. It is preferable that the Council delegate authority to grant approval to the Public Art to an appropriate Officer, or duly appointed panel.

## **2.8 Clearance Process**

The public artwork must be completed and installed prior to the first occupation of the new development, and maintained thereafter by the owner(s)/occupier(s).

Alternatively, Council may accept a suitable agreement prepared at the applicant's expense binding the proponent to complete the works within a specified timeframe.

### **3.0 Maintenance**

#### **3.1 Maintenance and Resistance to Vandalism**

Artworks that are low maintenance, robust, durable and resistant to Vandalism will be encouraged. Artists will be required to present the Town with a maintenance schedule at the completion of the commission.

#### **3.2 Recording**

The public artwork will be registered in the Town's Public Art Inventory once the artwork is completed.

#### **3.3 Decommissioning**

The proponent (or Town where the public art is situated on Crown Land) may decide to remove an artwork because it is in an advanced state of disrepair or damage, because the artwork is no longer considered suitable for the location or for other reasons. In such cases, the Town will prepare a documented archival record of the artwork prior to its removal.

The proponent (or Town where the public art is situated on Crown Land) must make a reasonable attempt to contact the artist at least 28 days ahead of any relocation, sale, alteration or removal of an artwork.

### **4.0 Creative Development Process**

#### **4.1 Creative Design Process**

The proponent will commission artists and coordinate and manage the process by which they work alongside architects, landscape architects, planners and engineers. There will be a variety of approaches resulting in some easily identifiable artworks, and others that will be merged as an integral part of construction. While there is certainly a place for sculpture and civic landmark, there is also room for colour, movement, whimsy and theatre. This policy gives equal value to the purely aesthetic and to the functional.

#### **4.2 Consultation with Stakeholders**

Where appropriate, an invitation should be extended to community members to participate in the artwork process.

Some groups in the community are not comfortable with the expression of interest and tender processes, and will not enter into them without assistance. While artists from these groups will be encouraged to apply for all publicly advertised commissions, there may be opportunities for designating specific commissions for them. In such cases, the selection processes outlined above may be modified and more assistance given to the artists submitting Expressions of Interest or Requests for Proposals.

### **4.3 Collaboration**

There is an expectation that commissioned artists will work in collaboration with other consultants engaged by the Proponent (most commonly, but not exclusively, landscape architects, urban planners and engineers) and that the conceptual and technical requirements of these professionals will be duly regarded by the artist when designing and installing the artwork.

There is an equal expectation that the artists' aesthetic judgement will be respected by other consultants engaged by the proponent. Changes to an artwork, even at concept stage, can only be made with the full knowledge and approval of the artist.

## **5.0 Artists Rights**

### **5.1 Definition of Artist**

Only professional artists will be eligible to carry out public art commissions. As the term 'artist' is self-referencing, for the purposes of this policy a professional visual artist can be defined as a person who fits into at least two of the following categories:

- A person who has a university degree or minimum 3 year full time TAFE Diploma in visual arts, or when the brief calls for it, other art forms such as multi media;
- A person who has a track record of exhibiting their artwork at reputable art galleries that sell the work of professional artists;
- A person who has had work purchased by major public collections, including (but not limited to) the Art Gallery of Western Australia, any of the university collections or Artbank;
- A person who earns more than 50% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions.

Sometimes it will be appropriate to be more flexible and seek people other than professional artists to carry out artwork commissions. This may apply in instances when young, emerging and indigenous artists or students may be considered appropriate.

### **5.2 Artist Contract**

The proponent will be required to forward copies of the artist's contract, maintenance schedule and artist contact details to the Town at the commencement of the project. In the case where the proponent is the Town, it shall satisfy itself that these requisites have been satisfied.

### **5.3 Moral Rights**

Since 2000 moral rights legislation has protected artists. In brief, an artist's moral rights are infringed if:

- Their work is not attributed or credited;
- Their work is falsely attributed to someone else; or
- Their work is treated in a derogatory way by distorting, modifying or removing it without their knowledge or consent.

In practical terms this means that all artworks should have the artist's name on or attached it, that the Town cannot change an artwork in any way without seeking the artist's permission; likewise, cannot remove or re-locate the artwork without seeking the artist's permission. It may be that an artist has moved and the Town cannot find them, but evidence that a reasonable attempt to find the artist must be provided.

The Town will take special care to ensure that acts of restoration or preservation (of artworks) will be conducted in a sensitive manner with prior consultation with the artists. Wherever possible, preservation or restorative works should be carried out by professional conservators.

Special care will also be taken with the moral rights associated with works created by more than one artist, in that it is acknowledged that collaborators on artistic creations can take different views on issues such as relocation and restoration.

### **5.4 Acknowledgement of Artwork**

In line with moral rights legislation, the proponent will install a plaque or plate near each artwork, acknowledging the name of the artist, and the name of the person, agency or company who funded the artwork.

### **5.5 Copyright of Artwork**

Once an artwork has been completed and accepted by the Town, copyright will be held jointly by the Town and the artist. In practical terms this means that the Town has the right to reproduce extracts from the design documentation and photographic images of the artwork for non-commercial purposes, such as annual reports, information brochures about the Authority and information brochures about the artwork. The artist will have the right to reproduce extracts from the design documentation or photographic images of the artwork in books or other publications associated with the artist or artwork.

### **5.6 Fees to Artists**

A fee may be paid to artists invited to submit a Request for Proposal (RFP) and this may be credited to the value of the Public Art required under the Policy. The amount will be at the discretion of the proponent and in proportion to the overall artwork budget. The fee will be paid after the proposal had been submitted, deemed to comply with the requirements and the artist has attended their interview.

## 4.3 Public Art Policy

The Town of Bassendean recognises that “public art” refers to artistic works or activities created for the public domain.

Public art can take many forms including but not limited to sculpture, mosaic, stained glass, textiles, ceramics, photography, prints and paintings, lighting, seating, drink fountains and pathways.

### Objectives

The Town of Bassendean’s objectives for the Public Art Policy are:

1. To outline the Town’s strategy and provide guidelines for the integration of public art within streetscapes;
2. To recognise that Public Art is integral to the amenity and sense of place afforded to those who live, work, and play within the Town of Bassendean; and
3. To support and encourage the provision of commissioned public art works associated with new developments as well as for stand-alone projects.

### Strategies

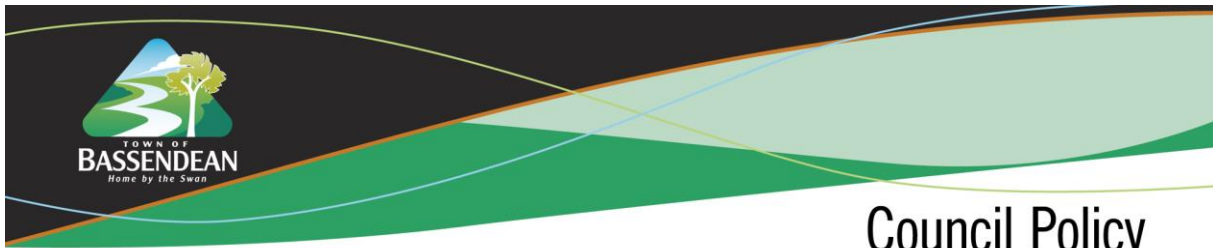
The Town of Bassendean strives to achieve these objectives by:

- Facilitating opportunities to acquire public art.
- Ensuring public art is provided in a strategic manner.
- Aiming to provide public art to assist in creating a “sense of place” and community identity.

Allocating funds, or sourcing adequate funds as outlined below:

- Consider allocating up to 0.5% of the Town’s total annual rates income budget, towards Public Art projects on an annual basis.
- Grant funding shall be sought from external organisations, where available.
- All public buildings constructed by the state government within the Town shall contain a 1% levy for artworks, as per the government’s “Percent for Art Scheme”.





## Council Policy

- For any public buildings constructed by Council, 1% shall be set aside for Public Art by either transferring an amount to the reserve fund or by installation of artworks into the project.

Local Planning Policy No. 15 (Percent for Art Policy) refers to contributions to be made to the Public Art Master Plan implementation for private and commercial developments occurring in the Town.

### Funding

Funds for the Town's Public Art shall be derived from three main sources, namely: Council Funding, External Funding, and Private Commercial Contributions.

### Application

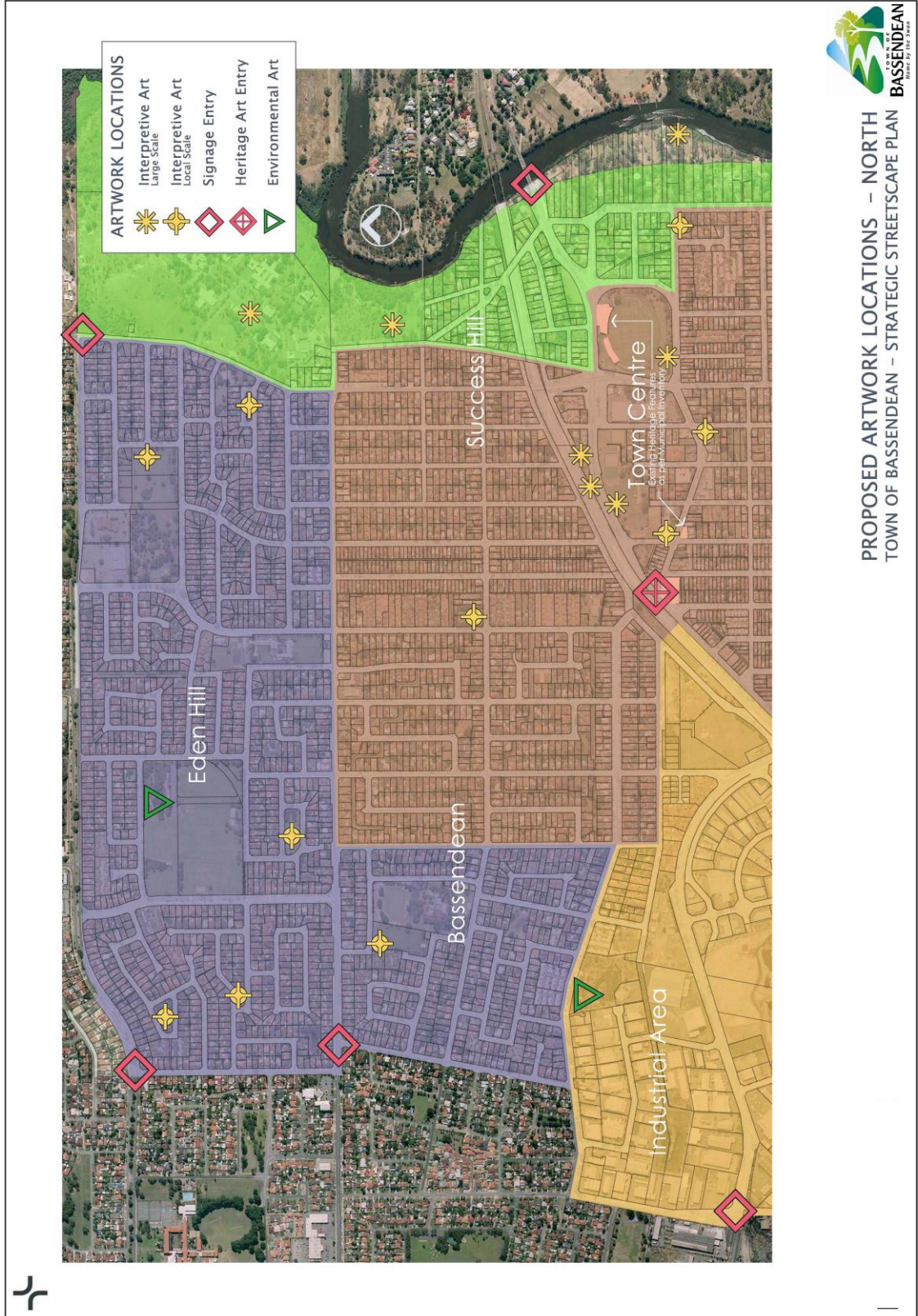
- Responsibility for the implementation of this Policy ultimately rests with the Bassendean Town Council, with input from the Town's Cultural Development Advisory Committee and Town of Bassendean staff.
- Public Art is to be implemented and reported upon in the quarterly and annual report.
- The Policy is to be reviewed every three years to reflect changes in community expectations, changes in state and federal government legislative, policy and guidelines.

<p><b>Policy Type:</b> Council Policy</p>	<p><b>Policy Owner:</b> Director Community Development</p>
<p><b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture</p>	<p><b>Adopted:</b> OCM 10/06/09</p>
	<p><b>Last Review Date:</b> March 2014</p>
	<p><b>Version 1</b></p>
	<p><b>Next Review due by:</b> December 2016</p>



# Council Policy

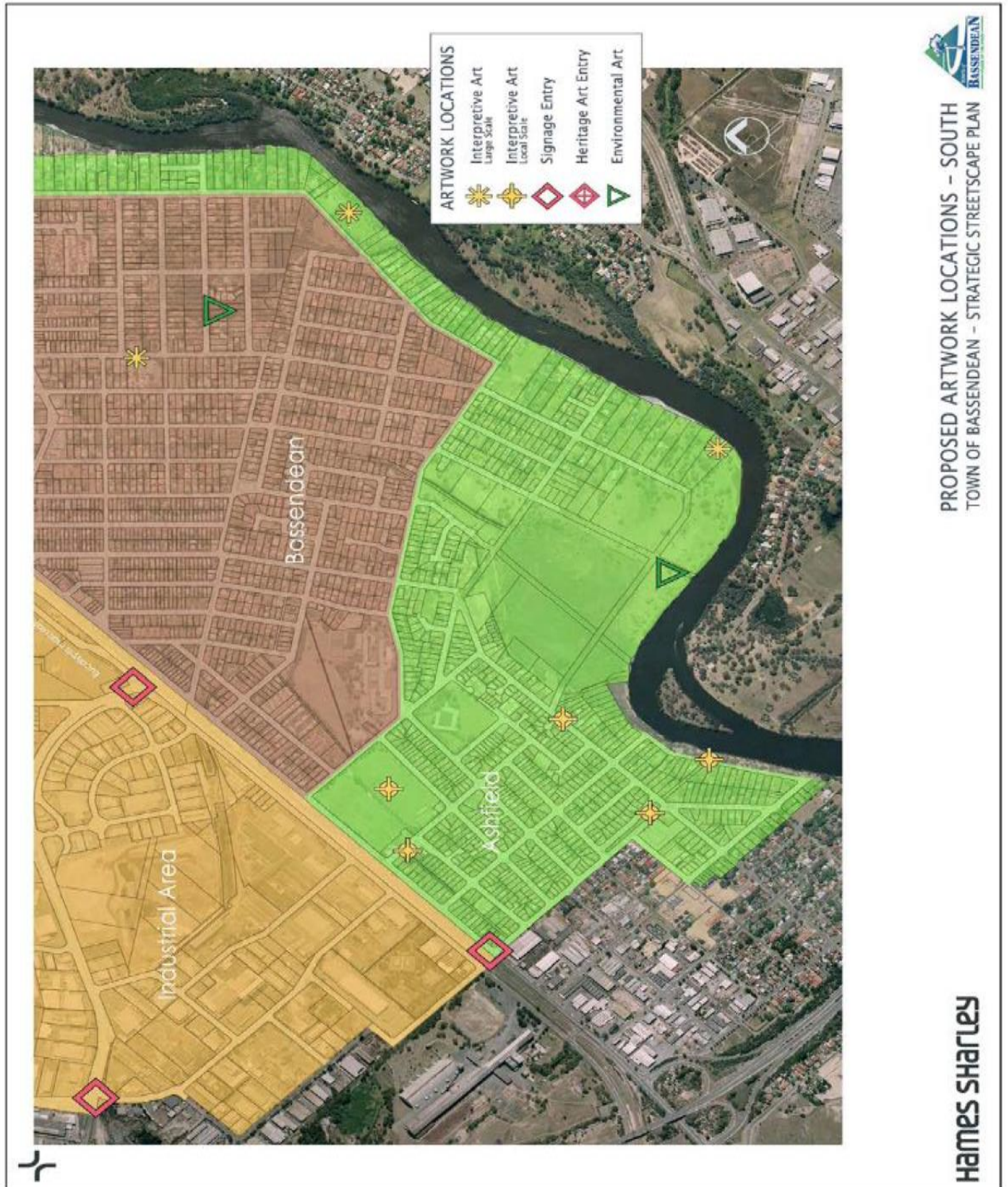
## Public Art Master Plan – North



Town  
Sectic



## Public Art Master Plan – South



**Policy Number: Local Planning Policy No. 15**  
**Policy Title: Public Art**

**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. 15 – Public Art.

**2. Policy Statement**

The Town recognises the importance public art has in creating a sense of place and contributing to a culturally rich environment. The Town considers that high quality and meaningful artwork can enrich the community and strengthen community connectedness.

**3. Policy Objectives**

- (a) Provide for the ability to impose conditions on development approvals requiring contributions towards the provision of public art.
- (b) Improve legibility by introducing public art which assists in making streets, open spaces and buildings more identifiable;
- (c) Enhance a sense of place by encouraging public forms which provide an interpretation and expression of the local area's natural physical characteristics and social values;
- (d) Improving interpretation of cultural, environmental and built heritage;
- (e) Improving visual amenity by use of public art to screen unattractive views and improving the appearance of places; and
- (f) Improve the functionality of the public domain with public art to provide appropriate street furniture functions.

**4. Application**

This Policy applies to all applications for Development Approval for residential, commercial or mixed use development, where the estimated cost of the development exceeds \$2 million. This Policy does not apply to industrial development.

**5. Definitions**

Artist: means either:

- a person who has a university degree or minimum 3 year full time TAFE Diploma in visual arts, or when the brief calls for it, other art forms such as multimedia;

- *A person who has a track record of exhibiting their artwork at reputable art galleries that sell the work of professional artists;*
- *A person who has had work purchased by major public collections, including (but not limited to) the Art Gallery of Western Australia, any of the university collections or Artbank; or*
- *A person who earns more than 50% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions.*

**Construction Cost:** *means the estimated cost of the equipment, financing, services and utilities required to carry out a development but does not include the cost of the acquisition of land, architectural, design or consultants fees. The Town will generally accept the construction cost of the development to be the same as the “approximate cost of proposed development” stated by the applicant in the development application form.*

**Public Art:** *is a work that is created by an artist that is sited in a highly visible position when viewed from the public realm and can include (but is not limited to) the following:*

- *The artistic treatment of functional equipment such as bike racks, benches or fountains;*
- *Playground equipment, light posts or shade structures which are unique;*
- *Landscape art enhancements such as walkways, bridges or art features within a garden;*
- *Murals, tiles and mosaics covering walls, floors and walkways; and*
- *Sculptures, free-standing or incorporated as an integral element of a building design.*

*Public art does not include the following:*

- *Business logos, advertising and/or signage;*
- *Art that is mass produced or off-the-shelf reproductions;*
- *Architectural building cladding; or*
- *Landscaping or hardscaping which would normally be associated with the development.*

## **6. Policy Requirements**

### **6.1 General**

- (a) Applications for Development Approval that provide for the construction of residential and/or commercial development (or alterations or extensions to these developments) are to make a contribution to public art by way of:

- (i) Providing public art to the value equivalent of 1% of the estimated cost of development (but not exceeding \$250,000). The cost of the art may include artist's fees, labour, materials, installation, operating costs and the costs of any required permits or approvals. Where the public art is to replace a functional and/or required part of the development, the cost calculation shall reflect the difference in cost between the provision of the standard component and the cost of the artist prepared component; or
  - (ii) Making a cash contribution towards public art equivalent of 1% of the estimated cost of development (but not exceeding \$250,000).
- (b) Where public art is provided in accordance with Clause 6.1(a)(i) above, it is to be installed prior to the commencement of use and/or occupancy of the development site and maintained by the landowners for the life of the development.
  - (c) Where a cash-in-lieu contribution is made in accordance with Clause 6.1.(a)(ii), it shall be paid prior to the commencement of use and/or occupancy of the site, with the funds to be used by the Town on public art projects that are located in, and contribute to the immediate locality within which the development is located.

## **6.2 Design Requirements**

- (a) Public art shall accord with the following design criteria:
  - (i) Be located within the lot boundaries of the development site, unless otherwise approved by the Town;
  - (ii) Be located where it can be clearly seen from the public realm and contribute to an attractive and stimulating environment;
  - (iii) Be durable, sustainable and easy to maintain, including being resistant to vandalism;
  - (iv) Not detract from the amenity or safety of the surrounding area, pedestrians or vehicles;
  - (v) Where considered appropriate, be lit at night by the use of energy efficient lighting;
  - (vi) Be responsive to the site context and reflect the local area's natural, physical, cultural or social values and/or history;
  - (vii) Take into account the existing public art in the vicinity to avoid repetition and to ensure the public art is unique; and
  - (viii) Be functional, where appropriate.
- (b) Artists are encouraged to ensure public art is accessible to all members of the community, irrespective of their age and abilities, and include sensory experiences for people with disabilities.
- (c) Artists are encouraged to collaborate with other project consultants, including landscape architects, urban planners and engineers to ensure the artwork is complimentary to and compatible with other elements of the development.

### 6.3 Information Requirements

- (a) Applications that are subject to this Policy are to advise of the intended method of satisfying the requirements of Clause 6.1(a) of the Policy.
- (b) Where an applicant elects to provide public art in accordance with Clause 6.1(a)(i) of the Policy, the application for Development Approval shall include a preliminary proposal for public art which addresses:
  - (i) The form of public art proposed;
  - (ii) The approximate size of the public art proposed;
  - (iii) Detailed documentation of the artwork, including photographs, design, fabrication and installation and maintenance processes; and
  - (iv) The indicative location of the public art proposed on the development site.
- (c) In approving an application for Development Approval that proposes public art, a condition will be imposed requiring the following details of the public art to be provided to the Town for approval, prior to the lodgement of a Building Permit application:
  - (i) Design documentation of the proposed public art;
  - (ii) Detailed plans of the public art which are to scale and include dimensions, details of the materials, location, colours and installation method;
  - (iii) Cost calculations of the proposed public art; and
  - (iv) The proposed maintenance regime.

### 6.4 Approval, Installation and Maintenance

- (a) No additional development approval will be required for the installation of the approved public art located on a development site, unless otherwise prescribed in the relevant development approval.
- (b) Only artists or persons supervised by an artist, are permitted to carry out public art commissions, unless otherwise approved by the Town.
- (c) The landowner is responsible for the ongoing maintenance of the artwork, to the satisfaction of the Town, in accordance with the information provided in accordance with Clause 6.3(c)(iv).

#### Document Control

<b>Directorate</b>	Community Planning
<b>Business Unit</b>	Development and Place
<b>Inception Date</b>	[Insert OCM RESOLUTION NO & DATE]
<b>Version</b>	
<b>Next Review Date</b>	2023

# **ATTACHMENT NO. 7**





**Att. Shanel De Silva**

Senior Community Development Officer  
(Volunteer Services)  
Town of Bassendean  
50 Old Perth Road,  
Bassendean WA 6054

13 October 2021

Dear Shanel,

**REF: OEM-8963520 - Evaluation Report  
Office Space - Bassendean Seniors and Community Centre**

On behalf of Prepare Produce Provide (PPP) I would like to thank the Town of Bassendean for providing the Community Centre's office space for PPP's 5000meals Program. The Centre and the office space has been a vital resource for which we have gratefully utilised for a variety of uses over the past 12 months:

- It has been the home base for both PPP and its 5000meals Program and have referred to the space as our office all our volunteers, suppliers, sponsors and supporters and has become a central point for us. Through this process we have found there has been an increase in the awareness of PPP and its 5000meals Program within Bassendean.
- The 5000meal Program itself has many volunteers participating in the community kitchen at Cyril Jackson. The program creates a vibrant and supportive opportunity and is well supported by Town of Bassendean residents and the wider community in addition to promotion through our school networks.
- 5000meals have also assisted with a variety of local events including catering for the Town of Bassendean's 2021 Volunteer Awards and the Town of Bassendean's Volunteer Day (a movie night) event in 2020 which it will be again assist with on the 5 December 2021. 5000meals provides high quality food and services.
- The PPP board also meets for its monthly board meeting at the Centre and it will be holding its second AGM in early December this year. The board consists of professionals within the finance and food industries, both the private and government sectors, and have acknowledged and actively promote the generosity of the Town of Bassendean in providing the space for PPP's use.

Again, thank you for the generous use of the Community Centre's office space for PPP and its 5000meals Program. It has been invaluable to us as has the relationship with the Town of Bassendean and all its staff.

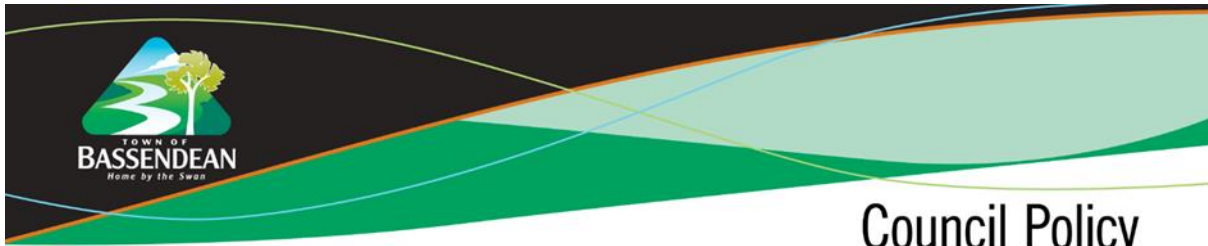
With warmest wishes,

Cath MacDougall  
Project Manager/Creative Director

Email: [CreativeDir@prepareproduceprovide.org](mailto:CreativeDir@prepareproduceprovide.org)  
Website: [www.prepareproduceprovide.org](http://www.prepareproduceprovide.org)

Mobile: +61 409 970 070  
FB: Prepare Produce Provide

# **ATTACHMENT NO. 8**



## Council Policy

DRAFT

### Execution of Documents

#### Policy scope

This policy provides guidance on the appropriate method of execution for the Town's documents and ensures that the Town's common seal is applied and documents executed in accordance with the provisions of the *Local Government Act 1995* (the Act).

According to the Act, section 9.49A, a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised to do so.

#### Objective

The objective of this policy is to ensure that the Town's common seal is used appropriately and that documents are executed in a consistent and transparent manner and in accordance with the provisions of the *Local Government Act 1995*.

#### Policy Statement

Section 9.49A(1) of the Act, states that a document is duly executed by a local government if –

- (a) The common seal is affixed to it in the presence of –
  - (i) the Mayor or President; and
  - (ii) the Chief Executive Officer (CEO) or a senior employee authorised by the CEO,each of whom must sign the document to attest the common seal was affixed;  
or
- (b) it is signed by an Officer authorised to do so.

Pursuant to section 9.49A(4) of the Act, a local government may, by resolution, authorise the Chief Executive Officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

The following take precedence over this Policy, in the order listed below –

1. Legislation;
2. The formal requirements of a Commonwealth or State department, authority or agency (as described in a policy or procedure); or
3. A Council decision;

This policy applies to all Town of Bassendean officers who have been authorised through the provisions of this policy to execute documents on behalf of Council and the Town.

Should ambiguity arise over what category might apply to a document i.e. two categories may have relevance to a document, then the higher category is to take precedence unless the decision has been made under delegated authority in which case it is a Category 2 document and can be executed by the officer exercising the delegated authority.

### **Category 1(A) Documents**

Category 1A documents require a specific resolution of Council to sell, lease or enter into an agreement as well as an authority to affix the common seal.

These documents are executed by having the common seal affixed under the authorisation of Council in the presence of and being attested to by the Mayor and CEO or pursuant to section 9.49A(3)(b) of the Act, the Mayor and a senior employee authorised by the CEO to do so.

The following is a list of Category 1(A) documents –

1. Deeds, or contracts in respect to sale, purchase or other commercial dealing relating to the Town's assets including equitable interests;
2. Local Planning Schemes and Amendments.
3. Landgate Transfer of Land forms;
4. Lease documents. This category includes, but is not limited to:
  - Extension of Lease under original lease and new term not previously provided;
  - Variation of Lease;
  - Assignment of Lease; and
  - Surrender of Lease,

except for any of the above that are granted under delegated authority.

5. Local Laws; and
6. Licence documents, except those licence documents listed in Category 2.

### **Category 1(B) Documents requiring the common seal but not a specific Council resolution**

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a "class of documents" authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal.

Please note that the document may not require a Council resolution (being a Category 1(B) document) however the decision to undertake a particular course of action may still require Council approval –

1. Agreements relating to grant funding, when the funder requires that the agreement be signed under seal.
2. Debenture documents for loans which Council has resolved to raise.
3. Extension of Lease under original lease clause or provision.
4. Sub Lease of a portion of the premises by the Lessee.
5. Minor Variation of Lease provided it does not alter the substantive terms of the Lease approved by Council.
6. General Legal and Service Agreements not already listed in this policy.

These documents will be executed by the common seal being affixed under the authorisation of Council (this policy) with the affixing of the seal in the presence of and being attested to by the Mayor and CEO.

### **Category 2 Documents (does not require the Common Seal)**

Category 2 documents do not require the seal to be affixed.

Under section 9.49(A)(4) Council hereby authorises the Chief Executive Officer to sign documents on behalf of the Town of Bassendean.

<b>Description</b>	<b>Authority to Execute</b>	<b>Documents include, but not limited to –</b>
Authority to Execute Documents required in the management of land as a landowner. This does not include mortgage and Transfer of Land document which are listed in Category 1.	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Subdivision applications</li> <li>• Development applications</li> <li>• Building applications</li> </ul>
General deeds, legal and service agreements.	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Settlement and/or releases</li> <li>• Confidentiality and non-disclosure; sponsorship</li> <li>• Grant funding</li> <li>• Deferral of developer contributions</li> <li>• Memorandum of understanding</li> </ul>
Documents required to enact a decision of Council.	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Contractual documents resulting from a tender process</li> <li>• Transfer of lands forms</li> <li>• Notification on title as required by a condition of approval memorandum of understanding</li> <li>• Adoption of a new Structure Plan</li> </ul>
Documents that enact a decision made under delegated authority or as a condition of approval given under delegated authority.	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Planning approvals</li> <li>• Building approvals</li> </ul>
Where a condition of approval given under delegated authority has subsequently been met, documents that are required to remove, withdraw or extinguish the earlier document or registration.	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Withdrawal of caveat or a document that removes a restrictive covenant</li> </ul>

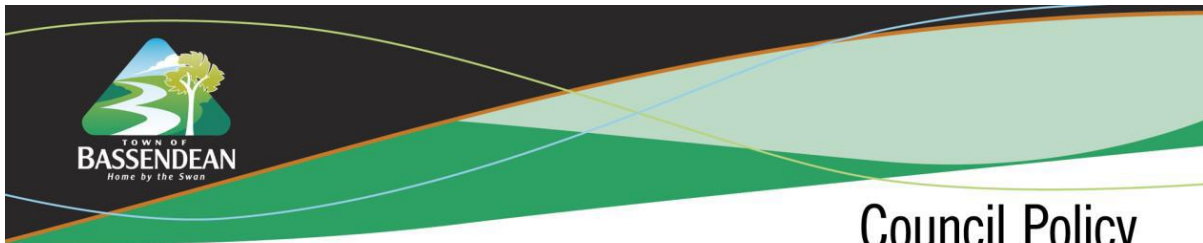
### Category 3 Documents

Category 3 documents are those documents that are created in the normal course of business and are consistent with the Town's policies and procedures. Category 3 documents are to be executed by a Director or Manager, or a Town officer where the authority and accountability has been extended through a policy or procedure. These documents include but are not limited to the following –

1. Agreements in the normal course of business for the purchase of goods or services identified within the business unit's budget (other than for tenders awarded by Council) and conforming to the requirements of the Town's Purchasing Policy and other relevant policies.
2. General correspondence required to discharge the duties of the officer's position.
3. Contracts for grant funding conducted in accordance with the Town's policies and procedures.
4. Regular hire arrangements.

<b>Document Control box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive Officer
<b>Inception Date:</b>	OCM December 2021	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	Annual	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Local Government Act 1995</i>		

# **ATTACHMENT NO. 9**



## Council Policy

**DRAFT**

# Attendance at Events Policy

## Policy Objective

The Town of Bassendean (the Town) is required under section 5.90A of the *Local Government Act 1995* to adopt a policy on attendance at events for Elected Members and the Chief Executive Officer (CEO).

Elected Members and the CEO as representatives of the local government may be requested to attend events or may be offered tickets to events by third parties. In order to carry out their functions impartially, Elected Members and the CEO are required to demonstrate that they are not improperly influenced by third parties through the acceptance of invitations to these events.

The policy aims to provide transparency concerning the attendance at events by Elected Members and the CEO.

## Policy Scope

This policy applies to attendance at events by Elected Members and the CEO of the Town of Bassendean, attending in their capacity as an Elected Member or CEO and includes –

- Approval for attendance at events and the criteria for approval;
- The provision of tickets to events; and
- Payments in respect of event attendance.

The policy does not apply to Town of Bassendean officers (other than the CEO).

## Policy Statement

### Definitions –

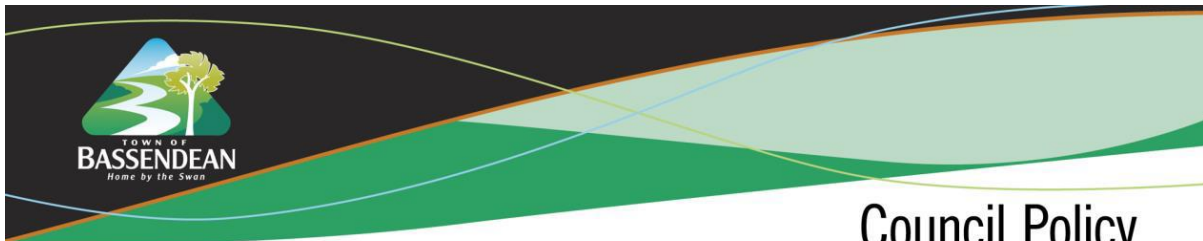
**Chief Executive Officer** means the Chief Executive Officer of the Town of Bassendean;

**Elected Member** means the Mayor and Councillors of the Town of Bassendean;

**Event** has the meaning given to it under the *Local Government Act 1995*.

**Gift** has the meaning given to it under the *Local Government Act 1995*.





## Council Policy

**Ticket** includes an admission ticket to an event or an invitation to attend an event, or a complimentary registration to an event offered by a third party.

### 1. Pre-approved events

Elected members and the CEO are authorised to accept invitations, including tickets, from third parties to attend events where the ticket is offered by the following –

- (a) The Western Australian Local Government Association (WALGA);
- (b) The Australian Local Government Association (ALGA);
- (c) Local Government Professionals (WA);
- (d) A department of the WA public service;
- (e) Events conducted by a local government or regional local government, State or Federal Government department or agency;
- (f) A State or Federal Member of Parliament, other than for party political events or fundraisers;
- (g) Town of Bassendean hosted events; and
- (h) A civic/cultural, community organisation within the Town of Bassendean.

Attendance at pre-approved events covered by this policy are considered “excluded gifts” as defined in section 5.62(1B) of the *Local Government Act 1995*.

### 2. Other Events

An invitation to an event accepted by an Elected Member or CEO without payment, where a member of the public is required to pay, unless noted as a pre-approved event in this policy, will generally be classified as a gift to which the declaration of interest provisions apply.

Where an event is a free event to the public then no action is required by the recipient. If the event is ticketed and the Elected Member or CEO pays the full ticketed price and does not seek or obtain reimbursement then no action is required by the recipient.

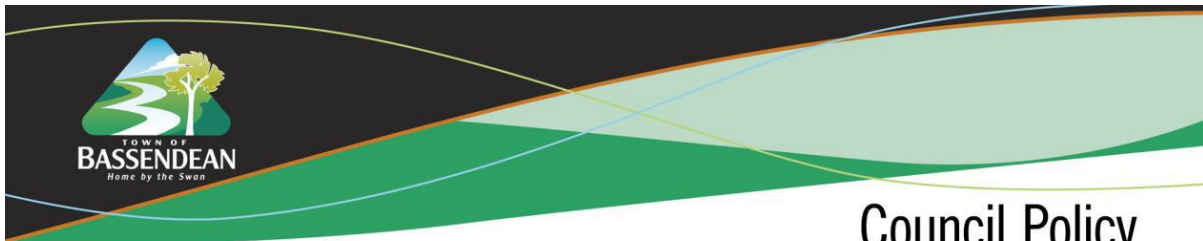
### 3. Approval Process (Event metropolitan)

All invitations or offers of tickets for an Elected Member to attend an event must be forwarded in writing and addressed to the CEO for approval.

