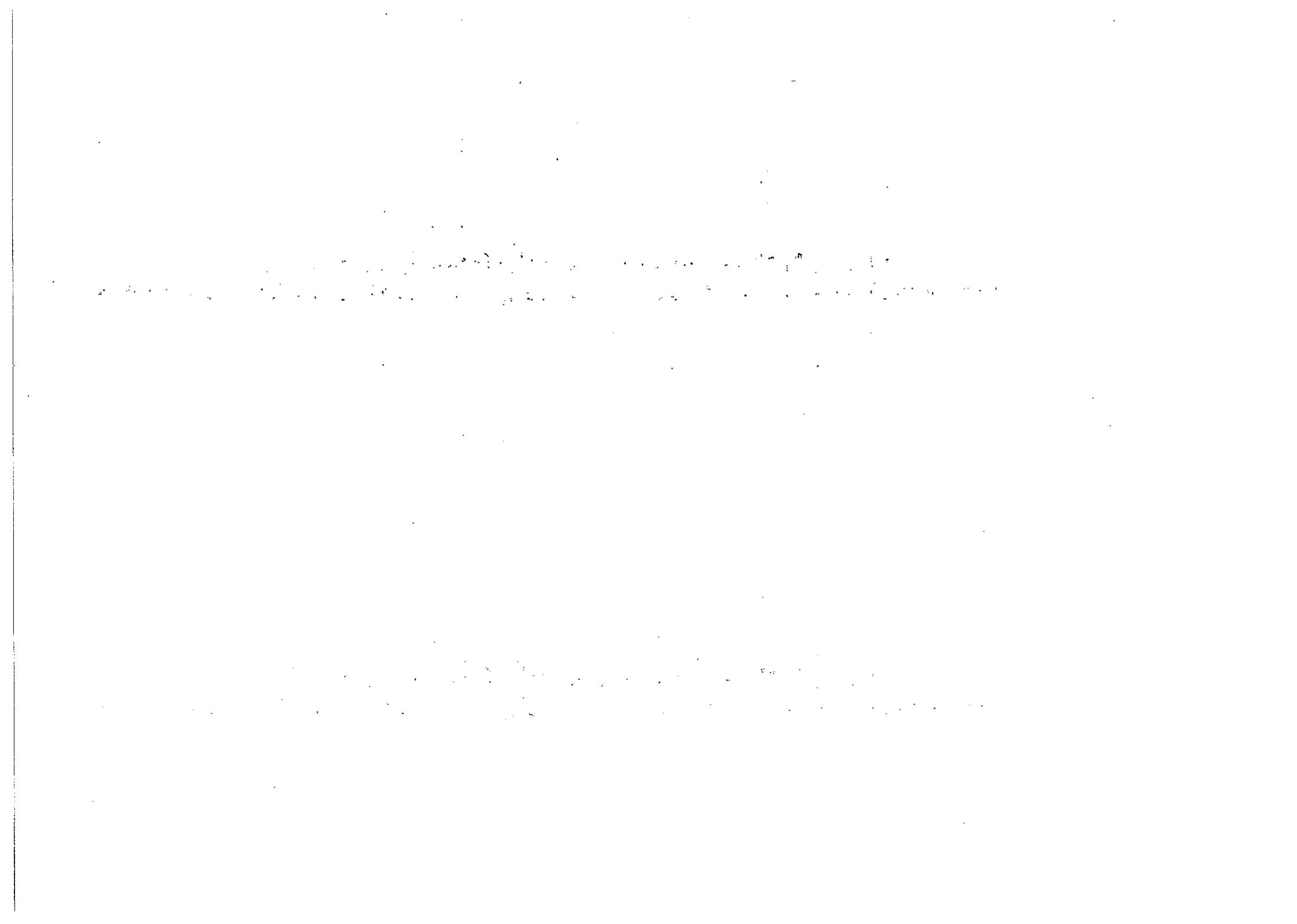


ATTACHMENT NO. 11





mainroads
WESTERN AUSTRALIA

Enquiries: Vinder Singh
Our Ref: 04/7605
Your Ref: OLET6807617

26 July 2017

Chief Executive Officer
Town of Bassendean
PO Box 87
Bassendean 6934



ATTENTION: Bob Jarvis

Document #: ILET-12429117
Date: 26.07.2017
Officer: SIMON STEWERT-DAWKINS
File: GOVRSTLIAS/2

Dear Bob

ISSUES ON GUILDFORD ROAD

I refer to your letter of 7 July 2017 raising three issues from Council's Meeting of 27 June.

In regards to pedestrian safety opposite Thompson Road, Main Roads has considered but will not install a pedestrian facility in the median. The traffic signals at West Road, 150m West of the requested location has a fully protected pedestrian facility and is more suited for pedestrian activity.

In regards to cyclist access at Guildford Bridge, there is currently a facility at this location for on road cyclists to access the path. As the verge of Guildford Road was delegated to the Town of Bassendean in 1973, Main Roads has no objection to the town modifying this facility as required. Advice in this area can be sought from Mr Ed Rose on 9323 4816.

In regards to a proposed left-turn lane from Colstoun Road, if Council wishes to modify the road to better serve its residents then Main Roads has no objections. Please forward any proposal (drawings etc) to Main Roads for assessment and regulatory approval.

If you require any further information please contact Mr Vinder Singh on 9323 4405.

Yours sincerely

Darren Horsfield
A/TRAFFIC SERVICES COORDINATOR NORTH EAST



Quote

Telstra Network & Services

Network Integrity Services

Level 2/317 Hunter St
Newcastle, NSW 2300

Locked Mail Bag 6017
Hunter Region Mail Centre, NSW 2310

Telephone: 1800 810 443

Facsimile: 02 9289 8623

Email:

Quotation No: **PR205288-1**
Date: **03-OCT-2017**

NI.Non.Standard.Works.Western.Quote>Returns@team.telstra.com

Requesting Party Details

Nicole Baxter
Town Of Bassendean
Po Box 87
Bassendean Western Australia 6054

Project Site Details

Cnr Coulston & Guildford Rds
Ashfield Western Australia 6054

Dear Nicole,

Thank you for offering Telstra Corporation the opportunity to provide you with our quotation to carry out your work. Our details are as follows: -

Relocation Services

Relocation of Telstra Assets at Cnr Coulston & Guildford Rds, Ashfield.

This work will involve

- Locate, pothole and expose the existing P50 conduit on S/E truncation of Guildford Road west of Colstoun Road, install a P6 pit at this location.
- Locate, pothole and expose the existing P50 conduit on S/E truncation of Colstoun Road south of Guildford Road, install a P6 pit at this location.
- Install a P100 conduit to link the new pits.
- Extend the P80 road crossing on the southern side of Colstoun Road to the P6 pit installed on Guildford Road west of Colstoun Road.
- Locate and divert the lead-in conduit to 37 Guildford Road into the P6pit installed on Guildford Road west of Colstoun Road.

Copper Cables:

- From the manhole at P6 located east of Coulston Road haul 3 x 100/0.40 CPFUT cables ranges O1-100, O101-200 and O201-230 + 20 dead + O251-300 through the extend P80 road crossing to the P6 pit installed on Guildford Road west of Coulston Road.
- From this pit continue the 2 x 100pr cables ranges O1-100 and O201-230 + 20 dead + O251-300 and the third 100pr cable range now 30 dead + O131-200 with 2 x 2/0.40 cables though the new P100 conduit to the P6 pit installed in Coulston Road.
- Obtain Nod' s outage sequence number.
- Joint the new sections of cable into the network.
- On completion of jointing tag the redundant cables for recovery.

Recoveries:

- On completion of jointing recover the redundant cables.
- Recover the redundant 6 pit on the S/E corner of Guildford and Coulston Roads.
- Provide temporary reinstatement of the concrete footpath.

Assumptions:

- Open & unobstructed access to all work locations when required.
- Existing subterranean utility networks do not inhibit or prevent network installation.



Inclusions:

- Quote includes supply of all materials, labour and incidentals to construct required services.
- Obtain & manage standard council access & applicable permits.
- Provide DBoR update sheets as required.
- Provide 'As constructed' drawings.
- Conduct JSEA & other relevant HS&E review.
- Liaise with client, stakeholders & relevant authorities.
- Identify & pothole existing utilities services verge location as necessary.

Exclusions:

- Any work required to complete this project that may differ from the SOW may attract variation.
- No allowance has been made for the removal of other services.
- No allowance has been made for encountering shale or rock.
- No out-of-hours - work has been included in this quote unless specified
- Rectification of conduit blockages or obstructions, if this is required a Variation may apply

Timing:

- Expect works to commence within 10-15 working days of acceptance depending on materials availability and accommodation where applicable
- Expect works to take between 5-7 working days to complete.

Relocation Fee

The Relocation Fee for above project is: \$ 42,651.16 inclusive of GST.

This charge will be issued on a separate tax invoice; it will *not* be included on your normal telephone bill.

At the end of each calendar month after the commencement of the Relocation Services, Telstra may give the Requesting Party an invoice setting out the proportion (as a percentage) of the Relocation Services which have been performed up to the end of that month and the corresponding proportion of the Relocation Fee that is payable by the Requesting Party, together with any amounts associated with any Variations and any additional amounts due to Telstra relating to the Terms and Conditions or the Relocation Services.

The Requesting Party must pay Telstra within 30 days of receiving an invoice.

Date for Completion

Within **5** weeks of commencement.

Specific Conditions Of Quotation

Where applicable the Quote is subject to the following conditions:

1. All work will be carried out in accordance with Australian Communications Authority standards, Telstra Appendix "A" and current Network Integrity Services Specifications.
2. Telstra Corporation Limited Proposal and Scope of Works are based on documents, plans and information supplied by the client as well as information gathered from a site visit by Telstra's Industry Specialists whenever possible.
3. The quoted price is for the work detailed in the Scope of Work and does not include new network connection charges.
4. Telstra's Industry Specialists contractors will provide all materials necessary to complete the job.
5. All general relocation works will be performed during normal working hours i.e. 7am to 5pm, Monday to Friday. Work outside of these hours will incur an additional loading.
6. All works related to Fibre Optic and Special Services cutovers will be performed outside of normal working hours to Telstra's standard specifications.
7. All Traffic Control, Permits and Traffic Control Plans to be organised by the client unless specified otherwise.



8. Existing Telstra conduits, even those outside of the works site but whose access is necessary to complete the Relocation works, are assumed to be clear and free of blockages. If this is not the case, Telstra after consultation with the client, reserves the right to charge a variation for clearing any obstacles.
9. Existing Telstra cables and conduits are assumed to be at standard Telstra depth, normally 450-600mm cover in footpaths, and 1.2m cover under major roadways. Cost arising from excavation at depths requiring shoring that are not identified in the Scope of Works will be charged to the client as a variation.
10. Client to provide alignments, finish levels and all information regarding extra depth or special protection of the network prior to commencement of job. If precise alignments, levels and depths are not provided, Telstra takes no responsibility for the levels or alignments of the Telstra installed plant. Telstra has made no allowance in the quote (unless noted on the scope) for Telstra plant to be located at depths greater than the depth necessary to obtain standard Telstra cover (as shown in item 9).
11. Should the network be altered or Telstra's policy or work methods change after design approval, Telstra will seek a variation from the client if the changes result in additional costs.
12. This quote is based on Telstra and its contractor having right to a clear and unobstructed access to all of the Site at the times and to the extent reasonably required by Telstra in order to perform the Relocation Services. If, at any time after commencement of the Relocation Services, Telstra or its contractors are required to leave the Site and return at a later date then a mobilisation fee will apply.
13. Unless a specialised asbestos removalist is specified in the quote, no allowance has been made for existing Telstra Asbestos Assets.
14. Price includes the removal of all redundant Telstra surface plant including asbestos pits.
15. Price excludes removal of buried asbestos conduits unless otherwise negotiated.
16. Telstra's quote does not include disposal of any material from site with the exception of excess spoil from trenching and it is further assumed that the site is free of contaminated soils.
17. Telstra's quote does not include removal of waste water from Telstra's manholes and pits.
18. Should rock be encountered and normal digging is not possible with telecommunications industry standard 4-8 ton excavators then an extra/over rate per cubic metre shall apply. Telstra will contact the client and inform them of the presence and expected volume of rock before proceeding.
19. Directional drilling activities – an extra over rate will apply if soil conditions are such that a bore is not able to be completed using standard drill rigs (e.g. Vermeer 17/20 or equivalent), or the driller encounters rock.
20. An extra over will be charged if works in fire ant designated areas incur additional costs due to Legislative Requirements such as spoil removal and machinery wash downs.
21. Unless otherwise stated in this Quote, the Requesting Party will be totally responsible for obtaining, at its cost and in a form acceptable to Telstra, the following clearances where applicable for network relocations:
 - 21.1. Notification Waivers from both the Disturber and all affected landowners, occupiers, public utilities and authorities for the Relocation Services;
 - 21.2. Authority development approvals, permits, etc;
 - 21.3. Environmental and Heritage Assessments;
 - 21.4. Leases, licences, easements, etc, in favour of Telstra; and
 - 21.5. Other matters, as Telstra considers appropriate.
22. Telstra's quote does not provide for permanent re-instatement of footpaths and roadways unless specified otherwise in the scope of works.
23. The quote is based on free access to site with any necessary vegetation removed by the Requesting Party prior to Telstra or its contractor's mobilization or site occupancy.
24. The quotation is based on the assumption of no inclement weather delays and no site access limitations.



25. Any Force Majeure situation, as a result of which we cannot reasonably be required to execute our obligations, shall be grounds for an extension of time.

26. The Terms and Conditions attached to this Quote as Appendix A.

Telstra's final price may be varied if:

- your specifications change;
- undue delays arise through the actions of the Customer or the Customers Representative;
- the timetable in which you require *Telstra* to deliver the work changes; and
- unforeseen circumstances occur on site (including Telstra or its contractors encountering latent conditions or rock in excess of what was anticipated by this Quote).

The quote as detailed above will remain valid for a period 30 days from the proposal date. After this period, Telstra reserves the right to confirm prices, terms and conditions accordingly.

Please note that this quotation has GST included in the total cost.

A commencement date can be negotiated on receipt of your written acceptance; Telstra will not commence work or order any materials prior to a written acceptance.

Contract

By signing and returning the attached Customer Acceptance, the Requesting Party enters into a Contract with Telstra, the terms of which comprise:

- (a) this Quote; and
- (b) the Terms and Conditions attached as Appendix A to this Quote (referred to in this Quote as the **Terms and Conditions**),

(together, the **Contract**) and agrees to comply with the terms and conditions of the Contract.

Jurisdiction
Western Australia



Acceptance

If you accept these terms and conditions of the Quote please complete the Customer Acceptance Form on the following page. If you do not agree to these terms or with Telstra's proposal for the Works please contact us to discuss your concerns.

Please be aware that Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets.

There is a requirement that all access to Telstra's network is facilitated by Telstra. Tampering with, or interfering with telecommunications infrastructure or a facility owned or operated by a carrier (being Telstra) is an offence under the Criminal Code Act 1995 (Cth). Heavy penalties may be applied for breach of this prohibition, and any damages suffered, or costs incurred, by Telstra as a result of any such interference may be claimed against you.

We put you on notice that you may be liable for all costs associated with damaging, tampering with or relocating the Telstra cable without Telstra's agreement. Telstra may seek to recover any and all associated costs from you, and if required, will take appropriate legal action against you and reserve our rights in that respect.

Please take care when working in the vicinity of Telstra's assets. It is the individual's responsibility to anticipate and request the nominal location of Telstra communication plant or assets via **Dial Before You Dig "1100" number** in advance of any construction activities in the vicinity of Telstra's communication plant or assets.

Before proceeding with construction works we suggest that you contact Dial Before You Dig for a detailed site plan and engage a Telstra Accredited Plant Locator (APL) to determine the exact location of the asset. To obtain a list of Telstra Accredited Plant Locators (APL), please phone 1100 or visit www.1100.com.au.

If you have any queries regarding the information contained in this letter or would like to proceed with the quote please contact me on 1800 810 443.

Yours faithfully,

Frank Vesco

GM Telstra Industry Solutions
Enterprise Commercial Works Payments

For any Commercial or Contract enquiries please contact one of the State representatives below.

State	Representative	Phone Number	Email Address
QLD	Vicky Seeto	0408 068 083	Vicky.Seeto@team.telstra.com
NSW	Tim Thicknesse	0400 756 770	Tim.Thicknesse@team.telstra.com
VIC	Penny Coppens	0400 128 937	Penny.Coppens@team.telstra.com
SA/NT	Dragan Tomas	0418 833 635	Dragan.Tomas@team.telstra.com
WA	Phil Harman	0418 936 815	Phillip.L.Harman@team.telstra.com



Customer Acceptance

Telstra Network & Services
Network Integrity Services
Level 2/317 Hunter St
Newcastle, NSW 2300
Locked Mail Bag 6017
Hunter Region Mail Centre, NSW 2310

Quotation No: **PR205288-1**
Date: **03-OCT-2017**

Telephone: 1800 810 443
Facsimile: 02 9289 8623

Email:

NI.Non.Standard.Works.Western.Quote>Returns@team.telstra.com

Requesting Party Details
Nicole Baxter
Town Of Bassendean
Po Box 87
Bassendean Western Australia 6054

Project Site Details
Cnr Coulston & Guildford Rds
Ashfield Western Australia 6054

I / We accept the cost, terms and conditions for the work detailed in "Quotation". Please proceed with the work as soon as possible or on the agreed date.

Accepted quote price	\$ 38,773.78	Ex GST
	\$ 3,877.38	GST Amount
Total	\$ 42,651.16	

Payment Methods (Please indicate the preferred payment option)

On completion of the specified works, an invoice will be provided. The two payment options are

Cheque Electronic Funds Transfer (EFT)

Billing Details

Your Name: _____ Phone: _____

Company Name: _____

Trading Name: _____

Registered Address: _____

ABN and/or ACN: _____ Purchase Order: _____

Please sign this quotation and email to Telstra on NI.Non.Standard.Works.Western.Quote>Returns@team.telstra.com as confirmation and acceptance of the above costs. By executing this agreement the signatory warrants that the signatory is duly authorised to execute this agreement on behalf of the Requesting Party.

(The below individual/entity accepts responsibility for payment of Telstra's invoice/s)

SIGNATURE _____ NAME (PRINT) _____

DATE _____ EMAIL _____

Appendix A- Terms and conditions

1. DEFINITIONS AND INTERPRETATION

1.1 The meanings of the terms used in this document are set out below.

Claim means any claim or demand in connection with the Contract or the Relocation Services.

Completion means the stage of the Relocation Services when, in Telstra's opinion, the Relocation Services have been completed except for minor defects and omissions.

Condition Precedent means Telstra obtaining all documentation it determines it needs to own, control and access the Relocated Assets.

Contract means the asset relocation contract between Telstra and the Requesting Party comprising:

- (a) these terms and conditions (which form Appendix A to the Quote); and
- (b) the Quote.

Contract Materials has the meaning given to it in clause 8.

Date for Completion means the date for completion of the Relocation Services set out in the Quote, as extended in accordance with the Contract.

Dispute means any disagreement in connection with the Contract.

Intellectual Property Rights means confidential information and patents, copyrights, designs and other similar rights whether registered, registrable or otherwise.

Jurisdiction means the State or Territory set out in the Quote.

Legislative Requirements means laws, by-laws, regulations, certificates, licences, consents, permits, approvals and requirements applicable where the Relocation Services are performed, and fees and charges payable in connection with the above.

Liquidated Damages means liquidated damages in the amount of 0.25% of the Relocation Fee per day.

Loss means any loss, cost, damage or liability.

Network Assets means Telstra's network assets at the Network Asset Site which are to be relocated to the Relocated Site.

Network Asset Site means the network site described in the Quote.

Project means the Requesting Party's project works to be constructed on the Project Site and all associated works except the Relocation Services.

Project Site means the place where the Project is being constructed, and all surrounding land and means of access.

Quote means the quotation to which these Standard Terms are attached as Appendix A.

Relocated Assets means Telstra's assets to be constructed at the Relocated Site under the Contract.

Relocation Fee means the sum set out in the Quote for which the Relocation Services will be performed, as adjusted under the Contract, and payable in accordance with the Quote.

Relocation Services means the services specified in the Quote, as varied in accordance with the Contract.

Relocated Site means the site at which the Relocated Assets are to be installed, as more particularly described in the Quote.

Requesting Party means a party to the Contract other than Telstra.

Telstra means Telstra Corporation Limited (ABN 33 051 775 556).

Utility means gas, electricity, water, sewerage or telecommunications infrastructure (except the Network Assets).

Variation means a change in the quality, quantity or specifications of the Relocation Services which is nevertheless of a character and extent contemplated by, and capable of being carried out under, the Contract.

Variation Proposal means a notice under clause 6.2(a).

1.2 In the Contract,

- (a) headings and bold font do not affect interpretation;
- (b) words importing the singular include the plural and vice versa;
- (c) a reference to a Legislative Requirement includes all Legislative Requirements made under it;
- (d) a reference to a document includes all amendments or supplements to that document;
- (e) a reference to a clause or a Schedule is a reference to a clause or a Schedule of the Contract;



- (f) a reference to a party to a document includes that party's successors and permitted assigns;
- (g) terms used that are defined in the A New Tax System (Goods and Services Tax) Act 1999 (Cth) have the meaning given in that Act, unless the context makes it clear that a different meaning is intended.
- (h) no provision will be construed adversely to a party solely because the party prepared that provision; and
- (i) a reference to Telstra or the Requesting Party will include their contractors, employees and agents.

1.3 This Contract will not come into force until the Condition Precedent has been fulfilled or waived.

2. REQUESTING PARTY'S OBLIGATIONS

- (a) The Requesting Party must:
 - (i) pay Telstra the Relocation Fee;
 - (ii) not perform work on the Telstra network unless Telstra has authorised that work;
 - (iii) without prejudice to any access rights Telstra may have under any Legislative Requirement, ensure Telstra has immediate access to Telstra assets (including the Network Assets) where the Requesting Party can control such access;
 - (iv) notify Telstra of any changes to the Project which could impact Telstra's network; and
 - (v) coordinate (at its cost) the relocation of all Utilities for the Relocation Services.
- (b) If in performing the Relocation Services, Telstra relies on documentation supplied by the Requesting Party, the Requesting Party warrants such information is correct.

3. ACCESS AND CARE OF SITE

The Requesting Party must provide sufficient access to the Network Asset Site and the Relocated Site for Telstra to carry out the Relocation Services.

4. THE RELOCATION SERVICES AND COMPLETION

- (a) Telstra must perform the Relocation Services and complete them by the Date for Completion.
- (b) Telstra must notify the Requesting Party when the Relocation Services have reached Completion.
- (c) At an agreed time within 7 days of notification under clause 4(b), the parties' representatives must jointly inspect the Relocation Services.
- (d) Within 7 days after the inspection under clause 4(c), the Requesting Party must specify work needed to achieve Completion or acknowledge that the Relocation Services have been completed.
- (e) If the Requesting Party specifies work under clause 4(d), Telstra must satisfy itself that the Relocation Services have achieved Completion (including by performing the work specified in the notice) and then give another notice under clause 4(b).
- (f) If the Requesting Party acknowledges Completion or fails to respond within the timeframe set out in clause 4(d) or does not jointly inspect under clause 4(c), the Relocation Services are deemed to have reached Completion on the date Telstra gave notice under clause 4(b).

5. DELAYS

- (a) Telstra must notify the estimated duration of any likely delay to the Relocation Services.
- (b) If a cause of delay is outside Telstra's reasonable control, the Requesting Party must reimburse Telstra for costs that Telstra incurs because of the delay (to the extent the costs result from that cause).
- (c) If a cause of delay to which clause 5(b) applies will delay or impact the Date for Completion, the Date for Completion will be extended by the estimated period in Telstra's notice under clause 5(a) (**Extension of Time**).
- (d) Subject to clause 16(b) and the other provisions of this clause 5, if Telstra delays in bringing the Relocation Services to Completion by the Date for Completion, Telstra will pay Liquidated Damages to the Requesting Party for every day after the Date for Completion to and including the Date of Completion or the date the Contract is terminated in accordance with clause 14, whichever first occurs. For the avoidance of doubt:
 - (i) the payment of Liquidated Damages will not relieve Telstra from any of its obligations and liabilities under the Contract; and
 - (ii) Telstra will not be liable to pay Liquidated Damages in respect of any day of delay to which clause 5(b) applies after the Date for Completion.
 - (iii) Liquidated Damages are the Requesting Party's sole remedy for delay caused or contributed to by Telstra or its contractors.

6. VARIATIONS

6.1 Variations that Telstra can perform without notice

- (a) Telstra may perform a Variation that:
 - (i) will not materially harm the Project or contravene a Legislative Requirement; or



- (ii) Telstra reasonably believes is necessary to protect any person or property (including the Network Assets).
- (b) The Requesting Party must reimburse Telstra for any Variation under clause 6.1(a)(ii). The Requesting Party may request reasonable evidence that supports Telstra's variation claim under clause 6.1(a)(ii).

6.2 Variations requiring a Variation Proposal

- (a) Telstra acknowledges that the Requesting Party has paid Telstra a lump sum for the performance of the works as specified in the Quote. Where it is reasonably possible, Telstra will seek to minimise any variations under the Contract and the performance of the Relocation Services.
- (b) Telstra may propose a Variation other than described in clause 6.1 by giving a Variation Proposal that sets out the Variation work, its estimated cost and effect on the Project and the Date for Completion. The Variation Proposal shall contain Telstra's estimate of the:
 - (i) Effect (if any) on the Date for Completion; and
 - (ii) The cost (if any) of the proposed variation.

Telstra must provide reasonable evidence of any request for increase to the Relocation Fee, including a detailed quotation for the proposed variation supported by measurements or other evidence of cost. Where the Variation Proposal affects activities as described in the schedule of rates (if applicable) then Telstra will provide details of the increased cost in accordance with that Schedule. The Requesting Party acknowledges that nothing in this clause 6 requires Telstra to provide the Requesting Party with pricing, margin or profit breakdowns.

- (c) Within 7 days of receipt of a Variation Proposal, the Requesting Party must either approve it or notify Telstra under clause 6.2(e). Otherwise, the Variation Proposal is deemed to have been approved.
- (d) If a Variation Proposal is approved then Telstra must perform the Variation at the Requesting Party's cost (as set out in the Variation Proposal). The Date for Completion will be extended as estimated in the Variation Proposal.
- (e) If the Requesting Party reasonably considers that the proposed Variation will materially harm the Project or contravene a Legislative Requirement, or that its estimated cost is unreasonable, then the Requesting Party may notify Telstra and explain why.
- (f) If the Requesting Party gives Telstra a notice under clause 6.2(e) then Telstra may:
 - (i) withdraw the Variation Proposal;
 - (ii) give the Requesting Party an amended Variation Proposal (to which clause 6.2(b) will apply); or
 - (iii) require the Requesting Party to consult in good faith to agree a reasonable basis on which the Requesting Party will approve the Variation Proposal.

6.3 Variations requested by the Requesting Party

If the Requesting Party requests a Variation, Telstra may:

- (a) refuse to perform the Variation;
- (b) agree to do so on terms proposed by the Requesting Party (in which case clause 6.2(d) applies as though a Variation Proposal had been approved); or
- (c) submit a Variation Proposal under clause 6.2.

7. OWNERSHIP AND TITLE

Telstra owns and will continue to own the Network Assets and the Relocated Assets.

8. INTELLECTUAL PROPERTY RIGHTS

Telstra owns (and the Requesting Party has no interest in) any Intellectual Property Rights associated with the Network Assets and the Relocated Assets and any documentation provided to the Requesting Party (**Contract Materials**). The Requesting Party grants Telstra a licence to use the Requesting Party's documentation for the purposes of the Relocation Services.

9. CONFIDENTIALITY

- (a) Subject to clause 9(b), the parties must keep the Contract Materials and the Contract confidential.
- (b) A party may disclose Contract Materials where required to perform its obligations under the Contract or under Legislative Requirements.

10. LEGISLATIVE REQUIREMENTS

- (a) The parties must comply with all relevant Legislative Requirements.
- (b) The Requesting Party must (at its cost) obtain all authorisations for the Relocation Services and pay all fees and taxes related to the Relocation Services unless they are included in Telstra's Relocation Services.
- (c) The Requesting Party warrants that it has obtained all necessary approvals for the Project.

11. GST



- (a) If one party (supplying party) makes a taxable supply and the consideration for that supply does not expressly include GST, the party that is liable to provide the consideration (receiving party) must also pay an amount equal to the GST payable in respect of that supply.
- (b) Subject to first receiving a tax invoice, the receiving party must pay the GST amount when it is liable to provide the consideration.

12. PROTECTION OF PEOPLE AND PROPERTY

If the Requesting Party damages the Network Assets or other Telstra property, the Requesting Party must, upon demand, pay Telstra any repair costs.

13. INSURANCE

- (a) Telstra will provide and maintain during the Relocation Services insurance for public liability (for not less than \$5,000,000).
- (b) The Requesting Party acknowledges that Telstra self-insures for the Relocation Services, the Network Assets, the Relocated Assets, workers' compensation and professional indemnity.

14. SUSPENSION AND TERMINATION

- (a) Telstra may suspend the performance of the Works at any time if it considers that a suspension is necessary to protect people, property or the Network Assets. Telstra shall be entitled to an extension of time if a suspension is necessary under this clause 14(a).
- (b) Without limiting or prejudice to any other right available to Telstra under this Contract or at law, Telstra may at any time and for whatever reason (including for its convenience) terminate this Contract. If Telstra exercises its rights under this clause 14(b) then Telstra will return any fees paid by the Principal at the time of termination shall not be liable for any other costs, fees or liability arising out of or in connection with the termination.
- (c) If a party breaches (including repudiates) the Contract, nothing in this clause prejudices the right of the other party to recover damages or exercise any other right or remedy.
- (d) If a party (**the defaulting party**) commits a substantial breach of the Contract (in the case of the Requesting Party this includes a failure to pay monies owing to Telstra under the Contract), the other party may, by hand or registered post, give the defaulting party a written notice of default.
- (e) A notice under clause 14(b) must state that it is a default notice, the alleged substantial breach and the date and time (which must not be less than 14 days after the notice is received) by which the defaulting party is required to rectify the substantial breach.
- (f) Where Telstra is the defaulting party and fails to comply with the notice of default by the date and time set out in that notice, the Requesting Party may by written notice to Telstra terminate the Contract.
- (g) Where the Requesting Party is the defaulting party and fails to comply with the notice of default by the date and time stated in that notice, Telstra may, by written notice to the Requesting Party, suspend the whole or any part of the Relocation Services or terminate the Contract.
- (h) If either party becomes insolvent, the other party may immediately terminate the Contract.
- (i) If the Contract is suspended or terminated before the Relocation Services are completed (except under clause 14(f)), the Requesting Party must, within 7 days of a notice from Telstra, pay Telstra for:
 - (i) all supplies ordered by Telstra up to the date of suspension or termination;
 - (ii) any costs Telstra may have incurred to third parties relating to the Relocation Services; and
 - (iii) Telstra's charges for all work completed, any assistance provided to the Requesting Party or any obligation performed by Telstra pursuant to the Contract, up to the time of suspension or termination.

15. SETTLEMENT OF DISPUTES

15.1 Notice and application of procedures

- (a) If there is a Dispute either party may give the other a written notice adequately providing details of it. The parties must continue to perform the Contract.
- (b) Nothing in this clause prejudices the right of a party to commence proceedings to enforce payment due or to seek injunctive or urgent declaratory relief.
- (c) Each of the parties will use their reasonable endeavours to cooperatively resolve a Dispute.

15.2 Discussions between the parties

Within 14 days of receiving a notice of dispute under clause 15.1, the Dispute must be referred to representatives of the parties for resolution. If the Dispute is not resolved by the representatives within 15 days of referral under this clause 15.2, either party may commence legal proceedings.

16. LIMITATION OF LIABILITY

Despite anything to the contrary in the Contract:

- (a) Subject to clause 5(d), Telstra is not liable to the Requesting Party to the extent that a Claim (which term includes, for the purposes of this clause 16, a Claim in connection with the Requesting Party's Project) is



for Loss that is:

- (i) Special, indirect, consequential, incidental or punitive Loss;
 - (ii) loss of revenue, loss of profit, loss of anticipated profit, loss of use of plant, loss of production, loss of product, loss of productivity, loss of facility downtime, loss of contract or loss of business opportunity; or
 - (iii) loss arising from or incurred in respect of delay including delay under any third party contracts.
- (b) Subject to clause 16(c), to the extent permitted by law Telstra's liability to the Requesting Party for any Loss in connection with:
- (i) a breach of the obligation to bring the Relocation Services to Completion by the Date for Completion, is limited to Liquidated Damages, and Telstra's liability to pay Liquidated Damages will be limited to a total, aggregate amount equal to 10% of the Relocation Fee; and
 - (ii) all things done or not done by Telstra related to the Contract or the Relocation Services (except a breach of the obligation to bring the Relocation Services to Completion by the Date for Completion) or liability arising:
 - (A) under, arising out of, or in connection with this Contract;
 - (B) under, arising out of, or in connection with the Requesting Party's Project;
 - (C) otherwise at law or in equity including:
 - (I) by statute to the extent permitted by law;
 - (II) in tort for negligence or otherwise, including negligent misrepresentation;
 - (III) in contract (including by way of warranty or indemnity); and
 - (IV) on any other basis whatsoever.
- will be limited to a total, aggregate amount equal to 25% of the Relocation Fee.
- (c) The limitation in clause 16(b) does not apply to claims in respect of personal injury to, illness or death of any persons.
- (d) This clause 16 will survive termination or expiry of this Contract.

17. GENERAL

17.1 Expenses

Each party must pay its legal expenses in respect of the Contract.

17.2 Governing law

The Contract is governed by the law in force in the Jurisdiction and the parties submit to the jurisdiction of the courts of the Jurisdiction.

17.3 Notices

- (a) Any communication in connection with the Contract must be:
- (i) Marked to the attention of the person whose details are specified in the Quote; and
 - (ii) Either:
 - (A) delivered or sent by prepaid ordinary post or facsimile to the address or facsimile number set out in the Quote (or as otherwise notified); or
 - (B) sent to the email address of the recipient's contact person specified in the Quote (or as otherwise notified).
- (b) A communication takes effect from the time it is received. A posted letter is taken to be received on the third day after posting. A facsimile is taken to be received on production of a transmission report which indicates that the facsimile was sent correctly. An email is taken to be received on the earlier of:
- (i) the time that the sender receives an automated message that the email was delivered; and
 - (ii) six hours after being sent unless:
 - (A) the sender receives an automated message that the email was undeliverable or that the recipient is out of office; or
 - (B) the sender knows or reasonably should know that there is a network failure and accordingly knows or suspects that the email was not delivered,



in which case, the email is taken not to be delivered and the sender should resend the notice by another method permitted by this Contract.

17.4 Assignment

- (a) The Requesting Party must not, without Telstra's prior written consent, novate or assign its rights, liabilities or interests under the Contract.
- (b) Telstra may novate or assign its rights, liabilities or interests under the Contract to any Related Body Corporate (as defined in the *Corporations Act 2001* (Cth)) and the Requesting Party must do all things to give effect to this clause if requested by Telstra.

17.5 Waiver

- (a) Waiver of any right under the Contract must be in writing and signed by the waiving party.
- (b) A failure or delay in exercise, or partial exercise, of a right in connection with the Contract does not result in a waiver of that right or remedy.

17.6 Survival

If the Contract is terminated each party retains the rights and Claims it has against the other party for any past breach. The Contract survives termination to the extent necessary to give effect to this clause 17.6.

17.7 Amendment of the Contract

An amendment must be in writing and signed by the parties.

17.8 Severance

Any provision which is unenforceable in any jurisdiction is to be read down for that jurisdiction so it is enforceable, and is otherwise severed to the extent of the unenforceability, without affecting the remaining provisions or affecting that provision's enforceability in any other jurisdiction.

