

## Council Policy

### LOCAL PLANNING SCHEME NO. 10

## LOCAL PLANNING POLICY NO. 6 - INDUSTRIAL ZONES DEVELOPMENT DESIGN GUIDELINES

### OBJECTIVE

To ensure a high standard of industrial development, in terms of appearance, landscaping, provision of parking and access.

### APPLICATION

This policy applies to all the land zoned 'Light Industrial' and 'General Industrial' under Local Planning Scheme No. 10.

### POLICY

All development within the 'Light Industrial' and 'General Industrial' zones shall comply with the following requirements:

#### Building Setbacks

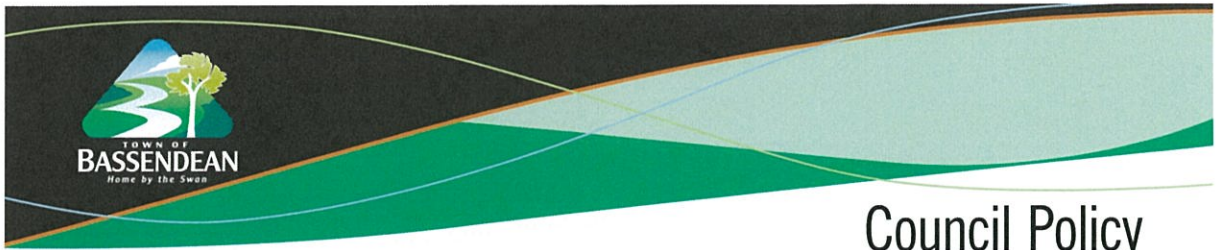
The minimum setback requirements for all buildings within these zones shall be in accordance with those prescribed as follows:

Front	13-00m
Rear	Nil
Side	4.50m one side
Secondary Street	6.00m

#### Plot Ratio Limit and Definition

The maximum plot ratio for a site is 0.75.

Plot ratio is defined as the ratio of the gross total of the areas of all the floor to the land within the site boundaries. In calculating the gross total of the areas of all floors the areas shall be measured over any walls provided that lift shafts, stairs, toilets and amenities, external wall thicknesses, plant rooms and the gross floor area of any floor space used for the parking of wheeled vehicles, including access to and from that space within the building, shall not be included.



### Site Cover

The maximum site coverage permitted to any development excluding loading bay awnings is 50%.

### Vehicle parking

Car parking spaces shall be provided, constructed and maintained in accordance with the provisions of Part 5 of the Scheme, Local Planning Policy No. 8 (Parking Specifications) and the approved plan relating thereto.

### Landscaping

All development within these zones shall be landscaped in accordance with the following requirements

- a) the minimum width of front boundary landscaping shall be 2 metres, except in the case of a corner lot, in which case the minimum shall be 1.0 metres on the secondary street as nominated by Council;
- b) the minimum width of side boundary landscaping (excluding side street boundaries) shall be 1 metre, to be provided from the front boundary to the setback line;
- c) landscaping is to be provided in accordance with Councils landscaping policy as amended from time to time, and shall be maintained by the owner of the lot thereafter.
- d) Shade trees in car parking areas shall be provided at a ratio of 1 per six car parking bays recommended in the Councils' landscaping policy.

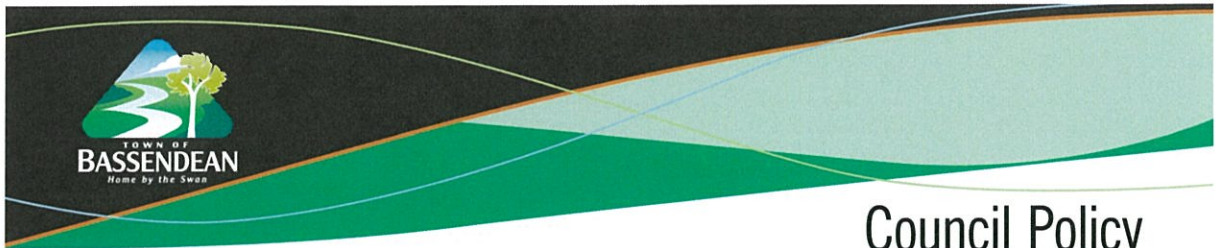
### Security Fencing

Where a security fence is proposed on a street lot boundary, it shall be of an open style either mesh fencing or palisade style fencing and setback 2-metres behind the street alignment.

Solid screen fences on industrial sites are only acceptable where located at or behind the 13-metre building line to the front setback area. In the case of corner lots solid screen fencing must be setback 6-metres from the secondary street.

### Service Access

Provision shall be made for service access in the following manner:



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- a) a paved accessway shall be provided for vehicles from the street to the rear of and to any other part of the building where provision is made in the external walls of the building for the entry of or the loading or unloading of vehicles;
- b) the access way shall be so constructed that all vehicles using it can enter from and return to a street in forward gear without reversing any part of the vehicle onto a street; and
- c) except as hereinafter mentioned, the access way shall not be less than 4.5 metres in width, unless the size of the lot makes the provision of such an access way impracticable or unreasonable the Council may permit an access way of a narrower width but in no case less than 3.0 metres in width.
- d) the provision of on-site delivery manoeuvring areas where large single axle commercial vehicles can enter and leave the site in forward gear. The manoeuvring area shall be exclusive of car parking bays and the interior of the building.

### Storage and Refuse areas

The Council may require the provision of one or more areas for the storage of refuse in a development. This area shall be:

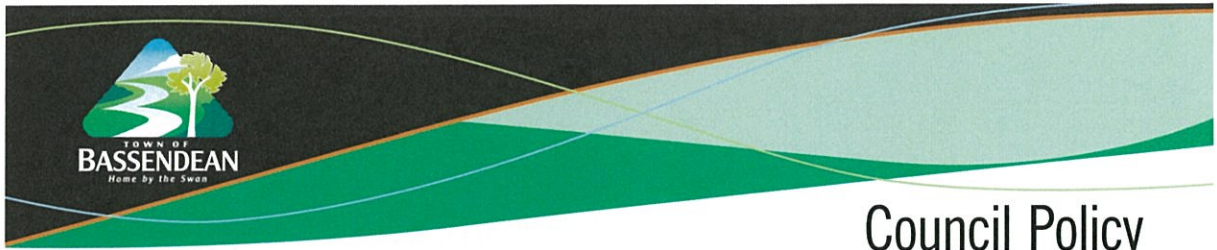
- a) screened from view from any public street, and enclosed by a wall of masonry or other approved building material, and being of not less than 1.8 metres in height; and
- b) accessible to service vehicles.

Irrespective of whether a storage area is required for a development, no land shall be used for open storage purposes unless it is screened from view of any public street by a fence or wall built to the specifications and satisfaction of the Council.

### Building Materials

The facades of all buildings facing public streets shall be constructed of brick, glass, stone, masonry or concrete in respect of the ground floor level. The second floor level, or its equivalent, may be constructed of other material in accordance with the Building Code of Australia.

The use of Zinalume sheeting for construction of Industrial buildings is prohibited, unless such buildings or parts of buildings are not visible from any public street, or Council approval is granted to vary this requirement.



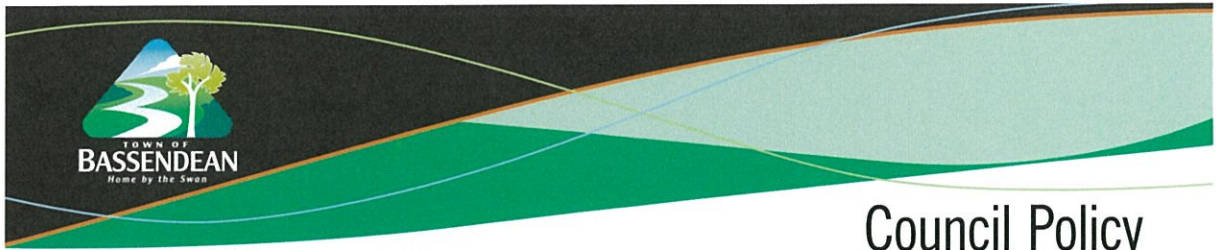
### Floor Area

A factory or factory unit shall have a floor area of not less than 100m<sup>2</sup> and each the length and width shall not be less than 6 metres clear between the internal wall surfaces.

### Factory Units

Multiple factory units on one lot shall not be permitted unless the following requirements are complied with:

- a) each factory unit shall have a visually screened service yard of not less than 16m<sup>2</sup> with a minimum depth of 2m adjoining and having connecting access to each unit; and
- b) the internal partition walls between factory units shall be constructed of brick, stone or concrete or other material approved by Council.



## LOCAL PLANNING SCHEME NO. 10

# LOCAL PLANNING POLICY NO. 10 - WINDOW SECURITY FOR NON-RESIDENTIAL PROPERTY FACADES

The Town of Bassendean recognises that window security for non-residential property requires careful design consideration to ensure the character and visual amenity of the building is maintained and at the same time providing a level of protection.

### OBJECTIVE

The Town of Bassendean's objective for the Window Security for Non-Residential Property Facades Policy are as follows:

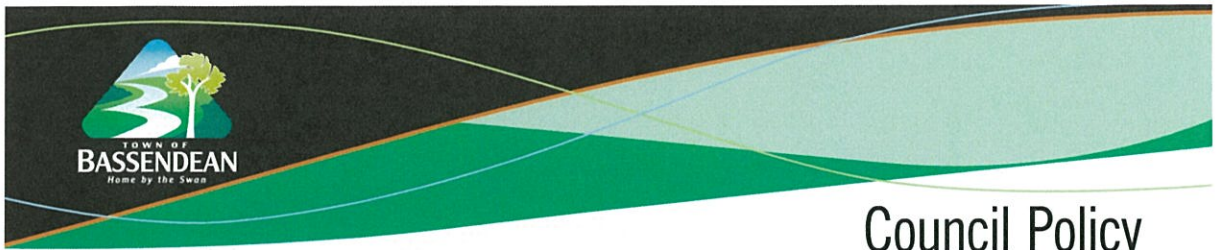
- To encourage high quality urban design in window security for non-residential areas;
- To ensure that window security is visually permeable to allow activation, social interaction, provide commercial exposure, facilitate the provision of natural lighting and be compatible with other facades
- To ensure that internal or external roller shutters allow for surveillance into premises or out onto the street.
- To provide clear direction for applicants in preparing proposals and for Council staff in the assessment of applications.

### STRATEGY

The Town of Bassendean will achieve these objectives by:

#### Security

1. Security is desirable for any non residential building, but not at the expense of the character of the building or the visual amenity of the surrounding locality. Therefore all security measures should be discreet in nature;
2. All new designs, alterations or additions are required to include provisions for security features as part of the overall design, to allow for the incorporation of security measures on existing facades;



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3. The application of security film to the outside of the window to limit window scratching, the installation of toughened laminated security glass and the provision of lighting to shop fronts and security alarms are encouraged as security measures;
4. The following security measures are also encouraged to provide an attractive street environment at all hours:
  - External and internal open grilles;
  - Concertina lattice or 75 per cent visually permeable shutters raised during the day and lowered at night;
  - Open mesh grills in a dark colour finish, these allow goods to be seen without detracting from the appearance of the building.

### Design

1. Visually impermeable roller shutters (external and internal), doors, grilles and security bars are not permitted in the Town of Bassendean;
2. Interest should be created at street level by high quality design and detail, active frontages with windows and doors opening into activities. These measures will provide passive surveillance both into businesses and out onto the street;
3. The solid portion of the shopfront measured vertically from the adjacent footpath is to be no greater than 800 millimetres;
4. Façade windows are to provide passive surveillance from inside and outside of the building, therefore infill of shopfronts or painting glass windows / facades is not encouraged;
5. Security grilles and visually permeable shutters are to be discrete in nature, have minimal impact on the visual amenity of the area and not dominate the appearance of the shopfront; and
6. Shopfronts and front facades to non-residential buildings may be assessed in conjunction with Crime Prevention through Environmental Design (CPTED) principles.

Typical example of an acceptable form of security for retail shopfront shown with one portion closed, and a detail showing visibility of display.



## **AUTHORITY**

### **Building Code of Australia – Access and Egress Requirements**

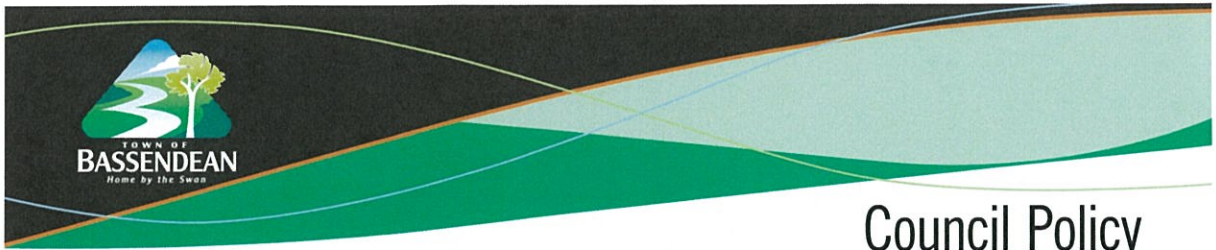
The Building Code of Australia stipulates that a roller shutter or tilt door must not be fitted on a doorway serving as a required exit, or forming part of a required exit, which serves a retail premises unless it is the only required exit, it is held open while the premises is lawfully occupied and the premises does not exceed 200 square metres in area.

## **APPLICATION**

Any application for a new or upgraded shopfront must be accompanied by a Form 1 Development Application form, scaled plans and the required fee.

## **ADMINISTRATION OF THIS POLICY**

The Chief Executive Officer has delegated authority to approve building window facades that comply with the provisions of this Policy, as well as the power to on-delegate this authority to the Manager Development Services.



## Council Policy

### LOCAL PLANNING SCHEME NO. 10

## LOCAL PLANNING POLICY NO. 13 – TREES ON DEVELOPMENT SITES

### Background

Trees provide environmental, health and amenity benefits in relation to solar screening, microclimate, carbon absorption, bird and animal habitat, air quality and visual attractiveness. Due to these benefits, trees can also enhance the monetary value of individual properties and the enjoyment of residing in a green, leafy neighbourhood.

Local Planning Scheme No. 10 (LPS10) promotes urban infill which contributes to the Town's sustainability commitment. However, while the Town of Bassendean is presently characterised by mature trees, an inevitable consequence of urban infill development is that only a very limited number of trees can be retained on development sites. While sharing the community concern about the loss of trees as a result of development, the Town takes a balanced approach to both urban infill development and tree preservation, as reflected in this Policy.

### 1.1 Citation

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

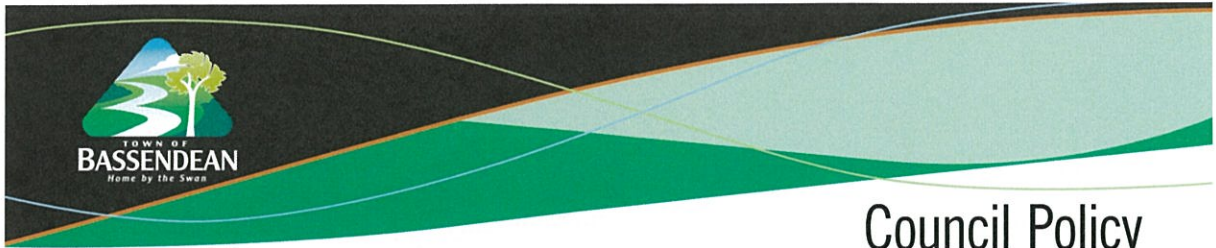
### 1.2 Purpose

The purpose of this policy is to State Council's position on the retention of trees on development sites.

### 1.3 Application of this Policy

This policy applies to all applications that require planning consent under the Local Planning Scheme.





## Council Policy

### 1.4 Relationship to the Local Planning Scheme No 10, the Residential Design Codes of Western Australia and other Council policies

This policy compliments the Local Planning Scheme No 10, the Residential Design Codes of Western Australia. This policy should be read in connection with Council's Street Tree Removal and Replacement Policy and Amenity Tree Evaluation Policy which controls trees within the verge area adjoining development sites.

Under the Local Planning Scheme No. 10, each application for planning approval is to be accompanied by:

1. The existing and proposed ground levels over the whole of the land the subject of the application and the location, height and type of all existing structures, and structures **and vegetation proposed to be removed**; and
2. The nature and extent of any open space and landscaping proposed for the site.

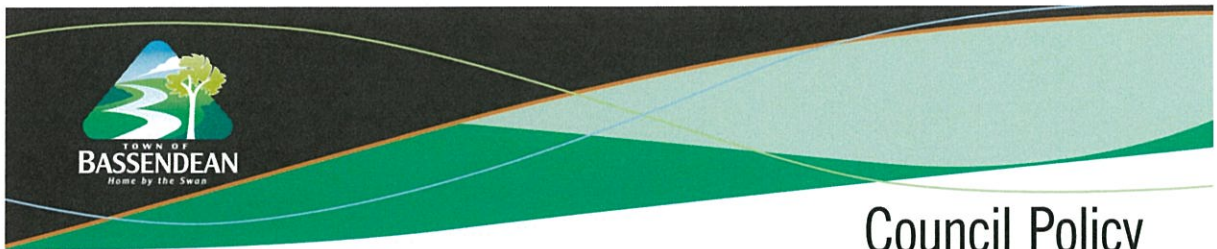
Under the Residential Design Codes each application for planning approval is required to be accompanied by an existing site analysis plan showing:

1. The position, type and size of any tree exceeding 3.0m in height; and
2. The street verge, including footpaths, **street trees**, crossovers, power poles and any service such as telephone, gas, water and sewerage in the verge.

Note: Any development that proposes the removal of a street tree requires the planning approval of the Town of Bassendean.

### 1.5 Additional requirements for Grouped and Multiple Dwelling Developments

The Residential Design Codes require the retention of existing trees which are greater than 3,0m in height in areas of open space associated with the development.



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Where it is not possible to retain existing trees, due to the size of the trees, or their invasive nature and the development cannot be designed to retain those trees, Council will require the planting of suitable replacement advance specimen trees.

### **1.6 Tree Retention and Planting.**

Care should be taken with tree retention and planting to ensure that the existing trees, or new trees when reaching maturity will not affect building structures, driveways and infrastructure. As a general principle buildings should not be placed within the drip zone of the tree.

### **1.7 Variation to Local Planning Scheme and Residential Design Codes Standards**

Council will actively consider varying Scheme and Residential Design Code standards to assist with the retention of significant trees, providing the variation will not adversely affect the amenity of adjoining properties or streetscape character.

### **1.8 Tree Preservation Orders**

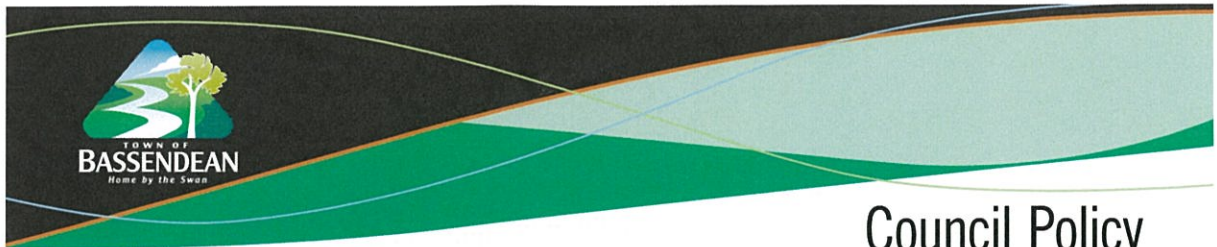
The Local Planning Scheme No. 10 gives Council the power to make tree preservation orders, having regard to a tree's aesthetic quality, historical association, rarity or other characteristics, which in the opinion of the local government, makes the tree worthy of preservation.

Any land owner or developer who allows a tree, the subject of a tree preservation order, to be cut or removed without the local government's consent, commits an offence under the Scheme and is liable for prosecution.

The Scheme also gives the power for Council to make a tree preservation order where there is a risk of imminent damage to a tree requiring an order to be made or amended as a matter of urgency, without consultation with the owner in advance.

### **1.9 Environmental Protection Act 1986**

Under the Environmental Protection Act 1986, which is administered by the Department of the Environment, a permit may be required to remove native vegetation or a person wishing to remove a tree must qualify to clear under an exemption.



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An exemption is a kind of clearing activity that does not require a permit. These exemptions are often referred to as the Schedule 6 exemptions and a set of regulations known as the Environmental Protection (Clearing of Native Vegetation) Regulations 2004. Some of the exemptions are listed below:

### **Clearing under the Planning and Development Act 2005**

This exemption allows clearing in accordance with a subdivision approved by the responsible authority under the *Planning and Development Act 2005*.

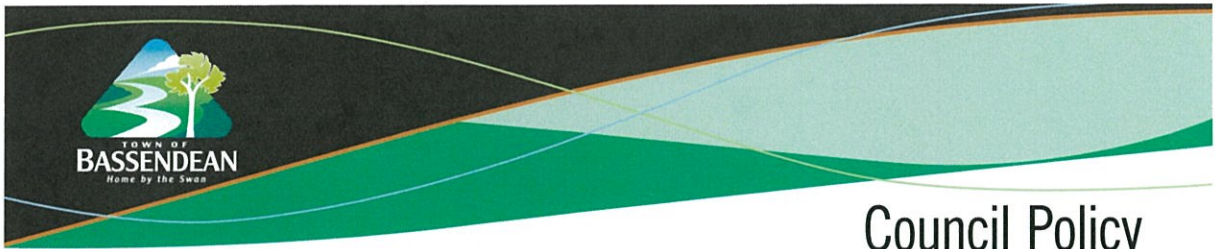
This includes clearing native vegetation for the purposes of:

- constructing roads to provide access to or within the subdivision;
- providing water services to the satisfaction of the Water Corporation;
- filling or draining the land in accordance with the specifications of the approval; and
- clearing within any building envelope described in the approved plan or diagram.

Most subdivision approvals do not explicitly authorise the clearing of native vegetation other than for the purposes outlined above.

### **Environmentally Sensitive areas**

The exemptions to obtain a permit do not apply if the site is within a gazetted environmentally sensitive area or is within a buffer zone of a conservation category wetland.



## LOCAL PLANNING SCHEME NO. 10

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# LOCAL PLANNING POLICY NO. 17 - GRADE SEPARATION AT THE CORNER OF GUILDFORD ROAD AND OLD PERTH ROAD

### OBJECTIVE

To encourage grade separation between vehicles and pedestrians in any future developments on the corners of Guildford Road and Old Perth Road.

To encourage improved access from the Town Centre to the Train Station and to areas located on the northern side of the railway line.

### APPLICATION

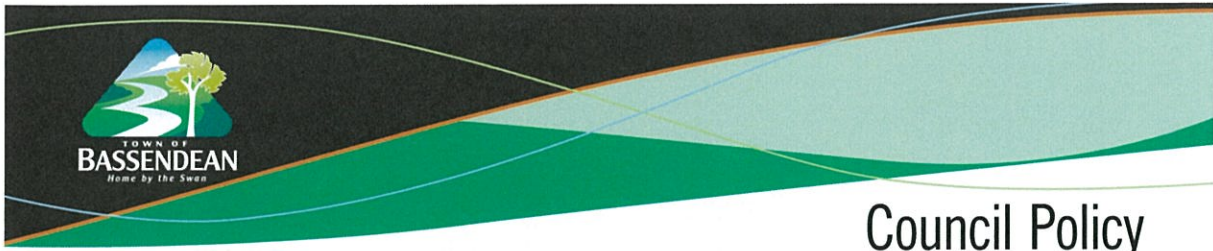
This policy applies to Lots 1,188,187 and 97 (No1) Old Perth Road Bassendean and Lot 355 (No 2) Old Perth Road Bassendean

### POLICY

The owners of properties located on the corner of Guildford Road and Old Perth Road are encouraged to investigate the possibility of incorporating an overpass to the Bassendean Train Station in any future redevelopment of those properties.

### IMPLEMENTATION

This policy is advisory in nature and does not have any statutory force.



## 2.1 Sustainable Bassendean Policy

### Objective

The Town recognises that all life has intrinsic value, is interconnected and that biodiversity and ecological integrity are part of the irreplaceable life support systems upon which the earth depends. Council is committed to using its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

Our four key objectives are:

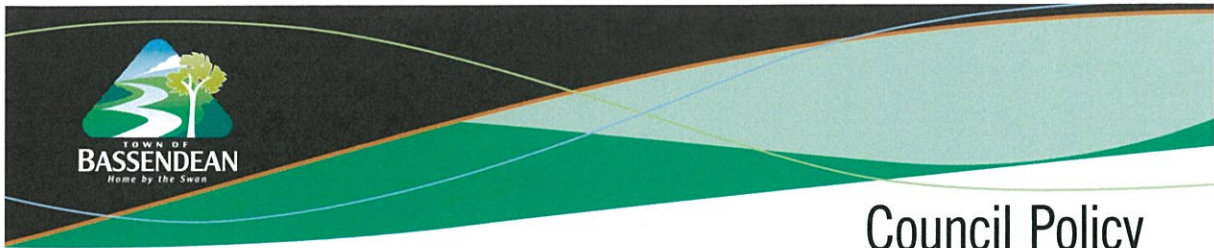
1. To ensure an integrated approach to protecting the natural environment and enhancing the built environment that provides a sustainable environment for future generations.
2. To enhance the quality of community life in the Town characterised by vibrant participation, cohesiveness, increased social capital and recognition of the need for social justice and community safety.
3. To foster economic prosperity in the Town and Region.
4. To strengthen the Town's position as an innovative, independent local government achieving business excellence.

### Strategy

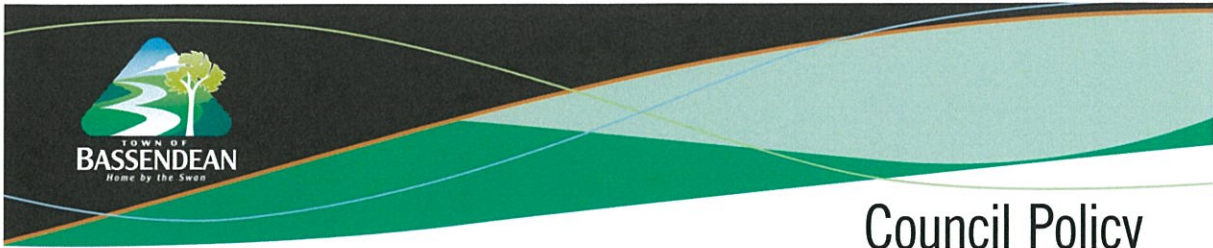
(Reference "Sustainability Framework for the State Sustainability Strategy")

The Town of Bassendean strives to achieve these objectives by:

1. Ensuring that the way we govern as a Council is driving the transition to a sustainable future by:
  - Providing stable, ethical and sound government for the Town's residents and ratepayers;
  - Using sustainability assessment to aid decision making;
  - Planning for sustainable long term outcomes for the community;
  - Forming partnerships and strategic alliances to foster sustainability;



- Managing financial resources in a prudent manner to safeguard a sustainable future;
  - Raising awareness and building capacity in both Councillors, staff and the community in achieving sustainable outcomes;
  - Measuring and reporting on sustainability.
2. Leading by example and playing our part in solving the global challenges of sustainability by:
- Accepting our fair share of increased population density
  - Supporting the development and implementation of environmental technology
  - Maintaining and increasing the Town's biodiversity
  - Responding to green house and climate change and setting an example in reducing greenhouse emissions
  - Raising awareness of oil vulnerability, the gas transition and the use of cleaner fuels
3. Valuing and protecting our environment and ensuring the sustainable management and use of natural resources and in particular our number one asset the Swan River by:
- Ensuring products and services used by the Town support sustainable agriculture, fisheries and aquaculture, forestry and plantations and sustainable mining and petroleum production;
  - Encouraging sustainable tourism in the Region;
  - Protecting the Swan River and the Town's water and aquatic systems; and
  - Employing sustainable land use management for parks, reserves and the urban form.
4. Planning and encouraging our community to reduce its ecological footprint and enhance its quality of life at the same time by:
- Participating in initiatives to manage the wider urban and regional growth;
  - Revitalising our Town centres and suburbs;
  - Implementing sustainable urban design;
  - Integrating land use with transport modes;
  - Encouraging the sound management of freight and regional transport in the Town;
  - Preserving air quality;
  - Reducing waste and managing it as a resource;



## Council Policy

- Reducing water consumption and improving water quality;
  - Using sustainable energy sources; and
  - Conserving cultural heritage and landscapes and creating a strong 'sense of place'.
5. Supporting our community to fully participate in achieving a sustainable future by:
- Providing community services, community development and capacity building;
  - Encouraging sustainable housing;
  - Fostering a healthy, fair and safe community;
  - Providing community education and raising community awareness for sustainability;
  - Fostering sustainability through culture and the arts;
  - Fostering sustainability through multiculturalism;
  - Fostering a socially inclusive society;
  - Fostering participatory democracy and community participation in decision making.
6. Assisting business to benefit from and contribute to sustainability by:
- Facilitating networking activities for business sustainability;
  - Creating a business friendly Council and developing economic policy for sustainability;
  - Fostering cleaner production in the Town and Region; and
  - Encouraging corporate social responsibility and industry sustainability

### Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental Sustainability and Adaptation to Climate Change</p>	<p><b>Responsible Officer:</b> Director Community Development</p> <p><b>Last Review Date:</b> 7 July 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.3 Natural Areas Management Policy

The biodiversity found in the south west of WA, including Bassendean, makes it one of the 25 global biodiversity hot spots. However, climate change, development pressures, clearing, weed invasion, over-extraction of ground water and erosion of soils threaten this natural heritage.

The Town of Bassendean currently has 2.39% of its original pre-European settlement vegetation remaining; this equates to about 21 hectares. The Town is committed to conserving biodiversity and to revegetating areas that are degraded. A detailed Five Year Operational Plan for Natural Areas has been developed to provide staff with best practice management tools for actions that need to be implemented in bushland reserves.

### Objectives

The Town of Bassendean's objectives for its Natural Areas Management Policy are:

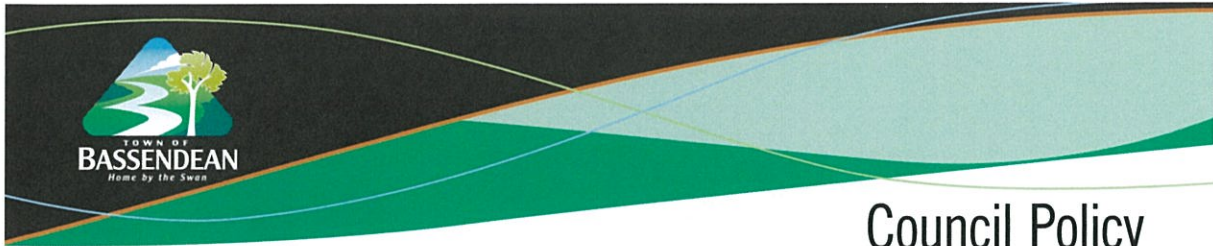
- To ensure that bushland reserves are maintained and restored to protect and enhance their conservational, ecological and community values;
- To provide appropriate frameworks, timelines and processes for the management of the reserves vested in the care of the Town of Bassendean;
- To develop a long term strategy for bushland restoration works and ongoing maintenance of the reserves vested in the care of the Town of Bassendean, including involvement of volunteers;
- To have best practice guidelines in place for staff involved in the management of the reserves.

### Strategy

The Town of Bassendean will achieve these objectives by:

1. Ensuring our own operations encompass best practice standards and practices by:
  - Seeking to preserve and increase local endemic native vegetation in all bushland areas, in partnership with volunteer groups, for which the Town has a management responsibility;
  - Implementing the Five Year Operational Plan for Natural Areas;





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- Managing exotic weed species, in partnership with volunteer groups; and
  - Developing and implementing procedures for best practice management procedures in bushland areas for Council operations;
2. Ensuring land use planning decisions and processes take bushland management into account by:
    - Providing guidance on statutory and non-statutory bushland planning mechanisms to promote or secure the protection and enhancement of bushland not owned or managed by the Town;
    - Such guidance to include provision of adequate vegetative buffers, Dieback control, acid sulphate soils, weed control and restrictions on clearing of native vegetation and rehabilitation of native vegetation.
  3. The use of chemicals for weed control to be used strictly in accordance with Council procedure and to be used only when necessary.

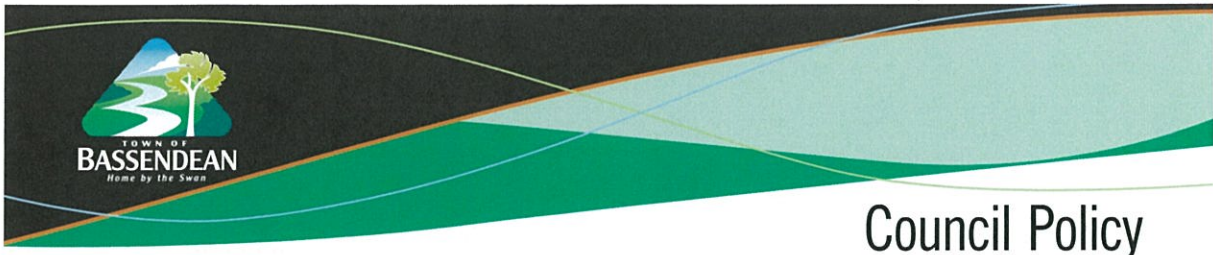
## Detail

- This policy applies to all planning projects including Council projects, subdivisions, land development and redevelopment proposals;
- This policy provides direction to Council in respect of any application for rezoning, subdivision and planning approval. The Council will have due regard to the objectives of the policy before making its determination;
- Providing training to all relevant employees to ensure that they are aware of this Policy and are involved in assisting Council to implement this policy. Training will be provided to volunteer groups involved in bushland management activities on Council managed reserves, as per the Friends Group Manual;
- Openly communicating the Policy to the community.

## Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Director Operational Services
<b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption	<b>First Adopted:</b> June 2011 <b>Last Reviewed:</b> March 2014 <b>Version</b>



to climate change

**Next Review due by: December 2016**

## 2.4 Local Biodiversity Policy

The Town of Bassendean values biodiversity and recognises the importance of protecting natural areas. There are significant threats to biodiversity from development pressures, inappropriate management and from climate change.

The purpose of this policy is to ensure the variety of all life forms of endemic plants, native insects, native animals, micro-organisms, their genes and the ecosystem processes of which they are a part, are protected.

### Objectives

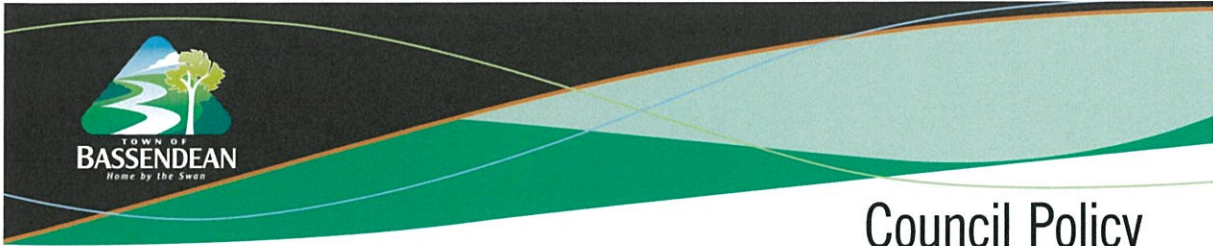
The Town of Bassendean's Local Biodiversity Policy objectives are:

- To secure the protection and conservation of bushland areas, in particular biodiversity corridors (or ecological linkages);
- To promote the retention, conservation, protection, effective management and restoration of all remnant vegetation;
- To ensure that biodiversity conservation and management issues are appropriately addressed and integrated in all Council's activities including strategic land use planning and decision making;
- To ensure that development and land use are compatible with biodiversity protection and/or provide for an improved environmental outcome and incorporate best practice planning, design and management outcomes.

### Strategy

The Town of Bassendean strives to achieve these objectives by:

- Developing a partnership with adjacent Councils to develop and implement a local biodiversity strategy for the Town;
- Protecting and regenerating bushland remnants, restoring local reserves, and either creating or consolidating ecological linkages and buffer zones;
- Ensuring that a comprehensive ecological assessment is undertaken in development proposals and activities;
- Applying an equivalent or higher standard of environmental assessment to planning and carrying out its own works;



# Council Policy

- Exploring options for incentives to property owners and developers to conserve biodiversity on private land;
- Only approving development proposals or other activities within its control with likely impacts to biodiversity if the Town is satisfied there are measures in place to avoid or mitigate adverse impacts.
- Reporting implementation of these measures for the life of the development;
- Improving and enhancing management of natural areas existing reserves ensuring local and regional linkages;
- Landscaping to increase and enhance local biodiversity;
- Monitoring and evaluation of natural areas.

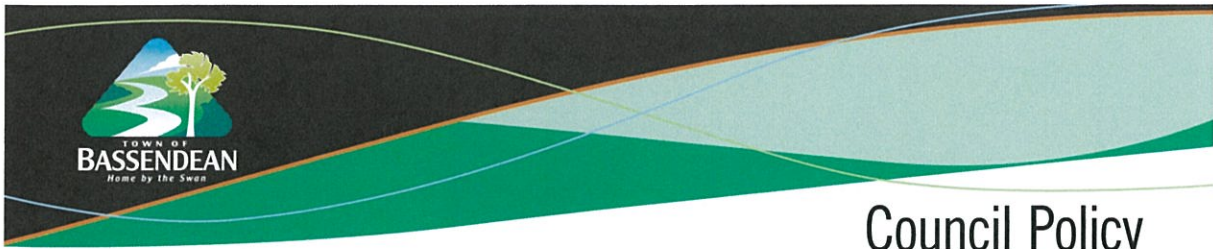
## Detail

- Council adopted Local Planning Policy No. 18 – Landscaping with Local Plants applies to all subdivisions, land development and redevelopments proposals
- This policy applies to all bushland and foreshore areas within the Town of Bassendean;

## Application

Responsibility for the implementation of this policy rests with all Councillors, staff, volunteers and contractors of the Town of Bassendean. This policy is to be measured and reported upon in the quarterly and annual report. This policy is to be reviewed every three years.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption to climate change</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>First Adopted:</b> June 2011</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.5 Landscaping with Local Plants Policy

The existing remnant native vegetation is a primary environmental feature contributing to amenity, biodiversity and natural heritage value. The loss of local native vegetation, replacement with exotic landscaping and increased water and fertiliser use is increasingly recognised as an issue impacting on water quality and the health of the Swan-Canning catchment. There is an expectation that Local Governments will make informed decisions and act in a sustainable way to preserve and enhance the natural amenity of their areas.

### Objectives

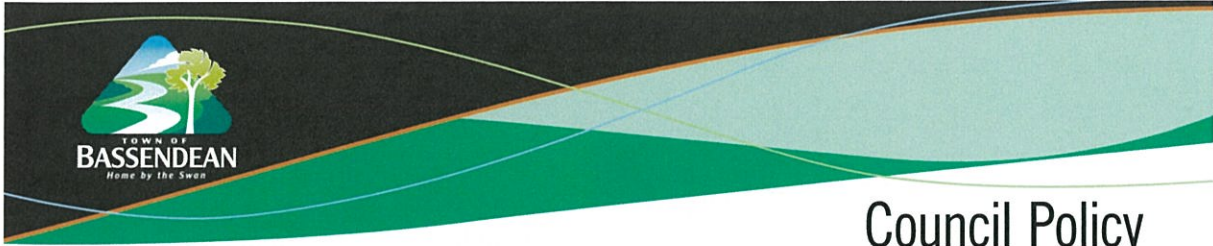
The Town of Bassendean's Landscaping with Local Plants Policy objectives are:

- To increase the use of species from local plant communities and those of the South Western Province in landscaping across the public and private land;
- Ensure that landscaping is more sustainable by:
  - Reducing the amount of irrigation water required;
  - Reducing the amount of fertiliser required, minimise nutrient export to groundwater, wetlands and the Swan-Canning river system;
  - Reducing threats to biodiversity by avoiding plant selection that may lead to future environmental weed problems;
  - Preserving and enhancing, the identity and 'sense of place' for the local community through appropriate landscaping, with consideration for historical relationships of other tree types for specific town features.
- Enhance local biodiversity by conserving existing native vegetation areas and by restoring and creating new native vegetation areas with a mix of species that would occur naturally in any one location, to create habitat for indigenous fauna;
- Build pride in the Town of Bassendean's natural environment and 'sense of place' for the local community through appropriate landscaping.

### Strategy

The Town of Bassendean strives to achieve these objectives by:

- Promoting the use of local native plants in sustainable landscaping across the public and private land;
- Ensuring that Council, developers and private property owners are aware that landscaping with local native species is more sustainable;



- Encouraging reduction of water use by planting local native species which can survive successfully without excessive watering;
- Reducing the amount of fertiliser required for landscaping purposes, which will minimise nutrient export to groundwater, wetlands and the Swan-Canning river system;
- Raising awareness of non-local plant species that have the potential to become environmental weeds;
- Using local native species to enhance local biodiversity by conserving existing native vegetation areas and by restoring and creating new native vegetation areas that aim to replicate the mix of species that would occur naturally in a location to create habitat for indigenous fauna.

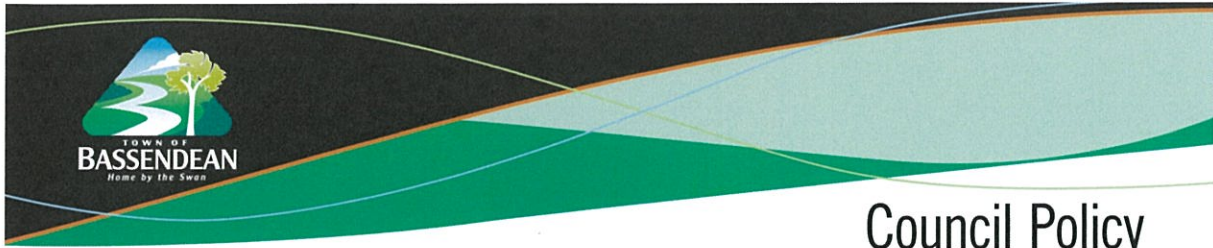
**Detail**

- Council adopted Local Planning Policy NO.18 – Landscaping with Local Plants and Local Planning Policy NO 13 – Trees on Development Sites applies to all subdivisions, land development and redevelopments proposals;
- This policy applies to all Council landscape and streetscape projects

**Application**

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and the Chief Executive Officer. The Chief Executive Officer (ECO) has the authority to administer the requirements of this policy. This policy is to be reviewed every three years.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption to climate change</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>First Adopted:</b> June 2011</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.6 Foreshore Restoration Policy

Council recognises that the riparian vegetation that adjoins drainage gullies, creeks, wetlands, floodplains and the Swan River play a very important role in maintaining foreshore stability and the ecological health of the area by filtering nutrients and sediments, and providing habitat for endemic flora and native fauna.

*Note: 'Riparian' describes the area of land bordering a waterway, where the structure, function and composition of the landscape are influenced by the waterway. The riparian zone includes the entire floodplain.*

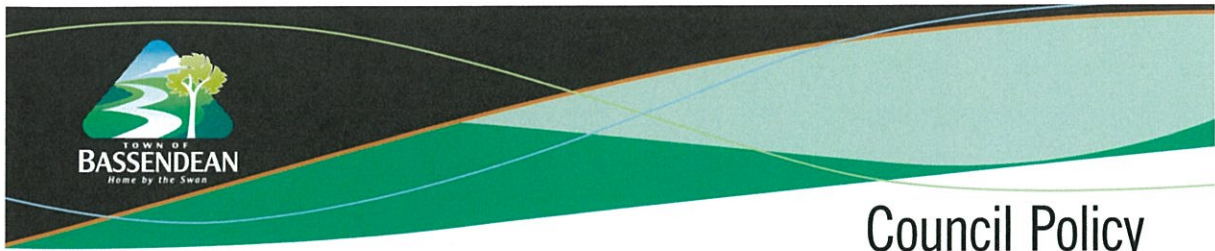
Council also recognises that it has an important role in balancing community expectations and environmental needs in relation to foreshore management.

The Town, in partnership with other agencies responsible for the management of foreshore reserves, has a responsibility to ensure its own actions meet best practice standards. .

### Objectives

The Town of Bassendean's objectives for the Foreshore Restoration Policy are:

- To protect, rehabilitate and enhance the natural functions and biodiversity of the foreshore including the riparian zone through:
  - The employment of best management practices, strategies and other mechanisms to guide management actions in a consistent and co-ordinated manner;
  - To incorporate consideration of these issues into Council's land use planning and development processes and decision-making;
  - To ensure compliance with Western Australian environmental policies, legislation and strategic initiatives relevant to foreshore management;
- To achieve urban design and architectural outcomes which enhance and protect the character and landscape setting of the foreshore;
- To advocate to other agencies with responsibilities for management of foreshore reserves for the protection, enhancement and rehabilitation of the natural functions and biodiversity of the foreshores in line with this policy;
- To take a strong advocacy role in promoting foreshore protection.

