

## **Ordinary Council Meeting Tuesday, 25 October 2022 Attachments**

<b>9.1 Confirmation of Minutes - 27 September 2022</b> .....	<b>2</b>
9.1.1 Ordinary Council Meeting Minutes 27 September 2022.....	2
<b>11.1 External Committee Reports and Updates</b> .....	<b>29</b>
11.1.1 EMRC Audit Committee 6- October-2022.....	29
11.1.2 EMRC Legal Committee 6- October-2022.....	168
<b>12.5 Draft Local Planning Scheme No. 11</b> .....	<b>175</b>
12.5.1 Draft LPS 11 - text.....	175
12.5.2 Draft LPS 11 - Map.....	210
<b>12.6 Draft Local Planning Policy - Short Stay Accommodation</b> .....	<b>211</b>
12.6.1 Draft Local Planning Policy - Short Stay Accommodation - amended following advertising.....	211
12.6.2 Schedule of Submissions.....	217
<b>12.7 Draft Public Health Plan</b> .....	<b>222</b>
12.7.1 Draft Public Health Plan 2022.....	222
<b>12.8 Draft Council Briefing Session Policy</b> .....	<b>283</b>
12.8.1 Draft Council Briefing Session Policy.....	283
12.8.2 Briefing Session Guidelines.....	288
<b>12.9 Accounts Paid 31 September 2022</b> .....	<b>293</b>
12.9.1 Payment Listing September 2022.....	293
<b>12.10 Monthly Financial Report – August and September 2022</b> .....	<b>308</b>
12.10.1 Monthly Financial Report at 31 August 2022.....	308
12.10.2 Monthly Financial Report 30 September 2022.....	320



TOWN OF  
**Bassendean**

## **MINUTES**

### **Ordinary Meeting of Council**

**Tuesday 27 September 2022, 6:00 pm**

in the Council Chamber, Administration Building  
48 Old Perth Road, Bassendean WA 6054

## **1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer**

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 Announcements by The Presiding Person Without Discussion**

The Mayor advised that the Power to the People is underway in Old Perth Road. Activities are available for anyone to attend. Information is available on the Town website and Facebook page. The event coincides with the reopening of the Bassendean Hotel.

The Mayor advised that this is CEO, Ms Peta Mabbs' last official Council meeting, with her last day being 5 October 2022. The Mayor thanked Ms Mabbs for her contribution to the Town and presented her with a gift from the Councillors.

## **3 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 Jennie Carter  
Cr Paul Poliwka  
Cr Tallan Ames

#### **Officers**

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

#### **Public**

Approximately nine members of the public were in attendance.

## **Leave of Absence**

### **Council Resolution – Item 3.1** **OCM 1/9/22**

MOVED Cr McLennan, Seconded Cr Wilding, that Cr Ames be granted a leave of absence for 31 October to 5 November 2022.

**CARRIED UNANIMOUSLY 7/0**

## **4 Declarations of Interest**

Nil

## **5 Presentations or Deputations**

Mr Michael Olds of 63 Second Avenue, Bassendean addressed the Council regarding Item 12.3 – Draft Local Planning Policy (Rights of Way).

## **6 Statements by Members of the Public on Agenda Item**

Ms Nonie Jekabsons, 6 Barton Parade, Bassendean (Submitted in writing)

It would come as no surprise that I believe the Town has a responsibility to retain all existing Open Green Space within the Town, and concentrate development intensity within existing activity centres in order to provide a sustainable population and rates base. Selling off parkland for development has consistently been against the wishes of the majority of public feedback respondents (via forums such as “Bassendream”), without fail expressing that these shared green spaces are of the highest importance to residents. In particular, quiet open green spaces within walking & cycling distance of high density residential areas should be prioritised for amenity into the future.

Below are some quotes directly from the Local Planning Strategy:

- Create an urban forest throughout reserves, gardens and streets;
- Protect existing trees and green spaces;
- Conserve, enhance and repair natural and urban areas;
- Preliminary investigations undertaken by the Town indicate that the Eden Hill and Ashfield localities have sufficient public open space while the Bassendean locality is deficient.
- 3.2.6 Planning Issue/Opportunity No.6 – Hazards
- The Town contains flood prone areas and declared bushfire prone areas. Areas susceptible to flooding are located within and around the Ashfield Flats, the Swan River Foreshore and Bindaring Natural Wetland. Areas declared bushfire prone are located:
  - east of Lord Street along the Swan River and Bennett Brook foreshore;

- within and around Bindaring Natural Wetland located 400 metres southeast of Bassendean Town Centre;
- within and around the Ashfield Flats; and
- west of the Eden Hill Local Centre.

To mitigate the impacts of bushfire and flooding on the community, the local planning strategy seeks to avoid land use intensification within declared bushfire prone areas and areas susceptible to flooding.

The Town is highly urbanised with the few remaining natural areas within the Town considered to be of high biodiversity value. The natural areas of environmental significance within the Town include the Swan River, the Ashfield Flats, Bindaring Park/Pickering Park and Bennett Brook. These areas provide essential habitat for flora and fauna within the urban environment. Activities which occur in proximity to them can impact upon the health and function of their ecological communities. Therefore, managing the environmental impact of land uses within the Town is essential to conserving and protecting the Town's water resources.

A key objective of the Town's Strategic Community Plan is to conserve, enhance and repair natural areas. Accordingly, the Town will continue to protect and conserve wetland areas such as Bindaring Park via reservation and acquisition of land within the Town Planning Scheme 4A Area.

This officer's comment appears to be a contradiction to the above:

*“reviewing the zonings and reservations that currently apply to 17 Harcourt Street, 18 Anstey Road, 29 Hyland Street, and 17, 19, 21 and 23 Anstey Road. The above review should consider environmental outcomes, quantity of open space, impact on private landowners, the desire for the swift cessation of TPS 4A, the desire to provide additional open space in the subject location, the financial impost of providing such space, the need to provide open space across the whole of the district and the financially-sustainable management of Town-owned assets. “*

I trust that Councillors have had sufficient time to read and consider the public submissions in full and take them into account when making decisions that effect our Town into the future.

Mr Colin Davies (Submitted in writing)

*Some comments have been withheld as they contain defamatory content against Councillors and Staff.*

I wish to submit this statement to be read out in in the Council meeting to be held on Tuesday 27 September 2022. I acknowledge that this is a rather long email, so if summarised in the meeting, I hope that you all take the time to read it prior to the meeting.

This statement is specifically in relation to agenda item 12.2 (Draft Local Planning Strategy). I and fellow local community members are absolutely astounded at the inclusion of the recommendation to 'review the zonings and reservations that currently apply to 17 Harcourt Street, 18 Anstey Road, 29 Hyland Street, and 17, 19, 21 and 23 Anstey Road.' As you are all aware, there was a resolution (as per majority vote) at the July Council meeting that 17 and 19 Anstey Road would be rezoned to POS and that 21 and 23 Anstey Road would remain as POS based on their environmental value including (inter alia) the key ecological linkage to Bindaring Park. It was understood that this would take effect via an amendment to Local Planning Scheme No. 11. To now see that there has been a decision to proceed otherwise as stated in the Strategy ('review' rather than change the zoning) is utterly disappointing. The Strategy could and should be reworded to reflect the resolution from the July meeting. To date there has been no objection from DPLH nor the members of the public so if the purpose of such wording in the draft Strategy (as stated by Luke Gibson) is "to test this amongst the wider public", it can be tested reflecting the resolution to change 17 and 19 Anstey Road to POS and for 21 and 23 Anstey Road to remain as POS.

The Town of Bassendean is acutely aware of the efforts the community and the Friends of Bindaring Park have gone to over multiple years to have these areas preserved. The resolution in July was the best outcome possible to maintain the environmental values however it appears that this was superficial and the Town's economic agenda prevails, much to the detriment of the environment and in misalignment with the Town's sustainability goals. The Council and its Councillors and Directors are supposed to represent their ward; the people who live it in (and their opinions) and the Town's best interests. Unfortunately, this does not appear to be evident for some representatives of the Town of Bassendean. I am not going to repeat the previously supplied information relating to specifics of the environmental values which have been omitted from the draft local planning Strategy in relation to the Anstey Road Lots as this was presented and part of the consideration which saw the resolution come to fruition. I will however add that the way information in the draft Strategy and the Council meeting minutes has been presented is not transparent and has been presented in such a way to mislead and down play the environmental values of the Anstey Road Lots. The "Environmentally Sensitive Area" is an example of such. Whilst the Lots may not be declared an ESA, this does not mean the sites do not have environmental values. There is no discussion of this and to those that are not so well informed, it is exceedingly misleading and lacks transparency.

As per the recommendation to consider 'environmental outcomes, quantity of open space, impact on private landowners, the desire for the swift cessation of TPS 4A, the desire to provide additional open space in the subject location, the financial impost of providing such space, the need to provide open space across the whole of the district and the financially-sustainable management of Town-owned assets I note that 19 - 23 Anstey Road are already Town owned and therefore the financial cost to maintain such lots as POS (to maintain the environmental values) would not be significant nor unbudgeted.

This is not a case where the Town would need to acquire such lots for the environmental benefits of the land to continue to be realised. The suggestion to 'review' the zonings is nonsensical, contrary to the resolution and would come at a cost to the Town of Bassendean. To appropriately review the environmental outcomes, scientific studies including flora and vegetation, fauna, hydrology, contaminated sites etc. would likely need to occur which is budget better spent elsewhere.

It also appears highly likely that 17, 19, 21 and 23 Anstey Road were purchased by the Town as part of the TPS 4A using rate payer money. The Lots should therefore be held in trust. Coupled with the environmental values and the Town's sustainability targets and goals, the Lots should not need to undergo further review. Nor should 18 Anstey Road, 17 Harcourt Street or 29 Hyland Street.

I would also like to add that upon calling the Town of Bassendean directly to ask questions with regards to the draft Strategy, again there was a lack of transparency with unwillingness to provide adequate responses to queries which adds to the disappointment. This was also reflected in the responses to submissions on the draft Strategy. The most common response to submissions was the suggestion that matters were discussed in the report, yet there was no discussion included. The summary of submissions rather full disclosure appears to have been purposely done to favour the Town and subjectively choose what was included.

One can only hope that the Town reconsiders their approach and restores faith amongst the community that they are acting in a sustainable manner rather than an unbalanced economic driven agenda. Allow Bassendean to thrive by demonstrating strong sustainable development that is recognised by all.

#### Ms Jane Bremmer, 47 Seventh Avenue Bassendean

Ms Bremmer commented that her deputation information at last month's OCM was not included in the minutes and expressed disappointment that no contact was made to advise her that Item 12.5 - Alternative Weed Control Strategies, would be considered at tonight's meeting.

## **7 Questions from Members of the Public**

#### Mr Craig Lucanis, 186 West Road, Bassendean

*There are issues with dangerous traffic and insufficient parking at Sandy Beach playground. Will the Council consider approaching the Department of Planning, Lands & Heritage (DPLH) for use of the grassed area as overflow parking on the weekends to alleviate parking issues, or acquire the land for parking.*

Cr Hamilton commented that the playground has attracted many visitors due to its promotion on social media and websites promoting playgrounds. The Town administration is waiting to see if this surge of people abates.

The grassed area on the western side is a bush forever site and owned by another government entity. Parking issues can be considered as part of stage 2.

Town staff advised that the DPLH was contacted about utilisation of its land for overflow parking and they advised that they could not approve parking in the bush forever site.

*What noise mitigation can be applied to return the amenity of the area. Was consideration given to the level of noise entering resident's houses.*

Cr Hamilton commented that there is an expectation that visitor volumes and noise will abate in the coming weeks. Staff will monitor feedback from residents.

*What other features are going to be added, such as coffee, food etc.*

Town staff advised that a maximum of three mobile food vendors are allowed at any time. No applications have been received.

Mr Aaron Mackay, 33 North Rd, Bassendean

*Is Council still looking at obtaining more land at Point Reserve with more maintenance and ongoing costs to the community.*

Cr Hamilton advised that the Point Reserve Concept Plan will be going out for public consultation and comment in the coming days. Council will consider feedback and make determinations.

*Lighting in the carpark doesn't work, only one out of six lights are working. When will the lighting be repaired.*

Town staff will follow up on the lighting situation.

*Do Rangers have the power to move on parked vehicles.*

Town staff advised that there are provisions in the local law which constitute what is considered an offence. If the vehicle is not causing an obstruction it is not considered an offence in the Town of Bassendean.

*What about people sleeping in tents in reserves.*

Town staff advised that this is an offence under the local law. The Rangers will follow up.

Shenol Arslanovski, 88 Anzac Terrace, Bassendean

*How long will it take to develop the right of way 2 between First Ave and Second Ave.*



Cr Hamilton commented that one is in an area that is undergoing investigations about the density so could take some time to investigate and provide reports.

Town staff commented that Council may determine that the right of way is to be retained, and make a decision about upgrading.

*Are there any procedures in place to protect assets either side of the laneway - sewer drain, fences and properties close to fence line.*

Town staff advised that if it's determined to be retained and upgraded, assets will be considered as part of the detailed design.

**Council Resolution – Item 7.1**  
**OCM 2/9/22**

MOVED Cr Wilding, Seconded Cr Carter, that public question time be extended for 10 minutes.

**CARRIED UNANIMOUSLY 7/0**

Ms Jane Bremmer, 47 Seventh Avenue Bassendean

*With regard to Item 12.5, the officer's report suggests that using non chemical weed management will increase cost ten fold and I strongly query figures in the report.*

Town staff advised that this is a general indication and not a quote.

*Has the Town obtained quotes from existing contractors in the Town.*

Town staff advised that at this stage we have no detailed breakdown of costs, just an indication.

Mr Don Yates, 10 Thompson Road, Bassendean (submitted in writing)

*In the weekend press was an article about the Housing Crisis in Perth and even with the planned land releases to create 160,000 new blocks of land, it will impose serious burdens on an estimated 385,000 people with the families. Does the Deputy Mayor McLennan and CEO Mabbs have any regret for their actions in Oct 2018 to defer the adoption of Tony Dowling's planning efforts, at some cost to the ratepayers, that would now have Bassendean with its Ashfield and Bassendean Activity Centres, being able to support those seeking a home and also adding to the financial viability of the Town of Bassendean.*

Town staff will provide a written response to Mr Yates noting he did not attend.

## 8 Petitions

Nil

## 9 Confirmation of Minutes

9.1 Confirmation of Minutes - 23 August 2022	
Attachments	1. Ordinary Council Minutes 23 August 2022 [9.1.1 - 15 pages]

### **Council Resolution/Officer Recommendation – Item 9.1(a)**

#### **OCM 3/9/22**

MOVED Cr MacWilliam, Seconded Cr Wilding, that the minutes of the Ordinary Council Meeting held 23 August 2022, be received.

CARRIED UNANIMOUSLY 7/0

### **Council Resolution/Officer Recommendation – Item 9.1(b)**

#### **OCM 4/9/22**

MOVED Cr McLennan, Seconded Cr Ames, that the minutes of the Ordinary Council Meeting held 23 August 2022, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

9.2 Confirmation of Minutes - 20 September 2022	
Attachments	1. Special Council Minutes 20 September 2022 [9.2.1 - 4 pages]

### **Council Resolution/Officer Recommendation – Item 9.2(a)**

#### **OCM 5/9/22**

MOVED Cr Ames, Seconded Cr Carter, that the minutes of the Special Council Meeting held 20 September 2022, be received.

CARRIED UNANIMOUSLY 7/0

### **Council Resolution/Officer Recommendation – Item 9.2(b)**

#### **OCM 6/9/22**

MOVED Cr Ames, Seconded Cr Carter, that the minutes of the Special Council Meeting held 20 September 2022, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

## 10 Business Deferred from Previous Meeting

Nil

## 11 External Committee Reports and Updates

11.1 Receipt of External Committee Reports and Updates	
Property Address	NA
Landowner/Applicant	NA
File Reference	GOVN/CCLMEET/1
Author	Natasha Dowson
Department	CEO'S Office
Previous Reports	N/A
Authority/Discretion	<b>Information</b> For the Council/Committee to note.
Attachments	Nil

### Purpose

The purpose of this report was for Council to note that no minutes of external Committees and organisations have been received.

### **Council Resolution/Officer Recommendation – Item 11.1** **OCM 7/9/22**

MOVED Cr MacWilliam, Seconded Cr Carter, that Council notes that no documents have been received from external Committees within the reporting period.

**CARRIED UNANIMOUSLY 7/0**

## 12 Officer Reports

It was agreed that items 12.5 and 12.9 be removed from the en-bloc table and considered separately.

**Council Resolution/Officer Recommendation – Item 12.1**  
**OCM 8/9/22**

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

Item	Report
12.3	Draft Local Planning Policy – Rights of Way
12.4	Relinquishment of Management Order – Reserve 37441
12.12	Accounts Paid 31 August 2022
12.13	Use of Common Seal
12.14	Calendar October 2022

CARRIED UNANIMOUSLY 7/0

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

Item	Report
12.2	Draft Local Planning Strategy
12.5	Alternative Weed Control Strategies – Children’s Playgrounds
12.6	RFQ 05/2022 Streetscape Weed Control Services within the Town of Bassendean
12.7	Parking Restrictions – Harcourt Street and Lovelock Place
12.8	Review of the Town of Bassendean Corporate Business Plan
12.9	Adoption of Draft Council Briefing Session Policy
12.10	Audit and Governance Committee Meeting, 7 September 2022
12.11	Proposed Terms of Reference – Arts, Culture & Events Committee

<b>12.2 Draft Local Planning Strategy</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	LUAP/PLANNG/24
<b>Author</b>	Director Community Planning
<b>Department</b>	Community Planning
<b>Previous Reports</b>	4 November 2020 28 June 2022
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, town planning schemes & policies.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Draft Local Planning Strategy - as advertised [12.2.1 - 84 pages]</li> <li>2. Schedule of Submissions (with Town responses) [12.2.2 - 16 pages]</li> <li>3. Schedule of Submissions (verbatim) [12.2.3 - 25 pages]</li> </ol>

### **Purpose**

The purpose of this report was for Council to consider the revised draft Local Planning Strategy, for final adoption.

*Cr Poliwka moved the Officer Recommendation with amendments to No. 18, as follows:*

- *reviewing the zonings and reservations that currently apply to 17 Harcourt Street, 18 Anstey Road, and 29 Hyland Street. The above review should consider environmental outcomes, quantity of open space, impact on private landowners, the desire for the swift cessation of TPS 4A, the desire to provide additional open space in the subject location, the financial impost of providing such space, and the need to provide open space across the whole of the TPS 4A area.*

### **Council Resolution/Officer Recommendation – Item 12.2** **OCM 9/9/22**

MOVED Cr Poliwka, Seconded Cr Wilding, that Council:

1. Pursuant to Regulation 14(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, notes the submissions received in response to the advertising of the draft Local Planning Strategy.

2. Pursuant to Regulation 14(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, supports the local planning strategy, subject to the following modifications being made:

No.	Amendment
1	Throughout document (including Strategy Map) to replace reference to the "Ashfield Industrial Area" to the "Bassendean Industrial Area".
2	Page 5 – Part 1, Section 2: replacing the fourth dot point with " <i>Ensure heritage locations and buildings of historical value within the Town are recognised, cared for and appropriately utilised</i> "
3	Page 5 – Part 1, Section 2: removing the reference to " <i>the establishment of three heritage areas</i> "
4	Page 7 - Part 1, Section 3.2.3: replacing "288" with "289", as it relates to the Local Heritage Survey.
5	Page 7 - Part 1, Section 3.2.3: replacing "eight" with "nine", as it relates to registered Aboriginal Heritage Places.
6	Page 7 - Part 1, Section 3.2.3: removing the last paragraph.
7	Page 10 – Part 1, Section 3.2: replacing Action 4.1 with " <i>Support the inclusion of local planning scheme provisions to protect trees.</i> "
8	Page 12 – Part 1, Section 3.3.2: replacing the second paragraph with " <i>Given its strategic importance and the underlying zoning under the Metropolitan Region Scheme, the local planning strategy does not contemplate any significant changes to the industrial area, although, it is acknowledged that the preparation of the Ashfield Precinct Plan will be able to consider the precinct boundaries and may provide for the inclusion of select industrial sites, based on their proximity to the railway station and the associated desired built form and land use outcomes.</i> "
9	Page 14 - Part 1, Section 3.4.1: adding reference to Success Hill and Jubilee Reserves as natural areas of environmental significance.
10	Page 14 - Part 1, Section 3.4.1: replacing the second sentence in the second paragraph with " <i>To conserve its natural areas, the Town has a number of environmental policies, plans and procedures in place, including weed management, revegetation programs and water monitoring.</i> "
11	Page 15 - Part 1, Section 3.4.2: replacing the second sentence in the second paragraph with " <i>This is supported by a Local Planning Policy that focuses on sustainable design and building practices.</i> "
12	Page 16 - Part 1, Section 3.5.3: replacing the fourth sentence in the second paragraph with "The Town is also currently exploring options for the undergrounding of power across the district".
13	Page 17 - Part 1, Section 3.5: replacing Action 21.1 with "Explore options for the undergrounding of power infrastructure across the district".
14	Page 43 - Part 2, Section 3.5: updating Table 13 (Local Planning Policies) to replace reference to former LPPs 2 and 3 with " <i>LPP 2 – Sustainable Development</i> " and to insert reference to " <i>LPP 4 – Heritage and Character</i> "

15	Page 58 - Part 2, Section 4.2.3: removing the last sentence.
16	Page 61 – Part 2, Section 4.2.4: removing the term “under-utilised”.
17	Page 62 – Part 2, Section 4.2.5: replacing “Prospectus Loop” with “Prospector Loop”
18	<p>Page 72 – Part 2, Section 4.4.1: amending the section to read as follows:</p> <p><i>“The natural areas of environmental significance within the Town include the Swan River Foreshore, Ashfield Flats, Bindaring Park/Pickering Park, Success Hill, Jubilee Reserve and Bennett Brook. Given the relatively developed nature of the district, the vast majority of environmentally-important land is in public care and control; reserved as Parks and Recreation under the MRS and LPS 10, and managed by the Town and/or the DPLH.</i></p> <p><i>One issue that requires action from a Natural Areas perspective is the finalisation of Town Planning Scheme No. 4A (TPS 4A) – a guided development scheme that seeks that acquire land in and around Bindaring Park. As part of the review of the Scheme, it was identified that it is appropriate to rationalise the proposed open space within Bindaring Park, specifically:</i></p> <ul style="list-style-type: none"> <li><i>• reserving the 27 Hyland Street as Local Open Space on the basis that it does not have typical access to the public road network (access is via abutting open space) and has already been acquired by the Town. This will result an additional 1,369m<sup>2</sup> of open space; and</i></li> <li><i>• reviewing the zonings and reservations that currently apply to 17 Harcourt Street, 18 Anstey Road, and 29 Hyland Street. The above review should consider environmental outcomes, quantity of open space, impact on private landowners, the desire for the swift cessation of TPS 4A, the desire to provide additional open space in the subject location, the financial impost of providing such space, and the need to provide open space across the whole of the TPS 4A area.</i></li> </ul>
19	Page 74 – Part 2, Section 4.5.3: replacing “WA Natural Gas” with “ATCO Gas Australia”

CARRIED UNANIMOUSLY 7/0

**Reason:**

1. Consistency with the previous resolution of Council, which was clear on these lots;
2. Consideration of the different permutations presented at the relevant workshop; and
3. Retention of funds raised through the 4A Scheme to the 4A area from whence they came.

<b>12.3 Draft Local Planning Policy - Rights of Way</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	LUAP/POLCU/27
<b>Author</b>	Director Community Planning
<b>Department</b>	Community Planning, Development and Place
<b>Previous Reports</b>	28 June 2022 22 March 2022
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, town planning schemes & policies.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Schedule of Submissions [12.3.1 - 10 pages]</li> <li>2. Draft Local Planning Policy - Rights of Way (including modifications - tracked changes) [12.3.2 - 3 pages]</li> <li>3. Draft Local Planning Policy - Rights of Way (including modifications - clean) [12.3.3 - 3 pages]</li> </ol>

### **Purpose**

The purpose of this report was for Council to consider adopting draft Local Planning Policy – Rights of Way.

### **Council Resolution/Officer Recommendation – Item 12.3** **OCM 10/9/22**

MOVED Cr Wilding, Seconded Cr McLennan, that Council, pursuant to Schedule 2, Part 2, Clause 4(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts draft Local Planning Policy – Rights of Way (as amended following advertising), as contained in the attachment.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 7/9/22 7/0**



<b>12.4 Relinquishment of Management Order - Reserve 37441</b>	
<b>Property Address</b>	Lot 9644 Park Lane, Bassendean
<b>Landowner/Applicant</b>	Crown land
<b>File Reference</b>	N/A
<b>Author</b>	Director Community Planning
<b>Department</b>	Community Planning
<b>Previous Reports</b>	23 November 2021 21 December 2021 28 June 2022 26 July 2022
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	Nil

### **Purpose**

The purpose of this report was for Council to consider requesting that the Minister for Lands revoke the management order that applies to Reserve 37441 (being Lot 9644 Park Lane, Bassendean) and to cancel the reserve.

### **Council Resolution/Officer Recommendation – Item 12.4** **OCM 11/9/22**

MOVED Cr Wilding, Seconded Cr McLennan, that Council authorises a request being made to the Minister for Lands to revoke the management order that applies to Reserve 37441 and cancel the reserve.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 7/9/22 7/0**

<b>12.5 Alternative Weed Control Strategies - Children's Playgrounds</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	ENVM/MAINT/1
<b>Author</b>	Executive Manager Infrastructure and Executive Manager Sustainability and Environment
<b>Department</b>	Infrastructure Sustainability and Environment
<b>Previous Reports</b>	21/12/2022 – <i>Item 13.1.</i>
<b>Authority/Discretion</b>	<b>Information</b> For the Council/Committee to note.
<b>Attachments</b>	1. Location of play equipment [ <b>12.5.1</b> - 1 page] 2. Playground Maintenance and Treatments [ <b>12.5.2</b> - 1 page]

### Purpose

The purpose of this report was for Council to consider a report outlining alternative weed control strategies so as to reduce or where possible eliminate the use of glyphosate or other herbicides in or near children's playgrounds.

### Officer Recommendation – Item 12.5

That Council:

1. Reaffirms the Town's commitment to limiting the use of glyphosate and other herbicides in or near children's playgrounds to the minimum, including the ongoing practice of not applying it within the immediate area of playground softfall surfaces or play equipment as part of routine maintenance;
2. Notes the Town's ongoing commitment to continuously review its approach to weed management to evaluate latest developments and best practices;
3. Notes the practices implemented to mitigate risks where herbicide application cannot be avoided, including scheduling application for times when playgrounds are not in use (i.e. early mornings), scheduling turf weed management around sporting activities and school events, publication of notifications prior to treatment on the Town's website and ensuring Regulation-compliant signage is displayed during and after treatments; and
4. Requests the CEO to provide an annual update on advances in the Town's weed management to Councillors via the CEO Bulletin.

**Council Resolution – Item 12.5**  
**OCM 12/9/22**

MOVED Cr Wilding, Seconded Cr Carter, that this item be deferred, as residents may have been caught off guard with the rapid timeframe with which this report has come to Council.

CARRIED 6/1

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

<b>12.6 RFQ 05/2022 Streetscape Weed Control Services within the Town of Bassendean</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	ENVM/TENDNG/14
<b>Author</b>	Coordinator Procurement, Contracts and Leases Executive Manager Sustainability and Environment Director Corporate Services
<b>Department</b>	Corporate Services, Sustainability & Environment
<b>Previous Reports</b>	22 March 2022 Ordinary Council Meeting – Item 12.5 Review of Streetscape Weed Management
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. CONFIDENTIAL - Evaluation Report [12.6.1 - 14 pages] 2. CONFIDENTIAL - Streetscape weed control - cost per kilometre [12.6.2 - 3 pages] 3. CONFIDENTIAL - Streetscape weed control contracts budget [12.6.3 - 2 pages]

**Purpose**

The purpose of this report was to present to Council a summary of submissions received for Request for Quote (RFQ) 05/2022 Provision of Streetscape Weed Control Services for the Town of Bassendean and recommend appointment of contractors considered to provide the best value for money to the Town.

**Council Resolution/Officer Recommendation – Item 12.6**  
**OCM 13/9/22**

MOVED Cr MacWilliam, Seconded Cr Ames, that Council:

1. Extends the treatment of all Tier 3 (local) roads with steam until 30 September 2023 to align with the first year of the Contract, noting the premium per kilometre cost outlined under Financial Considerations, and additional budget of \$8,000 required in 2022/23 to be requested at the mid-year review;
2. Appoints Greensteam Australia for the Streetscape Weed Control Services – Separable Portion 1: Steam Weed Control in accordance with the Terms and Conditions as specified in RFQ 05/2022 for a period of One (1) year with a further option to extend the Term of the Contract by One (1) Year, to commence upon Council Approval and Letter of Award;
3. Appoints Environmental Industries for the Streetscape Weed Control Services – Separable Portion 2: Chemical Weed Control in accordance with the Terms and Conditions as specified in RFQ 05/2022 for a period of One (1) year with a further option to extend the Term of the Contract by One (1) Year, to commence upon Council Approval and Letter of Award; and
4. Notes that the CEO will present a report to Council as part of the annual budget process for 2023/24 to seek the additional budget required for year two of the contract for Separable Portion 1: Steam Weed Control, prior to exercising the option to extend the term of that contract.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

<b>12.7 Parking Restrictions – Harcourt Street and Lovelock Place</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	LAWE/REPRTNG/3
<b>Author</b>	Director Community Planning
<b>Department</b>	Community Planning
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, town planning schemes & policies.
<b>Attachments</b>	N/A

## Purpose

The purpose of this report was for Council to consider the imposition of parking restrictions in Harcourt Street and Lovelock Place.

### **Council Resolution/Officer Recommendation – Item 12.7** **OCM 14/9/22**

MOVED Cr McLennan, Seconded Cr Ames, that Council:

1. Pursuant to Clause 1.9 of the *Parking Local Law 2019*, makes the following modifications to parking on Harcourt Street:
  - Installing “No Stopping” Yellow Edge Lines (i) on the southern side of Harcourt Street from 47 Harcourt Street to 33 Harcourt Street, and (ii) encircling the cul-de-sac end of Harcourt Street from 33 Harcourt Street to the crossover serving 34 Harcourt Street; and
  - Formally designating the yellow edge line markings on at the corners of Harcourt Street and West Road, as “No Stopping” Yellow Edge Line restrictions for the purposes of Clause 4.1(4) of the Parking Local Law.
2. Notes that the Town will request Main Roads WA to install an additional “No Through Road” sign at the northern corner of the intersection of Harcourt Street and West Road.

**CARRIED BY AN ABSOLUTE MAJORITY 7/0**

<b>12.8 Review of the Town of Bassendean Corporate Business Plan</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	GOVN/CCLMEET/1
<b>Author</b>	Peta Mabbs
<b>Department</b>	CEO
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, town planning schemes & policies.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. CBP Review Draft as at 19 Aug 2022 [12.8.1 - 35 pages]</li> <li>2. Current Corporate Business Plan 2021-2025 [12.8.2 - 30 pages]</li> </ol>

## Purpose

The purpose of this report was for Council to consider the outcome of the review of the Town's Corporate Business Plan.

### **Council Resolution/Officer Recommendation – Item 12.8** **OCM 15/9/22**

MOVED Cr Poliwka, Seconded Cr McLennan, that Council adopts the Town of Bassendean Corporate Business Plan 2022-2026 as attached to this report.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

<b>12.9 Adoption of Draft Council Briefing Session Policy</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	GOVN/CCLMEET/1
<b>Author</b>	Peta Mabbs
<b>Department</b>	CEO
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, town planning schemes & policies.
<b>Attachments</b>	1. Briefing Session Guidelines [ <b>12.9.1</b> - 5 pages] 2. Town of Bassendean Council Briefing Session policy [ <b>12.9.2</b> - 5 pages]

## Purpose

The purpose of this report was for Council to consider whether to:

1. Adopt the draft Council Briefing Session Policy; and
2. Repeal the Council Briefing Session Guidelines adopted December 2017 and amended May 2018.

### **Officer Recommendation – Item 12.9**

That Council:

1. Adopt the draft Council Briefing Session Policy as contained in Attachment 1; and
2. Repeal the Council Briefings Session Guidelines as contained in Attachment 2.

**Council Resolution/Officer Recommendation – Item 12.9**  
**OCM 16/9/22**

MOVED Cr Hamilton, Seconded Cr Ames, that this item be deferred to allow for further discussion.

CARRIED 6/1

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

<b>12.10 Audit and Governance Committee Meeting, 7 September 2022</b>	
<b>Property Address</b>	NA
<b>Landowner/Applicant</b>	NA
<b>File Reference</b>	GOVN/CCLMEET/18
<b>Author</b>	Director Corporate Services
<b>Department</b>	Corporate Services, Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Audit and Governance Committee Minutes 7 September 2022 [<b>12.10.1</b> - 11 pages]</li> <li>2. OAG Report 5 Financial Audit Results - Local Government 2020/2021 [<b>12.10.2</b> - 68 pages]</li> <li>3. Disclosure of Related Party Transactions Procedure [<b>12.10.3</b> - 5 pages]</li> <li>4. Related Party Transactions - Disclosure Form [<b>12.10.4</b> - 6 pages]</li> <li>5. CONFIDENTIAL - Audit Risk Register [<b>12.10.5</b> - 7 pages]</li> </ol>

**Purpose**

The purpose of this report was for Council to receive the report on the meeting of the Audit and Governance Committee held on 7 September 2022.

**Council Resolution/Officer Recommendation – Item 12.10**  
**OCM 17/9/22**

MOVED Cr MacWilliam, Seconded Cr Poliwka, that Council:

1. Receives the Auditor General’s report on Local Government Financial Audits for 2020/21;
2. Notes that the Town will seek a correction to that report to show that the Town’s accounts were provided to the appointed auditor by the due date specified in section 6.4 of the *Local Government Act 1995*;
3. Requests the CEO write to the Auditor General to seek a review to its processes to include an opportunity for the Local Government to make representations in relation to any adverse mention, prior to finalisation of the report;
4. Revoke the Related Party Transactions and Disclosure Policy;
5. Notes that the CEO has developed the proposed Disclosure of Related Party Transactions Procedure and supporting disclosure form, attached to this report; and
6. Receives the Audit Risk Register and notes the action taken or proposed to address the identified risks.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

<b>12.11 Proposed Terms of Reference - Arts, Culture and Events Committee</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	TBA
<b>Author</b>	Director Community Planning
<b>Department</b>	Community Planning
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. Draft Terms of Reference [12.11.1 - 3 pages]



## Purpose

The purpose of this report was for Council to consider adopting Terms of Reference for the Arts, Culture and Events Committee.

### **Council Resolution/Officer Recommendation – Item 12.11(a)** **OCM 18/9/22**

MOVED Cr Carter, Seconded Cr Poliwka, in the event that Council wishes to establish an Arts, Culture and Events Committee, that it adopts the draft Terms of Reference (as attached to the officer report) for the Arts, Culture and Events Committee.

**CARRIED** 4/3

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

### **Council Resolution/Officer Recommendation – Item 12.11(b)** **OCM 19/9/22**

MOVED Cr MacWilliam, Seconded Cr Poliwka, in the event that Council wishes to establish an Arts, Culture and Events Committee, that it appoints **Councillors Hamilton, Carter and Ames** to the Arts, Culture and Events Committee until the next Local Government Ordinary Election.

**CARRIED BY AN ABSOLUTE MAJORITY** 7/0

<b>12.12 Accounts Paid 31 August 2022</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	FINM/CREDTS/4
<b>Author</b>	Paul White
<b>Department</b>	Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, town planning schemes & policies.
<b>Attachments</b>	1. Consolidated Payment Listing August 2022 [12.12.1 - 20 pages]

## Purpose

The purpose of this report was for the Council to receive the list of payments for August 2022.

### **Council Resolution/Officer Recommendation – Item 12.12** **OCM 20/9/22**

MOVED Cr Wilding, Seconded Cr McLennan, that Council receive the list of payments for August 2022.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 8/9/22 7/0**

<b>12.13 Use of Common Seal</b>	
<b>Property Address</b>	Not applicable
<b>Landowner/Applicant</b>	Not applicable
<b>File Reference</b>	INFM/INTPROP/1
<b>Author</b>	Natasha Dowson
<b>Department</b>	Chief Executive
<b>Previous Reports</b>	Not applicable
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	Nil

## Purpose

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

### **Council Resolution/Officer Recommendation – Item 12.13** **OCM 21/9/22**

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

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 8/9/22 7/0**

<b>12.14 Calendar October 2022</b>	
<b>Property Address</b>	Not applicable
<b>Landowner/Applicant</b>	Not applicable
<b>File Reference</b>	INFM/INTPROP/1
<b>Author</b>	Natasha Dowson
<b>Department</b>	Chief Executive
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	Nil

### **Purpose**

The purpose of this report was for Council to consider the calendar for October 2022.

### **Council Resolution/Officer Recommendation – Item 12.14** **OCM 22/9/22**

MOVED Cr Wilding, Seconded Cr McLennan, that Council adopt the calendar for October 2022.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 8/9/22 7/0**

### **13 Motions of which Previous Notice has been given**

Nil

### **14 Announcements of Notices of Motion for the next meeting**

Nil

### **15 Urgent Business**

Nil

### **16 Confidential Business**

Nil

## 17 Closure

The next Briefing Session will be held on Tuesday 18 October 2022, commencing at 6pm. The next Ordinary Council Meeting will be held on Tuesday 25 October 2022, commencing at 6pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 7.45pm.

# **UNCONFIRMED MINUTES**

D2022/18294

**Audit Committee  
6 October 2022**

## Audit Committee

### 6 October 2022

A meeting of the Audit Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, ASCOT WA 6104 and electronically on **Thursday, 6 October 2022**. The meeting commenced at **6:00pm**.

### Table of Contents

<b>1</b>	<b>DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS</b>	<b>4</b>
<b>2</b>	<b>ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b>	<b>4</b>
<b>3</b>	<b>DISCLOSURE OF INTERESTS</b>	<b>4</b>
<b>4</b>	<b>ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION</b>	<b>4</b>
<b>5</b>	<b>PETITIONS, DEPUTATIONS AND PRESENTATIONS</b>	<b>4</b>
<b>6</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>	<b>4</b>
6.1	MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 2 JUNE 2022 (D2022/09698)	4
<b>7</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>	<b>4</b>
<b>8</b>	<b>QUESTIONS BY MEMBERS WITHOUT NOTICE</b>	<b>4</b>
<b>9</b>	<b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC</b>	<b>4</b>
<b>10</b>	<b>BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING</b>	<b>4</b>
<b>11</b>	<b>REPORTS OF EMPLOYEES</b>	<b>5</b>
11.1	ANNUAL FINANCIAL REPORT AND AUDIT REPORT FOR YEAR ENDED 30 JUNE 2022 (D2022/16772)	6
11.2	INTERNAL AUDIT REPORT – 2022 PROGRAMME (D2022/16773)	87
11.3	RISK MANAGEMENT UPDATE (D2022/16774)	123
<b>12</b>	<b>REPORTS OF DELEGATES</b>	<b>139</b>
<b>13</b>	<b>NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING</b>	<b>139</b>
<b>14</b>	<b>CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>	<b>139</b>
<b>15</b>	<b>FUTURE MEETINGS OF THE AUDIT COMMITTEE</b>	<b>139</b>
<b>16</b>	<b>DECLARATION OF CLOSURE OF MEETING</b>	<b>139</b>

## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer (CEO) declared the meeting open at 6:00pm, welcomed Councillors and visitors and notified members that the Chairperson and Deputy Chairperson send their apologies for tonight's meeting.

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

In accordance with section 3.3 of the EMRC Standing Orders and section 5.6(3) of the *Local Government Act 1995*, Committee is to choose a Councillor to preside at the meeting.

The CEO called for nominations for the appointment of a Councillor to preside at the meeting.

Cr Congerton nominated Cr Congerton.

Cr Congerton accepted the nomination.

There being no further nominations Cr Congerton assumed the role of Presiding Member at 6:01pm.

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

### Councillor Attendance

Cr Mel Congerton	Presiding Member	City of Swan
Cr Hilary MacWilliam	Committee Member	Town of Bassendean
Cr Steven Ostaszewskij <i>(deputising for Cr Sutherland)</i>	Deputy Committee Member	City of Bayswater
Cr Dylan O'Connor <i>(deputising for Cr Thomas)</i>	Deputy Committee Member	City of Kalamunda
Cr John Daw <i>(deputising for Cr Jeans)</i>	Deputy Committee Member	Shire of Mundaring

### Councillor Apologies

Cr Margaret Thomas	Committee Chairperson	City of Kalamunda
Cr Doug Jeans	Committee Deputy Chairperson	Shire of Mundaring
Cr Michelle Sutherland	Committee Member	City of Bayswater

### EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr Douglas Bruce	Chief Projects Officer
Mr David Ameduri	Manager Financial Services
Mrs Theresa Eckstein	Executive Assistant to Chief Executive Officer (Minutes)

**EMRC Observers**

Ms Izabella Krzysko	Manager Procurement & Governance
Mr David Schmidt	Manager Information Services
Ms Kasamaporn Nakhonthat	Management Accountant

**Observer(s)**

Cr Kathryn Hamilton	Deputy Committee Member	Town of Bassendean
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**Visitor(s)**

Mr James Cottrill ( <i>via Microsoft Teams</i> )	Principal, Internal Audit	IT Audit & Risk Consulting, Stantons
Mr Liang Wong	Assistant Director	Office of the Auditor General
Ms Marcia Johnson	Director	Dry Kirkness

**3 DISCLOSURE OF INTERESTS**

Nil

**4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**5 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**6.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 2 JUNE 2022 (D2022/09698)**

That the minutes of the Audit Committee meeting held on 2 June 2022 which have been distributed, be confirmed.

**AUDIT COMMITTEE RESOLUTION**

MOVED CR MACWILLIAM                      SECONDED CR DAW

THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 2 JUNE 2022 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

**7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**8 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil



**9 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC**

Nil

**10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil

**11 REPORTS OF EMPLOYEES**

11.1 ANNUAL FINANCIAL REPORT AND AUDIT REPORT FOR YEAR ENDED 30 JUNE 2022 (D2022/16772)

11.2 INTERNAL AUDIT REPORT – 2022 PROGRAMME (D2022/16773)

11.3 RISK MANAGEMENT UPDATE (D2022/16774)

**QUESTIONS**

The Presiding Member invited questions from members on the reports of employees.

## 11.1 ANNUAL FINANCIAL REPORT AND AUDIT REPORT FOR YEAR ENDED 30 JUNE 2022

**D2022/16772**

### PURPOSE OF REPORT

The purpose of this report is to review and adopt Council's Annual Financial Report for the year ended 30 June 2022.

### KEY POINT(S)

- The Terms of Reference of the Audit Committee includes a list of duties and responsibilities, among which is a requirement for the Committee to:
  - ⇒ Review Council's draft annual financial report; and
  - ⇒ Recommend adoption of the Annual Financial Report to Council.
- The Office of the Auditor General (OAG), via contractors Dry Kirkness, has completed the audit of the 2021/2022 Financial Report, which is attached for Council adoption.

### RECOMMENDATION(S)

That:

1. Council adopts the audited Annual Financial Report for the year ended 30 June 2022 and the Independent Auditor's Report on that Annual Financial Report forming attachment 1 of this report.
2. Council notes the contents of the Audit Completion Report to the Audit Committee for the year ended 30 June 2022 forming attachment 2 of this report.
3. In accordance with Regulation 51(2) of the *Local Government (Financial Management) Regulations 1996*, a copy of the 2021/2022 Annual Financial Report be submitted to the Departmental CEO, Department of Local Government, Sport and Cultural Industries, within 30 days of the receipt by the EMRC's CEO of the auditor's report on that financial report.

### SOURCE OF REPORT

Chief Financial Officer

### BACKGROUND

- 1 It is a requirement under s.6.4 of the *Local Government Act 1995* that a Local Government is to prepare an annual financial report and submit it to its auditor by 30 September following each financial year.
- 2 The Terms of Reference of the Audit Committee includes a list of duties and responsibilities, among which (clauses 2.5 (a) (v) and (vi) are requirements for the Committee to:
  - ⇒ Review Council's draft annual financial report, focusing on:
    - ↪ Accounting policies and practices;
    - ↪ Changes to accounting policies and practices;
    - ↪ The process used in making significant accounting estimates;
    - ↪ Significant adjustments to the financial report (if any) arising from the audit process;
    - ↪ Compliance with accounting standards and other reporting requirements; and
    - ↪ Significant variances from prior years.
  - ⇒ Recommend adoption of the annual financial report to Council.

- 3 On 7 April 2016 Circular No 3-2016 was received titled “Auditing of Local Government by the Auditor General - Renewal of Audit Contracts”, which outlined the intention to amend the *Local Government Act 1995* to allow for the Auditor General and the OAG to take responsibility for the local government financial audits from 1 July 2017.
- 4 The *Local Government Amendment (Auditing) Act 2017* (No 5 of 2017) - an Act to amend the Local Government Act 1995 and provide for the auditing of local governments by the Auditor General and for related purposes was assented to on 1 September 2017.
- 5 The Interim Audit for the 2021/2022 financial year was undertaken during April 2022 by Dry Kirkness as contactors to the OAG.
- 6 The interim audit covers a review of the accounting and internal control procedures in operation as well as the testing of transactions and an examination of some compliance matters which are required under the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The interim audit involves a test of controls (compliance tests), analytical procedures and some limited substantive tests. This will assist to ensure the design of the audit plan will contribute to the audit being done efficiently and effectively. The interim audit will also identify high risk areas (if any) and provide the auditor with greater assurances.
- 7 An Interim Audit Report is normally submitted to Council, via the Audit Committee, and forms part of the report scheduled to be tabled in each year relating to the adoption of the audited Financial Report and the Independent Auditor’s Report on that Annual Financial Report.
- 8 The EMRC was advised by the OAG that following their review, the EMRC had passed its interim audit assessment as they have no interim findings to report. As a result, no Interim Audit Report will be issued this year.
- 9 The Annual Audit for the 2021/2022 financial year was undertaken during August 2022 by Dry Kirkness as contactors to the OAG.

## REPORT

- 10 In accordance with *The Local Government Amendment (Auditing) Act 2017*, the Office of the Auditor General (OAG) has completed the audit of the Eastern Metropolitan Regional Council Annual Financial Report for the year ended 30 June 2022, which is attached for Council adoption (refer attachment 1).

- 11 The following comments are provided on key elements of the financial results for 2021/2022:

### **Statement of Comprehensive Income (page 6 of 63)**

- 12 Total Revenue of \$42,386,210 for the period ending 30 June 2022 is \$2,704,506 below the 2020/2021 actual revenue and \$1,808,450 below budget for 2021/2022.
- 13 Total Expenses of \$36,442,391 is \$2,108,621 above the 2020/2021 actual expenses and \$3,462,432 below the budget for 2021/2022.
- 14 A profit of \$63,074 was realised from the Disposal of Assets for the period ending 30 June 2022 compared the to 2020/2021 actual loss on disposals of \$460,575 and the budgeted profit for 2021/2022 of \$66,835.
- 15 There was no revaluation of non-current assets undertaken during 2021/2022. This compares to the changes in revaluation of non-current assets in 2020/2021 relating to the revaluation undertaken on the Land, Buildings and Structures classes of assets, which resulted in a decrease of \$4,009,286.
- 16 Total Comprehensive Income of \$6,006,893 (surplus) for the period ending 30 June 2022 is \$280,192 below the 2020/2021 result and \$1,650,221 above the 2021/2022 budget.

### **Statement of Financial Position/Statement of Changes in Equity (page 7 and 8 of 63)**

- 17 Current assets as at 30 June 2022 of \$85,207,247 have decreased by \$6,277,494 from the previous year’s \$91,484,741. This relates principally to the reduction of Cash and Cash Equivalents and Other Financial Assets as a result the dividend distribution of \$4,985,988 made to member Councils in August 2021.

- 18 The overall impact on cash and cash equivalents and other financial assets at the close of the financial year of \$81,073,262 is a decrease of \$6,787,883 compared to the previous year's \$87,861,145.
- 19 Current liabilities as at 30 June 2022 of \$8,077,758 have decreased by \$6,361,586 compared to \$14,439,344 as at 30 June 2021. The 2020/2021 figure included a dividend distribution of \$4,985,988 that was declared and remained to be paid as at 30 June 2021 (paid in August 2021).
- 20 The balance in the Reserves has decreased by \$9,223,978 to \$56,729,632 over the past 12 months. Contributing to this decrease is a provision of \$21,000,517 made from the Secondary Waste Reserve for the City of Belmont equity payment due in July 2023. This value is based on the equity share of Belmont's interest in the EMRC after the 2020/2021 accounts. This value will be adjusted by 30 June 2023 once the valuation has been finalised for payment in July 2023 based on the Establishment Agreement.
- 21 Overall equity has decreased during the 2021/2022 financial year by \$14,993,624 to \$170,759,354. As outlined above, contributing to this decrease is the aforementioned provision of \$21,000,517 for the City of Belmont equity following its withdrawal.

### Cash Flow Statement (page 9 of 63)

- 22 The overall impact on the cash position (cash + term deposit investments < 3 months) at the end of the 2021/2022 financial year is a decrease of \$31,041,035 to \$24,320,110 from the previous corresponding period (2020/2021) of \$55,361,145.
- 23 It should also be noted that other financial assets (term deposit investments > 3 months) increased by \$24,194,388 to \$56,694,388 from the 2020/2021 total of \$32,500,000.
- 24 Net Cash provided by Operating Activities of \$3,717,388 in the 2021/2022 financial year reflects a decrease of \$14,733,554 from the cash generated in 2020/2021 of \$18,450,942.
- 25 The cash flows utilised in investing activities for 2021/2022 reflects capital expenditure totalling \$11,120,878 compared to capital expenditure totalling \$11,982,569 during 2020/2021.
- 26 Significant items of capital expenditure during the year included:
- Construct Commercial Transfer Station - HRRP - \$5,272,421;
  - Construct Workshop No 3 - RHWMF - \$1,361,897;
  - Purchase/Replace Plant - HRRP - \$678,098;
  - Construct Class III Cell, Stage 16 - RHWMF - \$600,596;
  - Construct WWtE Building (Pre-Commissioning Costs) - HRRP - \$555,735;
  - WWtE Project - HRRP - \$419,122;
  - Purchase/Replace Minor Plant & Equipment - RHWMF - \$326,465;
  - Construct Concrete Pad East of C & I Building - HRRP - \$255,228;
  - Gas Extraction System Wells - RHWMF - \$216,414;
  - Purchase/Replace Vehicles - \$189,230;
  - Construct FOGO Processing Area – RHWMF - \$161,583; and
  - Purchase/Replace Plant - RHWMF - \$155,539.
- 27 Significant capital items that were budgeted but not purchased, constructed below budget or construction not completed during the year included:
- Air Pollution Control Residue Facility (APCR) - RHWMF - \$2,260,000 (carried forward);
  - Purchase / Replace Plant - RHWMF - \$594,461;
  - Liquid Waste Project - RHWMF - \$500,000 (carried forward);

- Capital Improvements Administration Building - Ascot Place - \$458,000 (carried forward);
- Construct Class III Cell Stage 17 - RHWMF - \$347,500 (carried forward);
- Sewer Line from Lakes Road to Mary St - HRRF - \$294,405 (carried forward);
- WWtE Utilities/Infrastructure - HRRP - \$272,085 (carried forward);
- Upgrade Power to Workshop No 2 - RHWMF - \$249,976 (carried forward);
- Extension of Sewer Line from WWtE to Sewer Sump 7 Existing ATU - HRRF - \$180,000 (carried forward);
- Construct WWtE Building (Pre-Commissioning Costs) - HRRP - \$172,585 (carried forward);
- Install Power to Lots 8, 9 and 10 - RHWMF - \$150,000 (carried forward);
- Design and Construct Class IV Cell Stage 3 - RHWMF - \$147,500 (carried forward);
- Implementation of the FOGO Recovery Strategy - RHWMF - \$145,338 (carried forward);
- Construct Leachate and Stormwater Infrastructure and Siltation Ponds - RHWMF - \$145,222 (part carried forward);
- Construct WWtE Building - HRRP - \$140,715 (carried forward);
- Construct Community Recycling Centre (CRC) - HRRP - \$129,906 (carried forward);
- Construct Access Road to Lots 8, 9 & 10 - RHWMF - \$128,000 (carried forward);
- Construct Roads / Carparks - RHWMF - \$106,000 (carried forward);
- Refurbish Plant - RHWMF - \$100,000;
- Noise Barrier for Hammer Mill - HRRP - \$99,900 (carried forward);
- Construct Drainage Diversion and Earthworks Infrastructures - RHWMF - \$75,000 (carried forward);
- Construct Monitoring Bores - HRRP - \$70,000 (carried forward);
- Purchase Vehicles - Ascot Place - \$69,000; and
- Construct Waste Management Facility Building - RHWMF - \$68,700 (carried forward).

28 This is offset by an increase in the following Capital Expenditure budget provision following a review of the capital expenditure program:

- Construct Commercial Transfer Station (HRRP) - \$1,372,754;  
 This was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/12261) for an a sum of \$4,041,126 (\$3,500,000 was forecast in the 2022/2023 financial year and was bought forward to 2021/2022). Due to the timing of works \$2,668,372 of the approved amount is to be carried forward into the 2022/2023 financial year.
- Construct Class III Stage 16 Landfill Cell - RHWMF - \$600,596;  
 The construction of the Class III Stage 16 Cell was expected to be completed by 30 June 2021 at a forecast cost of \$3,171,717. As a result, no carried forward provision was made in the 2021/2022 Annual Budget. However, due to the cell liner which was found to be out of specification and had to be replaced at the contractor's expense, as well as inclement weather, the construction of the cell was not completed by the end of June 2021. The actual expenditure as at 30 June 2021 totalled \$1,923,859 being \$1,247,858 below the expected forecast value of \$3,171,717. The Class III Stage 16 Cell has now been completed.
- Construct Workshop No 3 - RHWMF - \$229,127;  
 This was subject to a report submitted to Council and approved by Council at its meeting held on 25 November 2021 (Ref: D2021/23177) for an additional sum of \$846,384 to accommodate a higher than budgeted tender submission. Due to the timing of works \$617,257 of the approved amount has been carried forward into the 2022/2023 financial year.

- Construct FOGO Processing Area - RHWMF - \$184,959;  
 \$108,460 of this amount was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/15757). The remaining amount was required as part of an extension to the FOGO processing area and was adjusted as part of the half year budget review.

29 Funding for the majority of the capital items budgeted but not purchased in 2021/2022 has been carried forward into the 2022/2023 financial year.

30 Footnote:

- RRP = Resource Recovery Park;
- WWtE = Wood Waste to Energy;
- HRRP = Hazelmere Resource Recovery Park; and
- RHWMF = Red Hill Waste Management Facility.

**Reserves (page 38 - 41 of 63)**

31 At the end of the 2021/2022 financial year the amount held in Reserves (page 40 of 63, Note 18) decreased by \$9,223,978 to a balance of \$56,729,632 compared to the 2020/2021 balance of \$65,953,610 and lower than the 2021/2022 budget of \$65,441,728 by \$8,712,096.

32 As outlined earlier in the report, contributing to this decrease is a provision of \$21,000,517 made from the Secondary Waste Reserve for the City of Belmont equity payment due in July 2023. This value will be adjusted by 30 June 2023 once the final payment has been finalised for payment in July 2023.

33 The Auditor representing Dry Kirkness and a representative of the OAG will be in attendance at the Audit Committee meeting, in accordance with clause 5.5 of the Audit Committee Terms of Reference, when the Committee is reviewing the Annual Financial Report.

**STRATEGIC/POLICY IMPLICATIONS**

34 Key Result Area Key Result Area 3 - Good Governance

- 3.3 To provide responsible and accountable governance and management of the EMRC
- 3.4 To continue to improve financial and asset management practices

**FINANCIAL IMPLICATIONS**

35 As outlined within the report and attachments.


**SUSTAINABILITY IMPLICATIONS**

36 Nil

**RISK MANAGEMENT**

<b>Risk – Non-compliance with Financial Regulations</b>		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Unlikely	Moderate
<b>Action/Strategy</b>		
<ul style="list-style-type: none"> <li>➤ The financial report is scrutinised by the EMRC Council throughout the financial year to ensure that all statutory requirements are met.</li> <li>➤ Internal Audit reviews to ensure compliance with Financial Regulations.</li> <li>➤ External Audit confirms compliance.</li> </ul>		

**MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean	 Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

**ATTACHMENT(S)**

1. Annual Financial Report for the Year Ended 30 June 2022 (D2022/17075)
2. Audit Completion Report to the Audit Committee for the Year Ended 30 June 2022 (D2022/17364)

**VOTING REQUIREMENT**

Simple Majority

That:

1. Council adopts the audited Annual Financial Report for the year ended 30 June 2022 and the Independent Auditor's Report on that Annual Financial Report forming attachment 1 of this report.
2. Council notes the contents of the Audit Completion Report to the Audit Committee for the year ended 30 June 2022 forming attachment 2 of this report.
3. In accordance with Regulation 51(2) of the *Local Government (Financial Management) Regulations 1996*, a copy of the 2021/2022 Annual Financial Report be submitted to the Departmental CEO, Department of Local Government, Sport and Cultural Industries, within 30 days of the receipt by the EMRC's CEO of the auditor's report on that financial report.

**AC RECOMMENDATION(S)**

MOVED CR MACWILLIAM

SECONDED CR O'CONNOR

That:

1. Council adopts the audited Annual Financial Report for the year ended 30 June 2022 and the Independent Auditor's Report on that Annual Financial Report forming attachment 1 of this report.
2. Council notes the contents of the Audit Completion Report to the Audit Committee for the year ended 30 June 2022 forming attachment 2 of this report.
3. In accordance with Regulation 51(2) of the *Local Government (Financial Management) Regulations 1996*, a copy of the 2021/2022 Annual Financial Report be submitted to the Departmental CEO, Department of Local Government, Sport and Cultural Industries, within 30 days of the receipt by the EMRC's CEO of the auditor's report on that financial report.

**CARRIED UNANIMOUSLY**



**ANNUAL  
FINANCIAL  
REPORT**

**For the Year Ended  
30 June 2022**

**EASTERN METROPOLITAN REGIONAL COUNCIL  
2021/2022 ANNUAL FINANCIAL REPORT**

**TABLE OF CONTENTS**

<b>DETAILS</b>	<b>PAGE NO</b>
<hr/>	
<b>Statement by Chief Executive Officer</b>	4
<b>Financial Report</b>	
Statement of Comprehensive Income - By Nature and Type	6
Statement of Financial Position	7
Statement of Changes in Equity	8
Statement of Cash Flows	9
<b>Notes to and forming part of the Financial Report</b>	11-59
<b>Independent Auditor's Report</b>	61-63
<hr/>	

**STATEMENT BY CHIEF EXECUTIVE OFFICER**



**For the Year Ended  
30 June 2022**

**EASTERN METROPOLITAN REGIONAL COUNCIL  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

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

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the Eastern Metropolitan Regional Council for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the Eastern Metropolitan Regional Council at 30 June 2022 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 6th day of October 2022



**MARCUS J. GEISLER**  
Chief Executive Officer

# FINANCIAL REPORT



**For the Year Ended  
30 June 2022**

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2022**

BY NATURE AND TYPE	NOTE	ACTUAL 2021/2022 \$	BUDGET 2021/2022 \$	ACTUAL 2020/2021 \$
<b>REVENUE</b>				
Fees and Charges	4	37,889,406	38,244,225	39,656,921
Grants, Subsidies and Contributions	5	1,967,134	2,174,182	2,736,473
Interest Earnings	2	521,453	931,975	824,582
Other Revenue	2	2,008,217	2,844,278	1,872,740
<b>TOTAL REVENUE</b>		<b>42,386,210</b>	<b>44,194,660</b>	<b>45,090,716</b>
<b>EXPENSES</b>				
Employee Costs		9,740,160	11,174,794	9,871,582
Materials and Contracts		7,068,545	7,776,796	7,406,870
Utility Expenses		290,061	310,375	293,908
Interest Expenses	2	150,740	0	227,467
Insurance Expenses		421,479	310,604	345,508
Other Expenditure	2	13,874,776	15,505,874	9,736,261
Depreciation Expenses on Non-Current Assets	2	4,896,630	4,826,380	6,452,174
<b>TOTAL EXPENSES</b>		<b>36,442,391</b>	<b>39,904,823</b>	<b>34,333,770</b>
<b>INCREASE / (DECREASE)</b>		<b>5,943,819</b>	<b>4,289,837</b>	<b>10,756,946</b>
<b>DISPOSAL OF ASSETS</b>				
Profit on Sale		63,074	66,835	0
Loss on Sale		0	0	(460,575)
<b>PROFIT / (LOSS) ON DISPOSALS</b>	23	<b>63,074</b>	<b>66,835</b>	<b>(460,575)</b>
<b>NET RESULT</b>		<b>6,006,893</b>	<b>4,356,672</b>	<b>10,296,371</b>
<b>OTHER COMPREHENSIVE INCOME</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in Revaluation of Non-Current Assets	14	0	0	(4,009,286)
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>		<b>0</b>	<b>0</b>	<b>(4,009,286)</b>
<b>TOTAL COMPREHENSIVE INCOME/(DEFICIT)</b>		<b>6,006,893</b>	<b>4,356,672</b>	<b>6,287,085</b>

This statement is to be read in accordance with the attached  
notes to the financial report

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2022**

	NOTE	ACTUAL 2021/2022 \$	ACTUAL 2020/2021 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	10	24,378,874	55,361,145
Other Financial Assets	11	56,694,388	32,500,000
Trade and Other Receivables	6	4,089,645	3,554,790
Inventories	7	16,301	36,424
Other Assets	8	28,039	32,382
<b>TOTAL CURRENT ASSETS</b>	22	<b><u>85,207,247</u></b>	<b><u>91,484,741</u></b>
<b>NON CURRENT ASSETS</b>			
Property, Plant and Equipment	12	86,206,096	79,733,589
Infrastructure	13	35,133,513	35,681,153
<b>TOTAL NON CURRENT ASSETS</b>	22	<b><u>121,339,609</u></b>	<b><u>115,414,742</u></b>
<b>TOTAL ASSETS</b>	22	<b><u>206,546,856</u></b>	<b><u>206,899,483</u></b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	15	5,743,261	12,624,600
Contract Liabilities	16	405,480	0
Provisions	17	1,929,017	1,814,744
<b>TOTAL CURRENT LIABILITIES</b>		<b><u>8,077,758</u></b>	<b><u>14,439,344</u></b>
<b>NON CURRENT LIABILITIES</b>			
Provisions	17	27,709,744	6,707,161
<b>TOTAL NON CURRENT LIABILITIES</b>		<b><u>27,709,744</u></b>	<b><u>6,707,161</u></b>
<b>TOTAL LIABILITIES</b>		<b><u>35,787,502</u></b>	<b><u>21,146,505</u></b>
<b>NET ASSETS</b>		<b><u>170,759,354</u></b>	<b><u>185,752,978</u></b>
<b>EQUITY</b>			
Retained Surplus		77,146,186	82,641,476
Reserves	18	56,729,632	65,953,610
Revaluation Surplus	14	36,883,536	37,157,892
<b>TOTAL EQUITY</b>		<b><u>170,759,354</u></b>	<b><u>185,752,978</u></b>

This statement is to be read in accordance with the attached  
notes to the financial report

## EASTERN METROPOLITAN REGIONAL COUNCIL

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	RETAINED SURPLUS \$	RESERVES \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
<b>Balance as at 30 June 2020</b>		<b>66,352,626</b>	<b>75,968,090</b>	<b>42,131,165</b>	<b>184,451,881</b>
Net Result		10,296,371	0	0	10,296,371
Total Other Comprehensive Income		0	0	(4,009,286)	(4,009,286)
Revaluation Surplus Reversal	14	963,987	0	(963,987)	0
Transfer (from) / to Reserves	18	10,014,480	(10,014,480)	0	0
Dividend Distribution to Member Councils		(4,985,988)	0	0	(4,985,988)
<b>Balance as at 30 June 2021</b>		<b>82,641,476</b>	<b>65,953,610</b>	<b>37,157,892</b>	<b>185,752,978</b>
Net Result		6,006,893	0	0	6,006,893
Revaluation Surplus Reversal	14	274,356	0	(274,356)	0
Transfer (from) / to Reserves	18	9,223,978	(9,223,978)	0	0
Provision for City of Belmont payout	17, 25	(21,000,517)	0	0	(21,000,517)
<b>Balance as at 30 June 2022</b>		<b>77,146,186</b>	<b>56,729,632</b>	<b>36,883,536</b>	<b>170,759,354</b>

This statement is to be read in accordance with the attached  
notes to the financial report



# EASTERN METROPOLITAN REGIONAL COUNCIL

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	ACTUAL 2021/2022 \$	BUDGET 2021/2022 \$	ACTUAL 2020/2021 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Fees and Charges		41,474,837	38,244,227	43,631,279
Grants, Subsidies and Contributions		1,967,134	2,174,182	2,736,473
Interest Earnings		391,804	931,975	1,025,687
Other Revenue		2,008,217	2,844,278	1,872,741
<b>Total Receipts</b>		<b>45,841,992</b>	<b>44,194,662</b>	<b>49,266,180</b>
<b>Payments</b>				
Employee Costs		(9,494,588)	(11,147,317)	(9,879,220)
Materials and Contracts		(15,500,535)	(8,496,931)	(3,347,561)
Utility Expenses		(290,061)	(310,375)	(293,908)
Interest Expense		(150,740)	0	0
Insurance Expenses		(421,479)	(310,604)	(345,508)
Other Expenditure		(13,883,550)	(13,991,868)	(14,947,026)
Goods and Services Tax paid		(2,383,651)	0	(2,002,015)
<b>Total Payments</b>		<b>(42,124,604)</b>	<b>(34,257,095)</b>	<b>(30,815,238)</b>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	19(ii)	<b>3,717,388</b>	<b>9,937,567</b>	<b>18,450,942</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Proceeds from sale of property, plant, equipment and infrastructure	23	362,455	351,000	276,636
Payments for purchase of property, plant, equipment and infrastructure	12 & 13	(11,120,878)	(16,333,005)	(11,982,569)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>		<b>(10,758,423)</b>	<b>(15,982,005)</b>	<b>(11,705,933)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Net Movement to Other Financial Assets		(24,000,000)	0	32,000,000
Dividend distribution to Member Councils		0	0	(4,985,988)
<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>		<b>(24,000,000)</b>	<b>0</b>	<b>27,014,012</b>
<b>SUMMARY OF CASH FLOWS</b>				
Cash and cash equivalents at the beginning of the year		55,361,145	43,430,153	21,602,124
Net Increase/(Decrease) in Cash Held		(31,041,035)	(6,044,438)	33,759,021
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>	19(i)	<b>24,320,110</b>	<b>37,385,715</b>	<b>55,361,145</b>

This statement is to be read in accordance with the attached notes to the financial report

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



**For the Year Ended  
30 June 2022**

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Preparation**

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

Except for cash flow information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Prior to 1 July 2019, Regulation (Reg) 16 arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the Council. This was not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

From 1 July 2019, the Council has applied AASB 16 Leases which requires leases to be included by lessees in the statement of financial position. Also, the *Local Government (Financial Management) Regulations 1996* have been amended to 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 (i.e. not included in the Statement of Financial Position) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue 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 Council to measure any vested improvements at zero cost.

