

# **ATTACHMENT NO. 6**



Department of  
**Local Government, Sport  
and Cultural Industries**

Our ref SR/2017/683  
Enquiries Clint Klymovich  
Phone 9492 9721  
Email [Clint.klymovich@dlgsc.wa.gov.au](mailto:Clint.klymovich@dlgsc.wa.gov.au)

Town of Bassendean Council  
Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6934

Dear Mayor McLennan, Councillors and Mr Jarvis

**STATE FOOTBALL CENTRE**

In 2016, the former Department of Sport and Recreation, now Sport and Recreation (WA), a division of the Department of Local Government, Sport and Cultural Industries undertook a business case to identify the requirements and potential location for a State Football Centre in Western Australia.

As part of the 2016 business case process, Ashfield Reserve was identified as a potential location with the support of the Town of Bassendean.

Sport and Recreation (WA) are currently revisiting the 2016 business case to review the scope, staging options and business objectives as well as potential locations. Since the completion of the 2016 business case we note there has been a change in Council and as part of revisiting the business case process we are interested to understand the current position of the Town.

We plan to finalise the business case early in 2018, therefore we request your consideration of this request in a timely manner. A business case precedes any funding decision by government so it is important to note that the State Football Centre is currently unfunded and a timeframe for development has not been identified.

Should you wish to discuss this further, please contact Clint Klymovich A/Senior Facilities Consultant, Sport and Recreation (WA) on 9492 9721 or email [clint.klymovich@dlgsc.wa.gov.au](mailto:clint.klymovich@dlgsc.wa.gov.au).

Yours sincerely

**Clayton White**  
**Acting Manager Facilities Development**

19 December 2017

246 Vincent Street Leederville Western Australia 6007  
PO Box 329 Leederville Western Australia 6903  
Telephone 08 9492 9700 Email [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)  
Web [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)



Our ref: OLET-7198818  
File ref: COMDEV/LIAIS/4  
Your ref: SR/2017/683

Mr Clayton White  
Acting Manager Facilities Development  
Department of Local Government, Sport &  
Cultural Industries  
PO Box 329  
**LEEDERVILLE WA 6903**

Dear Mr White

## **STATE FOOTBALL CENTRE**

Thank you for the update you provided on the status of the State Football Centre project in your letter dated 19 December 2017. You indicated in your correspondence that there is an intention for a business case to be finalised early in 2018 and that you would be interested in knowing the current position of the Town on this project.

As you would be aware, this project was considered at a Special Meeting of Council in May 2016. The Council resolution (SCM-1/5/16) at the time gave support for Ashfield Reserve being shortlisted for consideration as a potential site for the State Football Centre with a number of non-negotiable conditions. One of these conditions was that a community engagement process be maintained throughout the project and the preplanning information and plans be released to the public and all further project development be transparent. However, despite this, in January 2017 the former Premier announced that the Ashfield site had been selected and presented plans for the site without there having been any further consultation or communication with Council or the community. This was disappointing and, not unexpectedly, has generated significant angst from residents in the local area in relation to this project.

Although Council previously gave support for the Ashfield site there has since been a local government election which has resulted in a distinctly different composition to the Town's Council. It definitely cannot be assumed that the new Council will support this project and therefore the matter will be on the agenda for Council's consideration at its meeting on 30 January.

/2..

2.

I would suggest that any further consideration of this site would require a start from scratch approach and significant consultation with the community. I would also add that rejection by the public and therefore the Council is a very real possibility given the previous reaction to the proposal. Acknowledging this, if the Department still wants to pursue Ashfield as a potential site, a commitment to meaningful community engagement and a demonstration of openness and transparency in the process would be required.

Furthermore, the Town was somewhat surprised to be informed that this project is still live given that it was an election promise by the previous government and that the Department advised that there was no budget for the project at the time. It would be appreciated if you could advise if the new minister has given approval for this project to proceed.

Kind regards,

A handwritten signature in black ink, appearing to read 'Renee McLennan', written in a cursive style.

**Cr. Renee McLennan**  
**Mayor**

cc email: Clint Klymovich (clint.klymovich@dlgsc.wa.gov.au)

## Salvatore Siciliano

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**From:** Clint Klymovich <Clint.Klymovich@dlgsc.wa.gov.au>  
**Sent:** Wednesday, 10 January 2018 2:23 PM  
**To:** crmcLennan@bassendean.wa.gov.au; Bob Jarvis  
**Cc:** Clayton White  
**Subject:** IEM-13183218 - RE: Town of Bassendean - State Football Centre

Dear Mayor McLennan and Bob,  
Thank you for your correspondence relating to Ashfield Reserve as a potential location for a State Football Centre.

The current government has made no commitment to a State Football Centre and/or a location for this type of facility. However, the new Minister for Sport and Recreation has given direction to the department to develop a new business case for a State Football Centre, including revisiting the scope, staging options, business objectives and potential locations including new sites and the sites identified in the original business case. A business case precedes any financial commitment from government and will inform government in the decision making process on whether to proceed with a State Football Centre in the future.

As you are aware the previous Liberal-National Government made an election commitment to the State Football Centre at the Ashfield location. We understand the Town's position that the former Premier's public announcement, before the Town could be further consulted, created some angst in the community. This announcement was not in the department's control.

The advice we receive following the 30 January Council meeting will enable Ashfield Reserve to either be further considered (and what conditions that may entail) or alternatively close out Ashfield as no longer a potential option within the business case.

I trust this assists the council in consideration of this subject.

Should you wish to discuss this further, please contact me on 9492 9721.

Kind regards

Clint

**From:** Sue Perkins [mailto:SPerkins@bassendean.wa.gov.au]  
**Sent:** Monday, 8 January 2018 9:33 AM  
**To:** Clint Klymovich <Clint.Klymovich@dlgsc.wa.gov.au>  
**Subject:** Town of Bassendean - State Football Centre

Good morning Clint

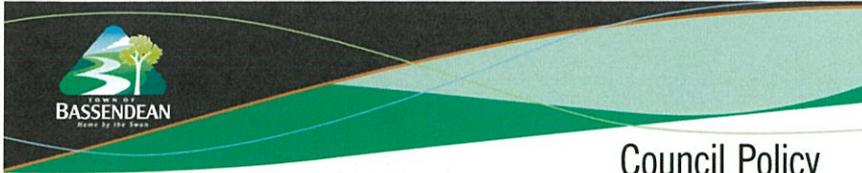
Please find attached a copy of a letter addressed to Mr Clayton White from our Mayor, Cr Renee McLennan.

If you require any further information, please phone Mr Bob Jarvis on 9377 8004.

Kind regards

Sue Perkins  
Executive Assistant to the CEO

# **ATTACHMENT NO. 7**



## 6.6 Gifts to Departing Councillors

### Objective

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

### Strategy

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

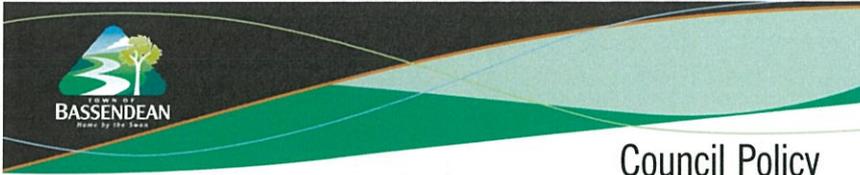
~~On retirement a plaque with an inscription and a gift with a value of up to \$350 is to be presented to each Councillor for continuous service of two terms of office.~~

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

### Application

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

|   |   |
|---|---|
| <p><b>Policy Type:</b> Strategic Policy</p>                               | <p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p>  |
| <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p> | <p><b>Last Review Date:</b> <del>January 2018</del> <a href="#">April 2014</a><br/>Version 2</p> <p><b>Next Review due by:</b> <del>January 2021</del> <a href="#">May 2020</a></p> |



## 6.8 Notices of Motions

### Objective

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

### Strategy

The Standing Orders provide (in part) that "A Member may bring forward business in the form of a written motion to the Chief Executive Officer at least 7 clear working days before the meeting at which it is to be moved". When a Notice of Motion is delivered to the CEO in accordance with the Standing Orders, the CEO shall in the first instance discuss the proposed motion with the Councillor to assess if it is required, and if so place the motion on the agenda for the next available Council meeting.

The CEO will determine if an Officer comment will accompany the Notice of motion on the Agenda

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

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

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

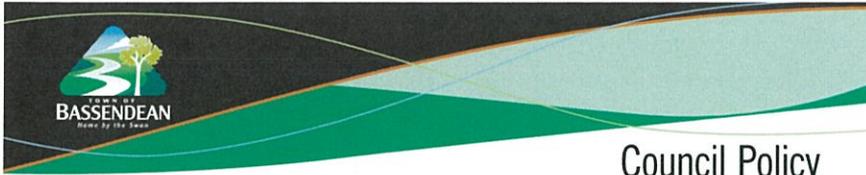
If a motion proceeds, Council will decide if a report is to be prepared and allocate a priority/or timeline taking into account officer workloads.

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

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

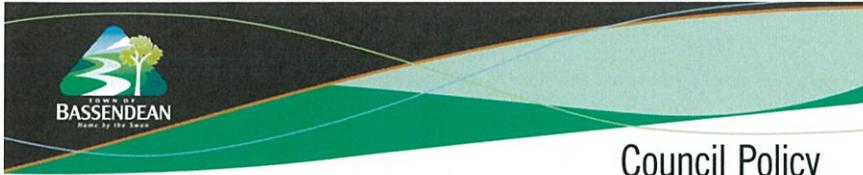
### Application

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



## Council Policy

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|--|--|
| <b>Policy Type:</b> Strategic Policy                               | <b>Responsible Officer:</b> Chief Executive Officer                                      |
| <b>Link to Strategic Community Plan:</b> Leadership and Governance | <b>Last Review Date:</b> <del>April 2014</del> <a href="#">January 2018</a><br>Version 2 |
|  | <b>Next Review due by:</b> <del>January 2021</del> <a href="#">May 2020</a>              |



## Council Policy

### 6.9 Publications by Individual Councillors

#### Objective

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

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

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

#### Strategy

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

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

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

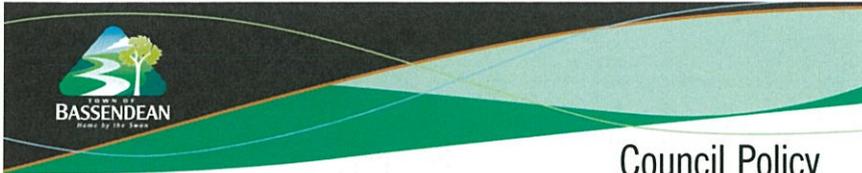
The document shall not reflect adversely on Council as a body corporate, an individual Councillor, an officer of Council, a member of the public or any other organisation.

#### Guidelines for Councillor Publications

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

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

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



## Council Policy

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

To exercise caution in using Social Media to ensure that in their communications they do not act contrary to the General Principles and Ethical Standards, or breach the Code of Conduct requirements.

The misuse of information, or confidential information, gained as a council member or committee member, employee to cause detriment to the Town or another person or to gain directly or indirectly an advantage for another person, applies to communications by Social Media as well and could result in prosecution under Section 5.93 of the Local Government Act 1995 which carries penalties of \$10,000 or imprisonment for 2 years.

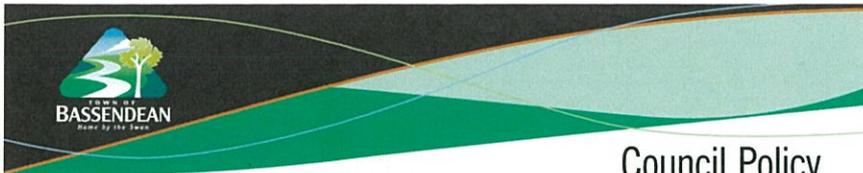
### Application

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

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

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

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| <p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> <a href="#">Good Leadership and Governance</a></p> | <p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> <a href="#">April 2014</a> <a href="#">January 2018</a><br/>Version 2</p> <p><b>Next Review due by:</b> <a href="#">May 2020</a> – <a href="#">January 2018</a></p> |
|--|--|



## 6.16 Investment Policy

### Objective

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

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

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

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

The Town will not make investments in companies that derive any revenues in the following areas of activity:

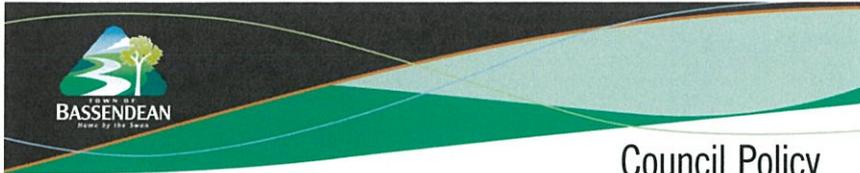
a) Controversial weapons: Companies involved in the manufacture and/or production of controversial weapons such as land mines, cluster bombs and nuclear weapons;

b) Tobacco: Companies involved in the manufacture and/or production of tobacco products.

The Town will not make investments in companies that derive 10% or more of their revenues in the following areas of activity:

a) Armaments: Companies involved in the manufacture and/or production of armaments;

b) Gambling: Companies involved in the manufacture and/or production of gambling machines and services and/or ownership of outlets housing these machines;



## Council Policy

c) Old growth logging: Companies involved in the logging of old growth forests.

d) Uranium Mining/Nuclear: companies involved in uranium mining and production of nuclear energy

The Town has determined that the Fund will not make investments in companies that derive 1/3 (one-third) or more of their revenues in high carbon sensitive activities.

### Legislative Requirements

All investments are to comply with the following:

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

### Delegation of Authority

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

### Ethics and Conflicts of Interest

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

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

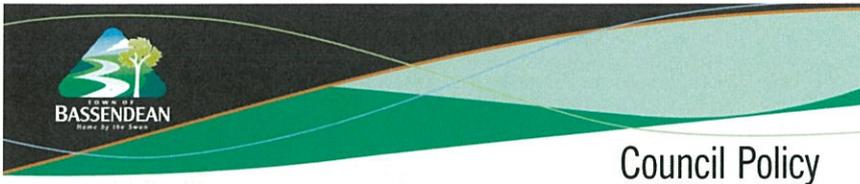
### Authorised Institution Investments

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

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

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## Council Policy

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

(1) *In this regulation —*

**authorised institution** means —

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

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

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

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

### Overall Portfolio Limits

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

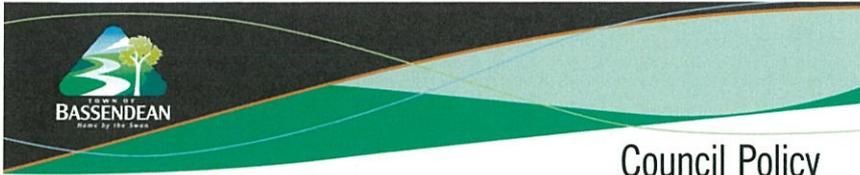
The maximum available limits in each category are as follows:

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

### Counterparty Credit Limit

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

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



### **Investment Advisor**

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

### **Reporting and Review**

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

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

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

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## **GLOSSARY OF TERMS**

### **Local Government Act 1995**

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

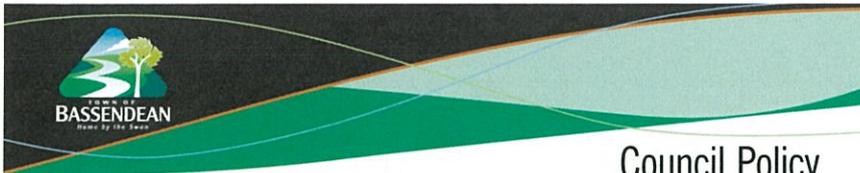
### **Local Government (Financial Management) Regulations 1996**

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

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

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

As part of the reporting requirement under Regulation 34 Financial Activity Statement Report, each local government is to include in its monthly statement of



## Council Policy

financial activity any supporting information considered relevant by the local government. This should include a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the investment policy.

### **Preservation of Capital**

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

### **Prudent Person Rule**

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

### **Trustees Act 1962**

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

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

## **INVESTMENT DEFINITIONS**

**Authorised institution** means —

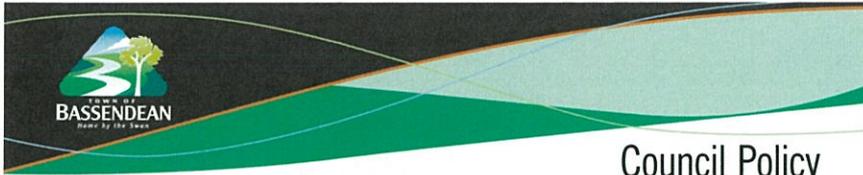
- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

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

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

### Bonds

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



### Security investments

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

### Term deposit

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

### S&P Credit Ratings

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

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

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

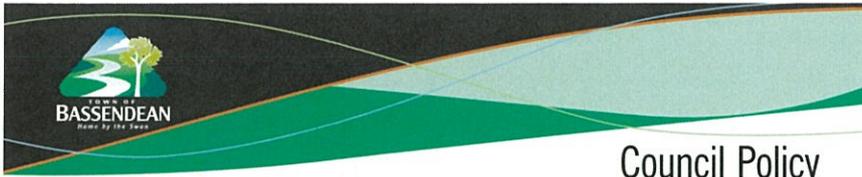
The issue rating definitions are expressed in terms of default risk.

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

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

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

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



## Application

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

|  |  |
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| <b>Policy Type:</b> Strategic Policy                               | <b>Responsible Officer:</b><br>Chief Executive Officer                                   |
| <b>Link to Strategic Community Plan:</b> Leadership and Governance | <b>Delegated Authority:</b><br>Director Corporate Services<br>Manager Corporate Services |
|  | <b>Last Review Date:</b> March 2016<br><b>Next Review due by:</b> March 2019             |

**PUBLIC COMMENT – REVIEW OF LEADERSHIP AND GOVERNANCE POLICIES**

Policy 6.3 Council Protocols

| Respondent | Comment   | Officer Response  |
|------------|---|---|
| 1          | <p>With regard to the extract below, I suggest the wording is revised to reflect the authority of Councillors (under policy 6.9) to voice their own opinion which in some cases may be a dissenting view.</p> <p><b>The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Mayor.</b></p> | <p>Policy 6.9 states (in part)<br/>                     The policy also aims to ensure that where an individual Councillor, or Councillors, has a contrary opinion to Council’s corporate stance, the publication clearly identifies this to be the case. The overriding objective is to ensure that public confidence is not lost in the Town of Bassendean or local government in general. Policy 6.9 does not conflict with Policy 6.3 and provides clarity for Council Members whether they are part of a Committee or Council.</p> |

Policy 6.6 Gifts to Departing Councillors

| Respondent | Comment  | Officer Response  |
|------------|--|---|
| 2          | <p><b>End gifts for departing Councillors</b><br/>                     Policy 6.6: Public service is its own reward and Councillors are already compensated for the work they do on behalf of our Town. Councillors do not require an additional gift beyond this compensation. I recommend the removal of the Gifts for Departing Councillors policy.</p> | <p>This provision of gifts to Councillors policy is to recognise the service given to the community by outgoing Councillors and is at the discretion of the Council. The remuneration for Councillors is provided for attending a meeting and IT facilities. This currently equates to \$19,500 per year.</p> |

| Respondent | Comment   | Officer Response   |
|------------|---|--|
| 3          | <p>With reference to the extract below, it would be helpful to clarify what is the official record of a Council meeting as it has been noted on many occasions that comments clearly audible on the recording have been omitted from the minutes. Ratepayers are currently able to obtain a copy of recordings (often by download) whereas the policy suggest this may no longer be possible and ratepayers will have to go to the Library to listen to the tape and not be able to take a copy. If this change is intended, I believe it fails to comply with (the old?) policy 6.12, "Communication &amp; Consultation, Community &amp; Stakeholders"</p> <p><i>With the exception of those matters discussed behind closed doors in accordance with Clause 27 of the Standing Orders, copies of electronic recordings of meetings, where taken, shall be made available to the public and include a disclaimer that advises the public that the recordings are not the official record of a Council meeting and Council cannot guarantee the accuracy or the quality of this recording and it cannot be assumed to be a complete record of proceedings.</i></p> <p><i>Members of the public shall not make copies of recordings or any part thereof without the approval of the Council or tamper with them so as to produce a false record.</i></p> <p><i>Members of the public may listen to a recording at the Council Library free of charge. Two working day's notice is to be given by members of the public who wish to listen to the recording at the Library.</i></p> | <p>The Official record of the meeting is the Minutes of the Meeting which are required to be confirmed by Council. The recording of the meeting is to assist the Minute Taker with the Minutes. They are not an official record of the meeting as the Council cannot guarantee that all conversations are accurate and audible. Further the minutes are not a verbatim version of the meeting.</p> |
| 4          | <p><b>Live stream and provide a video archive of public Council meetings to improve transparency and public access to Council decision making.</b></p> <p>Policy 6.7: The proposed policy for the electronic recording of Council meetings is inadequate. We need to improve the transparency of our Town's decision making processes by making them as widely and readily available to our community as is available to those community members who can attend our Town's proceedings in person. I recommend that the policy be amended to include provision for the live streaming of Ordinary and Special Council Meetings, and Council Briefings, including Public Question Time and Deputations and that these live streams be available via our Town's webpage. I also recommend that the policy include provision for these recorded live streams be archived on our Town's web page and include bookmarked links to individual agenda items. I recommend that the policy also include a provision for a sign to be prominently displayed at each recorded session notifying attendees that the meeting will be live streamed; and that the Mayor or Presiding Member make an announcement at the start of every meeting, drawing attention to the fact that session will be live streamed</p>   | <p>The Official record of the meeting is the Minutes of the Meeting which are required to be confirmed by Council.</p> <p>The policy can be reviewed at the time Council resolves to invest in live streaming of Council meetings.</p>   |

Policy 6.8 Notices of Motion

| Respondent | Comment   | Officer Response   |
|------------|---|--|
| 5          | <p><b>Remove unnecessary restrictions on Councillors' Notices of Motion</b><br/>                     Policy 6.8: The policy arbitrarily limits a Councillor's notice of motion and background material to the maximum printed size of an A4 page document. This size restriction unnecessarily fetters the freedom of elected Councillors to represent our community and I recommend that this limitation be removed from the policy.</p> | <p>Council resolved (OCM2 – 13/08/09) that:</p> <ol style="list-style-type: none"> <li>1. When a Notice of Motion is proposed and presented, a reasonable amount of supportive background information, including but not limited to drawings and/or pictures submitted by Councillors, be included with the Notice of Motion;</li> <li>2. The maximum printed size of the motion and background material be limited to an A4 page document; and</li> <li>3. Such supportive background information is not to be part of the body of the motion, unless so included.</li> </ol> <p>To remove the limit of a single A4 pages for background information would require a revocation motion.</p> |

Policy 6.9 Publications by Individual Councillors

| Respondent | Comment   | Officer Response   |
|------------|---|--|
| 6          | <p>I support the objective of the policy in making it clear that any opinion offered by a Councillor does not reflect the opinion of Council or the Town (which can only be expressed by the Mayor – or the CEO with the Mayor’s permission). The requirement for any comment by a Councillor to be vetted by the CEO seems to contradict the spirit of the policy. It also fails to detail how any difference of opinion between the CEO and a Councillor is resolved, i.e. it is akin to the Director of a company having to ask the CEO to ok something she or he publishes. The policy also suggests that any Councillor who has their own website would have to continually obtain approval from the CEO. Overall, I believe the requirement for the CEO to vet comments is inappropriate, i.e. it should be left to Councillors to ensure their own compliance.</p> <p><b>6.9 Publications by Individual Councillors</b></p> <p><b>Objective</b></p> <p>Council recognises the right of an individual Councillor to hold an opinion that is different from that of the majority of the Council. Council also recognises that any Councillor has a right to publish information.</p> <p>The objective of this policy is to ensure that any document, which can be construed as being an official Council publication, contains accurate information that represents Council’s corporate stance on any given issue.</p> <p>The policy also aims to ensure that where an individual Councillor, or Councillors, has a contrary opinion to Council’s corporate stance, the publication clearly identifies this to be the case. The overriding objective is to ensure that public confidence is not lost in the Town of Bassendean or local government in general.</p> <p>To ensure that there are no defamatory or libellous statements in the publications, Councillors shall provide a copy of any publication to the Chief Executive Officer, prior to distribution of the publication for review and retention as a Council record.</p> | <p>The policy puts the onus on individual Councillors to provide a copy of their proposed publications to the CEO for vetting for inappropriate allegations or comments to avoid possible litigation action against the Town.</p> <p>The Code of Conduct for Councillors, Committee Members and Employees includes provisions for use of social media.</p> |

|   |   |                    |
|---|---|--------------------|
| 7 | <p><b>Remove unnecessary and possibly unlawful restrictions from Individual Councillor's publications to our community</b></p> <p>Policy 6.9: The policy about publications by individual Councillors contains elements of overreach that unnecessarily, and possibly unlawfully, restrict the freedom of political expression of individual Councillors.</p> <p>The proposed requirement that Councillors provide a copy of any publication to the CEO for review prior to distribution is overreach. Unless the CEO intends to seek legal advice on each publication, then there is little hope of him or her ensuring that there are no defamatory or libellous statements in the publications as the policy intends. Such a determination can only be found by the Courts on the evidence.</p> <p>The suggestion that the application of the policy require social media and verbal presentations to community groups be provided to the CEO prior to publication is as unfeasible as it is unnecessary, and I assume is an unintended consequence of sloppy drafting rather than a legitimate aspiration.</p> <p>Any attempts to fetter the communication of Councillors is likely to be found to be in breach of the implied Constitutional freedom of political communication which has been held by the High Court to extend to all matters of public affairs and public discussions, including those of local authorities. As such, I recommend that the requirement to submit publications to the CEO be removed from the policy.</p> | See Comments above |
|---|---|--------------------|

Policy 6.14 Purchasing Policy

| Respondent | Comment   | Officer Response  |
|------------|---|---|
| 8          | <p>With reference to the extract below, the policy seems confused. Its title suggests it explains the difference between a RTF and a RFQ which is not a policy but a definition and any policy on the topic should explain when each approach must be used – which it also fails to do. I suggest a revision of the policy to clearly define each term and then detail where each must be used.</p> <p><b>6.14 Purchasing Policy</b></p> <p><b>Objective – difference between RFT RFQ</b></p> | <p>The words “ difference between RFT RFQ” were inadvertently left on the page and will be deleted.</p> |

| Respondent | Comment  | Officer Response  |
|------------|--|---|
| 9          | <p>The wording in this “policy” indicates it is an outline of a piece of work that will be done in the future, e.g. “The framework will include...” rather than detailing how an existing “system of work” (procedure) must be adhered to. If this is the case, then I suggest the risk management framework is developed first and then the policy written detailing how it must be applied.</p> <p><b>Strategy</b></p> <p>The Town of Bassendean is committed to managing risk and will do so by maintaining a Risk Management framework in accordance with the Risk Management Standard AS/NZS 31000:2009. The framework will include systems to identify, evaluate, treat, monitor, review and report risks. Regulation 17 of the Local Government Act (Audit ) Regulations 1996 provides for a review of the Risk Management of the organisation every 2 years.</p> <p><b>Policy Aims</b></p> <ul style="list-style-type: none"> <li>• To implement Risk Management across the Council in accordance with the Standard AS/NZS 31000:2009 ; and</li> <li>• To develop a risk management plan which is owned and managed by the Town of Bassendean staff and is aligned to the strategic planning process and the achievement of the Town’s vision and values.</li> </ul> | <p>The words “will include” means “is required to include” in current and future risk management reports</p> <p>It is a requirement to review the risk management framework at least every two years.</p> <p>The Policy refers to the requirements of the Act pertaining to the review.</p> |

Policy 6.16 Investment Policy

| Respondent | Comment  | Officer Response   |
|------------|--|--|
| 10         | <p>With reference to the extract below, it appears the intent of this policy is to pursue an investment strategy that has some ethical base? If this is the case, then it appears to be very narrow to only exclude investments in institutions who have fossil fuel investments in their portfolio and it would add clarity if the ethical base received a short explanation, e.g. to avoid investing in any activity which harms the environment, people or violates personal beliefs? The application of the principles noted in my example would lead to excluding investments in tobacco, alcohol, some forestry, condoms, some fishing and some agriculture. Please will you consider revising the policy to be explicit on the ethical basis and to be more consistent in applying it.</p> <ul style="list-style-type: none"> <li>• <b>Preference will be given to invest in financial institutions who do not invest in or finance the fossil fuel industry.</b></li> </ul>  | <p>The policy was reviewed by Council in March 2016 following the changes to the Finance Regulations. The policy complies with these requirements and no further review is required.</p> |
| 11         | <p><b>Ensure our Town's investments are prudent and ethical</b></p> <p>Policy 6.16: The Investment policy states that 'preference' will be given to invest in institutions that do not invest in or finance the fossil fuel industry. The policy is otherwise silent on other forms of investment activity that are also be ethically questionable. Other organisations, like Local Government Super for example, do not invest in companies that derive any revenue from:</p> <ul style="list-style-type: none"> <li>• Controversial weapons – including the manufacture and/or production of controversial weapons such as land mines, cluster bombs and nuclear weapons.</li> <li>• Tobacco – including the manufacture and/or production of tobacco products. Nor do they invest in companies that derive 10% or more of their revenue from:</li> <li>• Armaments – including the manufacture and/or production of armaments.</li> <li>• Gambling – including the manufacture and/or production of gambling machines and services and/or ownership of outlets housing these machines.</li> <li>• Old growth logging.</li> </ul> <p>I recommend that the Policy be amended to make it clear that, in addition to avoiding investments in the fossil fuel industry, Town monies will not be invested in companies involved in the manufacture of land mines, cluster bombs, nuclear weapons, uranium mining, nuclear reactors, tobacco products, gambling machines and services, and the destruction of old growth forests. I also recommend that it is prudent that the policy prohibit leveraged investments, or the borrowing of money to invest in another type of investment.</p> | <p>Organisations the Town will not invest with was reviewed in March 2016 and the policy reflects the current position of Council.</p>   |