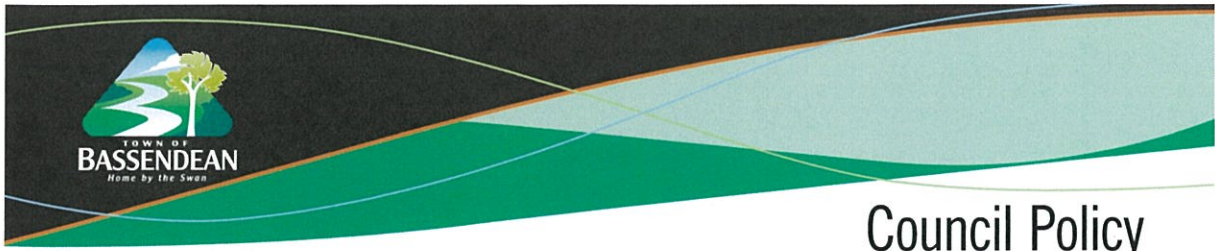


## Strategy

The Town of Bassendean strives to achieve these objectives by:

1. Ensuring our own operations encompass best practice standards and practices by:
  - Developing foreshore management plans for all areas for which the Town has a management responsibility;
  - Developing and implementing procedures to minimise and control erosion and sedimentation from Council operations;
  - Managing exotic weed species\*;
  - Ensuring community consultation is undertaken;
  - Ensuring Aboriginal Consultation is undertaken when required;
  - Working closely with the community and volunteer groups in the undertaking of foreshore restoration works;
  - Seeking cost effective standards that can be maintained;
  - Seeking to preserve native vegetation within the riparian zone; and
  - Delivering projects in a timely manner.

\* Note: In order to minimise risk of erosion of the foreshore soils following weed removal, it is important that temporary and/or permanent foreshore restoration activities are established prior to undertaking such removal.
2. Ensuring land use planning decisions and processes take foreshore protection and management into account by:
  - Providing guidance on statutory and non-statutory foreshore planning mechanisms to promote or secure the protection and enhancement of foreshores not owned or managed by the Town; and
  - Such guidance to include provision of adequate vegetative buffers, erosion and weed control and restrictions on clearing of native vegetation and rehabilitation of native vegetation.
3. Providing leadership identifying and addressing the probable impacts of climate change on the Town's foreshores by:
  - Working at a regional level and with relevant State agencies to identify the likely range of impacts;
  - Seeking partnerships to develop responses to the predicted impacts; and
  - Education and engagement programs to the local community.



## Detail

- Council adopted Local Planning Policy No. 3 – Water Sensitive Design, Local Planning Policy No. 4 – Flood Plain Management & Development and Local Planning Policy No. 14 – On-Site Stormwater Policy shall apply to all subdivisions, land development and redevelopment proposals;
- This policy applies to all Council foreshore restoration and rehabilitation works;
- Providing training to all relevant employees to ensure that they are aware of this Policy and are involved in assisting Council to implement this policy
- Openly communicating the Policy to the community.

## Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and the Chief Executive Officer. The Chief Executive Officer (ECO) has the authority to administer the requirements of this policy. This policy is to be reviewed every three years

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption to climate change</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>First Adopted:</b> June 2011</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.7 Acid Sulfate Soils Policy

Acid Sulfate Soils (ASS) occur naturally in Western Australia and are harmless when left in a waterlogged, undisturbed environment. However, when exposed to air through drainage or excavation, the iron sulfides in the soils react with oxygen and water to produce iron compounds and sulfuric acid. This acid can release other substances, including heavy metals, from the soil and into the surrounding environment and waterways.

### Objectives

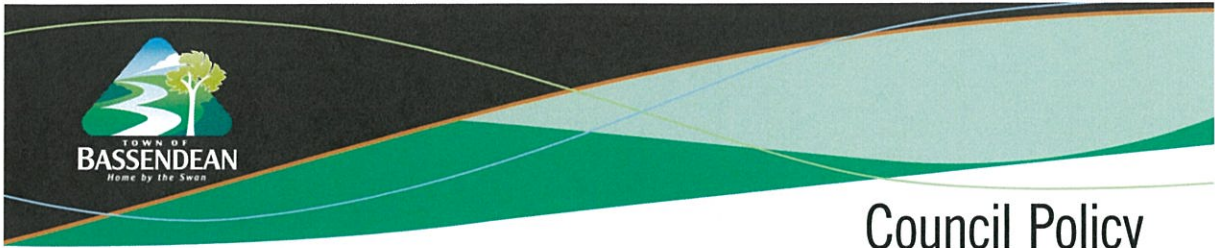
The Town of Bassendean's objectives for the Acid Sulfate Soils policy are:

- That all activities with the potential to disturb ASS must be managed in accordance to the State Government's guidelines to avoid potential adverse effects on the natural and built environment (including infrastructure);
- To avoid, where possible, or to minimise the disturbance of ASS;
- To ensure any disturbance of ASS in subdivision and developments is planned and managed using best practice standards to mitigate potential adverse outcomes;
- To require the rehabilitation of disturbed ASS and acid drainage;

### Strategy

In order to protect the Town of Bassendean from the adverse effects of Acid Sulfate Soils and to achieve the objectives the following will be undertaken:

- Any significant risk of disturbing ASS should be accompanied by a Preliminary Site Assessment prepared in accordance with State guidelines where developments are located on Class One, Two or/and Three ASS or moderate to high PASS. An ASS risk map for the Town of Bassendean can be found in the Appendix;
- Where a Preliminary Site Assessment has identified PASS or ASS risks, the application should also be accompanied by a detailed site assessment and an Acid Sulfate Soil Management Plan prepared in accordance with State guidelines. The feasibility of remediation options/ priorities should be identified;
- Any application for development on land where disturbance of ASS is proposed or likely to occur should be referred to the relevant State government authorities, for advice prior to a decision being made;





- Ensure all of the Town's operations likely to affect or be affected by ASS or PASS be planned and carried out to best management standards.

## Application

- This policy applies to all planning projects including Council projects, subdivisions (administered by the WA Planning Commission), land development and redevelopments and is to be carried out in accordance with State policies and guidelines;
- This policy provides direction to Council in respect of any application for rezoning, subdivision and planning approval. The Council will have due regard to the objectives of the policy before making its determination;
- Provide training to all relevant employees to ensure that they are aware of this Policy;
- Openly communicate the Policy to the community.

# Appendix

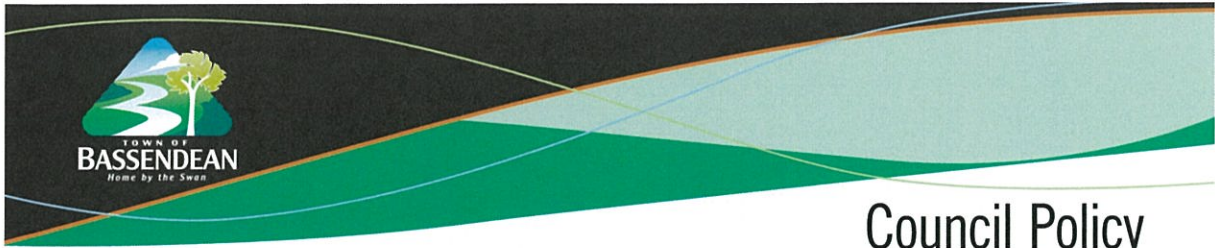


-  Indicates Class 2 Acid Sulfate Disturbance Risk
-  Indicates Class 1 Acid Sulfate Disturbance Risk

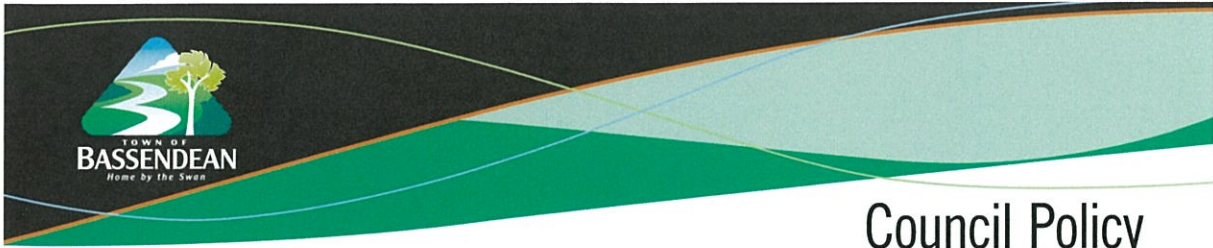
**Fig 1: Acid Sulfate Soil Risk Map for the Area within the Town of Bassendean**  
*(Source: Land and Water Quality Branch, Department of Environment and Conservation)*

## Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and the Chief Executive Officer. The Chief Executive Officer (CEO) has the authority to administer the requirements of this policy. This policy is to be reviewed every three years.



<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption to climate change</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>First Adopted:</b></p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.9 Water Sensitive Urban Design and Water Conservation Policy

Australia is the driest inhabited continent in the world and Australian Local Governments have a significant role to play in minimising the impact on our limited water resources.

Our changing climate has become more noticeable in the past 10 years with altered rainfall intensity, reduced rainfall occurrences and changes in rainfall timing.

To manage the stormwater received the Town will apply Water Sensitive Urban Design (WSUD) principles.

### Objective

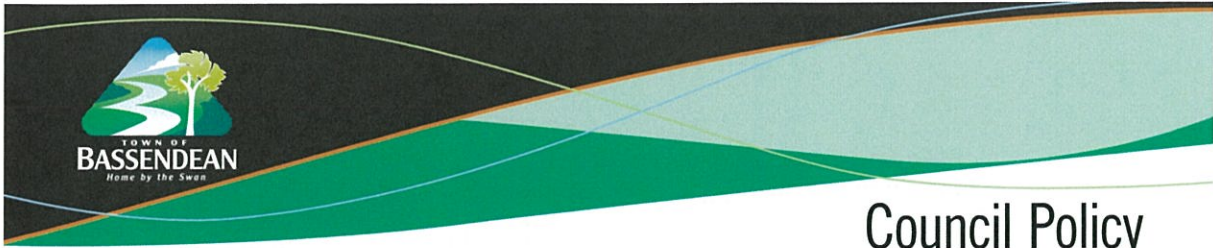
The Town of Bassendean's objectives for Water Sensitive Urban Design and Water Conservation Policy are:

- Ensure that water sensitive urban design and water conservation best management practices are implemented in all new development and redevelopment proposals;
- Raise awareness about the environmental impacts of water waste;
- Assist in protecting the values of the Swan and Canning River and watercourses, consistent with the requirements of the Environmental Protection (Swan and Canning Rivers) Policy 1998;
- Protect and where possible restore and enhance the environmental, economic and social (i.e. recreation and scenic) values of waterways and wetlands; and
- Retain or enhance open drains where possible by converting them to "living streams" in multiple use corridors that provide habitat for wildlife and passive recreation opportunities wherever possible.

### Strategies

The Town of Bassendean strives to achieve these objectives by:

- Assessing the Town's entire stormwater drainage network to identify water quality improvement opportunities;



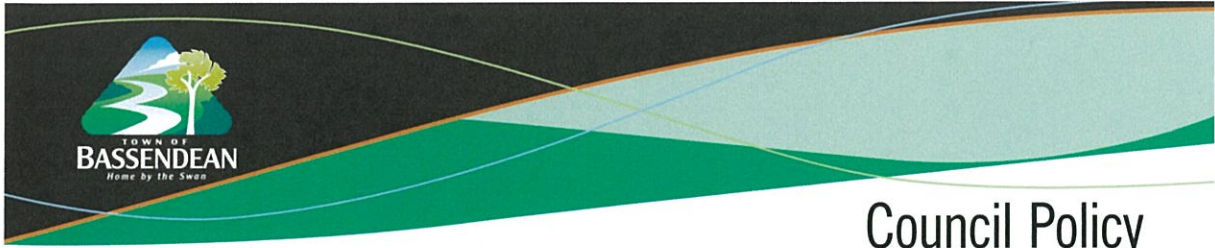
## Council Policy

- Incorporating the Building Code of Australia (BCA) 2010 “6 Star” minimum energy efficiency standards early on in the land use planning;
- Addressing water resource management at the catchment and sub-catchment level;
- Storing and reusing stormwater and stormwater treatment in the drainage catchment prior to water discharging into water bodies such as the Swan and Canning Rivers; Ensuring stormwater system design incorporates features of waterways that improve water quality;
- Establishing vegetation (particularly native riparian vegetation) in stormwater management to promote filtering and slowing of runoff to maximise settling of particulate-bound pollutants;
- Ensuring structural best management practices which encompass the above principles;
- To protect property from flooding or damage by surface water or groundwater; and
- To ensure post-urban development conditions in watercourses approximate pre urban conditions (i.e. water level and flow regimes are maintained).

A comprehensive approach to stormwater management also involves the promotion of non-structural best management practices. These include source controls such as:

- Education to residents on water conservation, appropriate plant species, fertiliser and water use, street sweeping regimes; and
- Improved waste and stormwater management for industrial premises.

Selection of best management practices should follow Town of Bassendean, Local Planning Policy No. 3 – Water Sensitive Design, Local Planning Policy No. 4 – Flood Plain Management & Development, Local Planning Policy No. 14 – On-Storm Water, Local Planning Policy No. 18 - Landscaping with Local Plants, the Department of Water Stormwater Management Manual for Western Australia, the Building Code of Australia (BCA) 2010 “6” star requirements and the Natural Resource Management (NRM) Policy Manual .



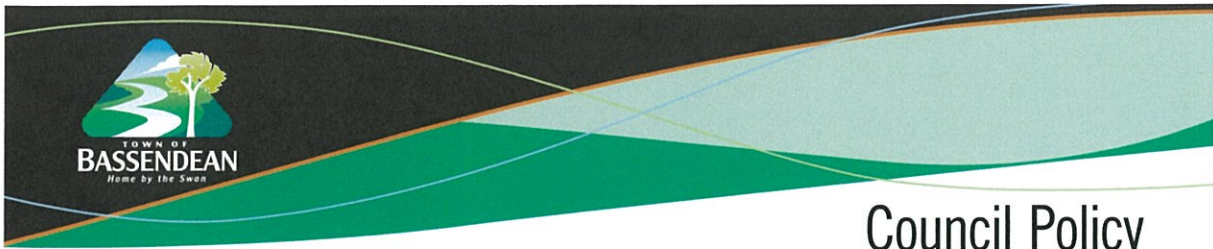
## Detail

- Council has adopted Local Planning Policy No. 3 – Water Sensitive Design and Local Planning Policy No. 14 - On-Site Stormwater Policy;
- Providing training to all relevant employees to ensure that they are aware and are involved in assisting Council to implement this policy;
- Educating and promoting the Building Code of Australia (BCA) 2010 “6 Star” requirements.

## Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and the Chief Executive Officer. The Chief Executive Officer (ECO) has the authority to administer the requirements of this policy. This policy is to be reviewed every three years

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption to climate change</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>First Adopted:</b> June 2011</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.10 Nutrient and Irrigation Management Policy

The Town of Bassendean is committed to protecting the natural environment and water quality. Good planning and operational practice is vital to ensure that water is used efficiently and effectively.

The Town recognises that the application of artificial fertilisers and irrigated water supply can have unwanted impacts on the natural environment, especially water bodies, if not carefully managed.

### Objectives

The Town of Bassendean's objectives of the Nutrient and Irrigation Management Policy are:

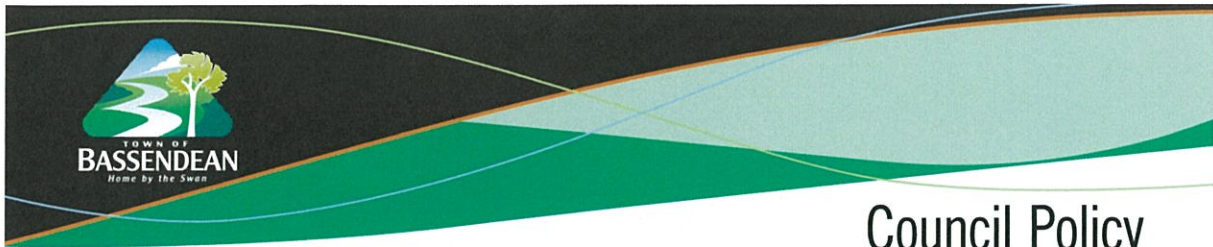
- To protect water quality in the Town's water courses and drainage systems;
- To contribute to reducing nutrient inputs to water courses and drainage systems to levels that have minimal impact on human health, the environment and associated values;
- To reduce the frequency and intensity of toxic or nuisance algal blooms caused by nutrient pollution.

### Strategy

The Town of Bassendean strives to achieve these objectives by:

- Setting appropriate guidelines for irrigation development;
- Strengthening land use controls and planning mechanisms to identify and phase out high nutrient exporting land uses that are unable to meet nutrient reduction targets;
- Reviewing Town Planning Schemes to ensure they minimise nutrient export from various land uses;
- Planting and retaining local native vegetation etc. This will reduce the risks of nutrients and pesticides entering water bodies;
- Using guidelines to determine fertilisation requirements;
- Ensuring irrigations systems are water efficient;
- Investigate, and where practicable apply, the use of subsurface irrigation systems to minimise runoff;





- Where nutrient rich wastewater is used for irrigation, control application rates and establish a comprehensive monitoring and evaluation program to ensure surface runoff and shallow groundwater contamination does not occur;
- Monitor and evaluate the nutrient and irrigation management practices to gauge overall effectiveness.

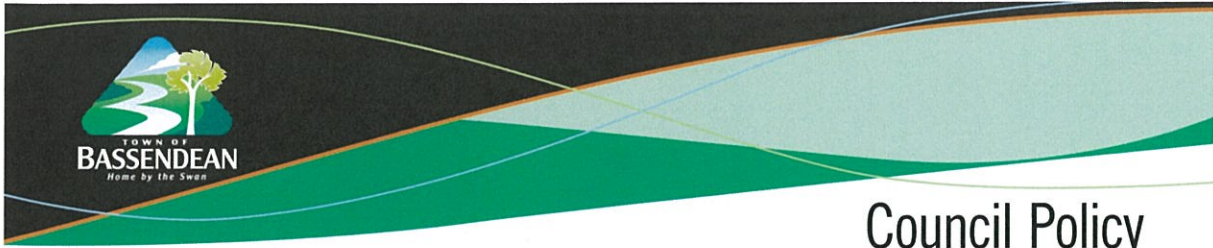
## Detail

- Council adopted Local Planning Policy NO. 3 – Water Sensitive Design, Local Planning Policy NO. 4 – Flood Plain Management & Development and Local Planning Policy NO. 14 – On-Site Stormwater Policy shall apply to all subdivisions, land development and redevelopment proposals;
- This policy applies to all Council parks, reserves and stormwater drainage networks;

## Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and the Chief Executive Officer. The Chief Executive Officer (ECO) has the authority to administer the requirements of this policy. This policy is to be reviewed every three years

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption to climate change</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>First Adopted:</b> June 2011</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.11 WETLANDS POLICY

The Town of Bassendean is committed to protecting the natural environment and recognises that wetlands are a vital part of a complex link between the landscape, soil, groundwater, rivers, plants and animals and that Wetlands provide a habitat, refuge, breeding ground and food source for fauna.

### Objectives

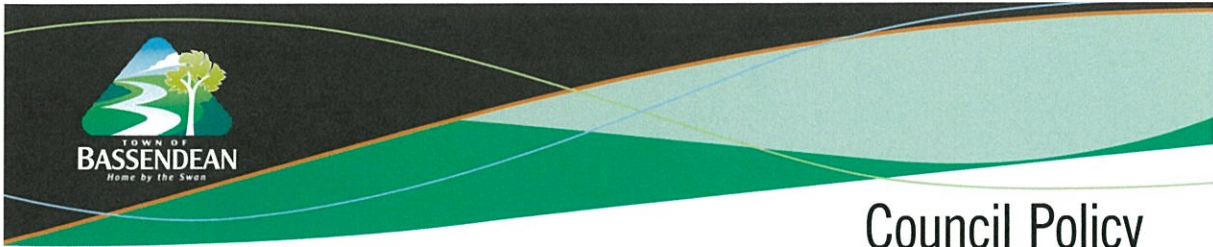
The Town of Bassendean's objectives of the Wetlands Policy are:

- To conserve and manage wetlands in an ecologically sustainable way and within a framework of integrated catchment management, and integration as part of ecological linkage development (in accordance with the Town's Collective Biodiversity Strategy);
- To prevent the further loss or degradation of valuable wetlands and wetland types, and promote wetland conservation, restoration and, in some instances, creation;
- To greatly increase community awareness and appreciation of the many values of wetlands and the importance of sound management of wetlands;
- To increase community involvement in the management of wetlands.

### Strategy

The Town of Bassendean strives to achieve these objectives by:

- Identifying all wetlands and prioritising in order of significance. This will allow decision making to be accountable in consideration of the wetland, and for appropriate objectives and management strategies to be determined;
- Ensuring adequate and appropriate buffering and/or setbacks of wetlands to maintain or enhance the environmental attributes, functions and values of the water resource and minimise the adverse impact of nearby land uses both existing and future;
- Implementing measures to manage vegetation cover and dependant ecosystems;
- Introducing measures that ensure implementation of best planning practice and best management;



- Assessing potential impacts the wetland may have on land use i.e. flooding;
- Protecting, managing, conserving and enhancing the environmental attributes, functions and values of wetlands;
- Preparing management plans for wetlands of significance;
- Rehabilitating damaged wetlands.
- Council adopted Local Planning Policy No. 3 – Water Sensitive Design, Local Planning Policy No. 4 – Flood Plain Management & Development and Local Planning Policy No. 14 – On-Site Stormwater Policy shall apply to all subdivisions, land development and redevelopment proposals;
- This policy applies to all Council parks, reserves and stormwater drainage networks;
- There are several wetlands within the Town of Bassendean, including:
  - Ashfield Flats Reserve (vested predominately with the Western Australian Planning Commission (WAPC). Department of Planning currently manage the vested land and the Department of Water manage the stormwater drains);
  - Bindaring Park/ Pickering Park;
  - Success Hill Reserve – natural springs;
  - Mary Crescent Reserve; and
  - Broadway Reserve.

## Application

Responsibility for the implementation of this policy rests with all Councillors, staff, volunteers and contractors of the Town of Bassendean. This policy is to be measured and reported upon in the quarterly and annual report. This policy is to be reviewed every three years.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption to climate change</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>First Adopted:</b> June 2011</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.14 Placement Of Roadside Litter Bins Policy

### Objectives

To provide a framework for the placement of high quality, urban designed, roadside litter bins which are conveniently and safely located for the disposal of litter, that will not detract from adjacent properties and will improve the streetscape appearance for the benefit of the whole community.

Anti-litter educational strategies shall accompany the provision of litter bins along with sound maintenance regimes.

### Policy

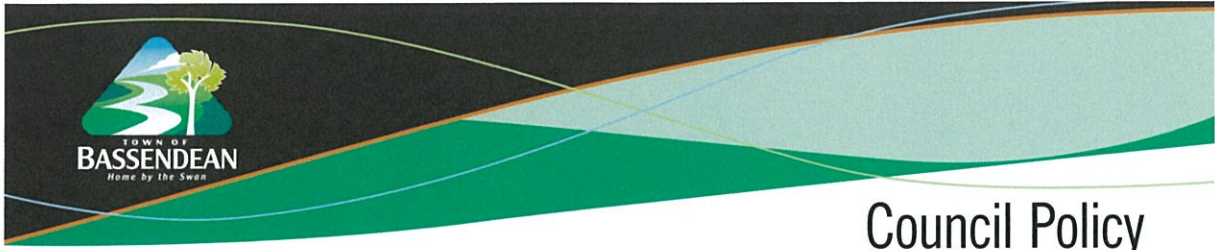
#### Location & Placement of Units

In assessing the appropriate location for the provision of Litter Bins, regard should be taken of the following:

- High quality, urban designed, litter bins;
- Locations that are convenient/accessible to the general public for the safe and effective means of disposing of litter;
- Where possible be located near pedestrian crossings, high public use areas such as shopping precincts and bus shelters;
- A minimum of one metre back from the face of the kerb to ensure that pedestrians are not obscured from oncoming traffic and ensure compliance with Road Safety requirements, unless otherwise approved;
- Be accessible for safe emptying and cleaning activities;
- No political, commercial advertising or promotional material shall be permitted;
- Under no circumstances are the litter bin units to obstruct pedestrian access along the footpath or cycle path; and
- Main Roads WA and other statutory approval requirements.

Installation of the litter bin units is on the basis of precincts litter waste disposal requirements, not in response to one-off requests which may be received.

All roadside litter bins vandalised shall be assessed to determine the precincts litter disposal requirements before immediately replacing the bin.



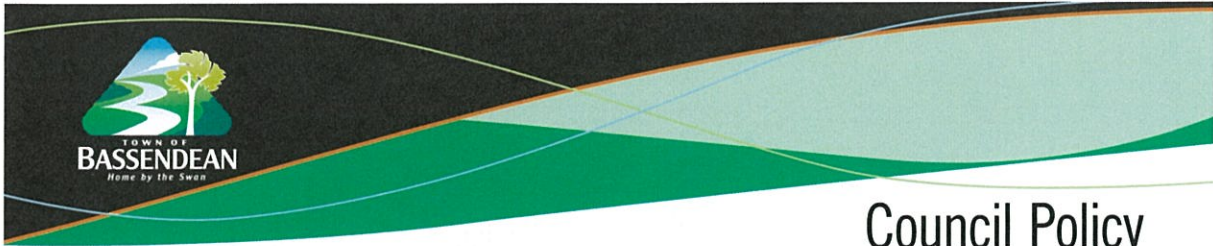
## Maintenance of Bins

Cleaning of the bin receptacles, litter bins and surrounds shall be regularly cleaned inside and out, free of stains and physically and mechanically intact.

## Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental Sustainability and Adaption to Climate Change</p>	<p><b>Policy Owner:</b> Director Operational Services</p> <p><b>First Adopted:</b> OCM – 4/8/01</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version:</b> 2</p> <p><b>Next Review due by:</b> December 2016</p>
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## 3.1 Home Based Businesses Policy

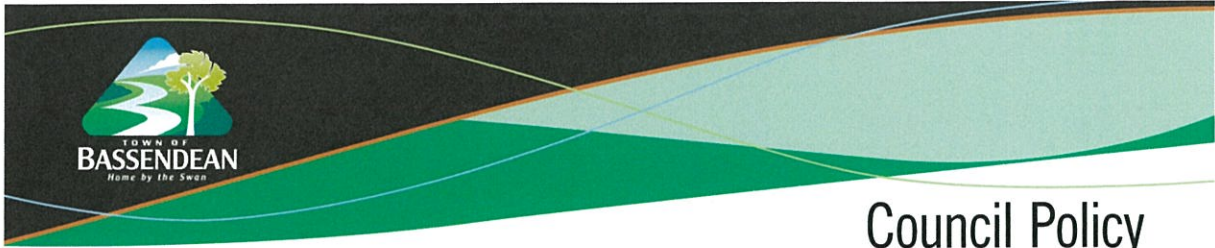
### Objective

To strengthen the Town of Bassendean's reputation as an attractive location for home based businesses, and to encourage their registration, by creating awareness of the Town's welcoming attitude and by providing them with appropriate information and assistance.

### Strategy

The Town of Bassendean is committed to:

- Adopting a welcoming stance and attitude to home based businesses;
- Making special mention of home based businesses in appropriate Town publications;
- Stating appreciation of their value to the Town and its residents;
- Creating a database/directory of home based businesses including (where feasible) home based businesses that are not registered; for instance, by identifying Bassendean located businesses from a combination of other business databases eg, local industry associations, Small Business Development Corporation and Small Business Centres (SBCs) Periodically contacting home based businesses to inform them of the Town's range of services and contact points/officers, and the obligations and responsibilities of home based businesses (eg, to register their home based business) Encouraging home based businesses to agree to be listed in the business directory on the Town's website;
- Keeping home based businesses informed, via website and the *Bassendean Briefings* newsletters, of business-relevant local economic and social opportunities, issues and regulatory requirements;
- Promoting, through the *Bassendean Briefings* newsletter, the availability of opportunities for business training and networking through SBCs. Ideally, SBCs will offer information sessions and training regarding the basics of operating home based businesses. The Town's officers could also participate in these courses by offering advice on planning and regulation issues specific to local government;
- Promotion, in the Town's *Bassendean Briefings* newsletter, of the location of business incubators in the EMRC region, as a potential next step for those home based businesses that have plans/aspirations to move out of home;
- Encouraging the local chambers of commerce and business associations to embrace home based businesses, perhaps creating a special membership category with reduced services and a nominal membership fees membership fee;



## Council Policy

### 4.2 Art Acquisition & Management Policy

#### Objectives

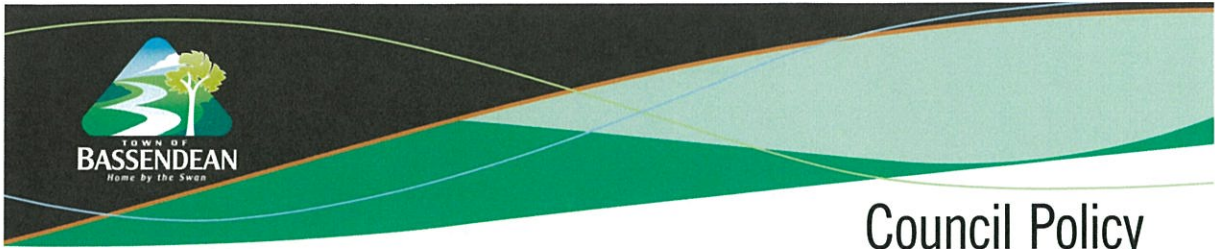
1. To acquire a collection of artworks by acquisition, purchase, donation or bequest.
2. To continually develop the collection to reflect the spirit, environment and development of the Town of Bassendean, as well as the nature of contemporary art in Western Australia.
3. To continually develop the collection to be an enjoyable, educative and valuable asset for the Town of Bassendean's residents.
4. To monitor and maintain the collection to ensure accessibility to the public and conservation of all artworks contained therein.

#### Strategies

To achieve these objectives Council will always seek professional advice and consider the existing contents of the collection when acquiring artworks.

1. Ensure any donations or bequests fit within the guidelines of the collection policy.
2. Consider acquiring suitable artworks by local artists and leading Western Australian artists within budget restrictions;
3. Ensure that acquisitions are not restricted to the Open prize winner or entries from the annual Art Award;
4. Consider a 'priority list' of artists when purchasing. This list should be developed and regularly updated to include emerging artists, to aid the acquisition process;
5. Seek recommendations from the Art Awards judges on suitable works for acquisition to the collection; and
6. Ensure that the collection is revalued every five years.

Ensuring the collection is housed in venues owned or managed by the Town of Bassendean, giving priority to public areas over private offices.

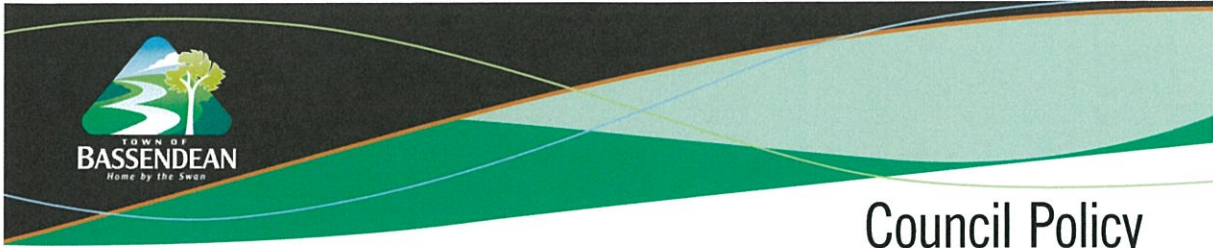


## Application

While responsibility for the implementation of this policy rests primarily with the Town's Community Development Business Unit who manage and curate the Town's all Councillors, Staff and Volunteers of the Town of Bassendean. This policy is to be reviewed every 3 years.

<b>Policy Type:</b> Council Policy	<b>Policy Owner:</b> Director Community Development
<b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture	<b>Adopted:</b> OCM-7/12/02
	<b>Last Review Date:</b> March 2014
	<b>Version 1</b>
	<b>Next Review due by:</b> December 2016





## 4.4 Fee For Service, Community Groups, Public Events Policy

### Objectives

To provide an established set of parameters when negotiating a fee for service for participation in Public Events for community groups.

### Strategies

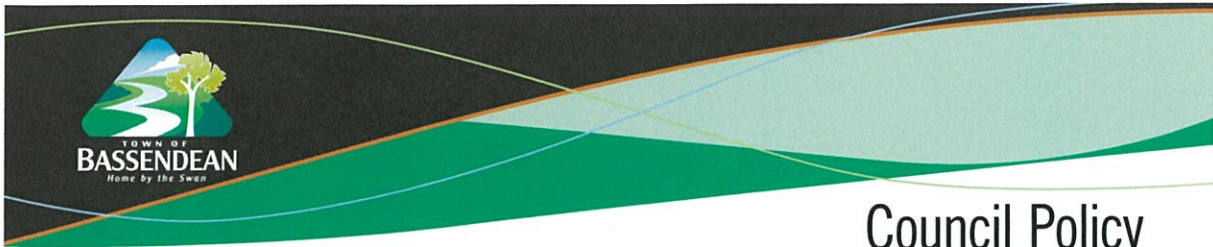
Council will:

- a) Maintain a register of community groups interested in assisting with the provision of events;
- b) Provide equal opportunity to all community organisations who can demonstrate capacity to undertake the service required, are incorporated, can provide an ABN; and have appropriate insurance;
- c) Provide clear and concise task descriptions for all services;
- d) Negotiate a reasonable fee for service; and
- e) A Deed of Agreement shall be enacted for community groups provision of service and provide for fees payable for the service.

### Application

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

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted:</b> OCM 6/6/01</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

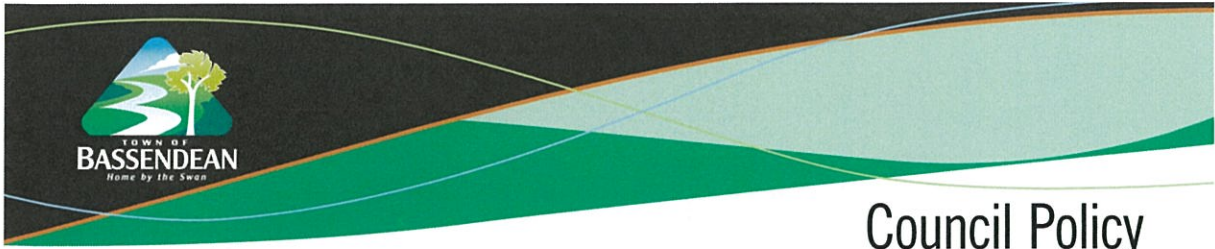
### 4.5 Banner Poles Policy

#### Objectives

1. To provide priority access to Council for the use of the banner poles, and allow secondary access to community groups when not required for Council purposes, on a “user pays” principle that is cost neutral to the Town.
2. To enhance the Town's visual appearance and sense of vitality through the use of well designed and appropriate banners.
3. To convey information about sporting, cultural, community, recreation and tourist events.
1. To encourage sponsor involvement in the promotion of events in the Town through providing opportunities for sponsor recognition.

#### Strategies

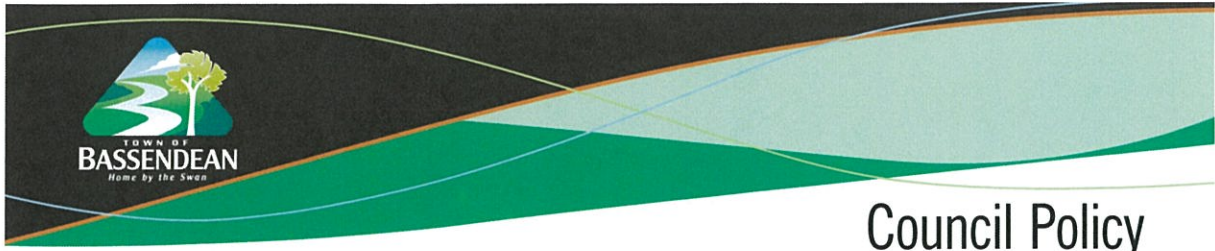
1. Events to be promoted on the Council's banner poles must fall within one of the following categories:
  - a) A Council run or sponsored event;
  - b) Events that attract large numbers of visitors to the Town and that promote the Town through the media (including sporting, cultural, recreation and tourism events);
  - c) An original community art banner of merit;
  - d) An event run by a non-profit organisation (including sponsored events);
  - e) An event run by a government organisation that is in the interest of the general public.
2. The Town has the discretion to accept or reject applications for the hire of banner poles.
3. The Town will not permit advertising of the following on its banner poles:
  - a) Tobacco or alcohol products;
  - b) Electoral material; or
  - c) Any other material or images that is likely to offend reasonable sensitivities of any significant sector of the community.



## Application

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

<b>Policy Type:</b> Council Policy	<b>Policy Owner:</b> Director Community Development
<b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture	<b>Adopted:</b> OCM 6/6/01
	<b>Last Review Date:</b> March 2014
	<b>Version 1</b>
	<b>Next Review due by:</b> December 2016



## 4.6 Circus Policy

### Objectives

To provide a decision-making framework for determining use of the Town's reserves and facilities for circuses.

### Strategies

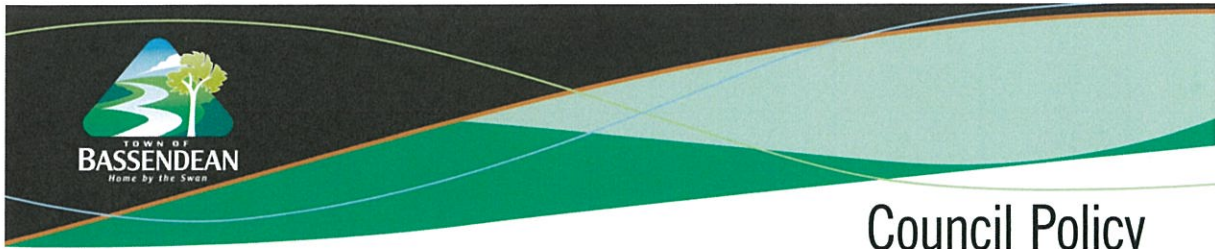
Only circuses without exotic animals will be permitted in the Town.

Delegated authority is given to the Chief Executive Officer to approve the hire of a reserve or facility within the Town for the purpose of conducting a circus without exotic animals. A fee for use of the facility and bond will be charged to the hirer as determined by Council and listed in the Annual Schedule of Fees and Charges.

### Application

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

<b>Policy Type:</b> Council Policy	<b>Policy Owner:</b> Director Community Development
<b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture -	<b>Adopted:</b> OCM – 08/08/06
	<b>Last Review Date:</b>
	<b>Version 1</b>
	<b>Next Review due by:</b> December 2016



## **4.7 Recyclable & Biodegradable Products at Town of Bassendean's Events and Functions Policy**

This Policy outlines the Town's commitment towards caring for the environment through the facilitation of "environmentally conscious" events and functions.

Public events and functions provide many benefits for the community, including: builds social cohesion; facilitates greater cultural understanding; assists in achieving social capital; and creates a stronger sense of place.

### **Objective**

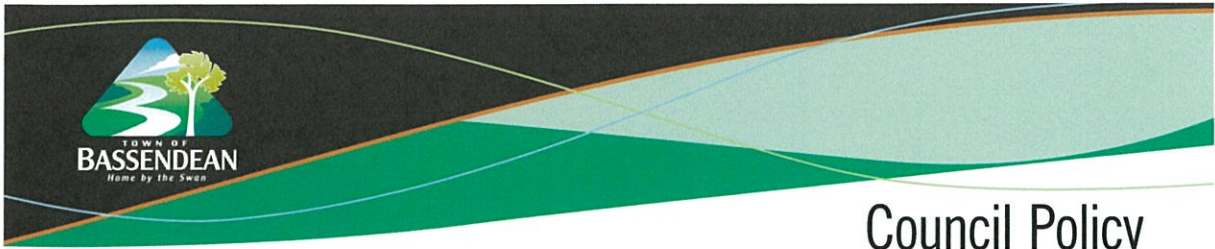
The objectives of this Policy are:

1. To outline the Town's environmental responsibilities when serving food and drinks at public events and functions;
2. To recognise that caring for the environment is an important consideration in the facilitation of public events and functions held by the Town
3. To provide guidelines and provide priority access to encourage internal and external food and drink stallholders to be more environmentally conscious when participating in the Town's events and functions; and
4. To provide information and education to the general public in relation to recyclable and biodegradable products

### **Strategy**

The Town of Bassendean strives to achieve these objectives through implementation of the following strategies:

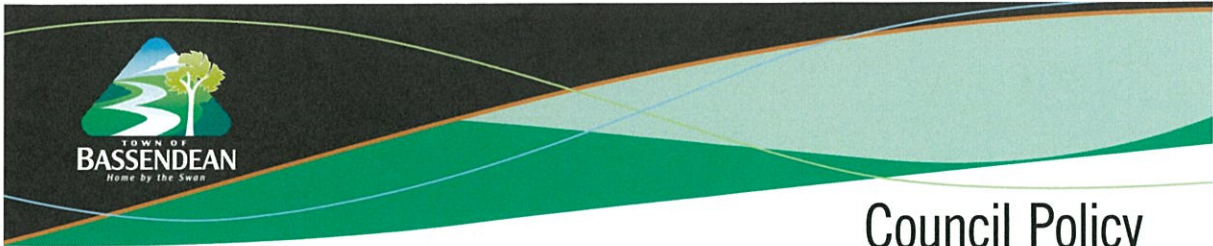
1. The Town will use recyclable and biodegradable products for serving food and drinks at public events and functions, where possible; and
2. The Town will encourage the use of recyclable and biodegradable products at its events and functions by external stallholders, by promoting the environmental benefits and providing priority access to stallholders who agree to use such products.



## Application

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

<b>Policy Type:</b> Council Policy	<b>Policy Owner:</b> Director Community Development
<b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture -	<b>Adopted:</b> OCM – 15/5/09
	<b>Last Review Date:</b> March 2014
	<b>Version 1</b>
	<b>Next Review due by:</b> December 2016



## 5.2 Community Awards Policy

The Town of Bassendean recognises that "community awards" refers to recognition provided to individuals or groups for outstanding achievement or excellence within the local community in sporting, artistic, humanitarian or other fields. Community awards can take various forms, including: certificates, medals, financial/monetary awards etc.

### Objective

The Town of Bassendean's objectives for the Community Awards Policy are:

1. To foster the continued involvement of individuals/groups in the pursuit of excellence within their chosen field of endeavour.
2. To recognise ongoing commitment and raise the awareness about the achievements of awardees living within our community.
3. To provide incentives to stimulate achievement and excellence.

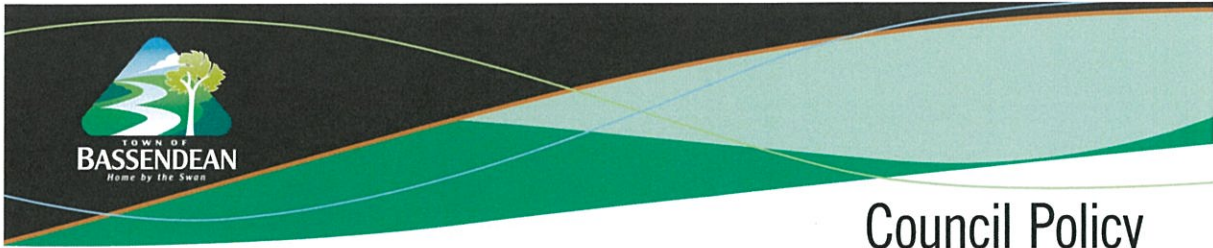
### Strategy

The Town of Bassendean strives to achieve these objectives by:

1. Facilitating opportunities for community awards.
2. Ensuring community awards are provided in a range of pursuits.
3. Aiming to provide community awards to assist in creating a "sense of place" and community identity.

### Application

- Responsibility for the implementation of this Policy ultimately rests with the Bassendean Town Council, with input from relevant Committees and Town of Bassendean staff.
- Community awards are to be implemented and reported upon in the quarterly and annual reports.
- The Policy is to be reviewed every three years to reflect changes in community expectations, changes in state and federal government legislative, policy and guidelines.



## Council Policy

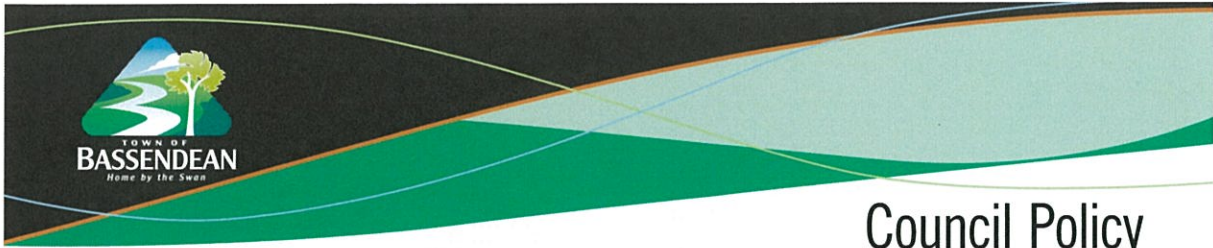
- Training will be provided to all relevant employees to ensure that they are aware of this Policy and are involved in assisting Council.
- The Policy will be openly communicated to the community, as required.

