

**ATTACHMENT NO. 9**



# Sustainability Frameworks

## A Review and Comparative Analysis



## 1.0 Acknowledgements

This report is a summary of research conducted at the City of Perth in May 2018 and has been put together by WALGA, with permission from the City.

WALGA would like to thank the City of Perth for sharing this research for the benefit of other Local Governments.

*\*The City of Perth and WALGA do not endorse any particular sustainability framework. This report has been compiled to share information in the hope that it will assist Local Governments in directing their own approaches dependent on their context-specific needs.*

**Contact:**

Jade Mains



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## 2.0 Introduction

Sustainability has become increasingly more widely acknowledged since its formal introduction in the Brundtland Report in 1987. It brought together economic, environmental and social elements for the first time, calling for an acknowledgement that the earth could not sustain life with the current belief that our resources were infinite.

For Local Government, sustainability is an important function of their organisation and responsibility to their wider community. Both rural and urban areas pose significant challenges in terms of management and planning for a changing climate, increased populations and depleting resources. However, the opportunities are vast, with innovative and aspirational examples from some of the world's leading Cities shaping urban sustainability.

In approaching sustainability, Local Governments need to align their work against clear and robust frameworks. There are several sustainability frameworks that allow for this, with added benefits of benchmarking and mainstreaming sustainability across organisations. Within this summary document, five frameworks, One Planet Living, Sustainable Development Goals, The Natural Step, Green Star Communities and Transition Dynamics have been briefly reviewed and a comparative analysis undertaken against a set of key criteria to assess their suitability for adoption by Local Government.

## 3.0 Framework Review

### 3.1 One Planet Living

The One Planet Living framework is a leadership program developed by Bioregional, an international organisation who champion the framework, stemming from their experience of working with eco-villages in the UK. The framework takes a holistic approach to planning and strategic implementation through ten guiding principles of sustainability, assisting Local Governments in examining challenges, developing appropriate targets and provides a user friendly communication tool.

There are currently numerous Local Government organisations using the framework. Most notably, The City of Fremantle who has achieved One Planet Council recognition on both a national and international scale. Greater Geelong also uses the platform in a formal nature and has also been recognised as a One Planet Council. In the past City of Subiaco and City of Yarra have also used the framework in an informal nature. Most other local government examples are UK based.

The Framework can be engaged with in both an informal nature, or formally, which attracts an annual membership (varying cost depending on the size of Local Government) plus additional accreditation fees if that is something a Local Government finds of value. Accreditation fees start in Year 1 at \$9500, reducing to roughly \$8500 from Year 2. Accreditation allows a Local Government to be formally recognised on the bioregional platform and market this through their own brand.



stakeholders. These branding tools allow for the platform to become genuinely embedded within a Local Governments brand, solidifying sustainability as an integral part of its identity.

The framework can also be used by a variety of stakeholders, exemplified through the [LandCorp White Gum Valley \(WGV\) development](#) in partnership with the City of Fremantle. In the WGV development the One Planet framework was used to drive the project in creating a community with a range of sustainable housing types, living options and green space in an existing suburban area.

Highlights of the One Planet action plan for the project were:

- Free sustainable upgrade packages for single lots to ensure zero carbon buildings, provision of a rainwater tank and a mature deciduous tree for shading.
- Private public partnership funding for battery storage of solar-generated electricity being progressed for 50% of all dwellings
- Multi-residential car parking to average less than one space per unit (very low in car-dependant Perth)
- Tree canopy returned to 30% of site and 30% of trees in the public domain to have edible fruits
- Resident engagement programme driven by the Low Carbon Living CRC programme and City of Fremantle

Other benefits of using the One Planet framework include:

- Ability to deeply embed the framework within existing organisational strategies due to both quantitative and qualitative data utilised in KPI's within the action plan. This assists with obtaining buy-in at executive level and allowing for a more seamless integration of the framework into existing workflows.
- Support, advice and accreditation opportunities if used in a formal nature from Bioregional

Successful implementation and embedding of the One Planet Living framework is resource intensive, which can be challenging in a resource constrained environment. It also requires strong and sustained leadership from senior management to ensure the framework is successfully driven and managed within the organisation. In addition to this, the advice that Bioregional offers is largely based on international examples, and not necessarily relevant to the Western Australian context.

### 3.2 The Natural Step

The Natural Step (TNS) is a science-based framework, based around a robust definition of sustainability through four principles which then feeds into a well-developed planning methodology that encourages consensus-building and systems thinking.

The underlying premise of the framework is a scientific, systemic and strategic approach to sustainability that simplifies a complex concept allowing for concise and focused action.

The TNS framework can be used informally, using open-source online resources to implement. The Natural Step international organisation also offers collaboration, education and facilitation services to assist with comprehensive adoption of the framework. There are 11 satellite offices worldwide, the closest to Australia being in New Zealand. Accessing this level of support in the use of the framework requires formal subscription to the TNS organisation attracting fees.

Currently the framework is used mainly in the business sector, most notably by corporations such as Nike, Starbucks and Ikea, however there are also a number of Local Governments engaging with the framework. The City of Portland is a global example of a leader in sustainability which has engaged with the framework to assist with formulating a road map for action. On a local scale, the City of Vincent is currently in the process of embedding the core principles across the City in an informal nature.

In a sustainable society, nature is not subject to systematically increasing...

-  ...concentrations of substances extracted from the Earth's crust,
-  ...concentrations of substances produced by society,
-  ...degradation by physical means,

and, in that society...

-  ...people are not subject to conditions that systematically undermine their capacity to meet their needs.





The process for adoption of the TNS framework consists of four stages, termed the A-B-C-D approach, using a feedback mechanism tool to set up and monitor the pathway towards sustainability. Beginning with developing the vision through adopting the core principles, progressing through to baseline mapping, developing an action plan with creative solutions to challenges and gaps, and then adopting a step by step implementation plan that identifies the low hanging fruit for quick wins, whilst longer term actions are mapped out.

One of the most significant benefits of this framework is its comprehensive and aspirational approach through a system-thinking model. Seeing an organisation as a system, intrinsically linked together and therefore not in isolated parts, which represents the true nature of sustainability.

The TNS framework is also flexible, which allows diverse Local Governments to tailor to their specific regions. In addition to this, being based around a common definition, instead of benchmarked across a set of principles, allows for deep integration of the framework across the organisation.

However, whilst the framework's flexibility and aspirational approach are a benefit, they can also present significant challenges for implementation. Full buy-in across the organisation would be required to embed the frameworks concept across an organisation, as well as significant resources in developing and implementing the framework. Support is also limited with all offices being internationally located.

To further information on The Natural Step, visit the organisations [website](#). The City of Vincent is also currently adopting the framework informally to drive its Environmental Sustainability Strategy, however it is yet to be published.

### 3.3 United Nations Sustainable Development Goals

The Sustainable Development Goals (SDG's) are a globally recognised goals-based framework developed by the United Nations. In 2015 193 countries, including the Federal Australian Government pledged to take action and report against the goals.



The SDGs provide clear guidelines and targets that seek to shift away from status-quo approaches, transitioning towards a truly sustainable future. Despite their global nature, the goals can be tailored to national and local regions.

The SDGs have been significantly adopted by a number of Local Government leaders of sustainability, including the City of New York, City of Melbourne, Sydney and Brisbane. Locally, the EMRC have used the goals to drive their [Regional Environment Strategy](#).

Implementing the platform consists of four stages of localisation, involving internal and external stakeholder engagement, setting the local SDG agenda, action plan development and ongoing monitoring and evaluation.

Significantly, the SDGs have been politically committed to on the global stage by the Australian Government, therefore alignment and adoption of the platform by Local Governments is of great benefit as all levels of government have a shared responsibility in working towards the goals and allows for an integrated line of sight. The WA state government are yet to formally commit to the goals.

Other benefits of the SDGs include:



In addition to this, no formal support through the United Nations on adopting the framework is available, however the organisation, as well as external partners, are continuously adding to the online resources available to Local Governments.

For more information on the Sustainable Development Goals, [click here](#).

For more information on how Local Governments can implement the UNSDG framework, [click here](#).

The City of Melbourne has developed a 'scorecard' mapping the goals against existing strategies and plans, which can be viewed [here](#).

Read the EMRC's full [Regional Environment Strategy](#), which incorporated the SDG's into their strategic planning.

### 3.4 Green Star Communities

The Green Star Communities is a national framework and rating tool developed by the Federal Government, centred around five core principles in which to achieve sustainability. The overarching objective of the framework is to achieve national consistency towards a best-practice sustainable communities based on a common definition. The framework was developed to foster the ability for multiple stakeholders to use, as well as having a Local Government focus.



The platform can be engaged with through membership and accreditation. Membership gives the ability to access the technical support from Green Star and discounts in accreditation fees. Currently membership costs \$2640 annually with accreditation fees varying, priced per project generally and beginning at \$35,000. Accreditation can be attained without membership to the Green Star platform.

There is currently very little uptake within the Local Government context of the Green Star Communities Framework. Parramatta City Council and Mount Barker Council currently use the framework. The City of Stirling has also recently engaged with the framework to guide its Scarborough Beach development on a purely project basis.

There are six stages of implementation to adopt the framework:

- Application of Principles, involving embedding each principle within each policy, plan or project. This application builds a broad sustainability lens into every facet of the organisation, ensuring triple bottom line driven outcomes can be achieved.
- Defining Community Boundaries, involves identifying boundaries and adopting a place-based approach in applying the principles. This means that for the principles to be effective, clear boundaries of influence need to be established and parameters set



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- Application in a Transparent and Accountable way, is the best practice application of the five core principles that open and accountable communication. The review of this application should be done in consultation with relevant stakeholders and access to this information made public.

One of the major benefits of the Green Star Communities framework is its development by the federal government and its affiliation with the renowned and widely adopted Green Star family, who also provide the Green Star Buildings platform. This provides a certain degree of alignment with federal government sustainability initiatives.

However, due to the backbone of the framework being a rating tool, it can be largely centred on a points-based system, rather than taking a holistic and staged approach to achieving sustainability. The framework also attracts significant and ongoing costs, requiring ongoing buy-in, and due to this there has been very limited uptake at a local government level.

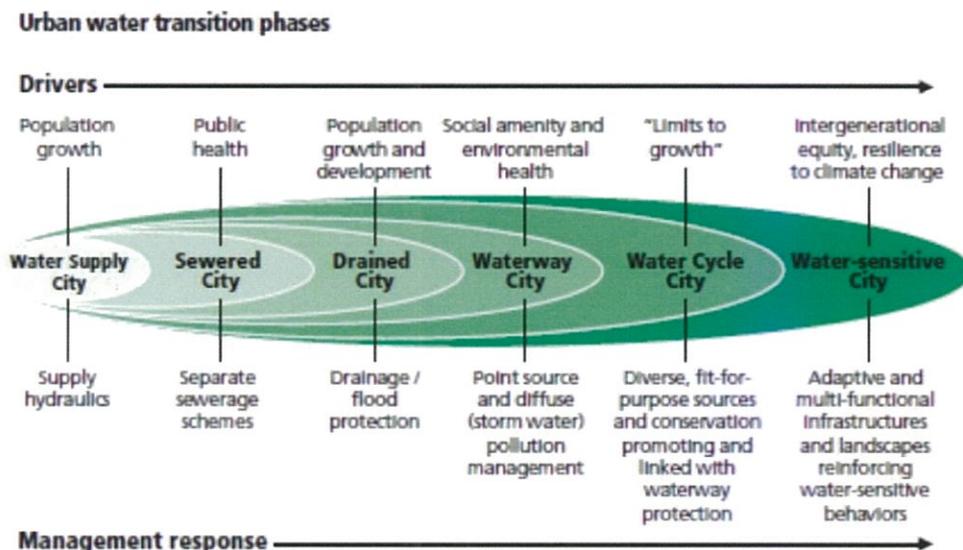
The Green Star Communities Guide for Local Government can be viewed [here](#).

### 3.5 Transition Dynamics

Whilst not a sustainability framework, the Transition Dynamics model represents a truly transitional tool that could be harnessed either in isolation or as a part of a custom framework approach to drive sustainability within Local Government. The framework was developed in 2016 by Rebekah Brown (Professor and Director of Monash Sustainable Development Institute), following a 2014 study on Urban Water and Sustainability Transitions.

The framework focuses on facilitating and tracking the changes in a system by acknowledging different 'stages' of the transition. The framework is currently applied specifically to Urban Water management and in this context, the transition tool states key drivers that must be addressed through each 'transition phase' (or stage), that is then matched with response practices that ensure the implementation and achievement of each transition. It is this emphasis on the progression that Brown claims may ultimately determine the success of a transition journey.

#### Water-Sensitive Cities Framework



## 4.0 Comparative Analysis

Each of the five frameworks above were tested using comparative analysis tool, synthesizing how each framework performed against a set of key criteria applicable in the Local Government decision-making context.

### Key Criteria

Alignment and Potential Integration with Key Strategies/Plans?

Financial Costs

Resource Requirements (FTE)

Benchmarking Opportunities (If so, What Level?)

Effective Communication Tool? Internal (Corporate) or External (Community)

Alignment and Integration potential with other frameworks

Ability to Demonstrate Leadership (Local, National, Global)

Ability to use as a Transition Tool (Staging Approach)

KEY CRITERIA	ONE PLANET	THE NATURAL STEP	UN SDG'S	GREEN STAR COMMUNITIES	TRANSITION DYNAMICS
Alignment and Potential Integration with Key Strategies/Plans?	Yes. KPI's both quantitative and qualitative, aligning strongly to LG strategic plans. Broad principles enable for complete Integration across organisation. If Certification engaged with, separate reporting/data collection for bioregional process required.	Yes. Systems-thinking approach allows for complete integration. Aspirational approach strives for excellent and leadership aligning across all strategies.	Yes. Localisation allows for deep integration across LG strategies/plans. Planning timeframes align annual LG reporting.	Yes, principles align with LG strategies/plans. Integration could be challenging due to rating tool style.	Potential to integrate with existing KPI's to determine progression through transition phases. However, due to limited water context, integration potential uncertain and not currently demonstrated in LG.
Financial Costs	Annual Formal membership \$5600, Accreditation fees - YR 1 \$9500, YR 2 & 3 \$8500.	Not Attained. Is an open sourced framework so can be accessed without consultation with TNS.	No direct financial costs as an open source framework. However, development may require external consultation.	Annual membership \$2640. Certification fees vary, and are generally priced per project starting at \$35,000.	No direct financial costs, however customisation may require extensive external consultation
Resource Requirements (FTE)	1 FTE - Annual management plus additional resources during development process.	1 FTE - Annual management, plus additional resources for development process.	1 FTE - Annual management, plus addition resources for development process.	1 FTE - Annual management, plus addition resources for development process.	Unable to determine - absence of adoption at Local Government level.
Benchmarking Opportunities (if so, at what scale – Local/National/Global)	Yes, potential for all scales. Built in certification opportunities available across National & International against other Bioregional Councils.	Yes, Local and Global. No direct certification.	Yes, all scales. No direct certification, however substantial opportunities through aligning with globally recognised platform that is highly adopted by leading Local Governments.	Yes, Nationally. Built in rating tool and accreditation, however benchmarking against this very limited and perhaps not relevant to leadership aspirations.	Yes, but not as a stand-alone framework. Would need to be 'packaged'. This is more a staging tool to account for transitions towards a sustainable pathway.

<b>Effective Communication Tool - Internal or External</b>	<p>Yes, Bright, user-friendly and easily understood brand. Clear enabler of community-level engagement. Benefits extend to corporate-level, however buy in may be limited due to limited uptake within Local Government.</p>	<p>No, limited. Highly complex and technical. Would require substantial customisation to be engaging and allow for buy-in at community and corporate level.</p>	<p>Yes, bright, globally recognised brand, easily understood and relatable. Extensive opportunity for corporate-level engagement and buy in due to UN reputation and awareness. These benefits would also extend out to community-level.</p>	<p>No, complex and project driven but principles are clear. Recognised within LG context as a building rating system, which would have some benefits for buy in at corporate-level. Community-level would require substantial customisation.</p>	<p>No, would require a complete customisation to make LG specific. Both corporate and community-level engagement and buy-in would be challenging as not LG specific or reputable.</p>
<b>Ability to Demonstrate Leadership (Scale - Local/National/Global)</b>	<p>Yes, at a local level City of Fremantle have achieved leadership through the platform. Built in recognition available at both national and global scale, however very little uptake at all levels, therefore benefits are limited.</p>	<p>Yes, City of Portland are recognised as global leaders, however extent to which the TNS drives their strategies is unknown. No direct accreditation opportunities.</p>	<p>Yes. Multiple LG leaders using, many are capital cities. Aspirational &amp; global focused allowing for leadership potential across all scales. No built-in accreditation but due to global following, alignment will foster recognition through other avenues.</p>	<p>Yes, nationally. Built in accreditation, however with limited benchmarking - how effective? Projects are focused so questionable at how aspirational.</p>	<p>Yes, but not as a stand-alone framework. Would need to be 'packaged' with others to achieve. This is more a staging tool to account for transitions towards sustainable pathway</p>
<b>Alignment/Integration potential with other frameworks?</b>	<p>Yes, could easily align with SDG's</p>	<p>Yes, with SDG's - City of Portland currently takes this approach</p>	<p>Yes, compatible with most frameworks. Very flexible and adaptable</p>	<p>Potentially</p>	<p>Yes, could be once customised.</p>
<b>Ability to use as a Transition Tool (Staging Approach)</b>	<p>Yes, built into the framework but less so than others.</p>	<p>Yes, built into the framework.</p>	<p>Yes, built in to the framework through staging, back casting, milestones and short-long term planning.</p>	<p>No, rating tool which only accesses progress towards this benchmark.</p>	<p>Yes, lies at the heart of this framework.</p>

## 4.2 Key Criteria Discussion

### 4.2.1 Alignment and Potential Integration with Key Strategies/Plans

All of the five frameworks align to varying degrees, depending on internal organisational structures. The TNS systems-thinking approach requires complete integration to be effectively utilized, therefore would potentially be problematic if full-buy in across all levels was not obtained.

By far the two strongest frameworks against this indicator are One Planet Living and the SDG's. Both approaches track and value community and corporate commitments, aligning with existing KPI reporting systems within Local Government. Further to this, the broad goals of the SDG's foster easy integration, providing the opportunity to pull existing plans and projects through the framework for quick wins. The SDG's reporting structure of annual reporting against short-term projects, whilst working towards an overall 15 year plan for long-term sustainability would be highly beneficial in working in with existing Local Government strategy timelines.

### 4.2.2 Costs – Financial and Resource Requirements (FTE)

Financial Costs vary substantially across the frameworks however, resource requirements are largely the same sitting at 1 Full Time Employee (FTE) required for the ongoing implementation and monitoring once a framework has been embedded.

The One Planet Living and GBCA both have annual membership and certification costs associated with their use, however GBCA is by far the cost intensive. It attracts an annual membership as well as a substantial per-project fee for certification. There is an option to apply for a multiple-project discounted rate, however the project-basis of this accreditation perhaps makes it a less attractive option to adopt as a holistic and comprehensive sustainability approach.

While the TNS framework is being applied by Local Governments globally, which may offer benchmarking opportunities, at the local Level, the City of Vincent is only adopting the approach through their Environmental Strategy and therefore limited for a holistic organisational-wide approach.

The SDG's, although offering no formal certification, represent the most relevant opportunity for benchmarking due to its extensive uptake globally and recently by many national Local Governments. The increasing number of organisations that are now looking towards this platform indicates that there is genuine interest and value in adopting the goals to align ongoing projects against. There is also added benefit of the goals being committed to on a federal level, and therefore a responsibility of all Local Governments to report against them.

#### **4.2.4 Use as an Internal (Corporate) or External (Community) Communication Tool**

The two dominant frameworks in this indicator are the SDG's and the One Planet Living approach. Both frameworks are bright, clear and understandable frameworks that would enable either framework to be an effective communication tool.

The One Planet Living brand has been successfully adopted and embedded by the City of Fremantle across both its internal and external operations. The ability for a framework to be easily understood outside of the technical knowledge of sustainability officers is of significant benefit to Local Governments, and the One Planet brand certainly meets this requirement.

The SDG's also meet this requirement, however has the added benefit of being able to be adapted to fit within the City's existing brand. Localising the aspirational global goals is an important element in making the goals relevant to both internal and external stakeholders, also creating opportunities for higher levels of awareness and ownership. The City of Baltimore successfully took this approach allowing for complete integration and harmony of the SDG's with the City's own brand.

The Transition Dynamics framework could also easily be aligned with the SDG's as the goals foster the recognition of a long-term pathway in achieving sustainability through staging and milestone recognition. This sort of approach could assist with lessening the burden of attempting to implement and report against 17 goals all at once, instead working into the action plan different stages of transition to account for quick wins.

#### **4.2.6 Ability to Demonstrate Leadership (Local, National, Global)**

Again, all five of the frameworks could lead to demonstrate leadership due to the holistic approach to sustainability. The GBCA would be the most limited, whereby its approach is more project based and therefore restricted in achieving leadership across a more organisation-wide approach.

The One Planet Living framework has demonstrated its ability to represent leadership at the local level through the City of Fremantle. The added benefit of the built-in accreditation of One Planet Council Status allows the City of Fremantle to actively promote this recognition and leadership across both internal and external levels. Bioregional also actively promotes this recognition through their own channels at the International level, however the reputation of Bioregional as an organisation is less widely known than the United Nations.

The SDG's again represents the strongest opportunity to demonstrate leadership, despite the lack of formal accreditation. The goals are an internationally recognised framework, unanimously adopted by 193 UN member states, with the Australian Government being among this group. The large commitment to the SDGs at the global level would allow significant leadership aspirations across all scales (local, national and global governments) from the outset. This is evident from the significant number of leading councils who have or are currently in the process of alignment with the SDG's, such as the City of New York, City of Portland, City of Melbourne, City of Sydney and City of Brisbane.

#### **4.2.7 Ability to use as a Transition Tool (Staging**

The Transition Dynamics framework obviously is fundamentally centred on acknowledging transitions within a system, however getting it to the point of being a fully comprehensive and useable framework for City use detracts from this benefit.

The Natural Step framework and the SDG's acknowledge transitions within their ongoing implementation processes. Both are systems-thinking focused and therefore the system is constantly reassessed and benchmarked against the framework, allowing for easy integration of transition stages to help the track progress towards their overall objectives.

## 5.0 Summary

Of the five sustainability frameworks reviewed, none were completely fit for purpose in being able to be readily adopted and implemented by Western Australian Local Governments. In considering the most suitable framework, it is vital that Local Governments assess their own unique and context specific requirements, so that it can be embedded into the organisation's operations and become a part of its identity. Each framework has particular characteristics which may be beneficial to certain Local Governments, or organisations may find a more customised approach whereby elements of each framework is taken to tailor a framework completely to their needs. Regardless of the approach, it is clear there are substantial benefits and opportunities for Local Governments to drive successful sustainability programmes and demonstrate leadership and advocacy by centralising their work under a robust framework.

Further to this, what became very clear during the consultation process was that Local Governments want to work together in sustainability initiatives, particularly around knowledge-sharing and synergy opportunities possible through adoption of similar framework models. Just as the United Nations Sustainable Development Goals clearly set out; sustainability cannot be achieved in isolation at any scale. Local Governments, States and Nations must work together in tackling the bigger global issues, whilst addressing their more region-specific challenges through holistic approaches.

# **ATTACHMENT NO. 10**



18<sup>th</sup> June 2019

Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6934



Dear Sir/ Madam,

***ARBORICULTURAL REPORT FOR THE MENS SHED BASSENDEAN***

Please find enclosed the results of the arboricultural assessment undertaken recently for the proposed Men's Shed community facility at May Hollman Drive, Bassendean.

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

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

Yours sincerely,

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

Brad Bowden  
Principal  
Bowden Tree Consultancy®

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

## **1.0 Introduction**

### **1.1 Scope of Report**

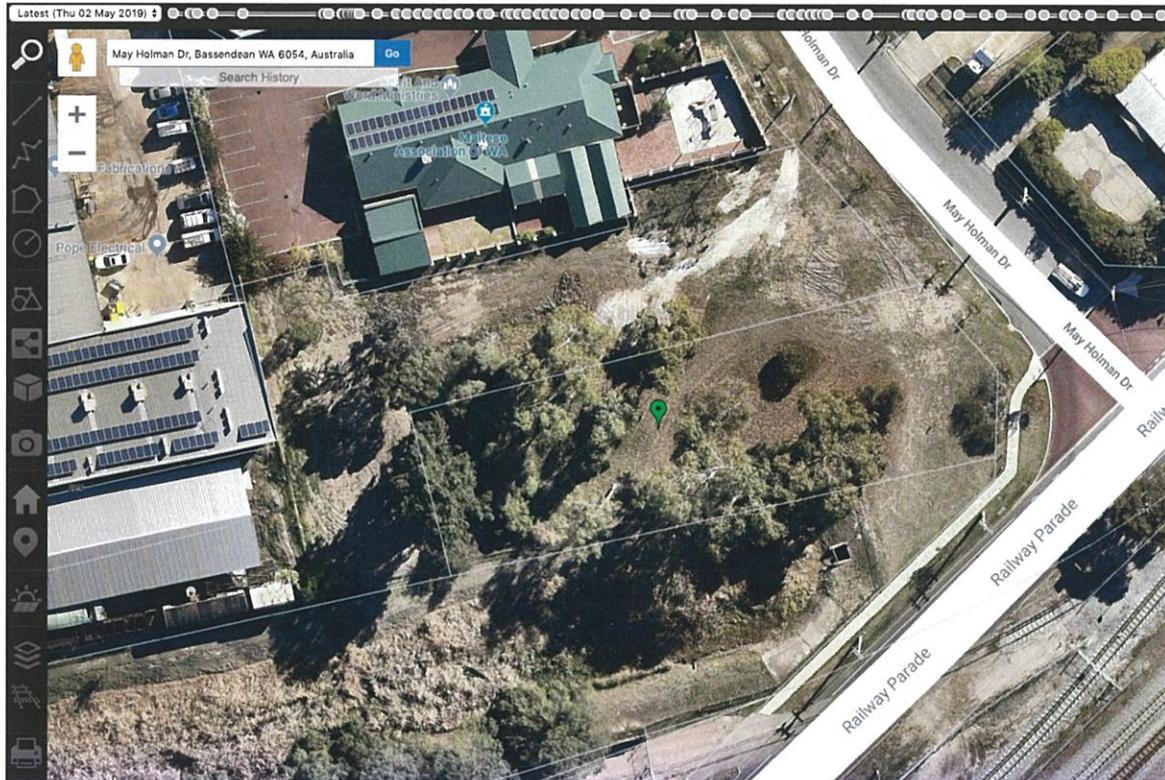
1.2 The purpose of this report is to summarise the results of the assessment undertaken recently for the proposed construction of the Men's Shed community facility at May Hollman Drive, Bassendean, and to provide recommendations regarding tree selection and establishment for the perimeter tree planting. The site visit and assessment was undertaken on the 14<sup>th</sup> and 18<sup>th</sup> June 2019 and was accurate at the time of inspection. This report should be read in conjunction with the landscape plan: Bassendean Men's Shed – Landscaping Plan.

### **1.3 Executive Summary**

1.4 The local-native trees recommended within this report have the potential to provide a range of benefits to the ecosystem, to human beings for environmental and health reasons, and to the climate. With tree selection often being a subjective decision following site-specific criteria being satisfied, it is recommended that a medium-large sized tree species be selected that fully utilise the available space for crown growth, as larger trees provide more benefits to the surrounding urban environment.

## 2.0 Site Investigation

### 2.1 Site Location



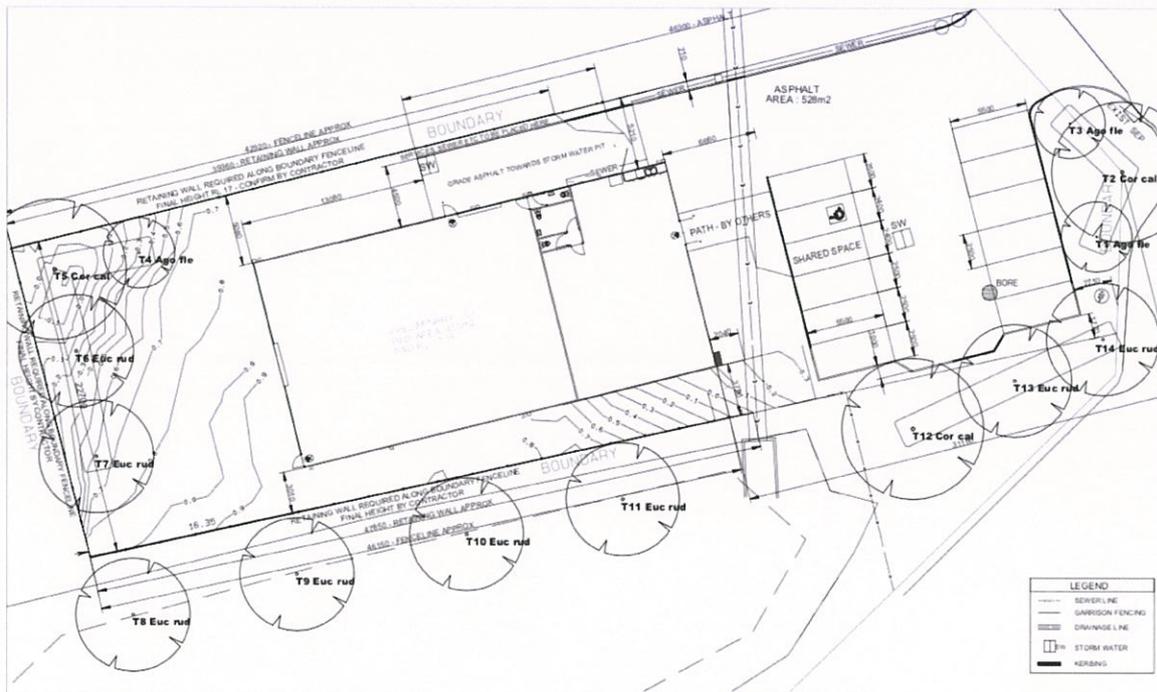
**Figure 1.** Aerial photo of site for the proposed construction of the Men's Shed community facility at May Hollman Drive, Bassendean.