As the Council does not currently hold any leases this has not had any impact on the Council's financial statements.

**The Local Government Reporting Entity**

All funds through which the Council 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.

The significant accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise:

**(a) Trust Funds**

Any monies held in the Trust Fund, which Council may hold in a custodian role, are excluded from the Financial Statements.

A separate statement of those monies appears at Note 33 to these financial statements.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(b) Cash and Cash Equivalents**

Cash and cash equivalents in the Statement of Financial Position comprise cash at bank and in hand and short-term deposits 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.

For the purposes of the Statement of Cash Flows, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts, where applicable, are included as short-term borrowings in current liabilities on the Statement of Financial Position.

The EMRC does not have any bank overdrafts for the year ended 30 June 2022.

**(c) Fixed Assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Mandatory Requirements to Revalue Non-Current Assets**

In accordance with the amended *Local Government (Financial Management) Regulations 1996*, the Council is required to revalue land, buildings, infrastructure and investment properties of the local government whenever the Council is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount and, in any event, within a period of no more than 5 years after the day on which the asset was last valued or revalued. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the EMRC. 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 the amended *Local Government (Financial Management) Regulations 1996* which requires the land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

The EMRC has elected to undertake asset revaluations on its land, buildings and infrastructure assets on a 4 year rotational cycle, or in the year when the Council is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount.

The revaluation of the land, buildings and infrastructure classes of assets was undertaken during the 2020/2021 financial year. It is proposed to undertake the next revaluation in the 2024/2025 financial year.

**Initial Recognition and Measurement between Mandatory Revaluation Dates**

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework detailed above.

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 Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(c) Fixed Assets (continued)**

**Initial Recognition and Measurement between Mandatory Revaluation Dates (continued)**

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 detailed above, are carried at cost less accumulated depreciation as management believed this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

**Revaluation**

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 asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, artworks and work in progress which are not depreciated, 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.

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) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation rates used for each class of depreciable asset are:

• Buildings	1.00 - 13.33% (based on components)
• Structures	
General	0.95 - 6.67%
Class III and IV Waste Cells	% of actual usage
• Plant	4.17 - 33.33%
• Furniture and fittings	4.00 - 33.33%
• Equipment	4.00 - 33.33%

The asset 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.

When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(c) Fixed Assets (continued)**

**Capitalisation Threshold**

Expenditure on items of equipment under \$5,000 are not capitalised. Rather, they are recorded on an asset inventory listing.

**(d) Fair Value of Assets and Liabilities**

When performing a revaluation, the Council uses a combination of both independent and management valuations using the following as a guide:

Fair value is the price that Council would receive to sell the asset or would have to pay to transfer the 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. The fair values 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.

Where possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset) 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 considering 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.

**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.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(d) Fair Value of Assets and Liabilities (continued)**

**Fair Value Hierarchy (continued)**

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair value 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 Council 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 Council 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 an asset at its current service capacity.

Each valuation technique requires inputs which 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 Council 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.

As detailed above, the mandatory measurement framework imposed by *the Local Government (Financial Management) Regulations 1996* requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(e) Grants, Donations and Other Contributions**

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 9. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

**(f) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the local government prior to the end of the financial year that are unpaid and arise when the Local Government 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 usually paid within 30 days of recognition.

**(g) Impairment**

In accordance with Australian Accounting Standards, the Council's 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 estimate of the recoverable amount of the asset is made in accordance with *AASB 136 Impairment of Assets* and appropriate adjustments are made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. *AASB 116 Property, Plant and Equipment*) whereby an impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

**(h) Inventories**

**General**

Inventories are valued 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.

**(i) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST. 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 included in the Statement of Cash Flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.



**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Provisions**

Provisions are recognised when: The Council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated.

Provisions are measured using the best estimate of the amounts required to settle the obligations at the end of the reporting period.

**(k) Provision for Site Rehabilitation**

A provision for the future costs associated with closing and restoring the landfill is recognised as liabilities within the financial accounts. The nature of work planned by Council includes cell capping, landform reconstruction, dismantling of site operating facilities and implementation of a revegetation plan to suit the final land use. The provision is based on the future value of the estimated current costs, determined on a discounted basis.

Increments/decrements in the provision are calculated annually based on the change in the net present value of the future cash outflows of costs for site rehabilitation. The unwinding of the discount is expensed as incurred and recognised in the Statement of Comprehensive Income as an interest expense.

As per the independent engineers report from June 2020, the current value for the rehabilitation of the site has been calculated to be \$7,089,399 and has been deemed sufficient for post closure management purposes. This value will be reviewed on a five yearly cycle.

The costs are measured using the best estimate of the amounts required and is reassessed internally on an annual basis with an independent review being undertaken on a five yearly cycle.

**(l) Provision for Environmental Monitoring**

A provision for the future costs associated with closing and restoring the landfill is recognised as liabilities within the financial accounts. The nature of work planned by Council includes monitoring of groundwater, surface water, leachate and landfill gas generation. The provision is based on the future value of the estimated current costs, determined on a discounted basis.

Increments/decrements in the provision are calculated annually based on the change in the net present value of the future cash outflows of costs for environmental monitoring. The unwinding of the discount is expensed as incurred and recognised in the Statement of Comprehensive Income as an interest expense.

As per the independent engineers report from June 2020, the current value for the environmental monitoring of the site has been calculated to be \$3,403,950 and has been deemed sufficient for post closure management purposes. This value will be reviewed on a five yearly cycle.

The costs are measured using the best estimate of the amounts required and is reassessed internally on an annual basis with an independent review being undertaken on a five yearly cycle.

**(m) 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 this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(n) Trade and Other Receivables**

Trade and other receivables include amounts due from member Councils and non-members for unpaid fees and 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 uncollectable amounts (i.e. impairments).

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 and other 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.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. Expected credit losses is an allowance of receivables, measured at the lifetime expected credit losses at each reporting date. The Council has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment. Please refer to Note 6 - Reconciliation of changes in the allowance for impairment of Receivables.

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 26.

**(o) Employee Entitlements**

The provisions for employee benefits relate to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Short-term Employee Benefits**

Provision is made for the Council'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 Council'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.

**(ii) Other long-term Employee Benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other 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 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. The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council 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. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) Employee Entitlements (Continued)**

**(iii) Superannuation Fund**

The Council contributes to Aware Super Pty Ltd and other choice funds for qualifying employees as per statutory requirements (10% for 2021/2022). It also contributes an additional amount to Aware Super Pty Ltd and other choice funds for full scheme members (5% for 2021/2022). Contributions to defined contribution plans are recognised as an expense as they become payable.

**(p) Rounding Off Amounts**

All amounts shown in this annual financial report are rounded to the nearest dollar. As a result of rounding, some minor reconciliation discrepancies may be present in the disclosures to the financial report.

**(q) Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**(r) Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**(s) Leases**

At inception of a contract, the Council 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 Council uses its incremental borrowing rate.

Right of use assets are subsequently measured under the cost model.

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 Council anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

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.

The EMRC does not currently have any leases.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(t) Other Financial Assets**

**(i) Other Financial Assets at Amortised Cost**

The Council 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.

**(ii) Financial Assets at Fair Value through Profit and Loss**

The Council 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 Council has not elected to recognise fair value gains and losses through other comprehensive income.

**(iii) Impairment and Risk**

Information regarding impairment and exposure to risk can be found at Note 26.

**(u) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council 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 even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Council's intentions to release for sale.

**(v) Landfill Cells**

There are three general components of cell construction:

- Cell excavation and development costs;
- Cell liner costs; and
- Cell capping costs.

All cell excavation and development costs and cell liner costs are capitalised and depreciated over the useful life of the cell based on the volumetric usage of the landfill cell air space during the year.

Cell capping costs are expensed as they occur as part of ongoing site rehabilitation.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(w) Revenue and Expenses**

**Revenue Recognition Policy**

Recognition of revenue is in line with *AASB15 - Revenue from Contracts with Customers* and *AASB 1058 - Income of Not-for-Profit Entities* and is dependant 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
Fees and Charges	Waste treatment, recycling and disposal services at the waste disposal facilities and consulting services	At time of waste disposal or at time of consultancies	Cash or 14 days from invoice date or as negotiated	Not applicable	Fees and charges set by Council	At time of disposal or at time of consultancy	Not applicable	Recognised upon disposal of waste at the waste disposal facilities or when consultancy obligations have been met.
Grants, Subsidies and Contributions	Grants	Over time based on grant conditions	Based on grant conditions set by funding body	Unexpended grants based on grant conditions.	As allocated by grant provider	Based on grant requirements	Not applicable	Recognised upon fulfilment of grant conditions
	Contributions	Completion of project or project milestone	Set by mutual agreement with the funding body	Not applicable	Set by mutual agreement with the funding body	Set by mutual agreement with the funding body and budget requirements	Not applicable	Recognised upon fulfilment of contribution conditions
Interest Earnings	Interest Earnings	Based on accruals over time up to and including maturity	Upon maturity of investment	Not applicable	Interest rates set by bank	Accruals based on principal and interest rate up to and including maturity	Not applicable	Recognised on the monthly balance date of the financial report
Other Revenue	Reimbursements	Based on reconciliation of monthly income and expenditure or submission of insurance claims	14 days from invoice date or settlement of insurance claims	Not applicable	Based on reconciliation of monthly income and expenditure or on insurance claim value	Based on progress of income received and outlay of expenditure	Not applicable	Recognised when the monthly income and expenditure at the Transfer Stations managed by the EMRC has been reconciled or upon settlement of insurance claims.
	Sales of Products	At time of product sales	Cash or 14 days from invoice date or as negotiated	Upon faulty product only	Fees and charges set by Council	At time of purchase	Not applicable	Recognised upon the sale of products from EMRC facilities
	Royalty Income	At time of electricity generation by third party	Quarterly for royalty payments and as and when Renewable Energy Certificates are sold	Not applicable	Royalty payments as per contract and Renewable Energy Certificates as per market	As per contract and as per market	Not applicable	Recognised upon receipt of funds based on the electricity generation from landfill gas by third party
	Rebate Income	Annually for insurance rebates and monthly for diesel fuel rebates	Reduction on monthly Business Activity Statement return and as distributed by insurance company	Not applicable	As set by legislation for diesel fuel rebates and as per annual reviews by insurance company	As per monthly reconciliation for diesel fuel rebate and as determined by the insurance company for insurance rebates	Not applicable	Recognised when the monthly diesel fuel rebate is calculated based on diesel usage during the month and upon receipt of funds for insurance rebates

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(x) New Accounting Standards and Interpretations for Application in Future Periods**

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
- *AASB 2021-7 Amendments to Australian Accounting Standards* - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

It is not expected that these standards will have an impact on the financial report.

**(y) Adoption of New and Revised Accounting Standards**

During the current year, there are no new accounting standards which become applicable or apply to the local government sector.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**2. REVENUE AND EXPENSES**

	Note	ACTUAL 2021/2022 \$	BUDGET 2021/2022 \$	ACTUAL 2020/2021 \$
<b>Net Result</b>				
The Net Result includes:				
(i) Crediting as Revenue:				
<b>Interest Earnings</b>				
Interest on funds held in Reserves		375,654	799,975	686,498
Interest on Municipal Cash and Investments		47,504	34,000	47,345
Interest from Other Sources		98,295	98,000	90,739
		<b>521,453</b>	<b>931,975</b>	<b>824,582</b>
<b>Other Revenue</b>				
Sale of Products		1,578,733	2,220,778	1,482,180
Gas Royalty Income		119,118	400,000	143,587
Miscellaneous Income		310,366	223,500	246,973
		<b>2,008,217</b>	<b>2,844,278</b>	<b>1,872,740</b>
(ii) Charging as an Expense:				
<b>Auditors Remuneration</b>				
Audit of the Financial Report		41,600	32,000	31,000
Audit and assurance of grant acquittals		600	1,000	1,200
		<b>42,200</b>	<b>33,000</b>	<b>32,200</b>
<b>Depreciation and Amortisation Expense</b>				
Buildings		233,735	206,005	113,559
Plant		1,934,496	1,925,185	1,778,294
Equipment		236,109	333,228	149,720
Furniture and Fittings		14,806	4,776	8,630
Structures - Landfill Cells		2,171,475	1,484,021	3,832,264
- Other		306,009	873,165	569,707
		<b>4,896,630</b>	<b>4,826,380</b>	<b>6,452,174</b>
<b>Interest Expenses</b>				
Provisions - Unwinding of discount		150,740	0	227,467
		<b>150,740</b>	<b>0</b>	<b>227,467</b>
<b>Other Expenditure</b>				
State Landfill levy		12,293,369	12,819,464	13,749,750
Other Expenses		1,740,919	1,892,539	1,197,273
Increment/(decrement) - Site Rehabilitation Provision	17	(104,222)	511,785	(629,955)
Increment/(decrement) - Environmental Monitoring Provision	17	(55,290)	282,086	(309,203)
(Increment)/decrement on Revaluation of Infrastructure				
- Landfill Cells and Post Closure Assets	13,14	0	0	(4,271,604)
		<b>13,874,776</b>	<b>15,505,874</b>	<b>9,736,261</b>

# EASTERN METROPOLITAN REGIONAL COUNCIL

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

### 3. COMPONENT FUNCTIONS/ACTIVITIES

The activities relating to the Eastern Metropolitan Regional Council's components reported in the Statement of Comprehensive Income are as follows:

#### **EASTERN METROPOLITAN REGIONAL COUNCIL (EMRC) MISSION STATEMENT**

The EMRC, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.

#### **Governance**

##### *Objective:*

To provide responsible and accountable governance and management of the EMRC.

##### *Activities:*

Includes the activities of members of council and the administration and operation of facilities and services to members of Council together with other administrative governance costs.

#### **General Purpose Funding**

##### *Objective:*

To provide responsible and accountable financial management practices.

##### *Activities:*

Includes the activities relating to the management of the EMRC's investment portfolio, records interest revenue as well as other general purpose revenue.

#### **Community Amenities**

##### *Objective:*

To provide sustainable waste disposal, resource recovery and recycling operations and solutions in partnership with member Councils.

##### *Activities:*

Includes waste disposal, resource recovery and recycling operations undertaken at the Red Hill Waste Disposal Facility, the Hazelmere Resource Recovery Facility, Baywaste, Coppin and Mathieson Road transfer stations.

#### **Other Property and Services**

##### *Objective:*

To facilitate the sustainable economic development of the region together with the provision of responsible and accountable management of the EMRC.

##### *Activities:*

Includes activities and projects of the EMRC's Sustainability directorate, the operations of the Ascot Place activity and records the activities associated with public works overheads, plant operation, materials, salaries and wages.



**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2022**

<b>3. COMPONENT FUNCTIONS/ACTIVITIES</b>	<b>ACTUAL 2021/2022 \$</b>	<b>BUDGET 2021/2022 \$</b>	<b>ACTUAL 2020/2021 \$</b>
<b>REVENUE</b>			
Governance	22,593	197,150	228
General Purpose Funding	560,138	931,975	831,457
Community Amenities	41,240,950	42,248,075	43,505,127
Other Property and Services	562,529	817,460	753,904
<b>TOTAL REVENUE</b>	<b>42,386,210</b>	<b>44,194,660</b>	<b>45,090,716</b>
<b>EXPENSES</b>			
Governance	1,006,071	282,092	1,350,757
Community Amenities	32,775,407	36,923,865	28,667,104
Other Property and Services	2,660,913	2,698,866	4,315,909
<b>TOTAL EXPENSES</b>	<b>36,442,391</b>	<b>39,904,823</b>	<b>34,333,770</b>
<b>INCREASE / (DECREASE)</b>	<b>5,943,819</b>	<b>4,289,837</b>	<b>10,756,946</b>
<b>DISPOSAL OF ASSETS</b>			
Profit on Sale	63,074	66,835	0
Loss on Sale		0	(460,575)
<b>PROFIT / (LOSS) ON DISPOSALS</b>	<b>63,074</b>	<b>66,835</b>	<b>(460,575)</b>
<b>NET RESULT</b>	<b>6,006,893</b>	<b>4,356,672</b>	<b>10,296,371</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<i>Items that will not be reclassified subsequently to profit or loss</i>			
Changes in Revaluation of Non-Current Assets	0	0	(4,009,286)
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>	<b>0</b>	<b>0</b>	<b>(4,009,286)</b>
<b>TOTAL COMPREHENSIVE INCOME/(DEFICIT)</b>	<b>6,006,893</b>	<b>4,356,672</b>	<b>6,287,085</b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

<b>4. FEES AND CHARGES SUMMARY BY PROGRAM</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Community Amenities	37,889,406	38,244,255	39,656,921
<b>Total Statutory Fees and Charges</b>	<b><u>37,889,406</u></b>	<b><u>38,244,255</u></b>	<b><u>39,656,921</u></b>

<b>5. GRANT, SUBSIDY AND CONTRIBUTION REVENUE BY PROGRAM</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Governance	22,102	150	273
Community Amenities	1,550,262	1,513,572	1,557,712
Other Property and Services	394,770	660,460	1,178,488
<b>Total Grant, Subsidy and Contribution Revenue</b>	<b><u>1,967,134</u></b>	<b><u>2,174,182</u></b>	<b><u>2,736,473</u></b>

<b>6. TRADE AND OTHER RECEIVABLES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
Sundry Debtors	4,052,674	3,426,770
Loan Receivable <sup>1</sup>	1,278,983	1,180,687
Other Debtors	45,933	19,850
Accrued Interest Earnings	0	123,503
Allowance for Impairment of Receivables <sup>2</sup>	(1,287,945)	(1,196,020)
	<b><u>4,089,645</u></b>	<b><u>3,554,790</u></b>

<sup>1</sup> Loan Receivable is covered under a loan agreement on commercial terms with Anergy Australia Pty Ltd. The balance of this loan as at 30 June 2022 of \$1,278,983 (\$1,180,687 as at 30 June 2021) has been impaired as the company is under voluntary liquidation.

<sup>2</sup> Reconciliation of changes in the Allowance for Impairment of Receivables:

	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
Balance at start of period	1,196,020	1,115,955
Expected credit losses expense	98,295	90,739
Amounts written off during the period	0	0
Expected credit losses reversed during the period	(6,370)	(10,674)
<b>Balance at end of period</b>	<b><u>1,287,945</u></b>	<b><u>1,196,020</u></b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

<b>7. INVENTORIES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
<b><u>Distillate</u></b>		
Opening Balance	29,454	33,663
Purchases	879,685	557,851
Allocations	<u>(897,057)</u>	<u>(562,060)</u>
<b>Closing Balance</b>	<b>12,082</b>	<b>29,454</b>
<b><u>Oils</u></b>		
Opening Balance	6,970	5,371
Purchases	2,475	5,418
Allocations	<u>(5,226)</u>	<u>(3,819)</u>
<b>Closing Balance</b>	<b>4,219</b>	<b>6,970</b>
<b>Total Inventories</b>	<b><u>16,301</u></b>	<b><u>36,424</u></b>
<b>8. OTHER ASSETS</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
Prepayment - General	14,929	18,951
Prepayment - Miscellaneous	<u>13,110</u>	<u>13,431</u>
	<b><u>28,039</u></b>	<b><u>32,382</u></b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**

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

**FOR THE YEAR ENDED 30 JUNE 2022**

**9. CONTROL OVER GRANTS/CONTRIBUTIONS**

<b>Conditions Over Grants/Contributions</b>		<b>Opening<sup>(1)</sup> Balance 1 July 2020</b>	<b>Received<sup>(2)</sup> 2020/21</b>	<b>Expended<sup>(3)</sup> 2020/21</b>	<b>Closing<sup>(4)</sup> Balance 30 June 2021</b>
<b>Grants</b>	<b>Function/Activity</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Income Eastern Region Catchment Management Program (ERCMP)	Other Property and Services	0	1,000	(1,000)	0
Coordination of Community Led Projects	Other Property and Services	52,500	52,500	(105,000)	0
Income Restoring Wangalla Brook - Stage 1	Other Property and Services	0	15,756	(15,756)	0
Income Tackling the Troublesome Two Project	Other Property and Services	0	65,775	(65,775)	0
Income Communities Environment Programme (CEO)	Other Property and Services	8,906	0	(8,906)	0
Income Regional Integrated Transport Strategy	Other Property and Services	20,000	0	(20,000)	0
Income Circular Economy Training and Capacity Building Project	Other Property and Services	0	50,000	(50,000)	0
<b>Contributions</b>					
Income Regional Integrated Transport Strategy	Other Property and Services	0	41,235	(41,235)	0
Income Environmental Building Benchmarking Project	Other Property and Services	71,738	35,476	(107,214)	0
Income Flood Risk Project	Other Property and Services	14,545	2,000	(16,545)	0
Income Eastern Region Catchment Management Program (ERCMP)	Other Property and Services	0	105,101	(105,101)	0
Income Environmental Sustainability Programs	Other Property and Services	0	115,416	(115,416)	0
Income Regional Development Business Unit	Other Property and Services	0	36,363	(36,363)	0
Income FOGO - Waste Education	Other Property and Services	0	31,848	(31,848)	0
		<b>167,689</b>	<b>552,470</b>	<b>(720,159)</b>	<b>0</b>

<b>Conditions Over Grants/Contributions</b>		<b>Opening<sup>(1)</sup> Balance 1 July 2021</b>	<b>Received<sup>(2)</sup> 2021/22</b>	<b>Expended<sup>(3)</sup> 2021/22</b>	<b>Closing<sup>(4)</sup> Balance 30 June 2022</b>
<b>Grants</b>	<b>Function/Activity</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Income Avon Descent	Other Property and Services	0	163,000	(163,000)	0
Income Flood Risk Project	Other Property and Services	0	20,000	(20,000)	0
Income Circular Economy in the Community	Other Property and Services	0	20,000	(5,553)	14,447
<b>Contributions</b>					
Income Avon Descent	Other Property and Services	0	22,382	(22,382)	0
Income Flood Risk Project	Other Property and Services	0	10,000	(10,000)	0
Income Environmental Sustainability and Net Zero Programs	Other Property and Services	0	81,179	(81,179)	0
Income FOGO - Waste Education	Other Property and Services	0	13,636	(13,636)	0
Income Sustainable Transport Strategy including Net Zero	Other Property and Services	0	29,235	(29,235)	0
Income Regional Integrated Transport Strategy including Net Zero	Other Property and Services	0	22,321	(22,321)	0
		<b>0</b>	<b>381,753</b>	<b>(367,306)</b>	<b>14,447</b>

**Notes:**

- (1) Grants/contributions which were not expended at the close of the previous reporting period.
- (2) New grants/contributions which were received during the reporting period.
- (3) Grants/contributions which had been expended in the current reporting period in the manner specified by the contributor.
- (4) The closing balance forms part of Contract Liabilities as disclosed in Note 16.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**10. CASH AND CASH EQUIVALENTS**

	Note	ACTUAL 2021/2022 \$	ACTUAL 2020/2021 \$
Cash and Cash Equivalents - Unrestricted		10,249,910	15,473,132
Cash and Cash Equivalents - Restricted		14,070,200	39,888,013
Accrued Interest		58,764	0
<b>Total Cash and Cash Equivalents</b>	26	<b>24,378,874</b>	<b>55,361,145</b>
Financial assets at amortised cost - term deposits		56,500,000	32,500,000
Accrued Interest		194,388	0
<b>Total Financial Assets</b>	11	<b>56,694,388</b>	<b>32,500,000</b>
		<b>81,073,262</b>	<b>87,861,145</b>

The following restrictions have been imposed by regulations or other externally imposed requirements:

Plant and Equipment		2,207,861	749,821
Site Rehabilitation Red Hill - Post Closure		4,509,687	2,943,263
Future Development		20,460,811	11,460,995
Environmental Monitoring Red Hill		2,107,483	1,349,161
Environmental Insurance Red Hill		0	59,639
Risk Management		0	15,813
Class IV Cells Red Hill		742,057	600,945
Secondary Waste Processing		17,764,498	41,177,833
Class III Cells		2,535,770	1,158,161
Building Refurbishment (Ascot Place)		0	79,842
EastLink Relocation - Red Hill		5,345,394	5,325,000
Long Service Leave		1,056,070	1,033,136
	18	<b>56,729,631</b>	<b>65,953,609</b>
Add movement in accrued interest		253,152	123,503
Add unspent grants	9	14,447	0
		<b>56,997,230</b>	<b>66,077,112</b>

**11. OTHER FINANCIAL ASSETS**

**Current Assets**

Financial assets at amortised cost - term deposits			
- Unrestricted		13,572,970	6,310,901
- Restricted		42,927,030	26,189,099
Accrued Interest		194,388	0
<b>Total Financial assets at amortised cost</b>	26	<b>56,694,388</b>	<b>32,500,000</b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**12. PROPERTY, PLANT AND EQUIPMENT**

**Movements in Carrying Amounts**

Movements in the carrying amount of each class of property, plant and equipment between the beginning and the end of the financial year are reflected as follows:

	Land	Buildings	Total Land & Buildings	Plant	Equipment	Furniture & Fittings	Artworks	Work in Progress	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2020</b>	<b>50,570,000</b>	<b>7,292,678</b>	<b>57,862,678</b>	<b>12,895,549</b>	<b>606,149</b>	<b>51,279</b>	<b>83,800</b>	<b>8,702,509</b>	<b>80,201,964</b>
Additions	2,015,907	369	<b>2,016,276</b>	2,083,357	181,718	0	0	2,933,922	<b>7,215,273</b>
WIP - Transfers in/(out)	0	0	<b>0</b>	160,774	0	0	0	(160,774)	<b>0</b>
(Disposals)	0	0	<b>0</b>	(224,924)	0	0	0	0	<b>(224,924)</b>
Reclassification	0	(262,982)	(262,982)	0	0	0	0	0	<b>(262,982)</b>
Revaluation	(4,735,907)	(409,632)	(5,145,539)	0	0	0	0	0	<b>(5,145,539)</b>
Depreciation expense		(113,559)	<b>(113,559)</b>	(1,778,294)	(149,720)	(8,630)	0	0	<b>(2,050,203)</b>
<b>Balance at 30 June 2021</b>	<b>47,850,000</b>	<b>6,506,874</b>	<b>54,356,874</b>	<b>13,136,462</b>	<b>638,147</b>	<b>42,649</b>	<b>83,800</b>	<b>11,475,657</b>	<b>79,733,589</b>
<b>Comprises:</b>									
Gross Carrying Amount at 30 June 2021	47,850,000	6,506,874	<b>54,356,874</b>	14,899,299	787,867	51,279	83,800	11,475,657	<b>81,654,776</b>
Accumulated depreciation at 30 June 2021	0	0	<b>0</b>	(1,762,837)	(149,720)	(8,630)	0	0	<b>(1,921,187)</b>
<b>Carrying amount at 30 June 2021</b>	<b>47,850,000</b>	<b>6,506,874</b>	<b>54,356,874</b>	<b>13,136,462</b>	<b>638,147</b>	<b>42,649</b>	<b>83,800</b>	<b>11,475,657</b>	<b>79,733,589</b>
Additions	257	26,060	<b>26,317</b>	1,433,042	124,443	66,633	0	7,523,282	<b>9,173,717</b>
WIP - Transfers in/(out)	0	1,514,572	<b>1,514,572</b>	76,188	23,000	0	0	(1,613,760)	<b>0</b>
(Disposals)	0	0	<b>0</b>	(279,614)	(2,450)	0	0	0	<b>(282,064)</b>
Depreciation expense	0	(233,735)	<b>(233,735)</b>	(1,934,496)	(236,109)	(14,806)	0	0	<b>(2,419,146)</b>
<b>Carrying amount at 30 June 2022</b>	<b>47,850,257</b>	<b>7,813,771</b>	<b>55,664,028</b>	<b>12,431,582</b>	<b>547,031</b>	<b>94,476</b>	<b>83,800</b>	<b>17,385,179</b>	<b>86,206,096</b>
<b>Comprises:</b>									
Gross Carrying Amount at 30 June 2022	47,850,257	8,047,506	<b>55,897,763</b>	16,059,899	932,334	117,912	83,800	17,385,179	<b>90,476,887</b>
Accumulated depreciation at 30 June 2022	0	(233,735)	<b>(233,735)</b>	(3,628,317)	(385,303)	(23,436)	0	0	<b>(4,270,791)</b>
<b>Carrying amount at 30 June 2022</b>	<b>47,850,257</b>	<b>7,813,771</b>	<b>55,664,028</b>	<b>12,431,582</b>	<b>547,031</b>	<b>94,476</b>	<b>83,800</b>	<b>17,385,179</b>	<b>86,206,096</b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**12. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**Land and Buildings:**

Both land and buildings were revalued during the 2020/2021 financial year by independent valuers as part of the mandatory requirements embodied in *Local Government (Financial Management) Regulations 1996, Reg.17A*.

Whilst the additions since that time are shown at cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. Thus the value is considered in accordance with *Local Government (Financial Management) Regulations 1996, Reg.17A (2)* which requires these assets to be shown at fair value.

They will next be revalued during the year ended 30 June 2025 in accordance with the mandatory asset measurement framework detailed in Note 1(c).

**Furniture and Fittings, Plant and Equipment:**

Furniture and fittings and plant and equipment assets were revalued during the 2019/2020 financial year as part of the mandatory requirements embodied in the previous *Local Government (Financial Management) Regulations 1996, Reg.17A*.

In accordance with the *Local Government (Financial Management) Regulations 1996, Reg.17A* the Council has adopted and applied the cost model effective from 30 June 2020.

The latest fair value has been used as the deemed cost of the assets effective from 30 June 2020.

**Artworks:**

The EMRC's artworks were revalued during the 2017/2018 financial year as part of the mandatory requirements embodied in the previous *Local Government (Financial Management) Regulations 1996, Reg.17A*.

In accordance with the current *Local Government (Financial Management) Regulations 1996, Reg.17A* the Council has adopted and applied the cost model effective from 30 June 2020.

The latest fair value has been used as the deemed cost of the assets effective from 30 June 2020.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**13. INFRASTRUCTURE**

**Movements in Carrying Amounts**

Movements in the carrying amount of infrastructure between the beginning and the end of the financial year are reflected as follows:

	<u>Landfill Cells</u>	<u>Other Structures</u>	<u>Post Closure Asset</u>	<u>Work in Progress</u>	<u>Total</u>
	\$	\$		\$	\$
<b>Balance at 1 July 2020</b>	<b>9,075,628</b>	<b>10,329,233</b>	<b>1,718,159</b>	<b>9,034,255</b>	<b>30,157,275</b>
Additions	3,240	94,300	0	4,669,756	<b>4,767,296</b>
(Disposals)	0	(512,287)	0	0	<b>(512,287)</b>
Reclassification	0	262,982	0	0	<b>262,982</b>
Revaluation - increments/(decrements)	1,987,197	(533,043)	3,953,704	0	<b>5,407,858</b>
Depreciation expense	(3,832,264)	(514,754)	(54,953)	0	<b>(4,401,971)</b>
<b>Balance at 30 June 2021</b>	<b>7,233,801</b>	<b>9,126,431</b>	<b>5,616,910</b>	<b>13,704,011</b>	<b>35,681,153</b>
<b>Comprises:</b>					
Gross Carrying Amount at 30 June 2021	7,233,801	9,126,431	5,616,910	13,704,011	35,681,153
Accumulated depreciation at 30 June 2021	0	0	0	0	<b>0</b>
<b>Carrying amount at 30 June 2021</b>	<b>7,233,801</b>	<b>9,126,431</b>	<b>5,616,910</b>	<b>13,704,011</b>	<b>35,681,153</b>
Additions	600,596	38,140	0	1,308,425	<b>1,947,161</b>
(Disposals)	0	(17,317)	0	0	<b>(17,317)</b>
WIP - Transfers in/(out)	2,187,442	0	0	(2,187,442)	<b>0</b>
Depreciation expense	(2,171,475)	(143,758)	(162,251)	0	<b>(2,477,484)</b>
<b>Carrying amount at 30 June 2022</b>	<b>7,850,364</b>	<b>9,003,496</b>	<b>5,454,659</b>	<b>12,824,994</b>	<b>35,133,513</b>
<b>Comprises:</b>					
Gross Carrying Amount at 30 June 2022	10,021,839	9,147,254	5,616,910	12,824,994	37,610,997
Accumulated depreciation at 30 June 2022	(2,171,475)	(143,758)	(162,251)	0	<b>(2,477,484)</b>
<b>Carrying amount at 30 June 2022</b>	<b>7,850,364</b>	<b>9,003,496</b>	<b>5,454,659</b>	<b>12,824,994</b>	<b>35,133,513</b>



**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**13. INFRASTRUCTURE (Continued)**

**Infrastructure:**

The EMRC's infrastructure assets were revalued during the 2020/2021 financial year as part of the mandatory requirements embodied in *Local Government (Financial Management) Regulations 1996, Reg.17A*.

Whilst the additions since that time are shown at cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. Thus the value is considered in accordance with *Local Government (Financial Management) Regulations 1996, Reg.17A (2)* which requires these assets to be shown at fair value.

They will next be revalued during the year ended 30 June 2025 in accordance with the mandatory asset measurement framework detailed in Note 1(c).

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

14. REVALUATION SURPLUS	ACTUAL 2021/2022 \$	ACTUAL 2020/2021 \$
Revaluation surpluses have arisen as a result of the revaluation of the following classes of non-current assets:		
<b>Plant and Equipment and Furniture and Fittings</b>		
Opening balance	4,985,742	5,123,295
Revaluation Increment/(decrement)	0	0
Revaluation writeback on disposals	(270,305)	(137,553)
<b>Closing Balance</b>	<b>4,715,437</b>	<b>4,985,742</b>
<b>Land</b>		
Opening balance	26,804,789	31,540,696
Revaluation Increment/(decrement)	0	(4,735,907)
Revaluation writeback on disposals	0	0
<b>Closing Balance</b>	<b>26,804,789</b>	<b>26,804,789</b>
<b>Buildings</b>		
Opening balance	1,290,137	1,699,769
Revaluation Increment/(decrement)	0	(409,632)
Revaluation writeback on disposals	0	0
<b>Closing Balance</b>	<b>1,290,137</b>	<b>1,290,137</b>
<b>Artworks</b>		
Opening balance	14,164	14,164
Revaluation Increment/(decrement)	0	0
Revaluation writeback on disposals	0	0
<b>Closing Balance</b>	<b>14,164</b>	<b>14,164</b>
<b>Infrastructure - Other Structures</b>		
Opening balance	2,393,763	3,753,241
Revaluation Increment/(decrement)	0	(533,044)
Revaluation writeback on disposals	(4,051)	(826,434)
<b>Closing Balance</b>	<b>2,389,712</b>	<b>2,393,763</b>
<b>Infrastructure - Landfill Cells and Post Closure Asset</b>		
Opening balance	1,669,297	0
Revaluation Increment/(decrement)	0	1,669,297
<b>Closing Balance</b>	<b>1,669,297</b>	<b>1,669,297</b>
<b>Total Revaluation Surplus</b>	<b>36,883,536</b>	<b>37,157,892</b>
<b>Revaluation Surplus Summary</b>		
Opening balance	37,157,892	42,131,165
Revaluation Increment/(decrement)	0	(4,009,286)
Revaluation writeback on disposals	(274,356)	(963,987)
<b>Total Revaluation Surplus</b>	<b>36,883,536</b>	<b>37,157,892</b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

<b>15. TRADE AND OTHER PAYABLES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
Payroll Accruals	304,725	184,265
GST Liability	126,627	264,894
Sundry Creditors	5,311,909	12,175,441
	<u><b>5,743,261</b></u>	<u><b>12,624,600</b></u>

<b>16. CONTRACT LIABILITIES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
Amounts Received in Advance	<u><b>405,480</b></u>	<u><b>0</b></u>

Contract Liabilities represent the EMRC's performance obligation relating to services to be delivered in the financial year ending 30 June 2023

<b>17. PROVISIONS</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
<b>Current Employee Benefits Related Provisions</b>		
Employees Annual Leave	903,955	838,772
Employees Long Service Leave	775,239	734,627
Employment On-Costs	249,823	241,345
	<u><b>1,929,017</b></u>	<u><b>1,814,744</b></u>
<b>Non-current Employee Benefits Related Provisions</b>		
Employees Long Service Leave	79,463	70,279
Employment On-Costs	12,594	10,940
	<u><b>92,057</b></u>	<u><b>81,219</b></u>
<b>Total Employee Benefits Provisions</b>	<u><b>2,021,074</b></u>	<u><b>1,895,963</b></u>
<b>Non-current Other Provisions</b>		
Red Hill Landfill Site Post Closure Rehabilitation	4,509,687	4,511,277
Red Hill Landfill Environmental Monitoring	2,107,483	2,114,665
City of Belmont Equity Entitlement	21,000,517	0
<b>Total Other Provisions</b>	<u><b>27,617,687</b></u>	<u><b>6,625,942</b></u>
<b>Total Provisions</b>	<u><b>29,638,761</b></u>	<u><b>8,521,905</b></u>
<b>Analysis of total provisions:</b>		
Current	1,929,017	1,814,744
Non-current	27,709,744	6,707,161
	<u><b>29,638,761</b></u>	<u><b>8,521,905</b></u>

	Provision for Annual Leave \$	Provision for Long Service Leave \$	Provision for Employment On-Costs \$	Provision for Site Rehabilitation \$	Provision for Environmental Monitoring \$	Provision for City of Belmont payout (note 25) \$	Total \$
<b>Opening Balance as at 1 July 2020</b>	<b>877,541</b>	<b>813,214</b>	<b>238,877</b>	<b>4,986,647</b>	<b>2,350,987</b>	<b>0</b>	<b>9,267,266</b>
Provisions movement	609,377	90,878	13,408	(629,956)	(309,203)	0	(225,496)
Amounts used	(648,146)	(99,186)	0	0	0	0	(747,332)
Unwinding of discount	0	0	0	154,586	72,881	0	227,467
<b>Balance as at 1 July 2021</b>	<b>838,772</b>	<b>804,906</b>	<b>252,285</b>	<b>4,511,277</b>	<b>2,114,665</b>	<b>0</b>	<b>8,521,905</b>
Provisions movement	614,862	95,373	10,132	(104,221)	(55,291)	21,000,517	21,561,372
Amounts used	(549,679)	(45,577)	0	0	0	0	(595,256)
Unwinding of discount				102,631	48,109	0	150,740
<b>Balance as 30 June 2022</b>	<u><b>903,955</b></u>	<u><b>854,702</b></u>	<u><b>262,417</b></u>	<u><b>4,509,687</b></u>	<u><b>2,107,483</b></u>	<u><b>21,000,517</b></u>	<u><b>29,638,761</b></u>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**17. PROVISIONS (Continued)**

**Annual Leave Liabilities**

Classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
Within 12 months of the end of the reporting period	582,170	599,574
More than 12 months after the end of the reporting period	321,785	239,198
	<b>903,955</b>	<b>838,772</b>

The provision for annual leave is calculated at the present value of expected payments to be made in relation to services provided by employees up to the reporting date.

**Long Service Leave Liabilities**

Unconditional long service leave provisions are classified as current liabilities as the EMRC does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

Pre-conditional and conditional long service leave provisions are classified as non-current liabilities because the EMRC has an unconditional right to defer settlement of the liability until the employee has completed the requisite years of service.

Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
Within 12 months of the end of the reporting period	548,598	544,469
More than 12 months after the end of the reporting period	306,104	260,437
	<b>854,702</b>	<b>804,906</b>

The provision for long service leave is calculated at the present value as the EMRC does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, and discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**17. PROVISIONS (Continued)**

**Employment On-Cost Provision**

The settlement of annual leave and long service leave liabilities give rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments.

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of 'Employee Costs' in the Statement of Comprehensive Income. The related liability is included in 'Employment On-Costs' provision.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

<b>18. RESERVES</b>	<b>ACTUAL</b> <b>2021/2022</b> <b>\$</b>	<b>BUDGET</b> <b>2021/2022</b> <b>\$</b>	<b>ACTUAL</b> <b>2020/2021</b> <b>\$</b>
<b>(a) Plant and Equipment Reserve</b>			
Opening balance	749,821	724,344	141,856
Transfer from retained surplus	2,916,673	1,957,975	3,026,207
Transfer to retained surplus	(1,461,505)	(1,979,000)	(2,419,899)
Interest	2,872	1,500	1,657
<b>Closing Balance</b>	<b>2,207,861</b>	<b>704,819</b>	<b>749,821</b>
<b>(b) Site Rehabilitation Reserve - Post Closure</b>			
Opening balance	2,943,263	5,545,303	4,986,647
Transfer from retained surplus	1,555,151	488,924	0
Transfer to retained surplus	0	0	(2,101,647)
Interest	11,273	56,000	58,263
<b>Closing Balance</b>	<b>4,509,687</b>	<b>6,090,227</b>	<b>2,943,263</b>
<b>(c) Future Development Reserve</b>			
Opening balance	11,460,995	16,772,393	18,263,389
Transfer from retained surplus	9,000,000	0	0
Transfer to retained surplus	(44,079)	(2,550,000)	(7,015,782)
Interest	43,895	189,000	213,388
<b>Closing Balance</b>	<b>20,460,811</b>	<b>14,411,393</b>	<b>11,460,995</b>
<b>(d) Environmental Monitoring Reserve</b>			
Opening balance	1,349,161	2,654,559	2,350,987
Transfer from retained surplus	753,155	269,486	0
Transfer to retained surplus	0	0	(1,029,295)
Interest	5,167	27,500	27,469
<b>Closing Balance</b>	<b>2,107,483</b>	<b>2,951,545</b>	<b>1,349,161</b>
<b>(e) Environmental Insurance Reserve</b>			
Opening balance	59,639	59,604	46,892
Transfer from retained surplus	0	45,000	50,000
Transfer to retained surplus	(59,766)	(39,690)	(37,801)
Interest	127	800	548
<b>Closing Balance</b>	<b>0</b>	<b>65,714</b>	<b>59,639</b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

<b>18. RESERVES (Continued)</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>
	<b>2021/2022</b>	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>(f) Risk Management Reserve</b>			
Opening balance	15,813	15,802	15,631
Transfer from retained surplus	0	0	0
Transfer to retained surplus	(15,847)	0	0
Interest	34	200	182
<b>Closing Balance</b>	<b>0</b>	<b>16,002</b>	<b>15,813</b>
<b>(g) Class IV Reserve</b>			
Opening balance	600,945	600,460	649,866
Transfer from retained surplus	141,310	93,486	93,486
Transfer to retained surplus	(2,500)	(150,000)	(150,000)
Interest	2,302	7,100	7,593
<b>Closing Balance</b>	<b>742,057</b>	<b>551,046</b>	<b>600,945</b>
<b>(h) Regional Development Reserve</b>			
Opening balance	0	0	321,608
Transfer from retained surplus	0	0	0
Transfer to retained surplus	0	0	(325,365)
Interest	0	0	3,757
<b>Closing Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>(i) Secondary Waste Reserve</b>			
Opening balance	41,177,833	40,447,124	45,240,494
Transfer from retained surplus	5,028,012	4,121,290	4,985,988
Transfer to retained surplus	(28,592,727)	(7,763,041)	(9,577,234)
Interest	151,380	470,000	528,585
<b>Closing Balance</b>	<b>17,764,498</b>	<b>37,275,373</b>	<b>41,177,833</b>
<b>(j) Class III Reserve</b>			
Opening balance	1,158,161	1,156,021	2,873,244
Transfer from retained surplus	1,976,270	1,390,535	1,426,303
Transfer to retained surplus	(603,096)	(350,000)	(3,174,957)
Interest	4,435	35,000	33,571
<b>Closing Balance</b>	<b>2,535,770</b>	<b>2,231,556</b>	<b>1,158,161</b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

18. RESERVES (Continued)	ACTUAL 2021/2022 \$	BUDGET 2021/2022 \$	ACTUAL 2020/2021 \$
<b>(k) Building Refurbishment Reserve</b>			
Opening balance	79,842	79,783	78,920
Transfer from retained surplus	0	0	0
Transfer to retained surplus	(80,012)	0	0
Interest	170	900	922
<b>Closing Balance</b>	<b>0</b>	<b>80,683</b>	<b>79,842</b>
<b>(l) EastLink Relocation Reserve</b>			
Opening balance	5,325,000	0	0
Transfer from retained surplus	0	0	5,325,000
Transfer to retained surplus	0	0	0
Interest	20,394	0	0
<b>Closing Balance</b>	<b>5,345,394</b>	<b>0</b>	<b>5,325,000</b>
<b>(m) Long Service Leave Reserve</b>			
Opening balance	1,033,136	1,032,391	998,556
Transfer from retained surplus	18,977	18,979	22,913
Transfer to retained surplus	0	0	0
Interest	3,957	12,000	11,667
<b>Closing Balance</b>	<b>1,056,070</b>	<b>1,063,370</b>	<b>1,033,136</b>
<b>TOTAL RESERVES</b>			
Opening balance	65,953,610	69,087,784	75,968,090
Transfer from retained surplus	21,389,548	8,385,675	14,929,897
Transfer to retained surplus	(30,859,532)	(12,831,731)	(25,831,980)
Interest	246,006	800,000	887,603
<b>CLOSING BALANCE</b>	<b>56,729,632</b>	<b>65,441,728</b>	<b>65,953,610</b>

All of the reserve accounts are supported by money and investments held in financial institutions and match the amount shown as restricted cash in Note 10 to this financial report.



**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**18. RESERVES (Continued)**

The purpose for which the Reserve funds are set aside are as follows and will be utilised in accordance with annual budgeted expenditure: -

***Plant and Equipment Reserve (Ongoing Reserve)***

This reserve was established to finance the replacement of major items of plant and equipment.

***Site Rehabilitation Reserve - Post Closure (Ongoing Reserve)***

This reserve was established to finance the rehabilitation of the Red Hill waste disposal site at time of decommissioning.

***Future Development Reserve (Ongoing Reserve)***

This reserve was established to finance future developments being undertaken by the EMRC. The reserve is also utilised to provide funds for projects that the EMRC is investigating and undertaking for the purpose of the long term future direction in the area of waste management for the benefit of the region.

***Class IV Reserve (Ongoing Reserve)***

This reserve was established to finance the construction of future Class IV cells and associated works at the Red Hill waste disposal site.

***Class III Reserve (Ongoing Reserve)***

This reserve was established to finance the construction of future Class III cells and associated works at the Red Hill waste disposal site.

***Environmental Monitoring Reserve (Ongoing Reserve)***

This reserve was established to provide funds for environmental monitoring after decommissioning of the Red Hill Waste disposal site.

***Secondary Waste Reserve (Anticipated date of Use - 2019/2020 to 2022/2023 financial years)***

This reserve was established to accumulate and to make provision for Secondary Waste Treatment Technology in the future.

***EastLink Relocation Reserve (Ongoing Reserve)***

This reserve was established to accumulate and provide funds for the relocation of EMRC's buildings and structures that will be impacted by the EastLink alignment route through the EMRC's Red Hill site.

***Long Service Leave Reserve (Ongoing Reserve)***

This reserve was established to accumulate and provide funds to enable the EMRC to fund staff long service leave.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**19. NOTES TO THE STATEMENT OF CASH FLOWS**

**(i) Reconciliation of Cash**

For the purpose of the Statement of Cash Flows, the EMRC considers cash and cash equivalents to include cash on hand, cash at bank and term deposits. Cash at the end of the reporting period as shown in the Statement of Cash Flows is as follows:

	<b>ACTUAL</b> <b>2021/2022</b>	<b>BUDGET</b> <b>2021/2022</b>	<b>ACTUAL</b> <b>2020/2021</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash and Cash Equivalents - Unrestricted	10,249,910	4,010,280	15,473,132
Cash and Cash Equivalents - Restricted	14,070,200	33,375,435	39,888,013
<b>Total Cash and Cash Equivalents</b>	<b>24,320,110</b>	<b>37,385,715</b>	<b>55,361,145</b>

**(ii) Reconciliation of net cash provided by operating activities to Net Result**

Net Result	6,006,893	4,356,672	10,296,371
<u>Non-Cash Flows in Net Result</u>			
Depreciation	4,896,630	4,826,380	6,452,173
Expected credit losses	98,295	0	90,739
Expected credit losses reversed	(6,370)	0	(10,674)
Increase/(Decrease) in Interest Expense on unwinding of discount	150,740	0	227,467
(Increase)/Decrease in revaluations - Landfill Cells & Post Closure Asset	0	0	(4,271,604)
(Profit)/Loss on sale of assets	(63,074)	(66,835)	460,575
<u>Changes in Assets and Liabilities</u>			
Increase/(Decrease) in provisions - Other	(159,512)	793,872	(939,158)
Increase/(Decrease) in provisions - Employee	125,111	27,478	(33,669)
Increase/(Decrease) in Sundry Creditors	(6,743,072)	0	6,168,550
Increase/(Decrease) in Contract Liabilities	405,480	0	0
Increase/(Decrease) in GST	(138,267)	0	295,751
(Increase)/Decrease in accrued interest earnings	(129,649)	0	201,106
(Increase)/Decrease in Receivables	(750,283)	0	(524,295)
(Increase)/Decrease in Inventory	20,123	0	2,610
(Increase)/Decrease in Prepayments	4,343	0	35,000
<b>Net cash from operating activities</b>	<b>3,717,388</b>	<b>9,937,567</b>	<b>18,450,942</b>

**(iii) Undrawn Borrowing Facilities**

**Credit Standby Arrangements**

There were no bank overdraft facilities in place for the EMRC at balance date.

Credit Card Limits	60,000	58,000
Credit Utilised at Balance Date	(1,799)	(9,120)
<b>Total amount of credit unutilised</b>	<b>58,201</b>	<b>48,880</b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**20. EMPLOYEE ENTITLEMENTS**

The aggregate employee entitlements liability recognised and included in the financial report is as follows:

<b>Provision for Employee Entitlements</b> (Refer to Note 17)	<b>ACTUAL</b> <b>2021/2022</b>	<b>ACTUAL</b> <b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
- Current	1,929,017	1,814,744
- Non-current	92,057	81,219
<b>Total Employee Entitlements</b>	<b><u>2,021,074</u></b>	<b><u>1,895,963</u></b>
	<b>ACTUAL</b> <b>FTE's</b> <b>2021/2022</b>	<b>ACTUAL</b> <b>FTE's</b> <b>2020/2021</b>
<b>Total number of (FTE) employees at end of financial year</b>	<b><u>91</u></b>	<b><u>91</u></b>

**21. COUNCILLORS FEES AND ALLOWANCES**

	<b>ACTUAL</b> <b>2021/2022</b>	<b>BUDGET</b> <b>2021/2022</b>	<b>ACTUAL</b> <b>2020/2021</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
The following fees, expenses and allowances were paid to council members and the Chairman:			
Councillors' meeting fees	90,070	95,040	116,232
Chairman's meeting fees	20,664	15,839	15,839
Deputy Councillors' meeting fees	1,428	15,742	2,428
Chairman's Local Government fee	15,839	20,063	20,063
Deputy Chairman's Local Government fee	10,560	5,016	5,016
	<b><u>138,561</u></b>	<b><u>151,700</u></b>	<b><u>159,578</u></b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**21. COUNCILLORS FEES AND ALLOWANCES (Continued)**

<b>NAME</b>	<b>MEETING FEE \$</b>	<b>LOCAL GOVT FEE \$</b>	<b>TRAVEL EXPENSES \$</b>	<b>TOTAL 2021/2022 \$</b>	<b>TOTAL 2020/2021 \$</b>
<b><u>Current Councillors</u></b>					
Cr M Congerton <sup>3</sup>	17,687	11,879	601	30,167	10,981
Cr D O'Connor <sup>4</sup>	6,402	7,920	0	14,322	10,560
Cr D Jeans <sup>5</sup>	9,174	2,640	0	11,814	15,576
Cr K Hamilton	10,560	0	0	10,560	10,560
Cr J Daw	10,560	0	0	10,560	10,560
Cr C Zannino	10,560	0	574	11,134	11,090
Cr H MacWilliam <sup>6,8</sup>	7,920	0	0	7,920	238
Cr M Thomas <sup>6</sup>	7,920	0	0	7,920	0
Cr M Sutherland <sup>6</sup>	7,920	0	0	7,920	0
Cr S Ostaszewskuj <sup>6</sup>	7,920	0	0	7,920	0
Cr G Johnson <sup>1,7</sup>	3,116	0	0	3,116	10,560
Cr J Cicchini <sup>7</sup>	476	0	0	476	0
Cr E Wilding <sup>7</sup>	238	0	0	238	0
Cr J Sewell <sup>7</sup>	238	0	0	238	0
<b><u>Former Councillors</u></b>					
Cr J Wilson <sup>2</sup>	5,016	3,960	0	8,976	35,902
Cr L Clarke <sup>1</sup>	2,640	0	0	2,640	10,560
Cr L Boyd <sup>1</sup>	2,640	0	0	2,640	10,560
Cr S Wolff	0	0	0	0	5,280
Cr J Powell	0	0	0	0	10,560
Cr P Marks	0	0	0	0	5,114
Cr F Piffaretti	0	0	0	0	238
Cr R Rossi	0	0	0	0	238
Cr A Collins	0	0	0	0	476
Cr I Johnson	0	0	0	0	525
	<b>110,987</b>	<b>26,399</b>	<b>1,175</b>	<b>138,561</b>	<b>159,578</b>

<sup>1</sup> Councillor to October 2021.

<sup>2</sup> Chairman/Councillor to October 2021.

<sup>3</sup> Chairman from October 2021.

<sup>4</sup> Deputy Chairman from October 2021.

<sup>5</sup> Deputy Chairman prior to October 2021.

<sup>6</sup> Councillor from October 2021.

<sup>7</sup> Deputy Councillor from October 2021.

<sup>8</sup> Deputy Councillor prior to October 2021.

**EASTERN METROPOLITAN REGIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

<b>22. ASSETS CLASSIFIED BY TYPE AND LOCAL GOVERNMENT PROGRAM</b>	<b>ACTUAL 2021/2022 \$</b>	<b>ACTUAL 2020/2021 \$</b>
<b>CURRENT ASSETS</b>		
General Purpose Funding	30,432,324	26,157,450
Governance	1,309,221	1,252,293
Community Amenities	53,465,702	64,074,998
<b>TOTAL CURRENT ASSETS</b>	<b><u>85,207,247</u></b>	<b><u>91,484,741</u></b>
<b>NON-CURRENT ASSETS</b>		
<b>Land</b>		
Governance	5,230,000	5,230,000
Community Amenities	42,620,257	42,620,000
<b>Buildings</b>		
Governance	3,347,415	3,439,716
Community Amenities	4,466,356	3,067,158
<b>Structures</b>		
Community Amenities	22,308,519	21,977,142
<b>Plant</b>		
Governance	155,164	156,212
Community Amenities	12,276,417	12,980,251
<b>Equipment</b>		
Governance	351,196	408,104
Community Amenities	195,835	230,043
<b>Furniture and Fittings</b>		
Governance	178,276	126,449
<b>Work In Progress</b>		
Unclassified	30,210,173	25,179,667
<b>TOTAL NON CURRENT ASSETS</b>	<b><u>121,339,608</u></b>	<b><u>115,414,742</u></b>
<b>TOTAL ASSETS</b>	<b><u>206,546,855</u></b>	<b><u>206,899,483</u></b>

<b>23. DISPOSAL OF ASSETS</b>	<b>ACTUAL 2021/2022</b>			<b>BUDGET 2021/2022</b>			<b>ACTUAL 2020/2021</b>		
	Net Book Value \$	Sale Price \$	Gain (Loss) \$	Net Book Value \$	Sale Price \$	Gain (Loss) \$	Net Book Value \$	Sale Price \$	Gain (Loss) \$
Plant	279,614	362,455	82,841	284,165	351,000	66,835	224,924	276,636	51,712
Structures	17,317	0	(17,317)	0	0	0	512,287	0	(512,287)
Equipment	2,450	0	(2,450)	0	0	0	0	0	0
<b>Total Assets Disposed</b>	<b><u>299,381</u></b>	<b><u>362,455</u></b>	<b><u>63,074</u></b>	<b><u>284,165</u></b>	<b><u>351,000</u></b>	<b><u>66,835</u></b>	<b><u>737,211</u></b>	<b><u>276,636</u></b>	<b><u>(460,575)</u></b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**24. INFORMATION ON BORROWINGS**

(a) Borrowings

The EMRC does not have any loans or borrowings.

(b) New Borrowings

There were no new borrowings during the 2021/2022 financial year.

(c) Unspent Loans

There were no unspent loans during the 2021/2022 financial year.

**25. INTEREST IN THE EMRC**

The following table shows the total interest in the EMRC as at year end:

Member Council	2021/2022		2020/2021	
	%	\$	%	\$
Town of Bassendean	4.72	8,057,038	4.22	7,835,333
City of Bayswater	20.27	34,616,969	18.23	33,869,872
City of Belmont	0.00	0	11.31	21,000,517
City of Kalamunda	17.49	29,871,503	15.67	29,106,170
Shire of Mundaring	11.53	19,681,971	10.33	19,187,760
City of Swan	45.99	78,531,873	40.24	74,753,326
<b>Total Equity</b>	<b>100.00</b>	<b>170,759,354</b>	<b>100.00</b>	<b>185,752,978</b>

The EMRC participating Member Councils' interest distributions have been calculated in accordance with clause 9.4 of the Eastern Metropolitan Regional Council Establishment Agreement.

The City of Belmont issued its Notice of Withdrawal from the EMRC on 23 December 2020. The effective date of the withdrawal is after the 30 June 2021. Consequently, the withdrawal takes effect from 1 July 2021. The financial report is prepared on the basis that the City of Belmont is a Participant of the EMRC as at balance date, 30 June 2021 and its share of the equity is represented in the notes to the accounts. The value of the City of Belmont's equity is indicative only and not necessary equal to the value it is entitled to in withdrawal. The City of Belmont's equity entitlement is subject to a different valuation methodology and process prescribed in the Establishment Agreement for withdrawing participants. At present, a separate process is in progress and the value is not finalised.

A provision of \$21,000,517 has been made as at 30 June 2022 for the City of Belmont equity payment. This value will be adjusted by 30 June 2023 once the final payment value has been finalised for payment in July 2023 (Refer Note 17).

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**26. FINANCIAL RISK MANAGEMENT**

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council engages in transactions expressed in foreign currencies with respect to equipment purchases or for legal representation on a minor scale only and therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2021/2022	2020/2021	2021/2022	2020/2021
	\$	\$	\$	\$
<b>Financial Assets</b>				
Cash and cash equivalents	24,378,874	55,361,145	24,378,874	55,361,145
Financial assets at amortised costs:				
- Term deposits	56,694,388	32,500,000	56,694,388	32,500,000
- Receivables *	4,089,645	3,554,790	4,089,645	3,554,790
	<u><u>85,162,907</u></u>	<u><u>91,415,935</u></u>	<u><u>85,162,907</u></u>	<u><u>91,415,935</u></u>
<b>Financial Liabilities</b>				
Financial liabilities at amortised cost:				
- Payables *	5,616,634	12,359,706	5,616,634	12,359,706
	<u><u>5,616,634</u></u>	<u><u>12,359,706</u></u>	<u><u>5,616,634</u></u>	<u><u>12,359,706</u></u>

Fair value is determined as follows:

Cash and Cash Equivalents, Receivables, Payables - estimated to the carrying value which approximates net market value.

Financial Assets at Amortised Cost - based on market interest rates.

\* The amount of receivables/payables excludes the GST recoverable from/payable to the ATO (statutory receivable/payable)

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**26. FINANCIAL RISK MANAGEMENT (Continued)**

**(a) Cash and Cash Equivalents**

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio with the assistance of independent advisers. Council has an investment policy and the policy is subject to review by Council.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash and investments is credit risk - the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council seeks advice from an independent adviser before placing any cash and investments.

	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
Impact of a +10% movement in price of investments:		
- Equity	0	0
- Statement of Comprehensive Income	0	0
Impact of a +1% movement in interest rates on cash and investments:		
- Equity	58,161	58,571
- Statement of Comprehensive Income	58,161	58,571

**(b) Receivables**

Council's major receivables comprise user charges and fees. The major risk associated with these receivables is credit risk - the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies.

Council makes suitable allowance for impairment of receivables as required and carries out credit checks on all debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.



**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**26. FINANCIAL RISK MANAGEMENT (Continued)**

**(c) Ageing Analysis of Receivables**

	Gross Carrying Amount	Not Past due and not Impaired	Past due but not Impaired					Impaired Receivables
			Up to 1 month	1 - 3 Months	> 3 Months to 1 Year	> 1 - 5 Years	More than 5 Years	
	\$	\$	\$	\$	\$	\$	\$	\$
<b><u>2021/2022</u></b>								
Receivables *	4,098,607	3,578,159	510,590	897	0	0	0	8,962
Loan receivable	1,278,983	0	0	0	0	0	0	1,278,983
	<b>5,377,590</b>	<b>3,578,159</b>	<b>510,590</b>	<b>897</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,287,945</b>
<b><u>2020/2021</u></b>								
Receivables *	3,570,123	3,294,521	256,736	3,533	0	0	0	15,333
Loan receivable	1,180,687	0	0	0	0	0	0	1,180,687
	<b>4,750,810</b>	<b>3,294,521</b>	<b>256,736</b>	<b>3,533</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,196,020</b>

\* The amount of receivables excludes the GST recoverable from the ATO (statutory receivable)

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**26. FINANCIAL RISK MANAGEMENT (Continued)**

**(d) Payables**

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. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

The contractual undiscounted cash flows of Council's Payables and Borrowings are set out in the Liquidity Table below:

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
<b><u>2021/2022</u></b>					
Payables *	5,616,634	0	0	5,616,634	5,616,634
	<u>5,616,634</u>	<u>0</u>	<u>0</u>	<u>5,616,634</u>	<u>5,616,634</u>
<b><u>2020/2021</u></b>					
Payables *	12,359,706	0	0	12,359,706	12,359,706
	<u>12,359,706</u>	<u>0</u>	<u>0</u>	<u>12,359,706</u>	<u>12,359,706</u>

\* The amount of payables excludes the GST payable to the ATO (statutory payable)

**(e) Borrowings**

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. Council manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

Council does not have any borrowings or loans.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**26. FINANCIAL RISK MANAGEMENT (Continued)**

**(f) Liquidity Risk and Interest Rate Exposure**

The following table details the EMRC's interest rate exposure and the contractual maturity analysis of financial assets and financial liabilities. The interest rate exposure section analyses the carrying amounts of each item.

**Interest Rate Exposure and Maturity Analysis of Financial Assets and Financial Liabilities**

	Interest Rate Exposure					Maturity Dates				
	Weighted Average Effective Interest Rate	Carrying Amount	Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing	Nominal Amount	Up to 1 month	1 - 3 Months	3 Months to 1 Year	More than 1 Year
	%	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>2021/2022</b>										
<b><u>Financial Assets</u></b>										
Cash and cash equivalents	0.25%	10,249,910	4,444,247	5,801,613	4,050	10,249,910	6,045,893	4,204,017	0	0
Restricted cash and cash equivalents	0.55%	14,070,200	14,055,753	14,447	0	14,070,200	774,217	13,295,983	0	0
<b><u>Financial Assets at amortised cost</u></b>										
Term Deposits - Unrestricted	0.55%	13,572,970	13,572,970	0	0	13,572,970	0	0	13,572,970	0
Term Deposits - Restricted	0.55%	42,927,030	42,927,030	0	0	42,927,030	0	0	42,927,030	0
Loans and Receivables *	8.00%	4,089,645	1,278,983	0	2,810,662	4,089,645	2,810,662	0	1,278,983	0
		<b>84,909,755</b>	<b>76,278,983</b>	<b>5,816,060</b>	<b>2,814,712</b>	<b>84,909,755</b>	<b>9,630,772</b>	<b>17,500,000</b>	<b>57,778,983</b>	<b>0</b>
<b><u>Financial Liabilities</u></b>										
Payables *	-	5,616,634	0	0	5,616,634	5,616,634	5,616,634	0	0	0
		<b>5,616,634</b>	<b>0</b>	<b>0</b>	<b>5,616,634</b>	<b>5,616,634</b>	<b>5,616,634</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2020/2021</b>										
<b><u>Financial Assets</u></b>										
Cash and cash equivalents	0.59%	15,473,132	9,611,987	5,857,095	4,050	15,473,132	9,453,504	6,019,628	0	0
Restricted cash and cash equivalents	0.92%	39,888,013	39,888,013	0	0	39,888,013	14,907,641	24,980,372	0	0
<b><u>Financial Assets at amortised cost</u></b>										
Term Deposits - Unrestricted	0.92%	6,310,901	6,310,901	0	0	6,310,901	0	0	6,310,901	0
Term Deposits - Restricted	0.92%	26,189,099	26,189,099	0	0	26,189,099	0	0	26,189,099	0
Loans and Receivables *	8.00%	3,554,790	1,180,687	0	2,374,103	3,554,790	2,374,103	0	1,180,687	0
		<b>91,415,935</b>	<b>83,180,687</b>	<b>5,857,095</b>	<b>2,378,153</b>	<b>91,415,935</b>	<b>26,735,248</b>	<b>31,000,000</b>	<b>33,680,687</b>	<b>0</b>
<b><u>Financial Liabilities</u></b>										
Payables *	-	12,359,706	0	0	12,359,706	12,359,706	12,359,706	0	0	0
		<b>12,359,706</b>	<b>0</b>	<b>0</b>	<b>12,359,706</b>	<b>12,359,706</b>	<b>12,359,706</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* The amount of receivables/payables excludes the GST recoverable/payable from/to the ATO (statutory receivable/payable)

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

<b>27. COMMITMENTS FOR CAPITAL EXPENDITURE</b>	<b>ACTUAL 2021/2022 \$</b>	<b>ACTUAL 2020/2021 \$</b>
Commitments for the acquisition of assets contracted for at the reporting date but not recognised as liabilities:		
- Payable not longer than one year	3,955,238	1,818,673
<b>Total Capital Commitments</b>	<b>3,955,238</b>	<b>1,818,673</b>

**28. CONTINGENT LIABILITIES**

Contingent liabilities at balance date, not otherwise provided for in the financial statements, relate to an action by Lehman Brothers in the United States Bankruptcy Court.

On 9 May 2007 EMRC invested \$450,000 into Federation notes.