### Application

The Bassendean Town Council delegates powers to the Chief Executive Officer for the provision of community awards, in accordance with budgetary allocations and organisational operational procedures.

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.3 Offences Under Council's Local Laws Policy

### Objective

To encourage the community to act responsibly in complying with Council's Local Laws and to ensure they are given an adequate chance to comply with verbal or written requests regarding any breaches of the Local Laws.

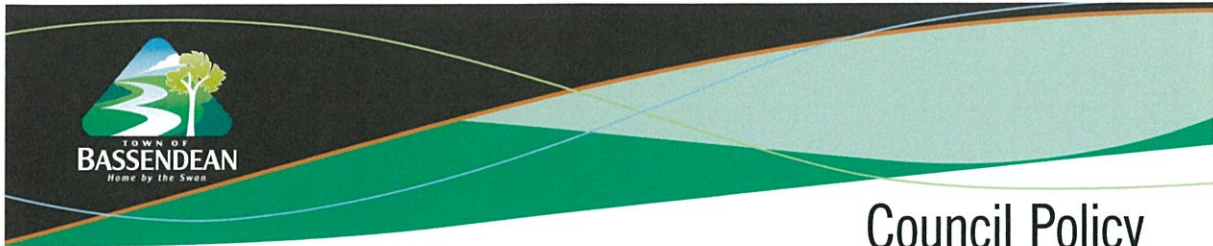
### Policy

Council encourages Rangers and authorised officers to initially provide the community with a warning and education in preference to issuing infringements or prosecution, wherever possible, in the policing of Local Laws.

### APPLICATION

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, lifelong learning, health and social wellbeing</p>	<p><b>Policy Owner:</b> Director Operational Services</p> <p><b>First Adopted:</b> OCM - 17/09/06</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

### 5.4 Fire Risk Management Policy and Management Practices

#### Objective

To ensure that all property owners comply with the firebreak notice and ensure that all precautions are taken to reduce the fire risk in the Town of Bassendean.

#### Strategy

That the Town maintains an up to date annual firebreak inspection program and ensures that all properties are inspected annually in accordance with the Bushfires Act 1954 and the Fire Management Practices for the period 31 October to the 31 March each year.

The Town will ensure that properties of all sizes are mowed/slashed to the required standard to reduce the fire risk.

#### Fire Management Practices

##### 1. Inspections

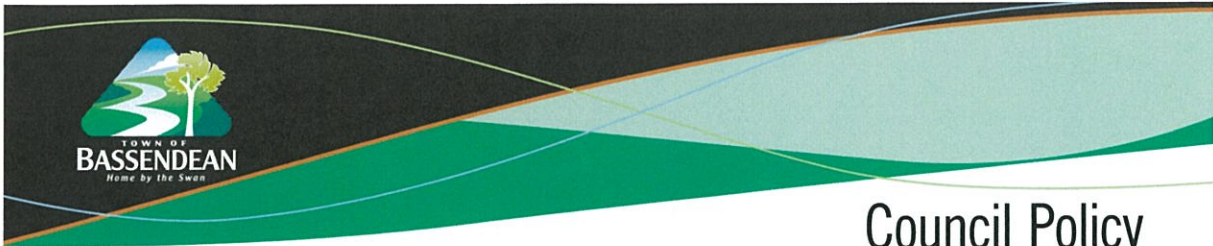
An annual inspection of all properties throughout the Town to be undertaken in September and October each year by the authorised Firebreak Inspector, taking into account:

1. the fuel build-up;
2. potential risk to other properties;
3. population risk;
4. related fire history;
5. geographical features; and
6. seasonal conditions.

#### Standards of slashing/mowing

Properties to be slashed/mowed no higher than 10cm to meet the required standard unless otherwise agreed by the Firebreak Inspector.

The Firebreak Inspector will photograph the non-conforming properties and provide information regarding the date inspected, the location of the property and the condition of the land.



## Council Policy

An annual inspection of land owned by, or under the care, management and control of the Town shall be undertaken in September/October by the responsible Service Area to determine whether there is a fire risk and this to be eliminated. Exemptions apply to bushland nominated under the Town of Bassendean Bushfire Management Strategy if so determined.

### 2. Variations

Any variations in the standard of firebreaks are to be the subject of a specific request to Council's duly authorised officer and any such variation shall be for one year only.

### 3. Advertising

Council will send notices to all owners of land with the rate notice requiring owners to eliminate fire hazards on their property.

An advertisement informing property owners of firebreak requirements in accordance with Section 33 Bushfires Act 1954 and Council's Policy, to be placed in the local paper, Government Gazette and Bassendean Briefings.

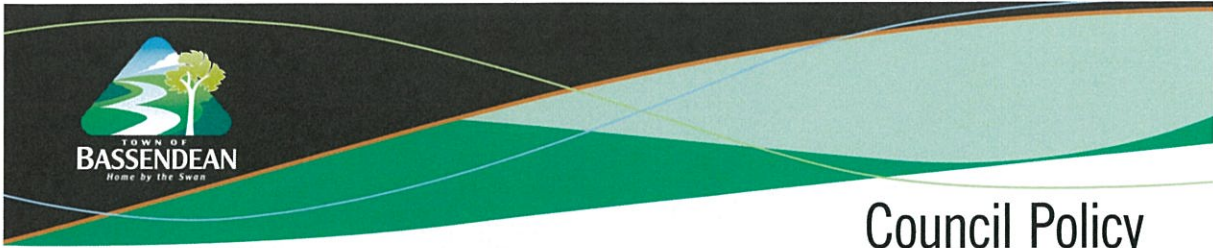
Signs 800mm x 1200mm will be installed on nominated roadsides throughout the Town informing property owners of firebreak requirements.

The advertising campaign to commence four weeks prior to the firebreak season.

### 4. Warning and Infringement Procedures

The following warning or infringement procedures will be followed for non-conforming properties:

- a) Where there is clear evidence that the property owner has made an attempt to firebreak the property at the time of the inspection and that the fire break was inadequate, unless the Firebreak Inspector believes that the firebreak was intentionally non-conforming, a written warning notice shall be issued giving property owner/s 7 days in which to comply with the requirements contained in the Town's "Firebreak Notice";
- b) Owners of non-complying properties who are eligible for a warning under Point 1 above, are to be issued with an infringement notice if they do not comply within 7 days of receiving the warning, and immediate action is to be taken by the Town to construct a firebreak at the expense of the owner, in accordance with powers provided in the Bush Fires Act 1954; and

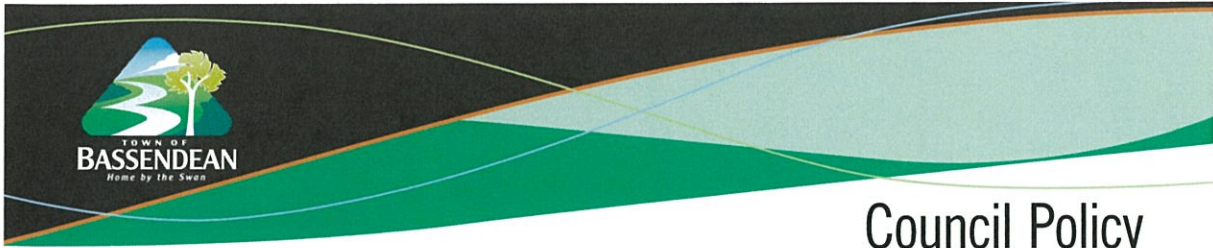


- c) Owners of non-complying properties where provisions contained in Point 1 above have not made any attempt to firebreak their property are to be immediately issued with an infringement notice and immediate action taken by the Town to construct a firebreak, at the expense of the owner, in accordance with the powers provided in the Bush Fires Act 1954.

## Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, lifelong learning, health and social wellbeing</p>	<p><b>Policy Owner:</b> Director Operational Services</p> <p><b>First Adopted:</b> OCM – 28/6/05</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.5 Disused Vehicle Policy

### Objective

To enhance the appearance of the Town by ensuring that disused vehicles are not stored on street verges or properties that cause the property to be untidy.

### Strategy

It is Council's policy to enforce the Local Government Act to ensure that the storage of disused material on a property does not make the Town of Bassendean appear untidy, which may adversely affect the value of adjoining properties.

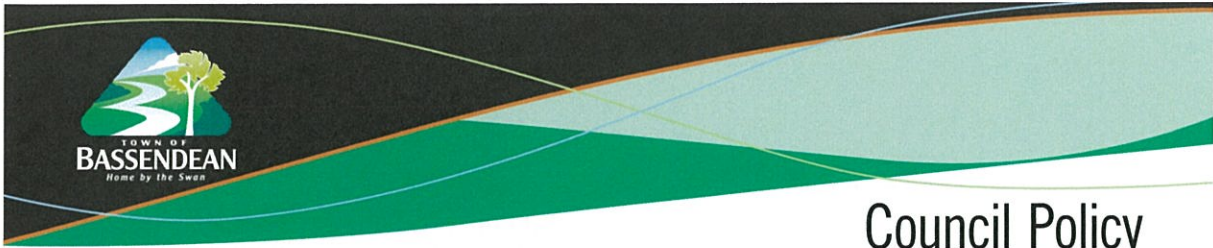
### Guidelines

Disused vehicles are those that do not display a current registered licence plate or have not been used for the purpose of driving for a period of at least one week if stored on the verge, or one month if stored within a property.

Vehicles that are disused may only be stored inside a garage or under a carport with a commercial cover over it or at a place approved through the Chief Executive Officer's delegation to the Director Operational Services.

On properties that do not allow access to the rear of the property, the Chief Executive Officer's delegate, the Director Operational Services, may grant permission in writing if all the following conditions are met:

1. The vehicle is to be stored on a paved area; or
2. If stored on the lawn - the vegetation under and around the vehicle must be maintained at no greater than 10cm in height;
3. No refuse or vehicle parts are to be stored within the vehicle;
4. A commercial car cover to be placed over the vehicle and be secure at all times; and
5. The storage of the vehicle in the opinion of the Director Operational Services is not likely to adversely affect the value of adjoining properties or the health, comfort or convenience of neighbouring residents.

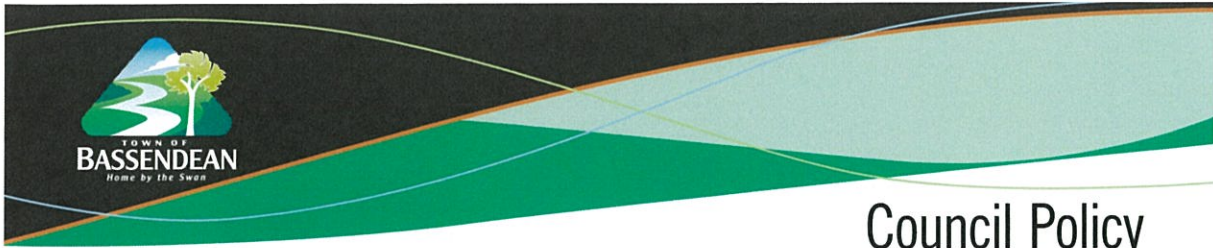


# Council Policy

## Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, lifelong learning, health and social wellbeing</p>	<p><b>Policy Owner:</b> Director Operational Services</p> <p><b>First Adopted:</b> OCM - 12/08/02</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.6 Graffiti Policy

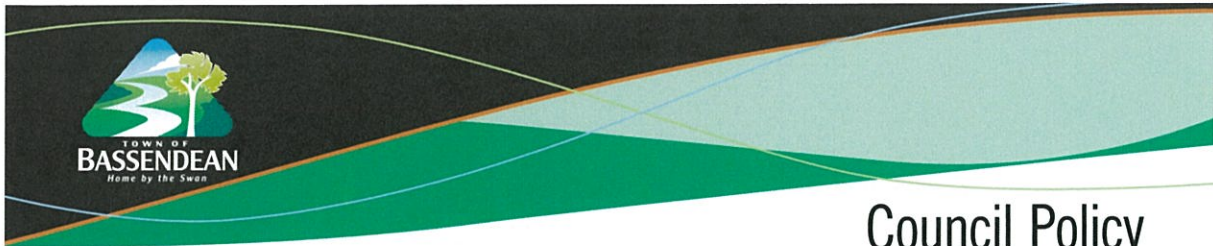
### Objectives

1. To create an awareness of the impact of graffiti in the Town of Bassendean and to define Council's role with regard to reducing the incidence of graffiti and minimising the social, environmental and economic impact of graffiti within the Town of Bassendean.
2. To promote:
  - a) the active participation of the community, businesses, and other stakeholders in minimising the impact of graffiti;
  - b) the importance of a multi-faceted approach to the management of graffiti; and
  - c) Council's role in the coordination of graffiti removal and prevention.
3. To support the actions of individuals and groups who participate in removing graffiti or reporting acts of graffiti.
4. To minimise the maintenance costs for Council and other property owners affected by acts of graffiti.
5. To develop and implement a broad range of graffiti prevention programs that:
  - Challenge existing youth attitudes to graffiti;
  - Reduce opportunities for graffiti to occur; and
  - Divert the energies of potential graffiti artists into alternative community-friendly, creative activities.

### Strategy

Graffiti detracts from the visual amenity of the area, is destructive to property, adds to community perceptions of disorder and is a cost burden to the community. It is a complex problem that requires multi-faceted, integrated solutions that balance graffiti removal, prevention and legal procedures.

Council recognises the value of programs that focus on the prevention of graffiti before it occurs as being complementary to those aimed at removing it once it has been applied.



## Council Policy

The management of graffiti is a community responsibility and successful graffiti management strategies will be based upon partnerships between government, business and community organisations.

There are different types of graffiti and different motivations for carrying out different types of graffiti. An understanding of these distinctions is critical to the development of an effective graffiti management program.

Council supports a "clean wall" approach, which means that unless prior approval is given, all Council structures will be free of any attachments (eg, posters, illegal advertising) or graffiti.

### Detail

#### 1. Leadership

Council will demonstrate leadership by:

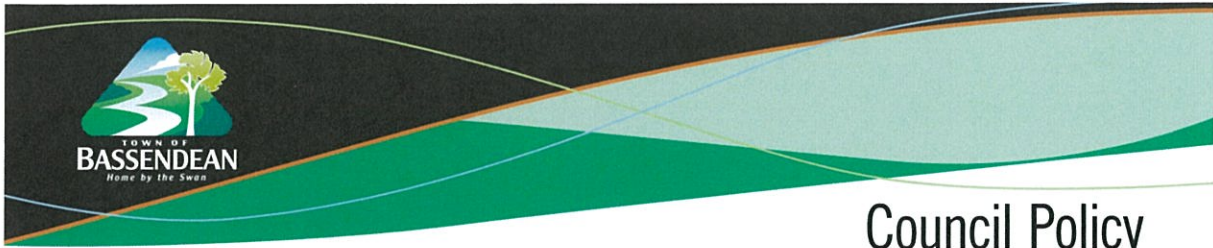
- raising broader community awareness in relation to the range of social and community issues surrounding graffiti, which have an impact upon the Town;
- coordinating graffiti removal and prevention strategies;
- fostering community participation in strategies that minimise the impact of graffiti;
- supporting local and regional partnerships, which enhance the sustainable development of graffiti reduction strategies across the Town and throughout the region;
- ensuring the equitable distribution of resources for strategies, and initiatives that minimise the impact of graffiti across the Town;
- lobbying the state government where matters are considered to be of state significance or local resources require additional support;
- supporting, where appropriate, research and innovation in the field of graffiti management; and
- exploring and supporting opportunities with individuals, groups and businesses to prevent or reduce the amount of graffiti occurring.

#### 2. Community Support

Council will build upon and support community efforts that enhance the community's ability to meet its own needs and develop local community leadership to minimise the impact of graffiti.

Council will promote and support reducing the impact of graffiti in a range of ways. This may include: the provision of advice and expertise; funding; assistance with external grant applications and legislative requirements; staff time; resources; materials and publicity for approved projects; involving the community in the planning process; in accordance with identified priorities and resource availability.





Council will support and encourage cooperation for mutual benefit between individuals, groups and businesses that enhances ways to prevent or reduce graffiti occurring.

### **3. Information Provision**

Council will prepare and/or distribute information which assists the community in reducing the impact of graffiti and which encourages community involvement. It will work collaboratively with other agencies providing similar community information.

Council will research, prepare and/or disseminate information on issues and opportunities that will minimise graffiti.

Council will be cognisant of the various demographic, social, cultural and economic attributes of the local community when preparing and/or distributing information.

Council will have regard for relevant legislation and any other legal requirements in determining the terms and conditions under which it will make available any information contained in its databases.

### **4. Service Provision**

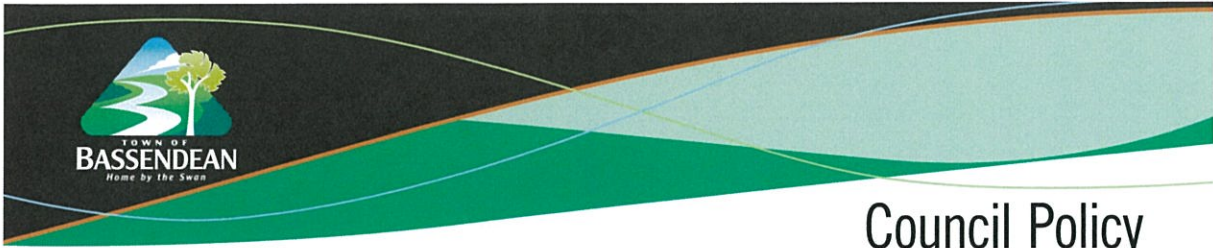
Council will recognise the diversity of local communities and their needs within the Town and will reflect this in a flexible approach to reducing the incidents and impact of graffiti vandalism in accordance with available resources.

Council will:

- encourage active community participation in the planning and development of local programs and services that address the impact of graffiti vandalism.

It will strive to ensure that they are accessible, coordinated and regularly monitored and evaluated to meet changing local needs and that the accountability requirements are met;

- plan and develop strategies and initiatives that are complementary to those provided by other tiers of government and non-government agencies; and
- in consultation and collaboration with others, seek to provide services which reduce the visual impact of graffiti, when it can be demonstrated that:
  - there are no other agencies better placed to provide the service in an accessible and affordable manner;
  - Council would be competitive with comparable providers; and



## Council Policy

- the provision of such services by Council enhances other Council objectives such as environmental and economic development.

Council will determine whether it will provide such services directly, in partnership, as a broker or as a contractor. Council's role in relation to service provision may change over time, through periodic reviews.

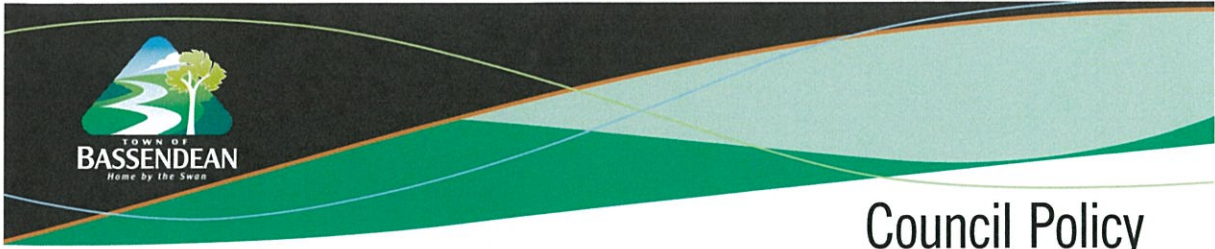
Council will work in partnership with individuals, groups and businesses to undertake initiatives and projects that prevent graffiti by:

- Challenging and changing existing youth attitudes to graffiti;
- Reducing opportunities for graffiti to occur; and
- Diverting the energies of potential graffitiists into alternative community friendly, creative activities.

### Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, lifelong learning, health and social wellbeing</p>	<p><b>Policy Owner:</b> Director Operational Services</p> <p><b>First Adopted:</b> OCM-8/12/02</p> <p><b>Last Reviewed:</b> March 2014:</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.7 Rodent Control

### Objective

To ensure that residents have access to a supply of bait so as to control the rodent population within the Town and ensure that rodents do not build up resistance to the poison by receiving sub-lethal doses.

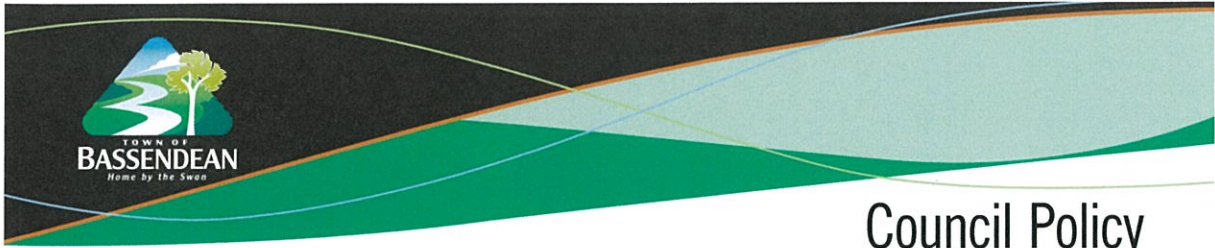
### Policy

Council authorises the Manager Development Services OR Senior Environmental Health Officer] to issue rat bait to residential ratepayers at no charge to the ratepayer where a significant rat problem is found to exist.

### Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b>  <b>Inclusive, Lifelong Learning, Health and Social Wellbeing</b></p>	<p><b>Policy Owner:</b> Chief Executive Officer &amp; Manager Development Services</p> <p><b>Last Reviewed:</b> March 2014 Version 2</p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.8 Temporary Holiday Accommodation In Caravans

### Objective

To allow visitors on holidays to stay in caravans with friends or relatives for short periods of time.

### Policy

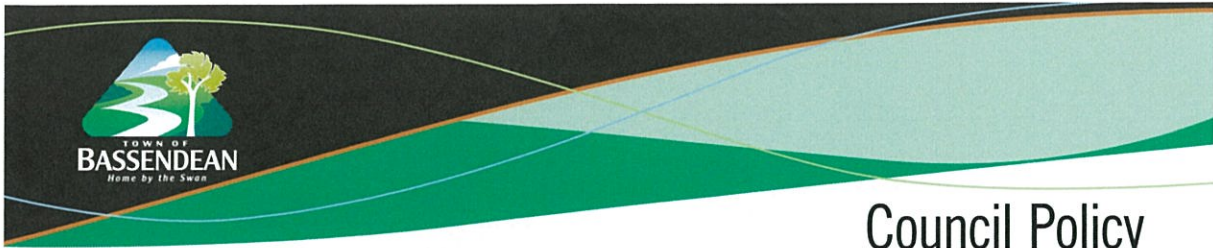
Occupancy of a caravan shall be allowed only in certain circumstances. Applications are to be in writing, and may only apply to:

- a) holidaying visitors;
- b) a maximum period of 3 months;
- c) caravans are to be used for sleeping purposes only; and
- d) caravans are to be parked behind the building line, where practicable.

### Application

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

<p><b>Policy Type:</b> Strategic Policy</p>	<p><b>Policy Owner:</b> Chief Executive Officer &amp; Manager Development Services</p>
<p><b>Link to Strategic Community Plan:</b> Town Planning and Built Environment</p>	<p><b>Last Reviewed:</b> March 2014 Version 2</p> <p><b>Next Review due by:</b> December 2016</p>



## Council Policy

### 5.9 Keeping of Other Cage-Birds & Poultry Policy

#### Objective

The objective of this policy is to ensure that Other cage birds and approved poultry are kept in an appropriate manner by controlling the number and type of birds and poultry allowed so that they do not cause diseases or a nuisance in the community.

#### Interpretation

**CAGE-BIRDS** - includes small birds such as budgerigars, canaries, finches, quails, doves, and the like.

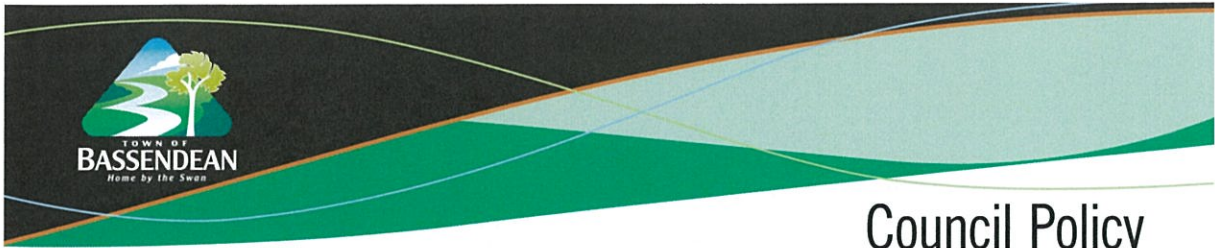
**OTHER CAGE-BIRDS** – includes larger birds, such as, parrots, galahs, corellas, and the like.

**PROHIBITED POULTRY**– includes geese, turkeys, peafowl, roosters, and the like.

#### Policy

The keeping of Other Cage-Birds and poultry will only be permitted in accordance with Council's Health Local Law 2001 and the following:

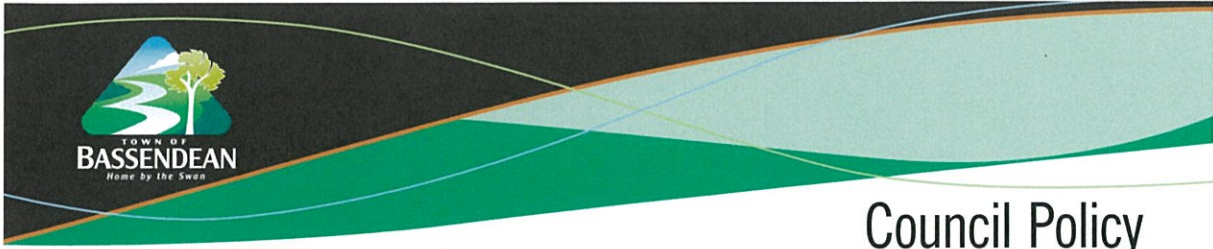
1. Council's approval is required to keep Other Cage-Bird species, such as parrots, galahs, corellas, and the like, on any land within the Town.
2. Council's approval is required to keep geese, turkeys, peafowl, or roosters on any land within the Town.
3. The applicant is to provide a plan showing where the cages are intended to be located relative to the dwelling and property boundaries, including the size of the cage and the construction materials to be used.
4. Council will consult with adjoining property owners and occupiers prior to the application being considered by Council.
5. This policy shall not apply to cages that are smaller than 0.25 cubic metres in volume and which house Cage-Birds only.
6. This policy shall not apply to premises used for veterinary purposes, or as a pet shop.



## Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusive, Lifelong Learning, Health and Social Wellbeing</p>	<p><b>Policy Owner:</b> Chief Executive Officer &amp; Manager Development Services</p> <p><b>Last Reviewed:</b> March 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

### 5.10 Disability Access and Inclusion

#### Objectives

The purpose of the Town's Disability Access and Inclusion Policy is to provide guidelines to:

1. Ensure that people with disability have the same level of access to Council's facilities, functions, services and employment opportunities as all other members of the community;
2. Ensure people with a disability can participate fully in Council processes, functions and events; and
3. Encourage broader services provided within the Town cater for the needs of people with disability and their carers.

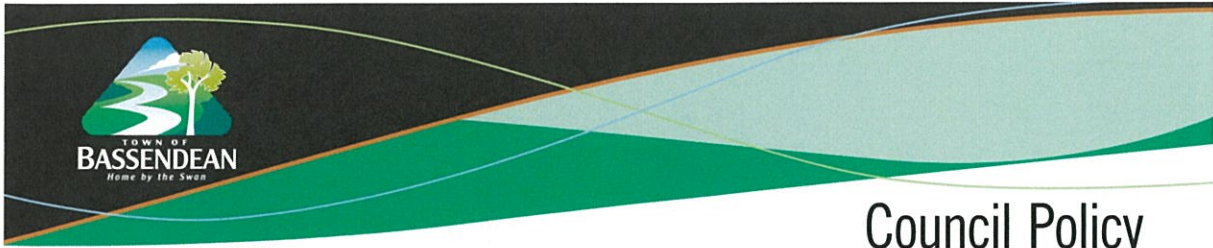
#### Strategies

The Town of Bassendean recognises that people with disability are valued and equal members of the community who make a variety of contributions to social, economic and cultural life. The Town of Bassendean believes that a community that recognises and celebrates diversity and supports the participation of all its members makes for a richer community life.

People with disability have the same basic human rights as other members of society and are entitled to exercise those basic human rights. All individuals have the inherent right to be respected for their human worth and dignity. People with disability have the same rights as other members of society to receive information and access to Council's functions, facilities, events, services and processes and be fully involved in consultation processes.

This policy forms the basis of understanding and implementation of the Disability Access and Inclusion Plan (DAIP) which influences and ultimately compliments the Town of Bassendean's corporate documents including the Community Strategic Plan, the Asset Management plans and the Workforce Development Plan.

1. Council recognises that people with disability have the same rights to services that assist them in achieving their quality of life and provide them with opportunities to fulfil their individual potential.



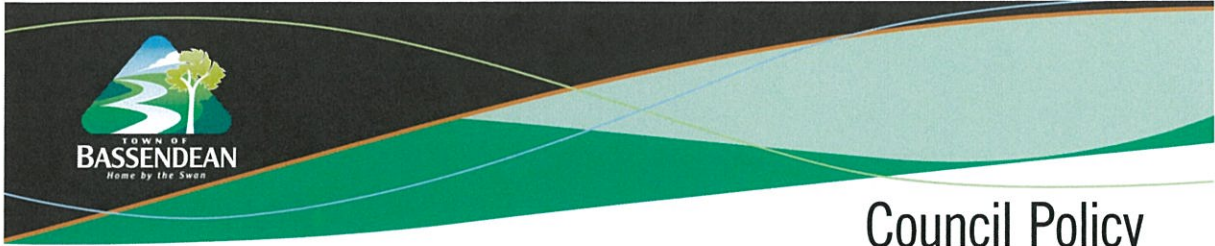
## Council Policy

2. Council strives to ensure that no person who lives, works or visits the Town of Bassendean is denied access to Council facility or service on the grounds of disability. Council endorses the concept of universal design which ensures that all members of the community have equal access to facilities, buildings and services.
3. Council will encourage all agencies and organisations operating within the Town to maximise the accessibility of their facilities, programmes and services.
4. Contractors and agents and Council will have guidelines to optimise the accessibility and availability of programmes and services for people with disability.
5. People with disability within the Town of Bassendean will have the same opportunities as other residents to participate in public consultation, grievance mechanisms, decision-making processes and the general democratic processes of Council.
6. Where possible and relevant Council will provide flexible services which complement an individual's own abilities and the support provided by their family, carers and the broader community.
7. Council will provide the necessary ongoing training for staff, volunteers and Councillors to ensure understanding and empathy for people with disability, their family and carers.
8. People with disability will be afforded the same access to employment and accommodation in line with the principles of the Western Australian Disability Services Act (1993) amended 2004, the Equal Opportunity Act (1988) and the Federal Disability Discrimination Act (1992).
9. Council will ensure that information about Council meetings, consultations, functions, facilities and services is provided in clear and concise language and is available in alternative formats upon request by people with disability.

### **Application**

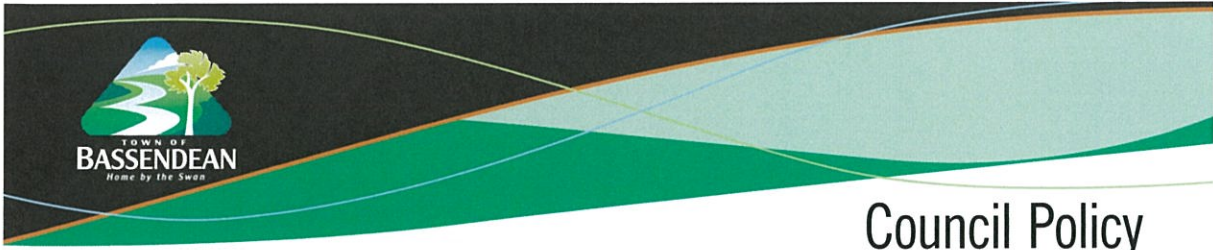
Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.





## Council Policy

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p>Adopted OCM – 1/03/13</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.11 Active Ageing

### Objectives

The objective of this policy is to firstly promote a positive attitude to ageing and mature citizens, but also to enable mature citizens to:

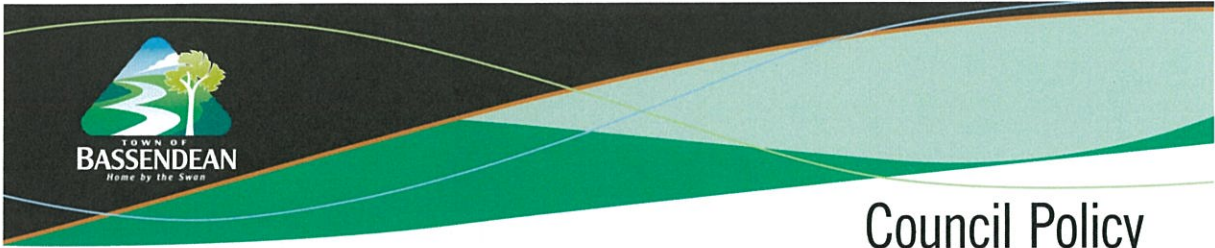
- 1) Actively contribute within the community of Bassendean; and
- 2) Have access to appropriate services and Council resources.

This policy framework provides a basis for informed decision-making by giving:

- a) An overview of Council's substantive though continually developing position in relation to identifying strategic direction and monitoring performance; and
- b) Guidance to Officers in planning, implementing and reviewing services to our mature citizens within our community.

### Strategies

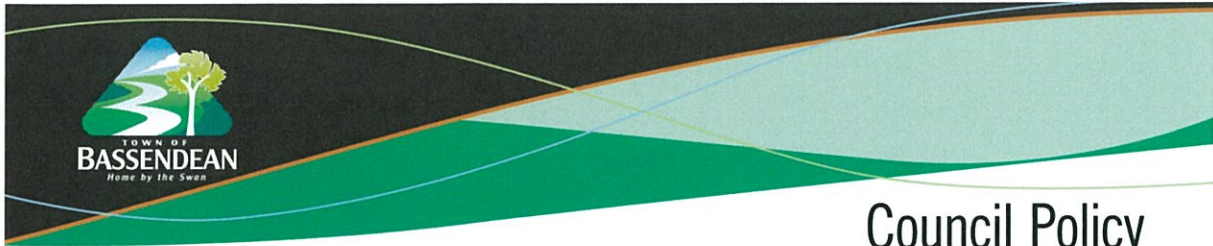
- Council practices will support the physical, emotional and mental well-being of mature citizens within the community.
- Council will support the certainty of services for mature citizens in the community.
- Council's key role is to advocate, facilitate/resource and co-ordinate the planning and development of services and facilities for mature citizens through the involvement of stakeholders.
- Council will advocate, and where appropriate, work in partnerships to attract funding for services and facilities for mature citizens.
- Council will both require and utilise best value analysis for existing and new services for mature citizens in order to ensure the most effective and equitable allocation of resources.
- Council will facilitate opportunities for mature citizens to be actively involved within the community.



**Application**

Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted:</b> OCM – 27/11/03</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

### 5.12 Services for Children and Families

#### Objectives

To provide the community with a safe, caring and supportive environment for children to develop to their full potential.

#### Strategy

The Town of Bassendean acknowledges that the first five years are the most important in a Child's life and that children learn through experiences and interactions, which occur during early childhood.

The Town will facilitate children attaining their potential in life through providing services to support parents and families to access quality, affordable services to children whether provided by Council or by other providers.

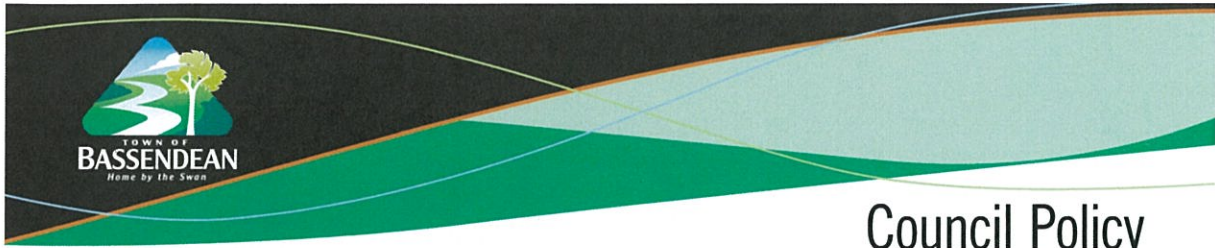
Council will lead by example through ensuring that children services it provides are in line with the Town's objectives for a sustainable future, are affordable and of high quality. The Town of Bassendean will ensure staff will provide up to date, relevant and professional information on services available and will advocate on behalf of children and their needs.

The Town provides the following services that accommodate the needs for children in the community:

- Wind in the Willows Child Care Centres;
- Children's Library Services;
- Public Events that cater for Children,
- Leisure Courses and Activities;
- Community Facilities;
- Playgrounds;
- Sporting Ovals;
- Parklands including family friendly picnic facilities; and
- Crèches for Town of Bassendean activities.

The Town of Bassendean will seek to achieve its objectives by:

- Direct service delivery;
- Advocacy;
- Consultation, Research and Planning.



## Council Policy

The following guiding principles apply:

- The Town will provide safe, caring and nurturing environments for children to develop to their full potential through a variety of well-planned, quality community infrastructure and programs based on the benefits of play and on the encouragement of relationships formed through interactions. The community infrastructure and programs endeavour to accommodate the child's interests, strengths and abilities, and the values and cultural heritage of the family.
- Children are unique individuals that develop at their own pace through exploration and discovery of their own environment and the people around them. Children need security, love affection and long relationships with their principle and other carers to thrive and develop to their full potential.
- The Town endeavours to work in strong partnership with families to plan for community infrastructure and programs that is based on understanding of each child's individuality, culture and family values and that encourages their strengths, abilities and overall development.

## Application

- This policy applies to all Council staff who provide services to children and families;
- This Policy is limited by budget constraints;
- This Policy will be reviewed to reflect changes in community expectations, changes in state and federal government legislative, policy and guidelines;
- Responsibility for the implementation of this policy rests with all Councillors, staff, volunteers and contractors of the Town of Bassendean. Sustainability is to be measured and reported upon in the quarterly and annual report. This policy is to be reviewed every 3 years.

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted:</b> OCM 8/4/99</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.13 Hyde Retirement Village

### Objectives

To encourage healthy ageing, continued independence and freedom of choice in the community by providing Bassendean seniors with access to affordable, strategically located retirement village style accommodation.

### Strategies

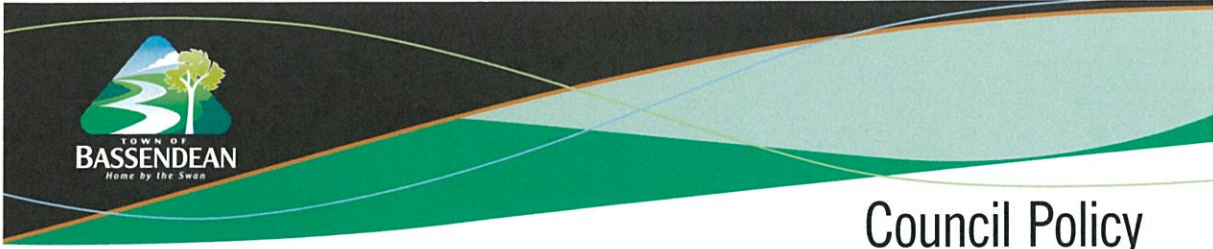
The Town of Bassendean recognises that it has a higher proportion of its population, with one in eight residents having reached the age of 65 years, than the average for the Perth Metropolitan Area. Council also acknowledges that elderly people are valued members of our community who have made, and continue to make, a variety of contributions to the social, economic and cultural life of the Town.

Council believes strongly that our aged residents are entitled to maintain their independence and continue to be active participants in family and community life. To support this principle Council provides a range of support services aimed at assisting residents to remain in their family homes for as long as possible. In addition Council seeks to provide greater freedom of choice for residents requiring alternative accommodation by operating the Hyde Retirement Village.

The provision of independent living accommodation at the Hyde Retirement Village in James Street is an important component of Council's strategy to support healthy ageing, foster continued independence and encourage freedom of choice in the community. It is also an acknowledgement that many long term residents of the Town of Bassendean have a strong desire to remain in the area when they can no longer live in the family home rather than having to move away from established friends and social networks.

### Legislative Requirements

Council accepts its obligations under the current Retirement Villages Legislation, Regulations and related Acts and undertakes to operate the Hyde Retirement Village strictly in accordance with their requirements.



## Council Policy

The Town of Bassendean will have operating procedures for the Hyde Retirement Village that includes consideration to:

- Residents' Rights;
- Allocation of Units;
- Resident Participation in Management and the Disputes Committee;
- Termination of Residential Contracts; and
- Independent Living.

### Financial Management and Planning

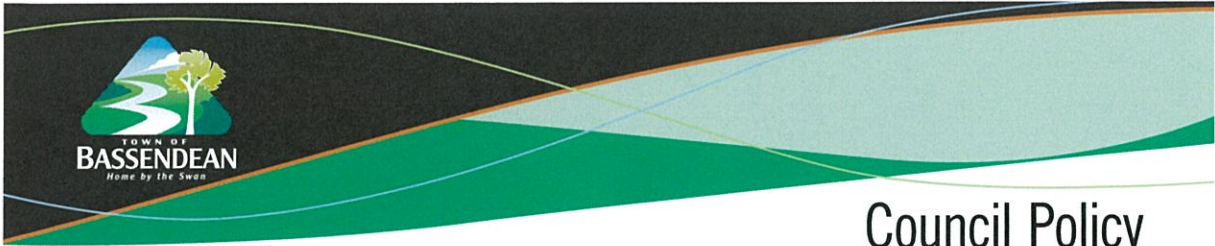
Council's financial management of the Hyde Retirement Village is aimed at creating self-sufficiency for the Village and generating surplus funds to provide for the major maintenance and refurbishment of the Village in the future and to develop further aged accommodation in the Town. To achieve this Council seeks to achieve fair and equitable fee structures, which are comparable with other local governments and the non-profit sector, and which do not create undue financial hardship to Village residents.

To achieve this objective income is to be generated by the levying of a fortnightly maintenance fee, retention of a percentage of residents' in-going fees and from interest earned on retained funds and residents' fees held in trust.

The fortnightly maintenance fee is levied to cover Village building and grounds maintenance, insurance of buildings, water and sewerage rates, removal of rubbish, bank charges, security lighting, administration and audit fees and incidental expenses as well as contributing to future refurbishment of the Village.

In-going fees retained are to be set aside to provide for asset depreciation and to contribute to major Village refurbishment and the future provision of aged accommodation in the Town. Interest earned on deposits is to be used for HRV running costs, maintenance and refurbishment or further aged accommodation at the discretion of Council.

The level of maintenance and in-going fees for Hyde Retirement Village will be reviewed annually by the Council in the budgetary cycle to ensure that the stated financial management aims are being achieved.



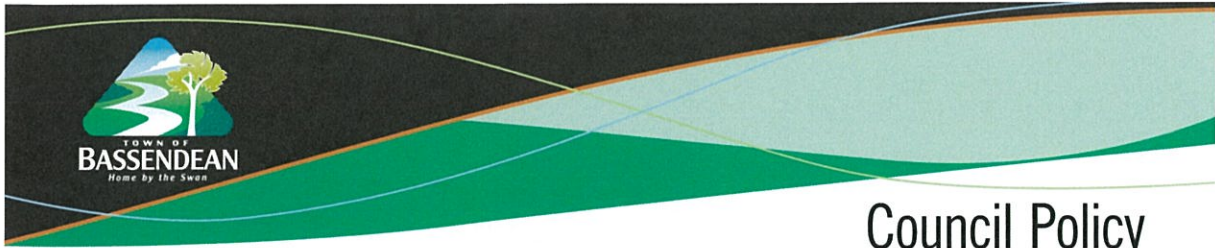
# Council Policy

## Application

Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing –</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted</b> OCM-8/4/99</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.15 Services to Young People

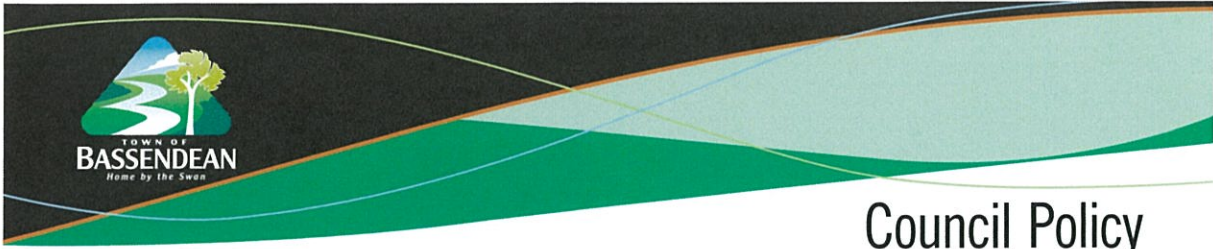
### Objectives

The Town of Bassendean undertakes to empower young people to realise their potentials by providing assistance in a safe, non-threatening environment.