Policy 6.17 Chief Executive Officer and Executive Officers Employment Policy

| Respondent | Comment  | Officer Response  |
|------------|--|---|
| 12         | <p>The wording in the extract below suggests the CEO can set executive salaries (based on guidelines set by Council). I suggest revising the policy to state that the CEO can recommend executive salaries to Council for approval.</p> <p><u>Setting Executive Salaries</u></p> <p>It is Council policy that guidelines are provided for the CEO in setting executive salaries to ensure that executive salaries are fair and reasonable, are competitive with local governments of a similar size and complexity and are financially sustainable in the context of the Town's rate base.</p> | <p>Under the Act (Section 5.36 (3)), Council employs the CEO and any other designated Senior Officer. In the Town's case, only the CEO and Director Strategic Planning are designated Senior Officers. The CEO employs all other staff and sets the conditions of their employment.</p> |

Policy 6.18 Employment Related Benefits with the Town of Bassendean Policy

| Respondent | Comment  | Officer Response   |
|------------|--|--|
| 13         | <p>The wording below is "clunky" and may be better expressed as something like, "Employees are free to choose their superannuation fund"?</p> <p><b>Employees' contributions are unlimited to a superannuation fund of choice.</b></p> | <p>The words used in the policy provide sufficient clarity to staff and Council.</p> |

Policy 6.20 Councillor Contact with Administration Policy

| Respondent | Comment   | Officer Response   |
|------------|---|--|
| 14         | I suggest including a "whistle blower" provision in this policy with the intent it enables Town staff to make direct contact with a Councillor in the event they would like to draw attention to inappropriate behaviour of more senior Town staff. | The purpose of this policy is to ensure that Councillors are aware of their responsibilities and to ensure that there is no direction given to Staff by Individual Councillors. It also assists Staff to understand the communications between Staff and Councillors. Whistle Blowers provision and disclosure of public interest are included in the Code of Conduct for Councillors. Committee Members and Employees |

Policy 6.22 Asset Management Policy

| Respondent | Comment   | Officer Response  |
|------------|---|---|
| 15         | <p>There is no mention in this policy that the cost of procuring and managing the Town's assets should be minimised. The inclusion of this requirement would also make it consistent with policy 6.13.</p> <p><b>6.22 Asset Management Policy</b></p> <p><b>Objective</b></p> <p>The Policy provides clear direction in the provision and management of all Council's assets. It seeks to ensure that assets support Council's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for present and future stakeholders.</p> | <p>The maintenance and upgrade of Assets is governed by the level of service accepted by the Community and it could not be said that the procuring and managing of assets should be minimised, This is also governed by the amount of depreciation expense that is attributed to each asset dependent on its age.</p> |

Policy 6.23 Councillor's Contact with Developers Policy

| Respondent | Comment  | Officer Response  |
|------------|--|---|
| 16         | <p>This is a very important policy and I have no comment on its wording but it raises the question of compliance by yourself (Mayor) and other Councillors who have met with Developers on many occasions such as during the failed LandCorp development of the Oval &amp; BIC Reserves, the Soccer West development of the Ashfield Reserve and meeting with Hawaii over the development of the shopping centre and parking provisions. Please will you clarify the intent and application of this policy.</p>  | <p>The objective of the policy is to "provide guidance on the recording of prescribed contact between Council Members and developers" . This was adopted in March 2014 to ensure that there is no conflict of interest and impartiality when Council is considering an application from a developer. It should be noted that the Mayor attended and chaired the Bassendean Activity Centre meetings at the direction of Council. Councillors on the Project Steering Group were also there at the direction of Council.</p> |
| 17         | <p><b>Make records of prescribed Councillor contact with Developers available to our community in a more timely and transparent way</b><br/>                     Policy 6.23: The Councillors' Contact with Developers Policy is long overdue and broadly replicates the City of Vincent's policy which has been in place since June 2015. I welcome the inclusion of this policy, but recommend increasing the timeliness of this much-needed transparency measure.<br/>                     If Councillors are to be required to provide notification of instances of Prescribed Contact within seven days of the contact, then the Town Administration should make this information available to our community in a similarly timely way.<br/>                     I recommend that Point 4 under the scope section be amended to require the CEO to update the public register within seven days of being notified by a Councillor of Prescribed Contact with a Councillor, rather than being updated monthly as is stated in the draft Policy Manual for Public Review.</p> | <p>The "Contact with Developers register" is available on the Town of Bassendean website.</p>   |

# **ATTACHMENT NO. 8**

# Local Government Update

## Proposed recording and live streaming of local government council and committee meetings

By Denis McLeod, Partner, McLeods

### The issue: proposed recording of council meetings

In Western Australia there has been a long running debate on the question of whether Council meetings should be streamed live online, with the recordings being made available to electors by uploading to the local government's website as soon as practical, and maintained online as an archive.

After more than 40 years as a lawyer acting for and against local governments, I have formed the firm view that any recording of Council and committee meetings should be used for the purpose of confirming the correctness of the Minutes of meetings, but should not be otherwise published. The Minutes should then remain available as the public record of the meetings.

The article that follows provides an explanation of that view. As a starting point, my view is premised on acceptance of the proposition that local government is a worthwhile institution that should be preserved and encouraged, and not presented with obstacles calculated to discourage the participation of well intentioned men and women of good sense. Perhaps not all Council members are in that category, but my proposition is that the significant majority who are, should not be discouraged from participating.

### The Westminster System of Government

Discussion of the meeting recording and live streaming issue should start with recognition of the basic principles of the Westminster System of government, which apply to the WA State Government, and which focus principally on the three distinct branches of government, being:

- 1 **Parliament:** which makes laws to facilitate government. Under s.2(2) of the *Constitution Act 1889 (WA)* (**Constitution Act**), the Parliament in WA consists of the Monarchy, Legislative Assembly and Legislative Council.
- 2 **Executive:** which administers the government in accordance with the laws. (The Cabinet is the effective part of the Executive, which is subject to the strict conventions of Cabinet confidentiality and solidarity).
- 3 **The Courts and Tribunals:** which interpret the laws and apply them to resolve disputes. (S.54 of the Constitution Act ensures the independence of Supreme Court judges, which generalises to all the States' judicial persons and tribunals).

Not only are those three branches of government intended in principle to function separately, but they are in fact administered separately.

*There has been a long running debate on the question of whether Council meetings should be streamed live online, with the recordings being made available to electors*

## Local Government within the Westminster System

Although Local Government operates within the Westminster System, there are critical features and differences, including the following, that go some way to explain why Council meetings should not be streamed live online, etc, as some critics propose:

- 1 The Council of a local government may perform in any given meeting the role of all three branches of government:
  - (a) Legislative function of Council:

Council makes and amends the local government's laws including:

    - local laws; and
    - planning schemes.
  - (b) Executive functions of Council:

Council performs the same function for its district as State Cabinet performs for the State.
  - (c) Judicial functions of Council:

Council makes quasi-judicial decisions, such as determining applications for planning approval. In doing that a Council is expected to act like a Court or tribunal by complying as far as possible with principles of judicial fairness. A difference here is that unlike Courts and tribunals, a Council's deliberations are required to be in public, and determined by majority vote, which requirements impose special rigors on Council members who are:

    - part-time in their Council role;
    - essentially untrained in legal and judicial process and principles; and
    - subject to popular election and re-election (unlike judges and tribunal members).
- 2 Council acting as the Executive branch of local government makes decisions on policies and strategies of government and on contract and financial issues like the Cabinet in the State Government, but in stark contrast its deliberations are required to be in public, and Councils do not have the protection of Cabinet confidentiality and solidarity.
- 3 So far as Councils' quasi-judicial functions are concerned, Council members are expected to explain, discuss and debate their opinions as they evolve, in public meetings, and their decisions are made by majority vote in open ballot. This is in stark contrast to the privacy and confidentiality of judicial and tribunal members' deliberations towards reaching a decision.
- 4 Unlike all members of the judiciary in Australia, Council members are popularly elected, and must be prepared to defend their public decisions to their electors at the four-yearly Council elections. A decision properly made consistent with planning and legal principle may nevertheless be very unpopular with the electors. Council members who act properly, but contrary to the wishes of the electors, have a burden of explanation to electors going beyond the requirement of judges and Tribunal members to give reasons for their decisions, and they don't have to be concerned about electoral consequences of their decisions.



- 5 Council members are subject to very strict laws on financial interest, and impartiality interest, which by comparison are only very loosely and weakly applied to members of Parliament. State political parties can receive very substantial and regular donations from lobby and pressure groups which would result in serious penalties in the case of local government Council members.
- 6 Council members do not enjoy the protection of absolute privilege from actions for defamation for what is said in their meetings, in stark contrast with the protection of absolute privilege enjoyed by members of Parliament for what is said in their sessions.

The above comments demonstrate that the fundamental features of the local government system necessarily expose it already to a high level of public scrutiny that makes it a very difficult process to participate in, and to function effectively.

### **Comparison of Council Executive functions with State Government Executive functions**

The Council in its role as the Executive must discuss matters critical to good government, in open Council, where similar issues dealt with by the State Government Executive would be discussed and decided strictly behind closed doors, and the proceedings would be protected by the conventions of Cabinet confidentiality and solidarity. For a Council to have those essentially confidential discussions streamed online, etc as the critics propose, would make the process all the more onerous and complex for the Council. Consider what the reaction of the Premier and Cabinet Ministers would be if the public insisted Cabinet meetings be open to the public, much less streamed online.

The professional politicians in State Government are not required to cope with that. Yet the current debate would expose the part-time, non-professional, essentially unpaid Council members, to that rigour. That doesn't seem reasonable or fair.

### **Comparison of Council quasi-judicial functions with Courts and tribunals**

The unreasonableness and unfairness is even clearer when it comes to Council's quasi-judicial functions, which apply whenever the Council is deciding on planning and building applications, and applications for a wide range of other licences, permits and approvals. Council members are expected then to perform their functions in a judicially correct way. Yet unlike all Courts and tribunals, Council members are required to discuss their thinking in public, which goes a long way beyond the normal requirement that judges give reasons for their decisions. Of course Councils must give reasons for their decisions, as judges must, but consider what the reaction of judges and tribunal members would be if the public insisted that judges and tribunals conduct in public their deliberations and the steps in their consideration of a case, much less produce a transcript of their confidential deliberations.

The highly trained lawyers and other professionals who serve as judges and tribunal members are not required to cope with that. Yet the current debate would expose the part-time, non-professional, essentially unpaid Council members to that rigour. That doesn't seem reasonable or fair.

### **Council's legislative function**

There may presently be some argument for a Council's legislative function to be held in public, and perhaps, unlike Parliament, streamed online, etc. The fact that Council members are not protected from defamation action by absolute privilege is probably a strong enough argument against that, and it is certainly an adequate argument against streaming of debate online, etc.



Consider then the contrast with the position of members of Parliament. Many of them do not speak on any issue in Parliament from month to month. And when they do wish to speak on legislation, they generally have much time to prepare their speeches, and they generally have research assistants available, and can prepare speeches for weeks in advance. By comparison, Council members attend ordinary Council meetings once or twice each month, and also special meetings and committee meetings, and from time to time electors and public meetings. At any of those meetings many issues could arise calling for discussion and debate by the Council members. At an ordinary Council meeting, there may be dozens of matters before the Council which call for debate and a vote by Council members.

Is it reasonable to suggest then to the Council members that every word they utter in the process of deliberations will be recorded and streamed online, and recordings made available to any member of the public who might decide to put their every word under microscopic scrutiny. Not even well prepared professionals or legal experts could reasonably be expected to withstand that kind of scrutiny, without the potential for regular embarrassment, and criticism and perhaps recrimination and Court action.

### **Likely consequences of recording or live streaming of Council meetings**

A possible effect of introducing that kind of scrutiny would be that the detailed thinking and reasoning of Council members would go underground. Rather than giving the benefit of their deliberations to the members of the public who care to attend a meeting, they may make their decisions for their own private reasons, and not attempt to explain or discuss those reasons in the public forum. That would be dramatically bad for the system of open local government. Another consequence would be to force Councils to do all their effective work, and to carry on their real debate, in non-formal Council briefing sessions or the like, which are not required to be open to the public. That could also be quite adverse for the system of open local government. More significantly, exposure to that level of scrutiny and risk is likely to function as a significant disincentive to persons interested in election to the office of councillor, which would undermine community participation in local government.

### **Other considerations**

There are other considerations worthy of brief mention including:

- Members of the public, at Council meetings are able to speak in question time and on deputations or representations on issues arising at Council meetings. The Council has no control over their comments, but the recording and live streaming of the proceedings could result in the local government being liable in defamation for the republication of defamatory remarks, or being otherwise responsible for insulting or malicious comments.
- On listening to a recording of a Council meeting, it is often difficult to identify the person responsible for a particular comment. That is likely to lead to confusion and complications, with the local government being required to identify speakers in order to deal with complaints.
- To expect a local government to edit the recordings of meetings to guard against defamatory or otherwise hurtful comments, and to identify speakers, would place an unreasonable burden on the local government administration. There would be a further burden of work and expense in obtaining legal advice on possible defamation.
- A Council acts as a collegiate body. The views of individual Council members are for practical purposes irrelevant. The only view that counts is that expressed in a resolution of the Council. To record and stream live



the comments of individual Council members during debate has the potential to deflect attention away from the most important statement on the topic, which is the resolution passed by the Council and any reasons it identifies for its decision.

- Even newspapers would not contemplate allowing its reporters to present their views on a topic in a direct recording of their thinking processes, without the opportunity for careful independent editing and the possibility of scrutiny by the newspaper's lawyers. That applies no matter how well the reporter may have researched the topic.
- The threat of Court action for defamation can be a very disturbing prospect for a Council member whose personal and family assets may be at risk. A wealthy/powerful or vexatious complainant may press even a bad action through lengthy and expensive litigation processes, and the fact that the action may ultimately fail is little consolation to a Council member whose life for months or years may be dominated by the presence and risks of the action.
- Any member of the public interested in an issue to be considered at a Council meeting can and generally will attend the meeting. Many of those who press for recording and live streaming of the proceedings online may be more interested in targeting Council members whose views they wish to criticise, than to inform themselves on the issues.
- Those concerned about the standard of debate at Council meetings are presumably intelligent and sensitive persons. They are the very people who should offer themselves for election to that important public service. That should improve the standard of debate far more effectively than recording and live streaming of meeting proceedings, and will be of more benefit to the public.

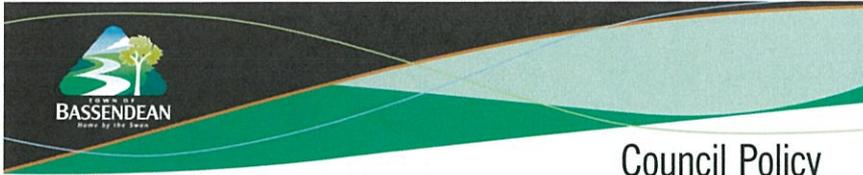
## Conclusion

Those are some of the reasons for my view that Council meetings should not be streamed live online, with recordings made available to electors by uploading to the local government's website as soon as practical and maintained online as an archive. For the reasons I have discussed above, in my opinion the minutes of Council meetings should remain as the basic public record of meetings, without the additional processes of exposure and scrutiny which are being proposed by the local government critics.

I know that some local governments do record their meetings and then make the recordings available to the public on their website. That is a decision any Council can legitimately make, but it is another matter for Councils to have that regime imposed on them.

For further information in regard to the above, contact Denis McLeod on 9424 6201 or [dmcleod@mcleods.com.au](mailto:dmcleod@mcleods.com.au). The information contained in this update should not be relied upon without obtaining further detailed legal advice in the circumstances of each case.





## Council Policy

### 6.7 Electronic Recording of Council Meetings (Updated 24/1/18)

#### Objective

The objective of this Policy is to:

- Outline the manner in which Council meetings shall be recorded and broadcast;
- Ensure consistency in the availability of Council meeting minutes; and
- Provide a process in which a Councillor may question the accuracy of minutes.

#### Strategy

##### Electronic Recording and Broadcasting of Meetings

~~Meetings of Council are to be recorded electronically to assist with the preparation of minutes.~~

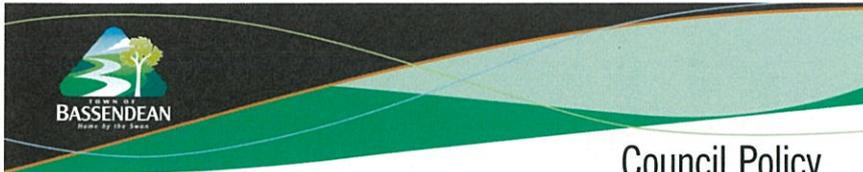
~~With the exception of those matters discussed behind closed doors in accordance with Clause 27 of the Standing Orders, copies of electronic recordings of meetings, where taken, shall be made available to the public and include a disclaimer that advises the public that the recordings are not the official record of a Council meeting and Council cannot guarantee the accuracy or the quality of this recording and it cannot be assumed to be a complete record of proceedings.~~

~~Members of the public shall not make copies of recordings or any part thereof without the approval of the Council or tamper with them so as to produce a false record.~~

~~Members of the public may listen to a recording at the Council Library free of charge. Two working day's notice is to be given by members of the public who wish to listen to the recording at the Library.~~

~~Electronic recordings shall be in the custody of the Chief Executive Officer who may make recordings available to any Councillor or Officer in the course of Council business.~~

~~Electronic recordings are to be stored for long-term storage as a State Record in accordance with the requirements of the State Records Act.~~



## Council Policy

Meetings of Council are to be recorded electronically to assist with the preparation of minutes.

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In accordance with Clause 6.17 Recording of Proceedings of the Standing Orders, Local Law 2011, "A Person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the presiding member. Council will record the meeting for minute taking purposes only and cannot guarantee the accuracy or the quality of this recording and it cannot be assumed to be a complete record of proceedings."

Members of the public may listen to a recording at the Council Library free of charge. Two working day's notice is to be given by members of the public who wish to listen to the recording at the Library.

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Council will provide, as a minimum, audio recordings of Agenda Briefing Sessions, Ordinary Council Meetings and Special Council Meetings to the public via the website within three days of the date of each meeting.

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Electronic recordings shall be in the custody of the Chief Executive Officer who may make recordings available to any Councillor or Officer in the course of Council business.

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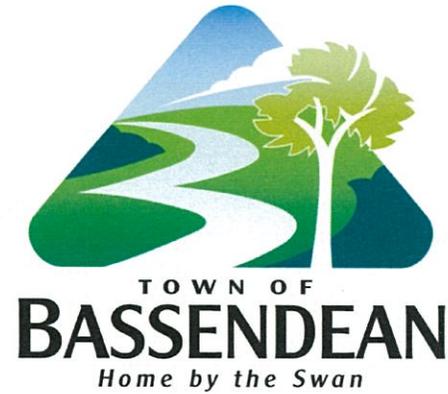
Electronic recordings are to be stored for long-term storage as a State Record in accordance with the requirements of the State Records Act.

## Application

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

|   |   |
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| <p><b>Policy Type:</b> Strategic Policy</p>                               | <p><b>Responsible Officer:</b> Chief Executive Officer</p>  |
| <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p> | <p><b>Last Review Date:</b> <del>January 2018</del> April 2014<br/> <b>Version</b> 32<br/><br/> <b>Next Review due by:</b> <del>January 2021</del> May 2020</p> |

# **ATTACHMENT NO. 9**



## QUARTERLY REPORT

### PERIOD ENDING 31 DECEMBER 2017

Note that KPI's in the Corporate Business Plan section apply only to those outcomes listed for **commencement** in the 2017/2018 Financial Year.

| KPI'S   | EVIDENCE   |
|---|--|
| (a) Strategic regeneration of Town Centre redevelopment | <p>Preliminary analysis of existing and future potential lot and dwelling density yields that could be achieved under current local and regional planning frameworks has been undertaken and is almost complete (see comments under the 'Second Quarter' column under Objective 3.1 of this report).</p> <p>This analysis has been applied to nominal planning precincts, including a <b>nominal</b> Town Centre precinct, in order to identify and designate potential future locations, areas and sites for increased dwelling density.</p> <p>It is intended for this analysis, and the spatial distribution of suggested (initial) residential density increases, to be presented to a proposed Councillors workshop/forum in February 2018 for consideration and review.</p>  |
| (b) Responsive to Councillor enquiries                  | <p>The Administration attempted to provide timely and comprehensive advice and responses to Councillors. Workshops, briefings and inspection were organised during the quarter under review to provide more detailed information for Councillors to assist with decision making. These included:</p> <p><u>Inspections prior to Council meeting</u></p> <p>10<sup>th</sup> October 2017</p> <p>21<sup>st</sup> November 2017</p> <p>12<sup>th</sup> December 2017</p> <p><u>Councillor information Workshops</u></p> <p>31<sup>st</sup> October 2017 Strategic Planning Overview by Helen Hardcastle</p> <p>7<sup>th</sup> November 2017 City Deals presentation by EMRC</p> <p>21<sup>st</sup> November 2017 workshop 1 Surrey Street</p> <p>12<sup>th</sup> December 2017 workshop Council Committees and Australia Day</p> <p>21<sup>st</sup> December 2017 Built Form and Character Studies workshop</p> |

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|  | <p><u>New Councillor inductions</u></p> <p>26<sup>th</sup> October 2017 with Neil Douglas</p> <p>7<sup>th</sup> November 2017 with Director Operational Services and Acting Director Community Development</p> <p>14<sup>th</sup> November 2017 strategic and statutory planning</p> <p>22<sup>nd</sup> November 2017 with CEO and Director Corporate Services</p>                                       |
| (c) Increased focus on bike plan and streetscapes  | <p>In September 2017, the Town received the final concept plan and technical notes for the proposed Bike Boulevard along Whitfield Street from Main Roads.</p> <p>Discussions held with Main Roads about preservation of trees as part of the extension of the PSP through Success Hill, and an on-site inspection held with Councillors and Main Roads representatives was held on 10 October 2017.</p> |
| (d) Review Executive Team to include a Strategic Land-use Planner. Coach and mentor a new executive team for the future sustainability of the Town | <p>Director Strategic Planning has now been employed for more than 12 months. Review of structure will follow service level reviews.</p>   |
| (e) Define KPIs together with the alignment of the Corporate Business plan in the current contract.  | <p>KPI's include contract KPI's and deliverables from the Corporate Business Plan</p>  |
| (f) provide accurate and timely advice to the Council;   | <p>Provided verbal and written advice to Council and individual Councillors as requested. Provided updates on statutory and governance issues through weekly bulletins. Ensured that reports to Council are of a high standard and provided accurate and timely advice.</p>  |
| (g) work in collaboration with the Council;  | <p>Participate in workshops and briefings with councillors and respond to Councillor's requests for information and clarification</p>  |
| (h) provide innovative and visionary leadership;   | <p>Successful Youth Ryde programme continues to be expanded into other local authorities. The Town's Insurers in a meeting with the CEO have recognised the Town's performance in safety and risk management in December 2017. The Town can expect a financial dividend in 2018 as a result of its and the pool's performance in past 12 months.</p>   |

- (i) Maintain a work environment that facilitates the development of people and encourages them to perform at a high level;

#### **Corporate Training & Development**

The following staff corporate training and information sessions were conducted at the Town of Bassendean:

- Manual Tasks Training – 16<sup>th</sup> November 2017
- Fire Warden Refresher Training – 13<sup>th</sup> December 2017
- Basic Traffic Management training – 13<sup>th</sup> – 15<sup>th</sup> November 2017
- Slip Trips and Falls (online training) – October 2017
- Lodgement of the Inside Enterprise Agreement – 25<sup>th</sup> October 2017
- Staff Performance Appraisals – September – December 2017

#### **Corporate Inductions**

The following corporate and safety inductions were conducted by Human Resources at the Town of Bassendean:

- Corporate and Safety Induction – 6<sup>th</sup> December 2017
- Next Corporate and Safety Induction – TBA

#### **Wellbeing Events & Initiatives**

The following staff wellbeing events were conducted at the Town of Bassendean:

- Skin Scans – 1<sup>st</sup> & 9<sup>th</sup> November and 13<sup>th</sup> December 2017
- Staff Christmas Decoration Competition – December 2017
- Hep A & B Vaccinations - Ongoing
- Staff End of Year Function – 22<sup>nd</sup> December 2017
- Employee Year of Service Awards – 22<sup>nd</sup> December 2017
- Employee Birthday Cards - Ongoing
- Slow Cooker Club - Ongoing
- Employees Recognition Awards – Ongoing
- Emergency Response Drills – 14<sup>th</sup> December 2017
- Mental Health – Walk to Clear the Mind – 11<sup>th</sup> October 2017
- Audiometric Hearing Testing – 15<sup>th</sup> & 16<sup>th</sup> November 2017
- Promoted Skin Cancer Action Week – 19<sup>th</sup> – 25<sup>th</sup> November 2017

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|   | <p><b><u>Wellbeing Committee</u></b><br/> Town of Bassendean Wellbeing Committee formed in August 2011 and the following committee meetings have been held on:</p> <ul style="list-style-type: none"> <li>• Tuesday, 13<sup>th</sup> December 2017</li> <li>• Next Wellbeing Committee meeting TBA</li> </ul> <p><b><u>OH&amp;S Committee</u></b><br/> The following OH&amp;S Committees were held at the Town of Bassendean:</p> <ul style="list-style-type: none"> <li>• Wednesday, 20<sup>th</sup> December 2017</li> <li>• Next OH&amp;S Meeting Wednesday, 14<sup>th</sup> February 2018</li> </ul> <p><b><u>Recruitment</u></b></p> <ul style="list-style-type: none"> <li>• Home and Garden Maintenance Officer</li> <li>• Assistant in Home Nursing and Activities Officer x 3</li> <li>• Planning Officer</li> <li>• Community Development Officer (Volunteers)</li> <li>• Library Clerk</li> <li>• Executive Assistant (Current)</li> <li>• Educator Casual x 3</li> <li>• Casual Building Facilities Maintenance Officer</li> </ul> |
| (j) ensure the effective and accountable application of financial and physical resources; | Internal Auditors are currently undertaking review of financial policies practices and procedures. This review should be completed by January 2018. A report on the findings will be prepared and referred to the Audit Committee. The Annual Financial Audit was completed in October 2017.   |
| (k) develop and implements change management strategies to enhance service delivery; and  | Seniors and Disability Services has undergone the most dramatic changes to service delivery and regulations and programmes for many years and the Town's services have continuously adapted to the changes and requirements of clients and funding bodies. The Town's services have passed regular audits and service evaluations and attained high levels of compliance and satisfaction.   |
| (l) initiate the development, implementation and review of effective policies.            | Governance policies largely completed during the quarter.  |

## MEASURES OF OUR SUCCESS (THE 2017/18 OUTCOMES OPERATE AS KPI'S)

### Strategic Priority 1. Social

#### OBJECTIVE: 1.1 - BUILD A SENSE OF PLACE AND BELONGING

| Strategies<br><i>How we're going to do it</i> |   | Success Measures  | Target   | Projects<br><i>New projects that will be implemented</i>          | 2nd Quarter<br><b>(October to December)</b>  |
|---|---|---|--|---|--|
| 1.1.1   | <b>Facilitate engagement and empowerment of local communities</b>                                   | Community / Stakeholder Satisfaction Survey<br><br>(Engagement and Participation) | Improved Community feedback (based on baseline data collected in year 1)                 | Facilitate community action driven Neighbourhood activation plans | "Localism and the Town of Bassendean" discussion paper completed and released to limited number of business owners and community members. Promotes neighbourhood activity through grass roots support for local entrepreneurs, sharing of ideas and local economy.   |
| 1.1.2   | <b>Activate neighbourhood spaces to facilitate community gathering</b>                              |   | Completion of heritage architect's plans and securing of the Lotterywest grant in Year 1 | Develop revised Culture Plan                                      |  |
| 1.1.3   | <b>Ensure our unique culture and history are shared and celebrated</b>                              |   |  |   | A review of the Town's Cultural Plan continues to progress. On 6 November the project reference group met to undertake SWOT analysis of the plan and agreed to an updated timeline for the public comment period in early June with a presentation to Council in June/ July 2018. Community consultations have been scheduled for March 2018 in each of the 3 suburbs:<br>Eden Hill – Alf Faulkner Hall – Thurs 8/15 March<br>Bassendean – Community Hall – Sat 17 March<br>Ashfield – CJ Artshouse – Sat 10 March (tbc). The consultant will also undertake separate discussions with community groups. |
| 1.1.4   | <b>Continue to support and facilitate participation in the arts, community festivals and events</b> |   |  |   |  |