On 30 Oct 2008, in common with hundreds of other investors in the Federation notes, this investment of \$450,000 was fully repaid to the EMRC.

Subsequently Lehman Brothers Special Financing Inc. commenced an action in the United States Bankruptcy Court, Southern District of New York, No. 10 - 803547 applying for an order for all investors to repay the amounts paid.

It is the opinion of the attorney representing the EMRC in this action that the claim will not be decided until post 2022.

**29. EVENTS AFTER THE REPORTING PERIOD**

There have been no significant events after the reporting period required to be included in the 2021/2022 Annual Financial Report.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**30. FAIR VALUE MEASUREMENT**

The EMRC measures the following assets at fair value on a recurring basis after initial recognition:

- Financial Assets at fair value through profit or loss
- Land and buildings
- Infrastructure

The following table provides the fair values of the EMRC's assets measured and recognised on a recurring basis after initial recognition and their categorisation within the fair value hierarchy [refer to Note 1(d)]:

**Recurring Fair Value Measurements**

		<b>30 June 2022</b>			
	<b>Note</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Total</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Financial Assets</b>	10	0	0	0	0
<b>Total financial assets recognised at fair value on a recurring basis</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-Financial Assets</b>					
Land	12	0	30,200,000	17,650,257	47,850,257
Buildings	12	0	3,347,415	4,466,357	7,813,772
Infrastructure	13	0	0	22,308,519	22,308,519
<b>Total non-financial assets recognised at fair value on a recurring basis</b>		<b>0</b>	<b>33,547,415</b>	<b>44,425,133</b>	<b>77,972,548</b>

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**30. FAIR VALUE MEASUREMENT (Continued)**

**Recurring Fair Value Measurements**

	Note	30 June 2021			
		Level 1	Level 2	Level 3	Total
		\$	\$	\$	\$
<b>Financial Assets</b>	10	0	0	0	0
<b>Total financial assets recognised at fair value on a recurring basis</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-Financial Assets</b>					
Land	12	0	30,200,000	17,650,000	47,850,000
Buildings	12	0	3,439,716	3,067,158	6,506,874
Infrastructure	13	0	0	21,977,142	21,977,142
<b>Total non-financial assets recognised at fair value on a recurring basis</b>		<b>0</b>	<b>33,639,716</b>	<b>42,694,300</b>	<b>76,334,016</b>

**(a) Transfers Policy**

The policy of the EMRC is to recognise transfers into and transfers out of the fair value hierarchy levels as at the end of the reporting period.

**(b) Highest and Best Use**

There were no assets valued where it was assumed that the highest and best use was other than their current use.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**30. FAIR VALUE MEASUREMENT (Continued)**

**(c) Valuation techniques and Inputs used to derive fair values**

The following table summarises valuation inputs and techniques used to determine the Fair value for each asset class.

Asset	Level of Valuation Input	Fair Value at 30 June 2022 \$	Valuation Technique(s)	Inputs Used
<b>Non-Financial Assets subject to revaluation</b>				
Land	2	30,200,000	Market approach	Price per square metre.
	3	17,650,257	Cost Approach	Price per square metre.
Buildings	3	4,466,357	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount.
	2	3,347,415	Market and income approach	Rental yields and price per square metre.
Infrastructure	3	22,308,519	Cost approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount.
<b>TOTAL</b>		<b>77,972,548</b>		

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**30. FAIR VALUE MEASUREMENT (Continued)**

**(c) Valuation techniques and Inputs used to derive fair values (Continued)**

**Recurring fair value measurements**

**Land**

Where there is an active and liquid market as evidenced by sales transactions of similar property types, a Market Approach by way of Direct Comparison or Income Capitalisation methods can be utilised. These are accepted valuation methodologies under AASB13. If a Market Approach is adopted, the valuation is deemed to be based on Level 2 inputs.

The Direct Comparison method, which is generally considered a Level 2 input on the Fair Value Hierarchy, involves the analysis of sales evidence and comparisons with the subject land, taking into account matters such as whether an active market can be established and there are no unreasonable restrictions as to use and/or sale, area, location and other general site characteristics. The Direct Comparison approach has been utilised in the assessment for some assets, however the Fair Value measurement has been based on either Level 2 or 3 inputs, depending on additional assumptions as to:

- Whether the land is subject to restrictions as to use and/or sale;
- Whether there is an active market or not.

If these assumptions apply to any land or buildings, the Fair Value has been measured based on Level 3 inputs. Assets having a Parkland zoning, land that is utilised for footpath or access restriction purposes, land that is a volumetric title, or due to its general characteristics land that has no observable active market, have been assessed based on Level 3 inputs.

The valuation techniques used to measure Fair Value maximise the use of observable data where it is available and relies as little as possible on entity specifics. The disclosure of valuation estimates is designed to provide users with an insight into the judgements that have been made in the determination of Fair Values.

**Buildings**

*Level 2 valuation inputs*

These were used to determine the fair value of a range of properties. This included the bulk of residential and commercial properties. The residential properties fair value has been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre.

Commercial buildings have been generally derived using a combination of sales direct comparison approach and capitalisation of income approach. Fair value has been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are rental yields and price per square metre.

*Level 3 valuation inputs*

The level of evidence used to support the critical assumptions of some commercial buildings was considered to be highly variable due to high levels of variability in the market for rental yields and future demand. As such the level of valuation input for these properties was considered level 3.



**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**30. FAIR VALUE MEASUREMENT (Continued)**

**(c) Valuation techniques and Inputs used to derive fair values (Continued)**

**Recurring fair value measurements**

**Infrastructure**

Road and Civil Assets

All road and civil assets were valued using the cost approach.

The approach estimated the replacement cost for each asset by componentising the assets into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on square metres or similar capacity could be supported from market evidence (level 2) other inputs (such as estimates of residual value, useful life, pattern of consumption and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using level 3 valuation inputs.

The consumption rating scales were based initially on the past experience of the valuation firm and industry guides and were then updated to take into account the experience and understanding of Eastern Metropolitan Regional Council's own engineers, asset management and finance staff. The results of the valuation were further evaluated by confirmation against Eastern Metropolitan Regional Council's own understanding of the assets and the level of remaining service potential.

**(d) Valuation processes**

The EMRC engages external, independent and qualified valuers to determine the fair value of the Council's land, buildings and infrastructure on a regular basis in line with Regulation 17A(4) of the *Local Government (Financial Management) Regulations 1996*.

Management carried out an assessment of the revaluation work performed by the external valuers, which included review of the valuer's methodology, limitations, algorithms, key assumptions and inputs used in applying the valuation methodology to ensure they were appropriate prior to their application. Changes in fair values were analysed at the end of the reporting period. Consequently, management is satisfied with the results of the valuations undertaken and confirm that the movement in the asset values are reasonable.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**31. RELATED PARTY TRANSACTIONS**

**Key Management Personal (KMP) Compensation Disclosure**

The total remuneration for KMP of the Council during the year are as follows:

	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
Short-term employee benefits	935,098	1,010,347
Post-employment benefits	126,763	133,200
Other long term benefits	114,538	125,096
Termination benefits	0	0
	<b><u>1,176,399</u></b>	<b><u>1,268,643</u></b>

***Short-term employee benefits***

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect of fees and benefits paid to elected members which may be found at Note 21.

***Post-employment benefits***

These amounts are the current-year's estimated cost of providing for the Council's superannuation contributions made during the year.

***Other long-term benefits***

These amounts represent annual leave and 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).

**Related Parties**

**The Council'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*

The associate person of Key Management Personnel employed by the Council under normal employment terms and conditions, and all the close family members and the controlled or jointly controlled entities of the key management personnel.

*iii. Entities subject to significant influence by the Council or have significant influence on the Council*

Any 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.

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**31. RELATED PARTY TRANSACTIONS (Continued)**

**Related Parties (Continued)**

**Transactions with related parties**

Transactions with related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

The following transactions occurred with related parties:

	<b>2021/2022</b>	<b>2020/2021</b>
	<b>\$</b>	<b>\$</b>
<b>Member Councils:</b>		
• Sale of goods and services	28,063,188	30,872,716
• Dividend distribution to member Councils	0	4,985,988
<b>Amounts outstanding from related parties:</b>		
• Trade and other receivables	2,512,059	2,491,745

**32. NET CURRENT ASSET POSITION**

The net current asset position balance carried forward from the previous financial year after adjustment for Restricted Assets for the purpose of the 2021/2022 budget was \$1,476,670.

The actual net current asset position balance shown in the audited financial report as at 30 June 2021 and after adjustment for Restricted Assets was \$10,968,285.

**33. 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:

	<b>1 July 2021</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>30 June 2022</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Green Deal Alliance	0	305,000	69,690	235,310
	0	305,000	69,690	235,310

# INDEPENDENT AUDITOR'S REPORT



**For the Year Ended  
30 June 2022**



## Auditor General

### INDEPENDENT AUDITOR'S REPORT 2022 Eastern Metropolitan Regional Council

To the Councillors of the Eastern Metropolitan Regional Council

#### Opinion

I have audited the financial report of the Eastern Metropolitan Regional Council (Council) which comprises:

- the Statement of Financial Position at 30 June 2022, the Statement of Comprehensive Income by Nature or Type, Statement of Changes in Equity and Statement of Cash Flows for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Council for the year ended 30 June 2022 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 for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council Members for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

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

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council Members and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

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

The Chief Executive Officer of the Council is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- 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 Council's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Council.

The Council Members are responsible for overseeing the Council's financial reporting process.

### **Auditor's responsibilities 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).

### **My independence and quality control relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

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

This auditor's report relates to the financial report of the Eastern Metropolitan Regional Council for the year ended 30 June 2022 included in the annual report on the Council's website. The Council's management is responsible for the integrity of the Council's website. This audit does not provide assurance on the integrity of the Council's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Council to confirm the information contained in the website version.



Grant Robinson  
Assistant Auditor General Financial Audit  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
11 October 2022

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DRY / KIRKNESS

# Annual Audit Completion Report

Accounting / Audit & Assurance /  
Bookkeeping / Self-Managed  
Superannuation Funds





# Introduction

## FROM OUR ENGAGEMENT DIRECTOR

Eastern Metropolitan Regional Council for the year ended 30 June 2022.

We would like to take this opportunity to thank the management team for their assistance during the audit process. If you have any queries on the report, please feel free to contact me.



**MARCIA  
JOHNSON  
DIRECTOR**

B.Com (Hons) CA  
[marcia@drykirkness.com.au](mailto:marcia@drykirkness.com.au)

**LIANG WONG  
ASSISTANT DIRECTOR**

OAG Representative  
[Liang.wong@audit.wa.gov.au](mailto:Liang.wong@audit.wa.gov.au)

# Executive Summary

- + Dry Kirkness (Audit) Pty Ltd was appointed as the contract auditor by the Office of the Auditor General for the year ended 30 June 2022.
- + Dry Kirkness (Audit) Pty Ltd has completed the external statutory audit for the year ended 30 June 2022.
- + No unresolved issues.
- + Our findings are included in this report.
- + We intend to recommend to the Auditor General to issue an unqualified audit opinion in relation to the financial statements.
- + There are no outstanding matters.



# Independence

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We are independent of the Shire in accordance with the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants.

Threats to independence include the following:

- + Self Interest Threats
- + Self Review Threats
- + Advocacy Threats
- + Familiarity Threats
- + Intimidation Threats

What we do to remain independent:

- + All team members sign an independence declaration at the commencement of the audit;
- + We monitor our individual independence throughout the audit;
- + All team members sign off an independence declaration at the completion of the audit.

# Compliance With Laws & Regulations & Fraud

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Laws and Regulations applicable to the Shire include the following:

- + Local Government Act 1995;
- + Local Government (Financial Management) Regulations 1996;
- + Local Government (Audit) Regulations 1996;
- + Australian Tax Office (GST / FBT / PAYG) Compliance;
- + Compliance with conditions of program funding arrangements.

During the audit process there have been:

- + No report of any non-compliance issues.
- + No findings or indications of suspected fraud.

As far as the external audit relates to the matters noted above.



# Key Audit Matters and Audit Outcomes

/ DRY KIRKNESS

During the planning phase of the audit, we identified the following issues and key areas of audit risk.

Details of Risk / Issue	Audit Approach
<p>Audit findings reported in the previous audit</p> <ul style="list-style-type: none"> <li>+ Tenders register not in compliance with the Regulations</li> <li>+ Lack of sufficient quotes for purchases</li> <li>+ Purchase orders dated after invoice dates</li> </ul>	<p>We followed up on last year's audit issues during the audit and are pleased to report that the issues were resolved.</p>
<p>Changes to Local Government (Financial Management) Regulations:</p> <ul style="list-style-type: none"> <li>+ Removal of the requirement for local government entities to report financial ratios within the financial statements</li> </ul>	<p>We reviewed the financial report and confirmed that management has complied with the change in Regulation.</p>
<p>We have identified the following areas that we consider require additional focus during our 2021- 22 local government audits:</p> <ul style="list-style-type: none"> <li>+ Related party disclosures</li> <li>+ Revenue recognition</li> <li>+ Unauthorised expenditure</li> <li>+ Unrecorded liabilities and expenses</li> <li>+ Fictitious employees</li> <li>+ Accounting for cloud computing arrangements</li> </ul>	<p>We reviewed the related audit evidence as part of our audit testing and confirmed that appropriate recognition and measurement and disclosures have been made in the financial report in relation to the risks identified.</p>
<p>The following annual financial report items are derived from accounting estimates and hence will receive specific audit attention:</p> <ul style="list-style-type: none"> <li>+ Provision for annual and long service leave</li> <li>+ Provision for rehabilitation of waste disposal sites</li> </ul>	<p>We reviewed the methodology and underlying data that management used when determining critical accounting estimates. We confirmed the reasonableness of the assumptions and corroborating representations.</p>
<p>The impact on the current year financial statements with regards to the withdrawal of the City of Belmont as a member of EMRC.</p>	<p>We reviewed management's assessment of the impact as well as supporting documents and determine that the matter has been correctly recognised and disclosed in the financial statements.</p>

# Audit Misstatements

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There were no uncorrected misstatements.

# Audit Findings

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There were no audit findings.

# Key Changes for Next Year

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## Changes in regulations

- + DLGSCI invited comments from local governments on proposed reforms which includes improved financial management and reporting. New standardized templates are proposed for larger and smaller local government entities. Smaller local governments will have a more streamlined standard financial statements, reflecting the generally less complex operations of smaller local governments.

## Accounting Issues for 2023

- + None anticipated that would have a significant impact on the financial statements for the year ending 30 June 2023.

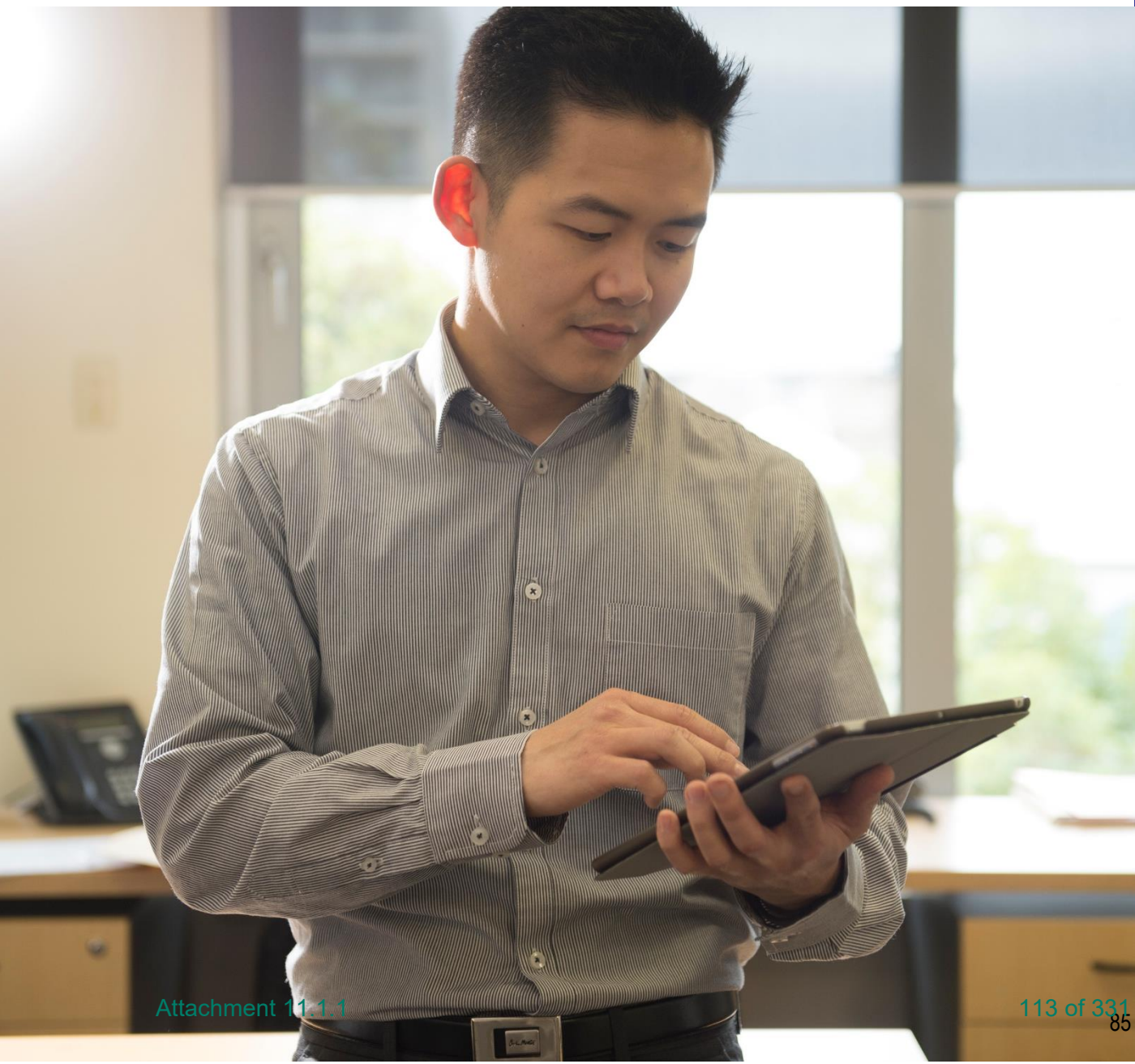




# Thank You

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We would like to take this opportunity to once again thank the management team for their assistance during the audit process, in particular we would like to thank Hua Jer Liew, David Ameduri and Le Truong and the finance team for their support.



Accounting / Audit & Assurance /  
Bookkeeping / Self-Managed  
Superannuation Funds

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## 11.2 INTERNAL AUDIT REPORT – 2022 PROGRAMME

D2022/16773

### PURPOSE OF REPORT

The purpose of this report is to present the Audit Committee (AC) with the internal audit report of the 2021/2022 internal audit programme.

### KEY POINT(S)

- At the June 2020 meeting, Council endorsed a new internal audit programme to be spread over a three year (plus three year) cycle to coincide with the new requirements of the *Local Government (Financial Management) Regulations 1996* and consisting of 22 auditable areas.
- This year (2021/2022) represents the second year of the three year (plus three year) programme.
- The internal audit programme for this year commenced in March 2022 and the Grants Management, Accounts Receivable, Accounts Payable (Transactional) and Payroll (Transactional) audit areas were the first areas to be audited and finalised and were presented at the June 2022 Audit Committee and Council Meeting.
- The IT General Controls, IT Vulnerability Assessment, Records Management and Waste Management Facility (Landfill Operations) were audited and finalised in August and September 2022 and internal audit reports are now ready to be presented to Council.
- The internal audit reports for the Records Management and Waste Management Facility (Landfill Operations) auditable areas have achieved their overall risk rating outcomes and no findings or recommendations were highlighted. The Waste Management Facility (Landfill Operations) audit report also contains some business improvements.
- The internal audit report for the IT General Controls auditable area highlights no further recommendations and business improvements.
- The internal audit report for the IT Vulnerability Assessment auditable area contains recommendations and business improvements as identified in the confidential attachment no.2.

### RECOMMENDATION(S)

That:

1. Council notes the internal audit reports forming attachments 1 to 4 to this report.
2. The attachment no. 2 remains confidential and be certified by the Chairman and CEO.

### SOURCE OF REPORT

Chief Executive Officer

## BACKGROUND

- 1 At the Audit Committee (AC) meeting held on 4 June 2020 (Ref D2020/05734), the Committee endorsed a three year (plus three year) programme, which was subsequently adopted by Council at its meeting of 18 June 2020.
- 2 The three year (plus three year) programme is as follows:

Auditable Area	Business Team	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Accounts Payable (Masterfile)	Business Support	•		•		•	
Accounts Payable (Transactional)	Business Support		•		•		•
Auditable Area	Business Team	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Accounts Receivable	Business Support		•		•		•
Contract Management	Operations	•		•		•	
Corporate Governance	Business Support	•			•		
Grants Management	Sustainability		•			•	
Human Resource Management	Office of CEO	•		•		•	
Investment Policies	Business Support			•			•
IT General Controls	Business Support	•	•	•	•	•	•
IT Vulnerability Assessment	Business Support		•		•		•
OH&S Systems Review	Office of CEO	•		•		•	
OH&S reporting and remedial actions	Office of CEO	•		•		•	
Payroll (Masterfile & Compliance)	Business Support	•		•		•	
Payroll (Transactional)	Business Support		•		•		•
Plant & Equipment	Operations			•		•	
Procurement	Business Support				•		•
Records Management	Business Support		•			•	
Taxation	Business Support			•			•

Waste Management Facility (Landfill Operations)	Operations		•		•		•
Waste Management (Wood waste, Community Recycling Centres and other processing transfer)	Operations	•		•		•	
Financial Management Systems Review (legislative requirement)	Business Support		•			•	
<b>Auditable Area</b>	<b>Business Team</b>	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
Review of Risk Management, Internal Control and Legislative Compliance (legislative requirement)	Business Support		•			•	

## REPORT

- 3 The internal audit programme for this year commenced in March 2022 for the following audit areas:
  - Grants Management;
  - Accounts Receivable;
  - Accounts Payable (Transactional);
  - Payroll (Transactional);
  - IT General Controls;
  - IT Vulnerability Assessment;
  - Records Management; and
  - Waste Management Facility (Landfill Operations).
- 4 The internal audit for the Grants Management, Accounts Receivable, Accounts Payable (Transactional) and Payroll (Transactional) audit areas were presented to the June 2022 round of Audit and Council meetings.
- 5 The audit review of the IT General Controls, IT Vulnerability Assessment, Records Management and Waste Management Facility (Landfill Operations) auditable areas have now been completed with the internal audit reports are finalised and are presented here for noting.

6 A summary of the findings on the internal audit are summarised as follows:

Auditable Area	Overall Risk Rating Outcomes	Summary of Findings	Recommendations	Business Improvements
IT General Controls	The EMRC has made sufficient progress on all the business improvements raised which will help with the EMRC's alignment with best practice	The audit was performed originally in May 2021 that resulted in several business improvements to be in accordance with Local Government best practice.	None	None
IT Vulnerability Assessment	As identified in the confidential attachment No. 2			
Records Management	Achieved	None	None	None
Waste Management Facility (Landfill Operations)	Achieved	None	None	Audit suggests that the risks are appropriately monitored in accordance with the stated review date and the risk register is updated in accordance with the review process.

7 The findings on each of the auditable areas are covered in attachments 1 to 4 as part of this report.

8 The EMRC is reviewing all the suggested business improvement opportunities highlighted in the final audit report.

### STRATEGIC/POLICY IMPLICATIONS

9 Key Result Area 3 – Good Governance

3.3 To provide responsible and accountable governance and management of the EMRC

3.4 To continue to improve financial and asset management practices

### FINANCIAL IMPLICATIONS

10 The annual budget provides for the internal audit function.

### SUSTAINABILITY IMPLICATIONS

11 The internal audit function assists in ensuring the EMRC remains financially sustainable.

**RISK MANAGEMENT**

**Risk – The EMRC must continue to improve financial and asset management practices and to report on any audit findings regularly.**

Consequence	Likelihood	Rating
Moderate	Likely	High
<b>Action/Strategy</b>		
➤ Council to note the internal audit reports.		

**MEMBER COUNCIL IMPLICATIONS**

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

**ATTACHMENT(S)**

1. Internal Audit Report: IT General Controls (D2022/17112)
2. *Confidential* Internal Audit Report: IT Vulnerability Assessment (D2022/17111)
3. Internal Audit Report: Records Management (D2022/17110)
4. Internal Audit Report: Waste Management Facility (Landfill Operations) (D2022/17113)

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION(S)**

That:

1. Council notes the internal audit reports forming attachments 1 to 4 to this report.
2. The attachment no. 2 remains confidential and be certified by the Chairman and CEO.

**AC RECOMMENDATION(S)**

MOVED CR MACWILLIAM                      SECONDED CR DAW

That:

1. Council notes the internal audit reports forming attachments 1 to 4 to this report.
2. The attachment no. 2 remains confidential and be certified by the Chairman and CEO.

**CARRIED UNANIMOUSLY**



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**Eastern Metropolitan Regional Council  
IT General Controls Follow Up  
Internal Audit**

**September 2022**



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**TABLE OF CONTENTS**

1.	EXECUTIVE SUMMARY.....	3
	INTRODUCTION .....	3
	AUDIT OBJECTIVE: .....	3
	SCOPE OF WORKS.....	4
2.	OVERALL COMMENTS.....	4
	STANTONS - AUDIT MANAGEMENT COMMENTS.....	4
	DISCLAIMER, BASIS OF AUDIT AND LIMITATIONS.....	4
3.	DETAILED AUDIT ASSESSMENT .....	5

## 1. EXECUTIVE SUMMARY

### Introduction

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of five member Councils located in Perth's Eastern Region: Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring, and City of Swan. This Region is a major gateway to greater Perth, hosting Western Australia's major air, road, and rail transport hubs. The EMRC is an incorporated body established under the Western Australian *Local Government Act 1995*. The EMRC's operations are governed under an Establishment Agreement.

The EMRC provides a broad range of services across the region including waste management and education, resource recovery, urban and natural environmental management, and regional development of the region. Its Council is responsible for setting the EMRC's strategic direction. EMRC management implements this direction, ensures the organisation's values are sustained and provides an environment that encourages staff to reach their full potential.

As part of the Strategic Internal Audit Plan 2020/2021 – 2025/2026 an IT General Controls Follow-up has been scheduled.

### Audit Objective:

This is classified as an assurance audit with a focus on controls. This audit is a follow-up of the status of the previous year's IT General Controls audit.

The following business improvements were raised in the previous year's IT General Controls Audit:

1. Audit noted that the following policies and guidelines need formal action to indicate they have been reviewed, even though they may still be current:
  - Management Guidelines - Data Security Policy
  - Management Guidelines - Email Policy
  - Business Continuity - Diversion of Phone Systems to Standby Message Bank.
2. Audit also suggests that the EMRC considers whether there is a case to justify implementing an Intrusion Detection System/Intrusion Prevention System that would integrate with the existing FortiGate devices.
3. Audit suggests that the EMRC has formal written contractual obligations for third parties to align with their Data Security Policy if they have providing outsourced IS services where there is access to EMRC systems.
4. Audit also suggests that the EMRC considers controls over the management of removable computer media such as USB drives, such as restricting use, providing guidance on use or enforcing encryption such as Bit-Locker over any EMRC data stored on these devices.
5. Audit suggests for major system changes that they are documented in a log with approval of the Manager Information Services.
6. Audit also suggests a formal technical review of major operating system changes like patches and updates, and this could be reflected in the log detailed in suggestion number five above.

Audit has followed up to assess the progress made regarding each business improvement raised from the previous year's IT General Controls Audit.

**Scope of works**

The audit was a point in time follow-up.

**2. OVERALL COMMENTS****Eastern Metropolitan Regional Council - Management Comments**

The EMRC has welcomed the improvements suggested in the previous year's General Controls audit and is in the final stages of completing the recommendations. The enhanced FortiGate Intrusion Prevention System has increased our level of security at the Internet gateway and the FortiAnalyzer Intrusion Detection System will give us real-time threat detection.

**Stantons - Audit Management Comments**

It is pleasing to note that the EMRC are in the final stages of completing the business improvement recommendations from last year. We wish to thank the Information Services team for all their assistance with the audit.

**DISCLAIMER, BASIS OF AUDIT AND LIMITATIONS****DISCLAIMER**

*This report is prepared for the EMRC's internal use and may be shared with its auditors and professional advisors for internal use. Copying and distribution of this report to other parties should not be done without prior approval and consent from Stantons.*

**BASIS OF AUDIT**

*We have conducted our audit in accordance with the applicable Performance Standards of the International Standards for the Professional Practice of Internal Auditing. The content of this report therefore represents the independent view by Stantons purely based on the information provided by EMRC members of staff during audit fieldwork. Changes to the contents of the report without Stanton's involvement will render all contents less "independent" and unrepresentative of Stanton's position with regards to the contents contained therein.*

**INHERENT LIMITATIONS**

*Because of the inherent limitations of any internal control structure, it is possible that fraud, error, or non-compliance with laws and regulations may occur and not be detected.*

*An Audit is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed are on a sample basis.*

*Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.*

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\*\*\*\*\*

**Report Release**

Released by (Name): James Cottrill

Signature:



Title: Principal, Internal Audit, IT Audit & Risk Consulting

Date: 19 September 2022

### 3. DETAILED AUDIT ASSESSMENT

#### 3.1 FOLLOW-UP TO ASSESS THE PROGRESS MADE WITH REGARD TO EACH BUSINESS IMPROVEMENT RAISED FROM THE PREVIOUS YEAR'S IT GENERAL CONTROLS AUDIT

<b>Overall Outcome</b>	The EMRC has made sufficient progress on all the business improvements raised which will help their alignment with best practice.
------------------------	---

Audit performed an IT General Controls Audit over the EMRC in May 2021 and provided several business improvements formulated as per Local Government best practice.

Audit were informed by the Manager, Information Services that the following guidelines are currently under review:

- Management Guidelines – Data Security Policy
- Management Guidelines – Email Policy.

Audit obtained and reviewed the Diversion of Phone Systems document which is a summary of the updates that have taken place and are currently being progressed. There is provision for diverting the Ascot office public telephone number to a standby message bank in the event of a major disruption to business, which is still currently operational. However, the EMRC is in the process of replacing the current phone system at its Ascot, Hazelmere, and Red Hill sites with one unified system. The new system will comprise of 4-digit extension numbers across all sites, with each extension having a corresponding direct in-dial number. The new system is hosted with telephony delivered using VOIP (Voice Over IP) technology.

The new system will include business continuity features including:

- If an extension is not answered, caller can leave a voice message which is delivered to the user's email inbox
- Extensions can be set to be diverted to personal phones or a WebEx application if not answered.

Audit obtained and reviewed the Business Continuity Plan (BCP) which was updated on the 22 August 2022. The document includes a list of the Business Recovery Team and a summary of all the actions to be taken if the EMRC's Ascot Place Building is destroyed or otherwise inhabitable. The BCP also contains the contact details of the responsible EMRC members with inclusion of name, position, mobile number, and their roles in case of an emergency. The document is detailed and adequate.

Audit obtained and reviewed the Status of Intrusion Prevention System (IPS)-Intrusion Detection System (IDS) which was updated on 30 August 2022. The EMRC use two FortiGate devices running FortiOS 7.0.1 operating systems at the Ascot office which provides these features.

The other remote sites at Baywaste Hazelmere and Red Hill are using a single FortiGate/FortiWiFi 60E firewall device running the same operating systems. The Forti devices are on subscription and receive regular updates against viruses, Spam and known exploits. The FortiGate devices run an IPS and inspect all network traffic. The FortiGate units have been configured for IPS/IDS rulesets for the following traffic types:

- IPS/IDS Inbound from the Internet
- IPS/IDS Outbound to the Internet
- Additional Internet Information Service (IIS) / (Outlook on the Web) OWA configuration is enabled for the Ascot Exchange Server and RDS Gateway server as well (Ascot Only).

The FortiGate devices hold logs which are retained for a short period of time. There has been difficulty using these as an IDS, therefore, the EMRC has placed a purchase order for a FortiAnalyzer appliance which will provide 5GB of log retention sourced from all Forti devices and will provide better functionality as an IDS. The FortiAnalyzer provides real-time network and anomaly visibility as well as a threat dashboard and comprehensive reporting.

As per the Manager, Information Services, a formal and written contractual obligation for third parties is being integrated into the new Data Security Policy. Clauses are also being reviewed to be added to contract templates which include the following:

- “In the course of their work, the Contractor may be exposed to material of a confidential or sensitive nature. The Contractor agrees to uphold the confidentiality of this material.

In the course of their work, the Contractor may connect their computer equipment to the EMRC’s network or use the EMRC’s computing equipment. They may also conduct some or all their work via remote access and may also use the EMRC email system. In all cases, the Contractor agrees to comply with the EMRC’s Data Security Management Guideline, and any other security related policies provided”.

These clauses would hold third party contractors accountable for any Data Security breaches resulting from contractors’ negligence.

As per the Manager, Information Services, removable devices will be incorporated in the updated Data Security Policy. The move to Microsoft 365 has caused a reduction in the use of removable devices to distribute content due to the use of OneDrive shared folders/documents. The updated policy will recommend the use of OneDrive and the use of security options available such as expiring links and password protection to ensure reduction of use of removable devices. There is no inclusion of any specific security over removable devices like the use of Bit-Locker etc., but guidance over their use will be provided in the updated Data Security Policy.

Audit obtained and reviewed the IT System Changelog which contains all recent major changes within the system. The log contains the following information for each change:

- Date
- Category
- Version
- Change Title
- Who
- Change Description
- Manager Approval date.

The changes are logged appropriately and sorted accordingly by date. The category presents where the change is made like FortiGate or Active Directory etc. The versions for any updates or patches are also stated. The change title helps identify what the nature of the change is, and the change description explains the initial issue along with the remedy change in detail. The responsible person for the change is also identified in the log.

Overall, audit have concluded that the EMRC has made good progress in addressing most of the business improvement suggestions made since the last IT General Controls audit. We were not able to review some of the policies due to them being in progress but have noted that action is underway, and they are currently on track to be completed as per the suggestions.



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**Eastern Metropolitan Regional Council  
Records Management  
Internal Audit**

**September 2022**

**TABLE OF CONTENTS**

1.	EXECUTIVE SUMMARY.....	3
	INTRODUCTION .....	3
	AUDIT OBJECTIVE: .....	3
	SCOPE OF WORKS.....	3
2.	OVERALL AUDIT OUTCOMES AGAINST AUDIT SCOPE OF WORKS.....	4
	OVERALL RISK RATING.....	4
3.	SUMMARY OF FINDINGS.....	4
4.	RECOMMENDATIONS .....	4
5.	BUSINESS IMPROVEMENTS.....	4
6.	OVERALL COMMENTS.....	5
	STANTONS INTERNATIONAL - AUDIT MANAGEMENT COMMENTS.....	5
7.	RISK RATING AND DEFINITIONS.....	6
	RISK RATINGS AND INTERPRETATIONS .....	6
	DISCLAIMER, BASIS OF AUDIT AND LIMITATIONS.....	6
8.	DETAILED AUDIT ASSESSMENT .....	7

## 1. EXECUTIVE SUMMARY

### Introduction

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of five member Councils located in Perth's Eastern Region: Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring, and City of Swan. This Region is a major gateway to greater Perth, hosting Western Australia's major air, road, and rail transport hubs. The EMRC is an incorporated body established under the Western Australian Local Government Act 1995. The EMRC's operations are governed under an Establishment Agreement.

The EMRC provides a broad range of services across the region including waste management and education, resource recovery, urban and natural environmental management, and regional development of the region. Its Council is responsible for setting the EMRC's strategic direction. EMRC management implements this direction, ensures the organisation's values are sustained and provides an environment that encourages staff to reach their full potential.

As part of the Strategic Internal Audit Plan 2020/2021 – 2025/2026 an audit of Records Management is conducted every third year. This internal audit is to ensure the Council's recordkeeping practices comply with the provision of the *State Records Act 2000* and effective controls exist to manage Council records. The audit will cover the period 1 July 2021 to 31 March 2022.

### Audit Objective:

This is classified as an assurance audit with a focus on controls. We used a combination of walk throughs, interviews, process observation, and sampling to assess controls.

The specific objectives of this audit were as follows:

#### Reliability and Integrity of Information

- Review controls in place for the safeguarding and securing of records.

#### Compliance

- Determine the extent to which legislation, Australian Standards, policies, and procedures have been complied with
- A suitable and current Record Keeping Plan (RKP) and supporting Disposal Schedule is in place
- A records management system is in use.

#### Risks Identified

- Non-compliance with policies and legislation such as the *State Records Act 2000*
- Records not properly secured and protected against loss
- Inappropriate access to records.

### Scope of works

The audit period was 1 July 2021 to 31 March 2022.



## 2. OVERALL AUDIT OUTCOMES AGAINST AUDIT SCOPE OF WORKS

### Overall Risk Rating

Scope Report Reference	Audit Scope	Outcomes	Risk Rating
8.1	Review controls in place for the safeguarding and securing of records.	Achieved	N/A
8.2	Determine the extent to which legislation, Australian Standards, policies, and procedures have been complied with.	Achieved	N/A
8.3	A suitable and current Record Keeping Plan (RKP) and supporting Disposal Schedule is in place	Achieved	N/A
8.4	A records management system is in use.	Achieved	N/A

## 3. SUMMARY OF FINDINGS

1. There were no findings raised.

## 4. RECOMMENDATIONS

1. There were no recommendations raised.

## 5. BUSINESS IMPROVEMENTS

1. There were no business improvements made.

## 6. OVERALL COMMENTS

### **Eastern Metropolitan Regional Council - Management Comments**

The EMRC welcomes the opportunity to review our record keeping practices and controls. It is pleasing to note there were no deficiencies noted at this time.

### **Stantons - Audit Management Comments**

We wish to that the records area for all their assistance with the audit and commend their good record keeping practices.

## 7. RISK RATING AND DEFINITIONS

### Risk Ratings and Interpretations

Risks Ratings	Rating Interpretation	Suggested timing of implementing recommendations
<b>Critical</b>	The finding poses a severe risk to EMRC if not appropriately and timely addressed.	Commence remedial action immediately
<b>Major</b>	The finding poses significant risk to EMRC if not appropriately and timely addressed.	Commence remedial action within 3 months
<b>Moderate</b>	The finding poses less significant risk to EMRC if not appropriately and timely addressed.	Commence remedial action within 6 months
<b>Minor</b>	The finding poses minimal risk to EMRC if not appropriately and timely addressed, and the risk may develop more or cause other risks to develop.	Commence remedial action within 12 months

### DISCLAIMER, BASIS OF AUDIT AND LIMITATIONS

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#### BASIS OF AUDIT

*We have conducted our audit in accordance with the applicable Performance Standards of the International Standards for the Professional Practice of Internal Auditing. The content of this report therefore represents the independent view by Stantons purely based on the information provided by EMRC members of staff during audit fieldwork. Changes to the contents of the report without Stanton's involvement will render all contents less "independent" and unrepresentative of Stanton's position with regards to the contents contained therein.*

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*Because of the inherent limitations of any internal control structure, it is possible that fraud, error, or non-compliance with laws and regulations may occur and not be detected.*

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*Liability limited by a scheme approved under Professional Standards Legislation.*

\*\*\*\*\*

#### Report Release

Released by (Name): James Cottrill

Signature: 

Title: Principal, Internal Audit, IT Audit & Risk Consulting

Date: 23 September 2022

## 8. DETAILED AUDIT ASSESSMENT

### 8.1 REVIEW CONTROLS IN PLACE FOR THE SAFEGUARDING AND SECURING OF RECORDS

<b>Overall Outcome</b>	Audit noted the controls in place for the safeguarding and securing of physical and electronic records are adequate.
------------------------	--

#### *Physical Records*

Audit obtained and reviewed the EMRC's "Records Disaster Prevention and Recovery Plan – Final – Signed – as at 27 08 2020". Audit noted that closed records are stored in an area established for records storage on the ground floor of the EMRC Ascot administration building. It is accessible by keys held by the Records Officer, Human Resources Team, and the Chief Projects Officer. This is due to records contents of this compactus being within the subject matter of the individual officers in addition to the Records Officer, and to ensure that there are multiple keys available to access this compactus in case of staff members not being available.

Due to the audit being conducted remotely, we were not able to physically review the EMRC Ascot's records storage facility but have reviewed it on previous occasions. We noted per the Record Keeping Plan (RKP) under section 4.1.1 "On Site Storage", the records storage facility includes:

- Metal compactus
- Fire retardant rooms for significant and vital records
- Fire retardant safe
- Secure premises
- Secure server rooms
- Smoke alarms throughout the building and a temperature sensor operating in the server room
- Air-conditioning in the records storage areas
- Two air-conditioning units operating continuously in the server rooms
- 24/7 monitoring through the EMRC's security monitoring company for fire and forced entry.

Audit also notes that records are stored at two other EMRC facilities, Red Hill Waste Management Facility, and the Hazelmere Recycling Facility. The administration offices of these facilities keep records for the current financial year and are these are moved to locked sea containers at the end of each period. As the Records Management audit was conducted simultaneously with the Waste Management audit, the Audit team was able to visit the Red Hill Facility and verified that the administration office adequately stored their records with:

- Laminated shelving in administration office
- Smoke alarms in administration office
- Air conditioning within the administration office
- Fenced secure premises.

#### *Electronic Records*

Per the "Records Disaster Prevention and Recovery Plan – Final – Signed – as at 27 08 2020", we note that in an event of a disaster, electronic records are replicated to a remote site as well as backed up to tape daily on a two-week cycle and held off site by the EMRC's back up support service "Compu-Stor". Additionally, the organisation uses multiple disparate virus checkers on the servers, workstations, firewall server and internet gateway routers. A quarterly back-up of all systems is also conducted and stored on site for 12 months. The location of the EDRMS Offline Records has been set to user H: Drives on the file server so that documents

stored there are backed up daily. We note that the local C: Drive is not backed up; however, staff are instructed not to store vital data on their desktop or C: Drive but instead to store it in the following network drives:

- H: (Personal)
- L: (Graphics)
- O: (Drawings)
- P: (Publisher)
- S: (Database).

Collaborative software/short term records storage such as One Drive and SharePoint is also utilised by EMRC. However, staff are advised to store final versions of documents on Content Manager (EMRC's Approved Electronic Document Records Management System).

Audit were also informed by the Records Officer that the results of each backup are emailed to the IT staff at EMRC by the backup software. These emails are checked daily to rectify any issues. Restoration from backup tapes is tested on an annual basis and the backup tapes and drives are replaced on a four-to-five-year replacement cycle. This allows for low usage to minimise potential data loss from deteriorated tapes.

No issues were noted.

## 8.2 DETERMINE THE EXTENT TO WHICH LEGISLATION, AUSTRALIAN STANDARDS, POLICIES, AND PROCEDURES HAVE BEEN COMPLIED WITH

Overall Outcomes	Audit confirmed full compliance with the relevant legislation, Australian standards, policies, and procedures regarding records management.
------------------	---

As part of assessing, Audit obtained the “Council Policy 7.3 – Records Management Policy” which was last reviewed on 17 September 2020. It is noted that the policy is not due for review as it is still within the four years established by the EMRC for regular reviews of policies. The policy refers to compliance with the following legislation and standards:

- *State Records Act 2000*
- *Freedom of Information Act 1992*
- *Local Government Act 1995*
- *Criminal Code 1913*
- *Evidence Act 1906*
- *Public Sector Management 1994*
- *Financial Management Act 2006*
- *National Trade Measurement Regulations 2009*
- State Records Commission Standards 2002
- AS ISO 15489.1:2017 Information and Documentation – Records Management Concepts and Principles.

The Policy states that all EMRC officers including councillors and contractors employed under a contract of service or otherwise are individually and personally liable and responsible for adhering to the approved EMRC Record Keeping Plan (RKP), and its associated policies and procedures. This is communicated to staff members when they first join as part of the records induction program. We note that RKP is supported through various policies and procedures which cover the creation of records, capture and control, security and protection, appraisal, retention, and disposal of records. We concluded that all legislative requirements pertaining to the *State Records Act 2000* and other relevant standards have been met.

No issues were noted.

### 8.3 A SUITABLE AND CURRENT RECORD KEEPING PLAN (RKP) AND SUPPORTING DISPOSAL SCHEDULE IS IN PLACE

<b>Overall Outcome</b>	Audit found that the EMRC's current Record Keeping Plan is suitable and appropriate disposal schedules are in place.
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Audit obtained and reviewed the "Amended Record Keeping Plan RKP 2020027". We note that the RKP was approved by the State Records Commission (SRC) on 2 December 2020 and is to be reviewed within five years per section 28 of the *State Records Act 2000*. As part of our testing, Audit assessed EMRC's RKP using the Better Practice Principles as recommended by the Office of the Auditor General (OAG) and the State Records Commission (see Appendix 1) and found full alignment.

The following table provides a summary of our assessment:

Principles	Observations	Adequacy
Principle 1: Proper and Adequate Records	<ul style="list-style-type: none"> <li>The RKP provides information about EMRC's historical background, mission statement, strategic focus, and main business activity of the organisation</li> <li>RKP is supported by Appendix 1 Functions of the Local Government</li> <li>Major Stakeholders are listed (primary, secondary, and tertiary)</li> <li>Appendix 2-4 lists the enabling legislation, other affecting legislation, and major government or industry standards and codes of practice</li> <li>Appendix 5-7 Records Management Policy, Guidelines and Manual is in place</li> <li>RKP is approved by the SRC</li> <li>Records of important business decisions are properly stored and can easily be found physically and digitally.</li> </ul>	✓
Principle 2: Policies and Procedures	<ul style="list-style-type: none"> <li>Policies and procedures are established, authorised at an appropriate senior level</li> <li>Policies and procedures are available to all employees via the EMRC intranet</li> <li>Coverage of all aspects of records management in the EMRC's policies and procedures, including:                             <ul style="list-style-type: none"> <li>Creation of records</li> <li>Capture and control of records</li> <li>Security and protection of records</li> <li>Access to records</li> <li>Appraisal, retention, and disposal of records</li> </ul> </li> <li>Policies and procedures are also in place for each business area (e.g., IT, Procurement, Finance, OSH/HR, Payroll, CEO Team, Executive Leadership Team, Communications, and Sustainability Team etc.).</li> </ul>	✓
Principle 3: Language Control	<ul style="list-style-type: none"> <li>EMRC Records Classification Scheme – List of Thesaurus Terms is in place</li> <li>The classification scheme was adopted and implemented based on the NSW State Records Keyword for Council Records Classification Scheme</li> </ul>	✓

	<ul style="list-style-type: none"> <li>Document Titling Guidelines are in place and can be found via the EMRC intranet.</li> </ul>	
Principle 4: Preservation	<ul style="list-style-type: none"> <li>As noted in Section 8.1, records are adequately safeguarded</li> <li>Records Disaster Recovery Plan is developed and reviewed every two years and is desk tested every two years as well</li> <li>Storage facilities are adequate and secured from environmental threats.</li> </ul>	✓
Principle 5: Retention and Disposal	<ul style="list-style-type: none"> <li>Records are retained and disposed in accordance with the following schedules:                             <ul style="list-style-type: none"> <li>SRC WA General Disposal Authority for Local Government Records (DA 2015-001/1, Status Date: 24/10/2017)</li> <li>SRC WA General Disposal Authority for Source Records, (RD 2016002, Status Date: June 2016)</li> <li>SRC WA Ad Hoc Disposal Authority – COVID-19 (DA 2021-010, Status Date: 21/12/2021)</li> <li><i>Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021</i></li> </ul> </li> <li>Obtained the latest disposal listing (dated 03/02/2022) and verified that:                             <ul style="list-style-type: none"> <li>Records identified as due for destruction is appropriately reviewed</li> <li>Chief Executive Request Form is signed by the relevant Manager, CFO, and CEO</li> <li>Certificate of Destruction is provided as evidence.</li> </ul> </li> </ul>	✓
Principle 6: Compliance	<ul style="list-style-type: none"> <li>Recordkeeping Induction and Content Manager Training Program is provided to all staff members</li> <li>There is an annual refresher online course relating to records management obligations offered to EMRC staff</li> <li>Online Content Manager induction and refresher course, without Records Officer tuition, is in development</li> <li>Staff receive business area specific training as part of their induction during training session with the Records Officer or Manager Information Services</li> <li>Staff surveys available for Records Management and Content Manager.</li> </ul>	✓

Based on the observations noted above, audit has determined that there is sufficient evidence to demonstrate the suitability of the EMRC's current Record Keeping Plan and its supporting policies and procedures. No issues were noted.



#### 8.4 A RECORDS MANAGEMENT SYSTEM IS IN USE

<b>Overall Outcome</b>	In relation to the EMRC's Records Management System, a suitable system is in use.
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As per the RKP section 2.1.1 "Records Management System", the EMRC's records management system is a hybrid system, with documents pre-dating 2003 held as hardcopy documents and post 2003 documents held electronically in Content Manager. Content Manager is the EMRC's approved Electronic Document and Records Management System (EDRMS).

As per the Records Officer, it is noted that there are at least two user profiles that the EMRC uses within Content Manager. The basic user, or "Knowledge Worker", is granted the following access controls:

- Log in to Content Manager and use of the software
- Search and retrieve records, both folders and documents
- View the metadata and the document themselves
- Create documents and save them to folders within Content Manager, except Personnel Folders
- Update and save changes to documents
- Modify access to documents by group and by person.

The higher level "Administrator" user profile type grants the user with all of the access controls that a "Knowledge Worker", with the addition of the following controls:

- Create documents and save them to folders within Content Manager, including Personnel Folders
- Delete records from Content Manager once authorised approval has been granted
- Grants them the access controls to override all access control settings on any record.

Audit also noted that Knowledge Worker users within the Human Resources Team have the security caveat titled "Personnel" attached to their user accounts as they are required to update, save, and retrieve records in the Personnel Folders as part of their roles.

As noted in section 8.1 above, there are appropriate back-up and security procedures in place for the safeguarding of records including those held in Content Manager. Per the Management Guideline Records Management, security can be applied to corporate records at a document level or at a folder/container level. Per the Records Officer, we were informed that there is a total of 65 Security Groups in Content Manager.

In relation to staff termination/transfer, audit noted that the Records Officer will be tasked with the following items to be actioned in conjunction with the departing employee:

- De-activate the employee's Content Manager User Account, after the employee has officially left the organisation
- Ensure that all Content Manager documents, being edited by the departing employee, have been returned to Content Manager by the departing employee
- If relevant, ensure that all documents stored in OneDrive/SharePoint have been saved to Content Manager by the departing employee.

No issues were noted.

## 9. APPENDIX 1: BETTER PRACTICE PRINCIPLES

The following table provides a high-level summary of the State Records Commission Standard 2 for Recordkeeping Plans. The six principles represent good practice expectations of the SRC and the OAG's Better Practice Principles (Our expectation) from their "Records Management in Local Government", Report 17: April 2019.

Recordkeeping plans		
Principles	SRC expectation	Our expectation
Principle 1 Proper and Adequate Records	<ul style="list-style-type: none"> <li>records are created and kept which properly and adequately record the performance of the organisation's functions</li> <li>records are consistent with any written law to which the organisation is subject when performing its functions</li> </ul>	<ul style="list-style-type: none"> <li>recordkeeping plan approved</li> <li>records of important business decisions or activities can be easily found</li> </ul>
Principle 2 Policies and Procedures	<ul style="list-style-type: none"> <li>recordkeeping programs are supported by policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>policy and procedures are up-to-date</li> <li>policy and procedures are in place for each business area</li> </ul>
Principle 3 Language Control	<ul style="list-style-type: none"> <li>appropriate controls are in place to identify and name government records</li> </ul>	<ul style="list-style-type: none"> <li>an appropriate tool is used to systematically and consistently identify and name records</li> </ul>
Principle 4 Preservation	<ul style="list-style-type: none"> <li>records are protected and preserved</li> </ul>	<ul style="list-style-type: none"> <li>Records disaster recovery plans are developed and tested</li> <li>storage facilities are assessed in line with SRC Recordkeeping Maturity Model</li> </ul>
Principle 5 Retention and Disposal	<ul style="list-style-type: none"> <li>records are retained and disposed of in accordance with an approved disposal authority</li> </ul>	<ul style="list-style-type: none"> <li>an approved disposal authority is adopted and regularly used</li> </ul>
Principle 6 Compliance	<ul style="list-style-type: none"> <li>employees comply with the recordkeeping plan</li> </ul>	<ul style="list-style-type: none"> <li>staff receive regular records refresher training</li> <li>staff receive business area specific records training</li> <li>staff record keeping practice is monitored</li> </ul>



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**Eastern Metropolitan Regional Council  
Waste Management – Landfill Operations  
Internal Audit**

**August 2022**

**TABLE OF CONTENTS**

1.	EXECUTIVE SUMMARY.....	3
	INTRODUCTION .....	3
	AUDIT OBJECTIVE: .....	3
	SCOPE OF WORKS.....	3
2.	OVERALL AUDIT OUTCOMES AGAINST AUDIT SCOPE OF WORKS.....	4
	OVERALL RISK RATING.....	4
3.	SUMMARY OF FINDINGS.....	4
4.	RECOMMENDATIONS .....	4
5.	BUSINESS IMPROVEMENTS.....	4
6.	OVERALL COMMENTS.....	5
	STANTONS INTERNATIONAL - AUDIT MANAGEMENT COMMENTS.....	5
7.	RISK RATING AND DEFINITIONS.....	6
	RISK RATINGS AND INTERPRETATIONS .....	6
	DISCLAIMER, BASIS OF AUDIT AND LIMITATIONS.....	6
8.	DETAILED AUDIT ASSESSMENT .....	7

## 1. EXECUTIVE SUMMARY

### Introduction

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of five member Councils located in Perth's Eastern Region: Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring, and City of Swan. This Region is a major gateway to greater Perth, hosting Western Australia's major air, road, and rail transport hubs. The EMRC is an incorporated body established under the Western Australian Local Government Act 1995. The EMRC's operations are governed under an Establishment Agreement.

EMRC provides a broad range of services across the region including waste management and education, resource recovery, urban and natural environmental management, and regional development of the region. Its Council is responsible for setting the EMRC's strategic direction. EMRC management implements this direction, ensures the organisation's values are sustained and provides an environment that encourages staff to reach their full potential.

As part of the Strategic Internal Audit Plan 2020/2021 – 2025/2026 an audit of Waste Management (Landfill Operations) is conducted every second year. This includes landfill, leachate collection, and other processing/transfers. The audit covered the period 1 July 2021 to 31 March 2022.

### Audit Objective:

This is classified as an assurance audit with a focus on controls. We will use a combination of walk throughs, interviews, process observation, and sampling to assess controls.

The specific objectives of this audit were as follows:

#### Compliance

- Determine compliance with legislative requirements and Council policy
- Review administrative controls for compliance with Management Guidelines
- Ensure that equipment used on site has current certification of calibration certificates as required.

#### Efficiency / Effectiveness

- Assess whether processes are undertaken in an efficient manner.

#### Achievement of Objectives

- Determine whether processes facilitate the achievement of waste management objectives and resource recovery.

#### Risks Identified

- Escape of leachate impacting on the surrounding environment and leading to substantial clean-up costs
- Inability to develop new disposal areas quickly enough to keep ahead of the waste
- Cash Management e.g., weighbridge operations
- Safety of gatehouse operators from irate customers
- Fraud e.g., cash handling, incorrect charging, improper use of organisation assets etc.
- Issue of incorrect tipping tickets
- Charging incorrect tipping fees
- Calibration of weighbridge.

## Scope of works

The audit period was 1 July 2021 to 31 March 2022.

## 2. OVERALL AUDIT OUTCOMES AGAINST AUDIT SCOPE OF WORKS

### Overall Risk Rating

Scope Report Reference	Audit Scope	Outcomes	Risk Rating
8.1	Determine compliance with legislative requirements and Council policy	Achieved	N/A
8.2	Review administrative controls for compliance with Management Guidelines	Achieved	N/A
8.3	Ensure that equipment used on site has current certification of calibration certificates as required	Achieved	N/A
8.4	Assess whether processes are undertaken in an efficient manner	Achieved	N/A
8.5	Determine whether processes facilitate the achievement of waste management objectives and resource recovery	Achieved	N/A

## 3. SUMMARY OF FINDINGS

1. There were no findings raised.

## 4. RECOMMENDATIONS

1. There were no recommendations made.

## 5. BUSINESS IMPROVEMENTS

1. Audit suggests that the risks are appropriately monitored as per the stated review date and the risk register is updated as per the review process.

## 6. OVERALL COMMENTS

### **Eastern Metropolitan Regional Council - Management Comments**

No comments were provided.

### **Stantons International - Audit Management Comments**

Not applicable.

## 7. RISK RATING AND DEFINITIONS

### Risk Ratings and Interpretations

Risks Ratings	Rating Interpretation	Suggested timing of implementing recommendations
<b>Critical</b>	The finding poses a severe risk to EMRC if not appropriately and timely addressed.	Commence remedial action immediately
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\*\*\*\*\*

#### Report Release

Released by (Name): James Cottrill

Signature: 

Title: Principal, Internal Audit, IT Audit & Risk Consulting

Date: 17 August 2022

Page 6 of 12



## 8. DETAILED AUDIT ASSESSMENT

### 8.1 DETERMINE COMPLIANCE WITH LEGISLATIVE REQUIREMENTS AND COUNCIL POLICY

<b>Overall Outcome</b>	Audit confirmed full compliance with the requirements regarding the site operating licence, and other legislative requirements, and Council Policy.
------------------------	---

Audit obtained the Environmental Management System (EMS) Manual – Red Hill and Hazelmere EMS – 2021. This document contains a comprehensive listing of all regulations, legislation, and other imposed requirements (e.g., site licence – Red Hill). Through assessing the legislative requirements within the EMS Manual, we noted the following specified as requirements:

- Site operating licence L8889/2015/1
- Ministerial Statement #462
- *Wildlife Conservation Act 1950*
- *AS/NZS ISO 14001:2015 – Environmental Management Systems*
- *Environmental Protection Act 1986*
- *Landfill Waste Classification and Waste Definitions 1996*
- *Rights in Water and Irrigation Act 1914*
- *Bush Fires Act 1954*
- *Local Government Act 1995*
- *National Greenhouse and Energy Reporting Act 2007*
- *National Environment Protection Measure 1998*
- *Clean Energy Act 2011*
- *Occupational Safety and Health Act 1984*
- *Waste Avoidance and Resource Recovery Act 2007.*

Per discussions with the Red Hill Site Manager, Audit noted that the main compliance requirement falls under the Department of Water and Environmental Regulation (DWER) licence requirements as this enables operations of the Red Hill site and landfill operations. Every three months, the DWER will conduct a quarterly inspection to evaluate whether certain licence conditions have been met. The Red Hill facility is required to maintain compliance with the licence conditions at all times as the DWER will conduct a full inspection at least once a year. Audit sighted the DWER Licence Compliance Inspection Register created by the Site Manager.

There were no issues noted.

## 8.2 REVIEW ADMINISTRATIVE CONTROLS FOR COMPLIANCE WITH MANAGEMENT GUIDELINES

Overall Outcomes	Audit noted that there are adequate administrative controls in place to ensure compliance with Management Guidelines.
------------------	---

Per discussion with the Red Hill Site Manager, Audit notes that compliance with legislative requirements is managed by the Waste Management Services directorate. Items are only brought up to the Council if they relate to either high level or critical issues. Audit notes that there are monthly operations meetings held with the team at Red Hill to discuss the day-to-day operations, as well as monthly Team Leader Meetings held with the Chief Operating Officer (COO). In the Team Leader Meetings, the Team Leader provides a report to the COO highlighting any significant occurrences, budget related issues or matters related to the licence requirements such as, ensuring that Red Hill is meeting the tonnage limits as well as plant replacements. Audit obtained a sample of the recent monthly meeting minutes titled “Minutes – Red Hill – Operations Meeting No. 4 – 07 04 2022” and noted there is adequate processes in place to ensure that EMRC are monitoring compliance with legislative requirements and actively reviewing actions to ensure that objectives are met.

Audit also held discussions with the Co-ordinator Waste and Environmental Compliance to understand the purpose of the Waste Management Services division as well as the compliance monitoring process to ensure Red Hill is meeting the environmental legislative requirements. We noted that the Co-ordinator has an advisory role and oversees leading two Environmental Officers that conduct analysis of the site facilities. Monitoring procedures include odour, dust, water, and leachate monitoring. Some monitoring procedures may also be outsourced to receive an external expert report.

The monitoring procedures help to ensure compliance with the licence requirements is always met and to generate annual reports for EMRC’s various stakeholders. Audit noted the following reports are produced as part of monitoring compliance with legislative requirements:

- Internal EMS Audits (licence audit)
- Six Year Environmental Performance Report (scheduled for this year)
- Red Hill Monitoring and Compliance Report.

It is also worth noting that the Red Hill Waste Management Facility EMS is certified to the ISO standard 14001:2015 – Environmental Management Systems guidelines to ensure best practice standards are in place to meet compliance requirements.

No issues were noted.

### 8.3 ENSURE THAT EQUIPMENT USED ON SITE HAS CURRENT CERTIFICATION OF CALIBRATION CERTIFICATES AS REQUIRED

<b>Overall Outcome</b>	Audit found that the weighbridge is calibrated on an annual basis and inspected monthly. Plant and other equipment are checked daily and serviced as required.
------------------------	--

As part of our assessment of the calibration certificates, Audit discussed with the Red Hill Site Manager to gain an understanding of the calibration process. Audit noted that the calibration of the weighbridge is conducted annually each March by the contracted service provider “Aust-Weigh”. The process involves making sure the load cells are functioning appropriately and making sure nothing needs to be changed. The following day, the weighbridge calibrators will arrive with a vehicle carrying weights to calibrate the weighbridge. The weighbridge is calibrated to approximately 20 to 80 tonnes. During the discussion, Audit sighted the recent weighbridge calibration certification (Ref#D2022/06281 and 06283). This certificate is required to be displayed at the weighbridge to demonstrate that it is appropriately calibrated.

Additionally, Audit was informed that the weighbridge officers will conduct a monthly visual checklist. This inspection involves checking the load cell placement gap measurement and debris build up to ensure maintenance is carried out as needed. Audit sighted the latest inspection report conducted on 21 April 2022 carried out by one of the weighbridge officers as well as the inspection conducted on the previous month on 11 March 2022. No issues were noted.

As for the plant equipment, Audit sighted the full plant equipment list of all plants in operation at Red Hill. Audit also notes that each plant equipment has its own plant file which documents the servicing, warranties, and registration. The Red Hill facility has their own mechanics so that any servicing required will be put on a register and the mechanics will action. Regular servicing is scheduled as per the servicing agreements.

We also note that every morning, the operators who oversee a plant equipment/machinery must conduct a daily prestart. The prestart involves checking the oil levels, lights, alarms, fire extinguishers, tyres etc., of equipment to ensure it is safe and operating correctly. Audit obtained a sample daily prestart sheet completed on 13 May 2022 and found all items passed inspection.

No issues were noted.

#### 8.4 ASSESS WHETHER PROCESSES ARE UNDERTAKEN IN AN EFFICIENT MANNER

<b>Overall Outcome</b>	We found based on our walkthrough, sampling, and discussion that processes are undertaken in an efficient manner.
------------------------	---

As part of our audit testing, Audit assessed the efficiency and effectiveness of waste management process and risk management processes in relation to Red Hill's weighbridge operations, cash management, and risk management. Audit travelled to the Red Hill Waste Management Facility between 16 and 17 May 2022 to conduct our fieldwork.

We performed walkthroughs and direct observations around the key processes involved at the weighbridge. Audit documented the following processes as part of the walkthrough:

- Weighbridge start-up
- Float preparation
- End of day cash sales reconciliation
- Docket reconciliation and checking off summary
- Weighbridge shutdown
- Weighbridge traffic management
- Accounts receivable process.

Based on our walkthroughs as noted above, the processes and procedures performed by Red Hill staff are efficient and have been designed for the purpose of what the procedures are required to achieve. Audit also obtained a sample Daily Cash Reconciliation dated 10 May 2022 and verified that the reconciliation was performed by the Weighbridge Attendant and reviewed separately by the Administration Officer. The totals of the cash summary matched accordingly to the Mandalay Summary Report. We also obtained a sample Weekly Cash Reconciliation dated 13 May 2022 and verified that all cash and card amounts matched the Mandalay summary report and was appropriately prepared/checked by separate administration officers to ensure segregation of duties. No issues were noted.

For the complaints process, Audit noted that each complaint is completed on a complaint form detailing the name and address of the complainant, nature of the complaint, date and time, and the prevailing weather conditions. The Site Manager is required to investigate the report and discuss with the COO on any immediate actions to be taken as well as any outstanding action required. Audit sighted the Complaints Register for 2022 and each of the corresponding complaints forms. We note that all complaints have been appropriately recorded and all complaint forms have been signed off by the Site Manager and COO with no issues were noted.

EMRC also obtained and reviewed SynergySoft Operation Risk Report – Waste Services. We note that the risks recorded in the SynergySoft Report applies to the specific operational sites (Red Hill, Hazelmere, Central Administration etc.). Our assessment of risks relevant to the Red Hill Waste Facility indicated that there is an effective process in place for identifying, assessing, and treating the risks identified.

However, Audit noted that many of the risks noted in the report, have overdue review dates. This may indicate that risks are not being monitored in a timely manner or the risk register has not been updated. Audit discussed with the Site Manager regarding certain risks that Audit has identified such as escape of leachate, security of gatehouse operators, fraud, and the inability to develop new disposal areas quickly. Based on the discussions, we noted that risks are being appropriately managed and regularly reviewed and the register requires updating.

We understand that the in the SynergySoft Risk Register are subject to a review process and the operational risks will be migrated to the new CAMMS risk system which accommodates Strategic Risks, Operational Risks and Project Risks.

**Suggested Business Improvement**

Audit suggests that the risks are appropriately monitored as per the stated review date and the risk register is updated as per the review process.

**8.5 DETERMINE WHETHER PROCESS FACILITATE THE ACHIEVEMENT OF WASTE MANAGEMENT OBJECTIVES AND RESOURCE RECOVERY**

<b>Overall Outcome</b>	Audit found that processes in place to facilitate the achievement of waste management objectives and resource recovery are effective.
------------------------	---

Per discussions with the Site Manager, we noted that the main objective of the Red Hill Waste Management Facility is to process landfill for commercial and residential customers of the Member Councils. Landfill is the facility's core business operation; however, Red Hill also processes green waste, food, and organic waste as well as selling a by-product of crushed rocks, called ferricrete.

Based on our evaluation of the Red Hill Waste Management Facilities processes, we recognised that EMRC has demonstrated appropriate processes to facilitate the achievement of waste management objectives. The Red Hill facility and Waste Management directorate has demonstrated that:

- Waste management guidelines, policies, and procedures exist and are effective
- There was adequate compliance with waste management guidelines, policies, procedures, and legislative requirements (specifically with the Red Hill site license)
- Waste management processes were identified as effective and efficiently operating as required.

