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AGENDA

Ordinary Meeting of Council

Tuesday 28 May 2024 at 6:00 pm

Notice is hereby given to Elected members of the Ordinary Council Meeting

to be held in the Council Chamber

Administration Building

48 Old Perth Road, Bassendean

Cameron Woods
CHIEF EXECUTIVE OFFICER

DATE

Meeting Information

Recording and Live-streaming

All participation in the meeting, except for confidential business, will be audio recorded and live-streamed on the Town's website. The live stream will be archived and made available on the Town's website after the meeting.

Conduct at meetings

The Town is committed to ensuring our Council Meetings are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our community. Any person attending is required to be respectful, courteous and have due regard for individual rights and differences. Individuals may be asked to leave should their conduct adversely affect the health and safety of others.

By attending this meeting, you agree to abide by these conditions.

For any questions regarding the Ordinary Council meeting or any item presented in the agenda, please contact the Town of Bassendean at:
mail@bassendean.wa.gov.au.

Tune in to live streaming from the comfort of your own home by going to:
Town of Bassendean Council - YouTube

or if you miss it live, go to:
<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihhg>

Council Seating Plan



Minute Secretary
Ana Fernandez



Manager Governance and Strategy
Joanne Burges



Chief Executive Officer
Cameron Woods



Mayor
Cr Kathryn Hamilton

E: crhamilton@bassendean.wa.gov.au

Director of Corporate Services
Paul White



Acting Executive Manager Infrastructure
Doug Pearson



Director Community and Place
Michelle Brennand



Executive Manager Sustainability and Environment
Nicole Davey



Cr Jennie Carter
E: crcarter@bassendean.wa.gov.au



Cr Emily Wilding
E: crwilding@bassendean.wa.gov.au

Cr Tallan Ames
E: crames@bassendean.wa.gov.au



Cr Jamayne Burke
E: crburke@bassendean.wa.gov.au

Cr Ken John
E: crjohn@bassendean.wa.gov.au



Deputy Mayor

Cr Paul Poliwska
E: crpoliwka@bassendean.wa.gov.au

Council Role

Each Report presented will identify what Council's Role is in the item

Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, setting and amending budgets.
Legislative	Includes adopting local laws, local planning schemes and policies.
Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
Quasi-Judicial	When the Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building permits, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be subject to review by the State Administrative Tribunal.
Information	For the Council/Committee to note.

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

Acknowledgement of Traditional Owners

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

2 Announcements by The Presiding Person Without Discussion

3 Attendances, Apologies and Applications for Leave of Absence

4 Declarations of Interest

5 Presentations or Deputations

6 Statements by Members of the Public

Public statement time will be limited to two minutes per person.

Members of the public are encouraged to submit their statements in advance by completing the relevant form:

Online Form - Public Statement Time » Town of Bassendean

Please complete this form and submit it to the Town's Chief Executive Officer by no later than 12noon on the day of the meeting.

It should be noted that comments are recorded and live streamed via YouTube, and that there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.

7 Questions from Members of the Public

15 minutes will be allocated for questions by members of the public any question that relates to the district.

Each member of the public with a question is entitled to ask up to two questions before other members of the public will be invited to ask their questions.

Questions can be submitted prior to the Council meeting to:
www.bassendean.wa.gov.au/forms/public-question-time/36

If a person asking a question is not present at the meeting, then the Mayor can choose to deal with it at the meeting or arrange a response by email.

8 Petitions

9 Confirmation of Minutes

9.1 Confirmation of Minutes	
Attachments	1. Ordinary Council Meeting Tuesday 30 April 2024 Unconfirmed Minutes [9.1.1 - 20 pages]

Officer Recommendation – Item 9.1

That the minutes of the Ordinary Council meeting held on Tuesday 30 April 2024, be received and confirmed as a true and correct record.

Voting requirements: Simple Majority

9.2 Special Council Meeting 21 May 2024	
Attachments:	Nil

Officer Recommendation – 9.2

That the minutes of the Special Council Meeting 21 May 2024, be received and be confirmed as a true record.

10 Business Deferred from Previous Meeting

Nil

11 External Committee Reports and Updates

11.1 External Committee Reports and Updates	
Property Address	NA
Landowner/Applicant	NA
File Reference	GOVN/CCLMEET/1
Author	Cameron Woods
Department	CEO and Council Support
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	Nil

Purpose

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

Background

Councillors are appointed as members of external Committees and organisations. The minutes are attached for consideration of all Councillors.

Comment

There have been no minutes received from external Committees and organisations.

Officer Recommendation – Item 11.1

That Council notes that no documents from external Committees have been received within the reporting period.

Voting requirements: Simple Majority

12 Officer Reports

Adoption of Recommendations En Bloc

The following information is provided to Councillors for guidance on the use of en bloc voting as is permissible under the Town's Council Meeting Procedures Local Law 2020.

Council Meeting Procedures Local Law 2020, Clause 5.4 states:

- (1) In this clause adoption by en bloc voting 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), Council may pass an adoption by en bloc voting.
- (3) An adoption by en bloc voting 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

that is a matter on which a member wishes to move a motion that is different to the Officer recommendation.

Councillors should be aware that should they wish to declare an interest in any of the items listed in the en bloc voting table, and have not done so under Item 4.0, Declarations of Interest, they should do so at this point of the agenda.

Item	Report	Vote
9.2	Special Council Meeting 21 May 2024	
12.1	Adoption of Recommendations En Bloc	
12.2	Policy Review - Local Planning Policy No. 12 - Residential Development and Fences	Simple Majority
12.3	Elected Member Representative - Metropolitan Regional Road Group	Simple Majority
12.4	Low Cost Urban Road Safety Program	Simple Majority
12.5	Advocacy Priorities for 2024/25	Absolute Majority
12.6	Council Policies Review	Absolute Majority
12.7	Accounts Paid - April 2024	Simple Majority
13	Motions of which Previous Notice has been given	
16	Confidential Business	

Officer Recommendation Item 12.1

That Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Agenda:

Item	Report

Council is now requested to consider the balance of the Officer recommendations independently.

12.2 Policy Review - Local Planning Policy No. 12 - Residential Development and Fences	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	LPP 12
Directorate	Community and Place
Previous Reports	17 October 2023
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	1. Adopted Local Planning Policy No. 12 – Residential Development and Fences 2. Draft amended Local Planning Policy No. 12 - Residential Development and Fences 3. Draft amended Local Planning Policy No. 12 - Residential Development and Fences (tracked changes)

Report Summary

- The Town has prepared a draft amendment to Local Planning Policy No. 12 – Residential Development and Fences for the purposes of advertising.
- The draft amended policy is in response to recent changes to Volume 1 of the Residential Design Codes.
- It is recommended amendments be made to policy provisions relating to the following:
 - Primary street setbacks of dwellings constructed on corner lots; and lots that result from subdivision of original corner lots;
 - Carports within the primary setback area;
 - Fencing/ gates constructed in proximity to where a driveway meets a street;
 - Outbuildings associated with low density residential developments;
 - Stormwater management; and
 - Removal of previous parking concessions for ancillary dwellings.
- The following administrative changes are also recommended:
 - Update the 'policy title' and 'policy statement' to reflect that the policy provides development controls applicable to a broader range of residential development;

- Update references to policies, terms used, clauses and tables as necessary to allow for the proper interpretation and application of LPP 12;
- Expand on provisions guiding development of carports in front setback areas in response to updated definitions;
- Insert provisions to ensure development controls for carports, street walls and fencing continue to apply to residential developments subject to Part C of the R-Codes Volume 1;
- Update minor grammatical errors and wording for clarity.
- It is recommended that the draft Local Planning Policy No. 12 – Residential Development, policy is adopted by Council for the purposes of advertising.

Purpose

The purpose of this report is for Council to consider draft amendment to Local Planning Policy No. 12 – Residential Development and Fences (LPP 12) for the purposes of advertising.

Background

Local Planning Policy No. 12 – Residential Development and Fences (LPP 12) was first adopted by Council in April 2010 as 'Local Planning Policy – Development within the Street Setback Area'. Initially, the intent of the policy was to preserve residential streetscapes and guide the development of garages, carports and other additions within the street setback area of existing dwellings.

The policy has been amended over time in response to state government planning reforms and to expand the range of matters dealt with to include management and disposal of stormwater, outdoor living areas and fencing in residential areas.

The policy has effect by providing alternative and amended 'deemed-to-comply' development controls prescribed by the Residential Design Codes of Western Australia Volume 1 (R-Codes Volume 1); which provide the basis for the control of residential development throughout Western Australia.

With the exception of heritage places, in most circumstances, where a proposed single house, ancillary dwelling; or an addition to a single house, ancillary dwelling or grouped dwelling is designed to satisfy the 'deemed-to-comply' development controls prescribed by the R-Codes Volume 1 and LPP 12; the proposal is considered 'acceptable'; and therefore development approval is not required prior to the development being carried out. In circumstances where a proposal does not satisfy one or more of the 'deemed-to-comply' development controls; an application for development approval must be lodged with the Town. Those aspects of the proposal that do not satisfy the 'deemed-to-comply' provisions are then considered against the relevant 'design principles' of the R-Codes and objectives of local planning policies prior to the application being determined on its merits.

On 10 April, 2024 the R-Codes Volume 1 were amended as follows:

- Introduction of Part B, which contains development standards applicable to the development of:
 - Single houses on sites coded R40 and below; and
 - Grouped dwellings on sites coded R25 and below.
- Introduction of Part C, which contains development standards applicable to development of:
 - Single houses on sites coded R50 and above; and
 - Grouped dwellings on sites coded R30 and above; and
 - Multiple dwellings on sites coded R30 to R60.

Part B typically applies to 'lower density' development; and Part C to 'medium density' development.

Proposal

In response to recent amendments to the R-Codes Volume 1, it is appropriate for the Town to review LPP 12 to ensure the policy provisions continue to meet the policy objectives and are consistent with the objectives and design principles of the R-Codes Volume 1. This also presents an opportunity for a comprehensive review of the policy to ensure the policy guides development outcomes that continue to meet the aspirations of the community while protecting local character and residential streetscapes.

It is recommended amendments be made to policy provisions relating to the following:

- Primary street setbacks of dwellings constructed on corner lots; and lots that result from subdivision of original corner lots;
- Carports within the primary setback area;
- Fencing/ gates constructed in proximity to where a driveway meets a street;
- Outbuildings associated with low density residential developments;
- Stormwater management; and
- Removal of previous parking concessions for ancillary dwellings.

The following administrative changes are also recommended:

- Update the 'policy title' and 'policy statement' to reflect that the policy provides development controls applicable to a broader range of residential development;
- Update references to policies, terms used, clauses and tables as necessary to allow for the proper interpretation and application of LPP 12;

- Expand on provisions guiding development of carports in front setback areas in response to updated definitions;
- Insert provisions to ensure development controls for carports, street walls and fencing continue to apply to residential developments subject to Part C of the R-Codes Volume 1;
- Update minor grammatical errors and wording for clarity.

The draft amendments are discussed in detail below.

Communication and Engagement

Should Council proceed with the draft policy, the *Planning and Development (Local Planning Schemes) Regulations 2015* require public advertising of the proposal.

The following design elements proposed to be augmented by the draft policy cannot be varied without the prior approval of the Western Australian Planning Commission (WAPC):

- Part B – Stormwater; and
- Part B - Outdoor Living Areas.

The Town is required to demonstrate to the WAPC that any variation to the deemed-to-comply provision:

- Is warranted due to a specific need related to that particular locality or region;
- Is consistent with the objectives and design principles of the R-Codes Volume 1; and
- Can be properly implemented and audited by the decision-maker as part of the ongoing building approval process.

Should Council proceed to advertise the draft policy, the Town will write to the WAPC seeking formal support for the draft policy.

Strategic Implications

Performance Area 3: Place

5.1 Responsible planning and development, with population growth concentrated around the town centre, train stations and transport corridors.

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

Draft amendments to the LPP 12 are explained in detail below:

PART B - Street Setback

Consistency in the distance that dwellings are setback from front lot boundaries ensures new development is sympathetic to the character of an established streetscape. One exception to this is where development of a new dwelling occurs at the rear of an established house on a corner site; which is a common occurrence in those parts of the Town experiencing infill development.

In such circumstances, the deemed-to-comply provisions of the R-Codes allow for a reduction in the required setback of the new dwelling from the front boundary. The concession is applicable in recognition that secondary streets typically have different characteristics, including high fences and smaller setbacks to the side (rather than the front) facade of dwellings. Large, open front setbacks, often comprising a garden, are not typical of such streetscapes.

In the Bassendean context, there are many examples of established homes with subdivision potential that do not face what would logically be assumed to be the 'primary street' - being the shorter street boundary of a corner lot. Rather, a high proportion of the housing stock front what would be logically assumed to be the original secondary street; or the street corner itself.

The outcome of the application of the deemed-to-comply provision of clause 5.1.2 (C2.1 iv) of the R-Codes, which effectively allows for reduction to street setbacks where a new dwelling has its frontage to an original secondary street, fails to result in a consistent streetscape. Rather, numerous examples of development outcomes involving a dwelling with a large setback to the logical original secondary street, and a reduced setback to the logical primary street. This outcome fails to achieve the design principles of the R-Codes, and the objectives of LPP 12 with respect to ensuring a consistent street setback is achieved and new development is sympathetic to established streetscapes.

In recognition that development of an original corner lot typically contributes to both an established and emerging streetscape (noting development potential would typically also apply to neighboring sites), and in order to ensure a consistent streetscape, it recommended a provision be included in LPP 12 to allow the concession to front setbacks to be applied to dwellings fronting both the primary and secondary street of an original corner lot, allowing for consistency in the emerging streetscape (characterized by infill development), while maintaining the character of existing, established streetscapes.

PART B - Setback of Garages and Carports

Carport additions to the front of existing dwellings are often desired following subdivision (where an existing covered car parking structure may be required to be removed to facilitate access to a rear lot); or as an addition to an older dwelling constructed prior to covered carparking facilities being commonplace. It is acknowledged, and widely accepted, that covered car parking areas are a reasonable expectation for modern living and the addition of carports in front of existing dwellings

is generally accepted. In order to ensure these additions do not detract from established streetscapes, LPP 12 currently allows for carports to be set closer to the front lot boundary than what R-Codes Volume 1 allows; provided the carport meets certain criteria, including the roof pitch, colours and materials being the same as the associated dwelling.

The application of the policy provision has proven impractical in many instances given limited availability of materials (bricks and roof tiles) that match those typical of dwellings where carport additions are generally proposed; being typically older dwellings originally constructed without covered onsite parking facilities, or those retained as part of subdivision.

It is recommended the policy be amended to allow for materials of carports within the street setback to be 'compatible', rather than 'the same as' the existing dwelling. The amendment will allow for greater scope in the selection of materials, while not adversely impacting on established streetscapes; noting the colours and roof pitch of new carports will continue to be required to be the same as the dwelling.

PART B - Street Walls and Fencing

Amended provision reworded for clarity only.

PART B - Sightlines

The R-Codes control the height of structures (such as front fencing) within proximity to where a driveway meets a public street; and where two streets intersect. The development control is in place to ensure sightlines, safety and visibility is maintained at vehicle access points. The provision limits the ability to incorporate gates into many front fences, regardless of the extent to which infill panels are visually permeable and therefore, allow for the maintenance of adequate sightlines. It is recommended LPP 12 be amended to allow, as-of-right, for the development of visually permeable walls, fences and other structures in proximity to where a driveway meets a public street; and where two streets intersect.

PART B - Outdoor living areas

No changes are proposed to the wording of provisions relating to outdoor living areas. Acknowledging this is an amended Local Planning Policy, the Town will be required to refer the draft policy to the WAPC for comment, acknowledging the Town does not have the authority under part 3 of the R-codes to vary provisions relating to Outdoor Living Areas without the consent of the WAPC.

PART B - Stormwater

Similar to the current version of LPP 12, the deemed-to-comply provisions of Part C, clause 1.4 of the R-Codes Volume 1 provides options for the management and disposal of stormwater as appropriate based on climatic, local soil and groundwater

conditions. This extends the deemed-to-comply provision to allow for stormwater to be disposed of via the Town's drainage network. It is recommended the wording of LPP 12 is updated to be consistent with that of the R-Codes Volume 1 Part C.

Notwithstanding, the developer would be required to apply for, and obtain approval from the Town's infrastructure services should they propose to connect into the Town's drainage system.

PART B - Outbuildings

Part C of the R-Codes introduces provisions allowing for larger outbuildings to be developed in association with medium density residential developments; specifically outbuildings up to 60sqm (regardless of site area), with a wall height of 3m (3.5m where compatible with colour and materials of the dwelling) and a ridge height of 4.2m. It is recommended these provisions also be applied to low density residential sites via LPP 12, noting the visual impact of larger outbuildings on adjoining properties and the streetscape is generally lesser, and more broadly accepted in low density residential settings.

PART B - Ancillary Dwellings

The deemed-to-comply provisions of the R-Codes Volume 1 require one (1) parking bay to be provided for every ancillary dwelling, with the exception of those sites within close proximity to a stop on a high frequency public transport route. At present, LPP 12 amends the R-Code Volume 1 provision to allow for the development of ancillary dwellings without the provision of on-site parking bays, regardless of location.

Recent amendments to the R-Codes have modified development controls applicable to ancillary dwellings to allow for the development of ancillary dwellings in the following circumstances (previously not permitted):

- Ancillary dwellings constructed on lots less than 350sqm;
- Ancillary dwellings constructed incidental to a grouped dwelling;
- Ancillary dwellings constructed incidental to multiple dwellings;

As a result of the above changes, it is expected ancillary dwellings will be developed on smaller lots; and within grouped and multiple dwelling developments with existing shared car parking and access arrangements; rather than on larger, single residential lots as previously permitted. In response, it is considered appropriate to remove the parking concession applicable to ancillary dwellings currently provided for under LPP 12. Removal of the concession will allow for any reduction in minimum car parking provision proposed to be considered on a case-by-case basis as part of the consideration of an application for planning approval.

PART C – Street Setbacks

It is recommended LPP 12 be updated to include provisions allowing for the development of carports in the front setback areas of dwellings, only where the carport meets the same criteria required for low density developments, including the requirement for the roof pitch and colours to be the same as the dwelling, and the materials to be compatible as discussed above.

PART C - Streetscape

It is recommended LPP 12 be updated to allow for fences within street setback areas only where the fence meets the same criteria required for low density developments, including restrictions relating to fence heights and materials.

Conclusion

The draft policy has been prepared in response to amendments to the R-Codes Volume 1 and is considered to provide more flexibility and certainty for residential development within the Town's district. The provisions and design requirements will also assist in preserving and enhancing the character of the existing streetscape.

It is recommended that Council adopt the draft policy for the purposes of advertising.

Statutory Requirements

If the local government resolves to amend a local planning policy the local government must, unless the Western Australian Planning Commission otherwise agrees, advertise the proposed policy as follows:

- “(a) *publish in accordance with clause 87 the proposed policy and a notice giving details of -*
- (i) the subject and nature of the proposed policy; and*
 - (ii) the objectives of the proposed policy; and*
 - (iii) how the proposed policy is made available to the public in accordance with clause 87;*
 - (iv) the manner and form in which submissions may be made; and*
 - (v) the period for making submissions and the last day of that period.”*

As such, public notice will be made available on the Town's website in accordance with the Regulations.

After the expiry of the period within which submissions may be made, the local government must not proceed with the policy without WAPC approval.

Financial Considerations

Nil.

Risk Management Implications

Low. Should Council not adopt the draft policy, the current version of LPP 12 and the R-Codes Volume 1 will continue to apply.

Declaration of Conflicts of Interest

An Author or Approving Officer is declaring an impartiality interest due to residing in the Town of Bassendean.

Officer Recommendation – Item 12.2

That Council pursuant to Clause 5(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, advertises draft amended Local Planning Policy No.12 – Residential Development.

Voting requirements: Simple Majority

12.3 Elected Member Representative – Metropolitan Regional Road Group	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GRSU/PROGM/16
Directorate	Infrastructure
Previous Reports	Nil
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Metropolitan Regional Road Group – Reference Information for Elected Members on a Regional Road Group

Purpose

The purpose of this report is for Council to consider nominating a representative to be a member of the Eastern Subgroup of the Metropolitan Regional Road Group.

Background

The Metropolitan Regional Road Group manages and administers State allocated funding for Road Projects and Black Spot Programs on the local road network within the policies and guidelines established by the State Road Funds to Local Government Advisory Committee.

The Metropolitan Local Governments are divided into six Subgroups with membership being an Elected Member and Technical Representative from each Local Government. Each Subgroup then appoints one representative Elected Member and Technical representative to the MRRG Technical and Elected Members Meetings.

The Town of Bassendean is a member of the Eastern Subgroup which also includes the Cities of Bayswater, Swan and Kalamunda, and the Shire of Mundaring.

WALGA have produced reference information for Elected Members on a Regional Road Group and this is included as **Attachment 1**.

Proposal

To nominate a Council representative and Deputy to represent the Town on the Eastern Subgroup of the Metropolitan Regional Road Group.

The nomination of a Deputy member is also proposed in the event that the nominated representative is unavailable for a meeting.

Communication and Engagement

Nil

Strategic Implications

Performance Area 3: Place

7.1 Deliver an efficient, safe and sustainable transport network.

Comment

Regional Road Groups importantly provide Local Government with a voice in how the State Government's contribution to local roads is spent.

Regional Road Group members serve a vital and valuable role in ensuring road funding decisions maximise community benefits and preserve and improve the public road network across Western Australia.

The responsibility of Regional Road Subgroups is to:

- Consider local road issues to inform decision making by the Regional Road Group.
- Review the status of funding claims and expenditure reports for road projects.
- Report back to member Council outcomes of Regional Road Group funded requests and project status.

Subgroup meetings are supported by technical officers from member Councils, MRWA and WALGA. There are generally two subgroup meetings per year.

Statutory Requirements

Nil

Financial Considerations

Elected Member representation on the subgroup enhances the potential to maximise the funding available to the Town for local roads projects which are eligible under the State Road Funds to Local Government Agreement.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

An Author or Approving Officer is declaring an impartiality interest.

The Acting Executive Manager of Infrastructure is also contracted to WALGA as the Local Roads Program Delivery Manager, a role that is focussed on supporting local governments in the delivery of road projects that receive a funding contribution from the State Road Funds to Local Government Agreement.

Officer Recommendation – Item12.5

That Council nominate the following Councillors as representatives on the Eastern Subgroup of the Metropolitan Regional Road Group;

- 1.Council Representative - Cr _____
- 2.Deputy Council Representative – Cr _____

Voting requirements: Simple Majority

12.4 Low Cost Urban Road Safety Program	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	ROAD/PROGM/1
Directorate	Infrastructure
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1.Low Cost URSP – Presentation to Town of Bassendean 2.Strategy and Implementation Framework for the Low Cost URSP

Purpose

The purpose of this report is for Council to consider involvement in the Main Roads WA funded Low Cost Urban Road Safety Program.

Background

A substantial proportion of all crash risks, including fatalities and serious injury crashes, are represented on local roads and intersections, which are funded and managed by Local Governments.

To improve the safety of these roads for local communities, the State Government is implementing a Low Cost Urban Road Safety Program (Low Cost URSP). The program will deliver treatments to local roads, on an area-wide or whole-of-street basis, to reduce crash risks for drivers and vulnerable road users, such as pedestrians and cyclists.

The Low Cost URSP is fully funded and supported by the Minister for Transport and the Minister for Road Safety through a commitment via the Road Trauma Trust Account.

As the State Government agency leading the program, Main Roads Western Australia (Main Roads) is inviting Local Government to work in collaboration to implement the program.

The Low Cost URSP aims to actively identify and prioritise local neighbourhood areas and local neighbourhood cells with a higher than average casualty crash history and provide funding (through reimbursement of cost and payments) for the design and construction of road treatments that reduce fatalities and/or serious injury

on an area wide or whole-of-street approach – bringing widespread safety benefits and amenity gains for the community.

Proposal

It is proposed that the Town commence involvement in the Low Cost URSP in the 2024/25 financial year.

Communication and Engagement

As part of the program the Town will be responsible for any community engagement associated with the program. It is envisaged that this would involve providing draft designs to residents in the subject areas for comment once they have been prepared.

Strategic Implications

Performance Area 3: Place

7.1 Deliver an efficient, safe and sustainable transport network.

Comment

A representative from Main Roads gave a presentation on the program and proposed project areas within Bassendean to Councillors in June 2023. A copy of the presentation from that meeting is included as **Attachment 1**.

It is believed that Councillors were generally supportive of involvement in the program following the presentation, however, the matter has not been progressed to date due to resourcing constraints.

As detailed in Attachment 1 the following areas (with their estimated cost) are eligible for funding in the Town of Bassendean;

- Jubilee Reserve (\$209k)
- Broadway Arboretum (\$451k)
- Tonkin Business Park (\$374k)
- Ashfield Flats (\$451k)
- Success Hill Reserve (\$77k)

Considering available capacity, it is proposed to commit to progressing two of the above areas during 2024/25, with the other areas to be considered in future financial years.

The two proposed areas are Jubilee Reserve and Success Hill Reserve. The Jubilee Reserve area was chosen as it is the highest ranked area in terms of the multi

criteria analysis used to rank projects. The ranking methodology is detailed in the Strategy and Implementation Framework for the Low Cost URSP (**Attachment 2**).

The Success Hill area was the second proposed area on the basis that it has a relatively low cost and is in close proximity to the Jubilee Reserve area. As a result both areas could basically be undertaken concurrently.

Statutory Requirements

The Town is responsible for the care and maintenance of the road network in accordance with the requirements of the Local Government Act 1995.

Financial Considerations

Whilst design and construction costs are fully funded by Main Roads, the costs associated with the following elements will be the responsibility of the Town;

- community consultation;
- design drawing approvals;
- procurement of works;
- delivery of treatments (project management);
- evaluation (data collection pre and post treatment) and reporting; and
- ongoing maintenance

The above elements can be accommodated in standard operational accounts for the Engineering and Assets service area.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.6

That Council endorse the Town participating in the Main Roads WA Low Cost Urban Road Safety Program in the following areas during the 2024/25 financial year;

1. Jubilee Reserve
2. Success Hill Reserve

Voting requirements: Simple Majority

12.5 Advocacy Priorities for 2024/25	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	CORM/POLCY/1
Directorate	CEO and Council Support
Previous Reports	Nil
Authority/Discretion	Advocacy When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Attachments	1. NEW Advocacy Policy [12.5.1 - 4 pages]

Purpose

The purpose of this report is for Council to consider advocacy priorities for the 2024/25 financial year in line with the strategic aspirations of Council.