Where an invitation or offer of a ticket is for the CEO, it must be forwarded to the Mayor for approval.

In making a decision on attendance at an event, the following matters must be taken into consideration –

- a) The provider of the invitation or ticket to the event, including whether the provider is undertaking or may seek to undertake an activity involving a Council decision;



## Council Policy

- b) The location of the event in relation to the local government (within the district or out of the district);
- c) The role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- d) Whether the event is sponsored by the Town;
- e) The benefit of local government representation at the event;
- f) The number of invitations/tickets received;
- g) Alignment to the Town's Strategic Community Plan; and
- h) The cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Events that will not be considered for approval include –

- Political party events and fundraisers;
- Entertainment events that do not have any relevance to the Town or to the business of local government; or
- An event that benefits an Elected Member or CEO in a personal capacity.

### **4. Approval Process (Event intrastate, interstate and overseas)**

Council is required to approve attendance at events held intrastate, interstate or overseas.

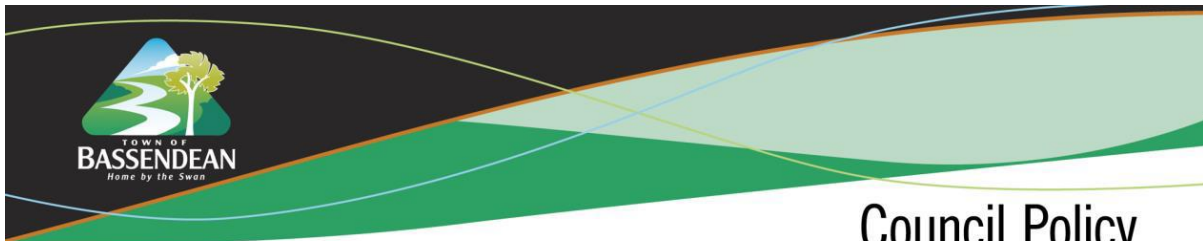
### **5. Complimentary tickets and benefits under sponsorship agreements**

Where an entitlement to complimentary tickets or other benefit exists under a sponsorship agreement between the Town and a third party, the CEO shall manage the allocation of tickets or benefits.

### **6. Payments in respect of attendance**

Where an Elected Member is approved to attend an event, he/she may be reimbursed for travel and reasonable incidental expenses associated with their attendance in accordance with Council Policies – Councillor Allowances and Expenses Policy, and Councillor Training and Professional Development Policy. Where the CEO is approved to attend an event, he/she may be reimbursed for travel and reasonable incidental expenses associated with their attendance at the event in accordance with the CEO's employment contract.

Accompanying persons attending an event with an Elected Member or the CEO, must do so at no cost to the Town.



## Council Policy

Attendance by Councillors at conferences shall be in accordance with Council Policy – Councillor Training and Professional Development. Attendance by the CEO at conferences shall be in accordance with the CEO’s employment contract.

### 7. Distribution of Tickets

Where an invitation to attend a pre-approved event, including tickets, is extended to the Town and is addressed to the Mayor, and the Mayor is unable to attend the event, the CEO may with the consent of the event organiser, distribute the ticket to the Deputy Mayor or another Elected Member.

Where an invitation to attend a pre-approved event, including tickets, is extended to a specific Elected Member, and the individual Elected Member is unable or does not wish to attend the event, the CEO is to advise the event organiser of their inability to attend, and if the event organiser agrees, the CEO may nominate another Elected Member.

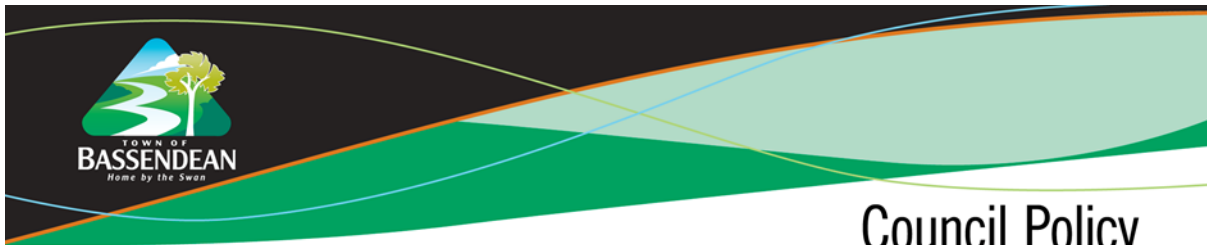
Where an invitation to attend a pre-approved event, including tickets, is extended to the CEO, and the CEO is unable, or does not wish to attend the event, the CEO is to advise the event organiser of their inability to attend and may, if the event organiser agrees, distribute the invitation to a nominated officer.

### 8. Reporting

Gifts received by Elected Members and the CEO will be listed in the Town’s Gift Register in accordance with section 5.87A and section 5.87B of the Local Government Act 1995.

<b>Document Control box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive Officer
<b>Inception Date:</b>	December 2020 OCM-10/12/20	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	Annual	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<b><i>Local Government Act 1995</i></b>		

**ATTACHMENT NO. 10**



## Council Policy

# Councillor Training and Professional Development Policy

### Policy Objective

This policy provides a framework for elected members to meet their statutory obligations in relation to Councillor training and to undertake continuing professional development.

Under section 5.128 of the *Local Government Act 1995* (the Act), a local government is required to prepare and adopt a policy in relation to the continuing professional development of elected members.

### Policy Scope

This policy applies to all elected members.

### Policy Statement

#### Definitions –

**Mandatory training** refers to the statutory training as set out in regulation 35 of the *Local Government (Administration) Regulations 1996*.

**Professional development** refers to the attendance or participation in training, conferences, workshops, courses, seminars or similar professional development, as a participant.

**Regulations** refers to the *Local Government (Administration) Regulations 1996*.

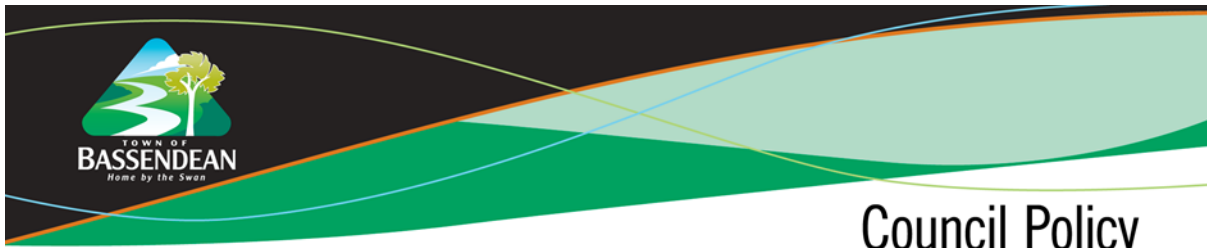
The Town recognises the value of training and continuing professional development. It is expected that elected members will avail themselves of the opportunities afforded for the completion of continuing professional development in order for them to build upon and add to their skills and expertise, and to assist them to fulfil their role as an elected member.

### 1. Mandatory training

In accordance with regulation 35 of the *Local Government (Administration) Regulations 1996*, an elected member must complete the mandatory modules of the Council Member Essentials Course, unless exempt under regulation 36 of the Regulations.

The course consists of the following modules –

- a. Understanding Local Government;
- b. Serving on Council;
- c. Meeting Procedures;



- d. Conflicts of Interest;
- e. Understanding Financial Reports and Budgets

The training is valid for a period of five years. An elected member is only required to undertake the training at every second election.

The course must be completed within 12 months of appointment to Council.

## **2. Continuing Professional Development**

The Town of Bassendean will allocate funds in its annual budget for the costs associated with professional development for elected members. Elected members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness as an elected member and address skill gaps.

### **2.1 Intrastate (Perth metropolitan area)**

Elected members seeking to undertake professional development must make a request to the Chief Executive Officer (CEO) prior to enrolment or registration and advise how the professional development relates to the business of the local government and how it will assist the elected member in the discharge of his or her duties.

The CEO will determine any requests for professional development that is held intrastate based on the following criteria –

- a. The relevance of the application to the elected member's professional development needs;
- b. The relevance of the professional development to the business of the Town of Bassendean; and
- c. The availability of funds.

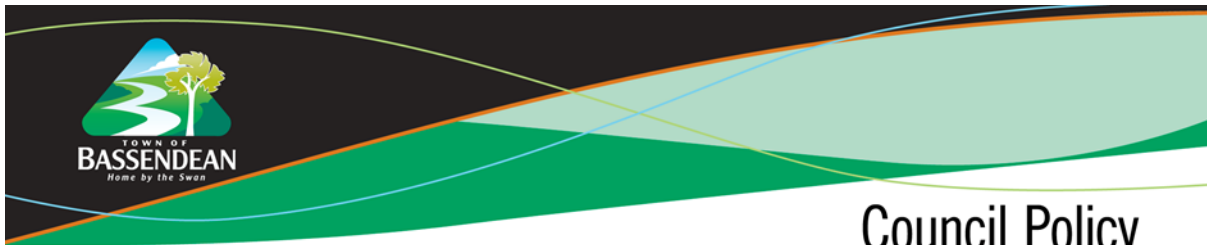
### **2.2 Regional Intrastate, Interstate and Overseas**

Elected members seeking to nominate to attend regional intrastate, interstate and overseas professional development are required to make application through a notice of motion to Council.

Where an elected member seeks to apply to attend a training course that is held either intrastate (regional), interstate or overseas, and there is the option to participate in the course through an online remote learning format, an elected member is to attend online rather than travel to the course location.

Authorisation requires a resolution of Council and will be subject to –

- a. The relevance of the application to the elected member's professional development needs;



## Council Policy

- b. The relevance of the professional development to the business of the Town of Bassendean; and
- c. The availability of funds.

### **3. Access to professional development**

#### **3.1 General considerations**

All booking arrangements associated with the professional development are to be made through the Office of the Chief Executive Officer.

##### (a) Registration

The Town will pay all normal registration costs for the elected member that are relevant to the interests of the Town.

##### (b) Restriction

No elected member is permitted to undertake professional development in the last three months of their term, unless otherwise determined by a resolution of Council.

##### (c) Cancellation and inability to attend

In circumstances where an elected member is unable to attend an approved professional development course, and cancellation would result in a financial loss to the Town of Bassendean, the Chief Executive Officer is authorised to determine a substitute elected member and/or officer to attend the professional development in lieu of the approved elected member.

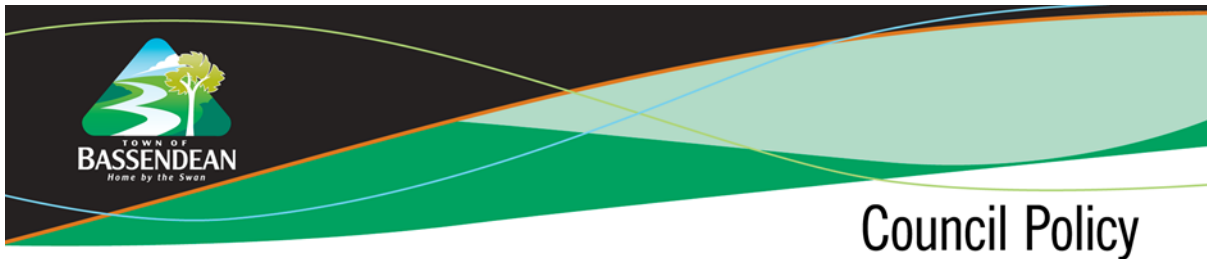
#### **3.2 Travel**

Where travel is involved, the travel is to be undertaken by the shortest, most practical route, to and from the professional development location and venue. All reasonable travel costs will be administered by the Chief Executive Officer in line with the adopted budget.

Car rental shall not be permitted without the prior approval of the Chief Executive Officer.

##### **3.2.1 Private vehicle**

Elected members, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with the Local Government Officers (Western Australia) Interim Award 2011. Where a vehicle is used instead of air travel, reimbursement will be to a maximum amount equivalent to what it would have cost to travel by air.



### 3.2.2 Air travel

Where air travel is required, travel requests should be provided at least one month prior to the travel date to allow adequate time for bookings to be made. Where practicable, advantage should be taken of available discount fares.

All air travel is to be by Economy Class, and to be by the most direct route to and from the airport situated nearest to the professional development venue.

Elected members must not receive any personal frequent flyer loyalty points for air travel booked and paid for by the Town of Bassendean.

Airline tickets are to be insured to enable the ticket purchase price to be refunded.

### 3.3 Accommodation

The extent to which an elected member will be reimbursed for travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the *Local Government (Administration) Regulations 1996* is as set by the Salaries and Allowances Tribunal.

Where appropriate, the Town will pay reasonable costs associated with an elected member's accommodation.

Accommodation will be pre-booked via the Office of the CEO, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue.

Elected members must not receive any personal accommodation loyalty points for accommodation booked and paid for by the Town of Bassendean.

### 3.4 Meals and incidentals

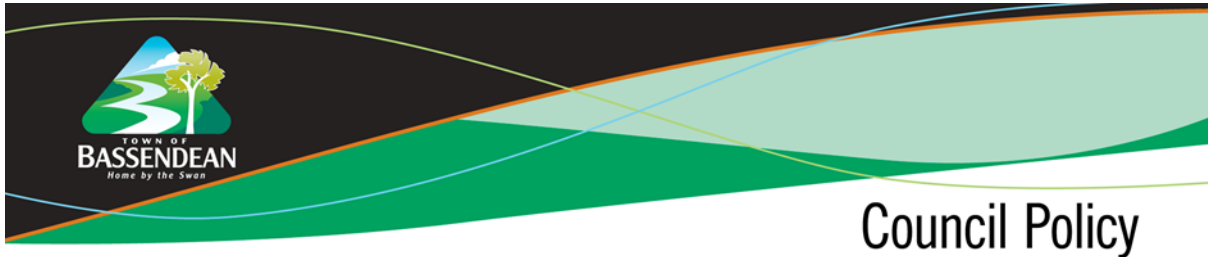
Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel. The extent to which reimbursement for intrastate or interstate travel and accommodation costs are applied will be the same rate applicable to reimbursement of travel and accommodation costs in the same or similar circumstances under the *State Public Service Award 1992*.

Incidental expenses are to be interpreted as reasonable expenses incurred by the elected member for telephone calls, public transport and sundry food and beverages.

### 3.5 Reimbursement for Child Care Costs

Reimbursement for child care expenses that result from an elected member's attendance at a training course will be reimbursed in accordance with the Town of Bassendean's Councillor Allowances and Expenses Policy.





### **3.6 Claiming expenses**

Expenditure incurred by an elected member in their private capacity will not be reimbursed. Only expenses incurred in an elected member's capacity to fulfil their role as a councillor will be reimbursed.

Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of invoices or receipts. All claims for reimbursement must be submitted to the CEO within two weeks of completion of the training. Final claims relating to the financial year must be submitted by 31 July of that year.

### **3.7 Travel insurance**

Travel insurance for Town of Bassendean related business trips including cover for expenses for overseas medical treatment, emergency medical evacuation, flight cancellations, lost baggage and personal effects will be paid for by the Town of Bassendean. Elected members may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

## **4. Accompanying Person**

An elected member must declare in his or her application for attendance at a continuing training course, whether they intend to be accompanied by a partner. Where approval has been granted for a partner to accompany an elected member at a conference, all costs for or incurred by the accompanying person including, but not limited to travel, breakfast, meals, registration and/or participation in any conference program, are to be borne by the Elected member and not by the Town of Bassendean.

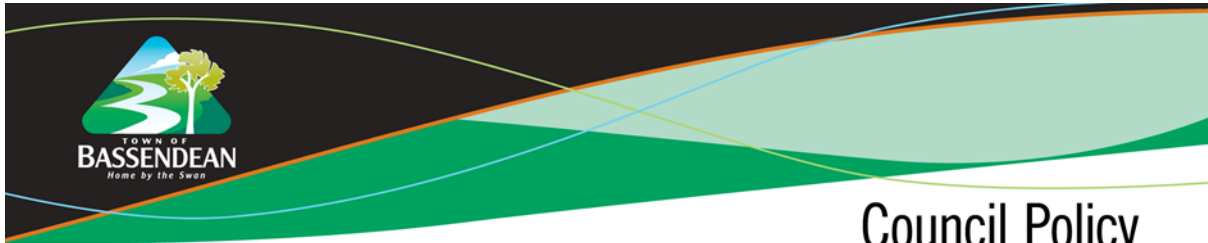
## **5. Accompanying carer**

Where an elected member is attending professional development and has a disability as defined in the *Disability Services Act 1993*, the Town will meet the cost of a carer to accompany that elected member where that carer is a person who provides ongoing care or assistance.

The costs provided by the Town for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs that the elected member they are accompanying is attending.

## **6. Training register**

In accordance with section 5.127 of the Act, the Town will publish a report on the Town's website within one month of the end of the financial year detailing the training completed by elected members.



## Council Policy

In order to complete the register, elected members shall, following completion of the training, provide evidence of completion of the training to the CEO. Elected members will be asked to confirm their completion or attendance as applicable prior to the publication of the register.

The register will state:

- a. Councillor name;
- b. Each training course or module completed;
- c. The cost of training and any associated travel and accommodation paid for by the Town; and
- d. The training provider or conference name.

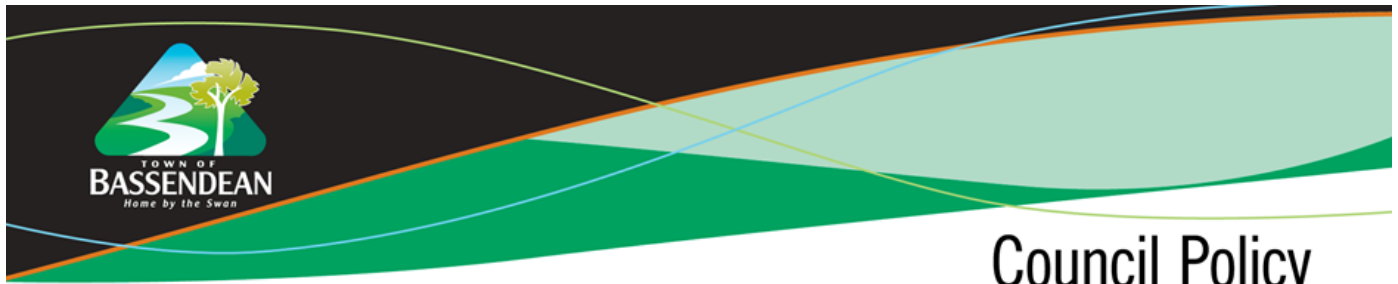
For reporting purposes, the costs of training completed as a group will be apportioned to each elected member that was registered to attend.

### 7. Reporting requirement

An elected member who attends a conference, study tour, seminar, forum or workshop, is encouraged to share their learnings and insights from their training with the Council. Where an elected member does so, it will be included in the CEO bulletin for the Council's information and records. The report will include a summary of the event, points of interest and any recommendations as to the value of attendance at similar conferences.

<b>Document Control box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive Officer
<b>Inception Date:</b>	September 2020	<b>Decision Maker:</b>	Council OCM-11/9/20
<b>Review Date:</b>	Annual	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Local Government Act 1995 Part 5, Division 10. Local Government (Administration) Regulations 1996 reg. 35 and 36.</i>		

**ATTACHMENT NO. 11**



# Legal Representation Policy for Elected Members and Employees

## Policy Objective

The Council is committed to protecting the interests of Council Members and employees in seeking legal advice or where they become involved in civil legal proceedings in the course of their official duties.

The Council may in certain circumstances provide financial assistance to Council members and employees who are required to engage the legal services of an approved lawyer as a result of lawful actions they have undertaken in the fulfilment of their official duties.

## Policy Scope

The policy provides guidance in determining the circumstances, manner and extent of assistance for legal representation of Council Members and employees of the Town.

## Policy Statement

### Definitions

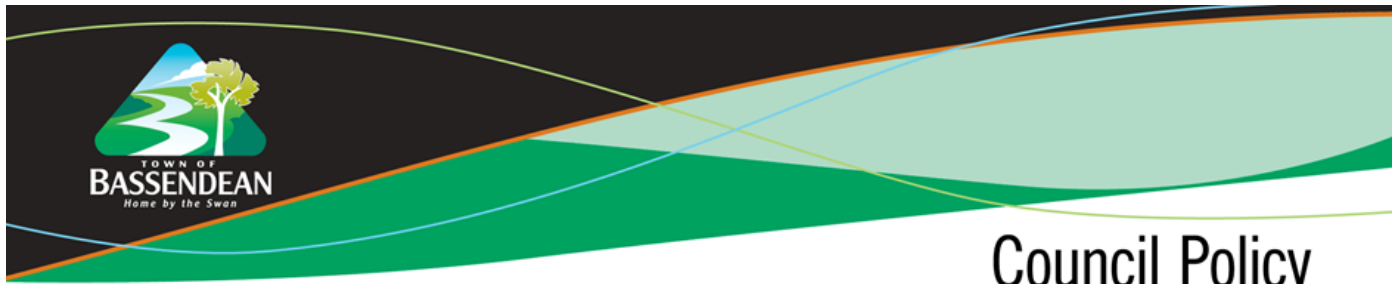
**approved lawyer** means

- a) an Australian legal practitioner under the *Legal Professions Act 2008*;
- b) from a law firm on the Town's panel of legal service providers, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
- c) approved in writing by the council or the CEO under delegated authority.

**Council member or employee** means a current or former council member, non-elected member of a council committee or employee of the Town.

**legal proceedings** may be civil, criminal or investigative.

**legal representation** is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of:



- a) a matter or matters arising from the performance of the functions of the council member or employee; and
- b) legal proceedings involving the council member or employee that have been, or may be, commenced.

**legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.

**legal services** includes advice, representation or documentation that is provided by an approved lawyer.

**payment of financial assistance** by the Town of legal representation costs may be either by:

- a) a direct payment to the approved lawyer (or the relevant firm); or
- b) a reimbursement to the council member or employee.

## 1. Payment criteria

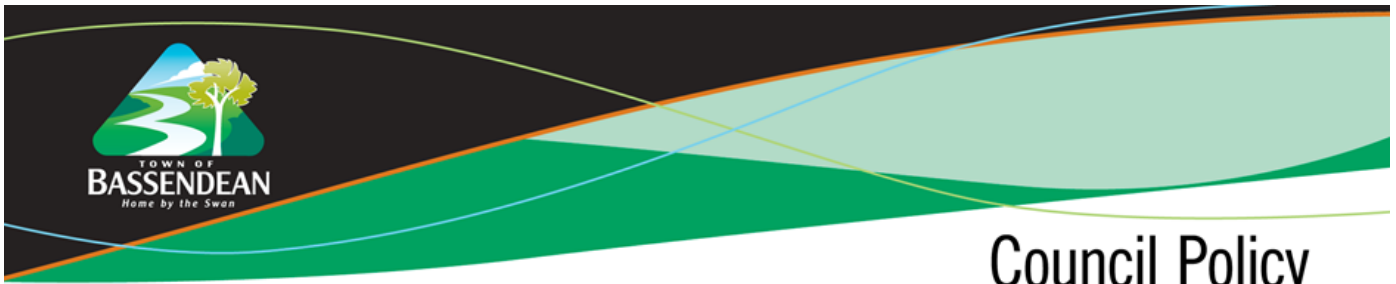
There are four major criteria for determining whether the Town will pay the legal representation costs of a council member or employee.

These are:

- a) the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
- b) the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
- c) in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d) the legal representation costs do not relate to a matter that is of a personal or private nature.

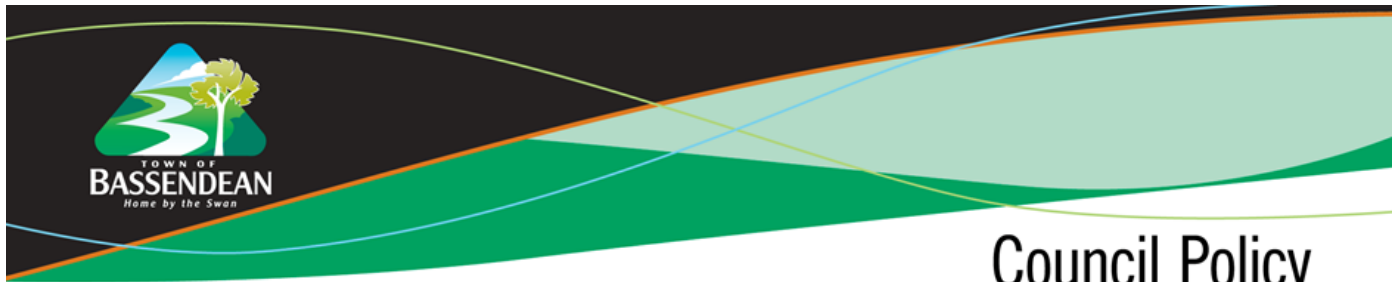
## 2. Legal representation costs that may be approved

2.1 If the criteria in clause 1 of this policy are satisfied, the Town may approve the payment of legal representation costs:



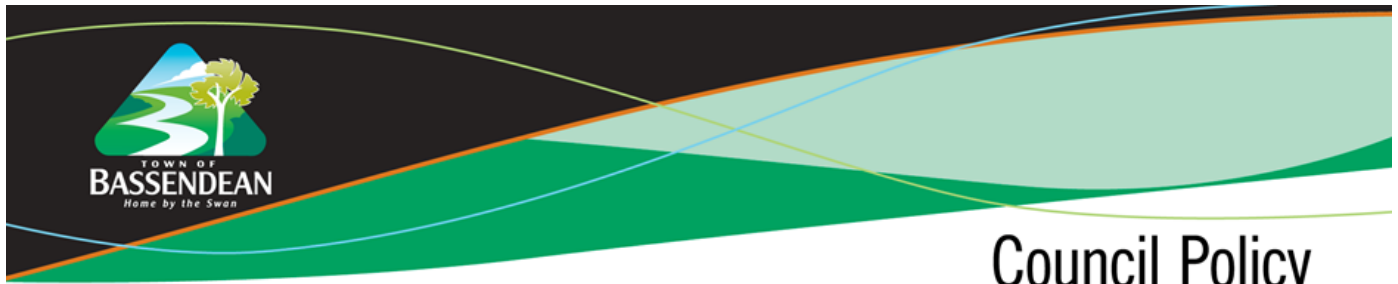
## Council Policy

- a) where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
  - b) to enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example, where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee;
  - c) statutory or other inquiries where representation of Council members or employees is justified; or
  - d) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.
- 2.2 The Town will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee .
- 3. Application for Financial Assistance**
- 3.1 A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the CEO.
- 3.2 The written application for payment of legal representation costs is to give details of:
- a) the matter for which legal representation is sought;
  - b) how that matter relates to the functions of the council member or employee making the application;
  - c) the lawyer (or law firm) who is to be asked to provide the legal representation;
  - d) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
  - e) an estimated cost of the legal representation; and
  - f) why it is in the interests of the Town for payment to be made.



## Council Policy

- 3.4 The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.5 As far as possible, the application is to be made before commencement of the legal representation to which the application relates.
- 3.6 The application is to be accompanied by a signed written statement by the applicant that he or she:
  - a) has read, and understands, the terms of this policy;
  - b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
  - c) undertakes to repay to the Town any legal representation costs in accordance with the provisions of clause 7.
- 3.7 In relation to clause 3.6(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.
- 3.8 An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee.
- 3.9 An Elected Member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- ~~3.10 Where there is a need for the provision of urgent legal services before an application can be considered by the Council, the Chief Executive Officer may give an authorisation to the value of \$3,000. Such authorisation shall be followed up by a report from the Chief Executive Officer to the next available Council meeting, outlining the circumstances behind the urgency of the matter.~~
- ~~3.10 Where it is the Chief Executive Officer who is seeking financial support for legal services, the Council shall deal with the application. Where it is the Chief Executive Officer who is seeking urgent financial support for legal services the Director Corporate Services, shall deal with the application. Otherwise, if the Chief~~



~~Executive Officer is seeking non-urgent financial support for legal services the Council shall deal with the application.~~

3.11 Where there is a need for the provision of urgent legal services for the Chief Executive Officer and before an application can be considered by the Council, the Director Corporate Services is authorised to consider the application, and if satisfied, may give an authorisation to a maximum of \$10,000 in respect of the application. Where an authorisation is made, a report shall be provided to the next ordinary meeting of the Council outlining the circumstances behind the urgency. Council may exercise any of its powers under this policy, including its powers under clause 5.4 in relation to the application.

#### **4. Legal representation costs – limit**

- 4.1 Unless otherwise determined by the Council, the payment of legal representation costs in respect of a particular matter is not to exceed \$10,000.
- 4.2 A council member or employee may make a further application to the council in respect of the same matter.

#### **5. Council's powers**

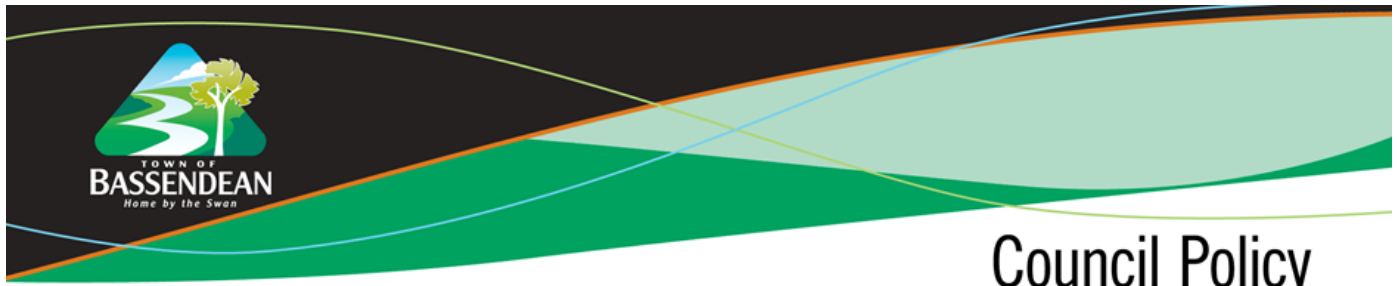
5.1 The council may:

- a) refuse;
- b) grant; or
- c) grant subject to conditions,

an application for payment of legal representation costs.

- 5.2 Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.3 In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Town's council members 'or employees' insurance policy or its equivalent.
- 5.4 The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5 The council may, subject to clause 5.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –





- a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b) given false or misleading information in respect of the application.

5.6 A determination under clause 5.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

5.7 Where the council makes a determination under clause 5.5, the legal representation costs paid by the Town are to be repaid by the council member or employee in accordance with clause 7.

## **6. Delegation to Chief Executive Officer**

6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the council, any of the powers of the council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application.

6.2 An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the council. Council may exercise any of its powers under this policy, including its powers under clause 5.4.

## **7. Repayment of legal representation costs**

7.1 A council member or employee whose legal representation costs have been paid by the Town is to repay the Town all or part of those costs – in accordance with a determination by the council under clause 5.7.

7.2 Any amount recovered by a Council member or employee in proceedings, whether for costs or damages, will be offset against any monies paid or payable by the Town.

7.3 Assistance will be withdrawn where the Council determines, upon advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Town or otherwise in bad faith, or where information from the person is shown to have been false or misleading.

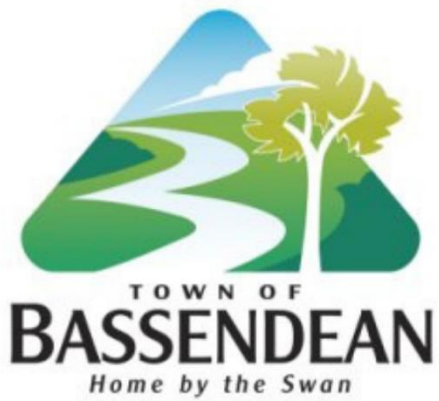
7.4 Where assistance is so withdrawn, the person who obtained financial support is to repay any monies already provided. The Town may take action to recover any such monies in a court of competent jurisdiction.



# Council Policy

<b>Document Control box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive Officer
<b>Inception Date:</b>	OCM __/__/__	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	Annual	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Local Government Act 1995.</i>		

# **ATTACHMENT NO. 12**



# Town of Bassendean (Logo)

## 2020/21 Annual Report

COPY FOR APPROVAL AND THEN GRAPHIC DESIGN



# Contents

Acknowledgement of Country

Background

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# Acknowledgement of Country

Ngalak kaartitj nidja Boodja  
baal Whadjuk Noongar Boodja  
Ngalak nyininy.

**We-together know this land.**

**It Whadjuk Noongar land.**

**We together sitting.**

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

# Background

## **Annual Report 2020/21**

The *WA Local Government Act 1995* requires every local government to produce an Annual Report by 31 December each year which:

- Informs the community and key stakeholders about achievements, challenges and future plans
- Promotes greater community awareness of the Town's programs and services which contribute to a high quality of life for residents, visitors and stakeholders
- Demonstrates the Town's performance against the long-term vision of the Strategic Community Plan and related projects and priorities
- Provides information about the Town's organisational performance
- Illustrates the Town's commitment to accountable and transparent government

## **Alternative Formats**

The annual report and financial statements are available in hardcopy from the Town's Customer Service Centre and on the Town's website at [www.bassendean.wa.gov.au](http://www.bassendean.wa.gov.au)

# Our Vision for the Future

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

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



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



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



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



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



We value the One Planet Living Principles



**ONE PLANET  
LIVING PRINCIPLES**

HEALTH AND HAPPINESS
EQUITY AND LOCAL ECONOMY
CULTURE AND HERITAGE
LAND USE AND WILDLIFE
SUSTAINABLE WATER
LOCAL AND SUSTAINABLE FOOD
SUSTAINABLE MATERIALS
SUSTAINABLE TRANSPORT
ZERO WASTE
ZERO CARBON



# Who We Are

The Town of Bassendean is a small metropolitan local government located on the Swan River 10 km from the centre of Perth. We are well situated in terms of transport on the Perth-Midland transport corridor with three train stations at Ashfield, Bassendean and Success Hill, as well as excellent access to Guildford Road, Tonkin Highway and Morley Drive.

The Town's 15,000 residents form a close-knit community. This sense of belonging has been enhanced by Council's protection of the natural environment, particularly the river foreshore and wetlands, preservation of cultural and municipal heritage sites and valuing the urban streetscape.

The Town contains an important regional industrial area, regional sporting facilities at Bassendean Oval, Ashfield and Jubilee Reserves, 6 primary schools and a senior educational campus operated by the Department of Education WA. The Town is a founding member of the Eastern Metropolitan Regional Council (EMRC) participating in regional initiatives and bulk purchasing arrangements, enabling it to enjoy the economies of scale of larger municipalities.

Council has a strong focus on community participation and supports events and activities for the community which add to the vitality of the Town. The Town also has a major commitment to providing for the wellbeing of its citizens through the direct provision of community services in partnership with the State and Federal governments. Programs undertaken range from youth and children's services, through to a variety of home and community care services for the frail, aged and disabled. Ranger services are preferred to security patrols as part of a holistic approach to community safety. Value is added to programs by a dedicated team of over 100 community volunteers, which makes Bassendean the envy of its neighbouring councils.

Total Area	10.3km <sup>2</sup>
Location	North-East Metropolitan Area of Perth
Estimated Residential Population	15 092 (2016 Census)
Number of Electors	11,387
Number of Dwellings	7,308

# The Council of the Town of Bassendean



**CR. RENÉE MCLENNAN**  
**MAYOR**



**CR. KATH HAMILTON**  
**DEPUTY MAYOR**



**CR. JOHN GANGELL**



**CR. SARAH QUINTON**



**CR. JAI WILSON**



**CR. HILARY MACWILLIAM**



**CR. CHRIS BARTY**

# Message from the Mayor

I am honored and privileged to be serving the community for a further term and more recently to have been appointed Mayor for the Town of Bassendean.

For the purposes of 2020/21, I would like to recognise the incredible efforts of former Mayor, Cr Renee McLennan, whose leadership contributed significantly to achieving the change our community wants to see. Fortunately, Cr McLennan has continued her term as a Councillor and now Deputy Mayor.

I would also like to thank all Councillors for their tireless efforts throughout the year. Whilst at times challenging with difficult decisions made in the best interests of the broader community, it has also been a rewarding year in terms of collaboration and forward planning.

The impacts of the pandemic throughout 2020/21 caused Council to promptly implement a range of financial measures to support ratepayers and offer certainty in difficult times by developing a financial hardship policy, a commitment to no increase in rates revenue and deferring underground power charges.

Our commitment to be environmentally sustainable saw the Town roll-out FOGO, as the first Council north of the river to achieve this. The Town is now the envy of local governments for their knowledge and expertise in this area. Additionally, a new Strategic Waste Plan was created and progress made towards implementation.

The creation of a new Draft Local Planning Strategy and Scheme as well as a new Town Centre master planning project reflect careful consideration of future growth balanced against retention of green spaces and heritage. Both planning exercises, either have or will have, extensive community input to shape the future growth of our community and how this is to be best accommodated.