### 2.2 Site Characteristics

- Area – 1,760m<sup>2</sup> (approx.)
- Boundary perimeter – 193m
- Soil - Soil type for the location is Bassendean sands, a free-draining yet infertile soil (nutrients generally leached from the upper soil profile adjacent to the ground surface down to the deeper levels beyond the rootplate).
- Vegetation – existing vegetation predominantly non-local native species including many self-sown species such as the northern river red gum (*Eucalyptus camaldulensis* var. *obtusa*), coastal sheoak (*Casuarina equisetifolia*), and Geraldton wax (*Chamaelucium uncinatum*).



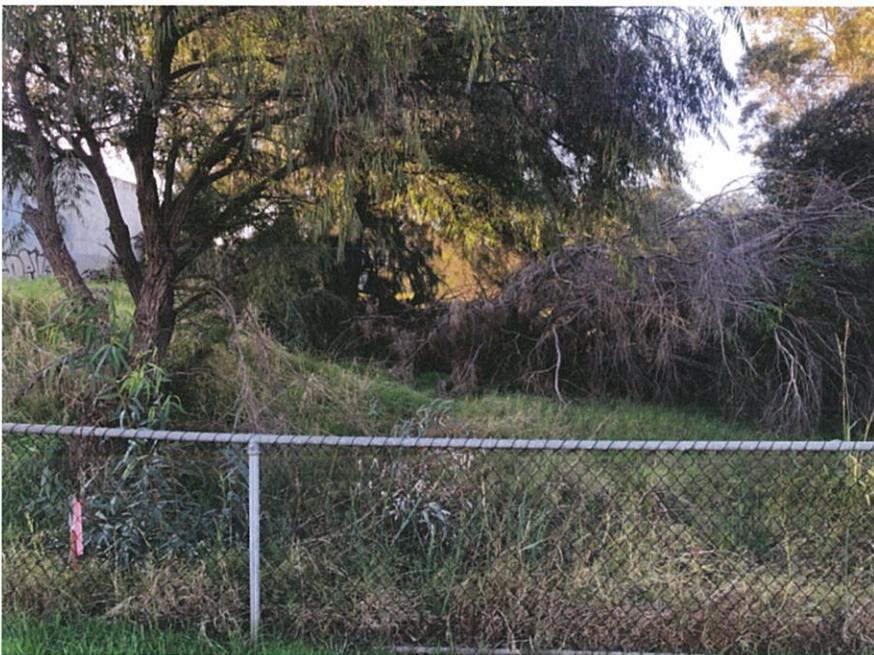
**Figure 2.** Existing open/ cleared areas were evident at the east of the site and the drainage area at the south of the site.



**Figure 3.** Proposed tree locations at the perimeter of the site with projection of tree canopy spread at 10 years post planting.



**Figure 4.** The area at the east of the site between the proposed carpark and road provides an opportunity for the installation of large maturing shade trees such as the marri (*Corymbia calophylla*) and the weeping peppermint (*Agonis flexuosa*); looking towards the northeast.



**Figure 5.** The area at the west of the site at the rear of the building provides an opportunity for the installation of large maturing shade trees such as the marri (*Corymbia calophylla*) and the flooded gum (*Eucalyptus rudis*); looking towards the northwest.



**Figure 6.** The area at the south of the site within the drainage sump provides an opportunity for the installation of large maturing shade trees such as the flooded gum (*Eucalyptus rudis*) that are tolerant of waterlogged/ low-oxygen soils; looking towards the northeast.



**Figure 7.** The area at the southeast of the site adjacent to the carpark provides an opportunity for the installation of large maturing shade trees such as the marri (*Corymbia calophylla*) and the flooded gum (*Eucalyptus rudis*); looking towards the northeast.

## 2.3 Tree Schedule

Tree No.	Botanical Name	Common Name	Plan Label	Crown Spread Radius at 10yrs/ Maturity
T1	<i>Agonis flexuosa</i>	weeping peppermint	T1 Ago flex	5m/ 10m
T2	<i>Corymbia calophylla</i>	marri	T2 Cor cal	10m/ 20m
T3	<i>Agonis flexuosa</i>	weeping peppermint	T3 Ago fle	5m/ 10m
T4	<i>Agonis flexuosa</i>	weeping peppermint	T4 Ago fle	5m/ 10m
T5	<i>Corymbia calophylla</i>	marri	T5 Cor cal	10m/ 20m
T6	<i>Eucalyptus rudis</i>	flooded gum	T6 Euc rud	8m/ 15m
T7	<i>Eucalyptus rudis</i>	flooded gum	T7 Euc rud	8m/ 15m
T8	<i>Eucalyptus rudis</i>	flooded gum	T8 Euc rud	8m/ 15m
T9	<i>Eucalyptus rudis</i>	flooded gum	T9 Euc rud	8m/ 15m
T10	<i>Eucalyptus rudis</i>	flooded gum	T10 Euc rud	8m/ 15m
T11	<i>Eucalyptus rudis</i>	flooded gum	T11 Euc rud	8m/ 15m
T12	<i>Corymbia calophylla</i>	marri	T12 Cor cal	10m/ 20m
T13	<i>Eucalyptus rudis</i>	flooded gum	T13 Euc rud	8m/ 15m
T14	<i>Eucalyptus rudis</i>	flooded gum	T14 Euc rud	8m/ 15m

## 2.4 Shrub/ ground-cover Schedule

GENUS	SPECIES/ CULTIVAR	COMMON NAME	FULL SIZE	POT
MELALEUCA	incana nana	DWARF HONEY MYRTLE	1MX1.5M	130MM
THRYPTOMENE	paynes hybrid	PAYNES THRYPTOMENE	1MX1.5M	130MM
MYPORUM	parvifolium alba	CREEPING BOOBIALLA	15CMX1M	130MM
LEPIDOSPERMA	'Twilight Green'	SEDGE	50CMX50CM	140MM
GREVILLEA	thelmanniana	SPIDER NET GREVILLEA	30CMX1M	130MM
EREMOPHILA	'Kalbarri Carpet'	EMU BUSH	20CMX2M	130MM

**Tables 1 & 2. Tree and low shrub/ ground-cover species considerations, with potential for low plants to be installed within mulch/ garden beds beneath tree numbers 1-3, 4-7, and 12-14.**

### 3.0 Discussion and Recommendations

#### 3.1 Discussion

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

**3.3 Tree roots:** Root growth is opportunistic, and roots will proliferate in areas with adequate moisture, aeration (oxygen) and nutrient levels - all of which are required to attain sufficient levels of growth. Root barriers and root directors provide short-term control measures only to manage root growth as trees are self-optimising and adaptable – with an increase in tree height and spread so too will the rootplate. Root/ kerb/ asphalt conflicts are highly probable in the long term and cannot be prevented, and are deemed normal where tree installation into such locations occur. Such conflicts should be dealt with as they arise and future remedial works may include minor root pruning and/ or kerb or asphalt replacement.

**3.4 Advanced trees:** New tree installations should be advanced specimens of high quality, i.e. a well tapered trunk with no need of additional support or staking, an evenly balanced crown in proportion to the root ball, a crown free of branch inclusions/ v-shaped unions and multiple leaders, be actively growing with seasonal new growth, free from insect infestation and fungal pathogen attack, and have a root system free of girdling surface roots. Trees that possess the abovementioned defects should not be planted, and either be discarded or returned to the nursery, as such defects will contribute to premature tree failure in the future.

#### 3.5 Recommendations

**3.6** Tree selection in the nursery should be undertaken by a qualified arborist or other suitably competent person to ensure structurally-sound and defect-free trees are selected for installation. Whether 45L (~1m in height) or 90L (1.5-2m in height) containerised trees are selected, it is imperative that installation at the correct depth is undertaken to ensure the top of the rootball is level with the existing grade, as planting too deep can restrict aeration and have a profound negative effect on tree establishment.

**3.7** Root directors can be used to direct initial root growth downwards with the size of root director determined by the size of the tree used. Root barrier can also be used parallel to the kerbs/ retaining walls to mitigate the potential for adventitious root growth into the asphalt/ road base interface – an area where moisture may persist following rainfall events. N.B. Root barriers and root

directors provide short-term control measures only, and seeking to constrain rootplate extension entirely will result in smaller trees often of poor health and low quality. Minor tree/ infrastructure conflicts must be expected/ tolerated and remedied as required to experience the benefits that urban trees provide.

- 3.8 With tree selection often being a subjective decision following site-specific criteria being satisfied, it is recommended that a medium-large sized tree species be selected that fully utilise the available space for crown growth, as larger trees provide more benefits to the surrounding urban environment.
- 3.9 Excavation of the existing soil of 0.5-1m and replacement with an enriched landscaping soil mix provides the most preferable option for improving the soil nutrient status, improving the likelihood for successful tree establishment, and boosting tree performance. Alternatively, enhancement of the existing soil profile utilising soil improvers and composts incorporated into the upper level of the soil profile provides another less intensive option. Improvement of the soil into which the new trees will be installed will improve the water holding capacity, availability of nutrients, and better the existing soil aeration; subsequently improving the likelihood of successful tree establishment and mitigating the requirement for replacement trees (and additional costs), thereby providing a greater return on investment.

## **4.0 Appendix I**

### **4.1 Arboricultural Terminology**

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

## **5.0 Appendix II**

### **5.1 Author Formal Qualifications**

- 5.2 Bachelor of Science (Sustainable Forestry) – 2012  
Edith Cowan University, Joondalup & Murdoch University, Murdoch, WA.
- 5.3 Diploma of Applied Science (Horticulture) – 2000  
Major studies Arboriculture and Parks/ Gardens management  
University of Melbourne, Burnley campus, VIC.
- 5.4 Certificate IV (TAE40110) in Training & Assessment – 2014  
Plenty Training, Robina, QLD.
- 5.5 Certificate of Horticultural Practice – 1994  
Challenger TAFE, Murdoch campus, WA.

### **5.6 Additional Certifications**

- 5.7 ISA Certified Arborist Municipal Specialist (AU-0020AM) – 2012 (recertified 2018)  
International Society of Arboriculture  
[www.isa-arbor.com/certification/benefits/credentialsExplained.aspx](http://www.isa-arbor.com/certification/benefits/credentialsExplained.aspx)
- 5.8 ISA Tree Risk Assessment Qualification (TRAQ) – 2013 (recertified 2018)  
International Society of Arboriculture  
<http://www.isa-arbor.com/certification/becomequalified/becomequalified.aspx>

### **5.9 Limitation of Liability**

- 5.10 Bowden Tree Consultancy are tree specialists who use their qualifications, education, knowledge, training, diagnostic tools and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of this assessment and report.
- 5.11 Bowden Tree Consultancy cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways that the arboriculture industry does not fully understand. Conditions are often hidden within trees and below ground. Unless otherwise stated, observations have been visually assessed from ground level. Bowden Tree Consultancy cannot guarantee that a tree will be healthy or a low risk of harm under all circumstances, or for a specified period of time. Likewise, remedial treatments cannot be guaranteed.
- 5.12 Treatment, pruning and removal of trees may involve considerations beyond the scope of Bowden Tree Consultancy's service, such as property boundaries and ownership, disputes between neighbours, sight lines, landlord-tenant matters and other related incidents. Bowden Tree

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

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

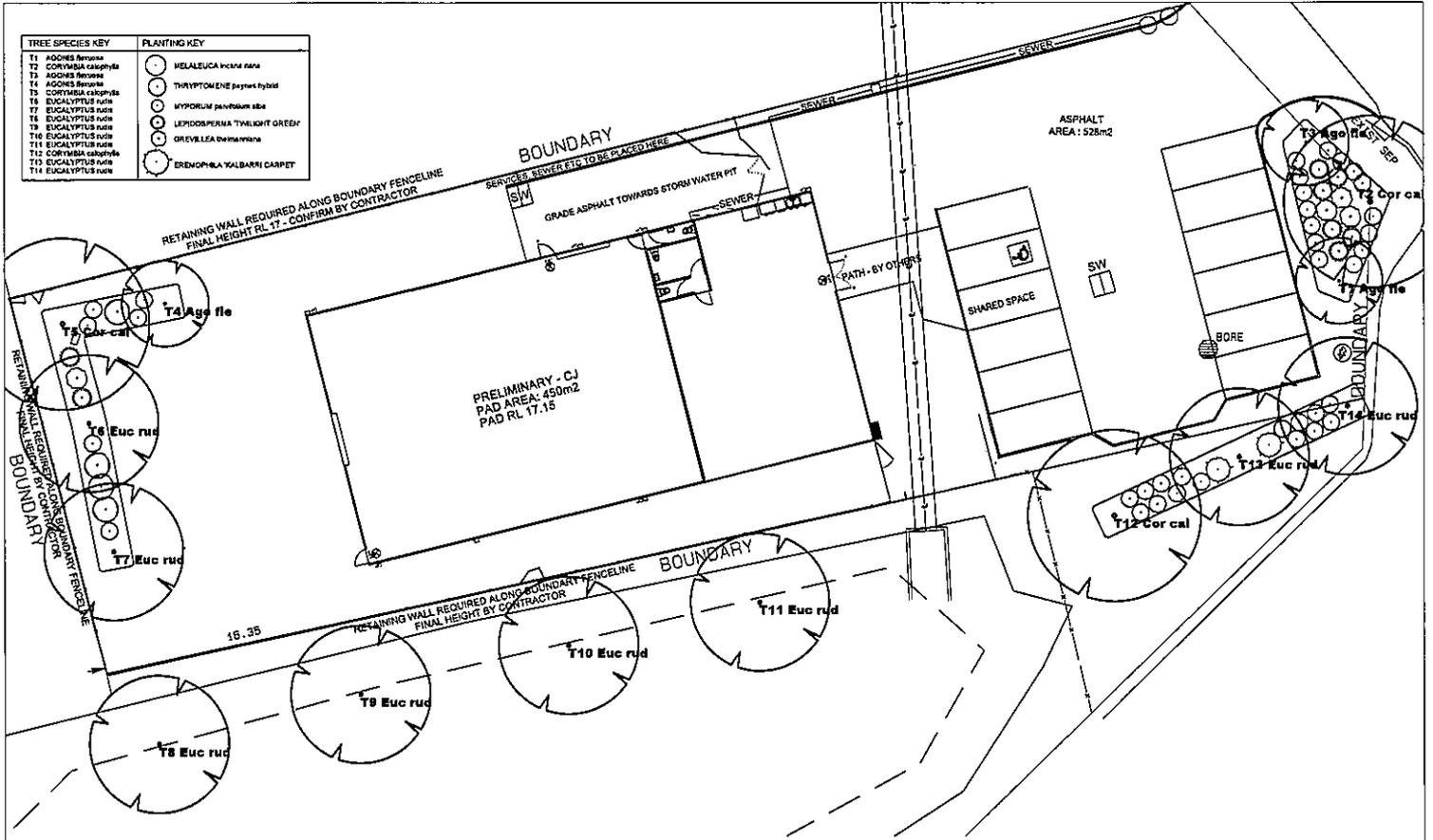
#### **5.15 Business Details**

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

#### **5.17 Literature Cited**

- 5.18 Powell, R., (1990). *Leaf and Branch*. Perth WA: Department of Conservation & Land Management.
- 5.19 Standards Australia, (2009). *AS4970-2009 Protection of Trees on Development Sites*, Sydney: SAI Global
- 5.20 Standards Australia, (2007). *AS4373-2007 Pruning of Amenity Trees*, Sydney: SAI Global
- 5.21 Town of Bassendean, (2019). *Bassendean Men's Shed – Site Plan Layout*

TREE SPECIES KEY	PLANTING KEY
T1 AGONIA flexuosa	● MELALEUCA incana ssp
T2 CORYMBIA calophylla	○
T3 AGONIA flexuosa	○ THRYPTOMENE peters hybrid
T4 AGONIA flexuosa	○ MYRTILLUM parvifolium ssp
T5 CORYMBIA calophylla	○ LEPTODERMIS TWILIGHT GREEN
T6 EUCALYPTUS rudis	○ GREVILLEA brachyandra
T7 EUCALYPTUS rudis	○ ERENOPHILA YALBARNI CARPET
T8 EUCALYPTUS rudis	
T9 EUCALYPTUS rudis	
T10 EUCALYPTUS rudis	
T11 EUCALYPTUS rudis	
T12 CORYMBIA calophylla	
T13 EUCALYPTUS rudis	
T14 EUCALYPTUS rudis	



**BASSENDEAN MEN'S SHED**

**LANDSCAPING PLAN**

SCALE: 1:200 @A3

DWG No: BMS01

ARBORIST: B.BOWDEN

DATE: 18.05.2019

REV No: 001

DRAWN BY: C.CAHILL

NOTES:  
UNLESS OTHERWISE SPECIFIED MEASUREMENTS ARE IN mm/m  
DO NOT SCALE DRAWING.  
DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES.  
ORIGINAL DWG BY C.JOHNSON OF CAJ DESIGN & DRAFTING.



# **ATTACHMENT NO. 11**

**TOWN OF BASSENDEAN**  
**MINUTES**  
**BASSENDEAN RIVER PARKS COMMITTEE**

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON TUESDAY 4 JUNE 2019, AT 3.05PM

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

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

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

**Present**

**Committee Members**

Cr Melissa Mykytiuk, Presiding Member  
Cr Kathryn Hamilton (Until 4.51pm)  
Nonie Jekabsons, Community Representative  
Paul Bridges, Community Representative  
Naomi Bannister, Community Representative  
Jane Bremmer, Community Representative (from 3.15pm)

**Members of the Committee (Advisory role only)**

Augustine Okom, Dept. of Biodiversity, Conservation and Attractions – Rivers & Estuaries Branch

**Officers**

Ken Cardy, Manager Parks & Environment  
Jeremy Walker, Senior Environmental Officer  
Amy Holmes, Minute Secretary

**Apologies**

Cr Bob Brown  
Cr Sarah Quinton  
Simon Stewert-Dawkins, Director Operational Services

**3.0 DEPUTATIONS**

Nil

**4.0 CONFIRMATION OF MINUTES**

**4.1 River Parks Committee Minutes of 5 March 2019**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Naomi Bannister, Seconded Paul Bridges, that the minutes of the River Parks Committee meeting held on 5 March 2019 be confirmed as a true record.

CARRIED UNANIMOUSLY 5/0

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

Nil

**6.0 DECLARATIONS OF INTEREST**

Nil

**7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

**8.0 REPORTS**

**8.1 Success Hill Reserve**

**BACKGROUND**

At the March 2019 meeting of the River Parks Committee, it was resolved that the increasing decline of the Success Hill Reserve, including the river embankment, reserve and spillway and the ongoing and future management options planned, be discussed at this meeting.

**COMMENT**

In the past, the Town has submitted a number of grant applications and has been successful in receiving grants to prepare detailed designs and to undertake foreshore restoration work.

In 2016, the Town submitted a grant application to prepare detailed designs and specifications for foreshore restoration works from the spillway down river approximately 60 metres, to the Water Corporation overhead pipe.

Due to competing financial demands at the time, the Department of Biodiversity Conservation and Attractions (DBCA) advised that the Town's application was not successful. After this notification was received, the Town was contacted by DBCA advising that the State Government had made available additional funds and that the Success Hill project was again being considered. However, due to the Success Hill Spillway collapse in 2017, DBCA advised that funding could not be provided for the foreshore restoration works, and that Civil Engineering detailed design and construction of a new drainage outfall structure, would need to occur prior to grant funding being available for the foreshore restoration works.

To manage the water from the collapsed spillway, the Town obtained a DBCA permit for the temporary drainage pipe into the Swan River and Council allocated funds to engaged GHD Pty Ltd to prepare draft Spillway Concept Plan

In March 2019 Council (OCM – 23/03/19) resolved in part the following:

1. *Receives the minutes of the meeting of the River Parks Committee held on 5 March 2019;*
2. *Receives the project update on the Success Hill Reserve collapsed spillway;*
3. *Requests as a matter of urgency that Town Officers ask GHD consultants to provide the Success Hill Reserve concept design options to the River Parks Committee members and/or directly to Council as soon as practicable before the next Committee meeting on 4 June 2019;*
4. *Requests Town Officers communicate with the Department of Transport to facilitate the installation of a river speed camera in the vicinity of the Success Hill spillway to assist in efforts to reduce riverbank erosion associated with the wakes produced by speeding boats;*
5. *Requests Town Officers explore and apply for grants that will assist in riverbank restoration of the degraded areas at and around the Success Hill Spillway, at the discretion of the Town administration;*

6. *Requests that Town Officers inform the working party of the Wadjuk People of the nature of the problem at Success Hill and seek their input with respect to the Success Hill project; and*
7. *Requests Town Officers ask GHD to consider water sensitive urban design options that maximise effective utilisation of storm and ground water.*

It is intended that GHD Pty Ltd in conjunction with Town of Bassendean staff will consult with Aboriginal groups and key stakeholders to obtain feedback on possible solutions and that a report will be provided to Council for consideration before being advertised for public comment

Council will then consider the community feedback and adopt a Spillway Concept Plan in order to allocate funding for the preparation of the detailed drawings and the construction of the Council adopted drainage outfall structure.

Once the civil engineering works are resolved, the Town will resubmit a riverbank grant application to DBCA for the foreshore restoration works to be undertaken in conjunction with the civil works.

*Jane Bremmer joined the meeting at 3.15pm.*

*Officers are in the process of liaising with the traditional land owners. Once this process has been completed, GHD will be conducting workshops. Due to Council's resolution to consult with traditional landowners before the concept plan is adopted, this project has been delayed.*

*Jane Bremmer reminded Committee members that the location of the spillway involves the whole of the reserve. There are concerns about changing the natural topography and water flows of this area. It is a highly sacred site with natural springs which should be preserved.*

#### OFFICER RECOMMENDATION – ITEM 8.1

That the Committee notes the information on the Success Hill Reserve.

COMMITTEE RECOMMENDATION – ITEM 8.1

**RPC – 1/06/19** MOVED Paul Bridges, Seconded Cr Hamilton, that:

1. The Committee notes the information on the Success Hill Reserve **spillway**; and
2. **Should the GHD report be completed and available prior to the River Parks Committee’s September 2019 meeting, an interim meeting be held to allow for GHD to present its report to this Committee.**

CARRIED UNANIMOUSLY 6/0

**8.2 Bushcare Volunteer Action Plans 2019-20**

APPLICATION

The purpose of the report is to advise the Committee of the Bushcare Volunteer Action Plans for 2019-20 financial year.

ATTACHMENT

**Attachment No. 1**

- Bassendean Preservation Group Planting Program 2019;
- Friends Of Bindaring Wetland Bush Management Plan 2019; and
- Friends of Success Hill Action Plan 2019.

BACKGROUND

The Town of Bassendean has a Volunteer Bushcare Guide for volunteers involved in bushcare activities on Council managed reserves. All registered volunteer bush care groups have been issued with the guide.

The Town of Bassendean Volunteer Bushcare Guide seeks to establish mutually beneficial working relationships between volunteers undertaking bushcare activities and Council. The Town of Bassendean recognises and places great importance on the value and skills of volunteers. Volunteers may include members of families, centres of worship, schools, community groups and businesses.

Volunteers are covered by personal accident and injury insurance, if registered and undertaking approved volunteer work for the Town of Bassendean.

The objectives of the guide are to:

- Ensure that all volunteers are registered and undertake approved work in accordance to Council’s Volunteer Policy and this guide;

- Ensure that bushland reserves are managed in accordance to industry wide best practice bush management techniques in order to maintain and/or enhance their conservation and community values;
- Provide a safe working environment for volunteers undertaking bushcare activities on Council reserves;
- Determine an appropriate framework and process for Council support of bushcare volunteers; and
- Provide a guide to preparing Work Plans and Action Plans for Council reserves.

The guide provides advice for volunteers involved in bushland management and addresses a range of relevant issues associated with the community and Council partnership arrangement.

### STRATEGIC IMPLICATIONS

#### Strategic Priority 2: Natural Environment

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
2.2 Protect our River, Bushland Reserves, and Biodiversity	2.2.1 Protect and restore our biodiversity and ecosystems	Community / Stakeholder satisfaction Survey (River, Bushland and Reserves)
	2.2.2 Sustainably manage significant natural areas	
	2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river	Biodiversity and Bush Condition ("Keighery" Scale of bush condition) measurement

### STATUTORY REQUIREMENTS

- Local Government Act 1995;
- State Planning Policy 2.8 - Bushland Policy for the Perth Metropolitan Region; and
- Town of Bassendean Volunteer Policy.

### FINANCIAL CONSIDERATIONS

Each action plan submitted has a Volunteer Form 3 request for assistance, outlining the financial support the group requires from Council to undertake activities outlined in their action plan.

These figures are provided to Council for consideration as part of the draft 2019/20 Budget process.

### COMMENT

The Town's responsibility in the support and assistance to volunteer groups working on Town land is to:

- Provide best practice technical advice in order to maintain/enhance and/or rehabilitate the natural area;
- Provide and maintain healthy and safe work areas and safe equipment;
- Provide access to training and information to ensure the safety of all volunteers;
- Require all volunteers to adhere to the safety requirements;
- Encourage all volunteers to report hazards, incidents and accidents in a timely manner; and
- Encourage all volunteers to accept that safety is the responsibility of all those taking part in the Group's activities.

The level of involvement and activities undertaken by volunteers largely depends on the management needs of particular bushland reserves, and the intentions (and capabilities) of the group or individual.

All volunteer groups are required to submit an action plan to the Town's Environmental Officer in December each year; these plans are used for the following:

- Budgeting purposes;
- To ensure all volunteer work is in accordance with the Town's Volunteer Policy; and
- To ensure that bushland reserves are managed in accordance to industry best management practice for bush management, in order to maintain and/or enhance their conservation and community values.

*Committee members expressed disappointment that State Government agencies are again not in attendance at this meeting. The Presiding Member will request the CEO follow up on their attendance.*

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**RPC – 2/06/19**

MOVED Cr Mykytiuk, Seconded Cr Hamilton, that the Committee:

1. Notes that Actions Plans have been received from the Bassendean Preservation Group, Friends of Bindaring Wetland and Friends of Success Hill Reserve;

2. Notes that funds have been listed for consideration in the draft 2019/20 Budget to cover the Volunteer Form 3 request for Assistance from the Bassendean Preservation Group, Friends of Bindaring Wetland and Friends of Success Hill Reserve; and
3. **Extends its thanks to the Bassendean Preservation Group, Friends of Bindaring Wetland and Friends of Success Hill Reserve for their efforts in caring for the Town's river parks.**

CARRIED UNANIMOUSLY 6/0

**8.3 River Parks Committee - Informal meeting held on Wednesday 29 May 2019 with Community Representatives**

BACKGROUND

On Wednesday 29 May 2019, between 4.30pm and 6.00pm, community representatives of the River Parks Committee held an informal meeting at the Ideas Hub on Old Perth Road to discuss issues of interest before the planned River Parks Committee meeting on 4 June 2019.

COMMENT

At the start of the informal meeting, the Director Operational Services, Manager Asset Services and Senior Environment Officer, provided a brief update on the proposed AshfieldCAN lookout, the Ashfield Flats Reserve and European House Borer

The Town of Bassendean Officers left the informal meeting at 5pm. The Presiding Member of the River Parks Committee continued to facilitate the meeting until approximately 6pm.

*Augustine Okom, (Dept. of Biodiversity, Conservation & Attractions – Rivers & Estuaries Branch), advised that he will liaise with his counterpart in the Department of Transport regarding the issue of speeding boats and the installation of speed cameras and report back to this committee.*

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

**9.1** **Notice of Motion - Paul Bridges – Bindaring Park**

**COMMITTEE RECOMMENDATION – ITEM 9.1**

**RPC – 3/06/19** MOVED Paul Bridges, Seconded Nonie Jekabsons, that the River Parks Committee recommends to Council that to advance the concept designs proposed in the Co Terra report:

1. A funding allocation be considered in the 2019/20 Budget sufficient to:
  - a) Allow for the preparation of a detailed design for at least the northern precinct of Bindaring Park;
  - b) Allow some prioritised implementation of the plan to commence in 2020; and
2. Staff be requested to explore grant funding options for the detailed design and implementation of the Bindaring Wetland Plan in conjunction with Friends of Bindaring Wetland Bassendean.

**CARRIED UNANIMOUSLY 6/0**

*Cr Hamilton left the meeting at 4.51pm and did not return.*

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

**10.1** **Notice of Motion - Jane Bremmer – Best Practice Natural Resource Management Work**

That the River Parks Committee recommends to Council the following:

1. The RPC supports the application of the safest, best practice, ecological restoration in all areas of the Town of Bassendean;
2. The RPC notes that the Australian Governments Weed Strategy 2017-2027 identifies the National Goals as:
  - Prevention, detection and early intervention
  - Minimise impact of established weeds
  - Enhance Australia's capacity and commitment to weed management;

3. The RPC supports the Town of Bassendean to pursue as a priority,
  - a. the prevention of and early intervention for, weed management as identified in the Invasion Curve model (Vic gov 2010);
  - b. through non-chemical ecological restoration; and
  - c. an integrated approach to Natural Resource Management..