Council recognises that young people require services that assist them in achieving their quality of life and provide them with opportunities to fulfil their individual potential.

The Town of Bassendean aims:

- To encourage young people to remain in safe, stable, caring and supportive environments, to foster the provision of a broad range of accessible accommodation options for young people and to assist in minimising youth homelessness within the Town and the NE Metropolitan region.
- To ensure that young people as valued community members, are regularly consulted about relevant issues, participate in Council decisions affecting their lives and benefit from positive recreational opportunities.
- To maximise the opportunities for young to participate in employment, education and training and to assist young people to overcome barriers to participation.
- To work independently and in partnership with other agencies and spheres of government to maximise the coordination and funding of services and programs for young people in Bassendean and the NE Metropolitan Region.
- To encourage young people to establish and maintain healthy lifestyles by making informed choices about their behaviours.
- To encourage greater communication and understanding between young people, their families and carers and the police, and ensure that young people have access to legal information and are aware of their legal rights and responsibilities.
- To support and encourage the provision of a diverse range of structured, unstructured and leisure and entertainment options which can be readily accessed by the Town's young people.
- To foster communication and understanding between young people and the wider community and ensure that young people are accepted and encouraged to use safe and accessible public spaces.



## Council Policy

- To support and encourage young people to celebrate and further develop their own forms of expression and to contribute to the cultural life of the Town through arts projects and public events

### Strategy

The Town of Bassendean aims to enhance the quality of young people's lives as valued members of the community by ensuring that Council processes are inclusive of young people and that young people have access to a range of quality facilities and support services which are responsive to their diverse needs.

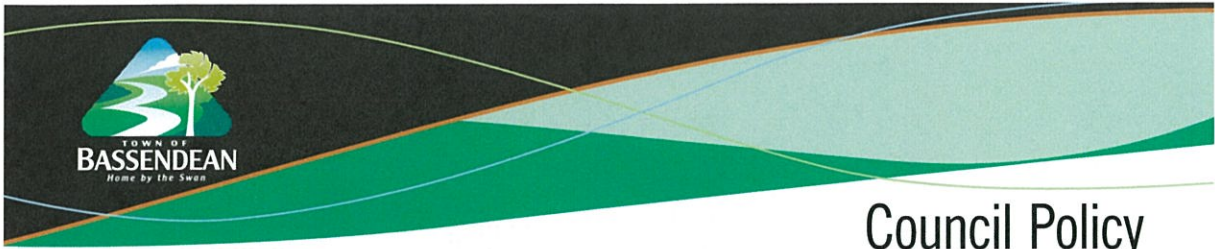
The Town of Bassendean readily accepts that it has a major role in creating and developing a strong, cohesive community where people support each other and work together to achieve their desired quality of community life. The identification and satisfaction of young people's needs are seen by Council as critical to the development of a strong healthy community and an important investment in the Town's future success. The fulfilment of the Town's vision as a preferred community in which to live, work and visit which involve young people fulfilling their potential, minimizing harmful behaviours, making valuable contributions to the community and becoming the future leaders of the community.

Council's key role is to advocate, facilitate/resource and co-ordinate the development and delivery of services and facilities for young people. The Town of Bassendean strives to achieve these objectives by:

- Utilising needs analysis for existing and new services for young people in order to ensure the most effective allocation of resources.
- Delivering responsive, holistic services to young people in a safe and non-threatening environment.
- Continually developing a philosophical position in relation to identifying strategic direction and monitoring performance
- Advocating, and where appropriate, working in partnerships to attract funding for services and facilities for young people and ensuring compliance with funding requirements.
- Building on positive relationships with all stakeholders including funding bodies, other agencies, families and young people.

### Application

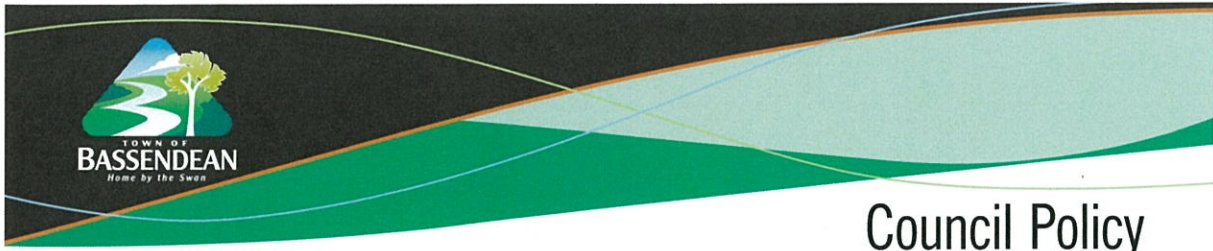
- Responsibility for the implementation of this policy rests with all councillors, staff, volunteers and contractors of the Town of Bassendean.



## Council Policy

- This policy applies to all services delivered directly to young people, as well as providing background for decision making regarding future initiatives and infrastructure development.
- The policy will be reviewed three yearly and reflect changes in community expectations, industry standards and the legislative environment.

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted:</b> 8/4/99</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.17 Sports Lighting Policy

### Objectives

The objectives of this policy is to define Councils position on Sports Ground Lighting and of the Town’s, Club’s and other Agencies roles and responsibilities for provision, operation, maintenance and replacement.

### Strategies

The provision of sports lighting shall be permitted on the Town's Ovals, Reserves and Outdoor Sporting Facilities, subject to Council approval and compliance with relevant Australian standards (or similar) up to designated “training standard” and other Council policies

### FUNDING

**Council Contribution** – Council may at its discretion decide to contribute partially or fully towards the cost of installing or upgrading sports lighting on the Town's Ovals, Reserves and Outdoor Sporting Facilities. The amount of Council contribution will depend on resources available, priority, shared usage and appropriateness.

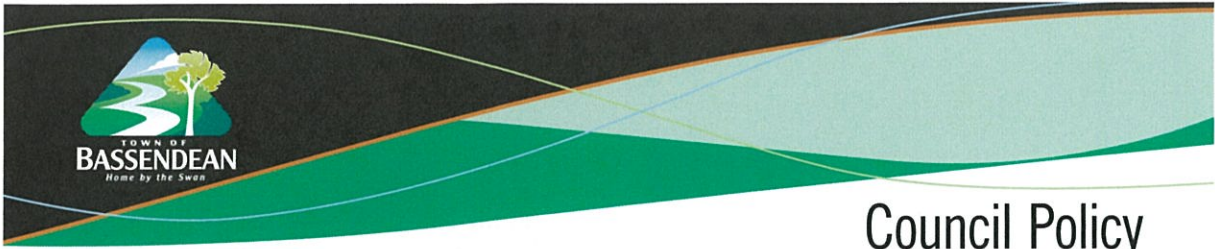
**Sporting Club/Community Group Contribution** – Clubs and community groups who are likely to benefit from a proposed sports lighting project, will be expected to contribute towards the project costs (cash or in-kind). Clubs or community groups wishing to develop sports lighting to meet Australian Standards to a “competition” level, will be required to meet the full costs over and above the provision of sports lighting to the “training level”.

**Other Contribution** – External funding should be sought from the State Government (e.g. Dept of Sport & Recreation’s CSRFF Program) or other funding providers to contribute towards the project costs.

### Application

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

<p><b>Policy Type:</b> Council Policy</p>	<p><b>Policy Owner:</b> Director Community Development</p>
<p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p><b>Adopted:</b> OCM – 20/11/05  <b>Last Review Date:</b> March 2014  <b>Version 1</b>  <b>Next Review due by:</b> December 2016</p>



## 5.18 Food Safe/Catering

### Objectives

To encourage the provision of good nutrition options at Council conducted events and activities to maintain and improve the health of the community.

### Strategies

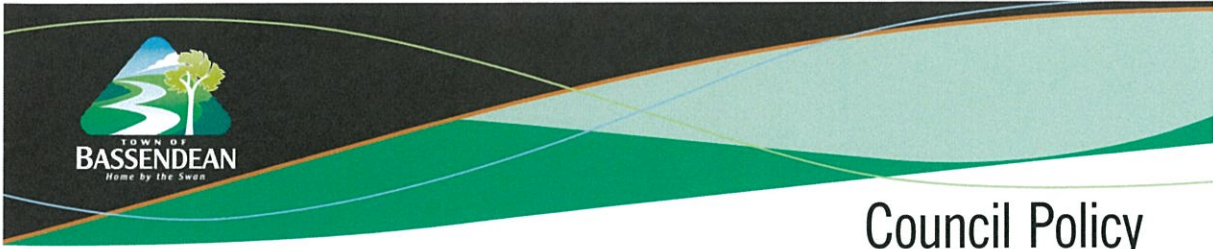
- Where beverages are available at functions and activities, healthier alternatives will also be readily offered, such as water and beverages with low/no sugar content.
- Food and beverage vouchers and giveaways to include healthy options.
- Where food vendors are required, the Town will attempt to source vendors that provide healthier food and beverage alternatives.

Appropriate information will be available to food handlers e.g. Health & Hygiene of Food Handlers.

### Application

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

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted:</b> OCM - 26/09/07</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.19 Alcohol and Other Drugs Policy

### Objectives

To promote, encourage and support strategies to minimise harm from alcohol and other drug use.

### Strategies

The Town encourages the responsible consumption of alcohol, and excessive or rapid consumption of alcohol will be discouraged.

Water will be made available for free or low cost at public events.

If events include a licensed area, alcohol will be served in accordance with the requirements set out in the Liquor Control Act 1988. This includes no alcohol being served to patrons under the age of 18 years or to intoxicated patrons.

The use of illicit and performance enhancing drugs will not be allowed at any activities or events under the control of the Town.

Participants and performers known to be intoxicated due to alcohol and/or other drugs will not be permitted to participate or perform.

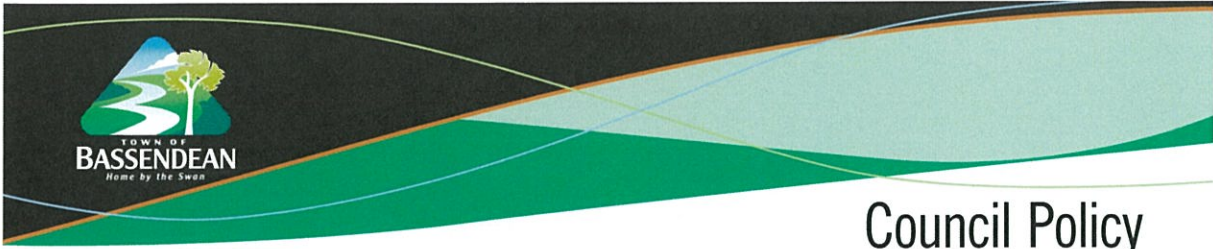
Food will be offered when alcohol is served.

The irresponsible use of alcohol or use of illicit and/or performance enhancing drugs will not be glamorised or promoted.

Where alcohol is available, lower strength and non-alcoholic beverage options will be available.

Alcohol will not be used as prizes or awards.

The availability of alcohol will be restricted to suitable and appropriate occasions as determined by the Town.



## Application

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

<b>Policy Type:</b> Council Policy	<b>Policy Owner:</b> Director Community Development
<b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing -	<b>Adopted:</b> OCM 26/09/07
	<b>Last Review Date:</b> March 2014
	<b>Version 1</b>
	<b>Next Review due by:</b> December 2016

## 5.20 Sun Protection Policy

### Objectives

To recognise that exposure to ultraviolet radiation (UVR) has negative health effects and will therefore introduce measures to minimise exposure.

### Strategies

The Town strongly recommends and supports sun safe practices for all activities.

Activities will be conducted outside of the hours 10.00am to 3.00pm when UVR is at its peak, whenever possible.

Natural shade will be utilised to protect participants and spectators, wherever available.

Staff and members representing the organisation will always act as positive role models by adopting sun protection behaviours such as wearing long sleeved shirts, broad brim hats, extra length shorts, sunglasses and applying sunscreen.

When natural shade is not available, the Town will supply and erect portable shade structures, wherever possible.

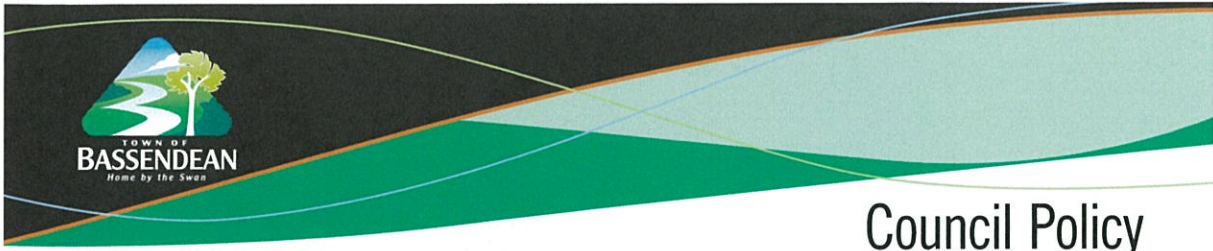
Sunscreen (SPF 30+, broad spectrum water resistant) will be made available to participants and spectators. However when this is not possible these parties will be encouraged to bring their own.

### Application

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

<p><b>Policy Type:</b> Council Policy</p>	<p><b>Policy Owner:</b> Director Community Development</p>
<p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p><b>Adopted:</b> OCM - 26/09/07  <b>Last Review Date:</b> March 2014  <b>Next Review due by:</b> December 2016  <b>Version 1</b></p>





## Council Policy

### 5.21 Mental Health

#### Objectives

To promote positive mental health to maximise well being in individuals and communities. To foster a sense of belonging through improving social, physical and economic environments as well as enhancing the coping capacity of individuals and communities. To reduce or remove economic or social barriers to participation in the Town's activities and encourage participants, volunteers and organisers to treat all groups in the organisation and in the community in general with respect, equality and openness.

#### Strategies

The Town will proactively support positive mental health promotion in individuals and the community through the following supportive strategies:

Provide opportunities for individuals to be mentally, physically and socially active (ACT).

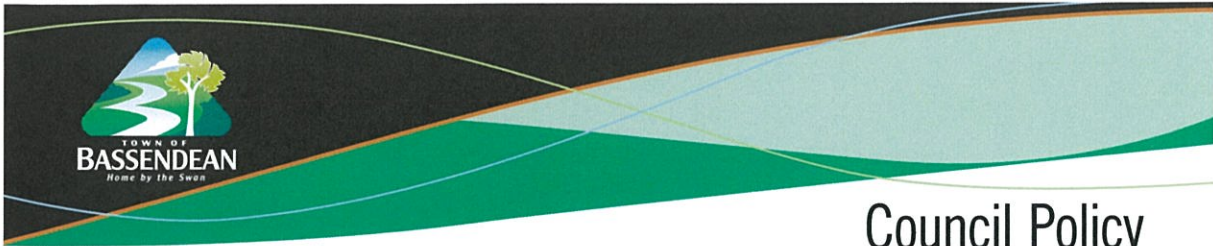
Encourage individuals to join and actively participate in the Town's activities and those of partner organisations (BELONG).

Encourage individuals to become a volunteer in the Town, to set personal goals for achievement in the activities of the organisation, and to be more broadly involved in other community events and environments (COMMIT).

#### Application

Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted OCM - 26/09/07</b></p> <p><b>Last Review Date: March 2014</b></p> <p><b>Version 1</b></p> <p><b>Next Review due by: December 2016</b></p>
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## Council Policy

### 5.22 Reserves Sponsorship Signage Policy

#### Objective

The Town of Bassendean's objectives for the Reserves Sponsorship Signage Policy are:

- To monitor and control all sponsorship signage that is erected at the Towns Reserves;
- To support and encourage local clubs to be more sustainable through sourcing external sponsorship income;

#### Strategy

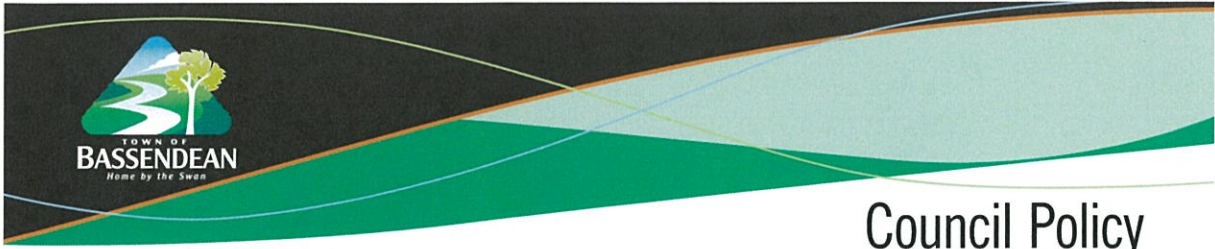
The Town of Bassendean recognises the value of sponsorship to local sporting clubs, and appreciates that there is a requirement to display sponsorship signs. This signage needs to be controlled to protect the amenity of reserves and surrounding areas as well as its patrons and the wider community. Sponsorship signage must be considered on the merits of the proposal including the following factors, location, size, impact, purpose and the location/setting/use of the Reserve.

The Town of Bassendean strives to achieve these objectives by:

- Ensuring that all sponsorship signage at the Towns Reserves meet the specified criteria; and
- Administration of Local Planning Scheme 10.

This policy applies to the following active sporting reserves:

- Ashfield Reserve;
- Jubilee Reserve; and
- BIC Reserve.



Sponsorship signs are categorised as follows:

**1. Temporary signage can be:**

- Internal to the site; and/or
- Mounted on a building or structure; and/or
- Freestanding.

**2. Permanent signage can be:**

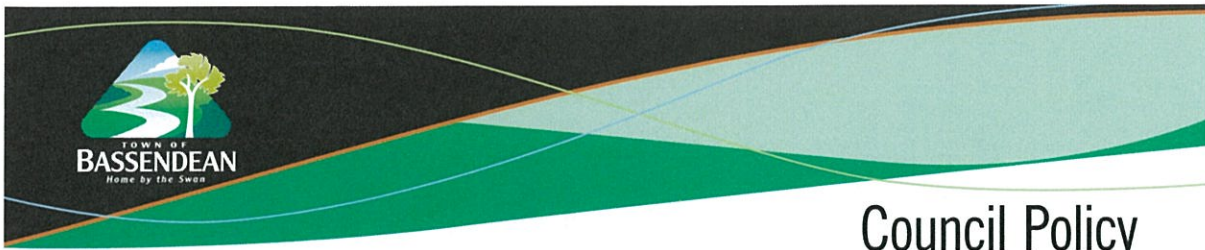
- Internal to the site; and/or
- Mounted on a building or structure; and/or
- Freestanding.

## Application

The Chief Executive Officer (CEO) has the authority to administer the requirements of this policy. The CEO has on-delegated this authority to the Manager Community Development. The Chief Executive Officer has the authority to sign applications for planning consent that comply with this policy.

This policy is to be reviewed every three years.

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted:</b> OCM1 – 3/2/10</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 6.1 Council Delegates

### Objective

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

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

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

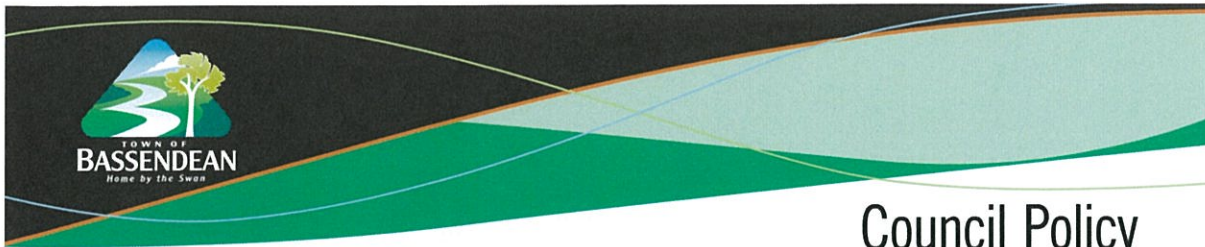
- Where the body/group/organisation represents state or regional interests that are likely to impact upon the Town of Bassendean;
- Where the body/group/organisation represents local interests and the Council has a direct financial interest in the affairs of that group; and
- Where the body/group/organisation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

### Strategy

#### Delegate Role and Responsibilities

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

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



## Council Policy

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

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

### **Method for Appointing Delegates**

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

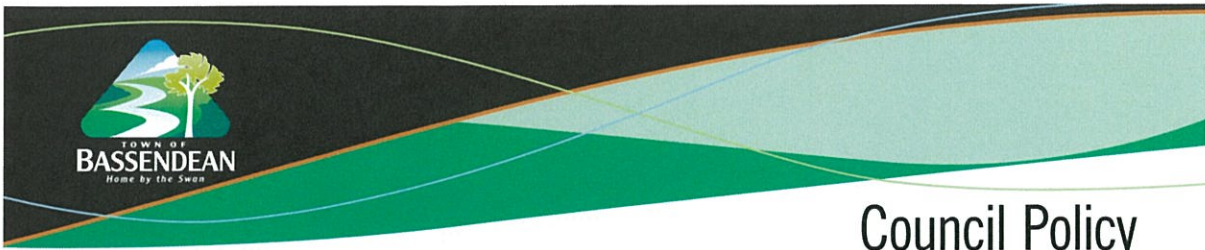
The Mayor or Presiding Member is then to call for a resolution of Council for the preferred delegate or delegates to be appointed to the vacant position and for the next preferred delegate to be appointed the deputy for the position to carry out the duties of the appointed Councillor in his or her absence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

Where a Councillor has indicated their desire to nominate for a delegate position and the time for acceptance of nominations closes prior to the next available Council meeting, the Chief Executive Officer is to forward the relevant nomination and subsequently advise Council of the nomination, so that it can be considered through the normal process. Where the number of nominations from Councillors exceeds the number of vacant positions, the Chief Executive Officer will consult with the Mayor and nominated Councillors to determine an order of preference.

### **Appointment as Delegate to Specific Organisations**

#### **Eastern Metropolitan Regional Council**

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



# Council Policy

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

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

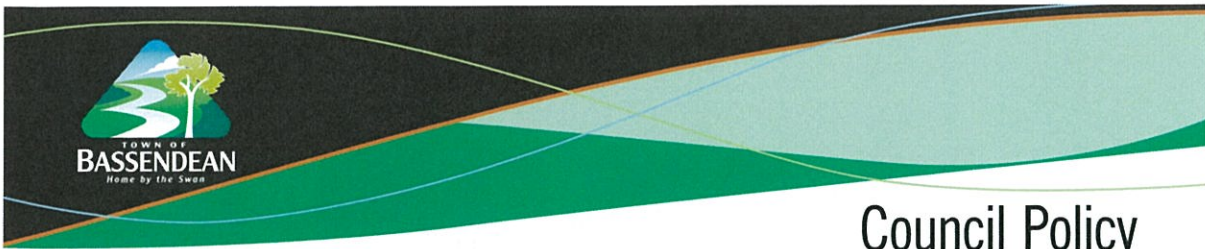
Council will appoint two voting delegates and a deputy delegate for the Annual General Meeting of the Western Australian Local Government Association (WALGA) when appointing the Town’s three delegates to the Eastern Zone of WALGA.

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

### Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> 24 April 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 6.3 Council Protocols

### Objective

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

### Strategy

#### Use of the Mayoral Chain

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

Occasions upon which the Mayoral Chain may be worn are –

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

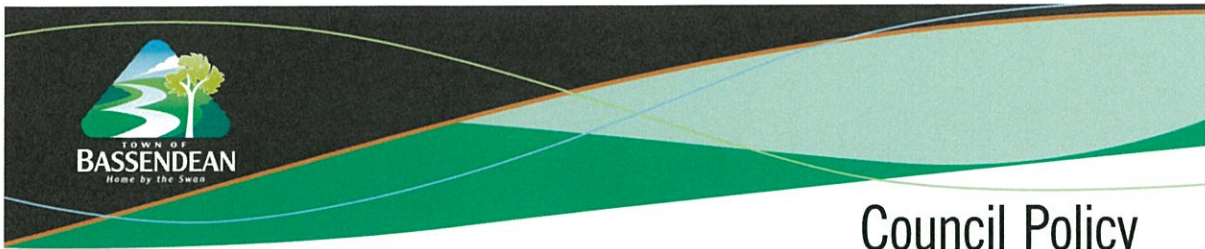
The Deputy Mayor may wear the Mayoral chain in accordance with this policy when acting on behalf of the Mayor.

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

#### Use of the Council Logo

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

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



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

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

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

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

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

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

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

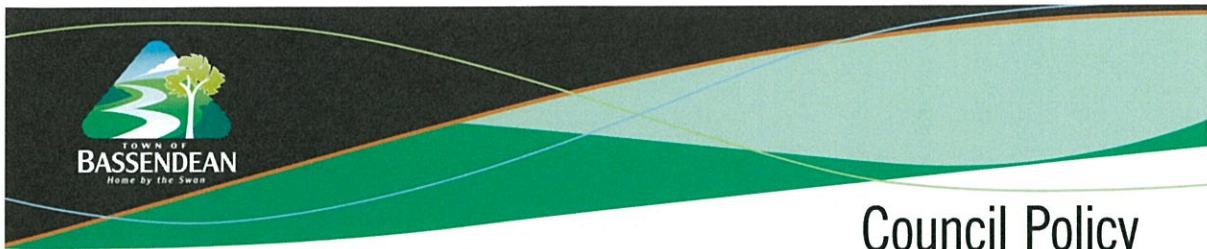
The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Mayor.

## **Citizenship Ceremonies**

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

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





## Council Policy

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

### Civic Functions

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

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

### Acknowledgement Functions

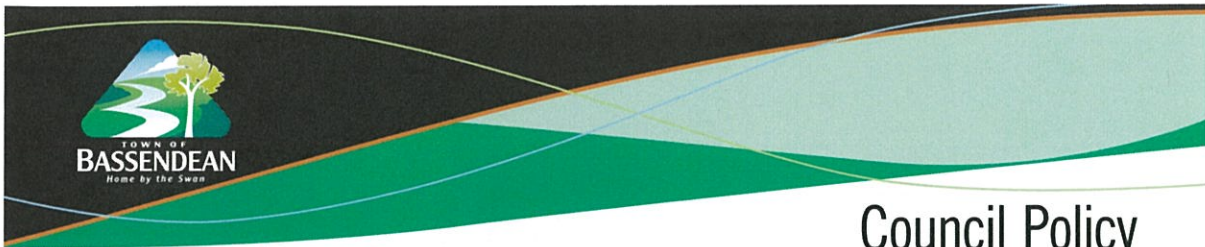
An appropriate function to acknowledge the contribution of Councillors, Executive Staff, Business Unit Managers and partners over the term of the Council prior to the Local Government Election will be held every two years immediately prior to the Local Government Election at a venue within or close to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

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

### Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> 24 April 2009</p> <p><b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## Council Policy

### 6.5 Councillor Professional Development

#### Objective

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

#### Strategy

Council shall ensure adequate resources are allocated annually in the Town's budget to provide the opportunity for Councillors to participate in appropriate training and development. Each Councillor shall be entitled to claim an amount each year for professional development not exceeding the amount included in the adopted annual budget.

#### Authorised Training & Conferences

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

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

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

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

**ALGA National Conference:** In addition to the above permitted training opportunities, the Mayor can choose, as Council's delegate, to attend the ALGA National Conference, or in the event that the Mayor is unable, or declines to attend, then Council be represented by the Deputy Mayor, or if the Deputy Mayor is unable, or declines to attend, then Council appoints a Councillor who is able to put forward the best case for attending.

## Interstate Training/Conference

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

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

### Conference/Training Assessment Matrix

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

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

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

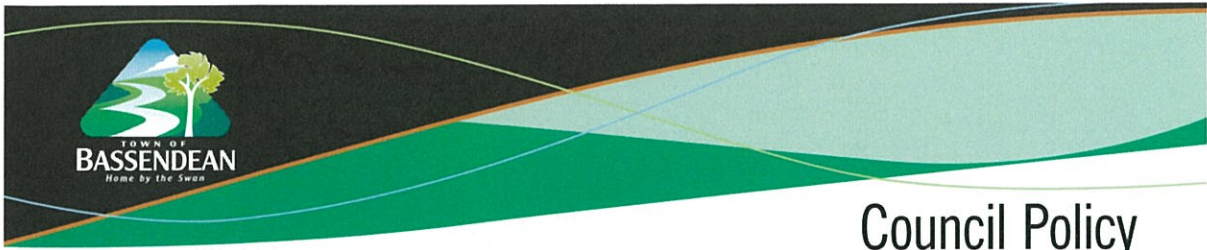
Councillors will be required to meet the costs of any additional accommodation and expenses incurred as the Town will not meet any costs for private travel over and above the number of nights' accommodation and expenses required to attend the conference.

The cost of the Councillor's partner's attendance at the Conference dinner, associated functions and partners' programs will be met by the Town, but not additional airfares, full conference registration, meals and travelling allowances.

## Other Matters

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

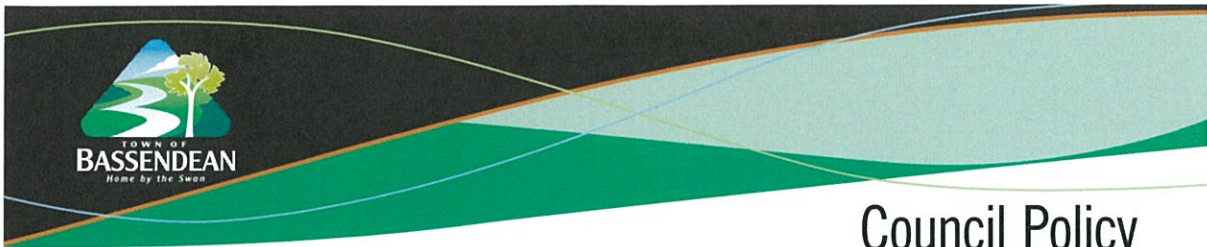
Council will determine whether a Councillor shall be permitted to attend a conference six months prior to their term of office expiring.



## Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 24 April 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



## Council Policy

### 6.6 Gifts to Departing Councillors

#### Objective

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

#### Strategy

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

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

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

#### Application

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

<p><b>Policy Type:</b> Strategic Policy</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p>
<p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Last Review Date:</b> 24 April 2009 <b>Version 2</b></p>
	<p><b>Next Review due by:</b> December 2016</p>

## 6.8 Notices of Motions

### Objective

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

### Strategy

The Standing Orders provide (in part) that “A Member may bring forward business in the form of a written motion to the Chief Executive Officer at least 7 days before the meeting at which it is to be moved”.

When a Notice of Motion is delivered to the CEO in accordance with the Standing Orders, the CEO shall in the first instance discuss the proposed motion with the Councillor to assess if it is required, and if so place the motion on the agenda for the next available Council meeting.

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

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

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

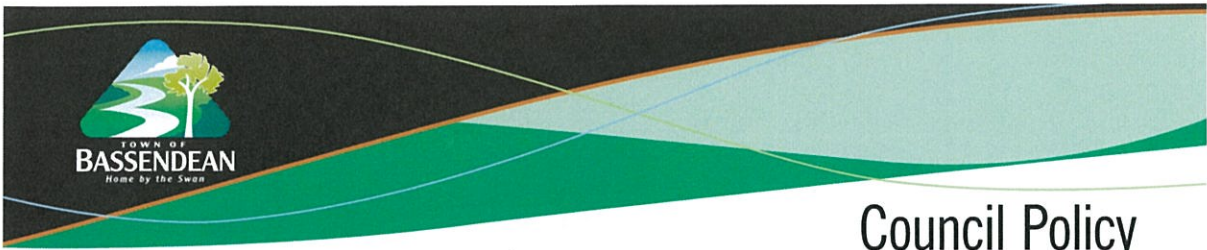
If a motion proceeds, Council will decide if a report is to be prepared and allocate a priority/or timeline taking into account officer work loads.

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

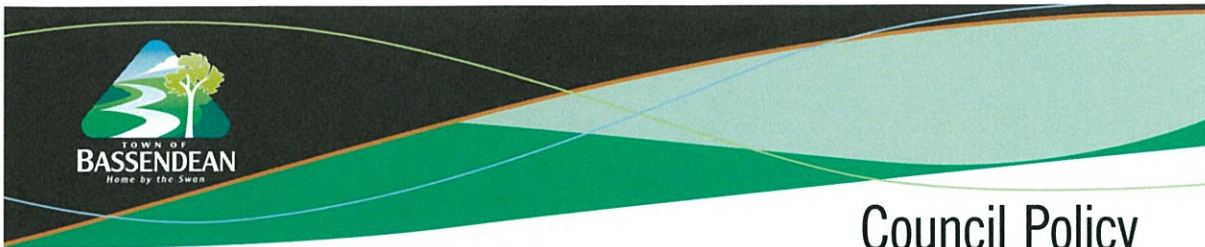
This policy does not apply to Notices of Motion to revoke a previous decision of the Council, as the procedure for dealing with such Notices is detailed in the Local Government Act and Standing Orders.

### Application

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



<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 24 April 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



## Council Policy

### 6.9 Publications by Individual Councillors

#### Objective

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

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

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

#### Strategy

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

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

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

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

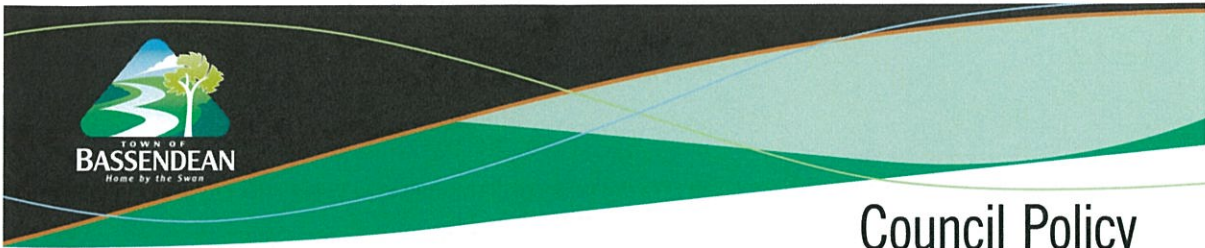
#### Guidelines for Councillor Publications

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

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

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





## Council Policy

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

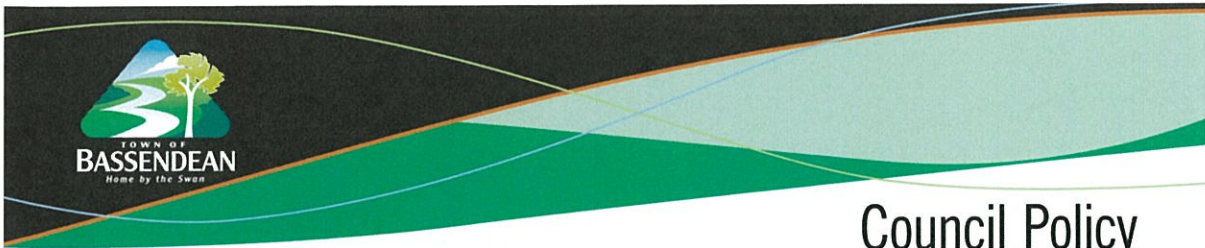
### Application

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

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

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 24 April 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



## Council Policy

### 6.10 Recruiting Community Members on Council Committees

#### Objective

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

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

#### Strategy

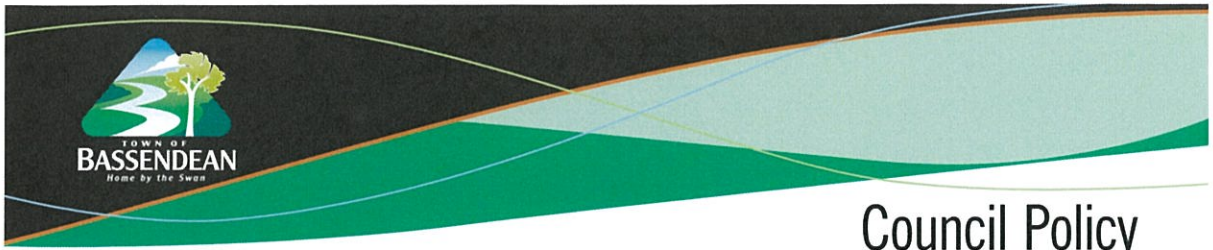
The following principles will be adhered to in order to attract suitable nominations to Committees from community members and community groups:

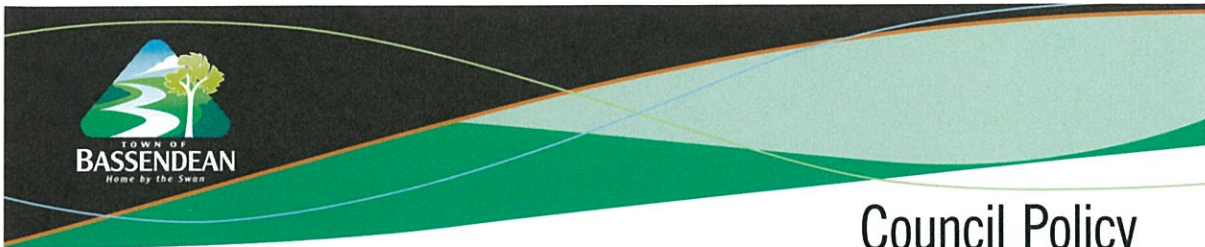
- Promotional strategies will be used that provide clear understanding and reasonable notice to all individuals or community groups who may wish to nominate for a vacancy on a Committee.
- Sufficient time will be provided to allow nominations to be made.
- Council will give preference to nominees who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

#### Application

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

<p><b>Policy Type:</b> Strategic Policy  <b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services   <b>Last Review Date:</b> 24 April 2009  <b>Version 2</b>  <b>Next Review due by:</b> December 2016</p>
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### 6.13 Donations – Financial Assistance

#### Objective

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

#### Strategy

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

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

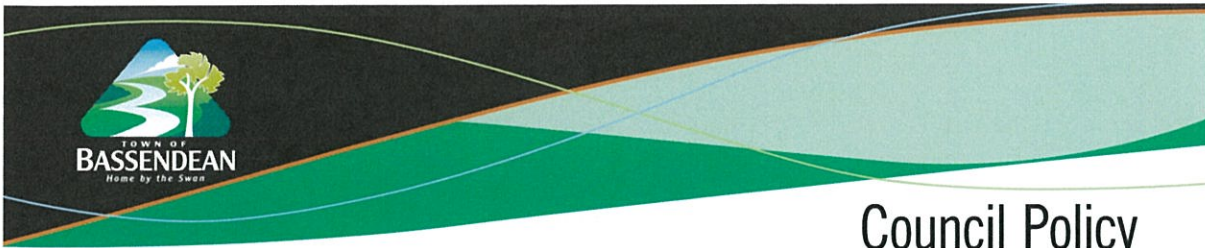
In considering all of the applications for funding, it needs to be clearly demonstrated that there is a direct benefit to the Town of Bassendean community.

#### Donations to Individuals

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

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

- a) All donations will only be considered on receipt of a formal written application;
- b) Donations will only be considered from charitable organisations that are located within the Town of Bassendean who can clearly demonstrate that there will be a direct benefit provided to the Bassendean community;
- c) Be for a purpose/event in the future; and
- d) Contributions are limited to a maximum of \$500 per organisation per year.



## Council Policy

### **Disaster relief assistance**

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

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

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

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

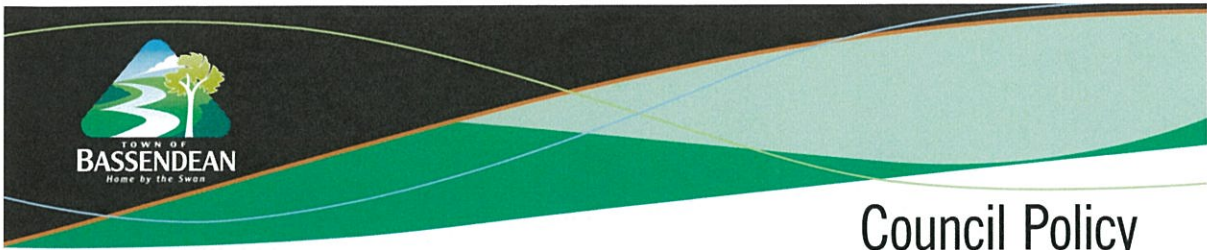
### **Applications requiring to be determined by Council**

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

### **Promotional opportunities**

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

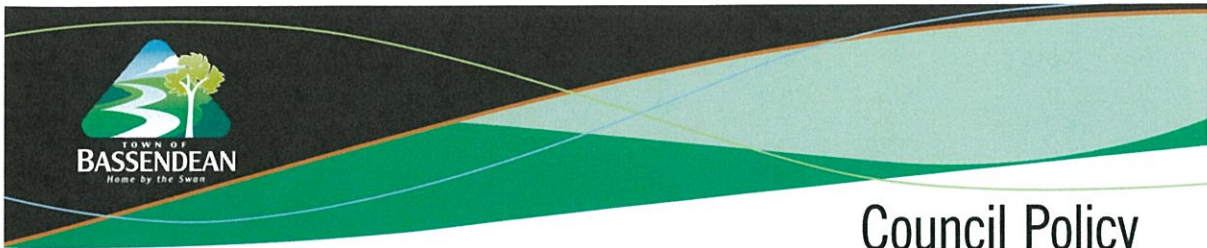
- Logos (on stickers, etc.);
- Banners;
- Signage;
- Merchandise;
- Press releases;
- Public relations opportunities for Mayor and Councillors; and
- The Town's Website.



## Application

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

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Director Community Development
<b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture	<b>Last Review Date:</b> May 2015 <b>Version 3</b>
	<b>Next Review due by:</b> December 2016



## Council Policy (Administration)

### 6.14 Festive Season Office Closure

#### Objective

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

#### Strategy

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

#### Application

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

<p><b>Policy Type:</b> Strategic Policy</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p>
<p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Last Review Date:</b> 7 July 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>

## 6.16 Purchasing Policy

### Objective

This policy:

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

### Strategy

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

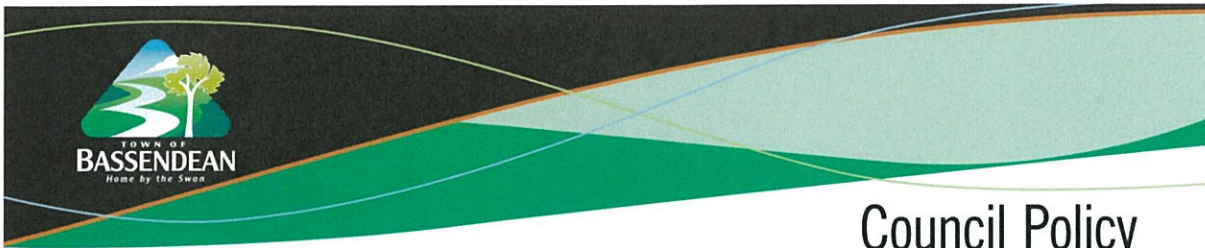
The Manual and associated Council policies provide a purchasing and contracting framework that reflects the principles and arrangements fundamental to efficient and effective purchasing and contracting.

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

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

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





## Council Policy

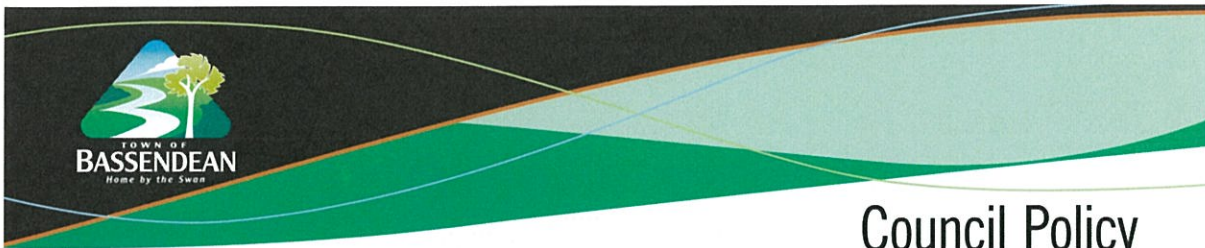
Key outcomes that Council wishes to achieve are:

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

### Application

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

<p><b>Policy Type:</b> Strategic Policy</p>	<p><b>Responsible Officer:</b> Chief Executive Officer</p>
<p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Last Review Date:</b> 7 July 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>



### 6.18 Investment Policy

#### Objective

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

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

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

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

#### Legislative Requirements

All investments are to comply with the following:

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

#### Delegation of Authority

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

## Ethics and Conflicts of Interest

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

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

## Authorised Institution Investments

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

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

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

(1) *In this regulation —*

***authorised institution*** means —

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

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

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

- (a) *deposit with an institution except an authorised institution;*
- (b) *deposit for a fixed term of more than 12 months;*
- (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
- (d) *invest in bonds with a term to maturity of more than 3 years;*
- (e) *invest in a foreign currency.*

## Overall Portfolio Limits

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

The maximum available limits in each category are as follows:

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

## Counterparty Credit Limit

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

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

## Investment Advisor

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

## Reporting and Review

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

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

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

## **GLOSSARY OF TERMS**

### **Local Government Act 1995**

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

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

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

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

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

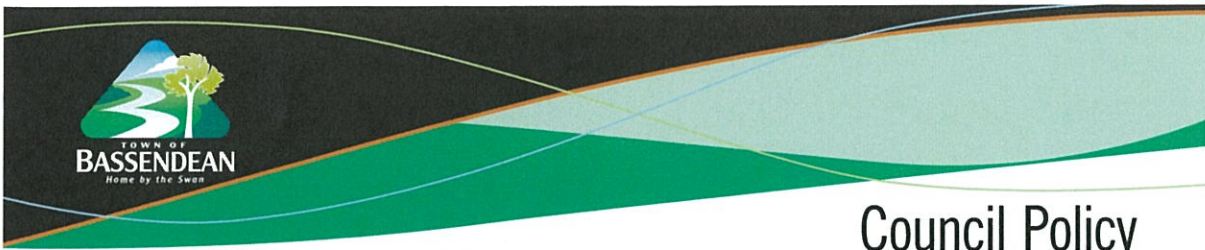
As part of the reporting requirement under Regulation 34 Financial Activity Statement Report, each local government is to include in its monthly statement of financial activity any supporting information considered relevant by the local government. This should include a monthly investment summary to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

### **Preservation of Capital**

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

### **Prudent Person Rule**

Investments will be managed with the care, diligence and skill that a prudent person will exercise. Delegated Officers are to manage the Investment Portfolio to safeguard the portfolios in accordance with the spirit of this investment policy, and not for speculative purposes.