The year has been one of uncertainty, globally and locally. Whilst more fortunate than many countries and communities, the pandemic has impacted a number of our residents. We are very fortunate to have such an incredible number of wonderful volunteers in our community. During 2020/21, this translated to providing support for our most vulnerable and providing opportunities for community connection. The support, care and commitment shown in our community has been outstanding and I thank everyone for their efforts, resolve and resilience.

The Town of Bassendean continues to remain focused on achieving the best possible outcomes for our community. I thank my Council colleagues, the Town's CEO and all the staff for their professionalism, energy and tireless efforts during what has been a challenging year.



Kathryn Hamilton

MAYOR

# Chief Executive Officer

## Foreword

This is our first year of reporting against our newly developed Strategic Community Plan 2020/2030, following extensive feedback on the aspirations and priorities of our community.

This year we've seen increasing effort and outcomes of cross-functional collaboration organisationally, in order to deliver on Council decisions and priorities.

Our response to the pandemic was testament to this - the Administration responded quickly to support each other and our community through COVID-19. For some this meant working remotely at times, whilst continuing the provision of services to our community.

The extraordinary circumstances brought about by the pandemic enabled us to rethink the way we work, with flexible work practices (and an increased reliance on IT), now becoming normalised for most of the Administration.

We continued our internal reform efforts in a range of areas including asset management, financial management, ICT, procurement, corporate planning and reporting.

The year saw the Town engage in significant planning for the long-term future. This included developing a draft Local Planning Strategy and Scheme, in addition to a draft Town Centre Masterplan.

Collectively, these efforts have strengthened our organisational governance and positioned us well for the future of our organisation and community.

In addition to the usual services, supports and facilities that the Town provides for our community, projects undertaken this year included:

- substantial progress of a community-led Town Centre Masterplan to attract investment and fulfil the community's vision for a vibrant town centre;
- creation of a Draft Local Planning Strategy and Scheme which we hope to share with our community for feedback in 2021/22;
- a Strategic River Assessment to plan for the health and preservation of our river and foreshore;
- the introduction of a Food Organics and Garden Organics bin system;
- planning for Underground Power in parts of Eden Hill and Bassendean;
- planting out another 1,000 new shade trees across our neighbourhoods;
- building two new playgrounds at Palmerston Reserve, Bassendean and at Padbury Way Reserve, Eden Hill;
- substantial planning towards a new playground at Sandy Beach with a tender for construction to be awarded early in 2021/22;
- resumption of Old Perth Road Markets;
- creation of a masterplan for Jubilee Reserve;
- construction of the Whitfield Safe Active Street;
- fit-out of the newly constructed Men's Shed;
- regeneration of Mary Crescent Reserve;



- a new Green Trail, blending path infrastructure with vegetation along our railway; and
- restoration of Bindaring Wetlands.

We delivered one of the biggest works programs and internal reform agendas in many years. Looking back on a challenging year, with a high volume of planned and unplanned activity, I am very proud of what our organisation has achieved in 2020/21 and would especially like to recognise all the staff and Councillors for making this possible.



Peta Mabbs

CHIEF EXECUTIVE OFFICER

DRAFT

# Organisational Structure

The Town has four business units in addition to the Office of the CEO. These are:

- Corporate Services
- Community Planning
- Infrastructure
- Sustainability and Environment

The information below provides the delineation of the responsibilities of each business unit.

## CHIEF EXECUTIVE OFFICER (CEO)



Ms Peta Mabbs, Chief Executive Officer

- Manage day-to-day operations of the local government
- Liaison with the Mayor on local government affairs and function
- Implement council decisions
- Council support
- Corporate communications
- Human resources and organisational development
- Strategy, governance and reporting

## EXECUTIVE MANAGEMENT



Paul White, Director Corporate Services

- Finance, rates and procurement
- Customer service
- Information management and IT
- Children's services
- Seniors services



Luke Gibson, Director Community Planning

- Strategic town planning
- Development control
- Rangers and environmental health
- Community engagement, development and recreation
- Volunteering
- Library services
- Youth services



Phillip Adams, Executive Manager Infrastructure

- Roads, cycling and transport
- Parks and gardens
- Civil construction projects
- Facilities maintenance
- Asset management
- Fleet



Jeremy Maher, Executive Manager Sustainability and Environment

- Waste management and recycling
- Sustainability
- Environment
- Sustainable Urban Form

DRAFT

# COVID-19

The pandemic changed the way that the Town had to operate.

At specific times, throughout the year, due to public health requirements playgrounds were required to close, community events were cancelled or postponed, face to face interactions were no longer possible, and the Town's Administration closed its physical doors to the public.

However, the Town remained open to its customers through the virtual world. The pandemic meant that the Town became creative in the way it could provide services to its community especially those who were vulnerable.

The Library moved online providing services once conducted in the library face to face, but now in the virtual format.

Books and multimedia were delivered to members' doors. Customers could still access the Town's services by email, web, or telephone.

Building and planning applications were still assessed and processed.

The Wind in the Willows Early Childhood Education remained open to ensure that parents who could not work from home or who were employed in essential services, could still work and know that their children were looked after in quality care.

The Town's Seniors and Disability Services continued to operate, providing essential care to the vulnerable in the community. The service was able to provide high-quality care to its clients and meet the increased demand during the lockdown periods.

The most significant difference in the way that the Town operated internally was employees working from home through remote access, with electronic meetings becoming the norm.



# Strategic Community Plan

During 2020, the Town undertook a major review of its Strategic Community Plan (SCP). The SCP is available to view and download from the Town's website. The SCP is an important planning tool for the Town, developed through an extensive community engagement process, to identify community priorities for service provision over the next 10 years.

The SCP defines the priorities, actions and initiatives that Council will focus on to satisfy community expectations. This sets the benchmark for the Town to monitor its progress and performance.

The SCP now comprises seven key focus areas:

- Strengthening and connecting our community;
- Leading environmental sustainability;
- Creating a vibrant Town and precincts;
- Driving financial sustainability;
- Facilitating people centred services;
- Providing visionary leadership and making great decisions; and
- Building community identity by celebrating culture and heritage.

The SCP is extensively reviewed every four years (with a minor review every two years) to make sure it reflects community aspirations with the next review due in 2024.

# Corporate Business Plan

A new Corporate Business Plan was adopted by Council on 27 October 2020 to reflect the change in strategic direction and priority from the adoption of the Strategic Community Plan.

A Corporate Business Plan is used as the local government's internal business planning tool that translates Council priorities from the Strategic Community Plan into operational outcomes. In its entirety, it details the services, operations and projects a local government will deliver over a defined period.

The Corporate Executive Committee, comprised of the executive team at the Town, conducted workshop sessions throughout August and September to develop a new Corporate Business Plan that would align with the priority areas, objectives, strategies and success measures, already endorsed by Council, in the Strategic Community Plan.

The adopted Corporate Business Plan was informed by the Strategic Community Plan. It reflects the strategic priorities identified as part of the "BassenDream Our Future" consultation process and feedback from the MARKYT Community Scorecard survey.

The Corporate Business Plan represents the Town's four year delivery plan, which gives effect to its first four years of the 10 year Strategic Community Plan. It outlines the projects/actions and day to day service delivery of the Town. The Corporate Business Plan contains the key projects agreed upon by Council. These projects have been resourced through the budgetary process as achievable in the forthcoming years.

# Our Services

## Day-to-Day Activities Delivered by the Town of Bassendean

Directorate	Activities
<b>Office of the CEO</b>	<b>Provide oversight and compliance with the Local Government Act and Regulations; drive organisational performance and culture</b>
Human Resources	Delivery of human resource and organisational development services in relation to workforce planning, recruitment and selection, occupational health and safety, training and development and recognition and wellbeing
Governance	Coordinate election process and education programs for councillors; management of meetings and decisions; local laws; delegations; policy reviews; risk management; Annual Report; and governance advice
Strategic Communications	Provision of strategic advocacy and media management
Integrated Planning and Reporting	Monitor, report and review the Strategic Community Plan and Corporate Business Plan
Council and Executive Support	Support the Mayor and Elected Members
<b>Corporate Services</b>	<b>Deliver financial management and good governance</b>
Customer Services	Respond to requests and enquiries
Finance Services	Efficient, effective and compliant accounting services, financial management and reporting; development of long term financial plan
Rating Services	Manage the application and payment of approved rates to properties across the Town
Information Management	Plan and manage IT resources to support the business; provide systems to promote compliance with the State Records Act and FOI requirements
Procurement Services	Coordinate and manage the procurement of goods and services, in compliance with legislation and policy
Children's Services	Manage two early childhood education centres
Seniors Services	Manage the Hyde Retirement Village and provision of in-home care for seniors

**Community Planning** **Plan and deliver services and facilities for the community**

Community Development	Coordinate civic events, management of recreation facilities, provision of recreation and volunteering programs; support of community groups and initiatives and provide opportunities for community inclusion and connection.
Ranger Services	Parking and vehicle control; protection of public amenity; pet registration, animal control; and fire risk management
Planning and Building Services	Development control (assessment and determination of development, subdivision and building proposals), preparation of a draft amended Local Planning Strategy and a new Local Planning Scheme, development-related compliance and pool inspections
Environmental Health Services	Protect and enhance public health via regulation and education, food safety and mosquito control
Library Services	Support the recreational, educational and technological needs of the community
Youth Services	Provision of youth programs and support

**Facilitate development and implementation of asset management plans; deliver and maintain infrastructure within the Town**

**Infrastructure**

Engineering Services	Provide safe, efficient and effective infrastructure including roads, paths, drainage, lighting, traffic management and associated structures, along with compliance with the road reserve
Parks and Gardens	Maintain parks and reserves, playing fields, garden beds, reticulation bores, and tree planting
Facilities Management	Day to day management of the Town's facilities
Asset Planning and Management	Development and management of asset plans aligned to the Strategic Community Plan and Corporate Business Plan
Project Delivery	Development and delivery of civil construction projects and contract management

**Sustainability and Environment** **Develop, manage and implement plans for the future sustainability of our environment**

Waste Management and Recycling	Coordinate the Town's collection, processing and disposal agreements and develop and implement strategies and engagement to reduce waste. Implement Waste Plan
Sustainability	Develop and implement strategies to reduce the organisation and District's water use and carbon footprint
Environment	Improve the water quality of the river and catchment areas; develop and implement plans to improve the natural environment including urban forest and natural area reserves

# Operational Highlights

<p><b>Road Maintenance</b></p> <ul style="list-style-type: none"> <li>• 250 Tonnes of recycled road profiling from road resurfacing projects carried out within the Town.</li> <li>• 189m<sup>2</sup> of new footpath</li> <li>• 141m<sup>2</sup> of footpath maintenance</li> </ul>	<p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>• Over 100 volunteers</li> <li>• 440 participants in the Town's Relax program</li> </ul>
<p><b>Parks and Gardens</b></p> <ul style="list-style-type: none"> <li>• Over 1 000 trees planted in the winter 2021 planting program</li> <li>• 60 Gallipoli Centenary Roses at BIC Reserve War Memorial</li> <li>• 250 native plants at Mary Crescent</li> <li>• 1 000's various species to back fill and improve existing street gardens</li> </ul>	<p><b>Customer Service and Rates</b></p> <ul style="list-style-type: none"> <li>• 13,271 customer service interactions</li> <li>• 94 new Town residents</li> <li>• 7 308 rateable properties</li> <li>• 839 current cat registrations</li> <li>• 2 192 current dog registrations</li> </ul>
<p><b>Development</b></p> <ul style="list-style-type: none"> <li>• The Town experienced a 58% increase in building and development applications compared to the previous year.</li> </ul>	<p><b>Youth Services</b></p> <ul style="list-style-type: none"> <li>• The RYDE (Regional Youth Driver Education) Program developed 3 new franchise sites; one which operates within the numerous internal programs at MercyCare in Mirrabooka, one delivered by the City of Joondalup, and a third run by Robe River Kuruma Aboriginal Corporation specifically for indigenous young people. These bring the number of RYDE sites to 8. During the 2020/21 financial year, 731 driving sessions were completed totalling 1 031 driving hours, supporting around 200 young drivers.</li> <li>• Youth Services continued to deliver individual case management, after school drop-in hours, and medium term accommodation for 4 disadvantaged young mothers.</li> <li>• Negotiated with the Scout Association of WA to introduce a new Scout Group to Bassendean operating from the Youth Centre building.</li> </ul>

	<ul style="list-style-type: none"> <li>Secured grants from Lotterywest and the WA Police Graffiti Fund for young people to produce mural art boards which will displace graffiti on the residential retaining wall at the end of Railway Parade in Success Hill.</li> </ul>
<p><b>Environmental Health</b></p> <ul style="list-style-type: none"> <li>Conducted 188 food business risk assessments to assess compliance with the Food Safety Standards.</li> <li>50 temporary food business (stallholder) permits issued</li> <li>11 005 mosquitoes trapped</li> </ul>	<p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>Re-endorsement as a Gold Waterwise Council.</li> <li>Organised 20 community workshops on Waste and Sustainability.</li> <li>Organised two community planting days: Success Hill Reserve and Green Trail.</li> <li>Participation in EMRC's "Flood Aware Be Prepared" awareness project.</li> </ul>
<p><b>Library Services</b></p> <ul style="list-style-type: none"> <li>18 408 volumes to the value of \$191 814, previously owned by the State Library, became property of Bassendean Memorial Library as part of the new model for delivering public library services in WA.</li> <li>Implemented a Radio Frequency Identification system for the circulation of library stock, where multiple items can be simultaneously issued either at the self-checker or at the issue desk, making the transaction faster and more efficient.</li> <li>The Oral History project progressed; with another five interviews conducted by a professional oral historian with notable community members.</li> </ul>	<p><b>Natural Areas</b></p> <ul style="list-style-type: none"> <li>20 hectares of natural areas managed in partnership with community groups. <ul style="list-style-type: none"> <li>6 kilometres of Swan River foreshore under various management including the Town, Department of Planning, Lands and Heritage and private owners.</li> </ul> </li> <li>Established 15 000 local, native plants as part of environmental restoration projects.</li> </ul>
<p><b>Wind in the Willows Early Childhood Education</b></p> <ul style="list-style-type: none"> <li>At the two centres, 200 children were enrolled.</li> <li>Both centres remained open during the shutdown.</li> <li>The centres are rated as exceeding the National Quality Standards, in recognition of the quality care and education programs.</li> <li>Child and Family Network established to optimise and improve outcomes for families with children aged from pre-birth to 12 years of age, living within the Town of Bassendean.</li> </ul>	

# Our Events

Month	Activity
<b>July 2020</b>	No activities staged due to the 2020/2021 budget being considered for adoption in light of Covid
<b>Aug 2020</b>	Old Perth Road Markets
<b>Sep 2020</b>	Citizenship Ceremony Old Perth Road Markets
<b>Oct 2020</b>	Old Perth Road Markets
<b>November 2020</b>	Online acknowledgement of NAIDOC (date switched due to Covid) Online acknowledgement of Seniors Week Old Perth Road Markets Telethon Community Cinemas
<b>Dec 2020</b>	Westcare/International Day of People with Disability Morning Tea Thank a Volunteer Day (International Volunteer Day) Movie Screening Our Park Our Place Mary Crescent Community Event Old Perth Road Markets Telethon Community Cinemas
<b>Jan 2021</b>	Australia Day Citizenship Ceremony and Community BBQ FOGO Community Celebration Telethon Community Cinemas
<b>Feb 2021</b>	Old Perth Road Markets Telethon Community Cinemas

<b>Mar 2021</b>	<p>Basso's Biggest BBQ – Safe Active Street Whitfield Activation</p> <p>International Women's Day</p> <p>Old Perth Road Markets</p> <p>Telethon Community Cinemas</p>
<b>April 2021</b>	<p>Bikefest - Safe Active Street Whitfield Activation</p> <p>ANZAC Day and Old Perth Road Markets (Cancelled due to Covid lockdown)</p>
<b>May 2021</b>	<p>Community Awards and Citizenship Ceremony</p> <p>Old Perth Road Markets</p>
<b>June 2021</b>	<p>No markets due to bad weather</p>



# Key Projects in 2020/21

## The introduction of FOGO

Sustainability is a high priority for our community. Council became a leader in waste management by introducing a third bin for Food Organics and Garden Organics (FOGO).

Through the Town's partnership with the Eastern Metropolitan Regional Council, the goal to introduce FOGO was achieved.

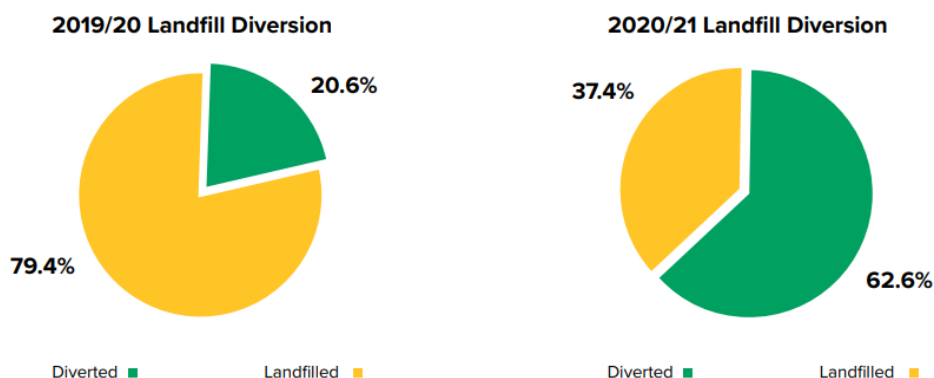
The new bin system is comprised of the yellow lid recycling bin along with a new FOGO bin with a lime-green lid, a new smaller general waste bin with a red lid as well as a kitchen caddy and compostable liners to collect food scraps in the kitchen.

The introduction of FOGO has delivered benefits to the environment, the community and the economy. Food scraps and green waste will be made into compost and returned to the Town for use in parks and residents' gardens.

The new three bin system will enable the Town to meet important waste reduction targets set by the WA Government for a 75% diversion of waste from landfill.

## Infographic

Kerbside General Waste	2 528 tonnes
Kerbside Recycling	1 395 tonnes
Kerbside FOGO	2 970 tonnes
Vergeside waste collected	600.5 tonnes
Community Drop Off	9.3 tonnes
Mattresses (each)	935
Fridges and Freezers (each)	210
Number of FOGO bins collected	354 925



### Whitfield Safe Active Street



The State Government funded the Town to create a 30km/h road environment from Guildford Road to Sandy Beach Reserve and Ashfield Flats along Whitfield Street to allow for safe cycling and walking. The Safe Active Street allows residents to easily commute to local café's and shops, train stations and schools. It has also created a greener street scape where active transport is prioritised. The Town presented a number of community activations during the year to promote the safe and frequent usage of the new amenity.

### Underground Power



Planning for underground power in parts of Eden Hill and Bassendean occurred, with Western Power funding all of the major infrastructure costs and property owners only funding the cost of connection from the boundary to the home. Underground power will mean reduced outages and an enhanced streetscape with provision for improved tree canopy. Property owner contributions will commence in 2022/23.

### Jubilee Reserve Masterplan



The Town engaged Tredwell Management to develop a high-level concept master plan for Jubilee Reserve, maximising sustainable reserve usage and providing an accessible, multipurpose facility. Importantly, the masterplan represents the culmination of extensive input from our community involving site visits, face to face meetings with clubs, and surveys of user groups and community members. The concept masterplan has been delivered with a detailed building design of the multipurpose facility.

### Town Centre Masterplan



The Town worked with Creating Communities to develop a community-led Town Centre Masterplan, to be considered by Council in 2021/22. The masterplan will contemplate an additional 2 000 dwellings within the precinct centred on the transport hubs of Bassendean and Success Hill train stations, and will aim to encourage overall economic and jobs growth in the area to increase town centre vibrancy.

**Sandy Beach Playground**



The detailed design for the playground has been completed and the Town will issue a tender for construction next financial year. The playground will feature a flying fox with timber platform, an A-frame triple wind with basket, tree tower, concrete slide, water fountain and water play trough, timber steppers, an accessible tee pee, stilts, balance logs, a dual tight rope, hive cubby, sand pit, sand play table and sand pulley, barbeques, lighting and seating. New ablutions will be constructed alongside the new playground which is due for completion at the end of 2021/22.

**Padbury Reserve Playground, Eden Hill**



The new neighbourhood playground at Padbury Reserve was funded by the Australian Government Local Roads and Community Infrastructure Program and the Town of Bassendean. Padbury Reserve is a local level playground which is the smallest category of play space and is intended for people in the surrounding areas to walk to and enjoy. Importantly, the local neighbourhood reflected their aspirations for the new playground in the design.

**Mary Crescent Reserve**



The 'Our Park, Our Place' project aims to help reduce the heat island effect in Eden Hill by transforming Mary Crescent Reserve. The project was funded by Lotterywest and delivered by Greening Australia, Town of Bassendean and the Behaviour Change Collaborative with support from the Water Corporation's Drainage for Liveability Program and the Eden Hill Community Action Network.

**Local Planning Strategy and Scheme**



The Town progressed the review of the local planning framework, which led to Council, in November 2020, resolving to adopt (for the purposes of advertising) a draft amended Local Planning Strategy and draft Local Planning Scheme No. 11. The matter is currently subject to discussion between the Town and the Department of Planning, Lands and Heritage. The new Local Planning Strategy and Scheme will shape land use and development in the area over the coming years to cater for our growing community.

<p><b>Men's Shed Fit-Out</b></p> 	<p><b>The Lookout</b></p> 
<p>The new Men's Shed community facility, constructed last financial year, received a fit-out during the year. The new amenity aims to improve the health and wellbeing of members through the camaraderie and support of a local network. The Men's Shed now provides an environment for men to undertake a variety of projects whilst enjoying the company that comes from sharing experiences. The facility also provides a separate space for community groups to use.</p>	<p>Ashfield Community Action Network (AshfieldCAN) worked to transform what was a contaminated site into a place of contemplation and connection with plans for a new community space that enables residents to admire the sweeping view over the Ashfield Flats wetland and the Darling Scarp and beyond. The Lookout, is a collaborative local project led by AshfieldCAN, supported by Dave Kelly MLA, the Town of Bassendean, and GHEMS Revegetation Environmental.</p>
<p><b>Palmerston Bassendean Reserve Playground</b></p> 	
<p>The Town received funding through the Local Roads and Community Infrastructure Program Grant to create a new nature-based playground including a large climbing fort, new swings, monkey bars, balance logs and other balancing equipment. A whimsical fairy garden has also been installed to promote imaginative play. This and other playgrounds built throughout the year cater for the growing number of young families moving into the area.</p>	

# Achievements for 2020/21

## Priority Area 1: Strengthening and Connecting our Community

- The Town fostered relationships with various community groups to achieve shared outcomes for our community. Understanding what was important to groups and how we could better work together was a key focus. These discussions informed key changes including capacity building (through workshops); a new community funding policy; the promotion of grants from other sources; and the introduction of the concept of community insurance.
- A new Community Awards framework was developed to recognise outstanding community leaders.
- As part of the ongoing review of services delivered by a local government, the Town reviewed its delivery of markets. An Expression of Interest was promoted for interested parties to deliver the markets in the future.
- Palmerston and Padbury Reserves were upgraded to create places where people feel welcome and can connect with community.
- Planning work continued in partnership with Western Power on the undergrounding of power in Eden Hill and parts of Bassendean (north of the railway line).
- A co-design project in conjunction with Eden Hill Community Action Network, Greening Australia and the community was undertaken to convert an old sump at Mary Crescent Reserve into micro wetlands, with new plantings, paths and seating.
- The planning for a new nature-based playground and ablutions at Sandy Beach Reserve was undertaken.
- The Whitfield “Safe Active Street” was completed providing a people friendly transport corridor between Guildford Road and Ashfield Flats and Sandy Beach.
- Working in partnership with the Ashfield Community Action Network, State Government (and others), the re-purposing of an unused parcel of land was transformed into a scenic look-out over Ashfield Flats providing a place of contemplation for our community.

## Priority Area 2: Leading Environmental Sustainability

- A Waste Plan providing a vision for the Town’s waste services for the next 10 years was developed. It strengthens the Council’s commitment to minimising environmental impacts associated with its waste management activities and also supports the provision of best practice waste services and facilities.
- Work commenced on planning to reduce the Administration’s footprint by exploring the opportunity to co-locate.
- As an early adopter of FOGO, the Town provided guidance and strategic advice to other local governments in their planning and preparations to implement FOGO.
- To reduce the impact on the earth’s resources, the Town commenced implementing recycled footpaths and kerbsides.
- Exploration of ‘green’ power for Town facilities and battery storage and power purchasing agreements was undertaken.
- Continued campaigns and community awareness promoted the benefits of more sustainable approaches.

- A river foreshore assessment commenced in order to guide future investment and preservation of this natural asset.
- A water indexing workshop with community members was undertaken to inform the development of a water-wise strategy.
- Planning for the development of a living stream between Second and Fourth Avenue continued in order to transform a drain into new community amenity.
- A “green trail” along the Principal Shared Path between Lord Street and Bassendean Train Station will deliver a shady, cool corridor for pedestrians and cyclists in the future.
- For the second consecutive year, the Town planted over 1000 trees across the District, to reduce the heat island effect and create a cooler environment for everyone to enjoy.
- The transformation of two local drain inlets to Bindaring Wetland into Living Streams, involving an area of 1 000m<sup>2</sup> and 3 700 new plants.
- Implementation of two pilot verge transformation programs to support residents to create waterwise verges, resulting in a total of 27 verges being transformed.
- The implementation of this years Plants to Residents Program supplied 7 150 native and waterwise plants to residents at a subsidised cost, for planting in their backyards/gardens.
- A service level assessment was undertaken on all operations completed within the road reserve which resulted in bringing the street tree and garden bed watering in house to improve outcomes and efficiencies. The Town purchased a purpose built watering trailer and a new water tank to ensure the sustainability of street tree and garden bed assets.

### **Priority Area 3: Creating a Vibrant Town and Precincts**

- Off the back of “Bassendean Our Future”, the most extensive community engagement undertaken by the Town, planning commenced for a Town Centre Masterplan responding to the community’s desire for vibrancy in our town centre.
- Engagement with developers and State Government was undertaken to advocate for the development of key Crown sites in the town centre.
- In response to the State Government’s requirement for an additional 4 150 new dwellings by 2050, a draft Local Planning Strategy and Scheme was developed and submitted to the Department of Planning, Land and Heritage for consideration.
- Reforms and improvements to a raft of planning policies was undertaken to reflect the values of Council and State Government direction.

### **Priority Area 4: Driving Financial Sustainability**

- The Town undertook a “ground-up” review of its asset management to improve the understanding of the associated lifecycle costs and impact on the overall budget. Furthermore, the review enabled improved integration between the Strategic Community Plan, community aspirations and long term financial sustainability. Further work will continue over the coming year.
- A masterplan was developed for Jubilee Reserve, involving extensive engagement with residents and various community and sporting groups. The masterplan promotes a multi-functional community hub with a funding commitment by Council of up to \$2 million. The Town advocated to both the State and Federal government for the remaining funds to make the masterplan a reality.
- A new Purchasing Policy and Procurement Framework was implemented, to guide procurement activity to provide value for money for the Town, while incorporating principles of sustainable procurement.

- Planning for a new Community Leasing Framework was undertaken to achieve improved consistency and equity across various leases with community and sporting groups.

#### **Priority Area 5: Facilitating People-Centred Services**

- The Town continued to explore and implement ways to reach our community. A comprehensive review of our communications framework was undertaken identifying further improvements that will be implemented over the coming year.
- An ICT investment and roadmap for the future was created to better support our operations and improve our customer-facing services.
- Improvements have continued with regards to our website functionality and online lodgements, applications and payments.
- A suite of financial hardship policies were implemented to support those members of the community who may be struggling with debt. This was particularly important in light of the early impacts of COVID on employment.

#### **Priority Area 6: Providing Visionary Leadership and Making Great Decisions**

- As leaders in good governance, planning commenced on the development of a new Risk Management Framework and Fraud and Corruption Control Plan.
- A new Strategic Community Plan and Corporate Business Plan was developed to represent the vision, values, aspirations and priorities of our community aligned to our resourcing capabilities.
- A new Quarterly Report Framework was implemented to align performance reporting to our new Strategic Community Plan and Corporate Business Plan.
- A new Employee Performance Management System was implemented to align the contributions of staff to the outcomes identified in our new Strategic Community Plan and Corporate Business Plan.
- In light of the impacts of COVID, work was undertaken to update Business Continuity, Pandemic and Disaster Recovery Plans.
- An annual review of delegated authority was undertaken to balance risk and efficient operations.
- Work continued throughout the year on reviewing and improving a range of policies and strengthening our internal controls.
- Professional development opportunities aligned to the requirements of roles were offered to elected members and staff.

#### **Priority Area 7: Building Community Identity By Celebrating Culture and Heritage**

- Further opportunities to share the history of the Town were created through history walks available to the community.
- A review of the Town's Local Heritage Survey was undertaken to ensure heritage locations and buildings of historical value within the Town are recognised and cared for.

# Priorities for the Year Ahead

Strategic Priorities	Key Initiatives
1. Strengthening and Connecting Community	<p>We will complete the Sandy Beach Playground and ablutions to create a new riverpark for families to recreate and enjoy our natural environment.</p> <p>We will complete stage 2 of the Palmerston Reserve upgrade, supplementing the new nature-based playground with pathways and further plantings.</p> <p>We will build community capacity through the provision of community insurance for eligible groups, enhance access to community funding and provide capacity building initiatives.</p>
2. Leading Environmental Sustainability	<p>We will develop a Corporate Emissions Reduction Strategy, power our Town with 100% renewable energy and will be carbon neutral through high quality Australian carbon offsets for those emissions that cannot yet be eliminated.</p> <p>Working in partnership with Western Power, the undergrounding of power will be completed with new LED street lighting in parts of Eden Hill and Bassendean, leading to less outages and improved tree canopy and streetscapes.</p> <p>We will continue our extensive tree planting program for the third consecutive year, planting 1 000 verge trees to improve canopy cover, keep our streets and natural areas cooler and provide vital habitat. An additional 16,000 local, native plants will be established in natural areas.</p> <p>We will repurpose the open drain between Second Avenue and Third Avenue to create a living stream and new public open space.</p>
3. Creating a Vibrant Town and Precincts	<p>We will complete a Town Centre Masterplan to drive future investment and development in order to create a vibrant town centre in line with community aspirations.</p> <p>We will engage with our community to plan for the future of Point Reserve.</p>
4. Driving Financial Sustainability	<p>We will invest in our assets such as a new drainage solution and jetty for Success Hill and build our reserves for future projects such as the restoration of Bindaring Park and Point Reserve.</p>
5. Facilitating People Centred Services	<p>We will continue to support those who may be struggling to meet their financial obligations through a financial hardship policy.</p> <p>We will improve our Information and Communications Technology to enhance service delivery.</p>
6. Providing Visionary Leadership and Making Great Decisions	<p>We will continue to progress our Local Planning Framework to accommodate the future growth of our District in a way that reflects the aspirations of our community.</p> <p>We will facilitate a plan for the co-location of the Town's administration to reduce our footprint, running costs and improve communication.</p> <p>We will advocate for future investment and development in the town centre and for key projects.</p>



<p>7. Building Community Identity by Celebrating Culture and Heritage</p>	<p>We will review the Town's Local Heritage Survey and create a Local Planning Policy to recognise and protect our local heritage and character.</p> <p>We will deliver digital artworks along the new Green Trail (between First and Third Avenue along the railway line). Install QR codes along the Green Trail and The Lookout.</p> <p>We will create a plan for the provision of public artwork within the Town.</p>
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# Statutory reporting

## The Council

The Town consists of seven Councillors (elected members) who are usually elected for a four-year term. Elections are held every two years at which approximately half of the seats are contested.

Council governs the affairs of the Town, monitors performance and has the responsibility of allocating finances and the Town's resources to achieve the strategic goals of the Town. Council is responsible for reviewing the Town's policies, delegations, plans and statutory requirements.

The Town has implemented a meeting cycle that runs from February to December, with no meetings held during January. The Town's four weekly meeting cycle consists of scheduled workshops on the first and second Tuesdays of each month, an agenda Briefing Session on the third Tuesday, and an Ordinary Council meeting on the fourth Tuesday of the month, except for December.

Under regulation 19B of the *Local Government (Administration) Regulations 1996*, a local government is required to report on the number of council and committee meetings attended by each Councillor during the financial year.

### **Register of Councillor Attendance at Meetings 1 July 2020 to 30 June 2021** **Regulation 19B(f)**

Councillor	Ordinary Council Meetings	General Meeting of Electors	Council Committees Audit and Governance BLEMC	Special Council Meetings
McLennan	10	1	4	2
Hamilton	11	1	9	2
Gangell	9	0	1	2
Wilson	11	0	1	2
Quinton	10	0	1	2
Barty	9	1	4	2
MacWilliam	10	1	10	2

### Regulation 19B(g) Gender distribution on Council

Male	3	42.8%
Female	4	57.2%
TOTAL	7	100%

## Workforce

In accordance with s. 5.53(2)(g) of the *Local Government Act 1995* and regulation 19B of the *Local Government (Administration) Regulations 1996*, a local government is required to report the number of Town employees earning an annual salary of \$130,000 or more; and the number of employees of the local government entitled to an annual salary that falls within each band of \$10 000 over \$130 000.

The number of those employees with an annual salary entitlement that falls within each band of \$10 000 over \$130 000 is:

Salary Range	Total
\$130 000 - \$139 999	3
\$140 000 - \$149 999	
\$150 000 - \$159 999	
\$160 000 - \$169 999	
\$170 000 - \$179 999	2
\$180 000 - \$189 999	
\$190 000 - \$199 999	
\$200 000 - \$209 999	1

## Infographic on gender equality:

Male	53	28%
Female	133	72%
TOTAL	186	100%

## Regulation 19B(e) the remuneration to the CEO during the financial year

\$206 770.

## Annual Electors' Meeting 2020/21

17 March 2021.

## Official conduct report – complaints

In accordance with section 5.121 of the *Local Government Act 1995* the Town maintains a register of complaints of minor breaches.

No complaints alleging minor breaches by Council Members were received in the 2020/2021 financial year.

### **Compliance Audit Return**

The Town carried out its Compliance Audit Return for the period 1 January to 31 December. The Town's Compliance Audit Return was presented to Council on 23 March 2021. A certified copy of the Compliance Audit Return was submitted to the Director General of the Department of Local Government, Sport and Cultural Industries.

### **Record Keeping**

Under the *State Records Act 2000*, the Town and its employees are obliged to comply with the Town's Record Keeping Plan. A revised plan was endorsed by the State Records Office of WA in June 2018 and remains valid until 2023. During the 2020/21, 33 442 documents have been registered to the Town's records management system, with 1 264 new files being created.

### **Record Keeping Training**

In compliance with the *State Records Act 2000*, all employees are required to undertake record keeping training.

Throughout the year, 96 records management training sessions were provided to employees, including induction and records refresher training.

### **Freedom of Information**

The *Freedom of Information Act 1992* gives the public the right to apply for access to information held by the Town of Bassendean. In 2020/21, ten FOI requests were processed.

### **National Competition Policy**

The Competition Principles Agreement is an agreement between the Federal Government and all State and Territory Governments. The CPA aims to ensure all public enterprises operate in a transparent manner in the best interests of the public. Under the CPA, public enterprises are required to review their operations to ensure they have no competitive advantage or disadvantage as a result of their public status.

### **Competitive Neutrality (under the CPA)**

Competitive neutrality addresses potential advantages or disadvantages that public enterprises may have compared with businesses operating in the private sector. Local Government is affected where it operates business activities which could compete with private businesses, and where its local laws may unnecessarily affect competition.

### **Disability Services Act 1993 (section 29(2))**

The Town adheres to an ethos of social inclusion.

During 2020/21, the Town demonstrated its commitment to the provision of an accessible community.

The Town maintained its operation of the Bassendean Seniors and Disability Services, providing quality aged care services to residents of the Town as well as to clients from surrounding local government districts.

Completion of the new Safe Active Street on Whitfield Street, in partnership with the Department of Transport now provides not only traffic calming initiatives along the length of the thoroughfare, but also provision of pedestrian and mobile access for those with disabilities.

The Town plans to implement an e-news service next financial year in order to make its news and current affairs more accessible to a wider audience.

The Town has implemented a Disability Access and Inclusion Plan (DAIP).

### **Public Interest Disclosure**

No public interest disclosures were made in the reporting period.