References:

Legislative and Management Framework for Weeds in WA (DPIRD)

<https://walga.asn.au/getattachment/Policy-Advice-and-Advocacy/Environment/Environmental-Events/Kay-Bailey-Leg-Mgnt-Framework-WALGA.pdf?lang=en-AU>

Weed Management for Conservation (DBCA)

<https://walga.asn.au/getattachment/Policy-Advice-and-Advocacy/Environment/Environmental-Events/K-Passeretto-WALGA-14-Feb-2109.pdf?lang=en-AU>

**11.0** **CONFIDENTIAL BUSINESS**

Nil

**12.0** **CLOSURE**

*Jane Bremmer gave an update on the use of Glyphosate weed killer given the reports in the media regarding the recent banning in other states.*

*The Manager Parks and Environment gave an update on the Town's weed management programme.*

The next meeting will be held on Wednesday 10 September 2019, commencing at 3.00pm.

There being no further business, the Presiding Member closed the meeting at 5.10pm.

# **ATTACHMENT NO. 12**

# TOWN OF BASSENDEAN

## MINUTES

**BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE  
HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 5 JUNE 2019, AT 3.30PM**

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

The Acting 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**

#### Members

Snr Sgt Matt McCaughey, Kiara Police, Acting Presiding Member  
Cr Melissa Mykytiuk  
Cr Kathryn Hamilton  
Sharna Merritt, Senior Ranger  
Ryan Hamblion, Department for Communities  
Graeme Haggart, Director Community Development  
Ken Cardy, Manager Parks & Environment (from 3.50pm)

#### Staff

John Lane, Emergency Management Officer/XO  
Amy Holmes, Minute Secretary

#### Apologies

Cr Bob Brown, Presiding Member  
Jeff Somes, Environmental Health Officer  
Gordon Munday, Manager Bassendean SES Unit

### **3.0                    DEPUTATIONS**

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 6 March 2019**

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

MOVED Sharna Merritt, Seconded Cr Mykytiuk, that the minutes of the BLEMC meeting held on 6 March 2019, be confirmed as a true record.

**CARRIED UNANIMOUSLY 6/0**

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

Nil

#### **6.0 DECLARATIONS OF INTEREST**

Nil

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

Nil

#### **8.0 OFFICER REPORTS**

##### **8.1 Flood Mitigation Project - Update**

The Town of Bassendean has completed the mapping and is in possession of flood markers for installation. A decision will need to be made by the Town of Bassendean as to the engagement of suitable contractors for the completion of the installation of flood markers.

*The Bassendean SES have advised that they are unable to complete this project and therefore an additional point was added to the recommendation.*

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1**

**BLEMC – 1/06/19** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that:

1. The information on the Flood Mitigation Project be received; and

2. **The Committee notes the recommendation that the markers will now be installed by contractors, yet to be appointed, rather than the SES, to be completed by 30 June 2019.**

CARRIED UNANIMOUSLY 6/0

*Item 8.2 was deferred for discussion later in the meeting.*

**8.3 Town of Bassendean LEMC Business Plan**

*Ken Cardy, Manager Parks & Environment, joined the meeting at 3.50pm.*

In line with State Emergency Preparedness Procedure 7, the Executive Officer should:

- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of LEMAs.

The Executive Officer has prepared the Town of Bassendean's LEMC Business Plan for discussion and adoption.

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3**

**BLEMC – 2/06/19** MOVED Ken Cardy, Seconded Cr Mykytiuk, that the Town of Bassendean LEMC adopt the Business Plan 2019/20 subject to future amendments as required.

CARRIED UNANIMOUSLY 7/0

**8.4 Emergency Management Agency Reports**

**SEMC Business Unit**

The SEMC Business Unit Report will be circulated when received.

**District Emergency Management Committee (DEMC)**

The Central DEMC Minutes will be circulated when received.

### WALGA EMAG

The WALGA EMAG minutes will be distributed when received.

### Local Welfare Committee

No meeting has been conducted in the past quarter.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

**BLEMC – 3/06/19** MOVED Matt McCaughey, Seconded Sharna Merritt, that the Emergency Management Agency Reports be received.  
CARRIED UNANIMOUSLY 7/0

### **8.5 Post-Incident Reports and Post Exercise Reports**

The Committee has requested all HMA's routinely forward post incident reports to the Town for presenting to LEMC.

Any relevant post incident and post exercise reports are to be tabled at the meeting.

### COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.5

**BLEMC – 4/06/19** MOVED Cr Mykytiuk, Seconded Graeme Haggart, that **the Committee notes that no** post incident or post exercise reports **have been** received at this time.  
CARRIED UNANIMOUSLY 7/0

### **8.6 Contact Details and Key Holders**

*The current Contact Details and Key Holders' was circulated at the meeting for any update requirements.*

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

**BLEMC – 5/06/19** MOVED Sharna Merritt, Seconded Ken Cardy, that the Committee members' contact details be confirmed, as amended.  
CARRIED UNANIMOUSLY 7/0

**8.7 Preparedness, Prevention, Response and Recovery Issues**

Ryan Hamblion

Emergency Welfare Training will be held on 25 June. The aim is to inform and prepare Departmental staff and key stakeholders from our partnering agencies on the operation of providing welfare services to the community during and after an emergency.

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7**

**BLEMC – 6/06/19** MOVED Cr Mykytiuk, Seconded Ryan Hamblion, that Preparedness, Prevention, Response and Recovery Issues raised, be received.

**CARRIED UNANIMOUSLY 7/0**

**8.2 Local Government Emergency Risk Management Project Report**

The Town of Bassendean is currently a participant in the State Risk Assessment Project Local. The first hazard workshop dealing with Heatwave took place on 7 November 2018 at the City of Bayswater, hosted by officers from DFES Special Risks Section.

The Town of Bassendean is awaiting confirmation of the location and timing of the next workshop in the series.

In the interim, the LEMC should discuss the Heat Wave Risk Register to determine whether risk statements with a treatment priority of 1 or 2 meet the requirements for treatment at the local level.

*The Committee discussed the heatwave treatment options. John Lane, Emergency Management Officer, recorded comments in the risk register, for future reference.*

- *The Town can be more proactive in advertising facilities with air conditioning that people can go to, such as the library.*
- *Adopt a programme for the dissemination of information to the community.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**BLEMC – 7/06/19** MOVED Sharna Merritt, Seconded Cr Mykytiuk, that the **Committee notes** the treatment options **discussed** relative to the Heat Wave hazard and that details of **the** discussion **will** be added to the risk register for future reference during the treatment phase.

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 of the BLEMC is to be held on Wednesday 4 September 2019, commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.30pm.

# **ATTACHMENT NO. 13**

**TOWN OF BASSENDEAN**  
**MEETING OF THE DESIGN BASSENDEAN REFERENCE GROUP**  
**HELD IN THE IDEAS HUB, 31 OLD PERTH ROAD, BASSENDEAN**  
**ON WEDNESDAY 5 JUNE 2019 AT 5:30PM**

**MEETING NOTES**

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Being approximately 10 months since the group last met, the Town recognises the value of the shared expertise contained within the reference group and has a desire for the group to share ideas to provide valuable input into the Town's planning framework. The meeting was a re-orientation meeting that was relatively informal, with the group presented with the state and local planning context for the Town, and expected and foreshadowed changes to the Town planning framework.

**1.0**                    **DECLARATION OF OPENING**

The CEO, Peta Mabbs opened the meeting, welcomed all those in attendance, and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

**2.0**                    **ATTENDANCES & APOLOGIES**

**Attendances**

**Reference Group Members**

Phil Burton  
Jennie Collins  
Moss Johnson  
Ross Jutras Minett

**Councillors**

Cr Renée McLennan, Mayor  
Cr Kathryn Hamilton

**Officers**

Ms Peta Mabbs, CEO  
Mr Anthony Dowling, Director Strategic Planning  
Mr Brian Reed, Manager Development Services  
Mr Christian Buttle, A/Manager Development Services (Planning)  
Mr Cameron Hartley, Planning Officer  
Mr Alex Snadden, Planning Officer/Reference Group Executive Officer

### **Special Guests**

Kathy Bonus, Chief Planning Advisor – Department of Planning, Lands and Heritage

Dale Sanderson, Director Metro Central – Department of Planning Lands and Heritage

Rohan Miller Director of Schemes and Strategies – Department of Planning, Lands and Heritage

### **Apologies**

David Doy, Community Member

## **3.0 STATE PLANNING CONTEXT – KATHY BONUS**

Kathy Bonus provided a comprehensive outlined the Perth and Peel @ 3.5 million (2018), the current overarching state strategic planning document (which replaced Directions 2031), which seeks to plan for a more compact City (i.e. Perth Metro and Peel region) to accommodate approximately 800,000 additional homes required by the time that the population hits 3.5 million, with half of those homes provided through infill development. Kathy bonus also provided an overview of State Planning Policy framework changes, namely to address the built form outcomes to better coordinate planning and design. These include:

- The introduction of State Planning Policy 7.0 Design of the Built Environment, which discusses 10 Design Principles which underpin good design;
- Design WA Residential Design Codes for Apartments which is the introduction of a performance based assessment for Apartment development to replace the deemed-to-comply pathway, which previously existed under Part 5 of the Residential Design Codes; and
- A Design Review Guide, which is a guide to setting up design review panels.

Kathy outlined future stages the Department is currently working on which involve:

- Precinct Design to address precinct planning, which will help facilitate local governments retain a particular character or guide the transition of the character from one particular look and feel to another; and
- Medium Density Design Guidelines, which will look to facilitate better design for Medium Density Development – grouped housing.

Members of the Reference Group took the opportunity to reiterate the need for improved design standards within the framework at both the State and Local level.

#### **4.0 LOCAL PLANNING CONTEXT – TOWN'S STAFF**

Tony Dowling, the Town's Director Strategic Planning, provided an update on the development of a draft Local Planning Strategy, what key informing studies have been completed to date, and the 'BassenDream Our Future' community engagement project.

Christian Buttle, A/Manager Development Services (Planning), provided an update on anticipated and approved larger developments within the Town.

Brian Reed, Manager of Development Services, advised the group that the Town is currently undertaking a comprehensive review of its Local Planning Policies and identified the priority Local Planning Policies (Tree Preservation on Development Sites & Built Form Guidelines).

#### **5.0 HOUSEKEEPING**

The CEO reiterated the purpose of the group to provide input into the Town's Planning Framework, inclusive of the draft Local Planning Strategy, the review and development of the Town's Local Planning Policies and a potential consolidation of the Local Planning Scheme, all of which are considered priority projects of the Town.

The CEO expressed the desire for the Group to meet on a monthly basis in a relatively informal manner (i.e. no standing orders), with those who chair the meeting rotating between community members.

Members of the Reference Group sought advice on the method for their feedback to be provided back to Council.

The Reference Group was informed that members of staff would be in attendance at all meetings held, with minutes taken by staff and a report provided to Council at the next available council meeting after any meeting of the group.

It was agreed that a monthly meeting would be acceptable, with the next meeting occurring in July (at a date to be determined), with the intent of having Creating Communities, the consultaning group working with the Town, facilitating 'BassenDream – Our Future', to provide a presentation on their interim report.

The Reference Group requested a summary of the Group's previous ambitions and discussions as well as access to previous documents and studies that the Town has commissioned prior to the next meeting. It was agreed that these would be provided.

## **6.0 CLOSURE**

The meeting closed at 7.30pm.

# **ATTACHMENT NO. 14**

# TOWN OF BASSENDEAN

## MINUTES

### AUDIT AND GOVERNANCE COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 5 JUNE 2019, AT 9.30AM

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

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

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

##### Present

Cr Kathryn Hamilton, Presiding Member  
Cr Jai Wilson  
Cr Melissa Mykytiuk  
Ian Walters  
Cr Renee McLennan, Mayor (Observer)

##### Officers

Peta Mabbs, CEO  
Ken Lapham, A/Director Corporate Services  
Amy Holmes, Minute Secretary

##### Consultants

Mr Suren Herathmudalige, Macri Partners  
Mr Tony Macri, Macri Partners  
Ms Anne Cheng, Moore Stephens,  
Ron Back, Financial Advisor

##### Apologies

Mr Tom Klaassen

**3.0 DEPUTATIONS**

- 3.1 Ms Anne Cheng from Moore Stephens, was in attendance to discuss the Internal Audit.
- 3.2 Mr Suren Herathmudalige and Mr Tony Macri from Macri Partners, were in attendance to discuss the Interim Audit Report.

**4.0 CONFIRMATION OF MINUTES**

**4.1 Audit and Governance Committee meeting held on 18 March 2019**

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Cr Wilson, Seconded Ian Walters, that the minutes of the Audit and Governance Committee meeting held on 18 March 2019, 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**

Nil

**8.0 REPORTS**

**8.1 Update on Audit Activity from Anne Cheng, Moore Stephens (WA) Pty Ltd**

*This will now be a standing item on the Audit and Governance Committee Agenda, to enable updates from Council's External Auditor.*

### Audit Regulation 17 Review

A review of Audit Regulation 17 commenced on 13 May 2019. The purpose of the review is to provide an independent assessment to the CEO in respect of the Town's governance and processes regarding Risk Management, Internal Controls and Legislative Compliance.

A draft report for consideration and review is targeted for 7 June 2019.

### Audit Plan for 2019-2020

The Audit Plan for the next financial year will be presented to the next Audit and Governance Committee following engagement with the CEO. The rationale for the Plan will take into consideration the results of the Audit Regulation 17 review to target areas based on exposure to financial and/or operational risk.

### Risk Workshops

Risk Workshops were conducted for staff and for the Executive Team on 8 and 17 May 2019.

The objectives of the Risk Workshops were to provide training using ISO 31000:2018 as the Risk Management Standard to:

- increase awareness of the principles of risk management;
- outline staff accountability and responsibilities for managing risk in their respective work areas;
- engage in risk conversations to start the process of formalising procedures for risk identification, assessment and risk mitigation; and
- provide informal and formal risk reporting guidelines for staff adherence.

The Risk Workshop for the Executive Team focused on discussion of strategic risks, including outcomes of risk discussions from the staff workshops.

### COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

**AGC-1/06/19**

MOVED Cr Mykytiuk, Seconded Cr Wilson, that the update on Audit Activity from Moore Stephens (WA) Pty Ltd, be received.

CARRIED UNANIMOUSLY 4/0

**8.2 2018/19 Interim Audit – Macri Partners (Ref: FINM/AUD1 - Ken Lapham, Manager Corporate Services)**

**APPLICATION**

The purpose of this report was to provide Council, through the Audit and Governance Committee, with details of the 2018/19 Interim External Audit Report and provide management comments and information on the remedial action taken.

**ATTACHMENTS**

**Confidential Attachment No. 1:**  
 2018/19 Interim Audit Report

**BACKGROUND**

In March 2019, Macri Partners, the Town’s Auditors, has reviewed the following functions:

- Bank Reconciliations;
- Investment of Surplus Funds;
- Purchases, Payments and Creditors;
- Rate Receipts and Rate Debtors;
- Receipts and Sundry Debtors;
- Payroll;
- General Accounting (Journals, etc);
- IT Controls;
- Registers (Tenders Register, etc);
- Compliance;
- Review of Council Minutes.

**STRATEGIC IMPLICATIONS**

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.2 Ensure financial sustainability	
	5.1.3 Strengthen governance, risk management and compliance	Compliance Audit
	5.1.4 Improve efficiency and effectiveness of planning and services	Risk Management Profile
	5.1.5 Ensure optimal management of assets	Financial Ratio Benchmarked.  Asset Ratio Benchmarked

## FINANCIAL CONSIDERATIONS

Funding to meet costs associated with the 2019 External Audit exists in the 2018/19 Budget.

## 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.

A summary of the issues identified by the Auditor is included as an attachment to the agenda. Management comments in response to the issues raised by Macri Partners, have been submitted to Macri Partners and the Office of Auditor General.

The 2018/19 audit process involved the Office of Auditor General, who will oversee Local Government financial audits. The Auditor General commenced local government financial audits in 2017/18. Macri Partners will complete the 2018/19 Annual Financial audit for the Town of Bassendean, with the Office of Auditor General having the final audit sign off.

Appropriate action to have the various recommendations in the Interim Audit Report implemented, will be or has been undertaken.

The Audit and Governance Committee can recommend that Council receive the Interim Audit Report and note management's comments.

The Acting Director Corporate Services recommends that the Interim Audit Report prepared by Macri Partners be received and that the management's comments be noted.

*The Committee discussed the Payment of Bonds and Trust Funds. The CEO will liaise with WALGA to seek its opinion on this matter and lobby for change with the Auditor General.*

*The following amendments will be made to the Interim Audit Report:*

5. *Access unrestricted to payroll module*

Management Comment

**Agreed. Corrective action has now been implemented. The Payroll Officers' access will be limited to payroll processing functions segregated from read only functions for oversight purposes.**

9. *Recognition of trust fund monies and payment of interest*

Management Comment

**Disagree. Action will be taken to challenge the Office of the Auditor General's finding. Further advice is to be sought from the West Australian Local Government Association (WALGA) and the Department of Local Government, Sport and Cultural Industries before the next Audit & Governance Committee meeting.**

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

**AGC-2/06/19**

MOVED Cr Mykytiuk, Seconded Cr Hamilton, that the Audit and Governance Committee recommends that Council receives the Interim Audit Report for the 2018/19 financial period, **as amended**, from Macri Partners.

CARRIED UNANIMOUSLY 4/0

**8.3 Policy 6.14 - Review of Purchasing (Ref: GOVR/POLCY/1-Acting Director Corporate Services, Ken Lapham)**

APPLICATION

In response to the 2018/19 Interim Audit review, the Audit and Governance Committee was requested to recommend Council adopt a revised Purchasing Policy.

The Town of Bassendean Purchasing Policy does not include information about what forms of quotations are acceptable, the minimum number of verbal and written quotes and record retention.

In order to comply with the requirements of the Local Government (Functions & General) Regulations 1996 a revised Purchasing policy to ensure compliance is presented.

Separate to the above, consideration was also given to a Council resolution (28 August 2018) that *“the Audit and Governance Committee consider the scope of works and deliverables for new projects and consultancies that would be appropriate for presentation to Council/Committees for consideration and approval prior to release, and provide recommendations to Council.”*

A progress report on the progress in reviewing the Town’s procurement processes & controls, was also provided.

### ATTACHMENT

#### Attachment No. 2

- Current Purchasing Policy 6.14; and
- Draft Purchasing Policy 6.14 (*with Track Changes*).

### BACKGROUND

The review of 6.14 - Purchasing Policy was presented to the Audit and Governance Committee at the meeting held on 8 August 2018. The application was to consider:

1. A notice of motion from Cr Brown: Incentive for Local Business; and
2. Review the purchasing policy in order to comply with the requirements of the Local Government (Functions & General regulations).

At its meeting held on 28 August 2018, Council resolved to:

- “1. *Defer a decision on Policy 6.14 – Purchasing Policy and refers it back to the Audit & Governance Committee to consider in the light of:*
  - a) *recommendations and feedback from WALGA regarding sustainable procurement;*
  - b) *the findings of the Auditor General’s Report on Procurement that is due to be released in the near future;*
2. *Request the Audit & Governance Committee consider the scope of works and deliverables for new projects and consultancies that would be appropriate for presentation to Council/Committees for consideration and approval prior to release, and provide recommendations to Council.”*

In response to Council's resolution on 28 August 2018 (in particular item 1 above), a further review of the Purchasing Policy - 6.14 was presented to the Audit and Governance Committee meeting held on the 7 November 2018.

The application was to consider adjustment to the policy in view of the WALGA sustainability report and receipts of the Auditor General's Office report on Local Government Procurement. The policy also sought to address the Council resolution pertaining to incentives for local businesses for the procurement of goods & services.

As a result of this report, Council at its meeting held on 22 November 2018, deferred the review of Policy 6.14 pending a Councillors' workshop.

### COMMENT

#### 1) Amendment of 6.14 Purchasing Policy: Local Government (Functions and General) Regulations

An amendment was made to the Local Government (Functions and General) Regulations that requires Council to include purchasing thresholds and explanations to the thresholds that should be included into the Purchasing Policy. In addition to this, it is a requirement to include how the recording and retention of written information, or documents, in respect of all quotations are received.

In order to comply with the 2018/19 Interim Audit outcomes, a revised purchasing policy that reflects the inclusion of purchasing thresholds and includes matters relating to the recording and retention of written information, is attached to the agenda.

It should be noted that further enhancements to the policy will be presented to the Audit and Governance Committee at a later stage, to address issues in regards to sustainability, incentives for local businesses (Local Economic benefit).

#### 2) Scope of works for Projects and consultancies:

The Local Government (Functions & General) Regulations 1996 provides specific guidance that Local Governments are required to follow in the preparation of a purchasing policy in relation to contracts for other persons to supply goods and services where the consideration under the contract is expected to be \$150,000 or less or worth \$150,000 or less.

In accordance with the Local Government (Functions & General) Regulations section 11A (3), the proposed purchasing policy (attached) provides specific guidance on forms of quotations for various levels of expenditure, in summary the quotation levels are:

CONTRACT VALUE	QUOTATION REQUIREMENT
<\$1,999	Irregular or Non Recurrent -One (1) Verbal or Written prior to purchasing
\$2,000 to \$4,999	Irregular or Non Recurrent - One (1) Written / Electronic Quote
\$5,000-\$19,999	Irregular or Non Recurrent - Two(2) Written / Electronic Quotes
\$20,000 to \$59,999	Three (3) Written/Electronic Quotations with formal evaluation & Directors approval required Includes WALGA preferred suppliers
\$60,000 to \$149,999	A Formal Request for Quotation (RFQ) is required where a Specification and Qualitative Criteria are to be issued.
\$150,000>	Tenders to be Called via Public Advertising or if WALGA preferred suppliers panel exists go via WALGA Panel

It is acknowledged that there is no legislative requirement to refer any contract below \$150,000 to Council for endorsement or consideration. In order to meet Council's request to be informed of the scope of works and deliverables for new projects or consultancies over the value of \$20,000 and to allow the Council to provide comment, it is suggested through the CEO weekly bulletin, advice be provided on the list of such projects and consultancies over \$20,000 for Councillors' comment. (If a Councillor expresses an interest in a scope of works, that additional information will be furnished).

3. A status update report on the progress in reviewing the Town's procurement processes & controls

A workshop was undertaken in April 2019 which enabled opportunities to identify improvements in the Town's current procurement systems. A number of staff, including the CEO, Directors, Managers and authorising officers attended the procurement workshop in conjunction with an officer from the Corruption and Crime Commission who shared a number of case studies of what can go wrong in procurement based, upon actual examples across local government. This emphasised the need for robust processes and systems but also clear policies and procedures, and most importantly a culture of integrity.

The workshop also covered issues of procurement levels and clearer guidelines, limitations of the current IT system, creating a procurement workflow system, and the proposal of moving from the current decentralised system to a center-led approach to better manage risks.

Going forward in the next stage of transforming the framework, the move to a more centre-led procurement model under Corporate Services will be undertaken.

STATUTORY REQUIREMENTS

Local Government Act 1995

The Local Government (Functions and General) Regulations requires that the Purchasing Policy (Clause 11(3)) states:

*A purchasing policy must make provision in respect of —*

- (a) the form of quotations acceptable; and*
- (ba) the minimum number of oral quotations and written quotations that must be obtained; and*
- (b) the recording and retention of written information, or documents, in respect of —*
  - (i) all quotations received; and*
  - (ii) all purchases made.*

FINANCIAL CONSIDERATIONS

Nil

*The Acting Director Corporate Services will make the following amendments to the policy as requested by the Committee:*

*Under the heading Strategy, delete the words 'Buying Local' and 'However it is recognised...'. This point will now read:*

***"Where possible, suppliers operating within the Town of Bassendean are to be given the opportunity to quote for goods and services required by the Town."***

*Change review date to **December 2019**.*

### COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.3

**AGC-3/06/19**

MOVED Cr Wilson, Seconded Cr Mykytiuk, that the Audit and Governance Committee recommends to Council that it adopts Policy 6.14 – Purchasing, as included in the Audit and Governance Committee Agenda of 5 June 2019, **as amended**.

CARRIED BY AN ABSOLUTE MAJORITY 4/0

### **8.4 Role of Internal Audit and Audit Focus for 2018/19 (Ref GOVR/LREGLIA/3 – Ken Lapham Acting Director Corporate Services)**

#### APPLICATION

The purpose of this report was to provide Council, through the Audit and Governance Committee with details on the progress of the Internal Auditors organisational risk assessment, assessment of internal controls, and assessment of legislative compliance to meet the requirements of regulation 17 of the Local Government (Audit) regulations 1996, and regulation 5 (2) of the Local Government (Financial Management) Regulations 1996.

#### BACKGROUND

At the Audit and Governance Committee meeting held on Wednesday 6 February 2019, the CEO presented an item on the role of the Internal Audit and better aligning the Town's Internal Audit program to its risk profile.

The Committee supported a proposal to undertake an organisational risk assessment, in addition to examining the Town's controls to manage and mitigate these risks.

The purpose of this is to assess the health of the organisation and also to comply with requirements of the Local Government Act and Regulations.

### STRATEGIC IMPLICATIONS

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.2 Ensure financial sustainability	
	5.1.3 Strengthen governance, risk management and compliance	Compliance Audit
	5.1.4 Improve efficiency and effectiveness of planning and services	Risk Management Profile
	5.1.5 Ensure optimal management of assets	Financial Ratio Benchmarked. Asset Ratio Benchmarked

### FINANCIAL CONSIDERATIONS

Funding to meet the costs associated with the 2019 Internal Audit is provided for in the 2018/19 Budget.

### COMMENT

The Audit & Governance recommendation point 5 stated:

*"A report to the Audit & Governance Committee on the Outcomes of the Internal Auditors organisational risk, and other activities (as listed under application), is to be provided by 30 June 2019".*

As part of the Town's compliance obligations and to build a culture of risk management, workshops were recently held with staff at the Depot and Town Centre.

The workshops and development work in building the risk matrix, is being developed by the Town's internal auditors, Moore Stephens (WA) Pty Ltd. Workshop objectives were:

- Identification/articulation of key strategic risks;
- Capture of operational risks by Business Units; and
- Embed risk mindset into decision-making throughout the Town.

Key outcomes from the workshop were:

- Risk Management theory simplified;

- Risk Assessment – the big picture; and
- Sample Risk Register.

Further work is to be undertaken over the next month to build a risk assessment matrix and assess the state of Town's controls. It is envisaged that the final report will be presented to the Audit and Government Committee meeting in August 2019.

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4**

**AGC-4/06/19** MOVED Ian Walters, Seconded Cr Mykytiuk, that Council notes the progress on the internal risk assessment, assessment of internal controls and assessment of legislative compliance, with the final report to be presented to the **Audit and Governance Committee in August 2019.**

**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**

**COUNCIL RESOLUTION – ITEM 11.0(a)**

**AGC-5/06/19** MOVED Cr Mykytiuk, Seconded Cr Wilson, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 11.13am.

**CARRIED UNANIMOUSLY 4/0**

*Mr Ron Back left the meeting at 11.13am and did not return.*

## **11.1 Auditor's Report**

### **Confidential Attachment No. 2:**

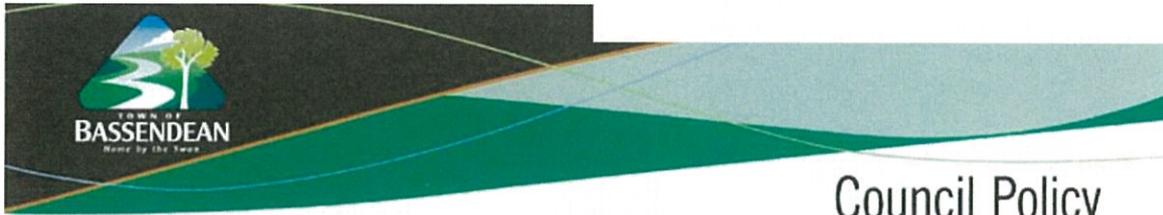
*This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.*

*A final report for the Audit & Governance Committee and review is targeted for the August 2019 Committee meeting.*

## **12.0 CLOSURE**

The next meeting will be held on Wednesday 7 August 2019, commencing at 5.30pm.

There being no further business, the Presiding Member closed the meeting at 11.30am.



## Council Policy

DRAFT

5 June 2019

### 6.14 Purchasing Policy

#### Objective

This policy:

1. Ensures compliance with ~~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. Provides guidance ~~Sets out the requirements to all Council employees on all levels of procurement for acceptable forms of quotation, and the recording of documents and information, for contracts to purchase goods and services;~~ to ensure ethical behavior, and to ensure probity, and transparency;
3. ~~Is designed to e~~Ensures that the Town receives value for money as a result of its purchasing activities;
4. Aims to deliver a high level of accountability whilst providing a flexible, efficient and effective and transparent procurement framework;
5. Ensures that the Town considers the environmental and sustainability implications of the procurement process across the life cycle of goods and services; and
6. Ensures that all purchasing transactions are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Town.

#### Strategy

The Town is committed to sustainable procurement practices. The Town will advertise and assess qquotes and tenders to secure supply arrangements that contribute to achieving the Town's strategic goals and objectives in line with the following principles:

- Enhance our natural and built environment, by purchasing products and services that demonstrate environmental best practice, and will reduce negative impacts;
- Enhance our Economic environment by ensuring value for money in all contracting and purchasing;

- Ensure Good Governance by maintaining transparency in contracting and purchasing, minimising the risk to the Town of Bassendean through the application of a robust risk management mechanism's ensuring that the products and services it purchases are in line with the Town's objectives; and
- ~~Where appropriate, the Town shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace sustainable business practices.~~

~~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~~

~~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~~

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

~~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.~~
- ~~• Buying Local - Where possible suppliers operating within the Town of Bassendean are to be given the opportunity to quote for goods & services required by the Town. However it is recognised that not every category of goods and services required by the Town will lend itself to supply by local businesses.~~

~~\* To efficiently manage the replacement of the Town of Bassendean's vehicle~~

### **Records Management**

All records associated with the tender process or a direct purchase process must be recorded and retained.