No issues were noted.

## 11.3 RISK MANAGEMENT UPDATE

D2022/16774

### PURPOSE OF REPORT

The purpose of this report is to provide Council with an update on the EMRC's risk management profile.

### KEY POINT(S)

- Sound corporate governance requires an integrated risk management approach including management processes, strategic planning, reporting and performance management.
- In accordance with the Risk Management Framework, an overview of the management of risk is reported approximately 3 – 4 times a year to the Audit Committee.

### RECOMMENDATION(S)

That Council notes the update on the status of the Council's risk management profile.

### SOURCE OF REPORT

Chief Financial Officer

### BACKGROUND

- 1 At the Ordinary Council meeting on 3 December 2020 it was resolved that (D2020/21187):  
*THAT COUNCIL:*
  1. *CANCELS 7.1 - RISK MANAGEMENT POLICY, FORMING ATTACHMENT 1 OF THIS REPORT.*
  2. *ADOPTS A NEW 7.1 - RISK MANAGEMENT POLICY, FORMING ATTACHMENT 3 OF THIS REPORT.*
  3. *ENDORSES THE NEW RISK MANAGEMENT FRAMEWORK, FORMING ATTACHMENT 4 OF THIS REPORT AND THE NEW RISK APPETITE STATEMENT, FORMING ATTACHMENT 5 OF THIS REPORT TO ENSURE THAT THE APPROPRIATE GOVERNANCE OF RISK MANAGEMENT WITHIN THE EMRC IS PROVIDED.*
- 2 The EMRC has quantified its broad risk appetite through the EMRC's risk assessment and acceptance criteria. The criteria are included within the EMRC's Risk Management Policy, Risk Management Framework and the Risk Appetite Statement.
- 3 The EMRC is to continue to monitor and review process and to report on the progress of its achievement of the risk management objectives, the management of individual risks and the ongoing identification of issues and trends.
- 4 The last risk performance objectives were reported to the Audit Committee and Council in June 2022.

### REPORT

- 5 The EMRC's Risk Management Framework provides the guidance to integrate risk management into significant activities and functions performed by the EMRC and supporting the EMRC's ability to use risk management as part of the decision-making processes.

- 6 The current EMRC risk appetite accepts the taking of controlled risks, the use of innovative approaches and the development of new opportunities to improve service delivery and to achieve EMRC objectives provided that the risks are properly identified, evaluated and managed to ensure that any exposures are acceptable.
- 7 The current risk management profile (heat map report), forming attachment 1 to this report, is a heat map report generated using the CAMMS risk software and shows all of the EMRC’s strategic risks. The heat map offers a visualised, comprehensive view of the likelihood and impact of the EMRC’s strategic risks and helps the organisation improve its risk management and risk governance by prioritising risk management efforts.
- 8 The table below summarises the current risk management update associated with all of the EMRC’s strategic risks that are included in the attachment to this report.

Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-1	Excessive Employee Benefits leave liability	Chief Executive Officer	Introduced Competency Framework Management Guideline, monthly Executive Leadership Team reporting and included this into performance reviews.
SR-2	Inadequate succession planning	Chief Executive Officer	Annual succession planning workshop scheduled in October.
SR-3	Ineffective Operational Reporting (timely and relevant)	Chief Operating Officer	All reports are effective with clear KPI’s. The effectiveness of the reports is tested regularly.
SR-4	Over-use of single-source suppliers	Chief Financial Officer	Supplier (Creditor) Reports continue to be reviewed monthly by the Executive Leadership Team to ensure compliance is met. The risk will remain major for non-compliance as it is a likely outcome. Continued vigilance is required.
SR-5	Legacy issues restricting innovation and performance	Chief Executive Officer	Business improvement is now an agenda items at monthly Executive Leadership Team meetings. New revenue and value add to member councils observing budget restraints are main stream now
SR-6	Under/poor performance	Chief Executive Officer	Monthly P&L management reporting and review process in place.
SR-7	Reduced Grant Funding	Chief Sustainability Officer	All opportunities are explored to secure external funding in order to deliver quality programs to member councils and to continue regional advocacy.



Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-8	Inadequate leachate control	Chief Operating Officer	All leachate controls put in place are adequate. The leachate ponds are monitored on a daily basis. To date there are no issues in this area as the current set-up meets all requirements.
SR-9	Odour, noise, dust and traffic complaints	Chief Operating Officer	There are internal processes that allow neighbours and others to report on any of the items highlighted in this code. All complaints are acted on within a timely manner and signed off by both the Site Manager and Chief Operating Officer and filed in accordance with EMRC's internal requirements.
SR-10	WWTE (Pyrolysis) Project underperformance	Chief Project Officer	Council at its meeting of 25 August 2022 approved unbudgeted expenditure to complete the project. Additional resources have been sought to assist the existing project team deliver and complete the project. Current market conditions are impacting on the teams' ability to obtain quotes and responses to tender queries due to plentiful work being available.
SR-11	Fire in operational sites	Chief Operating Officer	All inductions and internal processes are adequate to manage all EMRC sites in the unlikely event of a fire on site. This includes all reporting requirements.
SR-12	By-passing established Tender or Procurement procedures	Chief Financial Officer	Regular meetings are held with the various team reinforcing the procedures and improving the planning in key areas of level of operating and capital expenditure.
SR-13	Cyber attack	Chief Financial Officer	Following a review undertaken by the Internal Auditors, the IT team are continually improving the level of security and planning.

Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-14	Poor Stakeholder Engagement	Chief Executive Officer	More focus on communications frequency and content. Restructured reporting lines.
SR-15	By-passing established administrative (non-financial) procedures	Chief Financial Officer	Ongoing monitoring and review and focusing on updating procedures where necessary, communication and training.
SR-16	Injury to Operational Field Officers	Chief Executive Officer	Introduction of revised pre-starts, an OHS focus at recruitment and accountability/corrective action.
SR-17	COVID-19 Infection	Chief Executive Officer	Regular COVID updates to business continuation plan.
SR-18	Capex project objectives/targets not achieved	Chief Project Officer	This issue continues to impact on the Projects Team, as DWER has advised they are only looking at one referral per organization at a time – EMRC has three referrals currently submitted, the priority being APCR. DWER / EPA is exacerbating the problem by seeking a lot of additional information when they do consider a referral. EMRC is unable to commence work on a number of projects, without having approvals in place. We are reprioritizing what DWER / EPA look at – construction of Class IV APCr monocell has been pulled into the APCr referral.

Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-19	Licencing conditions breach	Chief Project Officer	The Environmental and Waste Management Team is developing a good working relationship with DWER (Part V) / EPA (Part IV). They are working together to consolidate the number and format of reports the EMRC has to provide as part of our licence requirements, to streamline the reporting process. EPA / DWER ask very detailed questions with regard to EMRC's operations which is placing an additional burden on the Team, but this is being managed by the new Manager – Waste and Environment.
SR-20	Lack of interest from Member Councils regarding Sustainability Programs	Chief Sustainability Officer	A focus on decarbonisation, circular economy and sustainability ensures relevant programs continue to be delivered, which are also in line with our Council endorsed Sustainability Strategy.
SR-21	Employment related litigation	Chief Executive Officer	Audits by LGIS and Internal auditors of management guidelines and procedures took place as well as training regarding employee relations, OHS and site procedures enforcement.
SR-22	Sub-surface landfill fires	Chief Operating Officer	There is a process in place to follow in the unlikely event there is a sub-surface fire. This process also includes the reporting of the actual incident as well.
SR-23	Methane gas explosion	Chief Operating Officer	All areas are monitored on a daily basis by the EMRC site contractor (EDL) as well as EMRC site leaders. All inductions as well as EMRC's site emergency plan covers the requirements in the event of an incident. The EMRC conducts regular drills on evacuation procedures etc. This is to ensure that all personnel understand what is required in the unlikely event of a methane gas explosion.

Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-24	Light vehicle or pedestrian interaction with heavy equipment	Chief Operating Officer	All external visitors are inducted to highlight all operational active areas as well as issued with two-way radios & escorted safely by an EMRC site employee. No one enters EMRC sites without being inducted first. Inductions cover off on all site requirements when it comes to light vehicles or pedestrian activity. There are set safety KPI's for all managers and leaders of the sites. This is to ensure that EMRC leaders auditing the process to ensure all process are followed and adhered too. These results and mitigations are highlighted in our regular operational reports.
SR-25	Fraudster changing a Creditor's bank account details	Chief Financial Officer	This risk remains the same as the initial risk rating of moderate & unlikely, reflecting the likelihood & risk level. The verification process continues to be reviewed to ensure appropriate risk management. This has been reinforced to ensure that any changes to a creditor's bank account details are not changed without first obtaining confirmation from the creditor.
SR-26	No scheduled maintenance program for all buildings	Chief Financial Officer	Ongoing maintenance plans have been developed with funding in the 2022/2023 Annual Budget. Medium and long term plans are reviewed and ensured to be strategically and financially responsible.
SR-27	Intentional activities in excess of delegated authority (PID Officer)	Chief Executive Officer	All within acceptable range. No non-conformances.
SR-28	Large numbers of Ibis and Pelicans scavenging on open tip face	Chief Operating Officer	There are internal procedures in place to ensure that this is managed in accordance with EMRC's requirements. The Operations team is also heavily supported by the Environmental team.

**STRATEGIC/POLICY IMPLICATIONS**

- 3 Key Result Area 3 – Good Governance
  - 3.3 To provide responsible and accountable governance and management of the EMRC

**FINANCIAL IMPLICATIONS**

- 4 Nil

**SUSTAINABILITY IMPLICATIONS**

- 5 Nil

**RISK MANAGEMENT**

Risk – The EMRC is required to ensure that all risks are reviewed, monitored and controlled on a regular basis		
Consequence	Likelihood	Rating
Moderate	Likely	High
Action/Strategy		
➤ Council to note the update on the status of the Council’s risk management objectives.		

**MEMBER COUNCIL IMPLICATIONS**

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

**ATTACHMENT(S)**

Current risk management profile (D2022/16774)

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION(S)**

That Council notes the update on the status of the Council’s risk management profile.

Discussion ensued.



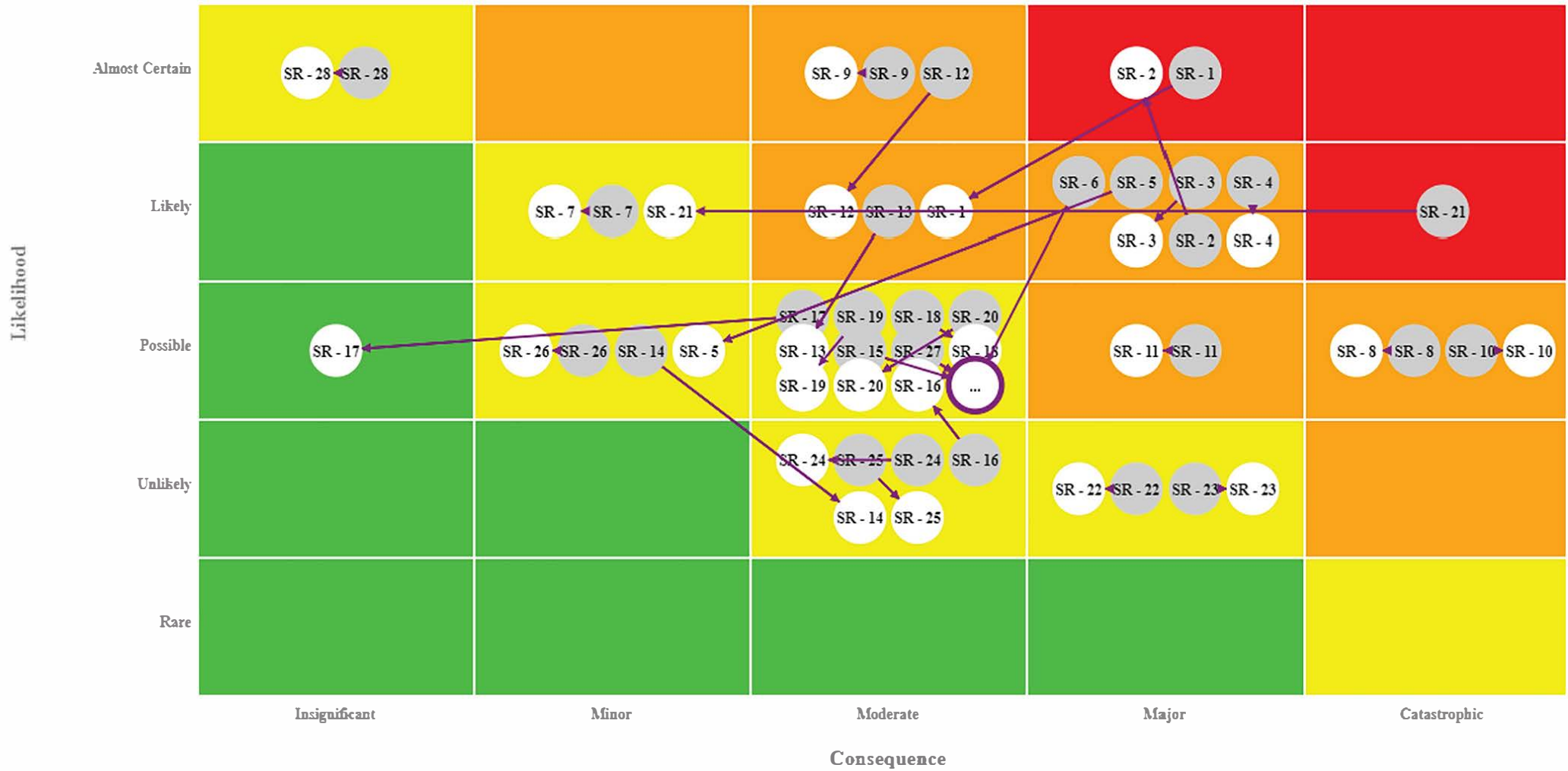
**AC RECOMMENDATION(S)**

MOVED CR MACWILLIAM

SECONDED CR DAW

That Council notes the update on the status of the Council's risk management profile.

**CARRIED UNANIMOUSLY**



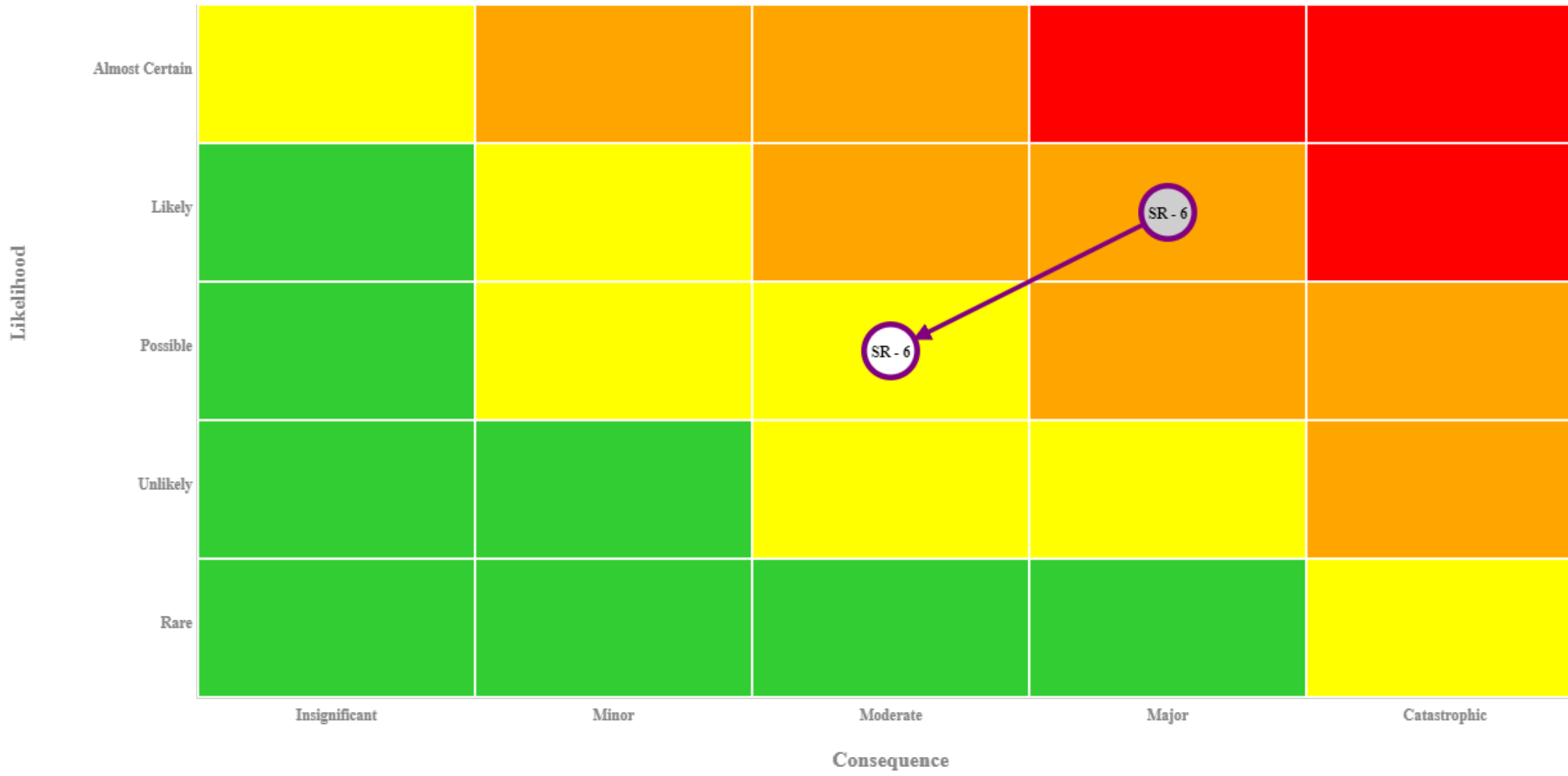
Risk Code	Risk Title
SR - 10	WWTE (Pyrolysis) Project underperformance
SR - 9	Odour, noise, dust and traffic complaints
SR - 18	Capex project objectives/targets not achieved
SR - 24	Light vehicle or pedestrian interaction with heavy equipment
SR - 13	Cyber attack
SR - 25	Fraudster changing a Creditor's bank account details
SR - 1	Excessive Employee Benefits leave liability
SR - 21	Employment related litigation
SR - 19	Licencing conditions breach
SR - 3	Ineffective Operational Reporting (timely and relevant)
SR - 12	By-passing established Tender or Procurement procedures
SR - 20	Lack of interest from Member Councils regarding Sustainability Programs
SR - 16	Injury to Operational Field Officers
SR - 8	Inadequate leachate control
SR - 5	Legacy issues restricting innovation and performance
SR - 14	Poor Stakeholder Engagement
SR - 23	Methane gas explosion
SR - 4	Over-use of single-source suppliers
SR - 28	Large numbers of Ibis and Pelicans scavenging on open tip face
SR - 22	Sub-surface landfill fires
SR - 7	Reduced Grant Funding
SR - 26	No scheduled maintenance program for all buildings
SR - 17	Covid-19 Infection
SR - 27	Intentional activities in excess of delegated authority (PID Officer)
SR - 6	Under/poor performance
SR - 11	Fire in operational sites
SR - 2	Inadequate succession planning
SR - 15	By-passing established administrative (non-financial) procedures





● Initial Risk Rating

○ Residual Risk Rating

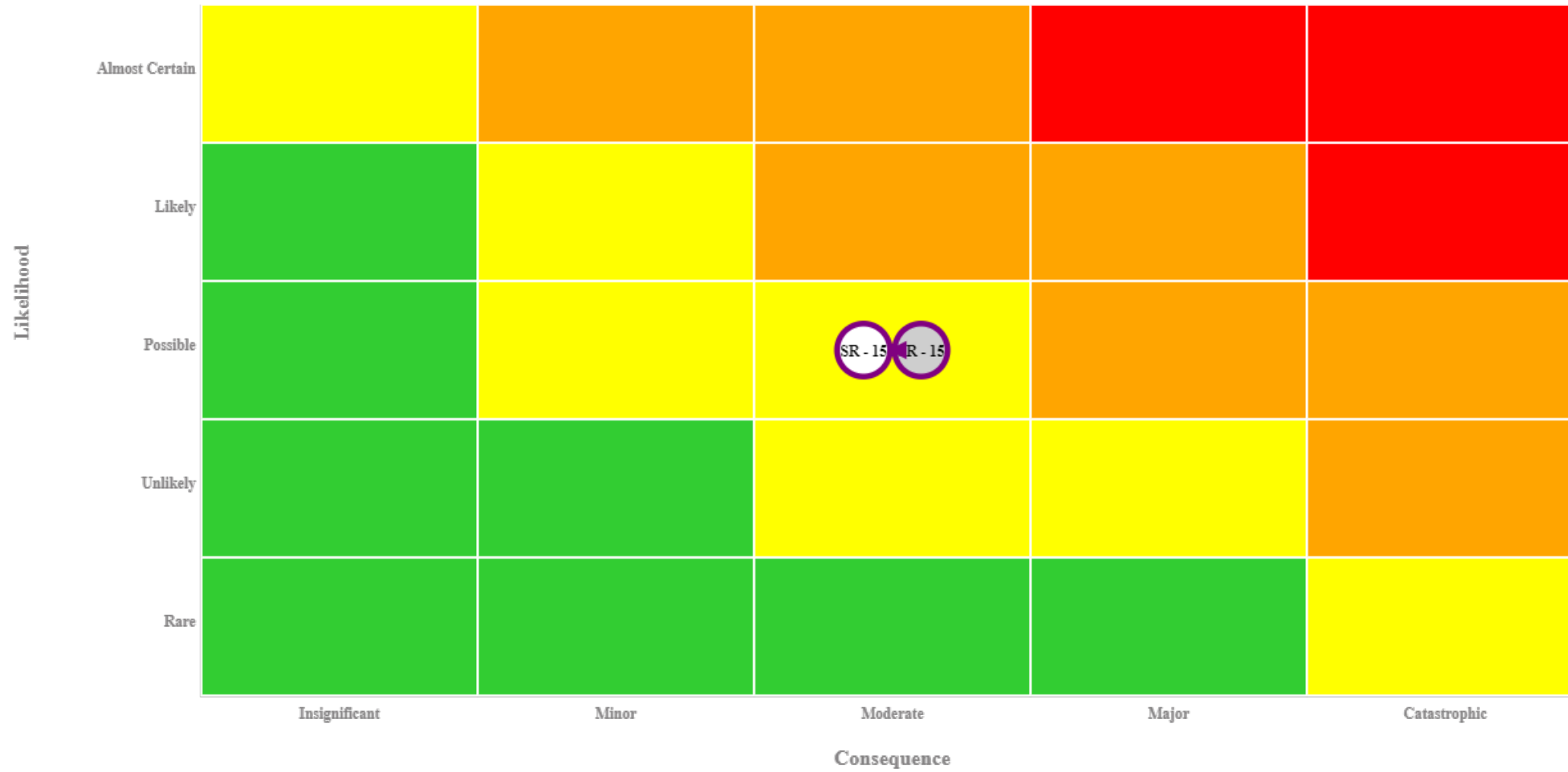


Risk Code	Risk Title
SR - 6	Under/poor performance



● Initial Risk Rating

○ Residual Risk Rating

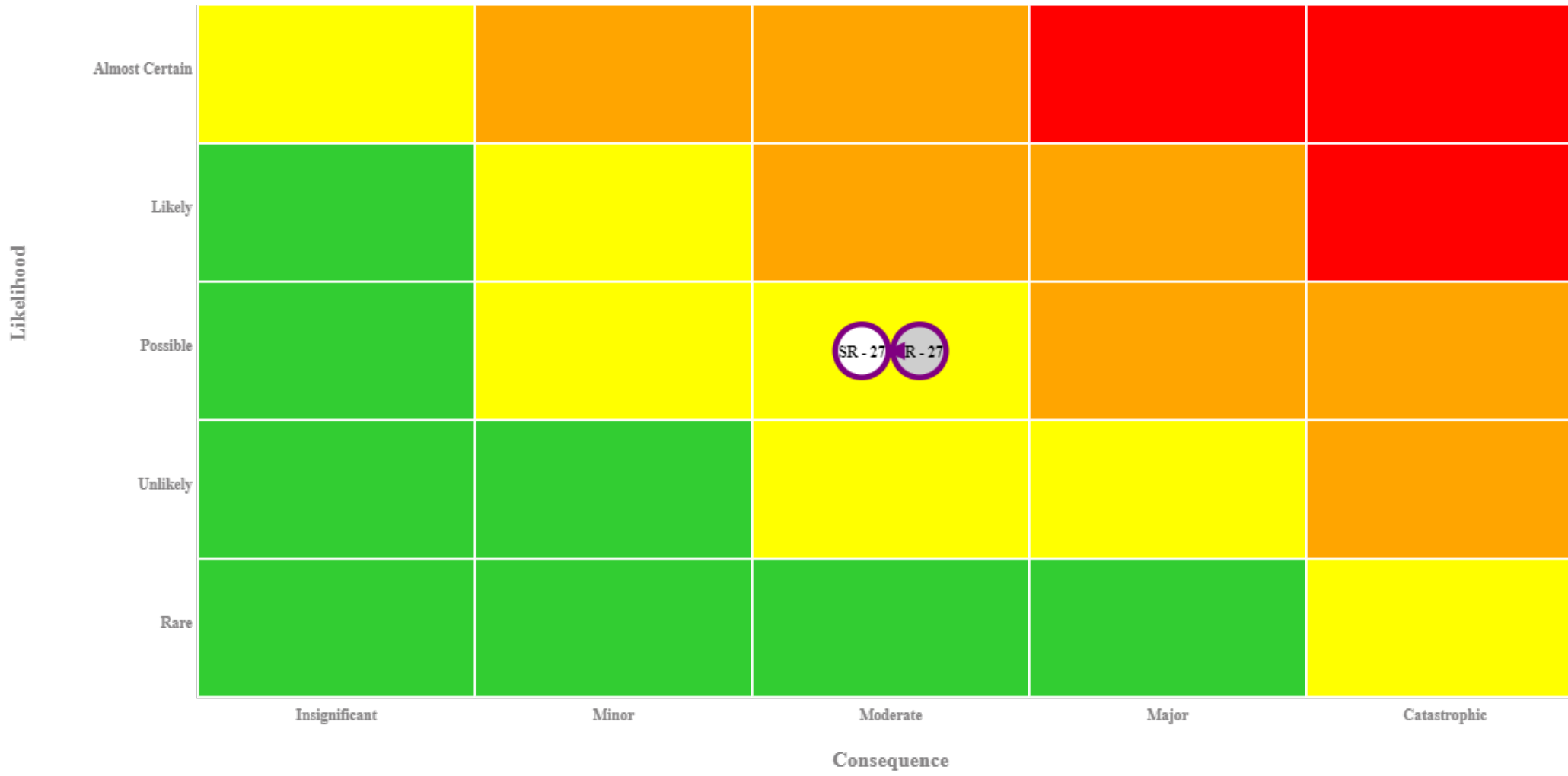


Risk Code	Risk Title
SR - 15	By-passing established administrative (non-financial) procedures



● Initial Risk Rating

○ Residual Risk Rating



Risk Code	Risk Title
SR - 27	Intentional activities in excess of delegated authority (PID Officer)

**12 REPORTS OF DELEGATES**

Nil

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

Nil

**14 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

**15 FUTURE MEETINGS OF THE AUDIT COMMITTEE**

Meetings of the Audit Committee are covered under the Audit Committee Terms of Reference as follows:

**“4 Meetings**

4.1 The Audit Committee will meet as required at the discretion of the chairperson of the committee and at least three times per year to coincide with:

- a. Approval of strategic and annual plans;
- b. Approval of the annual budget; and
- c. The auditor’s report on the annual financial report.”

**Future Meetings 2022**

Thursday      3      November      (If Required)      at      EMRC Administration Office

**16 DECLARATION OF CLOSURE OF MEETING**

The Presiding Member complimented EMRC staff regarding the achievements and the good audit outcomes.

The Presiding Member declared the meeting closed at 6.11pm.

# UNCONFIRMED MINUTES

D2022/18157

**Legal Committee**

6 October 2022



### **Legal Committee Members**

Cr Dylan O'Connor	Committee Chairman	City of Kalamunda
Cr Mel Congerton	Committee Deputy Chairman	City of Swan
Cr Kathryn Hamilton	Committee Member	Town of Bassendean
Cr Michelle Sutherland	Committee Member	City of Bayswater
Cr Doug Jeans	Committee Member	Shire of Mundaring

### **Legal Committee Deputies**

Cr Hilary MacWilliam	Deputy Committee Member	Town of Bassendean
Cr Steven Ostaszewskyj	Deputy Committee Member	City of Bayswater
Cr Margaret Thomas	Deputy Committee Member	City of Kalamunda
Cr John Daw	Deputy Committee Member	Shire of Mundaring
Cr Charlie Zannino	Deputy Committee Member	City of Swan

### **Legal Committee Second Deputies**

Cr Emily Wilding	Committee Second Deputy Member	Town of Bassendean
Cr Giorgia Johnson	Committee Second Deputy Member	City of Bayswater
Cr Janelle Sewell	Committee Second Deputy Member	City of Kalamunda
Cr Jo Cicchini	Committee Second Deputy Member	Shire of Mundaring
Vacant	Committee Second Deputy Member	City of Swan

## Legal Committee Meeting

6 October 2022

### Table of Contents

1	<b>DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS</b>	1
	1.1 ACKNOWLEDGEMENT OF COUNTRY	1
2	<b>ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b>	1
3	<b>DISCLOSURE OF INTERESTS</b>	1
4	<b>ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION</b>	1
5	<b>PETITIONS, DEPUTATIONS AND PRESENTATIONS</b>	1
6	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>	2
	6.1 MINUTES OF THE LEGAL COMMITTEE MEETING HELD ON 23 JUNE 2022	2
7	<b>QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN</b>	2
8	<b>QUESTIONS BY MEMBERS WITHOUT NOTICE</b>	2
9	<b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC</b>	2
10	<b>BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING</b>	2
11	<b>REPORTS OF EMPLOYEES</b>	2
12	<b>REPORTS OF DELEGATES</b>	2
13	<b>NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING</b>	2
14	<b>CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>	3
	14.1 LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 S.5.23(2)(D)] (D2022/15959)	3
15	<b>FUTURE MEETINGS OF THE LEGAL COMMITTEE</b>	4
16	<b>DECLARATION OF CLOSURE OF MEETING</b>	4

## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 5:03pm.

### 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 Dylan O'Connor	Committee Chairman	City of Kalamunda
Cr Mel Congerton	Committee Deputy Chairman	City of Swan
Cr Steven Ostaszewskyj <i>(deputising for Cr Sutherland)</i>	Deputy Committee Member	City of Bayswater
Cr John Daw <i>(deputising for Cr Jeans)</i>	Deputy Committee Member	Shire of Mundaring

### Apologies

Cr Michelle Sutherland	Committee Member	City of Bayswater
Cr Doug Jeans	Committee Member	Shire of Mundaring

### EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Ms Izabella Krzysko	Manager Procurement and Governance
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer (Minutes)

### Observer(s)

Mr David Schmidt	Manager Information Services
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## 3 DISCLOSURE OF INTERESTS

Nil

## 4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil

## 5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**6.1 MINUTES OF THE LEGAL COMMITTEE MEETING HELD ON 23 JUNE 2022**

That the minutes of the Legal Committee Meeting held on 23 June 2022 which have been distributed, be confirmed.

**LEGAL COMMITTEE RESOLUTION**

MOVED CR OSTASZEWSKYJ                      SECONDED CR CONGERTON

THAT THE MINUTES OF THE LEGAL COMMITTEE MEETING HELD ON 23 JUNE 2022 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

**7 QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**8 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil

**9 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC**

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following report items are covered in Section 14 of this agenda.

- LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995* s.5.23(2)(d)]

**10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil

**11 REPORTS OF EMPLOYEES**

Nil

**12 REPORTS OF DELEGATES**

Nil

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

Nil



Recording of the resolutions passed behind closed doors, namely:

- 14.1 LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 s.5.23(2)(d)]

**LEGAL COMMITTEE RESOLUTION(S)**

MOVED CR CONGERTON      SECONDED CR DAW

THAT:

1. THE LEGAL COMMITTEE UNDER DELEGATED AUTHORITY ENDORSES THE CONFIDENTIAL REPORT AND THE CONFIDENTIAL ATTACHMENTS.
2. LEGAL COMMITTEE INSTRUCTS THE CEO TO EXECUTE THE CONFIDENTIAL ATTACHMENTS REGARDING THE LEGAL MATTER AS OUTLINED WITHIN THE CONFIDENTIAL REPORT.
3. THE REPORT AND THE ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND THE CEO.

**CARRIED UNANIMOUSLY**

**15 FUTURE MEETINGS OF THE LEGAL COMMITTEE**

Meetings of the Legal Committee are held as required.

**16 DECLARATION OF CLOSURE OF MEETING**

There being no further business the meeting was closed at 5:09pm.

## LOCAL PLANNING SCHEME NO. 11

### DISCLAIMER

This is a copy of the Local Planning Scheme produced from an electronic version of the Scheme held and maintained by the Department of Planning, Lands and Heritage. Whilst all care has been taken to accurately portray the current Scheme provisions, no responsibility shall be taken for any omissions or errors in this documentation.

Consultation with the respective Local Government Authority should be made to view a legal version of the Scheme.

Please advise the Department of Planning of any errors or omissions in this document.

Local Planning Scheme Gazettal Date xx

TOWN OF BASSENDEAN LOCAL PLANNING SCHEME NO. 11 AMENDMENTS

Amendment No.	Gazettal Date	Updated		Details
		When	By	

DRAFT



SCHEME DETAILS

**TOWN OF BASSENDEAN**

**LOCAL PLANNING SCHEME NO. 11**

The Town of Bassendean under the powers conferred by the *Planning and Development Act 2005* makes the following Local Planning Scheme.

## TABLE OF CONTENTS

### Part 1 – Preliminary 6

1.	Citation .....	6
2.	Commencement .....	6
3.	Scheme Revoked .....	6
4.	Notes do not form part of Scheme .....	6
5.	Responsibility for Scheme .....	6
6.	Scheme area .....	6
7.	Contents of Scheme .....	6
9.	Aims of Scheme .....	7
10.	Relationship with local laws .....	8
11.	Relationship with other local planning schemes .....	8
12.	Relationship with region planning scheme .....	8

### Part 2 - Reserves

13.	Regional reserves .....	9
14.	Local reserves .....	9
15.	Additional Uses for local reserves .....	10

### Part 3 - Zones and Use of Land..... 11

16.	Zones .....	11
17.	Zoning Table .....	12
18.	Interpreting zoning table .....	13
19.	Additional uses .....	14
20.	Restricted uses .....	15
21.	Special use zones .....	15
22.	Non-conforming uses .....	15
23.	Changes to non-conforming uses .....	16
24.	Register of non-conforming uses .....	16

### Part 4 – General Development Requirements ..... 18

25.	R-Codes .....	18
26.	Modification of R-Codes .....	18
27.	State Planning Policy 3.6 to be read as part of Scheme .....	19
28.	Modification of State Planning Policy 3.6 .....	19
29.	Other State planning policies to be read as part of Scheme .....	19
30.	Modification of State planning policies .....	19
31.	Environmental conditions .....	19
32.	Additional site and development requirements .....	19

33.	Additional site and development requirements for areas covered by structure plan or local development plan .....	20
34.	Variations to site and development requirements .....	20
35.	Restrictive covenants .....	21
36.	Development in unsewered areas .....	<b>Error! Bookmark not defined.</b>
37.	Design review.....	32
38.	Development in Swan River flood way and flood plain.....	<b>Error! Bookmark not defined.</b>
39.	Tree preservation .....	<b>Error! Bookmark not defined.</b>
<b>Part 5 - Special Control Areas .....</b>		<b>22</b>
40.	Special control areas.....	22
<b>Part 6 - Terms Referred to in Scheme.....</b>		<b>23</b>
41.	Terms used .....	23
42.	Land use terms used.....	24

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## Part 1 – Preliminary

### 1. Citation

This local planning scheme is the Town of Bassendean Scheme No. 11.

### 2. Commencement

Under section 87(4) of the Act, this local planning scheme comes into operation on the day on which it is published in the *Gazette*.

### 3. Scheme Revoked

The following local planning scheme is revoked -

Local Planning Scheme No. 10      Gazettal date 24 June 2008 as amended.

### 4. Notes do not form part of Scheme

Notes, and instructions printed in italics, do not form part of this Scheme.

Note: The *Interpretation Act 1984* section 32 makes provision in relation to whether headings form part of the written law.

### 5. Responsibility for Scheme

The Town of Bassendean is the local government responsible for the enforcement and implementation of this Scheme and the execution of any works required to be executed under this Scheme.

### 6. Scheme area

This Scheme applies to the area shown on the Scheme Map.

Note: The Scheme area (or part) is also subject to the Metropolitan Region Scheme (see clause 12) and other local planning schemes (see clause 11).

### 7. Contents of Scheme

(1) In addition to the provisions set out in this document (the ***scheme text***), this Scheme includes the following -

(a) the deemed provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2);

(b) the Scheme Map;

(2) This Scheme is to be read in conjunction with any local planning strategy for the Scheme area.

## **8. Purposes of Scheme**

The purposes of this Scheme are to -

- (a) set out the local government's planning aims and intentions for the Scheme area; and
- (b) set aside land as local reserves for public purposes; and
- (c) zone land within the Scheme area for the purposes defined in this Scheme; and
- (d) control and guide development including processes for the preparation of structure plans and local development plans; and
- (e) set out procedures for the assessment and determination of development applications; and
- (f) set out procedures for contributions to be made for the costs of providing infrastructure in connection with development through development contribution plans; and
- (g) make provision for the administration and enforcement of this Scheme; and
- (h) address other matters referred to in Schedule 7 of the Act.

## **9. Aims of Scheme**

The aims of this Scheme are to -

- (a) respect the community vision for the development of the district with appropriate land uses and development;
- (b) ensure new built form responds to, protects and enhances the local character and amenity;
- (c) provide greater housing choice to cater for a diverse and sustainable population;
- (d) optimise and facilitate appropriate development around railway stations;
- (e) promote greater use of alternative modes of transport and public transport;
- (f) protect, preserve and maintain the Town's cultural and heritage values;
- (g) protect and enhance the natural environment, in particular urban bushland, river environs and urban canopy;
- (h) facilitate and protect the establishment of an attractive and efficient industrial area;
- (i) ensure an appropriate transitional interface between industrial and residential land uses;

- (j) encourage and provide for local economic development and employment opportunities to improve the vibrancy of the Town in particularly the Bassendean Town centre; and
- (k) ensure the health and safety of residents, businesses and visitors of the district.

#### **10. Relationship with local laws**

Where a provision of this Scheme is inconsistent with a local law, the provision of this Scheme prevails to the extent of the inconsistency.

#### **11. Relationship with other local planning schemes**

The following local planning schemes of the Town of Bassendean also apply in the Scheme area -

Guided Scheme No. 4A      Gazettal date 20 January 1981

#### **12. Relationship with region planning scheme**

The Metropolitan Region Scheme made (or continued) under Part 4 of the Act applies in respect of part or all of the Scheme area.

Note: The authority responsible for implementing the Metropolitan Region Scheme is the Western Australian Planning Commission.

## Part 2 - Reserves

### 13. Regional reserves

- (1) Regional reserves are marked on the Scheme Map according to the legend on the Scheme Map.
- (2) The lands marked as regional reserves are lands reserved for a public purpose under the Metropolitan Region Scheme.

Note: The process of reserving land under a regional planning scheme is separate from the process of reserving land under the *Land Administration Act 1997* section 41.

### 14. Local reserves

- (1) In this clause -

**Department of Main Roads** means the department principally assisting in the administration of the *Main Roads Act 1930*;

**Western Australian Road Hierarchy** means the document of that name available on the website maintained by the Department of Main Roads.

- (2) Local reserves are shown on the Scheme Map according to the legend on the Scheme Map.
- (3) The objectives of each local reserve are as follows -

**Table 1 - Reserve Objectives**

Reserve Name	Objectives
Public Open Space	<ul style="list-style-type: none"> <li>• To set aside areas for public open space, particularly those established under the <i>Planning and Development Act 2005</i> s. 152.</li> <li>• To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.</li> </ul>
Civic and Community	<ul style="list-style-type: none"> <li>• To provide for a range of community facilities which are compatible with surrounding development.</li> <li>• To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.</li> </ul>
Public Purposes	<ul style="list-style-type: none"> <li>• To provide for a range of essential physical and community infrastructure.</li> </ul>
Infrastructure Services	<ul style="list-style-type: none"> <li>• Public Purposes which specifically provide for a range of essential infrastructure services.</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Public Purposes which specifically provide for a range of essential education facilities.</li> </ul>
Drainage / Waterway	<ul style="list-style-type: none"> <li>• To set aside land required for significant waterways and drainage.</li> </ul>

Reserve Name	Objectives
Primary Distributor Road	<ul style="list-style-type: none"> <li>To set aside land required for a primary distributor road being a road classified as a Regional Distributor or Primary Distributor under the Western Australian Road Hierarchy.</li> </ul>
District Distributor Road	<ul style="list-style-type: none"> <li>To set aside land required for a district distributor road being a road classified as a Distributor A or Distributor B under the Western Australian Road Hierarchy.</li> </ul>
Local Distributor Road	<ul style="list-style-type: none"> <li>To set aside land required for a local distributor road being a road classified as a Local Distributor under the Western Australian Road Hierarchy.</li> </ul>
Local Road	<ul style="list-style-type: none"> <li>To set aside land required for a local road being a road classified as an Access Road under the Western Australian Road Hierarchy.</li> </ul>

**15. Additional Uses for local reserves**

There are no additional uses for land in local reserves that apply to this Scheme.

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## Part 3 - Zones and Use of Land

### 16. Zones

- (1) Zones are shown on the Scheme Map according to the legend on the Scheme Map.
- (2) The objectives of each zone are as follows -

**Table 2 - Zone Objectives**

Zone Name	Objectives
Residential	<ul style="list-style-type: none"> <li>• To provide for a range of housing and a choice of residential densities to meet the needs of the community.</li> <li>• To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.</li> <li>• To provide for a range of non-residential uses, which are compatible with and complementary to residential development.</li> </ul>
Light Industry	<ul style="list-style-type: none"> <li>• To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in commercial zones.</li> <li>• To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity.</li> </ul>
General Industry	<ul style="list-style-type: none"> <li>• To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.</li> <li>• To accommodate industry that would not otherwise comply with the performance standards of light industry.</li> <li>• Seek to manage impacts such as noise, dust and odour within the zone.</li> </ul>
District Centre	<ul style="list-style-type: none"> <li>• To designate land for future development as a town centre or activity centre.</li> <li>• To provide a basis for future detailed planning in accordance with the structure planning provisions of this Scheme or the Activity Centres State Planning Policy.</li> </ul>
Local Centre	<ul style="list-style-type: none"> <li>• To provide for predominantly convenience retailing and community facilities which serve the local community, and provides a high level of accessibility for local residents.</li> <li>• To encourage high quality, pedestrian-friendly, street-orientated development that is compatible with surrounding uses.</li> <li>• To encourage mixed use development of a scale appropriate to a locality.</li> </ul>

## 17. Zoning Table

The zoning table for this Scheme is as follows -

**Table 3 - Zoning Table**

Use and Development Class	Zones				
	Residential	Light Industry	General Industry	District Centre	Local Centre
Aged or Dependant Persons Dwelling	P	X	X	Refer to clause 18(6)	D
Amusement Parlour	X	X	X		P
Ancillary Dwelling	P	X	X		D
Animal Establishment	X	D	A		X
Bed and Breakfast	A	X	X		D
Betting Agency	X	X	X		D
Brewery	X	D	A		X
Bulky Goods Showroom	X	D	X		X
Caretaker's Dwelling	X	D	D		D
Carpark	X	D	D		D
Child Care Premises	A	X	X		D
Cinema/Theatre	X	X	X		D
Civic Use	D	D	A		P
Club Premises	X	A	A		D
Commercial Vehicle Parking	D	P	P		D
Community Purpose	A	D	X		A
Consulting Rooms	A	X	X		P
Convenience Store	X	X	X		P
Corner Shop	A	X	X		P
Educational Establishment	A	A	X		P
Exhibition Centre	D	D	X		D
Family Day Care	P	X	X		D
Fast Food Outlet	X	X	X		A
Funeral Parlour	X	P	D		A
Garden Centre	X	A	A		X
Grouped Dwelling	P	X	X		D
Holiday Accommodation	A	X	X		D
Holiday House	A	X	X		D
Home Business	A	X	X		D
Home Occupation	P	X	X		D
Home Office	P	X	X	P	
Home Store	A	X	X	A	
Hospital	A	X	X	A	
Hotel	X	X	X	A	
Independent Living Complex	D	X	X	D	
Industry - General	X	A	P	X	
Industry - Light	X	P	D	X	
Industry - Service	X	P	P	A	
Liquor Store – Large	X	X	X	X	
Liquor Store – Small	X	X	X	P	

Lunch Bar	X	D	A	X
Market	X	A	A	D
Medical Centre	X	D	X	P
Motel	X	X	X	A
Motor Vehicle, Boat or Caravan Sales	X	D	A	X
Motor Vehicle Repair	X	D	D	X
Motor Vehicle Wash	X	D	A	D
Multiple Dwelling	P	X	X	D
Night Club	X	X	X	A
Office	X	D	X	P
Place of Worship	A	D	X	A
Reception Centre	X	D	X	A
Recreation – Private	X	D	A	D
Residential Aged Care Facility	A	X	X	A
Residential Building	D	X	X	X
Resource Recovery Centre	X	A	A	X
Restaurant/Cafe	X	X	X	P
Restricted Premises	X	X	X	X
Serviced Apartments	X	X	X	P
Service Station	X	P	D	X
Shop	X	X	X	P
Single House	P	X	X	D
Small Bar	X	X	X	P
Storage	X	P	P	X
Tavern	X	X	X	A
Telecommunications Infrastructure	A	A	P	A
Trade Display	X	D	D	X
Trade Supplies	X	D	D	X
Transport Depot	X	D	P	X
Veterinary Centre	X	D	A	D
Warehouse	X	P	P	X
Waste disposal facility	X	A	A	X
Waste storage facilities	X	A	A	X

## 18. Interpreting zoning table

- (1) The permissibility of uses of land in the various zones in the Scheme area is determined by cross-reference between the list of use classes on the left hand side of the zoning table and the list of zones at the top of the zoning table.
- (2) The symbols used in the zoning table have the following meanings –
  - P means that the use is permitted if it complies with any relevant development standards and requirements of this Scheme;
  - D means that the use is not permitted unless the local government has exercised its discretion by granting development approval;
  - A means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions;
  - X means that the use is not permitted by this Scheme.

Note:

1. The development approval of the local government may be required to carry out works on land in addition to any approval granted for the use of land. In normal circumstances 1 application is made for both the carrying out of works on, and the use of, land.
  2. Under clause 61 of the deemed provisions, certain works and uses are exempt from the requirement for development approval.
  3. Clause 67 of the deemed provisions deals with the consideration of applications for development approval by the local government. Under that clause, development approval cannot be granted for development that is a class X use in relation to the zone in which the development is located, except in certain circumstances where land is being used for a non-conforming use.
- (3) A specific use class referred to in the zoning table is excluded from any other use class described in more general terms.
  - (4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table –
    - (a) determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or
    - (b) determine that the use may be consistent with the objectives of a particular zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or
    - (c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.
  - (5) If a use of land is identified in a zone as being a class P use, the local government may not refuse an application for development approval for that use in that zone but may require works that are to be undertaken in connection with that use to have development approval.
  - (6) If the zoning table does not identify any permissible uses for land in a zone the local government may, in considering an application for development approval for land within the zone, have due regard to any of the following plans that apply to the land –
    - (a) a structure plan;
    - (b) a local development plan.

## 19. Additional uses

- (1) Table 4 sets out –
  - (a) classes of use for specified land that are additional to the classes of use that are permissible in the zone in which the land is located; and

- (b) the conditions that apply to that additional use.

**Table 4 - Specified additional uses for zoned land in Scheme area**

No.	Description of Land	Additional Use(s)	Conditions
1	Lot 2 (No. 77) West Road, Bassendean	Shop Restaurant/Café	<p>1. All areas used for the storage of goods must be screened from view from any public street or surrounding development to the satisfaction of the Town of Bassendean.</p> <p>2. Loading or unloading times, related to the delivery of goods, is restricted to between 7:00am and 7:00pm Mondays to Saturdays and 9:00am to 7:00pm Sundays and Public Holidays.</p>

- (2) Despite anything contained in the zoning table, land that is specified in the Table to subclause (1) may be used for the additional classes of use set out in respect of that land subject to the conditions that apply to that use.

**20. Restricted uses**

There are currently no restricted uses which apply to this Scheme.

**21. Special use zones**

There are currently no special use zones which apply to this Scheme.

**22. Non-conforming uses**

- (1) Unless specifically provided, this Scheme does not prevent –
- (a) the continued use of any land, or any structure or building on land, for the purpose for which it was being lawfully used immediately before the commencement of this Scheme; or
  - (b) the carrying out of development on land if –
    - (i) before the commencement of this Scheme, the development was lawfully approved; and
    - (ii) the approval has not expired or been cancelled.
- (2) Subclause (1) does not apply if –
- (a) the non-conforming use of the land is discontinued; and
  - (b) a period of 6 months, or a longer period approved by the local government, has elapsed since the discontinuance of the non-conforming use.

- (3) Subclause (1) does not apply in respect of a non-conforming use of land if, under Part 11 of the Act, the local government –
  - (a) purchases the land; or
  - (b) pays compensation to the owner of the land in relation to the non-conforming use.

### **23. Changes to non-conforming uses**

- (1) A person must not, without development approval –
  - (a) alter or extend a non-conforming use of land; or
  - (b) erect, alter or extend a building used for, or in conjunction with, a non-conforming use; or
  - (c) repair, rebuild, alter or extend a building used for a non-conforming use that is destroyed to the extent of 75% or more of its value; or
  - (d) change the use of land from a non-conforming use to another use that is not permitted by the Scheme.
- (2) An application for development approval for the purposes of this clause must be advertised in accordance with clause 64 of the deemed provisions.
- (3) A local government may only grant development approval for a change of use of land referred to in subclause (1)(d) if, in the opinion of the local government, the proposed use –
  - (a) is less detrimental to the amenity of the locality than the existing non-conforming use; and
  - (b) is closer to the intended purpose of the zone in which the land is situated.

### **24. Register of non-conforming uses**

- (1) The local government may prepare a register of land within the Scheme area that is being used for a non-conforming use.
- (2) A register prepared by the local government must set out the following –
  - (a) a description of each area of land that is being used for a non-conforming use;
  - (b) a description of any building on the land;
  - (c) a description of the non-conforming use;
  - (d) the date on which any discontinuance of the non-conforming use is noted.

- (3) If the local government prepares a register under subclause (1) the local government –
  - (a) must ensure that the register is kept up-to-date; and
  - (b) must ensure that an up-to-date copy of the register is published in accordance with clause 87 of the deemed provisions.
- (3A) Subclause (3)(b) is an ongoing publication requirement for the purposes of clause 87(5)(a) of the deemed provisions.
- (4) An entry in the register in relation to land that is being used for a non-conforming use is evidence of the matters set out in the entry, unless the contrary is proved.

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## Part 4 – General Development Requirements

### 25. R-Codes

- (1) The R-Codes, modified as set out in clause 26, are to be read as part of this Scheme.
- (2) The local government must ensure that the R-Codes are published in accordance with clause 87 of the deemed provisions.
- (2A) Subclause (2) is an ongoing publication requirement for the purposes of clause 87(5)(a) of the deemed provisions.
- (3) The coding of land for the purposes of the R-Codes is shown by the coding number superimposed on a particular area contained within the boundaries of the area shown on the Scheme Map.
- (4) The R-Codes apply to an area if –
  - (a) the area has a coding number superimposed on it in accordance with subclause (3); or
  - (b) a provision of this Scheme provides that the R-Codes apply to the area.

### 26. Modification of R-Codes

- (1) The local government may permit the development, or support the subdivision of an R20 coded corner lot to a maximum density of R25 provided the lot has frontage to two constructed roads and any new lots created or new dwellings constructed shall have their own frontage to a constructed road.
- (2) Notwithstanding any other provision of the Scheme, where a site has been approved for or developed for residential purposes at a density greater than that permitted under the relevant R-Code applicable under the Scheme, the local government may permit the site to be re-developed at the same density, provided it is satisfied that the standard of development will be significantly improved as a result.
- (3) The deemed-to-comply requirements of the R-Codes are varied by Local Planning Policy No. 12 – Residential Development and Fences and Local Planning Policy No. 13 – Tree Retention and Provision (as amended).
- (4) Where a split density code is depicted on the Scheme maps, any development shall conform to the lower density code applicable to the lot, unless the local government determines that development to the higher density code is acceptable, having regard to the following –
  - (i) Relevant Local Planning Policies;
  - (ii) The heritage, character and amenity of the existing streetscape and how the development impacts that streetscape.



- (5) Clause 26(2) and associated sub-clauses shall cease to have effect two years after publication in the Gazette of this scheme.

**27. State Planning Policy 3.6 to be read as part of Scheme**

- (1) State Planning Policy 3.6 - Development Contributions for Infrastructure, modified as set out in clause 28, is to be read as part of this Scheme.
- (2) The local government must ensure that State Planning Policy 3.6 is published in accordance with clause 87 of the deemed provisions.
- (3) Subclause (2) is an ongoing publication requirement for the purposes of clause 87(5)(a) of the deemed provisions.

**28. Modification of State Planning Policy 3.6**

There are no modifications to State Planning Policy 3.6.

**29. Other State planning policies to be read as part of Scheme**

There are no other State planning policies that are to be read as part of the Scheme.

**30. Modification of State planning policies**

There are no modifications to a State Planning Policy that, under clause 29 is to be read as part of the Scheme.

**31. Environmental conditions**

There are no environmental conditions imposed under the *Environmental Protection Act 1986* that apply to this Scheme.

**32. Additional site and development requirements**

- (1) Table 5 sets out requirements relating to development that are additional to those set out in the R-Codes, precinct structure plans, local development plans or State or local planning policies.

**Table 5 - Additional requirements that apply to land in Scheme area**

No.	Description of Land	Requirement
1	All Residential zoned land	1. All new non-residential development within the residential zone shall comply with the provisions of the R-Codes with respect to setbacks, building height and open space unless otherwise specified in a precinct structure plan or Local Planning Policy.
2	Lot 74 (No. 68) & Lot 75 (No. 72) Walter Road East, Eden Hill	1. Vehicle access is not permitted from Walter Road East, Eden Hill. Vehicle Access must be provided from the secondary street (Ivanhoe Street or Marion Street).

No.	Description of Land	Requirement
3	Ida Street Local Centre (Lot 10 (No.71), Lot 50 (No.77) & 51 (No.85) Walter Road East, Bassendean)	1. The local government may at its discretion, permit residential development within the Ida Street Local Centre to a maximum density of R60. Residential Development shall only be permitted where the local government is satisfied that the development is consistent with the provisions of an applicable precinct structure plan and/or Local Planning Policy.
4	Eden Hill Local Centre (Lot 4 (No.248) & Lot 5 (No.246) Morley Drive , Eden Hill)	1. Prior to providing recommendations on applications for the subdivision and development of land within the Eden Hill Local Centre, the local government shall require the applicant prepare and submit a local development plan or precinct structure plan demonstrating building envelopes, indicative building configurations, setbacks, pedestrian and vehicular access, car parking layouts and any access easements required, tree retention and fencing. 2. The local government may at its discretion, permit residential development within the Eden Hill Local Centre to a maximum density of R60. Residential Development shall only be permitted where the local government is satisfied that the development is consistent with the provisions of an applicable local development plan, precinct structure plan and/or Local Planning Policy.
5	All zoned land	Ceding of rights-of-way and laneway widening. 1. The owner of land affected by a right-of-way or laneway identified by the Scheme, structure plan, local development plan or Local Planning Policy may be required to, at the time of developing or subdividing the land: (a) cede to the local government that part of the land affected by the right-of-way or laneway and (b) construct the relevant section of the right-of-way or laneway to the satisfaction of the local government, or alternatively, make a financial contribution to such works. 2. The intention expressed in subclause (1) may be reinforced by a condition of subdivision or development approval.

- (2) To the extent that a requirement referred to in subclause (1) (2) is inconsistent with a requirement in the R-Codes, a precinct structure plan, a local development plan or a State or Local Planning Policy, the requirement referred to in subclause (1) prevails.

### 33. Additional site and development requirements for areas covered by structure plan or local development plan

There are currently no areas covered by a structure plan or local development plans under this scheme.

### 34. Variations to site and development requirements

- (1) In this clause –  
additional site and development requirements means requirements set out in clauses 32 and 33.
- (2) The local government may approve an application for a development approval that does not comply with an additional site and development requirements.

- (3) An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.
- (4) If the local government is of the opinion that the non-compliance with an additional site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development the local government must -
  - (a) consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64 of the deemed provisions; and
  - (b) have regard to any expressed views prior to making its determination to grant development approval under this clause.
- (5) The local government may only approve an application for development approval under this clause if the local government is satisfied that –
  - (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and
  - (b) the non-compliance with the additional site and development requirement will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

### **35. Restrictive covenants**

- (1) A restrictive covenant affecting land in the Scheme area that would have the effect of limiting the number of residential dwellings which may be constructed on the land is extinguished or varied to the extent that the number of residential dwellings that may be constructed is less than the number that could be constructed on the land under this Scheme.
- (2) If subclause (1) operates to extinguish or vary a restrictive covenant
  - (a) development approval is required to construct a residential dwelling that would result in the number of residential dwellings on the land exceeding the number that would have been allowed under the restrictive covenant; and
  - (b) the local government must not grant development approval for the construction of the residential dwelling unless it advertises the application for development approval in accordance with clause 64 of the deemed provisions.

## Part 5 - Special Control Areas

### 36. Special control areas

- (1) Special Control Areas are marked on the Scheme Map according to the legend on the Scheme Map.
- (1) The purpose, objectives and additional provisions that apply to each Special Control Area is set out in Table 6.
- (2) Development within a Special Control Area marked on the Scheme Map shall require development approval from the local government.

**Table 6 - Special control areas in scheme area**

Name of Area	Purpose	Objectives	Additional Provisions
SCA 1 - Swan River Floodway and Flood Fringe.	To appropriately regulate development and subdivision of land identified as being at risk of flooding.	To ensure new development: <ol style="list-style-type: none"> <li>(a) minimises the potential for loss of life and property damage due to floods.</li> <li>(b) conserves the floodplain environment and ensures that proposed development within the floodplain is compatible with the locality.</li> </ol>	In considering applications for development, the local government shall have regard to any relevant State Planning Policy and the requirements of the Department of Water and Environmental Regulation.

## Part 6 - Terms Referred to in Scheme

### 37. Terms used

- (1) If a word or expression used in this Scheme is listed in this clause, its meaning is as follows:

**building envelope** means the area of land within which all buildings and effluent disposal facilities on a lot must be contained.

**building height** in relation to a building –

- (a) if the building is used for residential purposes, has the meaning given in the R-Codes; or
- (b) if the building is used for purposes other than residential purposes, means the maximum vertical distance between the natural ground level and the finished roof height directly above, excluding minor projections as that term is defined in the R-Codes.

**commercial vehicle** means a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes including –

- (a) a utility, van, truck, tractor, bus or earthmoving equipment; and
- (b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a).

**floor area** has meaning given in the Building Code.

**plot ratio** means the ratio of the floor area of a building to an area of land within the boundaries of the lot or lots on which the building is located.

**precinct** means a definable area where particular planning policies, guidelines or standards apply.

**predominant use** means the primary use of premises to which all other uses carried out on the premises are incidental.

**retail** means the sale or hire of goods or services to the public.

**Scheme commencement day** means the day on which this Scheme comes into effect under section 87(4) of the Act.

**short-term accommodation** means temporary accommodation provided on a commercial basis, either continuously or from time-to-time with no guest accommodated for periods totally more than 3 months in any 12-month period.

**wholesale** means the sale of goods or materials to be sold by others.

- (2) A word or expression that is not defined in this Scheme –
- (a) has the meaning it has in the *Planning and Development Act 2005*; or
  - (b) if it is not defined in that Act - has the same meaning as it has in the R-Codes.

### 38. Land use terms used

If this Scheme refers to a category of land use that is listed in this provision, the meaning of that land use is as follows –

- amusement parlour** means premises –
- (a) that are open to the public; and
  - (b) that are used predominantly for amusement by means of amusement machines including computers; and
  - (c) where there are 2 or more amusement machines.
- animal establishment** means premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include animal husbandry - intensive or veterinary centre.
- bed and breakfast** means a dwelling –
- (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and
  - (b) containing not more than 2 guest bedrooms;
- betting agency** means an office or totalisator agency established under the *Racing and Wagering Western Australia Act 2003*.
- brewery** means premises the subject of a producer's licence authorising the production of beer, cider or spirits granted under the *Liquor Control Act 1988*.
- bulky goods showroom** means premises –
- (a) used to sell by retail any of the goods and accessories of the following types that are principally used for domestic purposes:
    - (i) automotive parts and accessories;
    - (ii) camping, outdoor and recreation goods;
    - (iii) electric light fittings;
    - (iv) animal supplies including equestrian and pet goods;
    - (v) floor and window coverings;
    - (vi) furniture, bedding, furnishings, fabrics, manchester and homewares;
    - (vii) household appliances, electrical goods and home entertainment goods;
    - (viii) party supplies;
    - (ix) office equipment and supplies;
    - (x) babies' and childrens' goods, including play equipment and accessories;
    - (xi) sporting, cycling, leisure, fitness goods and accessories;
    - (xii) swimming pools; or

- (b) used to sell goods and accessories by retail if –
    - (i) a large area is required for the handling, display or storage of the goods; or
    - (ii) vehicular access is required to the premises for the purpose of collection of purchased goods.
- caretaker's dwelling** means a dwelling on the same site as a building, operation or plant, and occupied by a supervisor of that building, operation or plant.
- car park** means premises used primarily for parking vehicles whether open to the public or not but does not include:
  - (a) any part of a public road used for parking or for a taxi rank; or
  - (b) any premises in which cars are displayed for sale.
- child care premises** means premises where –
  - (a) an education and care service as defined in the *Education and Care Services National Law (Western Australia)* Section 5(1), other than a family day care service as defined in that section, is provided; or
  - (b) a child care service as defined in the *Child Care Services Act 2007* section 4 is provided.
- cinema/theatre** means premises where the public may view a motion picture or theatrical production.
- civic use** means premises used by a government department, an instrumentality of the State or the local government for administrative, recreational or other purposes.
- club premises** means premises used by a legally constituted club or association or other body of persons united by a common interest.
- commercial vehicle parking** means premises used for parking of one or 2 commercial vehicles but does not include –
  - (a) any part of a public road used for parking or for a taxi rank; or
  - (b) parking of commercial vehicles incidental to the predominant use of the land.
- community purpose** means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit.
- consulting rooms** means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
- convenience store** means premises –
  - (a) used for the retail sale of convenience goods commonly sold in supermarkets, delicatessens or newsagents; and
  - (b) operated during hours which include, but may extend beyond, normal trading hours; and

- (c) the floor area of which does not exceed 300m<sup>2</sup> net lettable area.
- educational establishment** means premises used for the purposes of providing education including premises used for a school, higher education institution, business college, academy or other educational institution.
- exhibition centre** means premises used for the display, or display and sale, of materials of an artistic, cultural or historical nature including a museum.
- family day care** means premises where a family day care service as defined in the Education and Care Services National Law (Western Australia) is provided.
- fast food outlet / lunch bar** means premises, including premises with a facility for drive-through service, used for the preparation, sale and serving of food to customers in a form ready to be eaten –
- (a) without further preparation; and
  - (b) Primarily off the premises.
- funeral parlour** means premises used
- (a) to prepare and store bodies for burial or cremation;
  - (b) to conduct funeral services.
- garden centre** means premises used for the propagation, rearing and sale of plants, and the storage and sale of products associated with horticulture and gardens.
- holiday accommodation** means 2 or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot.
- holiday house** means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.
- home business** means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession –
- (a) does not involve employing more than 2 people who are not members of the occupier's household; and
  - (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
  - (c) does not occupy an area greater than 50m<sup>2</sup>; and
  - (d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
  - (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
  - (f) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and
  - (g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.



- home occupation** means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that –
- (a) does not involve employing a person who is not a member of the occupier's household; and
  - (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
  - (c) does not occupy an area greater than 20m<sup>2</sup>; and
  - (d) does not involve the display on the premises of a sign with an area exceeding 0.2m<sup>2</sup>; and
  - (e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
  - (f) does not –
    - (i) require a greater number of parking spaces than normally required for a single dwelling; or
    - (ii) result in an increase in traffic volume in the neighbourhood; and
  - (g) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and
  - (h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and
  - (i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.
- home office** means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation –
- (a) is solely within the dwelling; and
  - (b) does not entail clients or customers travelling to and from the dwelling; and
  - (c) does not involve the display of a sign on the premises; and
  - (d) does not require any change to the external appearance of the dwelling.
- home store** means a shop attached to a dwelling that –
- (a) has a net lettable area not exceeding 100m<sup>2</sup>; and
  - (b) is operated by a person residing in the dwelling.
- hospital** means premises used as a hospital as defined in the Private Hospitals and Health Services Act 1927 section 2(1).
- hotel** means premises the subject of a hotel licence other than a small bar or tavern licence granted under the *Liquor Control Act 1988* including any betting agency on the premises.
- Independent living complex** means a development with self-contained, independent dwellings for aged or dependent persons together with communal amenities and facilities for residents and staff that are incidental and ancillary to the provision of such accommodation,

but does not include a development which includes these features as a component of a residential aged care facility.