## **Trustees Act 1962**

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

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

## **INVESTMENT DEFINITIONS**

***Authorised institution*** means —

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

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

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

### Bonds

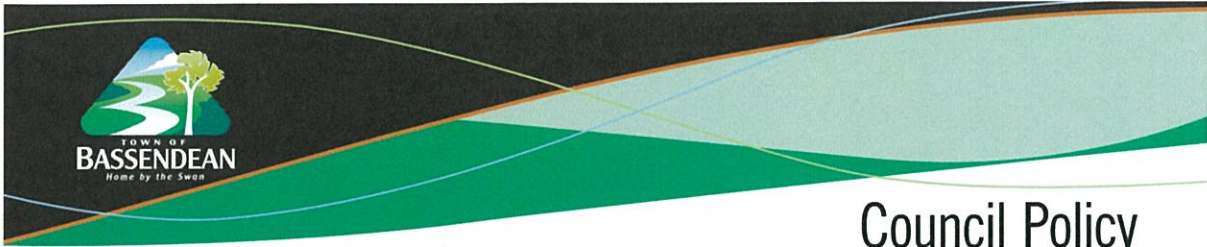
Bonds are financial securities issued by the Commonwealth, State or Territory government authorities as a means of raising funds. These securities are restricted to maturity of less than 3 years.

### Security investments

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

### Term deposit

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



S&P Credit Ratings

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

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

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

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

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

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

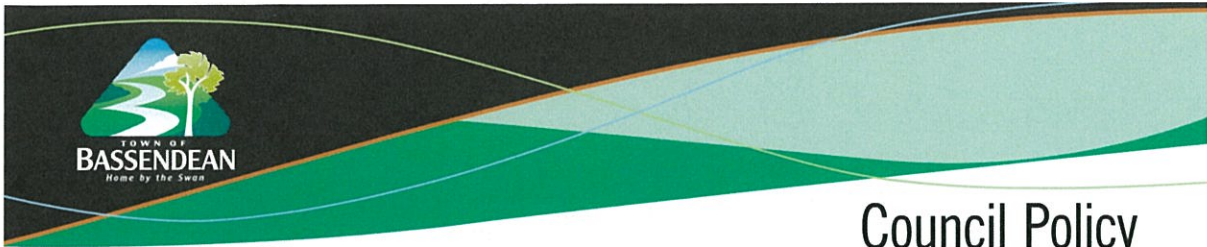
*S&P Short Term Credit Rating A-2*

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

**Application**

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

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



## Council Policy

### 6.22 Councillor Contact with Administration Policy

#### Objective

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

#### Strategy

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

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

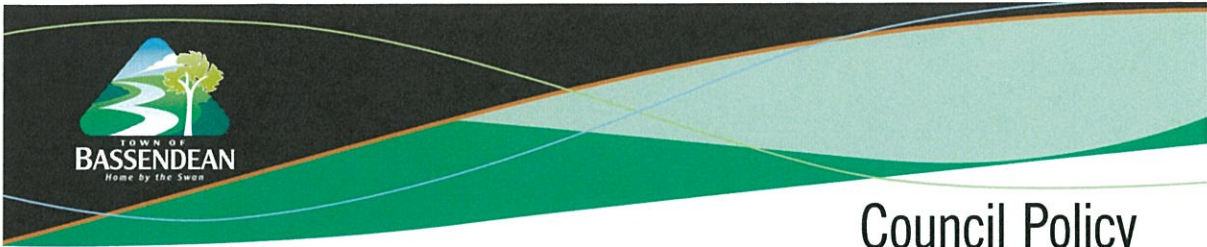
Other than as mentioned above, employees are not to approach Councillors directly about operational or staff related matters and the Chief Executive Officer is to take steps to ensure that all staff know the correct grievance procedure to follow.

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

#### Application

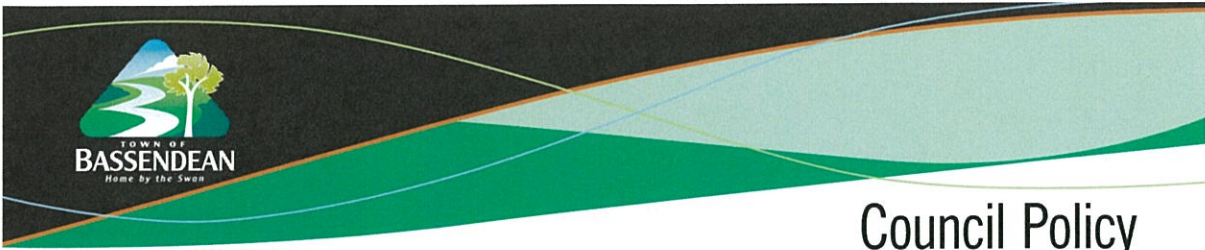
Responsibility for the implementation of this policy rest with all Councillors and staff of the Town of Bassendean. The Policy is to be reviewed every three years.





## Council Policy

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services
<b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Last Review Date:</b> 8 November 2009 <b>Version 2</b>
	<b>Next Review due by:</b> December 2016



## 6.24 Asset Management Policy

### Objective

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

### Strategy

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

In order to achieve the vision within the Strategic Community Plan, the Town will provide and manage assets that support the delivery of services inline with its Strategic Vision (Strategic Community Plan). Through a commitment to continuous improvement in its organisational asset management, the Town will develop and implement a Vision, a Strategy and Plans.

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

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

### SCOPE

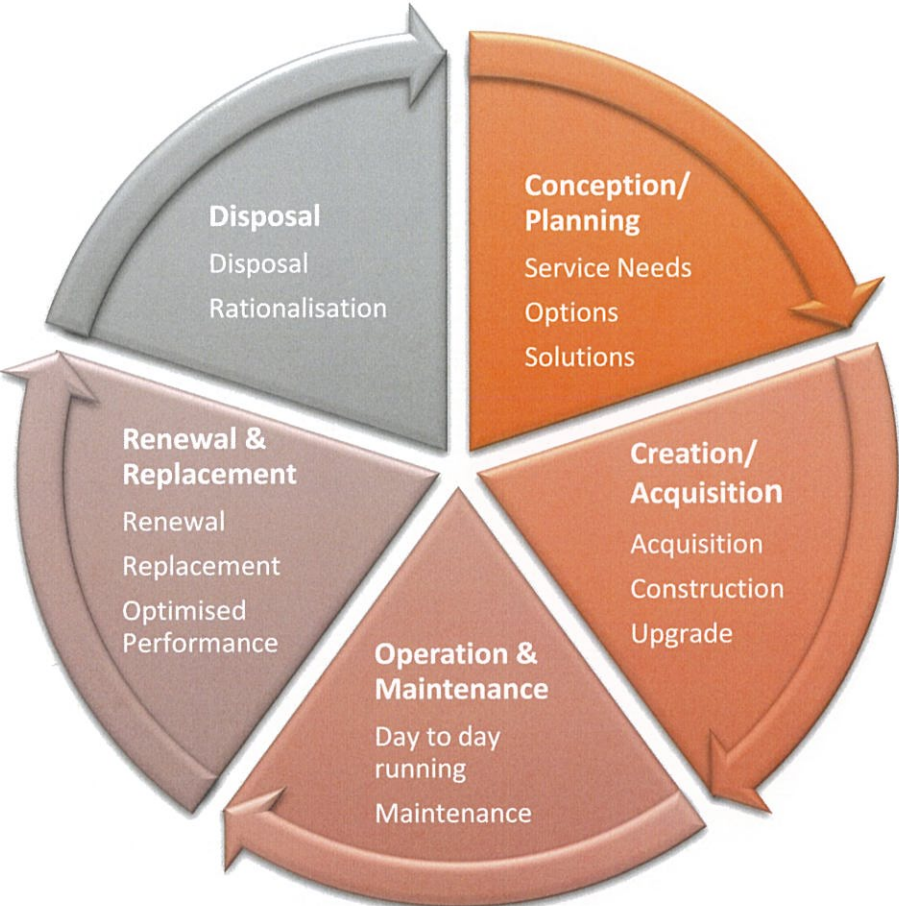
The Town considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

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

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

ASSET LIFE CYCLE (Whole of Life)

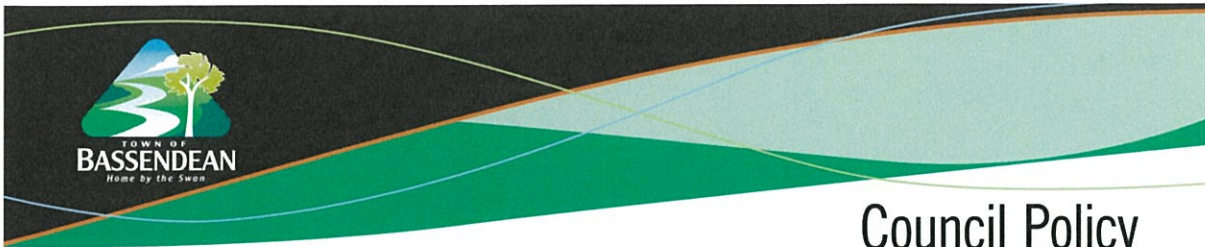
For clarity, the following describes the Town’s definition of its Assets’ Lifecycles. Lifecycle asset management involves the decisions made at each stage of an asset’s life, from conception to disposal. The decisions made at one stage may affect the asset’s performance and cost in others.



**Application**

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

<p><b>Policy Type:</b> Strategic Policy  <b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Policy Owner:</b> Director Operational Services  <b>First Adopted:</b> OCM-27/06/05  <b>Last Reviewed:</b> March 2014 <b>Version 2</b>  <b>Next Review due by:</b> December 2016</p>
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## Council Policy

### 6.25 Councillors' Contact with Developers

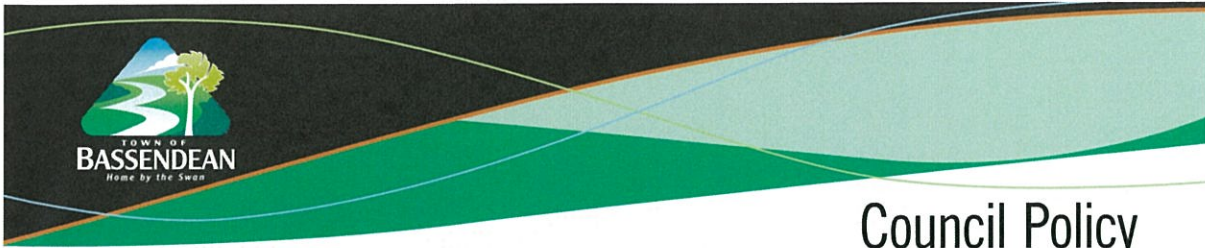
#### Objective

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

#### Strategy

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

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



## Council Policy

*allowing for the impartiality of the elected members at the meeting to be questioned and hence the integrity of the final determination of council to be challenged. Information gained by the elected members at such meetings should be made available to the professional staff and other members as soon as practicable. To use such information in a way designed to compromise the debate or contradict staff reports would be improper and could jeopardise the eventual decision.*

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

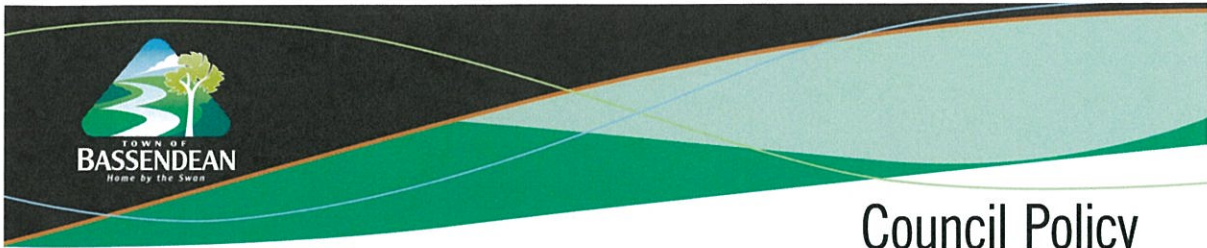
(Source: Local Government Operational Guidelines No. 12 – Elected Members' Relationship with Developers).

## Definitions

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

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

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



## Council Policy

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

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

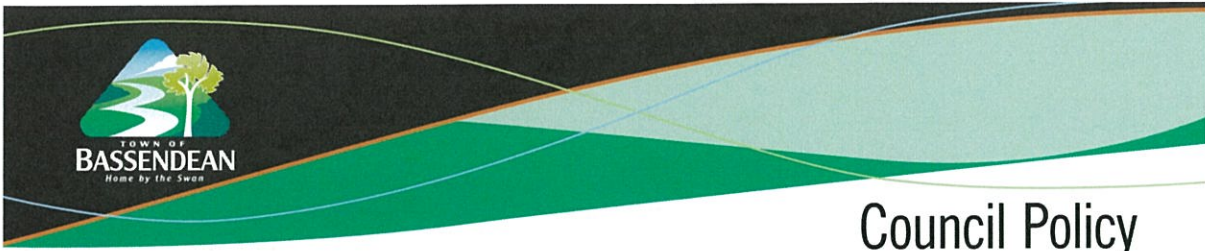
**Exempt Contact:** Means any contact which:

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

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

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

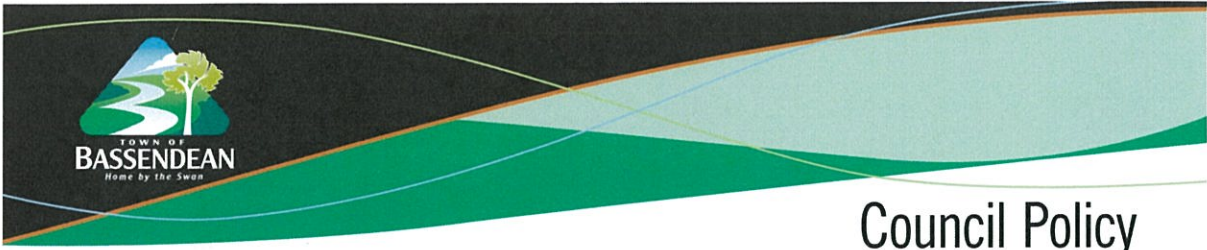
**Prescribed Contact:** Means any contact relating to a planning or development proposal, excluding any exempt contact.



## Council Policy

### Scope

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



## Application

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

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

<b>Policy Type:</b> Strategic Policy <b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Responsible Officer:</b> Chief Executive Officer a <b>Last Review Date:</b> <b>Version 1</b> <b>Next Review due by:</b> December 2016
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# **ATTACHMENT NO. 8**

# TOWN OF BASSENDEAN

## MINUTES

**BASSENDEAN RIVER PARKS MANAGEMENT COMMITTEE  
HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 16 NOVEMBER 2016, AT 10.00AM**

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### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

#### Acknowledgement of Country

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

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

#### Present

Cr Bob Brown, Presiding Member  
Cr Paul Bridges, Deputy Presiding Member  
Stephen Lloyd, Department for Parks and Wildlife  
Alex Harrison, Department of Planning  
Jeremy Walker, Environmental Officer  
Nonie Jekabsons, Community Representative  
Lucy Bromell, Ashfield CAN

#### Staff

Simon Stewert Dawkins, Director Operational Services  
Brian Reed, Manager Development Services  
Amy Holmes, Minute Secretary

#### Observer

Graeme Haggart, Director Community Development

#### Apologies

Andrew Hawkins, Department of Planning  
Brian Vincent, Community Representative  
Carol Seidel, Community Representative

### **3.0 DEPUTATIONS**

Nil

### **4.0 CONFIRMATION OF MINUTES**

#### **4.1 Minutes of the Bassendean River Parks Management Committee meeting held on 17 August 2016**

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

MOVED Cr Bridges, Seconded Jeremy Walker, that the minutes of the Bassendean River Parks Management Committee meeting held on 17 August 2016, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

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

The Presiding Member acknowledged and thanked Alex Harrison for his valuable contribution to this committee.

### **6.0 DECLARATIONS OF INTEREST**

Nil

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

Nil

### **8.0 REPORTS**

#### **8.1 Bindaring Park – Final Bindaring Park Desktop Assessment and Stage 2 Specifications (Ref PARE/MAINT/67/69 – Jeremy Walker Senior Environmental Officer)**

##### **APPLICATION**

The purpose of the report is to present the Final Bindaring Park desktop assessment and provide update on current/future works.

## BACKGROUND

At the Bassendean River Parks Management Committee meeting held 17th August 2016 (BRPMC-17/8/16) the committee agreed:

1. The Town Notes GHD desktop report and presentation of the findings from Stage 1.
2. The Committee expresses its appreciation to GHD for the Bindaring Park presentation; and
3. The committee notes the next stage of Bindaring Park project is to review the site opportunities and constraints taking into consideration the GHD report in order to develop a draft Concept Plan for Council, stakeholder & community engagement.

## COMMENT

The Town has updated the Draft Desktop assessment to include feedback received at Bassendean River Parks Management Committee meeting held 17th August 2016, the following table summarizes the changes that have been made to the document:

Section	Revision
Figures	Site boundary updated
2.3 Contaminated sites	Updated to reflect revised site boundary and resulting inclusion of the contaminated site at 27 Hyland St.
2.8.4 Hydraulic assessment	Section added providing an overview of the hydraulic assessment.
2.8.5 Surface water quality	Section revised to incorporate 2016 water quality results (not available when draft was issued)
3.3 Recommendations	3.3.1 and 3.3.3 revised to reflect updates to reporting based on results of monitoring (surface and groundwater). Section 3.3.2 added noting that the hydraulic assessment be extended to include the Middle and Southern wetland zones.

The Town has now completed Stage 1 works for the upper Bindaring Park wetland and to date comprise of the following:

- Water level monitoring;
- Wetland site survey;
- Desktop environmental assessment; and
- Preliminary hydraulic modelling.

The environmental and technical data collation to date has been completed to provide quantitative data to inform the development of water quality improvement options for the upper section of the wetland.

The Town is now in the process of submitting RFQ specifications to appoint a suitable contractor to undertake Stage 2 works that will comprise of the following;

- Consultation with the Town of Bassendean and key stakeholders, including the Friends of Bindaring Park and also the Department of Parks and Wildlife (previously the Swan River Trust), on the water quality treatment train design objectives which fit the purpose of the Town and its stakeholders, enhances ecological values and improve the amenity of the upper portion of Bindaring Park.
- Following agreement on proposed options appointed consultant will develop concept options that address the agreed design objectives.
- Presentation of a concept design report including sketches and detail of the concept options, including probable development estimate costs for the proposed concepts and identifying operational and management options to be considered.

### The Scope and Methodology for Stage 2

Initial methodology for the development of a water quality improvement options for the whole of the Bindaring Park wetland, including expansion of the work previously undertaken for the upper wetland to incorporate the wetland area to the south to Pickering Park. Based on recent discussions with the Town of Bassendean River and Parks Management Committee the key objectives of the proposed scope of work is to improve water quality in stormwater runoff at the site, enhance wetland ecological values and improve amenity of the site with an end goal of improving water quality discharged to the Swan River. The proposed methodology for Stage 2 investigations comprise discrete tasks to allow for project planning and review periods to enable concept revision prior to moving to the next stage of the design process.

### **Site survey**

A detailed site feature survey has been completed for the upper portion of the Bindaring Park wetland (between Lovelock Place / Anstey Road and Harcourt Street).

Detailed site survey of the remainder of the wetland is required to assist the development of concept design options for the whole wetland site. The feature survey will identify site opportunities and constraints including site topography, location of existing vegetation and the location and levels of existing infrastructure.

The feature survey data will also be used for the future detailed design to accurately determine the drainage levels and size treatment structures. Based on the initial feature survey of the upper section of the Bindaring Park wetland the survey will be completed using a total station in the areas of dense vegetation cover, with DGPS used for more open areas. The survey will be focussed on the wetland area and those areas immediately adjacent, with additional features picked up through adjacent parkland areas (including trees, street drainage connections and infrastructure). Basic bathymetry of the open wetland section will also be captured by the survey team.

Following completion of the survey, a digital terrain model will be developed to guide the concept designs. Overall it is key to understand the earthworks balance for the site given the likelihood of a number of constraints in relation to ASS, groundwater and river inundation both due to apparent flooding and tidal influences.

### ***Hydraulic and water quality modelling***

Using available catchment drainage information, and building on the Stage 1 works, it is proposed to complete hydraulic and water quality modelling of the catchment to assist in the identification of potential concept options that are suitable for the site.

Key inputs into the hydraulic model will include the detailed feature survey of the wetland, and immediate catchment and drainage features (e.g. street drainage connections). Model parameters and key outputs for critical storm events from the recent hydraulic modelling of the Town of Bassendean drainage system by Cardno will also be used to inform the wetland hydraulic modelling. It is intended that the existing Tuflow Model that was developed from the upper wetland will be used as the basis for the modelling and be extended to encompass the southern sections of the wetland. The catchment drainage data will also be used to undertake water quality modelling using the UNDO model (recently developed and released by the Department of Water) to identify water treatment train options that may be suitable for the site.

It is noted that this model has not formally been approved for use however would be expected to be available in the near future and available for this project. Outcomes of this investigation would be presented within the Concept design reporting.

### ***Concept development***

It is proposed that the development of water quality improvement concept options for the whole of the Bindaring Park wetland will be incorporated into an overarching Concept Plan / Masterplan for Bindaring Park.

The following scope of works is proposed for the Concept Plan / Masterplan:

- Review of site opportunities and constraints.
- Stakeholder and community engagement on the water quality treatment train design objectives (with reference to technical information), enhancement of ecological values and improvement of public open space amenity. The level of community consultation is to be determined in consultation with the Town of Bassendean.

Development of Concept Plan/Masterplan and Concept Design report that include:

- Spatial arrangement of wetland water quality treatment train and public open space incorporating community and stakeholder inputs.
- Identification of amenity and recreation opportunities, path network including linkages to surrounding neighbourhoods, and feature structures such as boardwalks and lookouts.
- Illustrative material such as benchmark example imagery, cross sections, elevations and perspectives.
- Planting design/strategy for wetland/habitat restoration and amenity park planting.
- Wayfinding and interpretation strategy and opportunities.
- Probable development cost estimates and identification of key operational and management options to be considered.

## **Stage 2 - Field investigations**

The initial desktop assessment for the upper section of Bindaring Park wetland identified some key knowledge gaps (groundwater quality, acid sulfate soils) and additional investigations (contamination and geotechnical) that may be required to support detailed design.

The following is a summary of the proposed Field investigations:

### ***Additional acid sulfate soil investigation***

A preliminary acid sulfate soil (ASS) investigation was undertaken in 2016. The results of the preliminary assessment will be used to guide the concept development and master planning however it is expected that some further testing will be required following the concept development prior to detailed design. Currently it is assumed that testing will be focused on ASS, however additional testing for contamination could be included. It is also assumed that all ASS testing would be conducted in conjunction with geotechnical testing to provide value for money for the City.

The soil investigation shall be designed and implemented with consideration to the DER ASS Series Guideline (2015a). Accordingly, for larger scale projects (non-linear) a minimum of two (2) soil investigation locations per hectare would be recommended. However, in consideration of existing information available for the site it is considered appropriate that a risk based approach (including reduced sampling density) can be applied. Based on the existing information available, the following scope of works is proposed for the site:

- The installation of up to five (5) soil bores (assuming a total depth of drilling to be up to 15 m based on previous testing). These would be located within the areas expected to be targeted for earthworks as part of the concept (adjacent to or within the wetland areas itself).
- Soil sampling at 0.25 m intervals (up to 20 m of drilling in total).
- Laboratory field test analysis of all soil samples for pH<sub>F</sub> and pH<sub>OX</sub>.
- Laboratory analysis of 20% of samples for Chromium suite and TPA component of SPOCAS suite including Quality Assurance and Quality Control (QA/QC).



- Metals analysis for five (5) select samples (Al, As, Cd, Cr, Fe, Pb, Mo, Ni, Se and Zn).
- Reporting will comprise:
  - Scope of work.
  - Site identification.
  - Details of development.
  - Site history and site conditions.
  - Preparation of drill logs for each drilled bore.
  - Comparison of soil and groundwater analysis results with applicable assessment guidelines and trigger levels.
  - Interpretation of soil and groundwater results to determine potential risks from planned works at the site.
  - Preparation of management strategies and submission to the DER for approval (if required).

### ***Geotechnical***

The geotechnical investigation would be based on a geotechnical site walkover and a limited number of shallow cone penetration test (CPT) probing's to depths of less than 3 m, supplemented by tube and manual sampling at representative locations. The scope of work would be expected to include:

- Desk study of regional geotechnical/ geological conditions.
- Site walkover inspection.
- Cone Penetrometer Test (CPT) probing using a 11 t tracked rig to a target depth of 3 m or refusal (limited to one day fieldwork)
- Soil sampling (tubes, hand auger, bulk samples from shallow manual excavation).
- Laboratory soil testing (Atterberg limits/ plasticity, particle size gradings, organic content, compaction, CBR).
- Preparation of a geotechnical report documenting the work undertaken, and presenting interpreted soil engineering characteristics and a discussion of geotechnical issues relevant to the proposed development.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

**RPMC – 1/11/16** MOVED Cr Bridges, Seconded Stephen Lloyd, that the Committee:

1. Notes the GHD Final desktop report and findings from Stage 1.
2. Notes specifications for Stage 2 of Bindaring Park project.

CARRIED UNANIMOUSLY 7/0

**8.2 Bassendean Foreshore Precinct Plan (Ref. GOVN/CCLMEET/1 – Brian Reed, Manager Development Services)**

APPLICATION

The purpose of this report is to provide information on the status of the Bassendean Foreshore Precinct Plan.

BACKGROUND

This Project had the aims of developing a foreshore precinct plan which guides the future use and management of the Bassendean foreshore and the development interface with the Parks and Recreation reserve.

More precisely the Plan was intended to define acceptable development and land use along stretches of the river park based on an understanding of the wider river system, defining landscape characteristics, local/regional community aspirations and the environmental and cultural values of a locality.

The Precinct Plan was also intended to shape the private development interface to enhance the river park and to protect the public use and enjoyment of the public spaces including land use controls and in some cases specific height, setback and building design requirements.

The Precinct Plan will also need to define acceptable use and development of public land/waters including recreational planning, commercial nodes, access and parking provisions, jetty structures and mooring envelopes, flood management and erosion control, environmental management guidelines and such other matters applicable to the particular locality.

To aid delivery of the Plan a Community Reference Group was established to aid in consultation of the project, and a multi organisational team of technical officers was established comprising officers of the former Swan River Trust, the Department of Planning and the Town of Bassendean.

The project was funded by a grant of \$20,000 from the Swan River Trust: this funding has largely been used in funding the draft Bassendean Foreshore Precinct Plan, prepared by UDLA, who are a consulting firm specializing in Landscape Architecture, Community Engagement, Urban Design and Town Planning.

The project stalled initially due to the failure of the respective agencies to devote sufficient time to the project in a coordinated manner, and latterly due to then failed prospects of amalgamation with the City of Bayswater.

### STRATEGIC IMPLICATIONS

The Project is included in the current Corporate Business Plan under the Theme of Environmental Sustainability and Adaption to Climate Change with the measure of success being the adoption of the Swan River Precinct Plan by June 2017.

### COMMENT

The Plan should be regarded very much as a draft Plan, as it has not been fully reviewed by the Technical Officers Group, has not been endorsed, but is brought forward to this Committee for the information of members.

A number of actions are required to advance the plan including:

- The re-establishment of the Technical Officer Group
- A review of the Draft Plan by that Group, including the identification of any changes required, due to the passage of time.
- Re-engagement with UDLA to make any required changes to the Plan.

## STATUTORY REQUIREMENTS

Nil at this stage.

## FINANCIAL CONSIDERATIONS

\$5,000 is allocated the Town Planning operational account to complete the project. It is not sure at this stage whether this funding will be sufficient to complete the project.

## COMMITTEE/OFFICER RECOMMENDATION — ITEM 8.2

**RPMC – 2/11/16** MOVED Cr Bridges, Seconded Lucy Bromell, that the Committee notes the status report on the Bassendean Foreshore Precinct Plan.

CARRIED UNANIMOUSLY 7/0

### **8.3 Ashfield Flats Reserve - Land Management (Ref PARE/MAINT/68 – Simon Stewert-Dawkins, Director Operational Services)**

#### APPLICATION

The purpose of the report is to confirm that the Town of Bassendean wrote to the Western Australian Planning Commission (WAPC) concerning Ashfield CAN proposal to develop a contemplative and wildlife observation lookout and a separate letter to the WAPC concerning 2017/2018 Riverbank Funding application for an Ashfield Flats Management Plan

#### BACKGROUND

At the February 2016 Bassendean River Parks Committee meeting, members were provided with an overview of the recent history of Ashfield Flats Reserve and provide a copy of the Council (OCM-17/05/05) endorsed "Brief for Strategic Management and Associated works at Ashfield Flats Reserve, Ashfield Parade and Sandy Beach Reserve.

In August 2016 the Bassendean River Parks Management Committee received a further report concerning a review of the Ashfield Flats "Brief" for a Strategic Management Plan document by an Interagency Working Group made up of Department of Planning, Parks and Wildlife, Department of Water and Town of Bassendean representatives which identified areas within the "brief" that would most likely have to be updated as part of a future Management Plan.

The Committee resolved the following:

**RPMC – 3/08/16** MOVED Cr Brown, Seconded Lucy Bromell; *that officers of the Town of Bassendean put forward to the WAPC that consideration be given to a concept supported by Ashfield CAN to develop a contemplative and wildlife observation park and lookout on the land situated on the escarpment overlooking Ashfield Flats adjacent to the Hardy Road and Kenny Street intersection.*

**RPMC – 4/08/16)** MOVED Cr Bridges, Seconded Cr Brown, that the Committee:

1. Notes the interagency representatives' comments in the document attached to the 17 August 2016 Bassendean River Parks Management Committee agenda concerning the reviewed Ashfield Flats "Brief" for a Strategic Management Plan document; and
2. Respectfully requests the Department of Planning, on behalf of the Western Australian Planning Commission (WAPC), submit a 2017/2018 Riverbank Funding application for an Ashfield Flats Management Plan.

#### COMMENT

On 11 October 2016 the Town wrote the attached letters to the WAPC regarding the Ashfield Flats Reserve – Contemplative Park and the Riverbank Funding.

To date no formal feedback has been received.

*Alex Harrison commented that the WAPC are keen to meet and discuss what can be done and consider how we can address land management and tenure. There is funding available from the WAPC and there is also the option of seeking joint funding through the Trust's Riverbank funding programme. The Director Operational Services will liaise further with the WAPC to progress this matter.*

#### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

**RPMC – 3/11/16** MOVED Alex Harrison, Seconded Nonie Jekabsons, that the Committee notes the letters written to the Western Australian Planning Commission (WAPC) concerning Ashfield CAN proposal to develop a contemplative and wildlife observation lookout and a separate letter to the WAPC concerning 2017/2018 Riverbank Funding application for an Ashfield Flats Management Plan

CARRIED UNANIMOUSLY 7/0

**8.4 Water Corporation Stormwater Drains (Ref WATR/MAINT/2 – Simon Stewert-Dawkins, Director Operational Services)**

**APPLICATION**

The purpose of the report is to advise the committee of the Water Corporation's Drainage for Liveability Program and to seek input from community members for an expression of interest proposal.

**BACKGROUND**

On 21 September 2016 the attached Media Release was authorised by the HON Mia Davies MLA Minister for Water; Sport and Recreation; Forestry regarding the Drainage for Liveability Program which is a collaboration between Water Corporation and Department of Water, designed to enhance the value to the community of stormwater drains and basins across Western Australia.

In October 2016 Council (OCM – 35/10/16) resolved to:

1. Seeks input from community members/groups and officers for innovative ideas on how to take advantage of the existing green spaces next to Water Corporation stormwater drains in the Town for the purpose of submitting an application/s for the Water Corp Drainage for Liveability Project;
2. Requests that officers collate submissions received and, based on these, prepare a draft application for the Drainage for Liveability Project for consideration by Council.

The Water Corporation's Drainage for Liveability Program webpage advised that the program will be delivered during 2016–17 financial year and states that:

*Stormwater drains and basins serve a functional purpose, but they also have the potential to contribute to the liveability of our local communities.*

*Working with interested community groups, local authorities and the development industry, we are aiming to improve drainage and surface water management, and increase green open spaces in our urban environment.*

*This is part of our support for the transition of Perth and rural centres across WA towards the vision for the 'Water Sensitive City'.*

*Water Sensitive Cities look to integrate water systems planning with land use planning. The aim is to show how water can make our communities more sustainable, productive, resilient and liveable.*

The Water Corporation have advised that Local councils are encouraged to come forward with innovative ideas on how to take advantage of the existing green spaces next to Water Corporation stormwater drains.

#### COMMENT

In preparing an expression of Interest application of this type, the Town would refer to the Water Quality Monitoring Program assessments that have been undertaken since 2008 in partnership with Perth Natural Resource Management (NRM), along with the City of Bayswater, Department of Water and Swan River Trust.

As this committee is aware the Town of Bassendean has engaged a water quality officer to monitor the three main drainage lines within the Town of Bassendean (Kitchener St Drain, Chapman St Drain and Guildford Rd Drain). Every year, a Sampling Analysis Plan is developed by the Water Quality Officer and Department of Water. This Plan is used to then produce water quality report and the data can be referred to as part of the feasibility assessments and in preparing the Strategic Management Plan/ Master Plan.

In August 2016 a report was tabled for this committee concerning the Department of Planning, Parks and Wildlife, Department of Water and Town of Bassendean representative's review of a 2005 Syrix Environmental Ashfield Flats "Brief" for Strategic Management Plan document.

As part of the review the Department of Water's representative stated that in the past the Water Corporation was concerned primarily with drainage conveyance (quality), and the Department of Water in its role of drainage planning and flood management, now they work closely together and share a vision of improved management of water and drainage in the landscape to enhance the liveability of our cities and towns. In this regard, the State has committed to move Perth forward from a "Drained City" towards a Water Sensitive City.

It is suggested that the Bassendean River Parks Management Committee nominate potential sites for Drainage for Liveability Projects in order for Town to collate and prepare a draft applications for Council consideration.

*The Committee considered the Chapman Street drain between the outlet and the Villiers Street road reserve and the site 17 drain at the corner of Railway Parade and May Holman Drive.*

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4**

**RPMC – 4/11/16** MOVED Lucy Bromell, Seconded Nonie Jekabsons, that the Committee notes Council (OCM – 35/10/16) resolution concerning the Water Corporation's Drainage for Liveability Project and suggests an expression of interest application be collated for:

1. The Chapman Street drain between the outlet and the Villiers Street road reserve; and
2. The site 17 drain at the corner of Railway Parade and May Holman Drive; and
3. Be presented to Council for consideration.

**CARRIED UNANIMOUSLY 7/0**

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

Nil

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

Nil

**11.0 CONFIDENTIAL BUSINESS**

Nil

**12.0 CLOSURE**

The next meeting date is to be advised.

There being no further business, the Presiding Member declared the meeting closed, the time being 11.20am.





# **ATTACHMENT NO. 9**

# **TOWN OF BASSENDEAN**

## **MINUTES**

### **ACCESS & INCLUSION ADVISORY COMMITTEE MEETING**

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

**ON WEDNESDAY 23 NOVEMBER 2016 AT 10.00AM**

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

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

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

Nil

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

##### Present

Ms Annie Klaassen, Presiding Member  
Mr David Potter, Deputy Presiding Member  
Cr Gerry Pule, Town of Bassendean  
Ms Jennie MacLachlan, Community Representative  
Ms Lilian Cottingham, Community Representative  
Mr Darren Taylor, Community Representative  
Ms Catherine Parker, Community Representative  
Mr Scott Robinson, Community Representative

##### Officers

Mr Graeme Haggart, Director Community Development  
Mona Soliman, Manager Seniors and Disability Services  
Mrs Amy Holmes, Minute Secretary

##### Apologies

Ms Diana Ritchie, DSC Local Area Coordinator Bassendean

**4.0 DEPUTATIONS.**

Kerry Stopher, Director Engagement with the Perth Hills Trial Site for the National Disability Insurance Agency, addressed the Committee on the NDIS roll-out process into Bassendean and how it is progressing at this time.

**5.0 CONFIRMATION OF MINUTES**

**5.1 Minutes of meeting held on 7 September 2016**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 5.1**

MOVED Darren Taylor, Seconded Jennie MacLachlan, that the minutes of the Access and Inclusion Advisory Committee meeting held on 7 September 2016, be confirmed as a true record.

**CARRIED UNANIMOUSLY 8/0**

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

The Presiding Member advised that she is seeking interest for gym buddies at Jetts Gym on Sunday morning, to support and train with other disabled persons.

**7.0 DECLARATIONS OF INTEREST**

Nil

**8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

**9.0 REPORTS**

**9.1 DAIP Action Plan Implementation**

There have been no known new actions in support of the DAIP since the September meeting and as such, the report has not been attached.

*The Director Community Development reported that the Town's new website will be launched in the next few days.*

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.1

- AIAC – 1/11/16** MOVED Lilian Cottingham, Seconded Darren Taylor, that the Committee notes that a DAIP Action Plan Implementation Update report was not provided as there is no known new implementation initiatives commenced since the last meeting.  
CARRIED UNANIMOUSLY 8/0

### **9.2 Seniors & Disability Services Business Unit Update**

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

#### Workforce Update

- CDC Coordinator went on maternity leave on 11 November and recruitment for the new Coordinator has been completed.
- A new support worker started in September.

#### Home Care Packages (HCP)

- We are at 28 for the first time in two years and have recently also had an influx of potential new clients on the waitlist!
- We are in preparation for the Choice and Control changes in late February which will include portability of client subsidy giving greater choice to clients when choosing providers. It also means we are no longer limited to level 2 clients and or capped to 28 packages.
- The annual financial acquittal was challenging but we got it in on time!

#### Home and Community Care (HACC)

- HACC through their contractor CommunityWest conducted the Client Pathway Review on 20 September and it went very well
- The tender for the new client management software closed 26 October, however, no responses were received. The Town has therefore approached a provider directly. A report will be providing to Council at the December OCM with a purchase recommendation.
- We received a letter in August advising that our annual HACC funding will be cut by almost \$150K and diverted to NDIS to follow our current HACC clients under the age of 65. From 1 July 2017, these clients will be transitioned to NDIS and no longer HACC. In addition to concerns over client transitions and continuity of service, this has significant workforce implications for the Town.
- The new HACC Project Officer has visited the Town.
- We are working with NDIS on the transition of clients

### NDIS

The process of managing the reforms is layered, complex and very time consuming but we have commenced as follows:

1. NDIS registration (an online secure process) has been completed and MSDS has access to the "PRODA" portal which is similar to the MyAgedCare portal. Once we are a contracted provider this is the system we will use to manage client flow and information.
2. Accreditation against Standard 6 of the National Standards for Disability Services has been completed. Self-assessment against 7 outcomes was completed and sent through to a DSC appointed Independent Assessor. The Assessor attended the Town on 24 October and completed an audit where evidence against the Standard was undertaken. All went well and have a letter confirming this outcome.
3. The completed tender to DSC to become an approved provider is still in progress and will be submitted in due course along with the correspondence confirming compliance with Standard 6.
4. NDIS staff and LAC are working with the Town to assess NDIS eligibility of the clients affected to provide service continuity.

### Hyde Retirement Village

- Solar panels were installed the week commencing 31 October.
- The AGM which was held 10 October was well attended.
- The 2 emergency car bays have been converted to additional parking bays – we now have 10.
- The bus shelter was removed by Transperth, however, a replacement seat under shade has been installed and residents are thankful.

### 2015/2016 HACC Growth Funding Application

- The refurbishment of the accessible toilets in the Day Centre will commence on 17 December and the work completed during the Christmas break ready for the New Year.
- The African drums arrived this month and the Day Centre clients have already been using them and having a lot of fun.

### Brokerage

- All current contracts have been updated for the new financial year and outstanding payments received.
- We have 16 brokerage clients

### Ashfield Security

- Fencing was completed in September and it looks great. So far no issues.

### Marketing

- Three information sessions for clients, carers, family and friends regarding the changes in Community Aged Care and NDIS were held at SDS and were very well attended with about 55 attendees. We were fortunate to have one of our clients co-present with staff.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

**AIAC – 2/11/16** MOVED David Potter, Seconded Darren Taylor, that the report on the Seniors and Disability Services Business Unit activity, be received.

CARRIED UNANIMOUSLY 8/0

## **9.3 Items Raised at the Last Meeting**

### Passageway to toilets at the shopping centre is too narrow

The Town's Principal Building Surveyor has confirmed that the passage is almost certainly non-conforming if the facility was to be constructed now. He is of the view the passage would have been compliant at the time of construction. The Shopping Centre was under no obligation to bring the passage to being complaint at the time of the renovations. The certifying of the redevelopment works was provided by a private Building Surveyor and not by the Town. There are no grounds on which the Town can unilaterally act to have the passageway widened.

An onsite meeting with the Manager Development Services (MDS) and DCD confirmed the passage would not comply with current day standards. Traditionally, the Town has ensured compliance with universal access requirements through the building permit process which used to require the "Certificate of Design Compliance" to be carried out by the Town. However as mentioned above, this function is now largely carried out by private Building Surveyors: Particularly on larger projects.

One avenue that could be explored is whether compliance with universal access requirements can be assessed through the planning process as in its determination of an application for approval under the Local Planning Scheme the Local Government is required to have regard to "access by older people and people with disability".

This power **could** be used to ensure that some principles of universal access are applied to new developments, such as allowing people with disabilities to enter through the front door of buildings, such as in the case of 85 Old Perth Road, but may not be used in the case of the shopping centre to cause a substantial upgrade to the access requirements.

'Pedestrians Give Way to Vehicles' signage at raised crossings in Old Perth Road are not able to be read by visually impaired people

Asset Services have been requested to investigate braille signage as proposed. At this time, there is no advice received on how the investigation is progressing.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

**AIAC – 3/11/16** MOVED Cr Pule, Seconded Jennie MacLachlan, that:

1. The Manager Development Services be asked to prepare a report addressing the ability of the Town to address universal access requirements through the Town Planning process; and
2. Feedback on the items raised by members at the last meeting be received.

CARRIED UNANIMOUSLY 8/0

**9.4 Other Committee Business**

- Act-Belong-Commit - Super Jam at the James Street Perth Cultural Centre, Saturday 26 November, 12noon-5.00pm.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.4

**AIAC – 4/11/16** MOVED Jennie MacLachlan, Seconded Lilian Cottingham, that the Other Committee Business items raised by members be received.

CARRIED UNANIMOUSLY 8/0

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

Nil

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

Nil

**12.0**                    **CONFIDENTIAL BUSINESS**

Nil

**13.0**                    **CLOSURE**

The next meeting is scheduled to be held on Wednesday 1  
March 2017, commencing at 10.00am.

There being no further business, the Presiding Member  
declared the meeting closed, the time being 11.45am.



# **ATTACHMENT NO. 10**

# TOWN OF BASSENDEAN

## MINUTES

### GENERAL MEETING OF ELECTORS

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

ON WEDNESDAY 23 NOVEMBER 2015 AT 7.00PM

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

The Deputy Mayor, Cr Lewis, 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 being held.