For a tender process, this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation; and
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation; and
- Order forms and requisitions.

#### Record

Retention of records shall be in accordance with the minimum requirements of the State Records Act, and the Town of Bassendean's internal records management procedures.

#### **Sustainable Procurement**

~~The Town is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).~~

~~The Town will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).~~

~~Requests for Quotation and Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.~~

#### **Local Economic Benefit**

~~The Town encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Town will:~~

- ~~• Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;~~
- ~~• Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);~~
- ~~• Ensure that procurement plans address local business capability and local content;~~

- Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- Avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- Provide adequate and consistent information to local suppliers.

### Purchasing Threshold

The Town will maintain a principle period of 3 years for all procurement of goods or services for the Town, for purchases valued over \$20,000.

Where the value of procurement and contract (excluding GST) is, or is expected to be:

Monetary Threshold (excluding GST)	Purchasing Method Required
Up to \$1,999 Annually - For Irregular and Non-Recurrent Purchases 3 year period for Recurring Purchases	Irregular and Non-Recurrent Purchases – For irregular and nonrecurrent goods and services valued up to \$1,999 per year, no competitive process is required, although <b>one</b> verbal quote must be obtained prior to purchasing. An exception is where goods are purchased by Corporate Credit Card. Recurring Purchases – Recurring goods and services valued up to \$1,999 per year, require a projected spend over 3 year period. Use Contract Procurement Checklist Appendix 4.
\$2,000 to \$ 4,999 Annually – For Irregular and Non-Recurrent Purchases	Irregular and Non-Recurrent Purchases - For Irregular and Non- Recurrent Purchases goods and services valued between \$2,000 and \$4,999 per year, no competitive process is required, although <b>one written</b> quote must be obtained prior to purchasing.
\$5,000-\$19,999 Annually – For Irregular and Non-Recurrent Purchases 3 year period for Recurring Purchases	Irregular and Non-Recurrent Purchases - For goods and services valued between \$5,000 and \$19,999 a purchase, <b>2 x Written quotations</b> are required. Where rates are reasonable and consistent with similar products, officers must occasionally undertake market testing to ensure best value for money is obtained. Record of Written Quotes \$2,000 to \$59,999 is attached in Appendix 3. Recurring Purchases – Recurring goods and services valued between \$5,000 and \$19,999 per year require projected spend over 3 year period. Use Contract Procurement Checklist Appendix 4.
\$20,000 - \$59,999 (over 3 years)	<b>Minimum 3 written quotations are requested required and Manager or Director approval required</b> , informal evaluations could include OHMS requirements, financial viability, experience and referees. Record of Written Quotes \$2,000 to \$59,999 is attached in Appendix 3 together with evaluation form.
\$60,000-149,999 Formal RFQ required	Formal Request For Quotation (RFQ) is required to be issued by <u>the</u> Contract Support Officer. Contract Owner/Manager is to complete the Contract Procurement Checklist (Appendix 4), have Manager of Service and Director approve then forward to Contract Support Officer. A sufficient number of written quotations are to be sought (minimum of three 3 written quotations.) A quote must be sought from either: <ul style="list-style-type: none"> <li>• The open market; or</li> <li>• A supplier included in the relevant WALGA Preferred Supplier Arrangement (link on Intranet). All suppliers of those particular services registered on the WALGA Portal must be given the opportunity to provide a response to our quote, unless Director has approved otherwise; or</li> </ul>

	<ul style="list-style-type: none"> <li>• <del>Other suppliers that are accessible under another tender exempt arrangement (WA Disability Enterprise or an Aboriginal <u>o</u>wned <u>B</u>usiness). Responses are to be evaluated on both price considerations and appropriate weighted qualitative criteria, by the Contract Supervisor/Manager and Evaluation Panel to evaluate the submission/s and recommend a supplier. The Successful Supplier must be approved by the Manager of Service and Director.</del></li> </ul>
\$150,000 and above RFT Required	<p><del>Request for Tender (RFT) to be called by Contract Support Officer. Request for Tender is to be issued in accordance with the Local Government Act 1995 (Section 3.57) unless expressly exempted under clause 11 (2) of the Regulation.</del></p> <p><del>Contract Owner/Manager is to complete the Contract Procurement Checklist (Appendix 4), have Manager of Service and Director approve then forward to Contract Support Officer, who will then complete (Director and CEO Procurement Authority Appendix 6) to proceed with Tender process. Request for Tender must be sought from either:</del></p> <ul style="list-style-type: none"> <li><del>• The open market (must be publicly advertised State-wide); or</del></li> <li><del>• A supplier included in the relevant WALGA Preferred Supplier Arrangement (link on Intranet). All suppliers of those particular services registered on the WALGA Portal must be given the opportunity to provide a response to our request, unless Director has approved otherwise; or</del></li> <li><del>• Other suppliers that are accessible under another tender exempt arrangement (WA Disability Enterprise or an Aboriginal <u>o</u>wned <u>B</u>usiness) and State or Commonwealth Government <u>C</u>ontracts.</del></li> </ul> <p><del>Responses are to be assessed by the Evaluation Panel on appropriate weighted qualitative criteria, who will recommend a successful supplier. The Procurement Decision (successful supplier) is to be reported to the next Ordinary Council Meeting, to be approved by Council.</del></p>

## 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> September 2017 August 2018 <u>and June 2019</u>
	<b>Version</b> <u>43</u>
	<b>Next Review due by:</b> May 2020



# **ATTACHMENT NO. 8**



**ATTACHMENT NO. 15**

**TOWN OF BASSENDEAN**  
**MINUTES**  
**SUSTAINABILITY COMMITTEE**

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 12 JUNE 2019, AT 5.30PM

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

**Acknowledgement of Traditional Owners**

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

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

**Present**

Caroline Easton, Presiding Member  
Chris Mahony, Deputy Presiding Member  
Cr Renee McLennan, Mayor  
Cr Kathryn Hamilton  
Laura Simes, Community Representative  
Mick Doyle, Community Representative  
Miles Flavel, Community Representative

**Officers**

Jeremy Walker, Senior Environmental Officer  
Amy Holmes, Minute Secretary

**Apologies**

Cr Quinton  
Cr Mykytiuk  
Simon Stewert-Dawkins, Director Operational Services  
Salvatore Siciliano, Manager Recreation and Culture  
Ken Cardy, Manager Parks & Environment

**3.0**                    **DEPUTATIONS/PRESENTATIONS**

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Sustainability Committee Meeting held on 2 October 2018**

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

MOVED Chris Mahony, Seconded Cr Hamilton, that the minutes of the Sustainability Committee meeting held 2 October 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

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

The Presiding Member advised that the last meeting was cancelled, however, she was not aware and turned up for the meeting which was disappointing. Meeting once in six months is not satisfactory. Suggested that interim informal meetings be held with those available.

#### **6.0 DECLARATIONS OF INTEREST**

Nil

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

Nil

#### **8.0 REPORTS**

##### **8.1 Sustainability Initiatives updates (REF ENVM/PLANNG/1 – Jeremy Walker, Senior Environmental Officer)**

###### **APPLICATION**

The purpose of the report is to provide an update on the Sustainability Community Grants and Projects and the Town of Bassendean Emission Reduction Plan and the One Planet Council model.

###### **BACKGROUND**

###### **Sustainability Community Grants & Projects**

At the October 2018 Sustainability Committee meeting (SC – 2/10/18), the Committee recommended and Council resolved (OCM - 15/10/18) in part the following:

- "1. Receives the information provided on Community Grant options provided from other Local Government Authorities;*
- 2. Allocates \$5,000 from the current 2018/2019 Budget to provide a subsidy to residents for either composting, Bokashi or worm farm subject to attendance at a Town of Bassendean workshop and being a resident of the Town;*
- 3. Allocates \$5,000 from the current 2018/2019 Budget to provide community grant funding to Town of Bassendean residents, which requires the Sustainability Committee to:*
  - i. prepare a draft application form and grant funding selection criteria for Council consideration that will demonstrate the applicant's ability to deliver the intended outcome, including evidence of financial management and demonstrated capabilities; and*
  - ii. Assess the Community grant applications received against the approved selection criteria and to make recommendations to Council as to how the grant funding shall be distributed or expended.*

#### Town of Bassendean Emission Reduction Plan

In March 2018, the draft of the ACER Emission Reduction Plan was presented to the Sustainability Committee. The Committee resolved to receive the first draft ACER Emission Reduction Plan (SC-6/03/18), and (in part) requested that members of the Committee review the draft ACER Emission Reduction Plan and provide feedback to officers by COB Friday 14 April 2018, to enable officers to review feedback and provide an update at the next meeting on 29 May 2018.

As the requested feedback on the proposed target or actions was not provided to Officers by the Committee by 14 April 2018, a follow up request was forwarded. One Committee member provided the following feedback:

*"I've had a read and think it looks really good! One comment I would make is that maybe we don't need to tie our emissions reductions target to Australia's Paris Commitment. The first round of country commitments aren't anywhere near enough to keep the world below 2 degrees, let alone 1.5 degrees warming. It's expected that countries will continue to ramp up their efforts at the five-yearly review of Paris Targets. So given this, maybe Bassendean can aim higher than that. I also wonder whether it would be worth Bassendean considering joining in on an the emissions reduction pledge or framework?"*

*For example the Climate Council runs the Cities Power Partnership, which launched mid last year and already has 10 WA Local Governments participating. It sounds like a pretty good program as participants get access to resources, publicity for actions taken, and are 'buddied up' to other Local Governments. There are other ones too, like One Planet Councils and the Compact of Mayors"*

Officers incorporated the feedback received and as a result, the Town joined the cities for Power Partnership on 2 October 2018.

At the December 2018 OCM, Officers presented a report to Council with the following recommendation:

*"That:*

- 1. Council receives the Draft Emission Reduction Plan attached to the Ordinary Council Agenda of 18 December 2018;*
- 2. The draft Emission Reduction Plan be advertised for a period of 6 weeks in January 2019 via the Town's Facebook page, "Your Say Bassendean" website and the Eastern Reporter inviting community feedback;*
- 3. Estimated costs be obtained for each of the projects and list funds in the draft 2018/2019 Budget, along with the estimated percentage reduction in carbon reduction; and*
- 4. The community feedback provided will be reviewed and presented to Council for consideration."*

Council (OCM 8/12/18) moved an alternative motion, resolving that Council:

- "1. Defers consideration of the 'Draft Emissions Reduction Plan' to allow for the development of a more aspirational target; and*
- 2. Investigates the 'One Planet Councils' model as a possible option for the Town of Bassendean".*

#### COMMUNICATION & ENGAGEMENT

The Waste recycling workshop was promoted through the Town's website, Facebook page, and noticeboards.

## STRATEGIC IMPLICATIONS

### Natural Environment:

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
2.1 To display leadership in environmental sustainability	2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Waste reduction ratio to population
	2.1.2 Reduce waste through sustainable waste management practices	Carbon emissions ("Planet Footprint")
	2.1.3 Initiate and drive innovative Renewable Energy practices	

## COMMENT

### Sustainability Community Grants & Projects

Officers organised a free home composting workshop for residents on Tuesday 19 February 2019. The workshop was facilitated by John Yaxley from Greengates Horticultural Services.

John demonstrated to residents how to set up and keep worm farms, Bokashi bins and compost bins. Residents that attended the workshop were offered the opportunity to purchase one of the three methods of composting at a subsidised cost of 50%. 34 residents attended the home composting workshop, 22 purchased Bokashi bins, 8 purchased worm farms and 4 purchased compost bins. The Town's Waste & Recycling Officer is planning to run another workshop in the new financial year. The Town is hosting a plastic free July workshop on Thursday 6 June 2019 at 6:00pm in the Library. The workshop will be presented by Robyn Brown and will focus on examining a week's worth of household rubbish and show ways on how to reduce waste and avoid single use plastics.

***It was agreed that the Town run two composting workshops early in the new financial year. Funds can be considered for further workshops at the mid-year budget review in January/February.***

Officers have investigated what other Local Governments are offering residents in terms of Sustainability Grants. The following are some examples.

The City of Cockburn provides grants relating to six sustainability themes that small businesses, schools, not for profits and collective households can apply for. The successful applicants can apply for up to \$4,000 towards the project.

The City of Vincent offers one round of grants per financial year with each environmental grant awarded up to a maximum amount of \$2,000. The number of grants available each year is determined by funding allocated in the City's annual budget.

Both of the above Councils have a set criteria for what the funds can be used for and who is eligible to apply. Officers recommend that the Town's grants criteria be aligned with the Town's Corporate Business Plan and funding be made available for projects or initiatives that meet the objectives of strategy 2.1 – To Display Leadership in Environmental Sustainability or 2.2 – Protect our River, Bushland Reserves, and Biodiversity. Officers recommend that we invite applications from community groups, local schools and or non-profit organisations located within the Town's boundary.

The Town has \$5,000 in the budget and if the maximum grant funding per application was set to \$2,000 then the Town could potentially support two larger projects at \$2,000 each and two smaller projects valued at \$500 each.

Officers have prepared a draft Application Form and draft Criteria and Guidelines for the Committee to review and provide feedback (see attachment).

*It was agreed that the guidelines should be amended to align with the One Planet Living – Ten principles of sustainability.*

#### Town of Bassendean Emission Reduction Plan

As part of the ongoing environmental work, in 2014/2015 the Town of Bassendean set a 7.5% Emissions Reduction Target based on the 2011/2012 corporate emissions.

Council allocated funding to implement the required actions to achieve a 10.8% reduction in emissions by 2016/2017, through the implementation of solar photovoltaic (renewable energy) systems, LED lighting, energy efficient products and other initiatives.

During 2017/2018, the Town's Emissions Reduction Plan was reviewed, with the desktop study of the EMRC's Regional Environment Strategy 2016-2020 and taking into consideration the Australian Government's Emissions Reduction Target of reducing emissions by 26-28% on 2005 levels by 2030, which was developed as part of its commitment to the 2015 Paris Agreement global climate change treaty.

It was determined that the Town's new target is to "reduce 2014/2015 corporate emissions by 26-28% by 2029/2030". This will require emission reductions against the Town's current carbon footprint within all organisational units, including buildings and facilities, fleet, parks and gardens, auxiliary lighting and street lighting.

Council has set the task for the Sustainability Committee to develop a more aspirational target than the current 26-28% reduction by 2029/2030. To assist the Committee and Officers, the EMRC has prepared a Climate Action for Town of Bassendean Discussion Paper. The discussion paper collates climate change information relevant to Local Government and will provide relevant background information required when developing our new ambitious target.

*The Senior Environmental Officer briefed the Committee on the Climate Action Discussion Paper and invited feedback on the Town's pathway to achieving Net-Zero emissions by 2030.*

Officers have also contacted Bioregional Australia to seek information on the One Planet model.

#### FINANCIAL CONSIDERATIONS

In accordance with the Sustainability Committee meeting held in March 2018 and the April 2018, Council resolved (OCM - 25/04/18), that the following funds have been listed in the 2018/2019 Budget:

- \$10,000 to initiate sustainability grants for community sustainability projects; broken down to \$5,000 for Environmental Grants and \$5,000 for composting subsidy; and
- One Planet membership \$2,100.

#### OFFICER RECOMMENDATION – ITEM 8.1

That the Sustainability Committee:

1. Receives the update on the Free Home Composting workshop;
2. Receives the information provided on Community Grant options provided from other Local Government Authorities;

3. Recommends to Council that the Environmental Grants criteria is aligned with Corporate Business Plan and projects or initiatives fall within one of the following strategies:
  - a) Objective 2.1 To Display leadership in Environmental Sustainability; or
  - b) Objective 2.2 Protect our River, Bushland Reserves, and biodiversity;
4. Recommends to Council that the Environmental Grants be made available to community groups, local schools and non-profit organisations located within the Town's boundary, with a maximum of \$2,000 per project/or initiative;
5. Receives the draft Grant Application Form and Criteria and Guidelines and provides feedback to officers;
6. Receives the Town of Bassendean Climate Action Discussion Paper; and
7. Provides feedback to Officers on a more aspirational emission reduction target.

The Committee moved the following recommendation:

COMMITTEE RECOMMENDATION – ITEM 8.1

SC – 1/06/19

MOVED Mick Doyle, Seconded Miles Flavel, that the Sustainability Committee:

1. Receives the update on the Free Home Composting workshop **and recommends that:**
  - a) **The Town run two composting workshops early in the new financial year;**
  - b) **Additional funds be considered for further workshops at the mid-year budget review in January/February, if required.**
2. Receives the information provided on Community Grant options provided from other Local Government Authorities;
3. Recommends to Council that the Environmental Grants criteria is aligned with **the One Planet Living – Ten Principles;**

4. Recommends to Council that the Environmental Grants be made available to community groups, local schools and non-profit organisations located within the Town's boundary, with a maximum of \$2,000 per project/or initiative **and that further funds be considered at the mid-year budget review, if required;**
5. Receives the draft Grant Application Form and Criteria and Guidelines, **as amended;**
6. Receives the Town of Bassendean Climate Action Discussion Paper; and
7. **Recommends that Officers amend the emission reduction plan to achieve net-zero emissions by 2030.**

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 will be held on Wednesday 11 September 2019 commencing at 5.30pm.

*Committee members will meet on an informal basis when available to discuss ideas related to sustainability.*

There being no further business, the Presiding Member closed the meeting at 7.35pm.



## **ENVIRONMENTAL & SUSTAINABILITY GRANTS - GUIDELINES & CRITERIA**

### **Background**

The Environmental Grants Fund was established by Council in 2018-19 as a Sustainability committee Initiative. The number of grants available in each financial year will be subject to the funding allocated in the Town's annual budget.

### **Purpose**

The Town of Bassendean Environmental Grants program is designed to assist and encourage Local Schools or Community Groups in implementing environmental projects or Initiatives within the Town of Bassendean. The Town is offering one round of grants per financial year with each Grant awarded up to a maximum of \$2,000.

### **Who Can apply?**

Applications are invited from Local Schools, Community Groups or a non-profit organisation; your group/organisation must be located within the Town of Bassendean Boundary. If non-for profit organisation is outside of the Town's boundary the project must have a clear benefit for the Town of Bassendean.

### **Selection Criteria**

Projects or initiatives must have a demonstrated outcome for at least one of the following One Planet Living principles:

1. **Health and happiness**  
Encouraging active, sociable, meaningful lives to promote good health and well being
2. **Equity and local economy**  
Creating bioregional economies that support equity and diverse local employment and international fair trade
3. **Culture and community**  
Respecting and reviving local identity, wisdom and culture; encouraging the involvement of people in shaping their community and creating a new culture of sustainability
4. **Land use and wildlife**  
Protecting and restoring biodiversity and creating new natural habitats through good land use and integration into the built environment
5. **Sustainable water**  
Using water efficiently in buildings, farming and manufacturing. Designing to avoid local issues such as flooding, drought and water course pollution
6. **Local and sustainable food**  
Supporting sustainable and humane farming, promoting access to healthy, low impact, local, seasonal and organic diets and reducing food waste
7. **Sustainable materials**  
Using sustainable and healthy products, such as those with low embodied energy, sourced locally, made from renewable or waste resources



**8. Sustainable transport**

Reducing the need to travel, and encouraging low and zero carbon modes of transport to reduce emissions

**9. Zero waste**

Reducing waste, reusing where possible, and ultimately sending zero waste to landfill

**10. Zero carbon**

Making buildings energy efficient and delivering all energy with renewable technologies

**Limitations & Conditions**

Applicants must be based in the Town of Bassendean or be able to demonstrate that you serve the Bassendean community or looking to provide a service in Bassendean that will benefit the Bassendean community.

- Each successful applicant is required to expend all of the grant funds by 30<sup>th</sup> of June for the current financial year the funds were administered with a formal acquittal report including an expenditure statement and written summary of the report
- Applicants must demonstrate at least a matching financial and/or in-kind contribution will be made to the project.
- Applicants that have been successful in previous years are eligible to apply in the following financial year provided all previous funding has been satisfactorily acquitted.
- The successful request to the Community Fund in any year does not imply any ongoing commitment of the same or similar contribution in following years.
- An organisation is eligible to receive funding from the Town once in a Financial Year.

Applications from Schools must satisfy the following additional criteria:

- There is an identified community need for the project or activity.  
(clearly outside the Education Department's area of responsibility).

**Assessment Process**

Each application will be independently assessed by members of the sustainability committee against the selection criteria with a recommendation made to council to choose the successful grant applications. Grants will be assessed on the following:

- The extent to which the proposed project will achieve an objective of one of the Ten One Planet Living principles;
- Whether there is a clear explanation of how the proposed project will deliver its intended outcomes;
- Whether the project is feasible and can be implemented within the proposed timeframe;



## Application Form

### Environmental & Sustainability Community Grants (up to \$2,000)

**Applications Close ??? Late applications will not be accepted**

For information about the grant process please contact the Environmental Officer  
93779026

Please send through completed form with any supporting material to:

Environmental Officer – Asset Services

Town of Bassendean, PO Box 87, Bassendean WA 6054

Or Email to [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)

#### **Details of applicant**

Name of group:

Address:

Contact Person:

Role/ position title:

Telephone:

Mobile:

Email:

Is your group Incorporated: Yes  No

ABN (if applicable):

GST registered: Yes  No

Have you previously received a grant from the Town of Bassendean Yes  No

#### **Project details for Grant**

Please check box as to which of the Following One Planet Living Principles your project aligns with

- Health and Happiness**, Encouraging active, sociable, meaningful lives to promote good health and well being
- Equity and local economy**  
Creating bioregional economies that support equity and diverse local employment and international fair trade

- **Culture and community**  
Respecting and reviving local identity, wisdom and culture; encouraging the involvement of people in shaping their community and creating a new culture of sustainability
- **Land use and wildlife**  
Protecting and restoring biodiversity and creating new natural habitats through good land use and integration into the built environment
- **Sustainable water**  
Using water efficiently in buildings, farming and manufacturing. Designing to avoid local issues such as flooding, drought and water course pollution
- **Local and sustainable food**  
Supporting sustainable and humane farming, promoting access to healthy, low impact, local, seasonal and organic diets and reducing food waste
- **Sustainable materials**  
Using sustainable and healthy products, such as those with low embodied energy, sourced locally, made from renewable or waste resources
- **Sustainable transport**  
Reducing the need to travel, and encouraging low and zero carbon modes of transport to reduce emissions
- **Zero waste**  
Reducing waste, reusing where possible, and ultimately sending zero waste to landfill
- **Zero carbon**  
Making buildings energy efficient and delivering all energy with renewable technologies

**Describe what you will use the Grant for and how it aligns with the Objective**

Please describe the project you want to use the grant for, clearly and fully, explain who will be involved where you intend to implement the project and what the aim of the project is:

**How much money are you applying for?**

## Environmental & Sustainability Grant funding

### Activity Budget Template

Please outline the budget required for your project with a detailed breakdown itemising expenditure, please be aware the maximum amount is \$2,000. Please provide details of any other funding sources you have for the project if applicable.

<b>Activity budget item/activity</b> <small>* round to nearest dollar * add additional rows as required to describe your activity budget * remove any rows not required to describe your activity budget * check Sections Environmental &amp; Sustainability Grants guidelines &amp; criteria to ensure that all items to be funded by the grant amount are eligible.</small>	<b>Cost of the item/activity funded by the Town of Bassendean (\$, GST excl.)</b>	<b>Cost of the item/activity funded by a cash co-contribution from your group (\$, GST excl.)</b> <small>*only if applicable</small>	<b>Cost of the item/activity funded by External funding source (\$, GST excl.)</b> <small>*Only if applicable</small>	<b>Cost of the item/activity funded by an in-kind co-contribution (\$, GST excl.)</b>	<b>Identity of the in-kind co-contributor.</b>	<b>Justification for in-kind co-contribution</b> <small>* Applicants must substantiate, in the justification section alongside, that the value of the in-kind contributions is based on reasonable market value of the resources brought to the activity. (E.g. 10 hours of tractor work at \$100 per hour)</small>	<b>Total cost of the item/activity (\$, GST excl)</b>



Activity xxx	\$ -	\$ -		\$ -			\$ -
Activity yyy	\$ -	\$ -		\$ -			\$ -
Activity zzz	\$ -	\$ -		\$ -			\$ -
(Other line item)	\$ -	\$ -		\$ -			\$ -
(Other line item)	\$ -	\$ -		\$ -			\$ -
(Other line item)	\$ -	\$ -		\$ -			\$ -
(Other line item)	\$ -	\$ -		\$ -			\$ -
<b>TOTAL S</b>	\$ -	\$ -		\$ -			\$ -
	(the amount above should equal the total grant amount sought)						

### **Project Time line**

Please provide proposed project timeline with start and finish dates, keep in mind all projects must be completed by 30<sup>th</sup> June of current financial year

### **Outline Benefits of your project to the community and/or Environment**

Explain how your project or initiative will benefit or raise awareness to the community. What will the demonstrated outcomes be and what community involvement is proposed.



**Referees:**

Please provide details for two referees who will know about your groups work and will be able to provide information on how your project will benefit the community of The Town of Bassendean.

Name:

Organisation:

Position/title:

Daytime Phone:

**Grant Acknowledgement**

Please sign this form to acknowledge that you have read the assessment criteria relating to the grant-funding program and the Terms & conditions, the information provided about your group and the project is correct.

DRAFT

- Whether there is a clear benefit to the Town of Bassendean community.

**For further information**

If any of this information is not understood, please do not hesitate to get in touch with the Town's Environmental Officer: [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au) or 93779026

DRAFT

# **ATTACHMENT NO. 16**

**LIST OF PAYMENTS**  
**FOR PERIOD**  
**ENDED 31<sup>st</sup> MAY 2019**

## 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> 01-31 May 2019	37862 – 38139	2,458,348.84
<b>TRUST FUND</b>		
<b>Cheques</b> Commonwealth 6100-1015-9136	6139 – 6139	1050.00
<b>MUNICIPAL BANK</b>		
<b>Cheques</b> Commonwealth 6100-1015-9128	86078 – 86086	12,092.84
		<hr/>
		<b>\$2,471,491.68</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 25<sup>th</sup> June 2019 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 25<sup>th</sup> June 2019 and that the amounts were approved by the Council for payment.

