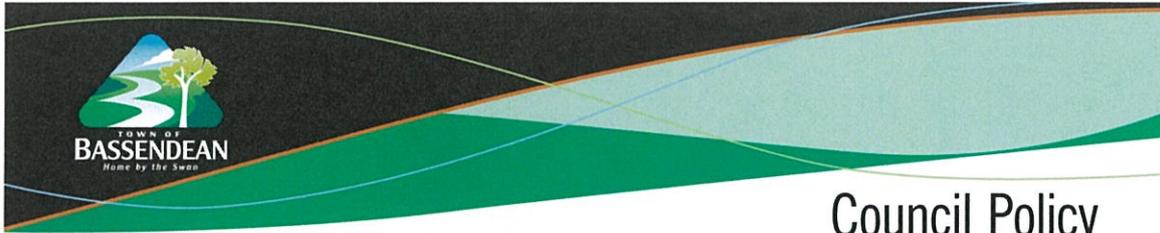


ATTACHMENT NO. 16



6. ELECTION CARETAKER PERIODS

OBJECTIVE

To ensure that the functions and responsibilities of the Town of Bassendean, and of the Councillors who are candidates in local government elections, are undertaken in a manner that supports a high standard of integrity during local government election periods.

POLICY STATEMENT

The primary purpose of the Policy is to avoid the Council making major decisions prior to an election that would bind an incoming Council, prevent use of public resources in ways that are seen as advantageous to or promoting the current elected members who are seeking re-election, and ensures that local government officers act impartially in relation to all candidates. Implementation of a Caretaker Election Period Policy would provide for better decision-making and greater transparency and accountability in Council, as prescribed by section 1.3 of the *Local Government Act 1995*.

The policy applies to the Caretaker Period to cover:

- decisions made by the Council;
- materials published by the local government
- attendance and participation in functions and events;
- use of the local government's resources; and
- access to local government information.

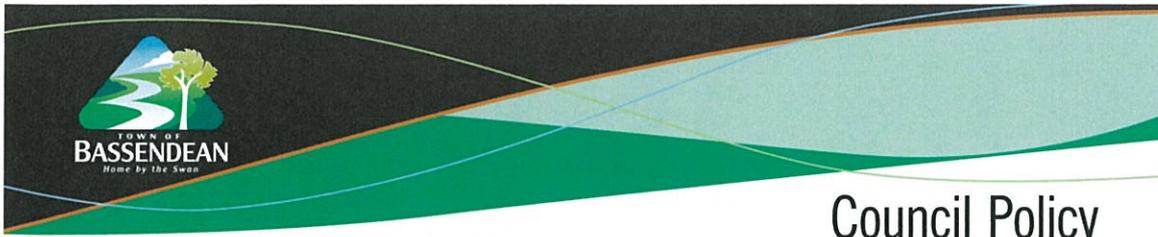
This Policy applies to Councillors, electoral candidates and employees of the Town of Bassendean.

Scheduling Consideration of Major Policy Decisions

No Ordinary Council Meeting shall occur during a caretaker period. Instead the Chief Executive Officer is to ensure that such decisions are either:

- a) Considered by the Council prior to the Caretaker Period; or
- b) Scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the Chief Executive Officer may submit a major policy decision to the Council in accordance with the provisions of this Policy.



Council Policy

Decisions Made Prior to a Caretaker Period

This Policy only applies to actual decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins.

Role of the Chief Executive Officer in Implementing Caretaker Practices

The role of the Chief Executive Officer in implementing the caretaker practices outlined in this policy is as follows:

- a) The Chief Executive Officer will ensure, as far as possible, that all Councillors and staff are aware of the Caretaker Policy and practices 30 days prior to the start of the Caretaker Period.
- b) The Chief Executive Officer will ensure, as far as possible, that any major policy or significant decisions required by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where appropriate for determination by the incoming Council.
- c) The Chief Executive Officer will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.

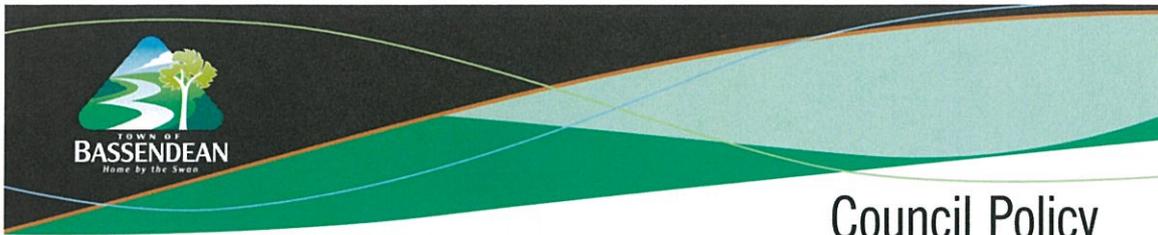
Extraordinary Circumstances

The Chief Executive Officer may, where extraordinary circumstances prevail, permit a matter defined as a 'major policy decision' to be submitted to the Council. The Chief Executive Officer is to have regard to a number of circumstances, including but not limited to:

- a) Whether the decision is 'significant';
- b) The urgency of the issue (that is - can it wait until after the election);
- c) The possibility of legal and/or financial repercussions if it is deferred;
- d) Whether the decision is likely to be controversial; and
- e) The best interests of the Town of Bassendean.

Appointment or Removal of the Chief Executive Officer

Whilst this policy establishes that a Chief Executive Officer may not be appointed or dismissed during a Caretaker Period, in the case of an emergency, the Council may act to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election, after which date a permanent decision can be made.



Prohibition on Publishing Electoral Material

The Town shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the Town any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period.

Without limiting the generality of the definition of 'electoral material', material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

- a) The election; or
- b) A candidate in the election; or
- c) An issue submitted to, or otherwise before, the voters in connection with the election.

Candidate and/or Councillor Publications

Candidates and/or Councillors are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the Town.

Election Announcements

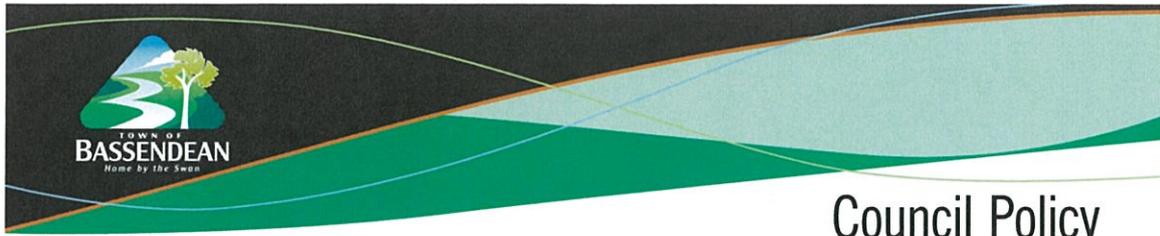
This policy does not prevent publications by the Town that merely announce the holding of the election, relate only to the election process itself, or encourage electors to participate in the election.

Town of Bassendean Publications

Any reference to Councillors in the Town's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the Town's publications that are potentially affected by this policy will be reviewed by the Chief Executive Officer to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

Town's Website and Social Media Formats

During the Caretaker Period the Town's website and Social Media portals will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Councillors will be restricted to names, contact details, titles, membership of committees and other bodies to which they have been appointed to by the Council.



Councillor Business Cards

During the Caretaker Period, Councillors shall ensure that their allocated business cards are used only for purposes associated with the normal role of a Councillor in servicing their electorate. Councillor Business Cards shall not be used in a manner that could be perceived as an electoral purpose. It should be noted that this prohibition on the use of the Town's resources for electoral purposes is not restricted to the Caretaker Period.

Public Consultation During the Caretaker Period

It is prohibited under this Policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing), unless the consultation is a mandatory statutory process or prior approval is given by the Chief Executive Officer.

Attendance Public Events Hosted by External Bodies

Councillors may continue to attend events and functions hosted by external bodies during the Caretaker Period.

Attendance at Town of Bassendean Organised Civic Events/Functions

Civic events/functions organised by the Town and held during the Caretaker Period will be reduced to only those essential to the operation of the Town, and should not in any way be associated with any issues considered topical and relevant to the election. All known candidates are to be invited to civic events/functions organised by the Town during the Caretaker Period, however, only sitting Councillors will be formally acknowledged at such events/functions.