Background

A 30 April 2024 Notice of Motion requested, in part, the CEO to prepare documentation for consideration at the next Council Meeting outlining potential Advocacy Priorities for 2024/25 financial year in line with the strategic aspirations of Council.

Communication and Engagement

A Notice of Motion outlining the need to identify Advocacy Priorities was presented to the 30 April 2024 Ordinary Council Meeting, which was carried.

Strategic Implications

Performance Area 3: Place

5.1 Responsible planning and development, with population growth concentrated around the town centre, train stations and transport corridors.

Performance Area 5: Performance

10.1 Effectively inform and engage the community about local services and events, and Council matters.

Comment

Research was undertaken to ascertain an approach for a local government of the size and nature of the Town of Bassendean to develop advocacy priorities.

The review indicated that the development of an advocacy policy was the preferred approach. The policy is to establish the guidelines for the prioritisation of advocacy projects that are aligned and supported by the Towns strategic documents and have been informed by community consultation. The two key strategic informing documents are identified as the Council Plan 2023-33 and the Long-Term Financial Plan.

It is considered that identified advocacy priorities are those where the Town demonstrates that it does not have the full financial capacity, the organisational capability or the jurisdictional responsibility to provide or administer.

To ensure that adequate administrative resources can be provided to support the annual Advocacy Priorities program, and to increase the likelihood of successful advocacy, the number of advocacy projects should be limited.

As a general principle within the Policy, and supported by the Notice of Motion, the scheduling of an annual advocacy workshop will be included as part of the budget cycle each year. The timing of advocacy planning workshops and the prioritisation of advocacy projects will also be influenced by the timing of state and federal elections.

The draft Advocacy Policy can be found at Attachment 12.5.1

Based on the policy criteria the recommended prioritised advocacy projects for the upcoming 2025 state and federal elections are:

Priority 1. Jubilee Reserve Redevelopment.

Strategic Alignment:

Jubilee Reserve Masterplan; 2023-33 Council Plan and the Long Term Financial Plan.

Advocacy Focus Area: Economic, funding the \$5.5M funding gap.

Social, increased female participation, community health and wellbeing.

Priority 2. Town Centre Development.

Strategic Alignment:

Town Centre Masterplan; Land Asset Strategy; LPS 11; Council Plan and Long Term Financial Plan.

Advocacy Focus Area: Social, increased housing supply, affordable housing and environmental benefits of increased housing density near transport nodes.

Economic, improved CBD economic activity and increase in rateable properties.

Legislative, addresses mandated infill targets.

The crown land parcels and the advocacy request for each are outlined below:

- Lot 9644 – Park Lane Bassendean (Wilson Street car park).
Advocacy, fast track as a mixed use and residential development.

- BIC Reserve – Child Health Clinic Site @1000m2.
Advocate for the excision of the Child Health Clinic site (1000m2)
for the purpose of residential development.

Note: The Town has formally relinquished control of the Wilson Street, car park site to the State, and has recently facilitated the relocation of the Child Health Clinic operations to another location.

Priority 3. The Bassendean Oval Redevelopment.

Strategic Alignment:

Town Centre Masterplan; Land Asset Strategy; Council Plan and Long Term Financial Plan.

Advocacy Focus Area: Economic, the redevelopment will require significant government funding to realise the economic and social benefits to the Perth eastern metropolitan region.
Social, community wellbeing (mental and physical health), social cohesion and inclusiveness.
Increased housing supply and affordable housing.
A sustainable WAFL club.
Legislative: Meeting state infill targets.

Note: Advocacy will be informed by the masterplan and business case currently in development.

Statutory Requirements

Nil

Financial Considerations

Establishment of Advocacy Priorities will enhance the ability of Council to attract external funding to the Town.

Funding will be required in the 2024/25 budget to produce advocacy resources and for travel and accommodation.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.5

That Council:

1. Endorse the following Advocacy Priorities for the 2024/25 financial year:
 - i. State and Federal funding of \$5.5 Million for the Jubilee Reserve Redevelopment Project
 - ii. The State government to fast-track Bassendean Town Centre residential and mixed-use developments on crown reserve sites identified in this report.
 - iii. State and Federal government commitment to the Redevelopment of the Bassendean Oval Precinct, as per the adopted Town Centre Masterplan and informed by the Bassendean Oval Masterplan and Business Case, currently in development.
2. Adopt the Advocacy Policy.
3. Authorise the Chief Executive Officer to prepare the advocacy documentation and to publish and promote the Towns advocacy priorities.

Voting requirements: Absolute Majority

12.6 Council Policies Review	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVR/POLCY/1
Directorate	CEO and Council Support
Previous Reports	N/A
Authority/Discretion	<p>Executive The substantial direction setting and oversight role of the Council.</p> <p>Legislative Includes adopting local laws, local planning schemes & policies.</p>
Attachments	<ol style="list-style-type: none"> 1. Appointment Acting CEO Policy with Tracked Changes [12.6.1 - 3 pages] 2. Clean Appointment Acting CEO Policy [12.6.2 - 3 pages] 3. Council Member ICT Policy with Tracked Changes [12.6.3 - 5 pages] 4. Clean Council Member ICT Policy [12.6.4 - 5 pages] 5. local government chief executive officers and elected members determination no.1 of 2024 [12.6.5 - 34 pages] 6. Council Briefing Session Policy with Tracked Changes [12.6.6 - 6 pages] 7. Clean Council Briefing Session Policy 080524 [12.6.7 - 5 pages] 8. Town-of- Bassendean- Advisory- Group- Policy [12.6.8 - 9 pages]

Purpose

The purpose of this report is for Council to consider the review and subsequent recommendations of the following Council Policies:

- Appointment of an Acting Chief Executive Officer;
- Council Member ICT;
- Council Briefing Session; and
- Town of Bassendean Advisory Group.

Background

As outlined below, four Council Policies owned by the CEO and Council Support directorate have been reviewed. Following the review, amendments have been proposed and are outlined in brief within this report and by tracked changes in the attachments.

Policy Name	Date last reviewed	Scheduled review date
Appointment of an Acting Chief Executive Officer	Inception date: September 2020	September 2022
Council Member ICT	Inception date: September 2021	30 September 2025
Council Briefing Session	Inception date: 2022	2024
Town of Bassendean Advisory Group	Unknown	May 2021

Communication and Engagement

Proposed changes to the Council Briefing Session Policy were workshopped by Council and the CEO on April 16th, 2024.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

10.1 Effectively inform and engage the community about local services and events, and Council matters.

Comment

The proposed amendments and justifications to each policy are outlined in below:

Appointment of an Acting Chief Executive Officer

The proposed amendments include:

- Inclusion of section of the *Local Government Act 1995* giving the Policy effect.
- Change from Elected Member to Council Member to reflect the term identified in the *Local Government Act 1995*.
- Inclusion of Director Infrastructure and Sustainability to better reflect the current organisation structure.

The following attachments have been included to assist with identifying amendments within the tracked change document and the resultant clean version.

- 12.6.1 Appointment Acting CEO Policy with Tracked Changes; and
- 12.6.2 Clean Appointment Acting CEO Policy

Council Member ICT

The proposed amendments include:

- Change from Elected Member to Council Member to reflect the term identified in the *Local Government Act 1995*.
- Inclusion of references and policy alignment with the annual Determination of the Salaries and Allowances Tribunal (SAT) on Local Government Chief Executive Officers and Elected Members in relation to annual allowances in lieu of reimbursement of expenses.

The 5th April 2024 Determination has been included as an attachment to this report to assist with clarification, in particular the range of factors taken into account by the Tribunal in determining the maximum annual allowance for expenses of a particular type, page 27 9.1 (3) (a).

Based on the SAT Determination, an analysis of average costs of each element of the allowance was undertaken with a recommended percentage outlined in the amended Policy reflecting this analysis.

The following attachments have been included to assist with identifying amendments within the tracked change document, the resultant clean version and a copy of the SAT Determination to assist with justification.

- 12.6.3 Council member ICT Policy with Tracked Changes
- 12.6.4 Clean Council Member ICT Policy
- 12.6.5 Local Government Chief Executive Officers and Elected Members Determination no.1 of 2024.

A review of the SAT determination highlighted that the current council ICT policy is in breach of the Salaries and Allowances Act 1975. Specifically, in the determination of annual allowances in lieu of reimbursement of expenses Part 9.

Part 9 point 3.

In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:

- the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;

Part 9, 4

With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

Council Briefing Session

The proposed amendments include:

- Change from Elected Member to Council Member to reflect the term identified in the *Local Government Act 1995*.
- Structural change to reflect the purpose of the Council Briefing Session of:

‘Provide a forum for the public to better inform themselves on items on the upcoming Council Agenda and for community members to make deputations or statements pertaining to items on the agenda, thereby giving Council Members the opportunity to consider this information prior to making decisions at the upcoming Ordinary Council Meeting (OCM)’

- Removal of Public Question Time and Questions in Writing reflecting the intent of the Council Briefing Session is for Council Members to better inform themselves by asking questions of the officers and those members of the public making deputations.
- A reduction in deputation time from 10 minutes to 5 minutes to improve meeting efficiency.
- Making it clear that deputations are preferred at briefing sessions, so that Council members have time to consider the information and ask questions prior to the OCM.
- Provide a succinct document without reflecting any impact to the intent or transparency of the Policy.
- Minor changes identified at the April 2024 Council / CEO Workshop.

The following attachments have been included to assist with identifying amendments within the tracked change document and the resultant clean version.

- 12.6.6 Council Briefing Session Policy with Tracked Changes
- 12.6.7 Clean proposed new Council Briefing Session Policy 080524

Town of Bassendean Advisory Group

This Policy has been reviewed and considered with the strategic intent of Council and administrative capability of the Town.

- Firstly, it is considered that the Policy reads as a Charter or Instrument not as a Policy
- The Policy has not been utilised or reviewed in recent years which confirms that it is not relevant and is surplus to the needs and strategic direction of Council
- Finally, the Town has neither the administrative nor financial capacity to support the arrangements as outlined in this Policy, therefore it is recommended for repeal.

The following attachment has been included to assist with consideration of revocation.

- 12.6.8 Town of Bassendean Advisory Group Policy

Prior to publishing the amended Policies, formatting will be updated to reflect the Town's current style guide and policy template.

Statutory Requirements

Local Government Act 1995

Financial Considerations

Should the Council Member ICT Policy be adopted as proposed, there will be a \$9,800 positive impact to the 2024/25 Annual Budget.

Risk Management Implications

Financial Risk
Low

Council will need to be mindful of the guidance of the SAT Determination to ensure they are applying an appropriate ICT Allowance within the range provided.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.6

That Council:

1. Adopts the amended Council Policies for:
 - a. Appointment of an Acting Chief Executive Officer;
 - b. Council Member ICT and
 - c. Council Briefing Session; and
2. Revoke the Town of Bassendean Advisory Group Policy.

Voting requirements: Absolute Majority

12.7 Accounts Paid - April 2024	
Property Address	
Landowner/Applicant	
File Reference	FINM/CREDTS/4
Directorate	
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. List of Payments - April 2024 [12.7.1 - 13 pages]

Purpose

The purpose of this report is for Council to receive the list of accounts paid for April 2024.

Background

Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, requires a list of accounts paid by the CEO each month to be presented to Council at the next ordinary meeting of Council after the list is prepared.

Proposal

For Council to receive the list of accounts paid for April 2024.

Communication and Engagement

Nil.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

Payments made during April 2024 are presented to Council, showing the date, payee, amount and description in respect of each payment for goods and services received.

Statutory Requirements

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides:

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*

Financial Considerations

All payments are authorised prior to disbursement in accordance with the Town's Purchasing Policy, Procurement Guidelines and allocated budgets.

Risk Management Implications

Financial Risk

Low

The Town has adequate controls in place to mitigate external and internal risks in accounts payable.

As an extra measure, the Town uses EftSure to independently check bank account details of suppliers paid by the Town.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.7

That Council receives the list of accounts paid for April 2024.

Voting requirements: Simple Majority

13 Motions of which Previous Notice has been given

14 Announcements of Notices of Motion for the next meeting

15 Urgent Business

16 Confidential Business

Nil

17 Closure

The next Briefing Session will be held on Tuesday 18 June 2024 commencing at 6pm.

The next Ordinary Council Meeting will be held on Tuesday 25 June commencing at 6pm.



MINUTES

Special Meeting of Council

Tuesday 11 June 2024, 7:03 pm

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

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

The Presiding Member declared the meeting open at 7.03pm, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

2 Announcements by the Presiding Person Without Discussion

Nil

3 Attendances and Apologies

Present

Councillors

Cr Kathryn Hamilton, Mayor (Presiding Member)
Cr Paul Poliwka, Deputy Mayor
Cr Emily Wilding
Cr Jamayne Burke
Cr Ken John
Cr Jennie Carter
Cr Tallan Ames

Officers

Mr Cameron Woods, Chief Executive Officer
Ms Michelle Brennand, Director Community Planning
Mr Paul White, Director Corporate Services
Mr Shane Asmus, Director Infrastructure and Sustainability
Ms Joanne Burges, Manager Governance & Strategy

Public

There were no members of the public in attendance.

4 Declarations of Interest

Nil

5 Presentations or Deputations

Nil

6 Statements by Members of the Public on Agenda Items

Nil

8 Reports

Nil

9 Confidential Reports

Close meeting to the Public

Council Resolution/Officer Recommendation – Item 9.0.1 **SCM-2024-06-11/1**

MOVED Cr Emily Wilding, Seconded Cr Ken John

That the following matters be considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the Officer Report contains information of a confidential nature.

9.1 Civic Centre Investigations

CARRIED UNANIMOUSLY 7/0

9.1 Civic Centre Investigations	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	TBC
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.

Please note: This matter was considered behind closed doors under Clause 5.23(c) of the *Local Government Act 1995*, as the officer report discussed a contract entered into, or which may be entered into, by the local government and which related to a matter discussed at the meeting.

Council endorsed the Officer's recommendation as per the Confidential Report, with the addition of point 4 below, that the resolution remain confidential.

Council Resolution/Officer Recommendation – Item 9.1
SCM-2024-06-11/2

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding

4. Resolution remains confidential until such time as the CEO determines it can become public.

Voting requirements: Absolute Majority

CARRIED UNANIMOUSLY 7/0

Open meeting to the Public

Committee Recommendation – Item 9.1
SCM 2024-06-11/3

MOVED Cr Emily Wilding, Seconded Cr Paul Poliwka

That the meeting come from behind closed doors, the time being 7.10pm.

CARRIED UNANIMOUSLY 7/0

10 Closure

There being no further business, the Presiding Member declared the meeting closed, the time being 7:11pm.



MINUTES

Bassendean Local Emergency Management Committee

Wednesday 12 June 2024, 12:00 pm

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

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

The Presiding Member declared the meeting open at 12:05pm, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

2 Announcements by the Presiding Member without Discussion

Nil

3 Attendances, Apologies and Leave of Absence

Present

Councillors

Cr Paul Poliwka, Deputy Mayor (Presiding Member)
Cr Jennie Carter

Officers

Ms Michelle Brennand, Director Community and Place
Shane Asmus, Director Infrastructure and Sustainability
Alex Snadden, Manager Planning and Regulation
Jeff Somes, Senior Environmental Health Officer
Jennifer Henderson, Administration Officer - Community and Place
Ms Joanne Burges, Manager Governance & Strategy
Ms Ana Fernandez, Governance Support Officer
John Lane, Bassendean Emergency Management Executive Officer

Agency Officers

Stephen Blackford, Bassendean SES
Ryan Hamblion, Department of Communities
Mollie Stevenson, Officer in Charge, Kiara Police Station
Chris Kin-Maung, DFES, North-East Metropolitan Operations
Marcus Fronceschini, DFES
Thomas Robinson, Water Corporation
Carmen Mutton, St John WA

Cate Willey DFES

Apologies

Cr Ken John, Deputy Member
Cate Willey, DFES, District Emergency Management Advisor
Mark Melvin, Bassendean SES

4 Declarations of Interest

Nil

5 Presentations or Deputations

Nil

6 Confirmation of Minutes

Council Resolution/Officer Recommendation – Item 6.1

MOVED Cr Paul Poliwka, Seconded Cr Jennie Carter

That the minutes of the Bassendean Local Emergency Management Committee meeting held on 27 February 2024 be received and confirmed as a true and correct record.

CARRIED UNANIMOUSLY

7 Business Deferred from Previous Meeting

Nil

8 Reports

Nil

8.2 Updates to Local Emergency Management Arrangements	
Attachments	Nil

Purpose

The purpose of this report is for the Committee to consider an update to the Town's Local Emergency Management Arrangements.

Background

Since the last meeting of the Committee the Town has undertaken an organisational structure review, resulting in the Emergency Management portfolio being assigned to Community and Place.

Based on this it is proposed that the Local Recovery Coordinator role will be performed by the Town's Director Community and Place.

Officer Recommendation – Item 8.2

That the Committee:

1. Authorises the update to the Town's LEMA to reflect that the Local Recovery Coordinator role will be performed by the Town's Director Community and Place; and
2. All relevant contact lists be updated.

Voting requirements: Simple Majority

Council Resolution/Officer Recommendation – Item 8.2

MOVED Cr Paul Poliwka, Seconded Cr Jennie Carter

That the Committee:

1. Authorises the update to the Town's LEMA to reflect that the Local Recovery Coordinator role will be performed by the Town's Director Community and Place, and
2. All relevant contact lists be updated.

CARRIED UNANIMOUSLY

8.3 Post Incident Reports and Post Exercise Reports
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Attachments

Nil

Officer Recommendation – Item 8.3

Nil.

8.4 Contact Details and Key Holders
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Attachments	Nil
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Council Resolution/Officer Recommendation – Item 8.4

MOVED Cr Paul Poliwka, Seconded Cr Jennie Carter

That the key contacts for the Bassendean Local Emergency Management Committee (BLEMC) as outlined in the attachment be confirmed.

CARRIED UNANIMOUSLY

8.5 Agency Reports (Round Table)

Attachments	Nil
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DFES - Cate Willey

- Provided a written report in her absence

DFES - Chris Kin-Maung

- Outlined the changes to Bushfire Warnings to provide nationally consistent emergency information through the Australian Warning System (AWS)
- Acknowledged the length of the fire season stretching into May
- Provided information on storm events e.g. Clarkson

Police - Senior Sergeant Mollie Stevenson

- No emergency management matters to report

St John WA - Carmen Mutton

- No matters to report

Bassendean SES - Stephen Blackford

- Preparation for recent Storms was low - need for awareness raising
- Consideration of a Checklist on the Town's Website, particularly as seasons begin to change

Cr Carter enquired as to whether there was availability of a 'cooling space' during heatwave events.

Department of Communities advised that they would not usually set up an evacuation centre during these periods instead encouraging vulnerable people to visit Shopping Centres / Libraries

Consideration of something more formal - e.g. Public Health Plan

Department of Communities - Ryan Hamblion

- Provided a written report for distribution
- Advised of a statewide audit of evacuation centres and advised of the proposed removal of Cyril Jackson Senior Campus from the Town's Centres, given a preference for Town owned facilities
- Disaster Ready Fund - happy to assist with applications

John Lane - BLEMC Executive Officer

- Provided an overview of the proposed Annual Exercise with the City of Bayswater on 3 December 2024.
- First planning meeting towards the end of July
- Proposed to have 20-30 participants total involved in the exercise i.e. 10 + from the Town e.g. CEO, Councillors x2, LRC, EHO etc.
- Working through exercise documents with City of Bayswater to provide a joint report through to Cate Willey

Council Resolution/Officer Recommendation – Item 8.5

MOVED Cr Paul Poliwka, Seconded Cr Jennie Carter

That the Committee:

1. Note Agency Member Reports
2. Recommend that Council review its inventory of buildings available for Evacuation Centres, and
3. Cancel the meeting scheduled to be held on Wednesday 6 November 2024 in lieu of the BLEMC meeting to be held as part of the proposed joint annual exercise with the City of Bayswater on Tuesday 3 December 2024.

CARRIED UNANIMOUSLY 2/0

9 Motions of Which Previous Notice Has Been Given

11 Closure

There being no further business, the Presiding Member declared the meeting closed, the time being 12:55pm.

Policy Number: **Local Planning Policy No. 13**
Policy Title: **Tree Retention and Provision**

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 13 – Tree Retention and Provision.

2. Policy Statement

The Town recognises the increasing importance of retaining trees due to their amenity, environmental and health benefits. Trees assist in mitigating the impacts of the urban heat effect, reduce air pollution, improve groundwater quality and provide important habitats for wildlife.

Whilst Local Planning Scheme No. 10 provides statutory provisions relating to the retention of significant trees, this Policy seeks to encourage the retention of existing trees on development sites and increase the urban canopy cover as infill development occurs.

3. Policy Objectives

- (a) To retain existing trees to maintain a local sense of place.
- (b) To increase canopy coverage and shade to provide amenity, environmental and health benefits.
- (c) To provide a framework for assessing whether a tree should be subject to a Tree Preservation Order.
- (d) To provide for the retention and planting of trees associated with development on privately owned land.
- (e) To outline the requirements for additional tree planting on privately owned land.

4. Application

This Policy applies to:

- any assessment of whether a tree(s) should be subject to a Tree Preservation Order.
- all applications for subdivision involving residential-zoned land and/or residential development.
- all applications for development approval involving Single Houses and Grouped Dwellings, where the estimated cost of development is \$100,000 or more.

Note: The requirements do not extend to applications for multiple dwellings as such development is assessed against State Planning Policy 7.3 – Residential Design Codes – Volume 2 – Apartments.

5. Definitions

- Large Tree: *means a species of tree that has the potential to have a canopy diameter of greater than 9m.*
- Medium Tree *means a species of tree that has the potential to have a canopy diameter of between 6m and 9m.*
- Tree Growth Zone: *is an area provided to support healthy growth of a tree and is free from development or structures, including areas of hardstand.*

6. Policy Requirements

6.1 Tree Preservation Orders

Clause 4.7.7.2(i) of Local Planning Scheme No. 10 (LPS 10) provides the local government the ability to order the preservation and maintenance of a tree via a Tree Preservation Order.

In assessing whether a tree meets the characteristics prescribed by Clause 4.7.7.2(i) of the Scheme, Council will not support the establishment of a Tree Preservation Order unless the tree(s) meets at least one of the following criteria:

(a) Historical Association

Those trees that are of importance to the Aboriginal community, European significance, association with a significant heritage site, or commemorative plantings.

(b) Aesthetic Quality

Those trees that due to their context in and contribution to the landscape, are considered to be of aesthetic, location and/or landmark significance.

(c) Rarity

- (i) Those trees that are of an outstanding size or age, horticultural significance, or contain curious growth forms.
- (ii) Rarity is to be considered from a state-wide and Town of Bassendean context.
- (iii) Outstanding size or age and horticultural significance is based on the size and age of the tree relative to normal mature size and age of trees for that species in the Town.
- (iv) Curious growth forms include abnormal outgrowths, fused branches or unusual root structures.

(d) Other Significance

Other significance includes, but is not limited to, habitat significance. Although all trees have some habitat value, in undertaking assessments under this policy the habitat value of a tree is only deemed significant if it provides a breeding, feeding or roosting site regularly used by fauna protected under state or federal legislation.

6.2 Subdivision and Development

- (a) All applicable residential development will be required to incorporate at least one medium tree (or equivalent) for every 350m² of site area (rounded to the nearest whole number), with a minimum of one tree per lot. In this regard, a large tree is worth two medium trees.
- (b) Any required trees are to be provided prior to the occupation of the development and must be at a minimum 2m high and 100-litre pot size.
- (c) The number of trees required by Clause (a) may be reduced by two where a tree subject to a Tree Preservation Order or a medium or large tree is retained on site and protected by a Tree Growth Zone, subject to the submission of details of the proposed measures to protect the tree(s) identified on the site plan as outlined in *Australian Standard – AS4970-2009 - Protection of trees on development sites*.
- (d) Where an existing tree is retained and/or new trees are provided, the Town will impose conditions on the relevant approval requiring:
 - (i) the retention of the tree in perpetuity; and
 - (ii) a notification to be registered on the Certificate of Title under Section 70A of the Transfer of Land Act 1893 advising prospective purchasers that the site contains a tree which is required to be retained and protected from development works.
- (e) The relocation of existing trees to elsewhere on the same site will only be considered where:
 - (i) a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the new location of the tree is suitable, and how the tree will be maintained in good health during and after relocation; and
 - (ii) a legal agreement has been prepared and executed at the landowner/applicant's cost to the satisfaction of Town, confirming maintenance arrangements and replacement of the tree in the event the tree does not survive.
- (f) The relocation of existing tree(s) into the Town's reserves (including within the road reserve) is not supported.
- (g) The trunks of all new and retained tree(s) are to be located in their own Tree Growth Zone that is free of development, structures and hardstand and meets the follows parameters:

Requirement	Large Tree	Medium Tree
Minimum horizontal area	64m ²	36m ²
Minimum horizontal dimension	6m	3m
Minimum depth (if on structure)	1,200mm	800mm

- (h) In supporting any subdivision that will create additional residential lots, the Town will recommend the imposition of a condition requiring satisfactory arrangements being made to inform prospective purchasers of the requirements prescribed by this Policy.

- (i) The retention of an existing, mature tree will be positively considered when assessing any application against the Design Principles of State Planning Policy 7.3 – Residential Design Codes – Volume 1.

Document Control

Directorate	Community Planning
Business Unit	Development and Place
Inception Date	1. OCM 23 June 2020
Version	1. OCM 23 June 2020
Next Review Date	2022

LOCAL PLANNING POLICY NO. 13 - TREE RETENTION AND PROVISION

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 13 – Tree Retention and Provision.

2. Introduction

The Town recognises the importance of retaining trees due to their amenity, environmental and health benefits. Trees assist in mitigating the impacts of the urban heat effect, reduce air pollution, improve groundwater quality and provide important habitats for wildlife. This policy aims to ensure the retention and enhancement of the Town's tree canopy cover is considered at all stages of development.

Tree damaging activity constitutes 'works' under the *Planning and Development (Local Planning Scheme) Regulations 2015* and 'development' under the *Planning and Development Act 2005*. This policy outlines circumstances in which development approval is required for tree damaging activities and guides the assessment of applications where tree retention and provision requires consideration.