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

##### Present

##### Councillors

Cr Mike Lewis, Deputy Mayor  
Cr Gerry Pule  
Cr Paul Bridges  
Cr Bob Brown  
Cr Renee McLennan

##### Apologies

Cr John Gangell, Mayor

##### Officers

Mr Bob Jarvis, Chief Executive Officer  
Mr Mike Costarella, Director Corporate Services  
Mr Simon Stewert-Dawkins, Director Operational Services  
Mr Graeme Haggart, Director Community Development  
Mr Anthony Dowling, Director Strategic Planning  
Mr Brian Reed, Manager Development Services  
Mrs Amy Holmes, Minute Secretary

Public

Approximately 28 members of the public were in attendance.

Press

One member of the press was in attendance.

**3.0 PRESENTATION OF THE TOWN'S NEW WEBSITE**

The Deputy Mayor presented the Town's new website.

**4.0 RECEIVING OF THE 2015/16 ANNUAL REPORT, INCLUDING THE AUDITED ANNUAL FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

Mr Don Yates, 10 Thompson Road, Bassendean

Mr Yates queried the difference in land values from \$26million to \$21.8million.

The Director Corporate Services explained that \$26million is the 2014 revaluation figure and the actual value of the land assets is now \$21.8million.

Mr Yates asked, of the \$21.8million how much of that will diminish when the land that's set aside as Bindaring Park is given back to the state government.

The Director Corporate Services advised that he was unable to answer that question as he does not know the individual land values at this meeting.

The CEO commented that the public was very keen not to see the Anstey Road land developed.

Mr Yates referred to Note 20 of the Financial Statements - Trust Fund and stated that the Town does have control over how the \$847,000 is spent and can direct the Minister on how to spend those funds.

The Director Corporate Services advised that Trust money cannot be spent without the Minister's approval.

Mr Yates queried Page 86 - Municipal Buildings and Town Planning Reserve and wanted clarified if \$300,000 had been transferred to that account and asked what the current balance is.

The Director Corporate Services responded that the balance, as at 30 June 2016 is \$1.8million.

Mr Yates referred to the independent auditor's report and requested that it should not be accepted until a number of financial risk matters have been clarified.

The Director Corporate Services advised that the auditor's report has been accepted by Council.

Ms Katrina Mykytiuk, 31 Kenny Street, Bassendean

Ms Mykytiuk asked what the \$800,000 increase for employee costs relates to.

The Director Corporate Services explained that there has been an increase in staff in senior and disability services and child care that are fully externally funded. The increase also relates to accruals in long service and annual leave.

MOTION 1

MOVED Mrs Anne Brinkworth, Seconded Mr Ian Veale, that the 2015/16 Annual Report including the Audited Annual Financial Statements and Auditor's Report, be received.

LOST 8/9

*8 electors voted in favour of the motion.*

*9 electors voted against the motion.*

Mr Tony Wood

Mr Wood asked if the Auditor is a family acquaintance of Mr Mike Costarella, Director Corporate Services.

The Deputy Mayor responded that he would not accept derogatory questions.

Mr Don Yates, 10 Thompson Road, Bassendean

Mr Yates asked why the Auditors have not included details of financial risk to the community. There are a number of matters missing from this report, such as the wall at 1 Anzac Terrace that is a risk to the community.

The CEO advised that the wall is on private property. It has been inspected and the residents and an engineer are satisfied that the wall is safe.

The Director Corporate Services responded that Macri Partners work by a set of ethics and principles. They are engaged by the Town to audit the financial transactions of the Town. They have found no impropriety and are satisfied with this Town's financial transactions. Risk assessment of public facilities is not part of this financial audit.

The CEO commented that there is a statutory requirement for the Town's risk management of activities be reviewed every two years and this will be presented to the Audit and Risk Management Committee in December.

## MOTION 2

MOVED Mr Don Yates, Seconded Mr Tony Wood, that receipt of the 2015/16 Annual Report including the Audited Financial Statements and Auditor's Report be deferred until the Town's independent auditors have addressed the Town's financial risk exposure.

LOST 2/23

*2 electors voted in favour of the motion.*

*23 electors voted against the motion.*

The Deputy Mayor suggested that the First motion may need to be rescinded by the electors in order that the meeting could proceed.

Mr Bruce Keay, 11 Earlsferry Court, Bassendean

Mr Keay expressed concern at the financial risk to ratepayers from the over-expenditure at 1 Surrey Street and Town Planning Scheme 4A and asked why they are not identified in this document.

The Director Corporate Services clarified that the Surrey Street project was budgeted in the 2016/2017 financial year so would not be shown in the 2015/2016 Annual Report. Of the \$980,000, \$285,000 is from Lotteries, \$315,000 is from rates and the balance is from the Municipal and Reserve Funds. The Town Planning Scheme 4A is currently in deficit of \$240,000, however, the final figure will not be known until the works are completed.

Ms Kathryn Hamilton, 53 Broadway Street, Bassendean

Ms Hamilton asked why the electors have to vote to receive the Annual Report and Audited Financial Statements.

The CEO advised that it is a requirement under the Local Government Act that the Annual Report and Audited Financial Statements be accepted by the electors.

### MOTION 3

MOVED Mr Michael Grogan, Seconded Mr Ian Veale, that the motion to not receive the 2015/16 Annual Report including the Audited Annual Financial Statements and Auditor's Report, be rescinded.

CARRIED 14/2

*14 electors voted in favour of the motion.  
2 electors voted against the motion.*

### MOTION 4

MOVED Mr Moss Johnson, Seconded Mr Michael Grogan, that the 2015/16 Annual Report including the Audited Annual Financial Statements and Auditor's Report, be received.

CARRIED 14/2

*14 electors voted in favour of the motion.  
2 electors voted against the motion.*

## 5.0 GENERAL BUSINESS

### Ms Nonie Jekabson, 6 Barton Parade, Bassendean

Ms Jekabson spoke on the Surrey Street project and asked that the following be placed on record:

*"I feel the Town of Bassendean ratepayers are going to be ripped off if the project proceeds as per this design and that we would do well to go back to the drawing board to produce a far more sensible, functional and cost effective plan. Any expense in variations to the design, consultation, architect's fees etc, would be more than compensated for by a reduction in the overall cost of the construction and of long term maintenance of the building and surrounds."*

Ms Jekabson asked the following questions:

- Who will staff it.
- Will there be an entry fee and how many visitors per week are anticipated.
- Does Council propose to employ a curator/facility coordinator and if so for how many days a week.
- Why is there no provision for education programmes for school children in the proposed plan.

The Director Community Development provided the following response:

- Staffing has not yet been determined.
- It is envisaged that the centre will be open at least five days a week and will also be used by the Historical Society, Art Council.
- An entry fee has not yet been considered.
- There will need to be some overseeing of this facility but this has yet to be determined.
- A school education programme would be a major consideration.

Mr Peter Markham, 110 West Road, Bassendean

Mr Markham referred to the LandCorp Business Plan 2014 which suggests Bassendean ratepayers were considered a "highly likely risk". Mr Markham commented that this document was only released after a number of Freedom of Information requests.

The Deputy Mayor responded that he does not think that the community is high risk.

The CEO responded that it was a very high level document produced by LandCorp and we were not permitted to release it. The Information Commissioner stated that once the document had served its purpose there was no reason why LandCorp should not release it. The Town agreed that the document should be released.

Mr Warren Wright, Margaret Street, Bassendean

Mr Wright sought clarification on the circumstances surrounding the release of the LandCorp document as it is his belief that after the Commissioner gave some advice to LandCorp, it was released.

The CEO responded that the document was handed over on advice from the Commissioner.

Ms Carol Seidel, 55 Broadway Street, Bassendean

Ms Seidel commented on a number of items from the LandCorp Business Plan and suggested that development on Bassendean Oval will adversely affect real estate prices and will be to the detriment of the Town. All Councillors and ratepayers should be encouraged to thoroughly read this document.

The Deputy Mayor commented that the Town is taking no financial risk for this development as the land will be developed by LandCorp and developers.

Mr Moss Johnson, 6 Barton Parade, Bassendean

Mr Johnson asked if the Council accepts that the Mayor denies the existence of a high level business plan when he was asked at an Ordinary Council Meeting last November.

The Deputy Mayor stated that he cannot answer on behalf of the Mayor.

Mr Johnson asked what techniques or actions are suggested in the high level business plan to mitigate the high level risk to the community.

The CEO commented that LandCorp had opposition to projects in other communities which they were required to manage as part of the project. The CEO further advised the Mayor stated that he wanted the consultation process to be open and transparent.

Mr Johnson asked when town planning is going to recognise that you ask the community first rather than going ahead with something.

The CEO stated that Council has recognised that there is considerable community opposition to this project and this was reflected in Council's resolution in September 2016.

Ms Kathryn Hamilton, 53 Broadway Street, Bassendean

Ms Hamilton sought clarification on whether the CEO and Mayor refused to enter into lease discussions with Montessori School and the Bowling Club, due to LandCorp plans to develop land, and suggested that this was in breach of good faith provisions of the Tenancy Act.

The CEO responded that the Montessori School had advised the Town that they could not expand their business on the current site and had looked at alternative sites. Their lease has since been extended and they are considering purchasing the land adjacent to the current site.

Ms Hamilton referred to the Heads of Agreement document and asked for an explanation of the community benefit that would be gained by offering Christie Park, the Council Chambers and Civic Centre to LandCorp for \$1.00.



The CEO responded that it was not legal for a local government to sell freehold land without going through a disposition process, and the Heads of Agreement document was amended accordingly.

Ms Hamilton referred to the release of the FOI documents by the Information Commissioner and asked if Council now considers their negotiations failed the public interest test.

The CEO stated that deliberative documents are exempt from FOI until a point arrives where it's in the public interest for them to be released, because they are no longer required. Council was asked in June if they were happy for the documents to be released and it was agreed.

Ms Hamilton stated that over 40 meetings were held with LandCorp and Swan Districts Football Club all of which were ruled as confidential and asked how this conforms with the transparency requirements of the Local Government Act and the transparency consultation guidelines set out by WALGA.

The CEO responded that the meetings were determined confidential by LandCorp as other state departments were involved and that Council had to abide by that confidentiality. The dates of the meetings and a description of the topics discussed were released in a quarterly report to Council. The CEO added that he had provided a response to Mr King which outlined all of the times the Councillors were invited and took part in discussions with LandCorp.

Ms Hamilton referred to the Ordinary Council Meeting of 15 December 2015 and suggested that the Mayor misrepresented himself in his statement "*it is a blank canvas and no concept designs have been drawn*", as FOI documents clearly demonstrate that LandCorp presented its business case to the Mayor in January 2014, which included the sell of Christie Park, the Council Chambers and Civic Centre to LandCorp for \$1.00.

Ms Hamilton stated that the map in the Development Agreement of June 2015 shows only half the area for development, the map of November 2015 has doubled the area.

The CEO responded that one map was a general indicative area of the reserves and one was a more detailed map. The area was amended as it encroached on the tennis courts and onto the greenspace.

The Deputy Mayor clarified that development will not be happening on the BIC reserve, only at the Wilson Street carpark and the Bassendean Oval.

Ms Kim Petrig, Ashfield

Ms Petrig addressed Council regarding her opposition to the proposed Soccer West Stadium being built across the road from her house at Ashfield Reserve and asked when the Ashfield community were consulted on this.

The Director Community Development advised that the Department for Sport and Recreation approached the Town to list Ashfield Reserve as a preferred site. 500 random households in the Town were surveyed on the proposal. Ashfield has been included as a possible site, along with three other sites which have now been presented to the state government for consideration. If the Ashfield site is deemed as the preferred site, further community consultation will be undertaken.

Mr Harald Watzek, 22 Cumberland Way, Bassendean

Mr Watzek commented on the proposed development at 27 Cumberland Way and expressed concern about the lack of parking and space for rubbish bins.

The Manager Development Services advised that the application has not yet been determined and that Council is wishing to restrict this kind of development.

MOTION 5

MOVED Ms Megan Longwill, Seconded Mr Warren Wright, that a vote of no confidence be shown for Mr Bob Jarvis, CEO and Cr John Gangell, Mayor.

CARRIED 15/2

*15 electors voted in favour of the motion.  
2 electors voted against the motion.*

Mr Ian Veale, 33 Bassendean Parade, Bassendean

Mr Veale referred to the Annual Report and the requirement for Council to undertake a four year internal review and asked whether Council has a document which sets out principles of its corporate governance and schedules that set out what the Councillors have to do.

The Director Corporate Services advised that the four year review is an internal audit. An internal auditor is appointed to look at a portion of the activities of the Town over that four year period. There is a requirement under the Local Government Act to provide an internal audit report to the public and Council.

Mr Bruce Keay, 11 Earlsferry Court, Bassendean

Mr Keay requested an update on the closure of the Town Planning Scheme No. 4A.

The Manager Development Services advised that there are some minor works to be completed and some land transactions to be finalised. Council have adopted a plan which aims to meet all scheme commitments in the next three years.

Mr Warren Wright

Mr Wright asked when did the Town first receive a concept plan from Soccer West and why was the plan not included with the survey.

The Director Community Development responded that a plan was first received around April/May this year when a report was presented to Council. The survey that went out was simplified upon request from the Department of Sport and Recreation.

Mr Tony Wood

Mr Wood stated that on 15 December 2015, Cr Bob Brown seconded a motion to renew the contract of the CEO for two years, this renewal being 13 months early, and asked why had he seconded the motion and what was the CEO required to do to justify this renewal.

The Deputy Mayor stated that the question was out of order.

Mr Wood asked if Cr McLennan had sort clarification on the family association of Mr Mike Costarella with the auditors, at a previous Council meeting.

The Deputy Mayor deemed the question out of order.

Ms Nonie Jekabson, 6 Barton Parade, Bassendean

Ms Jekabson asked why the survey, in relation to the Ashfield soccer facility, was limited to 500 residents.

The Director Community Development responded that the aim was to survey a random selection of residents across the Town. It was Council's preference for the survey to go out to all residents however this was not supported by the Department of Sport and Recreation.

Mr Don Yates, 10 Thompson Road, Bassendean

Will the Town's complaints register be available on the Town's website.

The Director Corporate Services responded that the complaints register is recorded in the Annual Report.

Mr Ian Veale, 33 Bassendean Parade, Bassendean

Mr Veale asked what a structure plan is.

The Director Strategic Planning advised that a structure plan is a more detailed closer view of street networks, lot sizes, uses, etc.

Mr Veale asked whether Council is required to provide a structure plan, as is expected by ratepayers.

The Manager Development Services responded that under the existing Local Town Planning Scheme, Council could down code an area without a structure plan.

Ms Kathryn Hamilton, 53 Broadway Street, Bassendean

Ms Hamilton asked whether the Ashfield soccer survey was sent out via email or post.

The Director Community Development advised that the survey was delivered by post, but will follow up if any were received by email and provide a response to Kathryn Hamilton and Warren Wright.

**6.0 CLOSURE**

There being no further business, the Deputy Mayor declared the meeting closed, the time being 9.50pm.

# **ATTACHMENT NO. 11**

# **TOWN OF BASSENDEAN**

## **MINUTES**

### **AUDIT AND RISK MANAGEMENT COMMITTEE**

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

**ON WEDNESDAY 7 DECEMBER 2016 AT 5.30PM**

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

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

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

##### Present

Cr Gerry Pule, Presiding Member  
Cr Mike Lewis, Deputy Presiding Member  
Cr Paul Bridges, Town of Bassendean  
Ian Walters, Community Representative

##### Staff

Graeme Haggart, Acting Chief Executive Officer  
Mike Costarella, Director Corporate Services  
Ken Lapham, Manager Finance Services  
Amy Holmes, Minute Secretary

##### Consultant

Ron Back, Financial Advisor

##### Observers

Three members of the public were in attendance.

##### Apologies

Michelle Rutherford, Community Representative

**3.0 DEPUTATIONS**

Mr Don Yates addressed the committee on Items 7.1, 8.1 and 8.2 and he referred to a number of issues that were addressed by the Presiding Member and Staff.

**4.0 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Meetings held on 12 October 2016**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Ian Walters, Seconded Cr Bridges, that the minutes of the meeting held on 12 October 2016 be confirmed as a true record.

CARRIED UNANIMOUSLY 4/0

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

Nil

**6.0 DECLARATIONS OF INTEREST**

Nil

**7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

**7.1 2016/17 Opening Surplus Adjustment/Budget Review (Ref: FINM/AUD/1, Mike Costarella – Director Corporate Services)**

**APPLICATION**

The purpose of this report is to review the opening position of the 2016/17 adopted Budget and propose an amendment to the opening balance, in line with the Audited Annual Financial Statements for the 2015/16 financial year. This item was deferred at the last meeting.

## BACKGROUND

In the 2016/17 Budget, Council adopted an estimated brought forward surplus from the 2015/16 financial year of \$1,668,642. Following the completion of the 2015/16 end of year audit, the 2015/16 Audited Financial Report shows a final closing surplus of \$1,345,705.

This matter was discussed at the October 2016 Audit and Risk Management Committee meeting where it was resolved to :-

**ARMC - 2/10/16** *MOVED Cr Gangell, Seconded Cr Bridges, that this item be deferred to the next Audit and Risk Management Committee meeting to allow for a report to be prepared outlining the potential options of expenditure in order to increase the opening surplus.*

## COMMENT

As previously advised in the October 2016 report, to achieve the same closing surplus, Council will be required to review its current budget projects to reduce the expenditure or increase the income (or both) by \$322,936. This will then provide for the same closing surplus for the 2016/17 financial year of \$24,860.

The following projects that have been included in the 2016/17 were revised to provide for an increased opening surplus for the 2016/17 budget.

Account Number	Project Name	Adopted Budget	Revised Budget	total Adjustment	Comment
	Transfers from Reserves	(380,000)	(470,000)	90,000	Transfer from the Municipal and Town Planning Reserve for the 1 Surrey Street project
AD1601	Anzac Tce Drainage	300,000	0-	300,000	Budget adjustment November OCM-
212011	Grant Funding for Anzac Tce	( 85,022)	0	(85,022)	Budget adjustment November OCM-
131390	Consultant Design Playground	175,000	157,042	17,958	RFQ amount less than Budget
		<b>\$9,978</b>	<b>\$312,958</b>	<b>\$322,936</b>	

## STRATEGIC IMPLICATIONS

### Leadership & Governance

Improve capability and capacity	<ul style="list-style-type: none"> <li>• Ensure financial sustainability</li> <li>• Monitor and enhance organisational performance and service delivery</li> <li>• Review and develop the workforce to meet changing needs</li> <li>• Review and implement asset management plans</li> <li>• Review risk management plans</li> </ul>
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**STATUTORY REQUIREMENTS**

The Local Government Act 1995

**FINANCIAL CONSIDERATION**

The 2016/17 Budget will be amended with the above amounts to provide for a closing surplus of \$24,860

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 7.1**

**ARMC - 1/12/16** MOVED Cr Pule, Seconded Cr Lewis, that the Audit and Risk Management Committee recommends to Council that the following amendments be made to the 2016 /17 Budget:

Account Number	Project Name	Adopted Budget	Revised Budget	total Adjustment	Comment
	Transfers from Reserves	(380,000)	(470,000)	90,000	Transfer from the Municipal and Town Planning Reserve for the 1 Surrey Street project
AD1601	Anzac Tce Drainage	300,000	0-	300,000	Budget adjustment November OCM-
212011	Grant Funding for Anzac Tce	( 85,022)	0	(85,022)	Budget adjustment November OCM-
131390	Consultant Design Playground	175,000	157,042	17,958	RFQ amount less than Budget
		<b>\$9,978</b>	<b>\$312,958</b>	<b>\$322,936</b>	

**CARRIED BY AN ABSOLUTE MAJORITY 4/0**

**8.0 REPORTS**

**8.1 Risk Management Framework - Review on Appropriateness and Effectiveness in accordance with Local Government Audit Regulations (Ref:GOVR/LREGLIA/3 - Michael Costarella, Director Corporate Services)**

**APPLICATION**

The Committee was requested to consider the CEO's review of the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management, internal controls and legislative compliance. This is in accordance with the requirements of the new Audit regulation 17 which requires the report to be submitted to the Audit & Risk Management Committee prior to the 31 December 2016.

## ATTACHMENTS

**Attachment No. 1:** Risk Management Framework

## BACKGROUND

Mr Michael Sparks, Senior Risk Consultant with the Local Government Insurance Services WA met with the CEO and Directors and Managers to assist in the completion of the attached report. The report provides an overview of the:

- current risks assessed within Council's activities, and the
- appropriateness and effectiveness of the systems and process in place for risk management, internal controls and legislative compliance.

## STRATEGIC IMPLICATIONS

### Leadership & Governance

Improve capacity	capability and	<ul style="list-style-type: none"><li>• Ensure financial sustainability</li><li>• Monitor and enhance organisational performance and service delivery</li><li>• Review and develop the workforce to meet changing needs</li><li>• Review and implement asset management plans</li><li>• Review risk management plans</li></ul>
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## COMMENT

In response to reg. 17, the Town decided to engage LGIS Risk Management Services to review and suggest improvements to the existing framework with the main outcomes being refreshed:

- Strategic Risk Management Policy which was endorsed by the Audit & Risk Management Committee (ARMC) on 8 October 2014 and adopted by Council on 28 October 2014.

The spirit and intent of the existing policy was not altered, however, the review ensured it was aligned to current standards and formalised the risk assessment and acceptance criteria for Council.

- Risk Management Guidelines (previously Risk Management Manual) also endorsed by the ARMC on 8 October 2014. Being an operational document, there was no requirement for formal Council adoption, however, it was felt appropriate to present it to the ARMC to articulate the internal risk and control management process in place.

- Risk Profiles, incorporating existing risk profile data and extending to ensure appropriate coverage of risk across all areas of operations. These profiles cover operating risks; legislative compliance obligations; key controls and any relevant treatment plans to improve the risk position.
- Risk Dashboard Report template for quarterly Corporate Management Team (CMT) meetings. This mechanism ensures the CMT (in their capacity as the internal 'Risk Committee') have appropriate oversight of the risk and control environment.

### STATUTORY REQUIREMENTS

#### Local Government (Audit) Regulations 1996 CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
  - (a) *risk management; and*
  - (b) *internal control; and*
  - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

### COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.1

**ARMC - 2/12/16** MOVED Cr Lewis, Seconded Cr Bridges, that the Audit and Risk Management Committee recommends that Council accepts the report of the CEO on the review of appropriateness and effectiveness of the Risk Management Systems for the Town of Bassendean.

CARRIED UNANIMOUSLY 4/0

**8.2 Outstanding Item from Interim Audit Report 2015/16 (IT Controls – Disaster Recovery Plan, Ken Lapham, Manager Corporate Services)**

APPLICATION

The purpose of this report is for Council to receive the draft IT Controls - Disaster Recovery Plan. The plan outlines the necessary actions to confirm the appropriate procedures are in place to ensure continuity of data processing where a disaster has occurred.

The objective of the DRP is to have in place the required actions to enable speedy recovery and restoration of IT Services that could be disrupted.

ATTACHMENTS

**Confidential Attachment No. 1:**

Draft IT Controls Disaster Recovery Plan

BACKGROUND

At the June 2016 OCM Council resolved (in part) OCM – 18/06/16 - MOVED Cr Pule, Seconded Cr Bridges, that:

*“A report be presented to the next meeting of the Audit & Risk Management Committee that addresses the issues raised in the past three interim audits and whether any matters remain outstanding.”*

Staff provided comments on the various issues raised by the Auditor and the changes implemented to ensure that appropriate action was taken.

The only matter that was outstanding and identified from the past 3 years was the IT Disaster Recovery Plan which was required to be completed by December 2016.

COMMENT

The Interim Audit of systems and processes provides a level of assurance to auditors, the CEO, the Committee and Council in relation to the level of controls that are in place and staff adherence to those controls.

Accordingly, the only item that remains outstanding is the documenting of the current procedures for the backup and disaster recovery for IT Controls.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**ARMC - 3/12/16** MOVED Cr Lewis, Seconded Cr Bridges, that the Committee receives the Draft IT Controls Disaster Recovery Plan for the Town of Bassendean included as a Confidential Attachment to the Audit and Risk Management Committee Agenda of 7 December 2016.

CARRIED UNANIMOUSLY 4/0

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

Nil

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

Nil

**11.0** **CONFIDENTIAL BUSINESS**

Nil

**12.0** **CLOSURE**

Please note the following meeting dates for 2017, commencing at 5.30pm: - 8 March, 7 June, 9 August and 4 October.

There being no further business the Presiding Member declared the meeting closed the time being 7.00pm.

# Town of Bassendean Risk Dashboard Report November 2016

<u>Asset Sustainability practices</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
		Responsibility	

<u>Business &amp; Community disruption</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
Review community recovery preparation initiatives	Jun-17	Responsibility	
Update organisational Emergency Management Plan	Mar-17	DCD	
Implement Business Continuity Framework (Policy, Procedures & Plans)	Mar-17	DCS	
Finalise IT Disaster Recovery Plan	Dec-16	MCS	
Budget for and procure a generator	Jun-18	DCD	

<u>Failure to fulfil Compliance requirements (statutory, regulatory)</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
Validate Compliance Audit Return (DLGC)	Mar-17	Responsibility	
		CEO	

<u>Document Management processes</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Low	Adequate
		Responsibility	

<u>Employment practices</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Effective
		Responsibility	

<u>External theft &amp; fraud (Inc. Cyber Crime)</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
		Responsibility	

<u>Management of Facilities / Venues / Events</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Effective
Implement procedure to monitor road works in the Town	Mar-17	Responsibility	

<u>IT or communication systems and infrastructure</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
		Responsibility	

<u>Misconduct</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
Finalise review of Social Media policy	Mar-17	Responsibility	
		DCS	

<u>Project / Change management</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
		Responsibility	

# Town of Bassendean Risk Dashboard Report November 2016

<i>Insert succession planning component into forward planning agenda</i>	Mar-17	CEO

<u>Engagement practices</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Effective
		Responsibility	Responsibility

<u>Environment management</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
		Responsibility	Responsibility
<i>Upgrade community education &amp; engagement new home-owner packs</i>	Jun-17	DOS	

<u>Errors, omissions &amp; delays</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Effective
		Responsibility	Responsibility
<i>Complete upgrade to new website</i>	Mar-17	DCS	

<u>Safety and Security practices</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
		Responsibility	Responsibility

<u>Supplier / Contract management</u>		Risk	Control
Current Issues / Actions / Treatments	Due Date	Moderate	Adequate
		Responsibility	Responsibility
<i>Implement enhanced procurement process software</i>	Mar-17	MAS	

To add additional Issues / Actions / Treatments cells, insert a new line, click in the last of the existing cells above and drag down. This will bring the formulas into the new cells.

# **ATTACHMENT NO. 13**





# **Monthly Financial Statements**

**For the**

**Period Ended**

**30<sup>th</sup> November 2016**

**Town of Bassendean**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 30 November 2016**

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**Town of Bassendean**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**For the Period Ended 30 November 2016**

		Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(b)
<b>Operating Revenues</b>		\$	\$	\$	%
Operating Grants		2,656,055	1,285,343	1,430,562	11.30%
Profit on Asset Disposal		-	-	-	
Fees and Charges		5,727,153	3,844,986	3,916,048	1.85%
Interest Earnings		448,374	184,926	242,765	31.28%
Other Revenue		398,109	190,109	262,794	38.23%
<b>Total (Excluding Rates)</b>		<b>9,229,691</b>	<b>5,505,363</b>	<b>5,852,170</b>	6.30%
<b>Operating Expense</b>					
Employee Costs		(10,990,406)	(4,558,233)	(4,641,051)	(1.82%)
Materials and Contracts		(7,797,045)	(3,482,755)	(2,476,055)	28.91%
Utilities Charges		(717,385)	(298,700)	(275,405)	7.80%
Depreciation (Non-Current Assets)		(3,467,084)	(1,444,444)	(1,389,466)	3.81%
Interest Expenses		(66,523)	(22,866)	(20,765)	9.19%
Insurance Expenses		(481,735)	(373,647)	(496,483)	(32.87%)
Loss on Asset Disposal		(186,374)	(186,374)	-	
Other Expenditure		(1,258,648)	(551,445)	(306,828)	44.36%
<b>Total</b>		<b>(24,965,199)</b>	<b>(10,918,463)</b>	<b>(9,606,053)</b>	12.02%
<b>Funding Balance Adjustment</b>					
Add Back Depreciation		3,467,084	1,444,444	1,389,466	(3.96%)
Adjust (Profit)/Loss on Asset Disposal		186,374	186,374	-	(100.00%)
Adjust Employee Benefits Provision		16,249	-	9,015	(100.00%)
<b>Net Operating (Ex. Rates)</b>		<b>(12,065,801)</b>	<b>(3,782,283)</b>	<b>(2,355,402)</b>	
<b>Capital Revenues</b>					
Non Operating Grants		2,143,353	842,956	101,968	726.7%
Proceeds On Sale Of Assets		678,000	678,000	-	100.0%
Self-Supporting Loan Principal		18,511	8,102	8,102	0.0%
Transfer from Reserves	7	701,519	-	107,877	100.0%
<b>Total</b>		<b>3,541,383</b>	<b>1,529,058</b>	<b>217,947</b>	
<b>Capital Expenses</b>					
Land and Buildings	8	(2,008,927)	(837,030)	(86,434)	89.67%
Plant and Equipment	8	(93,953)	(188,651)	(48,037)	74.54%
Infrastructure Assets - Roads	8	(1,179,700)	(491,525)	(25,289)	94.86%
Infrastructure Assets - Other	8	(1,578,500)	(657,670)	(235,544)	64.19%
Repayment of Debentures	4	(115,713)	(45,382)	(45,382)	0.00%
Transfer to Reserves	7	(803,208)	(41,780)	(41,780)	0.00%
<b>Total</b>		<b>(5,780,001)</b>	<b>(2,262,037)</b>	<b>(482,465)</b>	
<b>Net Capital</b>		<b>(2,238,618)</b>	<b>(732,979)</b>	<b>(264,518)</b>	
<b>Total Net Operating + Capital</b>		<b>(14,304,419)</b>	<b>(4,515,262)</b>	<b>(2,619,920)</b>	
Rate Revenue		12,660,638	12,600,638	12,578,195	(0.18%)
Opening Funding Surplus/Defecit		1,668,642	1,345,706	1,345,706	0.00%
<b>Closing Funding Surplus(Deficit)</b>	3	<b>24,860</b>	<b>9,431,082</b>	<b>11,303,980</b>	

**Town of Bassendean**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 November 2016**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(b)	Var.
<b>Operating Revenues</b>		\$	\$	\$	%	
Governance		14,400	6,000	25,428	323.80%	▲
General Purpose Funding		1,175,069	391,651	620,998	58.56%	▲
Law, Order and Public Safety		139,050	99,902	99,913	0.01%	
Health		2,476,475	2,476,475	2,498,241	0.88%	
Education and Welfare		4,639,537	2,191,017	2,277,615	3.95%	
Community Amenities		231,000	93,020	46,781	(49.71%)	▼
Recreation and Culture		1,643,860	633,990	173,540	(72.63%)	▼
Transport		870,353	376,806	102,434	(72.82%)	▼
Economic Services		110,900	47,958	41,170	(14.16%)	▼
Other Property and Services		72,400	31,500	68,103	116.20%	▲
<b>Total (Excluding Rates)</b>		<b>11,373,044</b>	<b>6,348,319</b>	<b>5,954,221</b>	(6.21%)	
<b>Operating Expense</b>						
Governance		(866,030)	(410,246)	(375,766)	8.40%	
General Purpose Funding		(745,317)	(289,351)	(332,776)	(15.01%)	▲
Law, Order and Public Safety		(684,264)	(319,107)	(286,538)	10.21%	▼
Health		(3,223,979)	(1,342,234)	(1,076,361)	19.81%	▼
Education and Welfare		(5,128,678)	(2,210,860)	(2,209,135)	0.08%	
Community Amenities		(1,831,625)	(1,032,107)	(502,148)	51.35%	▼
Recreation and Culture		(6,796,078)	(2,906,724)	(2,548,011)	12.34%	▼
Transport		(5,081,620)	(2,096,345)	(2,082,337)	0.67%	
Economic Services		(515,132)	(230,422)	(180,824)	21.53%	▼
Other Property and Services		(92,477)	(81,068)	(12,241)	84.90%	▼
<b>Total</b>		<b>(24,965,198)</b>	<b>(10,918,463)</b>	<b>(9,606,137)</b>	12.02%	
<b>Funding Balance Adjustment</b>						
Add back Depreciation		3,467,084	1,444,444	1,389,466	3.81%	
Profit/Loss on Assets Disposal		186,374	186,374	-	100.00%	
Movement in Employee Benefits		16,249	-	9,015		▲
<b>Net Operating (Ex. Rates)</b>		<b>(9,922,448)</b>	<b>(2,939,327)</b>	<b>(2,253,435)</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets		678,000	678,000	-	(100.00%)	▼
Self-Supporting Loan Principal		18,511	8,102	8,102	0.00%	
Transfer from Reserves	7	701,519	-	107,877		▲
<b>Total</b>		<b>1,398,030</b>	<b>686,102</b>	<b>115,979</b>		
<b>Capital Expenses</b>						
Land and Buildings	8	(2,008,927)	(837,030)	(86,434)	89.67%	▼
Plant and Equipment	8	(93,953)	(188,651)	(48,037)	74.54%	▼
Infrastructure Assets - Roads	8	(1,179,700)	(491,525)	(25,289)	94.86%	▼
Infrastructure Assets - Drainage	8	(300,000)	(125,000)	-	100.00%	▼
Infrastructure Assets - Footpaths	8	(383,500)	(159,775)	(213,747)		
Infrastructure Assets - Parks	8	(895,000)	(372,895)	(21,797)	94.15%	▼
Repayment of Debentures		(115,713)	(45,382)	(45,382)	0.00%	
Transfer to Reserves	7	(803,208)	(41,780)	(41,780)	0.00%	
<b>Total</b>		<b>(5,780,001)</b>	<b>(2,262,037)</b>	<b>(482,465)</b>		
<b>Net Capital</b>		<b>(4,381,971)</b>	<b>(1,575,935)</b>	<b>(366,486)</b>		
<b>Total Net Operating + Capital</b>		<b>(14,304,419)</b>	<b>(4,515,262)</b>	<b>(2,619,921)</b>		
Rate Revenue		12,660,638	12,600,638	12,578,195	(0.18%)	
Opening Funding Surplus(Deficit)		1,668,642	1,345,706	1,345,706	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>24,860</b>	<b>9,431,082</b>	<b>11,303,980</b>		

**Town of Bassendean**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Corporate Business Plan)**  
**For the Period Ended 30 November 2016**

	Sum of Original Budget	Sum of Current Budget	Sum of YTD Actual
<b>Arts Heritage &amp; Culture</b>	<b>\$ 2,738,362</b>	<b>\$ 2,738,362</b>	<b>\$ 685,190</b>
Capital Expenditure	\$ 980,000	\$ 980,000	\$ -
Operating Expenditure	\$ 2,936,462	\$ 2,936,462	\$ 1,093,936
Operating Income	-\$ 1,178,100	-\$ 1,178,100	-\$ 408,747
<b>Economic Wellbeing</b>	<b>\$ 275,570</b>	<b>\$ 275,570</b>	<b>\$ 51,288</b>
Operating Expenditure	\$ 383,506	\$ 383,506	\$ 130,554
Operating Income	-\$ 107,936	-\$ 107,936	-\$ 79,266
<b>Environmental Sustainability</b>	<b>\$ 4,245,084</b>	<b>\$ 4,242,725</b>	<b>-\$ 252,582</b>
Capital Expenditure	\$ 425,420	\$ 425,420	\$ 3,621
Operating Expenditure	\$ 6,891,439	\$ 6,889,080	\$ 2,267,762
Operating Income	-\$ 3,071,775	-\$ 3,071,775	-\$ 2,523,965
<b>Health And Social Wellbeing</b>	<b>\$ 3,658,933</b>	<b>\$ 3,758,932</b>	<b>\$ 927,694</b>
Capital Expenditure	\$ 1,817,460	\$ 1,964,612	\$ 142,026
Operating Expenditure	\$ 6,517,820	\$ 6,490,819	\$ 2,915,373
Operating Income	-\$ 4,676,347	-\$ 4,696,499	-\$ 2,129,705
<b>Leadership And Governance</b>	<b>-\$ 12,236,650</b>	<b>-\$ 12,234,291</b>	<b>-\$ 12,541,480</b>
Capital Expenditure	\$ 50,000	\$ 52,359	\$ 2,359
Operating Expenditure	\$ 1,510,721	\$ 1,510,721	\$ 657,208
Operating Income	-\$ 13,797,371	-\$ 13,797,371	-\$ 13,201,047
<b>Town Planning &amp; Built Enviro</b>	<b>\$ 7,111,298</b>	<b>\$ 7,111,298</b>	<b>\$ 2,598,914</b>
Capital Expenditure	\$ 1,588,200	\$ 1,588,200	\$ 247,298
Operating Expenditure	\$ 6,725,251	\$ 6,725,251	\$ 2,541,304
Operating Income	-\$ 1,202,153	-\$ 1,202,153	-\$ 189,687
<b>Grand Total</b>	<b>\$ 5,792,597</b>	<b>\$ 5,892,597</b>	<b>-\$ 8,530,976</b>
<b>ADJUSTMENTS</b>			
Less Depreciation	-\$ 3,467,084	-\$ 3,467,084	-\$ 1,389,466
Plus Opening Surplus	-\$ 1,668,642	-\$ 1,668,642	-\$ 1,345,706
Transfer from/to Reserves	\$ 101,689	\$ 1,689	-\$ 66,098
Proceeds from Disposal of Asse	-\$ 678,000	-\$ 678,000	\$ -
Employee Accruals	-\$ 16,249	-\$ 16,249	-\$ 9,015
P& L on sale of assets	-\$ 186,374	-\$ 186,374	\$ -
Loan Prinicpal Repayments	\$ 115,713	\$ 115,713	\$ 45,382
Self Supporting Loan	-\$ 18,511	-\$ 18,511	-\$ 8,102
<b>TOTAL SUMMARY</b>	<b>-\$ 24,860</b>	<b>-\$ 24,860</b>	<b>-\$ 11,303,980</b>

**Town of Bassendean**  
**BALANCE SHEET**  
**For the Period Ended 30 November 2016**

	2016/2017 \$	2015/2016 \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	15,579,596	9,495,249
Trade and Other Receivables	5,147,350	831,790
Inventories	12,256	19,878
<b>TOTAL CURRENT ASSETS</b>	<u>20,739,202</u>	<u>10,346,917</u>
<b>NON-CURRENT ASSETS</b>		
Trade and Other Receivables	583,362	591,464
EMRC Investments	7,275,989	7,275,989
WALGA Government House	125,220	125,220
Property, Plant and Equipment	37,838,150	38,147,993
Infrastructure	99,867,472	100,551,791
<b>TOTAL NON-CURRENT ASSETS</b>	<u>145,690,193</u>	<u>146,692,457</u>
<b>TOTAL ASSETS</b>	<u>166,429,395</u>	<u>157,039,374</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	3,978,494	3,469,370
Borrowings	70,329	115,711
Provisions	1,762,767	1,762,767
<b>TOTAL CURRENT LIABILITIES</b>	<u>5,811,590</u>	<u>5,347,848</u>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	935,374	935,374
Provisions	194,119	194,119
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>1,129,492</u>	<u>1,129,493</u>
<b>TOTAL LIABILITIES</b>	<u>6,941,083</u>	<u>6,477,341</u>
<b>NET ASSETS</b>	<u>159,488,315</u>	<u>150,562,035</u>
<b>EQUITY</b>		
Retained Surplus	40,881,053	31,888,675
Reserves - Cash Backed	4,606,921	4,673,019
Reserves - Asset Revaluation	114,000,341	114,000,341
<b>TOTAL EQUITY</b>	<u>159,488,315</u>	<u>150,562,035</u>

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

**TOWN OF BASSENDEAN**  
**STATEMENT OF CHANGES IN EQUITY**  
**For the Period Ended 30 November 2016**

	2016/2017 \$	2015/2016 \$
<b>RETAINED SURPLUS</b>		
Balance as at 1 July	31,888,675	33,414,087
Net Result	8,926,280	\$748,319
Transfer to Revaluation Surplus	-	(1,649,724)
Transfer from/(to) Reserves	<u>107,877</u>	<u>(624,003)</u>
Balance as at period end	<u>40,881,053</u>	<u>31,888,675</u>
<b>RESERVES - CASH BACKED</b>		
Balance as at 1 July	4,673,019	4,049,015
Interest on Reserves	41,780	-
Transfer(from)/to Reserves	<u>(107,877)</u>	<u>624,003</u>
Balance as at period end	<u>4,606,921</u>	<u>4,673,019</u>
<b>RESERVES - ASSET REVALUATION</b>		
Balance as at 1 July 2015	114,000,341	112,276,794
Changes on Revaluation of Assets	-	73,823
Transfer from Revaluation Surplus	-	1,649,724
Balance as at period end	<u>114,000,341</u>	<u>114,000,341</u>
<b>TOTAL EQUITY</b>	<u>159,488,315</u>	<u>150,562,035</u>

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

**TOWN OF BASSENDEAN**  
**STATEMENT OF CASH FLOWS**  
For the Period Ended 30 November 2016

	NOTE	2016/17 Actual \$	2016/17 Budget \$	2015/2016 \$ Actual
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts:</b>				
Rates		8,713,124	12,710,638	11,945,900
Operating grants, subsidies and contributions		1,430,562	2,480,201	2,769,211
Fees and charges		4,010,058	5,727,153	5,734,184
Service charges		-	-	588,273
Interest earnings		245,636	448,374	511,192
Goods and services tax		410,775	-	1,091,254
Other revenue		262,794	398,109	644,681
		<u>15,072,951</u>	<u>21,764,475</u>	<u>23,284,695</u>
<b>Payments:</b>				
Employee costs		(4,713,025)	(10,990,406)	(10,332,589)
Materials and contracts		(2,476,055)	(7,803,045)	(6,484,894)
Utility charges		(275,405)	(717,385)	(669,249)
Interest expenses		(27,313)	(66,523)	(85,475)
Insurance expenses		(496,483)	(481,735)	(491,273)
Goods and services tax		(376,435)	-	(1,048,693)
Other expenditure		(306,828)	(1,258,648)	(997,469)
		<u>(8,671,544)</u>	<u>(21,317,742)</u>	<u>(20,109,642)</u>
<b>Net cash provided by (used in) operating activities</b>	14(b)	<u>6,401,406</u>	<u>446,733</u>	<u>3,175,054</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
<b>Receipts:</b>				
Non-operating grants, subsidies and contributions		101,968	2,143,353	934,689
Proceeds from sale of assets		-	678,000	31,236
<b>Payments:</b>				
Payments for purchase of property, plant & equipment		(134,471)	(2,102,880)	(538,900)
Payments for construction of infrastructure		(260,833)	(2,758,220)	(2,348,834)
<b>Net cash provided by (used in) investment activities</b>		<u>(293,336)</u>	<u>(2,039,747)</u>	<u>(1,921,809)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
<b>Receipts:</b>				
Proceeds from self supporting loans		8,102	18,511	17,323
Deferred Income Sports Club		-	-	8,000
Transfer from Trust		13,556	5,322	194,765
<b>Payments:</b>				
Repayment of debentures		(45,382)	(115,713)	(587,574)
<b>Net cash provided by (used in) financing activities</b>		<u>(23,724)</u>	<u>(91,880)</u>	<u>(367,486)</u>
<b>Net increase (decrease) in cash held</b>		6,084,346	(1,684,874)	885,758
Cash and cash equivalents at beginning of year		9,495,249	9,055,985	8,609,493
<b>Cash and cash equivalents at the end of the year</b>	14(a)	<u>15,579,596</u>	<u>7,371,111</u>	<u>9,495,249</u>

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



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

**NOTES TO THE CASH FLOW STATEMENT**

**(a) Reconciliation of Cash**

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

	<b>2016/17 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>2015/2016 \$ Actual</b>
Cash and Cash Equivalents	<u>15,579,596</u>	<u>7,371,111</u>	<u>9,495,249</u>

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

Net Result	8,926,280	(931,518)	748,319
Depreciation	1,389,466	3,467,084	3,332,383
Increase in Non Operating Income	-	-	-
(Profit)/Loss on Sale of Asset	-	186,374	36,561
Impairment (Loss)/Reversal	-	-	102,316
(Increase)/Decrease in Receivables	(3,775,812)	(125,854)	355,040
(Increase)/Decrease in Inventories	7,622	(6,000)	1,007
Increase in Investment in Joint Venture	-	-	(405,057)
Increase/(Decrease) in Payables & Accruals	(44,182)	-	(217,392)
Increase/(Decrease) in Employee Provisions	-	-	156,563
Grants/Contributions for the Development of Assets	(101,968)	(2,143,353)	(934,689)
Writeup in Fair Value of Infrastructure	-	-	-
<b>Net Cash from Operating Activities</b>	<u>6,401,406</u>	<u>446,733</u>	<u>3,175,054</u>

**TOWN OF BASSENDEAN  
RATING INFORMATION  
For the Period Ended 30 November 2016**

**Note 2. RATING INFORMATION**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Actual Rate Revenue \$	2016/17 Actual Interim Rates \$	2016/17 Actual Back Rates \$	2016/17 Actual Total Revenue \$	2016/17 YTD Budget \$
<b>Differential General Rate</b>								
GRV Properties	6.551	5,436	164,778,512	10,794,641	75,785		10,794,641	10,794,640
Interim Rates					75,785		75,785	150,000
Back Rates						1,772	1,772	10,000
<b>Sub-Totals</b>		5,436	164,778,512	10,794,641	75,785	1,772	10,872,197	10,954,640
<b>Minimum Rates</b>								
GRV Properties	1057.00	1,614	22,977,915	1,705,998			1,705,998	1,705,998
<b>Sub-Totals</b>		1,614	22,977,915	1,705,998			1,705,998	1,705,998
<b>Discounts</b>								
<b>Totals</b>							12,578,195	12,660,638
							12,578,195	12,660,638
							12,578,195	12,660,638

All land except exempt land in the Town of Bassendean is rated according to its Gross Rental Value (GRV). The general rates detailed above for the 2016/17 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year. The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

The Rates for 2016/17 were issued on the 22 July 2016. The due date for the payment of rates is August 26 2016, unless the option to pay by instalments is taken. Rates instalments are subject to an instalment fee of \$36 and 5.5% interest. Instalment dates for 2016/17 are:  
 1st: 26 August 2016  
 2nd: 26 October 2016  
 3rd: 4 January 2017  
 4th: 7 March 2017

**Town of Bassendean**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2016**

**Note 3: NET CURRENT FUNDING POSITION**

Note	2016-17		2015-16
	Positive=Surplus (Negative=Deficit)	Actual	
	This Period	Last Period	Same Period
	\$	\$	Last Year
<b>Current Assets</b>			
Cash Unrestricted	8,895,650	10,437,488	9,944,001
Cash Restricted	6,683,946	6,707,025	6,099,060
Rates - Current	4,929,711	5,283,034	4,330,937
Sundry Debtors	147,590	188,004	232,696
GST Receivable	51,539	51,108	64,228
Inventories	12,256	23,452	21,737
	<b>20,720,692</b>	<b>22,690,111</b>	<b>20,692,658</b>
<b>Less: Current Liabilities</b>			
Sundry Creditors	(1,796,767)	(2,462,075)	(1,902,907)
Accrued Interest on Debentures	-	-	-
Accrued Salaries and Wages	-	-	-
Income Received in Advance	(25,932)	(33,850)	(31,887)
Rates in Advance	(78,771)	(68,794)	(50,881)
Hyde Retirement Village Bonds	(254,100)	(251,350)	(286,850)
Bonds & Other Deposits	(1,822,925)	(1,858,486)	(1,720,829)
Provisions	(1,762,767)	(1,762,767)	(1,597,630)
	<b>(5,741,261)</b>	<b>(6,437,321)</b>	<b>(5,590,984)</b>
Less: Cash backed Reserves	(4,606,921)	(4,597,190)	(4,091,380)
LSL	931,473	931,473	785,059
<b>Net Current Funding Position</b>	<b>11,303,980</b>	<b>12,587,071</b>	<b>11,795,352</b>
			<b>1,345,706</b>

Town of Bassendean  
**INFORMATION ON BORROWINGS**  
**For the Period Ended 30 November 2016**

**Note 4. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
Loan 156 Civic Centre Redevelopment	169,738		40,414	19,803	129,324	149,935	12,340	6,569
Loan 157 Ashfield Soccer Club-SSL	23,193		4,035	983	19,158	22,210	1,454	388
Loan 160A Civic Centre Redevelopment	426,622		42,239	10,309	384,383	416,313	25,930	6,730
Loan 160B Civic Centre Redevelopment	167,558		14,550	7,168	153,009	160,390	9,600	4,907
Loan 161 Purchase of 35 Old Perth Rd	-		-	-	-	-	-	-
Loan 162- TADWA SSL	263,973		14,476	7,118	249,498	256,855	17,198	8,718
Loan 163 - Underground Power	-		-	-	-	-	-	-
	1,051,084		115,713	45,382	935,372	1,005,702	66,522	27,313

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

(b) New Debentures - 2016/17

Council has no new debentures during 2016/17.