Addresses by Councillors

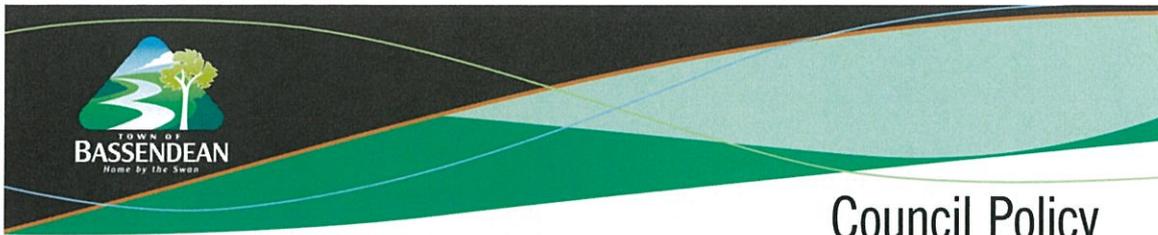
Councillors who are also candidates should not, where possible, be permitted to make speeches or addresses at events/functions organised or sponsored by the Town during the Caretaker Period. Councillors may make short welcome speeches at events and functions organised or sponsored by the Town during the Caretaker Period, subject to prior approval of the Chief Executive Officer.

Community and Advisory Groups

Councillors appointed to community groups, advisory groups, and other external organisations as representatives of the Town, shall not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidates' electoral campaigns.

Use of the Town's Resources

The Town's Code of Conduct for Councillors, Committee Members and Employees prohibits the use of any of the Town's resources for partisan political purposes or for personal advantage or to the detriment of others. Such actions may also be a breach of the Local Government (Rules of Conduct) Regulations 2007.



The Town's staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Councillors in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Town's resources might be construed as being related to a candidate's election campaign, advice is to be sought from the Chief Executive Officer.

Councillor Access to Information

During a Caretaker Period, Councillors are able to access Council information relevant to the performance of their functions as a Councillor. However, this access to information should be exercised with caution and limited to matters that the Council is dealing with within the objectives and intent of this policy. Any Council information so accessed must not be used for election purposes.

Councillor Access to Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls) and information relevant to their election campaigns from the Town's administration. Information, briefing material and advice prepared or secured by staff for a Councillor must be necessary to the carrying out of the Councillor's role and must not be related to election issues that might be perceived to be of an electoral nature.

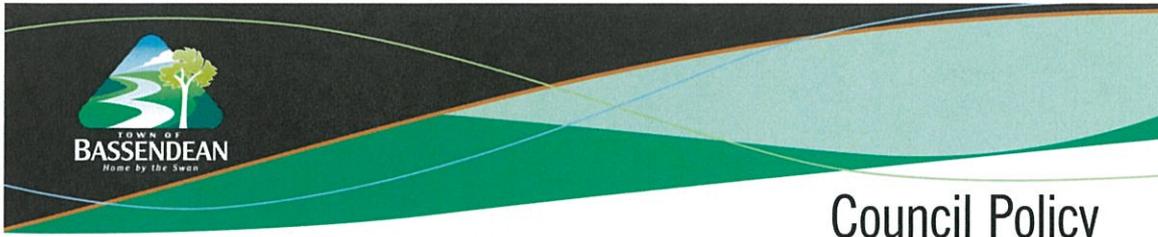
Any assistance and advice provided to candidates as part of the conduct of the local government election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance. Types of assistance may include advice on manipulation of electoral roll data and interpretation of legislative requirements, amongst other matters.

Councillor Request for Media Advice

Any requests for media advice or assistance from Councillors during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Councillors. If satisfied that advice sought by a Councillor during the Caretaker Period does not relate to the election or publicity involving any specific Councillor(s), the Chief Executive Officer may authorise the provision of a response to such a request.

Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Town activity it must be approved by the Chief Executive Officer. In any event, the Town's publicity during the Caretaker Period will be restricted to communicating normal Town activities and initiatives.



Media Attention

Councillors will not use their position to access Town staff or resources to gain media attention in support of their or any other candidate's election campaign.

Town Employees

During the Caretaker Period no Town employee may make any public statement that relates to an election issue unless the statements have been approved by the Chief Executive Officer.

Election Process Enquiries

All election process enquiries from candidates, whether current Councillors or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer.

Relevant Delegations

The Chief Executive Officer has the delegated authority to determine those matters that may be considered by the Council during the designated Caretaker Period in accordance with the provisions of this Policy.

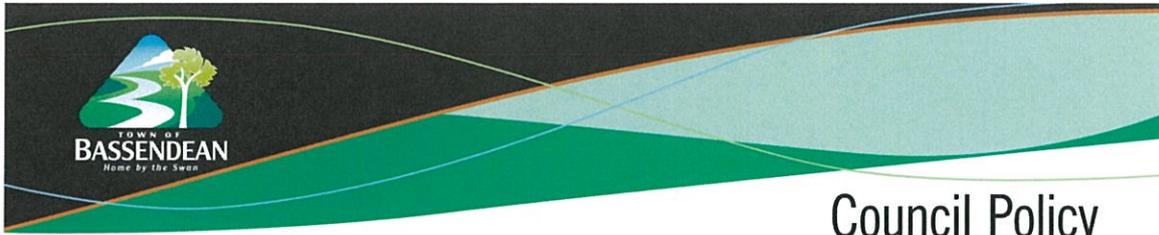
DEFINITIONS:

'Caretaker Period' means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations, being 37 days prior to the Election Day in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day.

'Election Day' means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.

'Electoral Material' means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election, but does not include:

- a) An advertisement in a newspaper announcing the holding of a meeting in accordance with section 4.87(3) of the *Local Government Act 1995*.
- b) Any materials exempted under Regulation 78 of the Local Government (Elections) Regulations 1997.
- c) Any materials produced by the Town relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.



Council Policy

'Events and Functions' means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Town and its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions.

'Major Policy Decision' means any:

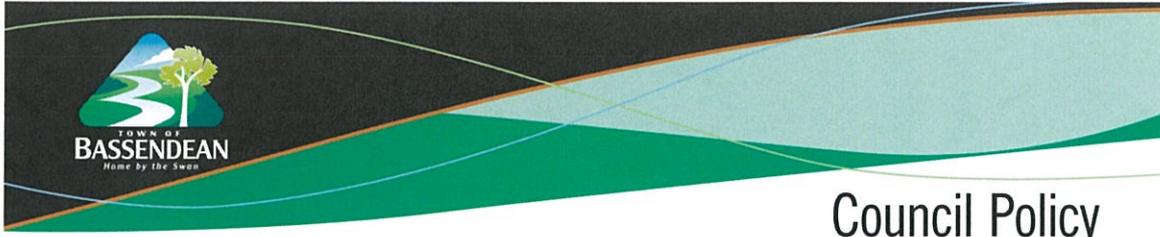
- a) Decisions relating to the employment, termination or remuneration of the Chief Executive Officer, or any other designated senior officer, other than a decision to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election.
- b) Decisions relating to the Town entering into a sponsorship arrangement with a total Town contribution value exceeding \$5,000 (excluding GST).
- c) Irrevocable decisions that commit the Town to substantial expenditure or significant actions, such as that which might be brought about through a Notice of Motion by a Councillor.
- d) Irrevocable decisions that will have a significant impact on the Town of Bassendean or the community.
- e) Reports requested or initiated by a Councillor, candidate or member of the public that, in the Chief Executive Officer's opinion, may be perceived within the general community as an electoral issue that reflects upon the Council's decision-making process, and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

'Public Consultation' means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

RELATED LEGISLATION:

Local Government Act 1995 Part 4

Local Government (Elections) Regulations 1996

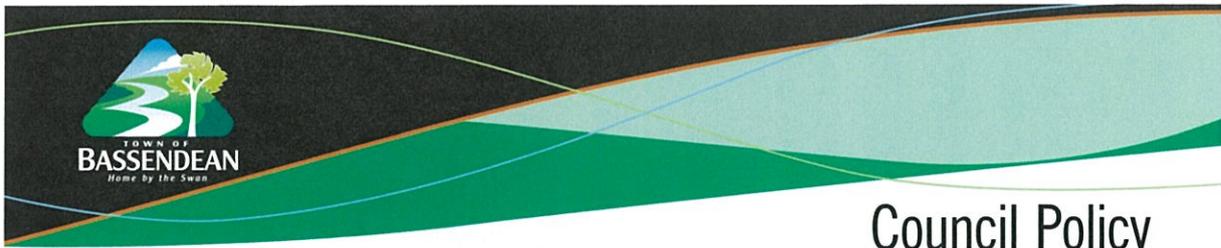


Application

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.

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer
Link to Strategic Community Plan: Leadership and Governance	Adopted: OCM-00/05/18, Version 1
	Next Review due: May 2021

ATTACHMENT NO. 17



6.2 Council Meeting Schedule

Objective

The objective of this Policy is to establish the timing for Town of Bassendean Council meetings.

Strategy

To provide efficiency and timely effectiveness of the decision making process.

Agenda Briefing Sessions one week prior to the monthly Ordinary Council Meeting, generally on the third Tuesday of the month, commencing at 7.00pm, effective from the commencement of 2018.