17.9 Warranties

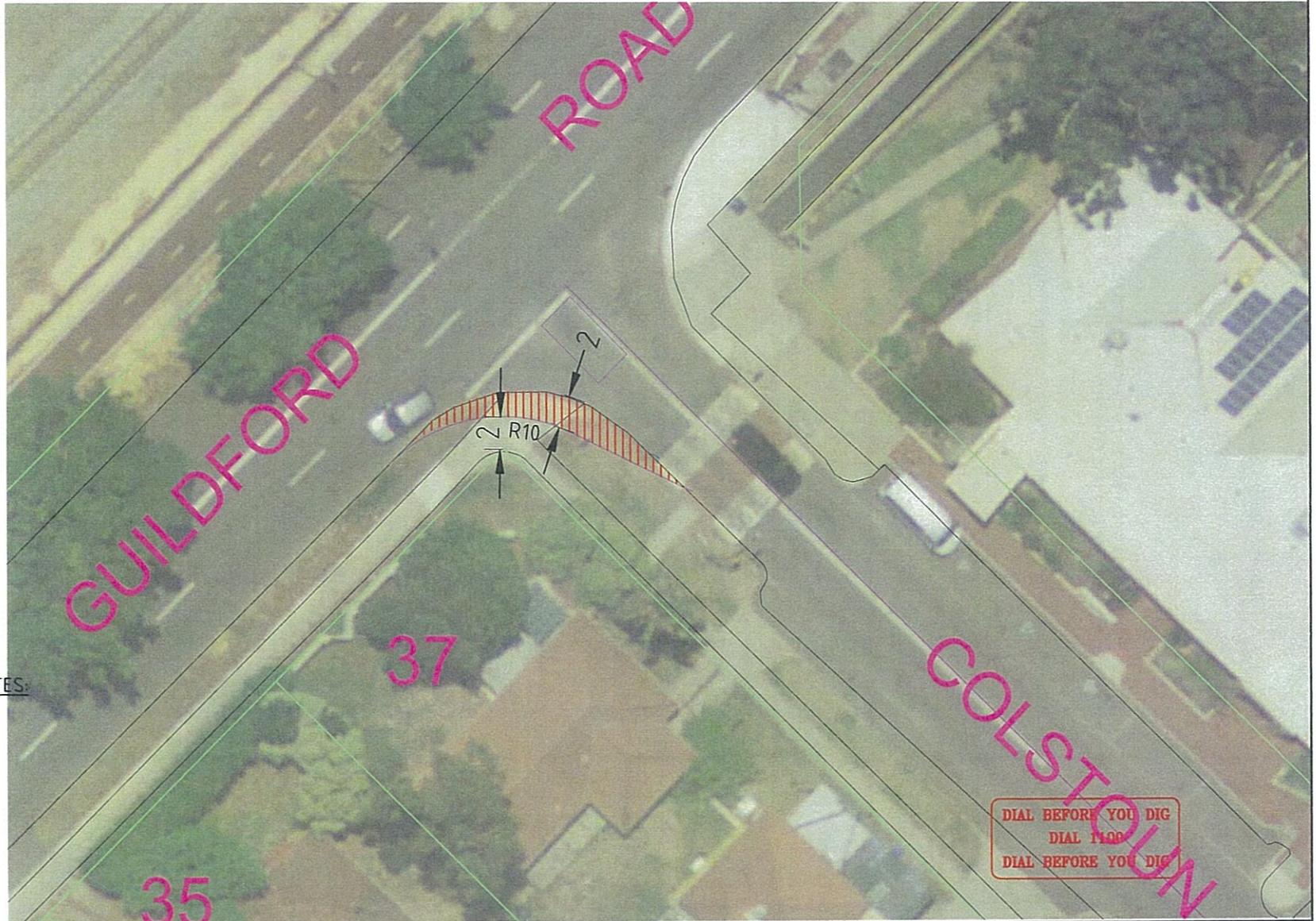
Each party warrants it has full power to execute the Contract.

17.10 Telecommunications Act 1997

- (a) Nothing in this Contract affects, restricts, limits or derogates from the rights, powers and immunities of Telstra under and by virtue of the *Telecommunications Act 1997* (Cth) (**Act**) or any other applicable legislation and/or regulations of the Commonwealth.
- (b) The Requesting Party agrees pursuant to clause 17(5) Division 5 Part 1 of Schedule 3 of the Act to waive its right to be given a notice under clause 17(1) Division 5 Part 1 of Schedule 3 of the Act of Telstra's exercise of its powers to inspect and/or install the low impact facility (including the Network Assets and the Relocated Assets) and/or maintain the facility (including the Network Assets and the Relocated Assets).
- (c) Subject to clause 17.10(b), nothing in this Contract affects, restricts, limits or waives the Requesting Party's rights under the Act.
- (d) The operation of this clause survives the expiry or termination of the Contract.

17.11 Entire agreement

The Contract supersedes all previous agreements about its subject matter and embodies the parties' entire agreement.



LEGEND AND CONSTRUCTION NOTES:

- NEW KERB
- NEW ASPHALT
- EXISTING CROSSOVER
- EXISTING KERB
- PROPERTY BOUNDARY
- EXISTING FOOTPATH
- EXISTING STORM WATER GRATE
- EXISTING MAN-HOLE COVER
- EXISTING PRAM RAMP

REVISED	No	DATE	DRN	CHK	DES	APP	DATE	TITLE
							19/9/17	Colstoun Road at Guildford Road Diagrammatic local widening

TOWN OF BASSENDEAN
ASSET SERVICES

48 OLD PERTH RD
BASSENDEAN WA 6054
ABN 20 347 405 108

Telephone: (08) 9377 9000
Facsimile: (08) 9279 5416
Email: mail@bassendean.wa.gov.au
www.bassendean.wa.gov.au

SCALE: 1:250

DRG. NO. **TOB-10-2017**

SHT. REV.

A3

ATTACHMENT NO. 12



**TOWN OF BASSENDEAN 2017
COMMUNITY PERCEPTIONS SURVEY - WASTE COLLECTION OPTIONS**

Good morning/afternoon/evening, my name isfrom Research Solutions. We are calling on behalf of the Town of Bassendean to conduct a short survey about waste collection and your current bin system.

The survey will take around 6 to 8 minutes. We respect your confidentiality and your comments will only be used for research purposes. You have the right to access any information we hold on you or request that the information is destroyed until it is de-identified at the end of the data collection period. Our Privacy policy is available at www.researchsolutions.com.au with details of how to contact our privacy officer Nicky Munro if you would like further information.

May I speak to the person in your household over 18 years of age who is responsible for putting the bins out/ your rubbish collection? [if a joint task – so the responsibility of two people in the household, ask to speak to the one who is available]

[repeat introduction with appropriate person or ask for an appointment for a call back when the person is at home]

Q1. Firstly, does your household currently have, for rubbish collection by the Council: (read out - SR)

A general waste bin	1
A yellow lid bin for recycling	2
Both	3
Other (please specify.....)	

Q2. And do you own or rent the home you are living in? DO NOT READ OUT (SR)

Own / paying mortgage – and a ratepayer of the Town of Bassendean	CONTINUE	1
Rent	CONTINUE	2
Other	CONCLUDE SURVEY	3
Refused	CONCLUDE SURVEY	4

Q3. The Town of Bassendean is considering the introduction of a 3 bin system for all residents, which would include a new bin for the disposal of green waste.

The new bin would be collected fortnightly and is for you to dispose of green waste – so lawn clippings, pruning, unwanted plants and other soil or plant related matter, which will go to recycling into mulch or compost.

Currently green waste is disposed of in your general waste bin and cannot be recycled – it goes to landfill at the Red Hill Waste Facility.

The introduction of a 3 bin system means that you would have 3 bins rather than the 2 you currently have.

How do you feel about the introduction of a green waste bin in the Town of Bassendean to reduce waste going to landfill? Do you (read out): (SR)

Strongly support the introduction of a green waste bin	4
Support the introduction of a green waste bin	3
Undecided	2
Do not support the introduction of a green waste bin	1

Q4. Would you use the green waste bin regularly?

Definitely would	5
Probably would	4
Undecided	3
Probably would not	2
Definitely would not	1

Q4. TOWN OF BASSENDEAN RATEPAYERS ONLY (Q2 = 1)

The introduction of a green waste bin for ratepayers across the Town would mean that all ratepayers would pay an estimated one off fee of \$100 for the delivery of the bin and then an annual fee estimated at ~~\$25~~\$100, which is added to your annual rates notices each year. The service will be provided to every household.

Thinking about these approximate costs, how do you now feel about the introduction of a new green waste bin and 3 bin service? Do you: (read out) (SR)

Strongly support the introduction of a green waste bin	4
Support the introduction of a green waste bin	3
Undecided	2
Do not support the introduction of a green waste bin	1

Q4a. TOWN OF BASSENDEAN RENTERS ONLY (Q2 = 2)

The introduction of a green waste bin will initially cost an estimated \$100 for the delivery of the bin and then an annual fee of ~~\$25~~\$100, which will be added to the rates for the property that you currently rent.

As someone renting a property in the Town of Bassendean, property rates are not applicable to you, however the owner of the property may pass on these charges to you via an increase in your rent.

Thinking about these approximate costs, how do you now feel about the introduction of a new green waste bin and 3 bin service? Do you: (read out) (SR)

Strongly support the introduction of a green waste bin	4
Support the introduction of a green waste bin	3
Undecided	2
Do not support the introduction of a green waste bin	1

And finally, just to make sure we get a good range of people responding to the survey can you please tell me:

Q7. Which of the following age groups you fit into? (read out):

18-29 years	1
30-39 years	2
40-49 years	3
50-59 years	4
60-69 years	5
70 years plus	6
REFUSED (do not read out)	99

Q8. And which suburb do you live in?

Bassendean	1
Ashfield	2
Eden Hill	3
Refused	99

Thank you for your help with the survey. As this is a research interview, it is carried out in compliance with the Privacy Act and the information provided will be used only for research purposes. May I just check that your name was:

Name.....

Phone number

As part of our Quality Control Procedures, someone from our project team may recontact you to ask a couple of questions verifying some of the information we have just collected. Once information processing has been completed, please be assured that your name and contact details will be removed from your responses to this survey. After that time we will no longer be able to identify the responses provided by you.

Thank you for your time. Just to remind you, I'm calling from Research Solutions. If you have any queries you can call Rhonda Browning from the Town of Bassendean on 9377 9016 or the Market Research Society's free Survey Line on 1300 364 830.

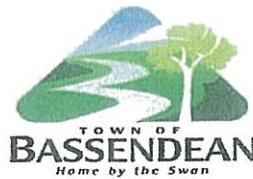
INTERVIEWER

I hereby declare that I have completed this questionnaire fully in accordance with my instructions and that the interview was conducted according to the ICC/ESOMAR international code.

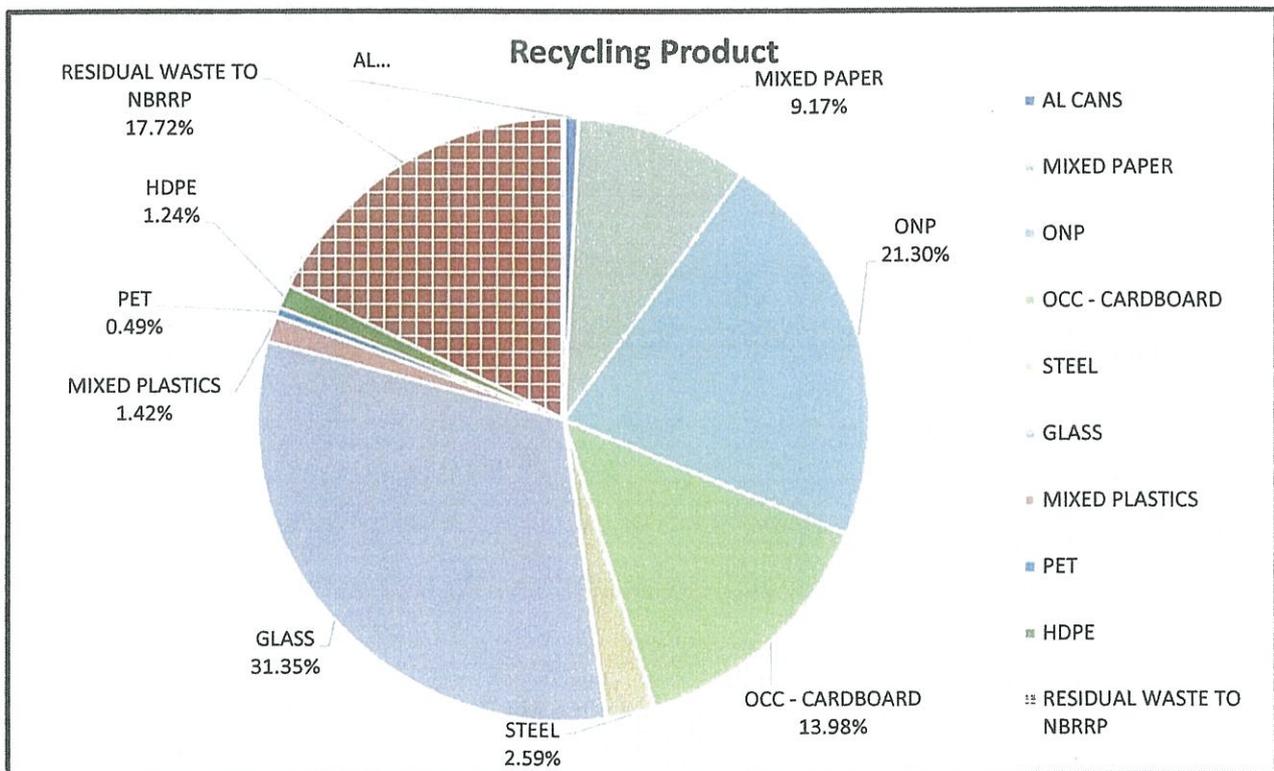
Name

Signature Date

RECYCLING PERCENTAGES & TONNAGES OCTOBER 2017



PRODUCT	PRODUCT Percentages	PRODUCT Tonnages
AL CANS	0.74	1.03
MIXED PAPER	9.17	12.82
ONP	21.30	29.78
OCC - CARDBOARD	13.98	19.55
STEEL	2.59	3.62
GLASS	31.35	43.83
MIXED PLASTICS	1.42	1.99
PET	0.49	0.69
HDPE	1.24	1.73
TOTAL RECOVERED	82.28	115.04
RESIDUAL WASTE TO NBRRP	17.72	24.78
MONTHLY TOTAL	100.00	139.82



**RECYCLING & WASTE
PRODUCT TONNAGES
2017 / 2018**



TONNAGES

MONTH	YEAR	RECYCLING TONNAGES	WASTE TONNAGES
JULY	2017	105.60	404.56
AUGUST	2017	109.20	510.49
SEPTEMBER	2017	111.94	481.77
OCTOBER	2017	139.82	535.50
NOVEMBER	2017		
DECEMBER	2017		
JANUARY	2018		
FEBRUARY	2018		
MARCH	2018		
APRIL	2018		
MAY	2018		
JUNE	2018		
ANNUAL TOTAL TONNAGES		466.56	1932.32

RECYCLING PRECENTAGES FOR THE YEAR:

COMMODITY PRODUCTION	PRODUCT PERCENTAGES	PRODUCT TONNAGES
AL CANS	0.69	3.24
MIXED PAPER	9.05	42.23
ONP	21.86	102.01
OCC	12.94	60.36
STEEL CANS	2.17	10.14
GLASS	31.83	148.50
MIXED PLASTICS	1.32	6.16
PET	0.53	2.45
HDPE	1.16	5.39
TOTAL RECOVERABLE	81.55	380.48
RESIDUAL WASTE TO NBRRP	18.45	86.08
ANNUAL TOTAL TONNAGES	100.00	466.56

WASTE PRECENTAGES FOR THE YEAR:

COMMODITY PRODUCTION	PRODUCT PERCENTAGES	PRODUCT TONNAGES
WASTE	95.74	1932.32
RESIDUAL WASTE (From Recycling to NBRRP)	4.26	86.08
ANNUAL TOTAL TONNAGES	100.00	2018.40



ATTACHMENT NO. 13



ATTACHMENT NO. 14





c/- Jill Taylor
34 Anzac Terrace
Bassendean 6054
pjtaylor@westnet.com.au
0409294106

10 August 2017

Mr Graeme Haggard,
Director Community Development
48 Old Perth Road
Bassendean WA 6934

Dear Graeme

Re. Request to Use of Success Hill Reserve and the Bassendean Vintage Fire Truck

This year the Success Hill Action Group (SHAG) has planned its annual Children's Christmas Party in the Park on Saturday December 2, 4:30 to 6:30pm. As you likely know, historically we have casually used the Reserve for this community event sharing it with other users and leaving it in good condition. SHAG requests the use of the Success Hill Reserve for the event this year and a waiver of the hire fee because of the group's non-profit community group status. We are an incorporated group with public liability insurance.

Additionally, SHAG requests the use of the Bassendean Vintage Fire Truck for the event. The committee thinks it would be a fun addition to the usual program by having Santa arrive in it with his presents and for children to have rides around the park (with adult supervision).

For your consideration and feedback.

Yours sincerely,

Jill Taylor
Secretary
Success Hill Action Group (Inc)

Success Hill Action Group (SHAG)

is an incorporated community group which was formed in the 80's by residents of Success Hill. SHAG has evolved into a community social group in addition to participating on issues affecting our environment and locality. Throughout the year we host events such as bring and share dinners, sundowners, history walks, film nights and the annual Children's Christmas Party etc. We welcome all residents. Website successhill.com



ATTACHMENT NO. 15



TOWN *of* BASSENDEAN

DESIGN BASSENDEAN COMMITTEE

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Design Bassendean Committee, (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

2.0 NAME

The name of the Committee shall be the Design Bassendean Committee.

3.0 OBJECTIVES

In accordance with the 2017-2027 Strategic Community Plan, the Committee shall make recommendations to Council on the following objectives and Strategies:-

3.1 Plan for an increased population and changing demographics

- 3.1.1 Facilitate diverse housing and facility choices
- 3.1.2 Implement sustainable design and development principles
- 3.1.3 Plan for local neighbourhoods and their centres
- 3.1.4 Ensure infrastructure is appropriate for service delivery

3.2 Enhance connectivity between places and people

- 3.2.1 Connect the Town through a safe and inviting walking and cycling network.
- 3.2.2 Advocate for improved and innovative transport access and solutions.
- 3.2.3 Enhance the liveability of local neighbourhoods.
- 3.2.4 Enhance Road Safety through Design

3.3 Enhance the Town's appearance

- 3.3.1 Improve amenity and the public realm
- 3.3.2 Strengthen and promote Bassendean's unique character and heritage
- 3.3.3 Implement design policies and provisions of buildings and places

- **Projects for the Term of the Committee include**

- Review Local Planning Policy (LPP) – Bassendean Town Centre Area Strategy
- Local Planning Strategy Review & Local Planning Scheme 10 Review
- Prepare a Strategy for the removal of contaminated cells within industrial area to free up land for industrial development
- Develop Local Planning Policies
- Prepare and develop Precinct/ Neighbourhood plans
- Prepare a Development Contributions Plan
- Identify land within areas destined for intensive development adjacent to stations and major transport routes for acquisition and development into pocket parks
- Bassendean Built Form and Character Study (part of Local Planning Strategy Review)
- Preserve Heritage buildings with protection of the Local Planning Scheme
- Winding up of Town Planning Scheme 4A.
- Establish a Design Advisory Panel
- Finalise and implement the Municipal Heritage Inventory
- Develop Local Planning Policies and Guidelines for sustainable design of buildings.

4.0 MEMBERSHIP

Membership of the Committee shall consist of 8 members, comprising the following:

- a) **Three Councillors** from the Town of Bassendean; and
- b) **Five Community Members** who live in the Town of Bassendean.

Note: The Mayor of the Bassendean Town Council shall be an ex-officio member of the committee under section 5.10 (4) unless the Mayor indicates his/her intention not to be such a member. The CEO or a representative of the CEO shall be an ex-officio member of the committee if he or she indicates to Council this intention under section 5.10 (5) to be such a member.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders (Local Law No 1).

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

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

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

6.0 MEETINGS

The Committee shall meet at least quarterly..

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

9.1 In accordance with the Local Government Act 1995; and

9.2 At the direction of Council.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

COUNCIL RESOLUTION OCM-_____ DATED _____.



TOWN *of* BASSENDEAN

ECONOMIC DEVELOPMENT COMMITTEE

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Economic Development Committee, (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

2.0 NAME

The name of the Committee shall be the Economic Development Committee

3.0 OBJECTIVES, STRATEGIES AND PROJECTS

In accordance with the 2017-2027 Strategic Community Plan, the Committee shall make recommendations to Council on the following Objectives and Strategies:-

Build economic capacity

- 4.1.1 Encourage and attract new investment and increase capacity for local employment
- 4.1.2 Plan for and build capacity for Commercial and Industrial activities
- 4.1.3 Support and promote home based businesses

Facilitate local business retention and growth

4.2.1 Strengthen local business networks and partnerships

4.2.2 Continue the activation of Bassendean Town Centre

4.2.3 Enhance economic activity in neighbourhood centres

Projects for the Term of the Committee include

- Develop new Economic and Commercial Activity Strategy including:
 - Initiate industry Cluster Analysis
 - Advocate and facilitate digital technology integration in to the Town
 - Place activation
- Retail Needs Assessment (part of Local Planning Strategy Review)
- Establish baseline data for the achievement of nominal targets
- Adoption of Policies for Review home-based business policies and development controls (part of Local Planning Scheme 10 review)
- Survey local business to gauge sentiment, viability, innovation levels
- Enhance Markets including attractions and leisure activities and alignment with retail options to community expectations
- Establish local business group of operators within the Town and those utilising the Town
- Review & refresh Bassendean Means Business Brand
- Produce a survey for local business, to gauge their understanding and recognition of Bassendean Means Business brand
- As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy

4.0 MEMBERSHIP

Membership of the Committee shall consist of 7 members, comprising the following:

- a) **Two Councillors** from the Town of Bassendean; and
- b) **Five Community Members** who have Business Interests/ experience in the Town of Bassendean.

Note: The Mayor of the Bassendean Town Council shall be an ex-officio member of the committee under section 5.10 (4) unless the Mayor indicates his/her intention not to be such a member. The CEO or a representative of the CEO shall be an ex-officio member of the committee if he or she indicates to Council this intention under section 5.10 (5) to be such a member

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders (Local Law No 1).

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

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

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

6.0 MEETINGS

The Committee shall meet at least quarterly.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

9.1 In accordance with the Local Government Act 1995; and

9.2 At the direction of Council.

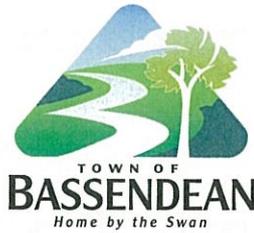
10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

COUNCIL RESOLUTION OCM-_____ DATED _____.



TOWN *of* BASSENDEAN

PEOPLE SERVICES COMMITTEE

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the People Services Committee, (hereinafter called the "Committee").

The Council appoints to the Committee, those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

2.0 NAME OF THE COMMITTEE

The name of the Committee shall be the People Services Committee.

3.0 OBJECTIVES STRATEGIES AND PROJECTS

In accordance with the 2017-2027 Strategic Community Plan, the Committee will make recommendations to Council on the following objectives and Strategies:

- **Build a Sense of Place and belonging**
 - 1.1.1 Facilitate engagement and empowerment of local communities
 - 1.1.2 Activate neighbourhood spaces to facilitate community gathering
 - 1.1.3 Ensure our unique culture and history are shared and celebrated
 - 1.1.4 Continue to support and facilitate participation in the arts, community festivals and events

- **Ensure all Community members have the opportunity to be active, socialise and be connected**
 - 1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.
 - 1.2.2 Provide life-long learning opportunities
 - 1.2.3 Enhance partnerships with the local Noongar people
 - 1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life
 - 1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive
- **Plan for a Health & Safe Community**
 - 1.3.1 Facilitate safer neighbourhood environments
 - 1.3.2 Promote and advocate community health and well-being
- **Improved lifestyle of youth, families and aged**
 - 1.4.1 Facilitate healthy and active aging in place
 - 1.4.2 Partner with service providers to improve / expand access to services and facilities
 - 1.4.3 Enhance the wellbeing, and participation of our youth and children

Projects for the Term of the Committee include

- Facilitate community action driven Neighbourhood activation plans
- Develop Revised Culture Plan
- Develop the Local Studies Collection Plan that is relevant to, and includes engagement with the community
 - Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve
 - Play Spaces Implementation Plan reviewed.
 - Develop a new Reconciliation Action Plan
 - Plan for an integrated Children and Family Services Centre
 - In conjunction with the WA Police, develop a Community Safety Crime Prevention Plan
 - Develop Public Health Plan for the Town of Bassendean
 - Review Service delivery models for seniors including community care and Hyde Retirement Village.
 - Develop a new Age Friendly Community Plan
 - Develop a new Child Friendly Community Plan
 - Review and implement Youth Plan
 - Implementation of Disability Access & Inclusion Plan

4.0 MEMBERSHIP

Membership of the Committee shall consist of 8 members, comprising the following:

- a) **Three Councillors** from the Town of Bassendean; and
- b) **Five Community Members** who live in the Town of Bassendean.

Note: The Mayor of the Bassendean Town Council shall be an ex-officio member of the committee under section 5.10 (4) unless the Mayor indicates his/her intention not to be such a member. The CEO or a representative of the CEO shall be an ex-officio member of the committee if he or she indicates to Council this intention under section 5.10 (5) to be such a member.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders (Local Law No 1).

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

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

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

6.0 MEETINGS

The Committee shall meet at least quarterly.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.

6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 9.1 In accordance with the Local Government Act 1995; and
- 9.2 At the direction of Council.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

COUNCIL RESOLUTION OCM-_____ DATED _____.



TOWN *of* BASSENDEAN

RIVER PARKS COMMITTEE

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bassendean River Parks Management Committee, (hereinafter called the "Committee").

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

2.0 NAME

The name of the Committee shall be the Bassendean River Parks Management Committee.

3.0 OBJECTIVES, STRATEGIES AND PROJECTS

In accordance with the 2017-2027 Strategic Community Plan, the Committee shall make recommendations to Council on the following Objectives and Strategies:-

Protect our River, Bush land Reserves, and Biodiversity

- 2.2.1 Protect and restore our biodiversity and ecosystems
- 2.2.2 Sustainably manage significant natural areas
- 2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river

Ensure the Town's open space is attractive and inviting

- 2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.
- 2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams

- **Projects for the Term of the Committee include**

- Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation & Attractions – Best Management practices for foreshore stabilisation.
- Advocate with relevant partners to collaborate on protection and rehabilitation.
- Develop a Strategy for the protection and rehabilitation of natural areas.
- Liaise with Department of Planning to prepare an Establishment Plan for Ashfield Flats Reserve and Develop Management Plans for the Town's 4 managed river parks.
- Formulate Open Space Master Plan for Rivers and Parks
- Develop and implement irrigation hydro-zoning and eco- zoning programs for Rivers, Parks and Reserves
- Water Quality monitoring
- Plan and convert drains to Living Streams
- Develop Swan River Precinct Plan.
- Continue to implement the Bushcare Volunteers program

Examples of Specific Projects could include:-

- *Ashfield Flats*
- *Bindaring Park*
- *Living Streams/ Drains*
- *Success Hill Reserve*
- *Bushcare Volunteer Program*
- *Pickering Park*
- *Point Reserve*
- *Sandy Beach Reserve*
- *Liaise with Swan River Trust*
- *Liaise with WAPC*
- *Water Quality*

4.0 MEMBERSHIP

Membership of the Committee shall consist of 12 members, comprising the following:

1. Three Councillors from the Town of Bassendean;
2. Five community representatives;
3. One representative from the Department of Planning;
4. One representative from the Department of Parks and Wildlife;
5. One representative from the Department of Water; and
6. One representative Department of Fire and Emergency Services.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders Local Law.

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

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

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

6.0 MEETINGS

The Committee shall meet quarterly:

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.
- 6.5 The Town of Bassendean will provide technical advice and secretarial and administrative support through the Chief Executive Officer and Council staff.
- 6.6 All members are required to comply with the Town of Bassendean's Code of Conduct.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

9.1 In accordance with the Local Government Act 1995; and

9.2 At the direction of Council.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.



TOWN *of* BASSENDEAN

SUSTAINABILITY COMMITTEE

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Sustainability Committee, (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing **at the date of the Local Government election** in the year the Town's local government elections are held.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

2.0 NAME

The name of the Committee shall be the Sustainability Committee.

- **Leadership in Environmental Sustainability**

2.1.1 Strengthen environmental sustainability practices and climate change mitigation

2.1.2 Reduce waste through sustainable waste management practices

2.1.3 Initiate and drive innovative Renewable Energy practices

- **Projects for the Term of the Committee include**

- Develop and implement Environmental Community Education program
- Develop Local Planning Policies, promote and implement best practice renewable energy guidelines including sustainability initiatives
- Develop Carbon Reduction plan and as funding permits progressively implemented carbon reduction projects

- Investigate a 3 bin system for general, recyclable and green/putrescible waste collection

Other Projects(not in Corporate Plan) for consideration by the Committee

- Input into local planning policies & guidelines for sustainable design of buildings
- Investigate bulk buy solar scheme for property owners in the Town
- Investigate transition of the Town's Fleet to Electric Vehicles
- Investigate implementing alternative transport options / incentives for Staff
- Investigate installation of electric charging stations in the Town
- Lobby Western Power to transition the Town Street Lighting to LED
- Develop & Implement a " Sustainable Town Incentive Scheme"
- Investigate offering environmental sustainability grants for suitable community projects
- Develop a waste management strategy to reduce the Town's waste production and increasing waste diversion levels through waste management measures higher up the waste hierarchy than disposal

4.0 MEMBERSHIP

Membership of the Committee shall consist of 8 members, comprising the following:

- a) **Three Councillors** from the Town of Bassendean; and
- b) **Five Community Members** who live in the Town of Bassendean.

Note: The Mayor of the Bassendean Town Council shall be an ex-officio member of the committee under section 5.10 (4) unless the Mayor indicates his/her intention not to be such a member. The CEO or a representative of the CEO shall be an ex-officio member of the committee if he or she indicates to Council this intention under section 5.10 (5) to be such a member.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders (Local Law No 1).

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

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

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

6.0 MEETINGS

The Committee shall meet at least quarterly.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 9.1 In accordance with the Local Government Act 1995; and
- 9.2 At the direction of Council.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

COUNCIL RESOLUTION OCM-_____ DATED _____.



TOWN *of* BASSENDEAN

TOWN ASSETS COMMITTEE

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Town Asset Committee, (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing **at the date of the Local Government election** in the year the Town's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

2.0 NAME

The name of the Committee shall be the Town Assets Committee.

3.0 OBJECTIVES STRATEGIES AND PROJECTS

In accordance with the 2017-2027 Strategic Community Plan, the Committee will make recommendations to Council on the following objectives and Strategies:

2.3 Ensure the Town's Open Space is attractive and Inviting

2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.

2.3.2 Sustainably manage ground water, facilitate the conversion of drains to living streams

3.2 Enhance connectivity between places and people

3.2.1 Connect the Town through a safe and inviting walking and cycling network.

3.2.2 Advocate for improved and innovative transport access and solutions.

3.2.3 Enhance the liveability of local neighbourhoods.

3.2.4 Enhance road safety through design

5.1 Enhance organisational accountability

5.1.5 Ensure optimal management of assets

Projects for the Term of the Committee include

- Develop walking and cycling network masterplans
- Local Area Traffic Management Plan
- Review Parking Strategy
- Implement Bicycle Boulevards on Whitfield Street
- Advocate for underground power and environmentally sustainable Lighting
- Prepare streetscape policies for the Town
- Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan
- Plan and build Men's Shed facility
- Investigate options and develop business case for potential future redevelopment of civic buildings
- Improve lighting along main pedestrian routes to public transport hubs
- CCTV & Security lighting in Jubilee Reserve & advocate for installation in other identified crime hotspots
- Identify land within areas destined for intensive development adjacent to stations and major transport routes for acquisition and development into pocket parks
- Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan
- Sustainable water sensitive urban designs incorporated within drainage networks.
- Formulate Open Space Master Plan
- Walking Cycling master Plans

4.0 MEMBERSHIP

Membership of the Committee shall consist of 8 members, comprising the following:

- a) **Three Councillors** from the Town of Bassendean; and
- b) **Five Community Members** who live in the Town of Bassendean

The Mayor of the Bassendean Town Council shall be an ex-officio member of the committee under section 5.10 (4) unless he or she indicates his/her intention not to be such a member. The CEO or a representative of the CEO shall be an ex-officio member of the committee if he or she indicates to Council this intention under section 5.10 (5) to be such a member.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders (Local Law No 1).

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

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

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

6.0 MEETINGS

The Committee shall meet at least quarterly.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 9.1 in accordance with the Local Government Act 1995; and
- 9.2 at the direction of Council.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

COUNCIL RESOLUTION OCM-_____ DATED _____.



TOWN *of* BASSENDEAN

YOUTH ADVISORY COUNCIL

INSTRUMENT OF APPOINTMENT & DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean establishes the Bassendean Youth Advisory Council (BYAC). Council believes that young people and the community will benefit from the establishment of a Bassendean Youth Advisory Council by:

- Involvement of young people from the Town of Bassendean area in providing direct input to Council and the State Government;
- Encouraging interaction and understanding between young people and the wider community; and
- Raising the profile of young people in the community.

The Council appoints to the BYAC eligible young people as detailed in Section 4.0 below.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act of 1995, Council's local laws and policies and this Instrument.

2.0 OBJECTIVES

The objectives of the BYAC are to:

1. Provide direct advice to Council, and to the Government through the Minister for Youth;
2. Act as a reference group for Council, the State and Federal Governments, Peak Bodies and other youth and community representative bodies.
3. Respond to requests for information on local and regional youth issues;

4. Support the Youth Initiatives Grants Program and other grant programs targeting youth, by identifying local priorities for youth and recommending and supporting local initiatives;
5. Liaise with other youth agencies/organisations in the community as required;
6. Act as a focal point for local youth issues; and
7. Plan and coordinate youth events and activities with the approval of Council.

3.0 MEMBERSHIP

Membership will consist of 6 interested young people who live, work, recreate or study in the Town of Bassendean

Members will include representation from the wider youth population inclusive of high school, TAFE and tertiary students, youth from community and service clubs and those employed or unemployed young people.

Where possible, members should be elected by submitting an application to the CEO upon Youth Advisory Council Co-ordinator's recommendation.

Members of Council Committees are to refrain from speaking publicly on behalf of the Committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Mayor.

4.0 YOUTH ADVISORY COUNCIL CO-ORDINATOR

The Youth Advisory Council Co-ordinator shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with accepted meeting procedures. (Town of Bassendean Standing Orders Local Law No 1).

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

5.0 MEETINGS

The Committee meetings shall be held monthly, and where deemed necessary by the Youth Advisory Council or YAC Co-ordinator.

- 5.1 Notice of Committee meetings shall be given to members at least 3 days prior to each meeting.
- 5.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position. The Council shall be informed and if deemed necessary, will appoint a replacement for the balance of the Committee's term of appointment.
- 5.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 5.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

6.0 QUORUM

A quorum for a meeting shall be over 50% of its current members. A decision of the Committee does not have effect unless it has been made by a simple majority.

7.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

8.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- a) At the discretion of Council, or
- b) Coinciding with the ordinary Local Government Elections.

9.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT & DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

10.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council.