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# Auditor General

## INDEPENDENT AUDITOR'S REPORT 2021 Town of Bassendean

To the Councillors of the Town of Bassendean

### Report on the audit of the annual financial report

#### Opinion

I have audited the financial report of the Town of Bassendean (Town) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the Town of Bassendean:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the Town for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

#### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities section below. I am independent of the Town in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Town is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Town.

The Council is responsible for overseeing the Town's financial reporting process.

### **Auditor's responsibility for the audit of the financial report**

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

### **Report on other legal and regulatory requirements**

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matters indicate a significant adverse trend in the financial position of the Town:
  - a) The Asset Sustainability Ratio as set out in Note 33 has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three financial years.
  - b) The Operating Surplus Ratio as set out in Note 33 has been below the DLGSCI standard for the last three financial years.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

### **Other information**

The other information is the information in the entity's annual report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

### **Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Town of Bassendean for the year ended 30 June 2021 included on the Town's website. The Town's management is responsible for the integrity of the Town's website. This audit does not provide assurance on the integrity of the Town's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

Grant Robinson  
Assistant Auditor General Financial Audit  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
15 December 2021



**TOWN OF BASSENDEAN**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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**COMMUNITY VISION**

"A connected community, developing a vibrant and sustainable future, that is built upon the foundations of our past".

Principal place of business:  
48 Old Perth Road  
BASSENDEAN WA 6054

**TOWN OF BASSENDEAN  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

*Local Government Act 1995  
Local Government (Financial Management) Regulations 1996*

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the Town of Bassendean for the financial year ended 30 June 2021 is based on proper accounts and records to present fairly the financial position of the Town of Bassendean at 30 June 2021 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the ninth day of December 2021.



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Chief Executive Officer

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Peta Mabbs

**TOWN OF BASSENDEAN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Revenue</b>				
Rates	26(a)	13,487,147	13,480,660	13,375,582
Operating grants, subsidies and contributions	2(a)	2,908,950	2,619,115	3,249,254
Fees and charges	2(a)	6,453,256	6,031,127	5,969,778
Interest earnings	2(a)	230,965	285,208	364,799
Other revenue	2(a)	413,831	441,131	463,019
		<b>23,494,149</b>	<b>22,857,241</b>	<b>23,422,432</b>
<b>Expenses</b>				
Employee costs		(13,151,286)	(13,476,198)	(13,158,941)
Materials and contracts		(6,284,637)	(7,327,227)	(6,960,228)
Utility charges		(669,465)	(696,582)	(695,799)
Depreciation on non-current assets	11(b)	(3,761,716)	(3,559,374)	(3,731,705)
Interest expenses	2(b)	(37,661)	(32,689)	(46,220)
Insurance expenses		(474,756)	(492,162)	(473,470)
Other expenditure		(885,971)	(978,941)	(632,526)
		<b>(25,265,492)</b>	<b>(26,563,173)</b>	<b>(25,698,889)</b>
		<b>(1,771,343)</b>	<b>(3,705,932)</b>	<b>(2,276,457)</b>
Non-operating grants, subsidies and contributions	2(a)	1,935,996	1,837,947	1,349,865
Profit on asset disposals	11(a)	30,464	32,819	0
(Loss) on asset disposals	11(a)	(223,006)	(334,324)	(3,868)
Investment in Local Government House	5(b)	4,525	0	2,017
Net Share of Interest in Associate - EMRC	25(a)	192,588	0	(638,176)
		<b>1,940,567</b>	<b>1,536,442</b>	<b>709,838</b>
<b>Net result for the period</b>		<b>169,224</b>	<b>(2,169,490)</b>	<b>(1,566,619)</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Share of changes in asset revaluation surplus of associate	13	(209,871)	0	104,712
Impairment of non-current assets	13	(700,013)	0	0
<b>Total other comprehensive income for the period</b>		<b>(909,884)</b>	<b>0</b>	<b>104,712</b>
<b>Total comprehensive income for the period</b>		<b>(740,660)</b>	<b>(2,169,490)</b>	<b>(1,461,907)</b>

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



**TOWN OF BASSENDEAN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**



	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Revenue</b>				
Governance		28,060	35,375	61,074
General purpose funding		14,476,691	14,273,838	14,698,027
Law, order, public safety		118,852	114,110	118,788
Health		3,120,277	2,835,170	2,894,086
Education and welfare		4,776,491	5,046,381	5,003,626
Community amenities		289,294	82,300	136,273
Recreation and culture		266,232	183,993	241,865
Transport		106,248	104,081	64,356
Economic services		192,594	78,222	107,128
Other property and services		119,410	103,771	97,209
		<b>23,494,149</b>	<b>22,857,241</b>	<b>23,422,432</b>
<b>Expenses</b>				
Governance		(966,772)	(1,014,745)	(1,135,786)
General purpose funding		(838,873)	(880,223)	(954,023)
Law, order, public safety		(639,977)	(699,355)	(648,258)
Health		(3,794,554)	(3,910,909)	(3,289,396)
Education and welfare		(5,816,941)	(5,986,717)	(5,811,723)
Community amenities		(1,042,640)	(1,190,045)	(1,271,977)
Recreation and culture		(5,511,162)	(5,930,255)	(5,999,596)
Transport		(6,051,810)	(6,305,828)	(5,989,756)
Economic services		(507,442)	(549,407)	(503,182)
Other property and services		(57,660)	(63,000)	(48,972)
		<b>(25,227,831)</b>	<b>(26,530,484)</b>	<b>(25,652,669)</b>
<b>Finance Costs</b>				
Governance	2(b)	(2,165)	0	(2,125)
General purpose funding		(12,889)	(13,053)	(14,442)
Law, order, public safety		(43)	0	(250)
Health		(109)	0	(309)
Education and welfare		(198)	0	(605)
Community amenities		(3)	0	(20)
Recreation and culture		(19,563)	(19,636)	(25,167)
Transport		0	0	(52)
Economic services		(8)	0	(68)
Other property and services		(2,683)	0	(3,182)
		<b>(37,661)</b>	<b>(32,689)</b>	<b>(46,220)</b>
		<b>(1,771,343)</b>	<b>(3,705,932)</b>	<b>(2,276,457)</b>
Non-operating grants, subsidies and contributions	2(a)	1,935,996	1,837,947	1,349,865
Profit on disposal of assets	11(a)	30,464	32,819	0
(Loss) on disposal of assets	11(a)	(223,006)	(334,324)	(3,868)
Investment in Local Government House	5(b)	4,525	0	2,017
Share of net profit of associates accounted for using the equity method	25(a)	192,588	0	(638,176)
		<b>1,940,567</b>	<b>1,536,442</b>	<b>709,838</b>
<b>Net result for the period</b>		<b>169,224</b>	<b>(2,169,490)</b>	<b>(1,566,619)</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Share of changes in asset revaluation surplus of associate	13	(209,871)	0	104,712
Changes on revaluation of non-current assets	13	(700,013)	0	0
<b>Total other comprehensive income for the period</b>		<b>(909,884)</b>	<b>0</b>	<b>104,712</b>
<b>Total comprehensive income for the period</b>		<b>(740,660)</b>	<b>(2,169,490)</b>	<b>(1,461,907)</b>



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

**TOWN OF BASSENDEAN**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2021**

	NOTE	2021	2020
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	13,222,897	4,273,122
Trade and other receivables	6	1,305,896	1,706,165
Other financial assets	5(a)	1,712,214	8,974,492
Inventories	7	6,298	9,037
Other assets	8	23,724	41,240
<b>TOTAL CURRENT ASSETS</b>		<b>16,271,029</b>	<b>15,004,056</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	6	351,868	325,083
Other financial assets	5(b)	290,062	305,667
Investment in associate	25(a)	7,835,333	7,852,617
Property, plant and equipment	9	55,007,611	56,339,210
Infrastructure	10	104,025,496	105,286,630
Right-of-use assets	12	214,107	318,281
<b>TOTAL NON-CURRENT ASSETS</b>		<b>167,724,477</b>	<b>170,427,488</b>
<b>TOTAL ASSETS</b>		<b>183,995,506</b>	<b>185,431,544</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	14	4,685,158	5,542,603
Contract liabilities	15	628,512	455,426
Lease liabilities	16(a)	93,799	152,712
Borrowings	17(a)	97,696	97,006
Employee related provisions	18	2,434,492	2,258,170
<b>TOTAL CURRENT LIABILITIES</b>		<b>7,939,657</b>	<b>8,505,917</b>
<b>NON-CURRENT LIABILITIES</b>			
Contract liabilities	15	1,560	29,286
Lease liabilities	16(a)	121,891	167,151
Borrowings	17(a)	354,613	452,310
Employee related provisions	18	256,909	215,344
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>734,973</b>	<b>864,091</b>
<b>TOTAL LIABILITIES</b>		<b>8,674,630</b>	<b>9,370,008</b>
<b>NET ASSETS</b>		<b>175,320,876</b>	<b>176,061,536</b>
<b>EQUITY</b>			
Retained surplus		26,369,739	26,916,719
Reserves - cash/financial asset backed	4	6,875,891	6,159,687
Revaluation surplus	13	142,075,246	142,985,130
<b>TOTAL EQUITY</b>		<b>175,320,876</b>	<b>176,061,536</b>

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



**TOWN OF BASSENDEAN  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2021**

		<b>RESERVES</b>			
		<b>RETAINED</b>	<b>CASH/FINANCIAL</b>	<b>REVALUATION</b>	<b>TOTAL</b>
	<b>NOTE</b>	<b>SURPLUS</b>	<b>ASSET</b>	<b>SURPLUS</b>	<b>EQUITY</b>
		\$	\$	\$	\$
<b>Balance as at 1 July 2019</b>		<b>27,686,013</b>	<b>6,957,012</b>	<b>142,880,418</b>	<b>177,523,443</b>
Comprehensive income					
Net result for the period		(1,566,619)	0	0	(1,566,619)
Other comprehensive income	13	0	0	104,712	104,712
Total comprehensive income		(1,566,619)	0	104,712	(1,461,907)
Transfers from reserves	4	2,097,054	(2,097,054)	0	0
Transfers to reserves	4	(1,299,729)	1,299,729	0	0
<b>Balance as at 30 June 2020</b>		<b>26,916,719</b>	<b>6,159,687</b>	<b>142,985,130</b>	<b>176,061,536</b>
Comprehensive income					
Net result for the period		169,224	0	0	169,224
Other comprehensive income	13	0	0	(909,884)	(909,884)
Total comprehensive income		169,224	0	(909,884)	(740,660)
Transfers from reserves	4	191,394	(191,394)	0	0
Transfers to reserves	4	(907,598)	907,598	0	0
<b>Balance as at 30 June 2021</b>		<b>26,369,739</b>	<b>6,875,891</b>	<b>142,075,246</b>	<b>175,320,876</b>

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



**TOWN OF BASSENDEAN**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		13,779,197	13,680,660	11,911,879
Operating grants, subsidies and contributions		3,140,333	2,619,115	3,413,702
Fees and charges		6,455,489	6,031,127	5,969,778
Interest received		230,965	285,208	364,799
Goods and services tax received		1,097,861	960,483	896,442
Other revenue		221,243	441,131	463,019
		<b>24,925,088</b>	<b>24,017,724</b>	<b>23,019,619</b>
<b>Payments</b>				
Employee costs		(12,933,399)	(13,411,106)	(13,175,810)
Materials and contracts		(7,200,698)	(7,354,227)	(5,168,172)
Utility charges		(669,465)	(696,582)	(695,799)
Interest expenses		(37,661)	(32,689)	(46,220)
Insurance paid		(474,752)	(492,162)	(473,470)
Goods and services tax paid		(1,025,812)	(925,575)	(1,019,511)
Other expenditure		(693,383)	(978,941)	(632,526)
		<b>(23,035,170)</b>	<b>(23,891,282)</b>	<b>(21,211,508)</b>
<b>Net cash provided by (used in) operating activities</b>	19	<b>1,889,918</b>	<b>126,442</b>	<b>1,808,111</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	9(a)	(1,370,482)	(2,220,078)	(1,190,079)
Payments for construction of infrastructure	10(a)	(2,129,496)	(4,195,269)	(816,198)
Non-operating grants, subsidies and contributions	2(a)	1,935,996	1,837,947	1,349,865
Proceeds from financial assets at amortised cost - term deposits		7,253,752	0	(4,557,871)
Proceeds from financial assets at fair values through profit and loss		4,525	0	2,017
Proceeds from sale of property, plant & equipment	11(a)	1,605,745	1,515,000	8,514
<b>Net cash provided by (used in) investment activities</b>		<b>7,300,040</b>	<b>(3,062,400)</b>	<b>(5,203,752)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	17(b)	(97,007)	(97,370)	(130,367)
Payments for principal portion of lease liabilities	16(b)	(167,306)	0	(185,431)
Proceeds from self supporting loans	17(b)	24,130	24,494	23,766
<b>Net cash provided by (used in) financing activities</b>		<b>(240,183)</b>	<b>(72,876)</b>	<b>(292,032)</b>
<b>Net increase (decrease) in cash held</b>		<b>8,949,775</b>	<b>(3,008,834)</b>	<b>(3,687,673)</b>
Cash at beginning of year		4,273,122	12,653,905	7,960,795
<b>Cash and cash equivalents at the end of the year</b>	19	<b>13,222,897</b>	<b>9,645,071</b>	<b>4,273,122</b>

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



**TOWN OF BASSENDEAN  
RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>	27 (b)	796,267	745,317	(61,574)
		796,267	745,317	(61,574)
<b>Revenue from operating activities (excluding rates)</b>				
Governance		32,585	35,375	63,091
General purpose funding		989,544	799,482	1,322,446
Law, order, public safety		118,852	114,110	118,789
Health		3,120,277	2,835,170	2,894,086
Education and welfare		4,776,491	5,046,381	5,003,626
Community amenities		319,294	112,300	136,273
Recreation and culture		266,232	183,993	241,865
Transport		106,248	106,900	64,356
Economic services		192,594	78,222	107,128
Other property and services		119,874	103,771	97,209
		10,041,991	9,415,704	10,048,869
<b>Expenditure from operating activities</b>				
Governance		(968,937)	(1,014,745)	(1,137,918)
General purpose funding		(851,762)	(893,276)	(968,465)
Law, order, public safety		(640,020)	(716,355)	(648,508)
Health		(3,794,663)	(3,910,909)	(3,289,705)
Education and welfare		(5,817,139)	(5,986,717)	(5,812,327)
Community amenities		(1,255,371)	(1,495,045)	(1,271,997)
Recreation and culture		(5,530,726)	(5,962,215)	(6,024,762)
Transport		(6,051,810)	(6,305,828)	(5,989,808)
Economic services		(507,449)	(549,407)	(503,250)
Other property and services		(70,621)	(63,000)	(56,022)
		(25,488,498)	(26,897,497)	(25,702,762)
Non-cash amounts excluded from operating activities	27(a)	3,943,073	3,863,585	3,278,757
<b>Amount attributable to operating activities</b>		(10,707,167)	(12,872,891)	(12,436,710)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	2(a)	1,935,996	1,837,947	1,349,865
Proceeds from disposal of assets	11(a)	1,605,745	1,515,000	8,514
Purchase of property, plant and equipment	9(a)	(1,370,482)	(2,220,078)	(1,190,079)
Purchase and construction of infrastructure	10(a)	(2,129,496)	(4,195,269)	(816,198)
		41,763	(3,062,400)	(647,898)
<b>Amount attributable to investing activities</b>		41,763	(3,062,400)	(647,898)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	17(b)	(97,007)	(97,006)	(130,367)
Proceeds from self supporting loans	17(b)	24,130	24,130	23,766
Payments for principal portion of lease liabilities	16(b)	(167,306)	0	(185,431)
Transfers to reserves (restricted assets)	4	(907,598)	(1,620,000)	(1,299,729)
Transfers from reserves (restricted assets)	4	191,394	4,158,458	2,097,054
<b>Amount attributable to financing activities</b>		(956,387)	2,465,582	505,293
<b>Surplus/(deficit) before imposition of general rates</b>		(11,621,791)	(13,469,709)	(12,579,315)
<b>Total amount raised from general rates</b>	26(a)	13,487,147	13,474,356	13,375,582
<b>Surplus/(deficit) after imposition of general rates</b>	27(b)	<b>1,865,356</b>	<b>4,647</b>	<b>796,267</b>



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



**TOWN OF BASSENDEAN**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

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**TOWN OF BASSENDEAN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**1. BASIS OF PREPARATION**

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

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continues to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Town to measure any vested improvements at zero cost.

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**INITIAL APPLICATION OF ACCOUNTING STANDARDS**

During the current year, the Town adopted all the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These were:

- *AASB 1059 Service Concession Arrangements: Grantors*
- *AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Materiality*

The adoption of these standards had no material impact on the financial report.

**NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS**

The following new accounting standards will have application to local government in future years:

- *AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- *AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- *AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*

It is not expected these standards will have an impact on the financial report.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**TOWN OF BASSENDEAN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES**

**REVENUE RECOGNITION POLICY**

Recognition of revenue is dependent on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Fees and charges for other goods and services	Library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

**TOWN OF BASSENDEAN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES**

**(a) Grant revenue**

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
<b>Operating grants, subsidies and contributions</b>			
Governance	21,120	26,662	2,962
General purpose funding	551,155	262,985	771,562
Law, order, public safety	42,999	44,110	49,676
Health	208,768	0	0
Education and welfare	1,958,808	2,156,256	2,322,983
Community amenities	22,563	0	3,609
Recreation and culture	45,387	30,640	40,000
Transport	58,150	98,462	58,462
	<b>2,908,950</b>	<b>2,619,115</b>	<b>3,249,254</b>
<b>Non-operating grants, subsidies and contributions</b>			
Health	56,736	23,250	604,346
Recreation and culture	50,000	984,706	200,000
Transport	1,829,260	829,991	545,519
	<b>1,935,996</b>	<b>1,837,947</b>	<b>1,349,865</b>
	<b>4,844,946</b>	<b>4,457,062</b>	<b>4,599,119</b>
<b>Fees and charges</b>			
General purpose funding	106,202	110,068	106,824
Law, order, public safety	62,566	53,000	63,032
Health	2,909,615	2,834,670	2,858,373
Education and welfare	2,720,535	2,728,125	2,498,966
Community amenities	218,223	82,000	128,911
Recreation and culture	164,745	101,107	169,897
Transport	18,097	2,800	4,398
Economic services	184,886	72,722	90,159
Other property and services	68,387	46,635	49,217
	<b>6,453,256</b>	<b>6,031,127</b>	<b>5,969,778</b>

There were no changes to the amounts of fees or charges detailed in the original budget.

**SIGNIFICANT ACCOUNTING POLICIES**

**Grants, subsidies and contributions**

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

**Fees and Charges**

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

**Contracts with customers and transfers for recognisable non-financial assets**

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Town was recognised during the year for the following nature or types of goods or services:

	2,021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Operating grants, subsidies and contributions	1,351,169	2619115	2474730
Fees and charges	6,280,067	5,977,827	5,882,877
Other revenue	364,409	441,131	298,144
Non-operating grants, subsidies and contributions	1,935,996	1,837,947	1,349,865
	<b>9,931,641</b>	<b>10,876,020</b>	<b>10,005,616</b>

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Town is comprised of:

	2,021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Revenue from contracts with customers included as a contract liability at the start of the period	455,426	48,587	168,000
Revenue from contracts with customers recognised during the year	7,540,219	8,989,486	8,655,751
Revenue from transfers intended for acquiring or constructing recognisable non financial assets held as a liability at the start of the period	1,142,107	0	29,286
Revenue from transfers intended for acquiring or constructing recognisable non financial assets during the year	793,889	1,837,947	1,152,579
	<b>9,931,641</b>	<b>10,876,020</b>	<b>10,005,616</b>

**TOWN OF BASSENDEAN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES (Continued)**

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

	2,021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Trade and other receivables from contracts with customers	110,757	0	178,957
Contract liabilities from contracts with customers	(630,072)	0	(484,712)

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'. Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

**Revenue from statutory requirements**

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

	2,021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
General rates	13,487,147	13,480,660	13,375,582
Statutory permits and licences	157,313	43,800	99,145
Fines	15,876	9,500	19,017
Inspection fees	29,922	29,000	17,306
Town Planning Fees	262,205	82,300	99,521
Registration Fees	49,948	45,000	48,414
Freedom of Information	342	300	255
	14,002,753	13,690,560	13,659,239

**Other revenue**

Reimbursements and recoveries	49,422	0	53,069
Other	364,409	441,131	409,950
	413,831	441,131	463,019

**Interest earnings**

Financial assets at amortised cost - self supporting loans	13,051	13,053	14,785
Interest on reserve funds	46,666	70,000	93,350
Rates instalment and penalty interest (refer Note 26(e))	147,732	132,155	169,730
Other interest earnings	23,516	70,000	86,934
	230,965	285,208	364,799

**SIGNIFICANT ACCOUNTING POLICIES**

**Interest earnings**

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

**Interest earnings (continued)**

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

**(b) Expenses**

**Auditors remuneration**

	2,021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
- Audit of the Annual Financial Report	40,000	40,000	40,000
- Other services	900	900	900
- Internal Audit Fees	0	35,900	24,088
	40,900	76,800	64,988

**Interest expenses (finance costs)**

Borrowings	17(b) 32,301	32,689	39,237
Lease liabilities	16(b) 5,360	0	6,983
	37,661	32,689	46,220

**TOWN OF BASSENDEAN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**3. CASH AND CASH EQUIVALENTS**

	NOTE	2021 \$	2020 \$
Cash at bank and on hand		1,613,346	3,273,122
Term deposits		11,609,551	1,000,000
<b>Total cash and cash equivalents</b>		<b>13,222,897</b>	<b>4,273,122</b>

**Restrictions**

The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

- Cash and cash equivalents		8,130,122	222,346
- Financial assets at amortised cost		1,692,084	8,950,362
		<b>9,822,206</b>	<b>9,172,708</b>

The restricted assets are a result of the following specific purposes to which the assets may be used:

Reserves - cash/financial asset backed	4	6,875,891	6,159,687
Contract liabilities from contracts with customers	15	630,072	484,712
		<b>7,505,963</b>	<b>6,644,399</b>

Other restricted cash and cash equivalents and other financial assets at amortised cost

Bonds and Other Deposits	14	2,213,743	2,309,859
Hyde Retirement Village Bonds	14	102,500	218,450
		<b>2,316,243</b>	<b>2,528,309</b>

**Total restricted assets**

**9,822,206**      **9,172,708**

**SIGNIFICANT ACCOUNTING POLICIES**

**Cash and cash equivalents**

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

**Restricted assets**

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

**TOWN OF BASSENDEAN**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

4. RESERVES - CASH/FINANCIAL ASSET BACKED	2021 Actual	2021 Actual	2021 Actual	2021 Actual	2021 Budget	2021 Budget	2021 Budget	2021 Budget	2020 Actual	2020 Actual	2020 Actual	2020 Actual
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Employee Entitlements Reserve	232,226	6,284	0	238,510	232,721	2,706	(24,250)	211,177	743,532	12,234	(523,540)	232,226
(b) Plant And Equipment Reserve	373,872	0	(6,506)	367,366	373,483	4,343	(68,000)	309,826	396,298	7,035	(29,461)	373,872
(c) Waste Management Reserve	1,393,497	9,454	0	1,402,951	1,741,533	20,252	(722,824)	1,038,961	1,085,370	308,127	0	1,393,497
(d) Wind In The Willows Child Care Reserve	40,683	0	(25,662)	15,021	30,000	349	(30,000)	349	48,206	856	(8,379)	40,683
(e) Aged Persons Reserve	560,864	4,629	0	565,493	561,281	6,527	0	567,808	550,966	9,898	0	560,864
(f) Youth Development Reserve	29,746	245	0	29,991	29,774	346	(4,000)	26,120	29,227	519	0	29,746
(g) Community Facilities Reserve	54,568	450	0	55,018	54,620	635	(27,000)	28,255	53,616	952	0	54,568
(h) Underground Power Reserve	85,851	709	0	86,560	85,933	999	(20,000)	66,932	84,354	1,497	0	85,851
(i) Drainage Infrastructure Resrve	126,402	1,192	0	127,594	126,542	1,472	(126,620)	1,394	144,737	2,570	(20,905)	126,402
(j) Hacc Asset Replacement Reserve	114,083	948	0	115,031	120,914	1,406	(5,000)	117,320	122,784	1,897	(10,598)	114,083
(k) Unspent Grants Reserve	400,432	0	(106,832)	293,600	1,858,865	0	(1,397,033)	461,832	1,628,014	100,426	(1,328,008)	400,432
(l) Bus Shelter Reserve	21,623	179	0	21,802	21,644	252	(4,000)	17,896	21,300	323	0	21,623
(m) Steet Tree Reserve	92,670	1,043	0	93,713	0	0	0	0	160,660	108,173	(176,163)	92,670
(n) Land And Buildings Infrastructure Reserve	1,921,462	857,204	0	2,778,666	1,923,292	1,522,367	(1,389,731)	2,055,928	1,887,948	33,514	0	1,921,462
(o) Information Technology Reserve	200,000	232	0	200,232	200,000	2,326	(200,000)	2,326	0	200,000	0	200,000
(p) Future Projects Reserve	511,708	0	(52,394)	459,314	517,708	6,020	(140,000)	383,728	0	511,708	0	511,708
(q) Marine Assets Reserve	0	25,029	0	25,029	0	50,000	0	50,000	0	0	0	0
	6,159,687	907,598	(191,394)	6,875,891	7,878,310	1,620,000	(4,158,458)	5,339,852	6,957,012	1,299,729	(2,097,054)	6,159,687

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserves - cash/financial assets backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Employee Entitlements Reserve	Ongoing	To provide funds for future payments to staff for employee entitlements.
(b) Plant And Equipment Reserve	Ongoing	To accrue funds for the purpose of replacement of major plant items.
(c) Waste Management Reserve	Ongoing	To accrue funds for the purpose of renewal or upgrade of waste management services.
(d) Wind In The Willows Child Care Reserve	Ongoing	To accrue funds for the purpose of asset improvement in the Centre and to cater for future surplus or deficit from operations.
(e) Aged Persons Reserve	Ongoing	To accrue funds to provide for the operational deficit, refurbishment and capital expenses, for Hyde Retirement Village.
(f) Youth Development Reserve	Ongoing	To provide funds for activities and facilities for the benefit of youth in the Town.
(g) Community Facilities Reserve	Ongoing	To accrue funds for major expenditure in the provision of community facilities and community events.
(h) Underground Power Reserve	Ongoing	To accrue funds for engaging consultants to consider the implementation of Underground Power.
(i) Drainage Infrastructure Resrve	Ongoing	To provide for the renewal and upgrade of the drainage network.
(j) Hacc Asset Replacement Reserve	Ongoing	To provide funding for support of community care programs for senior and disability services.
(k) Unspent Grants Reserve	Ongoing	To provide for unspent funding received as grant contributions to Works and Services.
(l) Bus Shelter Reserve	Ongoing	To provide funds for the purpose of installation or replacement of bus shelters within the Town.
(m) Steet Tree Reserve	Ongoing	To accrue unspent funds from tree planting program for the purpose of planting and maintaining trees.
(n) Land And Buildings Infrastructure Reserve	Ongoing	To hold funds accrued as a result of sale of land and buildings and for the provisions of funds for the purchase and development of land and building infrastructure.
(o) Information Technology Reserve	Ongoing	To fund the acquisition and enhancement of technology and digital service delivery initiatives.
(p) Future Projects Reserve	Ongoing	To assist in funding new and upgrade capital initiatives that are generally significant in nature and provide a means to spread the cost of intergenerational assets over multiple years.
(q) Marine Assets Reserve	Ongoing	To fund the renewal of marine assets i.e. jetty, pontoons and associated river bank restoration projects.

## 5. OTHER FINANCIAL ASSETS

### (a) Current assets

Financial assets at amortised cost

#### Other financial assets at amortised cost

Term deposits

Self supporting loans

### (b) Non-current assets

Units in Local Government House Trust

Financial assets at amortised cost - self supporting loans

Increase in Value of Local Government House Trust Units  
7 Units Held @ \$18,451.71 per unit

#### Financial assets at amortised cost

Self supporting loans

Units in Local Government House Trust

	2021	2020
	\$	\$
	1,712,214	8,974,492
	1,712,214	8,974,492
	1,692,084	8,950,362
	20,130	24,130
	1,712,214	8,974,492
	129,162	124,637
	160,900	181,030
	290,062	305,667
	4,525	2,017
	160,900	181,030
	129,162	124,637
	290,062	305,667

## SIGNIFICANT ACCOUNTING POLICIES

### Other financial assets at amortised cost

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

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

### Financial assets at fair value through profit and loss

The Town classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Town has not elected to recognise fair value gains and losses through other comprehensive income.

### Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 28.



## 6. TRADE AND OTHER RECEIVABLES

### Current

Rates receivable	
Receivables from contracts with customers	
GST receivable	
Accrued interest	
LSL Due from other Councils	

### Non-current

Pensioner's rates and ESL deferred	
------------------------------------	--

2021	2020
\$	\$
983,747	1,223,711
110,757	178,957
118,211	190,260
9,872	12,105
83,309	101,132
1,305,896	1,706,165
351,868	325,083
351,868	325,083

### SIGNIFICANT ACCOUNTING POLICIES

#### Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables are equivalent to fair value as it is due for settlement within 30 days.

#### Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 28.

### SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short-term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

## 7. INVENTORIES

### Current

Fuel and materials

The following movements in inventories occurred during the year:

### Balance at beginning of year

Inventories expensed during the year

Additions to inventory

### Balance at end of year

	2021	2020
	\$	\$
	6,298	9,037
	6,298	9,037
	9,037	17,080
	(88,675)	(98,939)
	85,936	90,896
	6,298	9,037

### SIGNIFICANT ACCOUNTING POLICIES

#### General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

## 8. OTHER ASSETS

### Other assets - current

Prepayments

	2,021	2020
	23,724	41,240
	23,724	41,240

### SIGNIFICANT ACCOUNTING POLICIES

#### Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

### Inventories

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**TOWN OF BASSENDEAN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**9. PROPERTY, PLANT AND EQUIPMENT**

**(a) Movements in Balances**

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - Freehold Land \$	Buildings \$	Buildings - specialised \$	Total Land and Buildings \$	Furniture and Equipment \$	Plant and Equipment \$	Minor Assets (Artworks) \$	Work in Progress \$	Total Property, Plant and Equipment \$
<b>Balance at 1 July 2019</b>	36,381,646		17,999,518	54,381,164	288,577	1,047,644	62,620	0	55,780,005
Additions	0	0	529,347	529,347	0	37,975	0	622,757	1,190,079
(Disposals)	0	0	0	0	0	(12,382)	0	0	(12,382)
Depreciation (expense)	0		(496,778)	(496,778)	(42,386)	(79,329)	0	0	(618,493)
<b>Balance at 30 June 2020</b>	36,381,646	0	18,032,087	54,413,733	246,191	993,908	62,620	622,757	56,339,209
<b>Comprises:</b>									
Gross balance amount at 30 June 2020	36,381,646	0	26,805,277	63,186,923	446,515	2,646,459	62,620	622,757	66,965,274
Accumulated depreciation at 30 June 2020	0	0	(8,773,190)	(8,773,190)	(200,323)	(1,652,551)	0	0	(10,626,064)
<b>Balance at 30 June 2020</b>	36,381,646	0	18,032,087	54,413,733	246,192	993,908	62,620	622,757	56,339,210
Additions	701,377	0	267,613	968,990	172,059	31,390	0	198,043	1,370,482
(Disposals)	(1,775,000)	0	0	(1,775,000)	0	(23,287)	0	0	(1,798,287)
Impairment (losses) / reversals - No 1 Surrey Street	0	0	(125,893)	(125,893)	0	0	0	0	(125,893)
Depreciation (expense)	0	0	(502,327)	(502,327)	(69,749)	(79,588)	0	0	(651,664)
Transfers	0	0	(107,826)	(107,826)	604,346	0	0	(622,757)	(126,237)
<b>Balance at 30 June 2021</b>	35,308,023	0	17,563,654	52,871,677	952,848	922,423	62,620	198,043	55,007,611
<b>Comprises:</b>									
Gross balance amount at 30 June 2021	35,308,023	0	26,542,914	61,850,937	1,222,919	2,606,268	62,620	198,043	65,940,787
Accumulated depreciation at 30 June 2021	0	0	(8,979,260)	(8,979,260)	(270,071)	(1,683,845)	0	0	(10,933,176)
<b>Balance at 30 June 2021</b>	35,308,023	0	17,563,654	52,871,677	952,848	922,423	62,620	198,043	55,007,611

The Town resolved on 27 July 2021 to sell the property at 1 Surrey Street, Bassendean to the Perth History Association Inc. (trading as the Museum of Perth) for \$1. The sale was based on certain conditions that included community access to the Pensioner Guard Cottage and the restoration of the existing Residence for a period of up to four years and thereafter to maintain both buildings. The Council retains the right to purchase back the site at \$1 if the restoration is not completed within four years.

Consequently, the value of the buildings in the location is reduced to \$1 and the impairment is charged against the revaluation surplus of the asset class as on 30 June 2021.

**TOWN OF BASSENDEAN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

**9. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(b) Carrying Value Measurements**

<b>Asset Class</b>	<b>Fair Value Hierarchy</b>	<b>Valuation Technique</b>	<b>Basis of Valuation</b>	<b>Date of Last Valuation</b>	<b>Inputs Used</b>
<b>(i) Fair Value</b>					
<b>Land and buildings</b>					
Land - Freehold Land	2	Market approach using recent observable market data for similar items. (Net revaluation method)	Independent Valuation	June 2017	Price per hectare/market borrowing rate
Buildings - specialised	3	Cost approach using depreciated replacement cost. (Net revaluation method)	Independent Valuation	June 2017	Construction/Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.					
During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.					
Following a change to <i>Local Government (Financial Management) Regulation 17A</i> , 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. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximates cost at the date of change.					
<b>(ii) Cost</b>					
<b>Furniture and equipment</b>	3	Cost approach using depreciated replacement cost. (Net revaluation method)	Management Valuation	June 2016	Construction/Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
<b>Plant and equipment</b>	2	Market approach using recent observable market data for similar items. (Net revaluation method)	Independent Valuation	June 2016	Construction/Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
	3	Cost approach using depreciated replacement cost. (Net revaluation method)	Independent Valuation	June 2016	Construction/Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
<b>Minor Assets (Artworks)</b>	2	Market approach using recent observable market data for similar items. (Net revaluation method)	Management Valuation	June 2018	Comparison with items offered for sale in the open market.

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment, furniture and equipment and minor artworks) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

**TOWN OF BASSENDEAN**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

**10. INFRASTRUCTURE**

**(a) Movements in Balances**

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Drainage	Infrastructure - Footpaths	Infrastructure - Parks & Ovals	Work in Progress	Total Infrastructure
	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2019</b>	66,481,731	22,409,540	6,847,250	11,658,110	0	107,396,631
Additions	550,037	9,862	46,505	89,750	120,044	816,198
Depreciation (expense)	(1,481,284)	(594,999)	(242,894)	(607,022)	0	(2,926,199)
<b>Balance at 30 June 2020</b>	65,550,484	21,824,403	6,650,861	11,140,838	120,044	105,286,630
<b>Comprises:</b>						
Gross balance at 30 June 2020	85,149,623	40,485,161	10,378,616	18,481,956	120,044	154,615,400
Accumulated depreciation at 30 June 2020	(19,599,139)	(18,660,758)	(3,727,755)	(7,341,118)	0	(49,328,770)
<b>Balance at 30 June 2020</b>	65,550,484	21,824,403	6,650,861	11,140,838	120,044	105,286,630
Additions	330,810	34,422	128,347	1,656	1,634,261	2,129,496
Impairment (losses) / reversals *	0	(355,450)	0	(218,670)	0	(574,120)
Depreciation (expense)	(1,490,364)	(595,275)	(243,898)	(613,210)	0	(2,942,747)
Transfers	0	0	0	126,237	0	126,237
<b>Balance at 30 June 2021</b>	64,390,930	20,908,100	6,535,310	10,436,851	1,754,305	104,025,496
<b>Comprises:</b>						
Gross balance at 30 June 2021	85,480,433	40,164,133	10,506,963	18,391,179	1,754,305	156,297,013
Accumulated depreciation at 30 June 2021	(21,089,503)	(19,256,033)	(3,971,653)	(7,954,328)	0	(52,271,517)
<b>Balance at 30 June 2021</b>	64,390,930	20,908,100	6,535,310	10,436,851	1,754,305	104,025,496

\* The impairment relates to failure of drainage works and jetty at Success Hill and are charged against the revaluation surplus of the relevant assets.