Agenda Briefing Sessions will:

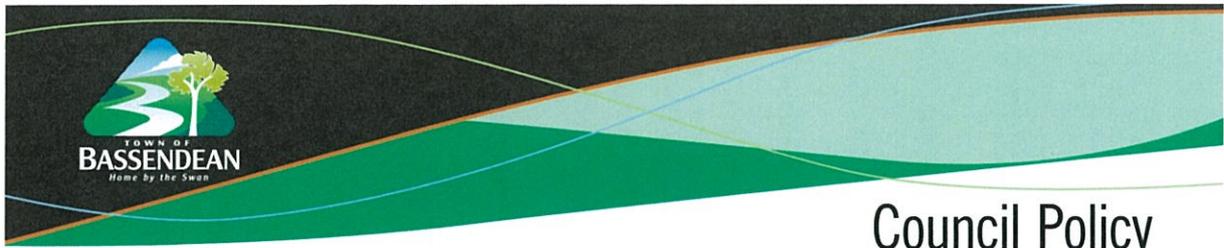
- i) be open to the public (with the exception of “confidential items”);
- ii) include addresses by members of the public, deputations on agenda items, reports, notices of motion and confidential items;

Requests the agendas for Briefing Sessions & Ordinary Council Meetings be made available:

- i) by the Friday prior to the scheduled meeting date; and
- ii) electronically to Councillors and staff by default with hard copies only available upon request.

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.



Council Policy

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Chief Executive Officer</p> <p>Last Review Date: 24 May 2016 <i>Amended December 2016</i> <i>Amended 28 November 2017</i></p> <p>Version 5</p> <p>Next Review due by: May 2020</p>
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COUNCIL BRIEFING SESSIONS – GUIDELINES

Adopted December Revised May April 2018 (OCM- /5/18)

1. PURPOSE

The Town conducts a briefing session the week prior to every Ordinary Meeting of Council. Public [addresses questions](#) and deputations that relate to reports on the Council briefing will occur at briefing sessions. This means Councilors will have more opportunity to seek additional information, clarify any concern, and attend on site visits if considered appropriate.

2. GUIDELINES

2.1 Calling of Sessions

Local public notice of briefing sessions will be provided in the same way and at the same time notice is given for Ordinary Meetings of Council.

2.2 Briefing

The agenda for the Council meeting will be published on the Friday ~~a-week~~ prior to the ~~b~~Briefing ~~s~~Session. The matters listed on the Council meeting agenda will be the matters for discussion at the ~~B~~briefing ~~s~~Session.

2.3 Attendance of Public

Briefing sessions are generally open to members of the public who will have the opportunity to [address the meeting ask questions](#) or make deputations.

Members of the public are required to be decorous and abide by the directions of the presiding members in relation to the conduct of the public at the briefing session. A failure to observe decorum or a direction of the presiding member will result in the member of the public being required to leave the premises.

Sessions will be closed to members of the public when matters are to be discussed that:

- are recommended to be dealt with as confidential items under s.5.23 (2) of the Local Government Act 1995, or
- the Chair considers, on the advice of the CEO, could be dealt with as a confidential item.

2.4 Presiding member and quorum

The Mayor will preside at briefing sessions. In the absence of the Mayor, the session will be presided over by the Deputy Mayor. In the absence of both the Mayor and the Deputy Mayor those present will determine by a simple majority show of hands an elected member to preside at the meeting.

As per the common law rules for the conduct of public meetings, the presiding member determines all procedural matters for the conduct of a briefing session. This guideline establishes the general procedure for the conduct of a briefing session. .

There is no quorum requirement for a briefing session.

2.5 Declaring Interests

Members and employees must disclose any financial, proximity or impartiality interests they have in an item listed in the briefing and declare that interest at the commencement of the session or immediately before the matter is discussed.

Interests are to be disclosed and dealt with in accordance with the Local Government Act 1995 as if the briefing session were a Council meeting.

2.6 Addresses by the Members of the Public — Public Question Time

Members of the public may address the meeting on ask questions on item stems on the Council meeting agenda ONLY at a briefing session subject to the following:-

- A minimum of 15 minutes will be allowed for addresses by the members of the public on matter contained in the Agenda only.
- Members of the public shall not address the meeting on any matter not included in the Agenda.
- Each Member of the public shall be given a maximum of 5 minutes to address the meeting.
- The Presiding Member may extend the time period if the matter has not been fully addressed.
- Any Member of the Public that disrupt the meeting for any reason shall be dealt with in accordance with Clause 2.3 of these guidelines.

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2.7 Order of Consideration of Reports

- a) Items on the briefing where deputation requests have been received will be considered first. These will be listed in the order they appear on the Council meeting agenda.

- b) Items on the agenda where a presentation is to be provided will be considered next. These will be listed in the order they appear on the Council meeting agenda.
- c) The presiding member will work through all remaining items on the briefing in the order they appear on the Council meeting briefing, providing an opportunity for Councillors to ask questions and request clarifications.

2.8 Presentations

~~Officers, and third parties by invitation of the presiding member, may make a brief verbal presentation in relation to a briefing item. Presentations will be short and by exception.~~

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2.9 Deputations

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Deputations on items on the Council meeting agenda will be conducted at a briefing session. A deputation means a statement to Council on any items on the Council meeting agenda.

Any person who wishes to make a deputation at a briefing session is required to apply to the Mayor at least 24 hours prior to the commencement of the briefing session.

A deputation will be restricted to a period not exceeding 10 minutes and may be restricted to less than 10 minutes, if a large number of deputations are scheduled or the pressure of business for that meeting so requires.

Council has determined that a person making a deputation at a briefing session will not be provided with an opportunity to make a deputation at the following Council meeting unless there has been a significant change that warrants providing the opportunity for a further deputation.

Councillors will have the opportunity to ask questions of any person providing a deputation.

2.911 No Debate

No debate, or discussion between elected members that could be interpreted as debate, will be permitted.

2.102 No Decisions

No decisions will be made at a briefing session by the Council other than the election of a presiding member in the absence of the Mayor or Deputy Mayor.

2.115 Recording of proceedings

An audio recording of the briefing session will be provided on the Town's website within 3 working days of the briefing session.

ATTACHMENT NO. 18

TOWN OF BASSENDEAN

MINUTES

RIVER PARKS COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON TUESDAY 8 MAY 2018, AT 3.00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Traditional Owners

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

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Cr Melissa Mykytiuk, Presiding Member
Cr Bob Brown, Deputy Presiding Member
Cr Kathryn Hamilton
Glen Byleveld, Dept. of Biodiversity, Conservation & Attractions (left at 5.00pm)
Augustine Okom, Dept. of Biodiversity, Conservation & Attractions – Rivers & Estuaries Branch (left at 4.30pm)
Andrew Hawkins, Dept. of Planning – Lands & Heritage
Kevin Bryant, Dept. of Planning – Lands & Heritage
Naomi Bannister, Community Representative
Nonie Jekabsons, Community Representative
Jane Bremmer, Community Representative
John Wood, Community Representative
Jeremy Walker, Senior Environmental Officer
Simon Stewert-Dawkins, Director Operational Services
Amy Holmes, Minute Secretary

Apologies

Tim Sparks, Department of Water
Paul Bridges, Community Representative
Brian Reed, Manager Development Services
Ken Cardy, Manager Asset Services

3.0 PUBLIC QUESTION TIME

Anni Macbeth

Why isn't the Sandy Beach Concept Plan being considered by this Committee.

The Director Operational Services advised that the Nature-based Regional Playground project was considered by the previous Bassendean River Parks Management Committee in early 2017 and the recommendation to isolate the location of a former historic home has been addressed.

The Presiding Member commented that Councillors recently met with consultants and raised community concerns. It is planned to install only a playground at this stage. The consultants have taken on board feedback regarding the man-made elements such as a café/kiosk and any other structures will be done in consultation with the community.

Jane Bremmer

Who sets the agenda and determines the running of the meeting? Why is there no opportunity for Committee members to submit agenda items?

The Director Operational Services advised that Committee agendas are dictated by the local government's Standing Orders which determines the way the agenda is set out and how the meeting should be run and that the Instrument of Appointment & Delegation sets out the projects to be listed on the agenda.

The Presiding Member commented that the Council has to work within the parameters of its Standing Orders, however, Councillors have discussed the desire to change the format of meetings to make them more fluid.

4.0 DEPUTATIONS

Nil

5.0 CONFIRMATION OF MINUTES

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED John Wood, Seconded Glen Byleveld, that the minutes of the River Parks Committee meeting held on 6 February 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 9/0

6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Presiding Member referred to the Bindaring Park Concept Plan and advised that Council hopes to meet with State Government agencies before the August 2018 Ordinary Council Meeting.