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**MAYOR**

1st May 2019  
to  
31st May 2019

Chq/EFT	Date	Name	Description	Amount
EFT37862	09/05/2019	ANH VU NGUYEN	Hall & Key Bond Refund	-1,050.00
EFT37863	09/05/2019	IAN GENTLE	Reserve & Key Bond Refund	-350.00
EFT37864	09/05/2019	JAMES EADON	Security Bond Refund	-2,768.00
EFT37865	09/05/2019	JENNIFER & BRIAN HANKS	Security Bond Refund	-2,768.00
EFT37866	09/05/2019	MICHELLE SPENCE	Security Bond Refund	-2,250.00
EFT37867	09/05/2019	SANDRA ANDERSON	Security Bond Refund	-2,768.00
EFT37868	09/05/2019	SARAH TURNER	Key Bond Refund	-50.00
EFT37869	09/05/2019	STEPHEN & CHRISTINE WINGFIELD	Security Bond Refund	-2,290.00
EFT37870	09/05/2019	TRENT JEMMESON	Storm Water Security Bond Refund	-995.00
EFT37871	09/05/2019	A. M BOLTS & NUTS	Depot - Minor Supplies - April 2019	-66.55
EFT37872	09/05/2019	ALSCO PERTH	Office Linen And Laundry Services	-86.80
EFT37873	09/05/2019	AMAZING BRICK PAVING	Various Sites - Repair Verge And Walkway Brick Paving	-3,794.00
EFT37874	09/05/2019	BBC ENTERTAINMENT	Citizenship Ceremony - Welcome To Country - 3 April	-660.00
EFT37875	09/05/2019	BCITF	Building & Construction Industry - Levy Collected - April 2019	-11,166.79
EFT37876	09/05/2019	COMESTIBLES	Concept Workshop - Consumables - 30 April 2019	-627.00
EFT37877	09/05/2019	COMMUNITY ARTS NETWORK WA LTD	Community Arts Networks - Membership	-200.00
EFT37878	09/05/2019	CORPORATE SECURITY AUSTRALIA PTY LTD	Anzac Day - Security Onsite	-1,056.00
EFT37879	09/05/2019	DANIELE FOTI CUZZOLA	Harmony Week - Publicity & Social Media	-900.00
EFT37880	09/05/2019	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy Collected - April 2019	-8,629.01
EFT37881	09/05/2019	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-330.00
EFT37882	09/05/2019	HERRING STORER ACOUSTICS	Acoustic Consultancy Services - Condensing Units 1 Surrey St	-1,694.00
EFT37883	09/05/2019	JOONDALUP & NORANDA MORLEY PARTY HIRE	Anzac Day Cermony - Chair Hire	-1,327.00
EFT37884	09/05/2019	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-10,069.40
EFT37885	09/05/2019	LGIS RISK MANAGEMENT	Australia Day - Risk Management Plan And Scenarios	-3,520.00
EFT37886	09/05/2019	LO-GO APPOINTMENTS	Various Business Units - Labour Hire	-6,141.18
EFT37887	09/05/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Professional Development Conference 2019 - Staff Attendance	-1,020.00
EFT37888	09/05/2019	MONIQUE FITZGERALD	Relax Program - Refund Cancelled Class - Mums & Bubs Yoga	-90.00
EFT37889	09/05/2019	MOORE STEPHENS	Director Corporate Services Recruitment Process / Interviews	-3,190.00
EFT37890	09/05/2019	MULBERRY ESTATE	Deposit	-1,500.00
EFT37891	09/05/2019	PLE COMPUTERS	New Wireless Dual Band Vdsl/Adsl Modem Router	-193.00

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31st May 2019

Chq/EFT	Date	Name	Description	Amount
EFT37892	09/05/2019	REID TREE CREATIVE	Service Anzac Day 2017 - Singing Services	-240.00
EFT37893	09/05/2019	SARA WINTON	Metafit - Instructor - Term 1 2019	-900.00
EFT37894	09/05/2019	SD & VH FINDLAY	Point Reserve - Painting To Shelters	-2,000.00
EFT37895	09/05/2019	SHAUN CHANDRAN	Uke123 Level 1 And 2 - Instructor	-1,980.00
EFT37896	09/05/2019	SPUDS MARQUEE HIRE	Anzac Day Cermony - Marquee Hire	-5,460.67
EFT37897	09/05/2019	STEP INTO LIFE BASSENDEAN	Beginners Outdoor Fitness - Instructor	-396.00
EFT37898	09/05/2019	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-27,650.05
EFT37899	09/05/2019	T & C COURIER & TRANSPORT SERVICES	Courier Service - Document Delivery - April 2019	-48.74
EFT37900	09/05/2019	VISION RESEARCH SERVICES	Anzac Day Ceremony 2019 - Guest Speaker	-200.00
EFT37901	09/05/2019	VIV RILEY BAGPIPE PLAYER	Anzac Day Ceremony- Bagpipe Player	-200.00
EFT37902	14/05/2019	AUSTRALIAN SERVICES UNION	Payroll Deductions	-181.30
EFT37903	14/05/2019	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-90,282.00
EFT37904	14/05/2019	CHILD SUPPORT AGENCY	Payroll Deductions	-224.92
EFT37905	14/05/2019	LGRCEU	Payroll Deductions	-41.00
EFT37906	14/05/2019	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-1,936.28
EFT37907	15/05/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 162 Fixed Component - Tadwa Self Supporting Loan	-7,918.44
EFT37908	16/05/2019	EMMA DARBY	Hall & Key Bond Refund	-350.00
EFT37909	16/05/2019	GEORGINA REYNOLDS	Hall And Key Bond Refund	-1,350.00
EFT37910	16/05/2019	JUDE RODRIGUES	Hall & Key Bond Refund	-1,050.00
EFT37911	16/05/2019	ROB BRESCACIN	Security Bond Refund	-2,768.00
EFT37912	16/05/2019	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Hall And Key Bond Refund (Tob Held \$200.00)	-200.00
EFT37913	16/05/2019	ABORIGINAL EDUCATION SOLUTIONS	Children Services - Embedding Indigenous Perspectives Workshop	-650.00
EFT37914	16/05/2019	ALL PRINTERS AND CARTRIDGES PTY LTD	Various Business Units - Toner Supplies	-309.10
EFT37915	16/05/2019	ALSCO PERTH	Office Linen And Laundry Services	-86.80
EFT37916	16/05/2019	ARBOR CARBON PTY LTD	Audit Of Street Trees Planted Along Old Perth Road	-4,555.38
EFT37917	16/05/2019	ASHTON PROPERTY GROUP PTY LTD	Reconciliation Plan - Implementation	-2,589.70
EFT37918	16/05/2019	AUSTRALIA POST	Various Business Units - Postal Charges - April 2019	-1,553.95
EFT37919	16/05/2019	AXIIS CONTRACTING	Various Sites - Road And Footpath Maintenance & Construction	-13,020.00
EFT37920	16/05/2019	BAILEYS FERTILISER	Various Sites - Fertiliser Applications	-504.08
EFT37921	16/05/2019	BASSENDEAN MEN'S SHED INC	Traffic Management Services - Markets - April 2019	-500.00

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Chq/EFT	Date	Name	Description	Amount
EFT37922	16/05/2019	BASSENDAN NEWSAGENCY	Library - Subscriptions - April 2019	-76.41
EFT37923	16/05/2019	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-2,001.09
EFT37924	16/05/2019	COMESTIBLES	Various Council Functions - Catering	-1,035.50
EFT37925	16/05/2019	DEPARTMENT OF TRANSPORT	Ashfield Parade Reserve - Jetty Licence	-41.40
EFT37926	16/05/2019	HWL EBSWORTH LAWYERS	Legal Advice - Industrial Relations Matter	-3,590.40
EFT37927	16/05/2019	JUSTIN ROBERT DOUST	Movie Night - Barista Hire	-350.00
EFT37928	16/05/2019	KRISTY LEANNE ARAVIDIS	Contractor - Placing Street Signage Up & Removal	-637.50
EFT37929	16/05/2019	LEARNING FUNDAMENTALS	Lunch Time Interlude- Waste Free Kitchen	-600.00
EFT37930	16/05/2019	LESTER BLADES PTY LTD	Executive Recruitment - Director Corporate Services	-6,875.00
EFT37931	16/05/2019	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-321.60
EFT37932	16/05/2019	OM4	Business Website - Maintenance	-372.50
EFT37933	16/05/2019	PENELOPE TEUDT	Old Perth Road Markets - Stall Holder Coordinator	-3,980.00
EFT37934	16/05/2019	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-99.00
EFT37935	16/05/2019	SD & VH FINDLAY	Various Sites - Painting Interior & Exterior	-647.00
EFT37936	16/05/2019	SPIDERWEB SOLUTIONS PTY LTD	Office 365 - Subscription	-382.93
EFT37937	16/05/2019	STOTT AND HOARE	Vmware Servers - Extension Of Warranty To 30 June 2019	-9,787.80
EFT37938	16/05/2019	STYLUS DESIGN	Various Business Units - Design & Print Requirements	-1,164.50
EFT37939	16/05/2019	VOLUNTEERING WA	Volunteer Awards Event - 3 X Tickets	-480.00
EFT37940	16/05/2019	WILLIAM FARMER	Partial Refund - Dog Registration - Sterilised	-77.50
EFT37941	16/05/2019	ACTION GLASS AND ALUMINIUM	Bus Shelter - Vandalised/ Smashed Glass Panels Replacement	-3,019.50
EFT37942	16/05/2019	ASHFIELD COMMUNITY CHEMIST	Seniors - Client - Medical Supplies	-464.00
EFT37943	16/05/2019	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-57.12
EFT37944	16/05/2019	BOWDEN TREE CONSULTANCY	Various Sites - Tree Inspection - Arborist Reports	-2,475.00
EFT37945	16/05/2019	CREATING COMMUNITIES AUSTRALIA PTY LTD	Community Engagement Strategy - Local Planning Strategy Design	-11,882.75
EFT37946	16/05/2019	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-80,029.48
EFT37947	16/05/2019	FORTH CONSULTING PTY LTD	Pensioner Guard House - Structural Drawings & Review	-12,375.00
EFT37948	16/05/2019	FUSE DESIGN & COMMUNICATION	Bassendean Fair - Local Business - Graphic Design & Printing	-2,948.00
EFT37949	16/05/2019	GHD PTY LTD	Success Hill Spillway Concept Design - Modelling & Initial Investigation	-5,500.00
EFT37950	16/05/2019	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-192.50
EFT37951	16/05/2019	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Various Business Units - Labour Hire	-6,461.91

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Chq/EFT	Date	Name	Description	Amount
EFT37952	16/05/2019	HOME CHEF	Seniors - Meals On Wheels - April 2019	-596.40
EFT37953	16/05/2019	ILONKA FOODS	Seniors Adult Day Centre - Meat And Food Supplies	-326.87
EFT37954	16/05/2019	LO-GO APPOINTMENTS	Various Business Units - Labour Hire	-3,937.30
EFT37955	16/05/2019	MCDOWALL AFFLECK PTY LTD	Pensioner Guard House - Drawings & Review Specifications	-2,640.00
EFT37956	16/05/2019	MCL COMMERCIAL SERVICES	Various Sites - Mowing	-7,220.00
EFT37957	16/05/2019	PAXON BUSINESS & FINANCIAL SERVICES	Review And Recalculate Current Abc Allocations	-3,850.00
EFT37958	16/05/2019	ROTARY CLUB OF SWAN VALLEY	Bassendean Markets - Management Services	-1,400.00
EFT37959	16/05/2019	RUSSELL WYATT ROBERTS	Bassendean Business - Promotion Video	-630.00
EFT37960	16/05/2019	SEEK LIMITED	Various Business Units - Employment Advertising	-616.00
EFT37961	16/05/2019	SINGTEL OPTUS PTY LTD	Seniors - Support Workers - Mobile Phone Charges - April 2019	-929.90
EFT37962	16/05/2019	ST JOHN AMBULANCE AUSTRALIA	Anzac Day 2019 - St John Ambulance Services	-184.80
EFT37963	16/05/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Councillor Training - Registration Course Dealing With Conflict"	-515.00
EFT37964	28/05/2019	AUSTRALIAN SERVICES UNION	Payroll Deductions	-181.30
EFT37965	28/05/2019	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-90,612.00
EFT37966	28/05/2019	CHILD SUPPORT AGENCY	Payroll Deductions	-224.92
EFT37967	28/05/2019	LGRCEU	Payroll Deductions	-41.00
EFT37968	28/05/2019	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-2,047.56
EFT37969	29/05/2019	BRADLEY COLLETT	Security Bond Refund	-2,768.00
EFT37970	29/05/2019	FAISAL KHAN	Hall & Key Bond Refund	-1,050.00
EFT37971	29/05/2019	GEMMILL HOMES	Security Bond Refund	-950.00
EFT37972	29/05/2019	JAMES EADON	Security Bond Refund	-5,000.00
EFT37973	29/05/2019	MELLISA BUTLER	Hall & Key Bond Refund	-550.00
EFT37974	29/05/2019	MICHAEL ELLARD	Security Bond Refund	-2,290.00
EFT37975	29/05/2019	ZULFIQAR DHOLKAWALA	Hall And Key Bond Refund	-1,050.00
EFT37976	29/05/2019	AAA PRODUCTION SERVICES & SOUND ENGINEERING	Anzac Day Service - Hire Of P A Equipment	-3,560.70
EFT37977	29/05/2019	ABCO PRODUCTS PTY LTD	Depot - Toilet & Office Supplies	-649.09
EFT37978	29/05/2019	AGED & COMMUNITY SERVICES AUSTRALIA	Seniors - Membership Subscription	-1,664.69
EFT37979	29/05/2019	ALSCO PERTH	Office Linen And Laundry Services	-86.80
EFT37980	29/05/2019	ANNE YARDLEY	Oral History Interview/Transcript - Clive Brown	-1,250.00
EFT37981	29/05/2019	ASHFIELD COMMUNITY CHEMIST	Seniors - Client - Medical Supplies	-249.00

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Chq/EFT	Date	Name	Description	Amount
EFT37982	29/05/2019	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee Asset Management	-5,049.00
EFT37983	29/05/2019	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	Library - Copyright Music License Fees	-172.13
EFT37984	29/05/2019	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Various Sites - Air Conditioning Repairs & Maintenance	-2,755.50
EFT37985	29/05/2019	AUSTRALIAN OFFICE	Various Business Units - Self Seal Window Envelopes	-452.68
EFT37986	29/05/2019	AXIIS CONTRACTING	Various Sites - Crossover And Footpath Maintenance & Construction	-7,771.08
EFT37987	29/05/2019	B&A SMASH REPAIRS	Fleet Vehicle - Repair Rear Panels	-1,488.11
EFT37988	29/05/2019	BASSEDEAN TENNIS CLUB	Bassendean Tennis Courts - Maintenance - April 2019	-2,291.30
EFT37989	29/05/2019	BASSEDEAN WELLNESS CLINIC	Seniors - Client - Podiatry Home Visit	-180.00
EFT37990	29/05/2019	BATTERY SPECIALTIES (AUST) PTY LTD-WA	Depot - Minor Consumable Items	-72.60
EFT37991	29/05/2019	BBC ENTERTAINMENT	Welcome To Country - Robyn Collard	-660.00
EFT37992	29/05/2019	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-87,127.70
EFT37993	29/05/2019	BEN NASH SURVEYS	Drainage Storm Water Design - Survey Palmerston Street	-462.00
EFT37994	29/05/2019	BIDVEST FOOD SERVICE	Seniors - Client Related Expenses - Groceries	-318.67
EFT37995	29/05/2019	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-1,513.81
EFT37996	29/05/2019	BUNZL LTD	Depot - Toilet & Office Supplies	-1,366.13
EFT37997	29/05/2019	CAPITAL RECYCLING	Various Sites - Excavator Work	-11,415.36
EFT37998	29/05/2019	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-15,534.90
EFT37999	29/05/2019	CGM COMMUNICATIONS	Research Community Engagement - Fogo And Tree Planting	-1,650.00
EFT38000	29/05/2019	CHILD EDUCATION SERVICES	Library - Extension Activities Books Purchased	-574.15
EFT38001	29/05/2019	CHILDREN'S BOOK COUNCIL OF AUSTRALIA	Library - Childrens Book Week Posters Etc	-54.00
EFT38002	29/05/2019	CITY OF BAYSWATER	Ashfield Flat - Mosquito Control Treatments - 2018/2019	-17,976.20
EFT38003	29/05/2019	COMMAND-A-COM PTY LTD	Customer Srevice - Night Swith Problem - Call Out Fee	-287.10
EFT38004	29/05/2019	COMMERCIAL TYRES	Various Fleet Vehicle - Tyre Repairs & Replacements	-1,644.00
EFT38005	29/05/2019	COMMISSIONER OF POLICE	Volunteer Services - Volunteer Police Checks - April 2019	-127.20
EFT38006	29/05/2019	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-594.00
EFT38007	29/05/2019	COMPLETE CORPORATE HEALTH - CITY	Various Business Units - Recruitment - Pre Employment Check	-198.00
EFT38008	29/05/2019	FRANCOIS SAUZIER	Town Team - Reimbursement For Incorporation & Launch	-202.69
EFT38009	29/05/2019	GLADYS COVINGTON	Rates Refund	-118.62
EFT38010	29/05/2019	R PRISOV	Rates Refund	-1,111.11
EFT38011	29/05/2019	RIGHT AT HOME	Seniors - Transfer Of Unspent Funds	-7,376.58

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31st May 2019

Chq/EFT	Date	Name	Description	Amount
EFT38012	29/05/2019	CLEANDUSTRIAL SERVICES PTY LTD	Various Buildings - Cleaning	-22,361.38
EFT38013	29/05/2019	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-787.21
EFT38014	29/05/2019	COTERRA ENVIRONMENT	Facilitate Workshop - Bindaring Park Wetland Concept	-2,750.00
EFT38015	29/05/2019	COVS - COVS PARTS PTY LTD	Depot - Minor Fleet Vehicle Parts	-320.27
EFT38016	29/05/2019	CREATING COMMUNITIES AUSTRALIA PTY LTD	Community Engagement Strategy - Local Planning Strategy Design	-18,716.48
EFT38017	29/05/2019	DANISH PATISSERIE	Hub Info Session - Seniors Morning Tea	-27.50
EFT38018	29/05/2019	DELLA RAE MORRISON	Noongar Language Workshop - Dandjoo Koorliny	-1,000.00
EFT38019	29/05/2019	DEVELOPMENT CARTOGRAPHICS	Strategic Planning - Contract Drafting Services	-66.00
EFT38020	29/05/2019	DIAL A NAPPY (BUSICLEAN)	Children Services - Laundry Supplies	-1,039.00
EFT38021	29/05/2019	DOLPHIN LIGHTING PTY LTD	Various Sites - Led Lighting	-412.50
EFT38022	29/05/2019	DORMAKABA AUSTRALIA PTY LTD	Customer Service - Auto Doors Repairs	-644.19
EFT38023	29/05/2019	DRAINFLOW SERVICES PTY LTD	Various Sites - Drain Cleaning	-14,830.20
EFT38024	29/05/2019	DS WORKWEAR & SAFETY	Depot - Staff Work Boots	-174.95
EFT38025	29/05/2019	DULUX AUSTRALIA	Depot - Minor Consumable Items	-167.36
EFT38026	29/05/2019	DYMOCKS HAY STREET	Library - Book Purchases	-368.67
EFT38027	29/05/2019	E FIRE & SAFETY (WA)	Various Sites - Fire Extinguisher Checks	-346.50
EFT38028	29/05/2019	EARTH PRODUCTS	Volunteer - National Volunteer Week 'Thankyou' Gifts	-374.00
EFT38029	29/05/2019	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-54,568.44
EFT38030	29/05/2019	ELLIOTTS IRRIGATION PTY LTD	Bic Reserve - Iron Filter Service / Maintenance	-245.30
EFT38031	29/05/2019	FLAIR PHOTOGRAPHY	Freepersons Award Ceremony - Photography	-225.00
EFT38032	29/05/2019	FLYER SQUAD	Flyer Distribution - Depot Recyclable Goods Dropoff	-939.00
EFT38033	29/05/2019	FOOD TECHNOLOGY SERVICES PTY LTD	Food Safety Services - Contract - April 2019	-1,168.75
EFT38034	29/05/2019	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-4,014.94
EFT38035	29/05/2019	GARRARDS PTY LTD	Environ Services - Rat Bait Supplies To Residents	-782.98
EFT38036	29/05/2019	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-1,347.50
EFT38037	29/05/2019	GREENACRES TURF GROUP	Success Hill Reserve - Turf Repairs	-13,300.00
EFT38038	29/05/2019	GRONBEK SECURITY	Various Sites - Restricted Keys & Coding	-307.36
EFT38039	29/05/2019	GUILDFORD COTTAGE CURTAINS	Council Chamber - New Block-Out Blinds And Sheer Curtains	-700.00
EFT38040	29/05/2019	GUILDFORD PODIATRY CLINIC	Seniors - Client - Podiatry Home Visit	-115.00
EFT38041	29/05/2019	HARVEY NORMAN	The Hub - Furnishings, Fridge Etc.	-2,865.00

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Chq/EFT	Date	Name	Description	Amount
EFT38042	29/05/2019	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Various Business Units - Labour Hire	-4,035.59
EFT38043	29/05/2019	HEALTHSTRONG PTY LTD	Seniors - Client - Physiotherapy Session	-190.00
EFT38044	30/05/2019	HEDGEHOGS CAFÉ	Volunteer - Volunteer Meal Vouchers	-450.00
EFT38045	30/05/2019	HILLS NEUROLOGICAL REHABILITATION	Seniors - Client - Physiotherapy Session	-300.00
EFT38046	30/05/2019	HUMES WEMBLEY CEMENT	Various Sites - Road Maintenance - Combination Grate	-4,592.67
EFT38047	30/05/2019	HYGIENE CONCEPTS	Various Sites - Empty Sharps Dispensers	-247.50
EFT38048	30/05/2019	ILONKA FOODS	Seniors Adult Day Centre - Meat And Food Supplies	-172.04
EFT38049	30/05/2019	IMAGESOURCE DIGITAL SOLUTIONS	Various Business Units - Letter Head Paper	-539.00
EFT38050	30/05/2019	IT VISION	Staff Training - Payroll - Leave Essentials	-812.90
EFT38051	30/05/2019	J & J SWIFT	Bill Walker Stand - Repairs To Damaged Floor	-1,210.00
EFT38052	30/05/2019	KEVIN MCGINN PHOTOGRAPHER	Volunteer Appreciation Dinner - Photographer	-350.00
EFT38053	30/05/2019	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-5,148.00
EFT38054	30/05/2019	LANDCARE WEED CONTROL	Various Sites - Application Of Weed Control	-825.00
EFT38055	30/05/2019	LANDGATE	Gross Rental Evaluation & Land Queries	-399.15
EFT38056	30/05/2019	LIR MAINTENANCE SERVICES	Various Building Sites - Maintenance & Repairs	-440.00
EFT38057	30/05/2019	LO-GO APPOINTMENTS	Various Business Units - Labour Hire	-7,703.13
EFT38058	30/05/2019	LOCHNESS LANDSCAPE SERVICES	Various Reserves - Turf Repairs / Supplies	-4,933.50
EFT38059	30/05/2019	LOCK JOINT AUSTRALIA	Various Sites - Road Maintenance Supplies	-913.00
EFT38060	30/05/2019	LOCKDOC	Community Hall - Repair Lock To Front Door	-121.00
EFT38061	30/05/2019	MANHEIM PTY LTD	Ranger Services - Impounded Vehicles Fees	-110.00
EFT38062	30/05/2019	MARKETFORCE PTY LTD	Various Business Units - Advertising	-1,668.42
EFT38063	30/05/2019	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	Seniors - Independent Living - Initial Assessment	-660.00
EFT38064	30/05/2019	MCDERMOTT GROUP	Various Sites - Plumbing Repairs	-1,896.51
EFT38065	30/05/2019	MCLEODS & CO	Professional Fees - Legal Advise	-1,026.52
EFT38066	30/05/2019	MIDLAND MINICRETE	Various Sites - Crossover, Road And Footpath Maintenance	-836.70
EFT38067	30/05/2019	MIDLAND MOWERS	Depot - Minor Plant Parts	-216.50
EFT38068	30/05/2019	MINT CIVIL PTY LTD	Street Sweeping - Extra Sweep Whitfield Street	-330.00
EFT38069	30/05/2019	MMM (WA) PTY LTD	Drainage Works - North Road Outlet To Water Corp Drain	-38,047.57
EFT38070	30/05/2019	MOORE STEPHENS	Financial Activity - Conduct Reviews	-12,119.29
EFT38071	30/05/2019	MORLEY FLOORING CENTRE	Bassendean Oval - Replaced Carpet In Changerooms	-2,950.00

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Chq/EFT	Date	Name	Description	Amount
EFT38072	30/05/2019	MORLEY MOWER CENTRE	Depot - Minor Plant Parts	-536.88
EFT38073	30/05/2019	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-241.20
EFT38074	30/05/2019	MULBERRY ESTATE	Volunteer Appreciation Dinner	-7,578.00
EFT38075	30/05/2019	MULTILEC ENGINEERING PTY LTD	Library - Quarterly - Lift Service	-495.00
EFT38076	30/05/2019	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-52.00
EFT38077	30/05/2019	NATURAL AREA HOLDINGS	Steam Weeding Low Priority Roads April 2019	-24,183.78
EFT38078	30/05/2019		Cancelled	0.00
EFT38079	30/05/2019	NETLINK GROUP PTY LTD	Urban Forest Officer - New Phone Handset	-562.65
EFT38080	30/05/2019	NIKKI DENNERLEY	Children Services - Happy Feet Incursion	-125.00
EFT38081	30/05/2019	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-19,518.16
EFT38082	30/05/2019	NORTH METROPOLITAN TAFE	Straff Training - Tafe Fees Horticulture	-853.75
EFT38083	30/05/2019	NYUNGAH PRESS	Library Book - Purchase - Nyumgah Land	-40.00
EFT38084	30/05/2019	O2 CAFE	Town Team Launch - Event Refreshments	-721.00
EFT38085	30/05/2019	OFF THE WALL PROMOTIONS	Volunteer Appreciation Dinner - D J	-500.00
EFT38086	30/05/2019	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-2,643.68
EFT38087	30/05/2019	PARAMOUNT BUSINESS SUPPLIES PTY LTD	Library - Lamination Pouches	-114.29
EFT38088	30/05/2019	PARAMOUNT ELECTRICAL SERVICES	Bassendean Oval - Realigning Of Oval Lighting	-1,447.60
EFT38089	30/05/2019	PERTH ELECTRIC BIKE CENTRE	Electric Bike Purchases	-10,049.70
EFT38090	30/05/2019	PERTH SAFETY PRODUCTS PTY LTD	Various Sights - Stree Sign - Due To Vandalism	-775.50
EFT38091	30/05/2019	PORT PRINTING WORKS	Building Surveyor - Swimming Pool Inspection Books	-662.20
EFT38092	30/05/2019	PORTNER PRESS PTY LTD	Human Resources - Employment Law Update 4 2019	-97.00
EFT38093	30/05/2019	PPCA LTD	Various Sites - Commercial Licence Music / Public Performance	-403.15
EFT38094	30/05/2019	QUALITY TRAFFIC MANAGEMENT PTY LTD	Various Road Closures And Traffic Management	-25,648.45
EFT38095	30/05/2019	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-293.79
EFT38096	30/05/2019	RAECO INTERNATIONAL PTY LTD	Library - Stationery Supplies	-103.42
EFT38097	30/05/2019	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-99.00
EFT38098	30/05/2019	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Transformational Structural Change- Employee Assistant Program	-990.00
EFT38099	30/05/2019	REPCO	Depot - Minor Fleet Vehicle Parts	-145.20
EFT38100	30/05/2019	RESOURCE RECOVERY SOLUTIONS	Council Recycle Waste - Concrete, Bricks, Sand & Hotmix	-616.00
EFT38101	30/05/2019	RETECH RUBBER	Success Hill Reserve - Softfall Rubber Repairs	-632.50

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Chq/EFT	Date	Name	Description	Amount
EFT38102	30/05/2019	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-1,524.50
EFT38103	30/05/2019	RICOH FINANCE AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-413.60
EFT38104	30/05/2019	ROADS 2000	Various Sites - Road Re-Surfacing, Kerbing And Drainage Works	-117.30
EFT38105	30/05/2019	SEEK LIMITED	Various Business Units - Employment Advertising	-308.00
EFT38106	30/05/2019	SHOFER PTY LTD	Seniors - Transport For Clients - April 2019	-919.33
EFT38107	30/05/2019	SIA SASHA IVANOVICH ARCHITECTS	Review, Coordination And Compilation Of All Sub-Contractors' Revised	-4,400.00
EFT38108	30/05/2019	SIFTING SANDS	Various Sites - Reserves - Sand Clean	-260.00
EFT38109	30/05/2019	STARLET NAPERY	Depot - Uniforms & Safety Gear	-369.60
EFT38110	30/05/2019	STAX CHAIRS	Youth Centre - Chairs For Activity Hall	-935.00
EFT38111	30/05/2019	STEVEN HARRIS	Town Team - Logo Design	-250.00
EFT38112	30/05/2019	SUEZ RECYCLING & RECOVERY PTY LTD	Waste Collection Services - April 2019	-57,762.10
EFT38113	30/05/2019	SUPATURF WA	Depot - Minor Plant Parts	-261.80
EFT38114	30/05/2019	SUPERCHARGE BATTERIES	Depot - Minor Consumable Tools	-469.74
EFT38115	30/05/2019	SWAN VALLEY GALLERY	Framing - Freepersons Of The Town Of Bassendean Portraits	-1,064.76
EFT38116	30/05/2019	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-15,267.10
EFT38117	30/05/2019	T C DRAINAGE (WA) PTY LTD	Pipe Cleaning/Cutting Reline Pipe - Surrey Street	-207,869.54
EFT38118	30/05/2019	T-QUIP	Depot - Fleet Vehicle - Parts	-1,040.15
EFT38119	30/05/2019	TACTILE INDICATORS PERTH	Various Footpath Locations - Supply And Install Black Tactiles	-8,475.00
EFT38120	30/05/2019	THE HONDA SHOP	Depot - Minor Plant Parts	-73.95
EFT38121	30/05/2019	THE STATE LAW PUBLISHER	Local Law Publication - Bee Keeping, Dust And Building Waste	-1,162.75
EFT38122	30/05/2019	TOTAL EDEN PTY LTD	Various Sites - Reticulation Supplies	-191.98
EFT38123	30/05/2019	TOTALLY WORKWEAR MIDLAND	Depot - Uniforms & Safety Gear	-120.76
EFT38124	30/05/2019	TRUGRADE MEDICAL SUPPLIES	Seniors - Client - Medical Supplies	-215.40
EFT38125	30/05/2019	TURFCARE AUSTRALIA	Various Sites - Reticulation Supplies	-330.00
EFT38126	30/05/2019	UNITED PETROEUM PTY LTD	Depot - Fuel Supplies	-10,942.88
EFT38127	30/05/2019	VENUS PLUMBING	Various Sites - Plumbing Repairs	-717.25
EFT38128	30/05/2019	W & M ELLISS	Depot - Minor Consumable Tools And Equipment	-156.90
EFT38129	30/05/2019	WALTER'S DELIGHTS	Various Staff Training - Consumables	-476.50
EFT38130	30/05/2019	WATER2WATER PTY LTD	Various Sites - Maintenance Fee - Water Filter System	-49.50
EFT38131	30/05/2019	WATTLEUP TRACTORS	Depot - Minor Plant Parts	-644.20



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Chq/EFT	Date	Name	Description	Amount
DD17139.1	01/04/2019	ONHOLD MAGIC	Monthly Pmt Messages On Hold	-138.80
DD17142.1	02/04/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-46,645.29
DD17142.2	02/04/2019	REST SUPERANNUATION	Payroll Deductions	-1,279.22
DD17142.3	02/04/2019	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-689.01
DD17142.4	02/04/2019	VIC SUPER	Superannuation Contributions	-226.77
DD17142.5	02/04/2019	MLC SUPER FUND	Superannuation Contributions	-653.48
DD17142.6	02/04/2019	SUPER DIRECTIONS FUND	Superannuation Contributions	-226.77
DD17142.7	02/04/2019	ANZ SMART CHOICE SUPER	Payroll Deductions	-659.13
DD17142.8	02/04/2019	AMP SUPERLEADER	Payroll Deductions	-432.64
DD17142.9	02/04/2019	NGS SUPER	Superannuation Contributions	-298.44
DD17142.10	02/04/2019	MLC SUPER FUND	Superannuation Contributions	-201.83
DD17142.11	02/04/2019	SUN SUPER	Superannuation Contributions	-71.22
DD17142.12	02/04/2019	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Payroll Deductions	-848.15
DD17142.13	02/04/2019	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-112.26
DD17142.14	02/04/2019	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-265.25
DD17142.15	02/04/2019	CARE SUPER	Superannuation Contributions	-135.61
DD17142.16	02/04/2019	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-271.20
DD17142.17	02/04/2019	T & E SUPER FUND	Superannuation Contributions	-48.00
DD17142.18	02/04/2019	BT SUPER FOR LIFE	Superannuation Contributions	-205.79
DD17142.19	02/04/2019	Q SUPER	Superannuation Contributions	-323.64
DD17142.20	02/04/2019	COLONIAL FIRST STATE	Payroll Deductions	-1,128.02
DD17142.21	02/04/2019	HESTA SUPER FUND	Payroll Deductions	-2,171.38
DD17142.22	02/04/2019	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-1,009.42
DD17142.23	02/04/2019	B & L SUPER FUND	Superannuation Contributions	-189.62
DD17142.24	02/04/2019	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-5,090.05
DD17142.25	02/04/2019	HOST PLUS	Superannuation Contributions	-384.78
DD17142.26	02/04/2019	TWU SUPERANNUATION	Superannuation Contributions	-278.72
DD17155.1	03/04/2019	COMMONWEALTH CREDIT CARDS	Credit Card - March 2019	-20,575.88
DD17166.1	08/04/2019	SHERIFFS OFFICE	Fines To Be Lodged With Fer	-1,143.00
DD17197.1	15/04/2019	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - April 2019	-18,180.62