**TOWN OF BASSENDEAN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

**10. INFRASTRUCTURE (Continued)**

**(b) Carrying Value Measurements**

<b>Asset Class</b>	<b>Fair Value Hierarchy</b>	<b>Valuation Technique</b>	<b>Basis of Valuation</b>	<b>Date of Last Valuation</b>	<b>Inputs Used</b>
<b>(i) Fair Value</b>					
<b>Infrastructure - Roads</b>	3	Cost approach using depreciated replacement cost. (Gross revaluation method)	Independent Valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Infrastructure - Drainage</b>	3	Cost approach using depreciated replacement cost. (Gross revaluation method)	Independent Valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Infrastructure - Footpaths</b>	3	Cost approach using depreciated replacement cost. (Gross revaluation method)	Independent Valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Infrastructure - Parks &amp; Ovals</b>	3	Cost approach using depreciated replacement cost. (Gross revaluation method)	Independent Valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

**TOWN OF BASSENDEAN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**11. FIXED ASSETS**

(a) Disposals of Assets

	2021 Actual Net Book Value \$	2021 Actual Sale Proceeds \$	2021 Actual Profit \$	2021 Actual Loss \$	2021 Budget Net Book Value \$	2021 Budget Sale Proceeds \$	2021 Budget Profit \$	2021 Budget Loss \$	2020 Actual Net Book Value \$	2020 Actual Sale Proceeds \$	2020 Actual Profit \$	2020 Actual Loss \$
Land - freehold land	1,775,000	1,592,273	30,000	(212,727)	1,775,000	1,500,000	30,000	(305,000)	0	0	0	0
Plant and Equipment	23,287	13,472	464	(10,279)	41,505	15,000	2,819	(29,324)	12,382	8,514	0	(3,868)
	1,798,287	1,605,745	30,464	(223,006)	1,816,505	1,515,000	32,819	(334,324)	12,382	8,514	0	(3,868)

## **11. FIXED ASSETS**

### **SIGNIFICANT ACCOUNTING POLICIES**

#### **Fixed assets**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

#### **Initial recognition and measurement between mandatory revaluation dates**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Town includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

#### **Revaluation**

The fair value of land, buildings, infrastructure and investment properties are determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Town.

### **AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY Revaluation (Continued)**

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

#### **Land under roads from 1 July 2019**

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

#### **Vested improvements from 1 July 2019**

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Town to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 12 that details the significant accounting policies applying to leases (including right-of-use assets).



**TOWN OF BASSENDEAN**  
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**11. FIXED ASSETS**

**(b) Depreciation**

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Buildings	502,327	498,587	496,778
Furniture and Equipment	69,749	42,813	42,386
Plant and Equipment	79,588	79,836	79,329
Infrastructure - Roads	1,490,364	1,487,269	1,481,284
Infrastructure - Footpaths	243,897	243,916	242,894
Infrastructure - Parks & Ovals	613,210	597,710	607,022
Infrastructure - Drainage	595,275	609,243	594,999
Right-of-use assets - Plant and Equipment	125,846	0	157,205
Right-of-use assets - Furniture and Equipment	41,460	0	29,808
	<b>3,761,716</b>	<b>3,559,374</b>	<b>3,731,705</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**Depreciation rates**

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	15 to 120 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Infrastructure - Roads Componetised	18 to 120 Years
Infrastructure - Parks Plant & Equipment	3 to 80 years
Infrastructure - Footpaths Componetised	10 to 50 years
Infrastructure - Drainage Componetised	10 to 120 years

**Depreciation on revaluation**

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Amortisation**

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

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**12. LEASES**

**Right-of-Use Assets**

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

	Right-of-use assets -		
	Right-of-use assets - Plant and Equipment	Furniture and Equipment	Right-of-use assets Total
	\$	\$	
<b>Balance at 1 July 2019</b>	295,726	34,030	329,756
Additions	44,506	131,031	175,537
Depreciation (expense)	(157,205)	(29,808)	(187,013)
<b>Balance at 30 June 2020</b>	183,027	135,253	318,280
Additions	63,133	0	63,133
Depreciation (expense)	(125,846)	(41,460)	(167,306)
<b>Balance at 30 June 2021</b>	120,314	93,793	214,107

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

	2021 Actual	2020 Actual
	\$	\$
Depreciation expense on lease liabilities	167,305	187,013
Interest expense on lease liabilities	5,416	6,983
<b>Total cash outflow from leases</b>	172,721	193,996
Short-term lease payments recognised as expense	0	(16,637)
Low-value asset lease payments recognised as expense	0	(9,137)

The measurement of lease liabilities does not include any future cash outflows associated with leases not yet commenced to which the Town is committed.

The Town has not revalued the right of use assets relating to leased plant and furniture equipment as the difference between the fair value and carrying amount is immaterial.

**SIGNIFICANT ACCOUNTING POLICIES**

**Leases**

At inception of a contract, the Town assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Town uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

**Right-of-use assets - valuation**

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 11 for details on the significant accounting policies applying to vested improvements.

**Right-of-use assets - depreciation**

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Town anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

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**13. REVALUATION SURPLUS**

	2021 Opening	2021 Impairment	2021 Revaluation	Total Movement on	2021 Closing	2020 Opening	2020 Revaluation	2020 Revaluation	Total Movement on	2020 Closing
	Balance	Decrement	(Decrement)	Revaluation/ Impairment	Balance	Balance	Increment	(Decrement)	Revaluation	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	41,252,189	0	0	0	41,252,189	41,252,189	0	0	0	41,252,189
Revaluation surplus - Buildings - non-specialised	12,637,520	(125,893)	0	(125,893)	12,511,627	12,637,520	0	0	0	12,637,520
Revaluation surplus - Furniture and Equipment	56,792	0	0	0	56,792	56,792	0	0	0	56,792
Revaluation surplus - Plant and Equipment	732,285	0	0	0	732,285	732,285	0	0	0	732,285
Revaluation surplus - Infrastructure - Roads	57,996,640	0	0	0	57,996,640	57,996,640	0	0	0	57,996,640
Revaluation surplus - Infrastructure - Footpaths	4,698,372	0	0	0	4,698,372	4,698,372	0	0	0	4,698,372
Revaluation surplus - Infrastructure - Parks & Ovals	5,881,532	(218,670)	0	(218,670)	5,662,862	5,881,532	0	0	0	5,881,532
Revaluation surplus - Infrastructure - Drainage	17,762,118	(355,450)	0	(355,450)	17,406,668	17,762,118	0	0	0	17,762,118
Revaluation surplus/deficit EMRC	1,967,682	0	(209,871)	(209,871)	1,757,811	1,862,970	104,712	0	104,712	1,967,682
	142,985,130	(700,013)	(209,871)	(909,884)	142,075,246	142,880,418	104,712	0	104,712	142,985,130

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

Impairment refer to No 1 Surrey Street (Refer Note 9(a)) and failure of drainage works and jetty at Success Hill (Refer Note 10(a)).

Vested land is no longer required to be recognised at fair value. Land under golf courses, showgrounds, racecourses or any other sporting or recreational facility of State or regional significance are recognised at zero cost.

**14. TRADE AND OTHER PAYABLES**

**Current**

Sundry creditors	1,257,206
Prepaid rates	378,951
Accrued employee costs	304,261
Bonds and deposits	2,213,743
Hyde Retirement Village bonds	102,500
CHSP Provision	425,947
Deferred revenue	-
Accrued interest on long term borrowings	2,550
	<b>4,685,158</b>

<b>2021</b>	<b>2020</b>
\$	\$
1,257,206	1,213,564
378,951	300,080
304,261	355,606
2,213,743	2,309,859
102,500	218,450
425,947	-
-	1,142,107
2,550	2,937
<b>4,685,158</b>	<b>5,542,603</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Town prior to the end of the financial year that are unpaid and arise when the Town becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition

**Prepaid rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Town recognises revenue for the prepaid rates that have not been refunded.

## 15. CONTRACT LIABILITIES

### Current

Contract liabilities from contracts with customers

### Non-current

Contract liabilities from contracts with customers

2021	2020
\$	\$
628,512	455,426
1,560	29,286
630,072	484,712

Performance obligations for each type of liability are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year  
 1 to 2 years

Contract liabilities	Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity
\$	\$
136,560	491,952
1,560	0
138,120	491,952

### SIGNIFICANT ACCOUNTING POLICIES

#### Contract liabilities

Contract liabilities represent the Town's obligation to transfer goods or services to a customer for which the Town has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

#### Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

Grant liabilities represent the Town's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

#### Service concession liabilities

Service concession liabilities relate to the grant of right to an operator in respect of an asset controlled by the Town. They represent the unearned revenue related to the grant of right, and is recognised as revenue according to the economic substance of the service concession arrangement.

**TOWN OF BASSENDEAN  
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**16. LEASE LIABILITIES**

**(a) Lease Liabilities**

	2021	2020
	\$	\$
Current	93,799	152,712
Non-current	121,891	167,151
	215,690	319,863

**(b) Movements in Carrying Amounts**

Purpose	Actual Lease Principal	30 June 2021 Actual New Leases	30 June 2021 Actual Lease Principal Repayments	30 June 2021 Actual Lease Principal Outstanding	30 June 2021 Actual Lease Interest Repayments	Actual Lease Principal	30 June 2020 Actual New Leases	30 June 2020 Actual Lease Principal Repayments	30 June 2020 Actual Lease Principal Outstanding	30 June 2020 Actual Lease Interest Repayments
	1 July 2020					1 July 2019				
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Furniture and equipment	172,368	63,133	116,642	118,859	2,993	274,695	44,506	146,833	172,368	4,627
Plant and equipment	147,495	0	50,664	96,831	2,367	55,061	131,032	38,598	147,495	2,356
	319,863	63,133	167,306	215,690	5,360	329,756	175,538	185,431	319,863	6,983

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**17. INFORMATION ON BORROWINGS**

(a) Borrowings

	2021	2020
	\$	\$
Current	97,696	97,006
Non-current	354,613	452,310
	<u>452,309</u>	<u>549,316</u>

(b) Repayments - Borrowings

Particulars	Loan Number	Institution *	Interest Rate	Actual	30 June 2021	30 June 2021	30 June 2021	Budget	30 June 2021	30 June 2021	30 June 2021	Actual	30 June 2020	30 June 2020	30 June 2020	
				Principal	Actual	Actual	Actual	Principal	Budget	Budget	Budget	Principal	Actual	Actual	Actual	Principal
				1 July 2020	Principal	Interest	Principal	1 July 2020	Principal	Interest	Principal	1 July 2019	Principal	Interest	Principal	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Recreation and culture</b>																
Civic Centre Redevelopment	156	WATC	8.07%	0	0	0	0	0	0	0	0	38,133	38,133	1,018	0	
Civic Centre Redevelopment	160A	WATC	6.31%	240,296	54,472	13,505	185,824	240,295	54,471	13,891	185,824	291,410	51,114	17,168	240,296	
Civic Centre Redevelopment	160B	WATC	5.92%	103,860	18,405	5,745	85,455	103,859	18,405	5,745	85,454	121,214	17,354	6,609	103,860	
				<u>344,156</u>	<u>72,877</u>	<u>19,250</u>	<u>271,279</u>	<u>344,154</u>	<u>72,876</u>	<u>19,636</u>	<u>271,278</u>	<u>450,757</u>	<u>106,601</u>	<u>24,795</u>	<u>344,156</u>	
<b>Self Supporting Loans</b>																
<b>Governance</b>																
Ashfield Soccer Club	157	WATC	6.70%	5,285	5,285	223	0	5,285	5,285	224	0	11,408	6,123	561	5,285	
TADWA	162	WATC	6.65%	199,875	18,845	12,828	181,030	199,875	18,846	12,829	181,029	217,518	17,643	13,881	199,875	
				<u>205,160</u>	<u>24,130</u>	<u>13,051</u>	<u>181,030</u>	<u>205,160</u>	<u>24,131</u>	<u>13,053</u>	<u>181,030</u>	<u>228,926</u>	<u>23,766</u>	<u>14,442</u>	<u>205,160</u>	
				<u>549,316</u>	<u>97,007</u>	<u>32,301</u>	<u>452,309</u>	<u>549,314</u>	<u>97,007</u>	<u>32,689</u>	<u>452,308</u>	<u>679,683</u>	<u>130,367</u>	<u>39,237</u>	<u>549,316</u>	

\* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 5 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

## 17. INFORMATION ON BORROWINGS (Continued)

	2021	2020
	\$	\$
<b>(c) Undrawn Borrowing Facilities</b>		
<b>Credit Standby Arrangements</b>		
Bank overdraft limit	100,000	100,000
Credit card limit	150,000	150,000
Credit card balance at balance date	(14,916)	(13,098)
<b>Total amount of credit unused</b>	<b>235,084</b>	<b>236,902</b>
<b>Loan facilities</b>		
Loan facilities - current	97,696	97,006
Loan facilities - non-current	354,613	452,310
Lease liabilities - current	93,799	152,712
Lease liabilities - non-current	121,891	167,151
<b>Total facilities in use at balance date</b>	<b>667,999</b>	<b>869,179</b>

### SIGNIFICANT ACCOUNTING POLICIES

#### Financial liabilities

Financial liabilities are recognised at fair value when the Town becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

#### Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

#### Risk

Information regarding exposure to risk can be found at Note 28.



**TOWN OF BASSENDEAN**  
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**18. EMPLOYEE RELATED PROVISIONS**

**(a) Employee Related Provisions**

	Provision for Annual Leave \$	Provision for Long Service Leave \$	On-Costs Annual Leave \$	On-Costs Long Service Leave \$	Total \$
<b>Opening balance at 1 July 2019</b>					
Current provisions	913,917	1,213,802	124,625	165,580	2,417,924
Non-current provisions	0	139,830	0	19,007	158,837
	913,917	1,353,633	124,625	184,586	2,576,761
Additional provision	701,194	179,713	85,504	16,174	982,585
Amounts used	(701,472)	(271,522)	(91,152)	(35,283)	(1,099,429)
Increase in the discounted amount arising because of time and the effect of any change in the discounted rate	1,966	11,631	0	0	13,597
Balance at 30 June 2020	915,605	1,273,454	118,977	165,478	2,473,514
<b>Opening balance at 1 July 2020</b>					
Current provisions	915,605	1,082,875	118,977	140,713	2,258,170
Non-current provisions	0	190,579	0	24,765	215,344
	915,605	1,273,454	118,977	165,478	2,473,514
Additional provision	876,114	214,899	3,686	13,287	1,107,986
Amounts used	(771,153)	(108,873)	0	(13,064)	(893,090)
Increase in the discounted amount arising because of time and the effect of any change in the discounted rate	1,628	1,363	0	0	2,991
<b>Balance at 30 June 2021</b>	<b>1,022,194</b>	<b>1,380,843</b>	<b>122,663</b>	<b>165,701</b>	<b>2,691,401</b>
<b>Comprises</b>					
Current	1,022,194	1,151,460	122,663	138,175	2,434,492
Non-current	0	229,383	0	27,526	256,909
	1,022,194	1,380,843	122,663	165,701	2,691,401
<b>Amounts are expected to be settled on the following basis:</b>					
	<b>2021</b>	<b>2020</b>			
	\$	\$			
Less than 12 months after the reporting date	859,237	114,830			
More than 12 months from reporting date	1,832,164	2,358,684			
	2,691,401	2,473,514			

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees.

Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

**SIGNIFICANT ACCOUNTING POLICIES**

**Employee benefits**

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

**Short-term employee benefits**

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

The Town's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

**Other long-term employee benefits**

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

**Other long-term employee benefits (Continued)**

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Town's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Town does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Provisions**

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

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

## 19. NOTES TO THE STATEMENT OF CASH FLOWS

### Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Cash and cash equivalents	13,222,897	9,645,071	4,273,122
<b>Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>			
Net result	169,224	(2,169,490)	(1,566,619)
Non-cash flows in Net result:			
(Increase)/decrease in investment in Local Government House Trust	(4,525)	0	(2,017)
Depreciation on non-current assets	3,761,716	3,559,374	3,731,705
(Profit)/loss on sale of asset	192,542	301,505	3,868
Share of profits of associates	(192,588)	0	638,176
Changes in assets and liabilities:			
(Increase)/decrease in receivables	373,484	200,000	(683,912)
(Increase)/decrease in other assets	17,516	0	(41,241)
(Increase)/decrease in inventories	2,739	(2,000)	8,043
Increase/(decrease) in payables	(857,441)	(25,000)	885,793
Increase/(decrease) in employee provisions	217,887	100,000	(103,247)
Increase/(decrease) in contract liabilities	145,360	0	287,426
Non-operating grants, subsidies and contributions	(1,935,996)	(1,837,947)	(1,349,864)
Net cash from operating activities	1,889,918	126,442	1,808,111

## 20. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2021	2020
	\$	\$
General purpose funding	4,332,066	5,103,033
Law, order, public safety	138,740	147,618
Health	1,497,438	107,458
Education and welfare	3,171,368	3,958,857
Community amenities	44,597,588	45,421,914
Recreation and culture	22,027,039	22,887,307
Transport	94,735,829	96,065,803
Economic services	1,006,560	920,000
Other property and services	1,509,147	1,436,361
Unallocated	10,979,731	9,383,193
	<u>183,995,506</u>	<u>185,431,544</u>

## **21. CONTINGENT LIABILITIES**

In compliance with the Contaminated Sites Act 2003 Section 11, the Town has listed the following sites as potential sources of contamination:

- 87 Whitfield Street, Bassendean
- 69 Scadden Street, Bassendean
- 17 Anstey Road, Bassendean
- 19 Anstey Road, Bassendean
- 14 Ivenson Place, Bassendean
- 27 Hyland Street, Bassendean
- 87 Whitfield Street, Bassendean

The Town may have other sites that are possible sources of contamination. Until the Town conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with Department of Water and Environmental Regulation on the need and criteria for remediation of a risk-based approach, the Town is unable to estimate the potential costs associated with remediation of these sites. This approach is consistent with the Department of Water and Environmental Regulation Guidelines.

In addition to the above, there are no other contingent liabilities as at 30 June 2021.

## 22. CAPITAL AND LEASING COMMITMENTS

### (a) Capital Expenditure Commitments

The Town has capital commitments at the end of the current reporting period.

	2021	2020
Contracted for:	\$	\$
- capital expenditure projects	345,944	0
Payable:		
- not later than one year	345,944	0

The capital expenditure projects outstanding at the end of the current reporting period mainly represents:  
 Sandy Beach Ablutions  
 Drainage - Relining in Hamilton Street  
 Mary Crescent Reserve

### (b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts (short term and low value leases).

	2021	2020
Payable:	\$	\$
- not later than one year	0	7,435
- later than one year but not later than five years	0	4,986
	0	12,421

#### SIGNIFICANT ACCOUNTING POLICIES

##### Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Town, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

##### Leases (Continued)

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

## 24. RELATED PARTY TRANSACTIONS

### Key Management Personnel (KMP) Compensation Disclosure

	2021 Actual	2020 Actual
The total of remuneration paid to KMP of the Town during the year are as follows:	\$	\$
Short-term employee benefits	1,025,549	726,541
Post-employment benefits	133,295	77,046
Other long-term benefits	(73,676)	(63,864)
Termination benefits	0	283,348
	<u>1,085,168</u>	<u>1,023,071</u>

#### *Short-term employee benefits*

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

#### *Post-employment benefits*

These amounts are the current-year's estimated cost of providing for the Town's superannuation contributions made during the year.

#### *Other long-term benefits*

These amounts represent long service benefits accruing during the year.

#### *Termination benefits*

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

### Transactions with related parties

Transactions between related parties and the Town are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

### Related Parties

#### The Town's main related parties are as follows:

##### *i. Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

##### *ii. Other Related Parties*

An associate person of KMP was employed by the Town under normal employment terms and conditions.

##### *iii. Entities subject to significant influence by the Town*

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

**TOWN OF BASSENDEAN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**23. ELECTED MEMBERS REMUNERATION**

	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Councillor Renee McLennan, Mayor</b>			
Mayor's annual allowance	36,957	36,957	36,957
Meeting attendance fees	25,342	25,342	25,345
ICT expenses	3,500	3,500	3,500
Training Expenses	2,157	2,143	2,853
	67,956	67,942	68,655
<b>Councillor Kathryn Hamilton, Deputy Mayor</b>			
Deputy Mayor's annual allowance	9,239	6,455	6,452
Meeting attendance fees	16,367	16,367	16,367
ICT expenses	3,500	3,500	3,500
Training Expenses	954	2,143	1,128
	30,060	28,465	27,447
<b>Councillor Hillary Macwilliam</b>			
Meeting attendance fees	16,367	11,434	11,430
ICT expenses	3,500	2,445	2,444
Training Expenses	1,317	1,497	2,093
	21,184	15,377	15,967
<b>Councillor Sarah Quinton</b>			
Meeting attendance fees	16,367	16,367	16,367
ICT expenses	3,500	3,500	3,500
Training Expenses		2,143	689
	19,867	22,010	20,556
<b>Councillor Jai Wilson</b>			
Meeting attendance fees	16,367	16,367	16,367
ICT expenses	3,500	3,500	3,500
Training Expenses	390	2,143	613
	20,257	22,010	20,480
<b>Councillor Chris Barty</b>			
Meeting attendance fees	16,367	11,434	11,430
ICT expenses	3,500	2,445	2,444
Training Expenses	1,177	1,497	2,873
	21,044	15,377	16,747
<b>Councillor John Gangell</b>			
Meeting attendance fees	16,367	16,367	16,367
ICT expenses	3,500	3,500	3,500
Training Expenses	899	2,143	1,513
	20,766	22,010	21,380
<b>Councillor Melissa Myktiuk (2019/20)</b>			
Meeting attendance fees	0	4,933	4,937
ICT expenses	0	1,055	1,056
Training Expenses	0	646	3,972
	0	6,633	9,964
<b>Councillor Robert Brown, Deputy Mayor (2019/20)</b>			
Deputy Mayor's annual allowance	0	2,784	2,787
Meeting attendance fees	0	4,933	4,937
ICT expenses	0	1,055	1,056
Training Expenses	0	646	75
	0	9,417	8,854
	201,134	209,240	210,050
Fees, expenses and allowances to be paid or reimbursed to elected council members.			
Mayor's allowance	36,957	36,957	36,957
Deputy Mayor's allowance	9,239	9,239	9,239
Meeting attendance fees	123,544	123,544	123,547
ICT expenses	24,500	24,500	24,500
Training Expenses	6,894	15,000	15,808
	201,134	209,240	210,050

## 25. INVESTMENT IN JOINT VENTURE

	2021	2020
	\$	\$
<b>(a) Balance of investment in Joint Venture</b>		
<p>The Council is a member of the Eastern Metropolitan Regional Council. EMRC was established in accordance with the Local Government Act 1995 and consists of six local governments, namely, Town of Bassendean, City of Bayswater, City of Belmont, Shire of Kalamunda, Shire of Mundaring, and City of Swan. The Town's interest in the associate calculated by EMRC as at 30 June 2021 was 4.22%, representing its share of the net assets of \$7,835,333. Bassendean's interest in the assets and liabilities of the EMRC is as follows:</p>		
Current assets	91,484,741	89,551,063
Non current assets	115,414,742	110,359,239
<b>Total assets</b>	<b>206,899,483</b>	<b>199,910,302</b>
Current liabilities	14,439,344	8,026,411
Non current liabilities	6,707,161	7,432,011
<b>Total liabilities</b>	<b>21,146,505</b>	<b>15,458,422</b>
<b>Net assets</b>	<b>185,752,978</b>	<b>184,451,880</b>
- Share of EMRC'S net Assets	7,835,333	7,852,617
- Share of associates other comprehensive income arising during the period		
- Share of associates total comprehensive income arising during the period	7,835,333	7,852,617
<b>Balance at 1 July</b>	<b>7,852,617</b>	<b>8,386,081</b>
- Share of associates total comprehensive income arising during the period	(17,284)	(533,464)
<b>Balance at 30 June</b>	<b>7,835,333</b>	<b>7,852,617</b>

### SIGNIFICANT ACCOUNTING POLICIES

#### Interests in joint arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Town's share of net assets of the associate. In addition, the Town's share of the profit or loss of the associate is included in the Town's profit or loss.

#### Interests in joint arrangements (Continued)

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Town's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.



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**26. RATING INFORMATION**

(a) Rates

<b>RATE TYPE</b>	<b>Rate in</b>	<b>Number</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>
<b>General rate</b>	<b>\$</b>	<b>of</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>2019/20</b>
		<b>Properties</b>	<b>Rateable</b>	<b>Rate</b>	<b>Interim</b>	<b>Back</b>	<b>Total</b>	<b>Rate</b>	<b>Interim</b>	<b>Back</b>	<b>Total</b>	<b>Rate</b>	<b>Total</b>	<b>Actual</b>
			<b>Value</b>	<b>Revenue</b>	<b>Rates</b>	<b>Rates</b>	<b>Revenue</b>	<b>Revenue</b>	<b>Rate</b>	<b>Rate</b>	<b>Rate</b>	<b>Revenue</b>	<b>Revenue</b>	<b>Total</b>
			<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Gross rental valuations</b>														
General	cents	4,911	130,949,625	10,776,078	64,418	2,328	10,842,824	10,776,078	50,000	3,500	10,829,578			11,939,994
<b>Sub-Total</b>		4,911	130,949,625	10,776,078	64,418	2,328	10,842,824	10,776,078	50,000	3,500	10,829,578			11,939,994
							0				0			
<b>Minimum Payment</b>	<b>\$</b>													
General	1,106	2,397	28,212,978	2,651,082	0	0	2,651,082	2,651,082	0	0	2,651,082			1,435,588
<b>Sub-Total</b>		2,397	28,212,978	2,651,082	0	0	2,651,082	2,651,082	0	0	2,651,082			1,435,588
		7,308	159,162,603	13,427,160	64,418	2,328	13,493,906	13,427,160	50,000	3,500	13,480,660			13,375,582
Discounts/concessions							(6,759)				(6,304)			
<b>Total amount raised from general rate</b>							13,487,147				13,474,356			13,375,582

**SIGNIFICANT ACCOUNTING POLICIES**

**Rates**

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Town recognises revenue for the prepaid rates that have not been refunded.

**TOWN OF BASSENDEAN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

**26. RATING INFORMATION (Continued)**

**(b) Specified Area Rate**

The Town did not raise specified area rates for the year ended 30 June 2021.

**(c) Service Charges**

The Town did not raise service charges for the year ended 30 June 2021.

**(d) Discounts, Incentives, Concessions, & Write-offs  
Waivers or Concessions**

<b>Rate or Fee and Charge to which the Waiver or Concession is Granted</b>	<b>Type</b>	<b>Discount %</b>	<b>2021 Actual \$</b>	<b>2021 Budget \$</b>	<b>2020 Actual \$</b>
Westcare Inc	Concession	0.50%	6,759	6,304	6,304
Total discounts/concessions			6,759	6,304	6,304

## 26. RATING INFORMATION (Continued)

### (e) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
<b>Option one - Full amount</b>				
Payment in Full	25/09/2020	0	0.0%	8.0%
<b>Option two - Two instalments</b>				
Instalment 1	25/09/2020	0	0.0%	8.0%
Instalment 2	27/11/2020	12	5.5%	8.0%
<b>Option three - Four instalments</b>				
Instalment 1	25/09/2020	0	0.0%	8.0%
Instalment 2	27/11/2020	12	5.5%	8.0%
Instalment 3	29/01/2021	12	5.5%	8.0%
Instalment 4	01/04/2021	12	5.5%	8.0%
		<b>2021 Actual</b> \$	<b>2021 Budget</b> \$	<b>2020 Actual</b> \$
Interest on unpaid rates		144,372	125,000	162,575
Interest in instalment plan		3,360	7,155	7,155
Charges on instalment plan		57,204	63,300	63,204
		204,936	195,455	232,934

**TOWN OF BASSENDEAN**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

**27. RATE SETTING STATEMENT INFORMATION**

	2020/21 (30 June 2021 Carried Forward)	2020/21 Budget (30 June 2021 Carried Forward)	2019/20 (30 June 2020 Carried Forward)
Note	\$	\$	\$
<b>(a) Non-cash amounts excluded from operating activities</b>			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	11(a) (30,464)	(32,819)	0
Movement in financial assets at amortised cost - LG House Trust	13 (4,525)	0	(2,017)
Movement in pensioner deferred rates (non-current)	(26,785)	0	0
Movement in employee benefit provisions (non-current)	41,567	0	56,507
Movement in contract liabilities (non-current)	(27,726)	0	0
Movement in employee entitlement reserve	6,284	2,706	(511,306)
Add: Loss on disposal of assets	11(a) 223,006	334,324	3,868
Add: Depreciation on non-current assets	11(b) 3,761,716	3,559,374	3,731,705
<b>Non cash amounts excluded from operating activities</b>	<b>3,943,073</b>	<b>3,863,585</b>	<b>3,278,757</b>
<b>(b) Surplus/(deficit) after imposition of general rates</b>			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
<b>Adjustments to net current assets</b>			
Less: Reserves - cash/financial asset backed	4 (6,875,891)	(5,339,852)	(6,159,687)
Less: Financial assets at amortised cost - self supporting loans	5(a) (20,130)	(24,130)	(24,130)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	17(a) 97,696	0	97,006
- Current portion of lease liabilities	93,799	0	152,712
- Employee benefit provisions	0	235,427	0
<b>Total adjustments to net current assets</b>	<b>(6,704,526)</b>	<b>(5,128,555)</b>	<b>(5,934,099)</b>
<b>Net current assets used in the Rate Setting Statement</b>			
Total current assets	16,271,029	10,765,647	15,004,057
Less: Total current liabilities	(7,939,657)	(5,632,445)	(8,505,917)
Less: Total adjustments to net current assets	(6,704,526)	(5,128,555)	(5,934,099)
Add: Liabilities funded by Cash Backed Reserve	238,510	0	232,226
<b>Net current assets used in the Rate Setting Statement</b>	<b>1,865,356</b>	<b>4,647</b>	<b>796,267</b>

## 28. FINANCIAL RISK MANAGEMENT

This note explains the Town's exposure to financial risks and how these risks could affect the Town's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Town does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

### (a) Interest rate risk

#### Cash and cash equivalents

The Town's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Town to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Town to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest-bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
<b>2021</b>					
Cash and cash equivalents	0.25%	13,222,901	9,509,538	2,100,013	1,613,350
Financial assets at amortised cost - term deposits	0.42%	1,692,084	1,692,084	0	0
<b>2020</b>					
Cash and cash equivalents	0.25%	4,273,122	1,000,000	3,273,122	0
Financial assets at amortised cost	1.95%	8,950,362	8,950,362	0	0

#### Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

Impact of a 1% movement in interest rates on profit and loss and equity\*

\* Holding all other variables constant

	2021	2020
	\$	\$
	21,000	42,731

#### Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Town manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Town does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 17(b).

**TOWN OF BASSENDEAN**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

**28. FINANCIAL RISK MANAGEMENT (Continued)**

**(b) Credit risk**

**Trade and Other Receivables**

The Town's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Town manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Town to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Whilst the Town was historically able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment.

The level of outstanding receivables is reported to Council monthly, and benchmarks are set and monitored for acceptable collection performance.

The Town applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable is separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2020 or 1 July 2021 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2021 for rates receivable was determined as follows:

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
<b>30 June 2021</b>					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	983,747	351,868	0	0	1,335,615

<b>30 June 2020</b>					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	1,223,711	325,083	0	0	1,548,794

The loss allowance as at 30 June 2021 and 30 June 2020 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
<b>30 June 2021</b>					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.41%	
Gross carrying amount	30,839	36,719	910	42,289	110,757

<b>30 June 2020</b>					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.41%	
Gross carrying amount	119,324	0	3,090	56,543	178,957

## 28. FINANCIAL RISK MANAGEMENT (Continued)

### (c) Liquidity risk

#### Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Town manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 17(c).

The contractual undiscounted cash flows of the Town's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
<b>2021</b>					
Payables	3,075,270	728,108	485,035	4,288,413	4,685,158
Borrowings	124,241	315,672	62,832	502,745	452,309
Contract liabilities	628,512	1,560	0	630,072	630,072
Lease liabilities	93,799	127,251	0	221,050	215,690
	<u>3,921,822</u>	<u>1,172,591</u>	<u>547,867</u>	<u>5,642,280</u>	<u>5,983,229</u>
<b>2020</b>					
Payables	1,872,187	2,528,309	0	4,400,496	5,542,603
Borrowings	129,693	428,757	102,939	661,389	549,316
Contract liabilities	455,426	0	0	455,426	484,712
Lease liabilities	149,325	180,422	0	329,747	319,863
	<u>2,606,631</u>	<u>3,137,488</u>	<u>102,939</u>	<u>5,847,058</u>	<u>6,896,494</u>

## 29. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

### **Divestment from the Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP) programmes.**

By a confidential Council Resolution in November 2020, the Council has made a determination to divest from the Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP) programmes effective 1 July 2022. Council endorsed those plans on the 28 September 2021. The decision on the disposal or lease of non-current assets that have been used to run these programs as at the date of the report. These decisions are expected after the selection of the new provider.

As at 30 June 2021, all the non-current assets related to this programmes were continued to be used by the Town. These assets are not specifically identified for sale or lease as at that date.

The Town formally notified the Department of Health of the Town's decision to divest, on 31 August 2021.

The selection of the new provider will be made by the Department of Health and most likely will be announced around March 2022.

In line with AASB 5, the Town is not classifying any non-current assets as held for sale in the 2020/21 Financial Statements.

### **Sale of 1 Surrey Street ,Bassendean to the Perth History Association Inc.**

The Town resolved on 27 July 2021 to sell the property at 1 Surrey Street, Bassendean to the Perth History Association Inc. (trading as the Museum of Perth) for \$1.

The sale was based on certain conditions that included community access to the Pensioner Guard Cottage and the restoration of the existing Residence for a period of up to four years and thereafter to maintain both buildings. The Council retains the right to purchase back the site at \$1 if the restoration is not completed with four years.

Consequently, the value of the buildings in the location is reduced to \$1 and the impairment is charged against the revaluation surplus of the asset class as on 30 June 2021.

Except for the above, there were no other post balance sheet events after 30 June 2021.



### 30. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2020	Amounts Received	Amounts Paid	30 June 2021
	\$	\$	\$	\$
Public Open Space	741,892	2,060	0	743,952
	741,892	2,060	0	743,952

# TOWN OF BASSENDEAN

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 31. OTHER SIGNIFICANT ACCOUNTING POLICIES

#### a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Town's operational cycle. In the case of liabilities where the Town does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Town's intentions to release for sale.

#### c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

#### d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Town applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

#### e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relates to the original budget estimate for the relevant item of disclosure.

#### f) Superannuation

The Town contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Town contributes are defined contribution plans.

#### g) Fair value of assets and liabilities

Fair value is the price that the Town would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair value of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

#### h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

##### Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

##### Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

##### Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

#### Valuation techniques

The Town selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Town are consistent with one or more of the following valuation approaches:

##### Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

##### Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

##### Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Town gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

#### i) Impairment of assets

In accordance with Australian Accounting Standards the Town's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

## **32. ACTIVITIES/PROGRAMS**

Town operations as disclosed in these financial statements encompass the following service orientated activities/programs.

### **PROGRAM NAME AND OBJECTIVES**

### **ACTIVITIES**

#### **GOVERNANCE**

Administration and operation of facilities and services to members of council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

#### **GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue.

#### **LAW, ORDER, PUBLIC SAFETY**

Supervision of various by-laws, fire prevention, emergency services and animal control.

#### **HEALTH**

Food quality and pest control, immunisation services, inspection of public buildings and operation of child health services.

#### **EDUCATION AND WELFARE**

Provision, management and support of educational services at the pre-school level and assistance to schools. The provision, management and support of welfare services for families, youth, children and the aged within the community.

#### **COMMUNITY AMENITIES**

The provision of sanitation (waste management), stormwater drainage, town and regional planning and development, the provision of rest rooms and protection of environment.

#### **RECREATION AND CULTURE**

Provision of facilities, and support of organisations concerned with leisure time activities and sport. This includes the provision of leisure programs, halls and community centres, libraries, historical sites, recreation centres, parks, gardens and sportsgrounds.

#### **TRANSPORT**

The construction and maintenance of streets, roads, bridges, footpaths and cycle ways.

#### **ECONOMIC SERVICES**

Regulation support and/or provision of such services as tourism, area promotion and building control.

#### **OTHER PROPERTY AND SERVICES**

Private works, public works overheads, plant operations and other revenues and expenses not elsewhere classified.