7.0 DECLARATIONS OF INTEREST

Nil

8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

9.0 REPORTS

9.1 Department of Planning, Lands & Heritage - Draft 2018-2023 Ashfield Flats Reserve Works Program

APPLICATION

The purpose of the report was to re-present the Department of Planning, Lands & Heritage draft 2018-2023 Ashfield Flats Works Program, and to seek formal feedback from the Committee.

ATTACHMENT

Attachment No. 1:

- Draft Ashfield Flats Works Program 2018-2023
- Draft Ashfield Flats Treatment Areas v3 Aerial Map
- Correspondence – Dog Walkers Group

BACKGROUND

At the February 2018 Rivers Parks Committee meeting, the Department of Planning, Lands & Heritage representative presented at as a deputation to the Committee the attached draft 2018-2023 Ashfield Flats Reserve works programme for consideration.

Since presenting the draft program, the Department has started consultation with Council members on the works program, as well as with other interest groups, including AshfieldCAN, Water Corporation and Department of Biodiversity Conservation & Attractions.

On 4 April 2018, the Department of Planning, Lands & Heritage had a meeting with the Department of Biodiversity Conservation & Attractions and as a result some changes have been made to the first Draft presented to the Rivers Parks Committee in February 2018.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017-2027; Strategic Priority 2: Natural Environment

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

STATUTORY REQUIREMENTS

Bush Fire Act 1954
 Local Government Act 1995
 Metropolitan Region Scheme
 State Planning Policy 3.7 Planning in Bushfire Prone Areas
 State Planning Policy 2.8 - Bushland Policy for the Perth Metropolitan Region

FINANCIAL CONSIDERATIONS

Nil at this stage.

COMMENT

In early April 2018, the Town provided the following preliminary or interim feedback to Department of Planning, Lands & Heritage:

- Proposed dogs off-leash area will be subject to consultation;

- Fire Access Tracks And Bushfire Management - April 2017, the Department of Planning advised that the Western Australian Planning Commission (WAPC) was seeking advice regarding the impact of the draft Fire Management Plan presented in regards to the environmental and hydrology / stormwater impact of the proposed limestone tracks on the reserve;
- In August 2016 the Bassendean River Parks Management Committee received the comments from an Interagency Working Group (Department of Planning, Swan River Trust, Department of Water and Town of Bassendean) concerning a "Brief" for a Strategic Management Plan/Master Plan. The interagency group recommended, in part the following works programs:
 - Undertake a detailed Acid Sulphate Soil (ASS) investigation and prepare an Acid Sulphate Soil Management Plan be prepared and implement the ASS plan to ensure soils are appropriately identified and managed.
 - Conduct a Hydrology Study , groundwater assessment and drainage feasibility study.
 - Ground Water Plume characterisation/modelling.
- The East Metropolitan Regional Council, on behalf of Member Councils, is currently conducting a study to understand and manage flood risks and once this report is completed, may be considered as part of any future studies.

In regards to the above preliminary feedback provided, the Department of Planning Lands & Heritage has advised that the Western Australian Planning Commission is keen to work with the Town of Bassendean and the Department of Biodiversity Conservation and Attractions (where it relates to the Swan River Trust) on the matter of the off leash and on leash signage and the requirement for appropriate community consultation. In the first instance, there will need to be an agreement on the areas that need to be designated for both off leash and on leash. Aligned with this is the need to look at walking path realignments and the erection of new fencing along the foreshore, so that the WAPC will be able to achieve the draft Works Program, as follows:

- Protection of the samphire areas;
- Areas to be identified for rehabilitation in line with the draft Works program; and
- Areas to be reserved for access to the water by dogs and public including fishers.

The Department of Planning, Lands & Heritage has previously advised that it is keen to work with key stakeholders to progress a final Ashfield Flats work program and as a consequence, the timing around when the proposed works are undertaken would be subject to the Town of Bassendean and the Department of Biodiversity Conservation and Attractions being in agreement.

As such, the Department of Planning, Lands & Heritage has requested that River Parks Committee provide feedback to permit the draft final documents to be prepared.

Once the draft final documents are prepared, they will be presented to the Committee prior to being adopted by the WAPC/Department of Planning, Lands & Heritage and being implemented.

OFFICER RECOMMENDATION – ITEM 9.1

That the Committee:

1. Notes the Department of Planning, Lands & Heritage is working with key stakeholders and seeking comments on the draft 2018-2023 Ashfield Flats works Program;
2. Notes the Department of Planning, Lands & Heritage has indicated that the draft final 2018-2023 Ashfield Flats works Program will be re-presented to the River Parks Committee prior to being adopted and implemented; and
3. Provides feedback on the proposed draft 2018-2023 Ashfield Flats works program at the River Parks Committee meeting on 8 May 2018 to enable Council to consider this feedback prior to it being provided to the Department of Planning, Lands & Heritage.

Andrew Hawkins, Senior Field Management Officer, Department of Planning – Lands & Heritage, briefed the Committee on the progress of the Ashfield Flats Works Programme.

Funding for these works needs to be expended by 30 June 2018. The three main priorities are:

- 1. Protection of the foreshore from further erosion. Erect a fence/barrier to protect the degrading areas and encourage re-vegetation. Fence with controlled access points will allow for replanting and regrowth. Will not be denying complete access to the foreshore. Will be complemented by signage to inform the community on what is being done and why. Logos of state government agencies including the Town of Bssendean will be on the signage.*
- 2. Realign the walk path along the foreshore – one of many contributors to foreshore erosion. Erect a compound for storage of materials.*
- 3. Hydrological study of the main wetlands. Critical work, as the water flow has been significantly diverted and changed over the last 50 years. July/August 2018.*

Committee members raised the following points:

- River foreshore degradation by speeding boats. Need to reduce speed of boats on the upper reaches of the river – waves causing erosion of river banks. Better enforcement by state government agencies.*
- Glen Byleveld will contact the Department of Transport and bring some information back to the committee.*
- Suggested the Committee write a letter to the Department of Transport to requesting a change of speed limit on the river and increased signage. Cr Brown will be submitting a notice of motion to Council on this issue.*
- Limited consultation with the community. Concern that erection of a fence and realignment of the walkpath will deny residents access to the foreshore.*
- Realign the footpath to take it closer to the river in sections to allow people access. Boardwalk style footpath to protect the vegetation.*
- Onsite Signage to inform the public as soon as possible.*
- Public forum to explain to the community the importance and benefits of the restoration work at the foreshore. Education on what we're trying to achieve.*
- Community consultation should be led by the Town not the state government.*
- Environmental concerns will be covered in permit regulations and will include:
 - What aggregate is being used in the river bank structures.**

- *Weed control - chemicals impacting on the soil and water.*

COMMITTEE RECOMMENDATION – ITEM 9.1

RPC – 1/5/18

MOVED Cr Kathryn Hamilton, Seconded Naomi Bannister, that:

1. The Committee notes the Department of Planning, Lands & Heritage is working with key stakeholders and seeking comments on the draft 2018-2023 Ashfield Flats Works Programme attached to the River Parks Committee Agenda of 8 May 2018;
2. The Committee notes the Department of Planning, Lands & Heritage has indicated that the draft final 2018-2023 Ashfield Flats Works Programme will be re-presented to the River Parks Committee prior to being adopted and implemented;
3. The feedback provided by the Committee on the proposed draft 2018-2023 Ashfield Flats Works programme, at the River Parks Committee meeting held on 8 May 2018, be received and acknowledged by the Department of Planning, Lands & Heritage;
4. The Committee requests that Council asks the Department of Planning, Lands & Heritage to amend the Draft 2018-23 Ashfield Flats Works Programme to ensure:
 - a) controlled access to the Swan River foreshore is identified on the plan;
 - b) the amended draft 2018-2023 Ashfield Flats Works Programme is uploaded to the “Your Say” Town of Bassendean website for community consultation and advertised via Facebook;
 - c) the Department Planning, Lands & Heritage erect appropriate signage onsite to educate and inform the community on the proposed restoration works and invite feedback via the Town of Bassendean’s “Your Say” website;
 - d) the Town of Bassendean in conjunction with the West Australian Planning Commission, Department of Planning Lands & Heritage, Department of Biodiversity Conservation and Attractions, and Department of Water provide a community briefing on the proposed draft concept plan as part of the community consultation process;

- e) the “Your Say” feedback is provided directly to the Department of Planning, Lands & Heritage for their consideration prior to the Department of Planning, Lands & Heritage providing a full report to the River Parks Committee for consideration;
5. The Town requests that the Department of Transport review the current boat speed on the upper reaches of the Swan River and undertake a community education and water policing programme.

CARRIED UNANIMOUSLY 8/0

Mr Andrew Hawkins tabled a revised 2018-2023 Ashfield Flats Works Program – Version 4”, which is included as an attachment to these minutes (Attachment No. 4).

9.2 Bushcare Volunteer Action Plans 2018/2019 (Ref: GRSU/PROGM/4 - Jeremy Walker Senior Environmental Officer)

APPLICATION

The purpose of the report is to advise the Committee of the Bushcare Volunteer Action Plans for 2018-19 financial year.