ATTACHMENT NO. 16

WESTERN AUSTRALIA

Local Government Act 1995

TOWN OF BASSENDEAN
Local Government (Council Meetings) Local Law 2018

ARRANGEMENT

Table of Contents

Part 1 - Preliminary	5
1.1 Citation	5
1.2 Commencement	5
1.3 Application and intent	5
1.4 Interpretation	5
1.5 Repeal	6
1.6 Provisions of the Act, Regulations and other legislation	6
Part 2 – Establishment and membership of committees	6
2.1 Establishment of committees	6
2.2 Types of committees	6
2.3 Delegation of some powers and duties to certain committees	6
2.4 Limits on delegation of powers and duties to certain committees	6
2.5 Appointment of committee Members	7
2.6 Tenure of committee membership	7
2.7 Resignation of committee Members	7
2.8 Register of delegations to committees	7
2.9 Committees to report	7
Part 3 - Calling and convening meetings	7
3.1 Ordinary and special Council meetings	7
3.2 Calling Council meetings	7
3.3 Convening Council meetings	7
3.4 Calling committee meetings	7
3.5 Public notice of meetings	7
Part 4 – Presiding Member and quorum	8
<i>Division 1: Who presides</i>	8
4.1 Who presides	8
4.2 When the Deputy Mayor/Deputy President can act	8
4.3 Who acts if no Mayor/President	8
4.4 Election of Presiding Members of committees	8
4.5 Election of Deputy Presiding Members of committees	8
4.6 Functions of Deputy Presiding Members	8
4.7 Who acts if no Presiding Member	8
<i>Division 2 – Quorum</i>	8
4.8 Quorum for meetings	8
4.9 Reduction of quorum for Council meetings	8
4.10 Reduction of quorum for committee meetings	8
4.11 Procedure where no quorum to begin a meeting	8
4.12 Procedure where quorum not present during a meeting	8
4.13 Names to be recorded	8
Part 5 - Business of a meeting	9
5.1 Business to be specified	9
5.2 Order of business	9

5.3	Motions of which previous notice has been given.....	9
5.4	New business of an urgent nature.....	10
5.5	Adoption by exception resolution.....	10
Part 6 - Public participation.....		10
6.1	Meetings generally open to the public.....	10
6.2	Meetings not open to the public	10
6.3	Question time for the public	11
6.4	Question time for the public at certain meetings	11
6.5	Minimum question time for the public.....	11
6.6	Procedures for question time for the public.....	11
6.7	Other procedures for question time for the public.....	11
6.8	Distinguished visitors	12
6.9	Deputations.....	12
6.10	Petitions	12
6.11	Presentations.....	13
6.12	Participation at committee meetings.....	13
6.13	Council may meet to hear public submissions	13
6.14	Public Inspection of agenda materials	14
6.15	Confidentiality of information withheld.....	14
6.16	Recording of proceedings.....	14
6.17	Prevention of disturbance.....	14
Part 7 - Questions by Members		20
Part 8 - Conduct of Members		15
8.1	Members to be in their proper places.....	15
8.2	Respect to the Presiding Member	15
8.3	Titles to be used.....	15
8.4	Advice of entry or departure.....	15
8.5	Members to indicate their intention to speak.....	15
8.6	Priority of speaking.....	15
8.7	Presiding Member may take part in debates.....	15
8.8	Relevance.....	16
8.9	Speaking twice.....	16
8.10	Duration of speeches.....	16
8.11	No speaking after conclusion of debate.....	16
8.12	No interruption	16
8.13	Personal explanations.....	16
8.14	No reopening of discussion.....	16
8.15	Adverse reflection	16
8.16	Withdrawal of offensive language.....	17
Part 9 - Preserving order		17
9.1	Presiding Member to preserve order	17
9.2	Point of order.....	17
9.3	Procedures on a point of order.....	17
9.4	Calling attention to breach.....	18
9.5	Ruling by the Presiding Member.....	18
9.6	Continued breach of order	18
9.7	Right of Presiding Member to adjourn.....	18
Part 10 - Debate of substantive motions.....		18
10.1	Motions to be stated and in writing	18
10.2	Motions to be supported	18
10.3	Unopposed business	18
10.4	Only one substantive motion at a time	19
10.5	Order of call in debate	19
10.6	Limit of debate	19
10.7	Member may require question to be read	19
10.8	Consent of seconder required for alteration.....	19

10.9	Order of amendments	19
10.10	Form of an amendment.....	19
10.11	Amendment must not negate original motion	19
10.12	Relevance of amendments	19
10.13	Mover of motion may speak on amendment	19
10.14	Effect of an amendment.....	19
10.15	Withdrawal of motion or amendment.....	20
10.16	Right of reply.....	20
Part 11	- Procedural motions	20
11.1	Permissible procedural motions.....	20
11.2	No debate.....	20
11.3	Who may move.....	20
11.4	Procedural motions - right of reply on substantive motion	21
11.5	Meeting to proceed to the next business.....	21
11.6	Debate to be adjourned.....	21
11.7	Meeting now adjourn.....	21
11.8	Question to be put.....	21
11.9	Member to be no longer heard.....	21
11.10	Ruling of the Presiding Member to be disagreed with	21
Part 12	- Disclosure of interests	21
12.1	Disclosure of interests	21
Part 13	- Voting	22
13.1	Question - when put.....	22
13.2	Voting.....	22
13.3	Majorities required for decisions.....	22
13.4	Method of taking vote.....	22
Part 14	- Minutes of meetings.....	22
14.1	Keeping of minutes.....	22
14.2	Content of minutes.....	22
14.3	Public inspection of unconfirmed minutes	23
14.4	Confirmation of minutes.....	23
Part 15	- Adjournment of meeting.....	23
15.1	Meeting may be adjourned	23
15.2	Effect of adjournment.....	23
Part 16	- Revoking or changing decisions	23
16.1	Requirements to revoke or change decisions	23
16.2	Limitations on powers to revoke or change decisions.....	23
16.3	Implementing a decision.....	23
Part 17	- Suspension of Local Laws.....	24
17.1	Suspension of Local Laws.....	24
17.2	Where Local Laws do not apply.....	24
17.3	Cases not provided for in Local Laws.....	24
Part 18	- Meetings of electors	25
18.1	Electors' general meetings	25
18.2	Matters for discussion at general electors' meeting	25
18.3	Electors' special meetings.....	25
18.4	Requests for electors' special meetings	25
18.5	Convening electors' meetings	25
18.6	Who presides at electors' meetings.....	25
18.7	Procedure for electors' meetings.....	25
18.8	Participation of non-electors.....	25
18.9	Voting at electors' meetings.....	25
18.10	Minutes of electors' meetings	25
18.11	Decisions made at electors' meetings	25

Part 19 - Enforcement	25
19.1 Penalty for breach.....	25
19.2 Who can prosecute	32



TOWN OF BASSENDEAN
Local Government (Council Meetings) Local Law 2018

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Town of Bassendean resolved on 28 November 2017 to make the following local law.

Part 1 - Preliminary

1.1 Citation

- (1) This local law may be cited as the Town of Bassendean Local Government (Council Meetings) Local Law 2018.

1.2 Commencement

By virtue of section 3.14 of the Act, these Local Laws come into operation 14 days after the date of their publication in the *Government Gazette*.

1.3 Application and intent

- (1) These Local Laws provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Local Laws.
- (3) These Local Laws are intended to result in:
 - (a) better decision-making by the Council and committees;
 - (b) the orderly conduct of meetings dealing with Council business;
 - (c) better understanding of the process of conducting meetings; and
 - (d) the more efficient and effective use of time at meetings.

1.4 Interpretation

- (1) In these Local Laws unless the context otherwise requires:

absolute majority has the meaning given to it in the Act;

75% majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer of the Local Government;

committee means a committee of the Council established under section 5.8 of the Act;

committee meeting means a meeting of a committee;

Council means the Council of the Town of Bassendean;

Local Government means the Town of Bassendean

Mayor means the Mayor of the Local Government or other Presiding Member at a Council meeting under section 5.6 of the Act;

meeting means a meeting of the Council or a committee, as the context requires;

Member has the meaning given to it in the Act;

Presiding Member means:

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

Regulations means the *Local Government (Administration) Regulations 1996*;

simple majority means more than 50% of the members present and voting; and,

substantive motion means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in these Local Laws, the terms and expressions used in these Local Laws are to have the meaning given to them in the Act and Regulations.

1.5 Repeal

- (1) The following Local Laws are repealed:
Town of Bassendean Standing Orders Local Law 2011

1.6 Provisions of the Act, Regulations and other legislation

- (1) Throughout these Local Laws, provisions of the Act and Regulations, and provisions of other legislation, are reproduced in a boxed format.
- (2) The purpose of reproducing these provisions is to assist the reader by giving a fuller picture of related legislative provisions that also apply to meetings of the Council, committees and electors.
- (3) The reproduced provisions of the Act and Regulations and other legislation:
 - (a) are to be treated as footnotes and are not part of these Local Laws (see section 32(2) of the *Interpretation Act 1984*); and
 - (b) reproduce only the provisions that were in force at the time that the Council resolved to adopt these Local Laws and therefore may not necessarily be correct at a future date.

Part 2 – Establishment and membership of committees

2.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include:
 - (a) the terms of reference of the committee;
 - (b) the number of council members, officers and other persons to be appointed to the committee;
 - (c) the names or titles of the council members and officers to be appointed to the committee;
 - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
 - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- (3) These Local Laws are to apply to the conduct of committee meetings.

2.2 Types of committees

The types of committees are dealt with in the Act.

2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

2.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

- 2.5 Appointment of committee members**
The appointment of committee members is dealt with in the Act.
- 2.6 Tenure of committee membership**
Tenure of committee membership is dealt with in the Act.
- 2.7 Resignation of committee members**
The resignation of committee members is dealt with in the Regulations.
- 2.8 Register of delegations to committees**
The register of delegations to committees is dealt with in the Act.
- 2.9 Committees to report**
A committee:
- (a) is answerable to the Council; and
 - (b) is to report on its activities when, and to the extent, required by the Council.

Part 3 - Calling and convening meetings

- 3.1 Ordinary and special Council meetings**
- (1) Ordinary and special Council meetings are dealt with in the Act.
 - (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
 - (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.
- 3.2 Calling Council meetings**
The calling of Council meetings is dealt with in the Act.
- 3.3 Convening Council meetings**
- (1) The convening of a Council meeting is dealt with in the Act.
 - (2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5, in convening a special meeting of the Council.
 - (3) Where, in the opinion of the Mayor/President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.
- 3.4 Calling committee meetings**
The CEO is to call a meeting of any committee when requested by the Mayor/President, the Presiding Member of a committee or any two members of that committee.
- 3.5 Public notice of meetings**
Public notice of meetings is dealt with in the Regulations.

Part 4 – Presiding Member and quorum

Division 1: Who presides

- 4.1 Who presides**
Who presides at a Council meeting is dealt with in the Act.
- 4.2 When the Deputy Mayor/Deputy President can act**
When the Deputy Mayor/Deputy President can act is dealt with in the Act.
- 4.3 Who acts if no Mayor/President**
Who acts if there is no Mayor/President is dealt with in the Act.
- 4.4 Election of Presiding Members of committees**
The election of Presiding Members of committees and their deputies is dealt with in the Act.
- 4.5 Election of Deputy Presiding Members of committees**
The election of Deputy Presiding Members of committees is dealt with in the Act.
- 4.6 Functions of Deputy Presiding Members**
The functions of Deputy Presiding Members are dealt with in the Act.
- 4.7 Who acts if no Presiding Member**
Who acts if no Presiding Member is dealt with in the Act.

Division 2 – Quorum

- 4.8 Quorum for meetings**
The quorum for meetings is dealt with in the Act.
- 4.9 Reduction of quorum for Council meetings**
The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.
- 4.10 Reduction of quorum for committee meetings**
The reduction of a quorum for committee meetings is dealt with in the Act.
- 4.11 Procedure where no quorum to begin a meeting**
The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.
- 4.12 Procedure where quorum not present during a meeting**
If at any time during a meeting a quorum is not present, the Presiding Member is:
- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
 - (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.
- 4.13 Names to be recorded**
At any meeting:
- (a) at which there is not a quorum present; or
 - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

Part 5 - Business of a meeting

5.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the Council or Committee meeting other than that specified in the agenda, without the approval of the Presiding Member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that :
 - (a) specified in the notice of the meeting which had been adjourned; and
 - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

5.2 Order of business

- (1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council or Committee meeting is to be as follows:
 1. Declaration of Opening/Announcement of Visitors
 2. Announcements from the Presiding Member
 3. Attendance
 - 3.1 Apologies
 - 3.2 Approved leave of absence
 4. Declaration of interest
 5. Public Question Time
 - 5.1 Response to previous public questions taken on notice
 - 5.2 Public question time
 6. Confirmation of minutes
 7. Presentations
 - 7.1 Petitions
 - 7.2 Presentations
 - 7.3 Deputations
 - 7.4 Delegates' reports
 8. Method of dealing with agenda business
 9. Reports
 10. Applications for leave of absence
 11. Motions of which previous notice has been given
 12. Questions from Members without notice
 13. New business of an urgent nature introduced by decision of the meeting
 14. Meeting closed to public
 - 14.1 Matters for which the meeting may be closed
 - 14.2 Public reading of resolutions that may be made public
 15. Closure
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. *[See section 5.24 of the Act; and regulations 6 & 7 of the Regulations]*

5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or these Local Laws otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.

- (2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
 - (a) may, with the concurrence of the Mayor/President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of these Local Laws or any other written law;
 - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
 - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
 - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
 - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

5.5 Adoption by exception resolution

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), the Local Government may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter:
 - (a) that requires a 75% majority or a special majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a Member wishes to make a statement; or
 - (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

Part 6 - Public participation

6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

6.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.

- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried:
 - (a) the Presiding Member is to direct everyone to leave the meeting except:
 - (i) the Members;
 - (ii) the CEO; and
 - (iii) any Officer specified by the Presiding Member; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

6.3 Question time for the public
Question time for the public is dealt with in the Act.

6.4 Question time for the public at certain meetings
Question time for the public at certain meetings is dealt with in the Regulations.

6.5 Minimum question time for the public
Minimum question time for the public is dealt with in the Regulations.

6.6 Procedures for question time for the public
Procedures for question time for the public are dealt with in the Regulations.

- 6.7 Other procedures for question time for the public**
- (1) A member of the public who raises a question during question time, is to state his or her name and address.
 - (2) A question may be taken on notice by the Council for later response.
 - (3) When a question is taken on notice the CEO is to ensure that:
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
 - (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
 - (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
 - (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.

- (7) The Presiding Member may decide that a public question shall not be responded to where:
 - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

6.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

6.9 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council is to either :
 - (a) apply, before the meeting, to the CEO for approval; or
 - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
 - (a) approve the request and invite the deputation to attend a meeting of the Council; or
 - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
 - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
 - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
 - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

6.10 Petitions

- (1) A petition is to -
 - (a) be addressed to the Mayor/President;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).

- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

6.11 Presentations

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

6.12 Participation at committee meetings

- (1) In this clause a reference to a person is to a person who:
 - (a) is entitled to attend a committee meeting;
 - (b) attends a committee meeting; and
 - (c) is not a member of that committee;

A member of the public is entitled to attend a committee meeting only where a local government power or duty has been delegated to that committee: see section 5.23(1)(b) of the Act.

- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

6.13 Council may meet to hear public submissions

- (1) Where an item on the agenda at a Council meeting is contentious and is likely be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the Mayor/President shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall:
 - (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
 - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
 - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.

- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

6.14 Public Inspection of agenda materials

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at [INSERT LOCATION] and on the Local Government's website.

6.15 Confidentiality of information withheld

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be:
 - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
 - (b) marked "*Confidential*" in the agenda; and
 - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

6.16 Recording of proceedings

A person is not to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.

6.17 Prevention of disturbance

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.
- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

Part 7 - Questions by Members

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.

- (2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
 - (i) the question be placed on notice for the next meeting of Council; and
 - (ii) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
 - (i) is to be brief and concise; and
 - (ii) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

Part 8 – Conduct of Members

8.1 Members to be in their proper places

- (1) At the first meeting held after each election day, the CEO is to allot, alphabetically by ward, a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting.

8.2 Respect to the Presiding Member

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.

8.3 Titles to be used

A speaker, when referring to the Mayor/President, Deputy Mayor/Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.

8.4 Advice of entry or departure

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

8.5 Members to indicate their intention to speak

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

8.6 Priority of speaking

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
- (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

8.7 Presiding Member may take part in debates

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with these Local Laws.

8.8 Relevance

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Presiding Member, at any time, may:
 - (a) call the attention of the meeting to:
 - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
 - (ii) any breach of order or decorum by a Member; and
 - (b) direct that Member, if speaking, to discontinue his or her speech.
- (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

8.9 Speaking twice

A Member is not to address the Council more than once on any motion or amendment except:

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

8.10 Duration of speeches

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

8.11 No speaking after conclusion of debate

A Member is not to speak on any motion or amendment:

- (a) after the mover has replied; or
- (b) after the question has been put.

8.12 No interruption

A Member is not to interrupt another Member who is speaking unless:

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard (see clause 11(1)(e)).

8.13 Personal explanations

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

8.14 No reopening of discussion

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed (see Part 16).

8.15 Adverse reflection

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 16).

- (2) A Member is not:
 - (a) to reflect adversely on the character or actions of another Member or Officer; or
 - (b) to impute any motive to a Member or Officer,
 unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.
- (4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:
 - (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) the Council may, by resolution, decide to record those words in the minutes.

8.16 Withdrawal of offensive language

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which:
 - (a) in the absence of a resolution under clause 8.15:
 - (i) reflects adversely on the character or actions of another Member or Officer; or
 - (ii) imputes any motive to a Member or Officer; or
 - (b) is offensive or insulting;
 must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

Part 9 - Preserving order

9.1 Presiding Member to preserve order

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

9.2 Point of order

- (1) A Member may object, by way of a point of order, only to a breach of:
 - (a) any of these Local Laws; or
 - (b) any other written law.
- (2) Despite anything in these Local Laws to the contrary, a point of order:
 - (a) takes precedence over any discussion; and
 - (b) until determined, suspends the consideration or discussion of any other matter.

9.3 Procedures on a point of order

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until:
 - (a) the Member raising the point of order has been heard; and
 - (b) the Presiding Member has ruled on the point of order,
 and, if permitted, the Member who has been interrupted may then proceed.

9.4 Calling attention to breach

A Member may, at any time, draw the attention of the Presiding Member to any breach of these Local Laws.

9.5 Ruling by the Presiding Member

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order:
 - (a) is not to be the subject of debate or comment; and
 - (b) is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

9.6 Continued breach of order

If a Member:

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

9.7 Right of Presiding Member to adjourn

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 10 - Debate of substantive motions

10.1 Motions to be stated and in writing

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

10.2 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

10.3 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.

- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

10.4 Only one substantive motion at a time

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

10.5 Order of call in debate

The Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

10.6 Limit of debate

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

10.7 Member may require question to be read

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

10.8 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

10.9 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

10.10 Form of an amendment

An amendment must add, delete, or substitute words to the substantive motion.

10.11 Amendment must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

10.12 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

10.13 Mover of motion may speak on amendment

Any Member may speak during debate on an amendment.

10.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

10.15 Withdrawal of motion or amendment

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

10.16 Right of reply

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised:
 - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply:
 - (a) no other Member is to speak on the question;
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

Part 11 - Procedural motions

11.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions:

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the meeting be closed to the public (see clause 6.2).

11.2 No debate

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

11.4 Procedural motions - right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

11.5 Meeting to proceed to the next business

The motion "that the meeting proceed to the next business", if carried, has the effect that:

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

11.6 Debate to be adjourned

A motion "that the debate be adjourned":

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

11.7 Meeting now adjourn

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 5.5).
- (3) A motion "that the meeting now adjourn":
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

11.8 Question to be put

- (1) If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

11.9 Member to be no longer heard

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

11.10 Ruling of the Presiding Member to be disagreed with

If the motion "that the ruling of the Presiding Member be disagreed with", is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

Part 12 - Disclosure of interests

12.1 Disclosure of interests

Disclosure of interests is dealt with in the Act .

Part 13 - Voting

13.1 Question - when put

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
 - (a) is to put the question to the Council; and
 - (b) if requested by any Member, is to again state the terms of the question.
- (2) A Member is not to leave the meeting when the Presiding Member is putting any question.

13.2 Voting

Voting is dealt with in the Act and the Regulations.

13.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

13.4 Method of taking vote

- (1) In taking the vote on any motion or amendment the Presiding Member:
 - (a) is to put the question, first in the affirmative, and then in the negative;
 - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
 - (c) may accept a vote on the voices or may require a show of hands; and,
 - (d) is, subject to this clause, to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member of council or a committee specifically requests that there be recorded -
 - (a) his or her vote; or,
 - (b) the vote of all members present,on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (4) If a Member calls for a division:
 - (a) those voting in the affirmative are to pass to the right of the Chair; and
 - (b) those voting in the negative are to pass to the left of the Chair.
- (5) For every division, the CEO is to record:
 - (a) the name of each member who voted; and
 - (b) whether he or she voted in the affirmative or negative.

Part 14 – Minutes of meetings

14.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

14.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

14.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

14.4 Confirmation of minutes

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

Part 15 - Adjournment of meeting

15.1 Meeting may be adjourned

The Council may adjourn any meeting:

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

15.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under these Local Laws:

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

Part 16 - Revoking or changing decisions

16.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

16.2 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
 - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

16.3 Implementing a decision

- (1) In this clause:
 - (a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;
 - (b) "implement", in relation to a decision, includes:
 - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and

- (ii) take any other action to give effect to the decision; and
 - (c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
 - (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
 - (4) A decision made at a meeting is not to be implemented by the CEO or any other person:
 - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
 - (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:
 - (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

Part 17 - Suspension of Local Laws

17.1 Suspension of Local Laws

- (1) A Member may at any time move that the operation of one or more of the provisions of these Local Laws be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is:
 - (a) seconded; and
 - (b) carried by an absolute majority,
 is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

17.2 Where Local Laws do not apply

- (1) In situations where:
 - (a) one or more provisions of these Local Laws have been suspended;
 - or
 - (b) a matter is not regulated by the Act, the Regulations or these Standing Orders,
 the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

17.3 Cases not provided for in Local Laws

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where these Local Laws, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

Part 18 - Meetings of electors

- 18.1 Electors' general meetings**
Electors' general meetings are dealt with in the Act.
- 18.2 Matters for discussion at electors' general meetings**
The matters to be discussed at electors' general meetings are dealt with in the Regulations.
- 18.3 Electors' special meetings**
Electors' special meetings are dealt with in the Act.
- 18.4 Requests for electors' special meetings**
Requests for electors' special meetings are dealt with in the Regulations.
- 18.5 Convening electors' meetings**
Convening electors' meetings is dealt with in the Act.
- 18.6 Who presides at electors' meetings**
Who presides at electors' meetings is dealt with in the Act.
- 18.7 Procedure for electors' meetings**
(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.
(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to these Local Laws.
- 18.8 Participation of non-electors**
A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.
- 18.9 Voting at electors' meetings**
Voting at electors' meetings is dealt with in the Regulations.
- 18.10 Minutes of electors' meetings**
Minutes of electors' meetings are dealt with in the Act.
- 18.11 Decisions made at electors' meetings**
Decisions made at electors' meetings are dealt with in the Act.

Part 19 - Enforcement

- 19.1 Penalty for breach**
A person who breaches a provision of these Local Laws commits an offence.
Penalty: \$5,000.00 and a daily penalty of \$500.00.
- 19.2 Who can prosecute**
Who can prosecute is dealt with in the Act.

Dated: [INSERT DATE]

The Common Seal of the [INSERT NAME OF LOCAL GOVERNMENT]
was affixed by the authority of
a resolution of Council in the presence of:

[INSERT NAME OF MAYOR/PRESIDENT]
Mayor/President

[INSERT NAME OF CEO]
Chief Executive Officer

ATTACHMENT NO. 17

TOWN OF BASSENDEAN

MINUTES

LIVEABLE TOWN ADVISORY COMMITTEE

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

ON TUESDAY 10 OCTOBER 2017, AT 7.00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Country

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 Paul Bridges, Presiding Member
Cr John Gangell, Mayor
Cr Renee McLennan
Ryan Medrana, Community Representative
Jeanette Maddison, Community Representative
Kylie Turner, Community Representative

Officers

Salvatore Siciliano, A/Director Community Development
Gabriella Filippi, A/Manager Recreation & Culture
Ken Cardy, A/Director Operational Services
Trent Macpherson, A/Manager Asset Services
Sally Griffiths, Manager Children Services
Amy Holmes, Minute Secretary

Observer

Cr Mike Lewis, Deputy Mayor

Visitors

Mr Ricky Arnold, Consultant
Ms Nonie Jekabsons, Community Member
Representative from FLYT Consultancy

Apologies

Alison Healey, Community Representative
David Doy, Community Representative
Victoria Brown, Community Representative
Graeme Haggart, Director Community Development (Long Service Leave)
William Barry, Economic Development Officer

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Liveable Town Advisory Committee meeting held on 8 August 2017

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Jeanette Maddison, Seconded Kylie Turner, that the minutes of the Bassendean Liveable Town Advisory Committee meeting held on 8 August 2017, 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 PRESENTATIONS

1. A representative from FLYT Consultancy gave a presentation on the conceptual design for the proposed Bike Boulevard along Whitfield Street.

2. Mr Ricky Arnold, Consultant, gave a progress report on the development of the Town's Cultural Plan.

9.0 OFFICER REPORTS

9.1 Committee Work Programme

Renewable Energy Working Group

The Renewable Energy Working Group (REWG) held a meeting on 17 August 2017. The following are some of the key recommendations made from the informal meetings of group members and were presented to a formal meeting of the Renewable Energy Working Group on 17 August 2017 for consideration by the Liveable Town Advisory Committee.

That the Town:

- a. Conducts an audit of the Town's fleet vehicles and prepare a report on:
 - i transitioning the fleet to hybrid/electric vehicles; and
 - ii implementing alternative transport options/incentives for staff;
- b. Investigates the installation of electric charging station/s within the Town;
- c. Lobbies Western Power to transition the Town's street lighting to LED;
- d. Investigates and introduces a solar bulk buy purchase scheme for property owners in the Town of Bassendean;
- e. Develops and implements a "Sustainable Town Incentive Scheme"; and
- f. Investigates offering environmental sustainability grants for suitable community projects.

Cr McLennan advised the committee that the Town has the opportunity to obtain an electric car charger through the REV programme at the University of WA. The Town would be responsible for installation and infrastructure at an approximate cost of \$6,000.

Urban Forest Working Group

The Urban Forest Working Group held a meeting on 8 September 2017. The draft Urban Forest Strategy was reviewed by the members of the Urban Forest Working Group, with corrections, amendments and inclusions being placed directly into the electronic document.

Once the document has been reformatted, including all amendments and inclusions, it will be distributed to the Urban Forest Working Group for further feedback. Outcomes of the meeting relate to actions for officers and do not require a determination by the Committee.

Regional Playground Working Group

The Regional Playground Working Group has not met since the last meeting. In regards to the community consultation process, Nature Play Solutions has finalised the concept plan, images and video fly-through that will form part of the on-line consultation process facilitated through *Your Say Bassendean*. The purpose of the on-line community consultation process is to generate questions, ideas, concerns and issues that will culminate in a community workshop to address feedback from the community.

Engineering and Environmental Consultancy BMT WBM Pty Ltd has been engaged to provide a flood impact assessment. Given that the ground level will change to construct the playground, a flood impact assessment is required. As part of the assessment, hydraulic modelling is currently being completed to determine what will happen to water when it moves through the system (Ashfield Flats Reserve). Included in this modelling is running a series of events to know what will happen in any given scenario in the event of flooding. The hydraulic modelling is expected to be completed by the end of October 2017, with the final flood impact assessment to be completed within 2 to 3 months. On-line community consultation will be conducted once the flood impact assessment has been finalised.

The Regional Playground Working Group will be convened in the near future to receive a project update.

Whitfield Street – Bike Boulevard

In the 2016/2017 financial year, the Town received funding from the Department of Transport (DoT) to develop a concept design for a Bike Boulevard. FLYT Consultancy was engaged by the Town to undertake the concept design works. The scope of the design incorporated the Town of Bassendean's draft Urban Forest Strategy, identified opportunities for Water Sensitive Design and included traffic calming devices that would change the priority user of the road to cyclist.

The Town received the final concept plan and technical notes for the proposed Bike Boulevard along Whitfield Street.

This financial year, the Town has been successful in receiving the WABN grant funding from the Department of Transport (DoT) to carry at the community consultation and detail design for the proposed Bike Boulevard along Whitfield Street, Bassendean. Community consultation will commence in November 2017 and the final detail design to be produced end of March 2018.

Funding will need to be sought in 2018 for the construction stage.

Australia Day Event Review Working Group

The Australia Day Event Review Working Group last met on Thursday 31 August to consider the final draft community consultation and communications plan, including the on-line community survey.

The on-line survey went live through *Have Your Say Bassendean* on Wednesday 20 September and at this stage will close by 5pm on Wednesday 18 October 2017. Depending on feedback from the Working Group, the closing date for the survey may be extended. It is anticipated that data interpretation and initial report writing will commence soon after the online survey closes, with a working group meeting to be convened in early November to consider the findings and draft recommendations. Subject to the outcome on the restructuring of Council Committees post Council elections, the final report will be presented to a future Ordinary Council Meeting for consideration.

It was agreed that point b. of the recommendation would be amended to include consideration of the electric car charging station through the REV programme.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.1

LTAC – 1/10/17 MOVED Cr McLennan, Seconded Kylie Turner, that:

1. The Working Party progress reports be received; and
2. The Liveable Town Advisory Committee considers the following recommendations proposed by the Renewable Energy Working Group to be referred to Council for further consideration:
 - a. Considers conducting an audit of the Town's fleet vehicles and prepare a report on:

- i. transitioning the fleet to hybrid/electric vehicles; and
 - ii. implementing alternative transport options/incentives for staff;
- b. Investigates the installation of electric charging station/s within the Town, as well as the offer of a charging station from the REV Programme at UWA;
- c. Lobbies Western Power to transition the Town's street lighting to LED;
- d. Investigates and introduces a solar bulk buy purchase scheme for property owners in the Town of Bassendean;
- e. Develops and implements a "Sustainable Town Incentive Scheme"; and
- f. Investigates offering environmental sustainability grants for suitable community projects.

CARRIED UNANIMOUSLY 6/0

9.2 Ongoing Activity Progress Reports

RECREATION

Participation in Sport and Recreation, Leisure Activities

The Town's RELax Program continues to attract strong enrolment numbers with 196 people registering for courses for Term 3. The Term 4 courses are now open for registration, with courses starting October 9.

The Mary Crescent Reserve playground concept design has been finalised. Officers are currently developing the tender documents from the contractor's detailed plans. Approval was approved from the Minister for Planning for the release of Cash In Lieu funding.

16 KidSport applications equating to \$2,975 have been processed from July 2017 to October 2017 to assist junior sport players participate in their preferred sport. Numbers will increase with summer sport registrations now open.

Winter sporting groups have now handed over facilities to summer clubs. There is a two week window for ground maintenance, which is mainly for returfing worn areas, before fixtures can be played by summer sports.

Facility Management

Consultant's AECOM Australia Pty Ltd work on the Community Facilities and Ovals/Reserves Audit and Needs Assessment continues. A draft final report with revised recommendations has been received on Oct 3 and officers will organise a Project Control Group meeting to review.

CULTURE

Australia Day Review

The Town has conducted an online survey via *Your Say Bassendean*. The survey will be available until October 18 at this stage and may be extended. The survey is also available at Customer Services, the Bassendean Memorial Library and Volunteer Services. An intercept survey was also conducted at Hawaiian's Bassendean Shopping Centre on Wednesday 27 September. The collation of hard copies will commence in the near future.

Cultural Plan Review

The consultant Ricky Arnold, has commenced work on the reviewing the Town's Cultural Plan. A project reference group has been set up and discussions have occurred with the Bassendean Cultural Advancement Group, staff and Library Services. An online survey has been set up, with the reference group providing feedback on the original draft.

Focus groups will be set up by offering opportunities for participation at various locations and at different times, it is hoped we will capture a variety of interested participants and viewpoints, and secure pertinent information to the process.

Community Events Sponsorship

The Bassendean Church of Christ has submitted an application for Community Events Sponsorship for \$1,000. The request is for a Community based Easter Fair in March 2018, targeting families and young children. It is a free event with a variety of family friendly activities including face painting, petting zoo, egg decorating, puppet show and free sausage sizzle, amongst other activities. The Town supported this event in 2017. The anticipated attendance numbers were 150. Actual attendance was in excess of 300.

The Town supports this application as it has been lodged well in advance of the event. The Church has experience now of running this type of event, and did so successfully in 2017. This event provides the community with a friendly and free event. Opportunities for free participation appeal to all members of the community and are particularly vital to those in difficult circumstances.

Bassendean Visual Art Awards

Town staff once again staged a successful Bassendean Visual Art Awards from Thursday 21 September (opening night) to Wednesday 27 September held in the Bassendean Community Hall. Over 90 visual artists entered works to the Art Awards as well as local primary schools within the Town of Bassendean. As part of the Town's partnership with Hawaiian for its sponsorship of the acquisitive category, local primary school artworks were displayed at Hawaiian's Bassendean Shopping Centre from Tuesday 26 to Saturday 30 September 2017.

ECONOMIC DEVELOPMENT

Local Economic Overview Consultation

In a collaboration between Strategic Planning and Economic Development, the Town published a request for the provision of a Local Economic Overview. Five consultants made submissions and the successful candidate is expected to commence the job in the next couple of weeks and complete it by end of November.

An Economic Overview is a comprehensive examination of our region and its sustainability assessed against the physical attributes, the social characteristics and the economic drivers. It does this through three 'profiles':

- Local Housing Market Profile looks at the types of housing available and compares to other regions, the affordability and predicted demand.
- A Community Profile covers the socio economic characteristics and projected population growth through to 2035.

- Local Economic Profile examines the make up of our local economy. That is the types of industries represented in Bassendean, the size of businesses within those industries, where they are located, how many they employ.

From the Overview, we require a clear understanding of the transformational changes occurring in demographics, economy, social values and natural environment. The expectation is to not to just provide the data but interpret and extrapolate the data with a view to enabling the Town to better leverage the promise from growth sectors, to identify communities or clusters of interest, to identify latent synergies with the airport precinct, the Metronet project, the North link project and others.

This report will inform the development of the new Economic Development Strategy and the review of the Local Planning Strategy.

CHILDREN SERVICES

September has been a busy month of recruitment, with the engagement of two new educators. Both educators commenced employment on Tuesday 26 September.

On 6 September, Educator Appreciation Day was celebrated. A notebook was placed at each service for families to write comments. In addition, a small bunch of flowers was purchased for each educator to thank and acknowledge the wonderful work they do.

On 11 and 12 September, we were privileged to engage Early Childhood Nature Pedagogue, Trudi Bennett, from Nature Play WA, to visit Children's Services. Trudi worked with Educators at each service, observing and modelling practices that promote greater connectedness to nature. This was then followed up with an evening workshop to identify, acknowledge and inspire greater nature pedagogy. Educators thoroughly enjoyed the PD and reported that it was 'the best yet'. Educators are motivated and inspired by Trudi's visit and are planning a 'plastic free' October. Trudi will return in November to support us with our journey.

The journey of quality improvement and de-institutionalization continues with dining and toddler room makeovers to create homelier environments. The removal of numerous notice boards, subtle lighting, soft furnishing and respectful displays of children's work and family photographs, is promoting greater belonging and security for children and families. Educators continue to engage children in daily walks to promote greater connectedness to community and wellbeing.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

LTAC – 2/10/17 MOVED Jeanette Maddison, Seconded Cr McLennan, that the:

1. Officers' ongoing activities progress reports be received;
2. Community Event Sponsorship application lodged by the Bassendean Church of Christ for sponsorship support of \$1,000 for the staging of the Community Easter Fair in March 2018, be endorsed by the Liveable Town Advisory Committee and referred to Council for approval.

CARRIED UNANIMOUSLY 6/0

9.3 Resolution Implementation Report

Passed resolutions of Committee whose status is listed as "Completed" are sought to be deleted.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

LTAC – 3/10/17 MOVED Jeanette Maddison, Seconded Kylie Turner, that the completed resolutions of the Committee in the progress report be deleted.