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|  |  |  |   | <p>A notice will be included in the February issue of the Bassendean Briefings promoting the community consultations.</p> <p>Officers and the Consultant are presently working with a graphic designer to create branding for the review process. This will be used in promoting the consultations, survey and any other communication regarding the review. The imagery will be used to populate the draft final Cultural Plan to brief Council at a future meeting on the initial findings of the consultations – key issues and potentially some recommendations.</p>  |
|  |  |  | <p>Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan</p> | <p>November 2017 Council (OCM – 7/11/17) resolved to:</p> <p>1. Note the RFQ 351 2017-18 Heritage Architect report associated with the project management of the consultation, design and construction process at 1 Surrey Street, Bassendean and noted the following:</p> <ul style="list-style-type: none"> <li>a) Insufficient funding allocation;</li> <li>b) LotteryWest Grant Variation requirements;</li> <li>c) Stakeholder feedback received;</li> <li>d) Risks and consequences associated with the stakeholder &amp; community consultation process, the detailed investigation and design process;</li> </ul> |

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|  |  |  |  | <p>2. Does not accept any of RFQ 351 2017-18 Heritage Architect proposals submitted to project manage the consultation, design and construction process at 1 Surrey Street, Bassendean;</p> <p>3. Requests staff provide an update of all expenditure to date associated with the investigation and creation of plans for the 1 Surrey Street Project;</p> <p>4. Requests staff investigate the whole of life costs for the 1 Surrey Street Project and provide to this Council the business cases for Option 1 and Option 2c;</p> <p>5. Requests staff inform the key stakeholders that a Councillor Workshop will be held early in the New Year to consider alternative options that include the whole of life costs including any ongoing management requirements associated with future options for the use of the 1 Surrey Street heritage site.</p> <p>December (OCM – 12/12/17) Council resolved to defer any further expenditure on this project, pending the outcome of the Councillor workshop in January 2018 and request that staff provide as much information as possible on the financial aspects of the project for consideration at the Councillor workshop.</p> |
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**OBJECTIVE 1.2 - ENSURE ALL COMMUNITY MEMBERS HAVE THE OPPORTUNITY TO BE ACTIVE, SOCIALISE AND BE CONNECTED**

| <b>Strategies</b><br><i>How we're going to do it</i>  | <b>Success Measures</b>   | <b>Target</b>  | <b>Projects</b><br><i>New projects that will be implemented</i>         | <b>2nd Quarter</b><br><b>(October to December)</b>  |
|---|---|--|---|---|
| <b>1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.</b>                          | Community / Stakeholder Satisfaction Survey (Activity and connectivity) | Improved Community feedback (based on baseline data collected in year 1) | Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve | Sandy Beach – The Town received a favourable <i>Flood Impact Assessment Study</i> in November 2017, indicating that the construction of the playground would have negligible impact on peak flood levels in the event of a flood. This favourable response then enabled Officers to conduct the community consultation phase seeking feedback from the community and stakeholders on the concept design. Feedback received on the concept design will be used to form the agenda for a community consultation meeting to answer questions about the design and any general questions by the community and stakeholders. The community consultation timelines have been amended to conclude by Friday 9 March 2018 and the Community Consultation Forum to be held on Wednesday 28 March, 6pm – 8pm. The intention is that the working group will be reconvened to consider feedback from community and the draft final design before going to a workshop with Councillors and ultimately to Council to adopt the final design of the playground hopefully at the 26 June OCM. |
| <b>1.2.2 Provide life-long learning opportunities</b>   |   |  |   |   |
| <b>1.2.3 Enhance partnerships with the local Noongar people</b>   |   |  |   |   |
| <b>1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life</b> | Volunteer Rate  | Increased Volunteer Participation  |   |   |

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| <p><b>1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive</b></p> |  |  |   | <p>Mary Crescent Reserve – tender specifications for the construction of the playground are near completion with the aim to go to tender in early 2018.</p>  |
|  |  |  | <p>Plan and build Men’s Shed facility</p> | <p>Officers have met with Lotterywest in December 2017 to progress the application that was already lodged in June 2017. At that time Lotterywest indicated that a grant of \$500,000 was being ear marked for the construction of a shed for the Bassendean Men’s Shed. Lotterywest indicated to Officers in December 2017 that the current landscape had changed with regards to a diminishing funding pool and a change of direction with a new State Government and executive leadership of Lotterywest. Lotterywest indicated to Officers that it is less likely that a grant of \$500,000 would be approved for the construction of a shed. Despite this indication from Lotterywest, Officers are continuing with providing additional information to Lotterywest to give the application every chance to be successful. Officers are also working on developing a back up plan in the event that Lotterywest either approve a reduced amount or provide no funding at all. Council will continue to be kept up to date on the project.</p> |
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**OBJECTIVE 1.3 - PLAN FOR A HEALTHY AND SAFE COMMUNITY**

| Strategies<br><i>How we're going to do it</i>            |  | Success Measures   | Target  | Projects<br><i>New projects that will be implemented</i>   | 2nd Quarter<br><b>(October to December)</b>   |
|--|--|--|---|--|---|
| <b>1.3.1 Facilitate safer neighbourhood environments</b> | <b>1.3.2 Promote and advocate community health and wellbeing</b> | Community / Stakeholder Satisfaction Survey (Safety, Health and Wellbeing) | Improved Community feedback (based on baseline data collected in year 1). | Improve lighting along main pedestrian routes to public transport hubs                                     | Consultant appointed and completing lighting review. Report to Council February 2018.   |
|  |  |  |   | CCTV & Security lighting in Jubilee Reserve & advocate for installation in other identified crime hotspots | RFQ invited and contractor appointed to install new CCTV at Jubilee Reserve and Mary Crescent Reserve. Works commenced in December and due to be completed by end of January 2018 |

**OBJECTIVE 1.4 - IMPROVE LIFESTYLE CHOICES FOR THE AGED, FAMILIES AND YOUTH**

| Strategies<br><i>How we're going to do it</i> |   | Success Measures   | Target   | Projects<br><i>New projects that will be implemented</i>   | 2nd Quarter<br><b>(October to December)</b>  |
|---|---|--|--|--|--|
| 1.4.1   | <b>Facilitate healthy and active aging in place</b>   | Community / Stakeholder Satisfaction Survey (Aged, Families and Youth) | Improved Community feedback (based on baseline data collected in year 1) | Review Service delivery models for seniors including community care and Hyde Retirement Village. | Review was not undertaken but planned for next quarter.  |
| 1.4.2   | <b>Partner with service providers to improve / expand access to services and facilities</b> |  |  |  | Maintained HRV and supported residents to continue to live well within the Bassendean community. The AGM was held in October and new resident committee was elected ensuring residents have an active voice and are engaged in the management of the complex.  |
| 1.4.3   | <b>Enhance the wellbeing, and participation of our youth and children</b>                   |  |  |  | Through HACC and HCP Supported older community members to continue to live independently in their homes. SDS had its 3 yearly quality review (an independent assessment by the Australian Aged Care Quality Agency) in November against the Community Care Standards and found to be compliant across all 18 Outcomes. SDS partnered with other organisations to provide services to clients across a number of service areas. |
|   |   |  |  | Review and implement Youth Plan  | Review completed   |

## Strategic Priority 2. Natural Environment

### OBJECTIVE 2.1 - TO DISPLAY LEADERSHIP IN ENVIRONMENTAL SUSTAINABILITY

| Strategies<br><i>How we're going to do it</i>  | Success Measures  | Targets  | Projects<br><i>New projects that will be implemented</i>   | 2nd Quarter<br><b>(October to December)</b>   |
|--|---|--|--|---|
| <b>2.1.1 Strengthen environmental sustainability practices and climate change mitigation</b> | Waste reduction ratio to population–<br><br>Carbon emissions (“Planet Footprint”) | Reduction in waste by tonnage per annum in relation to population<br><br>Reduction in Carbon Emissions | Develop and implement Environmental Community Education program<br><br>Develop Local Planning Policies, promote and implement best practice renewable energy guidelines including sustainability initiatives | School program developed for early 2018<br><br>Town officers met with EMRC consultant to review of current policies and prepare draft new polices for Council consideration   |
| <b>2.1.2 Reduce waste through sustainable waste management practices</b>                     |   |  | Develop Carbon Reduction plan and as funding permits progressively implemented carbon reduction projects   | In December 2017 the 2016/2017 Emissions Data Analysis report card was received which demonstrated the 7.5% reduction of total corporate emissions was achieved a year early. Therefore the Town’s a new emission reduction target has been aligned to the Australian Government’s 2030 Emissions Reduction Target to “reduce 2014/2015 corporate emissions by 26 – 28% by 2029/2030” |
| <b>2.1.3 Initiate and drive innovative Renewable Energy practices</b>                        |   |  | Investigate a 3 bin system for general, recyclable and green/putrescible waste collection  | Investigation in progress, Survey of Residents completed. Report to Council February 2018.  |

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|  |  |  | Develop Local Planning Policies and Guidelines for sustainable design of buildings | In progress – initial development has occurred by investigating and researching other local government policies and guidelines that might provide models for the development of sustainable design policies and guidelines |
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## OBJECTIVE 2.2 - PROTECT OUR RIVER, BUSH LAND RESERVES, AND BIODIVERSITY

| Strategies<br><i>How we're going to do it</i> |  | Success Measures   | Targets  | Projects<br><i>New projects that will be implemented</i>   | 2nd Quarter<br><i>(October to December)</i>  |
|---|--|--|--|--|--|
| <b>2.2.1</b>                                  | <b>Protect and restore our biodiversity and ecosystems</b>   | Community / Stakeholder satisfaction Survey (River, Bushland and Reserves)<br><br>Biodiversity and Bush Condition ("Keighery" Scale of bush condition) measurement | Improvement in community and stakeholder satisfaction survey (River, Bushland and Reserves).<br><br>Achievement of an Ashfield Flats Management Plan by the end of 2018/19 financial year. | Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation & Attractions – Best Management practices for foreshore stabilisation.  | Weed mapping has been undertaken of all reserves and revegetation works completed, over summer months when tides are low minor erosion control measures to be implemented. Contracts have been awarded for the Anzac Terrace Foreshore Drainage and Foreshore Restoration works due to commence in January 2018. |
| <b>2.2.2</b>                                  | <b>Sustainably manage significant natural areas</b>  |  |  | Advocate with relevant partners to collaborate on protection and rehabilitation.   |  |
| <b>2.2.3</b>                                  | <b>Partner with stakeholders to actively protect, rehabilitate and enhance access to the river</b> |  |  | Bassendean River Parks Management Committee was suspended in October 2017 due to Council elections. On 30 January 2018 Council will consider the new nominations for the 2017-2019 term of the Committee with the future meetings occurring on 6 February, 8 May, 7 August and 6 November 2018 |  |

**OBJECTIVE 2.3 - ENSURE THE TOWN'S OPEN SPACE IS ATTRACTIVE AND INVITING**

| Strategies<br><i>How we're going to do it</i>  |  | Success Measures  | Targets  | Projects<br><i>New projects that will be implemented</i>   | 2nd Quarter<br><b>(October to December)</b>  |
|--|--|---|--|--|--|
| <b>2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.</b> | Community / Stakeholder Satisfaction Survey (Open Space and use of Open Space)                         | Improvement in Community / Stakeholder Satisfaction (Open Space and use of Open Space, including community facilities, ovals and reserves)  | Formulate Open Space Master Plans  | No works have taken place as of yet  |  |
|  | <b>2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams</b> | Increase in Public Open Space<br><br>Tree Canopy Area monitoring (Private and public realms)<br><br>Water Quality (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines) | 2017 Baseline tree canopy area maintained by ensuring the public realm increases excess the private realm losses.<br><br>Annual monitoring of Water Quality. | Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan<br><br>Sustainable water sensitive urban designs incorporated within drainage networks. | In February 2016, Council (OCM – 7/02/16) received the draft Urban Forest Strategy for the purpose of community consultation. The Livable Town Advisory Committee - Urban Forest Working Group. has re-drafted the strategy. The Livable Town Advisory Committee was suspended in October 2017 due to Council elections. Council established a new Sustainability Committee and on 30th January 2018 Council will consider the nominations for the 2017-2019 term of the committee with future meetings occurring on 13 March, 29 May, 3 July and 2 October 2018.<br><br>In accordance with Council's (OCM – 17/09/16) Drainage Assessment Report future drainage works are included into the Town's Asset Management Drainage Program including incorporate water sensitive urban design. Tenders being invited for in accordance with Council (OCM11/7/16) resolution for Shackleton Street drainage swales, underground storm water storage, central traffic islands and road |

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|  |  |  |   | resurfacing works due to commence in February 2018   |
|  |  |  | Water Quality monitoring                  | Water quality monitoring has been taking place, SAP report should be provided in February 2018   |
|  |  |  | Plan and convert drains to Living Streams | <p>In May 2017 Council (OCM – 11/05/17) resolved to submit the following sites to the Water Corporation was part of the public submissions for the Drainage for Livability Program:</p> <ul style="list-style-type: none"> <li>• 9994 (Second Avenue and Third Avenue);</li> <li>• 9984 (Third Avenue and Fourth Avenue);</li> <li>• 9982 (Reid Street, Clarke Way, Hamilton Street);</li> <li>• Railway Museum East Compensating Basin;</li> <li>• - 9983 (Iveson, Hamilton &amp; Reid Streets);</li> </ul> <p>The expression of Interest applications submitted to the Water Corporation. At this stage, Water Corporation still reviewing and no determinations have been made.</p> |
|  |  |  | Develop Swan River Precinct Plan.         | No action this quarter   |

## Strategic Priority 3. Built Environment

### OBJECTIVE 3.1 - PLAN FOR AN INCREASED POPULATION AND CHANGING DEMOGRAPHICS

| Strategies<br><i>How we're going to do it</i>                   | Success Measure   | Target  | Projects<br><i>New projects that will be implemented</i>                        | 2nd Quarter<br><b>(October to December)</b>   |
|---|---|---|---|---|
| 3.1.1 Facilitate diverse housing and facility choices           | The number of new dwelling approvals granted by the Town against the <i>Perth Peel @ 3.5 Million</i> planning framework target for Bassendean (4,200 new dwellings by 2050) | Average of 105 dwelling approvals per annum to achieve the 2050 year target | The target requires 26.25 dwellings to be built per quarter to meet the target. | During the quarter the number of new dwellings exceeded demolitions by 13 dwellings which represents approximately 50% of the target  |
| 3.1.2 Implement sustainable design and development principles   |   | Community Satisfaction with and participation engagement                    | Local Planning Strategy Review + Local Planning Scheme 10 Review                | <b>Local Planning Strategy</b><br>Consultant contracts prepared and awarded for carrying out the following tasks:   |
| 3.1.3 Plan for local neighbourhoods and their centres           | The level of community engagement and participation into Local Area Planning. (input into plans and policy development)   |   |   | (i) a built form and character analysis of the Bassendean local government area (LGA) – a further summary of this is provided in this column under Objective 3.3 of this report); and   |
| 3.1.4 Ensure infrastructure is appropriate for service delivery |   |   |   | (ii) preparation of a local economic overview of the LGA – a further summary of this is provided in this column under Objective 4.1;<br>Preparation and drafting of a consultant brief and contract to commission a suitable transport consultant to assist the Town in undertaking a Transport Study across the LGA also commenced this quarter and at the time of writing is being finalised for issue in early |

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|  |  |   | <p>January 2018 to select transport consultants, inviting them to quote.</p> <p>Existing and future potential lot and density yields analysis based on current LPS 10 zonings and potential zoning changes, the <i>2015 Local Planning Strategy</i> land use designations, and infill dwelling targets set out in the draft <i>Perth Peel @ 3.5 Million</i> planning framework for the Bassendean LGA has been ongoing.</p> <p>This analysis is near completion and is intended to be presented to a proposed Councillors workshop/forum in February 2018 for consideration and review.</p> <p><b>Local Planning Scheme 10 Review</b><br/>Amendment 10 to LPS 10 to bring the Scheme in line with the Planning and Development (Local Planning Schemes) Regulations is with the WAPC for endorsement.</p> |
|  |  | Develop Local Planning Policies                   | <p><b>LPP 1.14 – Design Review Panel</b> has been reviewed in line with the WAPC's <i>Design WA</i> initiative – a summary of which is provided in this column of this report under Objective 3.3</p>   |
|  |  | Prepare and develop Precinct/ Neighbourhood plans | <p>The preparation of precinct (or TOD) plans based around the Ashfield, Bassendean and Success Hill train stations is earmarked to commence within the first quarter of 2018.</p>  |

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|  |  |  |  | <p>The preparation of neighbourhood plans is earmarked to occur in years 2 – 4 of the current Corporate Business Plan.</p> <p>Preliminary discussions have been held with the Mayor in respect to establishing more ‘place-based’ community groups (aka AshfieldCAN) within Bassendean as a vehicle for increased community engagement and input into the planning of Bassendean’s neighbourhoods.</p> |
|--|--|--|--|--|

## OBJECTIVE 3.2 - ENHANCE CONNECTIVITY BETWEEN PLACES AND PEOPLE

| <b>Strategies</b><br><i>How we're going to do it</i>                                   | <b>Success Measure</b>  | <b>Target</b>  | <b>Projects</b><br><i>New projects that will be implemented</i> | <b>2nd Quarter</b><br><b>(October to December)</b>  |
|--|---|--|---|---|
| <b>3.2.1 Connect the Town through a safe and inviting walking and cycling network.</b> | Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)                          | Improved community / stakeholders satisfaction (Roads, footpaths, Cycle paths)                             | Implement Bicycle Boulevards on Whitfield Street                | Council (OCM – 12/11/17) approved stage two of the Whitfield Street, Bassendean Bicycle Boulevard project and to commence the community consultation period. Community consultation period planned from 22 January to 2 March 2018. |
| <b>3.2.2 Advocate for improved and innovative transport access and solutions.</b>      | Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.) | Increased Community/ Stakeholder Satisfaction (access to public transport both access to Town and within.) |   |   |
| <b>3.2.3 Enhance the liveability of local neighbourhoods.</b>                          |   |  |   |   |
| <b>3.2.4 Enhance Road Safety through Design</b>  |   |  |   |   |

### OBJECTIVE 3.3 - ENHANCE THE TOWN'S APPEARANCE

| <b>Strategies</b><br><i>How we're going to do it</i>   | <b>Success Measure</b>   | <b>Target</b>   | <b>Projects</b><br><i>New projects that will be implemented</i>                    | <b>2nd Quarter</b><br><b>(October to December)</b>   |
|--|--|---|--|--|
| <b>3.3.1 Improve amenity and the public realm</b><br><br><b>3.3.2 Strengthen and promote Bassendean's unique character and heritage</b><br><br><b>3.3.3 Implement design policies and provisions of buildings and places</b> | Community / Stakeholder Satisfaction Survey (amenity and appearance) | Improved Community / Stakeholder Satisfaction against baseline. | Bassendean Built Form and Character Study (part of Local Planning Strategy Review) | Phase 1 of this study – an analysis of Bassendean's existing built form and character - has been completed. The outcome of this analysis was presented to Councillors at a workshop in late December 2017. This phase will inform Phase 2 of the study, which is the development of appropriate design responses to guide the design and form of Bassendean's future built environment. It is expected that this phase will be completed by late February or early March 2018 where after it will be presented to Council for consideration and authorization for release for public comment and feedback. |
|  |  |   | Preserve Heritage buildings with protection of the Local Planning Scheme           | No action this quarter.  |
|  |  |   | Winding up of Town Planning Scheme 4A.   | No action this quarter.  |
|  |  |   | Establish a Design Advisory Panel  | <b>LPP 1.14 – Design Review Panel Policy</b> has been reviewed in line with the WAPC's <i>Design WA</i> initiative applying to the establishment and operation of design review panels.  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | <p>The outcomes of the WAPC's design initiatives, especially as to how they will apply to local planning, are still awaited.</p> <p>Notwithstanding, the review of LPP 1.14 has resulted in the policy being redrafted but is yet to be completed. Completion of the redrafting is considered dependent upon Council (perhaps through its Bassendean Design Committee) scoping the type/range of design matters, building typologies, and development scales it desires or considers ought to be subject to design reviews.</p> <p>It is anticipated that this matter will be considered at the inaugural meeting of the Bassendean Design Committee on 7 February 2018.</p> |
|  |  |  | <p>Advocate for underground power and environmentally sustainable Lighting</p> | <p>In 2010, the Ashfield ratepayers supported financially contributing to Round Five of the State Underground Power program and as a result the Town's application was successful. In 2017 the Eden Hill ratepayers did not support financially contributing to the Round Six of the State Underground Power program and as a result the Town's application was not progress.</p>  |

|  |  |  |   |  |
|--|--|--|---|--|
|  |  |  |   | The State Government is not likely to announce Round Seven of the Underground Power program until the current works are nearing completion.  |
|  |  |  | Prepare streetscape policies for the Town               | The preparation and development of these will follow the completion of Phase 2 of the aforementioned <i>Bassendean Built Form and Character Study</i> as such policies ought to be informed by the resultant draft design responses that will be developed in this phase. Phase 1 of the study included identification and assessment of a range of streetscape types. |
|  |  |  | Finalise and implement the Municipal Heritage Inventory | The MHI has been finalised.  |

## Strategic Priority 4. Economic

### OBJECTIVE 4.1 - BUILD ECONOMIC CAPACITY

| Strategies<br><i>How we're going to do it</i>  | Success Measures  | Targets  | Projects<br><i>New projects that will be implemented</i>  | 2nd Quarter<br><b>(October to December)</b>   |
|--|---|--|---|---|
| <b>4.1.1 Encourage and attract new investment and increase capacity for local employment</b> | Economic and Commercial Activity  | Increase in Economic and Commercial Activity against baseline data | Develop new Economic and Commercial Activity Strategy including:<br>- Initiate industry Cluster Analysis during this financial year                           | Preparation of a <b>Local Economic Overview</b> of the Bassendean LGA has commenced but has somewhat stalled due to issues with the release by the Australian Bureau of Statistics (ABS) of economic data from the 2016 Census.                                   |
| <b>4.1.2 Plan for and build capacity for Commercial and Industrial activities</b>            | New businesses (including home based) granted development approval by the Town. | Increased number of new businesses from baseline data              | - Advocate and facilitate digital technology integration in to the Town over the four years of the plan<br>- Place activation over the four years of the plan | Completion of the overview is expected in February 2018 (subject to the availability of the 2016 Census economic data).<br><br>Place Activation is being approached under the Localism banner. Discussion Paper completed and presented to key community leaders. |
| <b>4.1.3 Support and promote home based businesses</b>                                       |   |  | Retail Needs Assessment (part of Local Planning Strategy Review) During this financial year   | The retail needs assessment is part of the compilation of the Local Economic Overview (see preceding comments in this column)   |
|  |   |  | Establish baseline data for the achievement of nominal targets during this financial year   | ABR data is fully available and is being utilised and assessed.   |

|  |  |  |  |                         |
|--|--|--|--|-------------------------|
|  |  |  | Investigate options and develop business case for potential future redevelopment of civic buildings during this financial year | No action this quarter. |
|--|--|--|--|-------------------------|

## OBJECTIVE 4.2 - FACILITATE LOCAL BUSINESS RETENTION AND GROWTH

|  | Success Measures   | Targets   | Projects<br><i>New projects that will be implemented</i>   | 2nd Quarter<br>(October to December)  |
|--|--|---|--|---|
| <b>4.2.1 Strengthen local business networks and partnerships</b> | Number of local business and Stakeholder Survey (Engagement and Facilitation of local Business Networks) | Increase in engagement of local businesses.   | Establish local business group of operators within the Town and those utilising the Town over the four years of the plan                             | Engaged with Bassendean Business Association with a view of driving Council economic development initiatives through this group.  |
|  |  | Increasing recognition of Bassendean branding. (Baseline to be established in year one)   | Review & refresh Bassendean Means Business Brand during this financial year  | RFQ for Bassendean Means Business brand refresh and website upgrade prepared and published. Five organisations invited to quote or which four responded by the closing date.  |
|  |  |   | Produce a survey for local business, to gauge their understanding and recognition of Bassendean Means Business brand over the four years of the plan | This will be part of the Brand refresh project in the next quarter.   |
| <b>4.2.2 Continue the activation of Bassendean Town Centre</b>   | Increase in the diversity and level of mixed uses, and increase in higher density residential dwellings  | Baseline data to be established following completion and adoption of revised Local Planning Strategy and Bassendean Transit-oriented Development (TOD) plan | As per Local Planning Strategy Review + Local Planning Scheme 10 Review under Objective 3.1 during this financial year                               | <p>The review of the Local Planning Strategy will be completed with the data provided Preparation of a Local Economic Overview of the Bassendean LGA has commenced but has somewhat stalled due to issues with the release by the Australian Bureau of Statistics (ABS) of economic data from the 2016 Census.</p> <p>Completion of the overview is expected in February 2018 (subject to the availability of the 2016 Census economic data).</p> |

|  |  |   |   |  |
|--|--|---|---|--|
| <p><b>4.2.3 Enhance economic activity in neighbourhood centres</b></p> | <p>New local + neighbourhood centres</p> | <p>Baseline data to be established following completion of Retail Needs Assessment and completion and adoption of revised Local Planning Strategy and new Economic and Commercial Activity Strategy</p> | <p>As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year</p> | <p>See preceding comments in this column in respect to the compilation of the Local Economic Overview.</p> |
|--|--|---|---|--|

## Strategic Priority 5. Good Governance

### OBJECTIVE 5.1 - ENHANCE ORGANISATIONAL ACCOUNTABILITY

| Strategies<br><i>How we're going to do it</i> |  | Success Measures   | Targets  | Projects<br><i>New projects that will be implemented</i>               | 2nd Quarter<br><b>(October to December)</b>  |
|---|--|--|--|--|--|
| 5.1.1   | <b>Enhance the capability of our people</b>                          | Community / Stakeholder Satisfaction Survey (Governance) | Community / stakeholders improvement on Year 1 baseline (Governance) | New Elected Member Training and Community Committee member orientation | New Councillor training<br>26th:October 2017 with Neil Douglas<br>7th November 2017 with Director Operational Services and Acting Director Community Development<br>14th November 2017 strategic and statutory planning<br>22nd November 2017 with CEO and Director Corporate Services<br>All councilors provided with training schedule from WALGA with a number of councilors taking up courses offered. |
| 5.1.2   | <b>Ensure financial sustainability</b>                               | Compliance Audit   | 100% Statutory Compliance met.                                       |  |  |
| 5.1.3   | <b>Strengthen governance, risk management and compliance</b>         | Risk Management Profile                                  | 100% Risk Mitigation as determined by insurer.                       |  |  |
| 5.1.4   | <b>Improve efficiency and effectiveness of planning and services</b> | Financial Ratio Benchmarked.                             | Asset Ratios met or Improved (intermediate level)                    |  |  |
| 5.1.5   | <b>Ensure optimal management of assets</b>                           | Asset Ratio Benchmarked                                  | Review the Risk Management Framework                                 |  |  |

|  |  |   |  |   |
|--|--|---|--|---|
|  |  | Financial Ratios met or improved (intermediate level) | Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management. | Internal Auditors will undertake & complete the programme for 2017/18. Depending when the report is completed by Moore Stephens (appointed Auditor) this may be considered by the Audit committee in February 2018. |
|--|--|---|--|---|

**OBJECTIVE 5.2 - PROACTIVELY PARTNER WITH THE COMMUNITY AND OUR STAKEHOLDERS**

| Strategies<br><i>How we're going to do it</i>                              |  | Success Measures   | Targets  | Projects<br><i>New projects that will be implemented</i> | 2nd Quarter<br><b>(October to December)</b>   |
|--|--|--|--|--|---|
| 5.2.1 <b>Improve customer interfaces and service</b>                       | 5.2.2 <b>Engage and communicate with the community</b> | Community / Stakeholder Satisfaction Survey (Community engagement and participation) | Improvement in Community and Stakeholder Satisfaction (community engagement and participation) | Develop a new Community Engagement Strategy              | Engagement HQ software is being used with the following public consultations were undertaken this quarter: <ul style="list-style-type: none"> <li>• Australia Day Review</li> <li>• Planning for Playtime @ Sandy Beach Reserve!</li> <li>• Local Planning Strategy</li> <li>• 3 Bin Waste System Community Survey</li> <li>• Notional Planning Precincts</li> <li>• Naming of Right of Way running between Geraldine St and Shackleton St</li> <li>• Renaming of Clarke Way Reserve to Abell Reserve</li> <li>• Leadership &amp; Governance Policies Review</li> </ul> |
|  |  |  |  | Develop a new Marketing Plan                             | SDS held its annual Stakeholder Sundowner in November with a very good turnout of partner organisations, internal stakeholder and community Groups including 55 Plus and the Melody Club.   |
| 5.2.3 <b>Advocate and develop strong partnerships to benefit community</b> |  |  |  |  |   |

**OBJECTIVE 5.3 - STRIVE FOR IMPROVEMENT AND INNOVATION**

| <b>Strategies</b><br><i>How we're going to do it</i>   | <b>Success Measures</b>                                      | <b>Targets</b>                                     | <b>Projects</b><br><i>New projects that will be implemented</i> | <b>2nd Quarter</b><br><b>(October to December)</b>   |
|--|--|--|---|--|
| <b>5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement</b> | Local Government Service Review Benchmarks.                  | Improved efficiency and effectiveness of services. | Adopt a formal service review program                           | Seniors services identified as a priority for review with impending new funding regime.  |
|  | Percentage uptake of the community of Ecommerce applications | Increased E-commerce applications                  | E-commerce development through the Town's Website               | Customer Service and Building Applications software purchased. The preparation of the server and application for certificate has been implemented. Training for staff being planned. |