ATTACHMENT

Attachment No. 2:

- Bassendean Preservation Group Planting Program 2018
- Friends Of Bindaring Park Community Event 2018
- Friends Of Success Hill Action Plan 2018

BACKGROUND

The Town of Bassendean has a Volunteer Bushcare Guide for volunteers involved in bushcare activities on Council managed reserves; the guide was developed in 2008 and last reviewed in 2013.

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

The objectives of the guide are to:

- Ensure that all volunteers are registered and undertake approved work in accordance to Council’s Volunteer Policy and this guide;
- Ensure that bushland reserves are managed in accordance to industry wide Best Practice bush management techniques in order to maintain and/or enhance their conservation and community values;
- Provide a safe working environment for volunteers undertaking bushcare activities on Council reserves;
- Determine an appropriate framework and process for Council support of bushcare volunteers; and
- Provide a guide to preparing Work Plans and Action Plans for Council reserves.

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

STRATEGIC IMPLICATIONS

Strategic Priority 2: Natural Environment

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

STATUTORY REQUIREMENTS

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

FINANCIAL CONSIDERATIONS

Each action plan submitted has a Volunteer Form 3 request for assistance outlining the financial support the group requires from Council to undertake activities outlined in their action plan; these figures are provided to Council for budget consideration.

COMMENT

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

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

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

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

- Budgeting purposes;
- To ensure all volunteer work is in accordance with the Towns Volunteer policy; and
- To ensure that bushland reserves are managed in accordance to industry Best Management Practice for bush management, in order to maintain and/or enhance their conservation and community values.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.2

RPC – 2/5/18

MOVED Cr Bob Brown, Seconded Cr Kathryn Hamilton, that the Committee notes that:

1. Actions Plans have been received from the Bassendean Preservation Group, Friends of Bindaring Park Bassendean and, Friends of Success Hill; and
2. Funds will be listed for Council consideration in the 2018-19 financial year to cover Volunteer Form 3 Request for Assistance that each group has submitted.

CARRIED UNANIMOUSLY 7/0

9.3 Ashfield Flats Reserve – Fox Activity (Ref PARE/MAINT/68) Jeremy Walker Senior Environmental Officer

APPLICATION

The purpose of the report is to advise the Committee of the Ashfield Flats Reserve fox activity and the management approach to dealing with foxes.

ATTACHMENT

Attachment No. 3:

- November 2017 - Ashfield Flats Fox Activity Survey, NAMS
- May 2018 - Quotation for fox monitoring and trapping program

BACKGROUND

In November 2017, the Town commissioned Natural Area Management Services (NAMS) to undertake monitoring for fox activity between 8th November and 13th November 2017, on the Town of Bassendean managed land. The survey involved a site inspection of the area, the establishment of camera traps and installation of sand pads. Sand pads were baited with an olfactory lure (fox urine) to attract foxes to the monitoring locations.

The November 2017 monitoring program did not find any fox dens or signs of feeding (carcasses) on the Town of Bassendean managed land. However, one scat was located near 151 Hardy Road and fox activity was recorded on Camera 5 (near French Street) on 12th November 2017, and Camera 6 (adjacent to Reid St drain, not Town managed land) on 8th November 2017.

Western Australian Planning Commission (WAPC) advised that they engaged Alpha Pest Management to undertake fox surveillance over December 2017 and January 2018. The WAPC have advised their consultant did not detect at the time of the surveillance evidence of foxes on land owned by WAPC and managed by the Department of Planning, Lands and Heritage.

In early April 2018, residents again reported a fox sighting at Ashfield Flats Reserve and as a result this report is provided to the Committee for consideration.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017- 2027 Strategic Priority 2: Natural Environment

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

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

In May 2018, the Town obtained a quote of \$5,450 ex GST to provided fox monitoring and trapping program for both Town of Bassendean land & WAPC land which is managed by the Department of Planning, Lands and Heritage.

COMMENT

As a result of the continuing fox reports received, and given the majority of the land is managed by the Department of Planning Lands and Heritage, the Town is working in conjunction with State Government agency and obtained a quote for fox monitoring and trapping for all of Ashfield Flats Reserve.

The WAPC are currently reviewing the attached proposal from Natural Area Management Services (NAMS), which involves a 5 day pre-trapping monitoring program with the use of infra-red motion sensor cameras, trail cameras will be reviewed regularly and free feed applied to the area.

It should be noted that before trapping commences an 'application for permit to trap declared vertebrate pest animal' form will be completed as prescribed under regulation 45 of the biosecurity and agricultural management act (2007). NAMS have proposed using Victor 1.5 soft jaw leg traps with protective lids used to cover the traps during the day and hours of increased public activity.

NAMS will remove the protective covers to make the traps live when deemed safe to do so and all traps will be marked with flagging tape and GPS coordinates recorded for reference along with caution signage at all potential access points. All traps will be checked each morning no later than 3 hours after sunrise, trapped feral animals will be euthanized in-situ. Destroyed pests will be buried at a suitable location onsite at a minimum depth of 600mm below ground level.

NAMS have advised that after they finish 5 day monitoring and risk assessment if they deem domestic animals are of high risk to trapping, the Town will be consulted to determine if trapping should proceed.

The Committee requested that the fox monitoring be extended to include Pickering Park and Bindaring Park.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3

RPC – 3/5/18

MOVED Cr Kathryn Hamilton, Seconded Cr Bob Brown, that the Committee:

1. Receives the November 2018 Fox Activity Survey;
2. Notes the Fox Monitoring & Trapping Program received from consultant Natural Area Management Services (NAMS) is currently under review by the Western Australian Planning Commission; and
3. **Requests that the Town of Bassendean includes fox monitoring to Pickering Park and Bindaring Park.**

CARRIED UNANIMOUSLY 7/0

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

12.0 CONFIDENTIAL BUSINESS

Nil

13.0 **CLOSURE**

The next meeting will be held on Tuesday 7 August 2018 commencing at 3.00pm.

There being no further business, the Presiding Member closed the meeting at 5.50pm.

ATTACHMENT NO. 1

Ashfield Flats Works Program: 2018-2023

VERSION 3



Overview: Ashfield Flats - treatment of areas

Area	Details	Priority	Funding
Foreshore	<ul style="list-style-type: none"> Remediate foreshore areas near boardwalk that have been severely affected by erosion and implement erosion control measures subject to approval by DBCA. Proposed remediation techniques to include stabilisation of the foreshore using hessian bags filled with locally sourced material, brush walling, infill with local sand, brush matting, coir matting and revegetation using endemic riparian species. Research and monitoring will be undertaken to assess whether treatment is effective 	High (within 1 year)	~\$30k
	<ul style="list-style-type: none"> Continue to maintain existing areas where foreshore stabilisation and revegetation works have been carried out including additional plantings, signage, ongoing weed management and maintenance of fencing to protect revegetated areas from dogs and pedestrian traffic 		~\$10k
	<ul style="list-style-type: none"> Work in conjunction with SRT to develop species list, signage and staged plan of implementation (may be suitable for SRT funding) Revegetate back ~20m from the foreshore with medium density vegetation (to enable some access by pedestrians). Minimum of 5 year program, 		~\$40k