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31st May 2019

Chq/EFT	Date	Name	Description	Amount
DD17226.1	01/05/2019	ONHOLD MAGIC	Messages On Hold - May 2019	-138.80
DD17338.1	02/05/2019	COMMONWEALTH CREDIT CARDS	Credit Card - April 2019	-20,636.23
DD17259.1	14/05/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-44,253.58
DD17259.2	14/05/2019	REST SUPERANNUATION	Payroll Deductions	-1,392.17
DD17259.3	14/05/2019	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-689.01
DD17259.4	14/05/2019	VIC SUPER	Superannuation Contributions	-226.77
DD17259.5	14/05/2019	MLC SUPER FUND	Superannuation Contributions	-429.89
DD17259.6	14/05/2019	SUPER DIRECTIONS FUND	Superannuation Contributions	-226.77
DD17259.7	14/05/2019	ANZ SMART CHOICE SUPER	Payroll Deductions	-571.93
DD17259.8	14/05/2019	AMP SUPERLEADER	Payroll Deductions	-460.34
DD17259.9	14/05/2019	NGS SUPER	Superannuation Contributions	-293.31
DD17259.10	14/05/2019	MLC SUPER FUND	Superannuation Contributions	-190.81
DD17259.11	14/05/2019	SUN SUPER	Superannuation Contributions	-139.35
DD17259.12	14/05/2019	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Payroll Deductions	-844.05
DD17259.13	14/05/2019	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-152.67
DD17259.14	14/05/2019	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-265.25
DD17259.15	14/05/2019	CARE SUPER	Superannuation Contributions	-127.98
DD17259.16	14/05/2019	CBUS INDUSTRY SUPERFUND	Payroll Deductions	-407.66
DD17259.17	14/05/2019	BT SUPER FOR LIFE	Superannuation Contributions	-210.93
DD17259.18	14/05/2019	Q SUPER	Superannuation Contributions	-323.64
DD17259.19	14/05/2019	COLONIAL FIRST STATE	Payroll Deductions	-770.03
DD17259.20	14/05/2019	HESTA SUPER FUND	Payroll Deductions	-2,183.07
DD17259.21	14/05/2019	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-1,009.42
DD17259.22	14/05/2019	B & L SUPER FUND	Superannuation Contributions	-202.28
DD17259.23	14/05/2019	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-5,015.27
DD17259.24	14/05/2019	HOST PLUS	Superannuation Contributions	-302.56
DD17259.25	14/05/2019	TWU SUPERANNUATION	Superannuation Contributions	-278.72
DD17263.1	15/05/2019	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - May 2019	-18,180.62
DD17297.1	28/05/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-44,743.46
DD17297.2	28/05/2019	REST SUPERANNUATION	Payroll Deductions	-1,291.52

1st May 2019  
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31st May 2019

Chq/EFT	Date	Name	Description	Amount
DD17297.3	28/05/2019	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-689.01
DD17297.4	28/05/2019	VIC SUPER	Superannuation Contributions	-226.77
DD17297.5	28/05/2019	MLC SUPER FUND	Superannuation Contributions	-371.05
DD17297.6	28/05/2019	SUPER DIRECTIONS FUND	Superannuation Contributions	-226.77
DD17297.7	28/05/2019	ANZ SMART CHOICE SUPER	Payroll Deductions	-571.93
DD17297.8	28/05/2019	AMP SUPERLEADER	Payroll Deductions	-433.96
DD17297.9	28/05/2019	NGS SUPER	Superannuation Contributions	-293.31
DD17297.10	28/05/2019	MLC SUPER FUND	Superannuation Contributions	-192.98
DD17297.11	28/05/2019	SUN SUPER	Superannuation Contributions	-61.93
DD17297.12	28/05/2019	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Payroll Deductions	-839.94
DD17297.13	28/05/2019	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-139.20
DD17297.14	28/05/2019	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-265.25
DD17297.15	28/05/2019	CARE SUPER	Superannuation Contributions	-148.64
DD17297.16	28/05/2019	CBUS INDUSTRY SUPERFUND	Payroll Deductions	-393.35
DD17297.17	28/05/2019	BT SUPER FOR LIFE	Superannuation Contributions	-205.79
DD17297.18	28/05/2019	Q SUPER	Superannuation Contributions	-323.64
DD17297.19	28/05/2019	COLONIAL FIRST STATE	Payroll Deductions	-949.82
DD17297.20	28/05/2019	HESTA SUPER FUND	Payroll Deductions	-2,241.40
DD17297.21	28/05/2019	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-1,009.42
DD17297.22	28/05/2019	B & L SUPER FUND	Superannuation Contributions	-201.22
DD17297.23	28/05/2019	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-4,769.30
DD17297.24	28/05/2019	HOST PLUS	Superannuation Contributions	-305.65
DD17297.25	28/05/2019	TWU SUPERANNUATION	Superannuation Contributions	-278.57
	31/05/2019	PAYROLL CREDITORS	TOTAL FOR MONTH MAY 2019	-817,909.90
			<b>TOTAL MUNICIPAL &amp; TRUST EFT PAYMENTS</b>	<b>-2,458,348.84</b>

1st May 2019  
to  
31st May 2019

Chq/EFT	Date		Description	Amount
6139	16/05/2019	STEPHEN CARRON	Hall & Key Bond Refund	-1050.00
<b>TOTAL TRUST CHEQUE PAYMENTS</b>				<b>-1,050.00</b>

Chq/EFT	Date	Name	Description	Amount
86078	09/05/2019	ALINTA ENERGY	Various Sites - Gas Supply Charges	-116.55
86079	09/05/2019	LINDA BURNS	Rates Refund	-651.08
86080	09/05/2019	TELSTRA	Telstra Telephone & Mobile Account - April 2019	-6,785.79
86081	09/05/2019	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-564.40
86082	09/05/2019	WATER CORPORATION	Various Sites - Water Rates & Usage Charges	-2,786.62
86083	16/05/2019	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-384.30
86084	16/05/2019		Misprinted	0.00
86085	28/05/2019	JACK WRIGHT	Junior Sports Achievement Award	-250.00
86086	28/05/2019	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-554.10
<b>TOTAL MUNICIPAL CHEQUES</b>				<b>-12,092.84</b>

<b>TOTAL PAYMENTS FOR MAY 2019</b>	<b>-2,471,491.68</b>
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# **ATTACHMENT NO. 17**



**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED**

**31 May 2019**

# TOWN OF BASSENDEAN

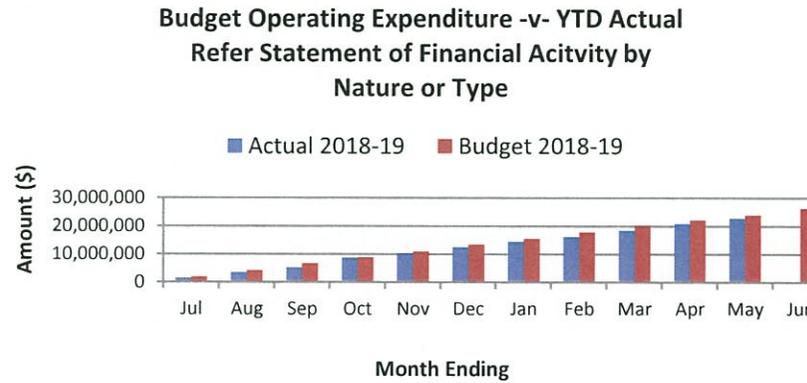
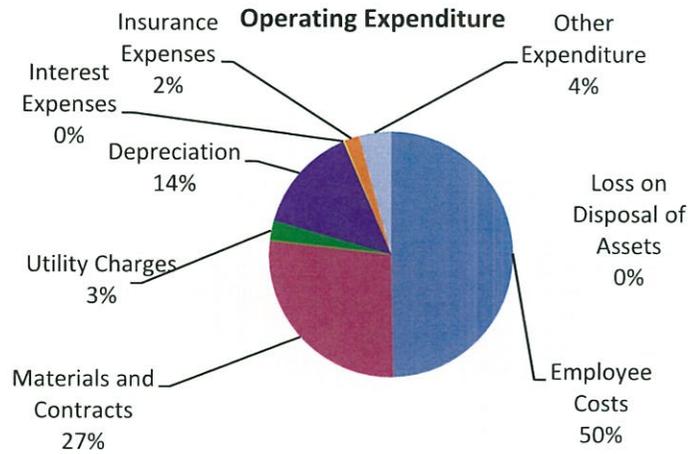
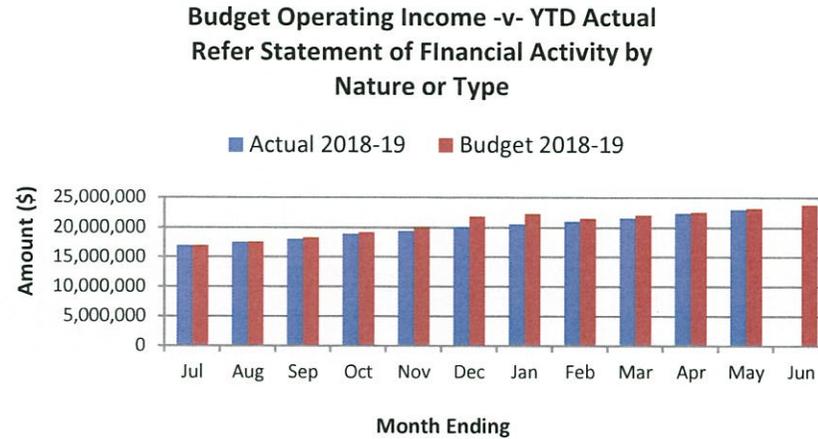
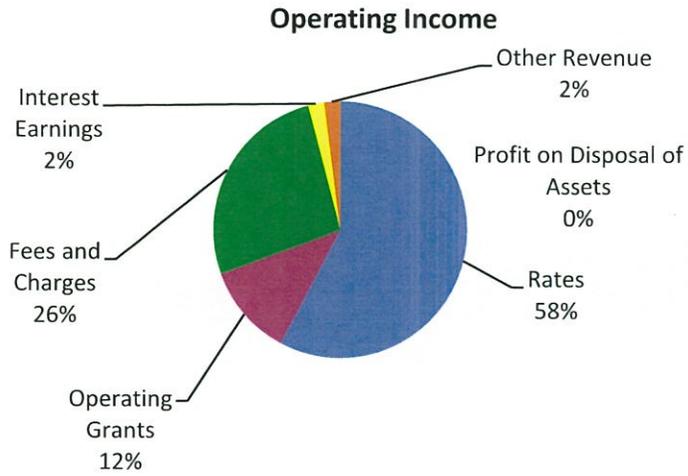
## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 May 2019

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

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**Town of Bassendean  
Information Summary  
For the Period Ended 31 May 2019**



**TOWN OF BASSENDEAN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2019**

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus(Deficit)</b>	3	1,646,933	1,921,369	1,921,369	1,921,369	-	0.00%	
<b>Revenue from operating activities</b>								
Governance		17,200	17,200	16,274	9,659	(6,615)	(40.64%)	⊗
General Purpose Funding - Rates	2	13,103,005	12,832,304	12,813,554	12,841,653	28,099	0.22%	
General Purpose Funding - Other		981,223	840,067	729,595	913,346	183,751	25.19%	⊕
Law, Order and Public Safety		112,700	114,740	102,390	106,243	3,853	3.76%	
Health		2,760,665	2,736,115	2,734,048	2,739,631	5,582	0.20%	
Education and Welfare		5,051,412	5,144,355	4,701,095	4,898,138	197,044	4.19%	
Community Amenities		218,000	219,440	208,840	141,434	(67,406)	(32.28%)	⊗
Recreation and Culture		236,560	246,852	228,562	316,918	88,356	38.66%	⊕
Transport		154,000	159,966	159,966	59,795	(100,171)	(62.62%)	⊗
Economic Services		100,350	100,450	94,850	88,155	(6,695)	(7.06%)	⊗
Other Property and Services		83,172	100,545	93,686	122,118	28,432	30.35%	⊕
		<b>22,818,287</b>	<b>22,512,033</b>	<b>21,882,860</b>	<b>22,237,091</b>		1.62%	
<b>Expenditure from operating activities</b>								
Governance		(1,181,968)	(1,529,058)	(1,368,166)	(848,634)	519,532	37.97%	⊕
General Purpose Funding		(777,422)	(751,472)	(687,363)	(729,423)	(42,060)	(6.12%)	⊗
Law, Order and Public Safety		(676,252)	(676,902)	(584,238)	(585,184)	(946)	(0.16%)	
Health		(3,189,115)	(3,071,767)	(2,754,122)	(2,640,530)	113,592	4.12%	
Education and Welfare		(5,560,607)	(5,644,144)	(5,118,623)	(5,267,442)	(148,819)	(2.91%)	
Community Amenities		(1,325,057)	(1,341,841)	(1,254,551)	(1,158,072)	96,480	7.69%	⊕
Recreation and Culture		(6,593,488)	(6,554,496)	(5,994,793)	(5,793,013)	201,780	3.37%	
Other Property and Services		(202,135)	(228,177)	(212,653)	(124,720)	87,933	41.35%	⊕
		<b>(26,102,712)</b>	<b>(26,394,704)</b>	<b>(24,009,429)</b>	<b>(22,795,711)</b>		5.06%	
<b>Operating activities excluded from budget</b>								
Add back Depreciation		3,316,368	3,321,152	3,044,625	3,216,858	172,233	5.66%	⊗
Adjust (Profit)/Loss on Asset Disposal		(11,266)	(11,266)	(11,266)	-	11,266	(100.00%)	
Movement in Leave Reserve		10,405	10,405	9,368	9,368	-	0.00%	
<b>Amount attributable to operating activities</b>		<b>31,082</b>	<b>(562,379)</b>	<b>916,158</b>	<b>2,667,606</b>			
<b>Investing Activities</b>								
Non-operating Grants, Subsidies and Contributions		2,382,964	1,289,331	2,382,964	717,679	(1,665,285)	(69.88%)	⊗
Proceeds from Disposal of Assets	10	897,300	897,300	-	-	-	-	
Land and Buildings	8	(955,500)	(328,624)	(915,177)	(128,241)	(786,936)	(85.99%)	⊗
Infrastructure Assets - Roads	8	(1,878,165)	(902,934)	(1,752,934)	(391,590)	(1,361,344)	(77.66%)	⊗
Infrastructure Assets - Footpaths	8	(25,500)	(42,390)	(42,390)	(40,769)	(1,621)	(3.82%)	
Infrastructure Assets - Other	8	(635,600)	(621,741)	(567,285)	(405,050)	(162,235)	(28.60%)	⊗
Infrastructure Assets - Drainage	8	(547,750)	(389,700)	(389,700)	(264,105)	(125,595)	(32.23%)	⊗
Plant and Equipment	8	(147,700)	(16,111)	(16,111)	(16,110)	(1)	(0.01%)	
Furniture and Equipment	8	(801,000)	(81,322)	(781,322)	(46,088)	(735,234)	(94.10%)	⊗
<b>Amount attributable to investing activities</b>		<b>(1,710,951)</b>	<b>(196,191)</b>	<b>(2,081,955)</b>	<b>(574,273)</b>			
<b>Financing Activities</b>								
Self-Supporting Loan Principal		21,134	21,134	19,950	19,950	-	0.00%	
Transfer from Reserves	5	1,414,500	1,288,191	-	-	-	-100.00%	
Repayment of Debentures	4	(132,881)	(132,881)	(119,417)	(119,417)	-	0.00%	
Transfer to Reserves	5	(1,248,204)	(2,317,630)	(139,296)	(139,296)	-	0.00%	
<b>Amount attributable to financing activities</b>		<b>54,549</b>	<b>(1,141,186)</b>	<b>(238,763)</b>	<b>(238,763)</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>21,614</b>	<b>21,614</b>	<b>516,809</b>	<b>3,775,943</b>			

⊕ More Revenue OR Less Expenditure  
⊗ Less Revenue OR More Expenditure

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

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

**TOWN OF BASSEDEAN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 May 2019**

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	1,646,933	1,921,369	1,921,369	1,921,369	-	0.00%	
<b>Revenue from operating activities</b>								
Rates	2	13,173,005	12,832,304	12,813,554	12,841,653	28,099	0.22%	
Operating Grants, Subsidies and Contributions		2,776,326	2,784,115	2,592,164	2,586,685	(5,479)	(0.21%)	
Fees and Charges		5,968,203	5,987,853	5,680,550	5,893,041	212,491	3.74%	
Interest Earnings		459,345	415,345	330,938	463,691	132,753	40.11%	😊
Other Revenue		370,556	421,565	394,802	452,022	57,220	14.49%	😊
Profit on Disposal of Assets	10	70,852	70,852	70,852	-			
		<b>22,818,287</b>	<b>22,512,033</b>	<b>21,882,860</b>	<b>22,237,091</b>		1.62%	
<b>Expenditure from operating activities</b>								
Employee Costs		(11,882,476)	(12,279,704)	(11,235,858)	(11,327,840)	(91,982)	(0.82%)	
Materials and Contracts		(8,337,538)	(8,174,971)	(7,343,995)	(6,168,764)	1,175,230	16.00%	😊
Utility Charges		(736,314)	(718,664)	(628,085)	(612,060)	16,026	2.55%	
Depreciation on Non-Current Assets		(3,316,368)	(3,321,152)	(3,044,625)	(3,216,858)	(172,233)	(5.66%)	😞
Interest Expenses		(49,688)	(49,688)	(44,560)	(39,767)	4,793	10.76%	
Insurance Expenses		(439,889)	(450,134)	(447,457)	(462,028)	(14,571)	(3.26%)	
Other Expenditure		(1,280,852)	(1,340,804)	(1,205,263)	(968,394)	236,869	19.65%	😊
Loss on Disposal of Assets	10	(59,586)	(59,586)	(59,586)	-	59,586	100.00%	
		<b>(26,102,712)</b>	<b>(26,394,704)</b>	<b>(24,009,429)</b>	<b>(22,795,711)</b>		5.06%	
<b>Operating activities excluded from budget</b>								
Add back Depreciation		3,316,368	3,321,152	3,044,625	3,216,858	172,233	5.66%	😞
Adjust (Profit)/Loss on Asset Disposal		(11,266)	(11,266)	(11,266)	-	11,266	(100.00%)	
Movement in Leave Reserve		10,405	10,405	9,368	9,368	-	0.00%	
<b>Amount attributable to operating activities</b>		<b>31,082</b>	<b>(562,379)</b>	<b>916,158</b>	<b>2,667,606</b>			
<b>Investing activities</b>								
Grants, Subsidies and Contributions		2,382,964	1,289,331	2,382,964	717,679	(1,665,285)	(69.88%)	😞
Proceeds from Disposal of Assets	10	897,300	897,300	-	-	-		
Land and Buildings	8	(955,500)	(328,624)	(915,177)	(128,241)	(786,936)	(85.99%)	😞
Infrastructure Assets - Roads	8	(1,878,165)	(902,934)	(1,752,934)	(391,590)	(1,361,344)	(77.66%)	😞
Infrastructure Assets - Footpaths	8	(25,500)	(42,390)	(42,390)	(40,769)	(1,621)	(3.82%)	
Infrastructure Assets - Other	8	(635,600)	(621,741)	(567,285)	(405,050)	(162,235)	(28.60%)	😞
Infrastructure Assets - Drainage	8	(547,750)	(389,700)	(389,700)	(264,105)	(125,595)	(32.23%)	😞
Plant and Equipment	8	(147,700)	(16,111)	(16,111)	(16,110)	(1)	(0.01%)	
Furniture and Equipment	8	(801,000)	(81,322)	(781,322)	(46,088)	(735,234)	(94.10%)	😞
<b>Amount attributable to investing activities</b>		<b>(1,710,951)</b>	<b>(196,191)</b>	<b>(2,081,955)</b>	<b>(574,273)</b>			
<b>Financing Activities</b>								
Self-Supporting Loan Principal		21,134	21,134	19,950	19,950	-	0.00%	
Transfer from Reserves	7	1,414,500	1,288,191	-	-	-	(100.00%)	
Repayment of Debentures	4	(132,881)	(132,881)	(119,417)	(119,417)	-	0.00%	
Transfer to Reserves	7	(1,248,204)	(2,317,630)	(139,296)	(139,296)	-	0.00%	
<b>Amount attributable to financing activities</b>		<b>54,549</b>	<b>(1,141,186)</b>	<b>(238,763)</b>	<b>(238,763)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>21,614</b>	<b>21,614</b>	<b>516,809</b>	<b>3,775,943</b>			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the variance. This statement is to be read in conjunction with the accompanying Financial Statements and notes.

😊 More Revenue OR Less Expenditure  
 😞 Less Revenue OR More Expenditure

**Town of Bassendean**  
**STATEMENT OF FINANCIAL POSITION**  
For the Period Ended 31 May 2019

	2018-19	2017-18
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	12,797,918	11,344,227
Trade and other receivables	1,276,892	1,124,301
Inventories	7,947	15,018
<b>TOTAL CURRENT ASSETS</b>	<u>14,082,757</u>	<u>12,483,546</u>
<b>NON-CURRENT ASSETS</b>		
Financial Assets	108,268	108,268
Other receivables	542,380	562,330
Property, plant and equipment	55,825,788	56,195,749
Infrastructure	107,580,914	109,135,859
Interests in Joint Ventures	7,954,836	7,954,836
<b>TOTAL NON-CURRENT ASSETS</b>	<u>172,012,186</u>	<u>173,957,042</u>
<b>TOTAL ASSETS</b>	<u>186,094,943</u>	<u>186,440,588</u>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	3,220,762	3,601,168
Current portion of long term borrowings	13,463	132,880
Provisions	2,244,992	2,249,870
<b>TOTAL CURRENT LIABILITIES</b>	<u>5,479,216</u>	<u>5,983,918</u>
<b>NON-CURRENT LIABILITIES</b>		
Long term borrowings	678,500	678,500
Provisions	233,509	233,509
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>912,009</u>	<u>912,009</u>
<b>TOTAL LIABILITIES</b>	<u>6,391,225</u>	<u>6,895,927</u>
<b>NET ASSETS</b>	<u>179,703,717</u>	<u>179,544,661</u>
<b>EQUITY</b>		
Retained surplus	30,972,404	30,952,646
Reserves - cash backed	5,849,554	5,710,258
Revaluation surplus	142,881,759	142,881,757
<b>TOTAL EQUITY</b>	<u>179,703,717</u>	<u>179,544,661</u>

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

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 May 2019

Statement of Financial Position Detailed	2018/2019 \$	2017/2018 \$
<b>CASH AND CASH EQUIVALENTS</b>		
Unrestricted	4,544,245	3,412,701
Restricted	8,253,673	7,931,526
	12,797,918	11,344,227
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Leave Reserve	1,029,621	1,020,253
Plant & Equipment Reserve	394,470	384,098
Community Facilities Reserve	53,369	51,965
Land & Building Infrastructure Reserve	1,879,241	1,829,829
Waste Management Reserve	758,385	738,910
Wind in the Willows Reserve	92,153	89,841
Aged Persons Reserve	513,593	484,371
Youth Development Reserve	29,092	28,327
Underground Power Reserve	83,965	81,757
Drainage Reserve	428,693	417,421
HACC Assets Replacement	132,600	129,113
Hyde Retirement Village Retention Bonds	297,348	259,648
Other Bonds & Deposits	2,106,772	1,961,621
	8,253,673	7,931,525
<b>TRADE AND OTHER RECEIVABLES</b>		
<b>Current</b>		
Rates Outstanding	1,011,162	782,386
Sundry Debtors - General	78,532	131,908
GST Receivable	100,120	122,316
Accrued Interest	-	613
Sundry Debtors - SSL	21,134	21,134
Long Service Leave Due from Other Councils	65,944	65,944
	1,276,892	1,124,301
<b>Non-Current</b>		
Rates Outstanding - Pensioners	334,587	334,587
Loans - Clubs/Institutions	207,793	227,743
	542,380	562,330
Investments - Government House	108,268	108,268
Investments- EMRC	7,954,836	7,954,836
<b>INVENTORIES</b>		
<b>Current</b>		
Fuel and Materials	7,947	15,018
	7,947	15,018

**TOWN OF BASSENDEAN**

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

**For the Period Ended 31 May 2019**

	<b>2018/2019</b>	<b>2017/2018</b>
	<b>\$</b>	<b>\$</b>
<b>Statement of Financial Position Detailed</b>		
<b>PROPERTY, PLANT AND EQUIPMENT</b>		
Land and Buildings		
- Independent Valuation 2017 - Level 2	36,381,646	36,357,000
Buildings at:		
- Independent Valuation 2017 - Level 3	26,145,224	26,145,224
- Additions after valuation - cost	103,594	-
Less: accumulated depreciation	(8,235,860)	(7,784,939)
	18,012,958	18,360,285
Total Land and Buildings	54,394,604	54,717,285
Furniture and Equipment - Management Valuation 2016	165,239	165,239
- Additions after valuation - cost	302,686	256,598
Less Accumulated Depreciation	(158,664)	(121,964)
Less Accumulated Depreciation	309,261	299,873
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	247,543	231,433
Less Accumulated Depreciation	(1,601,025)	(1,528,248)
-Less Disposals after Valuation	(200,146)	(200,146)
	1,059,303	1,115,970
Art Works		
- Management Valuation 2018 - Level 2	62,620	62,620
	62,620	62,620
	<b>55,825,788</b>	<b>56,195,748</b>
<b>INFRASTRUCTURE</b>		
Roads - Independent Valuation 2017	84,214,462	84,214,462
- Additions after valuation - cost	391,590	
Less Accumulated Depreciation	(17,996,171)	(16,643,548)
	66,609,881	67,570,914
Footpaths - Independent Valuation 2017	10,291,342	10,291,342
- Additions after valuation - cost	40,769	
Less Accumulated Depreciation	(3,464,904)	(3,242,936)
	6,867,207	7,048,406
<b>INFRASTRUCTURE</b>		
Drainage - Independent Valuation 2017	40,195,156	40,195,156
- Additions after valuation - cost	264,105	-
Less Accumulated Depreciation	(18,016,856)	(17,474,552)
	22,442,405	22,720,604

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 May 2019

Statement of Financial Position Detailed	2018/2019 \$	2017/2018 \$
Parks & Ovals - Independent Valuation 2018	17,940,621	17,940,621
- Additions after valuation - cost	405,050	-
Less Accumulated Depreciation	(6,684,249)	(6,144,686)
	<u>11,661,422</u>	<u>11,795,935</u>
	<u>107,580,914</u>	<u>109,135,858</u>
<b>TRADE AND OTHER PAYABLES</b>		
<b>Current</b>		
Sundry Creditors	579,277	1,244,202
Accrued Interest on Debentures	-	4,793
Accrued Salaries and Wages	-	130,907
Rates in Advance	237,365	-
Bonds & Other Deposits	2,106,772	1,961,621
Hyde Retirement Village Bonds	297,348	259,648
	<u>3,220,762</u>	<u>3,601,171</u>
<b>LONG-TERM BORROWINGS</b>		
Secured by Floating Charge		
Loan Liability - Current	13,463	132,880
	<u>13,463</u>	<u>132,880</u>
<b>Non-Current</b>		
Secured by Floating Charge		
Loan Liability - Non Current	678,500	678,500
	<u>678,500</u>	<u>678,500</u>
<b>PROVISIONS</b>		
<b>Current</b>		
Provision for Annual Leave	998,523	1,003,402
Provision for Long Service Leave	1,246,468	1,246,468
	<u>2,244,991</u>	<u>2,249,870</u>
<b>Non-Current</b>		
Provision for Long Service Leave		
	<u>233,509</u>	<u>233,509</u>
<b>RECONCILIATION</b>		
TOTAL CURRENT ASSETS	14,082,757	12,483,546
TOTAL NON CURRENT ASSETS	172,012,186	173,957,042
<b>TOTAL ASSETS</b>	<b>186,094,945</b>	<b>186,440,588</b>
<b>TOTAL CURRENT LIABILITIES</b>		
TOTAL CURRENT LIABILITIES	5,479,216	5,983,918
<b>TOTAL NON CURRENT LIABILITIES</b>		
TOTAL NON CURRENT LIABILITIES	912,009	912,009
<b>TOTAL LIABILITIES</b>	<b>6,391,225</b>	<b>6,895,927</b>
<b>NET ASSETS</b>	<b>179,703,717</b>	<b>179,544,661</b>