3. Policy Objectives

- a) To vary the Residential Design Codes Volume 1 (R-Codes Volume 1) to provide amended 'deemed-to-comply' provisions relating to tree provision;
- b) Provide a clear definition of a 'regulated tree' and clarify when development approval is required for a 'tree damaging activity';
- c) Prioritise retention, protection and provision of trees on private land and adjacent reserves in the planning process;
- d) Promote tree preservation and provision at the earliest possible stage in the planning and development process, balancing the preservation of trees with desired built form and land use outcomes;
- e) Preserve and enhance neighbourhood amenity, character and sense of place;
- f) Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to biodiversity and other environmental benefit.

4. Application

This Policy applies to planning applications involving land 'zoned' under the operative local planning scheme, including:

- a) Development applications (where the estimated cost of development is \$100,000 or more);
- b) Subdivision applications;
- c) Strategic planning proposals, including scheme amendments and structure plans; and
- d) Tree damaging activity to a regulated tree.

This Policy does not apply to:

- e) Applications for 'multiple dwellings' subject to the Residential Design Codes – Volume 2.

5. Definitions

Arborist Report: *means a report which is prepared is prepared by a suitably qualified and experienced arboriculturist with a minimum qualification of Diploma of Horticulture (Arboriculture) Australian Qualification Framework (AQF 5) or equivalent and with demonstrated experience in high level tree assessment and diagnosis.*

Large Tree: *means a species of tree that has the potential to have a canopy diameter greater than 9m and height of more than 12m.*

Medium Tree *means a species of tree that has the potential to have a canopy diameter greater than 6m and height of more than 8m.*

Maintenance Pruning: *means pruning that:*

- a) involves removing dead or diseased wood only; or*
- b) is the first pruning of the tree in the calendar year and affects less than 10% of the canopy; or*
- c) is of a fruit tree and done for fruit production; or*
- d) does not include removing limbs with a diameter of 100mm or more; or*
- e) is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree; or*
- f) is undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.*

Regulated Tree: *means a living tree that:*

- a) Is over 8m in height; and/or*
- b) has an average canopy diameter of at least 6m; and/or*
- c) has a trunk circumference of at least 1.5m, measured 1.4m above the ground; and*
- d) is of a species that is not included on State or local area weed registers.*

Tree Damaging Activity: *means*

- a) the killing or destruction of a tree; and/or*
- b) the removal of a tree; and/or*
- c) the severing of branches, limbs, stems or trunk of a tree; and/or*
- e) the ringbarking, topping or lopping of a tree; and/or*
- f) any other substantial damage to a tree*

unless the tree is of a species that is included on State or local area weed registers.

Deep Soil Area: *soft landscape area on a lot with no impeding building structure or feature above or below, which supports growth of small to large canopy trees and meets a stated minimum dimension. Used primarily for landscaping and open to the sky, deep soil areas exclude basement car parks, services, swimming pools, tennis courts and impervious surfaces including car parks, driveways and roof areas.*

6. Exemptions

Development approval is not required for tree damaging activities in the following circumstances:

- a) The tree does not satisfy the definition of a regulated tree;
- b) The tree damaging activity is carried out in the course of works in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Part 7 Clause 61 (b) item 18:
“works that are urgently necessary for any of the following —
 - a. public safety;*
 - b. the safety or security of plant or equipment;*

- c. *the maintenance of essential services; or*
- d. *the protection of the environment.”*
- c) The tree damaging activity is required to comply with an approved Bushfire Management Plan;
- d) The tree damaging activity is maintenance pruning;
- e) Tree damaging activity is to a regulated tree that is on an adopted Town of Bassendean unwanted species list.

NOTE: Development approval is required for tree damaging activities to a regulated tree where other works are proposed on a subject site, even if those other works are exempt from development approval under the local planning scheme as per Schedule 2, Part 7 Clause 61 (deemed provisions) of the Planning and Development (Local Planning Scheme) Regulations 2015 (eg., the erection of a Single House that meets the deemed-to-comply requirements of the Residential Design Codes).

7. Application Requirements

Unless otherwise advised by the Town, development applications, subdivision applications and strategic planning proposals that are subject to this Policy must be accompanied by the following applicable information:

- a) Site survey and/or site plan indicating:
 - a. location of all regulated trees, including street trees;
 - b. whether any regulated tree is proposed to be retained or affected by any tree damaging activity;
 - c. Tree Protection Zone(s) in accordance with Australian Standard AS4970 – Protection of Trees of Development Sites; and
 - d. Any trees proposed to be planted on the development site.
- b) Written justification for any proposed tree damaging activity against the objectives and requirements of this Policy; and
- c) An Arborist Report may be required in the following instances:
 - a. To justify tree damaging activity to a regulated tree specifically considering the health of the tree and/or any safety risk it may pose to people or property;

- b. To explain any mitigation measures proposed to protect a regulated tree including works proposed within the Tree Protection Zone (refer to AS4970 for details to identify the Tree Protection Zone).

8. Policy Requirements

8.1 Retention of Regulated Trees

- a) Unless removal is approved as part of a subdivision or development approval, or is exempt under the provisions of this Policy, a regulated tree must be retained in perpetuity and protected.
- b) Retention and protection of regulated trees should be prioritised, and development works, structure plan and subdivision design should preferably avoid, or as a minimum, minimise harm to regulated trees.
- c) Where tree damaging activity is proposed to a regulated tree the following will be given due regard:
 - a. Health, maturity, species, and location of the tree;
 - b. Ecological, biodiversity and environmental values of the tree;
 - c. Contribution of the tree to the streetscape;
 - d. The preservation of any other regulated tree on the subject site;
 - e. The location of the tree within the development site and capacity for a modified building design or subdivision to maximise tree retention;
 - f. Any existing development on the site;
 - g. Design and location of proposed crossovers;
 - h. Topography and the potential impact from excavation/fill;
 - i. Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the tree;
 - j. Tree Protection Zone(s) (as per AS4970);
 - k. Tree replacement and/or planting proposed;
 - l. Recommendations of an Arborist Report; and
 - m. The objectives of this Policy.
- d) The following justifications for tree damaging activity to a regulated tree will not be supported:
 - a. Impact on views;
 - b. The tree variety is disliked;
 - c. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like; or
 - d. The tree impacts on private gardens, solar installations, swimming pools or the like.
- e) The Town will assess any development application in accordance with the general requirements above.

- f) There is a general presumption against tree damaging activity (other than maintenance pruning) to any regulated tree and the siting and design of the development should, where possible, avoid impacting any regulated tree.
- g) Tree damaging activity to a regulated tree may be considered if the following relevant information and/or technical reports are provided to demonstrate:
 - a. The regulated tree is unhealthy, based on the recommendations of an Arborist report;
 - b. The regulated tree causes safety risks to people, infrastructure or buildings based on recommendations on an Arborist report and/or Structural Engineering Report; or
 - c. The redesign of the development to accommodate the regulated tree is unfeasible.

8.2 Tree Provision

- a) Clause 5.3.2 C2.2 (i) of the R-Codes Volume 1 Part B; and Clause 1.2 C1.2.4(i) of Part C are replaced with the following:

Residential development will be required to incorporate at least one medium tree for every 350m² of site area (rounded to the nearest whole number), with a minimum of one tree per lot/ site area. In this regard, a large tree is worth two medium trees. The trunks of trees are to be located in a Deep Soil Area that meets the follows parameters:

Requirement	Large Tree	Medium Tree
Minimum deep soil area	64m ²	36m ²
Minimum deep soil area dimension	6m	3m

- b) Any required trees are to be provided prior to the occupation of the development and must be a minimum 35 litre pot size.
- c) The number of trees required by clause (a) may be reduced by two where a medium or large tree is retained on site and protected by a Tree Protection Zone, subject to the submission of details of suitable measures to protect the tree(s) as outlined in *Australian Standard – AS4970-2009 - Protection of trees on development sites*.
- d) Where an existing tree is retained and/or new trees are provided, the Town will impose conditions on the relevant approval requiring the retention of the tree and associated deep soil area.
- e) The relocation of existing trees to elsewhere on the same site will only be considered where:
 - a. a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the new location of the tree is suitable, and

how the tree will be maintained in good health during and after relocation; and

- b. a legal agreement has been prepared and executed at the landowner/applicant's cost to the satisfaction of Town, confirming maintenance arrangements and replacement of the tree in the event the tree does not survive.
- f) The relocation of existing tree(s) into the Town's reserves (including within the road reserve) is not supported.
- g) The retention of an existing, mature tree will be positively considered when assessing any application against the Design Principles of the Residential Design Codes – Volume 1.

8.3 Subdivision

- a) The Town may recommend that prior to the determination of an application for subdivision approval, information be provided to allow consideration of the impacts of the subdivision and layout on any regulated tree and whether the general requirements of this policy have been addressed.
- b) Subdivision design, layout and earth working levels, shall prioritise the retention of regulated trees.
- c) The subdivision plan shall identify regulated trees and note if they are to be retained or removed, and the applicant is to demonstrate how the retained regulated trees will be protected as part of the subdivision process.
- d) The Town will request the WAPC include the following condition on the subdivision approval to ensure regulated trees identified by the Town are protected:

"The regulated tree(s) identified on the approved plan of subdivision dated _____ shall be retained and protection measures implemented to ensure such trees are not impacted by subdivisional works. These trees must not be removed when clearing the conditions of this approval unless development approval for their removal is obtained from the local government".

Document responsibilities:			
Owner:			
Inception date:	OCM 23 June 2020	Owner Business Unit:	Planning and Regulation
Review date:	June 2024	Decision maker:	Council
Compliance requirements:	N/A	Repeal and replace:	N/A
Legislation:			
	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>		

Local Planning Policy No. 13: Tree Retention and Provision

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 13 – Tree Retention and Provision.

2. Introduction

The Town recognises the importance of retaining trees due to their amenity, environmental and health benefits. Trees assist in mitigating the impacts of the urban heat effect, reduce air pollution, improve groundwater quality and provide important habitats for wildlife. ~~This policy aims to ensure the retention and enhancement of the Town's tree canopy cover is considered at all stages of development.~~

~~Whilst Local Planning Scheme No. 10 provides statutory provisions relating to the retention of significant trees, this Policy seeks to encourage the retention of existing trees on development sites and increase the urban canopy cover as infill development occurs.~~

~~Tree damaging activity constitutes 'works' under the *Planning and Development (Local Planning Scheme) Regulations 2015* and 'development' under the *Planning and Development Act 2005*. This policy outlines circumstances in which development approval is required for tree damaging activities and guides the assessment of applications where tree retention and provision requires consideration.~~

3. Policy Objectives

- ~~(a) To retain existing trees to maintain a local sense of place.~~
 - ~~(b) To increase canopy coverage and shade to provide amenity, environmental and health benefits.~~
 - ~~(c) To provide a framework for assessing whether a tree should be subject to a Tree Preservation Order.~~
 - ~~(d) To provide for the retention and planting of trees associated with development on privately owned land.~~
 - ~~(e) To outline the requirements for additional tree planting on privately owned land.~~
- a) Provide a clear definition of a 'regulated tree' and clarify when development approval is required for a 'tree damaging activity'.
 - b) Prioritise retention, protection and provision of trees on private land and adjacent reserves in the planning process;
 - c) Promote tree preservation and provision at the earliest possible stage in the planning and development process, balancing the preservation of trees with desired built form and land use outcomes;
 - d) Preserve and enhance neighbourhood amenity, character and sense of place;

- e) Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to biodiversity and other environmental benefit.

4. Application

This Policy applies to:

- ~~any assessment of whether a tree(s) should be subject to a Tree Preservation Order.~~
- ~~all applications for subdivision involving residential-zoned land and/or residential development.~~
- ~~all applications for development approval involving Single Houses and Grouped Dwellings, where the estimated cost of development is \$100,000 or more.~~

~~Note: The requirements do not extend to applications for multiple dwellings as such development is assessed against State Planning Policy 7.3 — Residential Design Codes — Volume 2 — Apartments~~

This Policy applies to planning applications involving land 'zoned' under the operative local planning scheme, including:

- a) Development applications (where the estimated cost of development is \$100,000 or more)
- b) Subdivision applications;
- c) Strategic planning proposals, including scheme amendments and structure plans; and
- d) Tree damaging activity to a regulated tree.

This Policy does not apply to:

- e) Applications for 'multiple dwellings' subject to the Residential Design Codes – Volume 2.

5. Definitions

Arborist Report: *means a report which is prepared is prepared by a suitably qualified and experienced arboriculturist with a minimum qualification of Diploma of Horticulture (Arboriculture) Australian Qualification Framework (AQF 5) or equivalent and with demonstrated experience in high level tree assessment and diagnosis.*

Large Tree: *means a species of tree that has the potential to have a canopy diameter greater than 9m and height of more than 12m.*

Medium Tree *means a species of tree that has the potential to have a canopy diameter greater than 6m and height of more than 8m.*

Maintenance Pruning: *means pruning that:*

- a) involves removing dead or diseased wood only; or*
- b) is the first pruning of the tree in the calendar year and affects less than 10% of the canopy; or*
- c) is of a fruit tree and done for fruit production; or*
- d) does not include removing limbs with a diameter of 100mm or more; or*
- e) is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree; or*
- f) is undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.*

Regulated Tree: *means a living tree that:*

- a) Is over 8m in height; and/or*
- b) has an average canopy diameter of at least 6m; and/or*
- c) has a trunk circumference of at least 1.5m, measured 1.4m above the ground; and*
- d) is of a species that is not included on State or local area weed registers.*

Tree Damaging Activity:*means*

- a) the killing or destruction of a tree; and/or*
- b) the removal of a tree; and/or*
- c) the severing of branches, limbs, stems or trunk of a tree; and/or*
- e) the ringbarking, topping or lopping of a tree; and/or*
- f) any other substantial damage to a tree*

unless the tree is of a species that is included on State or local area weed registers.

~~**Tree Growth Zone:** is an area provided to support healthy growth of a tree and is free from development or structures, including areas of hardstand.~~

Deep Soil Area: *soft landscape area on a lot with no impeding building structure or feature above or below, which supports growth of small to large canopy trees and meets a stated minimum dimension. Used primarily for landscaping and open to the sky, deep soil areas exclude basement car parks, services, swimming pools, tennis courts and impervious surfaces including car parks, driveways and roof areas.*

6. Exemptions

Development approval is not required for **tree damaging activities** in the following circumstances:

- a) The tree does not satisfy the definition of a **regulated tree**;
- b) The **tree damaging activity** is carried out in the course of works in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18:
“works that are urgently necessary for any of the following —
 - a. public safety;*
 - b. the safety or security of plant or equipment;*
 - c. the maintenance of essential services; or*
 - d. the protection of the environment.”*
- c) The **tree damaging activity** is required to comply with an approved Bushfire Management Plan;
- d) The **tree damaging activity** is **maintenance pruning**;
- e) **Tree damaging activity** is to a regulated tree that is on an adopted Town of Bassendean unwanted species list.

NOTE: Development approval is required for tree damaging activities to a regulated tree where other works are proposed on a subject site, even if those other works are exempt from development approval under the local planning scheme as per Schedule 2, Part 7 Clause 61 (deemed provisions) of the Planning and Development (Local Planning Scheme) Regulations 2015 (eg, the erection of a Single House that meets the deemed-to-comply requirements of the Residential Design Codes).

7. Application Requirements

Unless otherwise advised by the Town, development applications, subdivision applications and strategic planning proposals that are subject to this Policy must be accompanied by the following applicable information:

- a) Site survey and/or site plan indicating:
 - a. location of all regulated trees, including street trees;
 - b. whether any regulated tree is proposed to be retained or affected by any tree damaging activity;
 - c. Tree Protection Zone(s) in accordance with Australian Standard AS4970 – Protection of Trees of Development Sites; and
 - d. Any trees proposed to be planted on the development site.
- b) Written justification for any proposed tree damaging activity against the objectives and requirements of this Policy; and
- c) An Arborist Report may be required in the following instances:
 - a. To justify tree damaging activity to a regulated tree specifically considering the health of the tree and/or any safety risk it may pose to people or property;
 - b. To explain any mitigation measures proposed to protect a regulated tree including works proposed within the Tree Protection Zone (refer to AS4970 for details to identify the Tree Protection Zone).

8. Policy Requirements

~~6.1 Tree Preservation Orders~~

~~Clause 4.7.7.2(i) of Local Planning Scheme No. 10 (LPS 10) provides the local government the ability to order the preservation and maintenance of a tree via a Tree Preservation Order. In assessing whether a tree meets the characteristics prescribed by Clause 4.7.7.2(i) of the Scheme, Council will not support the establishment of a Tree Preservation Order unless the tree(s) meets at least one of the following criteria:~~

~~a) Historical Association~~

~~Those trees that are of importance to the Aboriginal community, European significance, association with a significant heritage site, or commemorative plantings.~~

~~b) Aesthetic Quality~~

~~Those trees that due to their context in and contribution to the landscape, are considered to be of aesthetic, location and/or landmark significance.~~

~~c) Rarity~~

- ~~i. Those trees that are of an outstanding size or age, horticultural significance, or contain curious growth forms.~~
 - ~~ii. Rarity is to be considered from a state-wide and Town of Bassendean context.~~
 - ~~iii. Outstanding size or age and horticultural significance is based on the size and age of the tree relative to normal mature size and age of trees for that species in the Town.~~
 - ~~iv. Curious growth forms include abnormal outgrowths, fused branches or unusual root structures.~~
- ~~d) Other Significance Other significance includes, but is not limited to, habitat significance. Although all trees have some habitat value, in undertaking assessments under this policy the habitat value of a tree is only deemed significant if it provides a breeding, feeding or roosting site regularly used by fauna protected under state or federal legislation.~~

8.1 Retention of Regulated Trees

- a) Unless removal is approved as part of a subdivision or development approval, or is exempt under the provisions of this Policy, a regulated tree must be retained in perpetuity and protected.
- b) Retention and protection of regulated trees should be prioritised, and development works, structure plan and subdivision design should preferably avoid, or as a minimum, minimise harm to regulated trees.
- c) Where tree damaging activity is proposed to a regulated tree the following will be given due regard:
 - a. Health, maturity, species, and location of the tree;
 - b. Ecological, biodiversity and environmental values of the tree;
 - c. Contribution of the tree to the streetscape;
 - d. The preservation of any other regulated tree on the subject site;
 - e. The location of the tree within the development site and capacity for a modified building design or subdivision to maximise tree retention;
 - f. Any existing development on the site;
 - g. Design and location of proposed crossovers;
 - h. Topography and the potential impact from excavation/fill;
 - i. Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the tree;
 - j. Tree Protection Zone(s) (as per AS4970);
 - k. Tree replacement and/or planting proposed;
 - l. Recommendations of an Arborist Report; and
 - m. The objectives of this Policy.

- d) The following justifications for tree damaging activity to a regulated tree will not be supported:
 - a. Impact on views;
 - b. The tree variety is disliked;
 - c. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like; or
 - d. The tree impacts on private gardens, solar installations, swimming pools or the like.
- e) The Town will assess any development application in accordance with the general requirements above.
- f) There is a general presumption against tree damaging activity (other than maintenance pruning) to any regulated tree and the siting and design of the development should, where possible, avoid impacting any regulated tree.
- g) Tree damaging activity to a regulated tree may be considered if the following relevant information and/or technical reports are provided to demonstrate:
 - a. The regulated tree is unhealthy, based on the recommendations of an Arborist report;
 - b. The regulated tree causes safety risks to people, infrastructure or buildings based on recommendations on an Arborist report and/or Structural Engineering Report; or
 - c. The redesign of the development to accommodate the regulated tree is unfeasible.

8.2 ~~Subdivision and Development~~ Tree Provision

- a) Clause 5.3.2 C2.2 (i) of the R-Codes Volume 1 Part B; and Clause 1.2 C1.2.4(i) of Part C are replaced with the following:

Residential development will be required to incorporate at least one medium tree for every 350m² of site area (rounded to the nearest whole number), with a minimum of one tree per lot/ site area. In this regard, a large tree is worth two medium trees. ~~The trunks of trees are to be located in a Deep Soil Area that meets the follows parameters:~~

Requirement	Large Tree	Medium Tree
Minimum deep soil area	64m ²	36m ²
Minimum deep soil area dimension	6m	3m

- b) Any required trees are to be provided prior to the occupation of the development and must be ~~at a minimum 2m high and 100-litre pot size~~ a minimum 35 litre pot size.

- c) The number of trees required by clause (a) may be reduced by two where a medium or large tree is retained on site and protected by a Tree Protection Zone, subject to the submission of details of ~~proposed suitable~~ measures to protect the tree(s) ~~identified on the site plan~~ as outlined in *Australian Standard – AS4970-2009 - Protection of trees on development sites*.
- d) ~~Where an existing tree is retained and/or new trees are provided, the Town will impose conditions on the approval requiring:~~
 - ~~(i) the retention of the tree in perpetuity; and~~
 - ~~(ii) a notification to be registered on the Certificate of Title under Section 70A of the Transfer of Land Act 1893 advising prospective purchasers that the site contains a tree which is required to be retained and protected from development works.~~

~~Where an existing tree is retained and/or new trees are provided, the Town will impose conditions on the approval requiring the retention of the tree and associated deep soil area.~~

- e) The relocation of existing trees to elsewhere on the same site will only be considered where:
 - a. a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the new location of the tree is suitable, and how the tree will be maintained in good health during and after relocation; and
 - b. a legal agreement has been prepared and executed at the landowner/applicant's cost to the satisfaction of Town, confirming maintenance arrangements and replacement of the tree in the event the tree does not survive.
- f) The relocation of existing tree(s) into the Town's reserves (including within the road reserve) is not supported.
- g) The retention of an existing, mature tree will be positively considered when assessing any application against the Design Principles of the Residential Design Codes – Volume 1.

8.3 Subdivision

- a) ~~In supporting any subdivision that will create additional residential lots, the Town will recommend the imposition of a condition requiring satisfactory arrangements being made to inform prospective purchasers of the requirements prescribed by this Policy.~~

The Town may recommend that prior to the determination of an application for subdivision approval, information be provided to allow consideration of the impacts of the subdivision and layout on any regulated tree and whether the general requirements of this policy have been addressed.

- b) Subdivision design, layout and earth working levels, shall prioritise the retention of regulated trees.
- c) The subdivision plan shall identify regulated trees and note if they are to be retained or removed, and the applicant is to demonstrate how the retained regulated trees will be protected as part of the subdivision process.
- d) The Town will request the WAPC include the following condition on the subdivision approval to ensure regulated trees identified by the Town are protected:

“The regulated tree(s) identified on the approved plan of subdivision dated _____ shall be retained and protection measures implemented to ensure such trees are not impacted by subdivisional works. These trees must not be removed when clearing the conditions of this approval unless development approval for their removal is obtained from the local government”.

Document responsibilities:			
Owner:			
Inception date:	OCM 23 June 2020	Owner Business Unit:	Planning and Regulation
Review date:	June 2024	Decision maker:	Council
Compliance requirements:	N/A	Repeal and replace:	N/A
Legislation:			
Planning and Development Act 2005 Planning and Development (Local Planning Scheme) Regulations 2015			



MINUTES

Audit and Governance Committee

Wednesday 12 June 2024, 5:00 pm

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

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

The Presiding Member declared the meeting open at 5:06pm, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

2 Announcements by the Presiding Member without Discussion

Nil

3 Attendances, Apologies and Leave of Absence

Present

Councillors

Cr Kathryn Hamilton, Mayor (Presiding Member)
Cr Paul Poliwka, Deputy Mayor (via Electronic Means)

Officers

Mr Paul White, Director Corporate Services
Ms Joanne Burges, Manager Governance & Strategy
Ms Waruni De Silva, Manager Financial Services
Mr Tristan Loney, Manager Information and Technology

Community Member

Ms Sasha Rademakers

Paxon

Ian Ekins, Associate Director (via Electronic Means)

Public

There were no members of the public in attendance.

Apologies

Cr Ken John
Cr Jamayne Burke
Mr Ron Back

4 Declarations of Interest

Nil

5 Presentations or Deputations

Nil

6 Confirmation of Minutes

Council Resolution/Officer Recommendation – Item 6.1

MOVED Cr Kathryn Hamilton, Seconded Ms Sasha Rademakers

That the minutes of the Audit and Governance Committee meeting held on 6 March 2024, be received and confirmed as a true and correct record.

CARRIED UNANIMOUSLY 3/0

7 Business Deferred from Previous Meeting

Nil

8 Reports

8.1 Annual Audit of the Financial Report for 2023/24 - Audit Planning Memorandum	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD/8
Directorate	Corporate Services
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	1. Updated Town of Bassendean Audit Planning Memorandum 30 June 2024 [8.1.1 - 21 pages]

Purpose

The purpose of this report is to provide the Audit Planning Memorandum (APM) for the audit of the Town's Financial Report for 2023/24 to the Committee.

Committee/Officer Recommendation – Item 8.1

MOVED Ms Sasha Rademakers, Seconded Cr Kathryn Hamilton,

That the Audit and Governance Committee receives the RSM Audit Planning Memorandum for the audit of the Town's Financial Report for 2023/24, attached to this report.

Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 3/0

8.2 Draft Audit and Governance Committee Charter	
Property Address	
Landowner/Applicant	
File Reference	GOVN/CCLMEET/1
Directorate	CEO and Council Support
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Audit Committee Charter - Final Draft 310524 [8.2.1 - 9 pages]

Purpose

The purpose of this report is for Audit and Governance Committee (Committee) to consider replacing the existing Audit and Governance Committee Instrument of Appointment and Delegation with a contemporary Audit and Governance Committee Charter.

Committee/Officer Recommendation – Item 8.2

MOVED Cr Kathryn Hamilton, Seconded Ms Sasha Rademakers,

That the Committee recommend that Council adopt the Audit and Governance Committee Charter as attached to this Report.

Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 3/0

8.3 Record Keeping Policy Review	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	INFM/POLCY/1
Directorate	Corporate Services
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Draft Amended Record Keeping Policy - Tracked changes [8.3.1 - 4 pages] 2. Draft Amended Record Keeping Policy - Clean [8.3.2 - 4 pages]

Purpose

The purpose of this report is for the Audit and Governance Committee to consider a revised draft Record Keeping Policy for the Town.