(c) Unspent Debentures

Council has no unspent debentures during 2016/17.

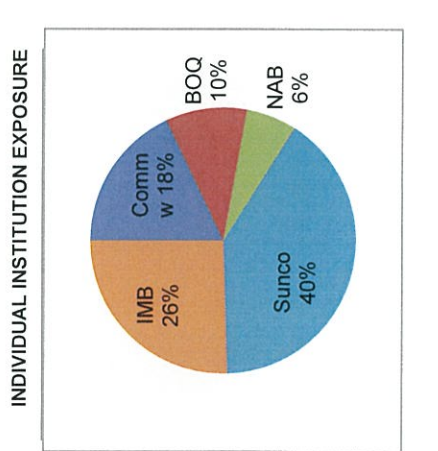
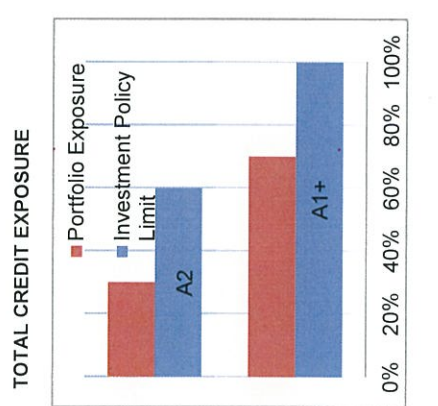
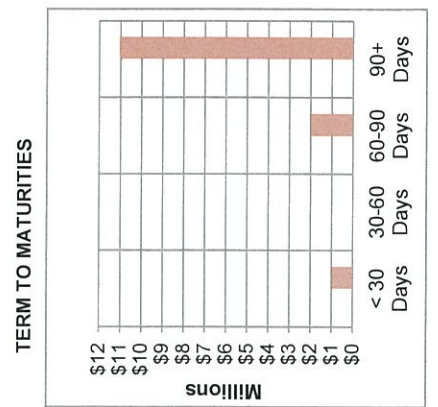
(d) Overdraft

Council has an overdraft facility of \$100,000 with the Commonwealth Bank  
It is anticipated that this facility will not be required in the 2016/17 Financial Period.

Town of Bassendean  
Monthly Investment Report  
For the Period Ended 30 November 2016

Note 5 : CASH INVESTMENTS

Deposit Ref	Deposit Date	Maturity Date	S & P Rating	Institution	Term (Days)	Rate of Interest	Amount Invested (Days)				Expected Interest
							Up to 30	30-60	60-90	90-120+	
<b>Municipal</b>											
4185553	3/11/2016	10/01/2017	A1	Suncorp	68	2.50%			1,200,000		5.589
426010	1/11/2016	7/02/2017	A1+	Bank of Queensland	98	2.45%			2,000,000		13.156
4185170	28/09/2016	22/12/2016	A1	Suncorp	85	2.35%			2,000,000		10.945
45804	30/11/2016	25/01/2017	A1+	IMB	56	2.27%		1,500,000			5.224
45287	15/11/2016	22/12/2016	A2	IMB	37	1.65%		600,000			1.004
B190248.741	19/10/2016	14/12/2016	A1+	Commonwealth Bank	56	2.31%		1,000,000			3.544
							-	3,100,000	5,200,000	-	39,462
<b>Reserve</b>											
425874	31/10/2016	28/04/2017	A2	Bank of Queensland	179	2.75%				931,472	12,562
418138	30/09/2016	30/03/2017	A1	Suncorp	181	2.70%				2,137,960	28,625
164115	30/11/2016	30/05/2017	A1+	Commonwealth Bank	181	2.52%				1,537,488	19,213
							-	-	-	4,606,920	60,400
<b>Trust</b>											
089-062126-4	24/10/2016	24/02/2017	A1+	Bankwest	123	2.50%				11,351	96
94-401-6261	28/09/2016	6/01/2017	A1+	NAB	100	2.65%				853,941	6,200
399851	31/10/2016	28/02/2017	A2	Bank of Queensland	120	2.55%				500,000	4,192
4185199	30/11/2016	29/05/2017	A1	Suncorp	180	2.81%				1,500,000	20,786
							-	-	-	2,865,292	6,295
<b>Total</b>							-	3,100,000	5,200,000	7,472,212	15,772,212



Depositing Institution	Value Invested
Fossil Fuel Lending ADI	
Commonwealth	\$4,537,488
NAB	\$853,941
Bankwest	\$1,351
<b>Total</b>	<b>\$5,402,780</b>
Non Fossil Fuel Lending ADI	
B of Queensland	\$2,631,472
IMB	\$2,100,000
Suncorp	\$5,637,960
<b>Total</b>	<b>\$10,369,432</b>
<b>Total Funds</b>	<b>\$15,772,212</b>



**Town of Bassendean  
Reserve Funds  
For the Period Ended 30 November 2016**

**Note 7: Cash Backed Reserves**

Name	Budgetted Opening Balance	Actual Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In	Actual Transfers In	Budget Transfers Out	Actual Transfers Out	Budget Closing Balance	Actual YTD Closing Balance
Aged Persons Housing Reserve	\$ 528,227	\$ 525,303	\$ 12,497	\$ 4,834	\$ -	\$ -	\$ 70,000	\$ -	\$ 470,724	\$ 530,137
Cultural Events Reserve	5,039	5,025	107	46	-	-	-	-	5,146	5,071
Municipal Building & TP Reserve	1,795,832	1,794,264	96,353	16,511	600,000	-	550,000	-	1,942,185	1,810,775
Plant Reserve	366,820	369,025	8,500	3,396	-	-	-	-	375,320	372,421
Recreation Development Reserve	34,202	36,152	800	333	-	-	-	-	35,002	36,485
Self Insurance Reserve	8,002	7,981	171	73	-	-	-	-	8,173	8,054
Unspent Grants & Contributions	123,797	157,514	-	-	50,000	-	67,000	-	106,797	157,514
Underground Power Reserve	77,543	77,341	1,653	712	-	-	-	-	79,196	78,053
Waste Management Reserve	280,643	281,068	1,241	2,586	-	-	-	-	281,884	283,654
Wind in the Willows Reserve	51,970	51,943	228	478	-	-	-	-	52,198	52,421
Youth Development Reserve	26,867	26,797	573	247	-	-	-	-	27,440	27,044
Drainage Infrastructure Reserve	110,265	111,077	2,124	1,022	-	-	-	-	112,389	112,099
Employee Entitlements Reserve	918,258	922,458	16,249	9,015	-	-	-	-	934,507	931,473
Hacc Asset Replacement Reserve	304,552	307,070	12,712	2,526	-	-	14,519	107,877	302,745	201,719
	<b>4,632,017</b>	<b>4,673,019</b>	<b>153,208</b>	<b>41,780</b>	<b>650,000</b>	<b>-</b>	<b>701,519</b>	<b>107,877</b>	<b>4,733,706</b>	<b>4,606,921</b>

**Town of Bassendean  
Capital Works Program  
For the Period Ended 30 November 2016**

**NOTE 8: CAPITAL WORKS**

<b>Summary of Capital Acquisitions</b>							<b>TOTAL ACTUAL</b>
<b>Account</b>	<b>Original Budget</b>	<b>Budget Amendments</b>	<b>Current Amended Budget</b>	<b>YTD Budget</b>	<b>Expenditure Actual</b>	<b>Order Value</b>	<b>TOTAL ACTUAL</b>
	\$	\$	\$	\$	\$		
<b>Property, Plant &amp; Equipment</b>							
Land and Buildings	2,008,927	-	2,008,927	837,030	86,434	92,302	178,736
Plant & Equipment	22,000	-	22,000	9,165	-	-	-
Furniture & Equipment	71,953	149,511	221,464	179,486	48,037	10,076	58,113
<b>Infrastructure</b>							
Roadworks	1,179,700	-	1,179,700	491,525	25,289	6,822	32,111
Drainage	300,000	-	300,000	125,000	-	-	-
Footpaths	383,500	-	383,500	159,775	213,747	31,578	245,326
Parks, Gardens & Reserves	895,000	-	895,000	372,895	21,797	56,865	78,662
<b>Totals</b>	<b>4,861,080</b>	<b>149,511</b>	<b>5,010,591</b>	<b>2,174,876</b>	<b>395,304</b>	<b>197,643</b>	<b>592,947</b>

<b>Land for Resale</b>							<b>TOTAL ACTUAL</b>
<b>Account</b>	<b>Original Budget</b>	<b>Budget Amendments</b>	<b>Current Amended Budget</b>	<b>YTD Budget</b>	<b>Expenditure Actual</b>	<b>Order Value</b>	<b>TOTAL ACTUAL</b>
	\$				\$		
LAND EXCHANGE FOR TWO CROWN RESERVES - LOT 7557 LORD STREET (REMEDICATION AND SUBDIVISIONAL WORKS OF 271 HAMILTON STREET)	50,000	-	50,000	20,830	4,925	1,780	6,705
PURCHASE OF LAND FOR WINDING UP TPS4A	81,420	-	81,420	33,925	3,621	3,904	7,525
	10,000	-	10,000	4,165	-	-	-
<b>Totals</b>	<b>141,420</b>	<b>-</b>	<b>141,420</b>	<b>58,920</b>	<b>8,546</b>	<b>5,684</b>	<b>14,230</b>

<b>Buildings</b>							<b>TOTAL ACTUAL</b>
<b>Account</b>	<b>Original Budget</b>	<b>Budget Amendments</b>	<b>Current Amended Budget</b>	<b>YTD Budget</b>	<b>Expenditure Actual</b>	<b>Order Value</b>	<b>TOTAL ACTUAL</b>
	\$	\$	\$	\$	\$		
CONSTRUCTION OF NEW MENS SHED- SCADDAN STREET	670,000	-	670,000	279,165	-	3,769	3,769
HYDE RETIREMENT VILLAGE SOLAR PANELS	70,000	-	70,000	29,165	69,440	-	69,440
CONSTRUCTION OF WELDING SHED- DEPOT	15,000	-	15,000	6,250	8,261	3,768	12,029
NO 1 SURREY STREET	980,000	-	980,000	408,330	-	-	-
SWITCHBOARD BASSENDEAN BOWLING CLUB	25,000	-	25,000	10,415	-	24,993	24,993
STORAGE SHED- SENIOR & DISABILITY SERVICES- ASHFIELD	12,000	-	12,000	5,000	-	-	-
ASHFIELD SOCCER GROUND GRANDSTAND SEATS UPGRADE	20,000	-	20,000	8,330	-	-	-
COMMUNITY HALL AWNINGS REAR DOOR UPGRADE	5,000	-	5,000	2,080	187	1,450	1,637
ALF FAULKNER HALL SOLAR PANELS	7,000	-	7,000	2,915	-	5,680	5,680
WIND IN THE WILLOWS SOLAR PANELS	15,000	-	15,000	6,250	-	11,990	11,990
ASHFIELD SENIORS & DISABILITIES BUILDING SOLAR PANELS	30,000	-	30,000	12,500	-	17,550	17,550
ASHFIELD SENIORS & DISABILITIES ACCESSIBLE TOILETS DAYCARE CENTRE	18,507	-	18,507	7,710	-	17,419	17,419
<b>Totals</b>	<b>1,867,507</b>	<b>-</b>	<b>1,867,507</b>	<b>778,110</b>	<b>77,888</b>	<b>86,618</b>	<b>164,507</b>



**Town of Bassendean  
Capital Works Program**

**For the Period Ended 30 November 2016**

<b>Plant &amp; Equipment</b>		Original Budget	Budget Amendments	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
Account AF1602	RIDE ON MOWER- (PP7191)- REPLACEMENT	\$ 22,000	\$ -	\$ 22,000	\$ 9,165	\$ -	-	-
<b>Totals</b>		<b>22,000</b>	<b>-</b>	<b>22,000</b>	<b>9,165</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Furniture &amp; Equipment</b>		Original Budget	Budget Amendments	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
Account AE1601	IT INFRASTRUCTURE UPGRADE (C/O FROM 2015-16 AE1505)	\$ 50,000	-	50,000	20,830	\$ -	\$ -	\$ -
AE1602	HACC EXPENDITURE OF 15/16 NON RECURRENT FUNDING(EQUIPMENT)	15,953	-	15,953	6,645	13,261	-	13,261
AE1603	MONITORING EQUIPMENT -HEALTH SERVICES	6,000	-	6,000	2,500	5,529	-	5,529
AE1604	DEPOT OFFICE ICE MAKING MACHINE	-	2,359	2,359	2,359	2,359	-	2,359
AE1605	CCTV/EQUIPMENT FOR SKATE PARK AND 48 OPR	-	20,152	20,152	20,152	-	10,076	10,076
AE1606	SDS CLIENT MANAGEMENT SOFTWARE	-	100,000	100,000	100,000	-	-	-
AE1607	W/W BASSENDEAN PLAYGROUND UPGRADE	-	27,000	27,000	27,000	26,888	-	26,888
<b>Totals</b>		<b>71,953</b>	<b>149,511</b>	<b>221,464</b>	<b>179,486</b>	<b>48,037</b>	<b>10,076</b>	<b>58,113</b>

<b>Roads</b>		Original Budget	Budget Amendments	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
Account AR1601	COLLIER ROAD RESURFACING	\$ 390,000	-	\$ 390,000	\$ 162,500	\$ -	\$ -	\$ -
AR1602	IOLANTHE ROAD SURFACING	285,000	-	285,000	118,750	2,000	3,582	5,582
AR1603	RAILWAY PDE RESURFACING	50,000	-	50,000	20,830	-	-	-
AR1604	NORTHMOOR ROAD RESURFACING	73,000	-	73,000	30,415	-	-	-
AR1605	DEVON ROAD RESURFACING	80,000	-	80,000	33,330	-	-	-
AR1606	ANZAC TCE- IOLANTHE TO LORD STREET RESURFACING	200,000	-	200,000	83,330	-	-	-
AR1607	JUBILEE RESERVE CAR PARK UPGRADE (WATER URBAN DESIGN)	30,000	-	30,000	12,500	-	-	-
AR1608	CAR PARK UPGRADE (SCADDAN STREET) WATER DESIGN PRINCIPALS	40,000	-	40,000	16,665	411	-	411
AR1609	MODIFICATION TO PEDESTRAIN ACCESS CNR OLD PERTH ROAD AND WHIT	31,700	-	31,700	13,205	22,878	1,620	24,498
<b>Totals</b>		<b>1,179,700</b>	<b>-</b>	<b>1,179,700</b>	<b>491,525</b>	<b>25,289</b>	<b>6,822</b>	<b>32,111</b>

<b>Drainage</b>		Original Budget	Budget Amendments	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
Account AD1601	ANZAC TCE DRAINAGE PROJECT	\$ 300,000	\$ -	\$ 300,000	\$ 125,000	\$ -	\$ -	\$ -
<b>Totals</b>		<b>300,000</b>	<b>-</b>	<b>300,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Town of Bassendean  
Capital Works Program**

**For the Period Ended 30 November 2016**

Account	Footpaths & Cycleways				YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
	Original Budget	Budget Amendments	Current Amended Budget					
AT1601	\$ 28,500	-	28,500	-	\$ 11,875	12,581	2,927	15,508
AT1602	70,000	-	70,000	-	29,165	34,846	-	34,846
AT1604	5,500	-	-	-	-	-	-	-
AT1605	5,000	-	5,000	-	2,080	-	-	-
AT1606	3,000	-	8,500	-	3,540	11,242	-	11,242
AT1608	30,000	-	30,000	-	12,500	12,246	-	12,246
AT1609	33,000	-	33,000	-	13,750	22,635	-	22,635
AT1611	35,000	-	35,000	-	14,580	9,030	-	10,494
AT1612	72,500	-	72,500	-	30,205	59,320	1,464	59,320
AT1613	44,500	-	44,500	-	18,540	-	27,187	27,187
AT1614	56,500	-	56,500	-	23,540	51,848	-	51,848
<b>Totals</b>	<b>383,500</b>	<b>-</b>	<b>383,500</b>	<b>-</b>	<b>159,775</b>	<b>213,747</b>	<b>31,578</b>	<b>245,326</b>

Account	Parks, Gardens & Reserves				YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
	Original Budget	Budget Amendments	Current Amended Budget					
AP1601	\$ 10,000	-	10,000	-	\$ 4,165	7,696	-	7,696
AP1602	290,000	-	290,000	-	120,830	-	-	-
AP1603	235,000	-	235,000	-	97,915	-	21,260	21,260
AP1604	250,000	-	250,000	-	104,165	-	-	-
AP1605	32,000	-	32,000	-	13,330	-	-	-
AP1606	20,000	-	20,000	-	8,330	-	29,605	29,605
AP1607	10,000	-	10,000	-	4,165	-	-	-
AP1608	6,000	-	6,000	-	2,500	-	6,000	6,000
AP1609	22,000	-	22,000	-	9,165	2,160	-	2,160
AP1610	20,000	-	20,000	-	8,330	11,940	-	11,940
<b>Totals</b>	<b>895,000</b>	<b>-</b>	<b>895,000</b>	<b>-</b>	<b>372,895</b>	<b>21,797</b>	<b>56,865</b>	<b>78,662</b>

**Town of Bassendean  
Budget Amendments  
For the Period Ended 30 November 2016**

NOTE 9: Budget Amendments

	Description	Ledger Code	Current Budget	Proposed Budget	Budget Change	Justification/Reason for Budget Amendment
DEC OCM			\$	\$	\$	
DEC OCM	RETICULATION UPGRADE- MARY CRESCENT GEN	AP1606	20000	30000	-10,000	T/fer between accounts
	PUMP BORE MAINTENANCE	MP0050	63,500	53,500	10,000	T/fer between accounts
					-	Movement to Adopted 16/17 Budget
	NET MOVEMENT TO CLOSING FUNDING SURPLUS 16/17					

**Town of Bassendean  
Trust Fund  
For the Period Ended 30 November 2016**

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

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

Description	Opening Balance 1-Jul-16	Amount Received	Amount Paid	For the Period Ended 30
<i><b>TRUST FUNDS CONTROLLED</b></i>	\$	\$	\$	\$
Public Open Space Contributions	847,877	6,063	-	853,940
Trust Funds - No Control	847,877	6,063	-	853,940
Hyde Retirement Village Retention Bonds	224,350	29,750	-	254,100
Donations Community Bus	450	-	-	450
Lyneham Hostel Residents Trust	1,050	-	-	1,050
Iveson Hostel Residents Trust	18	-	-	18
Sundry	173,573	19,125	(9,038)	183,660
Securities	801,261	132,888	(122,508)	811,641
Hall Hire Bonds	25,541	25,050	(24,500)	26,091
Crossover Deposits	104,675	-	-	104,675
Development Bonds	711,225	10,850	(49,091)	672,984
Stormwater Deposits	21,326	4,870	(3,840)	22,356
Trust Funds - Controlled	2,063,469	222,533	(208,977)	2,077,025
<b>Total Trust Funds</b>	<b>2,911,346</b>	<b>228,596</b>	<b>(208,977)</b>	<b>2,930,965</b>

**TOWN OF BASSENDEAN**

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

For the Period Ended 30 November 2016

<b>Note 11 : Balance Sheet Notes</b>	<b>2016/2017</b>	<b>2015/2016</b>
	<b>\$</b>	<b>\$</b>
<b>CASH AND CASH EQUIVALENTS</b>		
Unrestricted	8,895,650	2,758,762
Restricted	6,683,946	6,736,487
	<u>15,579,596</u>	<u>9,495,249</u>
<p>The following restrictions have been imposed by regulations or other externally imposed requirements:</p>		
Leave Reserve	7 931,472	922,458
Plant & Equipment Reserve	7 372,420	369,024
Recreation Development Reserve	7 36,484	36,151
Muni Building & T P Reserve	7 1,810,775	1,794,264
Waste Management Reserve	7 283,654	281,068
Wind in the Willows Reserve	7 52,420	51,942
Aged Persons Reserve	7 530,138	525,304
Youth Development Reserve	7 27,043	26,797
Cultural Events Reserve	7 5,072	5,026
Self Insurance Reserve	7 8,054	7,981
Underground Power Reserve	7 78,052	77,340
Drainage Reserve	7 112,100	111,078
HACC Assets Replacement	7 201,720	307,071
Unspent Portion of Grants	7 157,514	157,514
Hyde Retirement Village Retention Bonds	10 254,100	224,350
Other Bonds & Deposits	10 1,822,925	1,839,119
	<u>6,683,946</u>	<u>6,736,486</u>
<b>TRADE AND OTHER RECEIVABLES</b>		
<b>Current</b>		
Rates Outstanding	4,929,711	530,935
Sundry Debtors - General	139,913	185,915
GST Receivable	51,539	85,880
Accrued Interest	-	2,871
Sundry Debtors - SSL	18,511	18,511
Long Service Leave Due from Other Councils	52,633	52,633
Sundry Debtors - Other	8,000	8,000
Provision for Doubtful Debts	(52,956)	(52,956)
	<u>5,147,350</u>	<u>831,790</u>
<b>Non-Current</b>		
Rates Outstanding - Pensioners	314,808	314,808
Loans - Clubs/Institutions	260,554	268,656
Other Deferred Debtors - Clubs Contributions	8,000	8,000
	<u>583,362</u>	<u>591,464</u>
Investments - Government House	<u>125,220</u>	<u>125,220</u>
Investments- EMRC	<u>7,275,989</u>	<u>7,275,989</u>

**TOWN OF BASSENDEAN**

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

For the Period Ended 30 November 2016

	2016/2017 \$	2015/2016 \$
<b>Note 11 : Balance Sheet Notes continued</b>		
<b>INVENTORIES</b>		
<b>Current</b>		
Fuel and Materials	12,256	19,878
	<u>12,256</u>	<u>19,878</u>
<b>PROPERTY, PLANT AND EQUIPMENT</b>		
Land and Buildings		
- Independent Valuation 2013 - Level 2	21,887,430	21,878,884
Buildings at:		
- Independent Valuation 2013 - Level 3	17,789,867	17,789,867
- Additions after valuation - cost	1,062,846	984,958
Less: accumulated depreciation	<u>(4,199,747)</u>	<u>(3,791,564)</u>
	14,652,967	14,983,261
<b>Total Land and Buildings</b>	<u><b>36,540,396</b></u>	<u><b>36,862,145</b></u>
Furniture and Equipment - Management Valuation 2016		
- Additions after valuation - cost	165,239	165,239
Less Accumulated Depreciation	<u>48,037</u>	<u>(79,284)</u>
Less Accumulated Depreciation	126,957	85,955
Plant and Equipment - Independent Valuation 2016		
- Independent Valuation 2016 - Level 2	1,898,330	1,898,330
- Independent Valuation 2016 - Level 3	714,601	714,601
- Additions after valuation - cost	-	-
Less Accumulated Depreciation	<u>(1,504,754)</u>	<u>(1,475,658)</u>
	1,108,177	1,137,273
Art Works		
- Independent Valuation 2015 - Level 2	62,620	62,620
	<u>62,620</u>	<u>62,620</u>
	<u><b>37,838,150</b></u>	<u><b>38,147,993</b></u>
<b>INFRASTRUCTURE</b>		
Roads - Independent Valuation 2013		
- Additions after valuation - cost	78,932,337	78,932,337
Less Accumulated Depreciation	<u>2,493,722</u>	<u>2,468,433</u>
	71,841,786	72,338,555
Footpaths - Independent Valuation 2013		
- Additions after valuation - cost	7,901,488	7,901,488
Less Accumulated Depreciation	<u>739,538</u>	<u>525,791</u>
	(2,902,024)	(2,782,978)
	5,739,002	5,644,301
Drainage - Independent Valuation 2013		
- Additions after valuation - cost	22,060,547	22,060,547
Less Accumulated Depreciation	<u>254,845</u>	<u>254,845</u>
	(7,481,777)	(7,342,401)
	14,833,615	14,972,991
Parks & Ovals - Independent Valuation 2015		
- Additions after valuation - cost	13,667,875	13,667,875
Less Accumulated Depreciation	<u>581,632</u>	<u>559,835</u>
	(6,796,437)	(6,631,766)
	7,453,069	7,595,944
	<u><b>99,867,472</b></u>	<u><b>100,551,791</b></u>

**TOWN OF BASSENDEAN**

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

For the Period Ended 30 November 2016

<b>Note 11 : Balance Sheet Notes continued</b>	<b>2016/2017</b> \$	<b>2015/2016</b> \$
<b>TRADE AND OTHER PAYABLES</b>		
<b>Current</b>		
Sundry Creditors	1,796,767	1,067,199
Accrued Interest on Debentures	-	6,548
Accrued Salaries and Wages	-	71,974
Rates in Advance	78,771	218,413
Income in Advance	25,932	41,768
Bonds & Other Deposits	1,822,925	1,839,118
Hyde Retirement Village Bonds	254,100	224,350
	<u>3,978,494</u>	<u>3,469,370</u>
<b>LONG-TERM BORROWINGS</b>		
<b>Secured by Floating Charge</b>		
Loan Liability - Current	70,329	115,711
	<u>70,329</u>	<u>115,711</u>
<b>Non-Current</b>		
<b>Secured by Floating Charge</b>		
Loan Liability - Non Current	935,374	935,374
	<u>935,374</u>	<u>935,374</u>
<b>PROVISIONS</b>		
<b>Current</b>		
Provision for Annual Leave	760,719	760,719
Provision for Long Service Leave	1,002,048	1,002,048
	<u>1,762,767</u>	<u>1,762,767</u>
<b>Non-Current</b>		
Provision for Long Service Leave	194,119	194,119
	<u>194,119</u>	<u>194,119</u>

**Town of Bassendean  
Outstanding Creditors List  
For the Period Ended 30 November 2016**

**NOTE 12: Outstanding Creditors List**

CREDITORS NAME	> 90 DAYS	>60 DAYS	>30 DAYS	CURRENT	TOTAL
ALSCO PERTH	\$ -	\$ -	\$ -	\$ 35.90	\$ 35.90
ASSET INFRASTRUCTURE MANAGEMENT	\$ -	\$ -	\$ -	\$ 5,431.25	\$ 5,431.25
BASSENDEAN FLOWERS	\$ -	\$ -	\$ -	\$ 285.00	\$ 285.00
BEAVER TREE SERVICES	\$ -	\$ -	\$ -	\$ 940.50	\$ 940.50
BUNNINGS GROUP LIMITED	\$ -	\$ -	\$ -	\$ 57.44	\$ 57.44
CADDS GROUP PTY LTD	\$ 1,859.00	\$ -	\$ -	\$ -	\$ 1,859.00
COMMISSIONER OF POLICE	\$ -	\$ -	\$ -	\$ 14.90	\$ 14.90
COMPLETE CORPORATE HEALTH - ASCOT	\$ -	\$ -	\$ -	\$ 572.00	\$ 572.00
DANZA VIVA	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00
DEPARTMENT OF FIRE & EMERGENCY SERVICES	\$ -	\$ -	\$ -	\$ 712,582.20	\$ 712,582.20
EARTH PRODUCTS	\$ -	\$ -	\$ -	\$ 1,487.20	\$ 1,487.20
EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	\$ -	\$ -	\$ -	\$ 34,445.62	\$ 34,445.62
EVENTS INDUSTRY ASSOCIATION (EIA)	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
FI & LEES PTY LTD (JUMPLINGS)	\$ -	\$ -	\$ -	\$ 48.00	\$ 48.00
FORTH CONSULTING PTY LTD	\$ -	\$ -	\$ -	\$ 14,327.50	\$ 14,327.50
GALVINS PLUMBING PLUS	\$ -	\$ -	\$ -	\$ 42.04	\$ 42.04
GRONBEK SECURITY	\$ -	\$ -	\$ -	\$ 67.18	\$ 67.18
HANSON CONSTRUCTION MATERIALS PTY LTD	\$ -	\$ -	\$ -	\$ 2,291.42	\$ 2,291.42
HELEN DOBBIE	\$ -	\$ -	\$ -	\$ 2,100.00	\$ 2,100.00
IMAGESOURCE DIGITAL SOLUTIONS	\$ -	\$ -	\$ -	\$ 290.40	\$ 290.40
JADE DAVIES	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
JEFF GREEN TREE LOPPING	\$ -	\$ -	\$ -	\$ 880.00	\$ 880.00
KONE ELEVATORS PTY LTD	\$ -	\$ -	\$ -	\$ 1,894.23	\$ 1,894.23
LG ASSIST AUSTRALIA	\$ -	\$ -	\$ -	\$ 302.75	\$ 302.75
MCDERMOTT GROUP	\$ -	\$ -	\$ -	\$ 1,116.72	\$ 1,116.72
MCDOWALL AFFLECK PTY LTD	\$ -	\$ -	\$ -	\$ 8,580.00	\$ 8,580.00
MCLEODS & CO	\$ -	\$ -	\$ 4,279.49	\$ 13,520.14	\$ 17,799.63
MT LAWLEY MILK	\$ -	\$ -	\$ -	\$ 156.00	\$ 156.00
NATURE CALLS PORTABLE TOILETS	\$ -	\$ -	\$ -	\$ 1,138.50	\$ 1,138.50
NICHOLAS CLARKE	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
ORAL HISTORY ASSOCIATION OF AUSTRALIA	\$ -	\$ -	\$ -	\$ 65.00	\$ 65.00
PARAMOUNT ELECTRICAL SERVICES (LEBONNE P/L)	\$ -	\$ -	\$ -	\$ 535.03	\$ 535.03
PORTA PIZZA (OLIVER LEMKE)	\$ -	\$ -	\$ -	\$ 91.50	\$ 91.50
PROGRAMMED PROPERTY SERVICES	\$ -	\$ -	\$ -	\$ 3,025.00	\$ 3,025.00
RICOH AUSTRALIA PTY LTD	\$ 157.30	\$ -	\$ -	\$ 159.11	\$ 316.41
SCORPION TRAINING SOLUTIONS (RMTP ENTERPRISES)	\$ -	\$ -	\$ -	\$ 1,100.00	\$ 1,100.00
SIA ARCHITECTS	\$ -	\$ -	\$ -	\$ 9,806.50	\$ 9,806.50
SOILS AINT SOILS	\$ -	\$ -	\$ -	\$ 370.00	\$ 370.00
SUCCESS HILL ACTION GROUP	\$ -	\$ -	\$ -	\$ 470.00	\$ 470.00
TELSTRA	\$ -	\$ -	\$ -	\$ 6,228.46	\$ 6,228.46
TENNYSONN BOURKE	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
THOMAS BROWN	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
TOTAL EDEN PTY LTD	\$ -	\$ -	\$ -	\$ 2,455.71	\$ 2,455.71
TOTAL TOOLS MIDLAND	\$ -	\$ -	\$ -	\$ 213.80	\$ 213.80
TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	\$ -	\$ -	\$ -	\$ 834.75	\$ 834.75
WATER CORPORATION	\$ -	\$ -	\$ -	\$ 2,865.62	\$ 2,865.62
	\$ 2,016.30	\$ -	\$ 4,279.49	\$ 833,577.37	\$ 839,873.16



**Town of Bassendean**  
**LIST OF PROJECTS & CONSULTANCIES**  
**For the Period Ended 30 November 2016**

Note 13

PROJECT		2016/17 Budget	2016/17 Actual	FUNDING SOURCE
<b>RECREATION &amp; CULTURE</b>				
121561	SPORT & REC - ACTIVE ABILITIES	\$0	\$0	COUNCIL
121562	SPORT & REC - CLUB CONNECT	\$5,000	\$1,353	COUNCIL
121563	SPORT & REC - KIDS SPORT	\$5,000	\$4,426	\$5,000 GRANT
121359	SPORT & REC - EVENT CONSULTANT	\$12,000	\$0	COUNCIL
121359	SPORT & REC - FACILITY NEEDS ASSESSMENT	\$40,000	\$0	COUNCIL
131479	CONSULTANT STREET AUDIT/CANOPY MAPPING	\$60,000	\$0	COUNCIL
151360	CULTURE - REVIEW CULTURAL PLAN	\$15,000	\$1,155	COUNCIL
151595	GLOBAL CITIZENRY	\$10,000	\$5,630	\$10,000 GRANT
181496	PUBLIC EVENTS - 2 MAJOR EVENTS	\$80,000	\$24,799	COUNCIL
181496	PUBLIC EVENTS - VINTAGE CYCLING EVENT	\$5,000	\$0	COUNCIL
181501	PERTH AUTUMN FESTIVAL	\$0	\$0	COUNCIL
181507	PUBLIC EVENTS - CHILDREN WEEK	\$3,100	\$1,618	COUNCIL
181504	PUBLIC EVENTS - NAIDOC DAY	\$55,000	\$41,326	\$10,000 GRANT
181505	PUBLIC EVENTS - AUSTRALIA DAY	\$113,000	\$2,346	\$11,000 GRANT
181506	PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP	\$5,000	\$470	COUNCIL
181508	PUBLIC EVENTS - VISUAL ART AWARD	\$50,000	\$34,351	\$7,000 FEES
181509	PUBLIC EVENTS - SENIORS WEEK	\$4,100	\$5,900	COUNCIL
181510	PUBLIC EVENTS - AVON DECENT	\$1,600	\$2,453	COUNCIL
181511	PUBLIC EVENTS - ANZAC DAY	\$15,000	\$0	COUNCIL
181512	PUBLIC EVENTS - SUMMER OUTDOOR MOVIES	\$20,500	\$3,918	COUNCIL
	<b>TOTAL RECREATION &amp; CULTURE</b>	<b>\$734,300</b>		
<b>LIBRARY</b>				
141302	TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION	\$45,000	\$2,347.90	COUNCIL
	<b>TOTAL LIBRARY</b>	<b>\$45,000</b>		COUNCIL
<b>ASSET SERVICES</b>				
211309	ASSET MANAGEMENT	\$60,000	\$22,265	COUNCIL
211309	FOOTPATH STUDY (DEPT TRANSPORT)	\$30,000	\$0	\$15000 GRANT
211309	DRAINAGE REPORT	\$50,000	\$43,263	COUNCIL
211309	UNDERGROUND POWER CONSULTANT	\$0	\$0	COUNCIL
211309	GREENHOUSE EMISSIONS AUDIT	\$10,000	\$0	COUNCIL
211309	STREETSCAPE PROJECT	\$30,000	\$0	COUNCIL
211359	GRAFFITI REMOVAL PROGRAM	\$30,000	\$4,145	COUNCIL
261361	LAND REMEDIATION - LOT 14 IVERSON PLACE	\$100,000	\$0	COUNCIL
211503	STEAM WEEDING OF ROADS	\$130,000	\$0	COUNCIL
	<b>TOTAL ASSET SERVICES</b>	<b>\$440,000</b>	<b>\$69,673</b>	
<b>DEVELOPMENT SERVICES</b>				
261359	SWAN RIVER TRUST PRECINCT PLAN REVIEW	\$5,000	\$0	COUNCIL
261359	MUNICIPAL HERITAGE INVENTORY	\$10,000	\$4,388	COUNCIL
261359	TREE ASSESSMENT	\$2,000	\$0	COUNCIL
261359	LTPS 10 SCHEME REVIEW	\$0	\$0	COUNCIL
261359	STRATEGIC PLANNING FRAMEWORK STAGE 1	\$262,000	\$0	COUNCIL
261359	APPEALS CONSULTANT	\$0	\$0	COUNCIL
261359	INTRAMAPS IMPLEMENTATION	\$30,000	\$0	COUNCIL
261359	CONTRACT SERVICES - RELIEF STAFF	\$22,000	\$0	COUNCIL
251356	SWIMMING POOL INSPECTIONS	\$0	\$0	POOL OWNERS
251359	CONTRACT SERVICES - STAFF RELIEF	\$25,000	\$1,102	COUNCIL
	<b>TOTAL DEVELOPMENT SERVICES</b>	<b>\$356,000</b>	<b>\$5,490</b>	
<b>ECONOMIC DEVELOPMENT</b>				
271502	ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN	\$15,000	\$1,156	COUNCIL
271502	TOWN CENTRE BRANDING	\$30,000	\$0	COUNCIL
271504	OLD PERTH RD INITIATIVES	\$40,000	\$10,830	COUNCIL
271506	OLD PERTH RD ACTIVITIES	\$27,500	\$5,645	COUNCIL
271508	EMRC PROJECTS - ECONOMIC DEVELOPMENT	\$8,000	\$0	COUNCIL
271508	EMRC PROJECTS - REGIONAL EVENTS	\$5,418	\$0	COUNCIL
	<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$125,918</b>	<b>\$17,630</b>	

**Town of Bassendean**  
**LIST OF PROJECTS & CONSULTANCIES**  
**For the Period Ended 30 November 2016**

Note 13

PROJECT		2016/17 Budget	2016/17 Actual	FUNDING SOURCE
<b>GOVERNANCE</b>				
401361	EMPLOYEE ASSISTANCE PROGRAM	\$36,000	\$12,289	COUNCIL
401605	RECONCILIATION ACTION PLAN CONSULTATION	\$50,000	\$1,200	COUNCIL
401606	ASHFIELD ACTION PLAN - ASHFIELD CAN	\$10,000	\$250	COUNCIL
401333	GOVERNANCE INTEGRATED PLANNING	\$17,000	\$0	COUNCIL
391401	2015 COUNCIL ELECTIONS	\$0	\$0	COUNCIL
401494	OCCUPATIONAL HEALTH & SAFETY	\$49,000	\$12,780	COUNCIL
811237	INTEGRATED CHILDRENS FACILITY	\$0	\$0	COUNCIL
391361	COMMUNITY STRATEGIC PLAN (SURVEY)	\$25,000	\$19,894	COUNCIL
391361	DEVELOP NEW WEBSITE	\$25,000	\$24,111	COUNCIL
<b>TOTAL GOVERNANCE</b>		<b>\$217,000</b>	<b>\$75,524</b>	
<b>HEALTH</b>				
741465	MOSQUITO CONTROL PROGRAM	\$40,000	\$1,793	COUNCIL
741466	PEST - RAT ERADICATION PROGRAM	\$2,400	\$12	COUNCIL
<b>TOTAL HEALTH</b>		<b>\$42,400</b>	<b>\$1,805</b>	
<b>RANGERS</b>				
541504	DFES - NDFR GRANT FOR FLOOD MARKINGS	\$10,000	\$0	\$10,000 GRANT
541504	EMRC FLOOD PROJECT	\$10,000	\$10,000	COUNCIL
<b>TOTAL RANGERS</b>		<b>\$20,000</b>	<b>\$10,000</b>	
<b>ENVIRONMENT</b>				
751354	NATURAL BUSH PROJECTS	\$150,000	\$0	COUNCIL
751359	CONTAMINATED SITES INVESTIGATIONS	\$180,000	\$0	COUNCIL
751504	(ACER) CARBON EMISSION REDUCTION PROGRAM	\$16,743	\$11,248	COUNCIL
751506	INTEGRATED TRANSPORT STUDY	\$5,728	\$0	COUNCIL
751508	WATER CAMPAIGN	\$12,488	\$12,438	COUNCIL
751510	SCHOOLS WASTE EDUCATION PROGRAM	\$5,000	\$0	COUNCIL
751513	WATER QUALITY MONITORING & IMPROVEMENT	\$650	\$650	COUNCIL
751516	FUTURE PROOFING CLIMATE CHANGE	\$15,450	\$15,450	COUNCIL
<b>TOTAL ENVIRONMENT</b>		<b>\$386,059</b>	<b>\$39,786</b>	

# **ATTACHMENT NO. 12**

**LIST OF PAYMENTS**  
**FOR PERIOD**  
**ENDED 30<sup>th</sup> NOVEMBER 2016**

## SUMMARY OF SCHEDULE OF ACCOUNTS

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNT</b> <b>\$</b>
<b>MUNICIPAL / TRUST</b>		
<b>EFT and Direct Debits</b> 01-30 November 2016	29641 – 29983	2,985,856.26
<b>TRUST FUND</b>		
<b>Cheques</b> Commonwealth 6100-1015-9136	6118 – 6119	2362.00
<b>MUNICIPAL BANK</b>		
<b>Cheques</b> Commonwealth 6100-1015-9128	85626 – 85648	76,123.41
		<hr/>
		<b>\$3,064,341.67</b>
		<hr/> <hr/>

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

This schedule of accounts to be passed for payment, covering vouchers as above, which was submitted to each member of Council on 13<sup>th</sup> December 2016 been checked and is fully supported by vouchers and invoices, which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown are due for payment.

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**DIRECTOR CORPORATE SERVICES**

### **MAYOR'S DECLARATION**

I hereby certify that this schedule of accounts, covering vouchers as above, was submitted to the Council on 13<sup>th</sup> December 2016 and that the amounts were approved by the Council for payment.