**TOWN OF BASSENDEAN  
STATEMENT OF CASH FLOWS**

	2018/19 Actual \$	2018/19 Budget \$	2017/18 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts:</b>			
Rates	13,384,940	13,011,456	13,367,223
Operating grants, subsidies and contributions	2,586,685	2,801,460	3,063,580
Fees and charges	4,754,256	5,968,203	5,551,226
Interest	464,304	459,345	511,003
Goods and services tax	985,457	-	1,034,974
Other revenue	452,022	440,556	766,032
	<u>22,627,664</u>	<u>22,681,020</u>	<u>24,294,038</u>
<b>Payments:</b>			
Employee costs	(11,463,626)	(11,706,476)	(11,686,212)
Materials and contracts	(6,168,764)	(8,247,538)	(7,089,841)
Utility charges	(612,060)	(736,314)	(655,370)
Interest expenses	(44,560)	(43,985)	(58,333)
Insurance expenses	(462,028)	(439,889)	(435,443)
Goods and services tax	(963,261)	-	(1,044,531)
Other expenditure	(968,394)	(1,270,852)	(1,021,419)
	<u>(20,682,693)</u>	<u>(22,445,054)</u>	<u>(21,991,149)</u>
<b>Net cash provided by (used in) operating activities</b>	<u>1,944,970</u>	<u>235,966</u>	<u>2,302,889</u>
Non-operating grants, subsidies and contributions	717,679	2,382,964	661,225
Proceeds from sale of assets	-	897,300	35,036
<b>Payments:</b>			
Payments for purchase of property, plant & equipment	(190,439)	(1,904,200)	(658,596)
Payments for construction of infrastructure	(1,101,513)	(3,087,015)	(1,614,522)
<b>Net cash provided by (used in) investment activities</b>	<u>(574,273)</u>	<u>(1,710,951)</u>	<u>(1,576,857)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Receipts:</b>			
Proceeds from self supporting loans	19,950	21,134	19,951
Transfer from Trust	182,463	70,000	308,288
<b>Payments:</b>			
Repayment of debentures	(119,417)	(132,881)	(124,165)
<b>Net cash provided by (used in) financing activities</b>	<u>82,996</u>	<u>(41,747)</u>	<u>204,074</u>
<b>Net increase (decrease) in cash held</b>	1,453,693	(1,516,731)	930,106
Cash and cash equivalents at beginning of year	11,344,227	11,428,316	10,475,121
<b>Cash and cash equivalents at the end of the year</b>	<u>12,797,918</u>	<u>9,911,585</u>	<u>11,405,227</u>

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

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

**NOTES TO THE CASH FLOW STATEMENT**

**(a) Reconciliation of Cash**

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

	2018/19 Actual \$	2018/19 Budget \$	2017/18 Actual \$
Cash and Cash Equivalents	12,797,918	9,911,585	11,405,227

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

Net Result	159,060	(901,461)	(227,209)
Depreciation	3,216,858	3,316,368	3,284,278
(Profit)/Loss on Sale of Asset	-	(11,266)	55,817
(Increase)/Decrease in Receivables	(602,346)	(29,866)	112,403
(Increase)/Decrease in Inventories	7,461	-	(1,685)
Increase in Investment in Joint Venture	-	-	(428,338)
Increase/(Decrease) in Payables & Accruals	(113,504)	224,749	(2,228)
Increase/(Decrease) in Employee Provisions	(4,879)	20,405	171,076
Grants/Contributions for the Development of Assets	(717,679)	(2,382,964)	(661,225)
<b>Net Cash from Operating Activities</b>	<u>1,944,970</u>	<u>235,966</u>	<u>2,302,889</u>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 1: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget or

➕ More Revenue OR Less Expenditure

➖ Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Income</b>	\$	%			
Governance	(6,615)	(41%)	➖	Permanent	Other Minor Income lower than anticipated.
General Purpose Funding - Rates	28,099	0%			Within Variance Threshold
General Purpose Funding - Other	183,751	25%	➕	Permanent/ Timing	Additional Insurance Rebate received - will amend at Budget Review. Also Late Payment Interest and Instalment Fees higher than anticipated YTD.
Law, Order and Public Safety	3,853	4%		Timing	Within Variance Threshold
Health	5,582	0%			Within Variance Threshold
Education and Welfare	197,044	4%		Timing	Within Variance Threshold
Community Amenities	(67,406)	(32%)	➖	Timing	Income not yet received
Recreation and Culture	88,356	39%	➕	Permanent/ Timing	Naming rights for the SDFC were not invoiced in FY18 and have subsequently been invoiced in FY19. The additional revenue in FY19 will be recognised at the Budget review. Hall Hire and Reserve Hire income higher than anticipated at YTD.
Transport	(100,171)	(63%)	➖	Timing	RTR and DOT grants not yet received
Economic Services	(6,695)	(7%)	➖	Timing	Building Licence Fees lower than anticipated
Other Property and Services	28,432	30%	➕	Permanent	Additional Private works income received - will amended at Budget Review
<b>Operating Expense</b>	\$	%			
Governance	519,532	38%	➕	Timing	Employee costs are lower than budget, and Admin recoveries are lower than budget. This may even out over the year.
General Purpose Funding	(42,060)	(6%)	➖	Timing	Timing of ABC Allocations
Law, Order and Public Safety	(946)	(0%)		Timing	Within Variance Threshold
Health	113,592	4%		Permanent	Within Variance Threshold
Education and Welfare	(148,819)	(3%)		Timing	Within Variance Threshold
Community Amenities	96,480	8%	➕	Timing	Within Variance Threshold
Recreation and Culture	201,780	3%		Timing	Within Variance Threshold
Transport	330,892	6%	➕	Timing	Timing of Street Tree Planting and Bike Boulevard Design
Economic Services	55,335	10%	➕	Timing	Timing of OPR Initiatives, Publicity and Promotion and EMRC Events
Other Property and Services	87,933	41%	➕	Timing	Public Works Overheads are recovering higher than YTD budget. This may even out over the year. Staff will monitor the recoveries and correct if required at the budget review.
<b>Operating activities excluded from budget</b>					
Depreciation	(172,233)	6%	➖	Permanent	Reserves, Parks, Plant & Equipment depreciation higher than budgeted for due to revaluation at 30 June 2018. Will be reviewed at Budget Review.
Adjust (Profit)/Loss on Asset Disposal	11,266	0%			Within Variance Threshold
Movement in Leave Reserve	0	0%			Within Variance Threshold
<b>Capital Revenues</b>		0%			Within Variance Threshold
Grants, Subsidies and Contributions	(1,665,285)	(70%)	➖	Timing	Dependent on Timing of Projects. Dept of Transport funding for bike boulevard, Cash In Lieu Funds, Lotterywest Mens Shed Funds - not yet received
<b>Capital Expenses</b>					<i>Refer to Note 8 for Capital expenditure detail</i>
Land and Buildings	(786,936)	(86%)	➖		Capital works not yet completed
Infrastructure - Roads	(1,361,344)	(78%)	➖		Capital works not yet completed
Infrastructure - Footpaths	(1,621)	(4%)			Within Variance Threshold
Infrastructure Assets - Other	(567,285)	(29%)	➖		Capital works not yet completed
Plant and Equipment	(1)	(0%)			Within Variance Threshold
Furniture and Equipment	(735,234)	(94%)	➖		Capital works not yet completed
<b>Financing</b>					
Proceeds from New Debentures	0				Within Variance Threshold
Proceeds from Advances	0				Within Variance Threshold
Self-Supporting Loan Principal	0				Within Variance Threshold
Transfer from Reserves	0				Within Variance Threshold
Advances to Community Groups	0				Within Variance Threshold
<b>Opening Funding Surplus(Deficit)</b>	0	0%		Timing	Timing - Capital Works Projects not Completed.

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

Note 2: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
GRV - Residential	7.2300	4,581	161,158,994	11,381,095	13,950	3,398	11,398,443	11,651,795	5,000	3,000	11,659,795
<b>Sub-Totals</b>		<b>4,581</b>	<b>161,158,994</b>	<b>11,381,095</b>	<b>13,950</b>	<b>3,398</b>	<b>11,398,443</b>	<b>11,651,795</b>	<b>5,000</b>	<b>3,000</b>	<b>11,659,795</b>
<b>Minimum Payment</b>											
Minimum Rate	1,095	1,318	18,297,341	1,443,210	-	-	1,443,210	1,443,210	-	-	1,443,210
<b>Sub-Totals</b>		<b>1,318</b>	<b>18,297,341</b>	<b>1,443,210</b>	<b>-</b>	<b>-</b>	<b>1,443,210</b>	<b>1,443,210</b>	<b>-</b>	<b>-</b>	<b>1,443,210</b>
<b>Amount from General Rates</b>		<b>5,899</b>	<b>179,456,335</b>	<b>12,824,305</b>	<b>13,950</b>	<b>3,398</b>	<b>12,841,653</b>	<b>13,095,005</b>	<b>5,000</b>	<b>3,000</b>	<b>13,103,005</b>
<b>Totals</b>							<b>12,841,653</b>	<b>13,095,005</b>			<b>13,103,005</b>

**Comments - Rating Information**

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

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

The Rates for 2018/19 were issued on the 10th August 2018. The due date for the payment of rates is September 14th 2018, 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 2018/19 are:

- 1st: 14 September 2018
- 2nd: 16 November 2018
- 3rd: 18 January 2019
- 4th: 22 March 2019

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing	Current
	30 June 2018	31 May 2019
	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	3,412,701	4,544,245
Cash Restricted - Conditions over Grants		
Cash Restricted	5,710,257	5,849,553
Restricted Cash - Trust	2,221,269	2,404,118
Rates Outstanding	782,386	1,011,162
Sundry Debtors	198,465	144,481
GST Receivable	122,315	100,120
Accrued Interest	613	-
Inventories	15,018	7,947
	12,463,025	14,061,626
<b>Less: Current Liabilities</b>		
Sundry Creditors	(1,244,201)	(579,277)
Accrued Interest on Debentures	(4,793)	-
Accrued Salaries and Wages	(130,907)	-
Rates in Advance	-	(237,365)
Hyde Retirement Village Bonds	(259,648)	(297,348)
Bonds and Other Deposits	(1,961,619)	(2,106,770)
Current Employee Provisions	(2,249,870)	(2,244,992)
	(5,851,038)	(5,465,751)
Less: Cash Reserves	(5,710,259)	(5,849,554)
Less: Accrued Interest	(613)	-
Plus : Liabilities funded by Cash Backed Reserves	1,020,253	1,029,621
<b>Net Current Funding Position</b>	<b>1,921,369</b>	<b>3,775,943</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 4 : Information on Borrowings**

**(a) Debenture Repayments**

Particulars	01 Jul 2018	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>							
Loan 156 - Civic Centre Redevelopment	85,549	47,416	47,416	38,133	38,133	4,276	5,425
Loan 160A - Civic Centre Redevelopment	339,375	35,686	47,965	303,689	291,410	15,329	20,475
Loan 160B- Civic Centre Redevelopment	137,579	16,364	16,364	121,215	121,215	6,309	7,786
<b>Self Supporting Loans</b>							
Loan 157 - Ashfield Soccer Club	14,842	3,434	4,617	11,408	10,225	684	845
Loan 162 - TADWA	234,035	16,517	16,517	217,518	217,518	13,169	15,158
	811,380	119,417	132,881	691,963	678,501	39,767	49,688

**(b) New Debentures**

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

**(c) Unspent Debentures**

The Town has no unspent debentures.

**(d) Overdraft**

It is anticipated that this facility will not be required in the 2018/19 Financial Period.

**Town of Bassendean  
Monthly Investment Report  
For the Period Ended 31 May 2019**

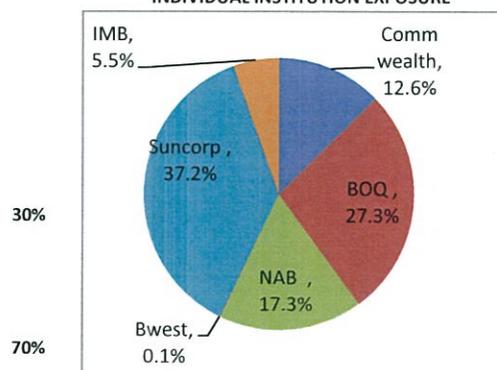
**Note 5 : CASH INVESTMENTS**

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>												
167178	29/05/2019	28/06/2019	A2	Bank of Queensland	30	1.80%	-	2,000,000	-	-	2,000,000	2,959
50284	28/05/2019	25/06/2019	A2	IMB	28	1.85%	-	700,000	-	-	700,000	993
88-595-6981	15/05/2019	12/06/2019	A1+	NAB	28	1.73%	1,200,000	-	-	-	1,200,000	1,593
							-	<b>2,700,000</b>	-	-	<b>3,900,000</b>	<b>5,545</b>
<b>Reserve</b>												
161303	31/01/2019	24/06/2019	A2	Bank of Queensland	144	2.70%			-	1,049,332	1,049,332	11,178
4196809	27/05/2019	27/06/2019	A1	Suncorp	31	1.45%		3,206,006		-	3,206,006	3,948
164115	30/04/2019	28/06/2019	A1+	Commonwealth Bank	59	1.98%		1,594,215		-	1,594,215	5,102
							-	<b>4,800,220</b>	-	<b>1,049,332</b>	<b>5,849,553</b>	<b>20,228</b>
<b>Trust</b>												
089-062126-4	27/12/2018	27/06/2019	A1+	Bankwest	182	2.50%				10,007	10,007	125
10584638	25/02/2019	24/06/2019	A1+	NAB	119	2.68%				970,249	970,249	8,478
167220	31/05/2019	28/06/2019	A2	Bank of Queensland	28	1.80%	400,000			-	400,000	552
4196854	28/05/2019	27/06/2019	A1	Suncorp	30	1.35%		1,516,227	-	-	1,516,227	1,682
							<b>400,000</b>	<b>1,516,227</b>	-	<b>980,256</b>	<b>2,896,482</b>	<b>10,837</b>
<b>Total</b>							<b>400,000</b>	<b>9,016,447</b>	-	<b>2,029,588</b>	<b>12,646,035</b>	<b>36,610</b>

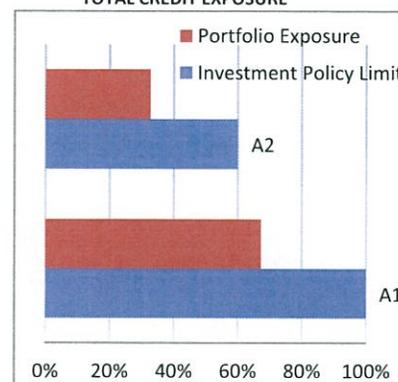
**ENVIRONMENTAL COMMITMENT**

Depositing Institution	Value Invested
<b>Fossil Fuel Lending ADI</b>	
Commonwealth	\$1,594,215
NAB	\$2,170,249
Bankwest	\$10,007
	<b>\$3,774,470</b>
<b>Non Fossil Fuel Lending ADI</b>	
B of Queensland	\$3,449,332
IMB	\$700,000
Suncorp	\$4,722,232
	<b>\$8,871,565</b>
<b>Total Funds</b>	<b>\$12,646,035</b>

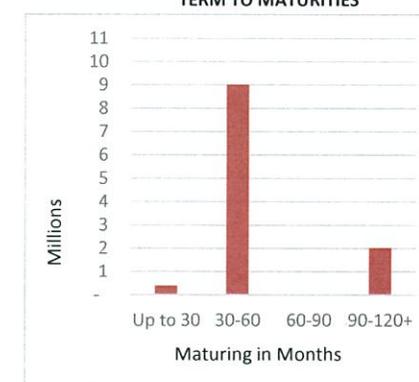
**INDIVIDUAL INSTITUTION EXPOSURE**



**TOTAL CREDIT EXPOSURE**



**TERM TO MATURITIES**

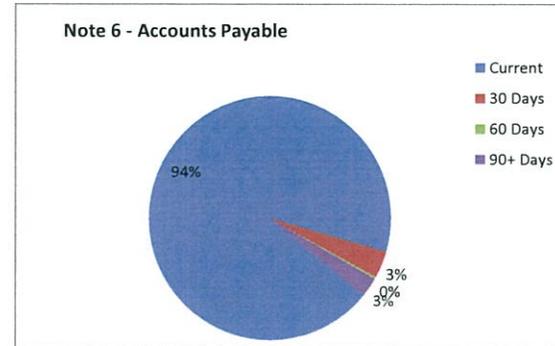
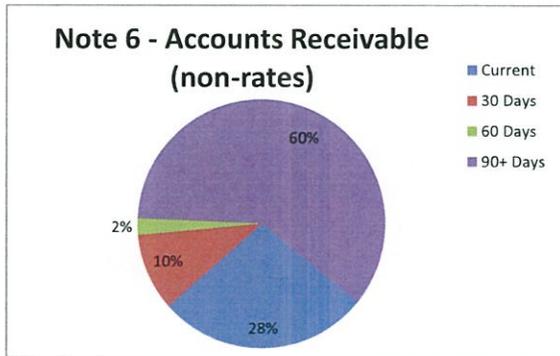


**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

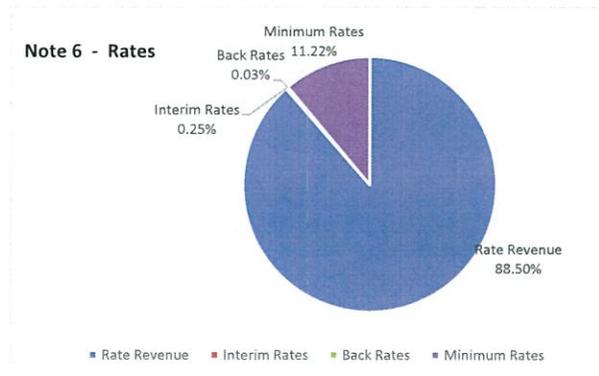
**Note 6: Receivables and Payables**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	17,979	6,547	1,375	39,126	65,027
<b>Balance per Trial Balance</b>					
Sundry Debtors					65,027
<b>Total Receivables General Outstanding</b>					<b>65,027</b>

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	544,717	20,479	1,615	15,053	581,864
<b>Balance per Trial Balance</b>					
Sundry Creditors					579,277
<b>Total Receivables General Outstanding</b>					<b>579,277</b>



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



**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 7: Cash Backed Reserves**

Name	Revised Opening Balance	Amended Annual Budget Interest Earned	Amended Annual Budget Transfers In (+)	Amended Annual Budget Transfers Out (-)	Amended Annual Budget Closing Balance	Actual Transfers Including Interest (+) \$	Actual Transfers Out (-) \$	Actual YTD Closing Balance \$
Plant And Equipment Reserve	384,099	6,035	-	-	390,134	10,372	-	394,471
Community Facilities Reserve	51,965	816	-	(51,516)	1,266	1,403	-	53,369
Land And Buildings Infrastructure Reserve	1,829,829	28,749	850,000	(150,000)	2,558,577	49,412	-	1,879,241
Waste Management Reserve	738,910	10,953	347,450	-	1,097,313	19,475	-	758,385
Wind In The Willows Child Care Reserve	89,841	1,256	40,000	(44,381)	86,715	2,313	-	92,153
Aged Persons Reserve	484,371	7,610	-	(8,550)	483,431	29,222	-	513,593
Youth Development Reserve	28,327	445	-	-	28,772	765	-	29,092
Underground Power Reserve	81,757	1,284	-	-	83,042	2,208	-	83,965
Employee Entitlements Reserve	1,020,253	16,029	-	(286,089)	750,193	9,368	-	1,029,621
Drainage Infrastructure Reserve	417,421	6,558	-	(389,700)	34,279	11,272	-	428,693
Hacc Asset Replacement Reserve	129,113	-	5,265	(10,000)	124,378	3,487	-	132,600
Unspent Grants Reserve	454,371	-	971,181	(347,955)	1,077,597	-	-	454,371
Street Tree Reserve	-	-	-	-	-	-	-	-
Bus Shelter Reserve	-	-	24,000	-	24,000	-	-	-
	<b>5,710,257</b>	<b>79,734</b>	<b>2,237,896</b>	<b>(1,288,191)</b>	<b>6,739,696</b>	<b>139,296</b>	<b>-</b>	<b>5,849,554</b>

Town of Bassendean  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019

Note 8: Capital Acquisitions

Assets	Account	Budget		YTD Actual			Total YTD	Purchase		Funding Source	Funding Amount
		Annual Budget	Revised Budget	YTD Budget	New/ Upgrade	Renewal		Order Value	YTD Variance		
		\$		\$	\$	\$	\$		\$		
<b>Summary of Capital Acquisitions</b>											
Land and Buildings		955,500	328,624	915,177	70,190	58,050	128,241	33,407	(790,524)		
Plant and Equipment		147,700	16,111	16,111	-	16,110	16,110	-	(1)		
Furniture and Equipment		801,000	81,322	781,322	-	46,088	46,088	8,372	(735,234)		
Roadsworks		1,878,165	902,934	1,752,934	10,840	380,750	391,590	22,813	(1,361,344)		
Drainage		547,750	389,700	389,700	-	264,105	264,105	21,837	(125,595)		
Footpaths		25,500	42,390	42,390	-	40,769	40,769	-	(1,621)		
Parks, Gardens and Reserves		635,600	621,741	567,285	383,359	21,691	405,050	107,565	(162,235)		
		<b>4,991,215</b>	<b>2,382,822</b>	<b>4,464,919</b>	<b>464,390</b>	<b>827,562</b>	<b>1,291,952</b>	<b>193,993</b>	<b>(3,176,555)</b>		
<b>LAND</b>											
271 HAMILTON STREET SEWER & POWE	AL1801	30,000	24,647	30,000	24,646	-	24,646	-	(5,354)		
HATTON CRT PAW- TPS 4 A	AL1802	6,000	6,000	6,000	-	-	-	-	(6,000)		
KENNY STREET-PAW- TPS 4 A	AL1803	5,000	5,000	5,000	-	-	-	-	(5,000)		
	<b>Land Total</b>	<b>41,000</b>	<b>35,647</b>	<b>41,000</b>	<b>24,646</b>	<b>-</b>	<b>24,646</b>	<b>-</b>	<b>(16,354)</b>		
<b>Buildings</b>											
MAIN SWITCHBOARD- STAN MOSES PAV	AB1801	22,000	16,750	16,750	16,750	-	16,750	-	-		
MEN'S SHED CONSTRUCTION-	AB1802	370,000	35,000	370,000	-	11,013	11,013	20,722	(358,987)	Lotterywest Grant	200,000
										Reserves(Land & Build)	170,000
BABY ROOM REONFIG- WITW	AB1803	10,000	7,534	7,534	-	7,534	7,534	-	-	Reserves -(WIW)	10,000
PATIO REPLACEMENT- BOWLING CLUB	AB1804	15,000	15,000	15,000	-	15,000	15,000	-	-		
DEPOT SECURITY	AB1805	16,500	15,883	15,883	15,883	-	15,883	-	0		
ENGINEERING ROLLER DOOR	AB1806	20,000	3,500	3,500	-	3,336	3,336	-	(164)		
ABULTION FACILITY- SANDY BEACH	AB1807	250,000	-	250,000	-	-	-	-	(250,000)	POS CIL Funds from Trust	250,000
NEW RYDE VEHICLE CAGE- LIBRARY C/ P.	AB1808	5,500	4,680	4,680	-	4,680	4,680	-	-		
STOP WATER VALES- HYDE RETIREMENT	AB1809	9,000	8,550	8,550	8,550	-	8,550	-	-	Reserves - (Aged Persons)	9,000
SEATING REPLACEMENT- ASHFIELD RESE	AB1810	15,000	15,000	15,000	-	10,410	10,410	-	(4,590)		
1 SURREY STREET REDEVELOPMENT	AB1811	150,000	150,000	150,000	-	-	-	-	(150,000)	Reserves - (L & B)	150,000
AIRCONDITIONER UPGRADE- 48 OPR	AB1812	25,000	11,855	11,855	773	-	773	11,932	(11,082)		
KITCHEN CUPBOARDS- ALF FAULKNER H.	AB1813	6,500	5,425	5,425	-	6,078	6,078	-	653		
ASHFIELD RESERVE PUBLIC TOILETS ROLI	AB1814	-	3,800	-	3,588	-	3,588	752	3,588		
	<b>Buildings Total</b>	<b>914,500</b>	<b>292,977</b>	<b>874,177</b>	<b>45,544</b>	<b>58,050</b>	<b>103,594</b>	<b>33,407</b>	<b>(774,171)</b>		

Town of Bassendean  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019

Note 8: Capital Acquisitions

Assets	Account	Budget			YTD Actual			Purchase		Funding Source	Funding Amount
		Annual Budget	Revised Budget	YTD Budget	New/ Upgrade	Renewal	Total YTD	Order Value	YTD Variance		
		\$		\$	\$	\$	\$	\$	\$		
<b>Furniture and Equipment</b>											
IT INFRASTRUCTURE UPGRADE	AE1801	50,000	50,000	50,000	-	-	-	-	(50,000)		
HACC EQUIPMENT FROM GROWTH FUN	AE1507	-	-	-	-	17,235	17,235	8,372	17,235		
KITCHEN CUPBOARDS- ALF FAULKNER H.	AE1803	-	-	-	-	-	-	-	-		
CCTV UPGRADE LIBRARY CARPARK	AE1804	15,000	15,000	15,000	-	12,437	12,437	-	(2,563)		
ELECTRIC CHARGE STATION - OLD PERTH	AE1805	6,000	9,092	9,092	-	9,188	9,188	-	96		
PURCHASE OF NEW BINS- THREE BIN SY!	AE1806	700,000	-	700,000	-	-	-	-	(700,000)	Reserves (Waste)	467,500
										Dept of Waste Grant	232,500
CCTV SUCCESS HILL	AE1807	30,000	-	-	-	-	-	-	-		
CCTV UPGRADE - 35 OLD PERTH ROAD	AE1808	-	7,230	7,230	-	7,228	7,228	-	(2)		
<b>Furniture and Equipment Total</b>		<b>801,000</b>	<b>81,322</b>	<b>781,322</b>	<b>-</b>	<b>46,088</b>	<b>46,088</b>	<b>8,372</b>	<b>(735,234)</b>		
<b>Plant and Equipment</b>											
REPLACE HACC VEHICLE P853	AF1801	35,000	-	-	-	-	-	-	-	Reserves (HACC)	25,000
POLMAC TAN AXLE TRAILER- PW7040	AF1802	11,700	9,198	9,198	-	9,198	9,198	-	(0)		
TRAILER- P7196- MOWER TRAILER	AF1803	16,000	6,913	6,913	-	6,913	6,913	-	(0)		
WATER TRUCK 5 TONNE - PP7117	AF1804	85,000	-	-	-	-	-	-	-	Reserves (Plant)	65,000
<b>Plant and Equipment Total</b>		<b>147,700</b>	<b>16,111</b>	<b>16,111</b>	<b>-</b>	<b>16,110</b>	<b>16,110</b>	<b>-</b>	<b>(1)</b>		
<b>Infrastructure - Roads</b>											
SAFE ACTIVE ROJECT- BICYCLE BOULEVA	AR1801	850,000	-	850,000	-	-	-	-	(850,000)	Dept of Transport Grant	850,000
BROADWAY STATION ACCESS PROJECT	AR1802	550,000	344,286	344,286	-	-	-	-	(344,286)	Dept of Transport Grant	450,000
RESURFACE SUCCESS ROAD - SEVENTH A	AR1803	35,000	35,000	35,000	-	34,287	34,287	-	(713)		
RESURFACE JAMES STREET, FROM OPR /	AR1804	275,000	164,000	164,000	-	163,704	163,704	17,225	(296)		
RESURFACE - KATHLEEN STREET- GUILDF	AR1805	45,261	45,261	45,261	-	45,160	45,160	2,487	(101)	R2R Grant	45,261
RESURFACE - BRADSHAW STREET- WEST	AR1806	7,000	7,832	7,832	-	8,971	8,971	-	1,139		
RESURFACE -MARY CRESENT WEST OF LI	AR1807	10,000	10,397	10,397	-	10,397	10,397	-	(0)		
RESURFACE -GREY STREET END OF NORT	AR1808	42,904	42,904	42,904	-	34,216	34,216	-	(8,688)	MRWA Grant	28,603
UPGRADE LIGHTING- PEDESTRIAN ROUT	AR1809	63,000	63,000	63,000	10,840	-	10,840	-	(52,160)		
SUCCESS ROAD RESURFACE AND FOOTP.	AR1810	-	90,254	90,254	-	84,015	84,015	3,101	(6,239)		
BROADWAY STATION ACCESS LANDSCAF	AR1811	-	100,000	100,000	-	-	-	-	(100,000)		
<b>Roads Total</b>		<b>1,878,165</b>	<b>902,934</b>	<b>1,752,934</b>	<b>10,840</b>	<b>380,750</b>	<b>391,590</b>	<b>22,813</b>	<b>(1,361,344)</b>		
<b>Infrastructure - Footpaths</b>											
FOOTPATH- TROY STREET BETWEEN SCA	AT1801	15,000	26,890	26,890	-	27,925	27,925	-	1,035		
FOOTPATH- COLSTOUN/ GUILDFORD RO	AT1802	10,500	15,500	15,500	-	12,844	12,844	-	(2,656)		
<b>Infrastructure - Footpaths Total</b>		<b>25,500</b>	<b>42,390</b>	<b>42,390</b>	<b>-</b>	<b>40,769</b>	<b>40,769</b>	<b>-</b>	<b>(1,621)</b>		