CARRIED UNANIMOUSLY 6/0

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

12.0 **CONFIDENTIAL BUSINESS**

Nil

13.0 **CLOSURE**

The Presiding Member advised members that a new Committee structure will be considered by Council following the local government elections.

There being no further business, the Presiding Member declared the meeting closed, the time being 9.26pm.

ATTACHMENT NO. 18

TOWN OF BASSENDEAN

MINUTES

HYDE RETIREMENT VILLAGE

ANNUAL GENERAL MEETING

HELD AT BASSENDEAN SENIORS AND DISABILITY SERVICES

2 COLSTOUN ROAD, ASHFIELD WA 6054

WEDNESDAY 11 OCTOBER 2017 COMMENCING AT 1:00PM

1.0 ATTENDANCES AND APOLOGIES

Present

Deputy Mayor, Cr Mike Lewis

Residents

Myrtle D'Souza

Betty & Frank Morey

Lorraine Philips

Robyn Jefferson

Hazel Jess

Shirley Jeffries

Joe Colton

Joyce Brooks

Rosa Zonata

Pat Strobel

John Rowland

Laura Dennis

Sylvia Emberson

Joy Clarke

Officers

Salvatore Siciliano, Acting Director Community Development
Michael Costarella, Director Corporate Services
Mona Soliman, Manager Seniors and Disability Services
Shelley Coleman, Team Leader Seniors & Disability Services
Jennifer Henderson, Administration Officer

Apologies

Babian D'Souza
Olympe Ingate
Sang Tsang
Doreen Woolley
Ken & Margaret Dodd
Barbara Slade
Keith & Alice Downey
Jacqueline Sheen
Clifford Anderson
Brendon Allen
Inez Minc
Julie Chugg
Loretta Lynes
Maureen Swinbourn
William Thomas
Brenda Rogers
Tom Emberson

The Deputy Mayor conveyed his apologies from the Mayor and opened the meeting at 1.00pm. The Deputy Mayor introduced himself, Salvatore Siciliano, Michael Costarella, Mona Soliman, Shelley Coleman and Jennifer Henderson and proceeded with the order of business.

1.1 PROXY VOTING FORMS TO BE COLLECTED

The Deputy Mayor, Cr Lewis, asked if there were any Proxy voting forms. No proxy voting forms were presented.

2.0 CONFIRMATION OF MINUTES

2.1 Minutes of the Hyde Retirement Village Annual General Meeting held on 10 October 2016

COMMITTEE/OFFICER RECOMMENDATION – ITEM 2.1

HRV – 1/10/17 MOVED Shirley Jeffries, Seconded Joe Colton, that the minutes of the Hyde Retirement Village Annual General Meeting held on 10 October 2016 be confirmed as a true record.

CARRIED

3.0 ANNUAL REPORT

The Deputy Mayor, Cr Lewis presented the Annual Report.

The following is a summary:

- Acknowledged the residents we farewelled since our last annual general meeting.
- Farewell to those who have left:
 - Doreen Foot - passed away
 - John Hall – moved out
 - Blazenka Vukinovac – moved out
- Warm welcome to the following new residents and hoped they find Hyde Retirement Village a comfortable and pleasant environment in which to live:
 - Joyce Brooks
 - Julie Chugg

- **The Year in Review**

During the past year, the Town's Seniors and Disability Services Team, in close collaboration with the Asset Services Team, have been working hard in ensuring the effective management and upkeep of the complex. A schedule of ongoing routine maintenance, as well as a number of substantial projects, was undertaken during the year resulting in the complex looking better than it has in a number of years.

The highlights were:

- Three units were vacated and refurbished and another two are currently in progress;
- Maintenance as the need arises at unit level such as replacement of hot water units, taps, cisterns, toilets, etc. is always undertaken in response to requests.
- Internal and external painting to units including doors, skirtings and door frames was undertaken as required.
- Regular garden maintenance, including gutter cleaning, is undertaken to ensure external buildings and the grounds are continually cared for and maintained by our dedicated staff.
- The annual RCD testing to all units was undertaken.
- The annual servicing of the emergency equipment is undertaken.
- External cockroach, termite and rodent inspection and treatments were undertaken
- Door locks and security screen repairs were undertaken to a number of units
- The successful installation of solar panels in the village, completed at the Town's expense.
- The addition of 2 new parking bays was completed bringing the total number of bays to 10.
- It was acknowledged that the Committee did an outstanding job for the village this year, and we are looking forward to another progressive year ahead.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 3.0

HRV – 2/10/17 MOVED Joy Clarke, Seconded Lorraine Philips that the Annual Report be received.

CARRIED

4.0 FINANCIAL STATEMENT

The Director Corporate Services, Michael Costarella, presented the Financial Statement for the Hyde Retirement Village to 30 June 2017.

Total Operating Revenue	\$289,116
Total Operating Expenditure	\$425,536
Total Aged Persons Reserve	\$470,727
Trust Account Closing Balance	\$173,600

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.0

HRV – 3/10/17 MOVED Joe Colton, Seconded John Rowland, that the Financial Statement for the Hyde Retirement Village for the year ended 30 June 2017 be received.

CARRIED

5.0 ELECTION OF THE HYDE RETIREMENT VILLAGE RESIDENTS COMMITTEE

Nominations for the Residents' Committee were called. Five Committee Members were elected:

(Proxy voting forms were sent to residents of HRV).

The following people nominated:

1. Joe Colton
2. Lorraine Philips
3. John Rowland
4. Joyce Brooks
5. Joy Clarke

COMMITTEE RECOMMENDATION – ITEM 5.0

HRV - 4/10/17 MOVED Pat Stroebel, Seconded Rosa Zonato, that Joe Colton, Lorraine Philips, John Rowland, Joyce Brooks, Joy Clarke, be appointed to the HRV Residents' Committee.

CARRIED

6.0 DISPUTES COMMITTEE

Following discussion, Lorraine Colton was nominated to the Disputes Committee. Emailed notification of her nomination had previously been received.

COMMITTEE RECOMMENDATION – ITEM 6.0

HRV - 5/10/17 MOVED Joe Colton, Seconded Shirley Jeffries, that Lorraine Colton be elected to the Disputes Committee.

CARRIED

7.0 GENERAL BUSINESS

REPAIRS AND MAINTENANCE

Joe Colton queried the whereabouts of the shelter for the bus stop at front of village. Council had previously agreed to provide shelter for the existing seat since Transperth had removed the original one.

1. JH to follow up with Asset Services.

Joe Colton raised some recent security issues - items of clothing and a statue have gone missing. Plants dug up from the garden and a resident's car broken into. Joe asked if a security barrier or fence could be installed across the front of property to act as a deterrent. MS advised the suggestion had been raised previously but residents had security concerns such as a place for non-residents to hide.

2. Mike Costarella suggested the Town's CCTV mobile unit could possibly be booked for a period of time to observe the area.

HRV - 6/10/17 MOVED Joe Colton, Seconded Pat Stroebel, that costs be explored to investigate options to install additional security to deter entrance through garden beds and possibility of deploying CCTV unit as a further deterrent.

CARRIED

Joyce Brooks queried if ceiling insulation could be installed.

- o Advised that insulation is already installed.

Joyce Brooks queried that the rubbish bins had been taken out to the kerb side on one occasion but hadn't happened again.

- o Mona Soliman explained that collection of the bins at the village was not part of the cleaning contract and was the actions of a new driver. Mona explained that bin services can be provided as a HACC service if the resident is assessed as eligible. Contact Mona for further information.

Myrtle D'Souza advised that the security sensor lights are still not working at the front block of units 1 – 6.

- o JH to follow up with Asset Services

Laura Dennis advised that the palm tree growing above unit 28 is dying and debris is falling around her property and the grounds.

- o JH to follow up with Asset Services

John Rowland queried what options residents have when electricity goes off. Asked if installing gas was a possibility.

- o Cr Lewis advised that gas installation would be a costly project and a safety concern, e.g. leaving gas stove switched on when going out, and spoke about methods to keep units warm by blocking door gaps, keeping curtains drawn, etc.

like

Pat Stroebel asked if taps can be replaced in all units. Would taps that are easier to use.

- o MS to investigate options with Asset Services

Joyce Brooks queried the internet connection in her unit and where the responsibility lies. Cr Lewis explained about the NBN and rollout but stressed that this is between the resident and their chosen provider. The outlet in Mrs Brooks unit was installed by a previous resident and not covered by the Council.

- o MS offered to follow up with information for Mrs Brooks

The residents reported that the rendering was peeling off some of the units again and needed to be assessed and remediated.

- o MS to follow up with Asset Services

Laura Dennis asked about having her floor coverings replaced.

MS offered to look at this but discussed the issue of replacing for one would mean having to do the same for all units and would be a costly exercise.

- o MS to follow up with Mrs Dennis

8.0 CLOSURE

There being no further business, the Deputy Mayor declared the meeting closed, the time being 1.45pm.

ATTACHMENT NO. 19

**LIST OF PAYMENTS
FOR PERIOD
ENDED 31st OCTOBER 2017**

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT and Direct Debits 01-31 October 2017	32737 – 33018	2,560,563.16
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	6127 -6131	400.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	85823 – 85850	60,235.05
		<hr/> \$2,621,198.21 <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 28th November 2017 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.

DIRECTOR CORPORATE SERVICES

MAYOR'S DECLARATION

I hereby certify that this schedule of accounts, covering vouchers as above, was submitted to the Council on 28th November 2017 and that the amounts were approved by the Council for payment.

MAYOR

1st October 2017
to
31st October 2017

Chq/EFT	Date	Name	Description	Amount
EFT32737	04/10/2017	AUSTRALIAN SERVICES UNION	Payroll Deductions	-192.15
EFT32738	04/10/2017	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-85,486.00
EFT32739	04/10/2017	CHILD SUPPORT AGENCY	Payroll Deductions	-425.17
EFT32740	04/10/2017	HEALTH INSURANCE FUND (HIF)	Payroll Deductions	-148.75
EFT32741	04/10/2017	LGRCEU	Payroll Deductions	-41.00
EFT32742	04/10/2017	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-2,705.28
EFT32743	03/10/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 157 Interest Payment - Ashfield Soccer Self Supporting	-1,372.86
EFT32744	12/10/2017	ANIL KUMAR	Hall & Key Bond Refund	-1,050.00
EFT32745	12/10/2017	ANNA-LISA ELLIOTT	Hall & Key Bond Refund	-1,050.00
EFT32746	12/10/2017	GEMMILL HOMES	Security Bond Refund	-2,112.00
EFT32747	12/10/2017	INTEGRITY DEVELOPMENTS (WA) PTY LTD	Development Bond Refund	-2,000.00
EFT32748	12/10/2017	JANE BREMMER	Key Bond Refund	-50.00
EFT32749	12/10/2017	PETER DE SILVA	Key Bond Refund	-50.00
EFT32750	12/10/2017	SHEREEN SANTINEER	Hall & Key Bond Refund	-1,050.00
EFT32751	12/10/2017	STEPHEN & CHRISTINE WINGFIELD	Security Bond Refund	-2,112.00
EFT32752	12/10/2017	ALSCO PERTH	Office Linen And Laundry Services	-90.63
EFT32753	12/10/2017	ANGLICAN CHURCH OF ST MARK THE EVANGELIST BASSENDEAN	Council Donation - Bassendeans Got Talent 17/06/2017	-1,000.00
EFT32754	12/10/2017	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	Building License - Copyright Music	-169.08
EFT32755	12/10/2017	AUSTRALIA POST	Various Business Units - Postal Charges - September 2017	-2,814.57
EFT32756	12/10/2017	BASSENDEAN NEWSAGENCY	Library - Subscriptions - September 2017	-126.35
EFT32757	12/10/2017	BCIF	Building & Construction Industry - Levy Collected - September 2017	-1,173.03
EFT32758	12/10/2017	BEAUMONDE CATERING	Various Council Functions - Catering	-716.12
EFT32759	12/10/2017	BRICKS 4 KIDS MIDLAND	Library - Childrens Event	-330.00
EFT32760	12/10/2017	CAREWEST	Children Services - Membership 2017/2018	-495.00
EFT32761	12/10/2017	CITY OF SOUTH PERTH	Rangers Services - Pound Fees Dog And Cat - August 2017	-1,846.95
EFT32762	12/10/2017	COMESTIBLES	Various Council Functions - Catering	-1,617.88
EFT32763	12/10/2017	COMMISSIONER OF POLICE	Volunteer Services - Volunteer Police Checks - August	-14.90
EFT32764	12/10/2017	DEBORAH RALPH	Visual Art Awards - Winner - Open/Acquisitive Award 2017	-5,000.00
EFT32765	12/10/2017	DEPARTMENT OF COMMERCE	Building Services Levy Collected - September 2017	-1,604.22
EFT32766	12/10/2017	DOUGLAS GREEN	Council Crossover Contribution	-1,140.00

1st October 2017
to
31st October 2017

Chq/EFT	Date	Name	Description	Amount
EFT32767	12/10/2017	GARRISON FENCING COMPANY	Bassendean Bowling Club - Remove & Install New Fence	-21,451.04
EFT32768	12/10/2017	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-632.50
EFT32769	12/10/2017	GLENVIEW MACHINE KERBING	Various Sites - Kerbing Repairs	-3,006.85
EFT32770	12/10/2017	HEDGEHOGS CAFE	Various Council Functions - Catering & Volunteers Lunch Vouchers	-1,240.00
EFT32771	12/10/2017	INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION	Cultural Development - Staff Training	-770.00
EFT32772	12/10/2017	JOHN HUGHES GROUP	Depot - Fleet Vehicle Service	-447.38
EFT32773	12/10/2017	JOHN PAPAS TRAILERS (AUSTRALIA) PTY LTD	Depot - New Machinery Trailer	-3,541.50
EFT32774	12/10/2017	KALAMUNDA SWEEPING	Various Sites - Street Sweeping Services	-7,657.36
EFT32775	12/10/2017	MAALIA MIA PTY LTD	Relax Program Instructor - Intro To Noongar Culture	-660.00
EFT32776	12/10/2017	SEALANES (1985) PTY LTD	Children Services - Frozen Food Supplies	-270.06
EFT32777	12/10/2017	SHANNON CRAIG	Visual Art Awards - Casual Event Staff	-75.00
EFT32778	12/10/2017	TERRY PULFORD	Rates Refund	-1,883.27
EFT32779	12/10/2017	WILLIAM BARRY	Professional Development - Travel Expenses To Conference	-725.23
EFT32780	12/10/2017	A. M BOLTS & NUTS	Depot - Minor Supplies - September 2017	-244.16
EFT32781	12/10/2017	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee Asset Manangement - September 2017	-3,712.50
EFT32782	12/10/2017	CENTRAL SIGNS	Bassendean Visual Art Awards - Updating Signs For 2017	-209.00
EFT32783	12/10/2017	COMMAND-A-COM PTY LTD	Wind In The Willows - Panasonic - Telephone Maintenance Agreement	-122.10
EFT32784	12/10/2017	CONTRAFLOW PTY LTD	Various Sites - Traffic Management	-882.76
EFT32785	12/10/2017	DPS DRAFTING PLANNING SERVICES	Depot - Mens Shed Preparation Of Building Design	-3,025.00
EFT32786	12/10/2017	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-40,509.69
EFT32787	12/10/2017	ELITE CARPET DRYCLEANING	Seniors - Client - Dry Clean Carpets In A Hall And Lounge Room	-110.00
EFT32788	12/10/2017	EXTERIA (LANDMARK ENGINEERING & DESIGN)	Street Furniture - Seat - Devon Road	-1,588.40
EFT32789	12/10/2017	FOOD TECHNOLOGY SERVICES PTY LTD	Food Safety Services - Contract - August 2017	-4,055.15
EFT32790	12/10/2017	J & K HOPKINS	Various Business Units - Office Furniture	-460.00
EFT32791	12/10/2017	LANDCARE WEED CONTROL	Various Sites - Application Of The Herbicide Roundup	-6,149.44
EFT32792	12/10/2017	LG ASSIST AUSTRALIA	Planning Officer - Job Advertisement	-302.50
EFT32793	12/10/2017	LJR MAINTENANCE SERVICES	Jubilee Reserve - Excavation For Reticulation Upgrade	-1,760.00
EFT32794	12/10/2017	LUCY BROMELL	Bassendean Markets - Stallholder Coordinator Contract Services	-1,073.26
EFT32795	12/10/2017	MAIN ROADS WESTERN AUSTRALIA	Depot - Engineer - Staff Training	-220.00
EFT32796	12/10/2017	MCL COMMERCIAL SERVICES	Various Sites - Mowing	-6,140.00

1st October 2017

to

31st October 2017

Chq/EFT	Date	Name	Description	Amount
EFT32797	12/10/2017	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road	-260.00
EFT32798	12/10/2017	PB LEASING DEPARTMENT	Records - Franking Machine Lease	-429.00
EFT32799	12/10/2017	PRECISION PANEL & PAINT	Fleet Vehicle - Excess Claims	-2,000.00
EFT32800	12/10/2017	RAINBOW EDUCATIONAL PTY LTD	Library - Story Telling Resources	-286.00
EFT32801	12/10/2017	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-792.00
EFT32802	12/10/2017	REECE'S STRUCTURES	Art Awards Opening Night - Equipment Hire	-289.43
EFT32803	12/10/2017	REMO'S HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-1,828.75
EFT32804	12/10/2017	ROAD RULES DRIVING SCHOOL	Ryde Program - Assessment For Mentor	-65.00
EFT32805	12/10/2017	ROSS'S DISCOUNT HOME CENTRE	Various Sites - Bathroom & Kitchen Supplies	-524.00
EFT32806	12/10/2017	SCOUTS ASSOCIATION OF AUSTRALIA - SCOUTS WA	Bassendean Oval - Home Games - Clean Up	-4,500.00
EFT32807	12/10/2017	SLATER GARTRELL SPORTS	Jubilee Reserve - AstroTurf Replacement - Middle Practice Wicket	-6,374.50
EFT32808	12/10/2017	SPIDERWEB SOLUTIONS PTY LTD	Various Business Units - Website Maintenance	-4,700.00
EFT32809	12/10/2017	SUNSHINE AIR CONDITIONING	Youth Services - Remove Old & Install Ducted Reverse Cycle	-17,160.00
EFT32810	12/10/2017	T & C COURIER & TRANSPORT SERVICES	Courier Service - Document Delivery	-69.06
EFT32811	12/10/2017	THE BEARD BESPOKE CARPENTRY	Children Services - Mud Kitchen Materials	-350.00
EFT32812	12/10/2017	WATER2WATER PTY LTD	Various Sites - Hire Water Filter System	-49.50
EFT32813	12/10/2017	WORKWEARHUB PTY LTD	Governance - Men Polo Shirts (Work Uniform)	-389.45
EFT32814	12/10/2017	ZIPFORM PTY LTD	Rates Notices - Printing 2Nd Instalment	-4,202.83
EFT32815	17/10/2017	AUSTRALIAN SERVICES UNION	Payroll Deductions	-192.15
EFT32816	17/10/2017	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-85,318.00
EFT32817	17/10/2017	CHILD SUPPORT AGENCY	Payroll Deductions	-231.21
EFT32818	17/10/2017	HEALTH INSURANCE FUND (HIF)	Payroll Deductions	-148.75
EFT32819	17/10/2017	LGRCEU	Payroll Deductions	-41.00
EFT32820	17/10/2017	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-2,938.91
EFT32821	26/10/2017	BUILDMARK PTY LTD	Security Bond Refund	-1,850.00
EFT32822	26/10/2017	CELINE LANGFIELD-TANG	Key Bond Refund	-50.00
EFT32823	26/10/2017	LLEWELYN FOLEY	Hall & Key Bond Refund	-350.00
EFT32824	26/10/2017	MICHAEL LEWIS	Refund Election Candidates Nomination Fees - 2017 Council Elections	-80.00
EFT32825	26/10/2017	MUSTAFA K. BHAVNAGARWALA	Hall & Key Bond	-550.00
EFT32826	26/10/2017	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Monies Held - Candidates Nomination Fees - 2017 Council Elections	-160.00

1st October 2017
to
31st October 2017

Chq/EFT	Date	Name	Description	Amount
EFT32827	26/10/2017	ALSCO PERTH	Office Linen And Laundry Services	-75.82
EFT32828	26/10/2017	AMAZING BRICK PAVING	Various Sites - Footpath And Brick Paving Repairs	-2,550.00
EFT32829	26/10/2017	ART ON THE MOVE	Visual Art Awards - Judging	-200.00
EFT32830	26/10/2017	CAROL ANN SEIDEL	Visual Art Awards - Hawaiiin - Art Award Winner	-3,000.00
EFT32831	26/10/2017	COMESTIBLES	Various Council Functions - Catering	-668.75
EFT32832	26/10/2017	GABRIELLA RINA FILIPPI	Visual Art Awards - Expenses	-480.88
EFT32833	26/10/2017	GERRY PULE	Meeting Fees -1/10/2017 To 23/10/2017	-1,218.75
EFT32834	26/10/2017	JACK CROPLEY	Visual Art Awards - Art Work Sold - Unify	-240.00
EFT32835	26/10/2017	JULIE HEIN	Visual Art Awards - Art Work Sold - North By North East	-664.45
EFT32836	26/10/2017	KATE LOUISE MAE WEBB	Visual Art Awards - Best Resident - Art Award	-1,000.00
EFT32837	26/10/2017	LEX RANDOLPH	Visual Art Awards - Art Work Sold - Liminol Bodies	-120.00
EFT32838	26/10/2017	LJR MAINTENANCE SERVICES	Bassendean Oval - Drainage Work	-2,475.00
EFT32839	26/10/2017	MIA SWALE	Visual Art Awards - School Prize 2017	-50.00
EFT32840	26/10/2017	MICHAEL LEWIS	Meeting Fees	-1,781.25
EFT32841	26/10/2017	MONIQUE NASH	Visual Art Awards - Young Person Award - Art Award Winner	-500.00
EFT32842	26/10/2017	MORLEY EAGLES TEEBALL	Kidsport Voucher	-200.00
EFT32843	26/10/2017	NEED FOR FEED	Hyde Retirement Meeting - Catering	-247.50
EFT32844	26/10/2017	NORTH BASSENDEAN LITTLE ATHLETICS CLUB	Kidsport Voucher	-400.00
EFT32845	26/10/2017	PAUL BRIDGES	Meeting Fees -1/10/2017 To 23/10/2017	-1,218.75
EFT32846	26/10/2017	RHONDA DIANNE PLUMMER	Visual Art Awards - Event Staff	-100.00
EFT32847	26/10/2017	RJ & CM FEWSTER	Rates Refund	-1,233.10
EFT32848	26/10/2017	SCHWEPPE AUSTRALIA PTY LTD	Council Chambers - Meeting Consumables	-206.34
EFT32849	26/10/2017	SD & VH FINDLAY	Hyde Ret Village - Unit 24 - Painting	-2,149.50
EFT32850	26/10/2017	SHANNON CRAIG	Visual Art Awards - Event Assistant	-75.00
EFT32851	26/10/2017	STARLET NAPERY	Depot - Uniforms & Safety Gear	-402.30
EFT32852	26/10/2017	SWAN DISTRICTS JUNIOR BASEBALL CLUB	Kidsport Voucher	-200.00
EFT32853	26/10/2017	SWAN DISTRICTS NETBALL ASSOCIATION INC.	Kidsport Voucher	-55.00
EFT32854	26/10/2017	TIMOTHY NAYLOR	Visual Art Awards - Art Work Sold - Wood iv	-384.00
EFT32855	26/10/2017	TRINITY JONES	Visual Art Awards - School Prize 2017	-50.00
EFT32856	26/10/2017	ACTION GLASS AND ALUMINIUM	Youth Services - Replaced Two Windows With Frosted Glass	-671.14

1st October 2017
to
31st October 2017

Chq/EFT	Date	Name	Description	Amount
EFT32857	26/10/2017	ADRIAN PERRINE	Wamfest - Graphic Design	-1,020.00
EFT32858	26/10/2017	ADVANCE PRESS (2013) PTY LTD	Various Business Units - Printing	-4,895.00
EFT32859	26/10/2017	AECOM AUSTRALIA PTY LTD	Community Facilities And Ovals/Reserves Audit	-4,251.72
EFT32860	26/10/2017	ALLTOOLS (WA) PTY LTD	Depot - Minor Consumable Tools And Equipment	-1,421.00
EFT32861	26/10/2017	ARTEIL (WA) PTY LTD	Office Furniture - New - Desk Chairs	-1,196.80
EFT32862	26/10/2017	ASHTON PROPERTY GROUP PTY LTD	Reconciliation Plan - Implementation/Coordination	-1,149.50
EFT32863	26/10/2017	AUS FLEET SOLUTIONS	Fleet Vehicle - Insurance Excess	-1,000.00
EFT32864	26/10/2017	AUSTRALIAN NATIVE NURSERIES GROUP	Citizen Ceremony - Tube Stock	-75.00
EFT32865	26/10/2017	AUSTRALIAN OFFICE	Various Business Units - Self Seal Window Envelopes	-165.00
EFT32866	26/10/2017	BAILEYS FERTILISER	Various Sites - Fertiliser Applications	-5,060.00
EFT32867	26/10/2017	BARRETT EXHIBITION GROUP PTY LTD	Visual Art Awards - Hire Panels, Lights, Counter And Furniture Etc	-6,039.00
EFT32868	26/10/2017	BASSENDEAN MELODY CLUB INC	Melody Club Gala Day - Donation	-2,200.00
EFT32869	26/10/2017	BASSENDEAN MEN'S SHED INC	Childrens Week - Cook Bbq And Clean Up Grandstands	-1,000.00
EFT32870	26/10/2017	BASSENDEAN TENNIS CLUB	Tennis Grass Court Maintenance - September 2017	-2,291.30
EFT32871	26/10/2017	BATTERY SPECIALTIES (AUST) PTY LTD-WA	Depot - Minor Consumable Items	-290.40
EFT32872	26/10/2017	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-8,231.30
EFT32873	26/10/2017	BIDVEST FOOD SERVICE	Seniors - Client Related Expenses - Groceries	-366.97
EFT32874	26/10/2017	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-44.81
EFT32875	26/10/2017	BOWDEN TREE CONSULTANCY	Various Sites - Tree Inspection - Arborist Reports	-1,430.00
EFT32876	26/10/2017	BUDGET PEST CONTROL	Cyril Street - Treat Termite Infestation To Tree	-99.00
EFT32877	26/10/2017	CABCHARGE AUSTRALIA LIMITED	Transport For Clients - Bulk Order 2017/2018 - September	-2,638.20
EFT32878	26/10/2017	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-1,559.25
EFT32879	26/10/2017	CENTRAL EASTERN BUSINESS ASSOCIATION	Corporate Membership	-385.00
EFT32880	26/10/2017	CITY OF SOUTH PERTH	Rangers Services - Pound Fees Dog And Cat - September 2017	-5,620.24
EFT32881	26/10/2017	CLEANDUSTRIAL SERVICES PTY LTD	Various Buildings - Cleaning	-17,937.04
EFT32882	26/10/2017	COMMAND-A-COM PTY LTD	Depot - Telephone System Maintenance & Repairs	-799.70
EFT32883	26/10/2017	COMMUNITY NEWSPAPER GROUP LTD	Seniors - Advertising	-1,011.56
EFT32884	26/10/2017	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-858.00
EFT32885	26/10/2017	CONTRAFLOW PTY LTD	Various Sites - Traffic Management	-756.25
EFT32886	26/10/2017	CORPORATE SECURITY AUSTRALIA PTY LTD	Visual Art Awards - Opening Night Security	-418.77

1st October 2017

to

31st October 2017

Chq/EFT	Date	Name	Description	Amount
EFT32887	26/10/2017	COVS - COVS PARTS PTY LTD	Depot - Minor Fleet Vehicle Parts	-526.33
EFT32888	26/10/2017	CULTURE COUNTS AUSTRALIA PTY LTD	Culture Counts Membership	-1,650.00
EFT32889	26/10/2017	DAILY LIVING PRODUCTS	Seniors - Client - Supply Independent Living Equipment	-165.00
EFT32890	26/10/2017	DEMPSEY'S FLOORING & SANDING	Various Sites - Sanding, Sealing And Repairs To Floors	-6,160.00
EFT32891	26/10/2017	DEVELOPMENT CARTOGRAPHICS	Strategic Planning - Contract Drafting Services	-308.00
EFT32892	26/10/2017	DI CANDILO & SONS	Depot - Minor Supplies	-154.55
EFT32893	26/10/2017	ELDERS MIDLAND	Various Sites - Fertiliser Applications	-666.00
EFT32894	26/10/2017	FLYT PTY LTD	Road Maintenance - Presentation For The Bike Boulevard	-748.00
EFT32895	26/10/2017	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-1,735.43
EFT32896	26/10/2017	FUSE DESIGN & COMMUNICATION	Seniors Week - Flyer Design And Printing	-443.30
EFT32897	26/10/2017	GABRIELLE NEYLON	Visual Art Awards - Flowers For Opening Night	-220.00
EFT32898	26/10/2017	GBC FORDIGRAPH PTY LTD	Various Business Units - Office Stationery	-360.80
EFT32899	26/10/2017	GRAFFITI FORCE	Various Sites - Graffiti Removal	-3,281.25
EFT32900	26/10/2017	GREAT SOUTHERN FUEL SUPPLIES	Depot - Oil Supplies	-559.13
EFT32901	26/10/2017	GREEN PROMOTIONS	Depot - Office Consumables	-563.72
EFT32902	26/10/2017	GREENSTEAM AUSTRALIA	Various Sites - Steam Weeding Treatment	-10,950.50
EFT32903	26/10/2017	H DAPS FOODS P/L	Volunteers - Community Transport - Lunch Vouchers	-600.00
EFT32904	26/10/2017	HARDWARE MAGIC BASSENDEAN	Hardware Supplies - Signs	-451.00
EFT32905	26/10/2017	HARVEY NORMAN	Committee Room Kitchen - New Multi Function Oven	-2,067.00
EFT32906	26/10/2017	HAVILAH LEGAL	Professional Legal Fees - Rates Recovery	-110.00
EFT32907	26/10/2017	HEALTHSTRONG PTY LTD	Seniors - Client Assessments	-475.00
EFT32908	26/10/2017	HOME CARE PHYSIOTHERAPY	Seniors - In Home Care - Physiotherapy Services	-165.00
EFT32909	26/10/2017	HOME CHEF	Seniors - Meals On Wheels - September 2017	-214.63
EFT32910	26/10/2017	HYGIENE CONCEPTS	Hygiene Service & Sharp Disposals - October To December 2017	-5,025.49
EFT32911	26/10/2017	IBM GLOBAL FINANCING AUSTRALIA LIMITED	Lease - New Servers / Equipment	-2,673.31
EFT32912	26/10/2017	INDEPENDENCE AUSTRALIA GROUP	Seniors - Client Independent Living Supplies	-135.85
EFT32913	26/10/2017	INTEGRAL DEVELOPMENT CONSULTANCY	Building Surveyor - Relief Work	-2,244.00
EFT32914	26/10/2017	IT VISION	Synergy Soft Program - Annual License	-7,972.80
EFT32915	26/10/2017	JEFF GREEN TREE LOPPING	Various Sites - Street Tree Pruning & Removal	-2,750.00
EFT32916	26/10/2017	JOHN HUGHES GROUP	Depot - Fleet Vehicle Service	-459.00

1st October 2017
to
31st October 2017

Chq/EFT	Date	Name	Description	Amount
EFT32917	26/10/2017	JOHN PAPAS TRAILERS (AUSTRALIA) PTY LTD	Depot - New Machinery Trailer	-7,128.00
EFT32918	26/10/2017	JORDAN PHILIP ANDONOVSKI	Childrens Week - Flyers	-120.00
EFT32919	26/10/2017	JTAGZ PTY LTD	Ranger Services - Dog / Cat Registration Tags 2018/2020/L T	-1,199.00
EFT32920	26/10/2017	KALAMUNDA SWEEPING	Various Sites - Street Sweeping Services	-20,494.53
EFT32921	26/10/2017	LANDGATE	Rates - Gross Rental Evaluations	-545.18
EFT32922	26/10/2017	MALTESE ASSOCIATION OF WA	Volunteer Management Training -Venue Hire	-340.00
EFT32923	26/10/2017	MARKETFORCE PTY LTD	Various Business Units - Advertising	-3,283.71
EFT32924	26/10/2017	MCDERMOTT GROUP	Various Sites - Plumbing Repairs	-3,198.72
EFT32925	26/10/2017	MCLEODS & CO	Professional Fees - Legal Advise	-2,500.00
EFT32926	26/10/2017	METROCOUNT	Various Sites - Traffic Counter	-429.00
EFT32927	26/10/2017	MIDLAND ROOF PLUMBING	Senior Cits - 50 Old Perth Road - Roof Repairs	-990.00
EFT32928	26/10/2017	MIRRABOOKA AUTO ELECTRICS	Depot Fleet Vehicle - Repairs	-1,395.00
EFT32929	26/10/2017	MOORE STEPHENS	Staff Training - Procurement Training	-2,200.00
EFT32930	26/10/2017	MORLEY MOWER CENTRE	Depot - Minor Plant Parts	-743.54
EFT32931	26/10/2017	MORLEY SIGNWORKS	Depot Fleet Vehicle - Plant Decal	-65.00
EFT32932	26/10/2017	MOWMASTER TURF EQUIPMENT	Depot - Various Mowers - Sharpen Blades	-21.60
EFT32933	26/10/2017	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road	-260.00
EFT32934	26/10/2017	MULTILEC ENGINEERING PTY LTD	Library - Lift Repairs	-437.80
EFT32935	26/10/2017	MULTIMIX CONCRETE PTY LTD	Various Sites - Supply Concrete For Footpath Repairs	-2,440.24
EFT32936	26/10/2017	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-26.00
EFT32937	26/10/2017	NAMEPLATE ENGRAVERS	Various Business Units - Staff Name Badges	-58.85
EFT32938	26/10/2017	NATURAL AREA HOLDINGS	Various Sites - Restoration And Planting	-8,827.50
EFT32939	26/10/2017	NATURE PLAY SOLUTIONS	Community Consult - Have Your Say - Playground Concept Design	-3,190.00
EFT32940	26/10/2017	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-2,378.20
EFT32941	26/10/2017	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-825.44
EFT32942	26/10/2017	PARAMOUNT ELECTRICAL SERVICES	Various Sites - Electrical Repairs & Maintenance	-21,225.60
EFT32943	26/10/2017	PARKS AND LEISURE AUSTRALIA	Staff Training - Risk Managment Workshop	-165.00
EFT32944	26/10/2017	PERTH REWIND INDUSTRIES	Depot - New Bore Pump	-585.00
EFT32945	26/10/2017	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	Library - Membership	-165.00
EFT32946	26/10/2017	QEC DISTRIBUTION (AUSTRALIA)	Library - Dvd Purchases	-1,074.70