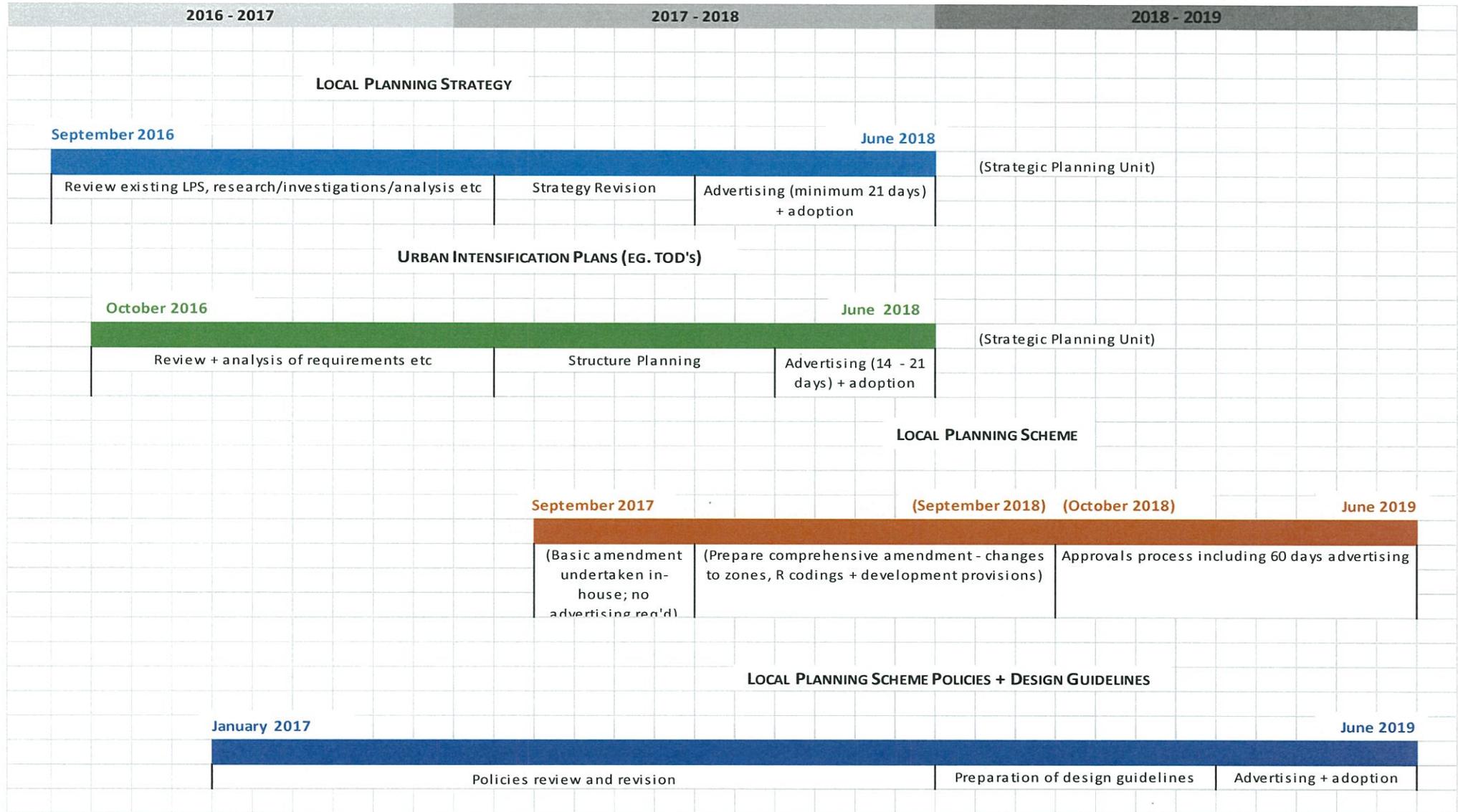
CASH IN LIEU

| Cash In Lieu Public Open Space Balance at 31 December 2017 |                                  |                         |   |  |   |                        |  |
|--|----------------------------------|-------------------------|---|--|---|------------------------|--|
| Trust ID   | Subdivision                      | Original Trust Receipts | Project   | Approved for Expenditure from this Trust | Balance Available in Trust after Completion of Projects based on no projects under budget | Amount Drawn to Date   | Cash In Lieu Public Open Space Balance at 31 December 2017 |
| T1148 MINISTRY OF HOUSING                                  |                                  | \$ 212,000.00           | Broadway Aboretum Stage 2                       | \$ 85,000.00                             | \$ -  | \$ 40,899.14           | \$ 73,524.33   |
|  |                                  |                         | Broadway Aboretum Stage 1                       | \$ 39,500.00                             |   | \$ 38,800.00           |  |
|  |                                  |                         | Construction of 2 additional hard tennis courts | \$ 87,500.00                             |   | \$ 58,776.53           |  |
| T1174 WESTCHOICE   |                                  | \$ 194,000.00           | Path Network & outdoor Gym                      | \$ 47,522.08                             | \$ -  | \$ 47,043.24           | \$ 53,621.24   |
|  |                                  |                         | Public Toilet                                   | \$ 146,477.92                            |   | \$ 93,335.52           |  |
| T1607 Danmar Homes   | 50 IVANHOE STREET - WAPC#951-11  | \$ 130,000.00           |   | \$ -                                     | \$ 130,000.00   | \$ -                   | \$ 130,000.00  |
| T1803 Westfocus  | 92-96 FIRST AVE                  | \$ 97,000.00            |   |  | \$ 97,000.00  | \$ -                   | \$ 97,000.00   |
| T1946 PD Projects  | 141 FIRST AVE - WAPC REF 149585  | \$ 85,311.75            |   |  | \$ 85,311.75  | \$ -                   | \$ 85,311.75   |
| T1992 Miluc Pty Ltd  | LOT 3 MORLEY DRIVE WAPC # 146605 | \$ 295,000.00           |   | \$ 250,000.00                            | \$ 45,000.00  | \$ -                   | \$ 45,000.00   |
| T 2045 PD Projects   | # 137 First Ave Bassendean       | \$ 70,000.00            |   |  | \$ 70,000.00  | \$ -                   | \$ 70,000.00   |
| T1400 Interest on POS                                      |                                  | \$ 163,904.27           |   | \$ 92,500.00                             | \$ 71,404.27  | \$ 92,500.00           | \$ 71,404.27   |
| <b>TOTALS (includes completed projects)</b>                |                                  | <b>\$ 2,088,452.94</b>  |   | <b>\$ 1,589,736.92</b>                   | <b>\$ 498,716.02</b>  | <b>\$ 1,212,591.35</b> | <b>\$ 625,861.59</b>                                       |
|  |                                  |                         |   | <b>\$ 625,861.59</b>                     | <b>TOTAL in TRUST</b>   |                        |  |
|  |                                  |                         |   | <b>-\$ 44,100.86</b>                     | <b>Less Approved Projects (Broadway Aboretum Stage 2)</b>                                 |                        |  |
|  |                                  |                         |   | <b>-\$ 290,000.00</b>                    | <b>Less Sandy Beach Playground Awaiting Ministerial Approval</b>                          |                        |  |
|  |                                  |                         |   | <b>\$ -</b>                              |   |                        |  |
|  |                                  |                         |   | <b>\$ 291,760.73</b>                     | <b>Available for additional projects</b>  |                        |  |

GRANTS

| COA    | Description  | Inc/Exp Analysis Summary | Original Budget | YTD Actual    |
|--------|--|--------------------------|-----------------|---------------|
| 112160 | INCOME - HALLS - GRANTS (NO GST)                   | Non Operating Grants     | \$0             | -\$30,000.00  |
| 122011 | INCOME - SPORT & REC - GRANTS                      | Non Operating Grants     | -\$500,000      | \$0.00        |
| 122015 | INCOME - SPORT & REC - CAPITAL GRANT & POS(NO GST) | Non Operating Grants     | -\$250,000      | \$0.00        |
| 132015 | INCOME - RESERVES - GRANT INCOME                   | Non Operating Grants     | -\$67,000       | \$0.00        |
| 212001 | INCOME - ROAD MAINT - CAPITAL GRANT NO GST(RTR)    | Non Operating Grants     | -\$190,000      | -\$32,560.00  |
| 212011 | INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)          | Non Operating Grants     | -\$401,462      | -\$160,584.00 |
| 862284 | INCOME - RYDE GRANT                                | Non Operating Grants     | -\$20,000       | \$0.00        |
| 872014 | INCOME - BYS -GRANTS                               | Non Operating Grants     | -\$50,000       | -\$20,000.00  |
| 122201 | SPORT & RECN GRANT - KIDS SPORT                    | Operating Grants         | -\$19,000       | -\$9,000.00   |
| 212011 | INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)          | Operating Grants         | -\$52,394       | -\$30,174.00  |
| 322001 | INCOME - GRANTS - ROADS GRANT                      | Operating Grants         | -\$120,000      | -\$46,680.50  |
| 322002 | INCOME - GRANTS - GENERAL PURPOSE GRANT            | Operating Grants         | -\$164,000      | -\$72,268.00  |
| 542013 | INCOME - ES - GRANTS                               | Operating Grants         | -\$45,000       | -\$23,892.50  |
| 612013 | INCOME - ASSETS - OTHER INCOME (NO GST)            | Operating Grants         | \$0             | \$0.00        |
| 862284 | INCOME - RYDE GRANT                                | Operating Grants         | \$0             | -\$20,000.00  |
| 872011 | INCOME - BYS - DEPT CHILD PROTECTION GRANTS        | Operating Grants         | -\$90,400       | -\$67,905.51  |
| 902011 | INCOME - VOLUNTEER - GRANTS                        | Operating Grants         | -\$1,000        | \$0.00        |
| 942001 | INCOME - SDS - HACC GRANTS                         | Operating Grants         | -\$1,512,480    | -\$866,427.00 |
| 942102 | INCOME - HCP SUBSIDIES                             | Operating Grants         | -\$360,000      | -\$214,620.12 |
|        |  |                          | -\$3,842,736    | -\$1,594,112  |

**(REVISED) BASSENDEAN STRATEGIC PLANNING FRAMEWORK - IMPLEMENTATION TIMETABLE**



## HEALTH OFFICER'S QUARTERLY REPORT – DECEMBER 2017

### Public Health complaints/requests:

A total of 44 complaints were received in relation to health related matters (other than noise complaints that are reported separately). The majority were in relation to asbestos, food and backyard mosquito breeding.

### Community Education:

Health Services continued to provide information to residents through social media (Facebook) on a number of Health related matters including Food Recalls, Environmental Water Sampling, and Mosquito Monitoring and Control Program.

### Food Business Inspections:

A total of 35 food businesses were assessed during the quarter to ensure compliance with the Food Safety Standards and the Food Act 2008.

### Food Safety Audits:

Two high risk food businesses (Child Care and Aged Care) were due for their third party Food Safety Audits during the quarter. Audits were conducted and the Audit Reports were submitted to the Town's Senior Environmental Health Officer for assessment and action, in order to assist the food businesses with closing out all non-compliances found during the audit.

### Temporary Food Businesses:

A total of 32 applications for temporary food premises were received and assessed during the quarter. These applications were for the Twilight Markets, WAMFest and Australia Day event scheduled for January 2018.

### Food Business Registrations:

Two new food premises were fitted out and opened during the quarter, 7-Eleven and Caff on Broadway. Final inspections and registration of these premises were carried out in accordance with the Food Act 2008.

### Food Recalls:

Four Food Recall Notifications were issued by the Department of Health, which required follow up to ensure that the products were removed from retail sale.

### Public Event Applications:

Four public event applications were submitted, assessed and approved during the quarter, being WAMfest, Morley Baptist Church Christmas Festival, Outdoor Cinema, and Bassendean Church of Christ Christmas Carols.

### Food Sampling:

Microbiological food sampling was carried out in response to an exploding tin of tomatoes.

Chemical sampling was undertaken due to a foreign body (plastic) in a food item.

#### Public Building Inspection:

Two public building was inspected during the quarter to assess compliance with the Health (Public Buildings) Regulations 1992. Premises are inspected annually or biennially, depending on risk classification.

#### Noise Complaints:

A total of 20 noise complaints were received during the quarter. Noise complaints were in relation to loud music / party noise.

#### Noise Management Plans:

One Noise Management Plan was received from PTA for works to be done along the Railway tracks, assessed and approved.

#### Ross River Virus:

There were no notifications for mosquito borne viruses during the quarter.

#### Mosquito Control Program:

The Mosquito Monitoring and Control program commenced this quarter. Health Services commenced baiting a number of stormwater drains in the area. This involved inspecting stormwater drains and treating with Prolink Briquettes where drains were found to be holding water and some larvae present. There have been no mosquito complaints received from any of the areas where baiting has been carried out.

Ashfield Flats continues to be assessed on a weekly basis and treatment undertaken as required.

#### Rat Bait:

Approximately 970 sachets of rat bait (Generation First Strike and Racumin) were issued during the quarter. This is approximately double of what was issued to residents the same quarter last year.

#### Recreational Water Sampling:

The Environmental Water Sampling program commenced this quarter. Samples are collected from Point Reserve, Sandy Beach and Success Hill on a weekly basis. To date 36 samples have been collected and analysed by the labs.

Health Warning signage was made in December to provide users of these sites, with general information about the water quality at the sites.

**ATTACHMENT NO. 10**

**LIST OF PAYMENTS**  
**FOR PERIOD**  
**ENDED 31<sup>st</sup> DECEMBER 2017**

## SUMMARY OF SCHEDULE OF ACCOUNTS

| <b>FUND</b>   | <b>VOUCHERS</b> | <b>AMOUNT</b><br><b>\$</b> |
|---|-----------------|----------------------------|
| <b>MUNICIPAL / TRUST</b>                            |                 |                            |
| <b>EFT and Direct Debits</b><br>01-31 December 2017 | 33298 – 33554   | 3,038,051.98               |
| <b>TRUST FUND</b>                                   |                 |                            |
| <b>Cheques</b><br>Commonwealth<br>6100-1015-9136    | 6132 - 6132     | 200.00                     |
| <b>MUNICIPAL BANK</b>                               |                 |                            |
| <b>Cheques</b><br>Commonwealth<br>6100-1015-9128    | 85869 – 85874   | 57,090.43                  |
|   |                 | <hr/>                      |
|   |                 | <b>\$3,095,342.41</b>      |
|   |                 | <hr/> <hr/>                |

### **DIRECTOR CORPORATE SERVICES' DECLARATION:**

This schedule of accounts to be passed for payment, covering vouchers as above, which was submitted to each member of Council on 30<sup>th</sup> January 2018 been checked and is fully supported by vouchers and invoices, which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown are due for payment.

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**DIRECTOR CORPORATE SERVICES**

### **MAYOR'S DECLARATION**

I hereby certify that this schedule of accounts, covering vouchers as above, was submitted to the Council on 30<sup>th</sup> January 2018 and that the amounts were approved by the Council for payment.