### 33. FINANCIAL RATIOS

	2021 Actual	2020 Actual	2019 Actual
Current ratio	1.15	1.02	1.48
Asset consumption ratio	0.66	0.68	0.69
Asset renewal funding ratio	1.15	1.00	1.00
Asset sustainability ratio	0.15	0.15	0.48
Debt service cover ratio	6.73	5.08	15.02
Operating surplus ratio	(0.09)	(0.15)	(0.03)
Own source revenue coverage ratio	0.81	0.79	0.83

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$

**ATTACHMENT NO. 13**

# TOWN OF BASSENDEAN

## MINUTES

### AUDIT AND GOVERNANCE COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 8 DECEMBER 2021, AT 5.37PM

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

The Director Corporate Services, Mr Paul White, opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

#### **2.0 ELECTION OF PRESIDING MEMBER**

As this is the first Committee meeting since the Local Government Elections, the position for Presiding Member and Deputy Presiding Member are to be decided.

The Director Corporate Services, Mr Paul White, conducted the election of the Presiding Member under delegated authority of the Chief Executive Officer.

One nomination was received for Cr MacWilliam. The Director Corporate Services declared Cr MacWilliam elected as Presiding Member.

Cr MacWilliam conducted the election of the Deputy Presiding Member.

One nomination was received for Cr McLennan. The Presiding Member declared Cr McLennan elected as Deputy Presiding Member.

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

Nil

#### **4.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

##### **Present**

##### **Members**

Cr Hilary MacWilliam  
Cr Renee McLennan  
Cr Kathryn Hamilton  
Cr Paul Poliwka  
Patrick Eijkenboom  
Kim Stewart

##### **Staff/Consultants**

Paul White, Director Corporate Services  
Elizabeth Kania, Manager Governance & Strategy  
Alex Evans, Manager Information & Technology  
Raj Malde, Manager Finance  
Ron Back, Advisor to the Committee  
Krushna Hirani, RSM (until 6.30pm)  
Alasdair Whyte, RSM (until 6.30pm)  
Jay Teichert, Office of the Auditor General (until 6.30pm)  
Amy Holmes, Minute Secretary

#### **5.0 DECLARATIONS OF INTEREST**

Nil

#### **6.0 PRESENTATIONS OR DEPUTATIONS**

Nil

#### **7.0 CONFIRMATION OF MINUTES**

##### **7.1 Audit and Governance Meeting held on 15 September 2021**

##### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 6.1**

MOVED Cr MacWilliam, Seconded Cr Hamilton, that the minutes of the Audit and Governance Committee meeting held on 15 September 2021, be confirmed as a true record.

**CARRIED UNANIMOUSLY 6/0**

## **8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

## **9.0 REPORTS**

<b>Item No. 9.3</b>	<b>Audited Annual Financial Statements for the Year Ended 30 June 2021</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <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 type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input checked="" 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.
<b>Confidential Attachment No. 2</b>	<b><u>CONFIDENTIAL:</u></b> 1. Draft 2020/21 Annual Financial Statements. 2. Draft Independent Auditor's Opinion 3. Draft Audit Closing Report 4. Findings Identified during the Audit (Management Letter)

### **Purpose**

The purpose of this report is to provide the Audit and Governance Committee with the Draft 2020/21 Annual Financial Statements and the associated attachments for endorsement. Once endorsed, the CEO and Auditor General will sign their respective parts to the report and a final report will be released for acceptance by the Council on the 21 December 2021.



## Background

The Town's Audit and Governance Committee meets at least four times each year in carrying out its functions under the Instrument of Appointment and Delegation (the Instrument).

The Instrument specifies the authority, objectives and responsibilities of the Committee and governs its membership and meeting requirements.

This meeting of the Committee has been convened for the Committee to review the draft Audited Annual Financial Statements and the Audit Closing Report for the year ended 30 June 2021.

The draft Independent Auditor's Report has since been received from the Office of the Auditor General and is included in the above report to the Committee.

## Proposal

For the Committee to:

- Endorse the Draft 2020/21 Annual Financial Statements (**Attachment 1**)
- Note the matters identified in the Draft Independent Auditor's Report (**Attachment 2**)
- Review the matters noted in the Draft Audit Closing Report (**Attachment 3**)
- Note the findings identified during the Audit (Management Letter) (**Attachment 4**).

## Communication and Engagement

The Town and its auditors RSM Australia engaged in regular communication during the conduct of the audit.

An induction meeting was held with the new Committee on the 1 December 2021, whereby all representatives of the Committee attended. The results of the 2020/21 Draft Financial Statements were presented to Committee members and discussed extensively by the Manager Finance.

## Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

Direction	Potential Strategies	What Success Looks Like
Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community	<ul style="list-style-type: none"> <li>• Build understanding and support for the vision and Strategic Community Plan</li> <li>• Demonstrate clear connections between the Strategic Community Plan, project and business as-usual services and operations</li> <li>• Create an organisational culture of performance, innovation and excellence</li> <li>• Develop shared values between Council, administration and the community</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Openness and transparency of decision making</li> <li>• Enhanced staff morale</li> <li>• Staff have appropriate strategic direction</li> <li>• Agreement on the link between projects and Strategic Community Plan</li> <li>• General alignment regarding values</li> </ul>

## Comment

The Auditors have advised at the time of writing this report that there were no significant findings from the final audit on the financial information. Matters related to the previous audit have also been resolved except:

- Management of annual leave (moderate).

These are detailed further in the confidential **Attachment 3**, Findings Identified During the Audit, with management comments to the auditor. Management has accepted the findings and has or will introduce measures to address those findings.

In relation to the Information System specific findings, the Auditor has issued a final management letter, see **Attachment 4 which** was presented and discussed with the Audit and Governance Committee on 15 September 2021. As there are new members in the current Committee, the report is attached for review.

The Auditors also reported indicators of significant adverse trends, being the Asset Sustainability Ratio and Operation Surplus Ratio, which have been below the Department of Local Government, Sport and Cultural Industries standard for the last three years.

Management 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 Executive is presently conducting a comprehensive review of its asset management plans and its long-term financial plan and will endeavor 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.

A report for the Minister for Local Government will be prepared, to address the two ratios, being a significant issue under section 7.12A(4) of the *Local Government Act 1995*.

## Statutory Requirements

Local Government (Audit) Regulations 1996, Regulation 16, states:

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management.
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act.
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —

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

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

CEO to review certain systems and procedures:

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

### **Financial Considerations**

The Independent Audit has been budgeted to cost \$45,000.

### **Risk Management Implications**

As noted in the Attachments.

*Alasdair Whyte from RSM spoke on the updated Audit Closing Report, tabled at the meeting. It is envisaged that the finalised audit opinion from the OAG will be received by Council for consideration at its December meeting.*

**Committee/Officer Recommendation – Item 9.3**  
**AGC-1/12/21**

MOVED Cr McLennan, Seconded Cr Hamilton, that the Audit and Governance Committee endorses the Draft 2020/21 Annual Financial Statements (Attachment 1) for adoption by Council, as attached to this report.

**CARRIED UNANIMOUSLY 6/0**

*Krushna Hirani, Alasdair Whyte and Jay Teichert left the meeting at 6.30pm.*

<b>Item No. 9.1</b>	<b>Internal Audit Schedule</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <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 type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input checked="" 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.
<b>Attachment No. 1</b>	<b>Internal Audit Schedule 2021 - 2023</b>

**Purpose**

The purpose of this report is to provide the Audit and Governance Committee with the revised Internal Audit Schedule showing the key areas that will be covered by the external contractor, William Buck.

**Background**

The Town has a requirement for Internal Auditing Services, to ensure compliance with the *Local Government Act 1995* (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

Council adopted the internal audit schedule at its ordinary council meeting on 23 June 2020.

In accordance with Town's Purchasing Policy and Procurement Manual, the Town issued RFQ 02/2021 Provision of Internal Auditing Services for The Town of Bassendean to identify and select a suitably licensed auditor. William Buck was successfully appointed with the contract period to be from 3 March 2021 to 30 June 2023.

The delay in appointing the internal auditor was due to the demands required to meet other financial priorities and external audit requirements. The consequence was that the first year of the three-year internal audit schedule had almost expired by the time the contract was awarded. Since that time, the Manager Finance and three other members of the Town's Finance team have ceased employment with the Town. The Town appointed a new Manager Finance in August 2021, who set about managing the immediate priorities of completing the end-of-year accounts and external audit process and meeting deadlines for grant acquittals.

A meeting was held with William Buck on 24 November 2021 to review the Internal Audit Schedule. **Attachment 1** provides the detail which essentially consolidates the three-year internal audit program into two years.

### **Proposal**

For the Audit and Governance Committee to receive the revised Internal Audit Schedule showing the key areas that will be covered by the external contractor, William Buck during the remainder of 2021 to 2023.

### **Communication and Engagement**

The Town's Director Corporate Services and new Manager Finance met with the Director - Audit and Assurance at William Buck on 24 November 2021 to review the previous schedule of areas to be covered and developed the revised program as shown in **Attachment 1**.

### **Strategic Implications**

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

Objectives	Strategies	Measures of Success
Reinforce a culture of collaboration trust and demarcation between Council, administration and the Community	<ul style="list-style-type: none"> <li>• Build understanding and support for the vision and Strategic Community Plan</li> <li>• Demonstrate clear connections between the Strategic Community Plan, project and business as-usual services and operations</li> <li>• Create an organizational culture of performance, innovation and excellence</li> <li>• Develop shared values between Council, administration and the Community</li> </ul>	<p>Short Term</p> <ul style="list-style-type: none"> <li>• Openness and transparency of decision making</li> <li>• Enhanced staff morale</li> <li>• Staff have appropriate strategic direction</li> <li>• Agreement on the link between projects and Strategic Community Plan</li> <li>• General alignment regarding values</li> </ul>

### Comment

The attached revised schedule presents a summary of the areas that will be covered by the appointed Internal Auditor, William Buck.

The main changes to the revised schedule are:

- Modules planned for 2020/21 are now covered in 2021/22 or 2022/23, depending on revised priorities and operational capacity within designated service areas.
- Information Technology modules planned in 2021/22 have been re-allocated to 2022/23 to allow for the rollout of the ICT Strategy in 2020/21 and 2021/22.
- The key module in 2021/22, Regulation 17 covering Corporate Governance, Risk Management and Legislative Compliance remains in the current financial year.
- William Buck is reviewing its resource allocation with the understanding that work on the new internal audit program will commence in February 2022.

### Statutory Requirements

Local Government (Audit) Regulations 1996, Regulation 16, states:

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
  - (iii) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  - (i) regulation 17(1); and

- (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
  - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iv) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
  - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

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

CEO to review certain systems and procedures:

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

### **Financial Considerations**

As the work planned in 2020/21 is now being consolidated in the remaining contract period, there is an expectation that the billable hours for 2021/22 and 2022/23 will increase and accordingly the adopted budget may need to be reviewed.

### **Risk Management Implications**

Nil.

### **Committee/Officer Recommendation – Item 9.1** **AGC-2/12/21**

MOVED Cr Hamilton, Seconded Cr Poliwka, that the Audit and Governance Committee receives the revised Internal Audit Schedule for 2021 to 2023 as included as an attachment to this report.

CARRIED UNANIMOUSLY 6/0

<b>Item No. 9.2</b>	<b>Audit Risk Register</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	GOVN/CCLMEET/1
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <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 type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input checked="" 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.
<b>Confidential Attachment No. 1</b>	Audit Risk Register

## Purpose

The purpose of this report is to provide the Audit and Governance Committee with the Town's Audit Risk Register, with updated actions since the meeting of the Committee on 15 September 2021.

## Background

Creation of an Audit Risk Register was a recommendation arising from the 2019 review of the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management, internal controls and legislative compliance pursuant to Regulation 17 of the Local Government (Audit) Regulations 1996.

## Proposal

For the Audit and Governance Committee to receive the Audit Risk Register and consider the action taken or proposed to address the identified risks.



## Communication and Engagement

Nil.

## Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

<p>Make brave decisions in line with a risk appetite</p>	<ul style="list-style-type: none"> <li>• Early identification of potential risks / issues/opportunities</li> <li>• Embed opportunity cost considerations</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Efficient and effective Council meetings</li> <li>• Defensible decision making that is based on the identification of opportunities and benefits as well as negative impacts</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>• Examples of being first adopters</li> </ul>
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## Comment

The Audit Risk Register presents a summary of the audit risks and recommendations made in recent internal and external audit reports relating to the Town and provides an update on actions taken or proposed to address the identified risks.

The Audit Risk Register will continue to be updated and provided for each meeting of the Committee.

## Statutory Requirements

Local Government (Audit) Regulations 1996, Regulation 16, states:

An audit committee has the following functions —

- (b) to guide and assist the local government in carrying out —
  - (v) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  - (i) regulation 17(1); and
  - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
  - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (vi) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
  - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

### **Financial Considerations**

Implementation of some audit recommendations may require additional funds and will be the subject of separate budget submissions as and when required. The Town's Purchasing Policy and Procurement Framework will govern any required engagements.

### **Risk Management Implications**

Nil.

*Suggested improvements to the Audit Risk Register in the future to indicate timeframes and priorities etc, to be considered.*

### **Committee/Officer Recommendation – Item 9.2** **AGC-3/12/21**

MOVED Cr Hamilton, Seconded Cr McLennan, that the Audit and Governance Committee receives the Audit Risk Register and notes the action taken or proposed to address the identified risks.

CARRIED UNANIMOUSLY 6/0

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

Nil

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

Nil

**12.0 CONFIDENTIAL BUSINESS**

Nil

**13.0 CLOSURE**

The next Audit and Governance Committee meeting is to be held on Wednesday 9 March 2022, commencing at 5.30pm.

There being no further business, the Presiding Member closed the meeting at 6.57pm.

**ATTACHMENT NO. 14**



# **FINANCIAL STATEMENTS**

## **FOR THE PERIOD ENDED**

**30 November 2021**

# TOWN OF BASSENDEAN

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 November 2021

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

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**TOWN OF BASSENDEAN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
By Nature and Type  
For the Period Ended 30 November 2021

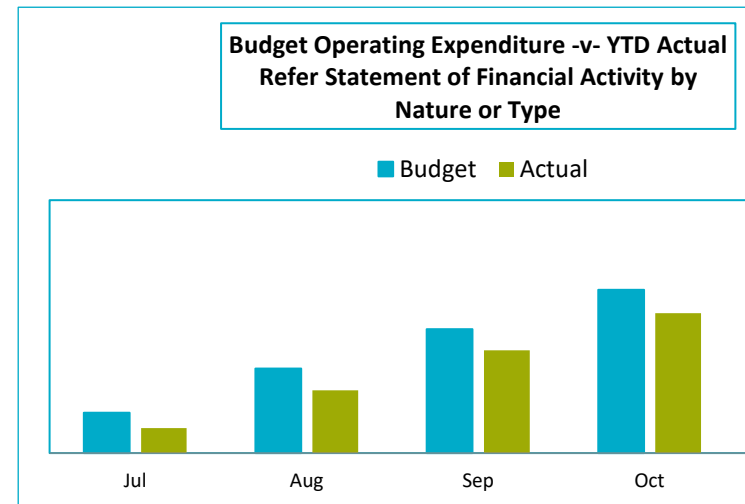
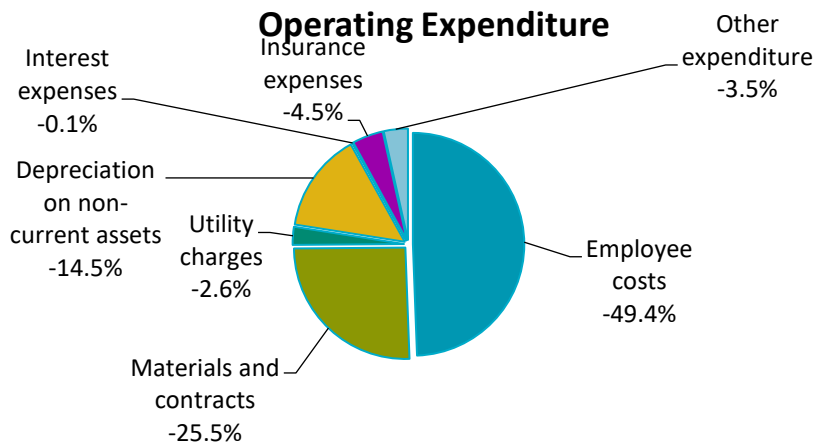
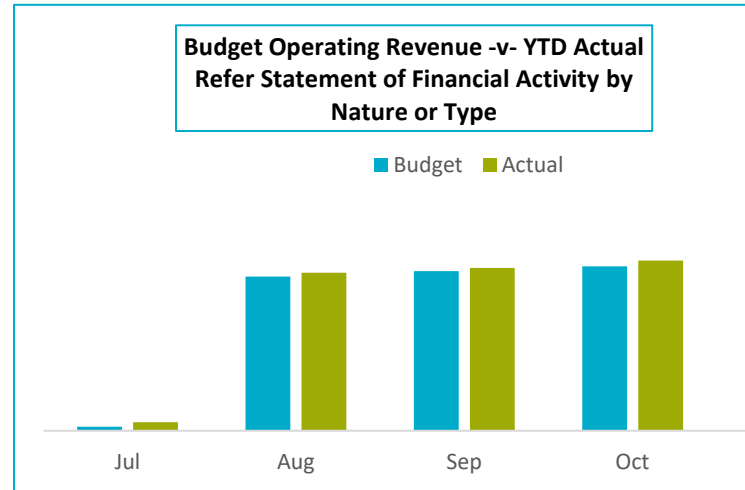
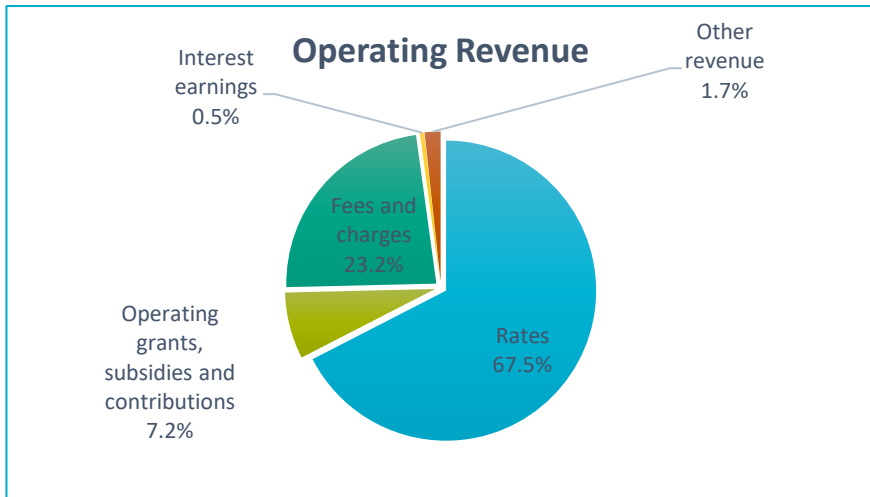
	2021/22 Revised Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	\$
<b>Revenue</b>					
Rates	13,830,537	13,830,537	13,801,283	(29,254)	(0%)
Operating grants, subsidies and contributions	2,683,628	1,126,323	1,467,423	341,100	30%
Fees and charges	6,848,178	4,672,773	4,747,781	75,008	2%
Interest earnings	186,903	80,971	94,538	13,567	17%
Other revenue	229,451	81,577	349,706	268,129	329%
	<u>23,778,697</u>	<u>19,792,181</u>	<u>20,460,731</u>	<u>668,550</u>	<u>3%</u>
<b>Expenses</b>					
Employee costs	(13,478,467)	(5,680,685)	(5,217,654)	463,031	(8%)
Materials and contracts	(8,240,306)	(3,149,728)	(2,689,609)	460,119	(15%)
Utility charges	(688,434)	(312,859)	(275,418)	37,441	(12%)
Depreciation on non-current assets	(3,891,328)	(1,621,477)	(1,526,893)	94,584	(6%)
Interest expenses	(33,089)	(14,076)	(8,400)	5,676	(40%)
Insurance expenses	(496,374)	(485,277)	(473,630)	11,647	(2%)
Other expenditure	(1,221,113)	(498,197)	(369,109)	129,088	(26%)
	<u>(28,049,111)</u>	<u>(11,762,299)</u>	<u>(10,560,713)</u>	<u>1,201,586</u>	<u>(10%)</u>
<b>Subtotal</b>	<u>(4,270,314)</u>	<u>8,029,882</u>	<u>9,900,018</u>	<u>1,870,136</u>	<u>23%</u>
Non-operating grants, subsidies and contributions	1,408,141	79,202	228,253	149,051	188%
Profit on asset disposals	100	0	0	0	
Loss on asset disposals	(40,426)	0	0	0	
	<u>1,367,815</u>	<u>79,202</u>	<u>228,253</u>	<u>149,051</u>	<u>188%</u>
<b>Net result</b>	<u>(2,902,499)</u>	<u>8,109,084</u>	<u>10,128,271</u>	<u>2,019,187</u>	<u>25%</u>
<b>Other comprehensive income</b>					
Changes on revaluation of non-current assets	0	0	0	0	0%
<b>Total other comprehensive income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
<b>Total comprehensive income</b>	<u>(2,902,499)</u>	<u>8,109,084</u>	<u>10,128,271</u>	<u>2,019,187</u>	<u>25%</u>

**TOWN OF BASSENDEAN**  
**RATE SETTING STATEMENT**  
By Nature and Type  
For the Period Ended 30 November 2021

	2021/22 Revised Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$		\$		\$
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year - surplus/(deficit)	3,379,043	3,379,043	1,774,919	(1,604,124)	(47%)
	3,379,043	3,379,043	1,774,919	(1,604,124)	(47%)
<b>Revenue from operating activities (excluding rates)</b>					
Operating grants, subsidies and contributions	2,683,628	1,126,323	1,467,423	341,100	30%
Fees and charges	6,848,178	4,672,773	4,747,781	75,008	2%
Interest earnings	186,903	80,971	94,538	13,567	17%
Other revenue	229,451	81,577	349,706	268,129	329%
Profit on asset disposals	100	-	-	-	
	9,948,260	5,961,644	6,659,448	697,804	12%
<b>Expenditure from operating activities</b>					
Employee costs	(13,478,467)	(5,680,685)	(5,217,654)	463,031	(8%)
Materials and contracts	(8,240,206)	(3,149,728)	(2,689,609)	460,119	(15%)
Utility charges	(688,434)	(312,859)	(275,418)	37,441	(12%)
Depreciation on non-current assets	(3,891,328)	(1,621,477)	(1,526,893)	94,584	(6%)
Interest expenses	(33,089)	(14,076)	(8,400)	5,676	(40%)
Insurance expenses	(496,374)	(485,277)	(473,630)	11,647	(2%)
Other expenditure	(1,221,113)	(498,197)	(369,109)	129,088	(26%)
Loss on asset disposals	(40,426)	-	-	-	
	(28,089,437)	(11,762,299)	(10,560,713)	1,201,586	(10%)
Non-cash amounts excluded from operating activities	4,054,352	1,621,477	1,526,893	(94,584)	(6%)
<b>Amount attributable to operating activities</b>	<b>(10,707,782)</b>	<b>(800,135)</b>	<b>(599,453)</b>	<b>200,682</b>	<b>(25%)</b>
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	1,408,141	79,202	228,253	149,051	188%
Payments for property, plant and equipment	(1,725,030)	(161,582)	(158,666)	2,916	(2%)
Payments for construction of infrastructure	(2,950,181)	(708,752)	(701,888)	6,864	(1%)
Proceeds from disposal of assets	15,100	-	-	-	
Proceeds from self-supporting loans	21,000	5,250	4,909	- 341	(6%)
<b>Amount attributable to investing activities</b>	<b>(3,230,970)</b>	<b>(785,882)</b>	<b>(627,392)</b>	<b>158,490</b>	<b>(20%)</b>
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	(97,696)	(24,424)	(28,693)	(4,269)	17%
Transfers to cash backed reserves (restricted assets)	(3,248,455)	-	(116,040)	(116,040)	
Transfers from cash backed reserves (restricted assets)	3,199,585	-	-	-	
<b>Amount attributable to financing activities</b>	<b>(146,566)</b>	<b>(24,424)</b>	<b>(144,733)</b>	<b>(120,309)</b>	<b>493%</b>
<b>Budgeted deficiency before general rates</b>	<b>(14,085,318)</b>	<b>(1,610,441)</b>	<b>(1,371,578)</b>	<b>238,863</b>	<b>(15%)</b>
<b>Estimated amount to be raised from general rates</b>	<b>13,830,537</b>	<b>13,830,537</b>	<b>13,801,283</b>	<b>(29,254)</b>	<b>(0%)</b>
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>(254,781)</b>	<b>12,220,096</b>	<b>12,429,705</b>	<b>209,609</b>	<b>2%</b>



**Town of Bassendean  
Information Summary  
For the Period Ended 30 November 2021**



**TOWN OF BASSENEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 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
<b>OPERATING ACTIVITIES</b>					
<b>Net current assets at start of financial year - surplus/(deficit)</b>	(1,604,124)	(47%)	⊗	Timing	Surplus position lower than expected with increased contract liabilities, deferred revenue, provisions in addition to accruals for invoices received late
<b>Revenue from operating activities (excluding rates)</b>					
Operating grants, subsidies and contributions	341,100	30%	⊕	Timing	Grants for General Purpose, Mens Shed and Seniors Disability Services received earlier than expected. This is deemed to be a timing issue mainly
Fees and charges	75,008	2%	⊕		Within Reporting Threshold
Interest earnings	13,567	17%	⊕	Timing and Permanent	Higher level of investments
Other revenue	268,129	329%	⊕	Permanent	EMRC Dividend \$110K, Reimbursement for Staff on Jury Duty from Office of the Sheriff \$19K and payment from City of Bayswater for Long Service entitlement paid to staff member \$20K
Profit on asset disposals	0				
	<u>697,804</u>	<u>12%</u>	⊕		
<b>Expenditure from operating activities</b>					
Employee costs	463,031	(8%)	⊕	Permanent	\$421K - Salaries and Wages, mainly related to vacancies and lower than expected Capital Recoveries.
Materials and contracts	460,119	(15%)	⊕	Timing	\$80K - Waste collection costs - various services, \$156K - Infrastructure Maintenance, \$30K Road Maintenance due to timing and seasonal factors
Utility charges	37,441	(12%)	⊕	Timing	Lower Utility costs incurred at Jubilee Reserve Building and various Reserves and lower Telephone costs in Governance service area
Depreciation on non-current assets	94,584	(6%)	⊕	Timing	Lower Capex in previous financial year due to timing of capitalisations
Interest expenses	5,676	(40%)	⊕	Timing	Marginally lower due to timing of repayments
Insurance expenses	11,647	(2%)	⊕	Timing	Lower than anticipated increase in insurance premiums
Other expenditure	129,088	(26%)	⊕	Timing	Lower expenditure due to timing of few projects
Loss on asset disposals	0				
	<u>1,201,586</u>	<u>(10%)</u>	⊕		
Non-cash amounts excluded from operating activities	(94,584)	(6%)	⊗		
<b>Amount attributable to operating activities</b>	<b>200,682</b>	<b>(25%)</b>	⊕		
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	149,051	188%	⊕	Timing	Timing of State Government Grants
Payments for property, plant and equipment	2,916	(2%)	⊕	Timing	Within Reporting Threshold
Payments for construction of infrastructure	6,864	(1%)	⊕	Timing	Within Reporting Threshold
Proceeds from disposal of assets	0				
Proceeds from self-supporting loans	(341)	(6%)	⊗	Timing	Within Reporting Threshold
<b>Amount attributable to investing activities</b>	<u>158,490</u>	<u>(20%)</u>	⊕		
<b>Amount attributable to investing activities</b>	158,490	(20%)	⊕		
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	(4,269)	17%	⊗	Timing	Within Reporting Threshold
Transfers to cash backed reserves (restricted assets)	(116,040)	(100%)	⊗	Timing	EMRC Dividend \$110K received and transferred to Reserves
Transfers from cash backed reserves (restricted assets)	0	0			
<b>Amount attributable to financing activities</b>	<u>(120,309)</u>	<u>5</u>	⊗		
<b>Budgeted deficiency before general rates</b>	<u>238,863</u>	<u>(15%)</u>	⊕		
<b>Estimated amount to be raised from general rates</b>	<u>(29,254)</u>	<u>(0%)</u>	⊗		
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<u><b>209,609</b></u>	<u>2%</u>	⊕		

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 November 2021

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing	Current
	30 June 2021	30 November 2021
	\$	\$
<b>Current Assets</b>		
Cash - Other	7,542,879	14,688,576
Cash Restricted - Reserves	6,875,891	7,102,906
Restricted Cash - Trust	496,215	311,716
Rates Outstanding	604,796	5,824,317
Sundry Debtors	214,196	178,389
GST Receivable	118,211	105,322
Accrued Interest	9,872	9,872
Prepayments	23,724	23,724
Inventories	6,298	(6,022)
	15,892,082	28,238,800
<b>Less: Current Liabilities</b>		
Sundry Creditors	(1,257,206)	(2,349,377)
Accrued Interest on Borrowings	(2,550)	(2,550)
Accrued Salaries and Wages	(304,261)	(1,012,969)
Rates in Advance		
Current Loan Liability	(97,696)	(69,004)
Hyde Retirement Village Bonds	(102,500)	(102,500)
Bonds and Other Deposits	(2,213,743)	(1,992,966)
Current Lease Liabilities	(152,712)	(93,799)
Contract liabilities	(628,512)	(628,512)
Deferred Revenue	(425,947)	(425,947)
Current Employee Provisions	(2,434,492)	(2,430,283)
	(7,619,620)	(9,107,907)
<b>Net Current Assets</b>	8,272,462	19,130,893
Less: Cash Reserves	(6,875,891)	(7,102,906)
Less: SSL Accrued Interest	-	-
Less: SSL Borrowings Repayments	(20,130)	(4,908)
Loan Liability - Current	97,696	69,004
Lease Liability - Current	152,711	93,799
Other Misc Adjustments	(86,703)	5,131
Plus : Liabilities funded by Cash Backed Reserves	234,774	238,692
<b>Net Current Funding Position</b>	<b>1,774,919</b>	<b>12,429,705</b>

**Town of Bassendean  
Monthly Investment Report  
For the Period Ended 30 November 2021**

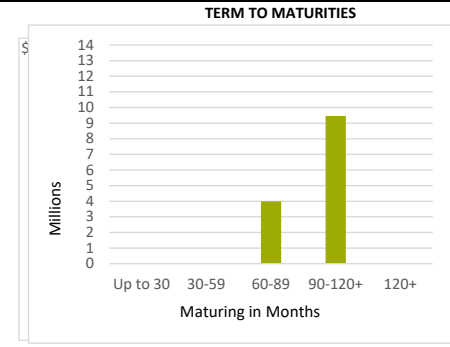
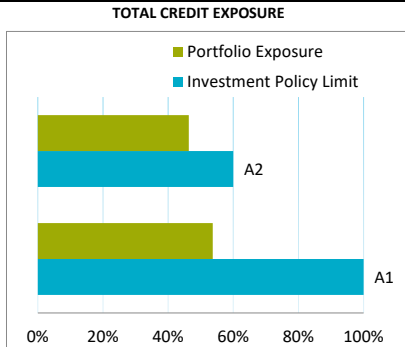
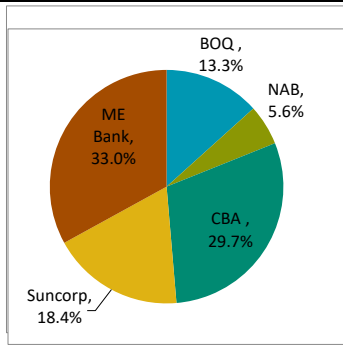
**Note 5 : CASH INVESTMENTS**

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+			
<b>Municipal</b>													
13156679	2/11/2021	2/12/2021	A1	CBA	30	0.17%		200,000.00			200,000.00	27.94	
13156679	9/11/2021	9/12/2021	A1	CBA	30	0.17%		3,500,000.00			3,500,000.00	489.04	
322912	10/09/2021	9/03/2022	A2	ME Bank	180	0.40%	-	-	-	1,000,000.00	1,000,000.00	1,972.60	
439072	29/10/2021	27/01/2022	A2	BOQ	90	0.28%				400,000.00	400,000.00	276.16	
<b>Restricted - Bonds and Deposits:</b>													
344343	22/11/2021	21/02/2022	A2	ME Bank	91	0.30%				501,121.92	501,121.92	374.81	
755365673	3/11/2021	1/02/2022	A1	NAB	90	0.29%	-	-	-	7,831.62	7,831.62	5.60	
<b>Restricted - Contract Liabilities/Deferred Revenue (Grants)</b>													
							-	3,700,000.00	-	1,908,953.54	5,608,953.54	3,146.16	
<b>Reserve</b>													
439083	29/10/2021	27/01/2022	A2	BOQ	90	0.28%				794,453.94	794,453.94	548.50	
4202363	28/09/2021	25/02/2022	A1	Suncorp	150	0.30%				1,470,742.34	1,470,742.34	1,813.24	
343978	18/11/2021	16/02/2022	A2	ME Bank	90	0.30%				903,927.27	903,927.27	668.66	
4202484	21/10/2021	2/02/2022	A1	Suncorp	104	0.30%				1,000,665.75	1,000,665.75	855.36	
343666	15/11/2021	14/02/2022	A2	ME Bank	91	0.30%				704,185.16	704,185.16	526.69	
13156679	16/11/2021	16/12/2021	A1	CBA	30	0.17%				-	300,000.00	41.92	
446962	24/11/2021	24/02/2022	A2	BOQ	92	0.30%				599,519.24	599,519.24	453.34	
343667	15/11/2021	14/02/2022	A2	ME Bank	91	0.30%				1,330,871.20	1,330,871.20	995.42	
<b>POS Funds</b>													
358770309	15/11/2021	14/02/2022	A1	NAB	91	0.33%				745,817.73	745,817.73	613.61	
							<b>Total</b>	<b>-</b>	<b>3,700,000.00</b>	<b>300,000.00</b>	<b>9,459,136.17</b>	<b>13,459,136.17</b>	<b>9,662.90</b>

**Municipal**  
**\$ 5,600,000.00** As per GL 011806  
**\$ 5,608,953.54** As per the report  
**\$ 8,953.54** Interest to be accrued

**Reserve**  
**\$ 7,102,906.27** As per GL 011808  
**\$ 7,104,364.90** As per the report  
**\$ 1,458.63** Interest to be accrued

ENVIRONMENTAL COMMITMENT	
Depositing Institution	Value Invested
<b>Fossil Fuel Lending ADI</b>	
BOQ	1,793,973.18
NAB	753,649.35
CBA	4,000,000.00
	<b>6,547,622.53</b>
<b>Non Fossil Fuel Lending ADI</b>	
Suncorp	2,471,408.09
ME Bank	4,440,105.55
	<b>6,911,513.64</b>
<b>Total Funds</b>	<b>13,459,136.17</b>

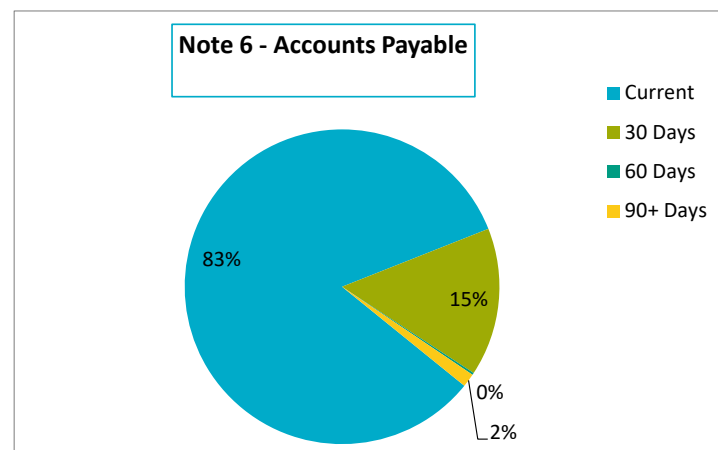
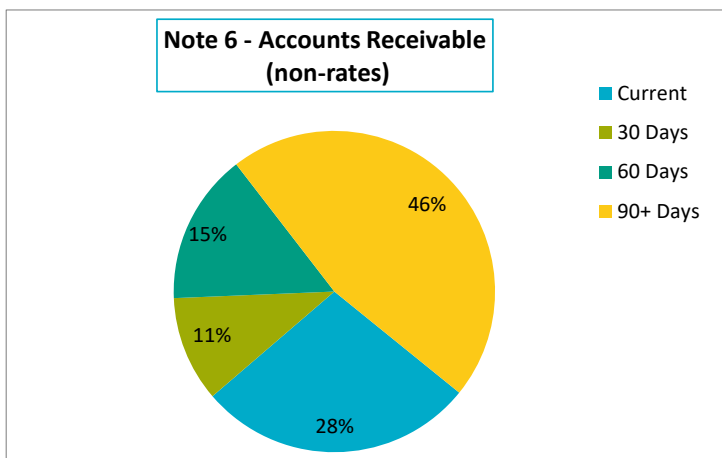


**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 November 2021

**Note 4: Receivables and Payables**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	19,175	7,319	10,452	31,847	68,793

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	981,510	179,791	2,541	16,306	1,180,148



**Comments/Notes - Receivables General**

The above amounts include GST where applicable.