Committee/Officer Recommendation – Item 8.3

MOVED Cr Kathryn Hamilton, Seconded Ms Sasha Rademakers,

That the Audit and Governance Committee:

- 1.Reviews the draft amended Record Keeping Policy attached to this report; and
- 2.Recommends that Council adopt the draft amended Record Keeping Policy.

Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 3/0

8.4 Purchasing Policy Review	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/PROCED/1
Directorate	Corporate Services
Previous Reports	12 June 2023
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Purchasing Policy - Marked up [8.4.1 - 10 pages] 2. Draft Amended Purchasing Policy - June 2024 [8.4.2 - 8 pages] 3. Purchasing Policy - LG Comparison [8.4.3 - 4 pages]

Purpose

The purpose of this report is for the Audit and Governance Committee to review the Town's Purchasing Policy. A draft amended Purchasing Policy is attached to this report.

Committee/Officer Recommendation – Item 8.4

MOVED Ms Sasha Rademakers, Seconded Cr Kathryn Hamilton,

That the Audit and Governance Committee:

1. Inserts the following into the draft amended Purchasing Policy against the proposed \$1,001 to \$5,000 purchase value threshold: *"The Town will use its general knowledge of the market to ascertain whether the purchase represents value for money. The Town should seek more than one quotation if they are not satisfied that the first choice of supplier would represent value for money"*.
2. Recommends Council adopt the draft amended Purchasing Policy attached to this report, as amended by resolution 1 above.
3. Notes the administration will prepare a report for the Committee within 12 months on compliance with the requirements of the Purchasing Policy, informed by its internal audit program.

Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 3/0

8.5 Audit Findings Log	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Directorate	Corporate Services
Previous Reports	Quarterly
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL - June 2024 Audit Findings Log [8.5.1 - 7 pages]

Purpose

The purpose of this report is to provide the Audit and Governance Committee with the Town's Audit Findings Log, with updated actions since the meeting of the Committee on 6 March 2024.

Committee/Officer Recommendation – Item 8.5

MOVED Ms Sasha Rademakers, Seconded Cr Paul Poliwka,

That the Audit and Governance Committee receives the Audit Findings Log and notes the action taken or proposed to address the recommendations.

Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 3/0

9 Motions of Which Previous Notice Has Been Given

Nil

10 Announcements of Notices of Motion for the Next Meeting

Nil

11 Confidential Business

Nil

12 Closure

There being no further business, the Presiding Member declared the meeting closed, the time being 5:30 pm.

Town of Bassendean

Audit Planning Memorandum

For the year ending 30 June 2024

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Introduction

This audit plan outlines the scope of our work and the key considerations in relation to our audit of the Town of Bassendean ("the Town") for the year ending 30 June 2024.

The purpose of this document is to set out our understanding of the key areas in the audit when we will conduct the audit and your audit team.

The audit plan is prepared with input from management. The audit plan is tailored for the Town's environment and revised throughout the year to adjust for business developments, additional relevant matters arising, changes in circumstances, findings from activities performed and feedback we receive from you.

We look forward to working together with you.

Please do not hesitate to contact either one of us or one of our other team members should you wish to discuss any aspect of the engagement.

Amit Kabra

Director – RSM Australia Pty Ltd

T: 08 9261 9594

Amit.Kabra@rsm.com.au

Jay Teichert

Senior Director – Office of the Auditor General of Western Australia

T: 08 6557 7742

Jay.Teichert@audit.wa.gov.au



1. Audit Summary

Purpose

The primary purpose of this Audit Planning Memorandum ("APM") is to brief the Town of Bassendean ("the Town") on the proposed approach by RSM Australia ("RSM"), on behalf of the Office of the Auditor General ("OAG"), to audit the financial report, controls and key performance indicators of the Town for the year ending 30 June 2024.

The APM forms the basis for discussion at the audit entrance meeting scheduled for 01 May 2024 and is a key tool for discharging our responsibilities in relation to communicating with those charged with governance.

Scope of the Engagement

The scope of this engagement involves expressing an opinion on the audit of the general-purpose financial statements for the financial year ending 30 June 2024, prepared in accordance with the *Local Government Act 1995 (LG Act)*, the *Local Government (Financial Management) Regulations 1996 (Financial Management Regulations)*, Australian Accounting Standards, to the extent that they are not inconsistent with the LG Act and the Financial Management Regulations. The term 'Australian Accounting Standards' refers to Standards and Interpretations issued by the Australian Accounting Standard Board (**AASB**).

In addition to the above, the Town also requires certifications in respect of the following grants:

- (a) Roads to Recovery (**R2R**) grant under the *National Land Transport Act 2014*, Part 8; and
- (b) Local Roads and Community Infrastructure Program (**LRCIP**) grant in accordance with the LRCIP guidelines issued by the Australian Government Town of Infrastructure, Transport, Regional Development and Communications.

The certifications do not form part of the audit scope. However, RSM will engage separately with the Town to issue an independent auditor's report on the above.

Matters of significance

In accordance with section 24(1) of the Auditor General Act 2006, the Auditor General is required to report on matters arising out of the performance of the Auditor General's functions that are, in the opinion of the Auditor General, of such significance as to require reporting.

Arrangements

Audits are not an absolute guarantee of the accuracy or reliability of Town's information and may not have identified all matters of significance. This is because the work undertaken to form an opinion is permeated by judgement and most audit evidence is persuasive rather than conclusive. In addition, there are inherent limitations in any audit, including the use of testing, the effectiveness of internal control structures and the possibility of collusion.

Primary responsibility for the detection, investigation, and prevention of irregularities rests with the Town. Consequently, the Town remains responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing, and presenting the financial statements, and complying with the *Financial Management Act 2006* and other relevant laws.

Under the *Auditor General Act 2006*, audit staff have unrestricted access to information held by the Town, irrespective of any restrictions on disclosure imposed, such as secrecy provisions.

Confidentiality of audit files and working papers is required under the *Auditor General Act 2006*. The Office of the Auditor General is an 'exempt agency' under the *Freedom of Information Act 1992*. The signed contract between the Auditor General and RSM contains strict confidentiality clauses.

RSM relationship with the OAG and Town

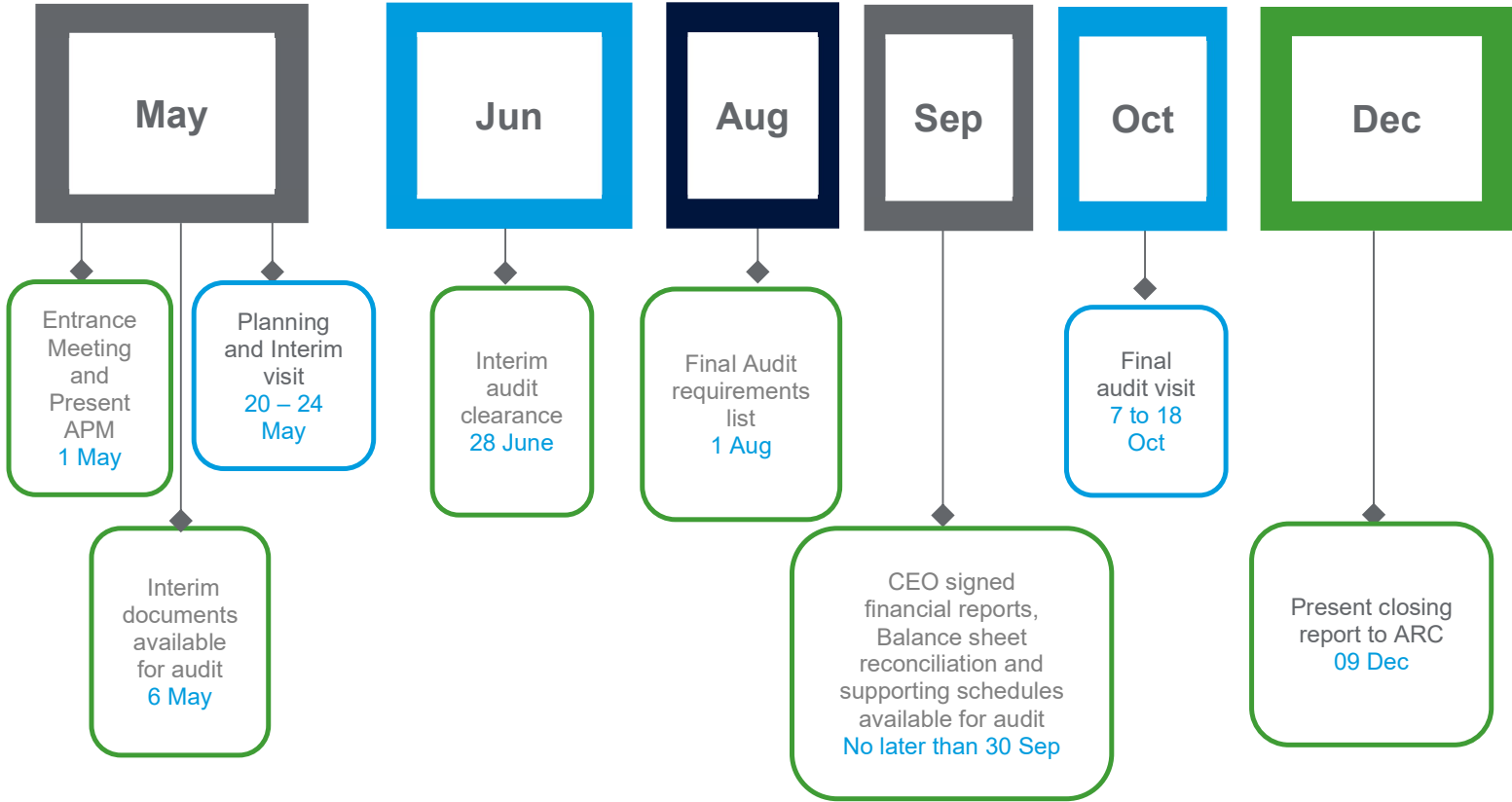
RSM has been contracted by the OAG to execute the scope and report to the OAG.

RSM is required to report to the OAG any matter which may affect the Auditor General's responsibilities under sections 15 and 24 of the *Auditor General Act 2006*.








RSM's services will be conducted under the overall direction of the Auditor General, who will retain responsibility for forming an audit opinion and issuing an independent auditor's report to Town. The contract requires RSM to use its methodology and audit approach.

2. Timing

Based on discussions with management, we have agreed on the below milestones. A detailed timetable can be found in Appendix 1.



3. Audit Approach

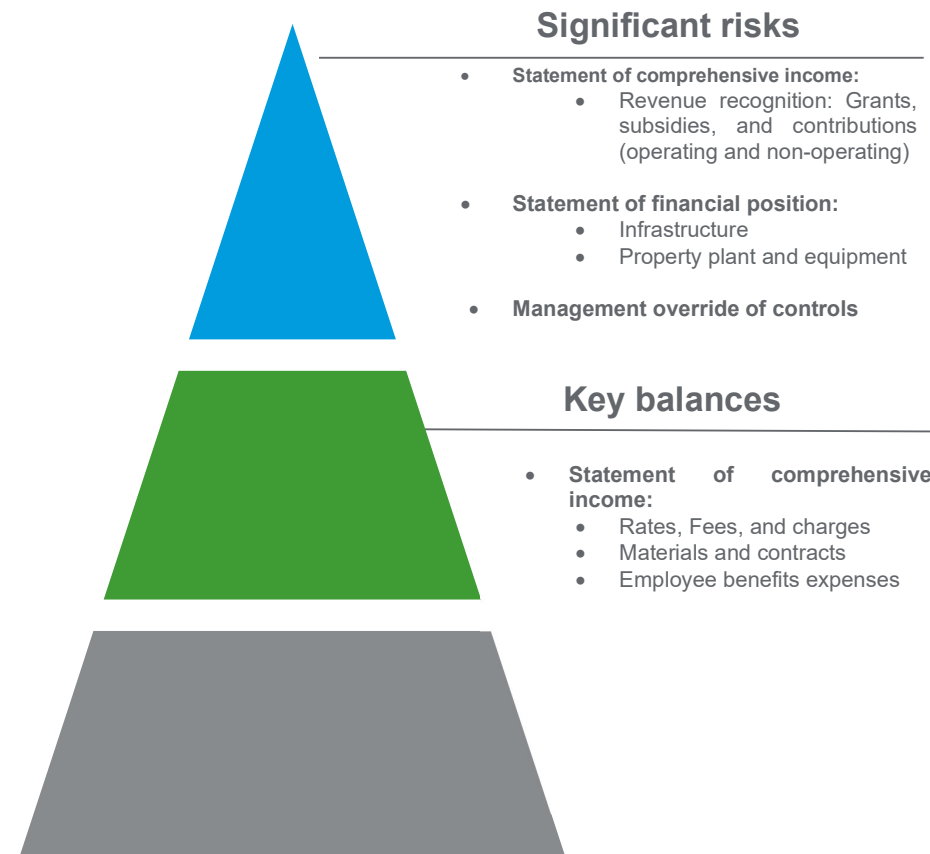
Internal control environment 	<p>In accordance with Australian Auditing Standards, we will perform a review of the design and operating effectiveness of the entity's significant financial recording and reporting processes.</p> <p>We will ensure that any significant deficiencies that come to our attention during our audit are communicated to the AGC and management in a timely manner.</p> <p><i>Refer to Appendix 3 KEY CONTROLS for more details.</i></p>	Materiality 	<p>Based on our RSM Global Audit Methodology and professional judgment, we determined certain quantitative thresholds for materiality, including the overall materiality of the financial statements. These, together with qualitative considerations, helped us to determine the nature, timing and extent of our audit procedures on the individual financial statement line items and disclosures and to evaluate the effect of identified misstatements, both individually and in the aggregate, on the financial statements and on our opinion.</p>
Fraud considerations 	<p>Under Auditing Standard ASA 240 <i>The Auditor's Responsibilities Relating to Fraud in an Audit of a Financial Report</i> (ASA 240), when planning and performing audit procedures and evaluating the results, the auditor must consider the risk of material misstatement in the financial statements because of fraud and error.</p> <p>Although ASA 240 sets out the principles and procedures we must follow, the primary responsibility for the prevention and detection of fraud and error rests with the management of the Town. The Town is responsible for maintaining accounting records and controls designed to prevent and detect fraud and error and for the accounting policies and estimates inherent in the financial statements.</p>	Key areas of Audit focus 	<p>For all significant risk material account balances, the engagement team will specify which audit assertions pose significant audit risk and test this balance to ensure it is not materially misstated.</p> <p>Where we have determined that an assessed risk of material misstatement at the assertion level is a significant risk, we will perform substantive procedures that are specifically responsive to that risk.</p> <p>Non-significant risk material balances will be audited by substantive analytical procedures and tests of details, as necessary.</p> <p><i>Refer to Section 4 KEY AREAS OF AUDIT FOCUS for more details.</i></p>
Information systems 	<p>In accordance with Australian Auditing Standards, we will obtain an understanding of the information system, including the related business processes, relevant to financial reporting, including (amongst others) how the information system captures events and conditions, other than transactions, that are significant to the financial statements.</p> <p><i>Refer to Section 6 INFORMATION SYSTEMS AUDIT SPECIALIST for more details.</i></p>	Other critical areas 	<p>We will audit the critical disclosures in the financial statements by verifying the underlying calculations and auditing the evidence to support the amounts disclosed.</p> <p><i>Refer to Section 5 OTHER CRITICAL AREAS IN THE FINANCIAL STATEMENTS for more details.</i></p>
Going concern 	<p>In accordance with Australian Accounting Standards, management is required to make an assessment of the entity's ability to continue as a going concern when preparing the financial report.</p> <p>We will review management's assessment and, along with our audit evidence, form an opinion on the entity's ability to continue as a going concern.</p>	Compliance 	<p>We will enquire and consider the impact on the financial report of any non-compliance with laws and regulations during our audit. Any identified instances of non-compliance will be reported to the Town and management in a timely manner.</p>

4. Key Areas of Audit Focus

As part of the risk assessment, we have determined whether any of the risks identified are, in our judgment, significant risks. A significant risk is an identified and assessed risk of material misstatement that, in our judgment, requires special audit consideration. The assessment is based upon:

- Enquiries of the Local Government Administration and Executive,
- The complexity of transactions within each area,
- The extent of specialist skill or knowledge needed to perform the planned audit requirement,
- The degree of subjectivity in the measurement of financial information related to the risk, especially those measurements involving a management estimate and judgment.
- Whether the area is exposed to fraud risk.

Using the State Government 2023/24 budget papers, Government media releases related to the Town and the 30 June 2023 financial statements as a guide and referring to the RSM calculated materiality amount (based on the total cost of service) and risk assessment, RSM has identified the following potential significant balances for the current financial year.



Key Areas of Audit Focus (continued)

SIGNIFICANT RISKS

1. Management override of controls

Reasons why RSM considers this area a significant risk	RSM Audit response
<ul style="list-style-type: none"> Recording fictitious journal entries to manipulate operating results or achieve other objectives. Inappropriately adjusting assumptions and changing judgements used to estimate account balances. Altering records and terms related to significant and unusual transactions. Omitting, obscuring, or altering the timing of recognition and /or disclosure of transactions required under AASBs. 	<ul style="list-style-type: none"> Testing journal entries recorded in the general ledger and adjustments on a sample basis based on data analytics to identify journal entries that exhibit characteristics of audit interest. Assessing accounting estimates for evidence of biases. Reviewing unusual, significant transactions and related party transactions. Conducting an unpredictability test (discussed in <i>Appendix 4</i>).

2. Revenue recognition – Grants, subsidies and contributions

Reasons why RSM considers this area a significant risk	RSM Audit response
<ul style="list-style-type: none"> The Local Government recognises revenue from multiple revenue streams outside of its income from rates, including operating grants, subsidies and contributions, and non-operating grants, subsidies and contributions. There is a risk that the recognition of revenue may not be compliant with the requirements of AASB 15 Revenue from Contracts with Customers and AASB 1058 Income for Not-for-Profits. Furthermore, there is a presumed fraud risk within revenue recognition under the Australian Auditing Standards. 	<p><i>Substantive testing:</i></p> <ul style="list-style-type: none"> Performing test of details, on a sample basis, over grants, subsidies and contributions throughout the year and include transactions near year end to ensure they are correctly and completely accounted for in line with the Local Government's revenue recognition policy. Perform calculation checks for contract liabilities related to grants, subsidies and contributions and vouch for agreements. Review receivables balances on a sample basis and perform subsequent receipt testing. Perform testing on journal entries for any management override of internal controls related to revenue recognition.

3. Infrastructure and Property, Plant and Equipment

Reasons why RSM considers this area a significant risk	RSM Audit response
<ul style="list-style-type: none"> Infrastructure and Property, Plant and Equipment constitute approximately 85% of the Local Government's total assets as of 30 June 2023. Due to the significant assumptions regarding the assets' service potential, useful life, asset condition and residual value, the potential for management bias when assessing impairment indicators of Infrastructure and Plant and Equipment results in us determining them as areas of significant risk. 	<p><i>Test of controls including:</i></p> <ul style="list-style-type: none"> Assessing the design, implementation and operating effectiveness of key internal controls operating within the Infrastructure and Property, Plant and Equipment cycle, including application controls. <p><i>Substantive testing including:</i></p> <ul style="list-style-type: none"> Performing test of details, on a sample basis, material additions to Infrastructure, Property, and Equipment (which includes works in progress) to ensure they qualify for capitalisation in accordance with AASB 116 <i>Property, plant and equipment</i> Performing test of details, on a sample basis, over depreciation expenses to ensure they are calculated in accordance with the Town's depreciation policy. Reviewing management's assessment on the fair value estimates. Testing accuracy and completeness of data sets including review of useful lives, condition assessments and depreciation rates. Reviewing management impairment assessment for any indication of management bias. Reviewing the disclosures in the notes to the financial statements is appropriate.

Key Balances and Transactions

1. Rates, Fees and Charges

Account and characteristics	RSM Audit response
<ul style="list-style-type: none"> Revenue is measured by considering multiple elements, for example, rates and transactions are calculated by the application of a rate in the dollar to the Gross Rental Value (GRV), which is in turn determined by dividing the required rate collection amount by the total valuations on the roll. The GRV is supplied by Landgate. Lastly, rates revenue represents a significant portion of the Local Government's annual operating income and is an important revenue stream in terms of the Local Government's cash flows. In addition, further complexity and risk are associated with the requirement for the Local Government to comply with Part 6, Division 6 'Rates and service charges' of the Local Government Act 1995. 	<p><i>Test of controls including:</i></p> <ul style="list-style-type: none"> Assess the design, implementation and operating effectiveness of key internal controls operating within the revenue cycle, including application controls. Reviewing the IT general controls related to the core financial accounting system. <p><i>Substantive testing including:</i></p> <ul style="list-style-type: none"> Review rates receivables balances on a sample basis and perform subsequent receipt testing. Perform analytical procedures on rates through a detailed comparison with Landgate valuation data and approved rate in the dollar. Performing test of details, on a sample basis, over fees and charges, to ensure they are correctly accounted for in line with the Local Government's revenue recognition policy. Determine if the disclosures in the notes to the financial report related to the revenue recognition policy are appropriate.

2. Materials and contracts

Account and characteristics	RSM Audit response
<ul style="list-style-type: none"> The Local Government's expenditure is comprised of several material components, including materials and contracts, depreciation and other expenditure. Due to the overall significance of materials and contracts and the risk of management override, the different cost allocation methods, the strict and complex requirements of the Local Government functions and general regulations, materials and contracts expenses are considered a key class of transactions. 	<p><i>Test of controls including:</i></p> <ul style="list-style-type: none"> Assess the design, implementation and operating effectiveness of key internal controls operating within the revenue cycle, including application controls. Reviewing the IT general controls related to the core financial accounting system. <p><i>Substantive testing including:</i></p> <ul style="list-style-type: none"> Performing test of details, on a sample basis, over materials and contracts expense. The samples will be selected from transactions occurring throughout the year and include transactions near year end to ensure they are correctly and completely accounted for in the correct period. Perform a search for unrecorded liabilities.

3. Employee benefits expense

Account and characteristics	RSM Audit response
<ul style="list-style-type: none"> The Local Government's expenditure is comprised of several material components, including employee benefits expense, materials and contracts, depreciation, and other expenditure. Due to the overall significance of employee benefits expense and the risk of management override, the different cost allocation methods, it is considered a key class of transactions. 	<p><i>Test of controls including:</i></p> <ul style="list-style-type: none"> Assess the design, implementation and operating effectiveness of key internal controls operating within the payroll cycle, including application controls. Reviewing the IT general controls related to the core financial accounting system. <p><i>Substantive testing including:</i></p> <ul style="list-style-type: none"> Analytical procedures over employee benefit expenses and amounts allocated from employee benefits to capital projects. Performing test of details, on a sample basis, over annual leave and long service leave provisions Check the mathematical accuracy of the long service leave computation, including consideration of significant assumptions, methods and data utilised. Performing test of details, on a sample basis, of Key Management Personnel ('KMP') remuneration disclosures in the financial report.

Key Areas of Audit Focus (continued)

Other material balances

Statement of Financial Position	RSM Audit response
Cash and cash equivalents	<ul style="list-style-type: none"> Review bank reconciliation for all material bank accounts. Confirm bank balances with relevant financial institutions. Testing the classification of cash and cash equivalents as restricted cash, where applicable.
Trade receivables	<ul style="list-style-type: none"> On a sample basis, test trade receivables to supporting documentation and subsequent receipts (where possible). Review management's assessment of the reasonableness of provision for expected credit losses.
Trade and other payables	<ul style="list-style-type: none"> On a sample basis, test trade payables and accruals to supporting documentation and subsequent payment (where possible). Perform a search for unrecorded liabilities.
Investment in associate	<ul style="list-style-type: none"> Confirm associate net position and operating result as at 30 June 2024. Review equity accounting of investment in associate. Reviewing the disclosures in the notes to the financial statements is appropriate.
Borrowings	<ul style="list-style-type: none"> Confirm loan balances with relevant financial institutions. Review management's assessment of the current and non-current balance computation
Statement of comprehensive income	RSM Audit response
Other revenue	<ul style="list-style-type: none"> On a sample basis, test other revenue to supporting documentation throughout the year and include transactions near year end to ensure they are correctly and completely accounted for in line with the Local Government's revenue recognition policy.
Other expenditure	<ul style="list-style-type: none"> On a sample basis, test supplies and services expense to supporting documentation to ensure recorded in the correct year.

5. Other Critical Areas and Disclosures

RSM will also audit the following critical disclosures in the financial statements by verifying the underlying calculations and auditing the evidence to support the amounts disclosed.

Related party disclosures

The Local Government is subject to the requirements of AASB 124 *Related Party Disclosures*. The Standard requires disclosures for senior officers' compensation and certain transactions with related parties. A review will be conducted to ensure proper accounting and disclosure of related party transactions and executive remuneration.

Further, section 7.12AL of the Act applies section 17 of the *Auditor General Act 2006* to a Local Government, which requires the Local Government to advise the Auditor General in writing of details of all related entities that are in existence.

RSM Audit response:

We will review the disclosures and supporting material to ensure compliance with AASB 124. We will also assess the Local Government's internal controls around the identification and proper disclosure of related party transactions and key management remuneration.

Capital and other commitments for expenditure

The Local Government will disclose in the financial statements capital and other commitments relating to future asset construction and replacements.

RSM Audit response:

We will check the underlying calculations and review the evidence to support the amounts disclosed.

Contingent liabilities

The Local Government has an internal environmental compliance and governance Town that deals with matters against the Local Government and engages external consultants and legal advisors for matters which cannot be resourced internally.

There is a risk that the Local Government may not recognise and disclose the full value of all potential contingent liabilities or provisions for environmental or legal matters.

RSM Audit response:

- Obtaining an understanding from the Administration of the nature and history of any environmental compliance matters and legal matters which could give rise to a claim or obligation against the Local Government.
- Reviewing the legal advice provided to Administration and Council with respect to any claim or obligation against the Local Government.
- Assessment of Administration's accounting treatment in accordance with AASB 137 Provisions, Contingent Liabilities and Contingent Assets and AASB 110 Events after the Reporting Period for any claim or obligation against the Local Government.
- Testing of management's assumptions in determining the estimated value of obligations or claims not yet settled.
- Reviewing the basis and adequacy of disclosures within the financial statements in relation to provisions and contingent liabilities.