---

**MAYOR**

1st December 2017  
to  
31st December 2017

| Chq/EFT  | Date       | Name                                      | Description  | Amount     |
|----------|------------|---|--|------------|
| EFT33298 | 01/12/2017 | ANDRE & NAOMI D'CUNHA                     | Hall & Key Bond Refund   | -1,050.00  |
| EFT33299 | 01/12/2017 | ANTONIO SALLES-PUNTILLO                   | Security Bond Refund   | -2,290.00  |
| EFT33300 | 01/12/2017 | DALE ALCOCK HOMES PTY LTD                 | Security Bond Refund   | -2,250.00  |
| EFT33301 | 01/12/2017 | DEPARTMENT OF PLANNING, LAND AND HERITAGE | Dap Fees Amendment - 2017-155                                  | -196.00    |
| EFT33302 | 01/12/2017 | MAE PARKER                                | Key Bond Refund  | -50.00     |
| EFT33303 | 01/12/2017 | PATRICIA STRATTON                         | Hall & Key Bond Refund   | -1,550.00  |
| EFT33304 | 01/12/2017 | RICHARD WAINWRIGHT                        | Security Bond Refund   | -2,250.00  |
| EFT33305 | 01/12/2017 | CR ROBERT BROWN                           | Security Bond Refund   | -1,500.00  |
| EFT33306 | 01/12/2017 | AMAZING BRICK PAVING                      | Various Sites - Footpath And Brick Paving Repairs              | -2,260.00  |
| EFT33307 | 01/12/2017 | BEAVER TREE SERVICES                      | Various Sites - Street Tree Pruning                            | -4,840.00  |
| EFT33308 | 01/12/2017 | DAN LITTLE                                | Council Crossover Contribution                                 | -570.00    |
| EFT33309 | 01/12/2017 | ELLIOTTS IRRIGATION PTY LTD               | Bic Reserve - Service Iron Filter                              | -245.30    |
| EFT33310 | 01/12/2017 | GLENVIEW MACHINE KERBING                  | Various Sites - Kerbing Repairs                                | -804.65    |
| EFT33311 | 01/12/2017 | INSTRULABS PTY LTD                        | Health - Sound Machine Service & Repairs                       | -3,817.00  |
| EFT33312 | 01/12/2017 | JARAM AUSTRALIA                           | Depot Workshop - Chest Toolbox                                 | -1,635.00  |
| EFT33313 | 01/12/2017 | KAI CONSTRUCTIONS                         | Bassendaen Bowling Club - Remove Asbestos Debris In Roof Space | -3,850.00  |
| EFT33314 | 01/12/2017 | KLEENIT PTY LTD                           | Various Sites - Graffiti Removal                               | -2,090.00  |
| EFT33315 | 01/12/2017 | LGC TRAFFIC MANAGEMENT                    | Various Sites - Traffic Management                             | -387.20    |
| EFT33316 | 01/12/2017 | LOCHNESS LANDSCAPE SERVICES               | Various Sites - Weed Control                                   | -1,408.00  |
| EFT33317 | 01/12/2017 | NORTH LAKE ELECTRICAL PTY LTD             | Jubilee Reserve - Repair Faulty Circuit Breaker                | -154.50    |
| EFT33318 | 01/12/2017 | REMO'S HANDYMAN SERVICE                   | Seniors - Home Garden & Maintenance                            | -440.00    |
| EFT33319 | 01/12/2017 | ROADS 2000                                | Various Sites - Road Repairs                                   | -149.27    |
| EFT33320 | 01/12/2017 | SCM EARTHMOVING CONTRACTORS               | Movies By Burswood - Compactor & Lazer Level For Construction  | -629.20    |
| EFT33321 | 01/12/2017 | SILVERBACK MECHANICAL SERVICES PTY LTD    | Depot - Hire Mower Equip                                       | -1,980.00  |
| EFT33322 | 01/12/2017 | WA TEMPORARY FENCING SUPPLIES             | Bushland Management - 3 Months Temporary Fence Hire            | -2,108.70  |
| EFT33323 | 01/12/2017 | WALTER'S DELIGHTS                         | Seniors - Sundowner - Catering                                 | -278.00    |
| EFT33324 | 12/12/2017 | AUSTRALIAN SERVICES UNION                 | Payroll Deductions   | -192.15    |
| EFT33325 | 12/12/2017 | AUSTRALIAN TAX OFFICE (PAYG)              | Payroll Deductions   | -87,237.00 |
| EFT33326 | 12/12/2017 | CHILD SUPPORT AGENCY                      | Payroll Deductions   | -231.21    |
| EFT33327 | 12/12/2017 | HEALTH INSURANCE FUND (HIF)               | Payroll Deductions   | -148.75    |
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| EFT33328 | 12/12/2017 | LGRCEU  | Payroll Deductions  | -41.00      |
| EFT33329 | 12/12/2017 | TOWN OF BASSENDEAN PAYROLL DEDUCTIONS               | Payroll Deductions  | -2,273.20   |
| EFT33330 | 19/12/2017 | DAVID WHITE   | Security Bond Refund                                      | -4,000.00   |
| EFT33331 | 19/12/2017 | DIANNE KRUGER                                       | Hall & Key Bond Refund                                    | -350.00     |
| EFT33332 | 19/12/2017 | EMI HALLAM  | Key Bond Refund   | -100.00     |
| EFT33333 | 19/12/2017 | FIRST WESTERN REALTY                                | Key Bond Refund   | -50.00      |
| EFT33334 | 19/12/2017 | JODIE REMPEL  | Security Bond Refund                                      | -2,250.00   |
| EFT33335 | 19/12/2017 | KIRSTY PLOEG  | Hall & Key Bond Refund                                    | -550.00     |
| EFT33336 | 19/12/2017 | LIMITLESS BUILDING                                  | Security Bond Refund                                      | -2,250.00   |
| EFT33337 | 19/12/2017 | MARK ARMSTRONG                                      | Security Bond Refund                                      | -1,600.00   |
| EFT33338 | 19/12/2017 | MYA THIDAR  | Reserve Bond Refund                                       | -300.00     |
| EFT33339 | 19/12/2017 | NELLA FITZGERALD                                    | Hall & Key Bond Refund                                    | -350.00     |
| EFT33340 | 19/12/2017 | PASQUALINI DEGASPERIS                               | Security Bond Refund                                      | -4,500.00   |
| EFT33341 | 19/12/2017 | STEWART GLOVER                                      | Security Bond Refund                                      | -2,250.00   |
| EFT33342 | 19/12/2017 | TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)       | Hyde Rey Village - Waitlist Admin Fee Held                | -50.00      |
| EFT33343 | 19/12/2017 | WELTEVREDEN PTY LTD                                 | Security Bond Refund                                      | -2,250.00   |
| EFT33344 | 20/12/2017 | CR JAI WILSON                                       | Meeting Fees - October, November & December               | -3,656.25   |
| EFT33345 | 20/12/2017 | CR JRH GANGELL                                      | Meeting Fees - October, November & December               | -7,687.50   |
| EFT33346 | 20/12/2017 | CR KATHRYN HAMILTON                                 | Meeting Fees - October, November & December               | -3,656.25   |
| EFT33347 | 20/12/2017 | CR MELISSA MYKYTIUK                                 | Meeting Fees - October, November & December               | -3,656.25   |
| EFT33348 | 20/12/2017 | CR RENEE MCLENNAN                                   | Meeting Fees - October, November & December               | -13,312.50  |
| EFT33349 | 20/12/2017 | CR ROBERT BROWN                                     | Meeting Fees - October, November & December               | -6,562.50   |
| EFT33350 | 20/12/2017 | CR SARAH QUINTON                                    | Meeting Fees - October, November & December               | -3,656.25   |
| EFT33351 | 20/12/2017 | A. M BOLTS & NUTS                                   | Depot - Minor Supplies - November 2017                    | -381.62     |
| EFT33352 | 20/12/2017 | ACCREDIT BUILDING SURVEYING & CONSTRUCTION SERVICES | Hamilton Street - Certificate Of Design Compliance        | -385.00     |
| EFT33353 | 20/12/2017 | ADVANCE PRESS (2013) PTY LTD                        | Various Business Units - Printing                         | -4,895.00   |
| EFT33354 | 20/12/2017 | ALLDAY CONSTRUCTION WA PTY LTD                      | Contaminated Site - Site Works & Limestone Retaining Wall | -110,220.00 |
| EFT33355 | 20/12/2017 | ALSCO PERTH   | Office Linen And Laundry Services                         | -137.63     |
| EFT33356 | 20/12/2017 | ALYSSIA STRAUSS                                     | Leisure Course Refund                                     | -20.00      |
| EFT33357 | 20/12/2017 | AMAZING BRICK PAVING                                | Various Sites - Footpath And Brick Paving Repairs         | -1,090.00   |
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| EFT33358 | 20/12/2017 | ANGEL FLOWERS                           | Various Events - Flower Arrangements                                | -80.00      |
| EFT33359 | 20/12/2017 | APOLLO 10 RECORDING SERVICES            | Telethon Community Cinemas - 2017/2018 Season - Advert              | -500.00     |
| EFT33360 | 20/12/2017 | ARTEIL (WA) PTY LTD                     | Office Furniture - New - Desk Chairs                                | -877.80     |
| EFT33361 | 20/12/2017 | ASHTON PROPERTY GROUP PTY LTD           | Reconciliation Plan - Implementation                                | -1,677.00   |
| EFT33362 | 20/12/2017 | ASSET INFRASTRUCTURE MANAGEMENT         | Consulting Fee - Asset Management                                   | -3,300.00   |
| EFT33363 | 20/12/2017 | AUSTRALIA POST                          | Various Business Units - Postal Charges - November 2017             | -2,666.63   |
| EFT33364 | 20/12/2017 | AUSTRALIAN OFFICE                       | Various Business Units - Self Seal Window Envelopes                 | -237.52     |
| EFT33365 | 20/12/2017 | AXIIS CONTRACTING                       | Various Sites - Crossover, Road And Footpath Maintenance            | -23,309.45  |
| EFT33366 | 20/12/2017 | AYDEN MACKENZIE                         | Reimbursement - Skate Event Signage                                 | -945.07     |
| EFT33367 | 20/12/2017 | BASSEDEAN CRICKET CLUB                  | Bassendean Cricket Club - Turf Maintenance Agreement                | -17,955.00  |
| EFT33368 | 20/12/2017 | BCITF                                   | Building & Construction Industry - Levy Collected - November 2017   | -4,938.89   |
| EFT33369 | 20/12/2017 | BRIAN REED                              | Reimbursement - Planning Supplies                                   | -365.20     |
| EFT33370 | 20/12/2017 | DEPARTMENT OF COMMERCE                  | Building Services Levy Collected - November 2017                    | -4,531.93   |
| EFT33371 | 20/12/2017 | DEPARTMENT OF FIRE & EMERGENCY SERVICES | Emergency Services Levy - 2017/2018 Quarter 2                       | -705,959.70 |
| EFT33372 | 20/12/2017 | GREG NERI                               | Reimbursement - Fleet Vehicle Fuel Purchase                         | -78.40      |
| EFT33373 | 20/12/2017 | HOME CARE ASSIST WEST COAST PERTH       | Seniors - Home Care Assist Transfer Funds                           | -2,415.62   |
| EFT33374 | 20/12/2017 | JESSICA STRAUSS                         | Leisure Course Refund   | -40.00      |
| EFT33375 | 20/12/2017 | JODIE REMPEL                            | Council Crossover Contribution                                      | -570.00     |
| EFT33376 | 20/12/2017 | KRISTY MOUCHEMORE                       | Rates Refund  | -1,116.55   |
| EFT33377 | 20/12/2017 | SALLY GRIFFITHS                         | Reimbursement - Wind In The Willows Groceries                       | -332.12     |
| EFT33378 | 20/12/2017 | STEVEN LACKLISON & DAMIAN BAINES        | Council Crossover Contribution                                      | -428.00     |
| EFT33379 | 20/12/2017 | ASHTON ADMOR PTY LTD                    | General Meeting Of Electors - Hire Of Sound And Recording Equipment | -781.00     |
| EFT33380 | 20/12/2017 | BASSEDEAN FLOWERS                       | Government Wreath For Remembrance Day 2017                          | -95.00      |
| EFT33381 | 20/12/2017 | BASSEDEAN JUNIOR CRICKET CLUB           | Kidsport Voucher  | -200.00     |
| EFT33382 | 20/12/2017 | BASSEDEAN MEN'S SHED INC                | Old Perth Road Markets - Traffic Management                         | -500.00     |
| EFT33383 | 20/12/2017 | BASSEDEAN NEWSAGENCY                    | Library - Subscriptions - November 2017                             | -107.36     |
| EFT33384 | 20/12/2017 | BASSEDEAN TENNIS CLUB                   | Tennis Grass Court Maintenance - November 2017                      | -2,291.30   |
| EFT33385 | 20/12/2017 | BEAVER TREE SERVICES                    | Various Sites - Street Tree Pruning                                 | -8,965.00   |
| EFT33386 | 20/12/2017 | BMT WBM PTY LTD                         | Flood Impact Assessment Project Management                          | -8,360.00   |
| EFT33387 | 20/12/2017 | BOC LIMITED                             | Depot - Bottled Gas Supplies & Equipment                            | -44.81      |
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| EFT33388 | 20/12/2017 | BRIGADOON RDA                     | Kidsport Voucher  | -200.00    |
| EFT33389 | 20/12/2017 | BROOK MARSH PTY LTD               | Sandy Beach - Nature Play - Re-Establishment Survey         | -2,640.00  |
| EFT33390 | 20/12/2017 | BUDGET PEST CONTROL               | Various Sites - Ant Inspections And Treatments              | -250.00    |
| EFT33391 | 20/12/2017 | BUNNINGS GROUP LIMITED            | Various Sites - Maintenance Supplies And Equipment          | -923.71    |
| EFT33392 | 20/12/2017 | CABCHARGE AUSTRALIA LIMITED       | Seniors - Transport For Clients - November 2017             | -1,531.36  |
| EFT33393 | 20/12/2017 | CAI FENCING                       | Various Sites - Fencing Repairs                             | -836.00    |
| EFT33394 | 20/12/2017 | CAPITAL RECYCLING                 | Various Sites - Crossover, Road And Footpath Maintenance    | -1,728.54  |
| EFT33395 | 20/12/2017 | CASA SECURITY PTY LTD             | Various Sites - Security Alarm Repairs And Monitoring       | -4,357.07  |
| EFT33396 | 20/12/2017 | CDM AUSTRALIA PTY LTD             | Depot - Printer Toner Supplies                              | -168.08    |
| EFT33397 | 20/12/2017 | CHRIS RICHARDSON                  | Wind In The Willows - Food Safety Audit                     | -660.00    |
| EFT33398 | 20/12/2017 | CLEANDUSTRIAL SERVICES PTY LTD    | Various Buildings - Cleaning                                | -17,937.04 |
| EFT33399 | 20/12/2017 | COMESTIBLES                       | Various Council Functions - Catering                        | -1,877.50  |
| EFT33400 | 20/12/2017 | COMMAND-A-COM PTY LTD             | Depot - Telephone System Maintenance & Repairs              | -121.00    |
| EFT33401 | 20/12/2017 | COMMERCIAL NETMAKERS PTY LTD      | Jubilee Reserve - Cricket Net Clips                         | -28.00     |
| EFT33402 | 20/12/2017 | COMMERCIAL TYRE SERVICE           | Various Fleet Vehicle - Tyre Repairs & Replacements         | -1,095.00  |
| EFT33403 | 20/12/2017 | COMMUNITY CINEMAS                 | Volunteers - Thankyou Movie Night                           | -445.00    |
| EFT33404 | 20/12/2017 | COMMUNITY NEWSPAPER GROUP LTD     | Seniors - Advertising                                       | -1,264.45  |
| EFT33405 | 20/12/2017 | COMPLETE CORPORATE HEALTH - ASCOT | Various Business Units - Recruitment - Pre Employment Check | -1,608.75  |
| EFT33406 | 20/12/2017 | CONTRAFLOW PTY LTD                | Various Sites - Traffic Management                          | -1,153.90  |
| EFT33407 | 20/12/2017 | COVS                              | Depot - Minor Fleet Vehicle Parts                           | -870.61    |
| EFT33408 | 20/12/2017 | CHRISTINE BRACKLEY                | Rates Refund  | -350.00    |
| EFT33409 | 20/12/2017 | CYNTONE CONSULTING                | Risk Management Plan - Preparation - Wamfest                | -1,590.00  |
| EFT33410 | 20/12/2017 | DAILY LIVING PRODUCTS             | Seniors - Client - Supply Independent Living Equipment      | -146.00    |
| EFT33411 | 20/12/2017 | DAVID CLARKE                      | Bassendean Tennis Club - Painting To New Doors              | -200.00    |
| EFT33412 | 20/12/2017 | DIAL A NAPPY                      | Children Services - Laundry Supplies                        | -666.40    |
| EFT33413 | 20/12/2017 | DIAMONDLITE ENTERPRISES           | Relax Program Instructor - Samba Drumming Group - Term 4    | -1,200.00  |
| EFT33414 | 20/12/2017 | DRAINFLOW SERVICES PTY LTD        | Various Sites - Drain Cleaning                              | -2,112.00  |
| EFT33415 | 20/12/2017 | DS WORKWEAR & SAFETY              | Depot - Staff Uniforms                                      | -183.35    |
| EFT33416 | 20/12/2017 | DVG MORLEY CITY                   | Depot - Minor Fleet Vehicle Parts                           | -63.76     |
| EFT33417 | 20/12/2017 | DYMOCKS HAY STREET                | Library - Book Purchases                                    | -896.30    |
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| EFT33418 | 20/12/2017 | EASTERN METROPOLITAN REGIONAL COUNCIL        | Various Domestic & Council Rubbish                     | -161,794.94 |
| EFT33419 | 20/12/2017 | ELITE ELECTRICAL AND PUMPS PTY LTD           | Bassendean Bowling Club - Roof Rewiring Electrical     | -24,200.00  |
| EFT33420 | 20/12/2017 | EMBROIDME OSBORNE PARK                       | Three Bin Waste Community Engagement Survey - T Shirts | -325.60     |
| EFT33421 | 20/12/2017 | EXTERIA                                      | Success Hill Reserve - Ground Mount - Vasse Seats      | -1,582.90   |
| EFT33422 | 20/12/2017 | F L COSTELLO & CO                            | Wind In The Willows - Washing Machine Repairs          | -440.09     |
| EFT33423 | 20/12/2017 | FLEXI STAFF PTY LTD                          | Labour Hire - Parks And Gardens Staff                  | -2,653.16   |
| EFT33424 | 20/12/2017 | FOOD TECHNOLOGY SERVICES PTY LTD             | Food Safety Services Contract - November 2017          | -1,719.96   |
| EFT33425 | 20/12/2017 | FUJI XEROX AUSTRALIA PTY LTD                 | Various Business Units - Photocopier Lease And Charges | -4,096.38   |
| EFT33426 | 20/12/2017 | GALLERIA MOTORS PTY LTD T/AS GALLERIA TOYOTA | Depot - Minor Fleet Vehicle Parts                      | -108.50     |
| EFT33427 | 20/12/2017 | GINO'S ALL ROUND HANDYMAN SERVICE            | Seniors - Home Garden & Maintenance                    | -756.25     |
| EFT33428 | 20/12/2017 | GRAFFITI FORCE                               | Various Sites - Graffiti Removal                       | -2,598.75   |
| EFT33429 | 20/12/2017 | GRAINGER GARDEN SUPPLIES                     | Various Sites - Garden Soil Supplies                   | -565.00     |
| EFT33430 | 20/12/2017 | GRONBEK SECURITY                             | Various Sites - Restricted Keys & Coding               | -567.01     |
| EFT33431 | 20/12/2017 | HARDWARE MAGIC BASSENDEAN                    | Hardware Supplies - Signs                              | -1,473.85   |
| EFT33432 | 20/12/2017 | HAVILAH LEGAL                                | Professional Fees - Legal Advise                       | -1,073.60   |
| EFT33433 | 20/12/2017 | HEALTHSTRONG PTY LTD                         | Seniors - Client Assessments                           | -525.00     |
| EFT33434 | 20/12/2017 | HEDGEHOGS CAFÉ                               | Volunteers - Lunch Vouchers                            | -440.00     |
| EFT33435 | 20/12/2017 | HORIZONS WEST                                | Youth Services - Activity - Deposit For Bus Hire       | -200.00     |
| EFT33436 | 20/12/2017 | HOSPEQUIP PTYL TD                            | Seniors - Client Independent Living Supplies           | -603.10     |
| EFT33437 | 20/12/2017 | GARRARDS PTY LTD                             | Environ Services - Rat Bait Supplies To Residents      | -507.21     |
| EFT33438 | 20/12/2017 | GREG NERI                                    | Reimbursement - Youth Services Supplies                | -417.94     |
| EFT33439 | 20/12/2017 | HELEN DOBBIE                                 | Relax Program Instructor - Hatha Yoga - Term 4         | -2,100.00   |
| EFT33440 | 20/12/2017 | IBM GLOBAL FINANCING AUSTRALIA LIMITED       | Lease - New Servers / Equipment                        | -2,673.31   |
| EFT33441 | 20/12/2017 | ICON ELECTRICAL & AIR PTY LTD                | Various Sites - Electrical Repairs & Maintenance       | -5,453.83   |
| EFT33442 | 20/12/2017 | IMAGESOURCE DIGITAL SOLUTIONS                | Annual Report 2016/2017 - Production Hardcopies        | -3,274.70   |
| EFT33443 | 20/12/2017 | INDEPENDENCE AUSTRALIA GROUP                 | Seniors - Client Independent Living Supplies           | -1,210.13   |
| EFT33444 | 20/12/2017 | INSTANT WINDSCREENS                          | Various Fleet Vehicle - Windscreen Repairs             | -85.00      |
| EFT33445 | 20/12/2017 | J & K HOPKINS                                | New Office Furniture - Planning                        | -312.00     |
| EFT33446 | 20/12/2017 | JEFF GREEN TREE LOPPING                      | Depot - Clear Fence Line                               | -3,225.00   |
| EFT33447 | 20/12/2017 | JODY DIMASCIA                                | Relax Program Instructor - Mums And Bubs Yoga - Term 4 | -700.00     |
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| EFT33448 | 20/12/2017 | JOHN HUGHES GROUP                           | Ryde Program - New Vehicle                                  | -15,500.00 |
| EFT33449 | 20/12/2017 | KAI CONSTRUCTIONS                           | Casa Mia School - Re-Roofing                                | -67,881.00 |
| EFT33450 | 20/12/2017 | KL ENVIROHEALTH CONSULTING                  | Health Officer - Contract Services (Maria Fatouros Leave)   | -1,842.50  |
| EFT33451 | 20/12/2017 | KD AIRE MECHANICAL SERVICES (WA & SA)       | Various Sites - Air Conditioning Repairs & Maintenance      | -910.80    |
| EFT33452 | 20/12/2017 | KENNARDS HIRE                               | Twilight Markets - Equipment Hire                           | -415.00    |
| EFT33453 | 20/12/2017 | KLEENIT PTY LTD                             | Various Sites - Graffiti Removal & Footpath Cleaning        | -31,222.13 |
| EFT33454 | 20/12/2017 | LANDGATE                                    | Gross Rental Evaluation & Land Queries                      | -396.47    |
| EFT33455 | 20/12/2017 | LANDSCAPING BY GEORGE                       | Wind In The Willows - Garden Upgrades                       | -19,917.04 |
| EFT33456 | 20/12/2017 | LEARNING DISCOVERY                          | Library - Book Purchases                                    | -305.50    |
| EFT33457 | 20/12/2017 | LGC TRAFFIC MANAGEMENT                      | Various Sites - Traffic Management                          | -3,291.20  |
| EFT33458 | 20/12/2017 | LGIS WORKCARE                               | Asset Services Staff - Audiometric Testing                  | -1,980.00  |
| EFT33459 | 20/12/2017 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | 2017/2018 Corporate Council Membership Subscription         | -2,020.00  |
| EFT33460 | 20/12/2017 | LOCHNESS LANDSCAPE SERVICES                 | Various Sites - Weed Control                                | -330.00    |
| EFT33461 | 20/12/2017 | LOCKDOC                                     | Various Sites - Key & Lock Repairs                          | -161.70    |
| EFT33462 | 20/12/2017 | MACRI PARTNERS                              | Seniors - Hacc Program - Audit Report - 30 June 2017        | -2,530.00  |
| EFT33463 | 20/12/2017 | MAIN ROADS WESTERN AUSTRALIA                | Blackspot Walter Road & Ida Street Reinstate Linemarking    | -6,399.88  |
| EFT33464 | 20/12/2017 | MANHEIM PTY LTD                             | Ranger Services - Abandoned Vehicles                        | -110.00    |
| EFT33465 | 20/12/2017 | MARKETFORCE PTY LTD                         | Various Business Units - Advertising                        | -785.81    |
| EFT33466 | 20/12/2017 | MARTINS TRAILER PARTS                       | Various Fleet Vehicles - Parts                              | -41.49     |
| EFT33467 | 20/12/2017 | COMESTIBLES                                 | Various Council Functions - Catering                        | -692.50    |
| EFT33468 | 20/12/2017 | COMPLETE CORPORATE HEALTH - ASCOT           | Various Business Units - Recruitment - Pre Employment Check | -198.00    |
| EFT33469 | 20/12/2017 | KELYN TRAINING SERVICES                     | Depot Staff - Advanced Worksite Traffic Management Training | -755.00    |
| EFT33470 | 20/12/2017 | MCDERMOTT GROUP                             | Various Sites - Plumbing Repairs                            | -2,406.66  |
| EFT33471 | 20/12/2017 | MCL COMMERCIAL SERVICES                     | Mowing Jubilee Reserve - November 2017                      | -12,280.00 |
| EFT33472 | 20/12/2017 | MCLEODS & CO                                | Professional Fees - Legal Advise                            | -8,534.17  |
| EFT33473 | 20/12/2017 | MIDDLEWICK JEWELLER                         | Mayoral Chain Update Following Elections In October 2017    | -225.00    |
| EFT33474 | 20/12/2017 | MIDLAND RUBBER STAMPS                       | Various Business Units - Authorisation Stamps               | -46.70     |
| EFT33475 | 20/12/2017 | MOORE STEPHENS                              | Staff Training - Procurement Training                       | -1,650.00  |
| EFT33476 | 20/12/2017 | MORLEY MOWER CENTRE                         | Depot - Minor Plant Parts                                   | -1,259.38  |
| EFT33477 | 20/12/2017 | MT HELENA LITTLE ATHLETICS CLUB             | Kidsport Voucher  | -140.00    |
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| EFT33478 | 20/12/2017 | MT LAWLEY MILK                                 | Office Milk Supplies - 35, 46 & 48 Old Perth Road            | -520.00    |
| EFT33479 | 20/12/2017 | MULTILEC ENGINEERING PTY LTD                   | Library - Lift Service & Repairs                             | -495.00    |
| EFT33480 | 20/12/2017 | MUNDARING GLASS & SECURITY                     | Various Sites - Fit New Doors                                | -53,329.30 |
| EFT33481 | 20/12/2017 | N & N J HAEUSLER                               | Library & Volunteer - Daily/Weekly Newspaper Subscriptions   | -26.00     |
| EFT33482 | 20/12/2017 | NAMEPLATE ENGRAVERS                            | Various Business Units - Staff Name Badges                   | -45.10     |
| EFT33483 | 20/12/2017 | NATURAL AREA HOLDINGS                          | Various Sites - Restoration And Planting                     | -5,640.69  |
| EFT33484 | 20/12/2017 | NATURE CALLS PORTABLE TOILETS                  | Wamfest - Hire Portable Toilets                              | -707.20    |
| EFT33485 | 20/12/2017 | NATURE PLAY SOLUTIONS                          | Wind In The Willows - Logs And Steppers For Garden           | -1,045.00  |
| EFT33486 | 20/12/2017 | NORTH BASSENDEAN LITTLE ATHLETICS CLUB         | Kidsport Voucher   | -360.00    |
| EFT33487 | 20/12/2017 | OCP SALES                                      | Senior Ranger - Uniforms                                     | -369.97    |
| EFT33488 | 20/12/2017 | OFFICEWORKS SUPERSTORES PTY LTD                | Various Business Units - Office Stationery                   | -1,621.73  |
| EFT33489 | 20/12/2017 | OM4  | Completion Of Digital Strategy For Business                  | -5,436.00  |
| EFT33490 | 20/12/2017 | PARAMOUNT ELECTRICAL SERVICES                  | Various Sites - Electrical Repairs & Maintenance             | -12,177.45 |
| EFT33491 | 20/12/2017 | PATRICIA FLETCHER                              | Relax Program Instructor - Mon, Wed And Thurs Zumba - Term 4 | -3,000.00  |
| EFT33492 | 20/12/2017 | PAYROLL PAPER SOLUTIONS                        | Human Resources - Payslips                                   | -490.00    |
| EFT33493 | 20/12/2017 | PERTH BLIND REPAIRS                            | Wind In The Willows - Ashfield - Blind Repairs               | -2,179.00  |
| EFT33494 | 20/12/2017 | PILATES FLOW                                   | Relax Program Instructor - Pilates - Term 4                  | -3,000.00  |
| EFT33495 | 20/12/2017 | PROGRAMMED PROPERTY SERVICES                   | Various Sites - Streetscape Watering                         | -6,191.10  |
| EFT33496 | 21/12/2017 | QUALITY PRINTER CARTRIDGES                     | Depot - Printer Toner Supplies                               | -378.52    |
| EFT33497 | 21/12/2017 | QUICK CORPORATE AUSTRALIA PTY LTD              | Various Business Units - Office Stationery                   | -321.02    |
| EFT33498 | 21/12/2017 | R & R RESIDENTIAL COMMERCIAL BUILDING SERVICES | Hyde Ret Village - Unit 15 - Cleaning                        | -750.00    |
| EFT33499 | 21/12/2017 | RAWSTERS                                       | Wamfest - Staff Drink Vouchers                               | -54.00     |
| EFT33500 | 21/12/2017 | RECOMMENDED TOWING PTY LTD                     | Ranger Services - Abandoned Vehicles                         | -396.00    |
| EFT33501 | 21/12/2017 | RELATIONSHIPS AUSTRALIA                        | Employee Assistance Program - Counselling                    | -825.00    |
| EFT33502 | 21/12/2017 | REMO'S HANDYMAN SERVICE                        | Seniors - Home Garden & Maintenance                          | -385.00    |
| EFT33503 | 21/12/2017 | REPCO  | Depot - Minor Fleet Vehicle Parts                            | -225.71    |
| EFT33504 | 21/12/2017 | RESEARCH SOLUTIONS                             | Community Engagement Survey - Three Bin Waste Survey         | -8,481.00  |
| EFT33505 | 21/12/2017 | RESOURCE RECOVERY SOLUTIONS                    | Council Depot - Disposal Of Asbestos / Rubbish               | -1,280.40  |
| EFT33506 | 21/12/2017 | RICOH AUSTRALIA PTY LTD                        | Various Business Units - Photocopier Lease And Charges       | -1,982.58  |
| EFT33507 | 21/12/2017 | RICOH FINANCE AUSTRALIA PTY LTD                | Various Business Units - Photocopier Lease And Charges       | -206.80    |
|          |            |  |  |            |

1st December 2017

to

31st December 2017

| Chq/EFT  | Date       | Name                                   | Description  | Amount      |
|----------|------------|--|--|-------------|
| EFT33508 | 21/12/2017 | ROAD RULES DRIVING SCHOOL              | Ryde Program - Mentor Driving Session                                | -65.00      |
| EFT33509 | 21/12/2017 | ROADS 2000                             | Various Sites - Road Re-Surfacing, Kerbing And Drainage Works        | -129.03     |
| EFT33510 | 21/12/2017 | RUBY 9 PTY LTD                         | Relax Program Instructor - Thurs Morning Yoga - Term 4               | -1,050.00   |
| EFT33511 | 21/12/2017 | SAFE T CARD AUSTRALIA PTY LTD          | Rangers - Safetcards - Silicone Covers                               | -128.70     |
| EFT33512 | 21/12/2017 | SAFETY WORLD                           | Various Business Units - First Aid Supplies                          | -1,276.34   |
| EFT33513 | 21/12/2017 | SAGE CONSULTING ENGINEERS PTY LTD      | Street Lighting Audit - Street Lighting Infrastructure For Upgrading | -8,668.00   |
| EFT33514 | 21/12/2017 | SANYATI PROPERTY SERVICES              | Library - Computer Clean - Keyboards, Monitor And Mouse              | -132.00     |
| EFT33515 | 21/12/2017 | SARA WINTON                            | Relax Program Instructor - Metafit - Term 4                          | -900.00     |
| EFT33516 | 21/12/2017 | SCM EARTHMOVING CONTRACTORS            | Road Maintenance - Replace 2 X Drain Manholes - West Road            | -2,915.00   |
| EFT33517 | 21/12/2017 | SD & VH FINDLAY                        | Hyde Ret Village - Unit 15 - Painting                                | -3,926.50   |
| EFT33518 | 21/12/2017 | SEEK LIMITED                           | Various Business Units - Employment Advertising                      | -605.00     |
| EFT33519 | 21/12/2017 | SILVERBACK MECHANICAL SERVICES PTY LTD | Depot - Hire Mower Equip   | -1,287.00   |
| EFT33520 | 21/12/2017 | SPIDERWEB SOLUTIONS PTY LTD            | Various Business Units - Website Maintenance                         | -3,135.55   |
| EFT33521 | 21/12/2017 | SPORT AND RECREATION SURFACES          | Bassendean Tennis Courts - Repairs To Synthetic Turf Surface         | -2,849.00   |
| EFT33522 | 21/12/2017 | SPORTROPHY                             | Staff - End Of Year Service Awards                                   | -1,485.00   |
| EFT33523 | 21/12/2017 | STRATEGIC KNOW HOW                     | Australia Day Review - Strategic Analysis (Initial Assessment)       | -527.75     |
| EFT33524 | 21/12/2017 | STUDIO B WOOD DESIGNS                  | Wind In The Willows - Picket Fence For Wall In Garden                | -1,032.00   |
| EFT33525 | 21/12/2017 | STYLUS DESIGN                          | Various Business Units - Design & Print Requirements                 | -3,386.05   |
| EFT33526 | 21/12/2017 | SUEZ RECYCLING & RECOVERY PTY LTD      | Council Domestic Rubbish Collection & Verge Collections              | -190,945.41 |
| EFT33527 | 21/12/2017 | SUNSHINE AIR CONDITIONING              | Hyde Ret Village - Unit 15 - Aircon Removal                          | -220.00     |
| EFT33528 | 21/12/2017 | SYRINX ENVIRONMENTAL PTY LTD           | Site Assessment - For Success Hill Spill Way                         | -11,896.50  |
| EFT33529 | 21/12/2017 | T & C COURIER & TRANSPORT SERVICES     | Courier Service - Document Delivery                                  | -100.04     |
| EFT33530 | 21/12/2017 | T-QUIP                                 | Depot - Hire Mower Equip   | -5,655.50   |
| EFT33531 | 21/12/2017 | TACTILE INDICATORS PERTH               | Lord & Walter Road Intersection - Replace Tactile Treatment          | -4,480.00   |
| EFT33532 | 21/12/2017 | TOTAL EDEN PTY LTD                     | Various Sites - Reticulation Supplies                                | -6,800.75   |
| EFT33533 | 21/12/2017 | UNICARE HEALTH                         | Seniors - Client - Supply Independent Living Equipment               | -698.00     |
| EFT33534 | 21/12/2017 | WA HINO SALES & SERVICE                | Depot - Fleet Vehicle - Parts  | -47.50      |
| EFT33535 | 21/12/2017 | WATER2WATER PTY LTD                    | Various Sites - Hire Water Filter System                             | -49.50      |
| EFT33536 | 21/12/2017 | WATTS WESTERN RUBBER                   | Various Fleet Vehicle - Tyre Repairs & Replacements                  | -415.00     |
| EFT33537 | 21/12/2017 | WESTBOOKS                              | Library - Book Purchases   | -340.96     |
|          |            |  |  |             |



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to

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| Chq/EFT    | Date       | Name  | Description                           | Amount     |
|------------|------------|---|---------------------------------------|------------|
| DD15816.1  | 01/12/2017 | CMS ASSET SOLUTIONS                             | Folding Machine - November 2017       | -260.02    |
| DD15818.1  | 01/12/2017 | ONHOLD MAGIC                                    | Messages On Hold - December 2017      | -138.80    |
| DD15893.1  | 04/12/2017 | COMMONWEALTH CREDIT CARDS                       | Credit Card - November 2017           | -26,449.50 |
| DD15813.1  | 12/12/2017 | WA LOCAL GOVERNMENT SUPERANNUATION PLAN         | Payroll Deductions                    | -40,999.67 |
| DD15813.2  | 12/12/2017 | HOST PLUS                                       | Payroll Deductions                    | -449.38    |
| DD15813.3  | 12/12/2017 | REST SUPERANNUATION                             | Superannuation Contributions          | -555.65    |
| DD15813.4  | 12/12/2017 | MANIC SUPERANNUATION SUPER FUND                 | Payroll Deductions                    | -642.05    |
| DD15813.5  | 12/12/2017 | VIC SUPER                                       | Superannuation Contributions          | -220.12    |
| DD15813.6  | 12/12/2017 | MLC SUPER FUND                                  | Superannuation Contributions          | -215.88    |
| DD15813.7  | 12/12/2017 | SUPER DIRECTIONS FUND                           | Superannuation Contributions          | -210.64    |
| DD15813.8  | 12/12/2017 | ANZ SMART CHOICE SUPER                          | Superannuation Contributions          | -143.18    |
| DD15813.9  | 12/12/2017 | PRAEMIUM SMA SUPERANUATION FUND                 | Superannuation Contributions          | -310.02    |
| DD15813.10 | 12/12/2017 | AMP SUPERLEADER                                 | Payroll Deductions                    | -380.92    |
| DD15813.11 | 12/12/2017 | IOOF SUPERANUATION                              | Superannuation Contributions          | -247.00    |
| DD15813.12 | 12/12/2017 | WEALTH PERSONAL SUPERANNUATION AND PENSION FUND | Payroll Deductions                    | -601.22    |
| DD15813.13 | 12/12/2017 | UNISUPER  | Superannuation Contributions          | -386.98    |
| DD15813.14 | 12/12/2017 | NGS SUPER                                       | Superannuation Contributions          | -297.68    |
| DD15813.15 | 12/12/2017 | MACQUARIE SUPER ACCUMULATOR                     | Superannuation Contributions          | -253.02    |
| DD15813.16 | 12/12/2017 | COLONIAL FIRST STATE                            | Payroll Deductions                    | -672.71    |
| DD15813.17 | 12/12/2017 | HESTA SUPER FUND                                | Payroll Deductions                    | -2,180.73  |
| DD15813.18 | 12/12/2017 | PLUMMER SUPERANNUATION FUND                     | Superannuation Contributions          | -755.05    |
| DD15813.19 | 12/12/2017 | B & L SUPER FUND                                | Superannuation Contributions          | -184.07    |
| DD15813.20 | 12/12/2017 | AUSTRALIAN/WESTSCHEME SUPER                     | Superannuation Contributions          | -3,765.64  |
| DD15813.21 | 12/12/2017 | TWU SUPERANNUATION                              | Superannuation Contributions          | -270.53    |
| DD15813.22 | 12/12/2017 | ONEPATH SUPER                                   | Superannuation Contributions          | -440.14    |
| DD15836.1  | 15/12/2017 | SG FLEET AUSTRALIA PTY LTD                      | Fleet Vehicles Leases - December 2017 | -19,013.81 |
| DD15863.1  | 26/12/2017 | WA LOCAL GOVERNMENT SUPERANNUATION PLAN         | Payroll Deductions                    | -40,986.97 |
| DD15863.2  | 26/12/2017 | HOST PLUS                                       | Payroll Deductions                    | -449.81    |
| DD15863.3  | 26/12/2017 | REST SUPERANNUATION                             | Superannuation Contributions          | -516.72    |
| DD15863.4  | 26/12/2017 | MANIC SUPERANNUATION SUPER FUND                 | Payroll Deductions                    | -642.05    |
|            |            |   |                                       |            |



1st December 2017  
to  
31st December 2017

| Chq/EFT | Date       |                  | Description                        | Amount         |
|---------|------------|------------------|------------------------------------|----------------|
| 6132    | 19/12/2017 | JANET WILLIAMSON | Hyde Ret Village - Waitlist Refund | -200.00        |
|         |            |                  |                                    |                |
|         |            |                  |                                    |                |
|         |            |                  |                                    |                |
|         |            |                  | <b>TOTAL TRUST CHEQUE PAYMENTS</b> | <b>-200.00</b> |

| Chq/EFT | Date       | Name                          | Description  | Amount               |
|---------|------------|-------------------------------|--|----------------------|
| 85869   | 19/12/2017 | ALINTA ENERGY                 | Various Sites - Gas Supply Charges                         | -52.35               |
| 85870   | 19/12/2017 | D & K MULLEN                  | Rates Refund   | -160.33              |
| 85871   | 19/12/2017 | SYNERGY                       | Various Sites Synergy Account - Electricity Supply Charges | -41,259.75           |
| 85872   | 19/12/2017 | TELSTRA                       | Telstra Telephone & Mobile Account - November 2017         | -6,272.65            |
| 85873   | 19/12/2017 | TOWN OF BASSENDEAN-PETTY CASH | Various Business Units - Petty Cash                        | -1,165.10            |
| 85874   | 19/12/2017 | WATER CORPORATION             | Various Sites - Water Rates & Usage Charges                | -8,180.25            |
|         |            |                               |  |                      |
|         |            |                               |  |                      |
|         |            |                               | <b>TOTAL MUNICIPAL CHEQUES</b>                             | <b>-57,090.43</b>    |
|         |            |                               | <b>TOTAL PAYMENTS FOR DECEMBER 2017</b>                    | <b>-3,095,342.41</b> |