1st October 2017
to
31st October 2017

Chq/EFT	Date	Name	Description	Amount
EFT32947	26/10/2017	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-756.38
EFT32948	26/10/2017	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-176.00
EFT32949	26/10/2017	REECE'S STRUCTURES	Childrens Week - Hire Tables	-537.90
EFT32950	26/10/2017	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-660.00
EFT32951	26/10/2017	REMO'S HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-1,375.00
EFT32952	26/10/2017	RESOURCE RECOVERY SOLUTIONS	Council Depot - Disposal Of Asbestos / Rubbish	-1,026.30
EFT32953	26/10/2017	RICKY ARNOLD AND ASSOCIATES	Visual Art Awards - Curator Fee 2017	-3,000.00
EFT32954	26/10/2017	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,030.75
EFT32955	26/10/2017	RICOH FINANCE AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-584.40
EFT32956	26/10/2017	SAFETY WORLD	Various Sites - First Aid Kits Updating Stock	-1,621.99
EFT32958	26/10/2017	SEEK LIMITED	Various Business Units - Employment Advertising	-302.50
EFT32959	26/10/2017	SIFTING SANDS	Various Sites Playgrounds - Sandpit Cleaning	-4,308.00
EFT32961	26/10/2017	SITE ENVIRONMENTAL AND REMEDIATION SERVICES PTY LTD	Contamination Site - Excavation & Screening Site	-77,770.00
EFT32962	26/10/2017	SJR CIVIL CONSULTING PTY LTD	Traffic Impact Assesment - Jackson Street & Wicks Street	-1,936.00
EFT32963	26/10/2017	SPORTROPHY	Visual Art Awards - Trophys For Winners	-430.00
EFT32964	26/10/2017	SPORTS RANGE 4 X 4	Depot - Fleet Vehicle - Canopy	-3,190.00
EFT32965	26/10/2017	STYLUS DESIGN	Various Business Units - Design & Print Requirements	-1,905.75
EFT32966	26/10/2017	SUEZ RECYCLING & RECOVERY PTY LTD	Council Domestic Rubbish Collection - September 2017	-51,828.45
EFT32967	26/10/2017	SUNSHINE AIR CONDITIONING	Bassendean Community Hall - Removal Of Old Aircon Units	-1,210.00
EFT32968	26/10/2017	SUP TONIC AUSTRALIA	Relax Instructor - Stand Up Paddle Boarding - Term 3	-600.00
EFT32969	26/10/2017	SUPERCHARGE BATTERIES	Depot - Minor Consumable Tools	-313.32
EFT32970	26/10/2017	T-QUIP	Depot - Hire Mower Equip	-2,616.40
EFT32971	26/10/2017	THE ARTIST'S CHRONICLE EST 1991	Bassendean Visual Art Awards - Advertising	-590.00
EFT32972	26/10/2017	THE ENVIRONMENTAL PRINTING COMPANY	Visual Art Awards - Printing Flyers	-957.00
EFT32973	26/10/2017	ARRB GROUP	Staff Training - New Designs / Best Value Pavements Workshop	-850.00
EFT32974	26/10/2017	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-1,861.93
EFT32975	26/10/2017	BUNZL LTD	Depot - Toilet & Office Supplies	-1,131.23
EFT32976	26/10/2017	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-2,200.11
EFT32977	26/10/2017	DVG MORLEY CITY	Depot - Fleet Vehicle - Parts	-76.69
EFT32978	26/10/2017	E FIRE & SAFETY (WA)	Various Sites And Library - Panel Testing & Extinguishers Maintenance	-2,908.40

1st October 2017

to

31st October 2017

Chq/EFT	Date	Name	Description	Amount
EFT32979	26/10/2017	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-71,529.19
EFT32980	26/10/2017	ELLIOTTS IRRIGATION PTY LTD	Bic Reserve - Bore Service Of Iron Filter	-245.30
EFT32981	26/10/2017	GALLERIA MOTORS PTY LTD	Depot - Minor Fleet Vehicle Parts	-140.16
EFT32982	26/10/2017	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-1,276.00
EFT32983	26/10/2017	JASON SIGNMAKERS	Various Sites - Streets Signs	-5,851.28
EFT32984	26/10/2017	ROADS 2000	Various Sites - Road Repairs	-258.97
EFT32985	26/10/2017	SARA WINTON	Relax Instructor - Metfit - Term 3	-900.00
EFT32986	26/10/2017	SILVERBACK MECHANICAL SERVICES PTY LTD	Depot - Hire Mower Equip	-1,980.00
EFT32987	26/10/2017	STIHL SHOP MALAGA	Depot - Minor Plant Parts	-2,394.00
EFT32988	26/10/2017	STIHL SHOP MIDLAND	Depot - Minor Plant Parts	-580.00
EFT32989	26/10/2017	THE NATIONAL TRUST OF AUSTRALIA (WA)	Volunteers - Volunteer Talk On 16Th June 2017	-250.00
EFT32990	26/10/2017	TIM EVA'S NURSERY	Various Street Garden Sites - New Trees	-748.00
EFT32991	26/10/2017	TOTAL EDEN PTY LTD	Various Sites - Reticulation Supplies	-257.46
EFT32992	26/10/2017	TOTAL MATERIALS HANDLING PTY LTD	Depot - Minor Plant - Parts	-154.00
EFT32993	26/10/2017	TOTALLY WORKWEAR MIDLAND	Depot - Uniforms & Safety Gear	-461.35
EFT32994	26/10/2017	UNIQUIP ELECTRICAL WHOLESAL	Various Sites - Led Lights	-14,139.00
EFT32995	26/10/2017	UNIVERSITY OF WESTERN AUSTRALIA	Wamfest - Printing Flyers / Posters	-1,987.01
EFT32996	26/10/2017	VERMEER EQUIPMENT OF WA & NT	Various Plant Equipment - Parts	-421.87
EFT32997	26/10/2017	W & M ELLISS	Depot - Minor Plant Parts	-527.10
EFT32998	26/10/2017	WATTLEUP TRACTORS	Various Plant Equipment - Parts	-201.55
EFT32999	26/10/2017	WATTS WESTERN RUBBER	Various Fleet Vehicle - Tyre Repairs & Replacements	-1,669.00
EFT33000	26/10/2017	WEST AUSTRALIAN NEWSPAPERS LIMITED	Visual Art Awards - Advertising	-111.70
EFT33001	27/10/2017	LGIS LIABILITY	Insurance - Public Liability 2017/2018	-60,302.55
EFT33002	27/10/2017	LGIS PROPERTY	Insurance - Property Multi Risk 2017/2018	-43,818.75
EFT33003	27/10/2017	LGIS WORKCARE	Insurance - Workers Compensation 2017/2018	-97,208.75
EFT33004	27/10/2017	MORLEY MOWER CENTRE	Depot - Minor Plant Parts	-201.27
EFT33005	27/10/2017	WESTBOOKS	Library - Book Purchases	-373.49
EFT33006	27/10/2017	WESTCARE INDUSTRIES	Library - Stationery Supplies	-4,313.94
EFT33007	27/10/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Various Business Units - Market Force Advertising	-44.00
EFT33008	27/10/2017	WINC. AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-410.90

1st October 2017

to

31st October 2017

Chq/EFT	Date	Name	Description	Amount
DD15609.1	02/10/2017	ONHOLD MAGIC	Messages On Hold - October 2017	-138.80
DD15611.1	02/10/2017	CMS ASSET SOLUTIONS	Folding Machine - September 2017	-260.02
DD15619.1	03/10/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-41,092.52
DD15619.2	03/10/2017	HOST PLUS	Payroll Deductions	-390.31
DD15619.3	03/10/2017	REST SUPERANNUATION	Superannuation Contributions	-403.91
DD15619.4	03/10/2017	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-642.05
DD15619.5	03/10/2017	VIC SUPER	Superannuation Contributions	-220.12
DD15619.6	03/10/2017	MLC SUPER FUND	Superannuation Contributions	-215.88
DD15619.7	03/10/2017	SUPER DIRECTIONS FUND	Superannuation Contributions	-210.64
DD15619.8	03/10/2017	ANZ SMART CHOICE SUPER	Superannuation Contributions	-137.45
DD15619.9	03/10/2017	PRAEMIUM SMA SUPERANUATION FUND	Payroll Deductions	-538.46
DD15619.10	03/10/2017	AMP SUPERLEADER	Payroll Deductions	-451.93
DD15619.11	03/10/2017	IOOF SUPERANUATION	Superannuation Contributions	-204.93
DD15619.12	03/10/2017	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Payroll Deductions	-734.87
DD15619.13	03/10/2017	UNISUPER	Superannuation Contributions	-360.27
DD15619.14	03/10/2017	NGS SUPER	Superannuation Contributions	-272.02
DD15619.15	03/10/2017	MLC SUPER FUND	Superannuation Contributions	-164.26
DD15619.16	03/10/2017	MACQUARIE SUPER ACCUMULATOR	Superannuation Contributions	-253.02
DD15619.17	03/10/2017	COLONIAL FIRST STATE	Payroll Deductions	-937.68
DD15619.18	03/10/2017	HESTA SUPER FUND	Payroll Deductions	-1,740.02
DD15619.19	03/10/2017	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-755.05
DD15619.20	03/10/2017	B & L SUPER FUND	Superannuation Contributions	-184.07
DD15619.21	03/10/2017	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-3,317.47
DD15619.22	03/10/2017	TWU SUPERANNUATION	Superannuation Contributions	-270.53
DD15619.23	03/10/2017	ONEPATH SUPER	Superannuation Contributions	-434.35
DD15645.1	05/10/2017	COMMONWEALTH CREDIT CARDS	Credit Card - September 2017	-22,036.82
DD15655.1	16/10/2017	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - October 2017	-19,922.07
DD15653.1	17/10/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-40,818.12
DD15653.2	17/10/2017	HOST PLUS	Payroll Deductions	-317.51
DD15653.3	17/10/2017	REST SUPERANNUATION	Superannuation Contributions	-486.38

1st October 2017
to
31st October 2017

Chq/EFT	Date	Name	Description	Amount
DD15653.4	17/10/2017	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-642.05
DD15653.5	17/10/2017	VIC SUPER	Superannuation Contributions	-220.12
DD15653.6	17/10/2017	MLC SUPER FUND	Superannuation Contributions	-215.88
DD15653.7	17/10/2017	SUPER DIRECTIONS FUND	Superannuation Contributions	-210.64
DD15653.8	17/10/2017	ANZ SMART CHOICE SUPER	Superannuation Contributions	-137.45
DD15653.9	17/10/2017	PRAEMIUM SMA SUPERANUATION FUND	Superannuation Contributions	-310.02
DD15653.10	17/10/2017	AMP SUPERLEADER	Payroll Deductions	-375.04
DD15653.11	17/10/2017	IOOF SUPERANUATION	Superannuation Contributions	-204.93
DD15653.12	17/10/2017	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Payroll Deductions	-728.28
DD15653.13	17/10/2017	UNISUPER	Superannuation Contributions	-384.37
DD15653.14	17/10/2017	NGS SUPER	Superannuation Contributions	-272.02
DD15653.15	17/10/2017	MLC SUPER FUND	Superannuation Contributions	-167.01
DD15653.16	17/10/2017	MACQUARIE SUPER ACCUMULATOR	Superannuation Contributions	-253.02
DD15653.17	17/10/2017	COLONIAL FIRST STATE	Payroll Deductions	-670.78
DD15653.18	17/10/2017	HESTA SUPER FUND	Payroll Deductions	-1,811.74
DD15653.19	17/10/2017	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-755.05
DD15653.20	17/10/2017	B. & L SUPER FUND	Superannuation Contributions	-187.67
DD15653.21	17/10/2017	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-3,654.05
DD15653.22	17/10/2017	TWU SUPERANNUATION	Superannuation Contributions	-270.53
DD15653.23	17/10/2017	ONEPATH SUPER	Superannuation Contributions	-435.03
DD15697.1	31/10/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-40,603.54
DD15697.2	31/10/2017	HOST PLUS	Payroll Deductions	-345.51
DD15697.3	31/10/2017	REST SUPERANNUATION	Superannuation Contributions	-604.57
DD15697.4	31/10/2017	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-642.05
DD15697.5	31/10/2017	VIC SUPER	Superannuation Contributions	-220.12
DD15697.6	31/10/2017	MLC SUPER FUND	Superannuation Contributions	-215.88
DD15697.7	31/10/2017	SUPER DIRECTIONS FUND	Superannuation Contributions	-210.64
DD15697.8	31/10/2017	ANZ SMART CHOICE SUPER	Superannuation Contributions	-137.45
DD15697.9	31/10/2017	PRAEMIUM SMA SUPERANUATION FUND	Superannuation Contributions	-310.02
DD15697.10	31/10/2017	AMP SUPERLEADER	Payroll Deductions	-375.04

1st October 2017
to
31st October 2017

Chq/EFT	Date	Name	Description	Amount
85831	12/10/2017	P E B DEVELOPMENTS 1 PTY LTD	Refund Building Levy For Cancelled Permit - 201400236	-40.50
85832	12/10/2017	POLLINATE GARDEN DESIGN	Refund Building Levy For Cancelled Permit - 201400042	-40.50
85833	12/10/2017	ST MICHAEL'S SCHOOL	School Citizenship Awards 2017	-100.00
85834	12/10/2017	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-32,326.30
85835	12/10/2017	TELSTRA	Telstra Telephone & Mobile Account - September 2017	-5,913.08
85836	12/10/2017	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-191.50
85837	12/10/2017	WATER CORPORATION	Various Sites - Water Rates & Usage Charges	-7,349.15
85838	26/10/2017	ALINTA ENERGY	Various Sites - Gas Supply Charges	-77.40
85839	26/10/2017	CRAIG HOUSE	Council Crossover Contribution	-570.00
85840	26/10/2017	JANE TRICHET	Visual Art Awards - Peoples Choice - Art Award Winner	-500.00
85841	26/10/2017		Cancelled / Misprint	0.00
85842	26/10/2017	PUNITO FAIRBORN	Art Work Sold - Kookas	-184.00
85843	26/10/2017	ROB JACKSON CONSULTING	Volunteer Managment Training	-1,479.80
85844	26/10/2017	RUTH BALE	Visual Art Awards - Art Work Sold - Sea & Shade	-280.00
85845	26/10/2017	SHIRLEY ANDRUSIAK	Refund - Partial - Bassonovas Term 3 (1 Class)	-10.00
85846	26/10/2017	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-6,223.90
85847	26/10/2017	TOWN OF BASSENDEAN-PETTY CASH	Various Business Units - Petty Cash	-684.55
85848	26/10/2017	MICHAEL LEWIS	Retirement Gift In Accordance With Policy 6.6	-350.00
85849	26/10/2017	CAROL GIBSON	Art Work Sold - Stilt Among Waterlillies	-312.00
85850	26/10/2017	JANE TRICHET	Art Work Sold - Sooty	-400.00
TOTAL MUNICIPAL CHEQUES				-60,235.05
TOTAL PAYMENTS FOR OCTOBER 2017				-2,621,198.21

ATTACHMENT NO. 20



FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 October 2017

Town of Bassendean
MONTHLY FINANCIAL REPORT
For the Period Ended 31 October 2017

TABLE OF CONTENTS

	Page No.
Statement of Financial Activity	3 - 6
Balance Sheet	7
Statement of Changes in Equity	8
Statement of Cashflows	9-10
Note 2 Rating Information	11
Note 3 Net Current Funding Position	12
Note 4 Borrowings	13
Note 5 Investments	14
Note 6 Current Debtors & Creditors	15
Note 7 Reserve Funds	16
Note 8 Capital Works Program	17-19
Note 9 Budget Amendments	20
Note 10 Trust	21
Note 11 Balance Sheet Notes	22-24
Note 12 Project and Consultancies List	25-26

Town of Bassendean
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
For the Period Ended 31 October 2017

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(b)
Operating Revenues		\$	\$	\$	%
Operating Grants		2,364,274	1,011,340	1,208,710	19.52%
Fees and Charges		5,838,490	3,793,513	3,779,940	(0.36%)
Interest Earnings		452,821	142,457	126,362	(11.30%)
Other Revenue		632,977	349,345	199,957	(42.76%)
Total (Excluding Rates)		9,288,562	5,296,655	5,314,969	0.35%
Operating Expense					
Employee Costs		(11,383,091)	(3,829,892)	(3,764,656)	1.70%
Materials and Contracts		(8,304,553)	(2,894,096)	(2,110,092)	27.09%
Utilities Charges		(711,844)	(237,204)	(218,220)	8.00%
Depreciation (Non-Current Assets)		(3,266,812)	(1,088,876)	(1,105,983)	(1.57%)
Interest Expenses		(61,115)	(19,826)	(14,245)	28.15%
Insurance Expenses		(462,957)	(348,480)	(395,549)	(13.51%)
Loss on Asset Disposal		(18,023)	-	-	
Other Expenditure		(954,094)	(360,457)	(249,087)	30.90%
Total		(25,162,488)	(8,778,831)	(7,857,832)	10.49%
Funding Balance Adjustment					
Add Back Depreciation		3,266,812	1,088,876	1,105,983	1.55%
Adjust (Profit)/Loss on Asset Disposal		18,023	-	-	
Adjust Employee Benefits Provision		24,000	24,000	6,279	282.24%
Net Operating (Ex. Rates)		(12,565,091)	(2,369,300)	(1,430,602)	
Capital Revenues					
Non Operating Grants		1,478,462	795,821	112,734	605.9%
Proceeds On Sale Of Assets		605,150	17,150	9,043	89.6%
Self-Supporting Loan Principal		19,779	4,823	4,823	0.0%
Transfer from Reserves	7	1,077,343	-	-	
Total		3,180,734	817,793	126,600	
Capital Expenses					
Land and Buildings	8	(1,198,500)	(366,668)	(54,316)	85.19%
Plant and Equipment	8	(300,562)	(263,082)	(53,087)	79.82%
Infrastructure Assets - Roads	8	(902,542)	(783,367)	-	100.00%
Infrastructure Assets - Other	8	(2,697,700)	(1,601,168)	(150,358)	90.61%
Repayment of Debentures	4	(123,992)	(44,860)	(44,860)	0.00%
Transfer to Reserves	7	(821,361)	(25,494)	(25,494)	0.00%
Total		(6,044,657)	(3,084,640)	(328,117)	
Net Capital		(2,863,923)	(2,266,847)	(201,517)	
Total Net Operating + Capital		(15,429,014)	(4,636,146)	(1,632,119)	
Rate Revenue		12,935,762	12,843,762	12,850,099	0.05%
Opening Funding Surplus/Defecit		2,531,579	2,531,579	2,184,378	13.71%
Closing Funding Surplus(Deficit)	3	38,324	10,739,195	13,402,358	

Town of Bassendean
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2017

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(b) 3
Operating Revenues		\$	\$	\$	%
Governance		30,000	14,000	8,068	(42.37%)
General Purpose Funding		900,491	273,747	299,815	9.52%
Law, Order and Public Safety		131,500	63,800	56,173	(11.95%)
Health		2,657,320	2,656,920	2,662,915	0.23%
Education and Welfare		4,723,710	1,815,083	2,079,235	14.55%
Community Amenities		136,500	45,336	36,884	(18.64%)
Recreation and Culture		1,134,650	708,440	161,748	(77.17%)
Transport		722,777	304,942	63,685	(79.12%)
Economic Services		131,176	43,292	22,926	(47.04%)
Other Property and Services		198,900	166,916	36,253	(78.28%)
Total (Excluding Rates)		10,767,024	6,092,476	5,427,703	(10.91%)
Operating Expense					
Governance		(932,446)	(464,609)	(862,570)	(85.66%)
General Purpose Funding		(850,093)	(295,915)	(170,869)	42.26%
Law, Order and Public Safety		(693,558)	(246,417)	(179,497)	27.16%
Health		(3,225,954)	(1,142,393)	(765,031)	33.03%
Education and Welfare		(5,099,480)	(1,791,243)	(1,671,899)	6.66%
Community Amenities		(1,451,670)	(374,974)	(294,129)	21.56%
Recreation and Culture		(6,615,909)	(2,228,663)	(1,782,769)	20.01%
Transport		(5,619,401)	(1,947,869)	(1,847,394)	5.16%
Economic Services		(565,288)	(193,959)	(123,947)	36.10%
Other Property and Services		(108,689)	(92,787)	(159,727)	(72.14%)
Total		(25,162,488)	(8,778,831)	(7,857,832)	10.49%
Funding Balance Adjustment					
Add back Depreciation		3,266,812	1,088,876	1,105,983	(1.57%)
Profit/Loss on Assets Disposal		18,023	-	-	
Movement in Employee Benefits		24,000	24,000	6,279	73.84%
Net Operating (Ex. Rates)		(11,086,630)	(1,573,479)	(1,317,868)	
Capital Revenues					
Proceeds from Disposal of Assets		605,150	17,150	9,043	(47.27%)
Self-Supporting Loan Principal		19,779	4,823	4,823	0.00%
Transfer from Reserves	7	1,077,343	-	-	
Total		1,702,272	21,973	13,866	
Capital Expenses					
Land and Buildings	8	(1,198,500)	(366,668)	(54,316)	85.19%
Plant and Equipment	8	(300,562)	(263,082)	(53,087)	79.82%
Infrastructure Assets - Roads	8	(902,542)	(783,367)	-	100.00%
Infrastructure Assets - Drainage	8	(1,430,700)	(361,668)	(4,832)	98.66%
Infrastructure Assets - Footpaths	8	(93,500)	(66,000)	-	
Infrastructure Assets - Parks	8	(1,173,500)	(1,173,500)	(145,526)	87.60%
Repayment of Debentures		(123,992)	(44,860)	(44,860)	0.00%
Transfer to Reserves	7	(821,361)	(25,494)	(25,494)	0.00%
Total		(6,044,657)	(3,084,640)	(328,117)	
Net Capital		(4,342,385)	(3,062,667)	(314,251)	
Total Net Operating + Capital		(15,429,015)	(4,636,146)	(1,632,119)	
Rate Revenue		12,935,762	12,843,762	12,850,099	0.05%
Opening Funding Surplus(Deficit)		2,531,579	2,531,579	2,184,378	(15.89%)
Closing Funding Surplus(Deficit)	3	38,324	10,739,195	13,402,358	

**Town of Bassendean
FINANCIAL STATEMENTS**

For the Period Ended 31 October 2017

Statement of Objective

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Town's Community Vision, and for each of its broad activities/programs.

COMMUNITY VISION

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

GOVERNANCE

Administration and operation of facilities and services to members of council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue

LAW, ORDER, PUBLIC SAFETY

Supervision of various by-laws, fire prevention, emergency services and animal control.

HEALTH

Food quality and pest control, immunisation services, inspection of public buildings and operation of child health services.

EDUCATION AND WELFARE

Provision, management and support of educational services at the pre-school level and assistance to schools. The provision, management and support of welfare services for families, youth, children and the aged within the community.

HOUSING

The provision of retirement village dwellings for rental in a supportive environment

COMMUNITY AMENITIES

The provision of sanitation (waste management), stormwater drainage, town and regional planning and development, the provision of rest rooms and protection of environment.

RECREATION AND CULTURE

Provision of facilities, and support of organisations concerned with leisure time activities and sport. This includes the provision of leisure programs, halls and community centres, libraries, historical sites, recreation centres, parks, gardens and sportsgrounds.

TRANSPORT

The construction and maintenance of streets, roads, bridges, footpaths and cycle ways.

ECONOMIC SERVICES

Regulation support and/or provision of such services as tourism, area promotion and building control.

OTHER PROPERTY & SERVICES

Private works, public works overheads, plant operations and other revenues and expenses not elsewhere classified.

Town of Bassendean
STATEMENT OF FINANCIAL ACTIVITY
(Corporate Business Plan)
For the Period Ended 31 October 2017

	ORIGINAL BUDGET	CURRENT BUDGET	YTD ACTUAL
Built Environment	\$7,372,528	\$7,372,528	\$2,055,200
Capital Expenditure	\$1,467,442	\$1,467,442	\$59,996
Operating Expenditure	\$6,860,339	\$6,860,339	\$2,117,366
Operating Income	-\$955,253	-\$955,253	-\$122,162
Economic	\$318,441	\$318,441	\$63,124
Capital Expenditure	\$18,500	\$18,500	\$6,483
Operating Expenditure	\$433,311	\$433,311	\$88,611
Operating Income	-\$133,370	-\$133,370	-\$31,971
Good Governance	-\$12,109,546	-\$12,109,546	-\$12,168,794
Capital Expenditure	\$66,000	\$66,000	\$0
Operating Expenditure	\$1,648,237	\$1,648,237	\$973,179
Operating Income	-\$13,823,783	-\$13,823,783	-\$13,141,973
Natural Environment	\$5,544,975	\$5,544,975	-\$762,094
Capital Expenditure	\$1,672,382	\$1,672,382	\$143,151
Operating Expenditure	\$6,787,563	\$6,787,563	\$1,797,462
Operating Income	-\$2,914,970	-\$2,914,970	-\$2,702,707
Social	\$5,432,609	\$5,432,609	\$650,356
Capital Expenditure	\$1,874,980	\$1,874,980	\$48,132
Operating Expenditure	\$9,433,039	\$9,433,039	\$2,881,213
SUB TOTAL	\$6,559,007	\$6,559,007	-\$10,162,207
Less Depreciation	-\$3,266,812	-\$3,266,812	-\$1,105,983
Plus Opening Surplus	-\$2,531,579	-\$2,531,579	-\$2,184,378
Transfer from Reserves	-\$1,077,343	-\$1,077,343	\$0
Proceeds from Disposal of Assets	-\$605,150	-\$605,150	-\$9,043
Employee Accruals	-\$24,000	-\$24,000	-\$6,279
P& L on sale of assets	-\$18,023	-\$18,023	
Loan Principal Repayments	\$123,992	\$123,992	\$44,860
Transfer to Reserves	\$821,361	\$821,361	\$25,494
Self Supporting Loan	-\$19,779	-\$19,779	-\$4,823
TOTAL SUMMARY	-\$38,324	-\$38,324	-\$13,402,358

Town of Bassendean
BALANCE SHEET
For the Period Ended 31 October 2017

	2017/2018 \$	2016/2017 \$
CURRENT ASSETS		
Cash and Cash Equivalents	17,754,683	10,475,121
Trade and Other Receivables	5,755,548	1,023,022
Inventories	19,770	13,333
TOTAL CURRENT ASSETS	<u>23,530,001</u>	<u>11,511,476</u>
NON-CURRENT ASSETS		
Trade and Other Receivables	558,019	571,885
EMRC Investments	7,538,338	7,538,343
WALGA Government House	108,332	108,332
Property, Plant and Equipment	56,125,393	56,216,070
Infrastructure	105,127,935	105,885,478
TOTAL NON-CURRENT ASSETS	<u>169,458,017</u>	<u>170,320,108</u>
TOTAL ASSETS	<u>192,988,018</u>	<u>181,831,584</u>
CURRENT LIABILITIES		
Trade and Other Payables	4,184,339	3,402,910
Borrowings	79,134	123,994
Provisions	2,110,368	2,110,469
TOTAL CURRENT LIABILITIES	<u>6,373,841</u>	<u>5,637,373</u>
NON-CURRENT LIABILITIES		
Borrowings	811,380	811,380
Provisions	201,834	201,834
TOTAL NON-CURRENT LIABILITIES	<u>1,013,213</u>	<u>1,013,214</u>
TOTAL LIABILITIES	<u>7,387,054</u>	<u>6,650,587</u>
NET ASSETS	<u>185,600,966</u>	<u>175,180,997</u>
EQUITY		
Retained Surplus	42,210,962	31,816,487
Reserves - Cash Backed	4,826,809	4,801,315
Reserves - Asset Revaluation	138,563,195	138,563,195
TOTAL EQUITY	<u>185,600,966</u>	<u>175,180,997</u>

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

TOWN OF BASSENDEAN
STATEMENT OF CHANGES IN EQUITY
For the Period Ended 31 October 2017

	2017/2018	2016/2017
	\$	\$
RETAINED SURPLUS		
Balance as at 1 July	31,816,487	31,888,675
Net Result	10,419,970	\$56,108
Transfer from/(to) Reserves	<u>(25,494)</u>	<u>(128,296)</u>
Balance as at period end	<u>42,210,962</u>	<u>31,816,487</u>
 RESERVES - CASH BACKED		
Balance as at 1 July	4,801,316	4,673,019
Interest on Reserves	25,494	-
Transfer(from)/to Reserves	<u>-</u>	<u>128,296</u>
Balance as at period end	<u>4,826,809</u>	<u>4,801,315</u>
 RESERVES - ASSET REVALUATION		
Balance as at 1 July	138,563,195	114,000,341
Changes on Revaluation of Assets	-	24,562,854
Transfer from Revaluation Surplus	<u>-</u>	<u>-</u>
Balance as at period end	<u>138,563,195</u>	<u>138,563,195</u>
TOTAL EQUITY	<u><u>185,600,966</u></u>	<u><u>175,180,997</u></u>

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

TOWN OF BASSENDEAN
STATEMENT OF CASH FLOWS
For the Period Ended 31 October 2017

	NOTE	2017/18 Actual \$	2017/18 Budget \$	2016/2017 \$ Actual
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts:				
Rates		8,616,457	12,882,806	12,649,066
Operating grants, subsidies and contributions		1,208,710	2,372,274	3,072,445
Fees and charges		3,914,468	5,838,490	5,492,673
Service charges		-	-	-
Interest earnings		130,808	452,821	524,551
Goods and services tax		378,451	-	971,140
Other revenue		199,957	632,977	720,383
		<u>14,448,850</u>	<u>22,179,368</u>	<u>23,430,258</u>
Payments:				
Employee costs		(3,887,425)	(11,377,547)	(11,234,999)
Materials and contracts		(2,110,092)	(8,040,124)	(6,552,966)
Utility charges		(218,220)	(711,844)	(692,324)
Interest expenses		(19,948)	(61,115)	(66,527)
Insurance expenses		(395,549)	(462,957)	(513,844)
Goods and services tax		(314,241)	-	(1,027,898)
Other expenditure		(249,087)	(954,094)	(1,047,411)
		<u>(7,194,563)</u>	<u>(21,607,681)</u>	<u>(21,135,969)</u>
Net cash provided by (used in) operating activities		<u>7,254,288</u>	<u>571,687</u>	<u>2,294,289</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Receipts:				
Non-operating grants, subsidies and contributions		112,734	1,478,462	1,086,544
Proceeds from sale of assets		9,043	605,150	5,500
Payments:				
Payments for purchase of property, plant & equipment		(107,404)	(1,499,062)	(580,054)
Payments for construction of infrastructure		(150,358)	(3,600,242)	(1,647,718)
Net cash provided by (used in) investment activities		<u>(135,985)</u>	<u>(3,015,692)</u>	<u>(1,135,728)</u>
CASH FLOWS FROM FINANCING ACTIVITIES				
Receipts:				
Proceeds from self supporting loans		4,823	19,779	18,509
Deferred Income Sports Club		-	-	8,000
Transfer from Trust		201,295	200,000	(89,488)
Payments:				
Repayment of debentures		(44,860)	(123,995)	(115,710)
Net cash provided by (used in) financing activities		<u>161,257</u>	<u>95,784</u>	<u>(178,689)</u>
Net increase (decrease) in cash held		7,279,560	(2,348,221)	979,872
Cash and cash equivalents at beginning of year		10,475,121	10,656,168	9,495,249
Cash and cash equivalents at the end of the year		<u>17,754,683</u>	<u>8,307,947</u>	<u>10,475,121</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:

	2017/18 Actual \$	2017/18 Budget \$	2016/2017 \$ Actual
Cash and Cash Equivalents	<u>17,754,683</u>	<u>8,307,947</u>	<u>10,475,121</u>

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

Net Result	10,419,970	(1,459,702)	56,108
Depreciation	1,105,983	3,266,812	3,314,436
(Profit)/Loss on Sale of Asset	-	18,023	9,000
(Increase)/Decrease in Receivables	(4,088,231)	(44,956)	(198,106)
(Increase)/Decrease in Inventories	(6,437)		6,545
Increase in Investment in Joint Venture	-		(202,422)
Decrease in Investment in WALGA House Trust	-	-	16,888
Increase/(Decrease) in Payables & Accruals	(64,263)	264,429	(26,879)
Increase/(Decrease) in Employee Provisions	-	5,544	405,266
Grants/Contributions for the Development of Assets	(112,734)	(1,478,462)	(1,086,544)
Writeup in Fair Value of Infrastructure			
Net Cash from Operating Activities	<u>7,254,288</u>	<u>571,687</u>	<u>2,294,289</u>

**TOWN OF BASSENDEAN
RATING INFORMATION
For the Period Ended 31 October 2017**

Note 2. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Actual Rate Revenue \$	2017/18 Actual Interim Rates \$	2017/18 Actual Back Rates \$	2017/18 Actual Total Revenue \$	2017/18 YTD Budget \$		
Differential General Rate	7.1650	5,769	158,122,563	11,330,584	31,880	4,440	11,330,584	11,329,482		
GRV Properties									31,880	120,000
Interim Rates									4,440	2,000
Back Rates							4,440	2,000		
Sub-Totals		5,769	158,122,563	11,330,584	31,880	4,440	11,366,904	11,451,482		
Minimum Rates	Minimum \$									
GRV Properties	1085	1,368	18,858,081	1,483,195			1,483,195	1,484,280		
Sub-Totals		1,368	18,858,081	1,483,195			1,483,195	1,484,280		
							12,850,099	12,935,762		
Discounts							12,850,099	12,935,762		
Totals							12,850,099	12,935,762		

All land except exempt land in the Town of Bassendean is rated according to its Gross Rental Value (GRV).

The general rates detailed above for the 2017/18 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

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

The Rates for 2017/18 were issued on the 21 July 2017. The due date for the payment of rates is August 25 2017, 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 2017/18 are:

- 1st: 25 August 2017
- 2nd: 27 October 2017
- 3rd: 5 January 2018
- 4th: 9 March 2018

Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 3: NET CURRENT FUNDING POSITION

Note	Positive=Surplus (Negative=Deficit)			2016-17 Actual
	2017-18			
	This Period	Last Period	Same Period Last Year	
	\$	\$	\$	
Current Assets				
Cash Unrestricted	10,752,599	10,557,068	10,437,488	3,699,827
Cash Restricted	7,002,084	6,927,187	6,707,025	6,775,294
Rates - Current	5,561,243	7,100,175	5,283,034	754,709
Sundry Debtors	125,977	117,194	188,004	135,775
GST Receivable	48,549	36,554	51,108	112,759
Inventories	19,770	19,753	23,452	13,333
	23,510,222	24,757,931	22,690,111	11,491,697
Less: Current Liabilities				
Sundry Creditors	(1,934,748)	(1,792,350)	(2,462,075)	(1,050,259)
Accrued Interest on Debentures	-	-	-	(5,703)
Accrued Salaries and Wages	-	-	-	(122,668)
Income Received in Advance	-	-	(33,850)	
Rates in Advance	(74,316)	(68,510)	(68,794)	(250,300)
Hyde Retirement Village Bonds	(185,000)	(185,000)	(251,350)	(173,600)
Bonds & Other Deposits	(1,990,275)	(1,940,872)	(1,858,486)	(2,110,469)
Provisions	(2,110,368)	(2,110,368)	(1,762,767)	(1,800,380)
	(6,294,709)	(6,097,102)	(6,437,321)	(5,513,379)
Less: Cash backed Reserves	(4,826,810)	(4,801,316)	(4,597,190)	(4,801,315)
LSL	1,013,654	1,007,375	931,473	1,007,375
Net Current Funding Position	13,402,358	14,866,889	12,587,071	2,184,378

**Town of Bassendean
INFORMATION ON BORROWINGS
For the Period Ended 31 October 2017**

Note 4. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
Loan 156 Civic Centre Redevelopment	129,324		43,775	21,450	85,549	107,874	9,021	4,942
Loan 157 Ashfield Soccer Club-SSL	19,158		4,316	1,052	14,842	18,106	1,177	321
Loan 160A Civic Centre Redevelopment	384,383		45,010	10,986	339,373	373,397	25,987	6,064
Loan 160B Civic Centre Redevelopment	153,009		15,430	7,602	137,579	145,407	8,720	4,473
Loan 162- TADWA SSL	249,498		15,462	3,771	234,036	245,727	16,211	4,148
	935,372		123,992	44,860	811,379	890,512	61,115	19,948

All debenture repayments are to be financed by general purpose revenue.

(b) New Debentures - 2017/18

Council has no new debentures during 2017/18.

(c) Unspent Debentures

Council has no unspent debentures during 2017/18.

(d) Overdraft

Council has an overdraft facility of \$100,000 with the Commonwealth Bank
It is anticipated that this facility will not be required in the 2017/18 Financial Period.