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**MAYOR**

1st November 2016  
to  
30th November 2016

Chq/EFT	Date	Name	Description	Amount
EFT29641	01/11/2016	AUSTRALIAN SERVICES UNION	Payroll Deductions	-210.80
EFT29642	01/11/2016	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-78,634.00
EFT29643	01/11/2016	HEALTH INSURANCE FUND (HIF)	Payroll Deductions	-134.50
EFT29644	01/11/2016	LGRCEU	Payroll Deductions	-61.50
EFT29645	01/11/2016	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-2,454.68
EFT29646	01/11/2016		Cancelled	0.00
EFT29647	01/11/2016		Cancelled	0.00
EFT29648	03/11/2016	CHAD O'REILLY	Security Bond Refund	-2,112.00
EFT29649	03/11/2016	GEORGINA FITZGERALD	Hall & Key Bond Refund	-1,050.00
EFT29650	03/11/2016	HEATH ALLEN	Security Bond Refund	-2,112.00
EFT29651	03/11/2016	LEVATA PTY LTD	Development Bond Refund	-16,000.00
EFT29652	03/11/2016	LLOYD CHIDLOW	Security Bond Refund	-1,850.00
EFT29653	03/11/2016	PLUNKETT HOMES	Security Bond Refund	-2,112.00
EFT29654	03/11/2016	SCOTT FLOWERS	Security Bond Refund	-2,250.00
EFT29655	03/11/2016	WEST AUSTRALIAN MEDIEVAL ALLIANCE	Key Bond Refund	-50.00
EFT29656	03/11/2016	A D ENGINEERING INTERNATIONAL PTY LTD	Depot Fleet Vehicle - Locate Faults And Repair	-2,310.00
EFT29657	03/11/2016	ALSCO PERTH	Office Linen And Laundry Service	-76.22
EFT29658	03/11/2016	ANNE YARDLEY	Library - Local Studies - Interview And Transcript	-685.00
EFT29659	03/11/2016	AXIS CONTRACTING	Various Sites - Crossover, Road And Footpath Maintenance	-33,445.62
EFT29660	03/11/2016	BASSENDEAN FLOWERS	Seniors - Guest Speaker - Thankyou Flowers	-28.50
EFT29661	03/11/2016	BASSENDEAN MELODY CLUB INC	Seniors Week Events - Coordination / Supplies	-2,200.00
EFT29662	03/11/2016	BASSENDEAN SENIOR CITIZENS WELFARE ASSN	Seniors Week Events - Coordination / Supplies	-3,700.00
EFT29663	03/11/2016	CHILDSCAPES AUSTRALIA PTY LTD	Wind In The Willows Bassendean - Playground Upgrade	-8,872.87
EFT29664	03/11/2016	CLEANAWAY PTY LTD	Council Domestic Rubbish Collection - September 2016	-76,411.08
EFT29665	03/11/2016	CPE GROUP	Seniors - Client Assessments	-130.31
EFT29666	03/11/2016	CYRIL JACKSON SENIOR CAMPUS	Hire Venue - Strategic Planning Workshop	-66.00
EFT29667	03/11/2016	DANISH PATISSERIE	Various Meetings - Consumables	-65.20
EFT29668	03/11/2016	DAVID CLARKE	Various Sites - Painting Interior & Exterior	-4,345.00
EFT29669	03/11/2016	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-967.37
EFT29670	03/11/2016	GREAT SOUTHERN FUEL SUPPLIES	Depot - Fuel Supplies	-13,206.81

1st November 2016  
to  
30th November 2016

Chq/EFT	Date	Name	Description	Amount
EFT29671	03/11/2016	JOANNA BROWN	Sundown Showdown - Graphic Design	-750.00
EFT29672	03/11/2016	KINDY MANAGER PTY LTD	Children Services - Kindy Manager Subscription	-550.00
EFT29673	03/11/2016	LO-GO APPOINTMENTS	Various Business Units - Labour Hire	-7,235.36
EFT29674	03/11/2016	MARKO & NATASA MARIANOVIC	Council Crossover Contribution	-430.00
EFT29675	03/11/2016	MARY WHITE	Visual Art Awards - Sale Of Art - A Walk In John Forest Np	-256.00
EFT29676	03/11/2016	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road	-156.00
EFT29677	03/11/2016	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-38.60
EFT29678	03/11/2016	PROFESSIONAL LIMESTONE SERVICES	Various Playground Sites - Supply & Lay Limestone Blocks	-2,145.00
EFT29679	03/11/2016	SPIDERWEB SOLUTIONS PTY LTD	Keen On Halloween - Website Changes	-82.50
EFT29680	03/11/2016	SPUDDA'S TILING	Ashfield Change Rooms - Tiling	-2,200.00
EFT29681	03/11/2016	STARWEST PARTY HIRE	Keen On Halloween - Inflatable Screen	-480.00
EFT29682	03/11/2016	SIoux TEMPEST	Visual Art Awards - Sale Of Art - Perth Pops	-400.00
EFT29683	03/11/2016	XP KITCHENS	Hyde Retirement Village - Unit - New Kitchen Supplies	-4,899.00
EFT29684	15/11/2016	AUSTRALIAN SERVICES UNION	Payroll Deductions	-210.80
EFT29685	15/11/2016	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-78,236.00
EFT29686	15/11/2016	HEALTH INSURANCE FUND (HIF)	Payroll Deductions	-134.50
EFT29687	15/11/2016	LGRCEU	Payroll Deductions	-61.50
EFT29688	15/11/2016	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-2,271.61
EFT29689	15/11/2016	BUILDMARK PTY LTD	Security Bond Refund	-4,000.00
EFT29690	15/11/2016	CLASSIC HOME & GARAGE INNOVATIONS	Security Bond Refund	-2,112.00
EFT29691	15/11/2016	KEYSTONE BUILDING & DEVELOPMENTS	Security Bond Refund	-2,112.00
EFT29692	15/11/2016	MARK KELLY	Security Bond Refund	-2,112.00
EFT29693	15/11/2016	VEE-ANNE HALL	Hail & Key Bond Refund	-1,050.00
EFT29694	15/11/2016	VENTURA HOME GROUP	Security Bond Refund	-4,224.00
EFT29695	15/11/2016	WESCON	Security Bond Refund	-3,240.00
EFT29696	16/11/2016	LGIS LIABILITY	Public Liability Insurance	-60,302.78
EFT29697	16/11/2016	LGIS PROPERTY	Property Insurance	-52,187.08
EFT29698	16/11/2016	LGIS WORKCARE	Workers Compensation Insurance	-165,799.41
EFT29699	16/11/2016	AKWAABA AFRICAN DRUMMING, ART & CRAFT	Seniors Week - Multicultural Day - African Drumming	-330.00
EFT29700	16/11/2016	AVANTGARDE TECHNOLOGIES	Youth Centre - Installation Two New Ccvt Cameras	-1,056.00

1st November 2016  
to  
30th November 2016

Chq/EFT	Date	Name	Description	Amount
EFT29701	16/11/2016	BASSEDEAN NEWSAGENCY	Library - Subscriptions - April 2016	-127.25
EFT29702	16/11/2016	BCITF	Building & Construction Industry Training Levy - October 2016	-1,551.51
EFT29703	16/11/2016	BEFRIEND INC	Volunteer Appreciation - Event Guest Speaker	-250.00
EFT29704	16/11/2016	BLACK SWAN WINES PTY LTD	Volunteer Appreciation - Afternoon Tea Event	-320.00
EFT29705	16/11/2016	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-146.41
EFT29706	16/11/2016	CHILDSCAPES AUSTRALIA PTY LTD	Wind In The Willows Bassendeau - Playground Upgrade - Final Payment	-20,703.87
EFT29707	16/11/2016	CHUBB INSURANCE COMPANY OF AUSTRALIA LIMITED	Insurance Claim - Excess - Human Resources	-10,000.00
EFT29708	16/11/2016	CLASSIC HOME & GARAGE INNOVATIONS	Town Planning - Application Cancelled	-147.00
EFT29709	16/11/2016	COMESTIBLES	Various Council Functions - Catering	-483.88
EFT29710	16/11/2016	COMMAND-A-COM PTY LTD	Depot - New Engineering Office - New Phones	-892.10
EFT29711	16/11/2016	COMMISSIONER OF POLICE	Volunteer - Police Clearances	-44.70
EFT29712	16/11/2016	DAILY LIVING PRODUCTS	Seniors - Client Home Living Products	-565.00
EFT29713	16/11/2016	DEPARTMENT OF COMMERCE	Building Services Levy Collected - October 2016	-1,943.72
EFT29714	16/11/2016	EXCLUSIVE TROPHIES	Visual Art Awards - Trophies	-461.25
EFT29715	16/11/2016	FLORENCE ORDYNSKI	Dog Registration Refund - Part	-21.25
EFT29716	16/11/2016	FLYER SQUAD	Bulk Rubbish Collection Flyer - Hand Delivered	-684.00
EFT29717	16/11/2016	FUN AIRBRUSH TATTOOS	Keen On Halloween - Temporary Tattoos	-350.00
EFT29718	16/11/2016	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-213.74
EFT29719	16/11/2016	HARDWARE MAGIC BASSENDEAN	Depot - Minor Plant Equip & Parts - October 2016	-813.10
EFT29720	16/11/2016	HEDGEHOGS CAFE	Various Council Functions - Catering	-1,602.60
EFT29721	16/11/2016	IHR AUSTRALIA	Staff Training - Workplace Investigation Officer Training	-780.00
EFT29722	16/11/2016	IMPERA PTY LTD	Rates Refund	-395.07
EFT29723	16/11/2016	J & J SWIFT	Casa Mia Primary School - Timber Roof Repairs	-1,430.00
EFT29724	16/11/2016	JACQUELINE ANN VOGT	Volunteer Appreciation - Mindfulness & Breathing Workshop	-150.00
EFT29725	16/11/2016	KEITH GILLINDER	Rates Refund	-269.38
EFT29726	16/11/2016	KELLI BRADBROOK	Human Resources - Ohs Support Contract	-2,200.00
EFT29727	16/11/2016	LUCY BROMELL	Old Perth Road Markets - Stallholder Coordinator	-990.00
EFT29728	16/11/2016		Cancelled	0.00
EFT29729	16/11/2016	OPR WA PTY LTD	Rates Refund	-1,496.60
EFT29730	16/11/2016	R K & R L BAINBRIDGE	Rates Refund	-252.76



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EFT29731	16/11/2016	ROYAL LIFE SAVING SOCIETY	Staff Training - Essential First Aid Training	-880.00
EFT29732	16/11/2016	SD & VH FINDLAY	Various Sites - Painting Interior & Exterior	-1,657.70
EFT29733	16/11/2016	SpuDDA'S TILING	Hyde Ret Village - Unit 18 - Tiling	-638.00
EFT29734	16/11/2016	THERESE JOHN	Council Cross Over Contributioun	-565.00
EFT29735	16/11/2016	ALSCO PERTH	Office Linen And Laundry Service	-35.90
EFT29736	16/11/2016	BIDVEST FOOD SERVICE	Seniors - Client Related Expenses - Groceries	-1,233.66
EFT29737	16/11/2016	CABCHARGE AUSTRALIA LIMITED	Seniors - Transport For Clients	-858.54
EFT29738	16/11/2016	CAPE LIFE	Various Reserves - Steam Weed Treatment	-4,752.00
EFT29739	16/11/2016	CHAMP PTY LTD	Library - Software Subscription	-13,151.49
EFT29740	16/11/2016	CLEANAWAY PTY LTD	Council Domestic Rubbish Collection - October 2016	-64,374.64
EFT29741	16/11/2016	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-52,580.09
EFT29742	16/11/2016	ELLIOTTS IRRIGATION PTY LTD	Bic Reserve - Service Of Iron Filter	-473.00
EFT29743	16/11/2016	FORCORP PTY LTD	Depot Fleet Vehicle - Led Beacon Lights	-825.00
EFT29744	16/11/2016	GLOBAL CARE GROUP	Seniors - Client - Respite Fees	-180.00
EFT29745	16/11/2016	GUILDFORD GARDEN MACHINERY	Seniors - Home Maintenance - Equipment Parts	-531.10
EFT29746	16/11/2016	HOME CHEF	Seniors - Meals On Wheels - October 2016	-226.46
EFT29747	16/11/2016	INTEGRAL PROJECT CREATION PTY LTD	Old Fire Station - Business Plan	-10,450.00
EFT29748	16/11/2016	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-352.00
EFT29749	16/11/2016	MARKET CREATIONS	National Economic Development Conference	-1,350.00
EFT29750	16/11/2016	MCDOWALL AFFLECK PTY LTD	Casa Mia Primary School - Structural Report On Roof	-1,650.00
EFT29751	16/11/2016	MR NOEL EDDINGTON	Town Planning - Updates To Intramaps	-680.00
EFT29752	16/11/2016		Cancelled	0.00
EFT29753	16/11/2016	NATURE CALLS PORTABLE TOILETS	Garage Sale Trail - Hire Portable Toilets	-275.00
EFT29754	16/11/2016	NEED FOR FEED LUNCHBAR	Seniors - Adult Day Centre Client - Sandwiches	-72.00
EFT29755	16/11/2016	NEENZ CLEANZ	Seniors - In Home Care - Domestic Cleaning	-37.50
EFT29756	16/11/2016	PARAQUAD INDUSTRIES	Library - Van Services - 2016/2017	-2,269.62
EFT29757	16/11/2016	PERTH REWIND INDUSTRIES	Hatton Court Reserve - New Submersible Bore Pump Motor	-814.00
EFT29758	16/11/2016	PLE COMPUTERS	Various Business Units - Computer Supplies	-624.00
EFT29759	16/11/2016	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-1,306.36
EFT29760	16/11/2016	RJ BACK	Elected Member Representation- Lgab Submission	-770.00

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EFT29761	16/11/2016	ROSS'S DISCOUNT HOME CENTRE	Hyde Ret Village - Unit 18 - Mirror Cabinet	-175.50
EFT29762	16/11/2016	S-TECH HOLDINGS PTY LTD	Various Sites - Globes For Lightning	-382.20
EFT29763	16/11/2016	SPORTROPHY	Commemorative Plaque	-682.00
EFT29764	16/11/2016	STIHL SHOP MORLEY	Depot - Minor Plant Parts	-1,042.24
EFT29765	16/11/2016	T & C COURIER & TRANSPORT SERVICES	Courier Service - Document Delivery	-193.19
EFT29766	16/11/2016	TECHNOLOGY ASSISTING DISABILITY WA	Seniors - In Home Care - Client Home Assessment	-627.00
EFT29767	16/11/2016	TPG AGED CARE	Seniors - Home Care Services - Client Help	-171.27
EFT29768	16/11/2016	UNIVERSITY OF WESTERN AUSTRALIA	Sundown Showdown - Printing Flyers & Posters	-781.01
EFT29769	16/11/2016	UNIVERSITY OF WESTERN AUSTRALIA -PEDIATRIC PROGRAM	Kidsport Voucher	-200.00
EFT29770	16/11/2016	WALKERS PEST & LAWN MANAGEMENT	Wind In The Willows - External Pest Control	-330.00
EFT29771	16/11/2016	WATER WANDERERS	Leisure Course Instructor - Water Wanderers - Term 4	-330.00
EFT29772	16/11/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	New Website Development	-31,423.00
EFT29773	16/11/2016	WOODWARD GROUP PTY LTD	Library - Event - Tess Woods Author Talk	-350.00
EFT29774	16/11/2016	ZIPFORM PTY LTD	Rates - Final Notices 2016	-1,512.80
EFT29775	15/11/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 162 - Self Supporting Loan 162 Tadwa	-7,918.44
EFT29776	28/11/2016	BRADLEY LEWIS	Security Bond Refund	-2,112.00
EFT29777	28/11/2016	CR ROBERT BROWN	Reissued - Candidates Nomination Fees - 2015 Council Elections	-80.00
EFT29778	28/11/2016	JENNA WHISTLER	Security Bond Refund	-2,250.00
EFT29779	28/11/2016	LESZEK OKON	Security Bond Refund	-6,000.00
EFT29780	28/11/2016	MARC SPAGNOLO	Security Bond Refund	-2,250.00
EFT29781	28/11/2016	MARKO & NATASA MARIANOVIC	Security Bond Refund	-1,850.00
EFT29782	28/11/2016	MELANIE TASCONE	Key Bond Refund	-50.00
EFT29783	28/11/2016	NATHAN & REBECCA MACTAVISH	Security Bond Refund	-2,250.00
EFT29784	28/11/2016	PETER KOTELA	Security Bond Refund	-3,000.00
EFT29785	28/11/2016	PETRINA JONES	Hall & Key Bond Refund	-1,050.00
EFT29786	28/11/2016	ROBYN BARRADELL	Security Bond Refund	-2,250.00
EFT29787	28/11/2016	SHANEL DE SILVA	Hall & Key Bond Refund	-550.00
EFT29788	28/11/2016	THERESE JOHN	Security Bond Refund	-2,391.00
EFT29789	29/11/2016	101 RESIDENTIAL	Refund - Cancelled Planning Application	-1,723.79
EFT29790	29/11/2016	A. M BOLTS & NUTS	Depot - Minor Supplies - October 2016	-378.95

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EFT29791	29/11/2016	AAA PRODUCTION SERVICES	Sundown Showdown - Hire Production Equipment	-8,805.49
EFT29792	29/11/2016	ABNOTE AUSTRALASIA PTY LTD	Library - Databards	-2,138.13
EFT29793	29/11/2016	ACACIA CONNECTION PTY LTD	Staff Consultant - Employee Assistant Program	-557.70
EFT29794	29/11/2016	ACTIONSHEDS AUSTRALIA	Depot - New Shed	-5,289.40
EFT29795	29/11/2016	ADVANCE PRESS (2013) PTY LTD	Keen On Halloween Stickers	-1,925.00
EFT29796	29/11/2016	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Old Perth Road Markets - Traffic Management - October	-1,443.75
EFT29797	29/11/2016	AFFORDABLE BOUNCY CASTLES	Childrens Week - Bouncy Castle Hire	-550.00
EFT29798	29/11/2016	ANDREW LINDSAY	Leisure Course Refund - X 3 Thursday Night Pilates	-30.00
EFT29799	29/11/2016	ANGLICAN CHURCH OF ST MARK THE EVANGELIST BASSENDEAN	Hall Hire - Art Group Relocation	-123.20
EFT29800	29/11/2016	ANNE YARDLEY	Library - Localstudies - Oral History Interview And Transcript	-795.00
EFT29801	29/11/2016	ARCHIVEWISE (TOTALLY CONFIDENTIAL RECORDS) MANAGEMENT	Records - Bin Rental & Storage Fees - October 2016	-83.29
EFT29802	29/11/2016	ASHFIELD IGA	Seniors - Day Centre Groceries - October 2016	-1,121.10
EFT29803	29/11/2016	ASPHALTECH PTY LTD	Various Sites - Road Maintenance & Carparks Repairs	-304.00
EFT29804	29/11/2016	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	Various Buildings - Annual Music Licence	-730.00
EFT29805	29/11/2016	AUSTRALIA POST	Various Business Units - Postal Charges - October 2016	-6,023.85
EFT29806	29/11/2016	AUSTRALIAN OFFICE	Various Business Units - Self Seal Window Envelopes	-209.49
EFT29807	29/11/2016	AXIS CONTRACTING	Various Sites - Crossover, Road And Footpath Maintenance	-5,273.29
EFT29808	29/11/2016	BAILEYS FERTILISER	Bic Reserve - Apply Green Fertiliser	-797.50
EFT29809	29/11/2016	BASSENDEAN JUNIOR FOOTBALL CLUB	Kidsport Voucher	-1,736.00
EFT29810	29/11/2016	BASSENDEAN MEN'S SHED INC	Childrens Week - Coordination Of Sausage Sizzle	-500.00
EFT29811	29/11/2016	BAX SPECIALISED CLEANING SOLUTIONS	Various Sites Playgrounds - Sandpit Cleaning	-460.00
EFT29812	29/11/2016	BAYSWATER SHARPENING SERVICE	Depot - Various Tools - Sharpen Blades	-77.00
EFT29813	29/11/2016	JASON & ALISA DODDSS	Rates Refund	-251.96
EFT29814	29/11/2016	LESLIE HELFGOTT	Rates Refund	-220.54
EFT29815	29/11/2016	LM & PA BRADLEY	Rates Refund	-914.55
EFT29816	29/11/2016	PETER KOTELA	Council Crossover Contribution	-180.00
EFT29817	29/11/2016	REMO GULLOTTO	Rates Refund	-420.71
EFT29818	29/11/2016	RENATA PIETRACATELLA	Library - Local Studies - Digital Images	-165.80
EFT29819	29/11/2016	AMANDA PLOWICZ	Leisure Course Refund - 3 X Thursday Night Pilates	-30.00
EFT29820	29/11/2016	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-96,697.70

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EFT29821	29/11/2016	BIDVEST FOOD SERVICE	Seniors - Client Related Expenses - Groceries	-271.64
EFT29822	29/11/2016	BOYA EQUIPMENT PTY LTD	Depot - Fleet Vehicle Parts	-1,373.56
EFT29823	29/11/2016	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-1,501.48
EFT29824	29/11/2016	BUNZL LTD	Depot - Toilet & Office Supplies	-1,293.99
EFT29825	29/11/2016	CAI FENCING	Various Sites - Fencing Repairs	-3,839.00
EFT29826	29/11/2016	CARBON FOOTIE PTY LTD	Hyde Retirement Village - Solar Panels	-76,384.00
EFT29827	29/11/2016	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-2,464.00
EFT29828	29/11/2016	CENTRAL SIGNS	Various Sites - New Street Signs	-2,019.60
EFT29829	29/11/2016	CHOICES FLOORING BY CHALLENGE	Hyde Ret Village - Unit 18 - New Carpet & Vinyl	-1,430.00
EFT29830	29/11/2016	CLEANAWAY PTY LTD	Depot - 10M Bin - Illegally Dumped Rubbish	-5,580.83
EFT29831	29/11/2016	CLEANDUSTRIAL SERVICES PTY LTD	Various Buildings - Cleaning	-20,336.36
EFT29832	29/11/2016	COMMAND-A-COM PTY LTD	Depot - Telephone System Maintenance & Repairs	-198.00
EFT29833	29/11/2016	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-1,588.40
EFT29834	29/11/2016	CONTRAFLOW PTY LTD	Various Sites - Traffic Management	-2,850.65
EFT29835	29/11/2016	CORPORATE SECURITY AUSTRALIA PTY LTD	Sundown Showdown - Crowd Controllers	-1,829.62
EFT29836	29/11/2016	COVS - COVS PARTS PTY LTD	Depot - Minor Fleet Vehicle Parts	-291.71
EFT29837	29/11/2016	CPE GROUP	Seniors - Client Assessments	-276.91
EFT29838	29/11/2016	DEPARTMENT OF TRANSPORT	Ranger Services - Vehicle Ownership Searches - October 2016	-543.00
EFT29839	29/11/2016	DIAL A NAPPY	Children Services - Laundry Supplies	-620.00
EFT29840	29/11/2016	DIAMONDLITE ENTERPRISES	Leisure Course Instructor - Bassanovas - Term 3 & 4	-1,800.00
EFT29841	29/11/2016	DORMA AUSTRALIA PTY LTD	Library - Roller Shutter Maintenance	-324.50
EFT29842	29/11/2016	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-328.33
EFT29843	29/11/2016	DULUX AUSTRALIA	Depot - Minor Consumable Items	-140.14
EFT29844	29/11/2016	DYMOCKS HAY STREET	Library - Book Purchases	-606.09
EFT29845	29/11/2016	E FIRE & SAFETY (WA)	Various Sites And Library - Panel Testing	-258.50
EFT29846	29/11/2016	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-96,909.49
EFT29847	29/11/2016	ENZED PERTH	Depot - Plant Parts	-4,097.11
EFT29848	29/11/2016	FIONA BUSH	Cultural - Project Manager / Curator - 1 Surrey Street Bassendean	-1,491.50
EFT29849	29/11/2016	FOOD TECHNOLOGY SERVICES PTY LTD	Food Safety Services Contract - October 2016	-1,794.68
EFT29850	29/11/2016	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,779.79

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EFT29851	29/11/2016	GALVINS PLUMBING PLUS	Various Site - Cistern Inlet Valve	-96.05
EFT29852	29/11/2016	GINA MCGILL	Sundown Showdown - M C And Welcome To Country	-900.00
EFT29853	29/11/2016	GRAINGER GARDEN SUPPLIES	Various Sites - Garden Soil Supplies	-100.00
EFT29854	29/11/2016	GRONBEK SECURITY	Various Sites - Restricted Keys & Coding	-262.54
EFT29855	29/11/2016	GUARDIAN TACTILE SYSTEMS PTY LTD	Various Sites - Ground Surface Indicators	-1,450.33
EFT29856	29/11/2016	GUILDFORD GARDEN MACHINERY	Seniors - Home Maintenance - Equipment Parts	-55.00
EFT29857	29/11/2016	HAVILAH LEGAL	Professional Fees - Legal Advise	-692.50
EFT29858	29/11/2016	HEATLEY SALES PTY LTD	Depot - Minor Supplies	-276.90
EFT29859	29/11/2016	HEDGEHOGS CAFÉ	Various Council Functions - Catering	-93.50
EFT29860	29/11/2016	HOME CARE PHYSIOTHERAPY	Seniors - In Home Care - Client Physiotherapy	-528.00
EFT29861	29/11/2016	I E MARKETING	The Community Strategic Survey - Report	-2,500.00
EFT29862	29/11/2016	IBM GLOBAL FINANCING AUSTRALIA LIMITED	Lease - New Servers / Equipment	-2,673.31
EFT29863	29/11/2016	IMAGE DATA	Walking Group Name Badges	-102.00
EFT29864	29/11/2016	INSTANT WINDSCREENS	Various Fleet Vehicle - Windscreen Repairs	-265.00
EFT29865	29/11/2016	IT VISION	Staff Training - Payroll Leave Essentials	-812.90
EFT29866	29/11/2016	JORDAN PHILIP ANDONOVSKI	Childrens Week Walk - Design Flyer	-60.00
EFT29867	29/11/2016	JUSTIN BENSON-COOPER	Sundown Showdown - Photographer Services	-500.00
EFT29868	29/11/2016	KALAMUNDA SWEEPING	Various Sites - Street Sweeping Services	-17,932.20
EFT29869	29/11/2016	KD AIRE MECHANICAL SERVICES	Various Sites - Air Conditioning Repairs & Maintenance	-1,786.95
EFT29870	29/11/2016	KENNARDS HIRE	Twilight Markets - Hire Generator, Distribution Boards Etc	-990.00
EFT29871	29/11/2016	KWIK KOPY PRINTING CENTRE MALAGA	Depot - Asset Requisition Order Books	-610.98
EFT29872	29/11/2016	LANDCARE WEED CONTROL	Various Sites - Application Of The Herbicide Roundup	-17,126.78
EFT29873	29/11/2016	LJR MAINTENANCE SERVICES	Seniors - In Home Care - Client Bathroom Modification	-110.00
EFT29874	29/11/2016	LANDGATE	Land Licence & Rates Evaluations	-1,835.87
EFT29875	29/11/2016	LO-GO APPOINTMENTS	Various Business Units - Labour Hire	-1,637.24
EFT29876	29/11/2016	LOCKDOC	Various Sites - Key & Lock Repairs	-665.50
EFT29877	29/11/2016	LUCY BROMELL	Old Perth Road Markets - Stallholder Telephone Reimbursement	-70.00
EFT29878	29/11/2016	LYRECO PTY LTD	Various Business Units - Office Stationery	-39.15
EFT29879	29/11/2016	MACQUARIE EQUIPMENT RENTALS PTY LTD	Library - Digital Scanner Lease	-623.05
EFT29880	29/11/2016	MACRI PARTNERS	Eternal Auditors - Final Audit	-10,912.00

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EFT29881	29/11/2016	MARKETFORCE PTY LTD	Various Business Units - Advertising	-1,953.46
EFT29882	29/11/2016	MCDERMOTT GROUP	Various Sites - Plumbing Repairs	-3,122.28
EFT29883	29/11/2016	MCLEODS & CO	Professional Fees - Legal Advise	-11,907.09
EFT29884	29/11/2016		Cancelled	0.00
EFT29885	29/11/2016	MIDLAND SAND & SOIL SUPPLIES	Various Sites - Garden Soil Supplies	-1,062.00
EFT29886	29/11/2016	MODERN TEACHING AIDS PTY LTD	Wind In The Willows - Resources	-467.88
EFT29887	29/11/2016	MORRISONART	Sundown Showdown - Event Staff	-206.25
EFT29888	29/11/2016	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road	-78.00
EFT29889	29/11/2016	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-38.60
EFT29890	29/11/2016	NAMEPLATE ENGRAVERS	New Staff - Name Badges	-42.90
EFT29891	29/11/2016	NEAT N' TRIM UNIFORMS PTY LTD (NNT) PERTH	Corporate Staff Uniforms	-367.20
EFT29892	29/11/2016	NEENZ CLEANZ	Seniors - In Home Care - Client Cleaning	-37.50
EFT29893	29/11/2016	NORTH BASSENDEAN LITTLE ATHLETICS CLUB	Kidsport Voucher	-200.00
EFT29894	29/11/2016	NORTH LAKE ELECTRICAL PTY LTD	Hatton Court - Repair Bore Pump Electrics	-581.90
EFT29895	29/11/2016	OCHRE WEST PTY LTD	Blackspot Projects - Feature Survey Plans & Technical Specifications	-2,200.00
EFT29896	29/11/2016	OFFICEWORKS SUPERSTORES PTY LTD	Office Stationery And Supplies	-2,873.52
EFT29897	29/11/2016	OSBORNE PARK WELDING SUPPLIES PTY LTD	Depot - Workshop - Replacement Welder	-1,970.00
EFT29898	29/11/2016	P & M AUTOMOTIVE EQUIPMENT	Depot - Workshop - Service Hoist	-228.80
EFT29899	29/11/2016	PARAMOUNT ELECTRICAL SERVICES	Various Sites - Electrical Repairs & Maintenance	-9,002.50
EFT29900	29/11/2016	PATRICIA FLETCHER	Leisure Course Instructor - Zumba - Term 4	-1,900.00
EFT29901	29/11/2016	PAULA HART	Sundown Showdown - Activity And Materials	-1,265.00
EFT29902	29/11/2016	PERTH SAFETY PRODUCTS PTY LTD	Depot - Safety Equipment And Signage	-123.20
EFT29903	30/11/2016	AMAZING BRICK PAVING	Various Sites - Footpath And Brick Paving Repairs	-1,188.00
EFT29904	30/11/2016	AXIS CONTRACTING	Various Sites - Crossover, Road And Footpath Maintenance	-2,240.15
EFT29905	30/11/2016	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-4,840.00
EFT29906	30/11/2016	BOYA EQUIPMENT PTY LTD	Depot - Fleet Vehicle Parts	-611.09
EFT29907	30/11/2016	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-364.32
EFT29908	30/11/2016	BUNZL LTD	Depot - Toilet & Office Supplies	-876.60
EFT29909	30/11/2016	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-1,884.30
EFT29910	30/11/2016	GALVINS PLUMBING PLUS	Various Sites - Equipment Repair Parts	-290.41

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EFT29911	30/11/2016	INDUSTRIAL CHEMICAL TECHNOLOGIES	Depot - Fuel Treatment Supplies	-588.25
EFT29912	30/11/2016	INSTANT WINDSCREENS	Various Fleet Vehicle - Windscreen Repairs	-70.00
EFT29913	30/11/2016	KD AIRE MECHANICAL SERVICES	Various Sites - Air Conditioning Repairs & Maintenance	-1,140.30
EFT29914	30/11/2016	KLEENIT PTY LTD	Various Sites - Re-Mark Parking Bays	-869.00
EFT29915	30/11/2016	LJR MAINTENANCE SERVICES	Anzac Ice Reserve - Mini Excavator Hire	-858.00
EFT29916	30/11/2016	LO-GO APPOINTMENTS	Various Business Units - Labour Hire	-1,368.84
EFT29917	30/11/2016	MCL COMMERCIAL SERVICES	Various Sites - Mowing - November 2016	-6,140.00
EFT29918	30/11/2016	MCLENNONS EVERYTHING BUSINESS	Depot Office - New Corner Workstation	-406.90
EFT29919	30/11/2016	PILATES FLOW	Leisure Course Instructor - Tues And Thurs Pilates - Term 4	-4,000.00
EFT29920	30/11/2016	PITNEY BOWES CREDIT AUSTRALIA LTD	Records - Franking Machine - Red Ink	-426.80
EFT29921	30/11/2016	PLAYMAKER SPORTS	B I C Tennis Courts - Repairs	-1,254.00
EFT29922	30/11/2016	PLE COMPUTERS	Various Business Units - Computer Supplies	-684.00
EFT29923	30/11/2016	PROFESSIONAL LIMESTONE SERVICES	Various Sites - Supply & Lay Limestone Blocks	-2,805.00
EFT29924	30/11/2016	PROGRAMMED PROPERTY SERVICES	Various Sites - Garden Bed Watering	-4,965.40
EFT29925	30/11/2016	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	Library - Membership	-165.00
EFT29926	30/11/2016	PUREARTH	Green Waste - Monthly - October 2016	-181.50
EFT29927	30/11/2016	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-475.39
EFT29928	30/11/2016	R & R RESIDENTIAL COMMERCIAL BUILDING SERVICES	Hyde Ret Village - Unit 18 - Clean	-385.00
EFT29929	30/11/2016	RAIN BIRD AUSTRALIA PTY LTD	Depot - Repair Central Control	-181.50
EFT29930	30/11/2016	REBECCA HILLS	Community Hall - Maintenance Of Piano	-242.00
EFT29931	30/11/2016	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-264.00
EFT29932	30/11/2016	REECE IRRIGATION	Various Sites - Retic Supplies	-172.70
EFT29933	30/11/2016	REECE'S STRUCTURES	Sundown Showdown - Hire Structures & Equipment	-5,092.99
EFT29934	30/11/2016	RESOURCE RECOVERY SOLUTIONS	Council Depot - Disposal Of Asbestos / Rubbish	-284.90
EFT29935	30/11/2016	RHONDA DIANNE PLUMMER	Sundown Showdown - Event Staff	-156.25
EFT29936	30/11/2016	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-3,723.94
EFT29937	30/11/2016	RICOH FINANCE AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-611.90
EFT29938	30/11/2016	AUSTRALIAN SERVICES UNION	Payroll Deductions	-210.80
EFT29939	30/11/2016	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-80,270.00
EFT29940	30/11/2016	HEALTH INSURANCE FUND (HIF)	Payroll Deductions	-134.50

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EFT29941	30/11/2016	LGRCEU	Payroll Deductions	-61.50
EFT29942	30/11/2016	TOWN OF BASSENDEAN	Payroll Deductions	-2,004.70
EFT29943	30/11/2016	ROAD RULES DRIVING SCHOOL	Ryde Mentor - Driving Assessment	-65.00
EFT29944	30/11/2016	ROYAL LIFE SAVING SOCIETY	Various Staff - First Aid Training	-1,180.00
EFT29945	30/11/2016	RSEA PTY LTD	Depot - Staff Uniforms & Safety Equipment	-763.58
EFT29946	30/11/2016	S O'GRADY ENTERPRISES	Sundown Showdown - Mobile Skip Bins	-660.00
EFT29947	30/11/2016	S-TECH HOLDINGS PTY LTD	Various Sites - Globes & Solar Battery Supplies	-9,456.63
EFT29948	30/11/2016	SAFETY WORLD	Various Sites - First Aid Supplies	-615.99
EFT29949	30/11/2016	SETON AUSTRALIA PTY LTD	Depot - Safety Supplies	-307.73
EFT29950	30/11/2016	SNAP PRINTING MIDLAND	Bulk Rubbish Flyers / Brochure - Printing	-965.00
EFT29951	30/11/2016	SOILS AINT SOILS	Various Sites - Garden Soil Supplies	-706.50
EFT29952	30/11/2016	ST JOHN AMBULANCE AUSTRALIA	Sundown Showdown - First Aid Officers	-302.50
EFT29953	30/11/2016	STAN MOSES PAVILION MANAGEMENT GROUP	Operational Subsidy Payment - 2016/2017	-35,000.00
EFT29954	30/11/2016	STAPLES AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-718.84
EFT29955	30/11/2016	STARLET NAPERY	Depot - Uniforms & Safety Gear	-176.00
EFT29956	30/11/2016	STATE LIBRARY OF WA	Library - Book Lost Or Damaged	-68.82
EFT29957	30/11/2016	STATE WIDE TURF SERVICES	Various Reserves - Turf Repairs	-16,038.00
EFT29958	30/11/2016	STONEY JOE	Sundown Showdown - Performance	-900.00
EFT29959	30/11/2016	STYLUS DESIGN	Various Business Units - Design & Print Requirements	-5,054.40
EFT29960	30/11/2016	SUCCESS PRINT	Ranger Services - Bush Fire Infringement Books	-568.00
EFT29961	30/11/2016	SWAN DISTRICTS NETBALL ASSOCIATION INC.	Kidsport Voucher	-200.00
EFT29962	30/11/2016	TECHNOLOGY ASSISTING DISABILITY WA	Seniors - In Home Care - Client Home Assessment	-506.00
EFT29963	30/11/2016	THE GHOST HOTEL	Sundown Showdown - Performer	-1,200.00
EFT29964	30/11/2016	THE MIDLAND TIMBER COMPANY PTY LTD	Casa Mia School - Roof Repair Supplies	-39.69
EFT29965	30/11/2016	THE MUSIC MAN	Bassendean Community Hall - Maintenance Of Piano	-180.00
EFT29966	30/11/2016	THE ORS GROUP	Human Resources - Eap Consultancy	-96.25
EFT29967	30/11/2016	TIMOTHY NELSON	Sundown Showdown - Performance	-2,500.00
EFT29968	30/11/2016	TOTAL EDEN PTY LTD	Various Sites - Reticulation Supplies	-1,863.12
EFT29969	30/11/2016	TOTAL TOOLS MIDLAND	Depot - Welding Supplies	-159.00
EFT29970	30/11/2016	TOTALLY WORKWEAR MIDLAND	Depot Staff - Uniforms	-323.41





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DD14629.1	01/11/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-45,753.39
DD14629.2	01/11/2016	HOST PLUS	Payroll Deductions	-198.02
DD14629.3	01/11/2016	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-642.05
DD14629.4	01/11/2016	IOOF SUPERANNUATION	Payroll Deductions	-383.98
DD14629.5	01/11/2016	VIC SUPER	Superannuation Contributions	-214.77
DD14629.6	01/11/2016	MLC MASTERKEY	Superannuation Contributions	-215.88
DD14629.7	01/11/2016	AUSCOAL SUPERANNUATION PTY LTD	Payroll Deductions	-301.81
DD14629.8	01/11/2016	SUPER DIRECTIONS FUND	Superannuation Contributions	-206.42
DD14629.9	01/11/2016	ANZ SMART CHOICE SUPER	Superannuation Contributions	-179.65
DD14629.10	01/11/2016	COMMONWEALTH ESSENTIAL SUPER	Payroll Deductions	-528.43
DD14629.11	01/11/2016	BT SUPER FOR LIFE	Superannuation Contributions	-253.02
DD14629.12	01/11/2016	AUSTRALIAN EXECUTOR TRUSTEES	Payroll Deductions	-528.06
DD14629.13	01/11/2016	AMP SUPERLEADER	Superannuation Contributions	-127.36
DD14629.14	01/11/2016	REST SUPERANNUATION	Superannuation Contributions	-136.88
DD14629.15	01/11/2016	STATEWIDE SUPERANNUATION TRUST	Superannuation Contributions	-144.28
DD14629.16	01/11/2016	MACQUARIE SUPER ACCUMULATOR	Superannuation Contributions	-51.55
DD14629.17	01/11/2016	COLONIAL FIRST STATE	Payroll Deductions	-583.84
DD14629.18	01/11/2016	HESTA SUPER FUND	Superannuation Contributions	-1,072.61
DD14629.19	01/11/2016	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-447.02
DD14629.20	01/11/2016	B & L SUPER FUND	Superannuation Contributions	-184.07
DD14629.21	01/11/2016	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-2,915.65
DD14629.22	01/11/2016	TWU SUPERANNUATION	Superannuation Contributions	-270.44
DD14629.23	01/11/2016	ONEPATH SUPER	Superannuation Contributions	-408.70
DD14636.1	01/11/2016	CMS ASSET SOLUTIONS	Folding Machine - November 2016	-260.02
DD14637.1	01/11/2016	ONHOLD MAGIC	Messages On Hold - October 2016	-138.80
DD14655.1	04/11/2016	COMMONWEALTH CREDIT CARDS	Credit Card - October 2016	-23,100.30
DD14673.1	15/11/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-45,061.11
DD14673.2	15/11/2016	HOST PLUS	Payroll Deductions	-286.41
DD14673.3	15/11/2016	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-642.05
DD14673.4	15/11/2016	IOOF SUPERANNUATION	Payroll Deductions	-383.98

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DD14673.5	15/11/2016	VIC SUPER	Superannuation Contributions	-214.77
DD14673.6	15/11/2016	MLC MASTERKEY	Superannuation Contributions	-215.88
DD14673.7	15/11/2016	AUSCOAL SUPERANNUATION PTY LTD	Payroll Deductions	-290.77
DD14673.8	15/11/2016	SUPER DIRECTIONS FUND	Superannuation Contributions	-206.42
DD14673.9	15/11/2016	ANZ SMART CHOICE SUPER	Superannuation Contributions	-137.45
DD14673.10	15/11/2016	COMMONWEALTH ESSENTIAL SUPER	Payroll Deductions	-528.43
DD14673.11	15/11/2016	BT SUPER FOR LIFE	Superannuation Contributions	-253.02
DD14673.12	15/11/2016	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Payroll Deductions	-528.06
DD14673.13	15/11/2016	AMP SUPERLEADER	Superannuation Contributions	-185.21
DD14673.14	15/11/2016	REST SUPERANNUATION	Superannuation Contributions	-136.88
DD14673.15	15/11/2016	STATEWIDE SUPERANNUATION TRUST	Superannuation Contributions	-144.28
DD14673.16	15/11/2016	MACQUARIE SUPER ACCUMULATOR	Superannuation Contributions	-25.77
DD14673.17	15/11/2016	NGS SUPER	Superannuation Contributions	-190.41
DD14673.18	15/11/2016	COLONIAL FIRST STATE	Payroll Deductions	-640.47
DD14673.19	15/11/2016	HESTA SUPER FUND	Superannuation Contributions	-1,178.91
DD14673.20	15/11/2016	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-2,710.83
DD14673.21	15/11/2016	B & L SUPER FUND	Superannuation Contributions	-184.07
DD14673.22	15/11/2016	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-2,996.63
DD14673.23	15/11/2016	TWU SUPERANNUATION	Superannuation Contributions	-270.44
DD14673.24	15/11/2016	ONEPATH SUPER	Superannuation Contributions	-408.70
DD14692.1	15/11/2016	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - November 2016	-21,026.51
DD14730.1	29/11/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-45,093.02
DD14730.2	29/11/2016	HOST PLUS	Payroll Deductions	-294.24
DD14730.3	29/11/2016	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-642.05
DD14730.4	29/11/2016	IOOF SUPERANNUATION	Payroll Deductions	-418.33
DD14730.5	29/11/2016	VIC SUPER	Superannuation Contributions	-214.77
DD14730.6	29/11/2016	MLC MASTERKEY	Superannuation Contributions	-215.88
DD14730.7	29/11/2016	AUSCOAL SUPERANNUATION PTY LTD	Payroll Deductions	-308.84
DD14730.8	29/11/2016	SUPER DIRECTIONS FUND	Superannuation Contributions	-206.42
DD14730.9	29/11/2016	ANZ SMART CHOICE SUPER	Superannuation Contributions	-166.32



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6118	15/11/2016	HOME GROUP WA PTY LTD	
6119	28/11/2016	BRANDON OWEN	
		Security Bond Refund	-2112.00
		Reissued Scholarship Award	-250.00
<b>TOTAL TRUST CHEQUE PAYMENTS</b>			<b>-2,362.00</b>

Chq/EFT	Date	Name	Description	Amount
85626	03/11/2016	ALINTA ENERGY	Various Sites - Gas Supply Charges	-308.85
85627	03/11/2016	C & J BROWN	Rates Refund	-670.81
85628	03/11/2016	D ELLIOTT	Rates Refund	-617.46
85629	03/11/2016	FERNANDA COOK	Visual Art Awards - Sale Of Art - Winter Gold	-128.00
85630	03/11/2016	G PELHAM	Rates Refund	-413.47
85631	03/11/2016	J & M COX	Rates Refund	-630.64
85632	03/11/2016	LOIS BAGGOTT	Visual Art Awards - Sale Of Art - Walking The Dog	-200.00
85633	03/11/2016	SYLVIA OUT	Visual Art Awards - Sale Of Art - Black Forest	-48.00
85634	03/11/2016	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-4,960.80
85635	03/11/2016	TELSTRA	Telstra Telephone Account	-5,918.76
85636	03/11/2016	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-629.60
85637	11/11/2016	DEPARTMENT OF LANDS	Purchase Of Land - 10% Deposit	-3,025.00
85638	11/11/2016	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-175.55
85639	11/11/2016	DEPARTMENT OF LANDS	Purchase Of Land - 10% Deposit	-2,337.50
85640	15/11/2016	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-31,227.65
85641	15/11/2016	WATER CORPORATION	Various Sites - Water Rates & Usage Charges	-159.26
85642	22/11/2016	HANNAH PORTER	Sports Achievement Award	-250.00