# **ATTACHMENT NO. 11**



**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED**

**31 December 2017**

# TOWN OF BASSENDEAN

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 December 2017

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

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**TOWN OF BASSENDEAN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 December 2017**

|  | Note | Original Annual<br>Budget | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. %<br>(b)-<br>(a)/(a) |
|--|------|---------------------------|----------------------|----------------------|---------------------------|
|  |      | \$                        | \$                   |                      | %                         |
| <b>Opening Funding Surplus(Deficit)</b>            | 3    | 2,531,579                 | 2,531,579            | <b>2,184,379</b>     | (13.71%)                  |
| <b>Revenue from operating activities</b>           |      |                           |                      |                      |                           |
| Governance   |      | 30,000                    | 18,000               | <b>10,659</b>        | (40.79%)                  |
| General Purpose Funding - Rates                    | 8    | 12,935,762                | 12,875,762           | <b>12,861,383</b>    | (0.11%)                   |
| General Purpose Funding - Other                    |      | 900,491                   | 448,252              | <b>427,250</b>       | (4.69%)                   |
| Law, Order and Public Safety                       |      | 131,500                   | 100,900              | <b>72,761</b>        | (27.89%)                  |
| Health   |      | 2,657,320                 | 2,657,020            | <b>2,668,375</b>     | 0.43%                     |
| Education and Welfare                              |      | 4,653,710                 | 2,720,075            | <b>2,659,606</b>     | (2.22%)                   |
| Community Amenities                                |      | 136,500                   | 68,254               | <b>54,440</b>        | (20.24%)                  |
| Recreation and Culture                             |      | 317,650                   | 178,210              | <b>195,976</b>       | 9.97%                     |
| Transport  |      | 131,315                   | 76,821               | <b>36,796</b>        | (52.10%)                  |
| Economic Services                                  |      | 131,176                   | 67,588               | <b>37,900</b>        | (43.93%)                  |
| Other Property and Services                        |      | 198,900                   | 174,639              | <b>57,160</b>        | (67.27%)                  |
|  |      | <b>22,224,324</b>         | <b>19,385,521</b>    | <b>19,082,305</b>    | (1.56%)                   |
| <b>Expenditure from operating activities</b>       |      |                           |                      |                      |                           |
| Governance   |      | (932,446)                 | (603,371)            | <b>(471,994)</b>     | 21.77%                    |
| General Purpose Funding                            |      | (850,094)                 | (435,704)            | <b>(402,426)</b>     | 7.64%                     |
| Law, Order and Public Safety                       |      | (693,558)                 | (360,929)            | <b>(296,519)</b>     | 17.85%                    |
| Health   |      | (3,225,954)               | (1,737,560)          | <b>(1,478,847)</b>   | 14.89%                    |
| Education and Welfare                              |      | (5,099,480)               | (2,614,058)          | <b>(2,560,968)</b>   | 2.03%                     |
| Community Amenities                                |      | (1,451,670)               | (557,206)            | <b>(543,114)</b>     | 2.53%                     |
| Recreation and Culture                             |      | (6,615,908)               | (3,478,101)          | <b>(2,746,238)</b>   | 21.04%                    |
| Transport  |      | (5,619,401)               | (2,881,121)          | <b>(2,687,549)</b>   | 6.72%                     |
| Economic Services                                  |      | (565,288)                 | (284,503)            | <b>(219,939)</b>     | 22.69%                    |
| Other Property and Services                        |      | (108,689)                 | (89,285)             | <b>(331,993)</b>     | (271.84%)                 |
|  |      | <b>(25,162,489)</b>       | <b>(13,041,837)</b>  | <b>(11,739,588)</b>  | 9.99%                     |
| <b>Operating activities excluded from budget</b>   |      |                           |                      |                      |                           |
| Add back Depreciation                              |      | 3,266,812                 | 1,633,314            | <b>1,654,094</b>     | 1.27%                     |
| Adjust (Profit)/Loss on Asset Disposal             | 10   | 18,023                    | -                    | <b>12,322</b>        |                           |
| Movement in Leave Reserve                          |      | 24,000                    | 24,000               | <b>6,279</b>         | (73.84%)                  |
| <b>Amount attributable to operating activities</b> |      | <b>370,670</b>            | <b>8,000,998</b>     | <b>9,015,411</b>     |                           |
| <b>Investing Activities</b>                        |      |                           |                      |                      |                           |
| Non-operating Grants, Subsidies and Contributions  |      |                           |                      |                      |                           |
|  |      | 1,478,462                 | 999,641              | <b>243,144</b>       | (75.68%)                  |
| Proceeds from Disposal of Assets                   | 10   | 605,150                   | -                    | <b>27,387</b>        |                           |
| Land and Buildings                                 | 8    | (1,198,500)               | (760,502)            | <b>(259,800)</b>     | (65.84%)                  |
| Infrastructure Assets - Roads                      | 8    | (902,542)                 | (902,542)            | <b>(8,626)</b>       | (99.04%)                  |
| Infrastructure Assets - Footpaths                  | 8    | (93,500)                  | (68,500)             | <b>(48,799)</b>      | (28.76%)                  |
| Infrastructure Assets - Other                      | 8    | (1,173,500)               | (888,498)            | <b>(217,370)</b>     | (75.54%)                  |
| Infrastructure Assets - Drainage                   | 8    | (1,430,700)               | (857,852)            | <b>(19,998)</b>      | (97.67%)                  |
| Plant and Equipment                                | 8    | (118,880)                 | (118,880)            | <b>(97,663)</b>      | (17.85%)                  |
| Furniture and Equipment                            | 8    | (181,682)                 | (181,682)            | <b>(19,044)</b>      | (89.52%)                  |
| <b>Amount attributable to investing activities</b> |      | <b>(3,015,692)</b>        | <b>(2,778,815)</b>   | <b>(400,769)</b>     |                           |
| <b>Financing Activities</b>                        |      |                           |                      |                      |                           |
| Self-Supporting Loan Principal                     |      | 19,779                    | 9,726                | <b>9,726</b>         | -                         |
| Transfer from Reserves                             | 7    | 1,077,343                 | -                    | <b>-</b>             |                           |
| Repayment of Debentures                            | 4    | (123,994)                 | (60,925)             | <b>(60,925)</b>      | -                         |
| Transfer to Reserves                               | 7    | (821,362)                 | (25,494)             | <b>(25,494)</b>      | -                         |
| <b>Amount attributable to financing activities</b> |      | <b>151,766</b>            | <b>(76,694)</b>      | <b>(76,694)</b>      |                           |
| <b>Closing Funding Surplus(Deficit)</b>            | 3    | <b>38,323</b>             | <b>7,677,069</b>     | <b>10,722,327</b>    |                           |

**TOWN OF BASSENDEAN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 December 2017**

|  | Note | Original Annual<br>Budget | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. %<br>(b)-<br>(a)/(a) |
|--|------|---------------------------|----------------------|----------------------|---------------------------|
|  |      |                           | \$                   | \$                   | %                         |
| <b>Opening Funding Surplus (Deficit)</b>           | 3    | 2,531,579                 | 2,531,579            | <b>2,184,379</b>     | (13.71%)                  |
| <b>Revenue from operating activities</b>           |      |                           |                      |                      |                           |
| Rates  | 2    | 12,935,762                | 12,875,762           | <b>12,861,383</b>    | (0.11%)                   |
| Operating Grants, Subsidies and<br>Contributions   |      | 2,364,274                 | 1,544,060            | <b>1,445,274</b>     | (6.40%)                   |
| Fees and Charges                                   |      | 5,838,490                 | 4,317,599            | <b>4,278,942</b>     | (0.90%)                   |
| Interest Earnings                                  |      | 452,821                   | 221,142              | <b>182,802</b>       | (17.34%)                  |
| Other Revenue                                      |      | 632,977                   | 426,958              | <b>310,141</b>       | (27.36%)                  |
| Profit on Disposal of Assets                       |      | -                         | -                    | <b>3,764</b>         |                           |
|  |      | <b>22,224,324</b>         | <b>19,385,521</b>    | <b>19,082,305</b>    | (1.56%)                   |
| <b>Expenditure from operating activities</b>       |      |                           |                      |                      |                           |
| Employee Costs                                     |      | (11,383,091)              | (5,704,029)          | <b>(5,521,711)</b>   | 3.20%                     |
| Materials and Contracts                            |      | (8,304,553)               | (4,450,507)          | <b>(3,367,049)</b>   | 24.34%                    |
| Utility Charges                                    |      | (711,844)                 | (355,816)            | <b>(335,521)</b>     | 5.70%                     |
| Depreciation on Non-Current Assets                 |      | (3,266,812)               | (1,633,314)          | <b>(1,654,094)</b>   | (1.27%)                   |
| Interest Expenses                                  |      | (61,115)                  | (30,227)             | <b>(24,524)</b>      | 18.87%                    |
| Insurance Expenses                                 |      | (462,957)                 | (377,008)            | <b>(402,546)</b>     | (6.77%)                   |
| Other Expenditure                                  |      | (954,094)                 | (490,936)            | <b>(418,059)</b>     | 14.84%                    |
| Loss on Disposal of Assets                         |      | (18,023)                  | -                    | <b>(16,086)</b>      |                           |
|  |      | <b>(25,162,489)</b>       | <b>(13,041,837)</b>  | <b>(11,739,588)</b>  | 9.99%                     |
| <b>Operating activities excluded from budget</b>   |      |                           |                      |                      |                           |
| Add back Depreciation                              |      | 3,266,812                 | 1,633,314            | <b>1,654,094</b>     | 1.27%                     |
| Movement in Leave Reserve                          |      | 24,000                    | 24,000               | <b>6,279</b>         | (73.84%)                  |
| <b>Amount attributable to operating activities</b> |      | <b>370,670</b>            | <b>8,000,998</b>     | <b>9,015,411</b>     |                           |
| <b>Investing activities</b>                        |      |                           |                      |                      |                           |
| Grants, Subsidies and Contributions                |      | 1,478,462                 | 999,641              | <b>243,144</b>       | (75.68%)                  |
| Proceeds from Disposal of Assets                   | 10   | 605,150                   | -                    | <b>27,387</b>        |                           |
| Land and Buildings                                 | 8    | (1,198,500)               | (760,502)            | <b>(259,800)</b>     | (65.84%)                  |
| Infrastructure Assets - Roads                      | 8    | (902,542)                 | (902,542)            | <b>(8,626)</b>       | (99.04%)                  |
| Infrastructure Assets - Footpaths                  | 8    | (93,500)                  | (68,500)             | <b>(48,799)</b>      | (28.76%)                  |
| Infrastructure Assets - Other                      | 8    | (1,173,500)               | (888,498)            | <b>(217,370)</b>     | (75.54%)                  |
| Infrastructure Assets - Drainage                   | 8    | (1,430,700)               | (857,852)            | <b>(19,998)</b>      | (97.67%)                  |
| Plant and Equipment                                | 8    | (118,880)                 | (118,880)            | <b>(97,663)</b>      | (17.85%)                  |
| Furniture and Equipment                            | 8    | (181,682)                 | (181,682)            | <b>(19,044)</b>      | (89.52%)                  |
| <b>Amount attributable to investing activities</b> |      | <b>(3,015,692)</b>        | <b>(2,778,815)</b>   | <b>(400,769)</b>     |                           |
| <b>Financing Activities</b>                        |      |                           |                      |                      |                           |
| Self-Supporting Loan Principal                     |      | 19,779                    | 9,726                | <b>9,726</b>         | 0.00%                     |
| Transfer from Reserves                             | 7    | 1,077,343                 | -                    | <b>-</b>             |                           |
| Repayment of Debentures                            | 4    | (123,994)                 | (60,925)             | <b>(60,925)</b>      | 0.00%                     |
| Transfer to Reserves                               | 7    | (821,362)                 | (25,494)             | <b>(25,494)</b>      | 0.00%                     |
| <b>Amount attributable to financing activities</b> |      | <b>151,766</b>            | <b>(76,694)</b>      | <b>(76,694)</b>      |                           |
| <b>Closing Funding Surplus (Deficit)</b>           | 3    | <b>38,323</b>             | <b>7,677,069</b>     | <b>10,722,327</b>    |                           |

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

|                                 | ORIGINAL BUDGET     | CURRENT BUDGET      | YTD ACTUAL          |
|---------------------------------|---------------------|---------------------|---------------------|
| <b>Built Environment</b>        | <b>7,372,528</b>    | <b>7,372,528</b>    | <b>3,195,393</b>    |
| Capital Expenditure             | 1,467,442           | 1,467,442           | 309,924             |
| Operating Expenditure           | 6,860,339           | 6,860,339           | 3,205,744           |
| Operating Income                | (955,253)           | (955,253)           | (320,276)           |
| <b>Economic</b>                 | <b>318,441</b>      | <b>318,441</b>      | <b>106,407</b>      |
| Capital Expenditure             | 18,500              | 18,500              | 6,483               |
| Operating Expenditure           | 433,311             | 433,311             | 142,229             |
| Operating Income                | (133,370)           | (133,370)           | (42,305)            |
| <b>Good Governance</b>          | <b>(12,109,545)</b> | <b>(12,109,545)</b> | <b>(12,476,777)</b> |
| Capital Expenditure             | 66,000              | 66,000              | -                   |
| Operating Expenditure           | 1,648,238           | 1,648,238           | 801,647             |
| Operating Income                | (13,823,783)        | (13,823,783)        | (13,278,424)        |
| <b>Natural Environment</b>      | <b>5,544,975</b>    | <b>5,544,975</b>    | <b>514,604</b>      |
| Capital Expenditure             | 1,672,382           | 1,672,382           | 176,786             |
| Operating Expenditure           | 6,787,563           | 6,787,563           | 3,078,626           |
| Operating Income                | (2,914,970)         | (2,914,970)         | (2,740,808)         |
| <b>Social</b>                   | <b>5,432,608</b>    | <b>5,432,608</b>    | <b>1,745,814</b>    |
| Capital Expenditure             | 1,874,980           | 1,874,980           | 178,107             |
| Operating Expenditure           | 9,433,038           | 9,433,038           | 4,507,670           |
| <b>SUB TOTAL</b>                | <b>6,559,007</b>    | <b>6,559,007</b>    | <b>(6,914,560)</b>  |
| Less Depreciation               | (3,266,812)         | (3,266,812)         | (1,654,094)         |
| Plus Opening Surplus            | (2,531,579)         | (2,531,579)         | (2,184,378)         |
| Transfer from Reserves          | (1,077,343)         | (1,077,343)         | -                   |
| Proceeds from Disposal of Asset | (605,150)           | (605,150)           | (27,387)            |
| Employee Accruals               | (24,000)            | (24,000)            | (6,279)             |
| P& L on sale of assets          | (18,023)            | (18,023)            | (12,322)            |
| Loan Principal Repayments       | 123,992             | 123,992             | 60,925              |
| Transfer to Reserves            | 821,361             | 821,361             | 25,494              |
| Self Supporting Loan            | (19,779)            | (19,779)            | (9,726)             |
| <b>TOTAL SUMMARY</b>            | <b>(38,323)</b>     | <b>(38,323)</b>     | <b>(10,722,327)</b> |

**Town of Bassendean**  
**STATEMENT OF FINANCIAL POSITION**  
**For the Period Ended 31 December 2017**

|   | 2017/18            | 2016/17            |
|---|--------------------|--------------------|
|   | \$                 | \$                 |
| <b>CURRENT ASSETS</b>                   |                    |                    |
| Cash and cash equivalents               | 15,705,097         | 10,475,121         |
| Trade and other receivables             | 4,526,208          | 1,023,023          |
| Inventories                             | 21,597             | 13,333             |
| <b>TOTAL CURRENT ASSETS</b>             | <u>20,252,901</u>  | <u>11,511,477</u>  |
| <b>NON-CURRENT ASSETS</b>               |                    |                    |
| Financial Assets                        | 108,332            | 108,332            |
| Other receivables                       | 561,350            | 571,885            |
| Property, plant and equipment           | 56,257,745         | 56,216,070         |
| Infrastructure                          | 104,822,110        | 105,885,479        |
| Interests in Joint Ventures             | 7,538,343          | 7,538,343          |
| <b>TOTAL NON-CURRENT ASSETS</b>         | <u>169,287,880</u> | <u>170,320,108</u> |
| <b>TOTAL ASSETS</b>                     | <u>189,540,782</u> | <u>181,831,585</u> |
| <b>CURRENT LIABILITIES</b>              |                    |                    |
| Trade and other payables                | 3,587,273          | 3,402,911          |
| Current portion of long term borrowings | 63,069             | 123,994            |
| Provisions                              | 2,110,368          | 2,110,469          |
| <b>TOTAL CURRENT LIABILITIES</b>        | <u>5,760,710</u>   | <u>5,637,374</u>   |
| <b>NON-CURRENT LIABILITIES</b>          |                    |                    |
| Long term borrowings                    | 811,380            | 811,380            |
| Provisions                              | 201,834            | 201,834            |
| <b>TOTAL NON-CURRENT LIABILITIES</b>    | <u>1,013,213</u>   | <u>1,013,213</u>   |
| <b>TOTAL LIABILITIES</b>                | <u>6,773,923</u>   | <u>6,650,587</u>   |
| <b>NET ASSETS</b>                       | <u>182,766,857</u> | <u>175,180,997</u> |
| <b>EQUITY</b>                           |                    |                    |
| Retained surplus                        | 39,376,853         | 31,816,485         |
| Reserves - cash backed                  | 4,826,808          | 4,801,314          |
| Revaluation surplus                     | 138,563,195        | 138,563,196        |
| <b>TOTAL EQUITY</b>                     | <u>182,766,857</u> | <u>175,180,996</u> |

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

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

|                                       | RETAINED<br>SURPLUS<br>\$ | RESERVES<br>CASH/INVESTMENT<br>BACKED<br>\$ | REVALUATION<br>SURPLUS<br>\$ | TOTAL<br>EQUITY<br>\$ |
|---------------------------------------|---------------------------|---|------------------------------|-----------------------|
| <b>Balance as at 30 June 2016</b>     | <b>31,888,675</b>         | <b>4,673,019</b>                            | <b>114,000,341</b>           | <b>150,562,035</b>    |
| Comprehensive income                  |                           |   |                              |                       |
| Net result                            | 56,108                    | -   | -                            | 56,108                |
| Changes on revaluation of assets      | -                         | -   | 24,562,854                   | 24,562,854            |
| Transfers from/(to) reserves          | (128,296)                 | 128,296                                     | -                            | -                     |
| <b>Balance as at 30 June 2017</b>     | <b>31,816,487</b>         | <b>4,801,314</b>                            | <b>138,563,195</b>           | <b>175,180,997</b>    |
| Comprehensive income                  |                           |   |                              |                       |
| Net result                            | 7,585,860                 | -   | -                            | 7,585,860             |
| Transfers from/(to) reserves          | (25,494)                  | 25,494                                      | -                            | -                     |
| <b>Balance as at 31 December 2017</b> | <b>39,376,853</b>         | <b>4,826,808</b>                            | <b>138,563,195</b>           | <b>182,766,857</b>    |

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

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

|   | 2017/18<br>Actual<br>\$ | 2017/18<br>Budget<br>\$ | 2016/2017<br>\$<br>Actual |
|---|-------------------------|-------------------------|---------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                     |                         |                         |                           |
| <b>Receipts:</b>  |                         |                         |                           |
| Rates   | 9,831,664               | 12,882,806              | 12,649,066                |
| Operating grants, subsidies and contributions                   | 1,445,274               | 2,372,274               | 3,072,445                 |
| Fees and charges  | 3,904,573               | 5,838,490               | 5,492,673                 |
| Interest earnings   | 187,248                 | 452,821                 | 524,551                   |
| Goods and services tax  | 498,641                 | -                       | 971,140                   |
| Other revenue   | 310,141                 | 632,977                 | 720,383                   |
|   | 16,177,541              | 22,179,368              | 23,430,258                |
| <b>Payments:</b>  |                         |                         |                           |
| Employee costs  | (5,644,480)             | (11,377,547)            | (11,234,999)              |
| Materials and contracts   | (3,367,049)             | (8,040,124)             | (6,552,966)               |
| Utility charges   | (335,521)               | (711,844)               | (692,324)                 |
| Interest expenses   | (30,227)                | (61,115)                | (66,527)                  |
| Insurance expenses  | (402,546)               | (462,957)               | (513,844)                 |
| Goods and services tax  | (494,162)               | -                       | (1,027,898)               |
| Other expenditure   | (418,059)               | (954,094)               | (1,047,411)               |
|   | (10,692,044)            | (21,607,681)            | (21,135,969)              |
| <b>Net cash provided by (used in)<br/>operating activities</b>  | 5,485,497               | 571,687                 | 2,294,289                 |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                     |                         |                         |                           |
| <b>Receipts:</b>  |                         |                         |                           |
| Non-operating grants, subsidies and contributions               | 243,144                 | 1,478,462               | 1,086,544                 |
| Proceeds from sale of assets                                    | 27,387                  | 605,150                 | 5,500                     |
| <b>Payments:</b>  |                         |                         |                           |
| Payments for purchase of property, plant & equipment            | (377,316)               | (1,499,062)             | (580,054)                 |
| Payments for construction of infrastructure                     | (294,794)               | (3,600,242)             | (1,647,718)               |
| <b>Net cash provided by (used in)<br/>investment activities</b> | (401,578)               | (3,015,692)             | (1,135,728)               |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>                     |                         |                         |                           |
| <b>Receipts:</b>  |                         |                         |                           |
| Proceeds from self supporting loans                             | 10,535                  | 19,779                  | 18,509                    |
| Deferred Income Sports Club                                     | -                       | -                       | 8,000                     |
| Transfer from Trust   | 196,447                 | 200,000                 | (89,488)                  |
| <b>Payments:</b>  |                         |                         |                           |
| Repayment of debentures   | (60,925)                | (123,995)               | (115,710)                 |
| <b>Net cash provided by (used in)<br/>financing activities</b>  | 146,057                 | 95,784                  | (178,689)                 |
| <b>Net increase (decrease) in cash held</b>                     | 5,229,975               | (2,348,221)             | 979,872                   |
| Cash and cash equivalents at beginning of year                  | 10,475,121              | 10,656,168              | 9,495,249                 |
| <b>Cash and cash equivalents<br/>at the end of the year</b>     | 15,705,097              | 8,307,947               | 10,475,121                |

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

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

**NOTES TO THE CASH FLOW STATEMENT**

**(a) Reconciliation of Cash**

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

|                           | <b>2017/18<br/>Actual<br/>\$</b> | <b>2017/18<br/>Budget<br/>\$</b> | <b>2016/2017<br/>\$<br/>Actual</b> |
|---------------------------|----------------------------------|----------------------------------|------------------------------------|
| Cash and Cash Equivalents | 15,705,097                       | 8,307,947                        | 10,475,121                         |

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

|   |                  |                |                  |
|---|------------------|----------------|------------------|
| Net Result  | 7,585,860        | (1,459,702)    | 56,108           |
| Depreciation  | 1,654,094        | 3,266,812      | 3,314,436        |
| (Profit)/Loss on Sale of Asset                        | 12,322           | 18,023         | 9,000            |
| (Increase)/Decrease in Receivables                    | (3,391,378)      | (44,956)       | (198,106)        |
| (Increase)/Decrease in Inventories                    | (8,264)          | -              | 6,545            |
| Increase in Investment in Joint Venture               | -                | -              | (202,422)        |
| Decrease in Investment in WALGA House Trust           | -                | -              | 16,888           |
| Increase/(Decrease) in Payables & Accruals            | (123,994)        | 264,429        | (26,879)         |
| Increase/(Decrease) in Employee Provisions            | -                | 5,544          | 405,266          |
| Grants/Contributions for<br>the Development of Assets | (243,144)        | (1,478,462)    | (1,086,544)      |
| <b>Net Cash from Operating Activities</b>             | <b>5,485,497</b> | <b>571,687</b> | <b>2,294,289</b> |

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 1 Reporting Classifications**

**Nature or Type Classifications**

Town operations as disclosed in these financial statements encompass the following nature or type classifications.

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 1 Reporting Classifications continued**

**Nature or Type Classifications**

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**Program Classifications (Function/Activity)**

Town operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**EDUCATION AND WELFARE**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

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

**TOWN OF BASSEDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

| Note 2: Rating Information       | Rate in    | Number of Properties | Rateable Value     | YTD Actual        |               |              |                   | Budget            |                |              |                   |
|----------------------------------|------------|----------------------|--------------------|-------------------|---------------|--------------|-------------------|-------------------|----------------|--------------|-------------------|
|                                  |            |                      |                    | Rate Revenue      | Interim Rates | Back Rates   | Total Revenue     | Rate Revenue      | Interim Rate   | Back Rate    | Total Revenue     |
| <b>RATE TYPE</b>                 | \$         |                      | \$                 | \$                | \$            | \$           | \$                | \$                | \$             | \$           | \$                |
| <b>Differential General Rate</b> |            |                      |                    |                   |               |              |                   |                   |                |              |                   |
| GRV - Residential                | 7.1650     | 5,769                | 158,122,563        | 11,330,584        | 44,003        | 3,600        | 11,378,188        | 11,329,482        | 120,000        | 2,000        | 11,451,482        |
| <b>Sub-Totals</b>                |            | <b>5,769</b>         | <b>158,122,563</b> | <b>11,330,584</b> | <b>44,003</b> | <b>3,600</b> | <b>11,378,188</b> | <b>11,329,482</b> | <b>120,000</b> | <b>2,000</b> | <b>11,451,482</b> |
| <b>Minimum Payment</b>           | Minimum \$ |                      |                    |                   |               |              |                   |                   |                |              |                   |
| Minimum Rate                     | 1,085      | 1,368                | 18,858,081         | 1,483,195         | -             | -            | 1,483,195         | 1,484,280         | -              | -            | 1,484,280         |
| <b>Sub-Totals</b>                |            | <b>1,368</b>         | <b>18,858,081</b>  | <b>1,483,195</b>  | <b>-</b>      | <b>-</b>     | <b>1,483,195</b>  | <b>1,484,280</b>  | <b>-</b>       | <b>-</b>     | <b>1,484,280</b>  |
|                                  |            | <b>7,137</b>         | <b>176,980,644</b> | <b>12,813,779</b> | <b>44,003</b> | <b>3,600</b> | <b>12,861,383</b> | <b>12,813,762</b> | <b>120,000</b> | <b>2,000</b> | <b>12,935,762</b> |
| <b>Amount from General Rates</b> |            |                      |                    |                   |               |              | <b>12,861,383</b> | <b>12,813,762</b> |                |              | <b>12,935,762</b> |
| <b>Totals</b>                    |            |                      |                    |                   |               |              | <b>12,861,383</b> | <b>12,813,762</b> |                |              | <b>12,935,762</b> |

**Comments - Rating Information**

All land except exempt land in the Town of Bassendean is rated according to its Gross Rental Value (GRV). The general rates detailed above for the 2017/18 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

The Rates for 2017/18 were issued on the 21 July 2017. The due date for the payment of rates is August 25 2017, unless the option to pay by instalments is taken. Rates instalments are subject to an instalment fee of \$36 and 5.5% interest. Instalment dates for 2017/18 are:  
 1st: 25 August 2017  
 2nd: 27 October 2017  
 3rd: 5 January 2018  
 4th: 9 March 2018

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

|   | <b>Last Years Actual<br/>Closing</b> | <b>Current</b>     |
|---|--------------------------------------|--------------------|
|   | <b>30 June 2017</b>                  | <b>31 Dec 2017</b> |
|   | \$                                   | \$                 |
| <b>Current Assets</b>                             |                                      |                    |
| Cash Unrestricted                                 | 3,699,827                            | 8,707,862          |
| Cash Restricted                                   | 4,801,314                            | 4,826,808          |
| Restricted Cash - Trust                           | 1,973,980                            | 2,170,427          |
| Rates Outstanding                                 | 754,709                              | 4,281,604          |
| Sundry Debtors                                    | 135,775                              | 116,545            |
| GST Receivable                                    | 112,759                              | 108,280            |
| Inventories                                       | 13,333                               | 21,597             |
|   | 11,491,698                           | 20,233,123         |
| <b>Less: Current Liabilities</b>                  |                                      |                    |
| Sundry Creditors                                  | (1,050,259)                          | (1,313,776)        |
| Accrued Interest on Debentures                    | (5,703)                              | -                  |
| Accrued Salaries and Wages                        | (122,668)                            | -                  |
| Rates in Advance                                  | (250,300)                            | (103,070)          |
| Hyde Retirement Village Bonds                     | (173,600)                            | (179,269)          |
| Bonds and Other Deposits                          | (1,800,380)                          | (1,991,158)        |
| Current Employee Provisions                       | (2,110,469)                          | (2,110,368)        |
|   | (5,513,380)                          | (5,697,641)        |
| Net Current Assets                                | 5,978,318                            | 14,535,481         |
| Less: Cash Reserves                               | (4,801,314)                          | (4,826,808)        |
| Plus : Liabilities funded by Cash Backed Reserves | 1,007,375                            | 1,013,654          |
| <b>Net Current Funding Position</b>               | <b>2,184,379</b>                     | <b>10,722,327</b>  |

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 December 2017

**Note 4 : Information on Borrowings**

**(a) Debenture Repayments**

| Particulars                            | 01 Jul 2017 | Principal Repayments |         | Principal Outstanding |         | Interest Repayments |        |
|--|-------------|----------------------|---------|-----------------------|---------|---------------------|--------|
|  |             | Actual               | Budget  | Actual                | Budget  | Actual              | Budget |
|  |             | \$                   | \$      | \$                    | \$      | \$                  | \$     |
| <b>Recreation and Culture</b>          |             |                      |         |                       |         |                     |        |
| Loan 156 - Civic Centre Redevelopment  | 129,324     | 21,450               | 43,775  | 107,874               | 85,549  | 3,205               | 9,021  |
| Loan 160A - Civic Centre Redevelopment | 384,383     | 22,147               | 45,010  | 362,236               | 339,373 | 11,756              | 25,987 |
| Loan 160B- Civic Centre Redevelopment  | 153,009     | 7,602                | 15,430  | 145,407               | 137,579 | 2,831               | 8,720  |
| <b>Self Supporting Loans</b>           |             |                      |         |                       |         |                     |        |
| Loan 157 - Ashfield Soccer Club        | 19,158      | 2,122                | 4,316   | 17,036                | 14,842  | 617                 | 1,177  |
| Loan 162 - TADWA                       | 249,498     | 7,604                | 15,462  | 241,894               | 234,036 | 6,114               | 16,211 |
|  | 935,372     | 60,925               | 123,994 | 874,447               | 811,378 | 24,524              | 61,115 |

**(b) New Debentures**

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

**(c) Unspent Debentures**

The Town has no unspent debentures.