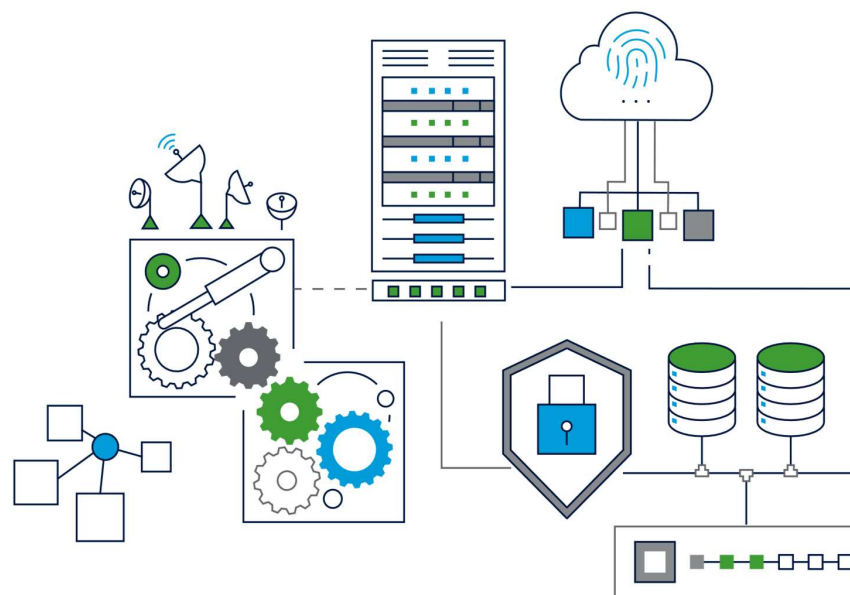
6. Information Systems Audit Approach

We have assessed that financial management information systems are sophisticated. Therefore, RSM will engage our Information System Auditor (ISA) specialist to assess the risk of material misstatement imposed by the Information Technology (IT) environment.

RSM complies with Auditing Standard ASA 315 Identifying and Assessing the Risks of Material Misstatement. Our approach to information systems audit is to obtain an understanding of the information system, on a rotational basis, including the related business processes, relevant to financial reporting, including (amongst others) how the information system captures events and conditions, other than transactions, that are significant to the financial statements.

The audit procedures conducted by the ISA in the Town will be:

- Testing general IT controls around system access and testing controls over computer operations within specific applications which are required to be operating correctly to mitigate the risk of misstatement in the financial statements;
- Assessing whether appropriate restrictions were placed on access to core systems through reviewing the permissions and responsibilities of those given that access;
- Where we identify the need to perform additional procedures, place reliance on manual compensating controls, such as system interfaces, transfer of data from one system to another, reconciliations between systems and other information sources or performing additional testing, such as extending the size of our sample sizes, to obtain sufficient appropriate audit evidence over the financial statement balances that were impacted; and
- Reviewing the key controls around change management related to significant IT systems



7. Your Engagement Team

Your engagement team has been carefully selected to provide you with an efficient and effective audit through their relevant experience. The audit team consists of the following members

RSM Core Engagement Team



Amit Kabra

Director – Assurance and Advisory

T: 08 9261 9594

Amit.Kabra@rsm.com.au



Jacques Coetzer

Senior Manager – Assurance and Advisory

T 08 9261 9100

Jacques.Coetzer@rsm.com.au



Riaan Bronkhorst

Director - Security & Privacy

T: 08 9261 9272

Riaan.Bronkhorst@rsm.com.au

OAG Representatives

Jay Teichert

Senior Director – Office of the Auditor
General of Western Australia

T: 08 6557 7742

Jay.Teichert@audit.wa.gov.au

Appendices

1. Timetable
2. RSM Orb
3. Key Controls
4. Changes in Accounting Standards

Appendix 1: Timetable

Phase	Task	Indicative time frame*	Action
Pre-planning	Pre-planning discussions with the Town	April 2024	RSM / OAG / Local Government
Planning	Issue final APM to the Town	May 2024	RSM
	Entrance meeting with the Town's AGC to present APM	June 2024	RSM / OAG/ Local Government
Interim Audit Fieldwork	Forward Interim Audit Preparation Checklist to the Town	May 2024	RSM
	Interim audit focusing on controls testing for major transaction cycles based on a rotation plan, walkthrough of all major transaction cycles, review of the key reconciliation routines, and preliminary analytical review for the 11 months ended 31 May 2023.	May 2024	RSM / Local Government
OAG review	OAG Director to review the interim audit fieldwork performed by RSM	June 2024	RSM / OAG
Interim Audit Management Letter and/ or interim audit findings (if applicable)	Interim audit findings meeting to discuss the draft Interim Audit Management Letter and findings with the Town	June 2024	RSM / OAG / Local Government
	Town returns the draft Interim Audit Management Letter with comments to RSM	June 2024	Local Government
	OAG to issue the final Interim Audit Management Letter to the Chief Executive Officer and Mayor of the Local Government	28 June 2024	OAG
Draft pro-forma financial statements	Pro-forma financial statements to RSM and the OAG for review	30 August 2024	Local Government
	Provide comments on the proforma financial statements to the Town	13 September 2024	RSM / OAG
Final Audit Fieldwork	Forward Final Audit Preparation Checklist to the Town	01 August 2024	RSM
	Provision of final trial balance as at 30 June to RSM	30 September 2024	Local Government
	CEO signed financial statement to RSM and OAG	30 September 2024	Local Government
	Performance of substantive tests for revenue and expenditure cycles for the 2 months ending 30 June 2024	7 – 18 October 2024	RSM
	Performance of substantive tests for balance sheet accounts as at year end and review of financial statement disclosure	7 -18 October 2024	RSM
OAG review	OAG Director to review the final audit fieldwork performed by RSM	28 October 2024	RSM / OAG
	Issue of draft Final Audit Management Letter to the Town for comments	11 November 2024	RSM
	Town returns the draft Final Audit Management Letter with comments to RSM	18 November 2024	Local Government
Final Audit Management Letter (if applicable)	OAG to issue the final Audit Management Letter to the Chief Executive Officer and Mayor of the Local Government	Together with signed audit report	OAG

Phase	Task	Indicative time frame*	Action
Closing Report and Management Representation Letter	Issue draft Closing Report and pro-forma Management Representation Letter to the OAG and the Town for comment	2 December 2024	RSM
Exit Meeting	Final audit exit meeting with the Local Government's Audit and Risk and Compliance Committee including presentation to the closing report	09 December 2024	RSM / Local Government/ OAG
Contractor's Audit Report	Independent Contract Auditor's Report issued	10 December 2024	RSM
Audit Report	The Auditor General is to sign and issue the Audit Report to the Town	Within 5 business days of receiving the signed contractors audit report from RSM	Auditor General

Audit preparation checklist.

To assist the Local Government to gather and collate the necessary audit information and documentation, we will issue in advance of each audit visit an Interim Audit Preparation Checklist and a Final Audit Preparation Checklist via CaseWare Xtend. As the requested information will be an important part of our audit working papers, the information required must be made available to RSM on or before the audit fieldwork dates specified above. CaseWare Xtend will facilitate the delivery of an efficient audit and help to minimise interruptions to the Town. RSM will endeavour to make the checklists as detailed as possible in order to allow for changing working conditions in place.

We have found CaseWare Xtend to be very useful in the past and appreciate the access it gives to information for all team members.

Appendix 2: RSM Orb



An RSM Audit puts quality at its heart to deliver.

We recognise that the delivery of a quality audit service is critical to achieving client satisfaction and our audit objectives.

In undertaking the audit on the financial report, we have utilised our technology platform and proprietary methodology, RSM Orb.

RSM Orb is our optimal risk-based audit methodology, deployed across more than 100 countries worldwide. Our technology platform and proprietary methodology enables our auditors to focus on your risks and design procedures tailored to your unique circumstances and environment. RSM Orb enables us to develop a deeper understanding of your business, providing you with critical insights now and for the future.

An RSM Orb audit delivers:

Consistency

A consistent approach across any number of operations and jurisdictions, tailored to your unique risks and circumstances.

Innovation

Optimising our use of technology in how we plan and conduct our work to enhance your audit experience.

Critical insights

Pinpointing those areas that require closer scrutiny and enhanced judgement, enabling us to be more effective in addressing risk areas and adding intellectual value and critical insights.

Confidence

Delivered through robust and considered planning, an efficient technology platform and a highly qualified experienced team



Appendix 3: Key Controls

3.1 Significant changes to internal controls

The Town advised that there are no major changes to its management and internal control environments and is not aware of any major changes that may significantly impact the 30 June 2024 financial statements.

3.2 Effectiveness of internal controls

The overall control environment in the Town has not raised any significant audit issues in the recent past. The Town management team has a substantial focus on ensuring that controls in place are robust and that financial reporting is accurate. The financial controls, processes, and procedures across the Town are at a mature stage with proper documentation and ownership within the various business units. We will assess the Town's overall control environment, including meeting with senior management. This will include consideration of senior management's approach and the quality of internal audit and risk management processes and procedures.

We will follow up during the current year audit procedures prior year management letter points, as outlined in the below table, to ensure they have been properly resolved.

Findings completed and awaiting verification

Matter	Rating	Due Date
Timeliness of performing bank reconciliations	Significant	30 June 2024
Completeness of Fixed Asset Register	Minor	30 June 2024
Reports generation at year-end	Minor	30 June 2024
General Computer Controls Review		
Synergy Finance Application – User Access Management	Significant	30 June 2024
Network and Remote – User Access Management	Moderate	30 June 2024
Change Management	Minor	30 June 2024
Service Level Agreement with Synergy Soft's Vendor (IT Vision)	Moderate	30 June 2024
Network Security Management	Moderate	30 June 2024
Data Loss Prevention	Moderate	30 June 2024

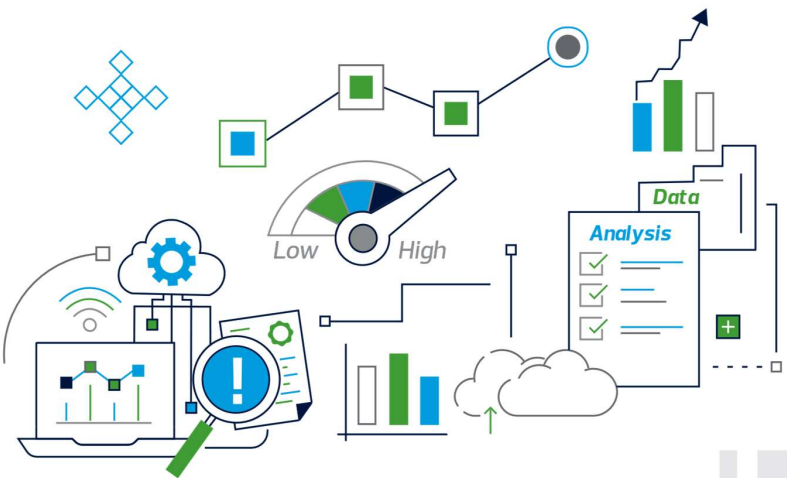
Matter	Rating	Due Date
Physical and Environmental Security	Moderate	30 June 2024
Business Continuity and Disaster Recovery	Minor	30 June 2024
IT Governance – Standards, Policies & Procedures	Minor	30 June 2024
Password Management	Minor	30 June 2024

3.3 Fraud incidences during the year

The Town's management has represented that no matters have been reported to the Crime and Corruption Commission or the Public Sector Commission. The Town management has confirmed that there were no fraud incidences to date of this APM.

It should be noted that our audit is not designed to detect fraud, however, should an instance of fraud come to our attention, we will report it to you. Information relating to the fraud will be provided to our forensic division and our office may decide to conduct further investigation.

Information obtained during the audit can be used to carry out an examination or investigation for one or more of the purposes mentioned in Section 18 of the *Auditor General Act*.



Appendix 4: Changes in Accounting Standards

Standard or pronouncement	Description	Who does it affect	Effective date
AASB 2021-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates	<p>This Standard amends:</p> <ul style="list-style-type: none"> AASB 7 Financial Instruments: Disclosures, to clarify that information about measurement bases for financial instruments is expected to be material to an entity's financial statements; ASB 101 Presentation of Financial Statements, to require entities to disclose their material accounting policy information rather than their significant accounting policies; AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors, to clarify how entities should distinguish changes in accounting policies and changes in accounting estimates; and AASB Practice Statement 2 Making Materiality Judgements, to provide guidance on how to apply the concept of materiality to accounting policy disclosures. 	All entities	31 December 2023 (Accounting periods beginning on or after 1 January 2023)
AASB 2020-1 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current	This Standard amends AASB 101 to clarify requirements for the presentation of liabilities in the statement of financial position as current or non-current. For example, the amendments clarify that liability is classified as non-current if an entity has the right at the end of the reporting period to defer settlement of the liability for at least 12 months after the reporting period. The meaning of settlement of liability is also clarified.	All entities	31 December 2024 (Accounting periods beginning on or after 1 January 2024)
AASB 2020-6 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current – Deferral of Effective Date	AASB 2020-6 defers the effective date of AASB 2020-1 from 1 January 2022 to 1 January 2023.	All entities	31 December 2024 (Accounting periods beginning on or after 1 January 2024)
AASB 2022-6 Amendments to Australian Accounting Standards – Noncurrent Liabilities with Covenants	AASB 2022-6 amends AASB 101 to provide further clarity on the presentation and disclosure of non-current liabilities with covenants, and to defer the effective date of the 2020 amendments from 1 January 2023 to 1 January 2024.	All entities	31 December 2024 (Accounting periods beginning on or after 1 January 2024)
AASB 2022-5 Amendments to Australian Accounting Standards – Lease Liability in a Sale and Leaseback	<p>This Standard amends AASB 16 Leases to add subsequent measurement requirements for sale and leaseback transactions that satisfy the requirements in AASB 15 Revenue from Contracts with Customers to be accounted for as a sale.</p> <p>AASB 16 already requires a seller-lessee to recognise only the amount of any gain or loss that relates to the rights transferred to the buyer-lessor. The amendments made by this Standard ensure that a similar approach is applied by also requiring a seller-lessee to subsequently measure lease liabilities arising from a leaseback in a way that does not recognise any amount of the gain or loss related to the right of use it retains.</p>	All entities	31 December 2024 (Accounting periods beginning on or after 1 January 2024)

For more information, visit: www.rsm.global/australia/service/audit-and-assurance-services

RSM Australia Pty Ltd

Level 32, Exchange Tower
2 The Esplanade
Perth WA 6000
T +61 (08) 9261 9100
F +61 (08) 9261 9111
rsm.com.au

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TOWN OF BASSENDEAN AUDIT AND GOVERNANCE COMMITTEE CHARTER

Role

Council has established the audit and governance committee under the *Local Government Act 1995*, section 7.1A.

The audit and governance committee assists Council in fulfilling its oversight responsibilities in relation to systems of risk management and internal control, the Town of Bassendean's (**Town**) processes for monitoring compliance with laws and regulations, including the code of conduct, financial and performance reporting and external and internal audit. The audit and governance committee is not responsible for the management of these functions.

The audit and governance committee will engage with management in a constructive and professional manner to perform its oversight responsibilities. The Chair of the audit and governance committee is responsible to, and reports to Council.

Members of the audit and governance committee are expected to:

- understand the legal and regulatory obligations of Council for governing the Town
- understand Council's governance arrangements that support achievement of Council's strategies and objectives
- exercise due care, diligence and skill when performing their duties
- adhere to the Town's code of conduct
- help to set the right tone in the Town by demonstrating behaviours which reflect the Town's desired culture
- be aware of contemporary and relevant issues impacting the local government sector
- only use information provided to the audit and governance committee to carry out their responsibilities, unless expressly agreed by Council.

The Director Corporate Services will help support the audit and governance committee's role in overseeing the internal audit function, with administrative support from the Manager Governance and Strategy.

The audit and governance committee may prepare an annual work plan that outlines when it will perform key activities, in consultation with Council.

Authority

Council authorises the audit and governance committee, in accordance with this Charter, to:

- obtain any information it requires from any official or external party (subject to any legal obligation to protect information)
- discuss any matters with the internal auditors, Office of the Auditor General (OAG), or other external parties (subject to confidentiality considerations)
- request the attendance of any official, including members of Council at audit and governance committee meetings
- obtain legal or other professional advice when necessary to fulfil its role, at the Town's expense, subject to approval by Council or delegate.

The audit and governance committee may undertake other activities as requested by Council.

Membership

The audit and governance committee comprises up to five (5) members of whom up to two (2) must be independent, appointed by Council. The audit and governance committee will be led by a Presiding Member, appointed by Committee. The Presiding Member will be appointed for an initial period of two (2) years and may be extended or reappointed for further periods as determined by the Committee.

Audit and governance committee members will be appointed for an initial period of two (2) years as determined by Council.

Council will review the membership of the committee every two (2) years to ensure an appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of qualifications, knowledge, skills and experience. Council may choose to re-appoint members based on their ability to contribute to the work of the audit and governance committee. However, the total length of time a member can sit on the committee will not exceed six (6) years.

Council may remove an audit and governance committee member at any time before their term expires, or a member may resign.

Audit and governance committee members will collectively have a broad range of skills and experience relevant to the operations of Council. At least one member of the audit and governance committee will have accounting or related financial management experience, with an understanding of accounting and auditing requirements in the local government sector. To support the skills and experience of committee members, the audit and governance committee will implement an induction and training program for new members. Council may elect to engage an advisor to the Committee, to provide independent advice on financial management, accounting and auditing requirements.

The audit and governance committee may invite Council, Directors, Executive Managers, Manager Governance and Strategy, Manager Financial Services, Manager Information Technology, Manager Human Resources, or other management representatives to present information and participate in the meeting. An officer from the OAG will be invited to attend audit and governance committee meetings as an observer.

The audit and governance committee will be administratively supported by officers in the Governance team.

Responsibilities

The audit and governance committee will be responsible for the following:

Risk management, fraud and internal control

The audit and governance committee oversees the Town's system of risk management and internal controls. Its responsibilities include:

- providing oversight on significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by senior management and Council
- considering the impact of Council's culture on risk management and internal controls
- annually reviewing Council's risk management framework
- monitoring changes in government strategies, the economic and business environment and other trends and factors related to Council's risk profile. This includes meeting periodically with key management, internal auditors, and the OAG to understand and discuss the impact of these changes or trends on the risk profile
- reviewing whether Council has an effective risk management framework, and, based on knowledge and understanding of the Town's risks, that material business risks are appropriately reflected in the risk profile and reported to Council
- reviewing and assessing the effectiveness of processes for identifying, managing, treating and mitigating Council's risks and ensuring that remaining risks align with the Town's risk appetite. The audit and governance committee should prioritise risks involving:
 - significant business risks, including environmental and workplace, health and safety risks
 - potential non-compliance with laws, regulations and standards
 - fraud and theft
 - litigation and claims.
- considering the adequacy and effectiveness of internal controls and the risk management framework by:
 - reviewing reports from management, internal audit, consultants, regulators and the OAG
 - ensuring risk registers consider risks that may impact whether the Town will achieve its strategic objectives
 - reviewing management's response to ICT risks, including cyber risks

- monitoring management responses and ensuring timely correction actions are taken by management
- assessing whether management has controls in place for non-routine types of transactions and/or any potential transactions that might carry an unacceptable degree of risk
- enquiring with management and the OAG regarding their assessment of the risk of material misstatement in the financial report due to fraud
- enquiring with management, internal auditors and the OAG about whether they are aware of any actual, suspected or alleged fraud or corruption affecting Council including the Town's response to the matters
- reviewing Council's processes and systems to detect, capture and respond to fraud risks, including preventative measures
- reviewing the business continuity planning process and be assured that material risks are identified and appropriate business continuity plans, including disaster recovery plans, are in place.
- reviewing summary reports from management on all suspected, alleged and actual frauds, thefts and breaches of laws and ensuring these are reported to Council and/or relevant authorities
- reviewing summary reports from management on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions
- liaising across the organisation on matters relating to risk management, fraud and internal control.

Internal audit

The audit and governance committee is responsible for guiding and overseeing the activities, resources and structure of the internal audit function. The audit and governance committee's responsibilities include:

- ensuring that the internal audit function, through the Director Corporate Services, has a direct reporting relationship with the audit and governance committee and accountable authority (functional reporting relationship) and has access to all levels of management needed to perform their duties
- monitoring internal audit's participation in non-assurance roles to assess whether it impacts their independence or interferes with the delivery of the internal audit program
- assessing the internal audit plan to ensure that it comprehensively covers material business risks that may threaten the achievement of strategic objectives and allows internal audit to assess culture
- reviewing and recommending the approval of the internal audit plan and work program by Council
- communicating the audit and governance committee's expectations to the Director Corporate Services in writing through the internal audit charter
- reviewing the internal audit charter annually for Council's approval

- reviewing the quality and timeliness of internal audit reports
- considering the implications of internal audit findings on the business, its risks and controls
- monitoring management's implementation of internal audit recommendations
- monitoring the progress of the internal audit plan and work program
- reviewing reports from the Director Corporate Services or the internal audit service provider on the overall state of Council's internal controls
- discussing whether management was cooperative and provided timely responses to internal audit requests

Compliance and ethics

The audit and governance committee oversees Council's processes to ensure compliance with relevant laws and regulations and for promoting a strong governance culture within the Town. This includes:

- understanding Council's compliance framework including its obligations, the officers responsible for compliance activities and management oversight and review of these processes
- considering the impact of Council's culture on compliance processes
- overseeing compliance by reviewing arrangements that monitor the impact of changes in key laws, regulations, internal policies and accounting standards affecting Council's operations
- reviewing management's investigation of non-compliance matters and obtaining assurance from management that appropriate follow-up action was taken
- obtaining updates from management on matters of compliance and ethical matters that may have material impact on Council's financial statements, strategy, operations, health and safety or reputation
- reviewing and monitoring related party transactions and conflicts of interest
- enquiring with management, internal audit and the OAG on their assessment of the compliance culture, the risk of non-compliance, or whether they have any knowledge of any actual, suspected or alleged non-compliance affecting the Town
- overseeing complaints management and whistleblowing policies to ensure that they are recorded and actioned effectively

Financial and performance reporting

The audit and governance committee oversees the integrity of financial and performance reporting processes within the Town. The committee's responsibilities include:

- reviewing the financial statements and providing advice to Council about whether they should be adopted by Council. The review includes assessing:

- whether the financial statements are consistent with the knowledge of the audit and governance committee members
- whether the financial statements comply with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.
- whether the financial statements accurately reflect the Town's financial position and performance, and if not, whether additional disclosures are required
- whether appropriate management action has been taken in response to any issues raised by the OAG, including financial statement adjustments or revised disclosures
- the quality of the Town's processes for preparing the financial statements, including how management has checked that they comply with relevant requirements
- significant issues, errors or discrepancies in the draft financial statements and ensuring members understand the reasons why these occurred
- the representation letter to be provided to the OAG to confirm that the assertions, including any immaterial errors collated during the audit, are appropriate.
- acting as a forum for communication between management and the OAG
- reviewing the Town's process to ensure the financial information included in the annual report is consistent with the audited financial statements.

External audit

The audit and governance committee is responsible for communicating and liaising with the OAG. This includes understanding the results of financial and performance audits conducted within the Town and overseeing whether recommendations are implemented by management. The committee's responsibilities include:

- meeting with the OAG to discuss the audit plan (audit entrance meeting) and the results of the financial audit (audit exit meeting)
- discussing with the OAG any significant resolved or unresolved disagreements with management
- monitoring and critiquing management's response to OAG findings and recommendations
- reviewing reports from the OAG including auditor's reports, closing reports and management letters
- reviewing all representation letters signed by management to assess whether the information appears complete and appropriate
- meeting with the OAG at least once per year without management presence. At this meeting, the committee will discuss matters relating to the conduct of the audit, including any difficulties encountered, restrictions on scope of activities or access to information, significant disagreements with management and adequacy of management responses

- reviewing performance audits conducted at the Town and ensuring that agreed recommendations are implemented
- monitoring the relationship between internal auditors and the OAG
- reviewing results of relevant OAG audit reports and better practice publications for guidance on good practices, including any self-assessment by management
- reviewing the form and content of the proposed auditor's report on the Town's financial and performance report. This may include any proposed modification, emphasis of matter, key audit matters, other matters and uncorrected misstatements in other information.

Other responsibilities

Perform other activities related to the role of this charter as requested by Council.

Administrative responsibilities

Meetings

The audit and governance committee will meet at least four (4) times a year or more frequently as necessary.

The Presiding Member is required to call a meeting if asked to do so by Council. If a meeting is requested by another audit and governance committee member, OAG or Director Corporate Services, the Chair will decide whether the meeting is necessary.

The Presiding Member will oversee the planning and conduct of meetings including the approval of the agenda, draft minutes and reporting to Council.

A quorum will consist of a majority of committee members. Where there is more than one (1) external member on the audit and governance committee, a quorum will include at least one (1) external member. The quorum must be in place at all times during the meeting.

Secretariat

The secretariat will provide services as required by the audit and governance committee that includes:

- preparing a meeting agenda for each meeting that is approved by the Presiding Member
- circulating the meeting agenda and supporting papers at least five (5) days before the meeting
- preparing minutes of the meetings and circulating them no later than two (2) weeks after the meeting
- maintaining final meeting papers and minutes in accordance with the recordkeeping requirements of Council.

Independence and conflicts of interest

The audit and governance committee must be independent from management of Council.

In consultation with the Presiding Member, Council should be satisfied that there are sufficient processes in place to manage any actual, perceived or potential conflicts of interest.

At the start of each audit and governance committee meeting, members are required to declare any conflicts of interest that may apply to specific matters on the meeting agenda. The Presiding Member is responsible for deciding if the member should excuse themselves from the meeting or from the audit and governance committee's consideration of the relevant agenda item(s).

Details of any personal interests declared by the Presiding Member and other audit and governance committee members, and actions taken to manage the conflicts, should be appropriately recorded in the meeting minutes and Council register of conflicts of interest in accordance with its policy.

Reporting

The audit and governance committee will, as often as necessary, report to Council on its operations and activities during the year and confirm to Council that all functions outlined in this charter have been satisfactorily addressed.

The audit and governance committee may at any time, report to Council on any other matters it deems to be sufficiently important. In addition, any individual audit and governance committee member may request a meeting with Council at any time.

Review of charter

The audit and governance committee will ensure that this charter complies with relevant legislative and regulatory requirements and will propose amendments when necessary to ensure that it accurately reflects the committee's current role and responsibilities.

The audit and governance committee will review this charter once every two (2) years and more frequently if required. The review will include consultation with Council. Any substantive changes to the charter will be recommended by the audit and governance committee and formally approved by Council.