Town of Bassendean
Monthly Investment Report
For the Period Ended 31 October 2017

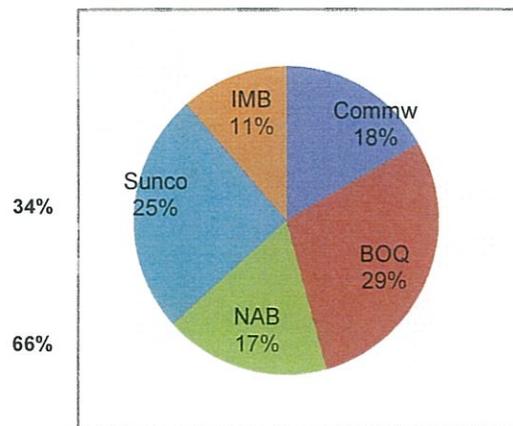
Note 5 : CASH INVESTMENTS

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+			
Municipal													
4189703	28/09/2017	15/11/2017	A1	Suncorp	48	1.88%		700,000	-		700,000	1,731	
474373	4/10/2017	9/01/2018	A2	Bank of Queensland	97	2.40%		-	-	1,700,000	1,700,000	10,843	
47516	31/10/2017	6/02/2018	A-2	IMB	98	2.45%			-	2,000,000	2,000,000	13,156	
418206559	24/08/2017	28/11/2017	A1+	NAB	96	2.46%				2,200,000	2,200,000	14,234	
466931	10/08/2017	23/01/2018	A2	Bank of Queensland	166	2.50%		-	-	2,000,000	2,000,000	22,740	
190248	18/10/2017	13/12/2017	A1+	Commonwealth Bank	56	2.02%		1,400,000			1,400,000	4,339	
							-	2,100,000	-	7,900,000	10,000,000	62,704	
Reserve													
473732	29/09/2017	29/03/2018	A2	Bank of Queensland	181	2.60%			-	1,013,654	1,013,654	13,069	
4189666	26/09/2017	27/03/2018	A1	Suncorp	182	2.50%				2,276,608	2,276,608	28,380	
164115	10/10/2017	12/02/2018	A1+	Commonwealth Bank	125	2.23%		-		1,536,547	1,536,547	11,735	
							-	-	-	4,826,809	4,826,809	53,183	
Trust													
089-062126-4	26/10/2017	26/02/2018	A1+	Bankwest	123	1.50%				11,611	11,611	59	
94-401-6261	25/09/2017	26/02/2018	A1+	NAB	154	2.55%				875,862	875,862	9,423	
464914	28/07/2017	30/01/2018	A2	Bank of Queensland	186	2.60%		-		400,000	400,000	5,300	
4189362	31/08/2017	30/11/2017	A1	Suncorp	91	2.40%				1,500,000	1,500,000	8,975	
							-	-	-	2,787,473	2,787,473	23,757	
Total							-	2,100,000	-	15,514,282	17,614,282	139,644	

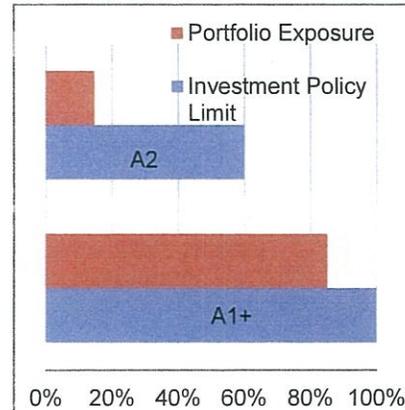
ENVIRONMENTAL COMMITMENT

Depositing Institution	Value Invested
Fossil Fuel Lending ADI	
Commonwealth	\$2,936,547
NAB	\$3,075,862
Bankwest	\$11,611
	\$6,024,020
Non Fossil Fuel Lending ADI	
B of Queensland	\$5,113,654
IMB	\$2,000,000
Suncorp	\$4,476,608
	\$11,590,262
Total Funds	\$17,614,282

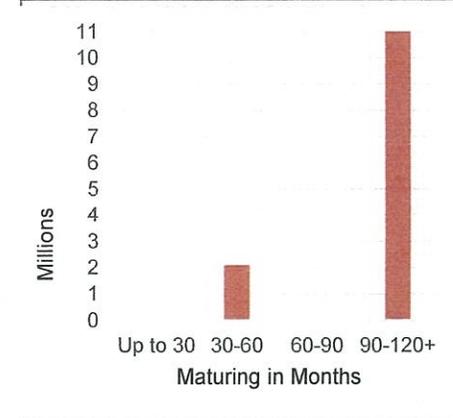
INDIVIDUAL INSTITUTION EXPOSURE



TOTAL CREDIT EXPOSURE



TERM TO MATURITIES

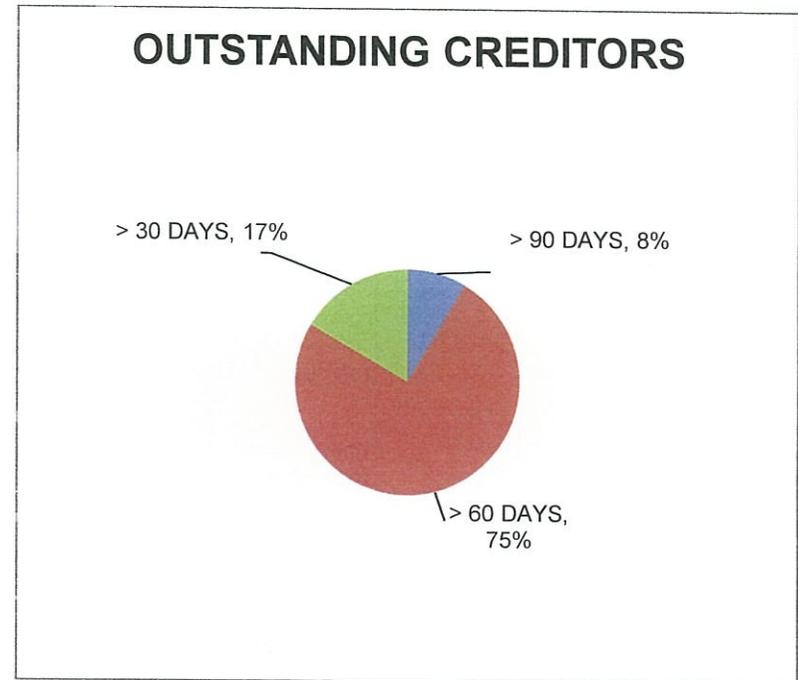
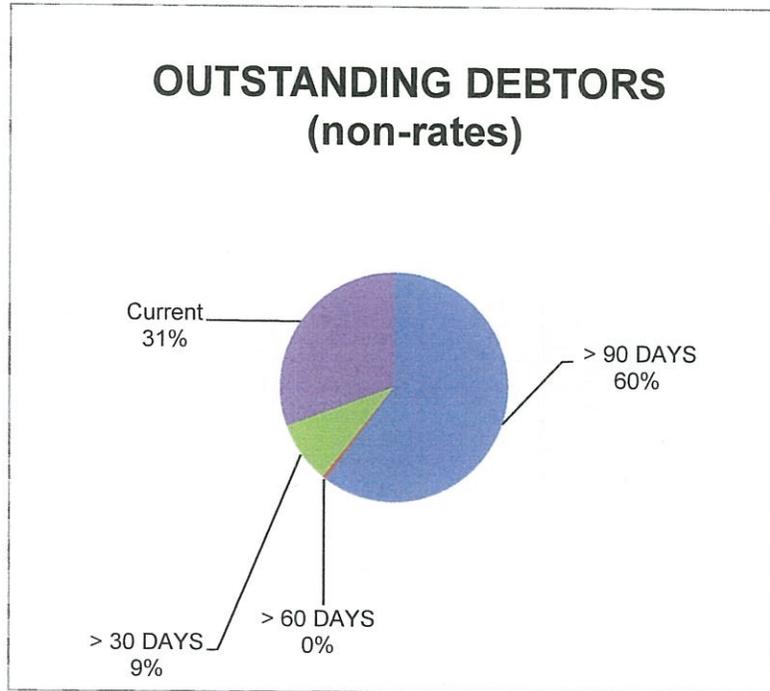


Town of Bassendean
SUMMARY OF CURRENT DEBTORS AND CURRENT CREDITORS

Note 6:

	> 90 DAYS	> 60 DAYS	> 30 DAYS	Current	Total
Oct-17	\$56,251	\$7,929	\$11,733	\$25,418	\$101,331
Sep-17	\$55,694	\$475	\$8,070	\$28,308	\$92,547
Oct-16	\$50,574	\$2,693	\$32,607	\$64,113	\$149,986

	> 90 DAYS	> 60 DAYS	> 30 DAYS	Current	Total
Sep-17	-\$50	\$415	\$4,866	\$125,887	\$131,118
Aug-17	-\$50	\$4,668	\$3,492	\$1,154,088	\$1,162,197
Sep-16	\$79,842	\$2,841	\$34,278	\$140,133	\$257,093



**Town of Bassendean
Reserve Funds
For the Period Ended 31 October 2017**

Note 7: Cash Backed Reserves

Name	Budgetted Opening Balance	Actual Opening Balance	Budget Interest Earned	Actual Interest Earned	Revised Budget Transfers In	Actual Transfers In	Revised Budget Transfers Out	Actual Transfers Out	Revised Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Housing	470,209	\$470,210	10,709	2,613	-	-	-	-	480,919	472,822
Cultural Events	5,162	\$5,163	-	29	-	-	(5,162)	-	1	5,192
Land & Building Infrastructure	1,843,265	\$1,843,265	41,982	10,242	550,000	-	(800,000)	-	1,635,247	1,853,508
Plant & Equipment	379,103	\$379,102	8,634	2,107	-	-	(29,000)	-	358,736	381,209
Community Facilities	37,139	\$37,139	14,512	206	-	-	-	-	51,651	37,345
Self Insurance	8,199	\$8,199	-	46	-	-	(8,199)	-	-	8,244
Unspent Grants & Contributions	251,875	\$335,803	-	-	50,000	-	(129,982)	-	255,821	335,803
Underground Power	79,453	\$79,452	1,810	441	-	-	-	-	81,262	79,894
Waste Management	438,744	\$288,744	11,815	1,604	100,000	-	-	-	400,559	290,348
Wind in the Willows	103,362	\$53,361	1,215	297	-	-	(40,000)	-	14,576	53,657
Youth Development	27,529	\$27,529	627	153	-	-	-	-	28,156	27,682
Roads & Drainage Infrastructure	114,111	\$114,111	2,599	634	-	-	-	-	116,710	114,745
Employee Entitlements	1,007,375	\$1,007,375	-	6,279	24,000	-	-	-	1,031,375	1,013,654
Hacc Asset Replacement	151,860	\$151,861	3,459	844	-	-	(65,000)	-	90,320	152,705
	4,917,386	4,801,316	97,362	25,494	724,000	-	(1,077,343)	-	4,545,333	4,826,810

**Town of Bassendean
Capital Works Program
For the Period Ended 31 October 2017**

NOTE 8: CAPITAL WORKS								
Summary of Capital Acquisitions								
		Original Budget	Grant or Other Funding	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
		\$		\$	\$	\$		
	Property, Plant & Equipment							
	Land and Buildings	1,198,500	800,000	1,198,500	366,668	54,316	185,068	239,385
	Plant & Equipment	118,880	76,030	118,880	86,400	38,327	18,044	56,371
	Furniture & Equipment	181,682	109,682	181,682	176,682	14,760	13,289	28,049
	Infrastructure							
	Roadworks	902,542	491,462	902,542	783,367	-	8,927	8,927
	Drainage	1,430,700	185,022	1,430,700	361,668	4,832	14,895	19,727
	Footpaths	93,500	-	93,500	66,000	-	30,925	30,925
	Parks, Gardens & Reserves	1,173,500	922,000	1,173,500	1,173,500	145,526	46,175	191,701
	Totals	5,099,304	2,584,196	5,099,304	3,014,285	257,762	317,323	575,085

Land for Resale								
Funding Source		Original Budget	Grant or Other Funding	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
		\$		\$	\$	\$	\$	\$
	<i>Account</i>							
	AL1701 LAND PURCHASE 97 KENNY ST(WIND UP TPS4A)	5,000		5,000	2,500	-	-	-
	AL1702 LAND PURCHASE 13 HATTON(WIND UP TPS4A)	6,000		6,000	3,000	-	-	-
	Totals	11,000		11,000	5,500	-	-	-

Buildings								
Funding Source		Original Budget	Grant or Other Funding	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
		\$		\$	\$	\$		
	<i>Account</i>							
Reserves	AB1701 11 HAMILTON STREET, BASSENDEAN - REROOFING	80,000	80,000	80,000	-	-	61,710	61,710
	AB1702 COMMUNITY HALL BASSENDEAN - RENEWAL TO ALUMINIUM ENTRY DOORS	20,000		20,000	20,000	-	20,215	20,215
	AB1703 STAN MOSES PAVILLION, EDEN HILL - ENTRY DOORS	15,000		15,000	15,000	-	14,838	14,838
Grant	AB1705 COMMUNITY FACILITY - REPLACE LIGHTING WITH LED LIGHTING (MLA COMM)	15,000	15,000	15,000	-	9,172	5,381	14,554
	AB1706 DEPOT - UPGRADE WORKSHOP SWITCHBOARD	7,000		7,000	7,000	-	4,854	4,854
Grant	AB1708 SENIOR CITIZENS HALL - UPGRADE OF AIR CONDITIONING SYSTEM (MLA CO)	15,000	15,000	15,000	-	11,600	-	11,600
	AB1709 BASSENDEAN BOWLING CLUB - ELECTRICAL REWIRE & REPLACE WITH LED	18,000		18,000	18,000	-	-	-
	AB1710 DUDLEY ROBINSON CENTRE (YOUTH SERVICES) - REPLACING AIR CONDITI	16,000		16,000	5,333	15,600	-	15,600
	AB1711 BOWLING CLUB BASSENDEAN - RENEW ENTRY DOORS TO BOWLING CLUB	19,500		19,500	-	-	18,276	18,276
	AB1713 DEPOT OFFICE - UPGRADE DATA CABLE EQUIPMENT	6,000		6,000	3,000	-	-	-
	AB1714 COMMUNITY HALL KITCHEN - REPLACE KITCHEN ROLLER SHUTTER WITH S	5,000		5,000	5,000	-	-	-
	AB1715 ASHFIELD COMMUNITY CENTRE - REPLACE CARPET WITH SUITABLE FLOOR	20,000		20,000	-	-	-	-
	AB1716 INSTALLATION OF EMERGENCY EVACUATION PAINTERCOM SYSTEM - ADM	10,000		10,000	-	-	9,062	9,062
	AB1717 ASHFIELD COMMUNITY CENTRE - UPGRADE TO LED LIGHTING	20,000		20,000	-	7,461	9,584	17,046
	AB1718 BILL WALKER STAND - UPGRADE OF MAIN ELECTIRCAL SWITCH BOARD, SE	25,000		25,000	12,500	-	23,685	23,685
	AB1719 35 OLD PERTH ROAD - UPGRADE	150,000		150,000	-	-	4,439	4,439
Reserves	AB1720 WIND IN THE WILLOWS UPGRADES -BABIES AREA, CARPETS,PAINTING	10,000	10,000	10,000	10,000	-	-	-
	AB1721 48 OLD PERTH ROAD - UPGRADE OF COMMITTEE ROOM KITCHEN	20,000		20,000	20,000	2,133	13,024	15,156
Reserves	AB1722 WIW ASHFIELD BUILDING UPGRADE	10,000	10,000	10,000	10,000	-	-	-
	AB1723 YOUTH SERVICES FLOORING AND PAINTING	11,000		11,000	3,667	5,600	-	5,600
Reserves \$170K, Grant \$500K	AB1724 CONSTRUCTION OF NEW MENS SHED- SCADDAN STREET	695,000	670,000	695,000	231,668	2,750	-	2,750
	Totals	1,187,500	800,000	1,187,500	361,168	54,316	185,068	239,385

**Town of Bassendean
Capital Works Program
For the Period Ended 31 October 2017**

Funding Source	Plant & Equipment		Original Budget	Grant or Other Funding	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
Trade-In	<i>Account</i>		\$		\$	\$	\$		
	AF1701	P1105 - POLMAC TRAILER (REC & CUL)	3,100	350	3,100	3,100	-	-	-
Trade-In	AF1702	P270 - POLMAC TRAILER	1,800	200	1,800	1,800	1,339	-	1,339
Reserves	AF1703	PP7195 - KUBOTA RIDE ON MOWER	23,000	23,000	23,000	23,000	-	-	-
Grant	AF1704	RYDE PROGRAM - NEW VEHICLE (MLA COMMITMENT)	19,980	19,980	19,980	-	-	-	-
	AF1705	SECURITY SYSTEM UPGRADE DEPOT FENCE LINE	25,000		25,000	12,500	-	18,044	18,044
Trade-In	AF1707	P151 - POLMAC FIBERGLASS B TRAILER	2,500	500	2,500	2,500	1,890	-	1,890
Trade-In	AF1708	PP7170 - COX RIDE-ON MOWER	5,000	1,000	5,000	5,000	-	-	-
Reserves	AF1709	2 X METRO COUNT 5600 TRAFIC COUNTERS	6,000	6,000	6,000	6,000	10,433	-	10,433
	AF1710	DEPOT- INSTALL NEW BOOM GATE	-		-	-	-	-	-
	AF1711	TRAILER FOR MARKETS TRAFFIC MANAGEMENT SIGNS	7,500		7,500	7,500	6,483	-	6,483
Reserves	AF1712	VEHICLE UTE ASHFIELD HANDY MAN (SENIORS & DISABILITY SERVICES) RE	25,000	25,000	25,000	25,000	18,182	-	18,182
		Totals	118,880	76,030	118,880	86,400	38,327	18,044	56,371

Funding Source	Furniture & Equipment		Original Budget	Grant or Other Funding	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
Grant	<i>Account</i>		\$				\$	\$	\$
	AE1701	IT CAFE UPGRADE - BASSENDEAN YOUTH CENTRE	20,000	20,000	20,000	20,000	-	13,289	13,289
	AE1702	LIBRARY - ONE STOP SELF SERVICE CIRCULATION SERVICE UNIT	7,000		7,000	7,000	-	-	-
	AE1703	REPLACING RAINBIRD FLOW METERS AND CONTROLLERS FOR THE AUTOM	15,000		15,000	10,000	14,760	-	14,760
	AE1704	IT INRASTRUCTURE UPGRADE (C/O FROM 2016-1 AE11601)	50,000		50,000	50,000	-	-	-
Reserves	AE1705	CCTV MARY CRESCENT	44,841	44,841	44,841	44,841	-	-	-
Reserves	AE1706	CCTV JUBILEE RESERVE	44,841	44,841	44,841	44,841	-	-	-
		Totals	181,682	109,682	181,682	176,682	14,760	13,289	28,049

Funding Source	Roads		Original Budget	Grant or Other Funding	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
Grant	<i>Account</i>		\$		\$	\$	\$	\$	\$
	AR1701	COLSTOUND - GUILDFORD RD TO HAIG ST RESURFACING	85,000	48,406	85,000	85,000	-	4,082	4,082
	AR1702	COLSTOUND - HAIG ST TO MARGARET ST - MILL AND REPLACE	46,000		46,000	46,000	-	-	-
Grant	AR1703	PALMERSTON ST - HAMILTON ST TO GUILDFORD RD RESURFACING	180,000	119,929	180,000	180,000	-	2,002	2,002
Grant	AR1704	SHACKLETON ST - GERALDINE ST TO WEST OF KENNY ST ROUNDABOUT -	111,000	65,032	111,000	55,500	-	1,690	1,690
Grant	AR1705	SHACKLETON ST - GUILDFORD RD TO GERALDINE ST RESURFACING	97,350	64,896	97,350	48,675	-	1,153	1,153
	AR1706	SHACKLETON ST - MEDIUM TRAFFIC ISLAND REPLACEMENT	30,000		30,000	15,000	-	-	-
Grant	AR1707	WEST ROAD - UPGRADE TRAFFIC CALMING DEVICES & PARKING IMPROVEM	90,000	90,000	90,000	90,000	-	-	-
Grant	AR1708	WEST ROAD - OLD PERTH ROAD TO GUILDFORD ROAD - RESURFACING	122,192	81,461	122,192	122,192	-	-	-
Grant	AR1709	WEST RO/OLD PERTH RD ROUNDABOUT - RESURFACING	76,000	21,738	76,000	76,000	-	-	-
	AR1710	SCADDAN STREET - PUBLIC CAR PARK RECONSTRUCTION AND RESURFAC	65,000		65,000	65,000	-	-	-
		Totals	902,542	491,462	902,542	783,367	-	8,927	8,927

**Town of Bassendean
Capital Works Program
For the Period Ended 31 October 2017**

Funding Source	Drainage	Original Budget	Grant or Other Funding	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
Grant Reserves \$40.3K Grant \$44.7K	<i>Account</i>	\$		\$	\$	\$	\$	\$
	AD1702 ANZAC ROAD PIPE BETWEEN FIRST & SECOND AVE	80,000		80,000	-	-	-	-
	AD1703 17 BROADWAY - DRAINAGE PIPE REMOVAL	25,000		25,000	25,000	-	-	-
	AD1704 SHACKLETON STREET - SWALES AND UNDERGROUND STORAGE	170,000		170,000	85,000	-	-	-
	AD1705 OLD PERTH ROAD AND BRIGGS ST - DRAINAGE UPGRADE	200,000	100,000	200,000	-	320	-	320
	AD1706 VILLIERS STREET WEST - RELINING	49,700		49,700	-	240	-	240
	AD1707 SUCCESS ROAD - RELINING	84,000		84,000	-	-	-	-
	AD1708 WHITFIELD STREET - RELINING	182,000		182,000	-	-	-	-
	AD1709 ANZAC TERRACE DRAINAGE DISCHARGE UPGRADE	250,000	85,022	250,000	-	-	-	-
	AD1710 VILLIERS STREET WEST - CONSTRUCTION OF NEW STORM WATER DRAINAGE	130,000		130,000	130,000	-	-	-
	AD1711 SUCCESS HILL - DRAINAGE OUTLET UPGRADE	210,000		210,000	105,000	-	14,895	14,895
	AD1713 WEST RD - GUILDFORD RD TO OLD PERTH ROAD - DRAINAGE UPGRADES	50,000		50,000	16,668	4,272	-	4,272
		Totals	1,430,700	185,022	1,430,700	361,668	4,832	14,895

Funding Source	Footpaths	Original Budget	Grant or Other Funding	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
	<i>Account</i>	\$		\$	\$	\$	\$	\$
	AT1702 CONCRETE APRON REMOVAL - POINT RESERVE LEADING TO 33 NORTH RD	4,500		4,500	4,500	-	-	-
	AT1703 WALTER ROAD EAST (#63) - IDA STREET TO MARION STREET - FOOTPATH UPGRADE	21,000		21,000	21,000	-	15,809	15,809
	AT1704 WALTER ROAD EAST (#419) - TO IVANHOE STREET - FOOTPATH UPGRADE	16,000		16,000	16,000	-	-	-
	AT1705 GUILDFORD ROAD (#276) - TO WEST ROAD - FOOTPATH UPGRADE	22,000		22,000	22,000	-	15,116	15,116
	AT1711 HATTON COURT - BRIDSON ST PAW - CONSTRUCTION OF NEW PATH THROUGH PAW SOLAR BOLLARD INSTALLATION	25,000		25,000	-	-	-	-
	AT1712	5,000		5,000	2,500	-	-	-
		93,500		93,500	66,000	-	30,925	30,925

Funding Source	Parks, Gardens & Reserves	Original Budget	Grant or Other Funding	Current Amended Budget	YTD Budget	Expenditure Actual	Order Value	TOTAL ACTUAL
	<i>Account</i>	\$		\$	\$	\$	\$	\$
	AP1701 DUDLEY ROBINSON CENTRE - NEW GARRISON FENCE	7,000		7,000	7,000	-	6,995	6,995
	AP1702 DEPOT - PERIMETER FENCE RENEWAL	60,000		60,000	60,000	17,500	39,180	56,680
	AP1703 BASSENDEAN OVAL - REFURBISHING PICKET FENCE	85,000		85,000	85,000	-	-	-
	AP1704 SANDY BEACH - UPGRADE OF RETICULATION	25,000		25,000	25,000	-	-	-
	AP1705 JUBILEE RESERVE - RETICULATION UPGRADE	15,000		15,000	15,000	1,600	-	1,600
	AP1706 BASSENDEAN BOWLING CLUB - CHAIN FENCE RENEWAL WITH GARRISON	22,500		22,500	22,500	19,501	-	19,501
	AP1708 48 OLD PERTH ROAD, BASSENDEAN COMMUNITY HALL - POND REPAIR AND	10,000		10,000	10,000	-	-	-
	AP1710 SUCCESS HILL RESERVE UPGRADE OF SHELTERS, ABORIGINAL HISTORY S	7,000		7,000	7,000	-	-	-
Insurance Reserves	AP1711 JETTY RENEWAL AFTER FLOOD DAMAGE	102,000	102,000	102,000	102,000	106,926	-	106,926
	AP1712 WIW WILSON STREET PLAYGROUND UPGRADE	20,000	20,000	20,000	20,000	-	-	-
	AP1713 POST AND BEAM BOLLARD UPGRADE	20,000		20,000	20,000	-	-	-
Reserves	AP1714 SANDY BEACH NATURE BASE PLAYGROUND	550,000	550,000	550,000	550,000	-	-	-
CIL	AP1715 STAGE 1 PLAYGROUND RENEWAL- MARY CRESEENT	250,000	250,000	250,000	250,000	-	-	-
	Totals	1,173,500	922,000	1,173,500	1,173,500	145,526	46,175	191,701

**Town of Bassendean
Budget Amendments
For the Period Ended 31 October 2017**

NOTE 9: Budget Amendments

Description	Ledger Code	Current Budget	Proposed Budget	Budget Change	Justification/Reason for Budget Amendment
INCOME - RESERVES - GRANT INCOME GEN	132015.001	\$ 67,000	\$ -	\$ (67,000)	Reallocation of Budget between Income categories
INCOME - RESERVES - GRANT INCOME GEN	132015.005	-	67,000	67,000	Reallocation of Budget between Income categories
INCOME - ROAD MAINT - CONTRIBUTIONS TO WORKS GEN	212016.200	74,721	-	(74,721)	Reallocation of Budget between Income categories
INCOME - ROAD MAINT - CONTRIBUTIONS TO WORKS GEN	212016.007		44,721	44,721	Reallocation of Budget between Income categories
INCOME - ROAD MAINT - CONTRIBUTIONS TO WORKS GEN	212016.005		30,000	30,000	Reallocation of Budget between Income categories
NET MOVEMENT TO CLOSING FUNDING SURPLUS 17/18			-	-	

**Town of Bassendean
Trust Fund
For the Period Ended 31 October 2017**

Note 10: TRUST FUND - Restricted Cash

Funds held at balance date which are included in this statement are as follows:

Description	Opening Balance 1-Jul-17	Amount Received	Amount Paid	For the Period Ended 31 October
	\$	\$	\$	\$
<i>TRUST FUNDS CONTROLLED</i>				
Public Open Space Contributions	870,623	5,238	-	875,861
Trust Funds - No Control	870,623	5,238	-	875,861
		-	-	
Hyde Retirement Village Retention Bonds	173,600	30,150	(18,750)	185,000
Donations Community Bus	450	-	-	450
Lyneham Hostel Residents Trust	1,050	-	-	1,050
Iveson Hostel Residents Trust	18	-	-	18
Sundry	234,145	44,291	(6,493)	271,943
Securities	785,707	79,413	(45,848)	819,272
Hall Hire Bonds	28,141	16,450	(19,450)	25,141
Crossover Deposits	104,675	-	-	104,675
Development Bonds	622,849	126,718	(4,196)	745,370
Stormwater Deposits	23,346	-	(990)	22,356
Trust Funds - Controlled	1,973,980	297,022	(95,727)	2,175,275
		-	-	
Total Trust Funds	2,844,603	302,260	(95,727)	3,051,136

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 October 2017

Note 11 : Balance Sheet Notes	2017/2018 \$	2016/2017 \$
CASH AND CASH EQUIVALENTS		
Unrestricted	10,752,599	3,699,827
Restricted	7,002,084	6,775,294
	17,754,683	10,475,121
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Leave Reserve	7 1,013,654	1,007,375
Plant & Equipment Reserve	7 381,209	379,102
Recreation Development Reserve	7 37,345	37,139
Muni Building & T P Reserve	7 1,853,508	1,843,265
Waste Management Reserve	7 290,348	288,744
Wind in the Willows Reserve	7 53,657	53,361
Aged Persons Reserve	7 472,822	470,210
Youth Development Reserve	7 27,682	27,529
Cultural Events Reserve	7 5,192	5,163
Self Insurance Reserve	7 8,244	8,199
Underground Power Reserve	7 79,894	79,452
Drainage Reserve	7 114,745	114,111
HACC Assets Replacement	7 152,705	151,861
Unspent Portion of Grants	7 335,803	335,803
Hyde Retirement Village Retention Bonds	10 185,000	173,600
Other Bonds & Deposits	10 1,990,275	1,800,380
	7,002,084	6,775,294
TRADE AND OTHER RECEIVABLES		
Current		
Rates Outstanding	5,561,243	754,709
Sundry Debtors - General	118,300	123,652
GST Receivable	48,549	112,759
Accrued Interest	-	4,446
Sundry Debtors - SSL	19,779	19,779
Long Service Leave Due from Other Councils	52,633	52,633
Sundry Debtors - Other	8,000	8,000
Provision for Doubtful Debts	(52,956)	(52,956)
	5,755,548	1,023,022
Non-Current		
Rates Outstanding - Pensioners	323,008	323,008
Loans - Clubs/Institutions	235,011	248,877
Other Deferred Debtors - Clubs Contributions	-	-
	558,019	571,885
Investments - Government House	108,332	108,332
Investments- EMRC	7,538,338	7,538,343

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 October 2017

Note 11 : Balance Sheet Notes continued	2017/2018 \$	2016/2017 \$
INVENTORIES		
Current		
Fuel and Materials	19,770	13,333
	<u>19,770</u>	<u>13,333</u>
PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings		
- Independent Valuation 2017 - Level 2	<u>36,357,000</u>	<u>36,357,000</u>
Buildings at:		
- Independent Valuation 2017 - Level 3	25,757,805	25,757,805
- Additions after valuation - cost	54,316	
Less: accumulated depreciation	<u>(7,463,887)</u>	<u>(7,301,045)</u>
	18,348,234	18,456,760
Total Land and Buildings	<u>54,705,234</u>	<u>54,813,760</u>
Furniture and Equipment - Management Valuation 2016		
- Additions after valuation - cost	165,239	165,239
Less Accumulated Depreciation	118,875	104,115
Less Accumulated Depreciation	<u>(104,106)</u>	<u>(95,764)</u>
	180,008	173,590
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	151,067	112,740
Less Accumulated Depreciation	<u>(1,565,432)</u>	<u>(1,538,536)</u>
-Less Disposals after Valuation	<u>(21,035)</u>	<u>(21,035)</u>
	1,177,531	1,166,100
Art Works		
- Independent Valuation 2015 - Level 2	<u>62,620</u>	<u>62,620</u>
	62,620	62,620
	<u>56,125,393</u>	<u>56,216,070</u>
INFRASTRUCTURE		
Roads - Independent Valuation 2017	83,500,078	83,500,078
- Additions after valuation - cost	-	
Less Accumulated Depreciation	<u>(15,673,872)</u>	<u>(15,181,450)</u>
	67,826,206	68,318,628
Footpaths - Independent Valuation 2017		
- Additions after valuation - cost	10,233,801	10,233,801
Less Accumulated Depreciation	<u>(3,083,374)</u>	<u>(3,002,330)</u>
	7,150,427	7,231,471

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 October 2017

Note 11 : Balance Sheet Notes continued	2016/2017 \$	2015/2016 \$
INFRASTRUCTURE		
Drainage - Independent Valuation 2017	39,635,969	39,635,969
- Additions after valuation - cost	4,832	
Less Accumulated Depreciation	<u>(17,087,799)</u>	<u>(16,891,455)</u>
	22,553,002	22,744,514
Parks & Ovals - Independent Valuation 2015	13,667,875	13,667,875
- Additions after valuation - cost	1,093,126	947,600
Less Accumulated Depreciation	<u>(7,162,702)</u>	<u>(7,024,609)</u>
	7,598,300	7,590,866
	<u>105,127,935</u>	<u>105,885,478</u>
 TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	1,934,748	1,050,259
Accrued Interest on Debentures	-	5,703
Accrued Salaries and Wages	-	122,668
Rates in Advance	74,316	250,300
Income in Advance	-	-
Bonds & Other Deposits	1,990,275	1,800,380
Hyde Retirement Village Bonds	185,000	173,600
	<u>4,184,339</u>	<u>3,402,910</u>
 LONG-TERM BORROWINGS		
Secured by Floating Charge		
Loan Liability - Current	79,134	123,994
	<u>79,134</u>	<u>123,994</u>
Non-Current		
Secured by Floating Charge		
Loan Liability - Non Current	811,380	811,380
	<u>811,380</u>	<u>811,380</u>
 PROVISIONS		
Current		
Provision for Annual Leave	941,986	942,087
Provision for Long Service Leave	1,168,382	1,168,382
	<u>2,110,368</u>	<u>2,110,469</u>
Non-Current		
Provision for Long Service Leave	201,834	201,834
	<u>201,834</u>	<u>201,834</u>

**LIST OF PROJECTS & CONSULTANCIES FROM
2017/18 BUDGET**

Note 12		2017/18 Budget	2017/18 Actual	FUNDING SOURCE
RECREATION & CULTURE				
121562	SPORT & REC - CLUB CONNECT	7,300	250	COUNCIL
121563	SPORT & REC - KIDS SPORT	19,000	4,530	\$5,000 GRANT
121359	SPORT & REC - EVENT CONSULTANT	15,000	19,318	COUNCIL
121359	SPORT & REC - FACILITY NEEDS ASSESSMENT	17,000	19,318	COUNCIL
131390	CONSULTANT TO DESIGN NEW PLAYGROUND	25,000	3,350	COUNCIL
131479	CONSULTANT PICKERING PARK BOAT RAMP	90,000	-	COUNCIL/GRANT
151206	DISABILITY ACCESS AND INCLUSION PLAN	20,000	-	COUNCIL
151359	PENSIONER GUARD COTTAGE - ARCHITECT	80,000	-	COUNCIL
151360	CULTURE - CULTURAL COMMUNITY PROJECTS	25,000	7,048	COUNCIL
151360	CULTURE - REVIEW CULTURAL PLAN	20,000	7,048	COUNCIL
151595	GLOBAL CITIZENRY	-	-	\$10,000 GRANT
181496	PUBLIC EVENTS - 2 MAJOR EVENTS	85,000	2,672	COUNCIL
181504	PUBLIC EVENTS - NAIDOC DAY	57,000	55,507	\$10,000 GRANT
181505	PUBLIC EVENTS - AUSTRALIA DAY	116,000	23	\$11,000 GRANT
181506	PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP	6,000	-	COUNCIL
181507	PUBLIC EVENTS - CHILDREN WEEK	1,700	1,264	COUNCIL
181508	PUBLIC EVENTS - VISUAL ART AWARD	50,000	31,625	\$7,000 FEES
181509	PUBLIC EVENTS - SENIORS WEEK	6,000	2,976	COUNCIL
181510	PUBLIC EVENTS - AVON DECENT	4,500	4,845	\$4,500 GRANT
181511	PUBLIC EVENTS - ANZAC DAY	15,000	-	COUNCIL
181512	PUBLIC EVENTS - SUMMER OUTDOOR MOVIES	22,000	2,727	COUNCIL
TOTAL RECREATION & CULTURE		\$681,500	\$162,498	
LIBRARY				
141302	TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION	35,000	2,163	COUNCIL
TOTAL LIBRARY		\$35,000	\$2,163	COUNCIL
ASSET SERVICES				
211309	ASSET MANAGEMENT	60,000	13,033	COUNCIL
211309	FOOTPATH STUDY (DEPT TRANSPORT)	-	13,033	\$15000 GRANT
211359	GRAFFITI REMOVAL PROGRAM	20,000	5,035	COUNCIL
211272	BIKE BOULEVARD STUDY	50,000	680	\$30,000 DOT GRANT
211474	STREET TREE MASTER PLAN(NEW PLAN)	60,000	-	COUNCIL
211514	STREET/ROAD LIGHT REVIEW (THOMPSON ROAD)	10,000	-	COUNCIL
211503	STEAM WEEDING OF ROADS	170,000	9,955	COUNCIL
611302	COMMUNITY SURVEY -ROADS & PARKS	20,000	-	COUNCIL
TOTAL TRANSPORT		\$390,000	\$41,735	
DEVELOPMENT SERVICES				
261359	SWAN RIVER TRUST PRECINCT PLAN REVIEW	20,000	-	COUNCIL/GRANT
261362	STREETScape PROTECTION AREA(EILEEN TO WILSON)	30,000	-	COUNCIL
261363	TPS #4A FINALISATION	10,000	-	COUNCIL
261365	MUNICIPAL HERITAGE INVENTORY	10,000	-	COUNCIL
261366	TREE ASSESSMENT	2,000	-	COUNCIL
261367	STRATEGIC PLANNING FRAMEWORK STAGE 1 & 2	227,500	1,120	COUNCIL
261368	TOD PLANS -(STRATEGIC)	70,000	-	COUNCIL
TOTAL DEVELOPMENT SERVICES		\$369,500	\$1,120	
ECONOMIC DEVELOPMENT				
271502	ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN	43,000	2,556	COUNCIL
271504	OLD PERTH RD INITIATIVES - PLACE ACTIVATION	59,400	9,214	COUNCIL
271506	BUSINESS PLAN - DIGITAL TECHNOLOGY	35,500	1,891	COUNCIL
271508	EMRC PROJECTS - REGIONAL EVENTS	14,000	-	COUNCIL
TOTAL ECONOMIC DEVELOPMENT		\$151,900	\$13,661	
GOVERNANCE				
401361	EMPLOYEE ASSISTANCE PROGRAM	35,000	4,266	COUNCIL
401605	RECONCILIATION ACTION PLAN CONSULTATION	40,000	3,755	COUNCIL
401606	ASHFIELD ACTION PLAN - ASHFIELD CAN	10,000	-	COUNCIL
401333	GOVERNANCE - SATISFACTION SURVEY	38,000	4,860	COUNCIL
311325	RATING INCENTIVE SCHEME	5,000	5,000	COUNCIL
391401	COUNCIL ELECTIONS	51,000	3,724	COUNCIL
401494	OCCUPATIONAL HEALTH & SAFETY	5,000	-	COUNCIL
391361	REVIEW COMMUNITY CONSULTATION POLICY & CBP	40,000	-	COUNCIL
TOTAL GOVERNANCE		\$224,000	\$21,605	

2017/18 BUDGET

Note 12		2017/18 Budget	2017/18 Actual	FUNDING SOURCE
HEALTH				
741465	MOSQUITO CONTROL PROGRAM	35,000	-	COUNCIL
741466	PEST - RAT ERADICATION PROGRAM	4,000	413	COUNCIL
TOTAL HEALTH		\$39,000	\$413	
RANGERS				
531504	CONSTABLE CARE PROGRAM	5,000	5,000	COUNCIL
541504	DFES - NDFR GRANT FOR FLOOD MARKINGS	5,000	-	COUNCIL
TOTAL RANGERS		\$10,000	\$5,000	
ENVIRONMENT				
751359	CONTAMINATED SITES INVESTIGATIONS (271 Hamilton)	200,000	72,877	COUNCIL
751504	(ACER) CARBON EMISSION REDUCTION PROGRAM	11,600	-	COUNCIL
751506	INTEGRATED TRANSPORT STUDY	6,000	-	COUNCIL
751508	WATER CAMPAIGN	13,000	-	COUNCIL
751510	SCHOOLS WASTE EDUCATION PROGRAM	10,000	2,240	COUNCIL
751513	WATER QUALITY MONITORING & IMPROVEMENT	10,000	6,000	COUNCIL
751516	FUTURE PROOFING CLIMATE CHANGE	16,000	-	COUNCIL
761592	REUSABLE SHOPPING BAGS & EDUCATIONAL PROG	5,000	3,690	Hawaiian/Suez/Council
761593	WASTE MANAGEMENT SURVEY FOR FUTURE NEEDS	30,000	-	
761594	WASTE MANAGEMENT STICKERS	15,000	-	
TOTAL ENVIRONMENT		\$316,600	\$84,807	
TOTAL PROJECTS INCLUDED IN OPERATING EXPENDITUR		\$2,217,500	\$333,002	

ATTACHMENT NO. 21

20 November 2017

Mr Mike Costarella
Director Corporate Services
Town of Bassendean
48 Old Perth Road,
Bassendean WA 6934

PROCUREMENT POLICY ADVICE – CORPORATE SOCIAL RESPONSIBILITY AND SUPPORTING LOCAL BUSINESS

Objectives and Scope

At the request of the Director of Corporate Services, we have been engaged to provide advice regarding the feasibility of Town of Bassendean providing incentives for local business in the provision of goods and/or services. In particular, to form a view as to the appropriateness of encouraging businesses owned by or who employ indigenous peoples and or active recruitment of local youth.