**TOWN OF BASSENDEAN**  
**CAPITAL PROJECTS**  
 30/11/2021

Note 5: Capital Works Program

Highlighted projects (Column L) exceed approved budget.

Capital Expenditure Summary	2021/22 Original Budget	Budget Amendments	2021/22 Current Budget	YTD Actual	Purchase Orders	Total Inc Purchase Orders	Budget Remaining	% Total to Annual Budget
LAND AND BUILDINGS	\$762,500.00	\$0.00	\$762,500.00	\$74,417.19	\$234,269.01	\$308,686.20	\$453,813.80	-60%
DRAINAGE	\$200,000.00	\$136,300.00	\$336,300.00	\$0.00	\$134,470.90	\$134,470.90	\$201,829.10	-60%
FURNITURE & EQUIPMENT	\$290,000.00	\$80,000.00	\$370,000.00	\$124,193.28	\$90,321.43	\$214,514.71	\$155,485.29	-42%
PLANT AND EQUIPMENT	\$216,000.00	\$40,230.00	\$256,230.00	\$34,473.18	\$60,109.76	\$94,582.94	\$161,647.06	-63%
INFRASTRUCTURE ASSETS - OTH	\$1,931,500.00	\$71,471.00	\$2,002,971.00	\$514,118.82	\$1,127,158.12	\$1,266,353.43	\$736,617.57	-37%
ROADS	\$915,000.00	\$0.00	\$915,000.00	\$98,559.51	\$416,491.94	\$515,051.45	\$399,948.55	-44%
FOOTPATHS	\$6,000.00	\$26,210.00	\$32,210.00	\$14,792.19	\$0.00	\$14,792.19	\$17,417.81	-54%
<b>TOTAL</b>	<b>\$4,321,000.00</b>	<b>\$354,211.00</b>	<b>\$4,675,211.00</b>	<b>\$860,554.17</b>	<b>\$2,062,821.16</b>	<b>\$2,548,451.82</b>	<b>\$2,126,759.18</b>	<b>-45.49%</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

<b>Note 6: Proposed Budget Amendments</b>					
<b>GL Account Code</b>	<b>Description</b>	<b>Current Budget</b>	<b>Amended Budget</b>	<b>Budget Movement</b>	<b>Reason</b>
	<b>BUDGET RE-ALIGNMENTS</b>				
New	Reinstatement of Tennis Courts Base - BIC Reserve	-	15,000	15,000	Ashphalt works required as part of the Tennis Courts upgrade
AP2115	Success Hill Jetty Remediation Works	281,000	266,000	(15,000)	Savings re-assigned
	<b>Sub-total - Budget Re-alignments</b>	<b>\$ 281,000</b>	<b>\$ 281,000</b>	<b>\$ -</b>	
	<b>NET CHANGE IN AMENDMENTS TO SURPLUS</b>	<b>\$ 281,000</b>	<b>\$ 281,000</b>	<b>\$ -</b>	<b>CHANGE TO SURPLUS</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 7: Disposal of Assets**

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Plant & Equipment			-					
Land								
	-	-	-	-	-	-	-	-
<b>NO TRANSACTIONS TO REPORT FOR THE MONTH/YEAR TO DATE</b>								



**ATTACHMENT NO. 15**

**LIST OF PAYMENTS**  
**FOR PERIOD**  
**ENDED 30<sup>th</sup> November 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

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNT</b> <b>\$</b>
<b>MUNICIPAL / TRUST</b>		
<b>EFT, Direct Debits Cr Card and Payroll 01-30 November 2021</b>	44873 – 45140	2,526,139.29
<b>TRUST FUND</b>		
<b>Cheques</b> Commonwealth 6100-1015-9136	0	0.00
<b>MUNICIPAL BANK</b>		
<b>Cheques</b> Commonwealth 6100-1015-9128	86335 – 86343	7,296.83
		<hr/>
		<b>\$2,533,436.12</b>
		<hr/> <hr/>

### DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 21<sup>st</sup> December 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 November 2021

to

30th November 2021

Chq/EFT	Date	Name	Description	Amount
EFT44873	03/11/2021	CHRIS BARTY	Outgoing Cr Chris Barty - Meeting Fee and Allowances up to 16/10/2021	-\$ 863.78
EFT44874	03/11/2021	JAI WILSON	Outgoing Cr Jai Wilson - Meeting Fee and Allowances up to 16/10/2021	-\$ 863.78
EFT44875	03/11/2021	SARAH QUINTON	Outgoing Cr Sarah Quinton - Meeting Fee and Allowances up to 16/10/2021	-\$ 863.78
EFT44876	03/11/2021	KRYSTA CROOT	Artist Fee - Bassendean Green Trail Gallery 2021	-\$ 250.00
EFT44877	03/11/2021	ROBERT WALTERS PTY LTD	Contract staff expenses	-\$ 7,095.00
EFT44878	03/11/2021	SAFETY WORLD	Hi Vis Vests	-\$ 198.00
EFT44879	03/11/2021	SUEZ RECYCLING & RECOVERY PTY LTD	Jubilee Reserve - General Waste Pick Up	-\$ 778.77
EFT44880	03/11/2021	SYNERGY	Power charges	-\$ 591.26
EFT44881	03/11/2021	TALLAN JOHN MICHAEL AMES	Reimbursement for Councillors breakfast expense	-\$ 27.30
EFT44882			EFT Cancelled	\$ -
EFT44883	03/11/2021	WATER2WATER PTY LTD	Filtered water contract	-\$ 49.50
EFT44884	04/11/2021	CATHOLIC HOMES INC	Transfer of funds on client exiting HCP	-\$ 37,606.53
EFT44885	05/11/2021	ARTHRITIS FOUNDATION OF WA	Refund of Hall Bond	-\$ 50.00
EFT44886	05/11/2021	FRANK & SARAH BERTOLI	Development Bond Refund	-\$ 2,500.00
EFT44887	05/11/2021	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Fund transfer from Trust to Muni	-\$ 16,000.00
EFT44888	09/11/2021	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$ 129.50
EFT44889	09/11/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$ 105,951.00
EFT44890	09/11/2021	LGRCEU	Payroll deductions	-\$ 82.00
EFT44891	09/11/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$ 752.00
EFT44892	10/11/2021	BILL BUSBY	Refund Of Candidate Deposit	-\$ 80.00
EFT44893	10/11/2021	CR KATHRYN HAMILTON	Refund Of Candidate Deposit	-\$ 80.00
EFT44894	10/11/2021	EMILY WILDING	Refund Of Candidate Deposit	-\$ 80.00
EFT44895	10/11/2021	HEINRICH BENZ	Refund Of Candidate Deposit	-\$ 80.00
EFT44896	10/11/2021	JENNIFER MARGARET CARTER	Refund Of Candidate Deposit	-\$ 80.00
EFT44897	10/11/2021	MARK ALAN JOHNSTON	Refund Of Candidate Deposit	-\$ 80.00
EFT44898	10/11/2021	REBEKAH ASHMORE	Refund of Hall Bond	-\$ 550.00
EFT44899	10/11/2021	TALLAN JOHN MICHAEL AMES	Refund Of Candidate Deposit	-\$ 80.00
EFT44900	11/11/2021	A. M BOLTS & NUTS	Hardware items	-\$ 212.31
EFT44901	11/11/2021	AAA GARDEN SERVICES WA	Seniors - home & garden maintenance	-\$ 2,720.00
EFT44902	11/11/2021	ABOUT BIKE HIRE	Bike hire	-\$ 100.00
EFT44903	11/11/2021	ACTION GLASS AND ALUMINIUM	Replace broken glass to turnstile box at Old Perth Rd	-\$ 527.62

1st November 2021  
to  
30th November 2021

Chq/EFT	Date	Name	Description	Amount
EFT44904	11/11/2021	ALLTOOLS (WA) PTY LTD	Tools	-\$ 55.00
EFT44905	11/11/2021	ALSCO PERTH	Weekly linen services - Administration	-\$ 80.10
EFT44906	11/11/2021	ANAHATA REIKI AUSTRALIA	Reiki Workshop	-\$ 240.00
EFT44907	11/11/2021	ANNE YARDLEY	Oral history interview with Ben Ludlow	-\$ 600.00
EFT44908	11/11/2021	ARBORWEST TREE FARM	Sapium sebiferum pots	-\$ 792.00
EFT44909	11/11/2021	ASSET INFRASTRUCTURE MANAGEMENT	Consulting fee - Asset Management	-\$ 5,049.00
EFT44910	11/11/2021	AUSTRALIA POST	Postal charges	-\$ 4,291.00
EFT44911	11/11/2021	AXIIS CONTRACTING	Concrete footpath repairs and kerb reinstatement	-\$ 944.35
EFT44912	11/11/2021	BASSENDAN BOWLING CLUB INC	Contribution payment for new air conditioners installed to Bassendean Bowling Club	-\$ 22,000.00
EFT44913	11/11/2021	BASSONOVAS INC	Grant for community funding agreement program	-\$ 2,000.00
EFT44914	11/11/2021	BCITF	Building & Construction Industry - Levy collected	-\$ 999.92
EFT44915	11/11/2021	BLUE FORCE PTY LTD	Home Package - HCP Client	-\$ 832.00
EFT44916	11/11/2021	BOC LIMITED	Monthly container service	-\$ 34.75
EFT44917	11/11/2021	BRIGHT BYTES - MICHAEL STEVENSON	Cleaning of library computers and phones	-\$ 154.00
EFT44918	11/11/2021	BUNNINGS GROUP LIMITED	Various plants	-\$ 2,138.29
EFT44919	11/11/2021	CALLAGHAN PROPERTY GROUP	Rates refund	-\$ 458.84
EFT44920	11/11/2021	CAREALOT HOME HEALTH SERVICES	Seniors - home & garden maintenance	-\$ 351.45
EFT44921	11/11/2021	CAROLYN HARDING	Relax class cancelled	-\$ 100.00
EFT44922	11/11/2021	CASA SECURITY PTY LTD	Security monitoring cost - various sites	-\$ 2,888.40
EFT44923	11/11/2021	CITY OF SOUTH PERTH	Animal Pound fees	-\$ 1,631.93
EFT44924	11/11/2021	CLEAR HEALTH PARTNERS PTY LTD	Medical consultations	-\$ 496.00
EFT44925	11/11/2021	CLOSE THE LOOP OPERATIONS	Recycling of cartridges	-\$ 28.05
EFT44926	11/11/2021	COLES SUPERMARKETS AUSTRALIA (ONLINE ORDERING ONLY)	Groceries - Ashfield Wind in the Willows	-\$ 1,688.17
EFT44927	11/11/2021	COMPLETE CORPORATE HEALTH - ASCOT	Pre-employment medical	-\$ 545.60
EFT44928	11/11/2021	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Unwrapped paper	-\$ 196.99
EFT44929	11/11/2021	COUPLERS MALAGA	Assorted fittings	-\$ 329.73
EFT44930	11/11/2021	CTI RISK MANAGEMENT (CTIS PTY LTD T/AS)	Banking collection from Office	-\$ 514.25
EFT44931	11/11/2021	CUSTOM CARS	Fit seat covers	-\$ 2,310.00
EFT44932	11/11/2021	DAILY LIVING PRODUCTS	Seniors - Various equipments for HCP clients	-\$ 3,782.00
EFT44933	11/11/2021	DAVID A HEANEY	Brick paving in Bassendean Oval	-\$ 3,718.00

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30th November 2021

Chq/EFT	Date	Name	Description	Amount
EFT44934	11/11/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy	-\$ 4,108.39
EFT44935	11/11/2021	DEPARTMENT OF THE PREMIER AND CABINET	Gazettal of Cats Local Law 2021	-\$ 1,885.20
EFT44936	11/11/2021	DIAL A NAPPY (BUSICLEAN)	Cleaning supplies	-\$ 762.00
EFT44937	11/11/2021	DRAINFLOW SERVICES PTY LTD	Educting and jet washing combination of stormwater system	-\$ 2,244.00
EFT44938	11/11/2021	DS WORKWEAR & SAFETY	Safety boots	-\$ 369.90
EFT44939	11/11/2021	E FIRE & SAFETY (WA) (FORMERLY AMEREX FIRE)	Service of fire detection & alarm panel testing at Library Building	-\$ 187.00
EFT44940	11/11/2021	EASIFLEET (NOVATED LEASE)	Payroll deductions	-\$ 853.70
EFT44941	11/11/2021	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	General Waste Costs	-\$ 50,462.28
EFT44942	11/11/2021	ELLIOTTS IRRIGATION PTY LTD	Servicing of iron filter in BIC reserve	-\$ 275.00
EFT44943	11/11/2021	FORPARK AUSTRALIA	Consumables	-\$ 42.46
EFT44944	11/11/2021	FOURTH ELEMENT ART	Art project materials	-\$ 345.59
EFT44945	11/11/2021	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$ 2,014.53
EFT44946	11/11/2021	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - home & garden maintenance	-\$ 398.75
EFT44947	11/11/2021	H DAPS FOODS P/L (THE OLD TROUT)	Volunteers - meal vouchers	-\$ 200.00
EFT44948	11/11/2021	HATCHET PTY LTD	RYDE Website hosting	-\$ 462.00
EFT44949	11/11/2021	HOUSING AUTHORITY	Rate refund	-\$ 7,303.34
EFT44950	11/11/2021	HUMES WEMBLEY CEMENT (HOLCIM)	Supply & deliver of concrete covers	-\$ 6,213.67
EFT44951	11/11/2021	HYGIENE CONCEPTS	Hygiene services at Sandy Beach Reserve public toilets	-\$ 7,392.66
EFT44952	11/11/2021	IMAGESOURCE DIGITAL SOLUTIONS	Printing of letterheads	-\$ 639.10
EFT44953			EFT Cancelled	\$ -
EFT44954	11/11/2021	INTEGRAL DEVELOPMENT ASSOCIATES PTY LTD	Elected Members induction workshop	-\$ 3,190.00
EFT44955	11/11/2021	INTELFIFE GROUP LIMITED	Cleaning services various sites	-\$ 1,542.11
EFT44956	11/11/2021	J SWIFT MAINTENANCE	Repairs at McDonald Stand	-\$ 4,730.00
EFT44957	11/11/2021	JARAM AUSTRALIA (JARAM PRODUCTS PTY LTD T/AS)	Minor tools	-\$ 203.76
EFT44958	11/11/2021	JULIAN CHARLES RICHARDS	Seniors - home & garden maintenance	-\$ 912.20
EFT44959	11/11/2021	ABACUS CALCULATORS (WA) PTY LTD	Lease rentals	-\$ 213.82
EFT44960	11/11/2021	DEPARTMENT OF THE PREMIER AND CABINET	Government Gazette for fire season 2021/2022	-\$ 249.60
EFT44961	11/11/2021	HYGIENE CONCEPTS	Replacement soap dispensers required for Ashfield public toilet	-\$ 132.00
EFT44962	11/11/2021	LANDGATE	Valuation charges	-\$ 294.56
EFT44963	11/11/2021	LIFE CARE HOME CARE	Medical consultations - HCP clients	-\$ 2,931.50
EFT44964	11/11/2021	LIFE READY MOBILE PTY LTD	Medical consultations - HCP clients	-\$ 595.00

1st November 2021  
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Chq/EFT	Date	Name	Description	Amount
EFT44965	11/11/2021	LINDA MARGARET LORRAINE	Refund of dog charges	-\$ 100.00
EFT44966	11/11/2021	LO-GO APPOINTMENTS	Contract staff expenses	-\$ 1,002.53
EFT44967	11/11/2021	MACKIE PLUMBING AND GAS PTY LTD	Various plumbing works	-\$ 2,790.47
EFT44968	11/11/2021	MARKETFORCE PTY LTD	Advertisement in West Australian for fuel load notice 2	-\$ 1,133.27
EFT44969	11/11/2021	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	HCP Clients -OT Assessment	-\$ 1,960.75
EFT44970	11/11/2021	MCINERNEY FORD	Vehicle Parts	-\$ 43.35
EFT44971	11/11/2021	MEGHAN BRENDA MARSHALL	Rate refund	-\$ 1,652.50
EFT44972	11/11/2021	MIDLAND MINICRETE T/AS HIGGO NOMINEES PTY LTD	Premix concrete for footpath repairs	-\$ 631.40
EFT44973	11/11/2021	MIHIR GANDHI	Crossover contribution	-\$ 592.00
EFT44974	11/11/2021	MINT CIVIL PTY LTD T/A KALAMUNDA SWEEPING	Town street & reserve carpark sweeping	-\$ 8,264.08
EFT44975	11/11/2021	MIRIAM GARDINER	Beginner's sculpture with sun clay	-\$ 480.00
EFT44976	11/11/2021	MMM (WA) PTY LTD	Removal and replacement of drainage structure at Thompson Rd-	-\$ 7,271.00
EFT44977	11/11/2021	MORLEY MOWER CENTRE (SOGICO PTY LTD)	Spare parts	-\$ 87.12
EFT44978	11/11/2021	MT LAWLEY MILK SUPPLY	Office milk supplies	-\$ 224.45
EFT44979	11/11/2021	MULTILEC ENGINEERING PTY LTD	Lift repairs at Bassendean library	-\$ 164.18
EFT44980	11/11/2021	N & N J HAEUSLER	Newspaper expenses	-\$ 184.16
EFT44981	11/11/2021	NAPA AUTO PARTS (DIVISION OF GPC ASIA PACIFIC PTY LTD)	Vehicle Parts	-\$ 92.84
EFT44982	11/11/2021	NATURAL AREA HOLDINGS T/AS ENVIROWEST DISTRIBUTORS	Planting labour at Pickering Park	-\$ 2,233.00
EFT44983	11/11/2021	NORTH LAKE ELECTRICAL PTY LTD	Pump repairs	-\$ 636.90
EFT44984	11/11/2021	NUTRIEN WATER	Parks & garden reticulation parts	-\$ 1,802.09
EFT44985	11/11/2021	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery	-\$ 911.71
EFT44986	11/11/2021	PANETTA MCGRATH LAWYERS	Legal Expenses	-\$ 5,459.80
EFT44987	11/11/2021	PARAMOUNT ELECTRICAL SERVICES (LEBONN PTY LTD T/AS)	Smoke alarms replacement at Hyde Retirement Village	-\$ 11,950.94
EFT44988	11/11/2021	PEP TRANSPORT (REDMETRO PTY LTD T/AS )	Courier service charges	-\$ 48.79
EFT44989	11/11/2021	PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD	Construction and environmental management plan - Sandy Beach Reserve	-\$ 412,415.86
EFT44990	11/11/2021	PRESTIGE PROPERTY MAINTENANCE	Mowing at Jubilee Reserve	-\$ 14,249.40
EFT44991	11/11/2021	PRODUCT RECOVERY INDUSTRIES PTY LTD	Sand and concrete waste recycling	-\$ 99.00
EFT44992	11/11/2021	QTM PTY LTD	Traffic controlling at Whitfield Street	-\$ 3,848.96
EFT44993	11/11/2021	RAECO INTERNATIONAL PTY LTD	Library supplies	-\$ 634.15
EFT44994	11/11/2021	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee assistance program	-\$ 170.50

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Chq/EFT	Date	Name	Description	Amount
EFT44995	11/11/2021	RICOH AUSTRALIA PTY LTD	Consumables	-\$ 2,448.32
EFT44996	11/11/2021	RICOH FINANCE AUSTRALIA PTY LTD	Lease rentals	-\$ 413.60
EFT44997	11/11/2021	ROADS 2000	Blow asphalt for road maintenance	-\$ 356.53
EFT44998	11/11/2021	ROBERT WALTERS PTY LTD	Contract staff expenses	-\$ 10,642.50
EFT44999	11/11/2021	SEEK LIMITED	Recruitment advertisement	-\$ 1,182.50
EFT45000	11/11/2021	SHORT PROMOTIONAL RUNS	Supply stable bin address labels	-\$ 1,540.00
EFT45001	11/11/2021	SIGNING HANDS	Signing hands	-\$ 675.00
EFT45002	11/11/2021	SKYLINE LANDSCAPE SERVICES PTY LTD	Mowing verges in Walter road to Lord street	-\$ 4,224.00
EFT45003	11/11/2021	SOILS AINT SOILS PTY LTD	Plasters sand for Jubilee reserve	-\$ 1,090.00
EFT45004	11/11/2021	SOUTHERN METROPOLITAN REGIONAL COUNCIL	Final payment for bin composition audit	-\$ 42,112.40
EFT45005	11/11/2021	ST JOHN AMBULANCE AUSTRALIA	Defibrillator demonstration class	-\$ 480.00
EFT45006	11/11/2021	STEVE BERRICK	Artist fee, web hosting and art workshop materials	-\$ 11,987.90
EFT45007	11/11/2021	STOTT AND HOARE	Microsoft licencing and other licence renewals	-\$ 2,014.95
EFT45008	11/11/2021	STRATAGREEN	Sentree sapling protector	-\$ 845.46
EFT45009	11/11/2021	STYLUS DESIGN	Design and printing of business card	-\$ 30.25
EFT45010	11/11/2021	SUEZ RECYCLING & RECOVERY PTY LTD	General waste, Recycling and FOGO collection expenses	-\$ 87,313.12
EFT45011	11/11/2021	SUPREME PLANTS (LPSIMM ENTERPRISE PTY LTD T/AS)	Grafted centenary roses at BIC reserve	-\$ 95.70
EFT45012			EFT Cancelled	\$ -
EFT45013	11/11/2021	SWAN TAXIS PTY LTD	Transport for SDS clients	-\$ 5,114.22
EFT45014	11/11/2021	SYNERGY	Power charges for various sites and street lighting	-\$ 30,507.62
EFT45015	11/11/2021	T-QUIP	Toro Ride-on Mower repairs	-\$ 3,518.10
EFT45016	11/11/2021	THE BUTCHER SHOP	Art project materials	-\$ 1,206.60
EFT45017	11/11/2021	THE SCIENCE MUM (CARMEN PIGGOTT)	Science workshop	-\$ 250.00
EFT45018	11/11/2021	TOTALLY WORKWEAR MIDLAND	Staff uniforms	-\$ 557.71
EFT45019	11/11/2021	TRANS TANK INTERNATIONAL (TRAFFORD GROUP PTY LTD)	1200 Lt Firepatrol 15 dual axle trailer	-\$ 19,420.50
EFT45020	11/11/2021	TRUGRADE MEDICAL SUPPLIES (RELIABLE HEALTHCARE)	HCP clients -medical expenses	-\$ 524.50
EFT45021	11/11/2021	UMESH THAPA	Cleaning expenses	-\$ 1,240.00
EFT45022	11/11/2021	UNITED PETROEUM PTY LTD	Petrol and Diesel into underground tank	-\$ 14,736.02
EFT45023	11/11/2021	URBAQUA	River value assessment at Point Reserve Foreshore	-\$ 3,300.00
EFT45024	11/11/2021	W & M ELLISS	Nylon bolts	-\$ 162.80
EFT45025	11/11/2021	WA LIMESTONE CO	Limestone supply	-\$ 2,147.90



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Chq/EFT	Date	Name	Description	Amount
EFT45026	11/11/2021	WATER2WATER PTY LTD	Filtered water contract	-\$ 99.00
EFT45027	11/11/2021	WATTLEUP TRACTORS	Hardware items	-\$ 88.94
EFT45028	11/11/2021	WATTS WESTERN RUBBER	Tyres	-\$ 1,036.00
EFT45029	11/11/2021	WESKERB PTY LTD	Kerb repairs at various locations	-\$ 1,108.80
EFT45030	11/11/2021	WESTBOOKS	Library books	-\$ 97.64
EFT45031	11/11/2021	WESTERN IRRIGATION PTY LTD	Supply & install new hydrometer to bore head	-\$ 2,978.62
EFT45032	11/11/2021	WHITE OAK HOME CARE SERVICES	HCP clients -clinical care	-\$ 1,014.05
EFT45033	11/11/2021	ZIPFORM PTY LTD	Rate notices and Australia Post charges	-\$ 5,933.87
EFT45034	18/11/2021	B1 HOMES (PURE HOMES T/AS)	Bond refund	-\$ 2,805.00
EFT45035	18/11/2021	J-CORP PTY LTD	Bond refund	-\$ 7,964.00
EFT45036	18/11/2021	LOUISE ANN BELL	Refund of Hall Bond	-\$ 550.00
EFT45037	18/11/2021	NEIL STEWART REDFEARN	Verge Bond refund	-\$ 2,805.00
EFT45038	23/11/2021	BENOY RAMACHANDRAN	Refund of candidate deposit	-\$ 80.00
EFT45039	23/11/2021	JONENE PLUMMER	Refund of Hall Bond	-\$ 1,050.00
EFT45040	23/11/2021	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Fund transfer from Trust to Muni	-\$ 26,000.00
EFT45041	23/11/2021	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$ 129.50
EFT45042	23/11/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$ 97,144.00
EFT45043	23/11/2021	LGRCEU	Payroll deductions	-\$ 82.00
EFT45044	23/11/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$ 752.00
EFT45045	24/11/2021	WATER CORPORATION	Water charges	-\$ 11,709.68
EFT45046	24/11/2021	A W BATES	GIS support	-\$ 900.00
EFT45047	24/11/2021	ABACUS CALCULATORS (WA) PTY LTD	Lease rentals	-\$ 213.82
EFT45048	24/11/2021	ACTIVE MAMAS PERTH	Active Mama exercise session	-\$ 150.00
EFT45049	24/11/2021	ALLSPORTS LINEMARKING	Line marking at Bassendean Oval	-\$ 220.00
EFT45050	24/11/2021	ALSCO PERTH	Weekly linen services - Administration	-\$ 120.15
EFT45051	24/11/2021	AMAZING BRICK PAVING	Brick paving footpath at Wilson Street	-\$ 2,476.00
EFT45052	24/11/2021	AMBROSINI MANAGEMENT PTY LTD	Labour hire charges	-\$ 4,867.50
EFT45053	24/11/2021	ASPHALTECH PTY LTD	Asphalt, drainage works and traffic management	-\$ 76,993.28
EFT45054	24/11/2021	AUSTRALIAN OFFICE (AUSTRALIAN PAPER)	Office stationary	-\$ 318.99
EFT45055	24/11/2021	AXIIS CONTRACTING	Reinforced heavy duty concrete crossovers	-\$ 18,076.08

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Chq/EFT	Date	Name	Description	Amount
EFT45056	24/11/2021	BAILEYS FERTILISER	Fertiliser - Bassendean Oval	-\$ 488.40
EFT45057	24/11/2021	BALMAIN CORPORATION P/L T/AS KINGS METAL FABRICATIONS	Lifting key for drainage lids	-\$ 167.20
EFT45058	24/11/2021	BASSEDEAN NEWSAGENCY (AUM HOLDINGS (WA) PTY LTD )	Library subscriptions	-\$ 144.43
EFT45059	24/11/2021	BASSEDEAN TENNIS CLUB	Grass court maintenance	-\$ 2,291.30
EFT45060	24/11/2021	BEAVER TREE SERVICES	Tree purning and Powerline clearing	-\$ 80,636.59
EFT45061	24/11/2021	BOC LIMITED	Monthly container service	-\$ 47.72
EFT45062	24/11/2021	BRONWEN VEALE	Relax program -Swing dance classes	-\$ 2,700.00
EFT45063	24/11/2021	BUNNINGS GROUP LIMITED	Hardware items	-\$ 783.69
EFT45064	24/11/2021	CARDSERV ID PTY LTD	Typeset and print additional card for Rangers	-\$ 165.00
EFT45065	24/11/2021	CASA SECURITY PTY LTD	Security monitoring cost - various sites	-\$ 1,996.50
EFT45066	24/11/2021	CHIVERS ASPHALT PTY LTD	Remove old asphalt and install new asphalt	-\$ 3,960.00
EFT45067	24/11/2021	CHRISTOPHER DAVID GOODWIN	Rate refund	-\$ 280.29
EFT45068	24/11/2021	CITY OF SOUTH PERTH	Animal Pound fees	-\$ 1,880.59
EFT45069	24/11/2021	CIVIC LEGAL PTY LTD	Councillors' induction workshop	-\$ 3,300.00
EFT45070	24/11/2021	CLEAR HEALTH PARTNERS PTY LTD	Medical consultations	-\$ 1,600.00
EFT45071	24/11/2021	COLES SUPERMARKETS AUSTRALIA (ONLINE ORDERING ONLY)	Groceries supplies - Ashfield Wind in the Willows	-\$ 2,335.62
EFT45072	24/11/2021	COMPLETE CORPORATE HEALTH - ASCOT	Pre employment medical	-\$ 545.60
EFT45073	24/11/2021	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Dairies and calendars	-\$ 231.26
EFT45074	24/11/2021	CORSIGN WA PTY LTD	Road signage	-\$ 871.20
EFT45075	24/11/2021	CREATING COMMUNITIES AUSTRALIA PTY LTD	Consultancy expenses - Town Centre Revitalisation Masterplan	-\$ 15,083.75
EFT45076	24/11/2021	CTI RISK MANAGEMENT (CTI5 PTY LTD T/AS)	Banking collection from Office	-\$ 302.50
EFT45077	24/11/2021	CUSTOM CARS	Back rests in Fire engine	-\$ 400.00
EFT45078	24/11/2021	COMMUNITY CINEMAS (MOVIES BY BURSWOOD (INC) T/AS)	Telethon community cinemas contribution	-\$ 8,800.00
EFT45079	24/11/2021	DAILY LIVING PRODUCTS	Seniors - Walking frame for HCP client	-\$ 2,157.00
EFT45080	24/11/2021	DATA3	Software licenses - Microsoft	-\$ 99.75
EFT45081	24/11/2021	DS WORKWEAR & SAFETY	Safety boots	-\$ 155.00
EFT45082	24/11/2021	DVG AUTO PARTS (BUICK HOLDINGS PTY LTD)	Auto parts	-\$ 263.14
EFT45083	24/11/2021	E FIRE & SAFETY (WA) (FORMERLY AMEREX FIRE)	Fire extinguisher service charges	-\$ 121.00
EFT45084	24/11/2021	EASIFLEET (NOVATED LEASE)	Payroll deductions	-\$ 809.21
EFT45085	24/11/2021	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	EMRC urban environmental programs	-\$ 70,387.29

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Chq/EFT	Date	Name	Description	Amount
EFT45086	24/11/2021	ELISABETH RICHARDSON	Reconciliation of PayPal payments	-\$ 4,734.79
EFT45087	24/11/2021	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$ 585.59
EFT45088	24/11/2021	GARY PETER SIMMS	Rate refund	-\$ 400.00
EFT45089	24/11/2021	GREENACRES TURF GROUP	Supply & install of Kikyu jumbo rolls at Jubilee Reserve	-\$ 18,380.78
EFT45090	24/11/2021	GREENSTEAM AUSTRALIA	Steam weeding of roads	-\$ 17,710.00
EFT45091	24/11/2021	GREY LANTERN PRODUCTIONS	Refund of hire fee	-\$ 241.00
EFT45092	24/11/2021	GRONBEK SECURITY	Door lock repairs	-\$ 565.74
EFT45093	24/11/2021	H DAPS FOODS P/L (THE OLD TROUT)	Volunteers - meal vouchers	-\$ 300.00
EFT45094	24/11/2021	HUMES WEMBLEY CEMENT (HOLCIM)	Supply & deliver of concrete covers	-\$ 642.84
EFT45095	24/11/2021	HYGIENE CONCEPTS	Ashfield public toilets supply & install due to fire damage	-\$ 1,738.00
EFT45096	24/11/2021	ILLION AUSTRALIA PTY LTD	D&B credit check of preferred tenderer	-\$ 168.30
EFT45097	24/11/2021	INSTANT PRODUCTS HIRE	Hiring of disabled accessible toilets	-\$ 936.80
EFT45098	24/11/2021	INTELIIFE GROUP LIMITED	Cleaning services various sites	-\$ 11,798.99
EFT45099	24/11/2021	IRP PTY LTD	Labour hire charges	-\$ 3,937.57
EFT45100	24/11/2021	JULIAN CHARLES RICHARDS	Seniors - home & garden maintenance	-\$ 412.50
EFT45101	24/11/2021	KONE ELEVATORS PTY LTD	Repairs to library lift	-\$ 10,308.98
EFT45102	24/11/2021	LIFE CARE HOME CARE	Home Care Package - Physio Session	-\$ 1,430.00
EFT45103	24/11/2021	LJR MAINTENANCE SERVICES	Excavator hire at Jubilee Reserve	-\$ 1,485.00
EFT45104	24/11/2021	LO-GO APPOINTMENTS	Contract staff expenses	-\$ 7,331.01
EFT45105	24/11/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Induction to local government workshop	-\$ 510.00
EFT45106	24/11/2021	M P ROGERS & ASSOCIATES PTY LTD	Assessment for proposal for foreshore assessment and river management plan	-\$ 9,396.47
EFT45107	24/11/2021	MACKIE PLUMBING AND GAS PTY LTD	Various plumbing works	-\$ 301.05
EFT45108	24/11/2021	MARKETFORCE PTY LTD	Advertisement for Special Meeting of Electors	-\$ 1,569.24
EFT45109	24/11/2021	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	HCP Clients -OT Assessment	-\$ 948.75
EFT45110	24/11/2021	MCLEODS & CO	Legal professional fees	-\$ 7,232.29
EFT45111	24/11/2021	MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY LTD	Contract staff expenses	-\$ 4,150.53
EFT45112	24/11/2021	MINT CIVIL PTY LTD T/A KALAMUNDA SWEEPING	Town street & reserve carpark sweeping	-\$ 9,567.09
EFT45113	24/11/2021	MIRROR MOMENTS	Miss mirror package at Halloween	-\$ 500.00
EFT45114	24/11/2021	MORLEY MOWER CENTRE (SOGICO PTY LTD)	Minor plant repairs	-\$ 841.04
EFT45115	24/11/2021	MT LAWLEY MILK SUPPLY	Office milk supplies	-\$ 50.25

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Chq/EFT	Date	Name	Description	Amount
EFT45116	26/11/2021	NAPA AUTO PARTS (DIVISION OF GPC ASIA PACIFIC PTY LTD)	Auto parts	-\$ 194.66
EFT45117	26/11/2021	NUTRIEN WATER	Reticulation parts	-\$ 1,110.98
EFT45118	26/11/2021	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery	-\$ 978.61
EFT45119	26/11/2021	PARAMOUNT ELECTRICAL SERVICES (LEBONN PTY LTD T/AS)	Electrical works in Admin	-\$ 435.70
EFT45120	26/11/2021	PRODUCT RECOVERY INDUSTRIES PTY LTD	Sand and concrete waste recycling	-\$ 644.60
EFT45121	26/11/2021	QTM PTY LTD	Traffic management plans at Brdison St.	-\$ 1,043.63
EFT45122	26/11/2021	REPCO	Engine Oil	-\$ 1,066.09
EFT45123	26/11/2021	RICOH AUSTRALIA PTY LTD	Consumables	-\$ 1,727.85
EFT45124	26/11/2021	ROBERT WALTERS PTY LTD	Contract staff expenses	-\$ 6,491.45
EFT45125	26/11/2021	SIGNING HANDS	Signing hands	-\$ 1,125.00
EFT45126	26/11/2021	SKYLINE LANDSCAPE SERVICES PTY LTD	Mowing & traffic management at Morley Drive & Guildford Road	-\$ 1,452.00
EFT45127	26/11/2021	STARLET NAPERY	Uncorded ear plugs	-\$ 135.00
EFT45128	26/11/2021	STEFAN GOSATTI PHOTOGRAPHY	Portraits of Bassendean Councillors	-\$ 550.00
EFT45129	26/11/2021	SUEZ RECYCLING & RECOVERY PTY LTD	Waste bins at WAFL Home game	-\$ 1,118.37
EFT45130	26/11/2021	SURESHANK PTY LTD (T/AS O2 PLANTWALLS)	Plant watering schedule at Ashfield	-\$ 176.00
EFT45131	26/11/2021	TRUGRADE MEDICAL SUPPLIES (RELIABLE HEALTHCARE)	HCP clients -medical expenses	-\$ 346.54
EFT45132	26/11/2021	UMESH THAPA	Cleaning expenses at Alf Faulkner	-\$ 1,050.00
EFT45133	26/11/2021	WA RANGERS ASSOCIATION	Reflective adhesive ranger badge	-\$ 100.00
EFT45134	26/11/2021	WATTS WESTERN RUBBER	Tyres	-\$ 1,152.50
EFT45135	26/11/2021	WESKERB PTY LTD	Kerb repairs various location	-\$ 2,494.80
EFT45136	26/11/2021	WEST TIP WASTE CONTROL PTY LTD ATF STEFNA FAMILY TRUST	Dumped rubbish and general waste	-\$ 973.50
EFT45137	26/11/2021	WESTBOOKS	Adult fiction library books	-\$ 259.62
EFT45138	26/11/2021	WHITE OAK HOME CARE SERVICES	HCP clients -clinical care	-\$ 239.00
EFT45139	26/11/2021	Y'S COLLECTION HOLDINGS PTY LTD	Canvas hats with flap	-\$ 206.40
EFT45140	26/11/2021	ZIRCODATA PTY LTD	Document storage expenses	-\$ 46.48