Endorsed:
Audit and Governance Committee
Presiding Member

Approved:
Town of Bassendean
Mayor

[Signature]

[Signature]

[Date]

[Date]

DRAFT - FOR DISCUSSION

Record Keeping Policy

1 Objectives

To ensure compliance with the requirements of the State Records Act 2000 and the Local Government Act 1995.

To ~~ensure record keeping is undertaken in a manner that~~ provides for adequate and efficient storage and retrieval of the Town's information, ~~required for the conducting of business, and allows for fast and efficient service of the organisation's stakeholders.~~

2 Scope

This policy ~~applies~~ is relevant to the whole organisation of the Town of Bassendean, including employees, Councillors, and ~~all~~ contractors engaged employed by the Town ~~of Bassendean~~ to fulfil specific business functions.

3 Definitions

Government records – ~~are~~ records created or received by a government organisation or a government organisation employee or contractor in the course of work for the organisation.

Record – means any record of information however recorded and includes:

- Anything on which there is writing or Braille;
- A map, plan diagram or graph;
- A drawing, pictorial, or graphic work, or photograph;
- Anything on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- Anything from which images, sounds or writing can be reproduced with or without the aid of anything else; and
- Anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

Source:

- State Records Act 2000
- State Records Commission Standard 1 – Government Recordkeeping.

Delegation

~~It is the function of the Chief Executive Officer, under the Local Government Act, to “ensure that records and documents of the local Government are properly kept for the purposes of this Act and any other written law”.~~

~~The Act also states that “A CEO may delegate to any employee of the Local government the exercise of any of the CEO’s duties under this Act other than this power of delegation”.~~

~~Under legislation, the Chief Executive Officer delegates to the Records Management the authority to carry out his function as it relates to record keeping, under the Local Government Act, and in line with the requirements of the State Records Act 2000.~~

4 Capture and Creation

All records received by the Town’s ~~employees~~ are to be registered in the Records Management system. All records created ~~by officers~~ on behalf of the Town are to be captured at the point of creation regardless of format within the electronic record keeping system. ~~No officer, excepting the Records Management staff, are responsible for will undertake the storage of all any records, regardless of perceived importance or content, . No officer, excepting the Records Management staff, are responsible for will managing undertake the disposal of all ny records, regardless of content and perceived importance.~~

~~Disposal will always be undertaken in accordance with the requirements of the State Records Office of Western Australia General Disposal Authority for Local Government (1999).~~

5 Control, Security and Protection

All ~~files~~/records are assigned a designated security level at the point of creation subject to their sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

All ~~ny file~~/records checked out from ~~R~~records Management must ~~is to~~ remain within the Town’s offices, unless.

~~No officer may remove files/records from the Town’s offices without authoris~~ed~~ty by~~from the CEO.

Access to the Town’s records is provided~~will be~~ in accordance with designated and approved access and security classifications.

~~General~~ Public access to the Town’s records is provided~~will be~~ in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.

6 Appraisal, Retention and Disposal of Records

All records are to be stored in accordance with the Town’s Record Keeping Plan.

~~All records maintained by the Town of Bassendean are to be disposed of in accordance with the State Records Office’s General Disposal Authority (GDA) for Local Government Records.~~

~~All rRecords required to be retained for more than 20 years and records designated as “Retain Permanent State Records”, with exception of Human Resources records,~~

are stored in acid-free boxes and are to be stored in the Town's approved archive storage facilities.

All temporary records required to be retained for less than 20 years are to be stored in years of destruction in acid-free boxes, by year of destruction, within the Town's on-site approved archive storage facilities, and destroyed at the end of the applicable destruction year. Records Management staff are responsible for managing the disposal of all records in accordance with the requirements of the State Records Office of Western Australia General Disposal Authority for Local Government Information.

7 Roles and Responsibilities

7.1 Chief Executive Officer:

The Chief Executive Officer must ensure that there is a system for the maintenance and management of records that is compliant with relevant legislation, including but not limited to the State Records Act 2000, this Policy and the Town's Record Keeping Plan Best Practice Standards.

7.2 Directors and Managers:

Directors and Managers must have a responsibility to ensure all new employees are inducted and trained as to their record keeping responsibilities, and that they must ensure records created under their control and direction are recorded in the Town's corporate Records Keeping Management systems.

7.3 All Employees and Contractors:

All employees and, including contractors must to the Town, are to create, collect and retain records relating to the business activities they perform. That includes they are to identifying records, ensuring records are for capture, and appropriately recording those records into the Records Management keeping system, in compliance and that all records are handled in a manner commensurate with statutory requirements and the Town's policies and procedures for record keeping.

7.4 Councillors Elected Members:

Councillors Elected members must create and keep records of communications or transactions which convey information relating to the Town of Bassendean's functions. These records should be copied or forwarded to the Chief Executive Officer Town's Records team mailbox for capture into the Town's Records Management official record keeping system.

The State Records Commission policy regarding the records of Councillors local government elected members requires the creation and retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."

This policy applies regardless of a record's format or where it was received.

The following See table provides guidelines for the capture and recording of Councillor records. below for definitions of Elected Member Records.

Which records should be captured?

Yes – Forward to Chief Executive Records Mailbox	No – Do not forward to Chief Executive Records Mailbox
<p>Communication to and from <u>community members</u> Ratepayers</p> <ul style="list-style-type: none"> Complaints and compliments; Correspondence concerning corporate matters; Submissions, petitions and lobbying; Information for Council's interest relating to local government business activity and functions. <p>File notes of telephone, meetings and other verbal conversations between an elected member and another party, regarding Town-of Bassendean projects or business activities.</p> <p>Work diaries containing information that may be significant to the conduct of the elected member on behalf of the Town-of Bassendean.</p> <p>Presentations and speeches delivered as part of an Elected Member's official duties.</p>	<p>Duplicate copies (e.g. copies of Council Meeting agenda, minutes and attachments).</p> <p>Draft documents and working papers which are already captured by Rrecords Mmanagement.</p> <p>Publications (e.g. newsletters, circulars, journals).</p> <p>Invitations to community events where an elected member is not representing Council or the Town-of Bassendean.</p> <p>File notes of telephone, meetings and other verbal conversations which convey routine information only or do not relate to the Town-of Bassendean's business or functions.</p> <p>Electioneering or party-political information.</p>

Document responsibilities:			
Owner: Manager Information and Technology			
Inception date:	8 November 2009	Owner Business Unit:	Information & Technology
Review date:	3 years after approval date (TBA)	Decision maker:	Council
Compliance requirements:		Repeal and replace:	N/A
Legislation:			
<i>State Records Act 2000</i> <i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i>			

Record Keeping Policy

1 Objectives

- 1.1 To ensure compliance with the requirements of the *State Records Act 2000* and the *Local Government Act 1995*.
- 1.2 To provide for adequate and efficient storage and retrieval of the Town's information.

2 Scope

- 2.1 This policy applies to the whole organisation of the Town of Bassendean, including employees, Councillors, and contractors engaged by the Town to fulfil specific business functions.

3 Definitions

Government records – records created or received by a government organisation or a government organisation employee or contractor in the course of work for the organisation.

Record – means any record of information however recorded and includes:

- Anything on which there is writing or Braille;
- A map, plan diagram or graph;
- A drawing, pictorial, or graphic work, or photograph;
- Anything on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- Anything from which images, sounds or writing can be reproduced with or without the aid of anything else; and
- Anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

Source:

- *State Records Act 2000*
- State Records Commission Standard 1 – Government Recordkeeping.

4 Capture and Creation

- 4.1 All records received by the Town are to be registered in the Records Management system. All records created on behalf of the Town are to be captured at the point of creation regardless of format within the electronic record keeping system. Records Management staff are responsible for the storage of all records.

5 Control, Security and Protection

- 5.1 All records are assigned a designated security level at the point of creation subject to their sensitivity and adequately secured and protected from violation, unauthorised access or destruction.
- 5.2 All records checked out from Records Management must remain within the Town's offices, unless authorised by the CEO.
- 5.3 Access to the Town's records is provided in accordance with designated and approved access and security classifications.
- 5.4 Public access to the Town's records is provided in accordance with the *Local Government Act 1995* and the *Freedom of Information Act 1992*.

6 Retention and Disposal of Records

- 6.1 All records are to be stored in accordance with the Town's Record Keeping Plan.
- 6.2 Records Management staff are responsible for managing the disposal of all records in accordance with the requirements of the State Records Office of Western Australia General Disposal Authority for Local Government Information.

7 Roles and Responsibilities

7.1 Chief Executive Officer:

- 7.1.1 The CEO must ensure that there is a system for the maintenance and management of records that is compliant with relevant legislation, including the *State Records Act 2000*, this Policy and the Town's Record Keeping Plan.

7.2 Directors and Managers:

- 7.2.1 Directors and Managers must ensure all new employees are inducted and trained as to their record keeping responsibilities, and that records created under their control and direction are recorded in the Town's Records Management system.

7.3 All Employees and Contractors:

- 7.3.1 Employees and contractors must create, collect and retain records relating to the business activities they perform. That includes identifying records for capture, and appropriately recording those records in the Records Management system, in compliance with statutory requirements and the Town's policies and procedures for record keeping.

7.4 Councillors:

7.4.1 Councillors must create and keep records of communications or transactions which convey information relating to the Town's functions. These records should be copied or forwarded to the Town's Records team mailbox for capture into the Town's Records Management system.

7.4.2 State Records Commission policy regarding the records of Councillors requires the creation and retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."

7.4.3 This policy applies regardless of a record's format or where it was received.

7.4.4 The following table provides guidelines for the capture and recording of Councillor records.

Yes – Forward to Records Mailbox	No – Do not forward to Records Mailbox
<p>Communication to and from community members</p> <ul style="list-style-type: none"> • Complaints and compliments; • Correspondence concerning corporate matters; • Submissions, petitions and lobbying; • Information for Council's interest relating to local government business activity and functions. <p>File notes of telephone, meetings and other verbal conversations between an elected member and another party, regarding Town projects or business activities.</p> <p>Work diaries containing information that may be significant to the conduct of the elected member on behalf of the Town.</p> <p>Presentations and speeches delivered as part of an Elected Member's official duties.</p>	<p>Duplicate copies (e.g. copies of Council Meeting agenda, minutes and attachments).</p> <p>Draft documents and working papers which are already captured by Records Management.</p> <p>Publications (e.g. newsletters, circulars, journals).</p> <p>Invitations to community events where an elected member is not representing Council or the Town.</p> <p>File notes of telephone, meetings and other verbal conversations which convey routine information only or do not relate to the Town's business or functions.</p> <p>Electioneering or party-political information.</p>

Document responsibilities:			
Owner: Manager Information and Technology			
Inception date:	8 November 2009	Owner Business Unit:	Information & Technology
Review date:	3 years after approval date (TBA)	Decision maker:	Council
Compliance requirements:		Repeal and replace:	N/A
Legislation:			
	<i>State Records Act 2000</i> <i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i>		

Draft

Purchasing Policy

1. OBJECTIVE

The objectives of this Policy are to:

- (a) Align procurement at the Town of Bassendean with the strategic and operational objectives of Council, consistent with Council's priorities to support the local economy and environmentally sustainable outcomes, while providing value for money; and
- (b) Ensure procurement at the Town is conducted in compliance with applicable legislation, regulation, standards, and policy.

2. SCOPE

The Policy applies to all Town officers undertaking procurement on behalf of the Town.

3. POLICY STATEMENT

The Town is committed to best practice in the procurement of goods and services that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*.

4. POLICY DETAILS

4.1 Ethics & Integrity

All officers of the Town are to observe the highest standards of ethics, honesty, fairness and integrity when undertaking purchasing activities and act in an honest, fair and professional manner consistent with the Town's values. Ethical behaviour includes avoiding conflicts of interest and disclosing any actual or perceived conflict of interest.

The Town's Code of Conduct details the behavioural expectations of Town Officers.

4.2 Value for Money

Value for money is the overarching principle guiding all procurement activities. Value for money does not mean accepting the lowest quote. Value for money is achieved through the critical assessment of price, risk, safety and quality standards, financial viability of suppliers, timeliness, past contractor performance, specified qualitative criteria, as well as environmental sustainability, social and local outcomes to determine the best value for the Town.

4.3 Procurement Risk

The Town will effectively manage risk in procuring goods and services from external contractors and suppliers to achieve the best procurement outcomes in accordance with this Policy. The Town may engage an independent Probity Auditor for projects assessed as presenting high reputational, financial or community risk.

The Town's Procurement Manual provides a best practice procurement resource for each stage of the procurement process and must be followed for all procurement activity within the Town.

4.4 Purchasing Thresholds and Practices

4.4.1 Defining the Purchasing Value

The Town will apply the following principles to assess and determine purchasing values to ensure appropriate purchasing practice and threshold management for all purchasing activities:

- (a) Exclude Goods and Services Tax (GST);
- (b) Use the actual or expected value of a contract over the full contract period including the value of all contract extension options; and
- (c) Determine the appropriate length of a contract based on the nature of goods and services to be provided, historical purchasing activity, an assessment of expected future purchasing requirements, and market conditions.

Procurement activities for the same goods or services should be aggregated into a single procurement activity to achieve the best value for money and efficiencies for the Town. Multiple procurement activities for the same goods or services must not be conducted, where the effect (whether intentional or otherwise) is to avoid a procurement threshold specified in 4.4.2.

The calculated estimated purchasing value will determine the applicable threshold and purchasing practice.

4.4.2 Purchasing Thresholds

The purchasing value determines the applicable purchasing threshold and the sourcing requirements, as specified in the following table:

Purchase Value Threshold (ex GST)	Sourcing Requirement
Up to \$1,000	<p>Direct purchase from supplier; quotations not required.</p> <p><u>Note: Town purchasing cards may be used for purchases up to of < \$1,000, pursuant to should be made with a purchasing card in line with the Town's council Purchasing Card Procedures</u></p>
<u>From \$1,001 to \$5,000</u>	<p><u>Obtain at least one written quotation from a suitable supplier.</u></p> <p><u>Where a competitive market exists for the good or service, a written quotation may include an advertisement, catalogue, supplier website, or similar.</u></p>
From \$51,001 to \$20,000	<p>Obtain at least Two (2) written quotations from a suitable suppliers.</p> <p>Where appropriate for the Purchase Value Threshold:</p> <ul style="list-style-type: none"> A written quotation can include advertisements, catalogues, and supplier websites; and <p>It if is not possible to obtain a written quotation, a verbal quotation appropriately documented, and confirmed with the supplier is acceptable.</p> <p>A record of the purchasing decision must be kept in accordance with the Town's <u>Procurement Manual</u>Record Keeping Plan.</p>
From \$20,001 and up to \$60,000	<p>Seek at least three (3) written quotations (including through the Town's electronic procurement portal or email) from suitable suppliers using the applicable RFQ documentation specified in the Town's Procurement Manual.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> The specified requirement for the goods or services required; and Value for money criteria.

Purchase Value Threshold (ex GST)	Sourcing Requirement
	<p>Quotations received are subject to relevant evaluation, review and approvals, <u>in accordance with the Town's Evaluation Handbook and using the documentation specified in the Town's Procurement Manual.</u></p> <p>A record of the purchasing decision must be kept in accordance with the Town's Record Keeping Plan.</p>
From \$60,001 and up to \$250,000	<p>Request For Quotation (RFQ).</p> <p>Conduct an <u>oOpen market</u> RFQ process in accordance with this Policy and the Town's Procurement Manual by seeking at least three (3) written quotations from suitable suppliers.</p> <p><u>Or</u></p> <p><u>Seek at least three (3) written quotations from suitable suppliers using the WALGA Preferred Supplier Program or the State Government CUA.</u></p> <p><u>Or</u></p> <p><u>Seek at least one (1) written quotation from an Aboriginal Business or Australian Disability Enterprise, in accordance with clauses 5.2.1 and 5.2.2 of this Policy, respectively.</u></p> <p><u>The above RFQ processes must be conducted by the Town's Procurement Unit and areis subject to formal evaluation, review and approvals, in accordance with the Town's Evaluation Handbook and Procurement Manual.</u></p> <ul style="list-style-type: none"> • Officers must use using the applicable RFQ documentation specified in the Town's Procurement Manual. • The RFQ must be sought from either: <ul style="list-style-type: none"> ○ Open market; ○ WALGA Preferred Supplier Arrangement; <p>The RFQ processes must be conducted by the Town's Procurement Unit and is subject to formal evaluation, review and approvals.</p>
Over \$250,000	Request for Tender (RFT)

Purchase Value Threshold (ex GST)	Sourcing Requirement
	<p>• Conduct an oOpen mMarket public RFT process or utilising a Tender Exempt option in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this Policy and the Town's Procurement Manual by seeking a sufficient number of quotes from suitable suppliers to ensure a competitive field.</p> <p><u>Or</u></p> <p><u>Seek written quotations from suitable suppliers using the WALGA Preferred Supplier Program or the State Government CUA. A sufficient number of quotations should be sought to provide a competitive field.</u></p> <p><u>Or</u></p> <p><u>Seek at least one (1) written quotation from an Australian Disability Enterprise, in accordance with clause 5.2.2 of this Policy.</u></p> <p><u>The above processes must be conducted by the Town's Procurement Unit and are subject to formal evaluation, review and approvals, in accordance with the Town's Evaluation Handbook and Procurement Manual.</u></p> <p><u>The RFT processes must be conducted by the Town's Procurement Unit and is subject to formal evaluation, review and approvals.</u></p> <p><u>Tender exempt options include:</u></p> <p><u>WALGA Preferred Supplier Program</u></p> <p><u>WA Disability Enterprise</u></p> <p><u>An Aboriginal Business</u></p> <p><u>The RFT must be sought from either:</u></p> <ul style="list-style-type: none"> <u>○ Open market;</u> <u>○ WALGA Preferred Supplier Arrangement;</u> <u>○ WA Disability Enterprise or an Aboriginal business.</u> <p><u>Officers must seek a sufficient number of quotes from suitable suppliers to ensure a competitive field.</u></p>

Purchase Value Threshold (ex GST)	Sourcing Requirement
	The RFT processes must be conducted by the Town's Procurement Unit and is subject to formal evaluation, review and approvals.

4.5 Inviting Tenders Though not Required to do so

The Town may decide to invite a Public Tender, despite the estimated purchase value being less than the prescribed tender threshold, where it considers a public tender process will provide better value for money, in accordance with clause 4.2 of this Policy. In such cases, the tender process must comply with the legislative requirements and the Town's Procurement Manual.

4.6 Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier, may be approved where the:

- (a) Purchasing value is estimated to be over \$5,000 and less than \$60,000; and
- (b) Purchasing requirement has been documented in a detailed specification.

The CEO may approve a sole supplier arrangement for purchases of up to \$60,000. A sole supplier arrangement may be approved for a maximum period of three (3) years.

4.7 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process where one or more of the following criteria apply:

- (a) An inability to sufficiently scope or specify the requirement;
- (b) Significant variability for how the requirement may be met;
- (c) Potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- (d) Significant creative element; or
- (e) A procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

The EOI process is to be conducted in line with an RFT process and similar rules apply. An RFT should follow an EOI process, with those shortlisted under the EOI invited to participate.

4.8 Emergency Purchases

An emergency purchase is exempt from the purchasing thresholds and practices specified in this Policy.

An emergency purchase is defined as an unanticipated and unbudgeted purchase, which is required to respond to an emergency. An emergency purchase does not include a purchase that was not planned for due to time constraints.

The Town must make every effort to anticipate required purchases in advance and to allow sufficient time to apply the other clauses of this Policy.

Purchases or contracts entered in to under an emergency must be limited in scope to that which is necessary only to deal with the emergency. Once the immediacy of the emergency has passed, an appropriate procurement process must be undertaken for replacement or reinstatement works.

The CEO shall approve an emergency purchase.

4.9 Anti-Avoidance

The Town will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value, so that the effect is to avoid a particular purchasing threshold or the need to call a public tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

4.10 Procurement Governance

The Procurement Unit will manage all RFQ and RFT processes and will exercise governance and oversight over the Town's other procurement activities, including threshold compliance, sole supplier application, procurement probity, audit and reporting requirements.

4.11 Purchasing Procedures

The procurement of goods and services must comply with the purchasing procedures specified in the Procurement Manual.

5. SUSTAINABLE PROCUREMENT

The Town is committed to sustainable procurement practices that favour suppliers that demonstrate environmentally sustainable business practices and social outcomes, environmentally preferable products and businesses that provide local economic benefits.

The Town will give effect to this commitment by, wherever appropriate, designing quotations and tenders that incorporate a qualitative criterion for sustainable

procurement with a percentage allocation, to provide an advantage to suppliers of goods and services that demonstrate commitment to these desired environmental, social and local economic outcomes.

Where a qualitative criterion for sustainable procurement has been included as part of an RFQ or RFT process, a price tolerance will be applied during price evaluation to suppliers of goods and services that demonstrate the highest evaluation for that criterion. The price tolerance will be up to ten (10) per cent for an RFQ and up to five (5) per cent for an RFT.

5.1 Environmentally Sustainable Procurement

The Town recognises the need to protect the environment in procurement, including the waste reduction hierarchy, water and energy efficiency, emissions reduction, habitat destruction and pollution. Where appropriate specifications will incorporate minimum requirements for environmental protection and sustainable procurement. When procuring goods and services, the Town will support businesses that demonstrate environmentally sustainable practices in its overall assessment of value for money.

5.2 Social Outcomes

The Town recognises the importance of social and community outcomes.

When procuring goods and services, the Town will support businesses that provide positive social and community outcomes in its overall assessment of value for money.

5.2.1 Aboriginal Businesses

The Town is not required to publicly invite tenders (pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*), if the goods or services are supplied by an entity on the WA Aboriginal Business Directory, published by the WA Chamber of Commerce and Industry, or an entity approved by the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where consideration under the contract is \$250,000 or less.

Aboriginal businesses may be invited to quote for the supply of goods and services under the tender threshold. Where a quotation has been provided by an Aboriginal business that is considered to provide value for money to the Town, there is no requirement for further quotations that would otherwise be required under this Policy.

5.2.2 Australian Disability Enterprises

The Town is not required to publicly invite tenders (pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*) if the goods or services are to be supplied by an Australian Disability Enterprise.

Australian Disability Enterprises may be invited to quote for the supply of goods and services under the tender threshold. Where a quotation has been provided by an Australian Disability Enterprise that is considered to provide value for money to the

Town, there is no requirement for further quotations that would otherwise be required under this Policy.

5.3 Local Economic Benefit

The Town recognises the economic benefits local business and local employment brings to the community and is committed, to supporting the local economy. The Town seeks to encourage development of competitive local businesses within its boundaries. Where appropriate, the Town will seek participation of local business in its supply chain when procuring goods and services, by supporting businesses that provide local economic benefits, through being a local business, and/or the use of local sub-contractors or local employees, for example.

6. RECORD KEEPING

Records of all purchasing activity, communications and transactions must be maintained as local government records, in accordance with the *State Records Act 2000 (WA)* and the Town's Records Keeping Policy,

The Town also must consider and will include in each contract for the provision of goods or services the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Town relevant to the performance of the contract.

7. PURCHASING POLICY NON-COMPLIANCE

The Purchasing Policy is mandated under Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore forms part of the legislative framework in which the Local Government is required to conduct business.

Purchasing activities are subject to financial and performance audits, which examine compliance with legislative requirements and the Town's policies and procedures. Non-compliance with legislation or this Policy must be reported to the Chief Executive Officer.

Document Control box			
Document Responsibilities:			
Owner:	<u>Director Corporate Services</u> Chief Executive Officer	Owner Business Unit:	<u>Corporate Services</u> Office of the Chief Executive Officer
Inception Date:	December 2020 (OCM-11/12/20)	Decision Maker:	Council

Review Date:	30/06/2026	Repeal and Replace:	
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>		

DRAFT

Purchasing Policy

1. Objectives

The objectives of this Policy are to:

- (a) Align procurement at the Town of Bassendean with the strategic and operational objectives of Council, consistent with Council's priorities to support the local economy and environmentally sustainable outcomes, while providing value for money; and
- (b) Ensure procurement at the Town is conducted in compliance with applicable legislation, regulation, standards, and policy.

2. Scope

The Policy applies to all Town officers undertaking procurement on behalf of the Town.

3. Policy Statement

The Town is committed to best practice in the procurement of goods and services that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*.

4. Policy Details

4.1 Ethics and Integrity

All officers of the Town are to observe the highest standards of ethics, honesty, fairness and integrity when undertaking purchasing activities and act in an honest, fair and professional manner consistent with the Town's values. Ethical behaviour includes avoiding conflicts of interest and disclosing any actual or perceived conflict of interest.

The Town's Code of Conduct details the behavioural expectations of Town Officers.

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Value for money is the overarching principle guiding all procurement activities. Value for money does not mean accepting the lowest quote. Value for money is achieved through the critical assessment of price, risk, safety and quality standards, financial viability of suppliers, timeliness, past contractor performance, specified qualitative criteria, as well as environmental sustainability, social and local outcomes to determine the best value for the Town.

4.3 Procurement Risk

The Town will effectively manage risk in procuring goods and services from external contractors and suppliers to achieve the best procurement outcomes in accordance with this Policy. The Town may engage an independent Probity Auditor for projects assessed as presenting high reputational, financial or community risk.

The Town's Procurement Manual provides a best practice procurement resource for each stage of the procurement process and must be followed for all procurement activity within the Town.

4.4 Purchasing Thresholds and Practices

4.4.1 Defining the Purchasing Value

The Town will apply the following principles to assess and determine purchasing values to ensure appropriate purchasing practice and threshold management for all purchasing activities:

- (a) Exclude Goods and Services Tax (GST);
- (b) Use the actual or expected value of a contract over the full contract period including the value of all contract extension options; and
- (c) Determine the appropriate length of a contract based on the nature of goods and services to be provided, historical purchasing activity, an assessment of expected future purchasing requirements, and market conditions.

Procurement activities for the same goods or services should be aggregated into a single procurement activity to achieve the best value for money and efficiencies for the Town. Multiple procurement activities for the same goods or services must not be conducted, where the effect (whether intentional or otherwise) is to avoid a procurement threshold specified in 4.4.2.

The calculated estimated purchasing value will determine the applicable threshold and purchasing practice.