**(d) Overdraft**

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

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

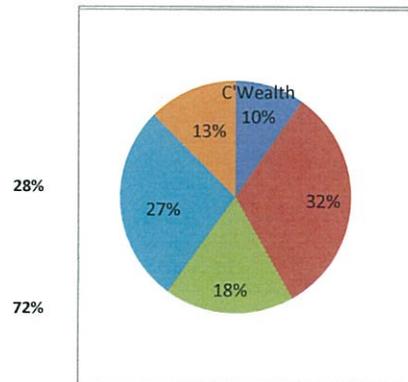
**Note 5 : CASH INVESTMENTS**

| Deposit Ref      | Deposit Date | Maturity Date | S & P Rating | Institution        | Term (Days) | Rate of Interest | Amount Invested (Days) |       |         |            |      | Expected Interest |         |
|------------------|--------------|---------------|--------------|--------------------|-------------|------------------|------------------------|-------|---------|------------|------|-------------------|---------|
|                  |              |               |              |                    |             |                  | Up to 30               | 30-60 | 60-90   | 90-120+    | 120+ |                   |         |
| <b>Municipal</b> |              |               |              |                    |             |                  |                        |       |         |            |      |                   |         |
| 4190794          | 20/12/2017   | 20/02/2018    | A1           | Suncorp            | 62          | 2.15%            |                        | -     | 500,000 |            |      | 500,000           | 1,826   |
| 474373           | 4/10/2017    | 9/01/2018     | A2           | Bank of Queensland | 97          | 2.40%            |                        | -     | -       | 1,700,000  |      | 1,700,000         | 10,843  |
| 47516            | 31/10/2017   | 6/02/2018     | A2           | IMB                | 98          | 2.45%            |                        |       | -       | 2,000,000  |      | 2,000,000         | 13,156  |
| 418206559        | 28/11/2017   | 27/02/2018    | A1+          | NAB                | 91          | 2.45%            |                        |       |         | 2,000,000  |      | 2,000,000         | 12,216  |
| 466931           | 10/08/2017   | 23/01/2018    | A2           | Bank of Queensland | 166         | 2.50%            |                        | -     | -       | 2,000,000  |      | 2,000,000         | 22,740  |
| <b>Reserve</b>   |              |               |              |                    |             |                  |                        |       |         |            |      |                   |         |
| 473732           | 29/09/2017   | 29/03/2018    | A2           | Bank of Queensland | 181         | 2.60%            |                        |       | -       | 1,013,654  |      | 1,013,654         | 13,069  |
| 4189666          | 26/09/2017   | 27/03/2018    | A1           | Suncorp            | 182         | 2.50%            |                        |       |         | 2,276,608  |      | 2,276,608         | 28,380  |
| 164115           | 10/10/2017   | 12/02/2018    | A1+          | Commonwealth Bank  | 125         | 2.23%            |                        | -     |         | 1,536,547  |      | 1,536,547         | 11,735  |
| <b>Trust</b>     |              |               |              |                    |             |                  |                        |       |         |            |      |                   |         |
| 089-062126-4     | 26/10/2017   | 26/02/2018    | A1+          | Bankwest           | 123         | 1.50%            |                        |       |         | 11,611     |      | 11,611            | 59      |
| 94-401-6261      | 25/09/2017   | 26/02/2018    | A1+          | NAB                | 154         | 2.55%            |                        |       |         | 875,862    |      | 875,862           | 9,423   |
| 464914           | 28/07/2017   | 30/01/2018    | A2           | Bank of Queensland | 186         | 2.60%            |                        | -     |         | 400,000    |      | 400,000           | 5,300   |
| 4190564          | 30/11/2017   | 9/03/2018     | A1           | Suncorp            | 99          | 2.40%            |                        |       |         | 1,600,000  |      | 1,600,000         | 10,415  |
| <b>Total</b>     |              |               |              |                    |             |                  |                        |       |         |            |      |                   |         |
|                  |              |               |              |                    |             |                  | -                      | -     | 500,000 | 15,414,282 | -    | 15,914,282        | 139,162 |

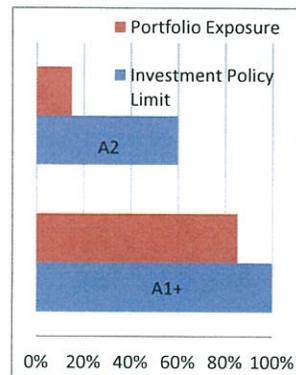
**ENVIRONMENTAL COMMITMENT**

| Depositing Institution             | Value Invested      |
|------------------------------------|---------------------|
| <b>Fossil Fuel Lending ADI</b>     |                     |
| Commonwealth                       | \$1,536,547         |
| NAB                                | \$2,875,862         |
| Bankwest                           | \$11,611            |
|                                    | <b>\$4,424,020</b>  |
| <b>Non Fossil Fuel Lending ADI</b> |                     |
| B of Queensland                    | \$5,113,654         |
| IMB                                | \$2,000,000         |
| Suncorp                            | \$4,376,608         |
|                                    | <b>\$11,490,262</b> |
| <b>Total Funds</b>                 | <b>\$15,914,282</b> |

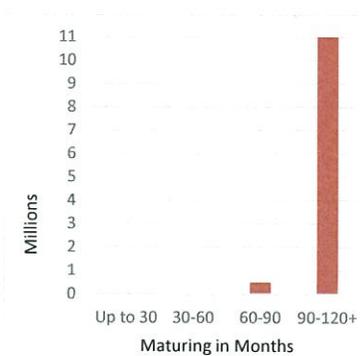
**INDIVIDUAL INSTITUTION EXPOSURE**



**TOTAL CREDIT EXPOSURE**



**TERM TO MATURITIES**

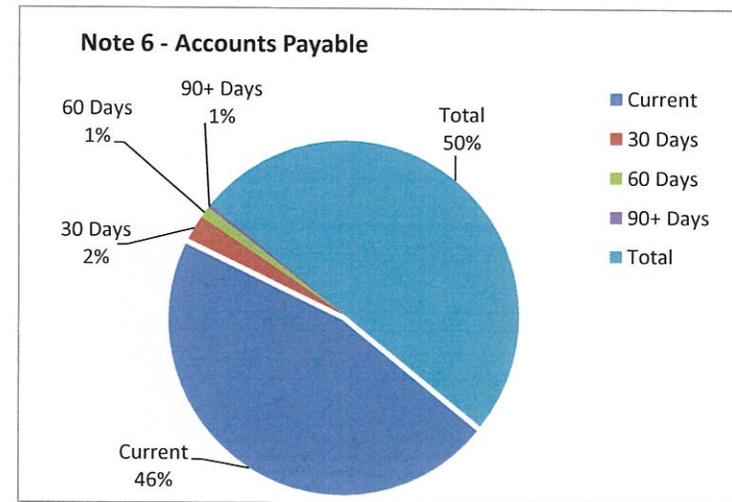
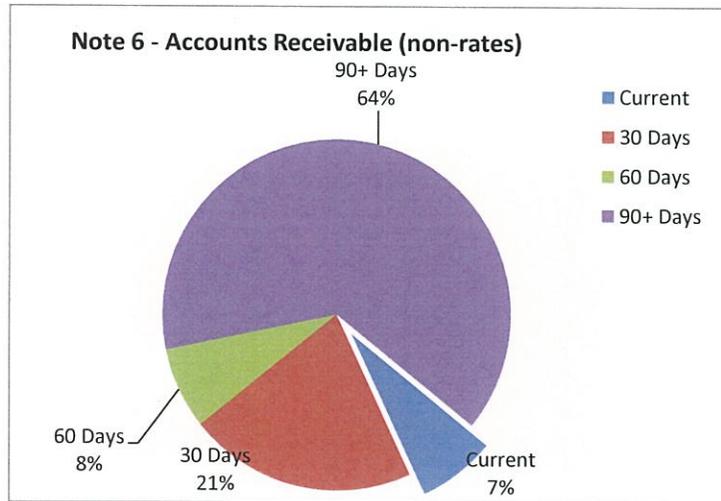


**TOWN OF BASSEDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 6: Receivables and Payables**

| Receivables - General | Current | 30 Days | 60 Days | 90+ Days | Total  |
|-----------------------|---------|---------|---------|----------|--------|
|                       | \$      | \$      | \$      | \$       | \$     |
| Receivables - General | 6,720   | 19,630  | 6,998   | 59,510   | 92,858 |

| Payables - General | Current | 30 Days | 60 Days | 90+ Days | Total   |
|--------------------|---------|---------|---------|----------|---------|
|                    | \$      | \$      | \$      | \$       | \$      |
| Payables - General | 315,944 | 15,850  | 7,312   | 2,238    | 341,343 |



**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 7: Cash Backed Reserve**

| Name                                      | Opening Balance  | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|---|------------------|------------------------|------------------------|-------------------------|-------------------------|--------------------------|--------------------------|------------------------|----------------------------|
|   | \$               | \$                     | \$                     | \$                      | \$                      | \$                       | \$                       | \$                     | \$                         |
| Plant And Equipment Reserve               | 379,103          | 8,634                  | 2,106                  | -                       | -                       | (29,000)                 | -                        | 358,737                | 381,209                    |
| Recreation Development Reserve            | 37,139           | 14,512                 | 206                    | -                       | -                       | -                        | -                        | 51,651                 | 37,345                     |
| Land And Buildings Infrastructure Reserve | 1,843,265        | 41,982                 | 10,242                 | 550,000                 | -                       | (800,000)                | -                        | 1,635,247              | 1,853,508                  |
| Waste Management Reserve                  | 288,744          | 11,815                 | 1,604                  | 100,000                 | -                       | -                        | -                        | 400,559                | 290,348                    |
| Wind In The Willows Child Care Reserve    | 53,361           | 1,215                  | 297                    | -                       | -                       | (40,000)                 | -                        | 14,576                 | 53,657                     |
| Aged Persons Reserve                      | 470,210          | 10,709                 | 2,613                  | -                       | -                       | -                        | -                        | 480,919                | 472,822                    |
| Youth Development Reserve                 | 27,529           | 627                    | 153                    | -                       | -                       | -                        | -                        | 28,156                 | 27,682                     |
| Cultural Events Reserve                   | 5,162            | -                      | 30                     | -                       | -                       | (5,162)                  | -                        | -                      | 5,192                      |
| Self Insurance Reserve                    | 8,199            | -                      | 46                     | -                       | -                       | (8,199)                  | -                        | -                      | 8,244                      |
| Underground Power Reserve                 | 79,452           | 1,810                  | 441                    | -                       | -                       | -                        | -                        | 81,262                 | 79,894                     |
| Employee Entitlements Reserve             | 1,007,375        | -                      | 6,279                  | 24,000                  | -                       | -                        | -                        | 1,031,375              | 1,013,654                  |
| Roads And Drainage Infrastructure Reserve | 114,111          | 2,599                  | 634                    | -                       | -                       | -                        | -                        | 116,710                | 114,745                    |
| Hacc Asset Replacement Reserve            | 151,861          | 3,459                  | 844                    | -                       | -                       | (65,000)                 | -                        | 90,320                 | 152,705                    |
| Unspent Grants Reserve                    | 335,803          | -                      | -                      | 50,000                  | -                       | (129,982)                | -                        | 255,821                | 335,803                    |
|   | <b>4,801,314</b> | <b>97,362</b>          | <b>25,494</b>          | <b>724,000</b>          | <b>-</b>                | <b>(1,077,343)</b>       | <b>-</b>                 | <b>4,545,333</b>       | <b>4,826,808</b>           |

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 December 2017

**Note 8: Capital Acquisitions**

| Assets   | Account                | YTD Actual     |                |                | Budget               |                  |                  | Funding Source     | Funding Amount                |
|--|------------------------|----------------|----------------|----------------|----------------------|------------------|------------------|--------------------|-------------------------------|
|  |                        | New/ Upgrade   | Renewal        | Total YTD      | Purchase Order Value | Annual Budget    | YTD Budget       |                    |                               |
|  |                        | \$             | \$             | \$             | \$                   | \$               | \$               |                    |                               |
| <b>Summary of Capital Acquisitions</b>   |                        |                |                |                |                      |                  |                  |                    |                               |
| Land and Buildings   |                        | -              | 259,800        | 259,800        | 42,687               | 1,198,500        | 760,502          | (500,702)          |                               |
| Plant and Equipment  |                        | -              | 97,663         | 97,663         | 20,544               | 118,880          | 118,880          | (21,217)           |                               |
| Furniture and Equipment  |                        | -              | 19,044         | 19,044         | 100,694              | 181,682          | 181,682          | (162,638)          |                               |
| Roadworks  |                        | -              | 8,626          | 8,626          | 174,516              | 902,542          | 902,542          | (893,916)          |                               |
| Drainage   |                        | -              | 19,998         | 19,998         | 93,436               | 1,430,700        | 857,852          | (837,854)          |                               |
| Footpaths  |                        | -              | 48,799         | 48,799         | 7,530                | 93,500           | 68,500           | (19,701)           |                               |
| Parks, Gardens and Reserves  |                        | 217,370        | -              | 217,370        | 17,420               | 1,173,500        | 888,498          | (671,128)          |                               |
| <b>Totals</b>  |                        | <b>217,370</b> | <b>453,931</b> | <b>671,301</b> | <b>456,826</b>       | <b>5,099,304</b> | <b>3,778,456</b> | <b>(3,107,155)</b> |                               |
| <b>LAND</b>  |                        |                |                |                |                      |                  |                  |                    |                               |
| LAND PURCHASE 97 KENNY ST(WIND UP TPS4A)   | AL1701                 | -              | -              | -              | -                    | 5,000            | 5,000            | (5,000)            |                               |
| LAND PURCHASE 13 HATTON(WIND UP TPS4A)   | AL1702                 | -              | -              | -              | -                    | 6,000            | 6,000            | (6,000)            |                               |
|  | <b>Land Total</b>      | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>             | <b>11,000</b>    | <b>11,000</b>    | <b>(11,000)</b>    |                               |
| <b>Buildings</b>   |                        |                |                |                |                      |                  |                  |                    |                               |
| 11 HAMILTON STREET, BASSENDEAN - REROOFING                                       | AB1701                 |                | 61,912         | 61,912         | 4,990                | 80,000           | 80,000           | (18,088)           | Reserves 80,000               |
| COMMUNITY HALL BASSENDEAN - RENEWAL TO ALUMINIUM ENTRY DOORS                     | AB1702                 |                | 18,378         | 18,378         | -                    | 20,000           | 20,000           | (1,622)            |                               |
| STAN MOSES PAVILLION, EDEN HILL - ENTRY DOORS                                    | AB1703                 |                | 13,489         | 13,489         | -                    | 15,000           | 15,000           | (1,511)            |                               |
| COMMUNITY FACILITY - REPLACE LIGHTING WITH LED LIGHTING (MLA COMMITMENT)         | AB1705                 |                | 14,554         | 14,554         | -                    | 15,000           | 15,000           | (446)              | Grant 15,000                  |
| DEPOT - UPGRADE WORKSHOP SWITCHBOARD   | AB1706                 |                | 4,854          | 4,854          | -                    | 7,000            | 7,000            | (2,146)            |                               |
| SENIOR CITIZENS HALL - UPGRADE OF AIR CONDITIONING SYSTEM (MLA COMMITMENT)       | AB1708                 |                | 11,600         | 11,600         | -                    | 15,000           | 15,000           | (3,400)            | Grant 15,000                  |
| BASSENDEAN BOWLING CLUB - ELECTRICAL REWIRE & REPLACE WITH LED LIGHTING          | AB1709                 |                | 22,000         | 22,000         | -                    | 18,000           | 18,000           | 4,000              |                               |
| DUDLEY ROBINSON CENTRE (YOUTH SERVICES) - REPLACING AIR CONDITIONING SYSTEM      | AB1710                 |                | 15,600         | 15,600         | -                    | 16,000           | 16,000           | (400)              |                               |
| BOWLING CLUB BASSENDEAN - RENEW ENTRY DOORS TO BOWLING CLUB                      | AB1711                 |                | 16,614         | 16,614         | -                    | 19,500           | 19,500           | (2,886)            |                               |
| DEPOT OFFICE - UPGRADE DATA CABLE EQUIPMENT                                      | AB1713                 |                | -              | -              | -                    | 6,000            | 6,000            | (6,000)            |                               |
| COMMUNITY HALL KITCHEN - REPLACE KITCHEN ROLLER SHUTTER WITH SMALLER & PRACTICAL | AB1714                 |                | -              | -              | -                    | 5,000            | 5,000            | (5,000)            |                               |
| ASHFIELD COMMUNITY CENTRE - REPLACE CARPET WITH SUITABLE FLOORING MATERIAL       | AB1715                 |                | 18,575         | 18,575         | -                    | 20,000           | 10,000           | 8,575              |                               |
| INSTALLATION OF EMERGENCY EVACUATION PA/INTERCOM SYSTEM - ADMINISTRATION OFFICE  | AB1716                 |                | -              | -              | 9,062                | 10,000           | 10,000           | (10,000)           |                               |
| ASHFIELD COMMUNITY CENTRE - UPGRADE TO LED LIGHTING                              | AB1717                 |                | 19,739         | 19,739         | -                    | 20,000           | 20,000           | (261)              |                               |
| BILL WALKER STAND - UPGRADE OF MAIN ELECTRICAL SWITCH BOARD, SEWER PUMPS, OVA    | AB1718                 |                | -              | -              | 23,685               | 25,000           | 25,000           | (25,000)           |                               |
| 35 OLD PERTH ROAD - UPGRADE  | AB1719                 |                | 4,439          | 4,439          | -                    | 150,000          | 75,000           | (70,561)           |                               |
| WIND IN THE WILLOWS UPGRADES -BABIES AREA, CARPETS,PAINTING                      | AB1720                 |                | 9,985          | 9,985          | -                    | 10,000           | 10,000           | (15)               | Reserves 10,000               |
| 48 OLD PERTH ROAD - UPGRADE OF COMMITTEE ROOM KITCHEN                            | AB1721                 |                | 15,151         | 15,151         | -                    | 20,000           | 20,000           | (4,849)            |                               |
| WIW ASHFIELD BUILDING UPGRADE  | AB1722                 |                | 4,561          | 4,561          | 960                  | 10,000           | 10,000           | (5,439)            | Reserves 10,000               |
| YOUTH SERVICES FLOORING AND PAINTING   | AB1723                 |                | 5,600          | 5,600          | 3,990                | 11,000           | 5,500            | 100                |                               |
|  |                        |                |                |                |                      |                  |                  |                    | Reserves \$170K, Grant \$500k |
| CONSTRUCTION OF NEW MENS SHED- SCADDAN STREET                                    | AB1724                 |                | 2,750          | 2,750          | -                    | 695,000          | 347,502          | (344,752)          | 670,000                       |
|  | <b>Buildings Total</b> | <b>-</b>       | <b>259,800</b> | <b>259,800</b> | <b>42,687</b>        | <b>1,187,500</b> | <b>749,502</b>   | <b>(489,702)</b>   |                               |

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 8: Capital Acquisitions**

| Assets  | Account | YTD Actual            |               |                 | Budget                        |                        |                     | Funding Source   | Funding Amount |                       |
|---|---------|-----------------------|---------------|-----------------|-------------------------------|------------------------|---------------------|------------------|----------------|-----------------------|
|   |         | New/<br>Upgrade<br>\$ | Renewal<br>\$ | Total YTD<br>\$ | Purchase<br>Order Value<br>\$ | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ |                  |                | YTD<br>Variance<br>\$ |
| <b>Furniture and Equipment</b>  |         |                       |               |                 |                               |                        |                     |                  |                |                       |
| IT CAFE UPGRADE - BASSENDEAN YOUTH CENTRE                                       | AE1701  |                       | 3,474         | 3,474           | -                             | 20,000                 | 20,000              | (16,526)         | Grant          | 20,000                |
| LIBRARY - ONE STOP SELF SERVICE CIRCULATION SERVICE UNIT                        | AE1702  |                       | -             | -               | -                             | 7,000                  | 7,000               | (7,000)          |                |                       |
| REPLACING RAINBIRD FLOW METERS AND CONTROLLERS FOR THE AUTOMATIC RETICULATION   | AE1703  |                       | 14,760        | 14,760          | -                             | 15,000                 | 15,000              | (240)            |                |                       |
| IT INFRASTRUCTURE UPGRADE (C/O FROM 2016-1 AE11601)                             | AE1704  |                       | -             | -               | -                             | 50,000                 | 50,000              | (50,000)         |                |                       |
| CCTV MARY CRESCENT  | AE1705  |                       | 810           | 810             | 43,073                        | 44,841                 | 44,841              | (44,031)         | Reserves       | 44,841                |
| CCTV JUBILEE RESERVE  | AE1706  |                       | -             | -               | 57,621                        | 44,841                 | 44,841              | (44,841)         | Reserves       | 44,841                |
| <b>Furniture and Equipment Total</b>  |         | <b>-</b>              | <b>19,044</b> | <b>19,044</b>   | <b>100,694</b>                | <b>181,682</b>         | <b>181,682</b>      | <b>(162,638)</b> |                |                       |
| <b>Plant and Equipment</b>  |         |                       |               |                 |                               |                        |                     |                  |                |                       |
| P1105 - POLMAC TRAILER (REC & CUL)  | AF1701  |                       | 2,745         | 2,745           | -                             | 3,100                  | 3,100               | (355)            | Trade-In       | 350                   |
| P270 - POLMAC TRAILER   | AF1702  |                       | 1,339         | 1,339           | -                             | 1,800                  | 1,800               | (461)            | Trade-In       | 200                   |
| PP7195 - KUBOTA RIDE ON MOWER   | AF1703  |                       | 42,100        | 42,100          | -                             | 23,000                 | 23,000              | 19,100           | Reserves       | 23,000                |
| RYDE PROGRAM - NEW VEHICLE (MLA COMMITMENT)                                     | AF1704  |                       | 14,091        | 14,091          | 2,500                         | 19,980                 | 19,980              | (5,889)          | Grant          | 19,980                |
| SECURITY SYSTEM UPGRADE DEPOT FENCE LINE  | AF1705  |                       | 400           | 400             | 18,044                        | 25,000                 | 25,000              | (24,600)         |                |                       |
| P151 - POLMAC FIBERGLASS B TRAILER  | AF1707  |                       | 1,890         | 1,890           | -                             | 2,500                  | 2,500               | (610)            | Trade-In       | 500                   |
| PP7170 - COX RIDE-ON MOWER  | AF1708  |                       | -             | -               | -                             | 5,000                  | 5,000               | (5,000)          | Trade-In       | 1,000                 |
| 2 X METRO COUNT 5600 TRAFIC COUNTERS  | AF1709  |                       | 10,433        | 10,433          | -                             | 6,000                  | 6,000               | 4,433            | Reserves       | 6,000                 |
| TRAILER FOR MARKETS TRAFFIC MANAGEMENT SIGNS                                    | AF1711  |                       | 6,483         | 6,483           | -                             | 7,500                  | 7,500               | (1,017)          |                |                       |
| VEHICLE UTE ASHFIELD HANDY MAN (SENIORS & DISABILITY SERVICES) REPLACES PLHM114 | AF1712  |                       | 18,182        | 18,182          | -                             | 25,000                 | 25,000              | (6,818)          | Reserves       | 25,000                |
| <b>Plant and Equipment Total</b>  |         | <b>-</b>              | <b>97,663</b> | <b>97,663</b>   | <b>20,544</b>                 | <b>118,880</b>         | <b>118,880</b>      | <b>(21,217)</b>  |                |                       |
| <b>Infrastructure - Roads</b>   |         |                       |               |                 |                               |                        |                     |                  |                |                       |
| COLSTOUND - GUILDFORD RD TO HAIG ST RESURFACING                                 | AR1701  |                       | 5,626         | 5,626           | 54,986                        | 85,000                 | 85,000              | (79,375)         | Grant          | 48,406                |
| COLSTOUND - HAIG ST TO MARGARET ST - MILL AND REPLACE                           | AR1702  |                       | -             | -               | 15,233                        | 46,000                 | 46,000              | (46,000)         |                |                       |
| PALMERSTON ST - HAMILTON ST TO GUILDFORD RD RESURFACING                         | AR1703  |                       | 466           | 466             | 18,176                        | 180,000                | 180,000             | (179,535)        | Grant          | 119,929               |
| SHACKLETON ST - GERALDINE ST TO WEST OF KENNY ST ROUNDABOUT - RESURFACING       | AR1704  |                       | 1,690         | 1,690           | 22,920                        | 111,000                | 111,000             | (109,310)        | Grant          | 65,032                |
| SHACKLETON ST - GUILDFORD RD TO GERALDINE ST RESURFACING                        | AR1705  |                       | 845           | 845             | 3,035                         | 97,350                 | 97,350              | (96,505)         | Grant          | 64,896                |
| SHACKLETON ST - MEDIUM TRAFFIC ISLAND REPLACEMENT                               | AR1706  |                       | -             | -               | -                             | 30,000                 | 30,000              | (30,000)         |                |                       |
| WEST ROAD - UPGRADE TRAFFIC CALMING DEVICES & PARKING IMPROVEMENT               | AR1707  |                       | -             | -               | 46,880                        | 90,000                 | 90,000              | (90,000)         | Grant          | 90,000                |
| WEST ROAD - OLD PERTH ROAD TO GUILDFORD ROAD - RESURFACING                      | AR1708  |                       | -             | -               | 13,286                        | 122,192                | 122,192             | (122,192)        | Grant          | 81,461                |
| WEST RO/OLD PERTH RD ROUNDABOUT - RESURFACING                                   | AR1709  |                       | -             | -               | -                             | 76,000                 | 76,000              | (76,000)         | Grant          | 21,738                |
| SCADDAN STREET - PUBLIC CAR PARK RECONSTRUCTION AND RESURFACING                 | AR1710  |                       | -             | -               | -                             | 65,000                 | 65,000              | (65,000)         |                |                       |
| <b>Roads Total</b>  |         | <b>-</b>              | <b>8,626</b>  | <b>8,626</b>    | <b>174,516</b>                | <b>902,542</b>         | <b>902,542</b>      | <b>(893,916)</b> |                |                       |
| <b>Infrastructure - Footpaths</b>   |         |                       |               |                 |                               |                        |                     |                  |                |                       |
| CONCRETE APRON REMOVAL - POINT RESERVE LEADING TO 33 NORTH RD                   | AT1702  |                       | -             | -               | -                             | 4,500                  | 4,500               | (4,500)          |                |                       |
| WALTER ROAD EAST (#63) - IDA STREET TO MARION STREET - FOOTPATH UPGRADE         | AT1703  |                       | 17,784        | 17,784          | 4,506                         | 21,000                 | 21,000              | (3,216)          |                |                       |
| WALTER ROAD EAST (#419) - TO IVANHOE STREET - FOOTPATH UPGRADE                  | AT1704  |                       | 15,729        | 15,729          | 3,024                         | 16,000                 | 16,000              | (271)            |                |                       |
| GUILDFORD ROAD (#276) - TO WEST ROAD - FOOTPATH UPGRADE                         | AT1705  |                       | 15,286        | 15,286          | -                             | 22,000                 | 22,000              | (6,714)          |                |                       |
| HATTON COURT - BRIDSON ST PAW - CONSTRUCTION OF NEW PATH THROUGH PAW AND S      | AT1711  |                       | -             | -               | -                             | 25,000                 | -                   | -                |                |                       |
| PAW SOLAR BOLLARD INSTALLATION  | AT1712  |                       | -             | -               | -                             | 5,000                  | 5,000               | (5,000)          |                |                       |
| <b>Infrastructure - Footpaths Total</b>   |         | <b>-</b>              | <b>48,799</b> | <b>48,799</b>   | <b>7,530</b>                  | <b>93,500</b>          | <b>68,500</b>       | <b>(19,701)</b>  |                |                       |