- industry** means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes –
- (a) the storage of goods;
  - (b) the work of administration or accounting;
  - (c) the selling of goods by wholesale or retail;
  - (d) the provision of amenities for employees;
  - (e) incidental purposes.
- Industry - general** means an industry other than a cottage, extractive, light, mining, rural or service industry;
- industry - light** means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed.
- Industry – service** means:
- (a) an industry – light carried out from premises which may have a retail shop front and form which goods manufactured on the premises may be sold; or
  - (b) premises having a retail shop front and used as a depot for receiving goods to be serviced;
- liquor store - large** means premises the subject of a liquor store licence granted under the Liquor Control Act 1988 with a net lettable area of more than 300m<sup>2</sup>.
- liquor store - small** means premises the subject of a liquor store licence granted under the *Liquor Control Act 1988* with a net lettable area of not more than 300m<sup>2</sup>.
- market** means premises used for the display and sale of goods from stalls by independent vendors.
- medical centre** means premises other than a hospital used by 3 or more health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
- motel** means premises, which may be licensed under the *Liquor Control Act 1988* -
- (a) used to accommodate guests in a manner similar to a hotel; and
  - (b) with specific provision for the accommodation of guests with motor vehicles.
- motor vehicle, boat or caravan sales** means premises used to sell or hire motor vehicles, boats or caravans.
- motor vehicle repair** means premises used for or in connection with -

- (a) electrical and mechanical repairs, or overhauls, to vehicles other than panel beating, spray painting or chassis reshaping of vehicles; or
- (b) repairs to tyres other than recapping or re-treading of tyres.
- motor vehicle wash** means premises primarily used to wash motor vehicles.
- nightclub** means premises the subject of a nightclub licence granted under the *Liquor Control Act 1988*.
- office** means premises used for administration, clerical, technical, professional or similar business activities.
- place of worship** means premises use for religious activities such as a chapel, church, mosque, synagogue or temple.
- reception centre** means premises used for hosted functions on formal or ceremonial occasions.
- recreation private** means premises that are -
- (a) used for indoor or outdoor leisure, recreation or sport; and
- (b) not usually open to the public without charge.
- residential aged care facility** means a residential facility providing personal and/or nursing care primarily to people who are frail and aged and which, as well as accommodation, includes appropriate staffing to meet the nursing and personal care needs of residents; meals and cleaning services; furnishings, furniture and equipment. May also include residential respite (short term) care but does not include a hospital or psychiatric facility.
- resource recovery centre** means premises other than a waste disposal facility used for the recovery of resources from waste.
- restaurant/café** means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the *Liquor Control Act 1988*.
- restricted premises** means premises used for the sale by retail or wholesale, or the offer for hire, loan or exchange, or the exhibition, display or delivery of -
- (a) publications that are classified as restricted under the *Classification (Publications, Films and Computer Games) Act 1995* (Commonwealth); and
- (b) materials, compounds, preparations or articles which are used or intended to be used primarily in or in connection with any form of sexual behaviour or activity; or
- (c) smoking-related implements.
- serviced apartment** means a group of units or apartments providing -
- (a) self-contained short-term accommodation for guests; and
- (b) any associated reception or recreational facilities.

<b>service station</b>	means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for - <ul style="list-style-type: none"><li>(a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; and/or</li><li>(b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.</li></ul>
<b>shop</b>	means premises other than a bulky goods showroom, a liquor store large or a liquor store - small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.
<b>small bar</b>	means premises the subject of a small bar licence granted under the <i>Liquor Control Act 1988</i> .
<b>tavern</b>	means premises the subject of a tavern licence granted under the <i>Liquor Control Act 1988</i> .
<b>telecommunications infrastructure</b>	means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.
<b>trade display</b>	means premises used for the display of trade goods and equipment for the purpose of advertisement.
<b>trade supplies</b>	means premises used to sell by wholesale or retail, or to hire, assemble or manufacture any materials, tools, equipment, machinery or other goods used for any of the following purposes including goods which may be assembled or manufactured off the premises - <ul style="list-style-type: none"><li>(a) automotive repairs and servicing;</li><li>(b) building including repair and maintenance;</li><li>(c) industry;</li><li>(d) landscape gardening;</li><li>(e) provision of medical services;</li><li>(f) primary production;</li><li>(g) use by government departments or agencies, including local government.</li></ul>
<b>transport depot</b>	means premises used primarily for the parking or garaging of 3 or more commercial vehicles including - <ul style="list-style-type: none"><li>(a) any ancillary maintenance or refuelling of those vehicles; and</li><li>(b) any ancillary storage of goods brought to the premises by those vehicles; and</li><li>(c) the transfer of goods or persons from one vehicle to another.</li></ul>
<b>veterinary centre</b>	means premises used to diagnose animal diseases or disorders, to surgically or medically treat animals, or for the prevention of animal diseases or disorders.

**warehouse/storage** means premises including indoor or outdoor facilities used for  
(a) the storage of goods, equipment, plant or materials; or  
(b) the display or the sale by wholesale of goods.

**waste disposal facility** means premises used -  
(a) for the disposal of waste by landfill; or  
(b) the incineration of hazardous, clinical or biomedical waste.

**waste storage facility** means premises used to collect, consolidate, temporarily store or sort waste before transfer to a waste disposal facility or a resource recovery facility on a commercial scale.

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## Schedule 1 – Supplemental Provisions to the Deemed Provisions

### 3A. Design review

- (1) The local government may share or appoint a Design Review Panel for the purposes of considering and providing advice on design elements of planning proposals.
- (2) The operation of and the matters considered by the Design Review Panel shall be in accordance with an adopted Local Planning Policy in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- (3) The local government shall have due regard to any advice or recommendations made by the Design Review Panel when considering planning proposals.

### 13A. Significant Tree Register

- (1) The local government must establish and maintain a significant tree register to identify trees within the Scheme area that are of worthy of preservation, based upon their aesthetic quality, rarity, habitat and/or other significance.
- (2) The significant tree register —
  - (a) must set out a description of each tree, its location and the reason for its entry in the significant tree register; and
  - (b) must be available, with the scheme documents, for public inspection during business hours at the offices of the local government; and
  - (c) may be published on the website of the local government.
- (3) The local government must not enter a tree in, or remove a tree from, the significant tree register or modify the entry of a tree in the significant tree register unless the local government —
  - (a) notifies in writing each owner and occupier of the land which contains the tree and provides each of them with a description of the tree and the reason for its proposed entry; and
  - (b) invites each owner and occupier to make submissions on the proposal within 21 days of the day on which the notice is served or within a longer period specified in the notice; and
  - (c) carries out any other consultation the local government considers appropriate; and
  - (d) following any consultation and consideration of the submissions made on the proposal, resolves that the tree be entered into the significant tree register with or without modifications, or that the tree be removed from the significant tree register.

- (4) If the local government enters a place in the significant tree register or modifies an entry of a tree in the significant tree register, the local government must give notice of the entry or modification to each owner and occupier of the land which contains the tree.
- (5) The local government may require assessment or certification by an arboriculturist to be carried out prior to the determination of an application for development approval for land which contains a tree identified on the significant tree register.

**61. Development for which development approval is not required**

(1) **Table**

	<b>Column 1 Works</b>	<b>Column 2 Conditions</b>
6.		(d) The subject site is not located within Special Control Area 1 (Swan River Floodway and Flood Fringe).
7.		(d) The subject site is not located within Special Control Area 1 (Swan River Floodway and Flood Fringe).
22.	The cutting, removal or destruction of a tree.	The works do not involve a tree identified on the significant tree register.

**67. Matters to be considered by local government**

- (zc) Any advice of the Design Review Panel

**COUNCIL RESOLUTION TO ADVERTISE LOCAL PLANNING SCHEME**

Adopted by resolution of the Council of the Town of Bassendean at the Ordinary Meeting of Council held on the **xx month 202x**.

\_\_\_\_\_  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
**MAYOR**

DRAFT



**COUNCIL RESOLUTION TO SUPPORT / NOT SUPPORT\* SCHEME FOR APPROVAL**

Council resolved to support approval of the draft Scheme of the Town of Bassendean at the Ordinary Meeting of Council held on the [REDACTED].

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

\_\_\_\_\_  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
**MAYOR**

WAPC Recommended for Approval

\_\_\_\_\_  
**Delegated under S.16 of the Planning and  
Development Act 2005**

\_\_\_\_\_  
**Date**

Approval granted

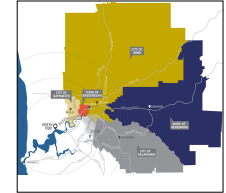
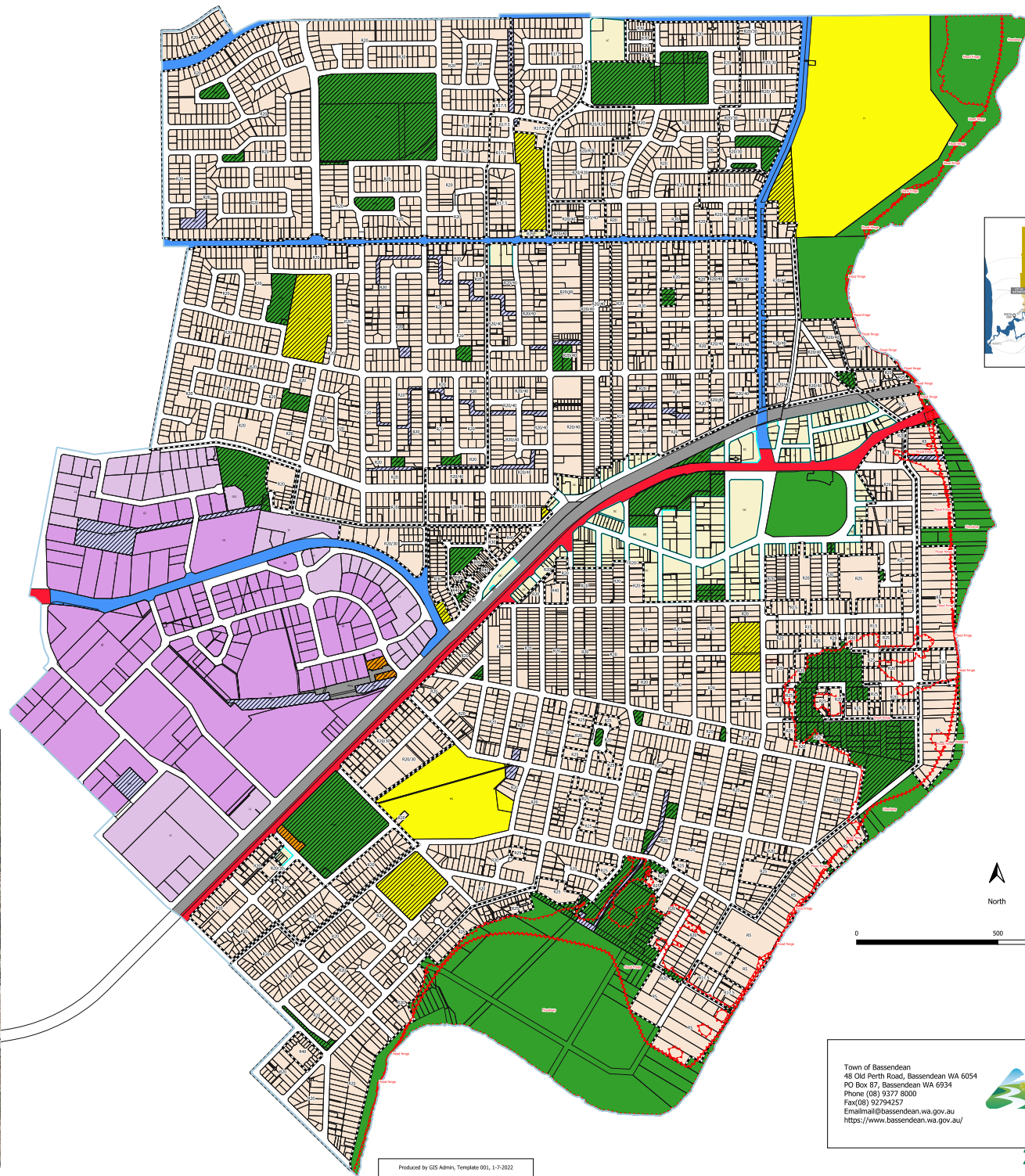
\_\_\_\_\_  
**MINISTER FOR PLANNING**

\_\_\_\_\_  
**Date**

Town of Bassendean  
DRAFT LPS 11

Last Updated Oct 11, 2022

- DRAFT LPS 11 Legend**
- Cadastre
  - Draft LPS Roode Line and Labels
  - Draft LPS11 Zoning**
  - DISTRICT CENTRE
  - GENERAL INDUSTRY
  - LIGHT INDUSTRY
  - LOCAL RESERVE - DRAINAGE/WATERWAYS
  - LOCAL RESERVE - RAILWAYS
  - PUBLIC OPEN SPACE
  - PUBLIC PURPOSES
  - CIVIC AND COMMUNITY
  - RESIDENTIAL
  - ADDITIONAL USE
  - MISC**
  - Other regional roads
  - Parks and recreation
  - Primary regional roads
  - Public purposes
  - Railways
  - Waterways
  - Town of Bassendean Boundary
  - Special Control Areas SCA1 Swan River Flood and Fringe



Attachment 12.5.2



Town of Bassendean  
48 Old Perth Road, Bassendean WA 6054  
PO Box 87, Bassendean WA 6934  
Phone (08) 9377 8000  
Fax (08) 92794257  
Email [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)  
<https://www.bassendean.wa.gov.au/>



**Policy Number: Local Planning Policy No xx**  
**Policy Title: Short Stay Accommodation**

**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. xx – Short Stay Accommodation.

**2. Policy Statement**

Short stay accommodation is the common name given to holiday homes, units or apartments (usually built for residential purposes in the areas zoned for residential use) offered for short-term letting, usually through an online booking platform.

The Town of Bassendean recognises the need to ensure a balance between the provision of alternative forms of tourism accommodation and the need to ensure the appropriate siting and management of short stay accommodation to protect the amenity of the surrounding locality.

**3. Policy Objectives**

- (a) To provide guidance for the establishment of short stay accommodation land uses within the district.
- (b) To ensure that short stay accommodation located within the Residential zone will not compromise the character and amenity of the surrounding residential area or nearby residents.
- (c) To establish criteria for the operation of short stay accommodation within the Residential, Town Centre and Local Shopping Centre zones, where impacts are likely to be capable of being suitably managed on an ongoing basis.

**4. Application**

This Policy applies to all applications for short stay accommodation, but does not apply to the following:

- House swapping and house sitting.
- Lodging and/or boarding houses.
- Personal use of a holiday home or the sharing of a holiday home with the owner's family and friends.
- Student exchange accommodation.
- Workforce accommodation.
- Residential parks, park home parks, lifestyle villages.

## 5. Definitions

- Anti-Social Behaviour: *means actions and behaviours that threaten the amenity of the locality, and includes but is not limited to swearing, shouting, abusive, threatening behaviour, raised voices, parties and loud music.*
- Holiday Apartment: *means a multiple dwelling used to provide short-term accommodation.*
- Holiday House: *means a single dwelling used to provide short term accommodation.*
- Holiday Unit: *means a grouped dwelling used to provide short-term accommodation.*
- Hosted Accommodation: *means a dwelling or ancillary dwelling, or a portion thereof, used for the purpose of short-term accommodation, with a permanent resident who is present overnight for the duration of the stay either in the dwelling or ancillary dwelling.*
- Short Stay Accommodation: *means temporary accommodation provided on a commercial (for profit) basis, either continuously or from time-to-time with no guest accommodation for periods totalling more than 3 months in any 12 month period.*

## 6. Policy Requirements

### 6.1 Information Requirements

Pursuant to clause 63(1)(d) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, an application for development approval for any Short Stay Accommodation use in the Residential Zone is to include the submission of a detailed Management Plan and Code of Conduct that addresses the following matters:

#### (a) Management Plan

- The control of noise and anti-social behaviour, so as to comply with the *Environmental Protection (Noise) Regulations 1997* and avoid conflict between temporary residents and permanent residents of the area.
- A complaints management procedure which is to include:
  - An after-hours complaints procedure including expected response times (noting that the Town will not provide a response to complaints outside of its ordinary business hours);
  - The provision of the telephone number of the accommodation owner and operator to neighbouring property owners/occupiers, for during and after hours complaints;
  - That guests are provided with the code of conduct prior to and on arrival; and

- That guests are made aware that anti-social behaviour and breaches of the code of conduct will not be tolerated;
- The control of vehicle access and car parking.
- The dissemination of information to guests, prior to and during their stay.
- Information on the preparation and provision of food that is to occur at the premises (applicable only to hosted accommodation).

*Note: Where the preparation and provision of food is to occur at the premises, the accommodation shall be registered with the Town's Health Services in accordance with the Food Act 2008 and meet any relevant requirements of the Food Standards Code Food Safety Standards 3.2.3.*

(b) Code of Conduct

- The expected behaviour of guests/residents to minimise any impact on adjoining residents (house rules).
- Details of any relevant car parking restrictions applicable to the area in relation to parking vehicles on surrounding properties and within the street and instructions that parking of vehicles on the verge or other properties is not permitted;
- Details regarding guest check-in and checkout procedures;
- Details regarding waste management which must include specifying the expectations on guests about general rubbish and bin collection (if applicable);
- Information on any relevant strata by-laws (if applicable);
- Rules relating to the use of a swimming pool and/or spa (if applicable).

*Note: Where a swimming pool/spa is located on the property and is available for use by guests, the swimming pool/spa shall meet the requirements of the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities, this shall include confirmation that the relevant approvals for the swimming pool/spa have been obtained from the Chief Health Officer of the Department of Health.*

## 6.2 Land Use Classification

The Town's Local Planning Scheme No. 10 does not define the various 'Short Stay Accommodation' land uses and as such, the use of land for such a purpose will be treated as a 'Use Not Listed', and advertised accordingly.

## 6.3 Assessment Criteria

Short stay accommodation will generally only be supported where the accommodation meets the following criteria:

- (a) The site is located within an **800m** ~~400m~~ walk from a centre or railway station and/or a 200m walk from a recognised high frequency bus route.
- (b) The site has direct access to a constructed road that has two exit routes (i.e.. excluding situations where the sole access to the premises is provided from a cul-de-sac, right of way or battle-axe access leg);

- (c) Short stay accommodation in strata and community title developments will only be supported where:
  - (i) the strata company or community corporation has consented to the application; and
  - (ii) the short stay accommodation can operate without reliance on shared facilities.
- (d) The site is not identified as being at risk of natural hazards or alternatively, the relevant risk has been identified and appropriate mitigation measures proposed.
- (e) The operation of the proposed use shall minimise adverse issues, particularly amenity impacts on surrounding residential and other land use.
- (f) All car parking associated must be wholly contained on the same site as the short stay accommodation. Strata and community title developments must not rely on the use of visitor car parking bays.
- (g) The site shall be provided with adequate standard of services and infrastructure necessary to support the use.

#### **6.4 Conditions**

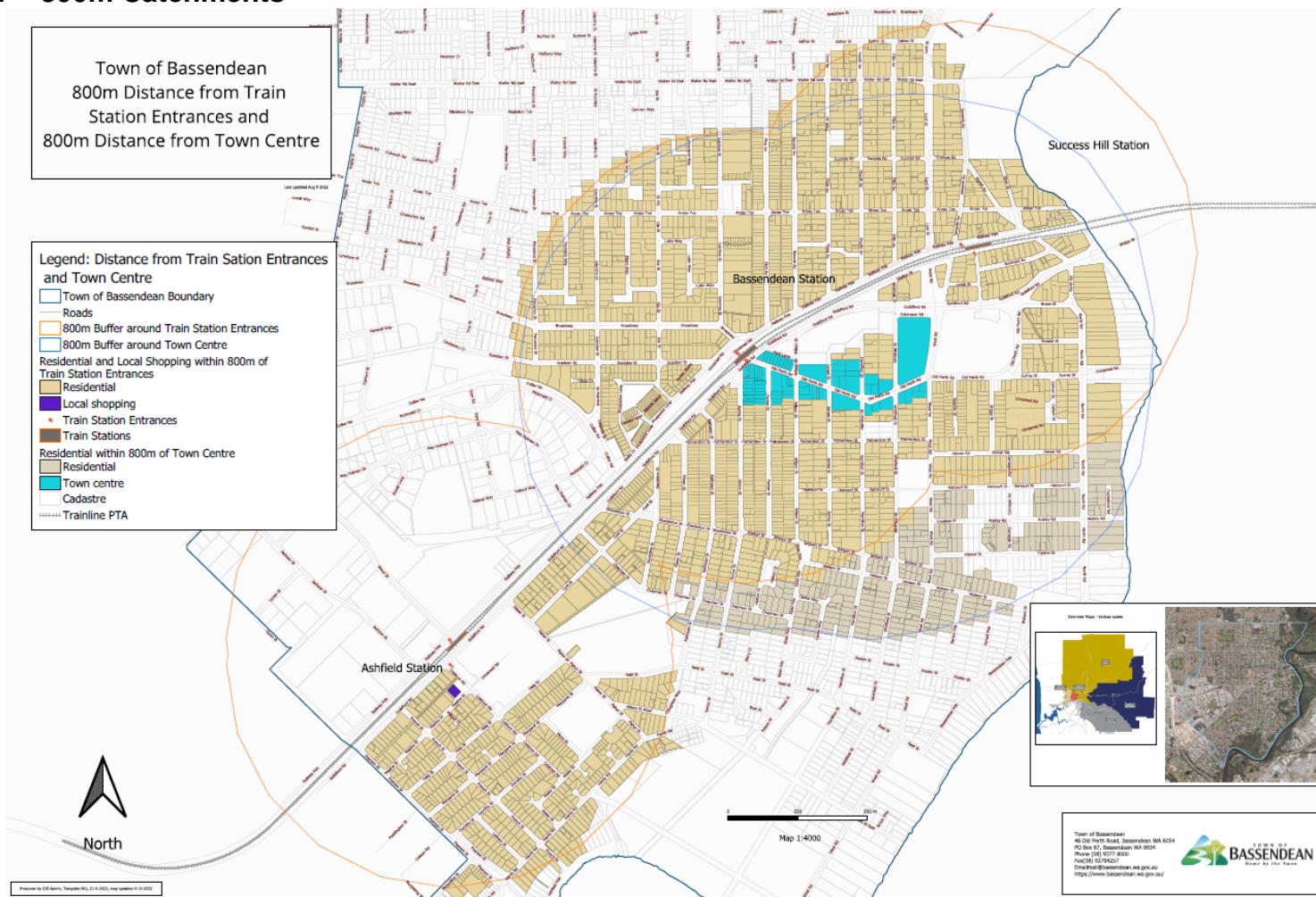
In approving an application for development approval, the Town may impose the following conditions.

- (a) No more than six persons who do not comprise a single family are permitted to be on the property between the hours of 10:00pm and 7:00am.
- (b) The Town may issue a time-limited approval for up to 12 months.

In that instance, the applicant may lodge a subsequent application to extend to the term of the approval and in determining such an application, the Town would have regard to the performance of the accommodation over the period. If the Town is not satisfied of the previous performance, the application may not be supported.

- (c) The contact details of the owner/manager must be prominently displayed at the front of the property.
- (d) A register of all persons occupying the short stay accommodation is required to be kept and shall be open to inspection on demand by the Town.

### Appendix 1 – 800m Catchments



**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>	[Insert date – maximum 2 years generally is considered good practice]



**Schedule of Submissions**  
**Draft Local Planning Policy - Short Stay Accommodation**

<b>1</b>	<b>Affected Property: 26 Cyril Street, Bassendean</b>	
<b>Support</b>		
<b>Summary of Submission</b>		<b>Comment</b>
1.1	Strongly support placing limits and restrictions on short stay accommodation. The increase in this type of accommodation has the potential to ruin the quality of life for residents and damage the community.	The support is noted.

<b>2</b>	<b>Affected Property: Not Applicable</b>	
<b>Comment</b>		
<b>Summary of Submission</b>		<b>Comment</b>
2.1	Short stay accommodation should not be limited to within 400m of the train station. Many of these guests have their own vehicles and may use this type of accommodation for reasons such as visiting Perth for family events or medical care.	The comment is noted. This is discussed within the report.

<b>3</b>	<b>Affected Property: 6a Walter Road East, Bassendean</b>	
<b>Comment</b>		
<b>Summary of Submission</b>		<b>Comment</b>
3.1	Additional criteria added to the Assessment Criteria F passage which includes “nor parking on residential streets,” at end of existing sentence. This is because infill development has already pushed residents and visitors onto residential street parking.	The comment is noted. A Local Planning Policy is not an appropriate method to control on street parking restrictions. Parking restrictions on street are dealt with by the Town’s <i>Parking Local Law 2019</i> .

<b>4</b>	<b>Affected Property: 66 Eileen Street, Bassendean</b>	
<b>Comment</b>		
	<b>Summary of Submission</b>	<b>Comment</b>
4.1	What does “provide guidance for the establishment of short accommodation land uses within the Town mean?	<p>The draft Local Planning Policy seeks to guide landowners/applicants when preparing a development application and the Town when assessing an application for a proposed ‘short stay accommodation’ land use.</p> <p>Short stay accommodation is the common name given to holiday homes, units, or apartments (usually built for residential purposes in the areas zoned for residential use) offered for short-term letting, usually through an online booking platform (such as Airbnb or Stayz).</p>

<b>5</b>	<b>Affected Property: 4 Woolcock Court, Ashfield</b>	
<b>Comment</b>		
	<b>Summary of Submission</b>	<b>Comment</b>
5.1	Lived next door to 2 Woolcock Court which was used as an AirBnB for two years. We had numerous issues which resulted in SAT proceedings brought about by the Town. The biggest issue we found is compliance and enforcement. There should be an ability for complaints to be made so that their permit is revoked immediately, particularly if police have been involved.	The comment is noted. In determining applications for approval the Town can consider issuing a time-limited approval for up to 12 months. This would give the Town the opportunity to evaluate the performance of the accommodation over a period.
5.2	Management plans should have minimum parameters including check in hours, requirements around noise outside, smoking and carparking. In their experience they had numerous cars parked on the verge.	This information is to be provided within the code of conduct required under 6.1(b) of the draft Local Planning Policy.
5.3	There were also issues in regards to security with a number of break-	The Town has prescribed locational criteria where the land use may be considered

	ins occurring. There are very few residential areas in the Town that would be suited for short term accommodation.	generally acceptable. This is prescribed within 6.3 of the draft Local Planning Policy.
5.4	Immediate neighbours should be consulted ahead of granting approval and there should be appeal rights available. Short term accommodation is incompatible in most residential areas and should only be approved in a case to case basis.	<p>The Town's Local Planning Scheme No. 10 does not define the various 'short term accommodation' land uses and as such the use of the land for such purpose will be treated as a 'Use Not Listed', and will be advertised accordingly.</p> <p>In accordance with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, this requires all landowner/occupiers within 200m of the subject premises to be notified. The Town will take into consideration any submissions received during this period.</p> <p>Council is required to determine applications for a 'Use Not Listed'.</p>

<b>6</b>	<b>Affected Property: 4 Wilson Street, Bassendean</b>	
<b>Comment</b>		
	<b>Summary of Submission</b>	<b>Comment</b>
6.1	Does short stay accommodation mean that in private homes or vacant private homes for 1-5 nights?	Short stay accommodation is the common name given to holiday homes, units, or apartments (usually built for residential purposes in the areas zoned for residential use) offered for short-term letting, usually through an online booking platform (such as Airbnb or Stayz).
6.2	Given the proximity to the Airport, it would be popular. I assume that some owners are already doing this?	The Town has considered multiple applications for 'Use Not Listed' (short stay accommodation), some of which have been approved. There may be others operating without the required approval that have not been brought to the Town's attention.
6.3	Is it any different from having students staying (usually from 2 weeks → 3 months) while they study? Many people in Bassendean do this.	<p>If the accommodation is for the purpose of a student exchange accommodation program the policy does not apply.</p> <p>However, if it isn't specific to student exchange, there is a commercial component, and the land use activity is advertised through</p>

	booking platforms such as Airbnb or Stayz, it is a 'Short Stay Accommodation' activity.
6.4	<p>What are other Council's rulings? I assume some allow while others discourage it?</p> <p>The Town has reviewed other local government authorities local planning policies when preparing its own draft policy. The Town has determined the draft policy presented as the most appropriate for the Towns district.</p>

<b>7</b>	<b>Affected Property: 22 Fisher Street, Ashfield</b>	
<b>Objection</b>		
	<b>Summary of Submission</b>	<b>Comment</b>
7.1	<p>Don't support the policy in its current form as it would ban short stay accommodation outside of town centres, even when it's hosted. It is both an essential and appropriate use in residential areas, but it must be managed properly.</p>	<p>The objection is noted. The policy provides for short stay accommodation land uses to be considered based on locational criteria. This is discussed within the report.</p>
7.2	<p>Limiting this type of accommodation would reduce the opportunities for visitors to stay in Bassendean, increase prices of short stay accommodation and reduce opportunities for responsible owners to run short stay businesses. Result in less tourism, stifled small business and reduced opportunity for visiting family and friends to stay nearby.</p>	<p>The comment is noted. The policy recognises the need to ensure a balance between the provision of alternative forms of tourism accommodation and the need to ensure the appropriate siting and management of short stay accommodation to protect the amenity of the surrounding locality.</p>
7.3	<p>Hosted short stay accommodation is low risk and should be treated differently to unhosted accommodation. Vincent exempts hosted accommodation in all areas through a policy, without any concerns being raised by neighbours.</p>	<p>Hosted short stay accommodation is a 'Use Not Listed' within the Town's Local Planning Scheme No. 10, as such, as it stands, the use cannot be exempted via the policy.</p>
7.4	<p>The 400m walkable catchment from train stations used to define where short stay accommodation can be considered is too small. Should be established as an 800m walkable catchment particularly when it links</p>	<p>The comment is noted. This is discussed within the report.</p>

to Perth, Guildford and soon the Airport.	
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**DRAFT**

**Public Health Plan**

**October 2022**

## Contents

1.0	Message from the Mayor and Chief Executive Officer .....	1
2.0	Executive Summary.....	2
3.0	Introduction .....	3
3.1	Objectives.....	3
3.2	The Role of the Town of Bassendean in Public Health and Wellbeing .....	4
4.0	Strategic and Legislative Alignment.....	5
4.1	Public Health Act 2016.....	5
4.2	State Public Health Plan for Western Australia .....	5
4.3	Town of Bassendean Strategic Community Plan 2020 – 2030.....	8
4.4	One Planet Living .....	12
5.0	Community and Stakeholder Consultation.....	13
5.1	Department of Health WA .....	13
5.2	Preliminary Consultation .....	13
5.3	Preliminary Feedback .....	13
6.0	Determinants of Health.....	16
6.1	Social Determinants of Health.....	16
7.0	Town of Bassendean Community Health Profile.....	17
7.1	Local Context.....	17
7.1.1	Demographics.....	17
7.1.2	Socio-economic Status .....	18
7.1.3	Education and Employment .....	19
7.1.4	Housing .....	19
7.2	Health and Wellbeing Snapshot.....	20
7.2.1	Mortality Rates (by condition).....	20
7.2.2	Lifestyle Risk Factors.....	21
7.2.3	Biomedical Risk Factors .....	21
7.2.4	Health Conditions (other than mental health) .....	22
7.2.5	Mental Health Conditions.....	23
8.0	Implementation, Evaluation, Reporting and Review.....	26
8.1	Implementation .....	26
8.2	Evaluation.....	26
8.2.1	Short Term Progress Indicators .....	26
8.2.2	Medium Term Progress Indicators .....	26
8.2.3	Long Term Progress Indicators.....	26
8.3	Reporting and Review.....	26
9.0	Public Health and Wellbeing Priority Areas and Strategies.....	28
10.	Action Plan .....	30
10.1	Active and Healthy Lifestyles .....	30

10.2	Social Wellbeing and Community Connections .....	32
10.3	Health Promotion and Advocacy .....	35
10.4	Built and Physical Environment.....	38
10.5	Regulation and Protection.....	40
11.0	References.....	44
12.0	Appendix A.....	45
12.1	Survey Results Analysis.....	45



## 1.0 Message from the Mayor and Chief Executive Officer

To be inserted.

## 2.0 Executive Summary

The Town of Bassendean Public Health Plan (PHP) is a four-year strategic document which provides a framework for improving the health and wellbeing of the community. The purpose of the PHP is to promote, protect and improve the health and wellbeing of all residents in the Town of Bassendean (Town) and to support the community to enable good health and wellbeing through various stages of life and across a range of identified health issues.

The development of this PHP included the collation and examination of local health data, and the identification of the public health and wellbeing needs of the community. It involved consultation across service areas of the Town, the community and other key external stakeholders. Through this process, health risk areas in the community were identified which have been grouped into five key priority areas, and include:

- Active and Healthy Lifestyles
- Social Wellbeing and Community Connections
- Health Promotion and Advocacy
- Built and Physical Environment; and
- Regulation and Protection.

Strategies and actions for each of the five priority areas have been determined and are included in the Action Plan within the PHP.

The Town will evaluate its work in relation to the identified priority areas and expected outcomes. The PHP will be reviewed annually in accordance with the *Public Health Act 2016* (the Act). The annual review and report will be prepared and submitted by the Town to the Chief Health Officer when required by the Department of Health WA (DoH).

This PHP meets the Town's obligations for the development of a local PHP under section 45 of the *Public Health Act 2016*, which is to:

- Identify the public health needs of the local government district
- Include an examination of data relating to health status and health determinants in the local government district
- Establish objectives and policy priorities for the promotion, improvement, and protection of public health in the local government district
- Describe the development and delivery of public health services in the local government district
- Include a strategic framework for the identification, evaluation, and management of public health needs in the community; and
- Include a reporting mechanism to evaluate the implementation of the PHP.

### 3.0 Introduction

Public Health Plans identify actions to prevent or minimise public health risks and enable people living in the community to achieve maximum health and wellbeing. The Town recognises that good health and wellbeing is essential to creating a healthy and vibrant community, acknowledging its role in the promotion of community health and wellbeing as a part of core business. This is achieved through the development of social and physical infrastructure, urban planning, health protection initiatives and community programs.

The *Public Health Act 2016* defines public health as:

- (i) The wider health and wellbeing of the community; and
- (ii) The combination of safeguards, policies and programmes designed to protect, maintain, promote and improve the health of individuals and their communities and to prevent and reduce the incidence of illness and disability.



Source: *State Public Health Plan for Western Australia, Department of Health WA, 2019.*

The aim of the Town's PHP is to create a physical, social, economic and cultural environment that supports and promotes health and wellbeing in line with the social determinants of health approach. This approach is defined by the World Health Organization (WHO) as the circumstances in which people are born, grow up, live, work and age and the systems in place to deal with illness.

The PHP is informed by important local health and social data collated by the East Metropolitan Health Service, through the *Town of Bassendean Community Health Profile 2019*, which incorporates data from a variety of databases including the WA Health and Wellbeing Surveillance System (HWSS); Australian Bureau of Statistics (ABS), and Registry of Births, Deaths and Marriages. It examines population data relating to lifestyle and biomedical risk factors and social and economic determinants of health and gives an overall picture of the health of the population of the district. In addition, it looks at current health conditions, deaths, immunisation and early childhood development.

The Town's Community Health Profile is critical to the development of the PHP along with consultation, which has helped to inform the framework of the PHP, comprising objectives, strategies and actions for the next four years. In addition, consideration of the *State Public Health Plan for Western Australia: Objectives and Policy Priorities for 2019 – 2024*, and the *Town's Community Strategic Plan 2020 – 2030* have also informed the development of this PHP.

### 3.1 Objectives

The objectives of the PHP are as follows:

- Provide a framework for the health and wellbeing of the community;
- Identity the public health needs of the community;
- Development of internal and external collaborative systems to support an integrated approach to health and wellbeing;
- Ensure that the Town's resources are used in the most appropriate and efficient way to address the public health needs of the community; and
- Define how actions relating to public health will be achieved and provide a framework for implementation and monitoring.

### 3.2 The Role of the Town of Bassendean in Public Health and Wellbeing

The DoH is the primary body for the development and management of policy areas of health service delivery in Western Australia. The Town has a key role in advocating and facilitating partnerships to deliver and support key actions to promote health and wellbeing and minimise disease and health risk burden. The responsibility for the delivery of community health and wellbeing outcomes does not solely rest with the Town but is reliant on partnerships with other government agencies, service providers, local organisations, non-government agencies and the community. A whole of community approach to health and wellbeing is required to ensure these partnerships work towards the same objectives.

Whilst factors affecting health are beyond the role of local government, the Town considers it can contribute towards the health and wellbeing of the local community in a number of ways, including:

- Environmental health services to prevent and control environmental health hazards, emissions, and communicable diseases (i.e., water and food safety, noise, asbestos, mosquito control);
- Monitoring the health and quality of water in the Swan River and in urban waterways
- Providing public open space and shaded communities;
- The provision of local roads, footpaths, drainage, waste collection;
- Planning and development approvals;
- Building services, including inspections, licensing, certification and enforcement;
- Ranger and emergency services including animal control and fire management;
- Providing and promoting opportunities for social connection through events, volunteering and recreational participation; and
- Disaster planning, response recovery and pandemic planning.

## 4.0 Strategic and Legislative Alignment

### 4.1 Public Health Act 2016

The key features of the Act include:

- Promoting and improving public health and wellbeing to prevent disease, injury, disability and premature death;
- Protect individuals from diseases and other public health risks and to provide a healthy environment for all Western Australians;
- Inform individuals and communities about public health risks;
- Encourage individuals and their communities to plan for, create and maintain a healthy environment;
- Support programs and campaigns intended to improve public health;
- Collect information about the incidence and prevalence of diseases and other public health risks for research purposes; and
- Reduce the health inequalities in public health of disadvantaged communities.

Part 5 of the Act has embedded the requirement for public health planning at both a State and Local Government level. Establishing the legal requirement for public health planning is an important step in elevating the importance and commitment to public health across both tiers of government and creates the opportunity to establish stronger partnerships that aim to influence the determinants of health.

### 4.2 State Public Health Plan for Western Australia

The Town's PHP has been guided by the DoH *State Public Health Plan for Western Australia: Objectives and Policy Priorities for 2019 – 2024 (State Public Health Plan for Western Australia: Objectives and Policy Priorities for 2019 – 2024)*.

The objectives of the State PHP are:

1. Empowering and enabling people to live healthy lives;
2. Providing health protection for the community; and
3. Improving Aboriginal health and wellbeing.

#### Objective 1 Empowering and enabling people to live healthy lives

Policy Priorities	Priority Activities
<b>1.1 Healthy eating</b>	<ol style="list-style-type: none"><li>1. Foster environments that promote and support healthy eating patterns</li><li>2. Increase availability and accessibility of quality, affordable, nutritious food</li><li>3. Increase the knowledge and skills necessary to choose a healthy diet.</li></ol>
<b>1.2 A more active WA</b>	<ol style="list-style-type: none"><li>1. Promote environments that support physical activity and reduced sedentary behaviour.</li><li>2. Reduce barriers and increase opportunities for physical activity across all populations.</li><li>3. Increase understanding of the benefits of physical activity and encourage increased activity at all stages of life</li><li>4. Motivate lifestyle changes to reduce sedentary behaviour</li></ol>

<b>1.3 Curbing the rise in overweight and obesity</b>	<ol style="list-style-type: none"> <li>1. Promote environments that support people to achieve and maintain a healthy weight</li> <li>2. Prevent and reverse childhood overweight and obesity</li> <li>3. Motivate behaviour to achieve and maintain a healthy weight among adults</li> </ol>
<b>1.4 Making smoking history</b>	<ol style="list-style-type: none"> <li>1. Continue efforts to lower smoking rates</li> <li>2. Eliminate exposure to second hand smoke in places where the health of others can be affected</li> <li>3. Reduce smoking ingroups with higher smoking rates</li> <li>4. Improve regulation of contents, product disclosure and supply</li> <li>5. Monitor emerging products and trends</li> </ol>
<b>1.5 Reducing harmful alcohol use</b>	<ol style="list-style-type: none"> <li>1. Change community attitudes towards alcohol use</li> <li>2. Influence the supply of alcohol in accordance with the <i>Liquor Control Act 1998</i></li> <li>3. Reduce demand for alcohol</li> <li>4. Promote environments that support people not to drink or to drink at low-risk levels</li> </ol>
<b>1.6 Reduce use of illicit drugs, misuse of pharmaceuticals and other drugs of concern</b>	<ol style="list-style-type: none"> <li>1. Increase help-seeking behaviour and reduce stigma around illicit drugs and emerging drugs of concern</li> <li>2. Support state-wide evidence-based strategies to prevent and reduce illicit drug use and related harms</li> <li>3. Increase awareness of the harms associated with illicit drug use, while not being stigmatising</li> <li>4. Continue to mobilise communities and other stakeholders to work in partnership on evidence-based prevention activities addressing drug use and related harm</li> <li>5. Develop personal skills, targeted public awareness and engagement regarding misuse of pharmaceuticals and other drugs of concern</li> </ol>
<b>1.7 Optimise mental health and wellbeing</b>	<ol style="list-style-type: none"> <li>1. Increase public awareness about mental health and wellbeing, and suicide prevention</li> <li>2. Build community capacity to reduce stigma, increase awareness of where to go for help, and promote strategies to optimise mental health and wellbeing</li> <li>3. Create and maintain supportive environments that increase social connectedness and inclusion, community participation and network</li> </ol>
<b>1.8 Preventing industries and promoting safer communities</b>	<ol style="list-style-type: none"> <li>1. Protect children from injury</li> <li>2. Prevent falls in older people</li> <li>3. Reduce road crashes and road trauma</li> <li>4. Improve safety in, on and around water</li> <li>5. Reduce interpersonal violence</li> <li>6. Develop the injury prevention and safe communities sector</li> <li>7. Monitor emerging issues in injury prevention</li> <li>8. Promote sun protection in the community</li> <li>9. Prevent and reduce alcohol intoxication</li> </ol>

**Objective 2 Providing health protection for the community**

Policy Priorities	Priority Activities
<b>2.1 Reduce exposure to environmental health risks</b>	<ol style="list-style-type: none"> <li>1. Maintain safe food and water</li> <li>2. Maintain healthy built environments</li> <li>3. Manage environmental hazards to protect community health</li> </ol>

	4. Improve the environmental health conditions in remote Aboriginal communities
<b>2.2 Administer public health legislation</b>	1. Continue to administer, enhance and provide policy support for public health legislative instruments, including: <ul style="list-style-type: none"> <li>(a) <i>Public Health Act 2016</i></li> <li>(b) <i>Health (Miscellaneous Provisions) Act 1911 and subsidiary legislation</i></li> <li>(c) <i>Food Act 2008</i></li> <li>(d) <i>Medicines and Poisons Act 2014</i></li> <li>(e) <i>Tobacco Products Control Act 2006</i></li> <li>(f) <i>Liquor Control Act 1988</i></li> </ul>
<b>2.3 Mitigate the impacts of public health emergencies</b>	1. Ensure public health emergencies are included in emergency and disaster planning 2. Maintain continuous improvement in the response to public health emergencies 3. Strengthen the preparedness and resilience of communities against extreme weather events, with a focus on the most vulnerable in the community 4. Establish a climate change adaptation plan to protect public health from the harmful health impacts of climate change
<b>2.4 Support immunisation</b>	1. Continue efforts to increase vaccination coverage for young children, adolescents, and adults 2. Improve immunisation education and consent processes 3. Sustain mechanisms for the surveillance and follow-up of suspected adverse events following immunisation
<b>2.5 Prevention and control of communicable diseases</b>	1. Coordinate state-wide surveillance of notifiable communicable diseases 2. Conduct and coordinate outbreak investigations of communicable diseases 3. Continue to support and enhance disease control prevention and education programs delivered by stakeholders, including access to hardware and equipment to prevent communicable diseases 4. Eliminate stigma and discrimination around sexually transmitted infections and blood-borne viruses 5. Maintain and improve partnerships with stakeholders engaged in communicable disease control activities
<b>2.6 Promote oral health improvement</b>	1. Support activities that promote oral health

### Objective 3 Improving Aboriginal health and wellbeing

Policy Priorities	Priority Activities
<b>3.1 Promote culturally secure initiatives and services</b>	1. Complement population-wide approaches with targeted programs that are culturally secure and meet the needs of Aboriginal people 2. Ensure services, programs, and initiatives work within a holistic framework that recognises the importance of connection to country, culture, spirituality, family, and community

<b>3.2 Enhance partnership with the Aboriginal community</b>	<ol style="list-style-type: none"> <li>1. Ensure ongoing collaboration with the Aboriginal community to create a two-way transfer of skills and ensure that Aboriginal people's cultural rights, beliefs and values are respected in the development of health and wellbeing responses</li> <li>2. Ensure a coordinated and collaborative approach to service delivery through knowledge exchange, information sharing and the pooling of resources, where possible</li> </ol>
<b>3.3 Continue to develop and promote Aboriginal controlled services</b>	<ol style="list-style-type: none"> <li>1. Work closely and collaboratively with Aboriginal controlled organisations in the development and delivery of culturally secure responses</li> <li>2. Ensure ongoing participation by Aboriginal controlled organisations in decision-making to take back care, control and responsibility of their health and wellbeing</li> </ol>
<b>3.4 Ensure programs and services are accessible and equitable</b>	<ol style="list-style-type: none"> <li>1. Ensure programs and services are physically and culturally accessible to Aboriginal people</li> <li>2. Develop programs and services that are inclusive of the needs of Aboriginal people</li> <li>3. Incorporate Aboriginal ways of working that facilitate the engagement of Aboriginal people</li> </ol>
<b>3.5 Promote Aboriginal health and wellbeing as core business for all stakeholders</b>	<ol style="list-style-type: none"> <li>1. Ensure all relevant stakeholders consider and respond to the needs of Aboriginal people as part of their core business and not only through specific funded programs</li> <li>2. Ensure services work together to acknowledge and address the impact of the cultural and social determinants of health</li> <li>3. Enhance the capacity of the Aboriginal workforce</li> </ol>

The State PHP aims to guide State and Local Governments and other partners in public health, to work together and contribute towards influencing the health and wellbeing of all Western Australians. This plan coincides with an amendment (Part 5) to the *Public Health Act 2016*, to make public health plans mandatory for every local government in WA. All local government PHP's must be consistent with the State PHP whilst responding to local public health risks.

### 4.3 Town of Bassendean Strategic Community Plan 2020 – 2030

The PHP addresses the community's vision for the future and specifically the following Priority Areas contained within the Town's Strategic Community Plan 2020-2030:

#### Priority Area 1: Strengthening and Connecting our Community

Direction	Potential Strategies	What Success Looks Like
Creating an environment where people feel welcome and safe	<ul style="list-style-type: none"> <li>• Create public spaces and transport routes that encourage people to linger, interact and enjoy (including evening use)</li> <li>• Encourage the adoption of a collective responsibility towards safety</li> </ul>	<ul style="list-style-type: none"> <li>• Increased use of public transport by different demographics</li> <li>• Increased active transport by different demographics</li> <li>• Reduced antisocial incidents</li> </ul>
Establishing partnerships with the community that build	<ul style="list-style-type: none"> <li>• Identify community members and</li> </ul>	<ul style="list-style-type: none"> <li>• Increased percentage of services delivered by</li> </ul>



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

	strengthen community connectedness	community activities and events
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### Priority Area 2: Leading Environmental Sustainability

Direction	Potential Strategies	What Success Looks Like
Support the creation of a more green and shaded Town	<ul style="list-style-type: none"> <li>• Create an urban forest throughout reserves, gardens and streets</li> <li>• Protect existing trees and green spaces</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Fewer trees lost during development</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>• Increased proportion of tree cover</li> <li>• Reduced heat island effect</li> </ul>

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

Direction	Potential Strategies	What Success Looks Like
Improve communication regarding where community members can receive services, advice and provide feedback	<ul style="list-style-type: none"> <li>• Improve communication regarding where community members can receive services, advice and provide feedback</li> <li>• Ensure transparent and open discussions with community members</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Clarity within the community and local government regarding who deals with different types of decision</li> <li>• Clarity and consistency around complaints procedure</li> </ul>

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

Direction	Potential Strategies	What Success Looks Like
Make brave decisions in line with a risk appetite	<ul style="list-style-type: none"> <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>
Ensure major decision making is informed by community feedback	<ul style="list-style-type: none"> <li>• Ensure community engagement processes are implemented in major strategic projects</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Ensure community engagement processes are implemented in major strategic projects</li> </ul>
Ensure operational activities reflect the strategic focus of Council	<ul style="list-style-type: none"> <li>• Ensure clear communication and flow of information from decision makers to operational staff</li> </ul>	<p>SHORT TERM</p>

	<ul style="list-style-type: none"> <li>Implement a framework on decision making that identifies delegated authority for different levels of decision</li> </ul>	<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>
Respond effectively and efficiently to crises	<ul style="list-style-type: none"> <li>Implement crisis management framework</li> <li>Communicate the impacts to business continuity</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>Clarity of impacts to business continuity among elected members and staff prior to crisis situations</li> <li>Clarity amongst the community of local government, organisation and community responses</li> </ul>

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

Direction	Potential Strategies	What Success Looks Like
Appreciate, celebrate and engage with Noongar Boodjar (land), history, culture and people	<ul style="list-style-type: none"> <li>Enhance partnerships with Noongar people – be guided by Traditional Owners in the appreciation, celebration and participation of Noongar Boodjar, history, culture and people</li> <li>Enhance participation and engagement of local Noongar people in community life and decision making</li> <li>Enhance participation and engagement of local Noongar people in caring for the land</li> </ul>	<p>SHORT AND LONG TERM</p> <ul style="list-style-type: none"> <li>Noongar people being active participants during projects and direction, in collaboration with the Town of Bassendean</li> <li>Increased understanding of Noongar Boodjar, history, culture and people among nonindigenous community</li> </ul>
Create a community closely connected to its history and heritage	<ul style="list-style-type: none"> <li>Maintain and share the historical stories of the Town of Bassendean</li> <li>Ensure heritage locations and buildings of historical value within the Town are recognised, cared for and utilised by the community</li> <li>Implement initiatives, events and activities that focus on a range of cultural and artistic endeavours</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>Local studies collection actively accessed by the community</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>Historical and heritage facilities are well used by the community</li> <li>Heritage sites and buildings are visible to locals and visitors</li> </ul>

	(not limited to entertainment)	
Engage the community in arts and culture	<ul style="list-style-type: none"> <li>Implement arts and cultural programs and activities that reflect the unique history of the Town of Bassendean and are relevant to its community</li> </ul>	<p>SHORT AND LONG TERM</p> <ul style="list-style-type: none"> <li>Community participation in arts and cultural programs and activities</li> </ul>

#### 4.4 One Planet Living

This Strategy aligns with the One Planet Living framework, specifically aligning with the following principles:

Goal	Principle	Alignment
Health and happiness	Encouraging active, social, meaningful lives to promote good health and wellbeing	Create and support opportunities and environments that encourage people to live active and healthy lives.
Equity and local economy	Creating safe, equitable places to live and work which support local prosperity and international fair trade	Provide and support a range of quality facilities and services that have a positive impact on health and wellbeing
Culture and Community	Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living	Ensure a strong and connected community for all generations Our community is socially engaged and able to participate in and contribute to community life
Land and Nature	Protecting and restoring land for the benefit of people and wildlife	Protect, promote and enhance environmental factors which impact on community public health
Local and Sustainable Food	Promoting sustainable humane farming and healthy diets high in local seasonal organic food and vegetable protein	There are increased opportunities for our community to access secure and healthy food options
Travel and Transport	Reducing the need to travel, encouraging walking, cycling and low carbon transport	Create and maximise opportunities that encourage safe, active and passive outdoor recreation

## 5.0 Community and Stakeholder Consultation

### 5.1 Department of Health WA

This PHP was developed using epidemiological data sourced from the DoH East Metropolitan Health Service. This data has enabled the Town to identify public health issues within its community which are higher than the State average.

Ongoing collaboration with East Metropolitan Health Service will continue in order to share skills and knowledge on health topics, collaborate and join resources, improve communication and seek opportunities to cross promote health and wellbeing programs.

### 5.2 Preliminary Consultation

The Town is committed to community consultation, genuinely seeking to understand the community's aspirations and needs. In 2019, the Town collected feedback and ideas from the community when shaping the *Strategic Community Plan 2020-2030* and in 2021, to help inform the development of this PHP. The latter included:

- Community survey, available on the Town's website, in Customer Services Centre, the Library, Youth Services and Seniors and Disability Services from 1 June to 30 June 2021;
- A display at the Library, including banners and free health promotional material from the Cancer Council and DoH;
- A display and staff attendance at the Hawaiian's Bassendean Shopping Centre on 17 June 2021;
- Information on the Town's website and social media;
- Email signature banner on all internal and outgoing correspondence from the Town.
- A feature in the Town's community publication *Thrive*, and
- Emailing survey to community groups, sporting groups, religious groups, and local schools.

The PHP consultation included asking the community what they thought about a range of public health issues. Survey content analysis results can be found in Appendix A. In addition to this, the Town formed an internal working group which comprised of team members from across the Town's business units. The working group was able to identify key existing programs, strategies and services that directly contribute to improving the community's health and wellbeing. It is important that the contribution of these existing programs and services are acknowledged as part of this plan as they represent a significant pre-existing commitment to improving community health and wellbeing. A summary of these initiatives is included in Section 10.0 of the PHP.

### 5.3 Preliminary Feedback

Between 1 June and 30 June 2021, residents were asked to complete the Public Health Plan Community Consultation Questionnaire. A total of 224 people provided their responses. The most common responses to each of the questions, are listed below.

#### What could help you make healthier food choices?

The top responses were:

- Knowledge of quick ways to prepare healthy meals
- More availability of healthy foods
- Less unhealthy food advertising

- Knowledge on how to understand food labels
- Information on how to cook healthy meals.

What prevents you from eating healthier foods?

The top responses were:

- Lack of time to prepare healthy meals
- Work long hours and are too tired to cook healthy meals
- Healthy foods are more expensive
- Too much conflicting information regarding what foods are healthy
- Often dine out or have take-away.

What would encourage you to be more active?

The top responses were:

- Free fitness classes
- More cycle and walking pathways
- More trail routes and maps
- More group activities/exercise groups/sporting groups
- More health and fitness options offered through the REIax Program
- Information on ways to be more active in the Town of Bassendean
- Other (lighting, infrastructure, footpaths, gym equipment, dogs).

What prevents you from being more active?

The top responses were:

- Lack of time to exercise
- Gym /fitness centres are too expensive
- I don't have the motivation to exercise
- Full-time carer /parent and are unable to exercise
- Do not enjoy exercising
- Do not know which exercises are best for me
- Other – health condition/injury.

How important are the following areas to your health and that of your community?

Ranked in order of importance by the community:

- Feeling safe in the community
- Parks, reserves and public open spaces
- Walking and cycle paths
- Environmental health protection (food, water, noise etc.)
- Access to nutritional and
- Smoke free environments
- Access to mental health
- Climate change
- Free programs for community
- Free community education
- Local road safety awareness
- Community events
- Health education programs
- Alcohol free environments.

What else would you like to see in your local suburb to support your health and wellbeing?

The top responses were:

- Improve street lighting
- Outdoor exercise equipment in parks
- Footpath maintenance
- Fenced / more dog parks
- Free fitness classes indoors and outdoors, including yoga, Tai-Chi, low impact, for all members of the community – tailored for all ages and abilities
- Improve safety/security/decrease in crime rates
- More walk trails and cycle paths.

Within the Town of Bassendean, what do you see as the key health concerns for you and your community?

Ranked in order of importance by the community:

- Unsafe community (e.g., crime, antisocial behaviour)
- Poor mental health
- Physical inactivity
- Homelessness
- Illicit drug use
- Harmful alcohol use
- Drinking sugary drinks
- Tobacco smoking
- Chronic diseases
- Not eating enough fruit and vegetables
- Serious injuries (e.g. self-harm, road accidents).

What could encourage you to get involved in a community group?

Ranked in order of importance by the community:

- More free time to be able to attend
- A buddy / companion to attend with
- Transport assistance.

## 6.0 Determinants of Health

Determinants of health are factors that influence how likely we are to stay healthy or to become ill or injured and include:

- the social and economic environment,
- the physical environment, and
- the person's individual characteristics and behaviours i.e., biomedical risk factors and behavioural risk factors.

The causes of avoidable health problems are more likely to be addressed when our attention is focused on these determinants.

### 6.1 Social Determinants of Health

Social determinants are the non-medical factors that influence health outcomes. They are the conditions in which people are born, grow, work, live and age. These determinants can also be viewed as protective factors and an individual's access to these, can reduce their likelihood of suffering from poor health, or injury, and/or enhance their response to it.

Examples include:

- income and social protection
- education
- unemployment and job security
- working life conditions
- food security
- social inclusion
- housing
- access to affordable health services
- community Safety

Economic Stability	Neighborhood and Physical Environment	Education	Food	Community and Social Context	Health Care System
Employment	Housing	Literacy	Hunger	Social integration	Health coverage
Income	Transportation	Language	Access to healthy options	Support systems	Provider availability
Expenses	Safety	Early childhood education		Community engagement	Provider linguistic and cultural competency
Debt	Parks	Vocational training		Discrimination	Quality of care
Medical bills	Playgrounds	Higher education			
Support	Walkability				
<b>Health Outcomes</b> Mortality, Morbidity, Life Expectancy, Health Care Expenditures, Health Status, Functional Limitations					

Figure 1: Social Determinants of Health



## 7.0 Town of Bassendean Community Health Profile

### 7.1 Local Context

The Town of Bassendean covers an area of 10.3 square kilometres. As at 2021, its total population was 15,932, an increase of 0.6% since the 2016 Census and an 18% increase since 2006.

*Western Australia Tomorrow - Population Report No. 11, 2016 to 2031* uses a series of simulations to estimate population growth over the period. For 2026, the lowest growth indicates a population of 13,110 and the highest growth indicates a population of 16,260.

By 2031, the lowest growth indicates a population of 12,600, the high growth indicates a population of 15,800, whilst the median growth is estimated at 14,170.

**Table 1 Western Australia Tomorrow - Population Report No. 11**

**Medium Term Population Forecasts for Western Australia 2016 to 2031 and Sub-regions 2016 to 2031  
Town of Bassendean Total Population**

Sum of Persons	Band A	Band B	Band C	Band D	Band E
<b>Year</b>					
2016	15,555	15,555	15,555	15,555	15,555
2021	13,750	14,640	15,030	15,390	16,330
2026	13,110	14,220	14,660	15,110	16,260
2031	12,600	13,730	14,170	14,630	15,840

*Note: 'Band A' represents a 10% probability that the actual number will be less than this, and a 90% probability that it will be higher. Conversely, 'Band E' represents a 10% chance that the actual number will be higher, and a 90% chance of it being lower. The same applies for Bands B and D, only as 30% and 70% respectively. 'Band C' is the midpoint.*

The population density of the Town, is considerably greater than metropolitan Perth at 1,540 people per square kilometre, compared to 317.7 people per square kilometre for metropolitan Perth (population.net.au). The median age of the Bassendean community is 40. Children aged 0 - 14 years make up 17.6% of the population, which is lower than the State (19.0%) and people aged 65 years and over make up 17.4% of the population, which higher than the State (16.1%) (ABS, 2021).

#### 7.1.1 Demographics

In 2021, there are 399 Aboriginal people within the Town, making up 2.5% of the population, which is higher than the Perth metropolitan average of 1.8%, and lower than the State (3.3%) (ABS, 2021). The Town's population also consists of 17.1% from non-English speaking backgrounds, with 32.4% of residents having been born overseas, both of which are lower than the State.

Table 2 shows the estimated population of Bassendean in five-year age groups with percentage comparisons with the State.

**Table 2 Population by five-year age groups**

Five-year age group (usual residence)	Town of Bassendean (usual residence)	Western Australia

	Estimated population	Persons %	Persons %
0 – 4	1002	6.3	6.1
5 – 9	922	5.8	6.5
10 – 14	876	5.5	6.4
15 – 19	736	4.6	5.8
20 – 24	867	5.4	6.0
25 – 29	1023	6.4	6.6
30 – 34	1215	7.6	7.4
35 – 39	1320	8.3	7.6
40 – 44	1068	6.7	6.7
45 – 49	1121	7.0	6.6
50 – 54	1046	6.6	6.5
55 – 59	1008	6.3	6.1
60 – 64	965	6.1	5.7
65 – 69	837	5.2	5.0
70 – 74	736	4.6	4.3
75 – 79	481	3.0	2.9
80 – 84	360	2.3	2.0
85 and over	360	2.3	1.9

Source: Census of Population and Housing General Community Profile, Town of Bassendean LGA, ABS, 2021. Please note that there are small random adjustments made to all cell values to protect confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals.

### 7.1.2 Socio-economic Status

The Socio-economic indexes for areas (SEIFA) scores are made up of four indices which summarise a variety of social and economic variables such as, employment, income, housing and educational attainment. SEIFA scores are based on a national average of 1000. An inverse association exists with the score and the level of disadvantage experienced by the community i.e., a higher SEIFA score indicating a lower level of disadvantage and a lower SEIFA score indicating a higher level of disadvantaged experienced by that community.

According to 2016 Census data, the following SEIFA scores of relative socioeconomic disadvantage for the Town of Bassendean is 1009.0. As shown in Table 3, the suburb of Ashfield has a higher level of disadvantage Table 3 shows the SEIFA scores for each suburb in the Town of Bassendean, as well as the scores for Greater Perth and Western Australia.

**Table 3 SEIFA Score**

Suburb	SEIFA Score	Usual Resident population
Ashfield	946	3,826
Bassendean	1023	3,290
Eden Hill	990	7,963
Greater Perth	1026	1,943,858

Western Australia	1015.0	2,474,410
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Source: 2016 Census of Population and Housing (Australia Bureau of Statistics 2016).

### 7.1.3 Education and Employment

In the Town of Bassendean, a total of 4,335 people are attending an educational institution (ABS, 2021). The number of people attending the different types of educational institutions is shown in Table 4.

**Table 4 Bassendean population attending educational institutions**

Type of educational institution	Bassendean population	Bassendean %	Western Australia %
Preschool	282	6.5	5.6
Primary - Government	771	17.7	19.3
Primary - Catholic	258	5.9	4.5
Primary – other non-Government	140	3.2	3.6
Secondary - Government	455	10.5	12.7
Secondary - Catholic	219	5.0	4.5
Secondary – other non-Government	190	4.4	4.6
Tertiary – Vocational education	367	8.4	7.4
Tertiary – University or other higher education	649	14.9	13.9

Source: 2021 Census all persons QuickStats Bassendean (Australia Bureau of Statistics 2021)

Bassendean has an unemployment rate of 7.9% which is higher than the rest of Australia. The main employing industry is health care and social assistance (Australia Bureau of Statistics 2016).

### 7.1.4 Housing

The composition of households in the Town of Bassendean is predominantly families (66.4%), which is lower than the State (71.2%). Single (or lone) person households is 30.0% of housing which is higher than the State (25.4%) and group households make up 3.7% of housing in comparison to the State being 3.4%. (ABS, 2021).

## 7.2 Health and Wellbeing Snapshot

### 7.2.1 Mortality Rates (by condition)

In 2020, the leading causes of death for Australians were Ischaemic heart diseases, dementia (including Alzheimer's disease), cerebrovascular diseases, trachea, bronchus and lung cancer, chronic lower respiratory diseases and diabetes (ABS, 2020). Despite a 22.9% decrease since 2011, deaths from Ischaemic heart diseases remains the number one cause of death in Australia. Deaths due to dementia, including Alzheimer's disease increased by 47.8% since 2011 and is the second leading cause of death in Australia.

Leading causes of death give an indication of the health of the population and help to ensure that health resources are directed to where they are needed the most. In Western Australia, for the period 2014-2018, the leading causes of death were chronic diseases such as Ischaemic heart diseases (11.7%); dementia, including Alzheimer's disease, (7.3%); lung cancer (5.4%) and cerebrovascular diseases (5.3%).

For the same period, the leading causes of death in the Town of Bassendean community were also Ischaemic heart diseases (16.6%); dementia, including Alzheimer's disease (6.3%); lung cancer (5.5%); cerebrovascular diseases (4.4%); and chronic obstructive pulmonary disease (3.7%).

Table 5 shows that Ischaemic heart disease is the leading cause of death for the Bassendean community and is higher than the state average for males and significantly higher for females.

**Table 5 Leading causes of death by condition and gender**

	<b>Bassendean LGA</b> %	<b>Western Australia</b> %
<b>Males</b>		
Ischaemic heart diseases	15.6	12.8
Lung Cancer	5.4	6.1
Intentional self-harm	4.3	3.6
Cerebrovascular diseases	4.0	4.2
Prostate Cancer	4.0	3.6
Chronic obstructive pulmonary disease (COPD)	3.6	4.1
Dementia (including Alzheimer's disease)	3.6	4.7
<b>Females</b>		
Ischaemic heart disease	17.7	10.4
Dementia (including Alzheimer's Disease)	9.1	10.1
Lung cancer	5.7	4.6
Cerebrovascular diseases	4.9	7.6
Breast cancer	4.5	3.9
Chronic obstructive pulmonary disease (COPD)	3.8	4.0

Source: Top fifteen causes of death for Bassendean (T) LGA residents (Epidemiology Branch). Generated using data from the Death Registrations, Registry of Births, Deaths and Marriages, Cause of Death, ABS, August 2022.

### 7.2.2 Lifestyle Risk Factors

The prevalence of lifestyle risk factors in our community are important due to their relationship with chronic conditions that are considered to be preventable. The five leading risk factors contributing to the greatest burden of disease in Western Australia are tobacco use, alcohol use, high body mass, high blood pressure and physical inactivity (*Epidemiology Branch, 2017*).

As shown in Table 6, less than 10% of the Bassendean population eat the recommended five serves of vegetables daily and approximately 50% of the Bassendean population eat less than two serves of fruit each day. It also informs that 37% of the Town's population carry out less than two hours of physical activity per week and 40% of the Town's population spend more than 21 hours per week in sedentary leisure time.

**Table 6 Lifestyle risk factors**

Risk Factor	Bassendean LGA % Persons	Western Australia % Persons
Currently smokes	11.5	13.1
Eats less than 2 serves of fruit daily	50.9	48.6
Eats less than 5 serves of vegetables daily	90.8	88.9
Drinks at high risk levels for long term harm	25.0	31.5
Drinks at high risk levels for long term harm	7.9*	12.9
Less than 150 minutes of physical activity per week (c)	36.8	36.5
Spends 21+ hours per week in sedentary leisure time	39.7	32.4

Source: WA Health and Wellbeing Surveillance System, Epidemiology Branch Department of Health WA.  
\* Result has a Relative Standard Error (RSE) between 25% and 50% therefore should be used with caution

### 7.2.3 Biomedical Risk Factors

Biomedical risk factors are bodily states that can contribute to the development of chronic diseases (*Australian Institute of Health and Welfare, 2016*). Modifying these risk factors can reduce an individual's risk of developing chronic conditions. High blood pressure, body weight and cholesterol levels can be influenced by socioeconomic, psychological risk factors and lifestyle risk factors.

High blood pressure is a major risk factor for the development of ischaemic heart disease, stroke and renal failure. High blood cholesterol can be a major risk factor the Ischaemic heart disease, Ischaemic stroke and peripheral vascular disease. Being overweight or obese can contribute to the development of chronic conditions such as heart disease, type 2 diabetes, osteoarthritis and some cancers. (*Australian Institute of Health and Welfare, 2016*).

As shown in Table 7, it is estimated that 61% of the Town's adult population (8,028 people) are overweight or obese. Approximately 20% of the Town's population have high blood

pressure, which is higher than the state average (16.5%), and 18.9% currently have high cholesterol.