4.4.2 Purchasing Thresholds

The purchasing value determines the applicable purchasing threshold and the sourcing requirements, as specified in the following table:

Purchase Value Threshold (ex GST)	Sourcing Requirement
Up to \$1,000	<p>Direct purchase from supplier; quotations not required.</p> <p>Note: Town purchasing cards may be used for purchases up to \$1,000, pursuant to the Town's Purchasing Card Procedures</p>
From \$1,001 to \$5,000	<p>Obtain at least one written quotation from a suitable supplier.</p> <p>Where a competitive market exists for the good or service, a written quotation may include an advertisement, catalogue, supplier website, or similar.</p> <p>The Town will use its general knowledge of the market to ascertain whether the purchase represents value for money. The Town should seek more than one quotation if they are not satisfied that the first choice of supplier would represent value for money.</p>

From \$5,001 to \$20,000	Obtain at least two (2) written quotations from suitable suppliers. A record of the purchasing decision must be kept in accordance with the Town's Procurement Manual.
From \$20,001 and up to \$60,000	Seek at least three (3) written quotations from suitable suppliers using the applicable RFQ documentation specified in the Town's Procurement Manual. Quotations received are subject to relevant evaluation, review and approvals, in accordance with the Town's Evaluation Handbook and Procurement Manual.
From \$60,001 and up to \$250,000	Request For Quotation (RFQ). Conduct an open market RFQ process in accordance with this Policy and the Town's Procurement Manual. Or Seek at least three (3) written quotations from suitable suppliers using the WALGA Preferred Supplier Program or the State Government CUA. Or Seek at least one (1) written quotation from an Aboriginal Business or Australian Disability Enterprise, in accordance with clauses 5.2.1 and 5.2.2 of this Policy, respectively. The above process must be conducted by the Town's Procurement Unit and are subject to formal evaluation, review and approvals, in accordance with the Town's Evaluation Handbook and Procurement Manual.
Over \$250,000	Request for Tender (RFT) Conduct an open market public RFT process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996 Or Seek written quotations from suitable suppliers using the WALGA Preferred Supplier Program or the State Government CUA. A sufficient number of quotations should be sought to provide a competitive field. Or Seek at least one (1) written quotation from an Australian Disability Enterprise, in accordance with clause 5.2.2 of this Policy. The above processes must be conducted by the Town's Procurement Unit and are subject to formal evaluation, review and approvals, in accordance with the Town's Evaluation Handbook and Procurement Manual.

4.5 Inviting Tenders Though not Required to do so

The Town may decide to invite a Public Tender, despite the estimated purchase value being less than the prescribed tender threshold, where it considers a public tender process will provide better value for money, in accordance with clause 4.2 of this Policy. In such cases, the tender process must comply with the legislative requirements and the Town's Procurement Manual.

4.6 Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier, may be approved where the:

- (a) Purchasing value is estimated to be over \$5,000 and less than \$60,000; and
- (b) Purchasing requirement has been documented in a detailed specification.

The CEO may approve a sole supplier arrangement for purchases of up to \$60,000. A sole supplier arrangement may be approved for a maximum period of three (3) years.

4.7 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process where one or more of the following criteria apply:

- (a) An inability to sufficiently scope or specify the requirement;
- (b) Significant variability for how the requirement may be met;
- (c) Potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- (d) Significant creative element; or
- (e) A procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

The EOI process is to be conducted in line with an RFT process and similar rules apply. An RFT should follow an EOI process, with those shortlisted under the EOI invited to participate.

4.8 Emergency Purchases

An emergency purchase is exempt from the purchasing thresholds and practices specified in this Policy.

An emergency purchase is defined as an unanticipated and unbudgeted purchase, which is required to respond to an emergency. An emergency purchase does not include a purchase that was not planned for due to time constraints.

The Town must make every effort to anticipate required purchases in advance and to allow sufficient time to apply the other clauses of this Policy.

Purchases or contracts entered in to under an emergency must be limited in scope to that which is necessary only to deal with the emergency. Once the immediacy of the emergency has passed, an appropriate procurement process must be undertaken for replacement or reinstatement works.

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4.10 Procurement Governance

The Procurement Unit will manage all RFQ and RFT processes and will exercise governance and oversight over the Town's other procurement activities, including threshold compliance, sole supplier application, procurement probity, audit and reporting requirements.

4.11 Purchasing Procedures

The procurement of goods and services must comply with the purchasing procedures specified in the Procurement Manual.

5. Sustainable Procurement

The Town is committed to sustainable procurement practices that favour suppliers that demonstrate environmentally sustainable business practices and social outcomes, environmentally preferable products and businesses that provide local economic benefits.

The Town will give effect to this commitment by, wherever appropriate, designing quotations and tenders that incorporate a qualitative criterion for sustainable procurement with a percentage allocation, to provide an advantage to suppliers of goods and services that demonstrate commitment to these desired environmental, social and local economic outcomes.

Where a qualitative criterion for sustainable procurement has been included as part of an RFQ or RFT process, a price tolerance will be applied during price evaluation to suppliers of goods and services that demonstrate the highest evaluation for that criterion. The price tolerance will be up to ten (10) per cent for an RFQ and up to five (5) per cent for an RFT.

5.1 Environmentally Sustainable Procurement

The Town recognises the need to protect the environment in procurement, including the waste reduction hierarchy, water and energy efficiency, emissions reduction, habitat destruction and pollution. Where appropriate specifications will incorporate minimum requirements for environmental protection and sustainable procurement. When procuring goods and services, the Town will support businesses that

demonstrate environmentally sustainable practices in its overall assessment of value for money.

5.2 Social Outcomes

The Town recognises the importance of social and community outcomes.

When procuring goods and services, the Town will support businesses that provide positive social and community outcomes in its overall assessment of value for money.

5.2.1 Aboriginal Businesses

The Town is not required to publicly invite tenders (pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*), if the goods or services are supplied by an entity on the WA Aboriginal Business Directory, published by the WA Chamber of Commerce and Industry, or an entity approved by the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where consideration under the contract is \$250,000 or less.

Aboriginal businesses may be invited to quote for the supply of goods and services under the tender threshold. Where a quotation has been provided by an Aboriginal business that is considered to provide value for money to the Town, there is no requirement for further quotations that would otherwise be required under this Policy.

5.2.2 Australian Disability Enterprises

The Town is not required to publicly invite tenders (pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*) if the goods or services are to be supplied by an Australian Disability Enterprise.

Australian Disability Enterprises may be invited to quote for the supply of goods and services under the tender threshold. Where a quotation has been provided by an Australian Disability Enterprise that is considered to provide value for money to the Town, there is no requirement for further quotations that would otherwise be required under this Policy.

5.3 Local Economic Benefit

The Town recognises the economic benefits local business and local employment brings to the community and is committed, to supporting the local economy. The Town seeks to encourage development of competitive local businesses within its boundaries. Where appropriate, the Town will seek participation of local business in its supply chain when procuring goods and services, by supporting businesses that provide local economic benefits, through being a local business, and/or the use of local sub-contractors or local employees, for example.

6. Record Keeping

Records of all purchasing activity, communications and transactions must be maintained as local government records, in accordance with the *State Records Act 2000 (WA)* and the Town's Records Keeping Policy.

The Town also must consider and will include in each contract for the provision of goods or services the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Town relevant to the performance of the contract.

7. Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore forms part of the legislative framework in which the Local Government is required to conduct business.

Purchasing activities are subject to financial and performance audits, which examine compliance with legislative requirements and the Town's policies and procedures. Non-compliance with legislation or this Policy must be reported to the Chief Executive Officer.

Draft

Document responsibilities:			
Owner:	Director Corporate Services	Owner Business Unit:	Corporate Services
Inception date:	OCM11/12/20 15 December 2020	Decision maker:	Council
Review date:	30/06/2026	Repeal and replace:	
Compliance requirements:			
Legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996		

Selected Local Government Purchasing Policies - Purchase Threshold Comparison

Local Government	Purchase Value Threshold 1	Purchase Value Threshold 2	Purchase Value Threshold 3	Purchase Value Threshold 4	Purchase Value Threshold 5
Town of Bassendean	Up to \$1,000 Direct Purchase	From \$1,001 and up to \$20,000 Obtain at least Two (2) written quotations	From \$20,001 and up to \$60,000 Informal RFQ, seek three written quotations	From \$60,001 and up to \$250,00 Formal RFQ, seek at least three written quotations	Over \$250,000 Request for Tender (RFT)
City of Vincent	Up to \$2000 Direct Purchase from the open market with zero quotations required. OR Purchase directly from: an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; with zero quotations required.	\$2,001 and up to \$20,000 Seek two written quotations from the open market. OR Purchase directly from: an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; with zero quotations required	Over \$20,001 and up to \$100,000 Seek three written quotations from the open market OR Purchase directly from: an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; requiring two written quotations	\$100,001 and up to \$250,000 Formal RFQ, with three written quotations. OR Seek three (3) written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supply program or State Government CUA).	Over \$250,000 Request for Tender OR Where the purchase is expected to be over \$250,000: Obtain at least three written quotations from suppliers by formal invitation under a Request for Quotation (RFQ),
City of Bayswater	Up to \$150 Direct purchase Over \$150 to \$1,000 Two verbal quotations	Over \$1,000 and up to \$40,000 Three written quotations	\$40,000 - \$250,000 Informal RFQ	N/A	Over \$250,000 Request for Tender. WALGA-Preferred Supply Contracts considered only where competitive quotations can be achieved.
Town of Claremont	\$1,000 to \$5,000 Two oral or written quotations	Over \$5,000 and up to \$15,000 Two oral or written quotations from suppliers following issue of a brief outlining the specified requirement	Over \$15,000 and up to \$50,000 Three written quotations from suppliers following issue of a brief outlining the specified requirement	Over \$50,000 and up to \$250,000 Formal RFQ, with three written quotations. From pre-qualified suppliers, formal RFQ not required, but three written quotations required.	Over \$250,000 Request for Tender
Town of Cottesloe	Up to \$2,000 Direct purchase	\$2,000 to \$10,000 Two verbal quotations	\$10,000 to \$50,000 Two written quotations	\$50,000 to \$250,000 Three written quotations.	\$250,000 and above Request for Tender

Selected Local Government Purchasing Policies - Purchase Threshold Comparison

Local Government	Purchase Value Threshold 1	Purchase Value Threshold 2	Purchase Value Threshold 3	Purchase Value Threshold 4	Purchase Value Threshold 5
Town of East Fremantle	Up to \$5,000 Direct purchase using Purchasing card, or one oral or written quotation	Over \$5,001 and up to \$20,000 Two written quotations	Over \$20,001 and up to \$50,000 Three written quotations	Over \$50,001 and up to \$250,000 Formal RFQ, with three written quotations	Over \$250,000 Request for Tender, unless the purchasing requirement can be met through a panel of pre-qualified suppliers
Town of Victoria Park	Up to \$5,000 One quotation	From \$5,000 up to \$50,000 Three written quotations	From \$50,000 up to \$250,000 Three written quotations	N/A	Above \$250,000 Request for Tender, unless the purchasing requirement can be met through a panel of pre-qualified suppliers
City of Subiaco	\$0 to \$5,000 One verbal or written quotation	\$5,001 to \$50,000 Two written quotations ten quotation can be in the form of an advertised price.	\$50,001 to \$100,000 Informal RFQ, with three written quotations	\$100,001 to \$250,000 Formal RFQ	Over \$250,000 Request for Tender, or formal RFQ with three written quotations for tender exempt arrangement
Town of Mosman Park	Under \$5,000 One verbal or one written quotation	From \$5,001 to \$50,000 Three written quotations, or one written quotation for WALGA/CUA preferred supplier	From \$50,001 to \$250,000 Three written quotations	N/A	Over \$250,000 Request for Tender, or formal RFQ with three written quotations for tender exempt arrangement

**LIST OF PAYMENTS
FOR PERIOD
ENDED 31 MAY 2024**

*Any questions relating to the List of Payments, please raise with Paul White,
Director Corporate Services, prior to Briefing Session.*

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL		
EFT, Direct Debits and Payroll 01-31 May	52244-52525	2,740,689.59
Cheques Commonwealth 6100-1015-9128	N/A	799.15
Credit Card Payments		16,948.65
		<hr/>
		\$2,758,437.39
		<hr/> <hr/>

This list of payments, covering vouchers as above has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.

TOWN OF BASSENDEAN
MAY 2024 PAYMENTS (01/05/2024 - 31/05/2024)

Date	Name	Description	Amount
03/05/2024	A FRENCH	Refund - Rates	-\$519.21
31/05/2024	A WILLIAMS	Refund - Bond for demolition permit	-\$3,500.00
14/05/2024	A. M BOLTS & NUTS	Bolts and nuts supplies	-\$87.51
31/05/2024	ALLFLOW INDUSTRIAL AUSTRALIA PTY LTD	Service to the separator and associated diaphragm pump	-\$484.00
31/05/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$330.00
14/05/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$330.00
03/05/2024	ALSCO LINEN SERVICES PTY LTD	Replacement of 2 missing sanitary bins - Ashfield Reserve	-\$82.13
31/05/2024	ALSCO LINEN SERVICES PTY LTD	Hygiene service - Ashfield Reserve February, March, April	-\$14,065.13
14/05/2024	ALSCO PERTH	Weekly linen services - Administration	-\$597.43
03/05/2024	AMAZING BRICK PAVING	Pick up and relay paving - Sparks daycare	-\$1,324.40
31/05/2024	AMAZING BRICK PAVING	Pick up and relay paving - Old Perth Road and West Road - rose garden	-\$2,987.60
07/05/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$286.80
21/05/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$292.41
07/05/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$602.57
21/05/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$602.57
03/05/2024	ANZAC TERRACE PRIMARY SCHOOL	Donation - Quiz night	-\$250.00
03/05/2024	ASPHALTECH PTY LTD	Asphalt supplies Iolanthe Street, Bassendean Pde, Pickering Park Carpark	-\$356,196.57
14/05/2024	AUSTRALIA POST	Postal charges	-\$121.60
03/05/2024	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Move outside unit of split system - Depot	-\$825.00
14/05/2024	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Fault find on evaporative aircon - WIW Ashfield	-\$534.60
07/05/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$620.04
21/05/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$653.05
07/05/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$550.22
21/05/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$588.35

Date	Name	Description	Amount
08/05/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$159.00
22/05/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$159.00
08/05/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$89,414.00
22/05/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$98,096.00
07/05/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$8,622.46
21/05/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$10,947.51
07/05/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$32,877.08
21/05/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$35,462.07
31/05/2024	AXON PUBLIC SAFETY AUSTRALIA	Axon body 3 camera bundle	-\$6,758.67
03/05/2024	B RAMACHANDRAN	Refund - Key and Hall bond	-\$50.00
03/05/2024	BACKFLOW PREVENTION	Backflow testing - Bassendean Oval	-\$980.00
14/05/2024	BASSENDEAN FLORIST	ANZAC Day wreath	-\$98.00
31/05/2024	BASSENDEAN NEWSAGENCY	Selected periodical titles - Library	-\$96.90
14/05/2024	BASSENDEAN TENNIS CLUB	Grass Court maintenance 2023-24 April	-\$2,291.30
03/05/2024	BATTERY SPECIALTIES (AUST) PTY LTD-WA	40 x 9V smoke alarm batteries	-\$121.44
03/05/2024	BCITF	Building & Construction Industry Training Fund - Mar 24	-\$97.35
31/05/2024	BCITF	Building & Construction Industry Training Fund - Apr 24	-\$1,896.54
03/05/2024	BEAVER TREE SERVICES	Tree works - various locations inc. pruning, uplift of trees, removal of hanging branches, stump grinding, bee hive removal/treatment and site cleanups	-\$44,202.73
14/05/2024	BEAVER TREE SERVICES	Tree works - various locations inc. pruning, uplift of trees, removal of hanging branches, stump grinding, arboriculture reports and site cleanups	-\$16,137.00
31/05/2024	BEAVER TREE SERVICES	Tree works - various locations inc. pruning, uplift of trees, removal of hanging branches, stump grinding and powerline pruning zone 4.	-\$21,246.50
03/05/2024	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$107.53
14/05/2024	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$562.73
31/05/2024	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$219.49
03/05/2024	BOC LIMITED	Dry ice supplies	-\$12.38
14/05/2024	BOC LIMITED	Monthly container service - oxygen, acetylene and Argo shield	-\$34.60
03/05/2024	BRIGHT BYTES - MICHAEL STEVENSON	Cleaning Services	-\$165.00

Date	Name	Description	Amount
03/05/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$875.01
14/05/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$2,395.65
31/05/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$1,813.11
03/05/2024	BUNZL LTD	Boot covers - Depot	-\$130.06
14/05/2024	BUNZL LTD	Chemical gloves - Depot	-\$80.14
31/05/2024	BUNZL LTD	Chemical gloves - Depot	-\$83.86
31/05/2024	CAI FENCES	Replace damaged section of existing boundary fencing - Bassendean Oval	-\$2,486.00
07/05/2024	CARE SUPER	Superannuation contributions	-\$856.10
21/05/2024	CARE SUPER	Superannuation contributions	-\$856.10
14/05/2024	CASA SECURITY PTY LTD	Monthly security guard call-outs	-\$2,337.50
31/05/2024	CDM AUSTRALIA PTY LTD	Various IT equipment supplies	-\$21,996.02
14/05/2024	CHARGESTAR PTY LTD	EV charging station repairs	-\$1,474.44
03/05/2024	CHEF MARCO PTY LTD	Council dinner	-\$250.00
31/05/2024	CHERRY'S CATERING	Catering supplies	-\$1,284.00
03/05/2024	CITY OF SOUTH PERTH	Impound Fees	-\$2,185.90
31/05/2024	CITY OF SOUTH PERTH	Impound Fees	-\$4,226.27
03/05/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$672.00
14/05/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$462.00
31/05/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$693.00
31/05/2024	COCKBURN CEMENT LIMITED	Cement supplies	-\$468.60
03/05/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$2,667.95
31/05/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$2,033.72
14/05/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$2,493.30
07/05/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,404.63
21/05/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,404.63
31/05/2024	COMMISSIONER OF POLICE	National Police checks	-\$255.00
03/05/2024	COMMUNITY CINEMAS	Free screening of The Lorax for WA tree festival	-\$1,100.00
31/05/2024	COMPLETE APPROVALS	Refund - Development permit	-\$147.00
03/05/2024	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical check	-\$284.68
03/05/2024	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Office stationery supplies	-\$244.81
03/05/2024	CONNECT VICTORIA PARK INCORPORATED	Management Fees for HRV	-\$2,803.63
14/05/2024	CONNECT VICTORIA PARK INCORPORATED	Management Fees for HRV	-\$2,671.63

Date	Name	Description	Amount
03/05/2024	CORSIGN WA PTY LTD	Custom core flute sign - Sandy Beach Reserve upgrade	-\$121.00
31/05/2024	CORSIGN WA PTY LTD	Building Australia signs - Bassendean Parade Rd resurfacing and Broadway Reserve footpath improvements	-\$334.40
03/05/2024	CS LEGAL	Debt recovery - Rates	-\$6,715.00
14/05/2024	CTI RISK MANAGEMENT	Customer Service banking collections	-\$272.25
31/05/2024	DANIEL ILEY (CONSCIOUS CREATION FOUNDATION)	Restoration and additional design feature added to the Tree of Life public artworks - Sandy Beach Reserve	-\$6,500.00
03/05/2024	DANIEL ROBERT CLARKE	Refund - CCTV Rebate scheme	-\$179.50
31/05/2024	DBYD CERTIFICATION LTD	Pre-excavation management around utilities - webinar	-\$594.00
29/05/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2023/24 ESL Quarter 4 payment	-\$265,675.09
03/05/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy - Mar 24	-\$2,853.62
14/05/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy - Apr 24	-\$4,053.68
03/05/2024	DEPARTMENT OF THE PREMIER AND CABINET	Publishing of Local Planning Scheme 11 in the Government Gazette	-\$2,485.50
31/05/2024	DEPARTMENT OF TRANSPORT	Community Jetty renewal fee	-\$46.45
31/05/2024	DI CANDILO & SONS	Building supplies - Depot	-\$309.85
03/05/2024	DIAL A NAPPY (BUSICLEAN)	WIW Laundry items	-\$970.20
14/05/2024	DIAL A NAPPY (BUSICLEAN)	WIW Laundry items	-\$272.40
03/05/2024	DJURANDI DREAMING	River Walk and Indigenous Culture workshop	-\$1,275.00
03/05/2024	DOMUS NURSERY	Plant supplies	-\$670.20
03/05/2024	DONEGAN ENTERPRISES PTY LTD	Hardware supplies	-\$528.00
14/05/2024	DONEGAN ENTERPRISES PTY LTD	Hardware supplies	-\$975.48
03/05/2024	DOWSING GROUP PTY LTD	Footpath, kerbing installation and maintenance - Harcourt St / Hamilton St	-\$4,350.50
14/05/2024	DOWSING GROUP PTY LTD	Footpath, crossover installation, reinstatement of brick paving, asphalt repairs and traffic management Iolanthe Street, Walter Road, Surrey Street	-\$105,543.10

Date	Name	Description	Amount
31/05/2024	DOWSING GROUP PTY LTD	Footpath installation - May Rd / Walkington Way	-\$6,568.77
03/05/2024	DRAINFLOW SERVICES PTY LTD	Gully Educting services and pit reports	-\$2,024.00
14/05/2024	DRAINFLOW SERVICES PTY LTD	Gully Educting services and pit reports	-\$2,352.90
31/05/2024	DRAINFLOW SERVICES PTY LTD	Educting and jet washing combination of storm water lines	-\$10,970.30
03/05/2024	DS WORKWEAR & SAFETY	Safety clothing	-\$149.85
14/05/2024	DS WORKWEAR & SAFETY	Safety clothing	-\$389.75
31/05/2024	DS WORKWEAR & SAFETY	Safety clothing	-\$164.85
03/05/2024	E FIRE & SAFETY (WA)	Fire indicator detection system maintenance - Mar 24	-\$126.50
14/05/2024	E FIRE & SAFETY (WA)	Fire indicator detection system maintenance - Apr 24	-\$126.50
31/05/2024	E FIRE & SAFETY (WA)	Fire indicator panel battery replacement	-\$236.50
03/05/2024	E LIDDLE	Refund - Sanitary rebate	-\$100.00
03/05/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of kerbside - general waste materials	-\$68,453.23
14/05/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of skips - bulk verge waste materials	-\$29,729.55
31/05/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of kerbside - general waste materials	-\$38,003.10
14/05/2024	ELLIOTTS IRRIGATIONS	BIC Reserve iron filter service - Apr 24	-\$282.70
31/05/2024	ENDEAVOUR CONSTRUCTIONS WA PTY LTD	Refund - Stormwater deposit	-\$1,000.00
14/05/2024	ENVIRONMENTAL SITE SERVICES	Airborne fibre monitoring and visual clearance inspection - Prowse Street (Surrey St drain)	-\$3,225.75
03/05/2024	ENVIROPATH PTY LTD	Town and Reserve Car Park street sweeping including Thompson and Lamb Sts - included blowing under fig tree	-\$3,948.12
14/05/2024	ENVIROPATH PTY LTD	Requested extra sweeps	-\$836.00
03/05/2024	FARMARAMA PTY LTD	Fertiliser supplies	-\$2,453.00
14/05/2024	FLEXISTAFF	Contract staff expenses	-\$5,789.05
31/05/2024	FLEXISTAFF	Contract staff expenses	-\$1,910.67
03/05/2024	FLEXISTAFF	Contract staff expenses	-\$4,306.14
03/05/2024	FREESTYLE NOW	Skate and scooter workshop - 9 April 2024	-\$605.00
22/05/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$793.10

Date	Name	Description	Amount
31/05/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$618.66
03/05/2024	GFG TEMP ASSIST	Temporary Personnel Support	-\$8,806.01
31/05/2024	GLADIATOR SPORTS	Removal of old, supply and install new basket ball tower - Bassendean Pde	-\$5,830.00
31/05/2024	GO2 GROUP PTY LTD	Refund - Infrastructure security bond	-\$3,500.00
03/05/2024	GRANTGURU PTY LTD	3 year subscription - 1 year instalment 1 Apr 24 to 1 Apr 25	-\$3,190.00
03/05/2024	GREENACRES TURF GROUP	Turf supply and installation - Jubilee Reserve football oval	-\$29,067.28
14/05/2024	GREENSTEAM AUSTRALIA	High frequency steam treatment - May 2024	-\$10,124.18
31/05/2024	GRONBEK SECURITY	6 keys and 2 cylinders to public toilets - Stan Moses Pavilion	-\$541.05
31/05/2024	H ROSENDAL	Refund - Rates	-\$429.61
03/05/2024	H SMITH	Refund - Key and Hall bond	-\$550.00
03/05/2024	HATCHET PTY LTD	Website development for RYDE program	-\$528.00
03/05/2024	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$4,053.45
14/05/2024	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$3,604.30
31/05/2024	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$4,006.11
14/05/2024	HEATLEY SALES PTY LTD	WHS supplies	-\$575.56
31/05/2024	HEATLEY SALES PTY LTD	WHS supplies	-\$290.51
03/05/2024	HELEN DOBBIE	Hatha Yoga classes - Term 1	-\$735.00
31/05/2024	HELEN DOBBIE	Hatha Yoga classes - Term 2	-\$1,050.00
07/05/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,414.81
21/05/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,684.02
07/05/2024	HOST PLUS	Superannuation contributions	-\$5,756.26
21/05/2024	HOST PLUS	Superannuation contributions	-\$5,900.99
03/05/2024	I DAGINAWALA	Refund - Key and Hall bond	-\$1,100.00
31/05/2024	ID CONSULTING PTY LTD	Demographic report for six suburbs benchmarked to City of Swan and Town of Bassendean	-\$8,000.00
03/05/2024	ILLION TENDERLINK	RFT & RFQ uploads to Tender link electronic tender portal	-\$1,485.00
03/05/2024	INLOGIK PTY LIMITED	Promaster - Monthly Hosting Fee - Mar 2024	-\$464.92