Town of Bassendean  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019

Note 8: Capital Acquisitions

Assets	Account	Budget		YTD Actual				Purchase		Funding Source	Funding Amount
		Annual Budget	Revised Budget	YTD Budget	New/ Upgrade	Renewal	Total YTD	Order Value	YTD Variance		
		\$		\$	\$	\$	\$	\$	\$		
<b>Infrastructure - Drainage</b>											
DRAINAGE WORKS- LORD STREET- RELIN	AD1801	106,000	76,000	76,000		46,503	46,503	-	(29,497)		
DRAINAGE- NORTH ROAD REPLACE MAN	AD1803	51,250	51,250	51,250		42,189	42,189	-	(9,061)		
DRAINAGE- BRIDSON & WITFIELD STREE	AD1805	70,500	12,450	12,450	-	2,950	2,950	-	(9,500)		
DRAINAGE- SURREY STREET RELINE CHRI	AD1806	210,500	160,500	160,500		132,805	132,805	1,498	(27,695)		
DRAINAGE- ANZAC TCE STORMWATER P	AD1807	76,500	56,500	56,500		38,318	38,318	5,799	(18,182)		
DRAINAGE- PALMERSTON RESERVE- NEV	AD1808	33,000	33,000	33,000	-	1,340	1,340	14,540	(31,660)		
<b>Infrastructre - Drainage Total</b>		<b>547,750</b>	<b>389,700</b>	<b>389,700</b>	<b>-</b>	<b>264,105</b>	<b>264,105</b>	<b>21,837</b>	<b>(125,595)</b>	<b>Reserves (Drainage)</b>	<b>400,000</b>
<b>Infrastructure - Park Plant &amp; Equipment</b>											
MARY CRES NATURE BASED PLAYGROUN	AP1801	250,000	301,516	301,516	303,565	-	303,565	28,735	2,049	POS CIL Funds from Trust	250,000
UPGRADE TO SHELTERS & SIGNAGE - SU	AP1802	7,000	7,000	7,000	-	-	-	-	(7,000)		
PLAY EQUIPMENT - PADBURY PARK	AP1803	10,000	10,000	10,000	-	-	-	-	(10,000)		
PLAY EQUIPMENT(NATURE BASED PLAY	AP1805	25,000	26,847	26,847	-	-	-	26,846	(26,847)	Reserves -(WIW)	25,000
PLAY EQUIPMENT - WIND IN THE WILLO	AP1806	10,000	10,000	10,000	-	-	-	10,000	(10,000)	Reserves -(WIW)	10,000
TENNIS COURTS RESURFACE- BIC	AP1807	15,000	13,750	13,750	13,750	-	13,750	-	-		
UPGRADE TO GARDENS- 48 OLD PERTH I	AP1808	15,000	8,562	8,562	8,561	-	8,561	-	(1)		
SPELLWAY CONSTRUCTION- SUCCESS HIL	AP1809	180,000	50,000	50,000	36,689	-	36,689	12,884	(13,311)		
POST & RAIL REPLACEMENT- JUBILEE RE	AP1810	20,000	19,793	19,793	19,793	-	19,793	-	-		
BROADWAY ABORETUM- STAGE 2 IMPLI	AP1811	44,100	44,100	44,100	-	-	-	-	(44,100)	POS CIL Funds from Trust	44,100
PLAN FOR LIVING STREAMS	AP1812	20,000	20,000	20,000	-	-	-	-	(20,000)		
KELLY PARK LIGHTING	AP1814	32,500	50,500	50,500	1,000	-	1,000	29,100	(49,500)		
MARY CRESCENT DOG FOUNTAIN	AP1815	7,000	5,217	5,217	-	7,451	7,451	-	2,234		
UPGRADE POWER BOX AT MARY CRESC	AP1816	-	13,445	-	-	-	-	-	-		
REPAIRS TO BOAT RAMP PICKERING PAR	AP1817	-	41,011	-	-	14,240	14,240	-	14,240		
<b>Infrastructure - Park Plant &amp; Equipment Total</b>		<b>635,600</b>	<b>621,741</b>	<b>567,285</b>	<b>383,359</b>	<b>21,691</b>	<b>405,050</b>	<b>107,565</b>	<b>(162,235)</b>		<b>3,681,964</b>
<b>Capital Expenditure Total</b>		<b>4,991,215</b>	<b>2,382,822</b>	<b>4,464,919</b>	<b>464,390</b>	<b>827,562</b>	<b>1,291,952</b>	<b>172,156</b>	<b>(3,176,555)</b>		

TOWN OF BASSENDEAN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019

**Note 9: Budget Amendments**

GL Account Code	Description	Current Budget	Amended Budget	Budget Movement	Reason
	No Budget Amendments this Reporting Period	\$	\$	\$	

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2019

**Note 10: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Education and welfare</b>	-	-	-	-	20,000	10,000	-	(10,000)
P853	Holden Omega (HACC)	-	-	-	-	20,000	10,000	-	(10,000)
	<b>Community amenities</b>	-	-	-	-	805,000	850,000	70,000	(25,000)
ALO0034	Lot 7557 Lord Street	-	-	-	-	400,000	375,000	-	(25,000)
ALO0035	48 Chapman Street	-	-	-	-	405,000	475,000	70,000	-
	<b>Other property and services</b>	-	-	-	-	61,034	37,300	852	(24,586)
W7070	Polmac Tandem Axle Bobcat Trailer	-	-	-	-	1,300	1,300	-	-
P7196	Papas Mower trailer 2 tonne	-	-	-	-	148	1,000	852	-
PP7117	Isuzu Tip Truck	-	-	-	-	19,501	15,000	-	(4,501)
PW7048	Polmac Sweeper and Plant Trailer	-	-	-	-	40,085	20,000	-	(20,085)
	<b>By Class</b>								
	<b>Property, Plant and Equipment</b>	-	-	-	-	81,034	47,300	852	(34,586)
P853	Holden Omega (HACC)	-	-	-	-	20,000	10,000	-	(10,000)
W7070	Polmac Tandem Axle Bobcat Trailer	-	-	-	-	1,300	1,300	-	-
P7196	Papas Mower trailer 2 tonne	-	-	-	-	148	1,000	852	-
PP7117	Isuzu Tip Truck	-	-	-	-	19,501	15,000	-	(4,501)
PW7048	Polmac Sweeper and Plant Trailer	-	-	-	-	40,085	20,000	-	(20,085)
	<b>Land</b>	-	-	-	-	805,000	850,000	70,000	(25,000)
ALO0034	Lot 7557 Lord Street	-	-	-	-	400,000	375,000	-	(25,000)
ALO0035	48 Chapman Street	-	-	-	-	405,000	475,000	70,000	-
		-	-	-	-	886,034	897,300	70,852	(59,586)

There have been no disposals to date

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 11: Trust Fund**

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

Description	Opening Balance 1/07/2018	Amount Received	Amount Paid	Closing Balance 31/05/2019
	\$	\$	\$	\$
Public Open Space	953,683	16,565	-	970,248
BCITF	-	44,063	(40,855)	3,208
BRB	4,953	50,849	(46,453)	9,349
<b>Total Uncontrolled Trust Funds</b>	<b>958,636</b>	<b>111,477</b>	<b>(87,308)</b>	<b>982,805</b>

Funds held at balance date over which the Town has control are as follows:

Description	Opening Balance 1/07/2018	Amount Received	Amount Paid	Closing Balance 31/05/2019
Hyde Retirement Village Retention Bonds	259,648	118,250	(80,550)	297,348
Securities	802,337	316,180	(188,914)	929,603
Hall Hire Bonds	26,641	53,520	(49,100)	31,061
Crossover Deposits	108,675	-	-	108,675
Landscaping Bonds	659,300	151,508	(124,044)	686,764
Stormwater Deposits	23,356	7,995	(4,895)	26,456
Lyneham Hostel Residents Trust	1,050	-	-	1,050
Iveson Hostel Residents Trust	18	-	-	18
<b>Total Other Bonds and Deposits</b>	<b>1,961,619</b>	<b>616,836</b>	<b>(471,685)</b>	<b>2,106,770</b>
<b>Total Controlled Trust Funds</b>	<b>2,221,267</b>	<b>735,086</b>	<b>(552,235)</b>	<b>2,404,118</b>

**TOWN OF BASSENDEAN**  
**EXTRACT LIST OF PROJECTS & CONSULTANCIES**  
For the Period Ended 31 May 2019

**Note 12: Projects & Consultancies List**

	Amended Annual Budget 2018/2019	2018/19 Actual	Purchase Orders	2018/19 TOTAL Inc Purchase Orders	FUNDING SOURCE
<b>RECREATION &amp; CULTURE</b>					
SPORT & REC - CLUB CONNECT	\$7,500	\$4,489	\$906	\$5,396	COUNCIL
SPORT & REC - KIDS SPORT	\$0	\$6,460	\$0	\$6,460	GRANT
SPORT & REC - EVENT CONSULTANT	\$0	\$0	\$0	\$0	COUNCIL
SPORT & REC - FACILITY NEEDS ASSESSMENT	\$0	\$0	\$0	\$0	COUNCIL
CONSULTANT- OPEN SPACE FRAMEWORK	\$0	\$0	\$0	\$0	COUNCIL
MASTER PLAN - BIC RESERVE	\$0	\$0	\$0	\$0	COUNCIL
GAS HEATER AND PIN BOARD FOR STREET DOCTOR+ AB1814 Shelter	\$1,360	\$604	\$0	\$604	COUNCIL
YOUR MOVE - SIGNAGE	\$6,600	\$0	\$6,000	\$6,000	COUNCIL
YOUR MOVE - FIX-IT STATION	\$5,500	\$0	\$0	\$0	TRUST
YOUR MOVE - 4 X E- BIKES	\$10,000	\$9,136	\$0	\$9,136	COUNCIL
YOUR MOVE - 50 X BIKE D-LOCKS	\$0	\$0	\$0	\$0	COUNCIL
YOUR MOVE - CYCLE WITHOUT AGE PROGRAM	\$0	\$0	\$0	\$0	COUNCIL
MASTER PLAN - JUBILEE RESERVE	\$20,000	\$0	\$0	\$0	COUNCIL
LIGHTING AUDITS - BASSENDEAN, JUBILEE, ASHFIELD	\$0	\$0	\$0	\$0	COUNCIL
CONSULTANT TO DESIGN NEW PLAYGROUND MARY CRESCENT	\$17,200	\$32,885	\$0	\$32,885	COUNCIL
CONSULTANT TO DESIGN NEW PLAYGROUND SANDY BEACH	\$17,800	\$32,885	\$0	\$32,885	COUNCIL
BUSINESS CASE - SDFC FOOTBALL FACILITIES	\$25,000	\$82	\$0	\$82	GRANT
DISABILITY ACCESS AND INCLUSION PLAN	\$20,000	\$20,405	\$0	\$20,405	COUNCIL
PENSIONER GUARD COTTAGE - ARCHITECT, ALSO GL AB1811	\$52,000	\$28,475	\$16,160	\$44,635	COUNCIL
CULTURE - ARTS & CULTURE PLAN	\$50,000	\$12,070	\$395	\$12,465	COUNCIL
PUBLIC EVENTS - FRINGE FESTIVAL	\$32,500	\$33,283	\$0	\$33,283	COUNCIL
PUBLIC EVENTS - WAMMI FESTIVAL	\$32,500	\$25,465	\$2,396	\$27,860	COUNCIL
PUBLIC EVENTS - NAIDOC DAY	\$81,000	\$81,735	\$64,917	\$146,652	\$20,000 GRANT'S
PUBLIC EVENTS - AUSTRALIA DAY	\$159,000	\$141,445	\$621	\$142,066	\$20,000 INCOME
PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP	\$30,000	\$14,070	\$0	\$14,070	COUNCIL
PUBLIC EVENTS - CHILDREN WEEK	\$700	\$494	\$0	\$494	COUNCIL
PUBLIC EVENTS - VISUAL ART AWARD	\$40,000	\$37,342	\$636	\$37,978	\$5,000 FEES
PUBLIC EVENTS - SENIORS WEEK	\$7,000	\$7,486	\$0	\$7,486	COUNCIL
PUBLIC EVENTS - AVON DECENT	\$5,300	\$5,792	\$0	\$5,792	\$4,500 GRANT
PUBLIC EVENTS - ANZAC DAY + OTHER MEMORIAL DAYS	\$17,200	\$19,115	\$1,990	\$21,105	COUNCIL
PUBLIC EVENTS - SUMMER OUTDOOR MOVIES	\$23,000	\$15,517	\$0	\$15,517	COUNCIL
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>\$669,160</b>	<b>\$545,386</b>	<b>\$94,022</b>	<b>\$639,408</b>	
<b>LIBRARY</b>					
TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION	\$26,000	\$4,796	\$174	\$4,969	COUNCIL
<b>TOTAL LIBRARY</b>	<b>\$26,000</b>	<b>\$4,796</b>	<b>\$174</b>	<b>\$4,969</b>	
<b>ASSET SERVICES</b>					
ASSET MANAGEMENT	\$82,000	\$49,176	\$5,130	\$54,306	COUNCIL
GRAFFITI REMOVAL PROGRAM	\$20,000	\$15,910	\$7,632	\$23,542	COUNCIL
BIKE BOULEVARD DESIGN	\$120,000	\$53,180	\$1,500	\$54,680	DOT GRANT
URBAN FOREST MANAGEMENT PLAN & REVISED STREET TREE MASTER PLAN	\$0	\$1,306	\$0	\$1,306	COUNCIL
STREET/ROAD LIGHT REVIEW/ NEW LED LIGHTS	\$30,000	\$0	\$0	\$0	COUNCIL
ENGINEER - PROJECTS DESIGN AND TECHNICAL SPECIFICATIONS	\$60,000	\$11,701	\$13,835	\$25,536	COUNCIL
WEED MANAGEMENT - STEAM WEEDING OF ROADS AND MP0051 BUSHLAND	\$109,000	\$74,348	\$21,985	\$96,333	COUNCIL
<b>TOTAL TRANSPORT</b>	<b>\$421,000</b>	<b>\$205,621</b>	<b>\$50,082</b>	<b>\$255,703</b>	
<b>DEVELOPMENT SERVICES</b>					
SWAN RIVER TRUST PRECINCT PLAN REVIEW	\$5,000	\$7,075	\$0	\$7,075	COUNCIL
STREETSCAPE PROTECTION AREA(EILEEN TO WILSON)	\$0	\$0	\$0	\$0	COUNCIL
MUNICIPAL HERITAGE INVENTORY	\$0	\$0	\$0	\$0	COUNCIL
TREE ASSESSMENT	\$5,000	\$0	\$0	\$0	COUNCIL
LOCAL PLANNING STRATEGY	\$210,000	\$131,465	\$86,034	\$217,499	COUNCIL
BASSENDEAN ACTIVITY CENTRE ACTIVITY PLAN	\$40,000	\$0	\$0	\$0	COUNCIL
DEVELOPMENT CONTRIBUTION PLAN	\$5,000	\$0	\$0	\$0	COUNCIL
LOCAL PLANNING POLICY - BUILT FORMS GUIDELINES 19/20	\$0	\$0	\$0	\$0	COUNCIL
LOCAL PLANNING POLICY - TREE PRESERVATION ON DEV. SITES	\$7,500	\$0	\$0	\$0	COUNCIL
CONTRACT RELIEF - BUILDING SURVEYOR	\$7,000	\$1,590	\$1,818	\$3,408	COUNCIL
<b>TOTAL DEVELOPMENT SERVICES</b>	<b>\$279,500</b>	<b>\$271,595</b>	<b>\$173,886</b>	<b>\$445,481</b>	
<b>ECONOMIC DEVELOPMENT</b>					
ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN	\$32,500	\$10,774	\$9,612	\$20,386	COUNCIL
OLD PERTH RD INITIATIVES	\$64,745	\$48,461	\$9,864	\$58,325	COUNCIL
OLD PERTH VIBRANCY PROJECT	\$34,700	\$4,599	\$15,742	\$20,341	COUNCIL
BUSINESS PLAN - PUBLICITY & PROMOTION	\$30,000	\$29,803	\$7,455	\$37,258	COUNCIL
EMRC PROJECTS - ECONOMIC DEVELOPMENT	\$6,295	\$131	\$0	\$131	COUNCIL
EMRC PROJECTS - REGIONAL EVENTS	\$6,294	\$14,239	\$0	\$14,239	COUNCIL
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$174,534</b>	<b>\$108,006</b>	<b>\$42,673</b>	<b>\$150,679</b>	

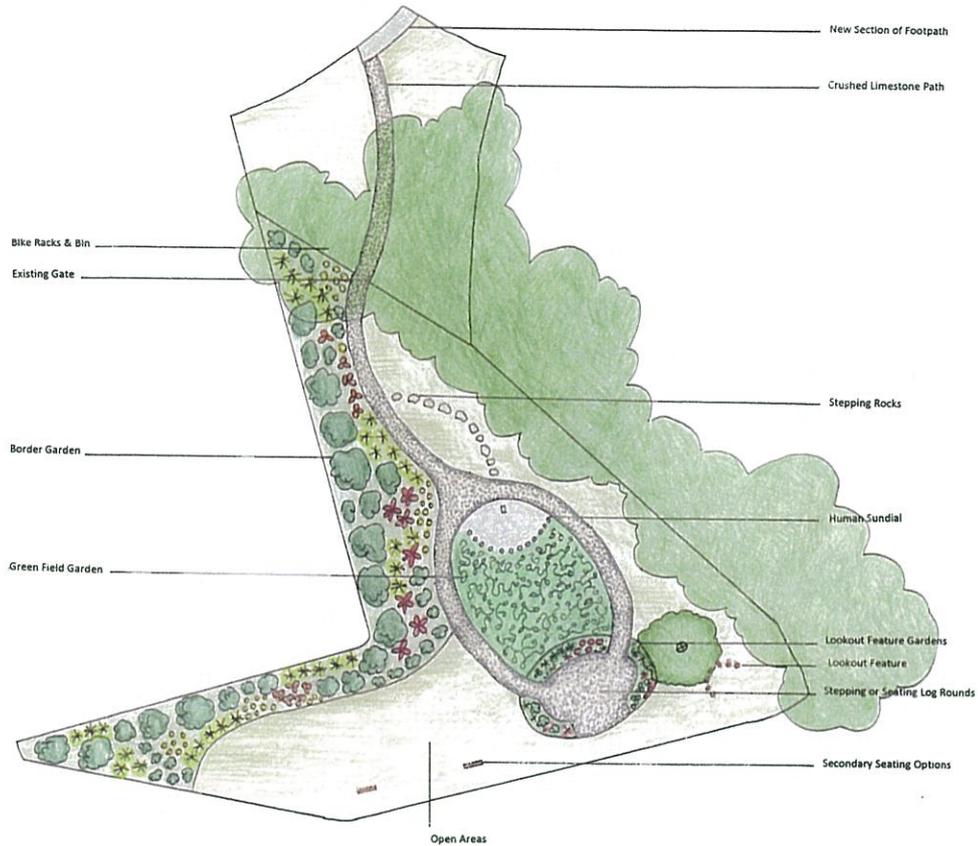
**TOWN OF BASSENDEAN**  
**EXTRACT LIST OF PROJECTS & CONSULTANCIES**  
For the Period Ended 31 May 2019

**Note 12: Projects & Consultancies List**

	Proposed Amended Annual Budget 2018/2019	2018/19 Actual	Purchase Orders	2018/19 TOTAL	FUNDING SOURCE
<b>GOVERNANCE</b>					
EMPLOYEE ASSISTANCE PROGRAM	\$30,000	\$20,376	\$4,848	\$25,225	COUNCIL
ORGANISATION FUNCTION REVIEW	\$15,000	\$0	\$0	\$0	COUNCIL
INFORMATION SYSTEMS REVIEW	\$15,000	\$0	\$0	\$0	COUNCIL
RECONCILIATION ACTION PLAN CONSULTATION	\$50,000	\$34,036	\$9,882	\$43,918	COUNCIL
GOVERNANCE - CORPORATE PLANNING	\$41,000	\$42,951	\$0	\$42,951	COUNCIL
OCCUPATIONAL HEALTH & SAFETY PROGRAMS	\$9,000	\$4,379	\$1,493	\$5,873	COUNCIL
SERVICE REVIEW - SENIORS & DISABILITY SERV + HRV	\$25,000	\$25,000	\$16,500	\$41,500	COUNCIL
<b>TOTAL GOVERNANCE</b>	<b>\$185,000</b>	<b>\$126,893</b>	<b>\$32,723</b>	<b>\$159,617</b>	
<b>HEALTH</b>					
SUICIDE PREVENTION - RUN IN CONJUNCTION WITH COMMUNITY SAFETY	\$5,000	\$0	\$0	\$0	COUNCIL
COMMUNITY SAFETY & CRIME PREVENTION	\$5,000	\$0	\$0	\$0	COUNCIL
MOSQUITO CONTROL PROGRAM	\$36,000	\$16,630	\$0	\$16,630	COUNCIL
PEST - RAT ERADICATION PROGRAM	\$2,400	\$2,058	\$235	\$2,292	COUNCIL
<b>TOTAL HEALTH</b>	<b>\$48,400</b>	<b>\$18,688</b>	<b>\$235</b>	<b>\$18,922</b>	
<b>RANGERS</b>					
CONSTABLE CARE PROGRAM	\$5,500	\$5,500	\$0	\$5,500	COUNCIL
EMRC - FLOOD MARKINGS	\$15,000	\$16,627	\$0	\$16,627	COUNCIL
EMERGENCY SERVICES CONTRACTS	\$28,000	\$4,950	\$0	\$4,950	COUNCIL
<b>TOTAL RANGERS</b>	<b>\$48,500</b>	<b>\$27,077</b>	<b>\$0</b>	<b>\$27,077</b>	
<b>ENVIRONMENT</b>					
PURCHASE OF NEW TREES	\$ 178,000	\$0	\$17,831	\$17,831	COUNCIL
LOT 271 HAMILTON STREET - PREPARE SITE TO ACCOMMODATE DEVELOPMENT	\$50,800	\$44,200	\$0	\$44,200	COUNCIL
BINDARING HYDROLOGY STUDY	\$10,000	\$0	\$0	\$0	COUNCIL
SUSTAINABILITY - COMMUNITY EDUCATION PROGRAMME	\$10,000	\$3,233	\$0	\$3,233	COUNCIL
EMRC - REGIONAL INTEGRATED TRANSPORT PROJECTS	\$6,000	\$6,077	\$0	\$6,077	COUNCIL
EMISSIONS REDUCTION (EMRC - ENVIRONMENTAL & SUSTAINABILITY PROGRAM - ENERGY, WATER & CLIMATE CHANGE )	\$41,000	\$41,005	\$0	\$41,005	COUNCIL
SUSTAINABILITY - COMMUNITY GRANTS & PROJECTS	\$5,000	\$2,679	\$0	\$2,679	COUNCIL
SUSTAINABILITY - CLEVER CLIMATE PROGRAM	\$5,000	\$0	\$0	\$0	COUNCIL
WASTE STRATEGY Inc Behaviour Program	\$60,000	\$0	\$0	\$0	COUNCIL
WASTE EDUCATIONAL PROG (Schools, Better Bin Etc)	\$0	\$0	\$0	\$0	COUNCIL
STREET TREE COMMUNICATION AND BEHAVIOUR PROGRAM AND ARBORIST FOR TREE SELECTION AND TREE RESEARCH PROGRAM	\$40,000	\$0	\$0	\$0	COUNCIL
WASTE MANAGEMENT STICKERS	\$38,800	\$181	\$0	\$181	COUNCIL
<b>TOTAL ENVIRONMENT</b>	<b>\$444,600</b>	<b>\$97,375</b>	<b>\$17,831</b>	<b>\$115,206</b>	
<b>TOTAL PROJECTS INCLUDED IN OPERATING EXPENDITURE</b>	<b>\$2,296,694</b>	<b>\$1,405,437</b>	<b>\$411,625</b>	<b>\$1,817,062</b>	

# **ATTACHMENT NO. 18**

# The Lookout: A Reflective Community Space overlooking Ashfield Flats



Original Plan size A2 Scale 1:400

**Crushed Limestone Path**  
Crushed Limestone Path that provides pram and wheelchair accessibility.

**Limestone Stepping Rocks**  
A playful element and alternative pathway – low key nature play element and interest for all ages.

**Human Sundial**  
Playful and usual element, a point of difference for the space. This could be constructed in many different ways – poured concrete for the whole space then markers painted/embossed or individual stone/mosaic markers set into mulch.

**Green Field Garden**  
This garden creates a calm and spacious feel in the centre of the site. One species of super low native groundcover only is utilised to create this feel. It should be densely planted from the beginning so that people do not create alternative pathways through this area.

**Seating or Stepping Log Rounds.**  
These provide a seating option in the shade, taking advantage of the existing trees on site and in the gully to the east. As a seating area they again focus on the view and also provide another playful element as stepping logs.

**Lookout Feature Gardens**  
Decorative gardens of low, native plants that surround the lookout feature.

**Lookout Feature**  
Low, multi-level seating element constructed of stone, wood or 'lamiere' concrete it contains options for groups or individuals to sit comfortably. Signage and artwork can be included in this feature. For more information see detailed lookout feature drawings.

**Border Garden**  
These gardens effectively divide the community space from the private space of the adjoining houses. A diverse selection of low native shrubs, ground covers and grasses will be used. The garden will add seasonal interest and beauty to the space while also increasing the habitat value for local fauna. Spaces will be left through the gardens for resident access to their gates.

**Open Areas**  
These spaces could be treated in a number of ways depending on final decisions made about the maintenance regime and site-preparation. Options include: leaving it as it is continuing to mow these areas which are a combination of couch and weeds. More regular mowing will encourage the couch to become more lawn like (in summer this area would brown off). Chunky free draining mulch as is or sparsely planted with low growing native ground covers. The final option would be to install a new lawn complete with reticulation in these areas.

**Secondary Seating**  
Bench Seats for reflection, remembrance and quiet contemplation looking out over the beautiful Ashfield Flats.

**Service Area: Bike Rack and Bin**  
No parking is provided on-site so bike parking helps to that the site is pedestrian and bike friendly. This is also an ideal location for a bin with dog waste disposal bags.

**Plant Palette Suggestions**  
A range of water-wise, low growing native shrubs, ground covers and grasses will be used. There are three distinct garden spaces. The Border Garden, the Lookout Feature Gardens and the Green Field Garden.

**The Border Garden**  
Grevillea thelemanniana  
Pimelea ferruginea  
Thryptomene baecaeacea prostrata  
Grevillea obtusifolia "Gin Gin Gem"  
Ficinia nodosa  
Dianella revoluta  
Conostylis canalicans  
Kennedia prostrata

**Green Field Garden**  
Acacia saligna prostrata  
OR  
Hardenbergia "Sea of Purple"  
OR  
Carpobrotus virescens

**Lookout Feature Gardens**  
Thryptomene baecaeacea prostrata  
Conostylis canalicans  
Pterostemium occidentale  
Dampiera linearis  
Dianella revoluta  
Kennedia prostrata

**Other Possible Species**  
Hibbertia grossularifolia  
Grevillea crithmifolia "Green Carpet"  
Leschenaultia floribunda  
Hardenbergia comptoniana  
Low growing Scaevola cultivars

**The View**  
All of the new elements included in this plan including all planting is deliberately low so as to not impact on the sense of scale and sense of space and sky that the Lookout provides.

The view out over the Ashfield Flats is the key view but the "long view" to the horizon and the hills is equally important and a rare commodity in the city.

**Playfulness**  
Although there is no playground on site play is welcome. All features are low key and are suitable for all ages including adults. Encouraging playfulness and physical activity for everyone is an important function of local public space. All the features that could be considered play elements are on the east side to reduce any noise issues for residents to the west.

**URBAN**  
*gardenslandscapesplaces*  
**BOTANIC**

emmaslavin@bigpond.com  
0438 561 483

Client: AshfieldCAN  
Address: Hardy Rd, Bassendean  
Scale: 1:400  
Date: October 2018  
Garden Concept Design: Original size: A2

This is a concept plan only. All dimensions must be checked on site by construction contractors



Government of Western Australia  
Department of Water and Environmental Regulation

Your ref  
Our ref DMO274  
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Mr Ross Parker  
Senior Projects and Policy Officer  
Western Australian Planning Commission  
140 William Street  
PERTH WA 6000

Dear Mr Parker

**RE PART FORMER LOT 663 HARDY ROAD ASHFIELD, NOW KNOWN AS LOT 821 ON PLAN 40943, 52 VILLIERS STREET BASSENDEAN**

I refer to your letter to the Department of Water Environmental Regulation (DWER) dated 9 February 2018 regarding the proposed management of the abovementioned site.

Following inspection of the site by DWER on 12 February 2018, review of historical information on file and consultation with the Department of Health, DWER has concluded that the site is suitable for its current use as regional open space (from a contamination perspective) provided a site management plan (SMP) is prepared for its ongoing management.

The SMP should detail how the site is to be regularly inspected and maintained to ensure the grass cover remains intact and no visible asbestos-containing material (ACM) is present on the surface of the site, collection and disposal of any visible ACM and maintenance of the stability of the embankment to ensure the fill and any ACM remains contained. The SMP should also set out how inspections and maintenance actions are to be documented.

As the site is deemed suitable for its current use, DWER has classified the site as *remediated for restricted use* under section 13 of the *Contaminated Sites Act 2003* (the Act). Formal notice of the classification will be provided to the Western Australian Planning Commission (WAPC) in due course.

The site classification sets out restrictions on use of the site, which include no change to a more sensitive land use and no disturbance of the fill. Should any disturbance of the fill be proposed in the future, a site-specific health and safety management plan would need to be developed to manage handling of any excavated material, air monitoring and post-disturbance validation.

Regarding the proposed construction of public seating at the site, the WAPC propose to install a concrete slab on which the structure can be fixed to avoid soil disturbance for footings. DWER agrees this approach is suitable and has no objection to the WAPC approving the development on this basis.

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