	yearly plantings, fencing and ongoing maintenance will be required for this area		
	<ul style="list-style-type: none"> Remove the existing path along the foreshore – boardwalk to remain in place Re-alignment of the pathway along the foreshore and relocation of benches above the area of tidal influence to allow for the creation of a wider strip of native riparian vegetation along the foreshore 	Medium/High (Within 1-2 yrs)	DPLH ~300k
Revegetated Woodland	<ul style="list-style-type: none"> Undertake revegetation program to create an open woodland corridor using appropriate species such as <i>Eucalyptus rudis</i> - develop a suitable species list in conjunction with Swan River Trust and Bassendean Preservation Society New sealed path to be on a lateral alignment with revegetated area. Path to double as fire access track as needed and be developed in stages Fire Access Track along northern border Maintain as a public open space Continue program of weed mapping, targeted weed management, weed monitoring and slashing of open grassed areas 	Medium/High (Within 1-2 yrs)	DPLH ~\$30k
Fringing Woodland	<ul style="list-style-type: none"> Path at northern boundary further delineated Maintain and enhance existing woodland areas with supplementary planting and weed management Undertake fire hazard reduction works where necessary to reduce fuel loads in the margins of the reserve, consideration of the ecological values of the site must be considered prior to scheduling work of this nature Continue program of weed mapping, targeted weed management, weed monitoring and slashing of open grassed areas 	Low (Within 3 yrs)	DPLH ~\$30k
Samphire Wetland and Stormwater Treatment Areas	<ul style="list-style-type: none"> Investigate options to infill Water Corporation drains and redirect flows to mimic the historical hydrology of the wetlands including a revegetated area for stormwater treatment and sediment capture - hydrology study required Investigate options to include a stormwater treatment area on ToB held Lots adjacent to Iveson Place, Bassendean Consider potential environmental impacts and feasibility of providing a walking trail incorporating boardwalks and a viewing platform Planting of fringing vegetation around Samphire Wetland area to reduce invasion by weeds and provide cover for fauna Ongoing weed management 	Low (Within 3 yrs)	DPLH/ Water Corp \$TBA
Viewing Area	<ul style="list-style-type: none"> Continue revegetation/ stabilisation program and weed management on the steep bank and lookout at Villiers St West Potential to subdivide out of Lot 821 and cede to Crown with Management Order to ToB 	Medium/High (Within 1-2 yrs)	DPLH/ ToB
Fire Access Tracks And Bushfire Management	<ul style="list-style-type: none"> Construction of strategic fire access tracks for emergency response vehicles, location of limestone access tracks to be determined through consultation with relevant stakeholders Recognise the use of Helitac equipment during fire response as best practice – able to use river water due to wetland vegetation Prescribed burning unlikely due to Wetland area and Bush Forever status Undertake opportunistic weed control and revegetation after fire events Must work with ToB to manage vegetation on their Lots 3 and 12 at rear of Hardy Rd properties – consider transfer to WAPC to consolidate area Maintain fences, bollards and access gates to restrict unauthorised vehicle access 	Medium/High (Within 1-2 yrs)	DPLH
Consultation and Heritage	<ul style="list-style-type: none"> Undertake consultation with stakeholders and traditional owners with historical connections and knowledge relevant to Ashfield Flats 	Medium/High (1-2 yrs)	N/A

Fragmented Areas	<ul style="list-style-type: none"> • Consolidate fragmented land parcels and unmade roads to create well defined management areas for the appropriate land managers to maintain and improve 	Low (Within 3 yrs)	N/A
Acid Sulphate Soils	<ul style="list-style-type: none"> • High probability of ASS and PASS onsite • Best approach is to minimise disturbance • Infill of Water Corp drain may reduce acidification processes 	Low (Within 3 yrs)	N/A



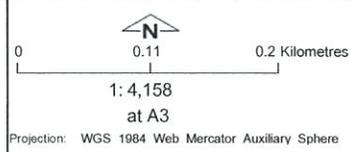
- Legend**
- Localities
 - Local Government Area
 - WAPC Owned Land
 - Cadastral - Land Ownership (view)
 - Local Government
 - Private
 - State Government
 - Commercial Organisation
 - Cadastral (View 1)
 - Contours (1 metre)
 - Watercourse Areas

Notes:
The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. This information is stored in the relevant layers metadata. For these reasons the map should not be distributed outside of the Department.
Map was produced using DPLH's PlanViewWA.

Draft Ashfield Flats Treatment Areas v3

INTERNAL USE ONLY

Internal Spatial Viewer
[Link to website](#)



Produced by: **FUNCTIONALITY TO COME**
Date produced: **06-Apr-2018**

Bassendean River Parks Management Committee
Town of Bassendean
Via mail@bassendean.wa.gov.au

13/4/2018

To whom it may concern

Re: Dog Walking at Ashfield Flats

On 5/4/2018 a group of local Bassendean residents met to establish the Bassendean Dog Walkers. The meeting was held to discuss the issues around 'off leash' access to Sandy Beach and Ashfield Flats, with the proposed new Nature Playground initiating our conversations. We write this letter to table our group's thoughts regarding dog walkers concerns and contribution to the community, specifically to the Ashfield Flats area.

There was initial confusion with regards to where dogs are actually allowed to be 'off leash'. Ms Melissa Mykytiuk, Councillor for the Town of Bassendean (TOB), was in attendance and clarified that the reticulated area of Sandy Beach Reserve is not currently an off leash area. She advised that the majority of the Ashfield Flats, is currently managed by the WA Planning Commission and that, despite there currently being TOB signage in place indicating it is an off leash area, this was not necessarily the case.

The group identified the following as being priorities for the group regarding the Ashfield Flats and Sandy Beach Reserve:

1. The Ashfield Flats and Sandy Beach Reserve are extremely valuable community assets - spaces for the whole community - and, as such, should be freely accessible to all members of the community. Multiple group members indicated this was a space where community members socialise on a regular basis.
2. Dog walkers access the areas on a very regular basis with most accessing it daily and some multiple times per day. It was noted that they are deemed to be the most frequent users of the area.
3. Dog walkers provide a high level of 'passive security' with regular and frequent use of the areas preventing criminal activity such as car break-ins, car theft, vandalism and graffiti.
4. Dog walkers provided conservation activities including collecting rubbish such as plastic bags, fishing line, bottles and cans from the river and its banks.
5. Conservation of the local flora and fauna is a priority for the group.
6. Erosion of the river banks is of concern to the group. Noted was the fact that natural erosion is being exacerbated by speeding boats, lack of vegetation, and other issues. It was agreed that, although dogs can contribute to the erosion of the river banks, it is scientifically low on the hierarchy of causative effects of erosion. Options to minimise the effects of erosion caused by dogs were discussed.

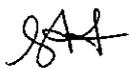
The following suggestions were made by the group to address the group's concerns with regards to Ashfield Flats and Sandy Beach Reserve:

1. 'Off Leash' privileges be maintained in the Ashfield Flats area to maintain the current level of community use and the passive security it provides.
2. A map of dog 'off leash' walking areas be available on the TOB website.
3. Current signage regarding off leash areas, and ON leash areas, be improved to assist the community to identify where they are, and are not, permitted to have dogs off leash.
4. Educational signage regarding the flora and fauna of the area be upgraded and/or implemented in appropriate areas to promote the diversity and needs of the environment and how to protect it. Signage should promote good behaviour by community members and the need to share the space.
5. Designated areas be identified and clearly signed allowing dogs to access and swim in the river, to prevent dogs trampling areas that needs protection.
6. Consideration be given to better fencing of the bridge is Ashfield Flats to prevent dogs entering the wetlands around the bridge.
7. Dog training classed be available in the area and promoted to the community to improve owner control of dogs.
8. 'Poo bags' made of vegetable products, rather than oil based products, that are fully biodegradable be provided to dog walkers.

The idea of enclosed dog walking areas was discussed and there was unanimous agreement that such areas would not meet the needs of dog walkers and were not a welcomed suggestion.

I trust that this letter provides a clear indication of local dog walkers' thoughts regarding the Ashfield Flats and Sandy Beach Reserve. We welcome this letter being distributed to various departments within the Town Of Bassendean and formally request that it be tabled and discussed at the next committee meeting.

Kind regards



Stephanie Hammersley
On behalf of
Bassendean Dog Walkers group

cc:

WAPC Representatives:

Peter Kane, Peter.Kane@dplh.wa.gov.au

Kevin Bryant, Kevin.Bryant@dplh.wa.gov.au

Damien Agnew, damien.agnew@dplh.wa.gov.au

ATTACHMENT NO. 2



Proposal for community engagement 2018, with support from the Town of Bassendean

Outcomes for 2018:

1. The FoB group proposes to conduct a community event at Bindaring Park with speakers in the morning, guided walks, lunch and an open forum in the afternoon. The forum would be centred within a marquee, with the idea is that being on-site participants can go and look at areas under discussion and get to know the ground.
2. During the event volunteers will have the opportunity to enrol to take part in ongoing activities that will contribute to the conservation values of the wetland and increase the sense of ownership felt in the community, see 5, below.
3. Also FoB members would like to take up the offer of training in use of ToB's water testing equipment so that data collection can be commenced.
4. In addition to the forum event, FoB would like to offer two separate walking tours at different times of year and times of day – for discussion with ToB.
5. Each event will include some information displays that show life in the wetland – such as mosquito management and viewing water critters through the microscope - always popular.

Outline of proposed event 'On the Ground at Bindaring Park'

1. People invited to speak to include
 - Jeremy Walker, Town of Bassendean
 - COTERRA Environment?
 - People from kindred organisations and neighbouring projects (use Wetland conference to spot potential speakers/projects) to talk about successes in their wetland management
2. Offer guided walks to specific areas of interest
3. Conduct an open forum discussion
4. Sausage sizzle lunch
5. Call for volunteers for community engagement activities, such as –
 - coordinated fauna database compilation
 - commence intensive weed replacement and revegetation work in carefully selected area/s.
6. **Costs:**

A preliminary estimate has identified costs of about \$2,500, which includes marquee, toilet PA hire, catering and printing, etc. To cover those costs FoB plans to

 - a. approach the ToB to assist with half of that cost, plus the in-kind loan of other furniture and equipment
 - b. approach local sources of sponsorship
 - c. identify any grants that may be available for 'Friends of..' groups.

d. Preliminary costs for doing a forum at Bindaring Park:

Spuds Hire - Marquee 9m X 9m could seat 60 -100 people	-\$1069.20	
Delivery	\$66.00	
Labour	\$330.00	
sub total		\$1465.20
Toilet hire - 2 loos (based on 2017 cost)		\$450.00
PA hire (based on 2017 cost)		\$120.00
Catering (estimate)		\$350.00
Printing (estimate)		\$150.00
<hr/>		
Preliminary budget (as at Jan 2018)		\$2535,20

Note: Second quote for Marquee hire was \$2112 for 10m x 12m, plus \$220 delivery.