Date	Name	Description	Amount
14/05/2024	INLOGIK PTY LIMITED	Promaster - Monthly Hosting Fee - Apr 2024	-\$464.92
03/05/2024	INNOVA BUILDERS WA	Refund - Building permit	-\$1,109.52
03/05/2024	INTELIFE GROUP LIMITED	Cleaning supplies	-\$209.34
14/05/2024	INTELIFE GROUP LIMITED	Cleaning of various locations	-\$16,187.06
31/05/2024	J BOUQUET	Refund - Rates	-\$80.11
14/05/2024	J EVANS	Refund - Rates	-\$857.11
03/05/2024	J SAXON	Refund - Residential crossover	-\$445.00
03/05/2024	J TRUSSO	Refund - CCTV Rebate scheme	-\$104.50
14/05/2024	JASON SIGNMAKERS	Signs - Uneven Surface and Ducks - depot	-\$464.04
14/05/2024	JIM'S HAZARDOUS MATERIAL REMOVAL - MORLEY	Removal and disposal of asbestos sheets from laneway - Guildford Road	-\$770.00
14/05/2024	JSM CONSTRUCTION WA	Painting of ANZAC Reservice toilet block	-\$3,765.41
31/05/2024	JSM CONSTRUCTION WA	Structural repairs to RA McDonald and Bill Walker stands	-\$4,014.22
03/05/2024	K C BINITA	Cleaning services - WIW Bassendean	-\$1,700.00
03/05/2024	K DEBONO	Dudley Robinson Youth Grant	-\$250.00
14/05/2024	K LIDDELOW	Refund - Rates	-\$1,072.83
03/05/2024	K POUCHIN	Refund - CCTV Rebate scheme	-\$200.00
03/05/2024	KBE ASBESTOS PTY LTD	Residential asbestos soil remediation - Prowse St (Surry St drain)	-\$17,600.00
03/05/2024	KELYN TRAINING SERVICES	BWTM Training - 2 days attendance	-\$540.00
03/05/2024	KENNARDS HIRE	Hire of generator - 28 Mar to 5 Apr 24	-\$1,703.00
31/05/2024	KERB DOCTOR	Kerb repairs - various locations	-\$3,998.67
03/05/2024	KLEENIT PTY LTD	Application of anti graffiti coating - Library carpark wall facing BIC Reserve	-\$671.00
14/05/2024	KLEENIT PTY LTD	Graffiti removal - various locations	-\$1,549.63
31/05/2024	KLEENIT PTY LTD	Remove line marking and wash down bus stop - Walter Rd	-\$467.50
03/05/2024	L UNASA	Refund - Rates	-\$187.22
03/05/2024	LG BEST PRACTICES	Consultancy - Payroll	-\$88.00
08/05/2024	LGRCEU	Payroll deductions	-\$44.00
22/05/2024	LGRCEU	Payroll deductions	-\$66.00
03/05/2024	LIFETIME EMT	First aid training	-\$1,850.00
03/05/2024	LOCAL GOVERNMENT PLANNERS ASSOCIATION	4 x tickets for LGPA event - Tips, tricks and traps of the Tribunal - 2 May 24	-260.00

Date	Name	Description	Amount
03/05/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing call outs - various locations	-\$2,699.75
14/05/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing services - replace toilet cistern and seat - HRV	-\$1,721.10
31/05/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing services - Maintenance to drink fountain - Jubilee Reserve	-\$2,617.98
07/05/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$535.93
21/05/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$1,023.13
03/05/2024	MANDALA HOLISTIC THERAPIES	Extension activities - Woman's circle with Anne Marie - 6 week course	-\$1,875.00
07/05/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$428.06
21/05/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$1,036.02
03/05/2024	MARQUEE MAGIC	Marquee - 9M X 12M and 300 white chairs - ANZAC Day	-\$4,420.00
31/05/2024	MCGEES PROPERTY	Property valuation report - Railway Parade	-\$11,550.00
14/05/2024	MCLEODS & CO	Legal services	-\$7,230.85
31/05/2024	MCLEODS & CO	Legal services	-\$559.35
03/05/2024	MIDLAND MINICRETE	Supply of premix concrete for footpath repair	-\$1,543.30
31/05/2024	MIDLAND MINICRETE	Supply of premix concrete for footpath repair	-\$759.00
03/05/2024	MILLS RECRUITMENT	CEO Performance review - Consultant	-\$3,080.00
07/05/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$286.80
21/05/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$286.80
07/05/2024	MLC SUPER FUND	Superannuation contributions	-\$113.73
21/05/2024	MLC SUPER FUND	Superannuation contributions	-\$113.73
14/05/2024	MOORE AUSTRALIA (WA) PTY LTD	Various Finance workshops - attendance	-\$5,280.00
31/05/2024	MOORE AUSTRALIA (WA) PTY LTD	2024 WALGA Tax FBT workshop - 22 FEB - attendance	-\$990.00
14/05/2024	MULTILEC ENGINEERING PTY LTD	Quarterly service and inspection of Limited Mobility Lift - Library	-\$440.00
14/05/2024	N & N J HAEUSLER	Newspaper supplies - Library	-\$104.20
31/05/2024	N & N J HAEUSLER	Newspaper supplies - Library	-\$104.20
31/05/2024	N RODGERS	Refund - Rates	-\$19.55
14/05/2024	NAMEPLATE ENGRAVERS	Name badge supplies	-\$1,017.50
03/05/2024	NATSYNC ENVIRONMENTAL	Fauna night walks - 4 & 11 APRIL 2024	-\$890.00
14/05/2024	NATURAL AREA HOLDINGS PTY LTD	Bushland management program - various locations	-\$18,598.02

Date	Name	Description	Amount
31/05/2024	NGALA BOODJA - ABORIGINAL LAND CARE	Bushland management program - Success Hill Reserve	-\$6,443.75
07/05/2024	NGS SUPER	Superannuation contributions	-\$418.60
21/05/2024	NGS SUPER	Superannuation contributions	-\$411.39
03/05/2024	NIKKI DENNERLEY (HAPPY FEET FITNESS)	Happy Feet Fitness Class	-\$125.00
31/05/2024	NIKKI DENNERLEY (HAPPY FEET FITNESS)	Happy Feet Fitness Class	-\$125.00
03/05/2024	NUTRIEN AG SOLUTIONS LIMITED	Surefire ant and pest spray - Depot	-\$177.21
03/05/2024	NUTRIEN WATER	Reticulation supplies	-\$923.03
14/05/2024	NUTRIEN WATER	Reticulation supplies	-\$76.10
31/05/2024	NUTRIEN WATER	Reticulation supplies	-\$113.85
03/05/2024	OBJECTIVE CORPORATION LIMITD	TRAPEZE Professional one (1) year subscription - Individual licences	-\$4,590.99
14/05/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery supplies	-\$863.66
31/05/2024	OMNICOM MEDIA GROUP (OMG) AUSTRALIA PTY LTD (MARKETFORCE)	Advertisement in newspaper "Notice of Intention to Levy Differential Rates"	-\$997.89
03/05/2024	OUTDOOR WORLD WANGARA	Refund - Building permit	-\$147.00
03/05/2024	P METCALF	Refund - CCTV Rebate scheme	-\$150.80
14/05/2024	P SULLIVAN	Refund - CCTV Rebate scheme	-\$144.50
31/05/2024	PAATSCH GROUP	2024 Bassendean Oval Precinct Redevelopment Project - Consultancy fees	-\$46,461.25
31/05/2024	PACE NATIONAL	Refund - Hall bond	-\$49.00
03/05/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical services - various locations	-\$5,356.85
14/05/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical services - various locations	-\$11,390.62
31/05/2024	PAVEMENT ANALYSIS PTY LTD	Forward testing for Collier Road MRRG 25/26	-\$3,080.00
08/05/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$1,657.23
22/05/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$1,657.23
14/05/2024	PEP TRANSPORT	Courier services	-\$59.64
03/05/2024	PERTH AUDIOVISUAL	IT Equipment supplies	-\$1,539.73
31/05/2024	PERTH ECO BEEKEEPING AND BEES REMOVAL	Bee removal - Bindaring Park	-\$2,200.00
03/05/2024	PHASE 3 MAINTENANCE PTY LTD	Oiling to all furniture and play equipment - Sandy Beach Reserve playground	-\$15,369.20
14/05/2024	PLAY CHECK	Playground inspection and report - WIW Bassendean	-\$770.00

Date	Name	Description	Amount
03/05/2024	PRESTIGE PROPERTY MAINTENANCE	Weekly mowing of active and passive turf areas and spreading of seed - various locations	-\$25,599.52
03/05/2024	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$336.60
14/05/2024	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$135.30
31/05/2024	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$135.30
31/05/2024	R BERRY	Refund - Infrastructure security bond	-\$3,500.00
14/05/2024	R HEARD	Refund - Rates	-\$2,279.39
14/05/2024	RED DIRT PATIOS	Refund - Building permit	-\$61.65
03/05/2024	REITSEMA PACKAGING PTY LTD	8L compostable kitchen tidy bags	-\$4,942.08
14/05/2024	REPCO	1 pair front Hilux canvas seat covers - Depot	-\$97.90
07/05/2024	REST SUPERANNUATION	Superannuation contributions	-\$1,760.77
21/05/2024	REST SUPERANNUATION	Superannuation contributions	-\$1,716.41
14/05/2024	RETECH RUBBER	Softfall repairs under swings - Sandy Beach Reserve	-\$357.50
31/05/2024	REVIVE RESOURCES PTY LTD	Disposal and processing of drainage pit educting and cleaning waste - Depot	-\$2,706.00
31/05/2024	RICOH AUSTRALIA PTY LTD	Lease photocopier/printer	-\$1,103.11
16/05/2024	RICOH FINANCE AUSTRALIA PTY LTD	Lease photocopier/printer	-\$206.80
14/05/2024	RUBY 9 PTY LTD	Relax Term 2 - Thursday morning Yoga	-\$1,155.00
31/05/2024	S & L SALVAGE	Demolition of James Street toilet block	-\$13,750.00
31/05/2024	S CAWLEY	Refund - Development Bond	-\$6,000.00
31/05/2024	S DOPIERALA	Refund - CCTV Rebate scheme	-\$200.00
31/05/2024	SAFETY AUSTRALIA GROUP PTY LTD	WHS Contractor Management - Training session - 20 PAX	-\$2,172.50
31/05/2024	SAGE CONSULTING ENGINEERS PTY LTD	Design and documentation - Bassendean Oval Lighting - DESIGN 65%	-\$15,664.00
03/05/2024	SEEK LIMITED	Job advertisement for 2023-2024	-\$335.50
14/05/2024	SEEK LIMITED	Job advertisement for 2023-2024	-\$401.50
14/05/2024	SHORT PROMOTIONAL RUNS	3mm single side printed core flute - Depot	-\$422.40
14/05/2024	SIFTING SANDS	Sand Pit cleaning - various locations	-\$965.25
14/05/2024	SIGNING HANDS	Baby and toddler sign language classes	-\$2,178.00
03/05/2024	SIMPLY UNIFORMS	Staff uniforms	-\$1,131.90

Date	Name	Description	Amount
14/05/2024	SIMPLY UNIFORMS	Staff uniforms	-\$662.20
14/05/2024	SLAB AND GARDEN CITY	Sand supplies	-\$345.60
31/05/2024	SLAB AND GARDEN CITY	Sand supplies	-\$143.40
07/05/2024	SLATE SUPER	Superannuation contributions	-\$36.20
14/05/2024	SLATER GARTRELL SPORTS	Supply and lay premium synthetic turf - Jubilee match wicket and supply basketball chain net - various locations	-\$5,483.50
14/05/2024	SOILS AINT SOILS PTY LTD	Sand supplies	-\$1,812.00
31/05/2024	SOS - SWITCHED ONTO SAFETY	Chemwatch subscription - 2024/25 - SDS Database	-\$1,925.00
07/05/2024	SPACESHIP	Superannuation contributions	-\$277.80
21/05/2024	SPACESHIP	Superannuation contributions	-\$277.80
14/05/2024	SPRAYTEK PRECISION PTY LTD	Town's RYDE vehicle - excess for claim - Youth services	-\$1,000.00
14/05/2024	STIHL SHOP MALAGA	Equipment supplies and repairs	-\$269.00
31/05/2024	STIHL SHOP MALAGA	Equipment supplies and repairs	-\$1,303.00
14/05/2024	STOTT AND HOARE	Monthly Microsoft CSP subscription per user	-\$419.10
03/05/2024	SUCCESS PRINT	Printing of parking infringement books	-\$1,456.00
14/05/2024	SUPERCHARGE BATTERIES	Battery supplies	-\$219.96
31/05/2024	SUPERLOOP (OPERATIONS) PTY LTD	Internet services	-\$1,067.00
03/05/2024	SUSAN LILLIAN SUMMERS (MUSIC)	Live music performance - Music on the Green	-\$350.00
03/05/2024	SYNERGY	Power charges for various sites	-\$15,676.90
14/05/2024	TECHNOLOGY ONE LTD	Technology One subscription fee - 01/04/2024 to 31/03/2025	-\$27,075.08
03/05/2024	TECHWORKS ELECTRICAL PTY LTD	Asbestos sample collection, testing and report	-\$610.50
14/05/2024	TECHWORKS ELECTRICAL PTY LTD	Replacement of main switchboard and distribution boards - Administration Building	-\$7,120.68
14/05/2024	TELCODATA CLOUD	RFP Flex Consultancy	-\$4,950.00
03/05/2024	TELSTRA	Telephone charges	-\$3,101.52
14/05/2024	TELSTRA	Telephone charges	-\$3,077.83
31/05/2024	THE SUNSHINE LANE AUSTRALIA	Polymer clay earrings workshop - Library	-\$750.00
08/05/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$275.00
22/05/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$275.00

Date	Name	Description	Amount
14/05/2024	TPG NETWORK PTY LTD	Telephone charges	-\$1,849.28
14/05/2024	UMESH THAPA	Cleaning services	-\$840.00
07/05/2024	UNISUPER	Superannuation contributions	-\$172.33
21/05/2024	UNISUPER	Superannuation contributions	-\$172.33
31/05/2024	UNITED PETROLEUM PTY LTD	Diesel Fuel	-\$11,997.13
31/05/2024	UPTEMPO DESIGN	Safety clothing	-\$435.60
03/05/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Waste collection - Kerbside FOGO collections	-\$98,655.93
03/05/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Supply of 2 x red bins	-\$48.74
14/05/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Waste collection - Markets	-\$12.16
31/05/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Waste collection - Kerbside FOGO collections	-\$94,466.92
03/05/2024	VILLAGE SIGNS	Whiteboard sign - WIW	-\$55.00
03/05/2024	W GAMLIN	Refund - Residential crossover	-\$445.00
03/05/2024	WATER2WATER PTY LTD	Replacement of leaking twin system - 35 Old Perth Rd	-\$282.50
14/05/2024	WATER2WATER PTY LTD	Aqua net bottle water cooler - 35 Old Perth Road	-\$318.00
03/05/2024	WATTS WESTERN RUBBER CO	Tyres and repairs	-\$44.00
31/05/2024	WATTS WESTERN RUBBER CO	Tyres and repairs	-\$44.00
14/05/2024	WEST TIP WASTE CONTROL PTY LTD	Depot - Empty and replace general waste skin bin	-\$478.50
03/05/2024	WESTBOOKS	Book supplies - Library	-\$164.43
14/05/2024	WESTBOOKS	Book supplies - Library	-\$236.51
31/05/2024	WESTBOOKS	Book supplies - Library	-\$1,008.27
14/05/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION-WALGA	Online Councillor Essentials WALGA training - Audit and Governance Committee	-\$1,749.00
31/05/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION-WALGA	Diploma of Local Government - Elected member	-\$5,000.00
31/05/2024	WESTON ROAD SYSTEMS	Supply and install line spotting - Collier Road	-\$1,650.00
31/05/2024	WESTWORKS GROUP PTY LTD	Technical arboriculture support and supervision for tree pruning contract	-\$10,890.00
14/05/2024	WIDER VISION BASSENDEAN INC	Donation for cancer fundraiser	-\$250.00
31/05/2024	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Compostable dog waste bags	-\$1,522.40

Date	Name	Description	Amount
01/05/2024	ALINTA	Gas Supplies	-123.20
22/05/2024	TOWN OF BASSENDEAN-PETTY CASH	Petty Cash Recoup - Admin	-675.95

TOTAL MUNICIPAL CHEQUES - \$799.15

GRAND TOTAL - \$2,741,488.74

April Credit Card Expenditure 2024
Statement Period 04/04/2024 to 02/05/2024

Statement Date	Merchant Name	Line Description	Amount
4/04/2024	Bunnings	Repairs On Pool Table Caster Wheels	\$ 11.00
4/04/2024	Bassendean Newsagency	Transperth Smartrider for Ryde Mentor	\$ 60.00
4/04/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
4/04/2024	Ple Computers	Wifi Access Point 35 Old Perth Road	\$ 303.00
4/04/2024	IDA Street Super mark	Milk for Depot	\$ 13.63
4/04/2024	WA news dti	Newspaper Subscription For Library	\$ 48.01
4/04/2024	WA news dti	Newspaper Subscription For Admin	\$ 96.00
5/04/2024	Nisbets Australia	Kitchen Scrubbers	\$ 9.24
5/04/2024	IKEA Pty Ltd	Furniture And Resources WIW	\$ 1,108.91
5/04/2024	IKEA Pty Ltd	Furniture And Resources WIW	\$ 0.09
8/04/2024	Officeworks	SD Card For Noise Meter	\$ 15.00
8/04/2024	Bunnings	Resources for Natural Resource Management (NRM)	\$ 34.73
8/04/2024	Ls Wasteless Pantry B	Catering for Nestbox Workshop 08/04/2024	\$ 17.05
8/04/2024	Ls Wasteless Pantry B	Catering for Nestbox Workshop 08/04/2024	\$ 4.49
8/04/2024	Local Government Mana	LG Pro Training - Introduction to Local Government	\$ 495.00
8/04/2024	Bunnings	DC Padlock for 48 Old Perth Road Office	\$ 24.02
9/04/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
9/04/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
9/04/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
9/04/2024	Bunnings Group Ltd	BBQ for Staff Events	\$ 586.71
9/04/2024	Charlies Fresh Food	Catering for Council Dinner 09/04/2024	\$ 191.22
9/04/2024	Charlies Fresh Food	Various Items for Council Pantry	\$ 4.99
9/04/2024	Woolworths Online	Various Items for Council Pantry	\$ 57.86
9/04/2024	Woolworths Online	Various Items for Council Pantry	\$ 47.04
9/04/2024	Coles Online	Catering for Seniors Health Workshop	\$ 5.50
9/04/2024	Coles Online	Catering for Seniors Health Workshop	\$ 62.62
10/04/2024	Bunnings 458000	Gas Cylinder for BBQ	\$ 79.84
10/04/2024	PayPal *Coles superm	Groceries for Wind in the Willows	\$ 31.57

Statement Date	Merchant Name	Line Description	Amount
10/04/2024	PayPal *Coles superm	Groceries for Wind in the Willows	\$ 227.32
10/04/2024	PayPal *Coles superm	Groceries for Wind in the Willows	\$ 73.81
10/04/2024	PayPal *Coles superm	Groceries for Wind in the Willows	\$ 239.30
10/04/2024	IDA Street Supermark	Milk for Depot	\$ 13.63
10/04/2024	Hema Maps Pty Ltd	Magazine Subscription - Caravan World (12 Issues)	\$ 94.99
10/04/2024	Ple Computers Pty Lt	WIFI App for Council Chambers	\$ 329.00
11/04/2024	Sq *Bambinos Eateries	Coffee Meeting CEO	\$ 10.60
11/04/2024	The Flower Run	Flowers for Employee	\$ 96.00
11/04/2024	Subway Bassendean	Catering for Seniors Health Workshop	\$ 57.00
11/04/2024	Subway Bassendean	Catering for Seniors Health Workshop	\$ 57.00
11/04/2024	Short Promo Runs	Uniform for Community Development Team	\$ 330.00
11/04/2024	Short Promo Runs	Uniform for Sustainability & Environment Team	\$ 132.00
12/04/2024	Charlies Fresh Food	Catering for Welcome Morning Tea	\$ 110.00
12/04/2024	Le Bon Bakehouse WA	Catering for Welcome Morning Tea	\$ 23.32
12/04/2024	Le Bon Bakehouse WA	Catering for Welcome Morning Tea	\$ 84.68
12/04/2024	Bunnings 458000	Materials for Wind in the Willows	\$ 79.11
12/04/2024	Sp Cbca Merchandise	Extensions Activities for Library	\$ 163.90
12/04/2024	Sp Cbca Merchandise	Extensions Activities for Library	\$ 0.18
15/04/2024	Spotify	BYS Spotify	\$ 20.99
15/04/2024	Adjustment To Account	Correction Of Duplicate Refund	\$ 43.97
15/04/2024	Adjustment To Account	Correction Of Duplicate Refund	\$ 43.97
15/04/2024	Adjustment To Account	Correction To Duplicate Refund	\$ 43.97
15/04/2024	Adjustment To Account	Correction To Duplicate Refund	\$ 814.98
15/04/2024	Adjustment To Account	Correction To Duplicate Refund	\$ 1,291.24
15/04/2024	Ple Computers	Wi-Fi Access Points 48 Old Perth Road	\$ 815.00
15/04/2024	TeamViewer Pty Ltd	TeamViewer Remote Desktop Subscription	\$ 2,494.80
16/04/2024	Ezi*The Fruit Box Gro	Milk Delivery 12 April 2024	\$ 1.10
16/04/2024	Ezi*The Fruit Box Gro	Milk Delivery 12 April 2024	\$ 83.76
16/04/2024	Coles 0395	Coffee Beans for 35 and 48 Old Perth Road Offices	\$ 112.00
17/04/2024	Le Bon Bakehouse WA	Farewell Morning Tea	\$ 19.36
17/04/2024	Le Bon Bakehouse WA	Farewell Morning Tea	\$ 70.64
17/04/2024	Aussie Broadband Limit	Internet Provision For Youth Centre	\$ 149.00

Statement Date	Merchant Name	Line Description	Amount
17/04/2024	Ida Street Supermark	Milk For Depot	\$ 13.63
19/04/2024	Sq *Bambinos Eateries	Coffee Director Infrastructure Interviews	\$ 15.40
19/04/2024	Sq *Work Health Profess	WHS - Hepatitis Vaccine Final	\$ 189.20
19/04/2024	Sq *Work Health Profess	WHS - Hepatitis Vaccine Final	\$ 4.16
19/04/2024	Coles 0383	Catering for All Staff Meeting	\$ 6.05
19/04/2024	Coles 0383	Catering for All Staff Meeting	\$ 16.25
19/04/2024	Bakers Delight	Catering for All Staff Meeting	\$ 51.92
19/04/2024	Bakers Delight	Catering for All Staff Meeting	\$ 0.08
19/04/2024	Godfreys Midland	Vacuum Head Replacement	\$ 60.00
19/04/2024	All Printers And Cartr	Stationery for Library	\$ 189.75
22/04/2024	Istock.Com	Istock Subscription For Stock Photography	\$ 31.90
23/04/2024	Wex Australia Pty Ltd	Fuel Cards For Ryde Vehicles	\$ 106.95
23/04/2024	Ida Street Supermark	Milk For Depot	\$ 13.63
24/04/2024	Maxo.Com.Au	BYS Phones	\$ 39.95
24/04/2024	Sportrophy	Desk Plaque	\$ 59.95
24/04/2024	Sportrophy	Desk Plaque	\$ 1.25
24/04/2024	Sq *The 5 Four Store	Catering for Council Briefing Dinner 24/04/2024	\$ 200.00
24/04/2024	Clever Patch	Extension Activities for Library	\$ 154.60
24/04/2024	Schwartz Media	Subscription - The Monthly Pty Ltd	\$ 127.00
24/04/2024	Next media Pty Ltd	Subscription - Science Illustrated	\$ 72.00
26/04/2024	St John Ambulance Aust	St John First Aid Training	\$ 170.00
26/04/2024	St John Ambulance Aust	St John First Aid Training	\$ 170.00
26/04/2024	Coles 0395	Groceries For Youth Cooking Program	\$ 155.32
26/04/2024	Coles 0395	Cooking Program Cleaning Products	\$ 28.00
26/04/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
26/04/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
26/04/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
26/04/2024	Adobe	Adobe Subscriptions	\$ 646.86
26/04/2024	PayPal *Ea Partners	Executive Assistant Network - Ai Deep Dive Webinar	\$ 19.80
26/04/2024	Bunnings 458000	Sandy Beach Play Equipment Parts	\$ 16.72
26/04/2024	Bunnings 458000	Sandy Beach Play Equipment Parts	\$ 0.09
26/04/2024	Ls A1Locksmiths	New Vehicle Key	\$ 77.00

Statement Date	Merchant Name	Line Description	Amount
30/04/2024	Qr-Code-Generator.Com	QR Codes For Bassendean Gallery	\$ 247.37
30/04/2024	Intnl Transaction Fee	International Transaction Fee - QR Code Generator	\$ 6.18
30/04/2024	Dept Of Local Gov Spor	Digital Probate - Row Strategy/Closure	\$ 41.60
30/04/2024	Kinatico Ltd	National Police Clearance - Refund	-\$ 54.90
30/04/2024	Zoho-Manageengine Ser	Zoho Management Software Subscription	\$ 621.72
30/04/2024	Ezi*The Fruit Box Gro	Milk Delivery 26 April 2024	\$ 1.10
30/04/2024	Ezi*The Fruit Box Gro	Milk Delivery 26 April 2024	\$ 83.76
30/04/2024	Coles Online	Various Items for Council Pantry	\$ 71.83
30/04/2024	Coles Online	Various Items for Council Pantry	\$ 125.82
30/04/2024	Coles 0395	Kitchen Supplies - Library	\$ 10.89
30/04/2024	Coles 0395	Tea and Coffee For Library	\$ 42.46
1/05/2024	Facebk *Ugb7X3Q3P2	Facebook Advertising For Skate/Scooter/BMX Workshop	\$ 139.43
1/05/2024	Vistaprint Australia P	Business Cards - Depot	\$ 86.97
1/05/2024	Uber *Eats	Catering for Council Dinner 30/04/2024	\$ 206.19
1/05/2024	Ida Street Supermark	Milk For Depot	\$ 13.63
1/05/2024	Annual Fee	Annual Credit Card Fee (Pro-Rata)	\$ 26.67
2/05/2024	Officeworks	Stationery - Wind In The Willows	\$ 592.55
2/05/2024	West net	NBN for Wind in the Willows	\$ 69.99
2/05/2024	Vital Line Cnc Routi	Name Labels For Responsible Persons	\$ 49.50
2/05/2024	West net	Public Internet Access for Library	\$ 109.99
	TOTAL:		\$ 16,948.65