**Table 7 Biomedical risk factors**

Biomedical Risk Factors	Bassendean LGA	Western Australia % Persons
Current high blood pressure	19.6	16.5
Current high cholesterol	18.9	18.6
Overweight (BMI of 25-<30)	37.4	39.3
Obese (BMI of 30+)	23.6	27.5

Source: WA Health and Wellbeing Surveillance System, Epidemiology Branch Department of Health WA.

In 2017-2018, an estimated 24% (746,000) of Australian children aged between 5 and 14 years, were overweight (17%) or obese (7.7%). Similarly in Western Australia, for the same period, around one quarter (24.7%) of children were either overweight (18.6%) or obese (7.2%).

Overweight and obesity increases a child's risk of poor physical health and is a risk factor for illness and mortality in adulthood. Children with overweight and obesity are also more likely to become obese adults, and to develop chronic conditions such as Type 2 diabetes and cardiovascular disease at younger ages (*Sahoo et al. 2015*) (*Australian Institute of Health and Welfare, 2017*). Children with obesity have a higher risk of experiencing breathing difficulties, bone fractures, hypertension, insulin resistance and early markers of cardiovascular disease (*World Health Organisation, 2018*).

**Table 8 Estimated population of children and adolescents (aged 2 to 17years) who are overweight and obese in the Town of Bassendean and Western Australia 2014-2015**

Risk Factors	Bassendean LGA		Western Australia % Persons
	Estimated Population	Per 100 persons	Per 100 persons
Overweight	512	18.9	18.9
Obese	161	5.7	6.1

Source: Australia's Health Tracker Atlas, Data by LGA (Australian Health Policy Collaboration, 2017).

#### 7.2.4 Health Conditions (other than mental health)

Chronic diseases significantly contribute to the burden of disease in Australia. These include cancer, cardiovascular health, injury prevention and control, mental health, diabetes, asthma, arthritis, dementia and obesity. When compared to the rest of WA, Bassendean has a higher percentage of its population burdened with chronic conditions (ABS, 2021).

**Table 9 Health conditions other than mental health**

Condition	Bassendean LGA %	Western Australia % Persons
Arthritis	8.5	7.6
Asthma	8.5	7.3
Cancer (including remission)	3.1	2.7

Dementia (including Alzheimer's)	0.8	0.7
Diabetes (excluding gestational diabetes)	4.7	4.4
Heart disease (including heart attacks or angina)	4.1	3.6
Kidney disease	0.9	0.8
Lung condition (including COPD or emphysema)	2.2	1.6
Stroke	1.0	0.8
Any other long-term health condition(s)	8.7	7.4
No long-term health condition(s)	57.1	61.2

### 7.2.5 Mental Health Conditions

Mental health is defined as “a state of wellbeing in which every individual realises his or her own potential, can cope with normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community” (World Health Organisation, 2018).

Mental illness covers a broad range of mental health and behavioural disorders which can vary in duration and severity (Australian Institute of Health and Welfare, 2018). Mental Health conditions including depression and anxiety, are associated with higher rates of death, poorer physical health and increased exposure to health risk factors. Socioeconomic circumstances can also influence a person's mental health (Australian Institute of Health and Welfare, 2018).

Table 10 outlines mental health indicators including high and very high psychological distress and mental health conditions for the Town's population.

**Table 10 Mental health indicators**

Psychological Risk Factor	Bassendean LGA	Western Australia % Persons
High or very high psychological distress	9.3*	8.2
Mental health problem (a)	17.4	14.5
Stress related problem (b)	10.6*	9.1
Anxiety (b)	13.0*	8.0
Depression (b)	10.1*	8.2

Source: City Health District Health Profile, 2010-16, HWSS, Department of Health WA (Epidemiology Branch, 2019).

Notes: This information is based on responses from 217 adults within the Bassendean LGA and 44,379 adults within the State.

\* Relative Standard Error (RSE) between 25% and 50% therefore should be used with caution.

(a) Diagnosed by a doctor with a stress related problem, depression, anxiety or any other mental health problem in the last 12 months.

(b) Diagnosed by a doctor in the last 12 months.

Based on hospitalisations between 2015 and 2019, the number of hospitalisations for mental disorders for the Bassendean population was significantly higher for both males and females, when compared to the rate of hospitalisations for all Western Australians.

Table 11 informs that the age group most affected by mental disorders is the 25- to 44-year-olds. Of the total mental disorder hospitalisations between 2015 and 2019, 58.5% were by

females. Although hospitalisations in males was lower than the number of female hospitalisations, the percentage of males aged 25-44 years affected was higher than that seen for females who live in Bassendean.

**Table 11 Percentage of Mental disorders hospitalisations by age and sex**

Bassendean LGA Residents: 2015 to 2019						
Sex	Age Group					
	0-4	5-14	15-24	25-44	45-64	65+
Male	0.5%	1.4%	15.4%	37.6%	29.4%	15.7%
Female	0.0%	2.5%	24.5%	31.8%	28.6%	12.6%

### 7.2.6 COVID-19

On 11 March 2020, the World Health Organization (WHO) declared COVID-19 to be a pandemic. COVID-19 is a respiratory illness that weakens the immune system causing inflammation. This commonly leads to poor respiratory outcomes such as viral pneumonia and secondary infection. Other manifestations such as acute kidney injury and cardiac complications have also been reported but these are less common.

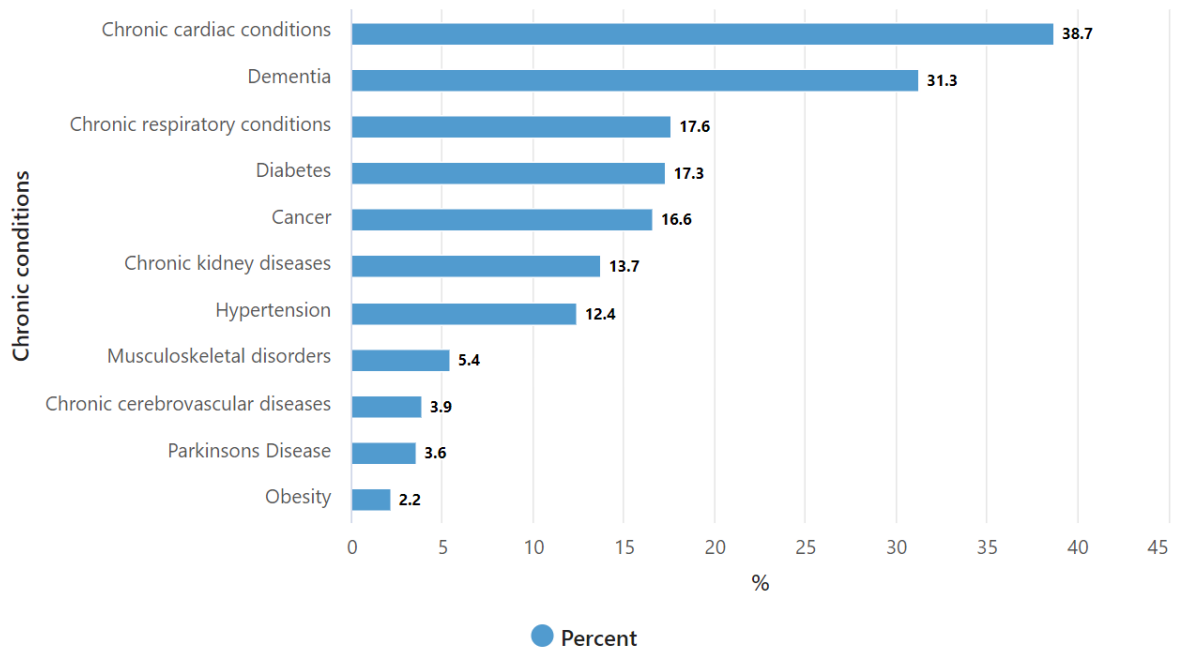
There were 9,426 (2.3%) death registrations received by the ABS certifying an individual as having died *from* or *with* COVID-19. Of these, COVID-19 was the underlying cause of death for 7,969 (84.5%) registered deaths as the condition or disease that initiated events leading to death.

People with pre-existing chronic conditions have a greater risk of developing severe illness from COVID-19. Whilst pre-existing chronic conditions do not cause COVID-19, they increase the risk of COVID-19 complications and therefore increase the risk of death. Pre-existing conditions were reported on 77.3% death certificates where the death was due to COVID-19.

Chronic cardiac conditions including coronary atherosclerosis, cardiomyopathies and atrial fibrillation were the most commonly certified co-morbidities (38.7%). Dementia including Alzheimer's disease was certified as a pre-existing condition in over 30% of deaths due to COVID-19. In addition, diabetes was certified as a pre-existing condition in 17.3% of deaths with a chronic condition mentioned and cancer was a pre-existing condition in 16.6% of deaths, with blood and lymph cancers (e.g., leukaemia) being the most commonly certified cancer type among those deaths.



Pre-existing chronic conditions certified with COVID-19 deaths (a)(b)(c)(d)(e)



## 8.0 Implementation, Evaluation, Reporting and Review

### 8.1 Implementation

Monitoring and reporting of the PHP will be coordinated by the Town's Health Services team. The PHP will involve the delivery of actions by a range of services areas from across the Town of Bassendean. A four-year action plan has been developed to address the identified priorities. The PHP will be delivered through Town's projects and programs and through partnerships with external stakeholder organisations and the community.

To ensure the success of the PHP, the Town will:

- Engage with priority populations to improve health outcomes;
- Understand the current activities and goals of each of the Town's service areas;
- Link in with broader health campaigns and identify potential funding opportunities;
- Understand external stakeholders' activities and goals; and
- Leverage from existing events to promote opportunities.

### 8.2 Evaluation

The Town will evaluate its work in relation to the identified health priorities and expected outcomes. This PHP will be reviewed annually in accordance with the *Public Health Act 2016*. The annual review and report will be prepared and submitted by the Town to the Chief Health Officer when required by the DoH.

Quarterly reporting against the action plan will be undertaken by relevant Town service areas and provided to the Town's Health Services team to track progress and identify any potential opportunities for collaboration and/or improvement. Changes in health status are typically only seen over long periods of time, therefore a range of progress indicators will be used to track the impact and effectiveness of the PHP strategies and actions over the short, medium and long term.

#### 8.2.1 Short Term Progress Indicators

- Actions from the PHP have been implemented as planned
- Actions from the PHP have been an effective way for the Town to focus on health and wellbeing

#### 8.2.2 Medium Term Progress Indicators

- Improved community perception of community health and wellbeing
- Improved community perception and use of the Town's health and wellbeing services and assets

#### 8.2.3 Long Term Progress Indicators

- Decrease or no change in prevalence of health risk factors in the community
- Decrease or no change in key preventable death and hospitalisation rates

### 8.3 Reporting and Review

The objective of this plan is to improve and enhance the community's health. The action plan will be reviewed annually to monitor the implementation of the action plan and will include:

- Checking the progress of the PHP's actions and partnerships
- A review of the strategies to ensure they remain relevant and are producing the desired outcomes
- A review of demographics and health data to ensure priorities remain current
- Monitoring of the implementation of the actions in accordance with the schedule
- A review of State plans to ensure alignment of priorities
- Identification of any emerging public health issues
- Identification of any budget resource changes
- Identification of any barriers in delivering services, infrastructure and equipment and develop options to address these
- Amendment and updating of the plan to reflect changes.

After four years, the plan will be evaluated and reviewed prior to developing future plans.

## 9.0 Public Health and Wellbeing Priority Areas and Strategies

The Town’s Community Health Profile highlighted a number of public health challenges for the Town. The findings from the collation and analysis of local data and from the consultation process has resulted in the identification of various health risk areas that the PHP will seek to address which include:

- Overweight and obesity
- Mental health and wellbeing
- Nutrition
- Physical inactivity
- Environmental health protection
- Community safety
- Alcohol and drug use

These health risk areas were streamlined and grouped into five key priority areas. The Action Plan identifies objectives and actions for implementation to address the key priority areas.

<b>Priority Area One</b>
<b>Active and Healthy Lifestyles</b>
<i>Objective: Create opportunities that encourage people to be active and healthy</i>
A community that is able to make healthy and active lifestyle choices
A community that has good health and is able to make healthy active lifestyle choices
A community that lives healthy, eats healthy and is active
A Town that enhances the health and wellbeing of all residents
<b>Priority Area Two</b>
<b>Social Wellbeing and Community Connections</b>
<i>Objective: Support priority populations to achieve better social and health outcomes</i>
A strong and connected community for all generations
A community which is socially connected and able to participate in and contribute to community life
Community members are engaged in the community
An inclusive, healthy, creative community where people can feel safe, connected and engaged
Inclusive and accessible environments that promote participation in community life by all
Healthy, strong and resilient people and connected communities
Inclusion, diversity and uniqueness are respected, welcomed and celebrated
<b>Priority Area Three</b>
<b>Health Promotion and Advocacy</b>
<i>Objective: Community is informed to make the best choices to live healthy, be healthy and active;</i> <i>Objective: Promote mental health and wellbeing through collaborative partnerships</i>
A healthy, well informed and resilient community
A community that is able to flourish and fulfil its potential
<b>Priority Area Four</b>
<b>Built and Physical Environment</b>
<i>Objective: Provide and support a range of quality facilities and services that have a positive impact on health and wellbeing</i>

<i>Objective: Support the creation of environments that encourage healthy living</i>
A healthy community enjoying quality facilities and services
An environment that supports residents to lead active and healthy lives
<b>Priority Area Five</b>
<b>Regulation and Protection</b>
<i>Objective: The Town supports strategies to promote a safer community</i>
<i>Objective: To protect, promote and enhance environmental factors which impact on community public health</i>
A community protected from environmental and health risks
A safe and protected community
A safe community for everyone who lives in, works in and visits the district
Community health, safety and wellbeing area focus in everything the Town does

## 10. Action Plan

The following details actions to implement the PHP. 'E' represents an existing program or action already undertaken by the Town, whilst 'NP' represents a new program, which will require resourcing via subsequent budget processes.

### 10.1 Active and Healthy Lifestyles

#### Objective: Create opportunities that encourage people to be active and healthy

- A community that is able to make healthy and active lifestyle choices
- A community that has good health and is able to make healthy active lifestyle choices
- A community that lives healthy, eats healthy and is active
- A Town that enhances the health and wellbeing of all residents

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.1.1	Continue to deliver the RELax programme and investigate opportunities to provide for increased physical activity.	Accessible and affordable health and wellbeing courses to residents and the wider community. Courses can range from physical activity to arts and craft. All courses offered aim to support the Act-Belong-Commit principles.	Community Development	E	x	x	x	x
10.1.2	Promote and encourage increased physical activity and/or wellbeing through programs and initiatives provided by key stakeholders	Support and encourage active transport wherever possible to increase physical activity.	Community Development	E	x	x	x	x
10.1.3	Provide opportunities for social connection, engagement and physical activity for older persons.	Support the community to age well.	Community Development	NP				
10.1.4	Provide regular 'physical activity' information to local schools	Support and encourage physical activity wherever possible to increase physical activity of children.	Community Development	NP				

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.1.5	Pursue grant funding opportunities to increase the health and wellbeing of the community through projects, activities and services.	Increase the number of healthy lifestyle initiatives within the Town.	All	NP				
10.1.6	Explore, promote and deliver local nutrition and healthy eating programs.	Improve nutrition literacy.	Health Services	NP				
10.1.7	Explore opportunities for residents to understand genetic genealogy.	People aware of their medical family history as a means to prevent ill health.	Library Services	NP				
10.1.8	Raise awareness on the risks of sun exposure and ensure sunscreen is available at Town approved events.	Improved community education and awareness.	Health Services	NP				
10.1.9	Provision of healthy meals and snacks at Youth Service facility.	Young people provided with healthy meals and fruit as an alternative to fast food and unhealthy snacks, improving physical health outcomes; Increase food literacy.	Youth Services	E	x	x	x	x
10.1.10	Develop and implement a nutritious food policy for all youth services events and programs.	Contribute to health eating and access to affordable food.	Youth Services	NP				
10.1.11	Participate in studies and implement programs such as the KIDDO program to help improve the fundamental movement skills of children.	Support children's wellbeing and mental health.	Children Services	E	x	x	x	x
10.1.12	Review data on alcohol and drug related harm to establish the extent of issues within the Town.	Change culture on alcohol consumption and drug consumption.	Health Services	NP				

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.1.13	Examine opportunities to implement partnerships and programs to reduce alcohol and other drug use issues.	Change culture on alcohol consumption and drug consumption. Improved community education and awareness.	Health Services Community Development Library Services Youth Services	NP				

## 10.2 Social Wellbeing and Community Connections

### Objective: Support priority populations to achieve better social and health outcomes

- A strong and connected community for all generations
- A community which is socially connected and able to participate in and contribute to community life
- Community members are engaged in the community
- An inclusive, healthy, creative community where people can feel safe, connected and engaged
- Inclusive and accessible environments that promote participation in community life by all
- Healthy, strong and resilient people and connected communities
- Inclusion, diversity and uniqueness are respected, welcomed and celebrated

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.2.1	Continue to provide and facilitate events, workshops and programs that bring community together (e.g., Craft Groups, Book Clubs, games, literary events and other extension activities)	Enhanced opportunities to socialise, be active and connected in welcoming, accessible and all-inclusive environment.	Library Services	E	x	x	x	x



Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.2.2	Continue to provide information to facilitate historical guided and self-guided walks.	Increased walking.	Library Services Community Development Health Services	E	x	x	x	x
10.2.3	Support / facilitate the delivery of the markets in the Town.	Provision of fresh produce. Increasing community connection.	Community Development	E	x	x	x	x
10.2.4	Implement public art projects using developer contributions.	Arts and culture to be more visible in the Town of Bassendean, activating spaces, build community pride and sense of place and actively engaging local artists.	Community Development	E	x	x	x	x
10.2.5	Encourage residents to connect with community groups through organisations/services such as libraries, neighbourhood houses, sports clubs and local shopping strips.	Support and facilitate actions that build community pride and sense of place.	Community Development	NP				
10.2.6	Work with stakeholders to make information available to the community regarding local services, programs and facilities available to them.	Improved community education and awareness.	Customer Services	NP				
10.2.7	Provide and promote lifelong learning, digital literacy and encourage social inclusion.	Lifelong learning is the ongoing, active pursuit of knowledge that enhances social inclusion, active citizenship and personal development.	Library Services	E	x	x	x	x
10.2.8	Delivery of case management services to disadvantaged and/or at-risk young people.	Effective support relationships developed, and referrals to specialist services undertaken when appropriate.	Youth Services	NP				
10.2.9	Delivery of Open Access 'Drop-In' Program.	Disadvantaged young people aged 12-25 years are provided appropriate support,	Youth Services	E	x	x	x	x

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
		opportunities and leisure spaces. Relationships built in these environments are leveraged into referrals, informal counselling and ongoing support, decreasing marginalisation and disadvantage.						
10.2.10	Provide support to young Learner Drivers to assist them obtain a Driver's License.	Improved access to social, educational and vocational opportunities.	Youth Services	E	x	x	x	x
10.2.11	Provide a community transport service that meets the needs of an ageing population.	Assisting eligible residents to attend medical appointments and community activities.	Community Development	E	x	x	x	x
10.2.12	Continue to actively support and encourage volunteering programs in the community.	Working with local community groups for capacity building, promotion of volunteering, recruiting and engaging volunteers for mental and physical health.	Community Development Library Services Sustainability & Environment	E	x	x	x	x
10.2.13	Support and promote inclusion of diverse groups including people with disabilities, people who identify as Aboriginal or Torres Strait islander people, culturally and linguistically diverse communities and LGBTQIA community members.	Providing inclusive community services that recognise the needs of LGBTIQ communities and individuals.	All	NP				
10.2.14	Partner with professionals including Speech Therapists to share information with families on family information evenings.	Build capacity of parents and carers as the primary educators in a child's life.	Children Services	E	x	x	x	x

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.2.15	Established relationship with Be You and utilise many of their resources such as Behaviour, Emotions, Thoughts, Learning and Social Relationships (BETLS) tool.	Assess and support children's wellbeing and mental health.	Children Services	E	x	x	x	x
10.2.16	Promote opportunities for older residents, to remain living independently at home.	Support wellbeing and mental health.	Health Services Community Planning	NP				
10.2.17	Facilitate opportunities for active ageing.	Remain connected and engaged in community life which contributes to positive health and wellbeing.	Health Services Community Development	NP				

### 10.3 Health Promotion and Advocacy

**Objective: Community is informed to make the best choices to live healthy, be healthy and active**

**Objective: Promote mental health and wellbeing through collaborative partnerships**

- A healthy, well informed and resilient community
- A community that is able to flourish and fulfil its potential

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.3.1	Promote programs to increase physical activity levels in children and teenagers via organisations/clubs.	Increase in the number of healthy lifestyle initiatives within the Town.	Community Development Youth Services	NP				

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.3.2	Build the capacity of local clubs, groups and organisations to deliver health and wellbeing activities and initiatives.	Improved community education and awareness.	Community Development	E	x	x	x	x
10.3.3	Administer the Town's Sponsorship and Grants Program.	Opportunity for the Town to adopt an <i>Assets Based Community Development</i> approach to enable and empower community to run programs, local gatherings and initiatives etc., with the outcome of increased community connection, mental health and wellbeing.	Community Development	E	x	x	x	x
10.3.4	Implementation of the Town's Community Awards.	Opportunity for Town residents to identify and recognise fellow community members making a significant contribution with the outcome of increasing community connection, mental health and wellbeing.	Community Development	E	x	x	x	x
10.3.5	Continue to source, provide and promote information resources in variety of formats to educate and inform our community about health issues.	Increase awareness and use of Health and Wellbeing resources that educate and inform the community of relevant resources for the community.	Library Services	E	x	x	x	x
10.3.6	Introduce a series of workshops addressing living with and preventing chronic disease and to promote the services of support groups through the provision of workshops and information sessions.	Health and wellbeing section of library collection is current and well used. Increase health literacy amongst the community.	Library Services Community Development Health Services	NP				
10.3.7	Identify opportunities to promote state and federal health promotion bodies and campaigns such as Quit (smoking), Cancer	Informed community better equipped to make lifetime choices.	Health Services	NP				

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
	Council WA (LiveLighter) that will facilitate and help to promote health and wellbeing.							
10.3.8	Work with local partners to promote healthy eating and oral health across the life stages with Maternal and Child Health, Early Years and primary schools.	Healthy eating messages are embedded into oral health promotion activities.	Children Services	NP				
10.3.9	Continue to promote mental health awareness through Act Belong Commit and increase community engagement and understanding of mental wellbeing and social inclusion.	More community members get involved with mental health campaigns. Raising awareness of how to stay mentally healthy.	Community Development	E	x	x	x	x
10.3.10	Investigate collaboration opportunities to deliver Mental Health First Aid (MHFA) to adults, teens and Aboriginal communities.	Improved community education and awareness.	Health Services	NP				
10.3.11	Collaborate with and/or promote key stakeholders such as HeadSpace and Helping Minds to identify and implement / support mental health promotion initiatives with community groups and schools.	Improved community education and awareness regarding wellbeing and service access. Utilise existing campaigns (e.g., RUOK day and Mental Health Week) to support schools and community organisations raise the awareness regarding mental health supports for youth.	Community Development Library Services Health Services Youth Services	NP				
10.3.12	Collaborate with the Midvale Hub Parenting Service to provide a Parenting Champion who	Families have access to a number of programmes to support them including Protective Behaviours, Circle of Security, 1, 2,	Children Services	E	x	x	x	x

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
	delivers parenting workshops for families.	3 Magic and Emotion coaching, tuning in to Kids and Tuning in to Teens.						
10.3.13	Support and advocate for ongoing improvements to the experiences of children and their families who experience educational disadvantage in their transition from early years services to primary schools.	Support children's wellbeing and mental health.	Children Services	NP				
10.3.14	Promote support services provided for those sleeping rough, by disseminating information relating to community showers, food access, medical services.	Minimise health inequalities across groups within the community.	Health Services	NP				

#### 10.4 Built and Physical Environment

**Objective: Provide and support a range of quality facilities and services that have a positive impact on health and wellbeing**  
**Objective: Support the creation of environments that encourage healthy living**

- A healthy community enjoying quality facilities and services
- An environment that supports residents to lead active and healthy lives

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.4.1	Planting trees and providing shade structures throughout the district.	Increased tree canopy and shade to create a cooler and more liveable community.	Infrastructure	NP				

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.4.2	Implement connected footpaths and cycleways throughout the Town ensuring adequate seating, shade, lighting, drinking fountains, and bins are provided.	Walking trails, paths and cycleways are well used and safe.	Infrastructure	NP				
10.4.3	Creating and maintaining sporting fields to the requirements of multiple sporting clubs allowing community to easily participate in organised sport.	Community have access to facilities that promote physical activity and wellbeing.	Infrastructure	E	x	x	x	x
10.4.4	Provide, maintain and encourage the use of accessible and affordable community facilities, ovals, walking routes and reserves for community use.	Community have access to facilities that promote physical activity and wellbeing.	Community Development Infrastructure	E	x	x	x	x
10.4.5	Promote and activate environmental assets and existing infrastructure provided by the Town, to enable people to be more active, enjoy nature and promote mental health.	Accessible public open spaces for passive recreation, active transport and connection with nature.	Community Development & Sustainability Environment	NP				
10.4.6	Develop and implement Public Open Space Strategy.	Provision of desirable, accessible and multipurpose spaces that encourage physical activity and passive recreation.	Planning Services Community Development & Environment Sustainability Infrastructure	NP				
10.4.7	Incorporate public health principles (including Healthy Active by	To influence the planning, and development of the built environment so as to support the community to age well.	Planning Services	NP				

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
	Design) into local planning frameworks.							
10.4.8	Implement the Asset Management Strategy.	Facilities meet the needs of the community to recreate and socialise easily such as picnic tables, BBQ's and toilet facilities.	Infrastructure	E	x	x	x	x
10.4.9	Provide affordable medium term housing options for disadvantaged young parents.	Reduction of risks surrounding homelessness, and improved connections with support services.	Youth Services	E	x	x	x	x
10.4.10	Provide youth specific facilities and programs.	Improved support and peer networks. Increased exposure to personal development opportunities.	Youth Services	E	x	x	x	x
10.4.11	Respond to the data provided in the Australian Early Development Census (AEDC).	Improve outcomes for children by enhancing environments such as the play equipment etc.	Children Services	E	x	x	x	x
10.4.12	Promote initiatives and campaigns designed to reduce injury and falls prevention.	Reduce injury from accidental falls.	Health Services	NP				
10.4.13	Develop a Community Emissions Reduction Strategy	Enabling residents, schools and businesses to lead healthier and more sustainable lives by engaging in new habits and achieving lasting positive change in areas such as waste reduction to landfill, reduction in greenhouse gas emissions, active transport, sharing resources, growing food locally, renewable energy generation, increased food waste composting, and opportunity for community connection.	Sustainability & Environment	NP		x	x	x

## 10.5 Regulation and Protection



**Objective: The Town supports strategies to promote a safer community**

**Objective: To protect, promote and enhance environmental factors which impact on community public health**

- A community protected from environmental and health risks
- A safe and protected community
- A safe community for everyone who lives in, works in and visits the Town
- Community health, safety and wellbeing are a focus in everything we do

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.5.1	Promote the availability of free food safety training for local food businesses to enhance skills and knowledge in food safety.	Safe handling of food and adequate skills and knowledge of food handlers.	Health Services	E	x	x	x	x
10.5.2	Ensure all food businesses submit a Food Business Registration / Notification form as required under the Food Act 2008, and work with food businesses to provide safe and suitable food.	All food prepared, stored, handled, distributed, manufactured within the Town are by approved food businesses.	Health Services	E	x	x	x	x
10.5.3	Ensure all food businesses servicing vulnerable populations submit verified Food Safety Plans as required under the Food Standards Code.	All food safety plans completed and verified with regular monitoring and reporting.	Health Services	E	x	x	x	x
10.5.4	Conduct microbiological and chemical food sampling.	Food manufactured in the Town is safe and compliant with Food Standards Code.	Health Services	E	x	x	x	x
10.5.5	Implement and manage the Town's Mosquito Monitoring and Control Program.	Effective mosquito monitoring and control program to reduce mosquito nuisance levels in the community and mosquito-borne diseases.	Health Services	E	x	x	x	x
10.5.6	Disseminate information when the Department of Health considers	Safe waterways for community to recreate in.	Health Services	E	x	x	x	x

Action	Outcome	Responsibility		Timeframe				
				2022-2023	2023-2024	2024-2025	2025-2026	
	local waterways pose a risk to people.							
10.5.7	Protect the community from illness through education and enforcement of public health standards at skin penetration premises.	Protect the community from disease and illness.	Health Services	E	x	x	x	x
10.5.8	Continue to implement the Town's statutory responsibilities for protecting the community as legislated by the <i>Public Health Act 2016</i> , <i>Food Act 2008</i> , <i>Tobacco Products Control Act 2006</i> , <i>Environmental Protection Act 1986</i> , and the <i>Health (Miscellaneous Provisions) Act 1911</i> and subsidiary legislation. This includes public health complaint services (such as odour, noise, dust, asbestos handling, food safety, pollution control), food safety assessments, public building assessments, events safety assessments, industrial premises audits for pollution protection measures, and on-site effluent disposal approvals.	Recognise the Town's statutory role and its contribution to community safety and increase community awareness about minimising public health risks in and around the home. Maintain amenity in the community.	Health Services	E	x	x	x	x
10.5.9	Continue to develop and review management plans for Emergency Risk Management (ERM), Emergency Management Arrangements (LEMA), Local Recover Plan (LRP).	Ensure the Town is well prepared to respond effectively to and recover from major emergencies, disasters or serious public health incidences.	BLEMC Director Community Planning Services	E	x	x	x	x

Action		Outcome	Responsibility		Timeframe			
					2022-2023	2023-2024	2024-2025	2025-2026
10.5.10	Comply with the local government requirements details in State Hazard Plan / Pandemic Plan, Emergency Management legislation when enacted.	Improve staff skills and knowledge regarding emergency management and pandemic planning.	All	E	x	x	x	x
10.5.11	Administer and enforce Council's Local Laws.	Recognise Council's statutory role and its contribution to community safety.	Ranger Services Health Services Building Services Infrastructure Sustainability & Environment	E	x	x	x	x
10.5.12	Continue to provide waste services and education to residents and businesses	Protect the community from disease and illness. Encourage better waste management practices.	Sustainability & Environment	E	x	x	x	x
10.5.13	Continue to monitor the health and quality of water in the Swan River and in urban waterways	Safe waterways for community to recreate in.	Sustainability & Environment Health Services	E	x	x	x	x

## 11.0 References

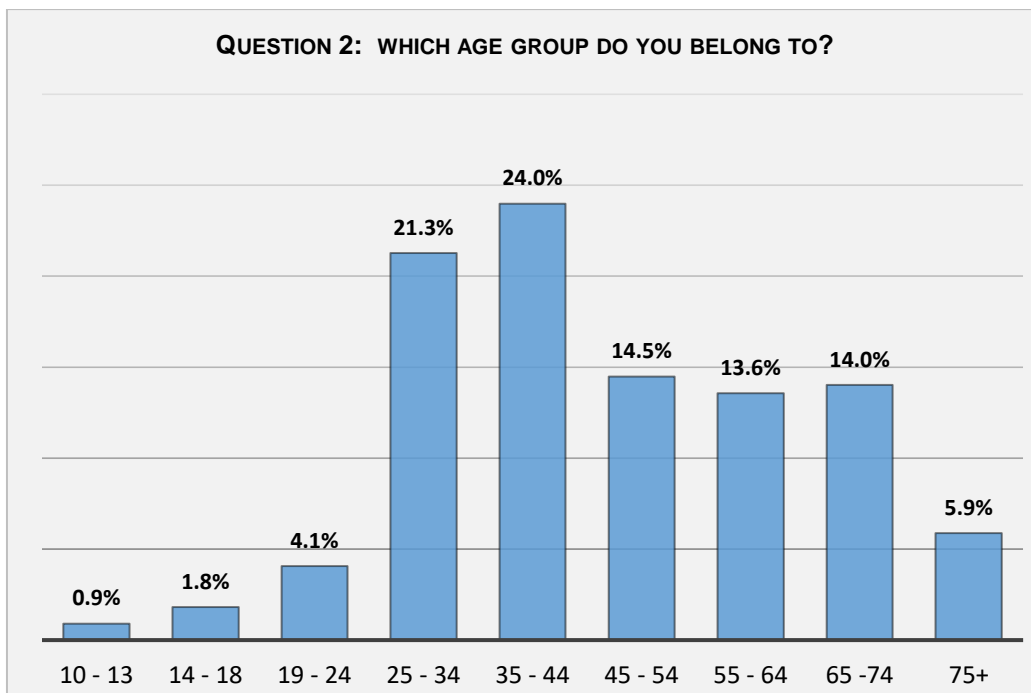
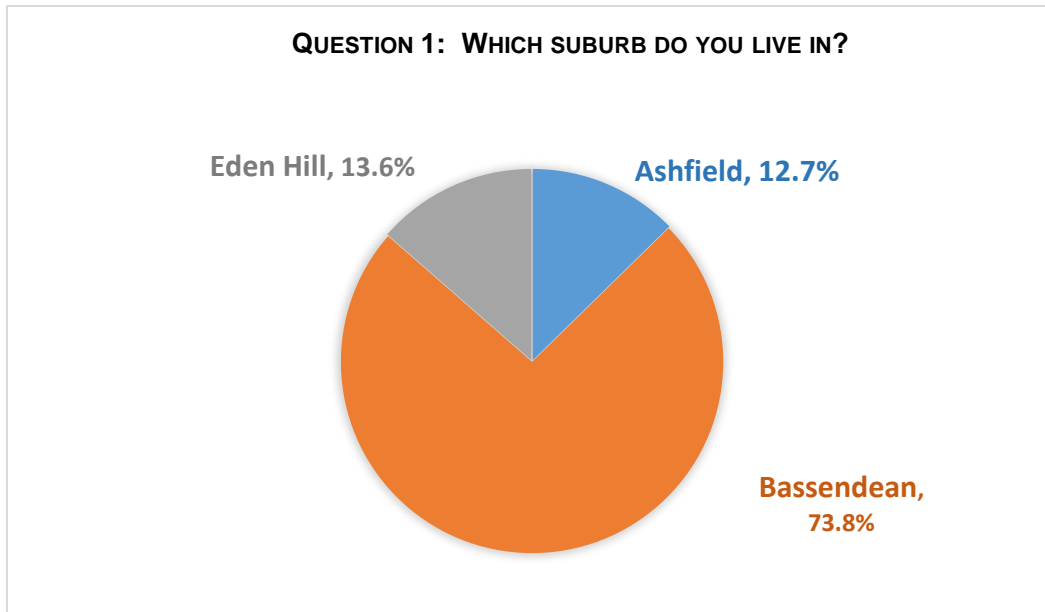
- i. Public Health Act 2016, Western Australia
- ii. Public Health Planning: A guide to developing a local government public health plan. Perth, Western Australia Public Health Advocacy Institute of WA and Stoneham and Associates, 2011.
- iii. WA Health and Wellbeing Surveillance System, Epidemiology Branch, Department of Health WA.
- iv. Town of Bassendean Community Health Profile, East Metropolitan Health Services, 2019.
- v. Public Health Planning Guide for Local Government, Department of Health WA, 2018
- vi. Town of Bassendean Community Strategic Plan 2020 -2030, Town of Bassendean
- vii. Behaviours & Risk Factors: Physical Activity Overview, Australian Institute of Health and Welfare, 2018
- viii. State Public Health Plan for Western Australia: Objectives and Policy Priorities for 2019 – 2024, Department of Health.
- ix. Census of Population and Housing General Community Profile, Bassendean LGA, Australian Bureau of Statistics, 2016
- x. Census of Population and Housing General Community Profile, Bassendean LGA, Australian Bureau of Statistics, 2021

## 12.0 Appendix A

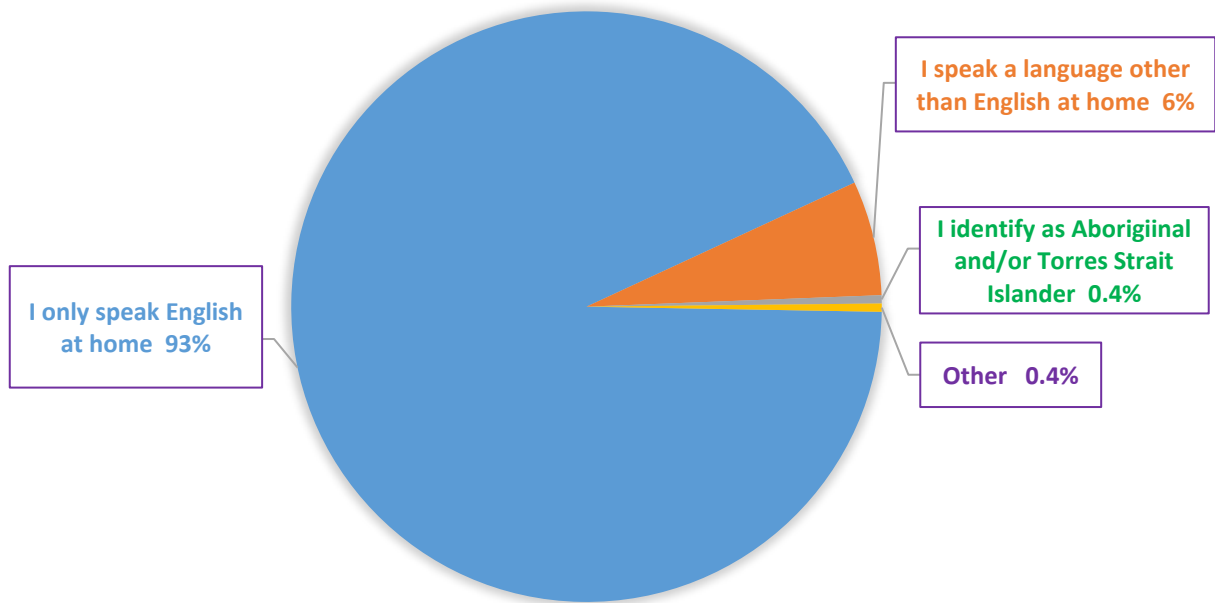
### 12.1 Survey Results Analysis

#### Public Health Plan Community Consultation Questionnaire

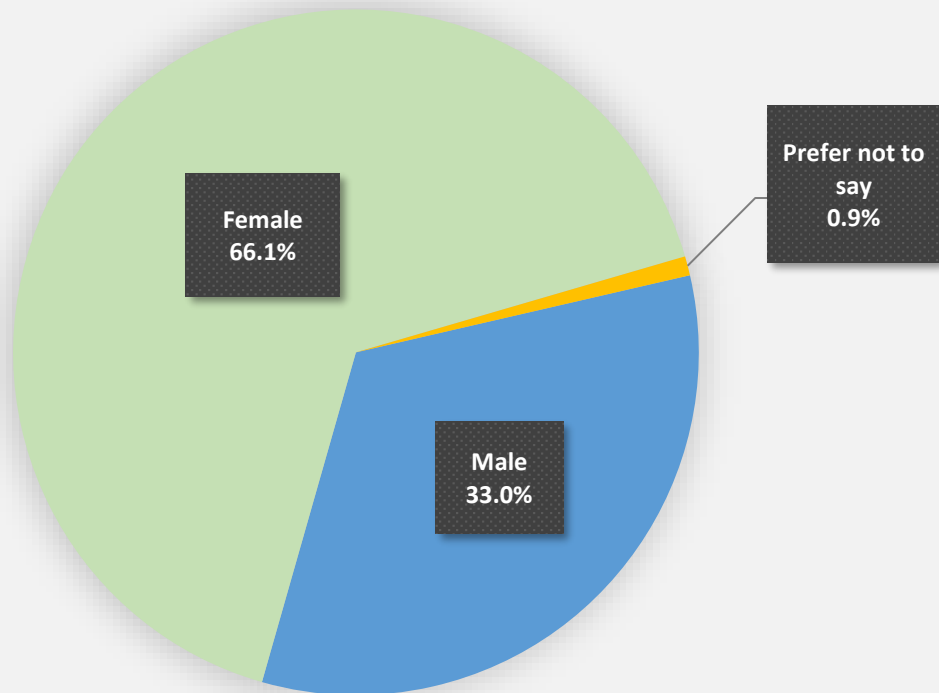
Between 1 June and 30 June 2021, residents were asked to complete the Public Health Plan Community Consultation Questionnaire. A total of 224 people provided their responses. The information collected helped to develop strategies and actions included in this PHP for the purpose of improving the health and wellbeing of the community.



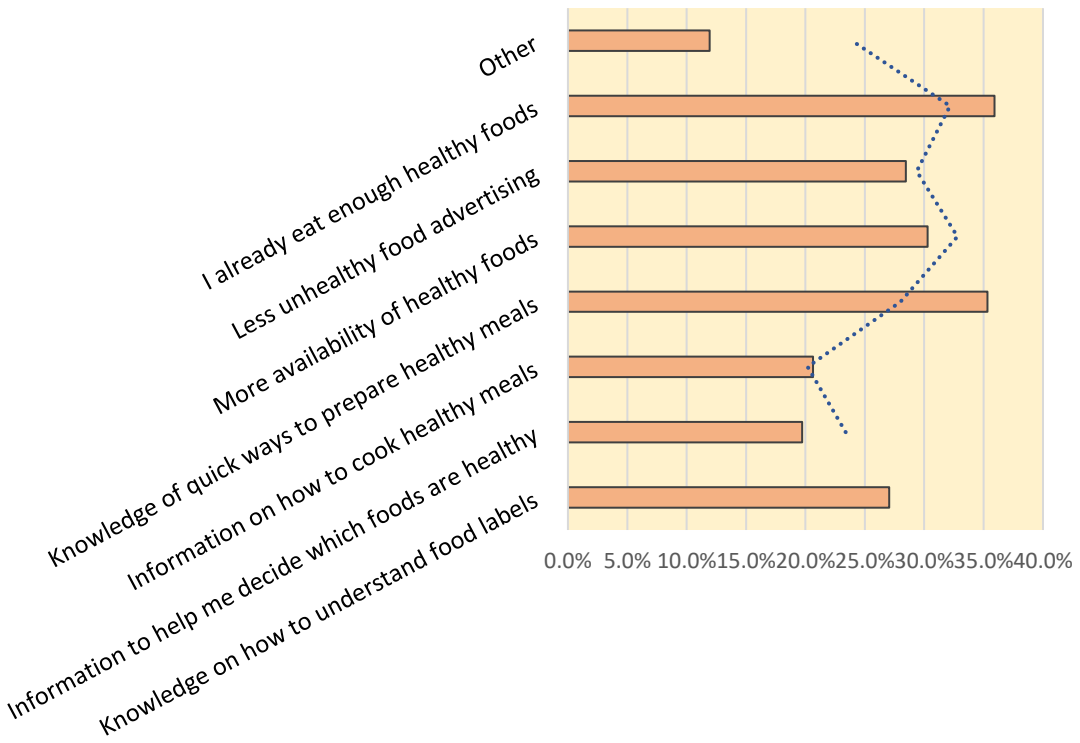
**QUESTION 3: TELL US ABOUT YOURSELF. SELECT ALL THAT APPLY.**



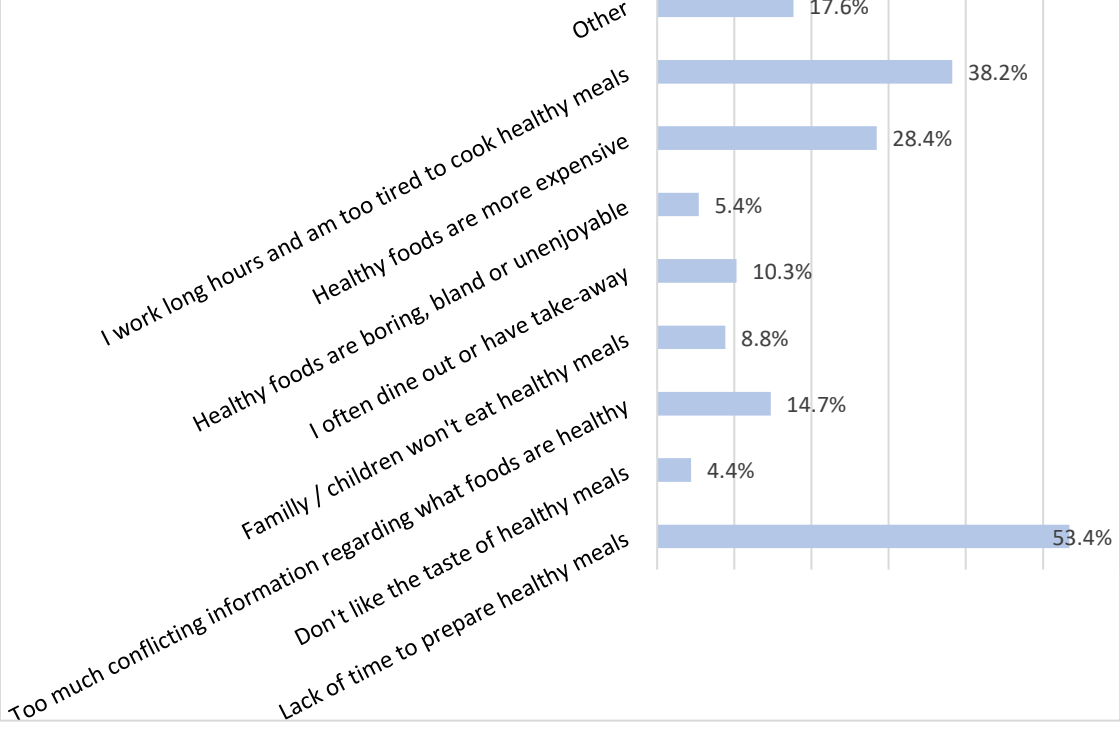
**QUESTION 4: I IDENTIFY AS:**

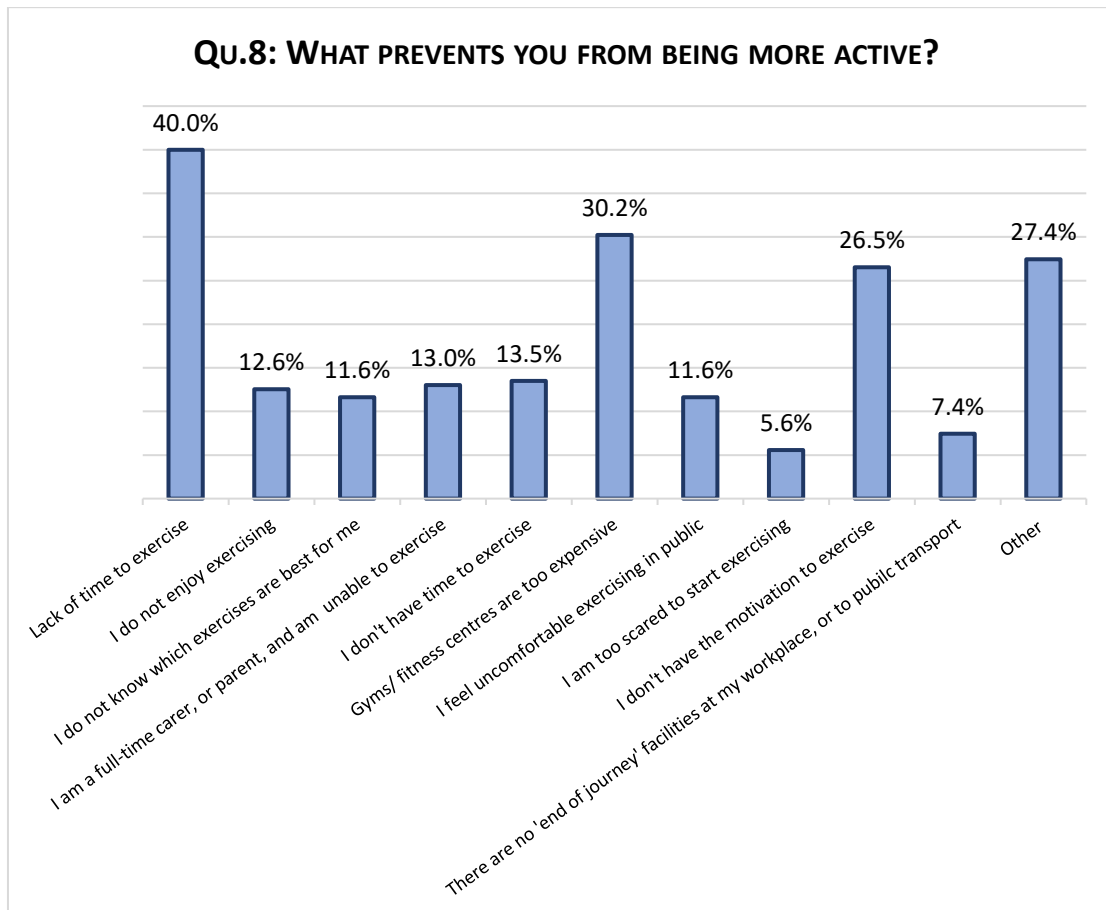
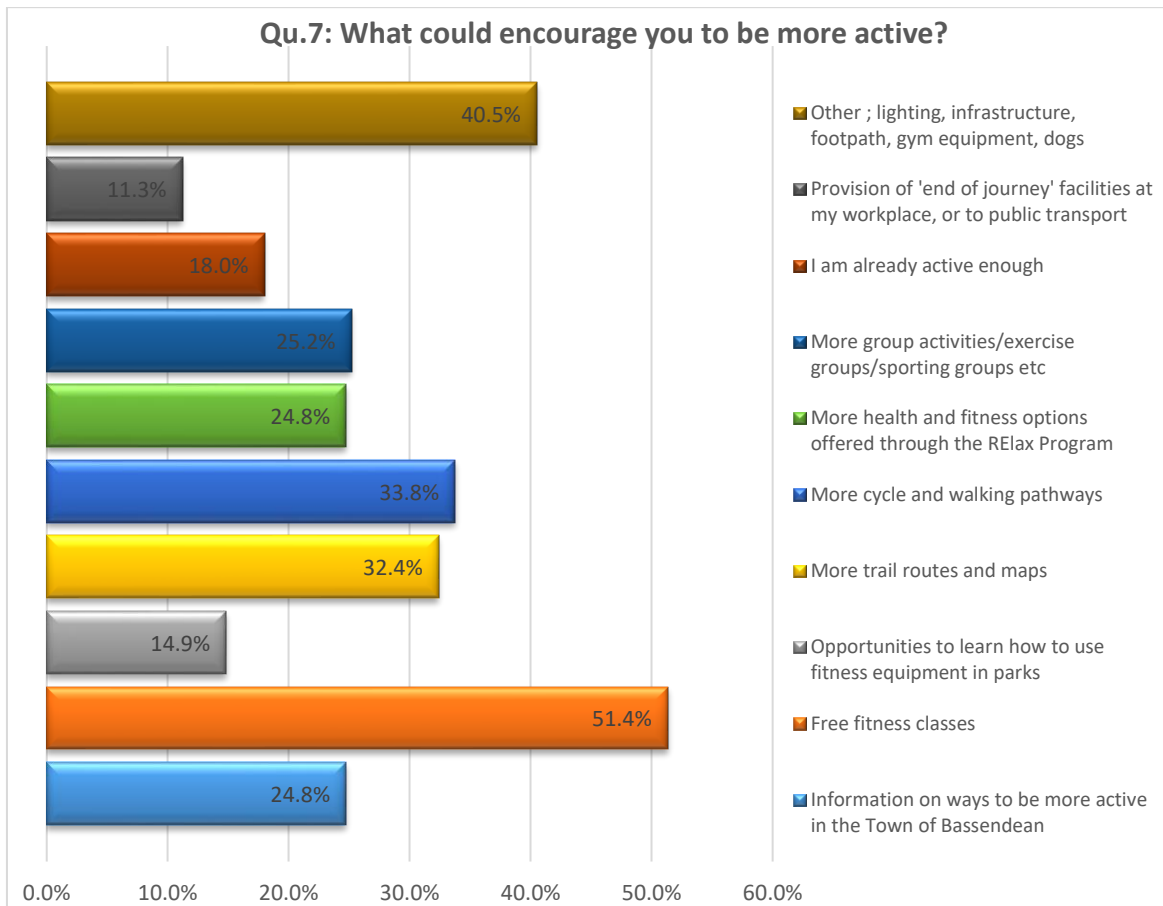


**QUESTION 5: WHAT COULD HELP YOU MAKE HEALTHIER FOOD CHOICES?**

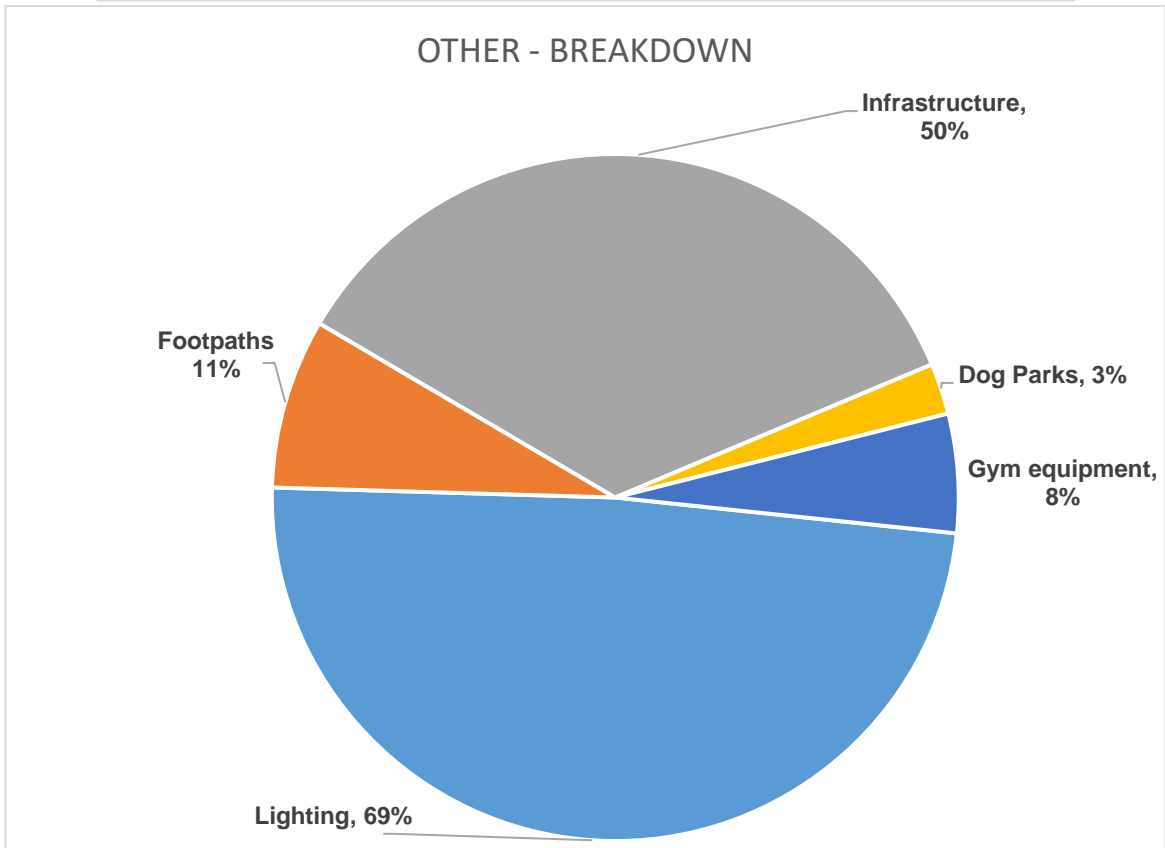
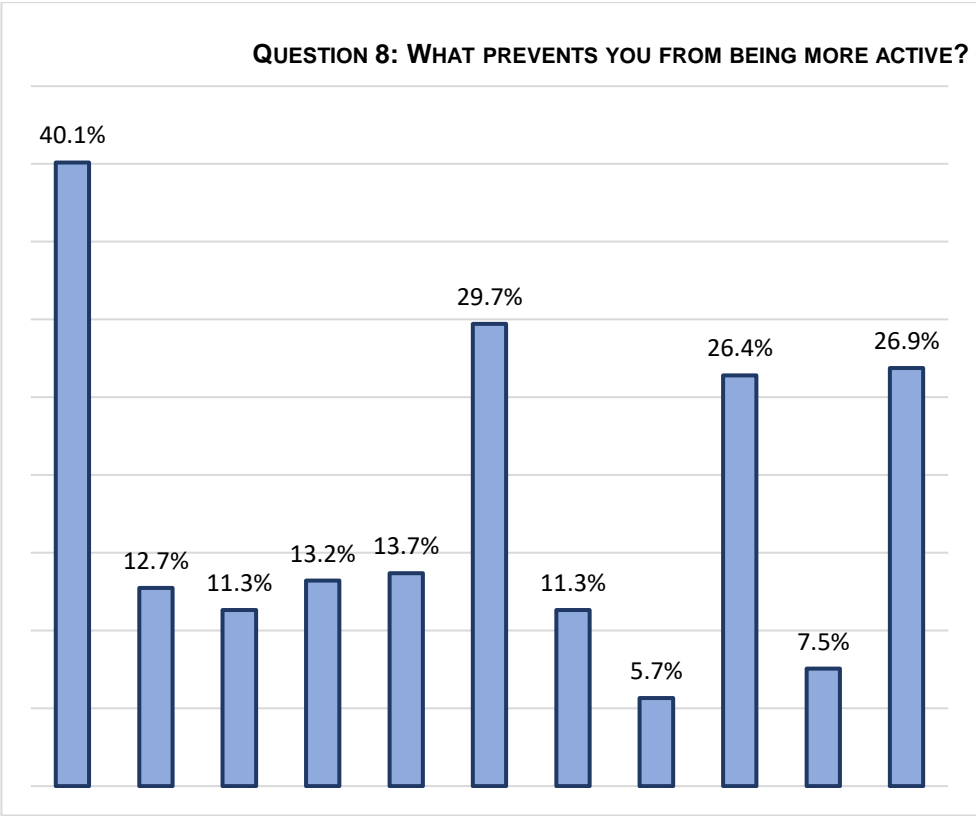


**QUESTION 6: WHAT PREVENTS YOU FROM EATING HEALTHIER FOODS?**

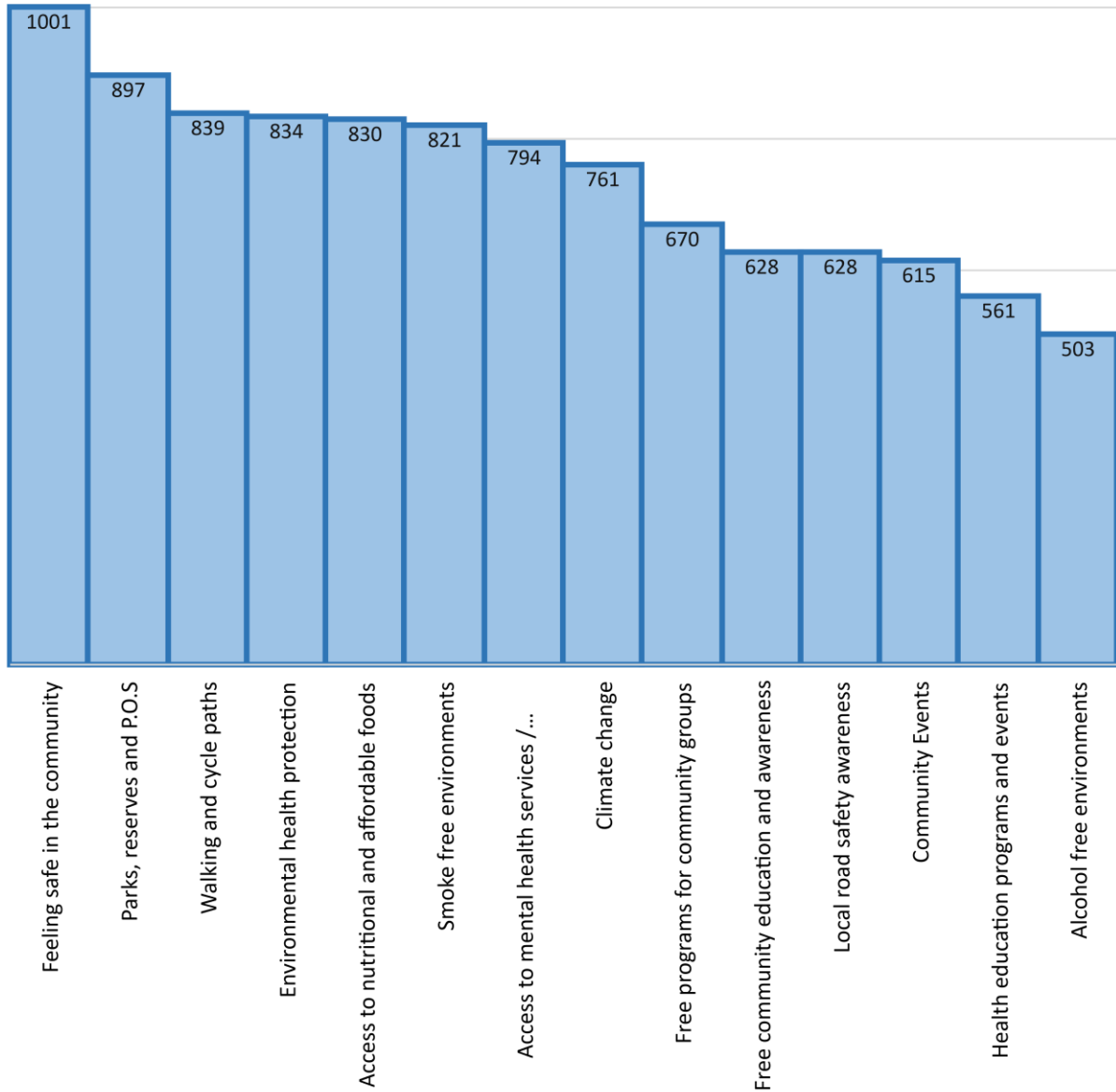




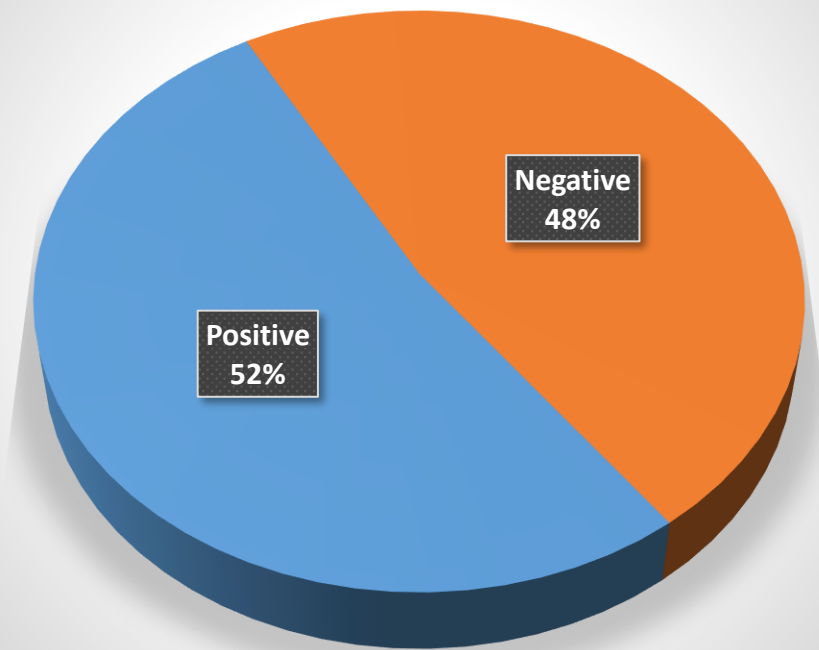




**QUESTION. 9: HOW IMPORTANT ARE THE FOLLOWING AREAS TO YOUR HEALTH AND THAT OF YOUR COMMUNITY?**



**Question.10: How is COVID-19 affecting (positive or negative) your health and wellbeing?**

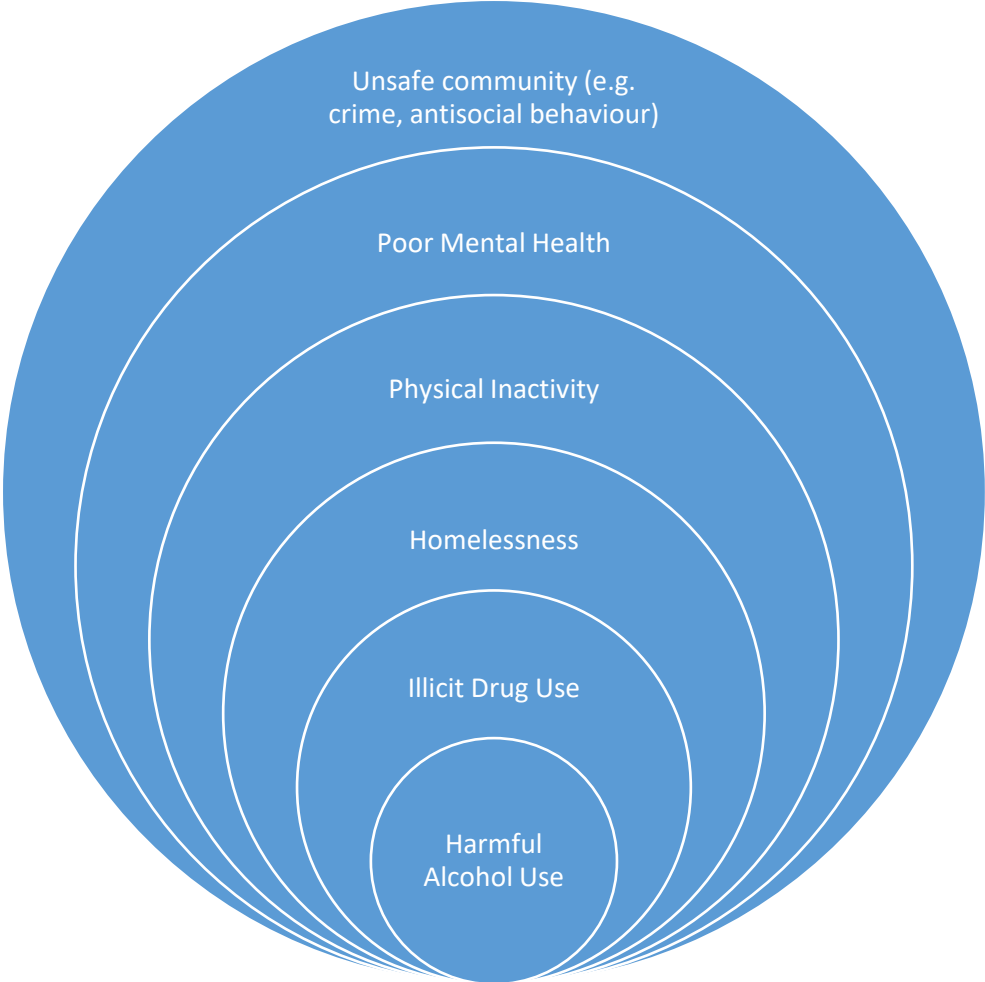


**Question. 11: What else would you like to see in your local suburb to support your health and wellbeing?**

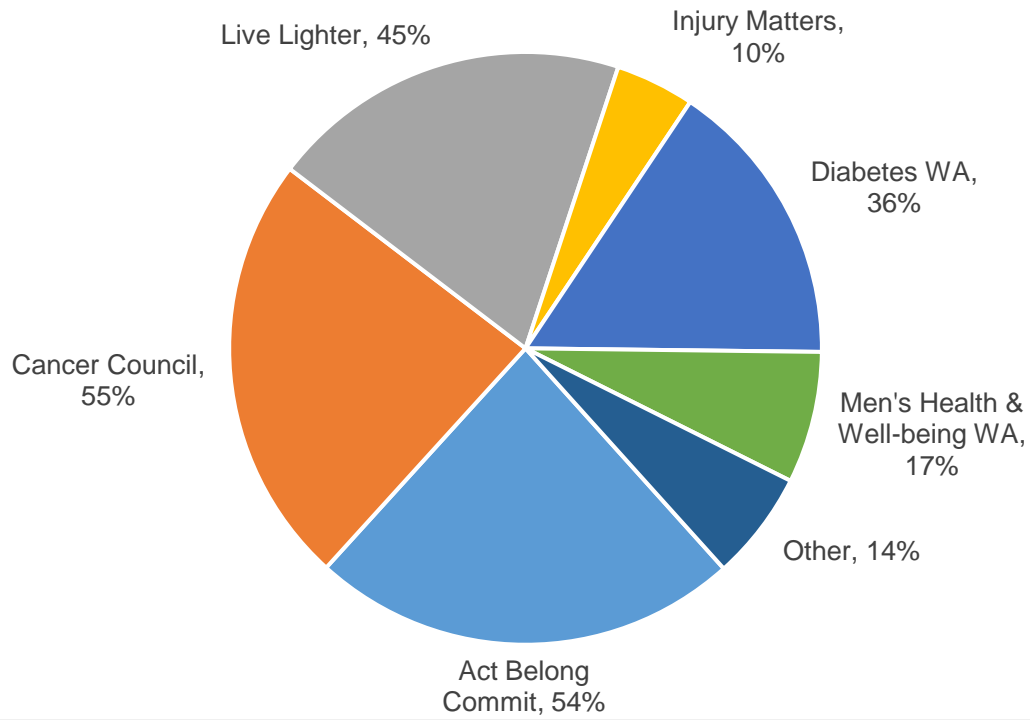
The most common answers included:

- Improve street lighting
- Outdoor exercise equipment in parks
- Footpath maintenance
- Fenced / more dog parks
- Free fitness classes indoors and outdoors, including yoga, Tai-Chi, low impact, for all members of the community – tailored for all ages and abilities
- Improve safety/security/decrease in crime rates
- More walk trails and cycle paths.