3 Tables source - TOB

60 -100 chairs source - TOB

BBQ source TOB

Friends of Success Hill Reserve Action Plan 2018

Weeding.

The steam weeding trial in the bushland has been very successful. We thank the ToB for allocating funds to this. We now request that this approach be expanded to other parts of the reserve, particularly the northern end and the embankment on the river side.



Veldt grass in 2012 after two blanket spray treatments with Fusilade Forte in 2010 and 2011.



Steam Weed treatment in 2017

As such the FOSHR would like to continue hand weeding and planting throughout winter. We would like to acknowledge the success of steam and other pesticide free alternatives undertaken by the EMRC in their recent trial and suggest that the Town of Bassendean support safer non-chemical ecological restoration at Success Hill Reserve and throughout the Town of Bassendean in other bushlands and wetland environments as a priority given the success of safer alternatives.

<http://www.emrc.org.au/documents/231/alternative-weed-management-trail-report>

FOSHR intend to hand weed and plant in the reserve from May 2018 through to Sep 2018. We would therefore appreciate any support and seedlings the ToB can offer.

Planting

Some species have been doing really well while others have not. Most of the Marri tree's have not survived but a number of other species, especially those which came from the 'Friends of the Trees' stock, did really well.

We would like to suggest that these species be a priority for groundcover.



Banksia's continue to be the most robust and successful tree to plant in the reserve. There are many self-seeded Banksia's in the reserve that have survived well. We would like to prioritise Banksia tree plantings for food for native species especially the endangered Carnaby Cockatoo's who visit regularly.

The future of Success Hill Reserve

The ecological and cultural values of Success Hill Reserve are at risk while this small Class A bushland reserve and adjoining turfed green open space remains the site for an events venue. This Class A bushland reserve must be protected from any events plans if it is to survive and thrive. A reconsideration of all plans affecting this reserve is urgently needed.

Unresolved paths

The paths that currently exist at the reserve are contributing to a number of issues that are adversely affecting the ecological and cultural values of the reserve.

1. People are using the eastern boundary path because it is the biggest and widest, to walk their dogs (using the reserve as a dog lavatory) and ride bikes (sometimes trail bikes) This is in effect scaring native species away, soiling the reserve, and spreading weeds. I rarely see anyone using the dieback stations especially bike riders who ride along this path without ever brushing off their wheels. This has the potential to spread dieback into the reserve. This path must be closed if the reserve is to be restored and regenerated.
2. People using the internal paths are taking their metal detectors into the reserve and digging into the soil.
3. People using the internal paths are often leaving these paths and entering the bushland reserve, damaging large plants and trees, ripping them down for firewood, lighting fires and using the bush as a toilet, leaving rubbish behind, spreading weeds and damaging seedlings.

The limestone path along the embankment fenceline (eastern boundary) should be closed and the paths that were agreed to by the Traditional Owners should be formalised. These include the first entry point path at the south western corner of the reserve and along 7th avenue.

The council should consider fencing the reserve along the edge under the pine trees and along seventh avenue at the base of the dune so as to prevent the spread of weeds, dieback, rubbish and vandalism.

Signs

When the paths are formalised, signage should be erected at each entry point to state that the bushland is a registered sacred site and that bikes, horses, vehicles and straying off the paths, is prohibited.

Yours sincerely,

Jane Bremmer
Coordinator
Friends of Success Hill Reserve.
47 Seventh Ave,
Bassendean, 6054.
0432 041 397

ATTACHMENT NO. 3



Natural Area
CONSULTING MANAGEMENT SERVICES

Town of Bassendean

Ashfield Flats Fox Activity Survey

Natural Area Holdings Pty Ltd
99C Lord Street, Whiteman, WA, 6076
Ph: (08) 9209 2767
info@naturalarea.com.au
www.naturalarea.com.au



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Document Title	2017 11 13 NAM TOB Ashfield Flats Fox Activity Survey				
Location	S:\Drop Box\Client Folders (GPB)\Town of Bassendean\2017 Quotes\Ashfield Fox Monitoring\2017 11 13 NAM TOB Ashfield fox monitoring.docx				
Draft/Version No.	Date	Changes	Prepared by	Approved by	Status
D1	13/11/2017	New document	CW	BC	Draft
V1	16/11/2017	Reviewed document	CW	BC	Released

Contents

Disclaimer2

Contents3

Executive Summary4

1.0 Introduction.....5

2.0 Methodology6

3.0 Results9

4.0 Recommendations.....12

Executive Summary

The Town of Bassendean manages approximately 3.9 ha of Ashfield Flats reserve; with adjacent areas currently under the management of the Western Australian Planning Commission (WAPC). Ashfield Flats is bound by the Swan River to the south, residential properties to the north and west, and adjoins sandy beach reserve and additional residential properties to the east.

Natural Area Consulting Management Services undertook monitoring for fox activity between 8th November and 13th November 2017. The survey involved a site inspection of the area, the establishment of camera traps and installation of sand pads. Sand pads were baited with an olfactory lure (fox urine) to attract foxes to the monitoring locations.

No fox dens, tracks or signs of feeding (carcasses) were located during the site inspection. One scat was located near 151 Hardy Road. Fox activity was recorded on Camera 5 (near French Street) on 12th November 2017, and Camera 6 (adjacent to Reid St drain, not Town managed land) on 8th November 2017.

Based on the lack of dens, low recorded levels of fox activity and high levels of off lead dog activity at this site, Natural Area does not recommend any trapping for foxes with the Town managed areas of Ashfield Flats.

1.0 Introduction

Natural Area Consulting Management Services was contracted by the Town of Bassendean in November 2017 to undertake fox activity monitoring within the Town managed land parcels of Ashfield Flats (Figure 1). A site inspection was undertaken on Wednesday 8th November 2017, with motion sensor camera traps and sand traps installed in key locations; these locations were monitored until Monday 13th November 2017. The purpose of this report is to outline the inspection methodology, results and recommendations of fox activity monitoring at Ashfield Flats.



Figure 1: Town managed land parcels of Ashfield Flats, approximately 3.9 ha

2.0 Methodology

An initial site inspection was undertaken on 8th November 2017. The inspection involved walking over the assessment area and recording the GPS locations of any fox activity. During the inspection, areas with a higher probability of recording fox activity were identified, and camera traps or sand plots were installed (Figure 2, Table 1). Sand plots were baited with an olfactory lure (fox urine) to attract foxes to the plot location.

Camera traps and sand plots were monitored from 9th November to 13th November 2017, all traps were removed on the final day of monitoring.