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 8: Capital Acquisitions**

| Assets   | Account | YTD Actual            |                |                 | Budget                        |                        |                     | Funding Source     | Funding Amount                  |
|--|---------|-----------------------|----------------|-----------------|-------------------------------|------------------------|---------------------|--------------------|---------------------------------|
|  |         | New/<br>Upgrade<br>\$ | Renewal<br>\$  | Total YTD<br>\$ | Purchase<br>Order Value<br>\$ | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ |                    |                                 |
| <b>Infrastructure - Drainage</b>   |         |                       |                |                 |                               |                        |                     |                    |                                 |
| ANZAC ROAD PIPE BETWEEN FIRST & SECOND AVE                                   | AD1702  | -                     | -              | -               | -                             | 80,000                 | 40,000              | (40,000)           |                                 |
| 17 BROADWAY - DRAINAGE PIPE REMOVAL  | AD1703  | -                     | -              | -               | -                             | 25,000                 | 25,000              | (25,000)           |                                 |
| SHACKLETON STREET - SWALES AND UNDERGROUND STORAGE                           | AD1704  | -                     | -              | -               | -                             | 170,000                | 170,000             | (170,000)          |                                 |
| OLD PERTH ROAD AND BRIGGS ST - DRAINAGE UPGRADE                              | AD1705  | -                     | 320            | 320             | 6,050                         | 200,000                | -                   | 320                | Grant 100,000                   |
| VILLIERS STREET WEST - RELINING  | AD1706  | -                     | 240            | 240             | -                             | 49,700                 | 24,850              | (24,610)           |                                 |
| SUCCESS ROAD - RELINING  | AD1707  | -                     | -              | -               | -                             | 84,000                 | 42,000              | (42,000)           |                                 |
| WHITFIELD STREET - RELINING  | AD1708  | -                     | -              | -               | -                             | 182,000                | 91,000              | (91,000)           |                                 |
|  |         |                       |                |                 |                               |                        |                     |                    | Reserves \$40.3K, Grant \$44.7K |
| ANZAC TERRACE DRAINAGE DISCHARGE UPGRADE                                     | AD1709  | -                     | -              | -               | 78,906                        | 250,000                | 100,000             | (100,000)          |                                 |
| VILLIERS STREET WEST - CONSTRUCTION OF NEW STORM WATER DRAINAGE STORAGE TANK | AD1710  | -                     | -              | -               | 4,400                         | 130,000                | 130,000             | (130,000)          |                                 |
| SUCCESS HILL - DRAINAGE OUTLET UPGRADE                                       | AD1711  | -                     | 10,815         | 10,815          | 4,080                         | 210,000                | 210,000             | (199,185)          |                                 |
| WEST RD - GUILDFORD RD TO OLD PERTH ROAD - DRAINAGE UPGRADES                 | AD1713  | -                     | 8,623          | 8,623           | -                             | 50,000                 | 25,002              | (16,379)           |                                 |
| <b>Infrastructure - Drainage Total</b>                                       |         | <b>-</b>              | <b>19,998</b>  | <b>19,998</b>   | <b>93,436</b>                 | <b>1,430,700</b>       | <b>857,852</b>      | <b>(837,854)</b>   |                                 |
| <b>Infrastructure - Park Plant &amp; Equipment</b>                           |         |                       |                |                 |                               |                        |                     |                    |                                 |
| DUDLEY ROBINSON CENTRE - NEW GARRISON FENCE                                  | AP1701  | -                     | -              | -               | 6,995                         | 7,000                  | 7,000               | (7,000)            |                                 |
| DEPOT - PERIMETER FENCE RENEWAL  | AP1702  | 62,180                | -              | 62,180          | -                             | 60,000                 | 60,000              | 2,180              |                                 |
| BASSENDEAN OVAL - REFURBISHING PICKET FENCE                                  | AP1703  | -                     | -              | -               | -                             | 85,000                 | 85,000              | (85,000)           |                                 |
| SANDY BEACH - UPGRADE OF RETICULATION  | AP1704  | 5,625                 | -              | 5,625           | 8,710                         | 25,000                 | 25,000              | (19,375)           |                                 |
| JUBILEE RESERVE - RETICULATION UPGRADE                                       | AP1705  | 1,600                 | -              | 1,600           | 8,710                         | 15,000                 | 15,000              | (13,400)           |                                 |
| BASSENDEAN BOWLING CLUB - CHAIN FENCE RENEWAL WITH GARRISON                  | AP1706  | 19,501                | -              | 19,501          | -                             | 22,500                 | 22,500              | (2,999)            |                                 |
| 48 OLD PERTH ROAD, BASSENDEAN COMMUNITY HALL - POND REPAIR AND REINSTATE GAR | AP1708  | -                     | -              | -               | -                             | 10,000                 | 10,000              | (10,000)           |                                 |
| SUCCESS HILL RESERVE UPGRADE OF SHELTERS, ABORIGINAL HISTORY SIGNAGE         | AP1710  | -                     | -              | -               | -                             | 7,000                  | 7,000               | (7,000)            |                                 |
| JETTY RENEWAL AFTER FLOOD DAMAGE   | AP1711  | 106,926               | -              | 106,926         | -                             | 102,000                | 102,000             | 4,926              | Insurance 102,000               |
| WIW WILSON STREET PLAYGROUND UPGRADE   | AP1712  | 19,138                | -              | 19,138          | -                             | 20,000                 | 20,000              | (862)              | Reserves 20,000                 |
| POST AND BEAM BOLLARD UPGRADE  | AP1713  | -                     | -              | -               | -                             | 20,000                 | 10,000              | (10,000)           |                                 |
| SANDY BEACH NATURE BASE PLAYGROUND   | AP1714  | 2,400                 | -              | 2,400           | -                             | 550,000                | 274,998             | (272,598)          | Reserves 550,000                |
| STAGE 1 PLAYGROUND RENEWAL- MARY CRESEENT                                    | AP1715  | -                     | -              | -               | -                             | 250,000                | 250,000             | (250,000)          | CIL 250,000                     |
| <b>Infrastructure - Park Plant &amp; Equipment Total</b>                     |         | <b>217,370</b>        | <b>-</b>       | <b>217,370</b>  | <b>17,420</b>                 | <b>1,173,500</b>       | <b>888,498</b>      | <b>(671,128)</b>   |                                 |
| <b>Capital Expenditure Total</b>   |         | <b>217,370</b>        | <b>453,931</b> | <b>671,301</b>  | <b>363,390</b>                | <b>5,099,304</b>       | <b>3,778,456</b>    | <b>(3,107,155)</b> |                                 |

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 9: Budget Amendments**

| GL<br>Account<br>Code   | Description   | Council<br>Resolution | Original<br>Budget | Amended<br>Budget | Increase in<br>Available Cash | Decrease in<br>Available<br>Cash | Amended<br>Budget<br>Running<br>Balance |
|---|---|-----------------------|--------------------|-------------------|-------------------------------|----------------------------------|---|
|   | .There have been no budget<br>amendments during the reporting<br>period December 2017 |                       |                    |                   | \$                            | \$                               | \$                                      |
| <b>Amended Budget Cash Position as per Council Resolution</b> |   |                       |                    |                   | -                             | -                                | -                                       |

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 10: Disposal of Assets**

| Asset Number | Asset Description                                     | YTD Actual     |               |              |                 | Budget         |                |            |                 |
|--------------|---|----------------|---------------|--------------|-----------------|----------------|----------------|------------|-----------------|
|              |   | Net Book Value | Proceeds      | Profit       | (Loss)          | Net Book Value | Proceeds       | Profit     | (Loss)          |
|              |   | \$             | \$            | \$           | \$              | \$             | \$             | \$         | \$              |
| AL00034      | Lot 7557 Lord Street                                  | -              | -             | -            | -               | 275,000        | 275,000        | -          | -               |
| AL00035      | 48 Chapman Street                                     | -              | -             | -            | -               | 275,000        | 275,000        | -          | -               |
| P7172        | #7172 - Vertimower Gallagher Farm Guard - overdue     | -              | -             | -            | -               | 875            | 1,000          | 125        | -               |
| P7196        | P7196 - TRAILER MOWER- JOHN PAPAS - 2 TONNE AGGREGATE | -              | -             | -            | -               | 744            | 800            | 56         | -               |
| P819         | #819 - Papas Box Trailer - overdue                    | 350            | 28            | -            | (322)           | 306            | 350            | 44         | -               |
| PW7018       | #PW7018 - Tennant MS20 Sweeper                        | 18,454         | 17,507        | -            | (947)           | 17,063         | 15,000         | -          | (2,063)         |
| PW7048       | #PW7048 - Polmac Sweeper & Plant Trailer              | -              | 809           | -            | -               | 1,684          | 1,000          | -          | (684)           |
| PP7130       | #PP7130 - Ransome Gang Five Mower (RA 786 A46)        | -              | -             | -            | -               | 3,500          | 2,000          | -          | (1,500)         |
| PP7181       | #PP7181 Ford Extra Cab Tray Ute (Gardening)           | 20,000         | 5,183         | -            | (14,817)        | 15,750         | 5,000          | -          | (10,750)        |
| PA1445       | #PA1445 - Ford Ranger Ute                             | -              | -             | -            | -               | 17,500         | 15,000         | -          | (2,500)         |
| PP7186       | #PP7186 - Ford Ranger PJ - overdue                    | -              | -             | -            | -               | 15,750         | 15,000         | -          | (750)           |
| AIT0801      | Metrocount Traffic Counter                            | 96             | 3,860         | 3,764        | -               | -              | -              | -          | -               |
|              |   | <b>38,901</b>  | <b>27,387</b> | <b>3,764</b> | <b>(16,086)</b> | <b>623,173</b> | <b>605,150</b> | <b>225</b> | <b>(18,248)</b> |

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 11: Trust Fund**

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

| Description                           | Opening Balance<br>1/07/2017 | Amount<br>Received | Amount<br>Paid | Closing Balance<br>31/12/2017 |
|---------------------------------------|------------------------------|--------------------|----------------|-------------------------------|
|                                       | \$                           | \$                 | \$             | \$                            |
| Public Open Space                     | 870,624                      | 5,238              | -              | 875,862                       |
| BCITF                                 | 700                          | 8,043              | -              | 8,743                         |
| BRB                                   | 5,221                        | 5,985              | -              | 11,206                        |
| <b>Total Uncontrolled Trust Funds</b> | <b>876,545</b>               | <b>19,266</b>      | <b>-</b>       | <b>895,810</b>                |

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

| Description                             | Opening Balance<br>1/07/2017 | Amount<br>Received | Amount<br>Paid   | Closing Balance<br>31/12/2017 |
|---|------------------------------|--------------------|------------------|-------------------------------|
| Hyde Retirement Village Retention Bonds | 173,600                      | 30,669             | (25,000)         | 179,269                       |
| <u>Other Bonds and Deposits</u>         |                              |                    |                  |                               |
| Sundry                                  | 234,145                      | 45,611             | (7,367)          | 272,389                       |
| Securities                              | 785,707                      | 114,743            | (90,090)         | 810,360                       |
| Hall Hire Bonds                         | 28,141                       | 22,350             | (24,950)         | 25,541                        |
| Crossover Deposits                      | 104,675                      | -                  | -                | 104,675                       |
| Landscaping Bonds                       | 622,849                      | 146,114            | (14,192)         | 754,770                       |
| Stormwater Deposits                     | 23,346                       | -                  | (990)            | 22,356                        |
| Lyneham Hostel Residents Trust          | 1,050                        | -                  | -                | 1,050                         |
| Iveson Hostel Residents Trust           | 18                           | -                  | -                | 18                            |
| <b>Total Other Bonds and Deposits</b>   | <b>1,799,930</b>             | <b>328,818</b>     | <b>(137,589)</b> | <b>1,991,158</b>              |
| <b>Total Controlled Trust Funds</b>     | <b>1,973,530</b>             | <b>359,486</b>     | <b>(162,589)</b> | <b>2,170,427</b>              |

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 December 2017

| Note 12 : Statement of Financial Position Notes   | 2017/2018<br>\$ | 2016/2017<br>\$ |
|---|-----------------|-----------------|
| <b>CASH AND CASH EQUIVALENTS</b>  |                 |                 |
| Unrestricted  | 8,707,862       | 3,699,827       |
| Restricted  | 6,997,235       | 6,775,294       |
|   | 15,705,097      | 10,475,121      |
| The following restrictions have been imposed by regulations or other externally imposed requirements: |                 |                 |
| Leave Reserve   | 1,013,654       | 1,007,375       |
| Plant & Equipment Reserve   | 381,209         | 379,103         |
| Recreation Development Reserve  | 37,345          | 37,139          |
| Muni Building & T P Reserve   | 1,853,508       | 1,843,265       |
| Waste Management Reserve  | 290,348         | 288,744         |
| Wind in the Willows Reserve   | 53,657          | 53,361          |
| Aged Persons Reserve  | 472,822         | 470,210         |
| Youth Development Reserve   | 27,682          | 27,529          |
| Cultural Events Reserve   | 5,192           | 5,162           |
| Self Insurance Reserve  | 8,244           | 8,199           |
| Underground Power Reserve   | 79,894          | 79,452          |
| Drainage Reserve  | 114,745         | 114,111         |
| HACC Assets Replacement   | 152,705         | 151,861         |
| Unspent Portion of Grants   | 335,803         | 335,803         |
| Hyde Retirement Village Retention Bonds   | 179,269         | 173,600         |
| Other Bonds & Deposits  | 1,991,158       | 1,800,380       |
|   | 6,997,235       | 6,775,294       |
| <b>TRADE AND OTHER RECEIVABLES</b>  |                 |                 |
| <b>Current</b>  |                 |                 |
| Rates Outstanding   | 4,281,604       | 754,709         |
| Sundry Debtors - General  | 108,868         | 123,652         |
| GST Receivable  | 108,280         | 112,759         |
| Accrued Interest  | -               | 4,446           |
| Sundry Debtors - SSL  | 19,779          | 19,779          |
| Long Service Leave Due from Other Councils  | 52,633          | 52,633          |
| Sundry Debtors - Other  | 8,000           | 8,000           |
| Provision for Doubtful Debts  | (52,956)        | (52,956)        |
|   | 4,526,208       | 1,023,022       |
| <b>Non-Current</b>  |                 |                 |
| Rates Outstanding - Pensioners  | 323,008         | 323,008         |
| Loans - Clubs/Institutions  | 238,342         | 248,877         |
| Other Deferred Debtors - Clubs Contributions  | -               | -               |
|   | 561,350         | 571,885         |
| Investments - Government House  | 108,332         | 108,332         |
| Investments- EMRC   | 7,538,343       | 7,538,343       |

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 December 2017

| Note 12 : Statement of Financial Position Notes     | 2017/2018<br>\$          | 2016/2017<br>\$          |
|---|--------------------------|--------------------------|
| <b>INVENTORIES</b>                                  |                          |                          |
| <b>Current</b>                                      |                          |                          |
| Fuel and Materials                                  | 21,597                   | 13,333                   |
|   | <u>21,597</u>            | <u>13,333</u>            |
| <b>PROPERTY, PLANT AND EQUIPMENT</b>                |                          |                          |
| Land and Buildings                                  |                          |                          |
| - Independent Valuation 2017 - Level 2              | <u>36,357,000</u>        | <u>36,357,000</u>        |
| Buildings at:                                       |                          |                          |
| - Independent Valuation 2017 - Level 3              | 25,757,805               | 25,757,805               |
| - Additions after valuation - cost                  | 259,800                  | -                        |
| Less: accumulated depreciation                      | <u>(7,544,647)</u>       | <u>(7,301,045)</u>       |
|   | 18,472,958               | 18,456,760               |
| Total Land and Buildings                            | <u>54,829,958</u>        | <u>54,813,760</u>        |
| Furniture and Equipment - Management Valuation 2016 | 165,239                  | 165,239                  |
| - Additions after valuation - cost                  | 123,159                  | 104,115                  |
| Less Accumulated Depreciation                       | <u>(108,269)</u>         | <u>(95,764)</u>          |
| Less Accumulated Depreciation                       | 180,129                  | 173,590                  |
| Plant and Equipment - Independent Valuation 2016    |                          |                          |
| - Independent Valuation 2016 - Level 2              | 1,898,330                | 1,898,330                |
| - Independent Valuation 2016 - Level 3              | 714,601                  | 714,601                  |
| - Additions after valuation - cost                  | 210,403                  | 112,740                  |
| Less Accumulated Depreciation                       | <u>(1,521,963)</u>       | <u>(1,538,536)</u>       |
| -Less Disposals after Valuation                     | <u>(116,332)</u>         | <u>(21,035)</u>          |
|   | 1,185,039                | 1,166,100                |
| Art Works   |                          |                          |
| - Independent Valuation 2015 - Level 2              | <u>62,620</u>            | <u>62,620</u>            |
|   | 62,620                   | 62,620                   |
|   | <u><b>56,257,746</b></u> | <u><b>56,216,070</b></u> |
| <b>INFRASTRUCTURE</b>                               |                          |                          |
| Roads - Independent Valuation 2017                  | 83,500,078               | 83,500,078               |
| - Additions after valuation - cost                  | 8,626                    |                          |
| Less Accumulated Depreciation                       | <u>(15,918,081)</u>      | <u>(15,181,450)</u>      |
|   | 67,590,623               | 68,318,628               |
| Footpaths - Independent Valuation 2017              | 10,233,801               | 10,233,801               |
| - Additions after valuation - cost                  | 48,799                   |                          |
| Less Accumulated Depreciation                       | <u>(3,123,566)</u>       | <u>(3,002,330)</u>       |
|   | 7,159,034                | 7,231,471                |

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 December 2017

| Note 12 : Statement of Financial Position Notes | 2017/2018<br>\$    | 2016/2017<br>\$    |
|---|--------------------|--------------------|
| <b>INFRASTRUCTURE</b>                           |                    |                    |
| Drainage - Independent Valuation 2017           | 39,635,969         | 39,635,969         |
| - Additions after valuation - cost              | 19,998             | -                  |
| Less Accumulated Depreciation                   | (17,185,173)       | (16,891,455)       |
|   | <u>22,470,794</u>  | <u>22,744,514</u>  |
| <br>  |                    |                    |
| Parks & Ovals - Independent Valuation 2015      | 13,667,875         | 13,667,875         |
| - Additions after valuation - cost              | 1,164,970          | 947,600            |
| Less Accumulated Depreciation                   | (7,231,187)        | (7,024,609)        |
|   | <u>7,601,658</u>   | <u>7,590,866</u>   |
|   | <u>104,822,110</u> | <u>105,885,478</u> |
| <br>  |                    |                    |
| <b>TRADE AND OTHER PAYABLES</b>                 |                    |                    |
| <b>Current</b>                                  |                    |                    |
| Sundry Creditors                                | 2,001,684          | 1,050,259          |
| Accrued Interest on Debentures                  | -                  | 5,703              |
| Accrued Salaries and Wages                      | -                  | 122,668            |
| Rates in Advance                                | 88,629             | 250,300            |
| Bonds & Other Deposits                          | 1,991,159          | 1,800,380          |
| Hyde Retirement Village Bonds                   | 179,269            | 173,600            |
|   | <u>4,260,741</u>   | <u>3,402,910</u>   |
| <br>  |                    |                    |
| <b>LONG-TERM BORROWINGS</b>                     |                    |                    |
| Secured by Floating Charge                      |                    |                    |
| Loan Liability - Current                        | 63,069             | 123,994            |
|   | <u>63,069</u>      | <u>123,994</u>     |
| <br>  |                    |                    |
| <b>Non-Current</b>                              |                    |                    |
| Secured by Floating Charge                      |                    |                    |
| Loan Liability - Non Current                    | 811,380            | 811,380            |
|   | <u>811,380</u>     | <u>811,380</u>     |
| <br>  |                    |                    |
| <b>PROVISIONS</b>                               |                    |                    |
| <b>Current</b>                                  |                    |                    |
| Provision for Annual Leave                      | 941,986            | 942,087            |
| Provision for Long Service Leave                | 1,168,382          | 1,168,382          |
|   | <u>2,110,368</u>   | <u>2,110,469</u>   |
| <br>  |                    |                    |
| <b>Non-Current</b>                              |                    |                    |
| Provision for Long Service Leave                | 201,834            | 201,834            |
|   | <u>201,834</u>     | <u>201,834</u>     |

TOWN OF BASSENDEAN  
MONTHLY FINANCIAL REPORT  
For the Period Ended 31 December 2017

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

| <b>Note 13</b>                        |   | <b>2017/18<br/>Budget</b> | <b>2017/18<br/>Actual</b> | <b>FUNDING SOURCE</b> |
|---------------------------------------|---|---------------------------|---------------------------|-----------------------|
| <b>RECREATION &amp; CULTURE</b>       |   |                           |                           |                       |
| 121562                                | SPORT & REC - CLUB CONNECT                    | 7,300                     | 750                       | COUNCIL               |
| 121563                                | SPORT & REC - KIDS SPORT                      | 19,000                    | 6,322                     | \$5,000 GRANT         |
| 121359                                | SPORT & REC - EVENT CONSULTANT                | 15,000                    | 19,324                    | COUNCIL               |
| 121359                                | SPORT & REC - FACILITY NEEDS ASSESSMENT       | 17,000                    | 19,324                    | COUNCIL               |
| 131390                                | CONSULTANT TO DESIGN NEW PLAYGROUND           | 25,000                    | 10,950                    | COUNCIL               |
| 131479                                | CONSULTANT PICKERING PARK BOAT RAMP           | 90,000                    | -                         | COUNCIL/GRANT         |
| 151206                                | DISABILITY ACCESS AND INCLUSION PLAN          | 20,000                    | -                         | COUNCIL               |
| 151359                                | PENSIONER GUARD COTTAGE - ARCHITECT           | 80,000                    | -                         | COUNCIL               |
| 151360                                | CULTURE - CULTURAL COMMUNITY PROJECTS         | 25,000                    | 7,108                     | COUNCIL               |
| 151360                                | CULTURE - REVIEW CULTURAL PLAN                | 20,000                    | 7,108                     | COUNCIL               |
| 181496                                | PUBLIC EVENTS - 2 MAJOR EVENTS                | 85,000                    | 25,439                    | COUNCIL               |
| 181504                                | PUBLIC EVENTS - NAIDOC DAY                    | 57,000                    | 55,507                    | \$10,000 GRANT        |
| 181505                                | PUBLIC EVENTS - AUSTRALIA DAY                 | 116,000                   | 5,643                     | \$11,000 GRANT        |
| 181506                                | PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP  | 6,000                     | 185                       | COUNCIL               |
| 181507                                | PUBLIC EVENTS - CHILDREN WEEK                 | 1,700                     | 1,264                     | COUNCIL               |
| 181508                                | PUBLIC EVENTS - VISUAL ART AWARD              | 50,000                    | 34,419                    | \$7,000 FEES          |
| 181509                                | PUBLIC EVENTS - SENIORS WEEK                  | 6,000                     | 6,784                     | COUNCIL               |
| 181510                                | PUBLIC EVENTS - AVON DECENT                   | 4,500                     | 4,845                     | \$4,500 GRANT         |
| 181511                                | PUBLIC EVENTS - ANZAC DAY                     | 15,000                    | -                         | COUNCIL               |
| 181512                                | PUBLIC EVENTS - SUMMER OUTDOOR MOVIES         | 22,000                    | 10,094                    | COUNCIL               |
| <b>TOTAL RECREATION &amp; CULTURE</b> |   | <b>\$681,500</b>          | <b>\$215,065</b>          |                       |
| <b>LIBRARY</b>                        |   |                           |                           |                       |
| 141302                                | TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION    | 35,000                    | 3,163                     | COUNCIL               |
| <b>TOTAL LIBRARY</b>                  |   | <b>\$35,000</b>           | <b>\$3,163</b>            | COUNCIL               |
| <b>ASSET SERVICES</b>                 |   |                           |                           |                       |
| 211309                                | ASSET MANAGEMENT                              | 60,000                    | 23,720                    | COUNCIL               |
| 211309                                | FOOTPATH STUDY (DEPT TRANSPORT)               | -                         | 23,720                    | \$15000 GRANT         |
| 211359                                | GRAFFITI REMOVAL PROGRAM                      | 20,000                    | 8,161                     | COUNCIL               |
| 211272                                | BIKE BOULEVARD STUDY                          | 50,000                    | -                         | \$30,000 DOT GRANT    |
| 211474                                | STREET TREE MASTER PLAN(NEW PLAN)             | 60,000                    | -                         | COUNCIL               |
| 211514                                | STREET/ROAD LIGHT REVIEW (THOMPSON ROAD)      | 10,000                    | 7,880                     | COUNCIL               |
| 211503                                | STEAM WEEDING OF ROADS                        | 170,000                   | 9,955                     | COUNCIL               |
| 611302                                | COMMUNITY SURVEY -ROADS & PARKS               | 20,000                    | -                         | COUNCIL               |
| <b>TOTAL TRANSPORT</b>                |   | <b>\$390,000</b>          | <b>\$73,436</b>           |                       |
| <b>DEVELOPMENT SERVICES</b>           |   |                           |                           |                       |
| 261359                                | SWAN RIVER TRUST PRECINCT PLAN REVIEW         | 20,000                    | -                         | COUNCIL/GRANT         |
| 261362                                | STREETScape PROTECTION AREA(EILEEN TO WILSON) | 30,000                    | -                         | COUNCIL               |
| 261363                                | TPS #4A FINALISATION                          | 10,000                    | -                         | COUNCIL               |
| 261365                                | MUNICIPAL HERITAGE INVENTORY                  | 10,000                    | -                         | COUNCIL               |
| 261366                                | TREE ASSESSMENT                               | 2,000                     | -                         | COUNCIL               |
| 261367                                | STRATEGIC PLANNING FRAMEWORK STAGE 1 & 2      | 227,500                   | 15,930                    | COUNCIL               |
| 261368                                | TOD PLANS -(STRATEGIC)                        | 70,000                    | -                         | COUNCIL               |
| <b>TOTAL DEVELOPMENT SERVICES</b>     |   | <b>\$369,500</b>          | <b>\$15,930</b>           |                       |

TOWN OF BASSENDEAN  
MONTHLY FINANCIAL REPORT  
For the Period Ended 31 December 2017

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

| Note 13                     |   | 2017/18<br>Budget  | 2017/18<br>Actual | FUNDING SOURCE        |
|-----------------------------|---|--------------------|-------------------|-----------------------|
| <b>ECONOMIC DEVELOPMENT</b> |   |                    |                   |                       |
| 271502                      | ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN                  | 43,000             | 7,799             | COUNCIL               |
| 271504                      | OLD PERTH RD INITIATIVES - PLACE ACTIVATION             | 59,400             | 20,467            | COUNCIL               |
| 271506                      | BUSINESS PLAN - DIGITAL TECHNOLOGY                      | 35,500             | 1,970             | COUNCIL               |
| 271508                      | EMRC PROJECTS - REGIONAL EVENTS                         | 14,000             | -                 | COUNCIL               |
|                             | <b>TOTAL ECONOMIC DEVELOPMENT</b>                       | <b>\$151,900</b>   | <b>\$30,237</b>   |                       |
| <b>GOVERNANCE</b>           |   |                    |                   |                       |
| 401361                      | EMPLOYEE ASSISTANCE PROGRAM                             | 35,000             | 5,316             | COUNCIL               |
| 401605                      | RECONCILIATION ACTION PLAN CONSULTATION                 | 40,000             | 10,006            | COUNCIL               |
| 401606                      | ASHFIELD ACTION PLAN - ASHFIELD CAN                     | 10,000             | -                 | COUNCIL               |
| 401333                      | GOVERNANCE - SATISFACTION SURVEY                        | 38,000             | 13,089            | COUNCIL               |
| 311325                      | RATING INCENTIVE SCHEME                                 | 5,000              | 5,000             | COUNCIL               |
| 391401                      | COUNCIL ELECTIONS                                       | 51,000             | 44,385            | COUNCIL               |
| 401494                      | OCCUPATIONAL HEALTH & SAFETY                            | 5,000              | -                 | COUNCIL               |
| 391361                      | REVIEW COMMUNITY CONSULTATION POLICY & CBP              | 40,000             | -                 | COUNCIL               |
|                             | <b>TOTAL GOVERNANCE</b>                                 | <b>\$224,000</b>   | <b>\$77,796</b>   |                       |
| <b>HEALTH</b>               |   |                    |                   |                       |
| 741465                      | MOSQUITO CONTROL PROGRAM                                | 35,000             | 9                 | COUNCIL               |
| 741466                      | PEST - RAT ERADICATION PROGRAM                          | 4,000              | 874               | COUNCIL               |
|                             | <b>TOTAL HEALTH</b>                                     | <b>\$39,000</b>    | <b>\$883</b>      |                       |
| <b>RANGERS</b>              |   |                    |                   |                       |
| 531504                      | CONSTABLE CARE PROGRAM                                  | 5,000              | 5,000             | COUNCIL               |
| 541504                      | DFES - NDFR GRANT FOR FLOOD MARKINGS                    | 5,000              | -                 | COUNCIL               |
|                             | <b>TOTAL RANGERS</b>                                    | <b>\$10,000</b>    | <b>\$5,000</b>    |                       |
| <b>ENVIRONMENT</b>          |   |                    |                   |                       |
| 751359                      | CONTAMINATED SITES INVESTIGATIONS (271 Hamilton)        | 200,000            | 179,156           | COUNCIL               |
| 751504                      | (ACER) CARBON EMISSION REDUCTION PROGRAM                | 11,600             | -                 | COUNCIL               |
| 751506                      | INTEGRATED TRANSPORT STUDY                              | 6,000              | -                 | COUNCIL               |
| 751508                      | WATER CAMPAIGN  | 13,000             | -                 | COUNCIL               |
| 751510                      | SCHOOLS WASTE EDUCATION PROGRAM                         | 10,000             | 2,240             | COUNCIL               |
| 751513                      | WATER QUALITY MONITORING & IMPROVEMENT                  | 10,000             | 6,000             | COUNCIL               |
| 751516                      | FUTURE PROOFING CLIMATE CHANGE                          | 16,000             | -                 | COUNCIL               |
| 761592                      | REUSABLE SHOPPING BAGS & EDUCATIONAL PROG               | 5,000              | 3,690             | Hawaiian/Suez/Council |
| 761593                      | WASTE MANAGEMENT SURVEY FOR FUTURE NEEDS                | 30,000             | 7,710             |                       |
| 761594                      | WASTE MANAGEMENT STICKERS                               | 15,000             | -                 |                       |
|                             | <b>TOTAL ENVIRONMENT</b>                                | <b>\$316,600</b>   | <b>\$198,796</b>  |                       |
|                             | <b>TOTAL PROJECTS INCLUDED IN OPERATING EXPENDITURE</b> | <b>\$2,217,500</b> | <b>\$620,306</b>  |                       |