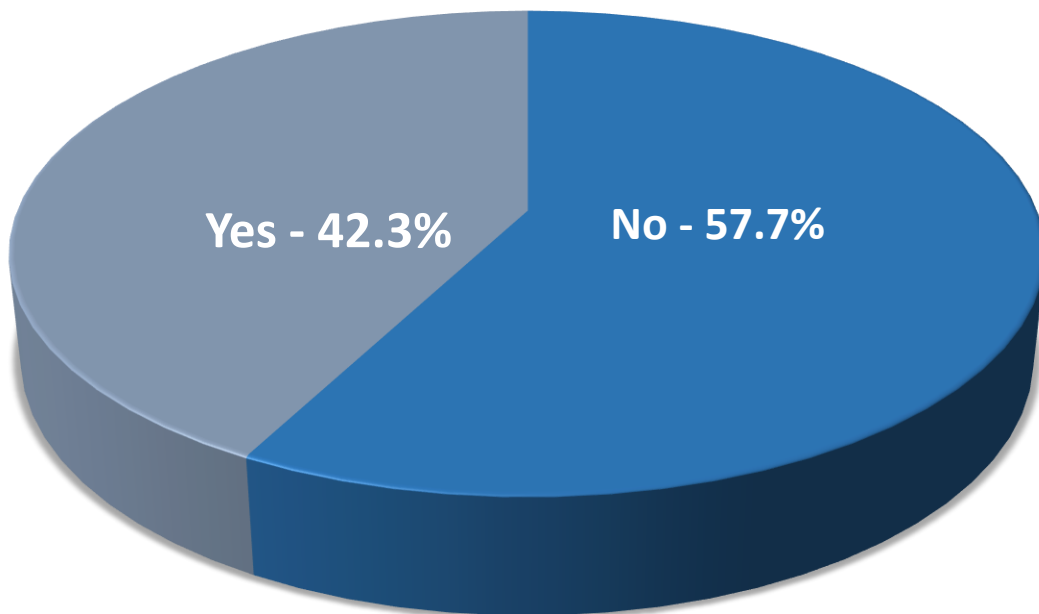
**Question. 12: Within the Town of Bassendean, what do you see as the key health concerns for you and your community?**



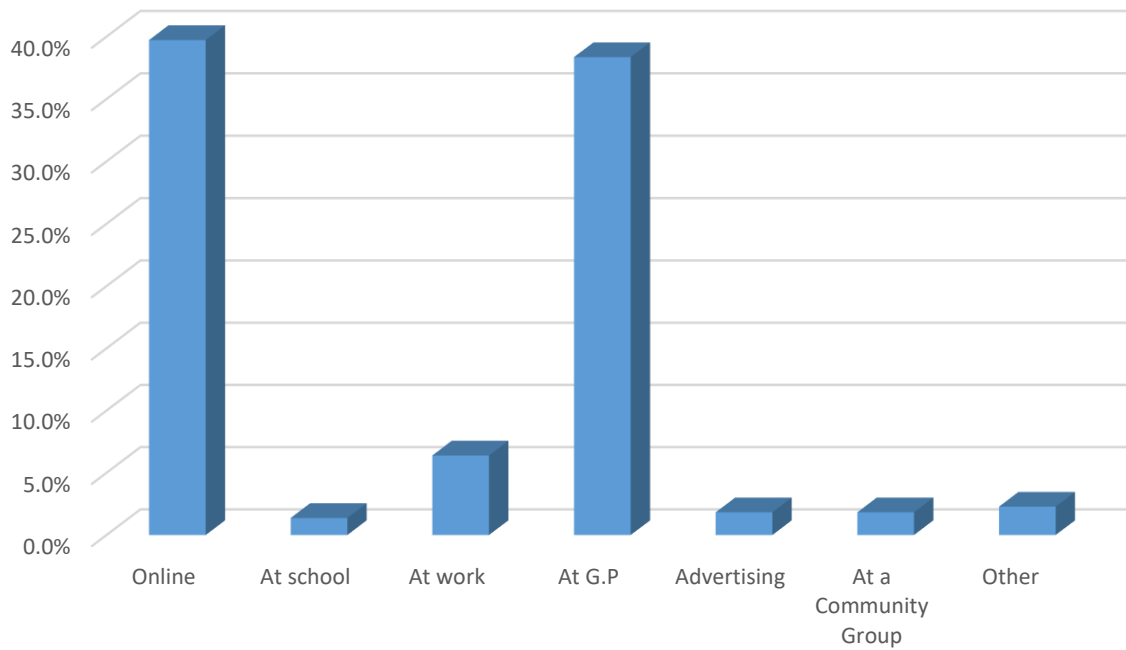
**Question 13: Do you engage (or alternatively, are you familiar) with any of the following health and wellbeing organisations?**



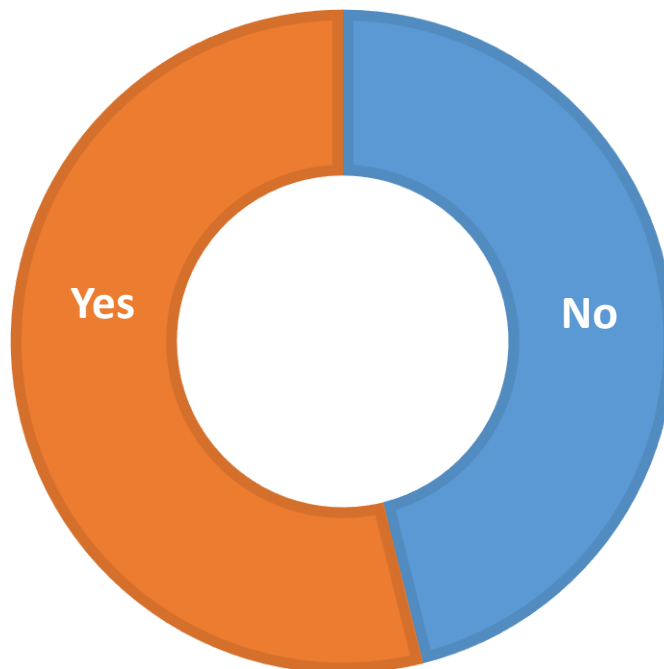
**Question 14: Have you ever accessed mental health services?**

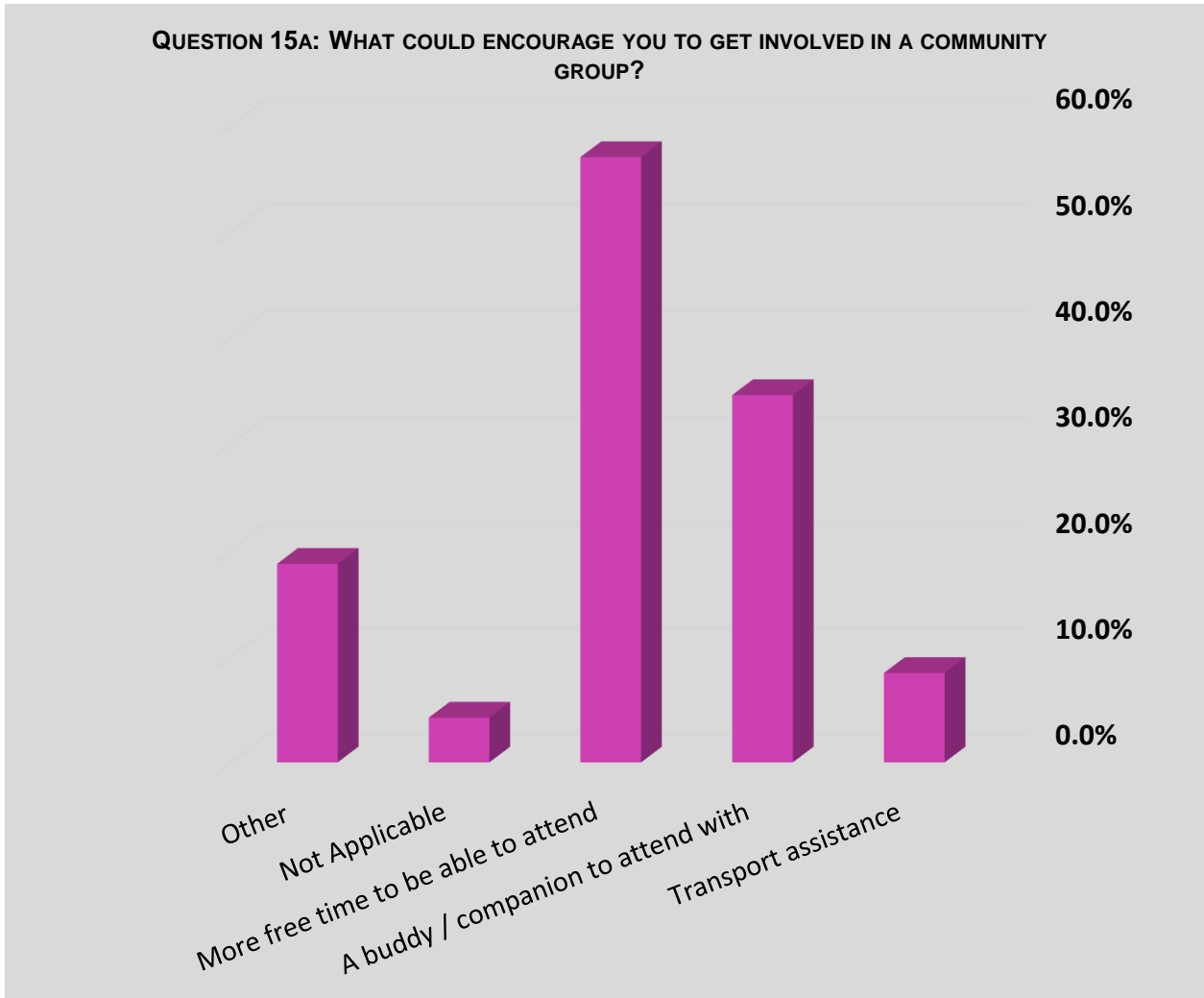


**Question 14a: When you try to access information about a Mental Health Services, where do you go?**



**Question 15: Are you currently involved in a community group?**



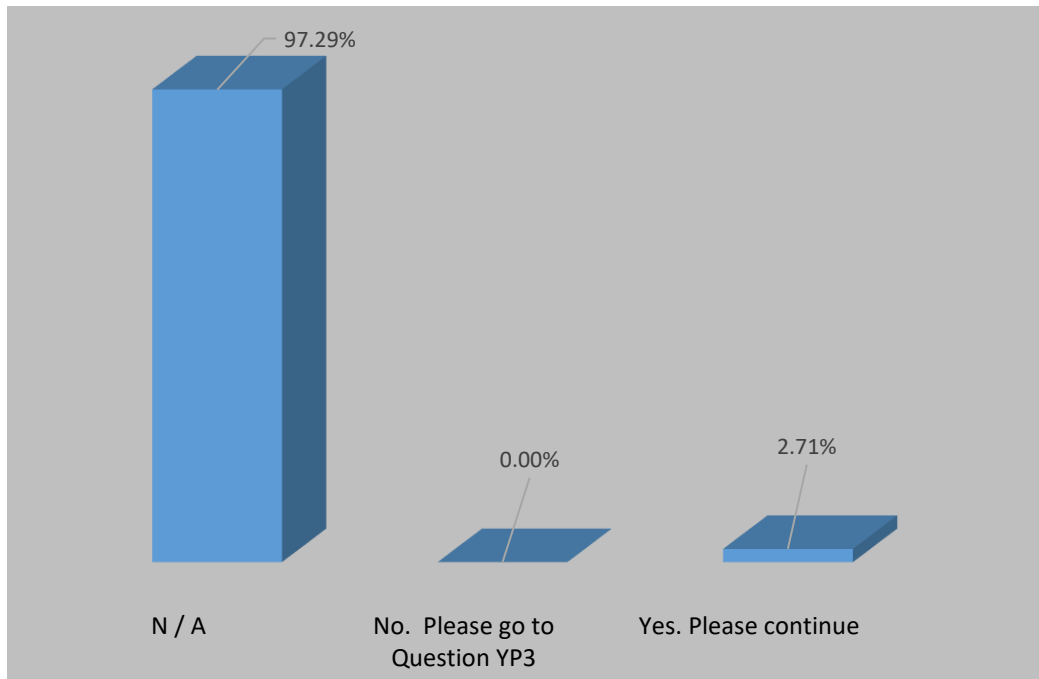


**Question. 16: Would you like to see any other community groups implemented in the Town of Bassendean?**

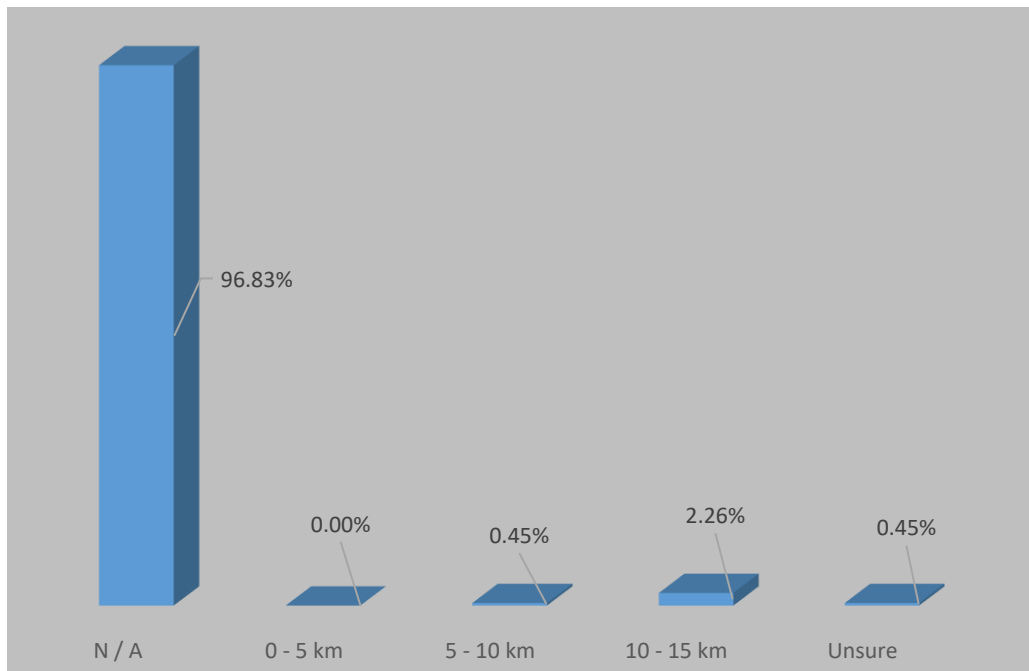
The most common answers included:

- No
- Arts / crafts / woodworking/ jewellery / kitting groups
- Social sporting groups
- Yoga / fitness / Tai-Chi groups
- Community garden
- Parent / mothers groups
- Friendship group / coffee & chat group
- Children specific – Girl Guide / Scouts / Reading & writing / arts & crafts / fitness, exercise groups

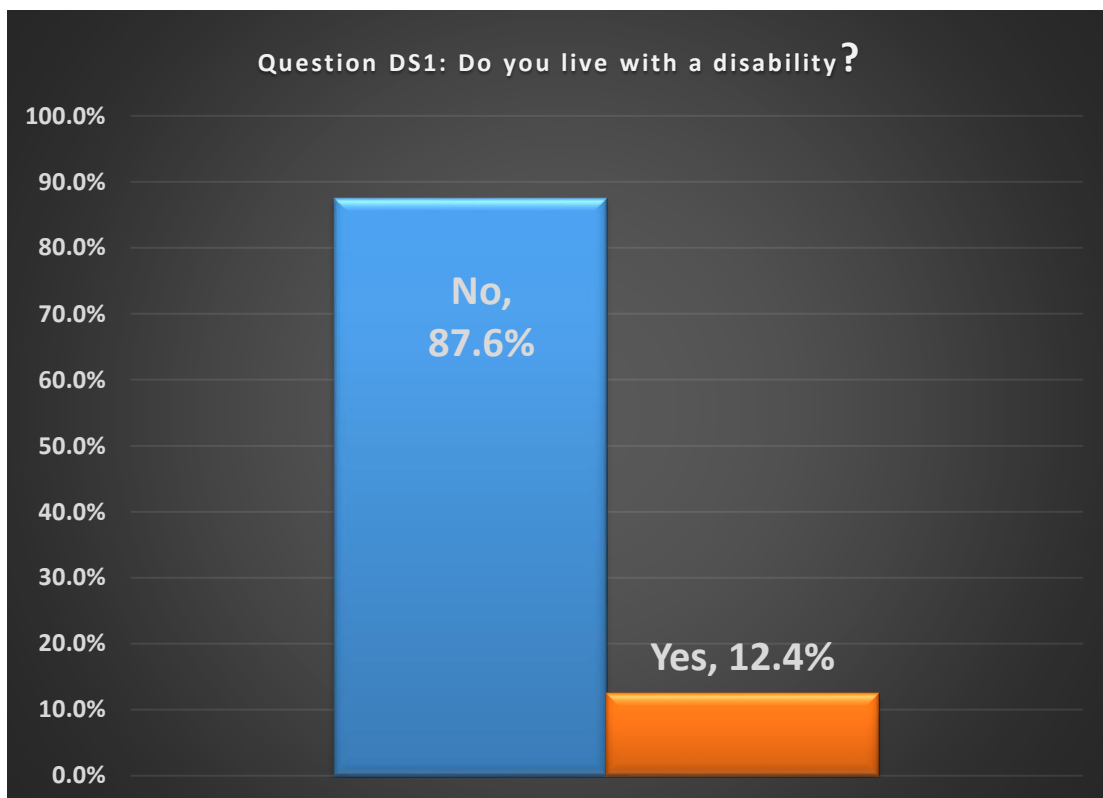
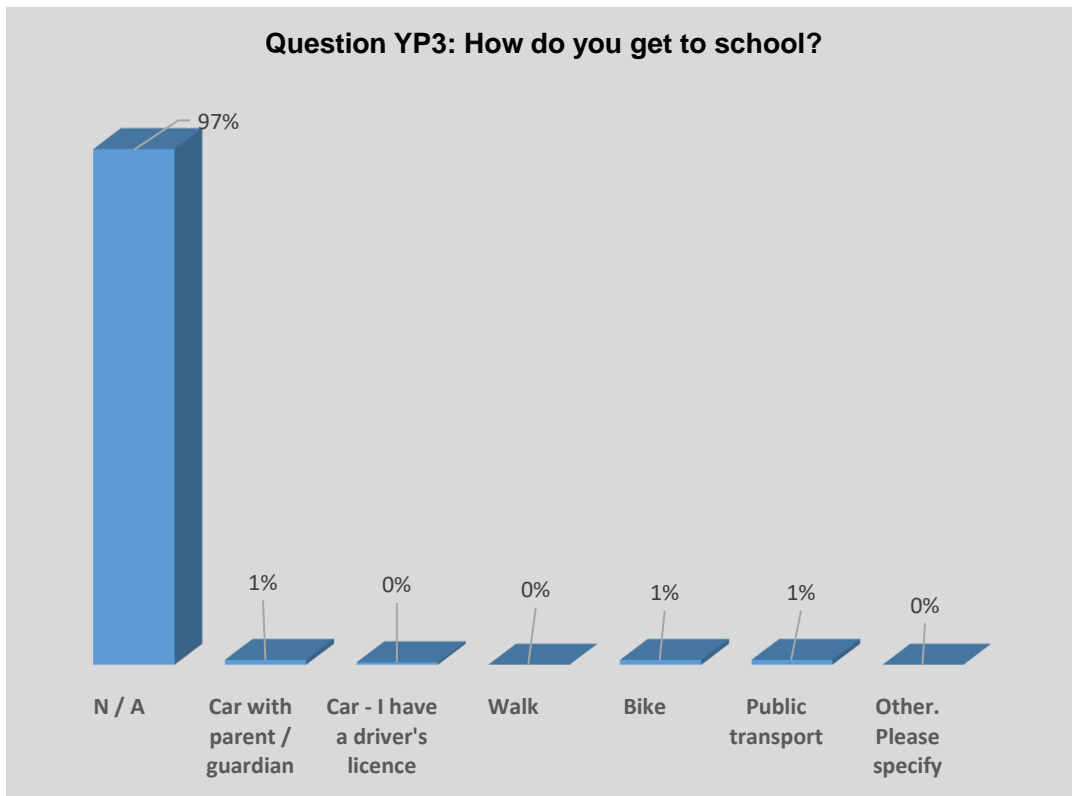
**Question YP1: Do you attend school outside of the Bassendean Area?**

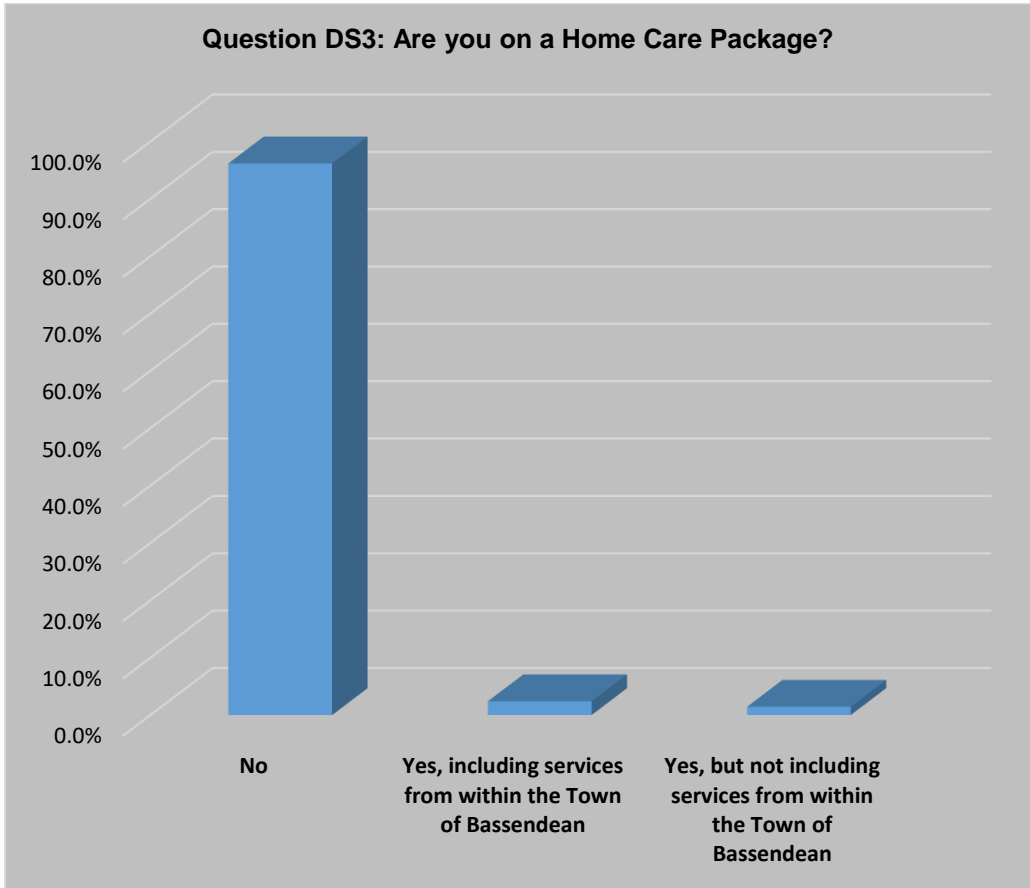
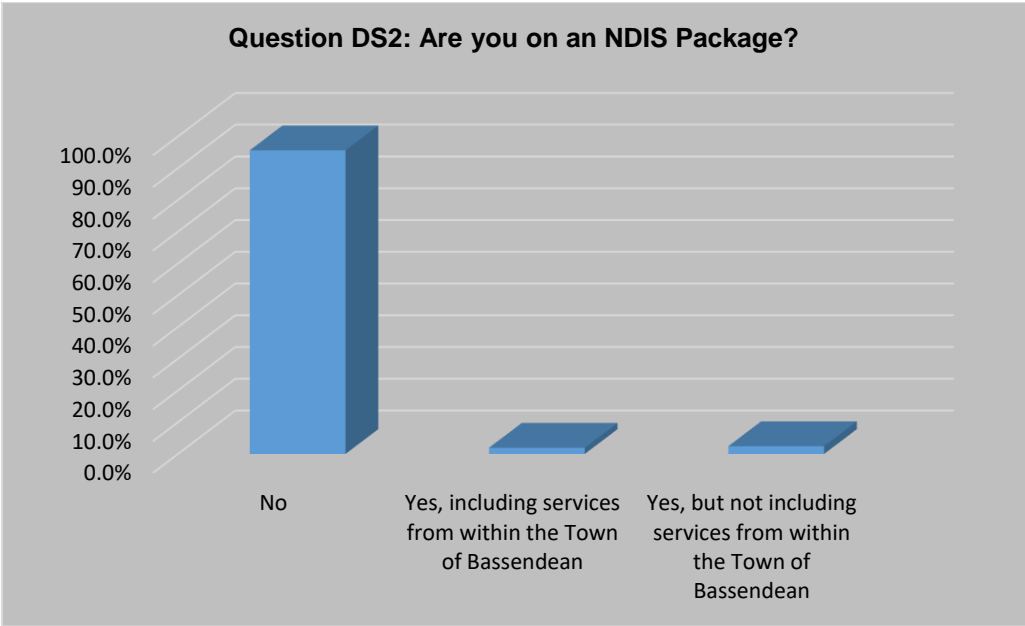


**Question YP2: How far do you need to travel to get to school?**









## **COUNCIL BRIEFING SESSION POLICY**

### **Policy Objective**

The policy seeks to establish guidelines for the conduct of Council's Briefing Sessions.

### **Policy Scope**

This policy applies to the Council's Council Briefing Sessions and the Councillors, staff and the general public that attend those Briefing Sessions.

### **Policy Statement**

The role of a Council is to set policy, strategy, goals and targets for the local government. The Administration, through the Chief Executive Officer (CEO), has the task of implementing the decisions of the Council.

A Briefing Session is a non-decision-making forum that involves Councillors, officers of the Town (whose attendance is determined by the CEO) and if required, external advisors. They are open to the public and established to –

- a. Provide Councillors with the opportunity to obtain and exchange information with Town officers on items contained in the forthcoming Ordinary Council Agenda; and
- b. Provide a transparent, accountable, and public forum for Councillors to better inform themselves on items on the Council Agenda.

They provide the Council with the opportunity to ask questions and seek points of clarification. This ensures Council is fully informed to consider and make impartial and transparent decisions on items presented to it at an Ordinary Council meeting.

## **1. General Procedures**

- 1.1 Council Briefing Sessions are held one week prior to the Ordinary Council meeting usually on the third Tuesday of the month.
- 1.2 Briefing sessions are generally open to members of the public who will have the opportunity to address the meeting or make deputations on matters related to the agenda. Members of the public are required to be decorous and abide by the directions of the Presiding Member in relation to conduct at the briefing session. A failure to observe decorum or a direction of the Presiding Member will result in the member of the public being required to leave the premises.
- 1.3 Sessions will be closed to members of the public when matters are to be discussed that:
  - a) are recommended to be dealt with as confidential items under s.5.23 (2) of the *Local Government Act 1995*, or
  - b) the Presiding Member considers, on the advice of the CEO, should be dealt with as a confidential item.
- 1.4 The dates and times of the Briefing Session Schedule will be set at the same time the Schedule for the Council Meeting dates are adopted by Council. Local public notice of briefing sessions will be provided in the same way and at the same time notice is given for Ordinary Meetings of Council.
- 1.5 The agenda for the Briefing Session will be published on the Wednesday prior to the Briefing Session. The matters listed on the agenda will be the matters for discussion at the briefing session.
- 1.6 Briefing Agendas are to include all items proposed to be considered by Council at the subsequent Ordinary Council meeting, with exceptions of the Monthly Financial Statements if incomplete by the publication date of the Briefing Agenda, and items of an Urgent Nature in accordance with clause 5.5 of the Town's Meeting Procedures Local Law 2020.
- 1.7 The Mayor will be the Presiding Member at the Briefing Session. If the Mayor is unable or unwilling to assume the role of Presiding Member, the Deputy Mayor may preside at the Briefing Session. If the Deputy Mayor is unable or unwilling then the Councillors present may by simple majority select a Presiding Member from amongst themselves to preside at the Briefing Session.
- 1.8 The Presiding Member decides all procedural matters and conduct at a Briefing Session.
- 1.9 There are no quorum requirements at a Briefing Session.
- 1.10 Debate, and/or vigorous discussion by a Councillor/s that could be interpreted as debate, is not permitted on any matters raised during the Briefing Session.
- 1.11 Officers at the Town are to be available to make a presentation or respond to questions on matters on the agenda at the Briefing Session.
- 1.12 All Councillors will be given a fair and equal opportunity to participate in the Briefing Session.
- 1.13 All questions are to be asked through the chair and free-flowing discussion between Councillors is not permitted.
- 1.14 Councillors may raise issues that have not been considered in the formulation of the report or its recommendation and advise the Administration through the CEO at a briefing session of these.

- 1.15 All Councillors, officers and if applicable, other presenters, shall disclose their interests on any item on the agenda at the commencement of the Briefing Session. When disclosing an interest the following will apply –
- a) An interest is to be disclosed in accordance with the *Local Government Act 1995* and the Town's Code of Conduct.
  - b) Subject to clause (iii), Councillors who disclose a financial or proximity interest must not participate on discussions or questions on the item to which their interest applies and shall leave the room.
  - c) Notwithstanding, the Council may agree, by simple majority, to allow a Councillor who has declared an interest to remain in the room on an item, if the Councillors present agree –
    - i. The interest is trivial or insignificant as to be unlikely to influence the disclosing Councillor's conduct on the matter; or
    - ii. Is an interest common to a significant number of electors or ratepayers.
  - d) Officers with a financial interest in an item may choose to leave the room when the item is considered or if directed to do so by the CEO.
- 1.16 A record shall be kept of all disclosures of interest made at a Briefing Session.
- 1.17 No formal decisions of Council are made at a Briefing Session. The only decisions made at a Briefing Session are procedural and include to elect a Presiding Member where the Mayor or Deputy Mayor are unavailable, and to allow a Councillor to remain in the room after they have declared an interest in accordance with clause 1.15(c) above.

## **2. Public Question Time**

- 2.1 Briefing Sessions are open to the public unless Council is considering an item of a confidential nature.
- 2.2 Members of the public shall not address the meeting on any matter not included in the agenda.
- 2.3 The Presiding Member may call persons to come forward in an order that allows for as many persons as possible to address the meeting on the widest range of items on the agenda. Persons are to state their name and address.
- 2.4 Public question time will be limited to two (2) minutes per member of the public, with a limit of two verbal questions per person. Additional questions may be asked by a participant, but only after all persons who want to ask a question have done so, and if there is time remaining.
- 2.5 Statements are not to precede a question during public question time and questions must be succinct and to the point. Statements may only be made during public statement time.
- 2.6 Members of the public are to keep their questions brief to enable everyone who wants to ask a question to do so.
- 2.7 A minimum of 15 minutes shall be allocated for public question time. The Presiding Member may extend public question time in intervals of 10 minutes, but the total time allocated for public question time is not to exceed 45 minutes in total.

- 2.8 Participants are to direct their questions to the Presiding Member. Questions should be asked politely, in good faith, and not reflect adversely or be defamatory of a Councillor or officer or the local government. The Presiding Member may decide to –
- a) Accept or reject any question with their decision being final;
  - b) Request the CEO respond to a question; or
  - c) Take a question on notice. A written response will be provided by the Town as soon as possible.
- 2.9 Where a Councillor is of the opinion that a person is asking a question about an item not on the agenda, or it is a statement, they may bring it to the attention of the Presiding Member who will make a ruling.

### **3. Questions In Writing**

- 3.1 Only residents or ratepayers of the Town may submit questions to the Town in writing.
- 3.2 The Town will accept a maximum of two written questions per resident or ratepayer. To ensure equity between residents and ratepayers, each part of a multi-part question will be treated as a separate question.
- 3.3 Questions lodged by midday on the day immediately prior to the scheduled Briefing Session, will be responded to where they can at the Briefing session.
- 3.4 These questions and responses will be distributed to Councillors and made available electronically at the Briefing Session.
- 3.5 The Presiding Member may decide to accept or reject any written question and their decision is final.
- 3.6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted to the Town and which have already been responded to.

### **4. Public Statement Time**

- 4.1 Members of the public may make public statements at a Briefing Session.
- 4.2 Statements at a Briefing Session must relate to an item on the agenda.
- 4.3 The Presiding Member may call persons to come forward in an order that allows for as many persons as possible to address the meeting on the widest range of items on the agenda. Persons are to state their name and address.
- 4.4 Public statement time will be limited to two (2) minutes per person.
- 4.5 The persons making a statement are to keep their statements brief to provide everyone who wants to make a statement the opportunity to do so.
- 4.6 A minimum of 15 minutes is allocated for public statement time. The Presiding Member may extend public statement time in intervals of 10 minutes, but the total time allocated for public statement time is not to exceed 45 minutes in total.
- 4.7 Statements are to be directed to the Presiding Member and are to be polite and not stated in a way to reflect adversely or be defamatory of a Councillor or officer or the local government.

- 4.8 Where a Councillor is of the opinion that a person is making a statement on an item not on the agenda they may advise the Presiding Member who will make a ruling.
- 4.9 Written statements will be circulated to Councillors and will not be read out unless specifically requested by the Presiding Member prior to the commencement of the meeting.

## 5. Deputations

- 5.1 The public may make a deputation at a Briefing Session. Deputations are encouraged to be made at the Briefing Session rather than a Council Meeting to allow Council ample opportunity to consider the information contained in the deputation prior to making a decision on the matter.
- 5.2 A person making a deputation is to make a written request to the CEO through the on-line form on the Town's website or by email to the CEO before midday on the day of the Briefing Session.
- 5.3 Deputation requests must deal with an item on the agenda.
- 5.4 Any person or group wishing to make a deputation to Council is to either apply before the meeting to the CEO for approval; or with the approval of the Presiding Member address the Council.
- 5.5 A deputation may consist of no more than five people, only two may address the Council. Others can respond to specific questions from members or unless otherwise ruled by the Presiding Member. Additional members may be allowed to speak if the Presiding Member allows it.
- 5.6 Speakers cannot address Council for longer than 10 minutes unless the Presiding Member agrees to an extension.
- 5.7 A person making a deputation is prevented from making a public statement at the session on the same matter.
- 5.8 Councillors may ask a question of any person making a deputation at the Briefing Session.

## 6. Recording of Proceedings

The Briefing Session will be live streamed when held in the Council Chamber, on the Town's streaming platform. An audio recording of the Briefing Session will be provided on the Town's website in the event that a video is unavailable.

<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>		<b>Decision Maker:</b>	Council
<b>Review Date:</b>	Biennial	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Local Government Act 1995</i>		



**GUIDELINES**

**COUNCIL BRIEFING**

**SESSIONS**



**Amendment Status**

This documents can be found at:

*cms:\corporate documents\Guidelines and Procedures\Briefing Session Guidelines Adopted December 2017*

<b>Date</b>	<b>Amendment Details</b>	<b>Authorised</b>
OCM-16/12/17	Guidelines Adopted	CEO
OCM-25/05/18	<p>Guidelines Amended as follows:</p> <p>2.6 “Addresses by Members of the Public” – Point 1 being reworded to “15 minutes will be allocated for addresses by members of the public on matters contained in the agenda only”;</p> <p>2.6 “Addresses by Members of the Public” – Point 3 being reworded to “Each member of the public shall be given a maximum of 3 minutes to address the meeting”; and</p> <p>2.8 “Presentations” being retained.</p>	CEO

## 1. PURPOSE

The Town conducts a briefing session the week prior to every Ordinary Meeting of the Council. Public addresses and depositions that relate to reports on the Council briefing agenda will occur at briefing sessions. This means Councillors will have more opportunity to seek additional information, clarify any concerns, and attend on site visits if considered appropriate.

## 2. GUIDELINES

### 2.1 Calling of Sessions

Local public notice of briefing sessions will be provided in the same way and at the same time notice is given for Ordinary Meetings of Council.

### 2.2 Briefing Session Agenda

The agenda for the Council meeting will be published on the Friday prior to the briefing session. The matters listed on the Council meeting agenda will be the matters for discussion at the briefing session.

### 2.3 Attendance of Public

Briefing sessions are generally open to members of the public who will have the opportunity to address the meeting or make depositions.

Members of the public are required to be decorous and abide by the directions of the presiding member in relation to the conduct of the public at the briefing session. A failure to observe decorum or a direction of the presiding member will result in the member of the public being required to leave the premises.

Sessions will be closed to members of the public when matters are to be discussed that:

- are recommended to be dealt with as confidential items under s.5.23 (2) of the Local Government Act 1995, or
- the presiding member considers, on the advice of the CEO, it could be dealt with as a confidential item.

### 2.4 Presiding member and quorum

The Mayor will preside at briefing sessions. In the absence of the Mayor, the session will be presided over by the Deputy Mayor. In the absence of both the Mayor and the Deputy Mayor those present will determine, by a simple majority show of hands, an elected member to preside at the meeting.

As per the common law rules for the conduct of public meetings, the presiding member determines all procedural matters for the conduct of a briefing session. This guideline establishes the general procedure for the conduct of a briefing session.

There is no quorum requirement for a briefing session.

## 2.5 Declaring Interests

Members and employees must disclose any financial, proximity or impartiality interests they have in an item listed in the briefing session agenda and declare that interest at the commencement of the session or immediately before the matter is discussed.

Interests are to be disclosed and dealt with in accordance with the Local Government Act 1995 as if the briefing sessions were a Council meeting.

## 2.6 Addresses by the Members of the Public

Members of the public may address the meeting on items on the agenda ONLY at a briefing session, subject to the following:

- 15 minutes will be allocated for addresses by the members of the public on matters contained in the agenda only;
- Members of the public shall not address the meeting on any matter not included in the agenda;
- Each member of the public shall be given a maximum of 3 minutes to address the meeting;
- The presiding member may extend the time period if the matter has not been fully addressed; and
- Any member of the public that disrupts the meeting for any reason shall be dealt with in accordance with Clause 2.3 of these guidelines.

## 2.7 Order of Consideration of Reports

- a) Items on the briefing session agenda, where deputation requests have been received, will be considered first. These will be listed in the order they appear on the Council meeting agenda.
- b) Items on the briefing session agenda, where a presentation is to be provided, will be considered next. These will be listed in the order they appear on the Council meeting agenda.
- c) The presiding member will work through all remaining items on the briefing agenda in the order they appear on the Council meeting agenda, providing an opportunity for Councillors to ask questions and request clarifications.

## 2.8 Presentations

Officers, and third parties by invitation of the presiding member, may make a brief verbal presentation in relation to a briefing item. Presentations will be short and by exception.

## 2.9 Deputations

Deputations on items on the Council meeting agenda will be conducted at a briefing session. A deputation means a statement to Council on any items on the Council meeting agenda.

Any person who wishes to make a deputation at a briefing session is required to apply to the Mayor at least 24 hours prior to the commencement of the briefing session.

A deputation will be restricted to a period not exceeding 10 minutes and may be restricted to less than 10 minutes if a large number of deputations are scheduled or the pressure of business for that meeting so requires.

Council has determined that a person making a deputation at a briefing session will not be provided with an opportunity to make a deputation at the following Council meeting unless there has been a significant change that warrants providing the opportunity for a further deputation.

Councillors will have the opportunity to ask questions of any person providing a deputation.

### **2.10 No Debate**

No debate, or discussion between elected members that could be interpreted as debate, will be permitted.

### **2.11 No Decisions**

No decisions will be made at a briefing session by the Council other than the election of a presiding member in the absence of the Mayor or Deputy Mayor.

### **2.12 Recording of proceedings**

An audio recording of the briefing session will be provided on the Town's website within 3 working days of the briefing session.

**LIST OF PAYMENTS  
FOR PERIOD  
ENDED 30 September 2022**

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

## SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
<b>MUNICIPAL / TRUST</b>		
<b>EFT, Direct Debits Cr Card and Payroll 01-30 September 2022</b>	47665 - 47876	-\$1,362,335.20
<b>TRUST FUND</b>		
<b>Cheques Commonwealth 6100-1015-9136</b>		\$0.00
<b>MUNICIPAL BANK</b>		
<b>Cheques Commonwealth 6100-1015-9128</b>	86381 – 86384	\$-7,043.25
		-
		<b>-\$1,369,378.45</b>

This list of payments, covering vouchers as above 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.

Chq/EFT	Date	Name	Description	Description
EFT47665	06/09/2022	SYNERGY	Power charges for various sites and street lighting	-\$ 12,049.26
EFT47666	13/09/2022	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$ 103.60
EFT47667	13/09/2022	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$ 108,180.00
EFT47668	13/09/2022	LGRCEU	Payroll deductions	-\$ 88.00
EFT47669	13/09/2022	PAY@BILITY PTY LTD	Payroll deductions	-\$ 354.24
EFT47670	13/09/2022	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$ 1,463.18
EFT47671	14/09/2022	ABACUS CALCULATORS (WA) PTY LTD	Lease- Canon TM300 MFP (A0 Scanner + Plotter)	-\$ 213.82
EFT47672	14/09/2022	ALSCO PERTH	Weekly linen services - Administration	-\$ 260.62
EFT47673	14/09/2022	AUSTRALIA POST	Postal charges	-\$ 2,801.95
EFT47674	14/09/2022	BASSENDEAN TENNIS CLUB	Grass court maintenance - Greenkeeper Charges June/July	-\$ 4,582.60
EFT47675	14/09/2022	BCITF	Hardware items	-\$ 2,250.46
EFT47676	14/09/2022	CDM AUSTRALIA PTY LTD	IT Maintenance, installation of UPS and re-orientation of	-\$ 2,895.75
EFT47677	14/09/2022	CITY OF BAYSWATER	Catering for WALGA East Metro Zone meeting	-\$ 514.80
EFT47678	14/09/2022	COLES SUPERMARKETS AUSTRALIA (ONLINE ORDERING	Food supplies for WIW	-\$ 390.71
EFT47679	14/09/2022	COMMAND-A-COM PTY LTD	IT hardware expenses	-\$ 957.00
EFT47680	14/09/2022	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy	-\$ 3,119.28
EFT47681	14/09/2022	ELISABETH RICHARDSON	Musicians for 4 RAC - Power to the People events	-\$ 1,800.00
EFT47682	14/09/2022	MARKETFORCE PTY LTD	Public Notice for road closure- Hamilton Street Reserve	-\$ 1,275.70
EFT47683	14/09/2022	MT LAWLEY MILK SUPPLY	Weekly milk supply order	-\$ 147.06
EFT47684	14/09/2022	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery	-\$ 279.47
EFT47685	14/09/2022	PANETTA MCGRATH LAWYERS	Professional fees - Hyde Retirement Village	-\$ 605.00
EFT47686	14/09/2022	SCOTT PRINTERS PTY LTD	Thrive Newsletter	-\$ 1,626.90
EFT47687	14/09/2022	SWAN DISTRICTS FOOTBALL CLUB	Community Grant - Swan Districts Mural- Artist Fees	-\$ 2,200.00
EFT47722	16/09/2022	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL first quarter contribution 2022/23	-\$ 785,903.14
EFT47723	19/09/2022	ABACUS CALCULATORS (WA) PTY LTD	Lease- Canon TM300 MFP (A0 Scanner + Plotter)	-\$ 213.82
EFT47724	19/09/2022	CITY OF SOUTH PERTH	Animal Pound fees	-\$ 1,188.07
EFT47725	19/09/2022	COMPLETE CORPORATE HEALTH - ASCOT	Pre employment medical	-\$ 272.80
EFT47726	19/09/2022	ENVIRONMENT HOUSE INCORPORATED	Purchase of worm farms	-\$ 105.00
EFT47727	19/09/2022	HELEN DOBBIE	Term 3 Relax - Mon Yoga	-\$ 1,050.00
EFT47728	19/09/2022	NATURE PLAY WA	Printing booklets	-\$ 2,420.00
EFT47729	19/09/2022	PANETTA MCGRATH LAWYERS	Professional fees - Hyde Retirement Village	-\$ 2,238.50
EFT47730	19/09/2022	PERTH BRANDING & MARKETING	Event website-Power to the People	-\$ 7,535.00

Chq/EFT	Date	Name	Description	Description
EFT47731	19/09/2022	SEEK LIMITED	Job Advertisements	-\$ 423.50
EFT47732	19/09/2022	THE SCIENCE MUM (CARMEN PIGGOTT)	Extension Activity	-\$ 299.00
EFT47733	19/09/2022	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Galvanised Dispenser	-\$ 2,494.80
EFT47734	20/09/2022	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Services	-\$ 960.00
EFT47735	20/09/2022	COMMAND-A-COM PTY LTD	IT hardware expenses	-\$ 319.00
EFT47736	20/09/2022	COMPLETE CORPORATE HEALTH - ASCOT	Pre employment medical	-\$ 1,223.31
EFT47737	20/09/2022	CONSTABLE CARE CHILD SAFETY FOUNDATION INC	Community Partnership Contribution For 2022-2023	-\$ 6,347.00
EFT47738	20/09/2022	DATA3	Office 365	-\$ 99.75
EFT47739	20/09/2022	DULUX AUSTRALIA	Paint for Pallets at - RAC Power to the People	-\$ 638.26
EFT47740	20/09/2022	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	FOGO Waste Disposal Costs	-\$ 27,546.08
EFT47741	20/09/2022	ELISABETH RICHARDSON	RAC Grant Entertainment	-\$ 3,277.50
EFT47742	20/09/2022	EPOCH TRAINING (ORGANIC TRAINING SOLUTIONS)	Term 3 Relax - Wu Tao	-\$ 360.00
EFT47743	20/09/2022	FUJI XEROX AUSTRALIA PTY LTD	Records - Photocopying Charges	-\$ 78.07
EFT47744	20/09/2022	HATCHET PTY LTD	RYDE Website hosting	-\$ 132.00
EFT47745	20/09/2022	IT VISION	IT Vision charges for UGP	-\$ 550.00
EFT47746	20/09/2022	LANDGATE	Electronic Copies Of Titles For Town Of Bassendean	-\$ 2,501.88
EFT47747	20/09/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Full Membership Fee 2022-23	-\$ 531.00
EFT47748	20/09/2022	MCLEODS & CO	Legal Professional Fees	-\$ 4,149.65
EFT47749	20/09/2022	MINTERELLISON	HR Matter	-\$ 4,950.00
EFT47750	20/09/2022	MORLEY VETCENTRE	Animal Management costs	-\$ 47.00
EFT47751	20/09/2022	PAPERSCOUT	Design And Supply Of Footer - Local Planning Strategy	-\$ 66.00
EFT47752	20/09/2022	PICNIC TABLES HIRE	Hire Costs - RAC Power to the People Project	-\$ 1,094.50
EFT47753	20/09/2022	PITNEY BOWES AUSTRALIA PTY LTD	Quarterly Rental Of Franking Machine- 01/10/2022	-\$ 429.00
EFT47754	20/09/2022	ROBERT WALTERS PTY LTD	Contract staff expenses	-\$ 2,242.57
EFT47755	20/09/2022	SAFE T CARD AUSTRALIA PTY LTD	Monitoring Fees For Safe-T-Card Devices 2022/23	-\$ 287.10
EFT47756	20/09/2022	SEEK LIMITED	Recruitment advertisement	-\$ 3,157.00
EFT47757	20/09/2022	SIGNBIZ WA PTY LTD	Signage Advertising For Power To The People Event	-\$ 2,046.00
EFT47758	20/09/2022	SIGNING HANDS	Signing hands	-\$ 742.50
EFT47759	20/09/2022	STOTT AND HOARE	105 X Microsoft Csp M365 E3 Subscription Per User Per	-\$ 5,476.02
EFT47760	20/09/2022	STRATEGIC LEADERSHIP CONSULTING	Leadership Consultation Fee	-\$ 1,936.00
EFT47761	20/09/2022	SUEZ RECYCLING & RECOVERY PTY LTD	General, Recycling and FOGO bin collection expenses	-\$ 479.24
EFT47762	20/09/2022	TECHNOLOGY ONE LTD	Consulting Services June 2022 Roam Plus Case	-\$ 2,156.00



Chq/EFT	Date	Name	Description	Description
EFT47763	20/09/2022	TENDERLINK	Uploads to the Tenderlink Portal 1 July 22 - 30 June 23	-\$ 121.00
EFT47764	20/09/2022	ZIPFORM PTY LTD	Print & Supply Tip Passes	-\$ 2,311.84
EFT47765	20/09/2022	ZIRCODATA PTY LTD	Records - Document Bin Rental & Storage Fees	-\$ 64.67
EFT47766	21/09/2022	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	FOGO Waste Disposal Costs	-\$ 137,264.11
EFT47767	21/09/2022	A. M BOLTS & NUTS	Hardware items	-\$ 173.90
EFT47768	21/09/2022	ACTION GLASS AND ALUMINIUM	Repairs at Bassendean Bowling Club	-\$ 2,365.99
EFT47769	21/09/2022	ALL4CYCLING PTY LTD	Palmerston Reserve Bike Stand Service Only	-\$ 209.00
EFT47770	21/09/2022	ALLSPORTS LINEMARKING	10 X Weekly Line Marking Bassendean Oval	-\$ 220.00
EFT47771	21/09/2022	AMAZING BRICK PAVING	Brick Paving Footpath - Eden Hill Primary School	-\$ 3,790.00
EFT47772	21/09/2022	ASPHALTECH PTY LTD	Ashhalt, Profiling and Sweeping - May Rd	-\$ 46,998.40
EFT47773	21/09/2022	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	Air Conditioning service and inspection charges	-\$ 3,297.80
EFT47774	21/09/2022	BEAVER TREE SERVICES	Tree removal services	-\$ 5,487.35
EFT47775	21/09/2022	BOC LIMITED	Monthly container service	-\$ 37.07
EFT47776	21/09/2022	BUNNINGS GROUP LIMITED	Hardware items	-\$ 676.37
EFT47777	21/09/2022	CASA SECURITY PTY LTD	Security monitoring cost - various sites	-\$ 1,309.00
EFT47778	21/09/2022	COCKBURN CEMENT LIMITED	Cement supplies	-\$ 465.08
EFT47779	21/09/2022	CORSIGN WA PTY LTD	Road signage	-\$ 330.00
EFT47780	21/09/2022	DRAINFLOW SERVICES PTY LTD	Jet washing of stormwater drainage lines	-\$ 2,112.00
EFT47781	21/09/2022	E-STATION PTY LTD	Chargestar Subscription 2022/23	-\$ 548.90
EFT47782	21/09/2022	ENVIROPATH PTY LTD	Full Entire Town Sweep	-\$ 8,961.92
EFT47783	21/09/2022	FARMARAMA PTY LTD	Fertiliser for Ashfield Reserve	-\$ 4,488.00
EFT47784	21/09/2022	GALVINS PLUMBING PLUS	Supply For Pick Up 3M X 100 Pipe	-\$ 141.20
EFT47785	21/09/2022	GRONBEK SECURITY	New Dead Bolt Set	-\$ 185.85
EFT47786	21/09/2022	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$ 10,448.08
EFT47787	21/09/2022	HUMES (HOLCIM AUSTRALIA PTY LTD - T/AS HUMES)	3 X Combo Grated Barrier Smart Grates	-\$ 7,778.07
EFT47788	21/09/2022	HYGIENE CONCEPTS	Replacement Nappy Unit - Sandy Beach Reserve	-\$ 181.50
EFT47789	21/09/2022	INSTANT WINDSCREENS	Windscreen	-\$ 280.00
EFT47790	21/09/2022	INTELIFE GROUP LIMITED	Cleaning services various sites	-\$ 13,228.40
EFT47791	21/09/2022	JSM CONSTRUCTION WA	Roof Leak Repairs To WIW Bassendean	-\$ 3,767.50
EFT47792	21/09/2022	KENNARDS HIRE	Hire Of 2 Led 4 Head Diesel Light Towers For 28 Days -	-\$ 1,760.00
EFT47793	21/09/2022	KLEENIT PTY LTD	New Demarcation Line Old Perth Rd - Bassendean Oval Precinct	-\$ 8,239.99

Chq/EFT	Date	Name	Description	Description
EFT47794	21/09/2022	LANDCARE WEED CONTROL	Broadway Reserve June Weed Control	-\$ 10,796.05
EFT47795	21/09/2022	LGC TRAFFIC MANAGEMENT	Supply 4 X Traffic Controller 2 X Vehicles For Drainage Lid Replacement	-\$ 2,664.20
EFT47796	21/09/2022	MACKIE PLUMBING AND GAS PTY LTD	Various plumbing works	-\$ 1,497.98
EFT47797	21/09/2022	MADDINGTON CONCRETE PRODUCTS PTY LTD	Flush Galv Grate Flush (Trafficable)	-\$ 798.60
EFT47798	21/09/2022	MIDLAND MINICRETE	Premix concrete for footpath repairs - 1st Avenue	-\$ 496.10
EFT47799	21/09/2022	MORLEY MOWER CENTRE	Gear Box Assy	-\$ 299.95
EFT47800	21/09/2022	MULTILEC ENGINEERING PTY LTD	Quarterly Service And Inspect Lift At Bassendean Library	-\$ 385.00
EFT47801	21/09/2022	NUTRIEN WATER	Reticulation parts	-\$ 467.26
EFT47802	21/09/2022	PARAMOUNT ELECTRICAL SERVICES	Electrician call outs - various sites	-\$ 2,645.70
EFT47803	21/09/2022	PERTH BRAKE PARTS PTY LTD	Rear Brake Drum	-\$ 261.00
EFT47804	21/09/2022	PRECISION PANEL & PAINT	Vehicle repairs	-\$ 938.85
EFT47805	21/09/2022	PRESTIGE PROPERTY MAINTENANCE	Mowing at various reserves	-\$ 11,673.20
EFT47806	21/09/2022	PRODUCT RECOVERY INDUSTRIES PTY LTD	Sand and concrete waste recycling	-\$ 1,072.50
EFT47807	21/09/2022	RICOH AUSTRALIA PTY LTD	Consumables	-\$ 211.98
EFT47808	21/09/2022	ROADS 2000	Blow asphalt for road maintenance	-\$ 582.95
EFT47809	21/09/2022	SIFTING SANDS (CHEWELL HAWLEY PTY LTD T/AS)	Sand pit cleaning -wind in the willow	-\$ 874.68
EFT47810	21/09/2022	ST JOHN AMBULANCE AUSTRALIA	First Aid Check & Re - Stock Depot Vehicles	-\$ 659.44
EFT47811	21/09/2022	STIHL SHOP MALAGA	Hardware items - minor plant equipment	-\$ 180.00
EFT47812	21/09/2022	STRATAGREEN	Bamboo Stakes	-\$ 241.36
EFT47813	21/09/2022	SUEZ RECYCLING & RECOVERY PTY LTD	General, Recycling and FOGO bin collection expenses	-\$ 677.83
EFT47814	21/09/2022	SUPERCHARGE BATTERIES	Battery	-\$ 902.79
EFT47815	21/09/2022	TOP OF THE LADDER GUTTERMAN	Gutter And Downpipe Cleaning - June 2022 - Hrv	-\$ 6,072.00
EFT47816	21/09/2022	TOTALLY WORKWEAR MIDLAND	Staff uniforms	-\$ 599.75
EFT47817	21/09/2022	UMESH THAPA	Cleaning expenses - Seniors Community Centre	-\$ 2,670.00
EFT47818	21/09/2022	VICTORIA PARK PLASTERERS PTY LTD	Demolish Existing Wall Supply & Install Colourbond Fence	-\$ 18,870.50
EFT47819	21/09/2022	WATER2WATER PTY LTD	Replaced Housing To Water Filter - Wind in the Willows	-\$ 256.40
EFT47820	21/09/2022	WATTS WESTERN RUBBER	Tyres	-\$ 1,116.00
EFT47821	21/09/2022	WEST TIP WASTE CONTROL PTY LTD	General Waste Depot Delivery To Westtip	-\$ 3,448.50
EFT47822	21/09/2022	WESTON ROAD SYSTEMS	Penzance Street Linemark Spotting After Resurfacing	-\$ 605.00
EFT47823	22/09/2022	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$ 405.47
EFT47824	22/09/2022	SYNERGY	Electricity Supply Charges	-\$ 9,612.54
EFT47825	23/09/2022	ALSCO PERTH	Weekly linen services - Administration	-\$ 43.11

Chq/EFT	Date	Name	Description	Description
EFT47826	23/09/2022	AUSTRALIAN OFFICE (AUSTRALIAN PAPER)	Assorted Envelopes	-\$ 330.75
EFT47827	23/09/2022	BASSENDEAN CRICKET CLUB	Turf Wicket Curator 2022-23	-\$ 20,915.00
EFT47828	23/09/2022	CITY OF PERTH	Provision Long Service Leave Transfer From TOB	-\$ 6,583.80
EFT47829	23/09/2022	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Program 22/23	-\$ 160.00
EFT47830	23/09/2022	CORSIGN WA PTY LTD	Bollard costs	-\$ 1,005.95
EFT47831	23/09/2022	ENVIRONMENT HOUSE INCORPORATED	Purchase of worm farms	-\$ 250.50
EFT47832	23/09/2022	LOCAL GOVERNMENT PLANNERS ASSOCIATION	Membership Fees	-\$ 400.00
EFT47833	23/09/2022	MARIA DANIELS	Term 3 Relax- Drumming Courses	-\$ 2,400.00
EFT47834	23/09/2022	MT LAWLEY MILK SUPPLY	Weekly Milk Order	-\$ 73.53
EFT47835	27/09/2022	CLASSICA HOMES PTY LTD	Security Deposit	-\$ 350.00
EFT47836	27/09/2022	DARREN ANTHONY PALMOWSKI	Hall Bond - 24 June 2022	-\$ 550.00
EFT47837	27/09/2022	KIA DOSTANIC	Security Deposit	-\$ 1,050.00
EFT47838	27/09/2022	REDINK HOMES	Bond Refund	-\$ 2,805.00
EFT47839	27/09/2022	ADELE KAREN LILBURNE	Sanitary Products Rebate	-\$ 25.00
EFT47840	27/09/2022	ANDREW (MORTY) DAWSON	Refund New Mat Admin Entrance	-\$ 132.38
EFT47841	27/09/2022	BRONTE MADDOCK	Sanitary Products Rebate	-\$ 50.00
EFT47842	27/09/2022	FLEUR MARIE KINGSLAND	Waterwise Rebate	-\$ 200.00
EFT47843	27/09/2022	JULIE MORGAN	Waterwise Rebate	-\$ 200.00
EFT47844	27/09/2022	MICHELLE STRACKS	Sanitary Products Rebate	-\$ 100.00
EFT47845	27/09/2022	PROFESSIONALS WELLSTEAD TEAM	Rates Refund	-\$ 2,492.76
EFT47846	27/09/2022	RHONA ELIZABETH SMITH	Waterwise Rebate	-\$ 200.00
EFT47847	27/09/2022	THELMA KATHERINE ALLEN	Waterwise Rebate	-\$ 200.00
EFT47848	28/09/2022	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$ 103.60
EFT47849	28/09/2022	AUSTRALIAN TAX OFFICE (PAYG)	ATO Payroll deductions	-\$ 92,140.00
EFT47850	28/09/2022	LGRCEU	Payroll deductions	-\$ 88.00
EFT47851	28/09/2022	PAY@BILITY PTY LTD	Payroll deductions	-\$ 354.24
EFT47852	28/09/2022	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$ 921.12
EFT47853	30/09/2022	ALLSPORTS LINEMARKING	Line marking at Bassendean Oval	-\$ 110.00
EFT47854	30/09/2022	ASPHALTECH PTY LTD	Road Resurfacing - Penzance Street	-\$ 232,299.03
EFT47855	30/09/2022	ASSET INFRASTRUCTURE MANAGEMENT	Consulting fee - Asset Management	-\$ 5,049.00
EFT47856	30/09/2022	BEAVER TREE SERVICES	Emergency Tree removal services -57 Scaddan St	-\$ 21,021.00
EFT47857	30/09/2022	BUNNINGS GROUP LIMITED	Hardware items	-\$ 2,132.92
EFT47858	30/09/2022	CAPITAL RECYCLING	4 X Loads Of Recycled Roadnbase To Depot	-\$ 2,134.00

Chq/EFT	Date	Name	Description	Description
EFT47859	30/09/2022	DRAINFLOW SERVICES PTY LTD	Jet washing of stormwater drainage lines - 1 Railway Rd	-\$ 2,508.00
EFT47860	30/09/2022	E-STATION PTY LTD	Chargestar Subscription	-\$ 548.90
EFT47861	30/09/2022	EXTERIA (LANDMARK ENGINEERING & DESIGN)	Vasse Composite Seat W/Back Slats	-\$ 1,093.40
EFT47862	30/09/2022	GRONBEK SECURITY	New Lock & Key - Jubilee Garden Shed	-\$ 155.45
EFT47863	30/09/2022	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$ 8,179.60
EFT47864	30/09/2022	HYGIENE CONCEPTS	Hygiene Service To Public Toilets Sandy Beach Reserve	-\$ 22.00
EFT47865	30/09/2022	JASON SIGNMAKERS	Post Gaslv 3.6M	-\$ 3,515.65
EFT47866	30/09/2022	K C BINITA	Cleaning- Hyde Retirement Village - Unit 1	-\$ 3,360.00
EFT47867	30/09/2022	KENNARDS HIRE	Hire Of 2 X Led 4 Head Diesel Light Towers - Jubilee	-\$ 3,520.00
EFT47868	30/09/2022	LAWN DOCTOR (TJ AND RJ SELICK PTY LTD T/AS)	Ashfield Reserve treatment	-\$ 1,760.00
EFT47869	30/09/2022	MACKIE PLUMBING AND GAS PTY LTD	Various plumbing works	-\$ 1,542.58
EFT47870	30/09/2022	MIDLAND MINICRETE	Premix concrete for footpath repairs	-\$ 1,398.10
EFT47871	30/09/2022	PARAMOUNT ELECTRICAL SERVICES	Repairs to Security Lights Bassendean Tennis Club	-\$ 1,037.10
EFT47872	30/09/2022	PRODUCT RECOVERY INDUSTRIES PTY LTD	Sand and concrete waste recycling	-\$ 115.50
EFT47873	30/09/2022	RICOH AUSTRALIA PTY LTD	Consumables	-\$ 133.87
EFT47874	30/09/2022	SUNSHINE AIR CONDITIONING	Replace Old A/C In Transportable To New Split Reverse A/C	-\$ 3,300.00
EFT47875	30/09/2022	T-QUIP	Consumables	-\$ 1,019.30
EFT47876	30/09/2022	URBAQUA	Provision Of Success Hill Reserve Ground Water	-\$ 9,062.90
DD20742.1	13/09/2022	AWARE SUPERANNUATION	Superannuation contributions	-\$ 38,346.57
DD20742.2	13/09/2022	AMP SUPERLEADER	Superannuation contributions	-\$ 126.71
DD20742.3	13/09/2022	REST SUPERANNUATION	Superannuation contributions	-\$ 1,576.44
DD20742.4	13/09/2022	NGS SUPER	Superannuation contributions	-\$ 379.23
DD20742.5	13/09/2022	SUN SUPER	Superannuation contributions	-\$ 309.53
DD20742.6	13/09/2022	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$ 853.69
DD20742.7	13/09/2022	HOST PLUS	Superannuation contributions	-\$ 1,783.88
DD20742.8	13/09/2022	LGIA SUPER	Superannuation contributions	-\$ 479.27
DD20742.9	13/09/2022	FUTURE SUPER FUND	Superannuation contributions	-\$ 417.13
DD20774.1	27/09/2022	AWARE SUPERANNUATION	Superannuation contributions	-\$ 38,034.29
DD20774.2	27/09/2022	REST SUPERANNUATION	Superannuation contributions	-\$ 1,580.85
DD20774.3	27/09/2022	NGS SUPER	Superannuation contributions	-\$ 374.39
DD20774.4	27/09/2022	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$ 899.38
DD20774.5	27/09/2022	HOST PLUS	Superannuation contributions	-\$ 2,170.70
DD20774.6	27/09/2022	FUTURE SUPER FUND	Superannuation contributions	-\$ 422.99