We have been provided with an example of the City of Canning's Purchasing Policy with respect to Clause 5, Corporate Social Responsibility and Supporting Local Business for background information.

Procedures undertaken

In forming our view as outlined in this report, we have conducted the following procedures:

- Assessed for compliance Clause 5 from the City of Canning against Local Government (Functions and General) *Regulations 1996* [Part 4 Provision of Goods and Services and Part 4A Regional Price Preference]
- Relied on guidance / publications from:
 - WALGA, Guide to Sustainable Procurement link <http://walga.asn.au/getattachment/Procurement/Sustainable-Procurement/WALGA-Guide-to-Sustainable-Procurement.pdf.aspx?lang=en-AU>
 - Australian Competition & Consumer Commission
- Performed benchmarking of Purchasing Policies of metropolitan based local governments for inclusion of corporate social responsibility statements.

Results of Research

1. Encouragement for local government to contribute to sustainability

WALGA

The WALGA Guide to Sustainable Procurement (issued October 2017) provides examples of how local governments can incorporate sustainable procurement through its procurement decision making processes such as:

- “purchasing products, services and works, (which) may cause indirect environmental and social impacts locally (by) influencing local employment and environmental pollution, as well as down the supply chain”; and
- “eliminating inequality by providing employment and training opportunities for marginalised groups ...providing equal opportunity and driving inclusiveness of diverse perspectives”.

These statements support active procurement decision-making with respect to “Sustainability”.

Australian Competition & Consumer Commission (ACCC)

A cursory review of the ACCC guidance with respect to the principles of anti-competitive behaviour indicated that the integration of procurement decision making with core values such as corporate social responsibility and support for disadvantaged groups does not in of itself represent anti-competitive behaviour in accordance to the ACCC.

Procurement policies which support local businesses in consideration for corporate social responsibility are not considered anti-competitive. Examples of anti-competitive behaviour relates primarily to:

- collusion with others
- price fixing
- market sharing
- restriction of goods and services

A company’s desire to encourage sustainable procurement through selection criteria (i.e. in a tender or any type of request) is not anti-competitive behaviour.

2. Compliance to Local Government legislation

As outlined under point 1 above, the inclusion of the Corporate Social Responsibility and Supporting Local Business in a local government's Purchasing Policy is deemed appropriate as it serves as a commitment to sustainability through its procurement practices.

Further, in accordance to WALGA guidance, where selection criterion for corporate social responsibility or local benefits (through sustainable procurement) is to be part of the evaluation process, it recommends a weighting between 5% - 20%. There are no restrictions in *Regulations Part 4* with respect to setting qualitative criteria – i.e. in the case of City of Canning, they are using qualitative criteria to promote sustainable procurement.

Part 4A, Regional Price Preference is applicable only to local governments outside the metropolitan area (Clause 24A) and is intended to allow a discount in the prices submitted in the tender (Clause 24D). City of Canning Policy (as an example) is not allowing a price discount – it is advocating that it supports selection criteria for corporate social responsibility, up to a maximum of 20% as a weighting.

3. Benchmarking

An internet search of Purchasing / Procurement Policies for metropolitan based local governments indicated that seven out of seven selected judgementally (four examples are provided at Appendix A) included a specific clause regarding Sustainable Procurement or Corporate Social Responsibility and/or buy local. It was noted that none of the seven examples included statements about selection criterion weightings. Sustainable considerations can still be factored in within the selection criteria and evaluated accordingly.

Based on the procedures undertaken and evidentiary documentation, it is deemed appropriate for Town of Bassendean to include a statement in support for Sustainable Procurement including practices which directly support decision-making linked to corporate social responsibility should it so wish.

Yours sincerely



DAVID TOMASI
DIRECTOR

APPENDIX A

EXAMPLES OF SUSTAINABLE PROCUREMENT CLAUSES IN PURCHASING POLICY

CITY OF PERTH

3. SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that has positive economic, environmental and social outcomes, and fewer negative environmental and social impacts than competing products and services.

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the City's sustainability objectives.

CITY OF FREMANTLE

1.4 SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

City of Fremantle is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the City of Fremantle's sustainability objectives.

CITY OF STIRLING

5 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

Sustainable Procurement and Corporate Social Responsibility (CSR) is defined as the procurement of goods and services that have less environmental and social impacts than competing goods and services.

The City is committed to sustainable procurement, and will ensure that sustainable and CSR considerations are balanced against value for money outcomes, in accordance with the City's sustainability objectives.

6 BUY LOCAL POLICY

Under the State Government's Buy Local Policy, Government Agencies and Local Governments, including the City, are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by the City in accordance with the City's local economy objectives and Strategic Community Plan.

A key goal in this policy is open and fair competition to ensure that Western Australian businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works purchased by the City will lend itself to supply by local businesses.

CITY OF VINCENT

SUSTAINABLE PROCUREMENT

Sustainable procurement takes into consideration the impacts of products and services on human society and the natural environment while meeting the economic constraints of the procuring organisation.

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits. These considerations must however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long term sustainability.

ATTACHMENT NO. 22



Barrier Installation along Guildford Rd Ashfield Station

Removal of Trees Proposal

Melissa ANG
Samuel BARBAS
2/21/2017

	Date	Comments
Version 1.0	05/04/2017	Submitted to the Town of Bassendean
Version 2.0	7/07/2017	Inclusions for: <ul style="list-style-type: none">• Wire rope barrier option (4.3)• Revision of concrete barrier option after further investigation (4.2)• Tree valuation (6.)

Contents

1. Our policy	3
2. Project Overview	4
2.1 Objectives.....	4
3. Site Features.....	6
3.1 Existing Barriers.....	6
3.1.1 Southern Side	6
3.1.2 Northern Side	6
3.2 Trees	6
3.2.1 History and Background	6
3.2.2 Problem	7
3.3 Services	9
3.4 Streetlights.....	9
4. Alternatives considered.....	10
4.1 Install W-beam barrier in front of trees.....	10
4.2 Install TL4 concrete barrier.....	10
4.3 Wire Rope Barrier	13
5. Proposal	13
6. Tree valuation	14
Appendix A: Risk Assessment.....	15
Appendix B: Service Locations	18
Appendix C: Alternative Designs Cost Comparison	20
Appendix D: Landscaping	25
Appendix E: Arborist Report.....	27
Figure 1: Safe System Approach	3
Figure 2: Site Plan.....	5
Figure 3: Existing non-compliant barrier.....	8
Figure 4: Proposed barrier route to protect vulnerable bridge support.....	8
Figure 5: Cost comparison	10
Figure 6: Typical machinery for slipform barrier construction	11
Figure 7: Concrete barrier option construction limitations (Tree 2 as an example)	12
Figure 8: Service Locations	19
Figure 9: Landscaping Proposal.....	26
Table 1: Impact of Concrete Barrier Option on Trees	12
Table 2: Risk Assessment	16
Table 3: Risk Matrix	17
Table 4: Risk Rating Definition and Response.....	17

1. OUR POLICY

Main Roads is committed to reducing road trauma on WA roads and providing improved safety outcomes for all users of the transport network. To achieve this, we have implemented a Road Safety Management (ROSMA) system based on Safe System principles. The Safe System approach views the road transport system holistically by seeking to manage the interaction between the road, travel speed, the vehicle and the road user.



Figure 1: Safe System Approach

Each year in WA about 3,000 road crashes result in death or serious injury. This trauma and suffering can be avoided. For this to occur, we as a road agency need to do our part to make roads and roadsides safer and more forgiving of human error. This means providing a road network where mistakes do not lead to severe consequences. This can be achieved in a number of ways including:

- Reducing the number of mistakes that drivers make through easily understandable infrastructure and appropriate speed limits.
- Warning road users when they have made a mistake (e.g. audible edge-lines),
- Giving them the opportunity to correct their mistakes (e.g. sealed shoulders and clear zones), and/or
- Managing the severity of any resulting collision (for example, barriers).

Our aim is to ensure that the works we carry out on the road network align with this policy.

2. PROJECT OVERVIEW

This project involves the installation and upgrade of crash barriers along a section of Guildford Road near Ashfield train station to protect the piers of a pedestrian footbridge from traffic impact. Currently, three (3) pier supports of the pedestrian bridge are not adequately protected from traffic travelling in both directions. The pedestrian bridge is used by commuters to access Ashfield Station. The piers of the bridge have not been designed to resist traffic impacts and, should an errant vehicle (especially a heavy vehicle) collide with the pier, the outcome could be catastrophic to road users, rail users and pedestrians.

The purpose of installing safety barriers in this location is to reduce this risk. However, the existing trees in the location could interfere with the installation and compromise the effectiveness of the barriers increasing the risk to vehicle occupants. Thus, in order to improve safety of the roadside environment, it is proposed that four (4) trees along the northern side of Guildford Road be removed. An overhead view of the site and proposed barriers is illustrated in Figure 2. Trees labelled T1-T4 are to be removed. This report outlines the extent and purpose of tree removal, alternatives considered and proposed landscaping.

2.1 Objectives

The objectives of the project are to:

- Improve barrier protection on Guildford road and Ashfield Station
- Improve safety for road users; and
- Prevent property damage

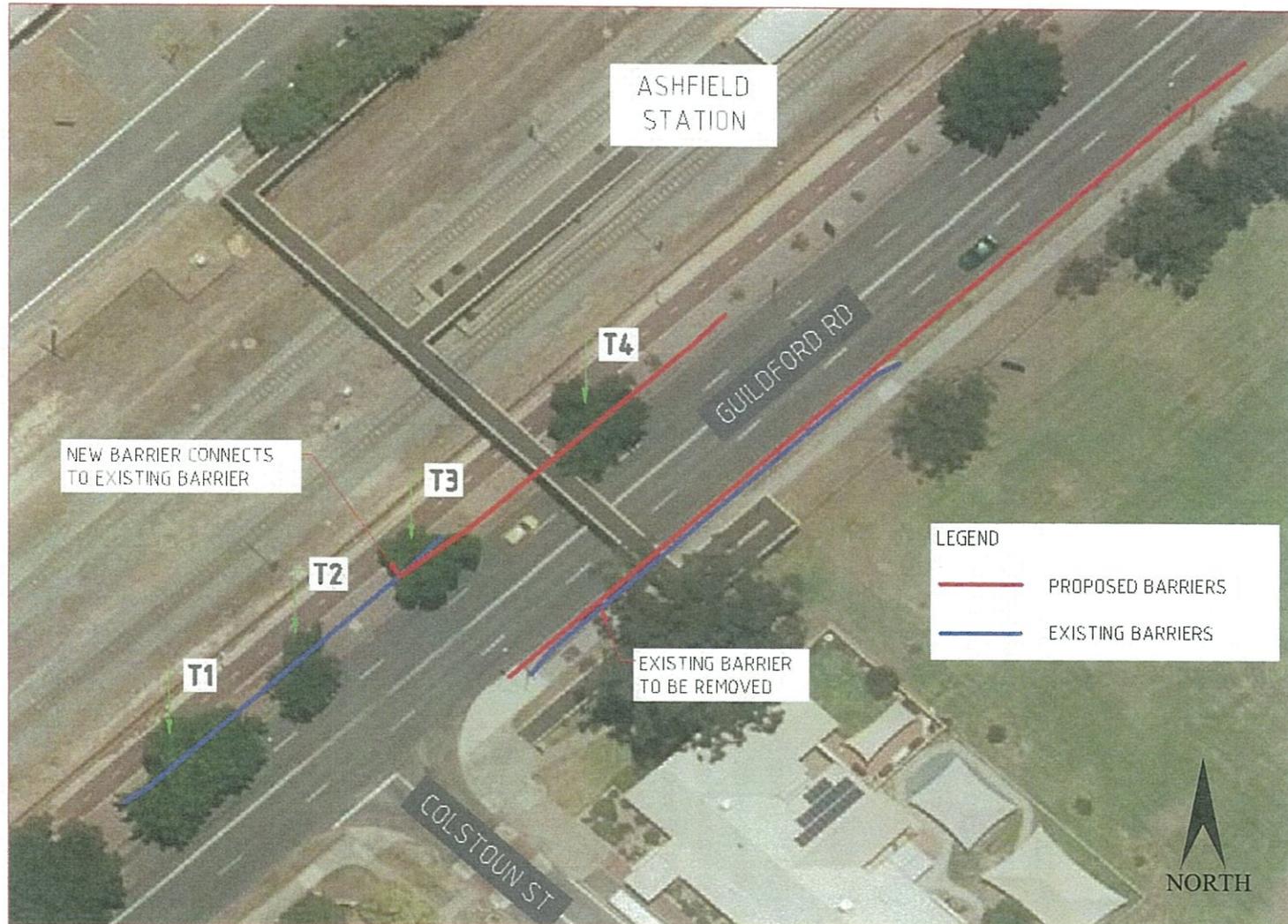


Figure 2: Site Plan

3. SITE FEATURES

3.1 Existing Barriers

Main Roads' Road and Traffic Engineering (RTE) Branch were engaged to investigate the crash barriers at Guildford Rd. The investigation by our Road Engineer found the existing barriers to be inadequate.

3.1.1 Southern Side

A deteriorated, timber safety barrier runs along the southern side of the road. However, this does not provide adequate protection to the two (2) piers on this side of the road. This construction is no longer considered crashworthy and there is a risk of vehicles penetrating the barrier and colliding with the bridge or pedestrians. As part of this project, the redundant barrier will be removed and replaced with a new TL3 W-beam barrier.

3.1.2 Northern Side

An existing W-beam barrier runs along the northern side of Guildford Rd opposite Colstoun Rd. This does not extend far enough to protect the vulnerable northern pier of the pedestrian bridge shown in Figure 4. A new TL3 W-beam barrier will be installed and connected to the existing barrier to extend coverage and protection past the pier.

The northern side of the road will be the focus of this report as all the trees are on this side.

3.2 Trees

3.2.1 History and Background

The trees of interest are *Ficus Microcarpa* var. *hillii* (Hills Weeping Fig) trees. This species is an evergreen Australian native with dense foliage. Mature trees can reach heights of 15-20 m with a spread of 8-12 m, although they are commonly pruned to be between 4-15 m. The plant has fibrous, wide spreading roots that can be invasive so care should be taken to avoid planting it near pipes or buildings. It is a tough plant that is able to survive many urban environments and is suited for use in street plantings.

The trees first appeared on the site in the early 1970's when the rail line was duplicated to accommodate the Ashfield Train station. At this time, the land use was a mix of residential and industrial on the south side and heavy industry on the north side of the rail line. The current age of trees is approximately 45+ years old

The trees are not mentioned on the Town of Bassendean's Significant Tree Register – last updated in April 2016. In 2012, council requested that they be placed on this register due to the historical and aesthetic value they have for the residents. This was rejected by MRWA due to the following reasons:

- The tree roots have damaged kerbs and pavements and caused blockages in the road drainage. Significant cost has been incurred to repair the damage and maintain the trees.
- The trees are within the clear zone of Guildford Road. Due to their size and location, they pose a potentially fatal hazard to road uses.
- Future works may occur in the area which would require the removal of the trees.

3.2.2. Problem

In addition to the issues above, the trees present some problems to the installation and performance of the new barriers. A risk assessment can be found in Appendix A. The following reasons are given to justify the removal of the trees:

The existing barrier on the northern side of Guildford Road opposite Colstoun Road is non-compliant due to the presence of two trees and a streetlight in front of the barrier (see Figure 3). Obstructions like these in the clear zone of a road are hazardous as they reduce the opportunity for errant vehicles to correct their mistakes. Vehicles that veer off the side of the road can collide with these hazards and, given the size of the trees, the consequences can be severe or fatal. Furthermore, the hazard is worsened in conjunction with safety barriers as there is potential for the barrier to redirect errant vehicles into these hazards increasing the severity of a crash. Although this non-compliance has been accepted in the past, MRWA has an obligation to rectify it if the opportunity arises. In this case, works are being undertaken in the area that will directly affect the non-compliant barrier. It follows that the non-compliance is addressed. Thus, it is proposed that trees T1 and T2 be removed to ensure the roadside environment is more forgiving of human error in accordance with our policy.

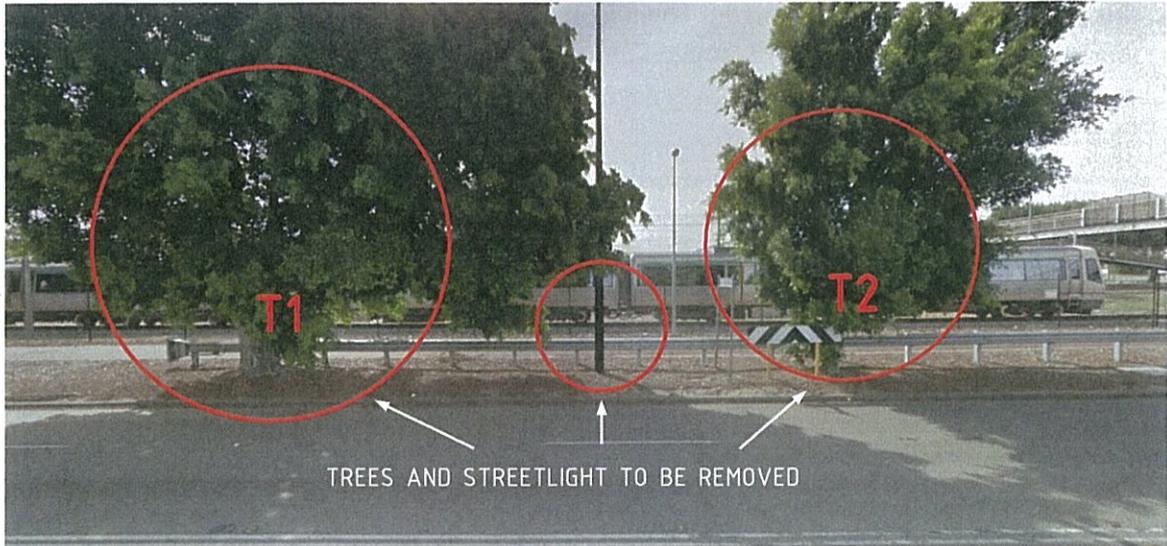


Figure 3: Existing non-compliant barrier

T3 is located in front of the proposed barrier and will need to be removed for similar reasons to T1 and T2. Furthermore, a streetlight will be placed in that vicinity to account for the reduced luminance caused by the relocation of streetlights (see also Section 3.4). The lighting would be obscured by the foliage if the tree were to remain.

T4 is located on the proposed barrier alignment and must be removed to enable installation of the barrier. The barrier cannot be realigned to run in front of the tree for reasons explored in Section 4.1.

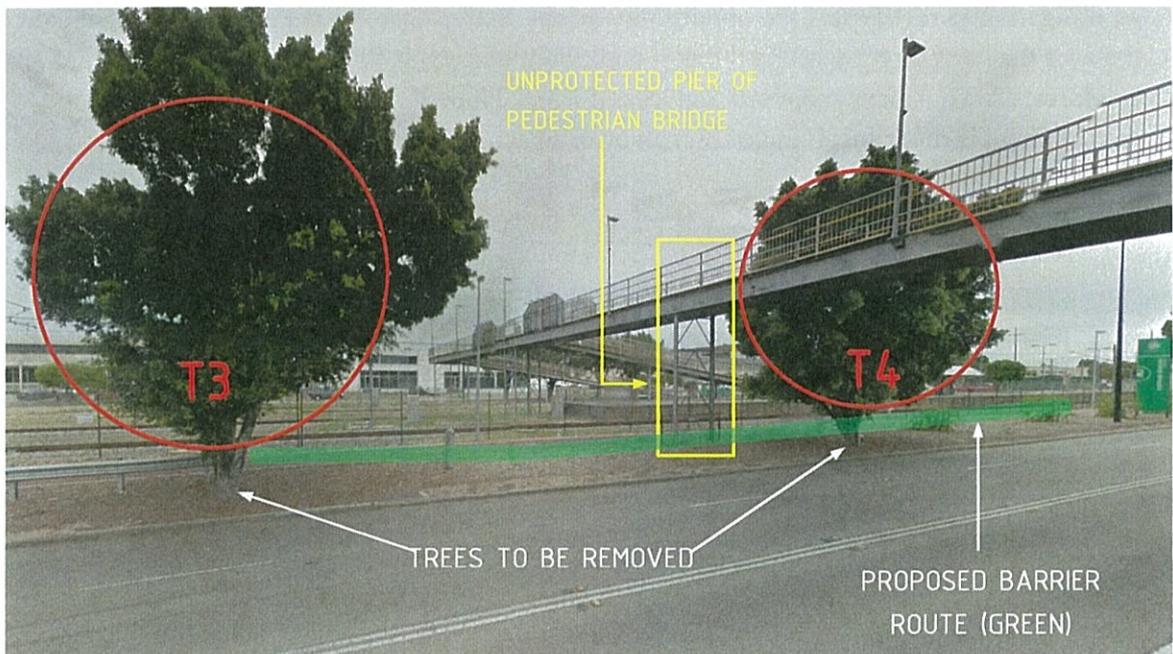


Figure 4: Proposed barrier route to protect vulnerable bridge support

An Environmental Low Impact Screening Checklist outlining the removal of these trees was reviewed and endorsed by Main Roads' Environmental Branch. The proposed clearing was found to be acceptable with no further assessment required.

3.3 Services

There are a number of underground services in the road reserve. Potholing was carried out by a service locating company to identify these. The locations of the services can be found in Appendix B Figure 8. Telstra assets run parallel to the road between the kerb and trees. Main Roads drainage, Western Power and Water Corporation assets run across the road. The presence of these services has restricted the design options and influenced the alignment of the proposed barrier.

3.4 Streetlights

A number of streetlights will be relocated as they are in the path of the proposed barrier. The relocation of the lights will reduce luminance. This will be compensated by installing additional lights. One of the new lights is to be installed in the vicinity of T3 after it has been removed. Another of the streetlights, located in front of the existing non-compliant barrier opposite Colstoun Rd (see Figure 4), will be removed as it is a potential hazard.

4. ALTERNATIVES CONSIDERED

Main Roads understands the Town of Bassendean’s concerns relating to these trees; however Main Roads also has a duty and obligation to ensure the safety of its road users and pedestrians. Alternative options were explored in an effort to preserve the trees. Unfortunately, site and budget constraints made these unfeasible. The following options were considered:

4.1 Install W-beam barrier in front of trees

This option involved installing the W-beam barrier closer to the road so that it passes in front of the trees. The existing barrier opposite Colstoun St would have to be moved in front of the trees. This option was not viable as there is insufficient space between the trees and kerb to erect the barrier and still achieve minimum clearance behind it. The trees would be within the deflection zone of the barrier, compromising its effectiveness. This means that, if an errant vehicle were to collide with the barrier, the barrier would deflect and the vehicle would still hit the tree behind. Furthermore, the underground services between the trees and kerb would clash with the barrier if it was installed in this location. Additional costs may be incurred in order to relocate the services. The use of the W-beam barrier would also be advantageous given the potential upgrade of Guildford Rd in the future. Parts of the barrier can be re-used if it is no longer required, whereas a concrete barrier would have to be demolished.

4.2 Install TL4 concrete barrier

A rigid concrete safety barrier was considered instead of a W-beam barrier. This would be positioned in front of the trees in place of the kerb. This type of barrier does not have a deflection zone. However, this option also has a significantly higher cost compared to the W-beam option as shown in Figure 5. A breakdown of the estimate can be found in Appendix C (note the cost covers barrier installation on the northern side only).

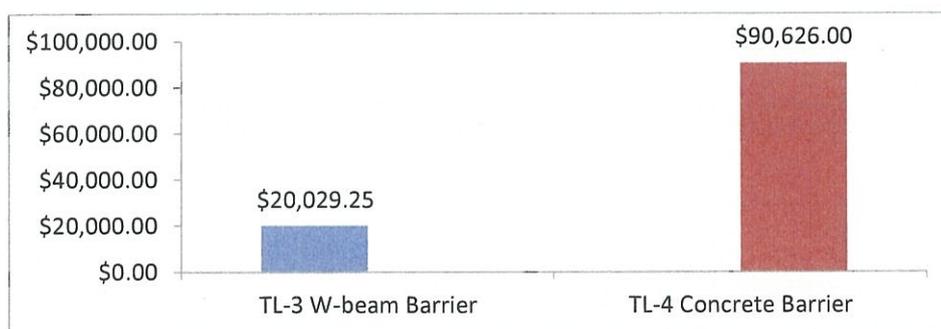


Figure 5: Cost comparison

The concrete barrier option was further investigated after the initial submission of this report and found to be unsuitable. It is still not possible to retain the trees with this option.

As per MRWA supplement to AustRoads Guide to Road Design - Part 6 Clause 6.3.5, a minimum offset of 300mm is required between the concrete barrier and traffic lane. The base width of a TL4 concrete barrier is 590mm. Thus, any trees within 890mm of the road will have to be removed as it is not physically possible to fit the barrier in front of them. Furthermore, concrete barriers are typically constructed using a slip form machine as shown in Figure 6. Some space is required behind the barrier to accommodate the arm of the machine. There would be a clearance of 110mm between the concrete barrier and tree 2 and 10mm clearance to tree 3. These clearances are not large enough to enable the barrier to be constructed. Thus, it is not possible to fit and install concrete barriers without removing the trees. The scenario is illustrated in Figure 7 on the next page. The outcomes are also summarised in Table 1.



Figure 6: Typical machinery for slipform barrier construction

A number of other issues also make concrete barriers unsuitable in this situation:

- The installation of the barriers would require some excavation and cutting of the tree roots. This would affect the long term health of the tree as outlined in the arborist's report. Pruning of the canopy would also be required to make way for the machinery.
- MRWA has a preference for trees to be placed at least 1m behind rigid barriers as per MRWA drawing 201348-2739.
- The cost estimate for the concrete barrier option on the previous page was done before the further investigation. It did not include the following additions which are expected to significantly increase the estimated cost :
 - Construction of additional road pavement to create the 300mm offset between the traffic lane and proposed barrier.
 - End terminal treatments for the concrete barriers using crash attenuators or by transitioning into other barrier types.
 - Relocation of underground services. There are Telstra services in the northern verge which will become inaccessible if a concrete barrier is installed.

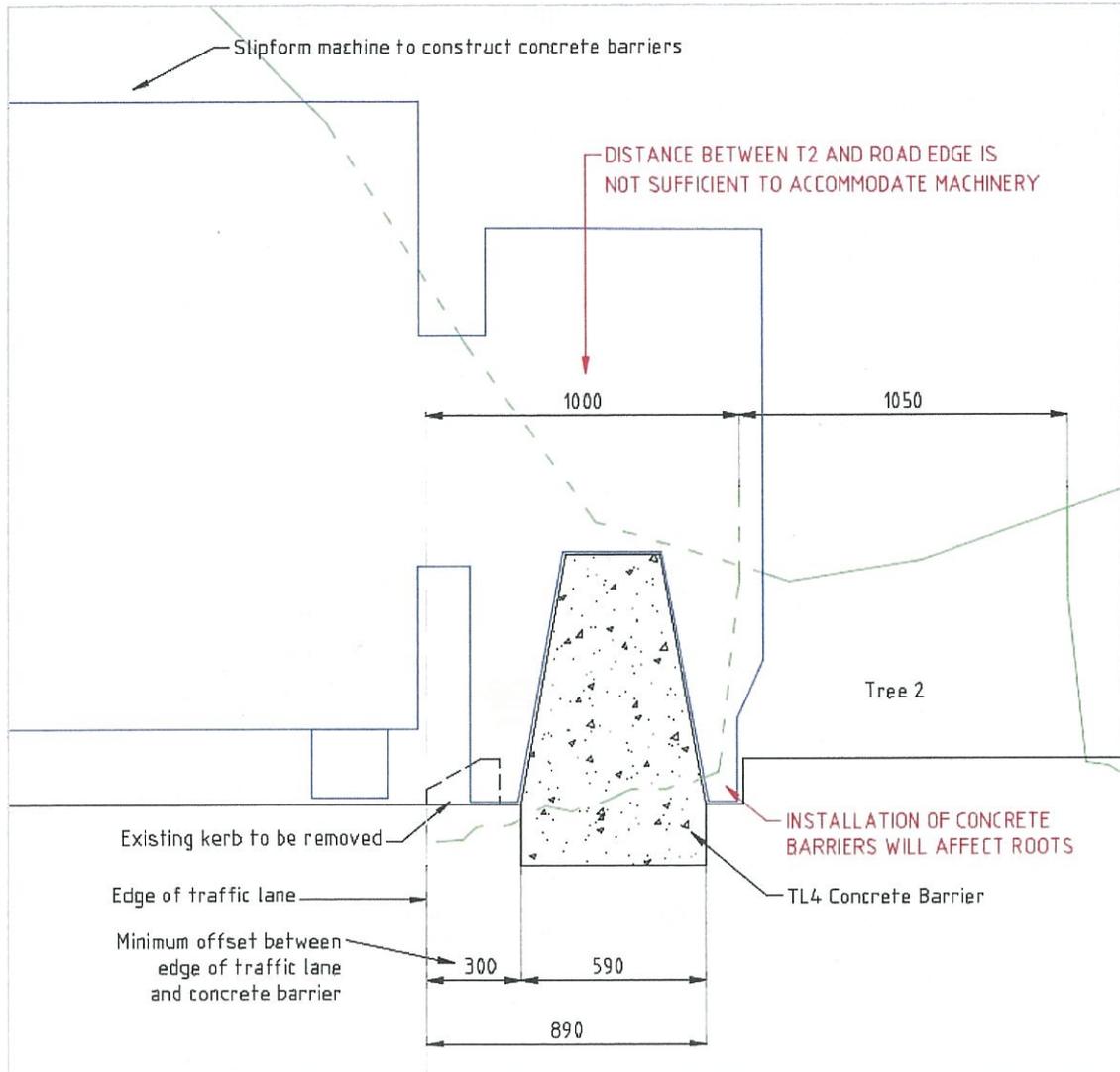


Figure 7: Concrete barrier option construction limitations (Tree 2 as an example)

Table 1: Impact of Concrete Barrier Option on Trees

Tree	Distance from road	Comments	Status
Tree 1	300mm	Tree would be where the barrier needs to be placed	Not possible to retain
Tree 2	1000mm	Insufficient clearance behind proposed barrier (110mm) to accommodate machinery	Not possible to retain
Tree 3	900mm	Insufficient clearance behind proposed barrier (10mm) to accommodate machinery	Not possible to retain
Tree 4	770mm	Tree would be where the barrier needs to be placed	Not possible to retain

In summary, the concrete barrier option was found to be unsuitable as it does not allow the trees to be retained and has a significantly higher cost compared to a W-beam barrier. Main Roads believes that the additional resources required for this option can be better invested to improve the safety in other areas of the road network.

4.3 Wire Rope Barrier

At the request of the Town of Bassendean, a wire rope barrier was considered and found to be unsuitable. It has a greater deflection zone than a W-beam barrier meaning there is less space behind the barrier available for planting.

5. PROPOSAL

As part of this safety improvement project, four (4) ficus hillii trees along the northern side of Guildford Road are to be removed to allow for the installation of safety barriers.

It is proposed that the area be revegetated with native Australian Sygium Pinnacle (Narrow Lilly Pilly) trees. These narrow and compact trees are suited for tight planting spaces and often find application as hedges or screens.