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Chq/EFT	Date	Name	Description	Amount
DD19879.1	09/11/2021	AWARE SUPERANNUATION	Superannuation contributions	-\$ 45,410.81
DD19879.2	09/11/2021	MLC SUPER FUND (PREVIOUSLY MLC MASTERKEY)	Superannuation contributions	-\$ 466.90
DD19879.3	09/11/2021	COLONIAL FIRST STATE	Superannuation contributions	-\$ 1,467.27
DD19879.4	09/11/2021	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$ 159.52
DD19879.5	09/11/2021	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$ 327.89
DD19879.6	09/11/2021	AMP SUPERLEADER	Superannuation contributions	-\$ 154.26
DD19879.7	09/11/2021	DIY MASTER PLAN	Superannuation contributions	-\$ 483.63
DD19879.8	09/11/2021	REST SUPERANNUATION	Superannuation contributions	-\$ 1,678.25
DD19879.9	09/11/2021	NGS SUPER	Superannuation contributions	-\$ 325.13
DD19879.10	09/11/2021	MLC SUPER FUND (PREVIOUSLY PLUM SUPER)	Superannuation contributions	-\$ 324.16
DD19879.11	09/11/2021	SUN SUPER	Superannuation contributions	-\$ 342.54
DD19879.12	09/11/2021	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation contributions	-\$ 57.77
DD19879.13	09/11/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$ 883.97
DD19879.14	09/11/2021	CBUS INDUSTRY SUPERFUND	Superannuation contributions	-\$ 242.32
DD19879.15	09/11/2021	BT SUPER FOR LIFE	Superannuation contributions	-\$ 304.31
DD19879.16	09/11/2021	MLC WRAP SUPER	Superannuation contributions	-\$ 49.53
DD19879.17	09/11/2021	LGIA SUPER	Superannuation contributions	-\$ 519.23
DD19879.18	09/11/2021	FUTURE SUPER FUND	Superannuation contributions	-\$ 646.84
DD19879.19	09/11/2021	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$ 171.27
DD19879.20	09/11/2021	MARITIME SUPER	Superannuation contributions	-\$ 347.25
DD19879.21	09/11/2021	PLUMMER SUPERANNUATION FUND	Superannuation contributions	-\$ 1,035.61
DD19879.22	09/11/2021	B & L SUPER FUND	Superannuation contributions	-\$ 68.86
DD19879.23	09/11/2021	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$ 7,325.45
DD19879.24	09/11/2021	HOST PLUS	Superannuation contributions	-\$ 1,381.17
DD19879.25	09/11/2021	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$ 857.16
DD19879.26	09/11/2021	HESTA SUPER FUND	Superannuation contributions	-\$ 2,902.91
DD19879.27	09/11/2021	VIC SUPER	Superannuation contributions	-\$ 245.92
DD19917.1	02/11/2021	ONHOLD MAGIC	Subscription for on-hold messages	-\$ 138.80
DD19917.2	08/11/2021	SHERIFFS OFFICE	Infringement lodgement fee	-\$ 477.00
DD19924.1	23/11/2021	AWARE SUPERANNUATION	Superannuation contributions	-\$ 45,278.67

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Chq/EFT	Date	Name	Description	Amount
DD19924.2	23/11/2021	MLC SUPER FUND (PREVIOUSLY MLC MASTERKEY)	Superannuation contributions	-\$ 462.68
DD19924.3	23/11/2021	COLONIAL FIRST STATE	Superannuation contributions	-\$ 1,317.55
DD19924.4	23/11/2021	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$ 167.91
DD19924.5	23/11/2021	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$ 327.89
DD19924.6	23/11/2021	AMP SUPERLEADER	Superannuation contributions	-\$ 157.24
DD19924.7	23/11/2021	DIY MASTER PLAN	Superannuation contributions	-\$ 474.35
DD19924.8	23/11/2021	REST SUPERANNUATION	Superannuation contributions	-\$ 1,725.58
DD19924.9	23/11/2021	NGS SUPER	Superannuation contributions	-\$ 325.13
DD19924.10	23/11/2021	MLC SUPER FUND (PREVIOUSLY PLUM SUPER)	Superannuation contributions	-\$ 392.93
DD19924.11	23/11/2021	SUN SUPER	Superannuation contributions	-\$ 275.86
DD19924.12	23/11/2021	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation contributions	-\$ 67.73
DD19924.13	23/11/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$ 892.87
DD19924.14	23/11/2021	CBUS INDUSTRY SUPERFUND	Superannuation contributions	-\$ 233.45
DD19924.15	23/11/2021	BT SUPER FOR LIFE	Superannuation contributions	-\$ 308.83
DD19924.16	23/11/2021	MLC WRAP SUPER	Superannuation contributions	-\$ 48.69
DD19924.17	23/11/2021	LGIA SUPER	Superannuation contributions	-\$ 519.23
DD19924.18	23/11/2021	FUTURE SUPER FUND	Superannuation contributions	-\$ 634.56
DD19924.19	23/11/2021	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$ 95.71
DD19924.20	23/11/2021	MARITIME SUPER	Superannuation contributions	-\$ 340.56
DD19924.21	23/11/2021	UNISUPER	Superannuation contributions	-\$ 624.61
DD19924.22	23/11/2021	PLUMMER SUPERANNUATION FUND	Superannuation contributions	-\$ 1,026.28
DD19924.23	23/11/2021	B & L SUPER FUND	Superannuation contributions	-\$ 68.86
DD19924.24	23/11/2021	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$ 7,297.43
DD19924.25	23/11/2021	HOST PLUS	Superannuation contributions	-\$ 1,401.01
DD19924.26	23/11/2021	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$ 857.16
DD19924.27	23/11/2021	HESTA SUPER FUND	Superannuation contributions	-\$ 2,912.07
DD19924.28	23/11/2021	VIC SUPER	Superannuation contributions	-\$ 259.40
		Corporate Credit Card	See Attachment Two (2)	-\$ 23,090.31







**October Credit Card Expenditure 2021**  
**Statement Period: 05/10/2021 to 03/11/2021**

**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
5-Oct-21	ALDI STORES - MIDLAND MIDLAND	Coffee - Staff Room	\$ 48.19
5-Oct-21	COLES 0395 BASSENDEAN AUS	Bereavement Gift for Volunteer	\$ 31.00
5-Oct-21	EG GROUP 4200 CURRAMBINE WA	Fuel	\$ 51.48
6-Oct-21	OFFICEWORKS BENTLEIGH EA	Laptop Bags	\$ 663.00
7-Oct-21	STAR CAR WASH Midland WA	Car Detail	\$ 151.50
7-Oct-21	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 49.90
7-Oct-21	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 49.90
8-Oct-21	AUTOPRO MORLEY MORLEY WA	Cutting Compound and Polish	\$ 66.56
8-Oct-21	IINET BATCH PERTH GPO WA	NBN Access for Bassendean SDS - Ashfield	\$ 109.99
8-Oct-21	OFFICEWORKS 0609 MORLEY AUS	Stationery	\$ 61.07
11-Oct-21	TOTALLY WORKWEAR WELSHPOOL WA	PPE - Work boots	\$ 169.95
11-Oct-21	SPORTROPHY MIDLAND WA	Plaques for Retiring Councillors	\$ 257.57
11-Oct-21	IINET BATCH PERTH GPO WA	NBN Access for townofbassendean1 - 35 OPR	\$ 109.99
11-Oct-21	INTNL TRANSACTION FEE	International Transaction Fee	\$ 0.57
11-Oct-21	MailChimp Atlanta GA ##1021	Subscription - Communications	\$ 22.63
11-Oct-21	BOFFINS BOOKSHOP PTY L PERTH WA	Library Stock Purchase - 7x Books	\$ 258.04
11-Oct-21	SQ *ECA WA Mount LawleyAUS	ECA Conference Resources	\$ 45.00
11-Oct-21	ASSOCIATION OF INDEP OSBORNE PARKWA	ECA Conference Resources	\$ 40.00
11-Oct-21	LOCAL GOVERNEMENT MANA EAST PERTH	Age Friendly Communities Forum	\$ 100.00
12-Oct-21	PLE Computers Wangara AUS	Components of PC Upgrades	\$ 161.04
12-Oct-21	WINVIN PTY LTD BASSENDEAN	Repair of Ipad Battery	\$ 90.00
12-Oct-21	SMS Broadcast Pty Ltd Melbourne AUS	RYDE - SMS Top Up	\$ 660.00
12-Oct-21	DOT - LICENSING MIDLAND	Plate Change	\$ 30.50
12-Oct-21	IINET BATCH PERTH GPO WA	NBN Access for townofbassendean2 - 35 OPR	\$ 109.99
13-Oct-21	DANISH PATISSERIE BASSENDEAN	Catering for HRV AGM	\$ 34.00
13-Oct-21	SQ *UNITED NEW FORCES Ashfield AUS	Chicken Hatching - Day Centre Activity	\$ 293.55
13-Oct-21	Subway Bayswater Bassendean WA	Catering for HRV AGM	\$ 98.00
13-Oct-21	BUNNINGS 458000 BAYSWATER	Bamboo Stakes for Mosquito Floats	\$ 35.94
13-Oct-21	MIDLAND CASH GENERAT MIDLAND	Ipad for Youth Centre	\$ 295.00
13-Oct-21	COLES 0395 BASSENDEAN AUS	Coffee - Staff Room	\$ 21.00
13-Oct-21	EB *Public Art Working 801-413-7200VIC	Registration for Art source Workshop	\$ 40.00
14-Oct-21	GRASS ROOTS PUBLISHING SEYMOUR VIC	Subscription - Grass Roots Magazine	\$ 57.00
14-Oct-21	BUNNINGS 458000 BAYSWATER	Furniture Restoration	\$ 127.40

**October Credit Card Expenditure 2021**  
**Statement Period: 05/10/2021 to 03/11/2021**

**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
14-Oct-21	OVERCOME PSYCHOLOGICAL MIDLAND	Registration - Good Mental Health Workshop	\$ 275.00
14-Oct-21	COMMAND A COM EAST VICTORIWA	Maintenance Renewal Charges	\$ 122.10
15-Oct-21	DANISH PATISSERIE BASSENDEAN	Catering	\$ 40.50
15-Oct-21	OFFICEWORKS BENTLEIGH EA	Stationery	\$ 161.04
15-Oct-21	BUNNINGS 591000 MIDLAND	Trailer Tie Down	\$ 16.00
15-Oct-21	BUNNINGS 591000 MIDLAND	Painting Drop Sheets	\$ 84.50
15-Oct-21	Spotify P1774E3F9E Sydney AUS	Subscription - Spotify for Youth Centre	\$ 18.99
15-Oct-21	VALSPAR MIDLAND MIDLAND WA	Graffiti Coat - Urban Art Project	\$ 165.76
15-Oct-21	O2 CAFE BASSENDEAN WA	Personal Purchase - To be Invoiced	\$ 18.50
15-Oct-21	ST JOHN AMBULANCE AUST BELMONT AUS	Thermal Blankets - OSH	\$ 31.78
15-Oct-21	KMART 1052 MIDLAND AUS	Children's Washcloths	\$ 32.00
15-Oct-21	BIG W 0443 MIDLAND WA	Children's Washcloths	\$ 21.00
18-Oct-21	NAMA GROUP PTY LTD BASSENDEAN WA	Catering	\$ 14.60
18-Oct-21	ROTTNEST FAST FERRIES HILLARYS BOAWA	Whale Watching - Social Group Outing	\$ 751.10
18-Oct-21	BUNNINGS 389000 JOONDALUP	Resources for Ashfield Centre	\$ 552.18
18-Oct-21	TARGET 5180 JOONDALUP AUS	Bath Mats and Storage for Ashfield Centre	\$ 82.00
18-Oct-21	BIG W 0441 JOONDALUP WA	Children's Facecloths	\$ 64.00
18-Oct-21	THE REJECT SHOP 6622 BASSENDEAN WA	Materials for Cooking Program	\$ 9.60
18-Oct-21	VALSPAR MIDLAND MIDLAND WA	Gallery Project - Paint Thinner	\$ 47.63
18-Oct-21	COLES 0395 BASSENDEAN AUS	Catering - Councillor Induction	\$ 68.00
18-Oct-21	THE REJECT SHOP 6622 BASSENDEAN WA	Materials for Council Meeting	\$ 16.00
19-Oct-21	Surf Life Saving Weste Balcatta WA	SW First Aid Training	\$ 110.00
19-Oct-21	DANISH PATISSERIE BASSENDEAN	Chemical Food Sampling	\$ 22.00
19-Oct-21	COLES EXPRESS 6931 DUNCRAIG AUS	Fuel	\$ 59.19
19-Oct-21	LIQUORLAND 2978 BASSENDEAN AUS	Catering - Council Meeting	\$ 110.00
19-Oct-21	SPOTLIGHT 058 MIDLAND WA	Supplies for Event - Wicked Witches of Whitfield	\$ 100.00
19-Oct-21	SPOTLIGHT 058 MIDLAND WA	Supplies for Event - Wicked Witches of Whitfield	\$ 100.00
19-Oct-21	SPOTLIGHT 058 MIDLAND WA	Supplies for Event - Wicked Witches of Whitfield	\$ 43.90
19-Oct-21	ANGLICARE WA MIDVALE WA	Children's Books	\$ 12.95
19-Oct-21	PAY*Enlighten Press Ho KENMORE QLD	Centre Resources - Books	\$ 340.00
20-Oct-21	Midland Flowers Midland WA	Flowers	\$ 125.00
20-Oct-21	BP LESMURDIE 6334 LESMURDIE WA	Fuel	\$ 100.67
20-Oct-21	Bassendean Chemmart Bassendean WA	Alcohol Swaps for Sterilising Thermometers	\$ 7.99

**October Credit Card Expenditure 2021**  
**Statement Period: 05/10/2021 to 03/11/2021**

**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
20-Oct-21	JAKES CONTINENTAL BU BASSENDEAN WA	Chemical Food Sampling	\$ 10.30
20-Oct-21	COLES 0395 BASSENDEAN AUS	Chemical Food Sampling	\$ 14.55
20-Oct-21	BASSENDEAN GOURMET BASSENDEAN WA	Chemical Food Sampling	\$ 9.30
20-Oct-21	BUNNINGS 389000 JOONDALUP	Resources for Bassendean Centre	\$ 665.44
20-Oct-21	FREMANTLE PRESS FREMANTLE WA	Local Studies Stock Purchase - 2x Books	\$ 55.94
20-Oct-21	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 49.90
20-Oct-21	COLES 0363 BEECHBORO AUS	Groceries - Wind in the Willows	\$ 26.70
21-Oct-21	PLE Computers Wangara AUS	Web Cams	\$ 138.00
21-Oct-21	MagshopOnline Sydney NSW	Subscription - Mindfood Magazine	\$ 60.00
21-Oct-21	OVERCOME PSYCHOLOGICAL MIDLAND	PD Mental Health Workshop	\$ 330.00
21-Oct-21	SQ *THE 5 FOUR STORE Bassendean AUS	Catering - Local Government Election	\$ 150.00
21-Oct-21	SUISEN JAPANESE T RS BASSENDEAN WA	Catering - Special Council Meeting	\$ 250.00
21-Oct-21	BOOKTOPIA PTY LTD LIDCOMBE	Library Stock Purchase - 16x Books	\$ 355.42
22-Oct-21	WEX AUSTRALIA PTY LTD CAMBERWELL VIC	RYDE - Fuel Cards	\$ 90.27
22-Oct-21	WEX AUSTRALIA PTY LTD CAMBERWELL VIC	Incorrect Charge from WEX	\$ 90.27
22-Oct-21	WEX AUSTRALIA PTY LTD CAMBERWELL VIC	Refund of Incorrect Charge from WEX	-\$ 90.27
22-Oct-21	JB Hi-Fi Southbank AUS	Library Stock Purchase - 6x DVDs	\$ 182.82
22-Oct-21	COLES 0395 BASSENDEAN AUS	Catering - Team Meeting	\$ 112.96
25-Oct-21	BUNNINGS 694000 PORT MELBOUR	Disputed Transaction, since resolved	\$ 3,326.00
25-Oct-21	ALPINE DELI LARGS BAY SA	Disputed Transaction, since resolved	\$ 335.50
25-Oct-21	OFFICEWORKS BENTLEIGH EA	Brother Printer	\$ 356.38
25-Oct-21	MessageNet Pty Ltd Melbourne AUS	SMS Service for Library Management System	\$ 120.00
25-Oct-21	IINET BATCH PERTH GPO WA	Internet - Youth Services	\$ 79.99
25-Oct-21	eBay O*10-07764-44962 Sydney AUS	Stationery	\$ 36.06
25-Oct-21	VIBE BASSENDEAN BASSENDEAN WA	Fuel	\$ 90.15
25-Oct-21	Caff on Broadway Bassendean WA	Green Trail Guided Art Walk - Coffee for Participants	\$ 47.50
25-Oct-21	Caff on Broadway Bassendean WA	Green Trail Guided Art Walk - Coffee for Participants	\$ 19.50
25-Oct-21	Caff on Broadway Bassendean WA	Green Trail Guided Art Walk - Coffee for Participants	\$ 70.00
25-Oct-21	Caff on Broadway Bassendean WA	Green Trail Guided Art Walk - Coffee for Participants	\$ 9.00
25-Oct-21	Caff on Broadway Bassendean WA	Green Trail Guided Art Walk - Coffee for Participants	\$ 4.50
26-Oct-21	SILVER DRAGON CHINES LARGS BAY SA	Disputed Transaction, since resolved	\$ 167.20
26-Oct-21	CPP CONVENTION CENTRE PERTH	Parking	\$ 23.22
26-Oct-21	LOCAL GOVERNEMENT MANA EAST PERTH	Volunteer Committee - Membership	\$ 138.76

**October Credit Card Expenditure 2021**  
**Statement Period: 05/10/2021 to 03/11/2021**

**Attachment 2**

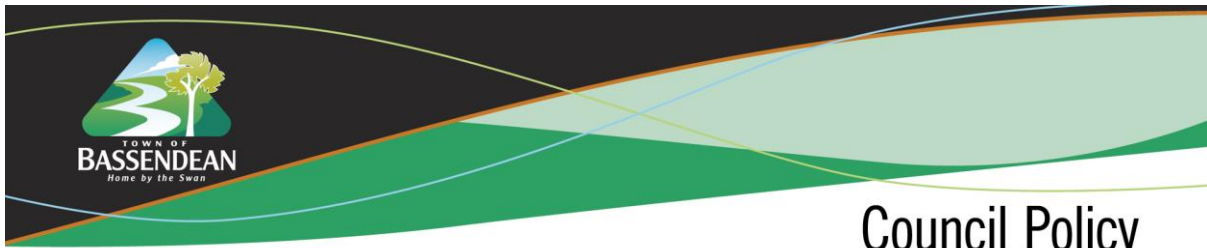
<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
26-Oct-21	EZI*EZIKindy Manager Parkwood AUS	Kindy Manager Support	\$ 213.74
26-Oct-21	MAXO.COM.AU HARRISTOWN	Bassendean Youth Service Phone	\$ 39.95
26-Oct-21	S. & S. INDUSTRIES MIDVALE	Polishing Compound and Pad	\$ 99.75
26-Oct-21	IINET BATCH PERTH GPO WA	NBN Access for depot - Depot Wireless	\$ 79.99
26-Oct-21	OFFICEWORKS BENTLEIGH EA	Supplies for Event - Wicked Witches of Whitfield	\$ 84.14
26-Oct-21	BIGW ONLINE BELLA VISTA NS	Supplies for Event - Wicked Witches of Whitfield	\$ 62.50
26-Oct-21	ASHFIELD IGA ASHFIELD WA	Groceries - Wind in the Willows	\$ 6.63
27-Oct-21	BUNNINGS 458000 BAYSWATER	Drill Bits	\$ 16.19
27-Oct-21	DEPARTMENT OF TRANSPOR PERTH	Temporary Movement Permit	\$ 23.80
27-Oct-21	FACEBK *NTKJU9K3P2 fb.me/ads IRL	Marketing - Keen on Halloween	\$ 950.00
27-Oct-21	Holly Raye's Bassendean WA	Catering - Councillor Induction	\$ 475.00
27-Oct-21	AMAZON MKTPLC AU SYDNEY SOUTHNSW	Battery Cases	\$ 85.77
28-Oct-21	iSubscribe Pty Ltd Syd SYDNEY AUS	Subscription - Real Living Magazine	\$ 55.00
28-Oct-21	WANEWSDTI Osborne ParkWA	Subscription - Newspaper	\$ 144.01
28-Oct-21	SQ *THE 5 FOUR STORE Bassendean AUS	Catering - Councillor Induction	\$ 500.00
28-Oct-21	CHOMP 68 PTY. LTD. BASSENDEAN	Catering - Council Meeting	\$ 239.00
28-Oct-21	BOOKTOPIA PTY LTD LIDCOMBE	Library Stock Purchase - 19x Books	\$ 418.08
28-Oct-21	JB Hi-Fi Southbank AUS	Library Stock Purchase - 10x DVDs	\$ 222.79
28-Oct-21	Subway Bassendean Bassendean WA	Catering - Training	\$ 105.00
28-Oct-21	Partysource Cvale Canning ValeWA	Supplies for Event - Wicked Witches of Whitfield	\$ 67.92
29-Oct-21	COLES 0395 BASSENDEAN AUS	Groceries for Day Centre German Week	\$ 44.00
29-Oct-21	ASHFIELD IGA ASHFIELD WA	Groceries for Children's Week Event	\$ 5.80
29-Oct-21	COLES 0395 BASSENDEAN AUS	Materials for Cooking Program	\$ 157.60
29-Oct-21	REMA TIP TOP AUST WELSHPOOL WA	Tyre Change and Wheel Sockets	\$ 242.88
1-Nov-21	ZOHO-MANAGEENGINE SER SYDNEY NSW	IT Helpdesk Subscription	\$ 266.20
1-Nov-21	VALSPAR MIDLAND MIDLAND WA	Wall Prep - Urban Art Project	\$ 340.67
1-Nov-21	COLES 0395 BASSENDEAN AUS	Groceries for DropIn Program	\$ 31.99
1-Nov-21	FACEBK *HSS9Z9K3P2 fb.me/ads IRL	Marketing - Keen on Halloween	\$ 349.16
1-Nov-21	Adobe Systems Pty Ltd Sydney AUS	Subscription - Adobe Software	\$ 21.99
1-Nov-21	BUNNINGS 458000 BAYSWATER	Supplies for Event - Wicked Witches of Whitfield	\$ 9.70
1-Nov-21	BUNNINGS 591000 MIDLAND	Supplies for Event - Wicked Witches of Whitfield	\$ 18.90
1-Nov-21	THE REJECT SHOP 6622 BASSENDEAN WA	Supplies for Event - Wicked Witches of Whitfield	\$ 20.00
1-Nov-21	OFFICEWORKS 0609 MORLEY AUS	Supplies for Event - Wicked Witches of Whitfield	\$ 32.47

**October Credit Card Expenditure 2021**  
**Statement Period: 05/10/2021 to 03/11/2021**

**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
1-Nov-21	BIG W 0446 ELLENBROOK WA	Supplies for Event - Wicked Witches of Whitfield	\$ 20.00
2-Nov-21	BP MAIDA VALE 6180 MAIDA VALE WA	Fuel	\$ 108.88
2-Nov-21	COLES 0395 BASSENDEAN AUS	PPE - Sunscreen	\$ 21.00
2-Nov-21	BOOKTOPIA PTY LTD LIDCOMBE	Library Stock Purchase	\$ 487.57
2-Nov-21	WESTNET PERTH WA	Public Internet Access	\$ 109.99
2-Nov-21	TECHNOLOGYTREE PTY LTD SUBIACO WA	Public Wi-Fi - IT Infrastructure Support	\$ 155.53
2-Nov-21	COLES 0395 BASSENDEAN AUS	Tea, Almond Milk and Coffee	\$ 19.00
2-Nov-21	WESTNET PERTH WA	Internet - Wind in the Willows	\$ 69.99
2-Nov-21	IINET BATCH PERTH GPO WA	NBN Access for bassendean.nbn@iinet.net.au - 48 OPR	\$ 280.48
2-Nov-21	LIBERTY FUEL BECKENH BECKENHAM WA	Fuel	\$ 89.48
2-Nov-21	BUNNINGS 591000 MIDLAND	Statutory Advertising Planning - Signage Board	\$ 10.30
2-Nov-21	SPOTLIGHT 058 MIDLAND WA	Supplies for Event - Wicked Witches of Whitfield	\$ 49.94
3-Nov-21	IPY*Write Solutions Bull Creek AUS	FOGO Bins for Market	\$ 38.47
3-Nov-21	DOT - LICENSING MIDLAND	Water Trailer Registration	\$ 56.10
3-Nov-21	OMNIFIC ENTERPRISES RIVERVALE	PPE - Replacement Torches for Rangers	\$ 246.42
3-Nov-21	LIQUORLAND 2978 BASSENDEAN AUS	Catering - Council Meeting	\$ 55.00
3-Nov-21	FS *smtp2go.com Amsterdam NLD	SMTP2GO account for mass email - Photocopiers and Baslib	\$ 12.40
3-Nov-21	8 NAPKINS PTY LTD BASSENDEAN	Catering - Council Meeting	\$ 155.50
3-Nov-21	FISHER & PAYKEL AUST CLEVELAND QLD	Dishwasher Repairs	\$ 284.60
	<b>TOTAL:</b>		<b>\$ 23,090.37</b>

**ATTACHMENT NO. 16**



## 5.13 Hyde Retirement Village

### Objectives

To encourage healthy ageing, continued independence and freedom of choice in the community by providing Bassendean seniors with access to affordable, strategically located retirement village style accommodation.

### Strategies

The Town of Bassendean recognises that it has a higher proportion of its population, with one in eight residents having reached the age of 65 years, than the average for the Perth Metropolitan Area. Council also acknowledges that elderly people are valued members of our community who have made, and continue to make, a variety of contributions to the social, economic and cultural life of the Town.

Council believes strongly that our aged residents are entitled to maintain their independence and continue to be active participants in family and community life. To support this principle Council provides a range of support services aimed at assisting residents to remain in their family homes for as long as possible. In addition Council seeks to provide greater freedom of choice for residents requiring alternative accommodation by operating the Hyde Retirement Village.

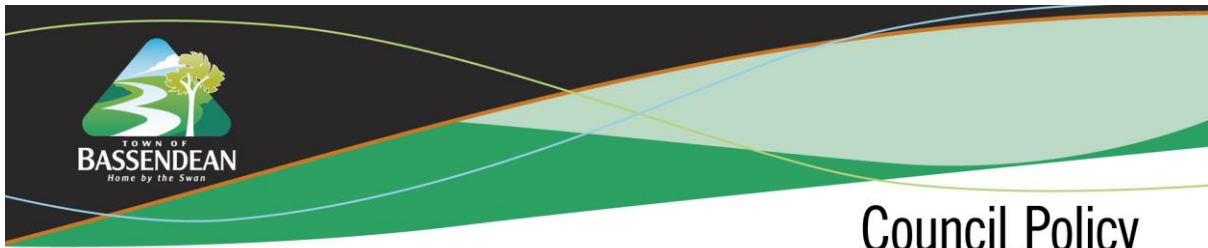
The provision of independent living accommodation at the Hyde Retirement Village in James Street is an important component of Council's strategy to support healthy ageing, foster continued independence and encourage freedom of choice in the community. It is also an acknowledgement that many long term residents of the Town of Bassendean have a strong desire to remain in the area when they can no longer live in the family home rather than having to move away from established friends and social networks.

### Legislative Requirements

Council accepts its obligations under the current Retirement Villages Legislation, Regulations and related Acts and undertakes to operate the Hyde Retirement Village strictly in accordance with their requirements.

The Town of Bassendean will have operating procedures for the Hyde Retirement Village that includes consideration to:

- Residents' Rights;
- Allocation of Units;
- Resident Participation in Management and the Disputes Committee;
- Termination of Residential Contracts; and
- Independent Living.



Financial Management and Planning

Council’s financial management of the Hyde Retirement Village is aimed at creating self-sufficiency for the Village and generating surplus funds to provide for the major maintenance and refurbishment of the Village in the future and to develop further aged accommodation in the Town. To achieve this Council seeks to achieve fair and equitable fee structures, which are comparable with other local governments and the non-profit sector, and which do not create undue financial hardship to Village residents.

To achieve this objective income is to be generated by the levying of a fortnightly maintenance fee, retention of a percentage of residents’ in-going fees and from interest earned on retained funds and residents’ fees held in trust.

The fortnightly maintenance fee is levied to cover Village building and grounds maintenance, insurance of buildings, water and sewerage rates, removal of rubbish, bank charges, security lighting, administration and audit fees and incidental expenses as well as contributing to future refurbishment of the Village.

In-going fees retained are to be set aside to provide for asset depreciation and to contribute to major Village refurbishment and the future provision of aged accommodation in the Town. Interest earned on deposits is to be used for HRV running costs, maintenance and refurbishment or further aged accommodation at the discretion of Council.

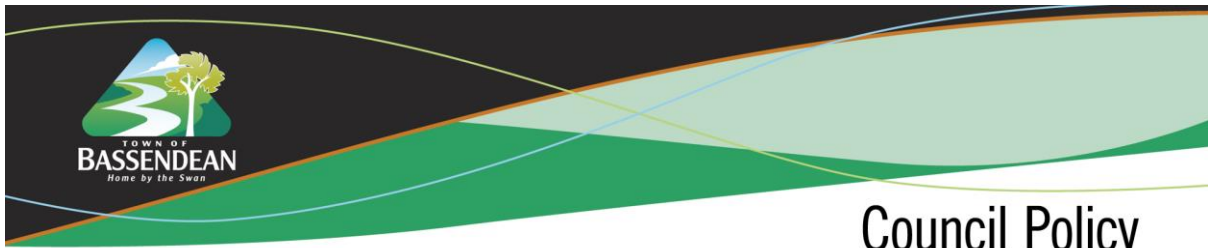
The level of maintenance and in-going fees for Hyde Retirement Village will be reviewed annually by the Council in the budgetary cycle to ensure that the stated financial management aims are being achieved.

**Application**

Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing –</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted</b> OCM-8/4/99</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Hyde Retirement Village

### Policy Objective

To encourage healthy ageing, continued independence and freedom of choice in the community by providing Bassendean seniors with access to affordable, strategically located retirement village style accommodation.

### Policy Scope

This policy applies to the management of the Hyde Retirement Village in James Street, Bassendean.

### Policy Statement

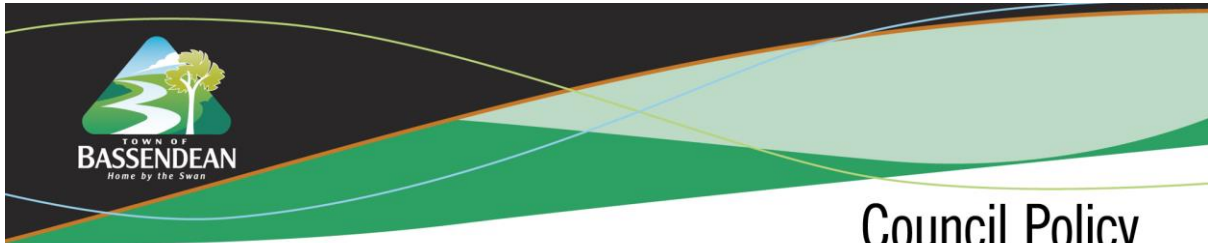
The Town of Bassendean values the elderly members of our community who have made, and continue to make, valuable contributions to the social, economic and cultural life of the Town. Council believes strongly that our aged residents are entitled to maintain their independence and continue to be active participants in family and community life. To support this principle, Council seeks to provide greater freedom of choice for residents requiring alternative accommodation by providing for two residential options at the Hyde Retirement Village:

1. 'Lease-for-life' residents; and
2. Fixed term tenancy residents.

Lease-for-life residents have occupancy rights as specified under the *Retirement Villages Act 1992* and shall be liable for an initial contribution fee and ongoing maintenance fees. Fixed term tenancy residents shall have occupancy rights as specified in the Tenancy Agreement and shall be liable for ongoing rental payments.

Council's provision for fixed term tenancy at the Hyde Retirement Village is made in furtherance of Council's desire for affordable community housing, recognising some prospective residents may be unable to fund an initial contribution fee. Lease-for-life residents should have attained the age of 65 years and fixed term tenancy residents should have attained the age of 60 years. The lower entry age for fixed term tenancy residents seeks to provide greater capacity to assist those in need of community housing, without altering the current village environment.

The provision of independent living accommodation at the Hyde Retirement Village in James Street is an important component of Council's strategy to support healthy ageing, foster continued independence and encourage freedom of choice in the community.



## Council Policy

It is also an acknowledgement that many long-term residents of the Town of Bassendean have a strong desire to remain in the area when they can no longer live in the family home rather than having to move away from established friends and social networks.

### Legislative Requirements

Council accepts its obligations under the *Retirement Villages Act 1992* and supporting Regulations and Codes and undertakes to operate the Hyde Retirement Village strictly in accordance with their requirements.

The Town will have operating procedures for the Hyde Retirement Village that includes consideration to:

- Residents' Rights;
- Allocation of Units;
- Resident Participation in Management and the Disputes Committee;
- Termination of Residential Contracts; and
- Independent Living.

The CEO may enter into a Memorandum of Understanding with a suitable community housing provider for tenancy management of units at the Hyde Retirement Village.

### Financial Management

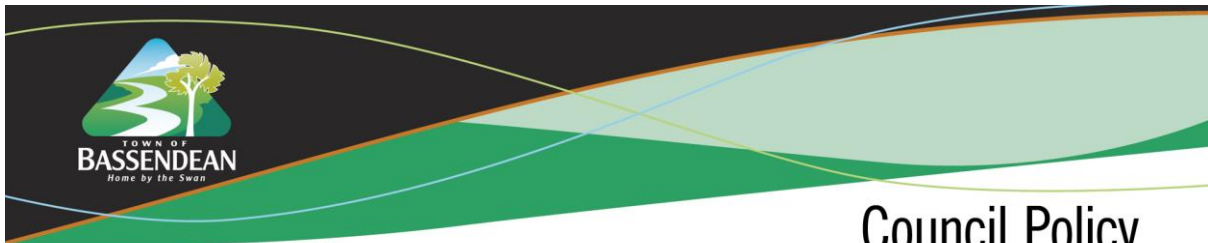
Council's financial management of the Hyde Retirement Village is aimed at creating self-sufficiency for the Village, with fair and equitable fee and rent structures that reflect the respective rights and obligations of both 'lease-for-life' residents and fixed term tenancy residents.

For 'lease-for-life' residents, income is to be generated by levying an incoming contribution fee, fortnightly maintenance fee and parking fee (where appropriate).

The contribution fee is to be set aside to provide for asset depreciation and to contribute to Village refurbishment. The fortnightly maintenance fee is levied to cover Village building and grounds maintenance, insurance of buildings, water and sewerage rates, removal of rubbish, bank charges, security lighting, administration and audit fees and incidental expenses as well as contributing to future refurbishment of the Village.

The contribution fee, maintenance fee and parking fee will be reviewed annually by Council when adopting the annual budget to ensure the stated financial management aims are achieved.

For fixed term residency residents, income is to be generated through charging rent, with the amount of rent determined with reference to market value, discounted to achieve the Town's community housing objectives.



## Council Policy

Rental income is to be used to meet tenancy management costs, with the balance to be used for the same purpose as the fortnightly maintenance fee.

Interest earned on deposits is to be used for the same purpose as the fortnightly maintenance fee.

Any surplus generated from operation of the Hyde Retirement Village is to be allocated to the Aged Persons Reserve and any deficit is to be met with funds from that Reserve. Should there be insufficient funds held in the Aged Persons Reserve to meet any deficit, the shortfall will be met from Municipal funds.

<b>Document Control box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive
<b>Inception Date:</b>	8 April 1999	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	Reviewed: March 2014 Amended: December 2021	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Local Government Act 1995</i>		