Chq/EFT	Date	Name	Description	Description
DD20774.7	27/09/2022	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$ 131.95
DD20774.8	27/09/2022	MARITIME SUPER	Superannuation contributions	-\$ 375.45
DD20774.9	27/09/2022	SUN SUPER	Superannuation contributions	-\$ 117.72
DD20742.10	13/09/2022	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$ 183.26
DD20742.11	13/09/2022	MARITIME SUPER	Superannuation contributions	-\$ 359.80
DD20742.12	13/09/2022	PLUMMER SUPERANNUATION FUND	Superannuation contributions	-\$ 716.25
DD20742.13	13/09/2022	UNISUPER	Superannuation contributions	-\$ 1,134.28
DD20742.14	13/09/2022	HESTA SUPER FUND	Superannuation contributions	-\$ 758.36
DD20742.15	13/09/2022	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$ 890.23
DD20742.16	13/09/2022	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$ 8,191.86
DD20742.17	13/09/2022	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$ 585.81
DD20742.18	13/09/2022	COLONIAL FIRST STATE	Superannuation contributions	-\$ 1,206.06
DD20742.19	13/09/2022	VIC SUPER	Superannuation contributions	-\$ 307.95
DD20742.20	13/09/2022	MLC SUPER FUND	Superannuation contributions	-\$ 773.16
DD20774.10	27/09/2022	UNISUPER	Superannuation contributions	-\$ 1,176.09
DD20774.11	27/09/2022	SLATE SUPER	Superannuation contributions	-\$ 385.30
DD20774.12	27/09/2022	HESTA SUPER FUND	Superannuation contributions	-\$ 747.43
DD20774.13	27/09/2022	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$ 7,889.18
DD20774.14	27/09/2022	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$ 890.23
DD20774.15	27/09/2022	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$ 675.94
DD20774.16	27/09/2022	COLONIAL FIRST STATE	Superannuation contributions	-\$ 694.32
DD20774.17	27/09/2022	VIC SUPER	Superannuation contributions	-\$ 275.85
DD20774.18	27/09/2022	MLC SUPER FUND	Superannuation contributions	-\$ 592.62
DD20774.19	27/09/2022	AMP SUPERLEADER	Superannuation contributions	-\$ 126.71
555059000086073	03/08/2022	COMMONWEALTH CREDIT CARDS	Credit Card August 2022 - Attachment 2	-\$ 18,675.41
F209276111765	28/09/2022	Salaries and Wages fortnightly pay	Fortnightly Salaries	\$ 280,949.78
F209135342750	14/09/2022	Salaries and Wages fortnightly pay	Fortnightly Salaries	\$ 306,826.36
			<b>TOTAL MUNICIPAL &amp; TRUST EFT PAYMENTS</b>	<b>-\$ 1,362,335.20</b>

Chq/EFT	Date	Name	Description	Description
86381	30/09/2022	DEPARTMENT OF TRANSPORT	Private Plates	-\$ 200.00
86382	30/09/2022	PETTY CASH	Depot-Consumables	-\$ 93.25
86383	30/09/2022	PETTY CASH	Petty Cash Recoup - Sustainability And Environment	-\$ 150.00
86384	30/09/2022	CITY OF GOSNELLS	Annual Council Membership To The SYT Program	-\$ 6,600.00
			<b>TOTAL MUNICIPAL CHEQUES</b>	<b>-\$ 7,043.25</b>

<b>TOTAL PAYMENTS FOR THE MONTH</b>	<b>-\$ 1,369,378.45</b>
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**August Credit Card Expenditure 2022**  
**Statement Period: 03/08/2022 to 02/09/2022**  
**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
3/08/2022	COLES 0395 BASSENDEAN AUS	Catering for Point Reserve Consultation	\$ 9.00
3/08/2022	COLES 0395 BASSENDEAN AUS	Catering for Council	\$ 29.44
3/08/2022	BASSO PIZZA BASSENDEAN WA	Catering for Council	\$ 78.46
3/08/2022	BWS LIQUOR 4122 BASSENDEAN AUS	Catering for Council	\$ 21.00
3/08/2022	SP JB HI-FI ONLINE SOUTHBANK VIC	Library Stock Purchase: 18x Assorted DVDs	\$ 420.61
3/08/2022	REV.COM 8883690701 CA ##0822 4.50 US DOLLAR	Captions for Mayoral Video	\$ 6.46
3/08/2022	INTNL TRANSACTION FEE	International Transaction Fee	\$ 0.16
3/08/2022	THE REJECT SHOP 6622 BASSENDEAN WA	Cleaning Coths for Bins	\$ 5.00
4/08/2022	CHOMP 68 PTY. LTD. BASSENDEAN	Catering for Council	\$ 107.00
4/08/2022	Booktopia Pty Ltd RHODES AUS	Library Stock Purchase: 24x Assorted Books	\$ 457.84
4/08/2022	OFFICEWORKS 0609 MORLEY AUS	Printer Toner for Workshop	\$ 467.00
4/08/2022	SQ *THE BOOK MERCHANT College GrovAUS	Library Stock Purchase: 1x Book	\$ 35.00
4/08/2022	COLES 0395 BASSENDEAN AUS	Coffee for 48 Old Perth Road Kitchen	\$ 43.40
5/08/2022	NAT GEO MAG AU WASHINGTON WA	Subscription: National Geographic Magazine	\$ 69.00
5/08/2022	iSubscribe Pty Ltd SYDNEY AUS	Subscription: Wild Magazine	\$ 45.00
5/08/2022	iSubscribe Pty Ltd SYDNEY AUS	Subscription: Island and Foreign Affairs Magazine	\$ 119.94
5/08/2022	BUNNINGS 591000 MIDLAND	Sundry Hardware for 'Power to the People' Activation	\$ 11.36
5/08/2022	OFFICEWORKS BENTLEIGH EA	Water Sampling Labels	\$ 75.48
5/08/2022	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 59.80
8/08/2022	DANISH PATISSERIE BASSENDEAN	Catering for St Michaels Visit	\$ 61.40
8/08/2022	TARGET 5069 MIDLAND AUS	Linen for Long Table Dinner	\$ 160.00
8/08/2022	PUMA ENERGY SAWYERS SAWYERS VALLWA	Fuel	\$ 58.16
9/08/2022	COLES 0395 BASSENDEAN AUS	Catering for Council	\$ 13.25
9/08/2022	COLES 0395 BASSENDEAN AUS	Catering for Council	\$ 12.50
9/08/2022	IINET BATCH PERTH GPO WA	NBN Connection Fee for Ashfield	\$ 109.99
9/08/2022	EVOKE UNIFORMS TAPPING WA	Uniforms for Youth Services	\$ 442.55
9/08/2022	PLANNING INSTITUTE OF BARTON ACT	Planning Institute of Australia - Registration Fee for PIA WA 2022 Awards	\$ 253.00
10/08/2022	LIQUORLAND 2978 BASSENDEAN AUS	Catering for Council	\$ 20.50
10/08/2022	Initial.C Technology P Regents Park	Toner for Youth Service Printer	\$ 277.70

**August Credit Card Expenditure 2022**  
**Statement Period: 03/08/2022 to 02/09/2022**  
**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
10/08/2022	COLES 0395 BASSENDEAN AUS	WHS Training Consumables	\$ 27.16
11/08/2022	TELREX LOGANHOLME QLD	48 Old Perth Road Telephone System Parts	\$ 234.95
11/08/2022	COLES 0395 BASSENDEAN AUS	Groceries for Youth Cooking Program	\$ 93.80
11/08/2022	LinkedIn 7287574236 Inkd.in/billAUS	Advertising Job Vacancy	\$ 609.09
11/08/2022	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 59.80
11/08/2022	BASSENDEAN VETERINAR BASSENDEAN	Nail Trim for Rabbit at Wind in the Willows	\$ 73.70
11/08/2022	LOCAL GOVERNEMENT MANA EAST PERTH	LG Professionals 'Finance for Non-Finance People' Workshop	\$ 445.00
12/08/2022	LOCAL GOVERNEMENT MANA EAST PERTH	LG Professionals Volunteer Network Membership	\$ 185.00
12/08/2022	LOCAL GOVERNEMENT MANA EAST PERTH	LG Professionals 'Age Friendly Communities' Transport Forum	\$ 60.00
12/08/2022	LANDGATE MIDLAND	Document Application Affecting an Encumbrance for Town Planning	\$ 28.20
12/08/2022	LANDGATE MIDLAND	Deposited Plan for Town Planning	\$ 28.20
12/08/2022	MessageNet Pty Ltd Melbourne AUS	SMS Service for Library Management System	\$ 120.00
12/08/2022	PP*SunSafe Australia - 0419847008 AUS	WHS - Sun Hats for Rangers	\$ 53.00
12/08/2022	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 49.90
12/08/2022	KITCHEN WAREHOUSE MI MIDLAND WA	Cutting Boards for Wind in the Willows	\$ 19.95
12/08/2022	ASHFIELD IGA ASHFIELD	Groceries for Wind in the Willows	\$ 9.89
15/08/2022	Wheels Media Oakleigh VIC	Subscription: Wheels Magazine	\$ 99.00
15/08/2022	Spotify Sydney AUS	Subscription: Spotify for Youth Services	\$ 18.99
15/08/2022	POST BASSENDEAN POSTBA BASSENDEAN AU	Working With Childrens Check	\$ 87.00
15/08/2022	MAILCHIMP *MISC MAILCHIMP.COGA	Subscription: Mailchimp	\$ 26.53
15/08/2022	COLES EXPRESS 6909 E VICTORIA PAUS	Fuel	\$ 88.83
15/08/2022	ADOBE PR CREATIVE CLD Sydney AUS	Subscription: Adobe Software Monthly Fee	\$ 45.99
16/08/2022	EVENT AND CONFERENCE C WENBLEY WA	Waste and Recycling Conference	\$ 1,218.00
16/08/2022	8 NAPKINS PTY LTD BASSENDEAN	Catering for Council	\$ 198.00
16/08/2022	EVENT AND CONFERENCE C WENBLEY WA	Conference Registration for Councillor	\$ 649.60
16/08/2022	THE GOOD GUYS MALAGA WA	Descaler for Library Coffee Machine	\$ 29.95
16/08/2022	DEPARTMENT OF TRANSPOR PERTH	Registration Transfer Fee	\$ 118.90
16/08/2022	CHARLIES FRESH CAFE MORLEY	WHS Consumables	\$ 66.30
16/08/2022	CHARLIES FRESH CAFE MORLEY	WHS Consumables	\$ 65.00



**August Credit Card Expenditure 2022**  
**Statement Period: 03/08/2022 to 02/09/2022**  
**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
17/08/2022	EVENT AND CONFERENCE C WENBLEY WA	Waste and Recycling Conference	\$ 406.00
17/08/2022	COLES 0395 BASSENDEAN AUS	Catering for Council	\$ 29.84
17/08/2022	ADOBE CREATIVE CLOUD 800615316 AUS	Subscription: Adobe Software Monthly Fee	\$ 31.48
17/08/2022	NAVA Woolloomoolo	National Visual Arts Membership	\$ 345.00
18/08/2022	MAILCHIMP *MISC MAILCHIMP.COGA	Subscription: Mailchimp	\$ 322.63
18/08/2022	BUNNINGS 458000 BAYSWATER	Equipment for 'Power to the People'	\$ 147.69
18/08/2022	ST JOHN AMBULANCE AUST BELMONT AUS	First Aid Responder Training	\$ 160.00
18/08/2022	WILSON PARKING PER031 PERTH WA	Parking Fee	\$ 14.18
18/08/2022	BIG W 0443 MIDLAND AUS	Children Face Flannels	\$ 48.00
18/08/2022	ASHFIELD IGA ASHFIELD	Groceries for Wind in the Willows	\$ 33.07
19/08/2022	iStock.com New York	Subscription: Communications	\$ 31.90
22/08/2022	WILSON PARKING PEROBS PERTH WA	Parking Fee - WA IT Leaders Summit	\$ 18.20
22/08/2022	WILSON PARKING PEROBS PERTH WA	Parking Fee - WA IT Leaders Summit	\$ 18.20
22/08/2022	ASHFIELD CHEMIST ASHFIELD WA	2x Junior Epi Pens and Ventolin Refills	\$ 211.75
23/08/2022	BASSENDEAN KEBAB BASSENDEAN WA	Catering for Council	\$ 190.35
23/08/2022	DEPARTMENT OF TRANSPOR PERTH	Licence Renewal	\$ 24.85
23/08/2022	DEPARTMENT OF TRANSPOR PERTH	Licence Renewal	\$ 406.70
23/08/2022	IINET BATCH PERTH GPO WA	Internet Provisin for Youth Services	\$ 79.99
23/08/2022	BUNNINGS 458000 BAYSWATER	Litter Pickers	\$ 82.38
23/08/2022	COLES 0395 BASSENDEAN AUS	FOGO Liners	\$ 66.00
23/08/2022	OFFICEWORKS BENTLEIGH EA	Stationery for Wind in the Willows	\$ 454.35
23/08/2022	COLES 0395 BASSENDEAN AUS	Groceries for Wind in the Willows	\$ 73.16
24/08/2022	COLES 0395 BASSENDEAN AUS	Catering for Council	\$ 30.15
24/08/2022	MagshopOnline Sydney NSW	Subscription: Inside Out Magazine	\$ 74.99
24/08/2022	BUNNINGS GROUP LTD HAWTHORN EAS	FOGO Liners	\$ 218.40
24/08/2022	Hart Sport Pty Ltd Aspley	Balance Beam for 'Power to the People'	\$ 319.00
24/08/2022	Subway Bassendean Bassendean WA	Catering for Staff Farewell at Wind in the Willows	\$ 54.00
24/08/2022	ADOBE ACROPRO SUBS Sydney AUS	Subscription: Adobe Software Monthly Fee	\$ 396.89
25/08/2022	iSubscribe Pty Ltd SYDNEY AUS	Subscription: Silicon Chip Magazine	\$ 147.50

**August Credit Card Expenditure 2022**  
**Statement Period: 03/08/2022 to 02/09/2022**  
**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
25/08/2022	MAXO.COM.AU HARRISTOWN	Youth Centre Phones	\$ 39.95
25/08/2022	COLES 0395 BASSENDEAN AUS	Groceries for Youth Cooking Program	\$ 91.70
25/08/2022	TELSTRA PREPAID MELBOURNE VIC	Data Credit for RYDE Ipads	\$ 150.00
25/08/2022	Booktopia Pty Ltd RHODES AUS	Library Stock Purchase: 9x Assorted Books	\$ 138.46
25/08/2022	SP JB HI-FI ONLINE SOUTHBANK VIC	Library Stock Purchase: 11x Assorted Books	\$ 248.75
26/08/2022	EB *DIG Conference 202 801-413-7200VIC	DIG Conference	\$ 190.99
26/08/2022	MAILCHIMP MAILCHIMP.COGA	Refund of Mailchimp Subscription	-\$ 322.63
26/08/2022	TRYBOOKING* WASLA INC ONLINE PURCHNSW	WASLA 'Together, Towards, Tomorrow' Workshop for Library	\$ 221.00
26/08/2022	BUNNINGS 458000 BAYSWATER	PPE	\$ 41.09
26/08/2022	DEPARTMENT OF TRANSPOR PERTH	Jetty Licence Renewal	\$ 43.70
26/08/2022	DEPARTMENT OF TRANSPOR PERTH	Jetty Licence Renewal	\$ 43.70
26/08/2022	EZI*EZIKindy Manager Parkwood AUS	Subscription: Kiosk Support for Wind in the Willows	\$ 213.74
26/08/2022	IINET BATCH PERTH GPO WA	NBN Connection Fee for Depot	\$ 79.99
26/08/2022	TARGET 5043 MORLEY AUS	New Kettle for Wind in the Willows	\$ 55.20
26/08/2022	TARGET 5043 MORLEY AUS	New Kettle for Wind in the Willows	\$ 55.20
29/08/2022	BUNNINGS 458000 BAYSWATER	Sundry Hardware for 'Power to the People' Activation	\$ 328.97
29/08/2022	SQ *PERTH BOUNCY CAST LANGFORD AUS	Face Painting Workshop for ' Power to the People'	\$ 681.34
29/08/2022	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 59.80
29/08/2022	COLES 0395 BASSENDEAN AUS	Toilet Paper, Wipes and Paper Towels for Wind in the Willows	\$ 25.80
30/08/2022	LOCAL GOVERNEMENT MANA EAST PERTH	Advertising for Job Vacancy	\$ 165.00
30/08/2022	CHARLIES FRESH FOOD MORLEY	Catering for 'Power to the People' Staff Breifing Lunch	\$ 130.00
30/08/2022	ZOHO-MANAGEENGINE SER SYDNEY NSW	Subscription: IT Helpdesk Software	\$ 415.80
30/08/2022	TARGET 5043 MORLEY AUS	Refund of Kettle for Wind in the Willows	-\$ 55.20
31/08/2022	SURVEYMONK* T 43175043 SYDNEY NSW	Subscription: Survey Monkey	\$ 1,164.00
31/08/2022	BIOPAK PTY LTD BONDJ JUNCTI	Container for Youth Cooking Program	598.84
31/08/2022	BUNNINGS 458000 BAYSWATER	Sundry Hardware for 'Power to the People' Activation	30.4
31/08/2022	COLES ONLINE HAWTHORN EAS	FOGO Liners	154
1/09/2022	MAILCHIMP *MISC MAILCHIMP.COGA	Subscription: Mailchimp	336.28
1/09/2022	ANNUAL FEE	Annual Credit Card Fee	13.33
1/09/2022	DANISH PATISSERIE BASSENDEAN	Catering for EMRC Meeting	12
1/09/2022	COLES 0395 BASSENDEAN AUS	Catering for 'Power to the People' Staff Breifing Lunch	24.4
1/09/2022	ANNUAL FEE	Annual Credit Card Fee	13.33
1/09/2022	ANNUAL FEE	Annual Credit Card Fee	13.33

**August Credit Card Expenditure 2022**  
**Statement Period: 03/08/2022 to 02/09/2022**  
**Attachment 2**

<b>Date:</b>	<b>Vendor:</b>	<b>Description</b>	<b>Amount:</b>
2/09/2022	WESTNET PERTH WA	Public Interent Access for Library	109.99
2/09/2022	BASSEDEAN PHARMACY BASSEDEAN WA	First Aid Supplies for Library	14.95
2/09/2022	BASSEDEAN PHARMACY BASSEDEAN WA	First Aid Supplies for Library	16.85
2/09/2022	KMART MULGRAVE	Centre Resources	195
2/09/2022	IINET BATCH PERTH GPO WA	NBN Connection Fee for 48 Old Perth Road	219.98
		<b>TOTAL:</b>	<b>\$ 18,675.41</b>



# **MONTHLY FINANCIAL REPORT**

**FOR THE PERIOD ENDED**

**31 August 2022**

# TOWN OF BASSENDEAN

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) for the period ended 31 August 2022

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

### TABLE OF CONTENTS

Statement of Comprehensive Income by Nature or Type	2
Statement of Financial Activity By Nature or Type	3
Summary Graphs	4
Note 1            Explanation of Material Variance	5
Note 2            Net Current Funding Position	6
Note 3            Investments	7
Note 4            Current Receivables and Payables	8
Note 5            Capital Works Program	9
Note 6            Budget Amendments	10
Note 7            Disposal of Assets	11

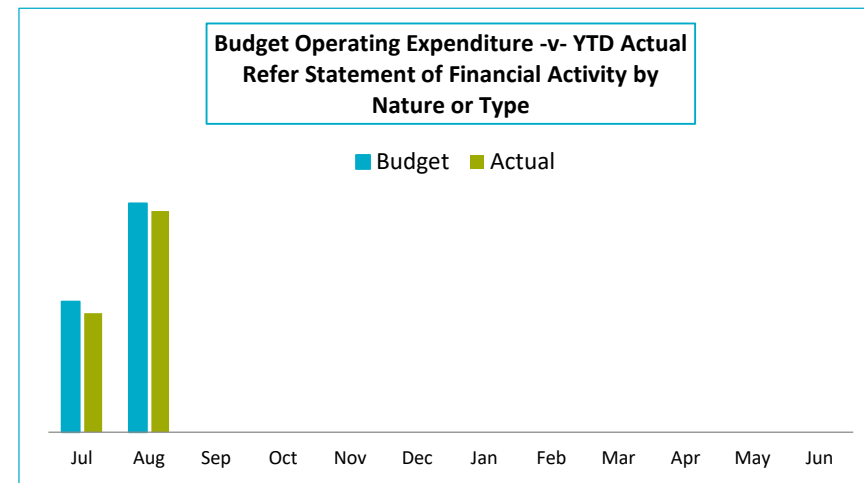
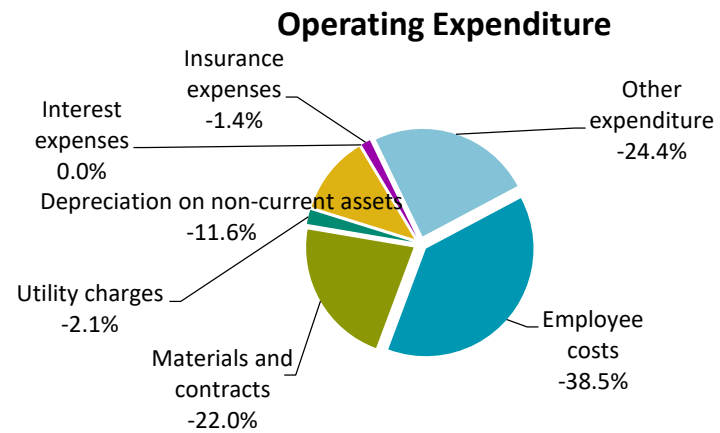
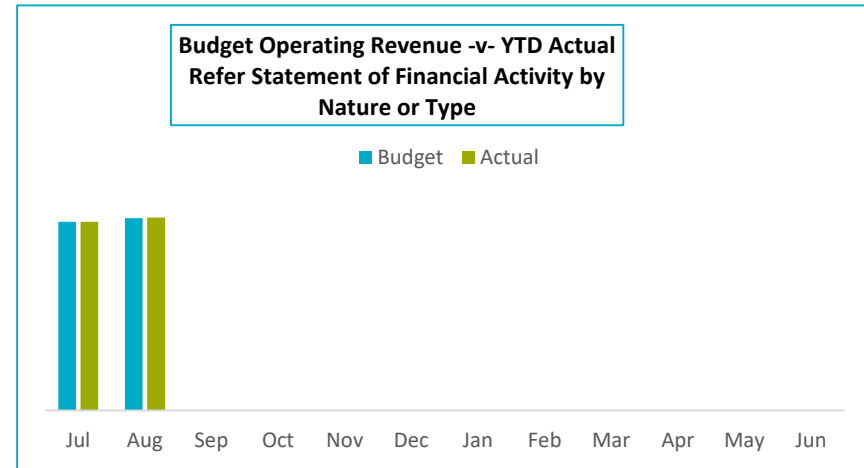
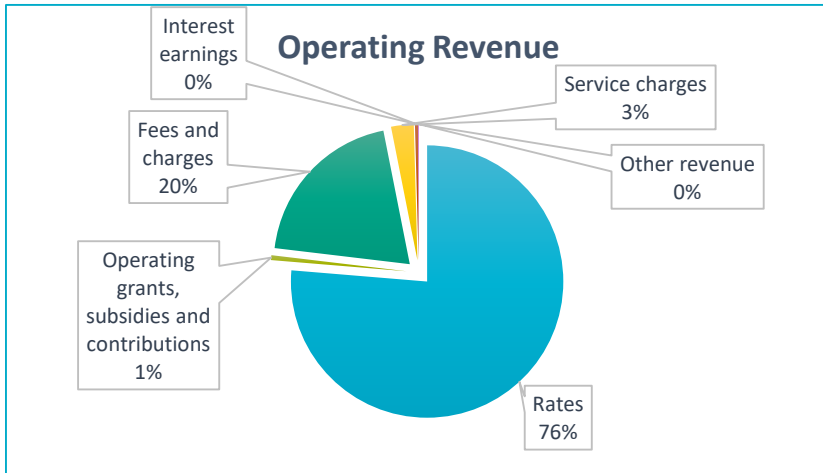
**TOWN OF BASSENDEAN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
by Nature and Type  
for the period ended 31 August 2022

	2022/23 Authorised Budget	2022/23 YTD Budget (a)	2022/23 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	\$
<b>Revenue</b>					
Rates	14,511,165	14,446,165	14,459,255	13,090	0%
Operating grants, subsidies and contributions	554,442	107,483	109,020	1,537	1%
Fees and charges	6,767,613	3,749,522	3,788,752	39,230	1%
Service charges	513,034	513,034	508,377	(4,657)	(1%)
Interest earnings	317,345	50,446	67,502	17,056	34%
Other revenue	267,981	23,774	14,292	(9,482)	(40%)
	<b>22,931,580</b>	<b>18,890,424</b>	<b>18,947,198</b>	<b>56,774</b>	<b>0%</b>
<b>Expenses</b>					
Employee costs	(12,049,864)	(2,115,888)	(2,123,858)	(7,970)	0%
Materials and contracts	(8,147,824)	(1,363,398)	(1,213,215)	150,183	(11%)
Utility charges	(698,715)	(116,394)	(118,526)	(2,132)	2%
Depreciation on non-current assets	(3,881,983)	(646,952)	(640,000)	6,952	(1%)
Interest expenses	(28,797)	(1,054)	0	1,054	(100%)
Insurance expenses	(489,297)	(81,410)	(78,149)	3,261	(4%)
Other expenditure	(2,047,865)	(1,384,948)	(1,346,078)	38,870	(3%)
	<b>(27,344,345)</b>	<b>(5,710,044)</b>	<b>(5,519,826)</b>	<b>190,218</b>	<b>(3%)</b>
<b>Subtotal</b>	<b>(4,412,765)</b>	<b>13,180,380</b>	<b>13,427,372</b>	<b>246,992</b>	<b>2%</b>
<b>Discontinued Operations</b>					
Non-operating grants, subsidies and contributions	1,770,730	284,998	476,914	191,916	67%
Profit on asset disposals	0	0	0	0	
Loss on asset disposals	(15,000)	0	0	0	
	<b>1,755,730</b>	<b>284,998</b>	<b>476,914</b>	<b>191,916</b>	<b>67%</b>
	<b>0</b>				
<b>Net result</b>	<b>(2,657,035)</b>	<b>13,465,378</b>	<b>13,904,286</b>	<b>438,908</b>	<b>3%</b>
<b>Other comprehensive income</b>					
Changes on revaluation of non-current assets	0	0	0	0	0%
<b>Total other comprehensive income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total comprehensive income</b>	<b>(2,657,035)</b>	<b>13,465,378</b>	<b>13,904,286</b>	<b>438,908</b>	<b>3%</b>

**TOWN OF BASSENDEAN**  
**RATE SETTING STATEMENT**  
by Nature and Type  
for the period ended 31 August 2022

	2022/23 Current Budget \$	2022/23 YTD Budget (a)	2022/23 YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a) \$
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year - surplus/(deficit)	1,320,660	1,320,660	2,624,434	1,303,774	99%
	1,320,660	1,320,660	2,624,434	1,303,774	99%
<b>Revenue from operating activities (excluding rates)</b>					
Operating grants, subsidies and contributions	554,442	107,483	109,020	1,537	1%
Fees and charges	6,767,613	3,749,522	3,788,752	39,230	1%
Service charges	513,034	513,034	508,377	(4,657)	(1%)
Interest earnings	317,345	50,446	67,502	17,056	34%
Other revenue	267,981	23,774	14,292	(9,482)	(40%)
Profit on asset disposals	-	-	-	0	
	8,420,415	4,444,259	4,487,943	43,684	1%
<b>Expenditure from operating activities</b>					
Employee costs	(12,049,864)	(2,115,888)	(2,123,858)	(7,970)	0%
Materials and contracts	(8,147,824)	(1,363,398)	(1,213,215)	150,183	(11%)
Utility charges	(698,715)	(116,394)	(118,526)	(2,132)	2%
Depreciation on non-current assets	(3,881,983)	(646,952)	(640,000)	6,952	(1%)
Interest expenses	(28,797)	(1,054)	0	1,054	(100%)
Insurance expenses	(489,297)	(81,410)	(78,149)	3,261	(4%)
Other expenditure	(2,047,865)	(1,384,948)	(1,346,078)	38,870	(3%)
Loss on asset disposals	(15,000)	0	0	0	
	(27,359,345)	(5,710,044)	(5,519,826)	190,218	(3%)
Non-cash amounts excluded from operating activities	3,896,983	646,952	640,000	(6,952)	(1%)
<b>Amount attributable to operating activities</b>	<b>(13,721,287)</b>	<b>701,827</b>	<b>2,232,551</b>	<b>1,530,724</b>	<b>218%</b>
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	1,770,730	284,998	476,914	191,916	67%
Payments for property, plant and equipment	(1,508,318)	(287,000)	(55,706)	231,294	(81%)
Payments for construction of infrastructure	(3,000,333)	(151,000)	(233,108)	(82,108)	54%
Proceeds from disposal of assets	52,000	-	-	-	
Proceeds from self-supporting loans	21,503	-	-	0	
<b>Amount attributable to investing activities</b>	<b>(2,664,418)</b>	<b>(153,002)</b>	<b>188,100</b>	<b>341,102</b>	<b>(223%)</b>
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	(104,061)	-	-	0	
Principal elements of finance lease payments	(160,000)	-	-	0	
Proceeds from new borrowings	750,000	-	-	0	
Transfers to cash backed reserves (restricted assets)	(790,763)	-	-	0	
Transfers from cash backed reserves (restricted assets)	2,330,707	-	-	-	
<b>Amount attributable to financing activities</b>	<b>2,025,883</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Budgeted deficiency before general rates</b>	<b>(14,359,822)</b>	<b>548,825</b>	<b>2,420,651</b>	<b>1,871,826</b>	<b>341%</b>
<b>Estimated amount to be raised from general rates</b>	<b>14,511,165</b>	<b>14,446,165</b>	<b>14,459,255</b>	<b>13,090</b>	<b>0%</b>
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>151,343</b>	<b>14,994,990</b>	<b>16,879,906</b>	<b>1,884,916</b>	<b>13%</b>

**Town of Bassendean  
Information Summary  
For the Period Ended 31 August 2022**





TOWN OF BASSENDEAN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 for the period ended 31 August 2022

**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 \$15,000 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>	1,303,774	99%	⊕	Permanent	Surplus position is likely to be in line with the budget after year-end adjustments
<b>Revenue from operating activities (excluding rates)</b>					
Operating grants, subsidies and contributions	1,537	1%	⊕	Timing	Within reporting threshold
Fees and charges	39,230	1%	⊕	Timing	Within reporting threshold
Interest earnings	17,056	34%	⊕	Timing	Increase in Cash Rate
Other revenue	(9,482)	(40%)	⊖	Timing	Within reporting threshold
Profit on asset disposals	0				
	<u>43,684</u>	1%	⊕		
<b>Expenditure from operating activities</b>					
Employee costs	(7,970)	0%	⊖	Permanent	Within reporting threshold
Materials and contracts	150,183	(11%)	⊕	Timing	Lower due to timing of IT & Governance Projects(\$73K) and Lower expenses in Reserve, new trees and Bushland maintenance (\$65K) due to seasonal factors
Utility charges	(2,132)	2%	⊖	Permanent	Within reporting threshold
Depreciation on non-current assets	6,952	(1%)	⊕	Timing	Within reporting threshold
Interest expenses	1,054	(100%)	⊕	Timing	Timing of interest charges on existing loans
Insurance expenses	3,261	(4%)	⊕	Timing	Within reporting threshold
Other expenditure	38,870	(3%)	⊕	Timing	Maintenance - Reserves and Weed Control under budget due to timing
Loss on asset disposals	0				
	<u>190,218</u>	(3%)	⊕		
Non-cash amounts excluded from operating activities	(6,952)	(1%)	⊖		
<b>Amount attributable to operating activities</b>	<b>1,530,724</b>	<b>218%</b>	⊕		
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	191,916	67%	⊕	Timing	LRCI Grant Phase 2 -final instalment and Phase 3 - 1st Instalment (75% of Grant)
Payments for property, plant and equipment	231,294	(81%)	⊕	Timing	Delay in procurement of plant and fleet
Payments for construction of infrastructure	(82,108)	54%	⊖	Timing	Carry forwarded expenditure from the FY 21-22
Proceeds from disposal of assets	0				
Proceeds from self-supporting loans	0				
<b>Amount attributable to investing activities</b>	<b>341,102</b>	<b>(223%)</b>	⊕		
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	0				
Transfers to cash backed reserves (restricted assets)	0				
Transfers from cash backed reserves (restricted assets)	0				
<b>Amount attributable to financing activities</b>	<b>0</b>				
<b>Budgeted deficiency before general rates</b>	<u>1,871,826</u>	341%	⊕		
<b>Estimated amount to be raised from general rates</b>	<u>13,090</u>	0%	⊕	Permanent	Within reporting threshold
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>1,884,916</b>	<b>13%</b>	⊕		

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
for the period ended 31 August 2022

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

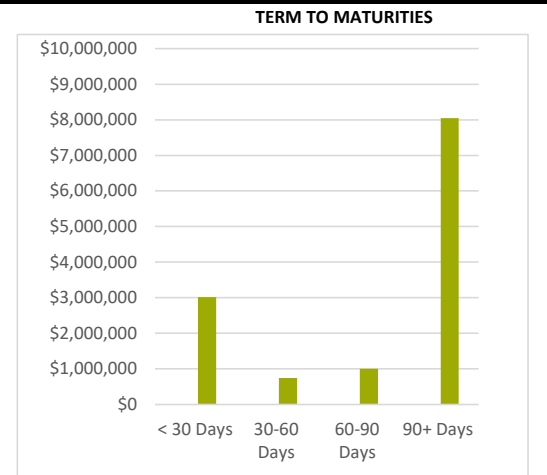
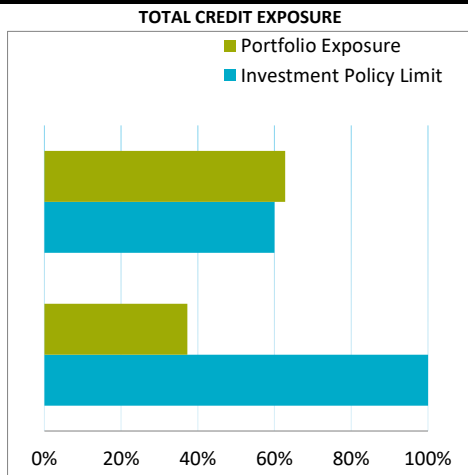
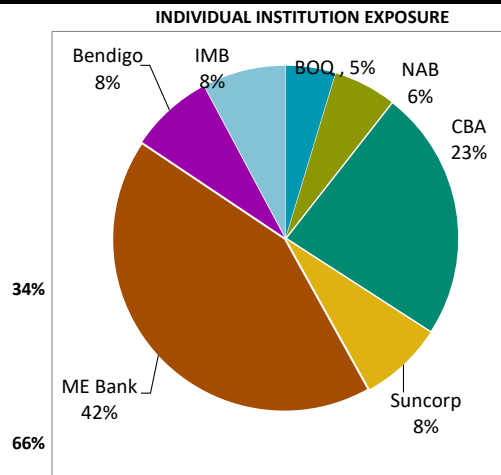
	<b>Last Years Actual Closing 30 June 2022</b>	<b>Current 31 August 2022</b>
	\$	\$
<b>Current Assets</b>		
Cash - Other	5,859,587	12,574,778
Cash Restricted - Reserves	8,584,137	8,584,137
Restricted Cash - Trust	103,292	74,455
Rates Outstanding	391,772	9,190,113
Sundry Debtors	1,051,576	1,140,191
GST Receivable	31,024	48,425
Accrued Interest	17,786	17,786
Prepayments	105,670	105,670
Proceeds from Disposal	-	-
Inventories	15,975	16,121
	16,160,819	31,751,676
<b>Less: Current Liabilities</b>		
Sundry Creditors	(988,218)	(2,323,352)
Payroll Creditors	(46)	(103)
Accrued Interest on Borrowings	(2,140)	(2,140)
Accrued Salaries and Wages	(923,734)	(923,734)
Rates in Advance		(23,787)
Current Loan Liability	(104,061)	(104,061)
Hyde Retirement Village Bonds	(16,300)	(15,050)
Bonds and Other Deposits	(1,911,098)	(1,883,511)
Current Lease Liabilities	(107,346)	(107,346)
Contract liabilities	(142,674)	(142,674)
Deferred Revenue	-	-
Current Employee Provisions	(2,198,463)	(2,198,463)
	(6,394,080)	(7,724,221)
Net Current Assets	9,766,739	24,027,455
Less: Cash Reserves	(8,584,137)	(8,584,137)
Less: SSL Borrowings Repayments	-	-
Loan Liability - Current	104,061	104,061
Lease Liability - Current	107,346	107,346
Other Misc Adjustments	(9,491)	(14,735)
Plus : Liabilities funded by Cash Backed Reserves	1,239,916	1,239,916
<b>Net Current Funding Position</b>	<b>2,624,434</b>	<b>16,879,906</b>

**Town of Bassendean  
Monthly Investment Report  
As at 31 July 2022**

**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	6/07/2022	5/08/2022	A1	CBA	30	1.50%	213,407.67				213,407.67	263.10
403261	17/05/2022	14/11/2022	A2	ME Bank	181	2.15%				903,927.27	903,927.27	9,637.35
13156679	13/07/2022	12/08/2022	A1	CBA	30	1.50%	2,050,000.00				2,050,000.00	2,527.40
13156679	24/07/2022	23/08/2022	A1	CBA	30	1.50%	754,372.75				754,372.75	930.05
							<b>3,017,780.42</b>	-	-	<b>903,927.27</b>	<b>3,921,707.69</b>	<b>13,357.89</b>
<b>Restricted - Bonds and Deposits:</b>												
404061	23/05/2022	21/11/2022	A2	ME Bank	182	2.40%				501,121.92	501,121.92	5,996.99
755365673	2/05/2022	31/10/2022	A1	NAB	182	1.66%				7,838.96	7,838.96	64.89
							-	-	-	<b>508,960.88</b>	<b>508,960.88</b>	<b>6,061.87</b>
							<b>3,017,780.42</b>	-	-	<b>1,412,888.15</b>	<b>4,430,668.57</b>	<b>19,419.76</b>
<b>Restricted - Contract Liabilities/Deferred Revenue (Grants)</b>												
<b>Reserve</b>												
413105	7/06/2022	6/03/2023	A2	ME Bank	272	2.85%	-			1,000,000.00	1,000,000.00	21,238.36
4043144	17/06/2022	15/09/2022	A2	Bendigo	90	2.25%				1,000,000.00	1,000,000.00	5,547.95
54428	17/06/2022	15/09/2022	A2	IMB	90	2.10%				1,000,000.00	1,000,000.00	5,178.08
414680	17/06/2022	16/08/2022	A2	ME Bank	60	1.50%			1,000,000.00		1,000,000.00	2,465.75
4203490	3/05/2022	3/08/2022	A1	Suncorp	92	0.96%				1,000,665.75	1,000,665.75	2,421.34
403221	16/05/2022	14/11/2022	A2	ME Bank	182	2.15%				704,185.16	704,185.16	7,549.25
498923	24/05/2022	24/05/2023	A2	BOQ	365	3.20%				600,030.88	600,030.88	19,200.99
403222	16/05/2022	14/11/2022	A2	ME Bank	182	2.15%				1,330,871.20	1,330,871.20	14,267.67
							-	-	1,000,000.00	<b>6,635,752.99</b>	<b>7,635,752.99</b>	<b>77,869.38</b>
<b>POS Funds</b>												
358770309	15/07/2022	13/09/2022	A1	NAB	60	1.95%				746,706.80	746,706.80	2,393.55
							-	-	1,746,706.80	<b>6,635,752.99</b>	<b>8,382,459.79</b>	<b>80,262.93</b>
<b>Total</b>							<b>3,017,780.42</b>	-	<b>1,746,706.80</b>	<b>8,048,641.14</b>	<b>12,813,128.36</b>	<b>99,682.70</b>

ENVIRONMENTAL COMMITMENT	
Depositing Institution	Value Invested
<b>Fossil Fuel Lending ADI</b>	
BOQ	600,030.88
NAB	754,545.76
CBA	3,017,780.42
	<b>4,372,357.06</b>
<b>Non Fossil Fuel Lending ADI</b>	
Suncorp	1,000,665.75
ME Bank	5,440,105.55
Bendigo	1,000,000.00
IMB	1,000,000.00
	<b>8,440,771.30</b>
<b>Total Funds</b>	<b>12,813,128.36</b>

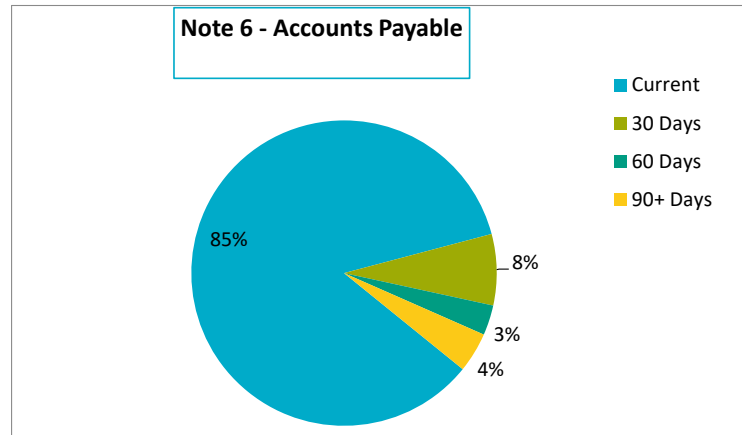
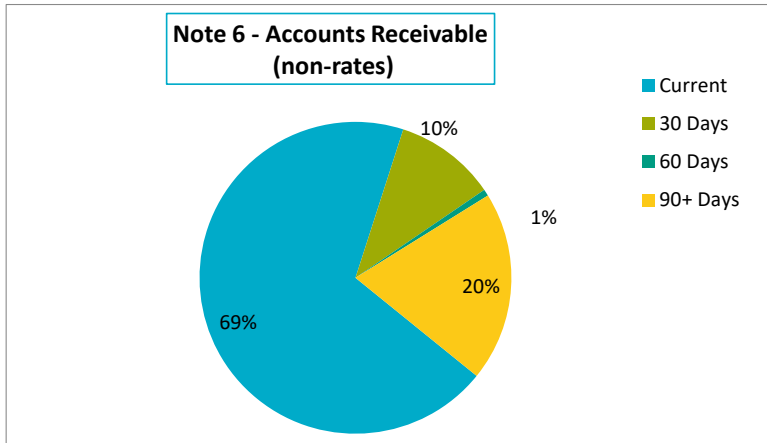


**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2022**

**Note 4: Receivables and Payables**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	30,130	4,577	300	8,578	43,585

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	153,455	13,605	5,745	7,645	180,450



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

**Note 5 - Capital Works Projects**

<b>CAPITAL PROJECTS</b>									
<b>31/08/2022</b>									
<b>Project Number</b>	<b>2021/22 Original Budget</b>	<b>Budget Amendments</b>	<b>2021/22 Current Budget</b>	<b>2021/22 YTD Budget</b>	<b>YTD Actual</b>	<b>Purchase Orders</b>	<b>Total Inc Purchase Orders</b>	<b>Budget Remaining</b>	<b>% Total to Annual Budget</b>
LAND AND BUILDINGS	\$687,200.00	\$0.00	\$687,200.00	\$172,000.00	\$39,560.89	\$7,710.00	\$47,270.89	\$627,453.25	91.3%
DRAINAGE	\$235,098.00	\$0.00	\$235,098.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235,098.00	100.0%
FURNITURE & EQUIPMENT	\$345,618.00	\$0.00	\$345,618.00	\$115,000.00	\$16,145.00	\$163,998.26	\$180,143.26	\$204,117.74	59.1%
PLANT AND EQUIPMENT	\$475,500.00	\$0.00	\$475,500.00	\$0.00	\$0.00	\$14,809.00	\$14,809.00	\$475,500.00	100.0%
INFRASTRUCTURE ASSETS - OTHER	\$1,371,500.00	\$0.00	\$1,371,500.00	\$151,000.00	\$189,382.18	\$9,738.52	\$199,120.70	\$1,172,379.30	85.5%
ROADS	\$1,277,723.73	\$0.00	\$1,277,723.73	\$0.00	\$43,725.82	\$451,225.71	\$494,951.53	\$782,772.20	61.3%
FOOTPATHS	\$116,011.00	\$0.00	\$116,011.00	\$0.00	\$0.00	\$10,909.13	\$10,909.13	\$105,101.87	90.6%
<b>TOTAL</b>	<b>\$ 4,508,650.73</b>	<b>\$ -</b>	<b>\$ 4,508,650.73</b>	<b>\$ 438,000.00</b>	<b>\$ 288,813.89</b>	<b>\$ 658,390.62</b>	<b>\$ 947,204.51</b>	<b>\$ 3,602,422.36</b>	<b>79.9%</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**for the period ended 31 August 2022**

## Note 6: Proposed Budget Amendments						
GL Account Code	Description	Current Budget	Amended Budget	Budget Movement	Reason	
	Sub-total - Budget Re-alignments	\$ -	\$ -	\$ -		
	<b>NET CHANGE IN AMENDMENTS TO SURPLUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>CHANGE TO SURPLUS</b>	

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2022**

**Note 7: Disposal of Assets**

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			-		-	-		-
	-	-	-	-	-	-	-	-



**MONTHLY FINANCIAL REPORT**

**FOR THE PERIOD ENDED**

**30 September 2022**



# TOWN OF BASSENDEAN

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) for the period ended 30 September 2022

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

### TABLE OF CONTENTS

Statement of Comprehensive Income by Nature or Type	2
Statement of Financial Activity By Nature or Type	3
Summary Graphs	4
Note 1            Explanation of Material Variance	5
Note 2            Net Current Funding Position	6
Note 3            Investments	7
Note 4            Current Receivables and Payables	8
Note 5            Capital Works Program	9
Note 6            Budget Amendments	10
Note 7            Disposal of Assets	11

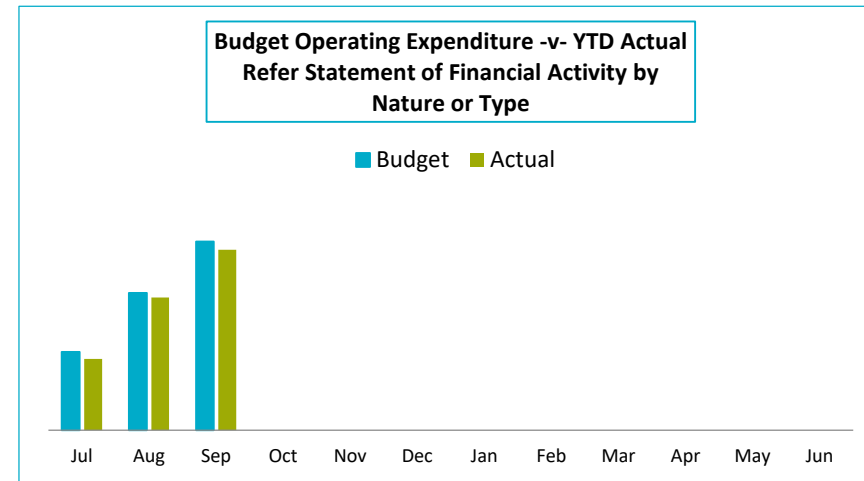
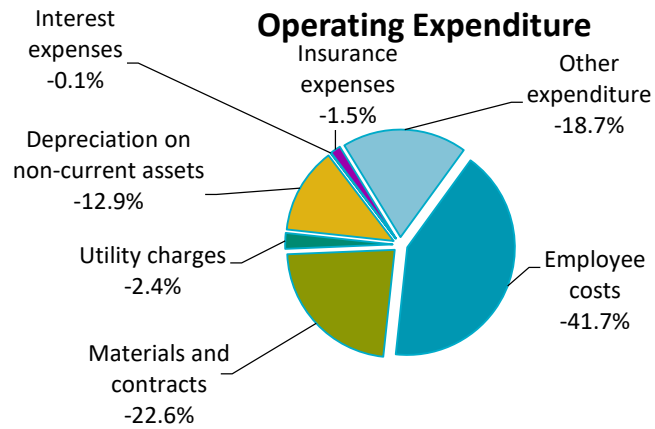
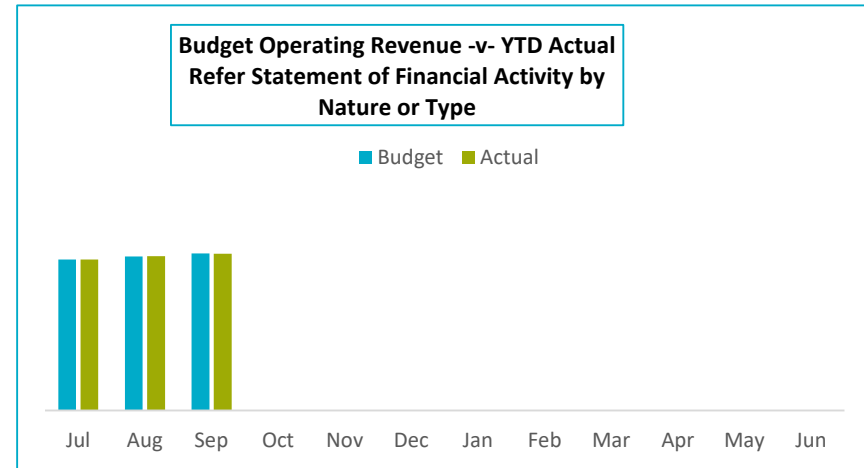
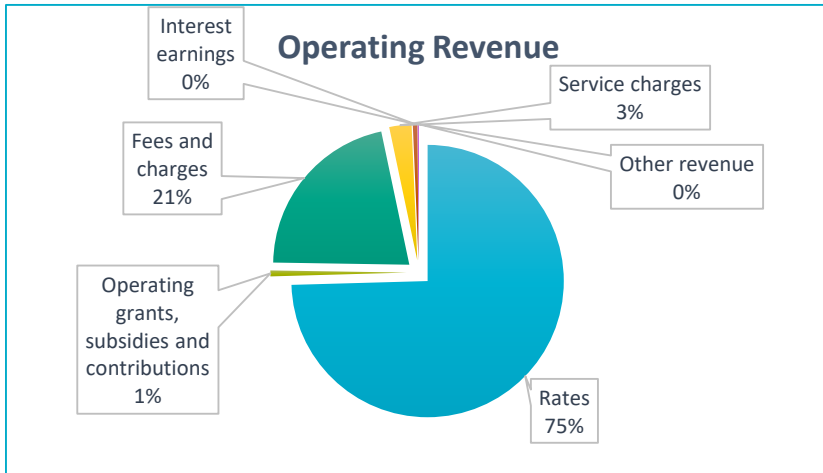
**TOWN OF BASSENDEAN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
by Nature and Type  
for the period ended 30 September 2022

	2022/23 Authorised Budget	2022/23 YTD Budget (a)	2022/23 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	\$
<b>Revenue</b>					
Rates	14,511,165	14,446,165	14,350,463	(95,702)	(1%)
Operating grants, subsidies and contributions	554,442	150,178	134,589	(15,589)	(10%)
Fees and charges	6,767,613	4,071,008	4,125,957	54,949	1%
Service charges	513,034	513,034	508,377	(4,657)	(1%)
Interest earnings	317,345	78,212	105,000	26,788	34%
Other revenue	267,981	35,418	24,113	(11,305)	(32%)
	<u>22,931,580</u>	<u>19,294,015</u>	<u>19,248,499</u>	<u>(45,516)</u>	<u>(0%)</u>
<b>Expenses</b>					
Employee costs	(12,049,864)	(2,962,481)	(3,130,110)	(167,629)	6%
Materials and contracts	(8,147,824)	(2,138,966)	(1,698,859)	440,107	(21%)
Utility charges	(698,715)	(174,591)	(177,484)	(2,893)	2%
Depreciation on non-current assets	(3,881,983)	(970,428)	(970,496)	(68)	0%
Interest expenses	(28,797)	(6,642)	(5,300)	1,342	(20%)
Insurance expenses	(489,297)	(122,115)	(116,046)	6,069	(5%)
Other expenditure	(2,047,865)	(1,470,964)	(1,407,079)	63,885	(4%)
	<u>(27,344,345)</u>	<u>(7,846,187)</u>	<u>(7,505,374)</u>	<u>340,813</u>	<u>(4%)</u>
<b>Subtotal</b>	(4,412,765)	11,447,828	11,743,125	295,297	3%
<b>Discontinued Operations</b>					
Non-operating grants, subsidies and contributions	1,770,730	442,683	537,589	94,906	21%
Profit on asset disposals	0	0	0	0	
Loss on asset disposals	(15,000)	0	0	0	
	<u>1,755,730</u>	<u>442,683</u>	<u>537,589</u>	<u>94,906</u>	<u>21%</u>
	0				
<b>Net result</b>	<b>(2,657,035)</b>	<b>11,890,511</b>	<b>12,280,714</b>	<b>390,203</b>	<b>3%</b>
<b>Other comprehensive income</b>					
Changes on revaluation of non-current assets	0	0	0	0	0%
<b>Total other comprehensive income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total comprehensive income</b>	<b>(2,657,035)</b>	<b>11,890,511</b>	<b>12,280,714</b>	<b>390,203</b>	<b>3%</b>

**TOWN OF BASSENDEAN**  
**RATE SETTING STATEMENT**  
by Nature and Type  
for the period ended 30 September 2022

	2022/23 Current Budget \$	2022/23 YTD Budget (a)	2022/23 YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a) \$
<b>OPERATING ACTIVITIES</b>					
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1,320,660	1,320,660	2,624,434	1,303,774	99%
	1,320,660	1,320,660	2,624,434	1,303,774	99%
<b>Revenue from operating activities (excluding rates)</b>					
Operating grants, subsidies and contributions	554,442	150,178	134,589	(15,589)	(10%)
Fees and charges	6,767,613	4,071,008	4,125,957	54,949	1%
Service charges	513,034	513,034	508,377	(4,657)	(1%)
Interest earnings	317,345	78,212	105,000	26,788	34%
Other revenue	267,981	35,418	24,113	(11,305)	(32%)
Profit on asset disposals	-	-	-	0	
	8,420,415	4,847,850	4,898,036	50,186	1%
<b>Expenditure from operating activities</b>					
Employee costs	(12,049,864)	(2,962,481)	(3,130,110)	(167,629)	6%
Materials and contracts	(8,147,824)	(2,138,966)	(1,698,859)	440,107	(21%)
Utility charges	(698,715)	(174,591)	(177,484)	(2,893)	2%
Depreciation on non-current assets	(3,881,983)	(970,428)	(970,496)	(68)	0%
Interest expenses	(28,797)	(6,642)	(5,300)	1,342	(20%)
Insurance expenses	(489,297)	(122,115)	(116,046)	6,069	(5%)
Other expenditure	(2,047,865)	(1,470,964)	(1,407,079)	63,885	(4%)
Loss on asset disposals	(15,000)	0	0	0	
	(27,359,345)	(7,846,187)	(7,505,374)	340,813	(4%)
Non-cash amounts excluded from operating activities	3,896,983	970,428	970,496	68	0%
<b>Amount attributable to operating activities</b>	<b>(13,721,287)</b>	<b>(707,249)</b>	<b>987,592</b>	<b>1,694,841</b>	<b>(240%)</b>
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	1,770,730	442,683	537,589	94,906	21%
Payments for property, plant and equipment	(1,492,341)	(287,000)	(72,661)	214,339	(75%)
Payments for construction of infrastructure	(3,016,310)	(151,000)	(486,978)	(335,978)	223%
Proceeds from disposal of assets	52,000	-	-	-	
Proceeds from self-supporting loans	21,503	-	-	0	
<b>Amount attributable to investing activities</b>	<b>(2,664,418)</b>	<b>4,683</b>	<b>(22,050)</b>	<b>(26,733)</b>	<b>(571%)</b>
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	(104,061)	-	-	0	
Principal elements of finance lease payments	(160,000)	-	-	0	
Proceeds from new borrowings	750,000	-	-	0	
Transfers to cash backed reserves (restricted assets)	(790,763)	-	-	0	
Transfers from cash backed reserves (restricted assets)	2,330,707	-	-	-	
<b>Amount attributable to financing activities</b>	<b>2,025,883</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Budgeted deficiency before general rates</b>	<b>(14,359,822)</b>	<b>(702,566)</b>	<b>965,542</b>	<b>1,668,108</b>	<b>(237%)</b>
<b>Estimated amount to be raised from general rates</b>	<b>14,511,165</b>	<b>14,446,165</b>	<b>14,350,463</b>	<b>(95,702)</b>	<b>(1%)</b>
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>151,343</b>	<b>13,743,599</b>	<b>15,316,005</b>	<b>1,572,406</b>	<b>11%</b>

**Town of Bassendean  
Information Summary  
For the Period Ended 30 September 2022**



TOWN OF BASSENDEAN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 for the period ended 30 September 2022

**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 \$15,000 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>	1,303,774	99%	⊕	Permanent	Surplus position is likely to be in line with the budget after year-end adjustments
<b>Revenue from operating activities (excluding rates)</b>					
Operating grants, subsidies and contributions	(15,589)	(10%)	⊖	Timing	MRWA Grants 26K
Fees and charges	54,949	1%	⊕	Timing	Within reporting threshold
Interest earnings	26,788	34%	⊕	Timing	Increase in RBA Cash Rate
Other revenue	(11,305)	(32%)	⊖	Timing	Within reporting threshold
Profit on asset disposals	0				
	50,186	1%	⊕		
<b>Expenditure from operating activities</b>					
Employee costs	(167,629)	6%	⊖	Permanent	Use of agency employees to cover vacant roles
Materials and contracts	440,107	(21%)	⊕	Timing	Lower due to timing of IT & Governance Projects(\$131K) and Lower expenses in Reserve, new trees and Bushland maintenance (\$178K) due to seasonal factors
Utility charges	(2,893)	2%	⊖	Permanent	Within reporting threshold
Depreciation on non-current assets	(68)	0%	⊖	Timing	Within reporting threshold
Interest expenses	1,342	(20%)	⊕	Timing	Timing of interest charges on existing loans
Insurance expenses	6,069	(5%)	⊕	Timing	Within reporting threshold
Other expenditure	63,885	(4%)	⊕	Timing	Maintenance - Reserves and Weed Control under budget due to timing
Loss on asset disposals	0				
	340,813	(4%)	⊕		
Non-cash amounts excluded from operating activities	68	0%	⊕		
<b>Amount attributable to operating activities</b>	<b>1,694,841</b>	<b>(240%)</b>	⊖		
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	94,906	21%	⊕	Timing	LRCI Grant Phase 2 - Final Instalment and Phase 3 - 1st Instalment (75% of Grant)
Payments for property, plant and equipment	214,339	(75%)	⊖	Timing	Delay in procurement of plant and fleet
Payments for construction of infrastructure	(335,978)	223%	⊖	Timing	Carry forwarded expenditure from the FY 21-22
Proceeds from disposal of assets	0				
Proceeds from self-supporting loans	0				
<b>Amount attributable to investing activities</b>	<b>(26,733)</b>	<b>(571%)</b>	⊖		
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	0				
Transfers to cash backed reserves (restricted assets)	0				
Transfers from cash backed reserves (restricted assets)	0				
<b>Amount attributable to financing activities</b>	<b>0</b>				
<b>Budgeted deficiency before general rates</b>	<b>1,668,108</b>	<b>(237%)</b>	⊖		
<b>Estimated amount to be raised from general rates</b>	<b>(95,702)</b>	<b>(1%)</b>	⊖	Permanent	Processing of Community Housing exemptions
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>1,572,406</b>	<b>11%</b>	⊕		

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
for the period ended 30 September 2022

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	<b>Last Years Actual Closing 30 June 2022</b>	<b>Current 30 September 2022</b>
	\$	\$
<b>Current Assets</b>		
Cash - Other	5,699,643	12,593,745
Cash Restricted - Reserves	8,584,137	8,584,137
Restricted Cash - Trust	266,987	234,395
Rates Outstanding	391,772	7,091,338
Sundry Debtors	1,060,383	969,157
GST Receivable	31,024	(202)
Accrued Interest	17,786	17,786
Prepayments	105,670	354,736
Proceeds from Disposal	-	-
Inventories	15,976	22,261
	<u>16,173,378</u>	<u>29,867,353</u>
<b>Less: Current Liabilities</b>		
Sundry Creditors	(1,030,151)	(2,651,409)
Payroll Creditors	(46)	(125)
Accrued Interest on Borrowings	(2,140)	(2,140)
Accrued Salaries and Wages	(923,733)	(299,319)
Rates in Advance	-	(33,099)
Current Loan Liability	(104,061)	(104,061)
Hyde Retirement Village Bonds	(16,300)	(15,050)
Bonds and Other Deposits	(1,911,098)	(1,879,756)
Current Lease Liabilities	(89,871)	(89,871)
Contract liabilities	(142,674)	(142,674)
Deferred Revenue	-	-
Current Employee Provisions	(2,198,463)	(2,198,193)
	<u>(6,418,537)</u>	<u>(7,415,697)</u>
Net Current Assets	<u>9,754,841</u>	<u>22,451,656</u>
Less: Cash Reserves	(8,584,137)	(8,584,137)
Less: SSL Borrowings Repayments	-	-
Loan Liability - Current	104,061	104,061
Lease Liability - Current	89,871	89,871
Other Misc Adjustments	19,882	14,638
Plus : Liabilities funded by Cash Backed Reserves	1,239,916	1,239,916
<b>Net Current Funding Position</b>	<b>2,624,434</b>	<b>15,316,005</b>

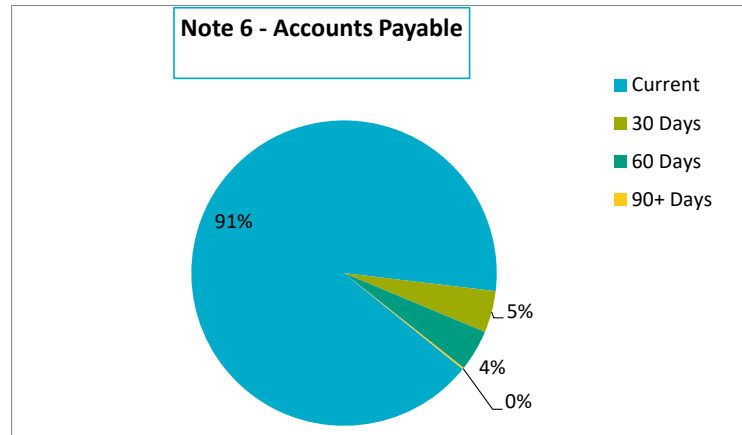
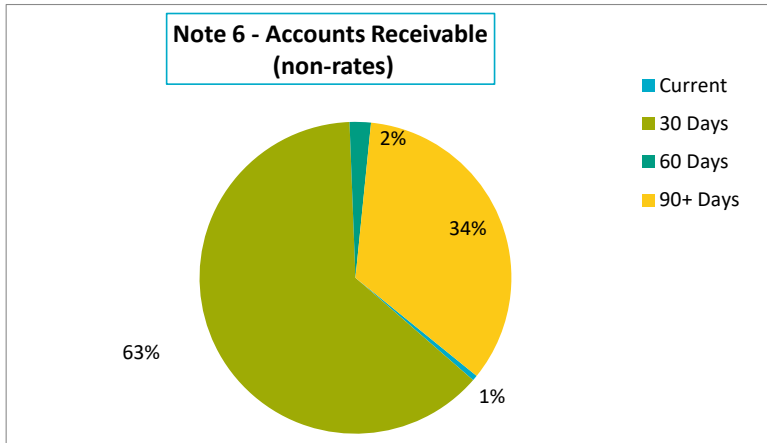


**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2022

**Note 4: Receivables and Payables**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	135	15,094	528	8,204	23,961

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	276,244	13,386	13,245	500	303,375



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



**Note 5 - Capital Works Projects**

<b>CAPITAL PROJECTS</b>									
<b>30/09/2022</b>									
<b>Project Number</b>	<b>2022/23 Original Budget</b>	<b>Budget Amendments</b>	<b>202/23 Current Budget</b>	<b>2021/22 YTD Budget</b>	<b>YTD Actual</b>	<b>Purchase Orders</b>	<b>Total Inc Purchase Orders</b>	<b>Budget Remaining</b>	<b>% Total to Annual Budget</b>
LAND AND BUILDINGS	\$671,222.66	\$0.00	\$671,222.66	\$172,000.00	\$56,515.89	\$7,710.00	\$64,225.89	\$606,996.77	90.4%
DRAINAGE	\$235,098.00	\$0.00	\$235,098.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235,098.00	100.0%
FURNITURE & EQUIPMENT	\$345,618.00	\$0.00	\$345,618.00	\$115,000.00	\$16,145.00	\$163,998.26	\$180,143.26	\$165,474.74	47.9%
PLANT AND EQUIPMENT	\$475,500.00	\$0.00	\$475,500.00	\$0.00	\$0.00	\$14,809.00	\$14,809.00	\$460,691.00	96.9%
INFRASTRUCTURE ASSETS - OTHER	\$1,387,477.34	\$0.00	\$1,387,477.34	\$151,000.00	\$189,382.18	\$33,452.86	\$222,835.04	\$1,164,642.30	83.9%
ROADS	\$1,277,723.73	\$0.00	\$1,277,723.73	\$0.00	\$297,595.83	\$451,225.71	\$748,821.54	\$528,902.19	41.4%
FOOTPATHS	\$116,011.00	\$0.00	\$116,011.00	\$0.00	\$0.00	\$10,909.13	\$10,909.13	\$105,101.87	90.6%
<b>TOTAL</b>	<b>\$ 4,508,650.73</b>	<b>\$ -</b>	<b>\$ 4,508,650.73</b>	<b>\$ 438,000.00</b>	<b>\$ 559,638.90</b>	<b>\$ 682,104.96</b>	<b>\$ 1,241,743.86</b>	<b>\$ 3,266,906.87</b>	<b>72.5%</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**for the period ended 30 September 2022**

## Note 6: Proposed Budget Amendments					
GL Account Code	Description	Current Budget	Amended Budget	Budget Movement	Reason
	Sub-total - Budget Re-alignments	\$ -	\$ -	\$ -	
	<b>NET CHANGE IN AMENDMENTS TO SURPLUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>CHANGE TO SURPLUS</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2022**

**Note 7: Disposal of Assets**

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			-		-	-		-
	-	-	-	-	-	-	-	-