The trees will be planted behind the safety barrier and extend between the footbridge and the connection point of the existing and new barriers. The trees are located such that the minimum setback of 1.5m behind the safety barrier (MRWA Drawing 201348-2739) and 0.5m beside the principle shared path (PSP) is satisfied. They do not extend further west as there is insufficient space between the PSP and safety barrier to satisfy clearance requirements. The drawing of this landscaping proposal can be found in Appendix D Figure 9.

6. TREE VALUATION

The Town of Bassendean requested a valuation of the trees according to the Revised Burnley Method. The tree valuation was carried out by Beaver Tree Services.

The arborist report (see Appendix E) gave the following estimated values to the trees:



Tree	Value
T1	\$75,348
T2	\$11,876
T3	\$34,808
T4	\$66,885

APPENDIX A: RISK ASSESSMENT

Table 2: Risk Assessment

Risks	Potential consequence	Risk Rating C x L= Risk Level	Mitigation Strategy/Controls	Residual Risk Level	Residual Risks
Errant vehicle collides with pier and bridge collapses	<ul style="list-style-type: none"> - Multiple fatalities if bridge collapses onto road and railway - Possible train derailment if this occurs over a moving train - Damage to road and rail infrastructure - Delays and inconvenience to commuters due to road/rail closures 	5x3=15 EXTREME	Install W-Beam barrier to protect piers of bridge	4x1=5 Medium	<ul style="list-style-type: none"> - Minor damage to barrier and vehicle. - Minor injury to driver and passengers, non-fatal or life threatening - Vehicle rolls over safety barrier.
Errant vehicle collides with trees in front of the pre-existing barrier	<ul style="list-style-type: none"> - Barrier redirects vehicle into trees increasing severity of accidents and crashes - Fatality of driver/passengers - Accident blocks a major artery of road network causing delays and inconvenience 	4x3=12 High	Remove trees	2x2=4 Low	<ul style="list-style-type: none"> - Minor damage to barrier and vehicle. - Minor injury to driver and passengers, non-fatal or life threatening
Errant vehicle collides with barrier with trees behind within deflection zone	<ul style="list-style-type: none"> - Barrier deflects into trees increasing the severity of accidents and crashes - Fatality of driver/passengers - Accident blocks a major artery of road network causing delays and inconvenience 	4x3=12 High	Remove trees	2x2=4 Low	<ul style="list-style-type: none"> - Minor damage to barrier and vehicle. - Minor injury to driver and passengers, non-fatal or life threatening

Table 3: Risk Matrix

Risk Matrix		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Consequence	5 Critical	H	H	E	E	E
	4 Major	M	H	H	E	E
	3 Moderate	L	M	H	H	E
	2 Minor	L	L	M	M	H
	1 Insignificant	L	L	L	M	M

Table 4: Risk Rating Definition and Response

Risk Rating	Response
Extreme	Operation halted until risk reduced or mitigated. Additional planning and risk assessment by Supervisor required.
High	High Risk - Requires immediate corrective action
Moderate	Moderate Risk - Will require corrective action over time
Low	Low Risk - May require consideration in any future changes, or long term considerations but work will not be stopped on this risk basis

APPENDIX B: SERVICE LOCATIONS



Figure 8: Service Locations

APPENDIX C: ALTERNATIVE DESIGNS COST COMPARISON

W-Beam Option Cost										
Item	Description	Unit	Qty			Rate			Amount	Comments
			Band 1	Band 2	Band 3	Band 1	Band 2	Band 3		
603 - ROAD SAFETY BARRIER SYSTEMS										
603.01.01	Galvanised W-Beam barrier	m	1<50	51-200	201+	\$110.25	\$102.90	\$99.75	\$3,858.75	35 m new barrier needed
603.03	Galvanised Thriebeam/W-beam transition	No.	1<2	3+		\$997.50	\$892.50		\$1,995.00	Required at connection and bend (2x)
603.04.01	Supply and install ET 2000 (or other approved) end terminal	No.	1<2	3+		\$4,725.00	\$4,305.00		\$4,725.00	1x
301 - CLEARING										
301.02.02	Tree removal (not included in Site Clearing) - Large diameter 451+ mm (inclusive of mulching and disposal offsite/storage and/or reuse on site)	No.	1<5	6<15	16+	\$1,050.00	\$1,050.00	\$1,050.00	\$4,200.00	4 trees
-	-	-	-	-	-	-	-	-	-	
304 - REVEGETATION AND LANDSCAPING										
304.04	Ground preparation	m ²	1<50	51<500	501+	\$5.04	\$2.02	\$1.01	\$252.00	assume 50 m ² area all up
304.06	Imported topsoil, 75mm thick	m ²	1<100	101<1000	1001+	\$4.85	\$3.50	\$2.75	\$485.00	assume 100 m ² area all up
304.08	Hydro-seeding with grass seed	m ²	1<100	101<1000	1001+	\$0.68	\$0.53	\$0.34	\$68.00	assume 100 m ² area all up
304.13.02	Mulch. 100mm Thick, in plant beds - respread site generated mulch Inc mixing with topsoil	m ²	1<100	101<1000	1001+	\$11.97	\$7.18	\$4.49	\$1,197.00	assume 100 m ² area all up
								Subtotal	\$16,780.75	

Item	TM companies	Unit	6am - 6pm Mon - Fri	Average Rate for over and above an 8 hour shift normal time	Night Rate - an 8 hour shift finishing after 8pm and before 6am (including Fridays)	Average Weekend Rate	Public Holiday Rate	Amount	Comments
001	1 man crew (1 Vehicle)	per Hour	\$ 59.00	\$ 79.50	\$ 76.50	\$ 79.50	\$ 89.50		
002	2 man crew (1 Vehicle)	per Hour	\$ 99.00	\$ 140.50	\$ 131.50	\$ 140.50	\$ 159.00	\$2,896.00	Assuming 1 day for tree removal and 2 nights for w-beam works, 8hr shift
011	TMP Design & Draft	per Hour	\$ 80.00						
012	Cab Mounted Flashing Arrow Board	per Day	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 60.00	be needed to divert traffic
017	Speed Activated Electronic Sign	per Day	\$ 97.50	\$ 97.50	\$ 97.50	\$ 97.50	\$ 97.50	\$292.50	be needed to control traffic
018	After Care Sign (1)	per Day	included in above rates						
019	After Care Cone (1)	per Day							
								Subtotal	\$ 3,248.50
								TOTAL	\$20,029.25

Concrete Barrier Option Cost										
Item	Description	Unit	Qty			Rate			Amount	Comments
603 - ROAD SAFETY BARRIER SYSTEMS			Band 1	Band 2	Band 3	Band 1	Band 2	Band 3		
603 - ROAD SAFETY BARRIER SYSTEMS										
603.07.01	Removal of redundant W-Beam guardrail	m	1<50	50+		\$26.25	\$23.10		\$1,050.00	need to remove 40 m of existing w-beam
603.08.01	Cast insitu 'constant slop' concrete barrier - TL4	m	1<50	51-150	151+	\$997.50	\$787.50	\$735.00	\$59,062.50	New concrete barrier will span 75m
302 - EARTHWORKS										
<u>TOPSOILING</u>										
	<u>Topsoil Removal</u>									
302.01.04	Topsoil removal, 150mm deep, and disposal of to Contractor's spoil area off-site	m ²	1<300	301<2000	2001+	\$8.40	\$5.25	\$4.20	\$630.00	75m ²
	<u>REMOVAL OF REDUNDANT PAVEMENTS</u>									
	<u>UNSUITABLE MATERIAL</u>									
302.11.01	Excavation and removal of unsuitable material to contractor's spoil area off site	m ³	1<50	51<500	501+	\$82.74	\$73.82	\$68.50	\$1241.10	75m x 1m x 0.2m
	<u>EMBANKMENT CONSTRUCTION</u>									
302.16.02	Embankment construction using imported material	m ³	1<100	101<1000	1001+	\$40.16	\$27.41	\$25.74	\$602.40	75m x 1m x 0.2m
								Subtotal	\$62,586.00	

Item	<u>TM companies</u>	<u>Unit</u>	<u>6am - 6pm Mon - Fri</u>	<u>Average Rate for over and above an 8 hour shift normal time</u>	<u>Night Rate - an 8 hour shift finishing after 8pm and before 6am (including Fridays)</u>	<u>Average Weekend Rate</u>	<u>Public Holiday Rate</u>	<u>Amount</u>	<u>Comments</u>		
003	3 man crew (2 Vehicle)	per Hour	\$ 158.00	\$ 220.00	\$ 208.00	\$ 220.00	\$ 248.50				
004	4 man crew (2 Vehicle)	per Hour	\$ 198.00	\$ 281.00	\$ 263.00	\$ 281.00	\$ 318.00	\$ 21,040.00	Assume 10 nights 8hr shift		
005	Incident Response Call outs 2 man crew (min 4 hrs payment)	per Hour	\$ 127.00	\$ 145.00	\$ 145.00	\$ 145.00	\$ 145.00				
009	Advanced Traffic Manager (part of crew)	per Hour	\$ 54.00	\$ 77.00	\$ 65.50	\$ 77.00	\$ 94.00	\$ 5,240.00	need constant professional supervision as there will be vehicles coming in and out		
011	TMP Design & Draft	per Hour	\$ 80.00					\$ 640.00	1 day to design		
012	Cab Mounted Flashing Arrow Board	per Day	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 200.00	be needed to divert traffic		
013	Variable Message Board	per Day	\$ 92.00	\$ 92.00	\$ 92.00	\$ 92.00	\$ 92.00	\$ 920.00			
018	After Care Sign (1)	per Day	included in above rates								
019	After Care Cone (1)	per Day									
							Subtotal	\$28,040.00			
							TOTAL	\$90,626.00			

APPENDIX D: LANDSCAPING

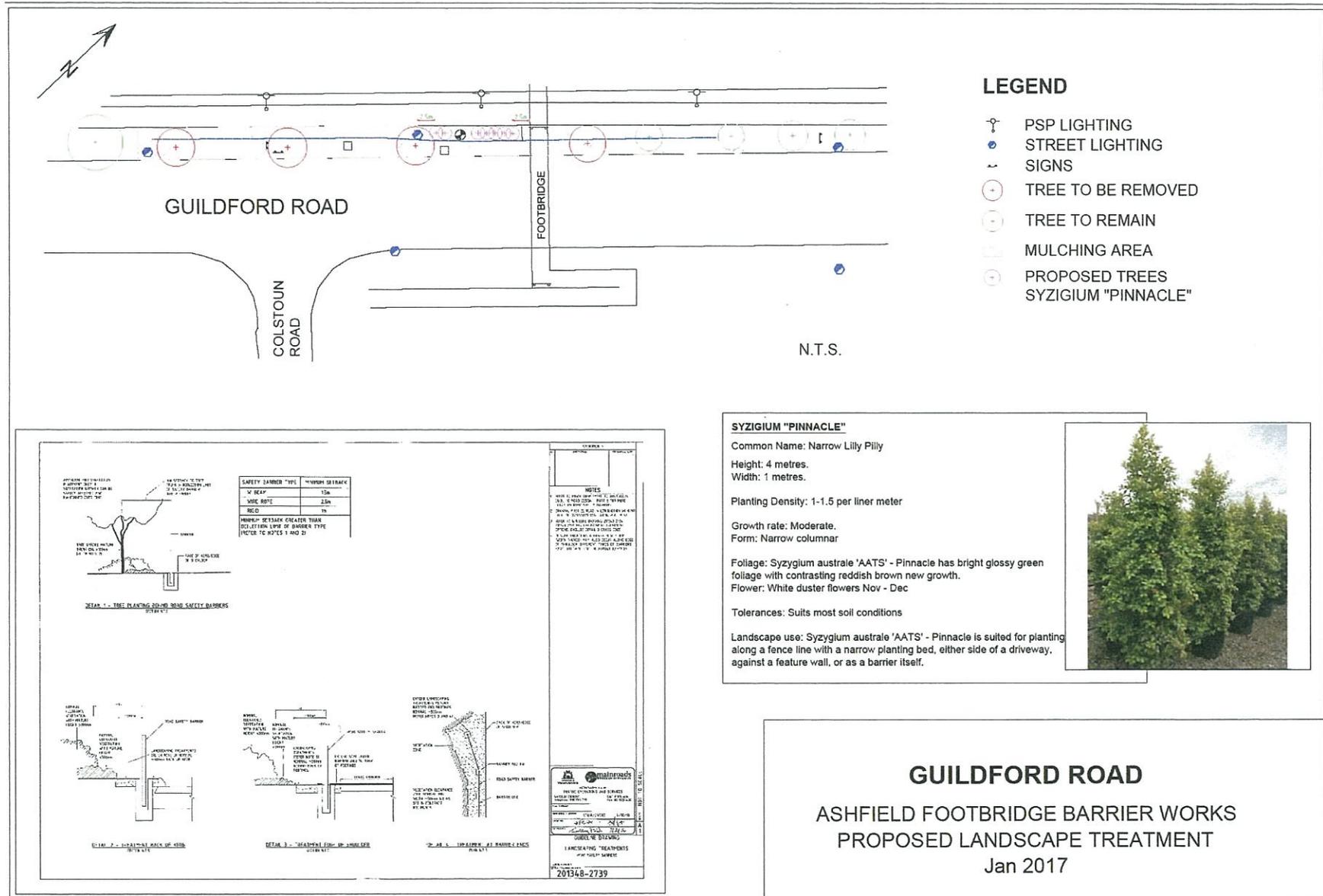


Figure 9: Landscaping Proposal

APPENDIX E: ARBORIST REPORT

ARBORICULTURAL REPORT

Guilford Road (near Colstoun Street), Ashfield WA

Client: Main Roads Western Australia

Prepared by: James Meaney
(Dip. of Arboriculture)



ACN: 093 584 788
21 Cartwright Drive, Forrestdale, WA 6112
P: 08 9497 5475 F: 08 9399 9370
office@beavertree.com.au
www.beavertree.com.au

Version	Date
1	9 th June 2017
2	19 th June 2017
3	21 st June 2017
3.1	22 nd June 2017

Disclaimer

This report only covers identifiable defects present at the time of inspection. Beaver Tree Services accepts no responsibility and cannot be held liable for any structural defect or unforeseen event/situation or adverse weather conditions that may occur after the time of inspection.

Beaver Tree Services cannot guarantee that the tree/s contained within this report will be structurally sound under all circumstances, and is not able to detect every condition that may possibly lead to the structural failure of a tree. Beaver Tree Services cannot guarantee that the recommendations made will categorically result in the tree being made safe.

Unless specifically mentioned this report will only be concerned with above ground inspections, as such all observations have been visually assessed from ground level. Trees are living organisms and as such cannot be classified as safe under any circumstances. Trees fail in ways that the arboriculture industry does not fully understand.

The recommendations are made on the basis of what can be reasonably identified at the time of inspection therefore Beaver Tree Services accepts no liability for any recommendations made.

All care has been taken to obtain information from reliable sources, however Beaver Tree Services can neither guarantee or be responsible for the accuracy of information provided by others.

In the event that reinspection of the tree/s is recommended it is the client's responsibility to make arrangements with Beaver Tree Services.

All tree pruning works must comply with Australian Standards 4373 (2007); Pruning of Amenity Trees. All persons undertaking the pruning of a tree are recommended to have (a minimum of) AQF Certificate 3 in Arboriculture (or recognised equivalent level of qualification).

Limitations

No further investigations, other than ground level inspections, were requested by client, limiting the amount of information available to be collected.

Other investigations that may provide more information would include;

- Root excavation

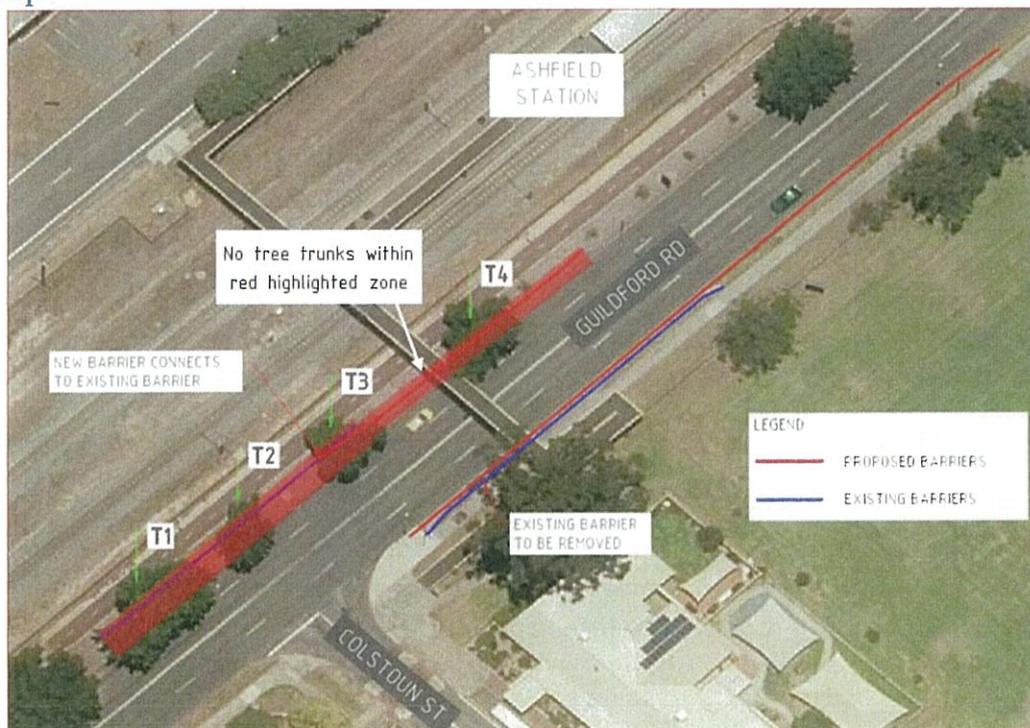
Introduction

Beaver Tree Services were requested by Main Roads WA to prepare a report in relation to the project along Guildford Rd (near Colstoun St), Ashfield involving the installation of safety barriers. The four Ficus Hillii will need to be removed as a result of the project, the trees cannot be in front of the barriers or within 1.5m behind the barrier.

The Town of Bassendean requires the value of the four trees to be determined in accordance with their Tree Protection Policy – Burnley Method (Moore 1991).

Beaver Tree Services attended the site 5th June 2017 to produce this report detailing the value of the trees.

Site Map



Further Information

Provided by Melissa Ang - Main Roads

The aim of installing barriers is to protect the piers of the overhead bridge from vehicle impact.

The four Ficus Hillii trees need to be removed as the trees cannot be in front of the barriers or within 1.5m behind them for safety reasons (setback requirements as per: <https://www.mainroads.wa.gov.au/Documents/201348-2739.RCN-D14%5E2381779.PDF>)

Their current location (within the road clear zone) is already hazardous as there is potential for cars to veer off the road and into them leading to a potentially fatal accident. Installing safety barriers would worsen this as they would redirect veering vehicles into the trees,

increasing the severity of an accident. The existing barrier configuration at the termination of Colstoun Rd is non-complaint and it is proposed that this be rectified as part of this project.

The valuation will compare the value of the trees to the more expensive concrete barrier option. This option possibly allows some of the trees to be retained, but was rejected due to the high cost. A typical concrete barrier is shown at this link: <https://www.mainroads.wa.gov.au/Documents/Concrete%20Barrier%20Constant%20Slope%20Design%20Sheet%20Issue%201%20Rev%20B.PDF>

Looking at the distances of the trees to the road and the size of the concrete barrier, this option would still not allow all trees to be preserved.

Valuation Summary

Using the Burnley Method (Moore 1991), refer to calculations on Page 13 for a full breakdown.

VALUE (\$) = TREE VOLUME x BASE VALUE x Life Expectancy (E) x Form and Vigour (FV) x Location (L)

	Radius (m)	Height (m)	Tree Volume (m ³)	Base Value (\$/m ³)	Life Expectancy (E)	Form & Vigour (FV)	Location (L)	VALUE (\$)
Tree 1	6.25	13.5	552	\$500	0.7	0.65	0.6	\$75,348
Tree 2	2.875	10	87	\$500	0.7	0.65	0.6	\$11,876
Tree 3	4.25	13.5	255	\$500	0.7	0.65	0.6	\$34,808
Tree 4	6	13	490	\$500	0.7	0.65	0.6	\$66,885

Summary of Findings

As part of the request for valuation, the Client also requested options on retaining the targeted trees. The targeted trees could be no closer than 1.5m to the proposed “W” barrier, which is to be positioned between the trees and the road.

Our Measurements show that the trunks of all trees are within this specified exclusion zone, rendering all trees unretainable, under current plans.

If options for retention are to be considered then it would be advised to either engineer the barrier in such a way as to not impose on the trees or to consider relocation of the trees.

If an alternative barriers are considered, trench requirements may impact the long term health of the trees as they will require root exploration.

TREE 1

Species	DBH (mm)	Approx. Height (metres)	Canopy Width (metres)	Canopy Depth (metres)	Canopy Height (metres)	Average Canopy Spread (metres)	Distance of trunk to cycle path (mm)	Distance to trunk to road (mm)	Tree Volume (m ³)	Life expectancy	Form & Vigour	Location
Ficus hillii	1506	13.5	16	9	13	22.5	2.24	300	552	20-29 Years (0.7)	Good form with poor vigour (0.65)	Species unsuited and causes problems (0.6)



Estimated value of tree using Burnley Method $552 \times 500 \times 0.7 \times 0.65 \times 0.6 = \mathbf{\$75,348}$

TREE 2

Species	DBH (mm)	Approx. Height (metres)	Canopy Width (metres)	Canopy Depth (metres)	Canopy Height (metres)	Average Canopy Spread (metres)	Distance of trunk to cycle path (mm)	Distance to trunk to road (mm)	Tree Volume (m ³)	Life expectancy	Form & Vigour	Location
Ficus hillii	1050	10	5.5	6	9.2	8.5	2510	1000	87	20-29 Years (0.7)	Good form with poor vigour (0.65)	Species unsuited and causes problems (0.6)

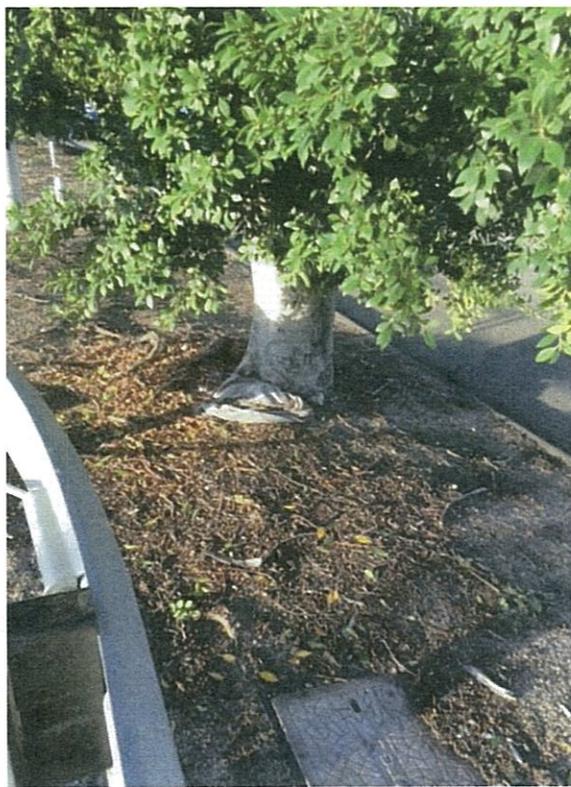


Estimated value of tree using Burnley Method

$$87 \times 500 \times 0.7 \times 0.65 \times 0.6 = \mathbf{\$11,876}$$

TREE 3

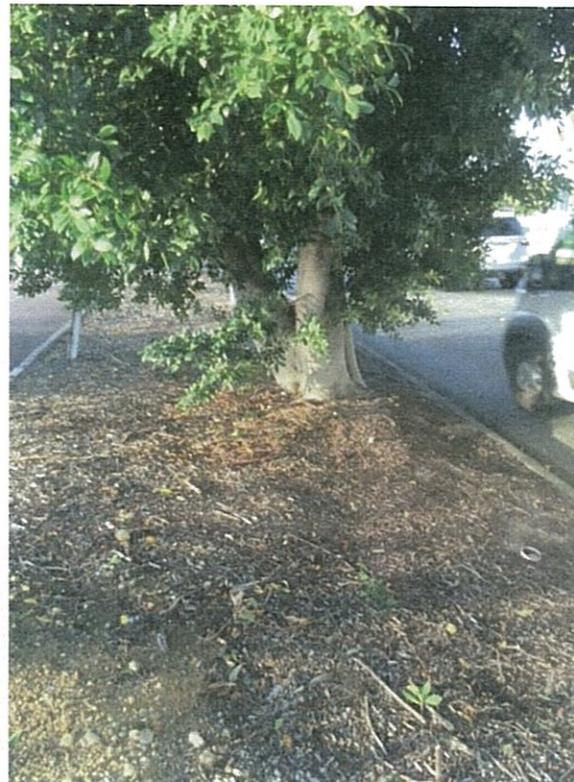
Species	DBH (mm)	Approx. Height (metres)	Canopy Width (metres)	Canopy Depth (metres)	Canopy Height (metres)	Average Canopy Spread (metres)	Distance of trunk to cycle path (mm)	Distance to trunk to road (mm)	Tree Volume (m ³)	Life expectancy	Form & Vigour	Location
Ficus hillii	1295	13.5	9	8	12.5	8.5	2530	900	255	20-29 Years (0.7)	Good form with poor vigour (0.65)	Species unsuited and causes problems (0.6)



Estimated value of tree using Burnley $255 \times 500 \times 0.7 \times 0.65 \times 0.6 = \mathbf{\$34,808}$

TREE 4

Species	DBH (mm)	Approx. Height (metres)	Canopy Width (metres)	Canopy Depth (metres)	Canopy Height (metres)	Average Canopy Spread (metres)	Distance of trunk to cycle path (mm)	Distance to trunk to road (mm)	Tree Volume (m ³)	Life expectancy	Form & Vigour	Location
Ficus hillii	1506	13	14	10	12	11.5	2300	770	490	20-29 Years (0.7)	Good form with poor vigour (0.65)	Species unsuited and causes problems (0.6)



Estimated value of tree using Burnley $490 \times 500 \times 0.7 \times 0.65 \times 0.6 = \$66,885$

The Burnley Method

The Burnley method has as its focus two simple elements. The first is the establishment of tree size. Initially, this was determined using the formula for a cylinder ($\pi r^2 h$), which requires the simple measurements of height and canopy spread.

The second element of the method involved establishing a dollar base value for the tree. This was achieved by obtaining the retail price from appropriate nurseries for purchasing a specimen with a volume greater than 1m³, using the formula for a cylinder. The base value calculation was expressed as \$/M³. The calculation was done by determining an average value for at least three specimens from different nurseries.

In developing the Burnley method, it was intended that by multiplying the size and value components together a basic tree value would be established, which would then be modified to allow for the peculiarities of the tree and its location. The modifiers to be used were:

1. **TREE SIZE (V)** : With large trees, the values determined by the formula were unrealistically high. Accordingly, a modifier was developed (Table 1) to reduce the value.
2. **USEFUL LIFE EXPECTANCY (E)** : This modifier took into account the projected useful life expectancy of the specimen (Table 2).
2. **FORM AND VIGOUR (FV)** : This factor was used to assess the form and vigour of the tree (Table 3).
3. **LOCATION (L)** : This modifier was used to assess the tree's suitability for its particular location (Table 4).

The modifier tables were used to minimise the risk of significant discrepancies in tree values made for the same tree by different arborists. The value of an amenity tree was then determined using the formula:

$$\text{VALUE (\$)} = \text{TREE VOLUME} \times \text{BASE VALUE} \times (\text{E}) \times (\text{V}) \times (\text{FV}) \times (\text{L})$$

The formula developed is consistent with the mathematical principles proposed by Helliwell (1967) where related variables are multiplied.

Accordingly, in 1991 the method was modified by using the formula for a cone ($1/3 \pi r^2 h$) to calculate tree volume and the use of the volume modifier (V) was discontinued. In the modified method, tree value can be determined using the formula:

$$\text{VALUE (\$)} = \text{TREE VOLUME} \times \text{BASE VALUE} \times (\text{E}) \times (\text{FV}) \times (\text{L})$$

For consistency, when determining the base value under the modified method, the formula for a cone should be used. The modified method tends to give a lower value for smaller, short-lived or inferior quality specimens.

TABLE 1: VOLUME MODIFIER (V) TO BE USED FOR A GIVEN VOLUME OF TREE

Volume (M3) of Tree	Volume Modifier Value (V)
0 - 99	1.0
100 - 249	0.9
250 - 499	0.8
500 - 749	0.7
750 - 999	0.6
1000 - 1499	0.5
1500 - 1999	0.4
2000 - 2999	0.3
3000 - 3999	0.2
> 4000	0.1

TABLE 2: VALUES FOR THE LIFE EXPECTANCY (E) MODIFIER

Useful Life Expectancy Ranges	Modifier Value (E)
50 Years	1.0
40 – 49 Years	0.9
30 – 39 Years	0.8
20 – 29 Years	0.7
10 – 19 Years	0.6
< 10 Years	0.5

TABLE 3: VALUES AND DESCRIPTORS FOR THE FORM AND VIGOUR MODIFIER

Form and Vigour Descriptors	Modifiers (FV)
Perfect form and excellent vigour	1.0
Slight imperfections in form	0.90
Slightly reduced vigour	0.90
Slight imperfections & slightly reduced vigour	0.80
Good form with good vigour	0.75
Good form with average vigour	0.70
Good vigour with average form	0.70
Good form with poor vigour	0.65
Good vigour with poor form	0.65
Bifurcation of trunk & excellent vigour	0.60
Bifurcation of trunk & good vigour	0.55
Bifurcation of trunk & average vigour	0.50
Bifurcation of trunk & poor vigour	0.40
Poor form with average vigour	0.30
Poor vigour with average form	0.30
Poor form and poor vigour	0.20
Excessive deadwood, cavities & poor form	0.10
Dead	0.00

TABLE 4: VALUES AND DESCRIPTORS FOR THE LOCATION (L) MODIFIER

Location Descriptors	Modifiers (L)
Perfect suitability	1.0
Could be better located but no problems	0.9
Minor problems, e.g. lifting paving	0.8
Species unsuited or causes problems	0.7
Species unsuited and causes problems	0.6
Species unsuited and causes major problems	0.5
Species unsuitable	0.4

Calculations

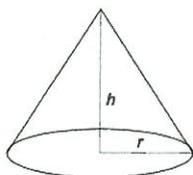
$$\text{VALUE (\$)} = \text{TREE VOLUME} \times \text{BASE VALUE} \times (\text{E}) \times (\text{FV}) \times (\text{L})$$

	Radius (m)	Height (m)	Tree Volume (m ³)	Base Value (\$/m ³)	Life Expectancy (E)	Form & Vigour (FV)	Location (L)	VALUE (\$)
Tree 1	6.25	13.5	552	\$500	0.7	0.65	0.6	\$75,348
Tree 2	2.875	10	87	\$500	0.7	0.65	0.6	\$11,876
Tree 3	4.25	13.5	255	\$500	0.7	0.65	0.6	\$34,808
Tree 4	6	13	490	\$500	0.7	0.65	0.6	\$66,885

TREE VOLUME

Cubic metres for volume used visual on-site assessment and was under the cone calculation method.

$$V = \pi r^2 \frac{h}{3}$$



The radius was calculated using the average width and depth of the canopy – refer to tables below for calculations.

	Canopy Width (m)	Canopy Depth (m)	Average Diameter (m)	Radius (m)
Tree 1	16	9	12.5	6.25
Tree 2	5.5	6	5.75	2.875
Tree 3	9	8	8.5	4.25
Tree 4	14	10	12	6

	Radius (m)	Height (m)	Tree Volume (m ³)
Tree 1	6.25	13.5	552
Tree 2	2.875	10	87
Tree 3	4.25	13.5	255
Tree 4	6	13	490

BASE VALUE

Retail nursery stock \$m³.

Radius (m)	Height (m)	Tree Volume (m3)	Cost	Base Value (\$/m3)
0.75	2.8	2	\$1,000.00	\$500.00

From: info [<mailto:info@ellenbytreefarm.com.au>]
Sent: Thursday, 8 June 2017 9:38 AM
To: Joe Carriera <joe@beavertree.com.au>
Subject: RE: Enquiry from the Ellenby Tree Farm website

Joe,

Please find attached a photo.

It is approximately 2.5-2.8m tall and canopy width approximately 1-1.5m.

Approximately 10-12 years old.

Dimensions of the 500L bag is 1000mm wide x 650mm deep.

Ficus microcarpa var. hillii 'Hill's Weeping Fig'

- 75L \$185 + GST
- 150L \$300 + GST, 3 left
- 500L \$1000 + GST, 4 left

Delivery in the Perth metropolitan area is \$121 for the first tree and \$5.50 for each tree thereafter.

Trees 300L+ \$60 per half hour hiab fee.



Regards
Kasandra



LIFE EXPECTANCY (E)

Values for the life expectancy (E) modifier.

Useful Life Expectancy Ranges	Modifier Value (E)
50 Years	1.0
40 – 49 Years	0.9
30 – 39 Years	0.8
20 – 29 Years	0.7
10 – 19 Years	0.6
< 10 Years	0.5

FORM AND VIGOUR (FV)

Values and descriptors for the form and vigour modifier (FV).

Form and Vigour Descriptors	Modifiers (FV)
Perfect form and excellent vigour	1.0
Slight imperfections in form	0.90
Slightly reduced vigour	0.90
Slight imperfections & slightly reduced vigour	0.80
Good form with good vigour	0.75
Good form with average vigour	0.70
Good vigour with average form	0.70
Good form with poor vigour	0.65
Good vigour with poor form	0.65
Bifurcation of trunk & excellent vigour	0.60
Bifurcation of trunk & good vigour	0.55
Bifurcation of trunk & average vigour	0.50
Bifurcation of trunk & poor vigour	0.40
Poor form with average vigour	0.30
Poor vigour with average form	0.30
Poor form and poor vigour	0.20
Excessive deadwood, cavities & poor form	0.10
Dead	0.00

LOCATION (LV)

Values and descriptors for the location (L) modifier.

Location Descriptors	Modifiers (L)
Perfect suitability	1.0
Could be better located but no problems	0.9
Minor problems, e.g. lifting paving	0.8
Species unsuited or causes problems	0.7
Species unsuited and causes problems	0.6
Species unsuited and causes major problems	0.5
Species unsuitable	0.4

Reference Documents

- Australian Standard 4373-2007 Pruning of amenity trees.
- Australia Standard 4970-2009 Protection of trees on development sites

Glossary

The following terms have been commonly used in this document:

Crown	The leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree.
Crown density	The amount of plant material, such as leaves, branches, and fruit, that block skylight from shining through the tree crown. It is measured as the percent of total light that is blocked by tree material
DBH	Diameter of the main trunk, measured at breast height approximately 1.4m above ground level for urban trees
Deadwooding	The removal of dead, diseased or damaged branch wood from the crown of the tree.
Dripline	The width of the crown of the tree, measured by the lateral extent of the foliage.
First order structural branch	The large branches (stems) arising from the trunk that form the main structure of the crown.
Included bark defect	Ingrown bark from adjacent parts of the tree that are in contact with each other; usually forks, acutely angled branches or basal stems – often a high failure potential.
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, undertaken to alleviate branch elongation and end weight.
Root collar	Area at the base of the tree where the roots and trunk merge.
Second order branch	A branch arising from a first order structural branch.
Structural root zone (SRZ)	The zone of the root plate most likely to contain roots that are critical for anchorage and the stability of the tree; generally, trunk diameter x5.
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.
Topping and Lopping	Deleterious tree and branch reduction work often at indiscriminate points and general resulting in weakly attached regrowth branches.
Tree Protection Zone (TPZ)	The tree protection zone is the principal means of protecting trees on development sites. It is an area isolated from construction disturbance, so that the tree remains viable. The radius of the TPZ is calculated for each tree by multiplying its DBH x 12.