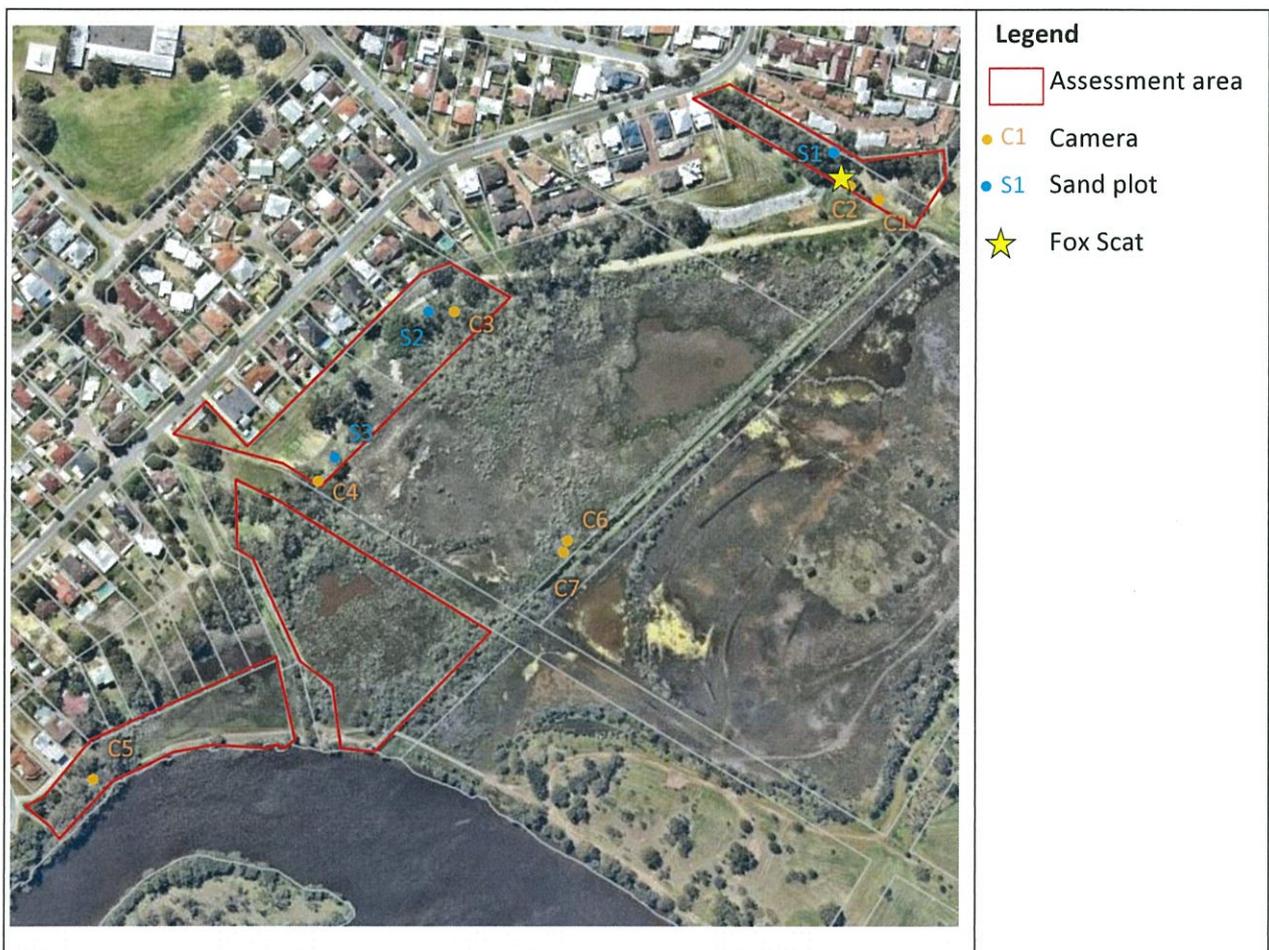


Figure 2: Fox activity monitoring key locations



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Client	Town of Bassendean
Date	13/11/2017
Created By	CW
Checked By	LS
Image Source	Nearmap
Datum	-
Version	V1

Table 1: Camera/Sand plot locations

Camera/ Sand plot #	Latitude (S)	Longitude	Photo
Camera 1	-31.91614°	115.94647°	
Camera 2	-31.91611°	115.94611°	
Camera 3	-31.91694°	115.94337°	
Camera 4	-31.91804°	115.94238°	
Camera 5	-31.91990°	115.94077°	

Camera/ Sand plot #	Latitude (S)	Longitude	Photo
Camera 6	-31.91911°	115.94346°	
Camera 7	-31.91918°	115.94347°	
Sand plot 1	-31.91591°	115.94621°	
Sand plot 2	-31.91691°	115.94321°	
Sand plot 3	-31.91804°	115.94238°	

3.0 Results

No signs of fox dens, tracks or feeding (carcasses) were located during the site inspection. A fox scat (Figure 3) was located near the location where Camera 2 was established. Fox activity was recorded on Cameras 5 and 6 (Figure 4 and 5); a record of image captures is outlined in Table 2. Non-target animals recorded on the camera traps included birds and domestic dogs. No signs of fox activity were recorded in any of the sand plots.



Figure 3: Fox scat located near Camera 2 set up area



Figure 4: Fox recorded on Camera 5 November 12, 2017 at 4.29 am

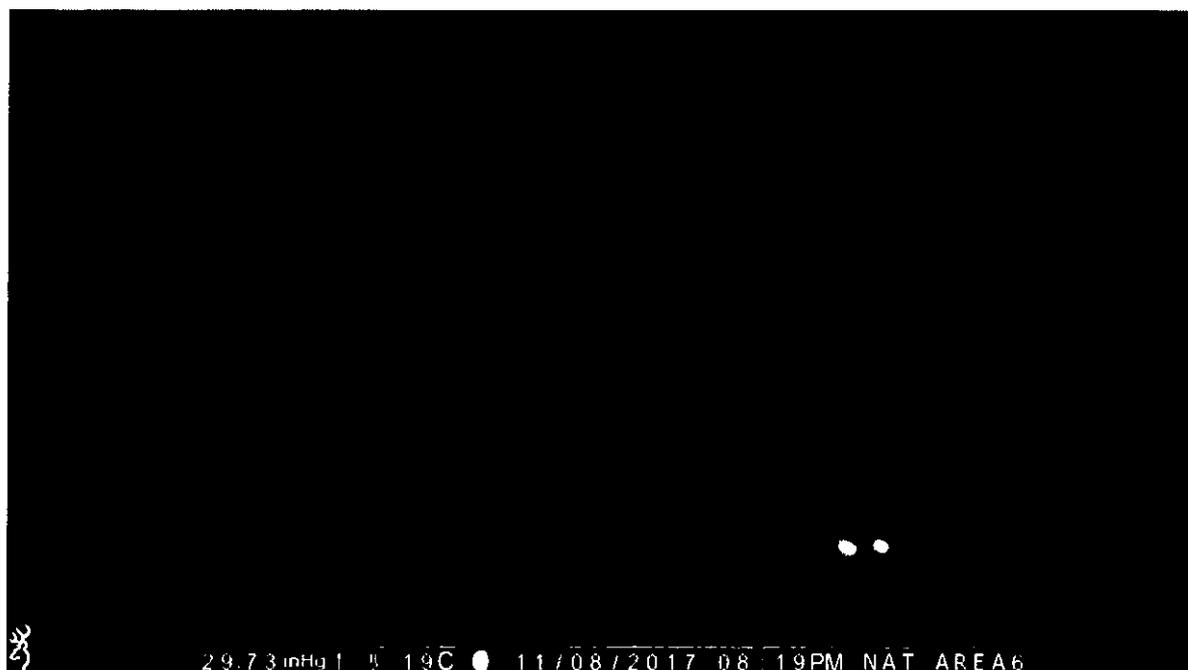


Figure 5: Fox recorded on Camera 6 November 8, 2017 at 8:19 pm

Table 2: Camera trap image record

Camera #	Date	Time	Description
Camera 1	8/11/2017	10:21 AM	Snake, most likely Tiger Snake (<i>Notechis scutatus</i>)
	8/11/2017	4:44 PM	Australian Magpie (<i>Cracticus tibicen</i>)
	9/11/2017	7:08 AM	Australian Magpie (<i>Cracticus tibicen</i>)
	9/11/2017	11:02 AM	Bird, Passerine sp.
	10/11/2017	6:52 AM	Australian Magpie (<i>Cracticus tibicen</i>)
	10/11/2017	6:26 PM	Australian Magpie (<i>Cracticus tibicen</i>)
	11/11/2017	10:46 AM	Bird, Passerine sp.
	11/11/2017	6:34 PM	Australian Magpie (<i>Cracticus tibicen</i>)
	12/11/2017	8:06 AM	Australian Magpie (<i>Cracticus tibicen</i>)
	13/11/2017	6:57 AM	Australian Magpie (<i>Cracticus tibicen</i>)
Camera 2	11/11/2017	10:20 AM	Australia Raven (<i>Corvus coronoides</i>)
Camera 3	11/11/2017	11:13 AM	Laughing Dove (<i>Streptopelia senegalensis</i>)
Camera 4	8/11/2017	4:19 PM	Grey Butcher Bird (<i>Cracticus torquatus</i>)
	9/11/2017	4:11 PM	Purple Swamphen (<i>Porphyrio porphyrio</i>)
	10/11/2017	7:43 PM	Grey Butcher Bird (<i>Cracticus torquatus</i>)
	10/11/2017	7:44 AM	Laughing Dove (<i>Streptopelia senegalensis</i>)
	10/11/2017	8:53 AM	Purple Swamphen (<i>Porphyrio porphyrio</i>)

Town of Bassendean
Ashfield Flats Fox Activity Survey

Camera #	Date	Time	Description
	12/11/2017	6:18 AM	Purple Swamphen (<i>Porphyrio porphyrio</i>)
	12/11/2017	8:52 AM	Spotted Dove (<i>Streptopelia chinensis</i>)
	12/11/2017	2:01 PM	Purple Swamphen (<i>Porphyrio porphyrio</i>)
Camera 5	11/11/2017	8:23 AM	Domestic dog (<i>Canis lupus familiaris</i>)
	11/11/2017	12:29 PM	New Holland Honeyeater (<i>Phylidonyris novaehollandiae</i>)
	12/11/2017	4:29 AM	European red fox (<i>Vulpes vulpes</i>)
Camera 6	8/11/2017	8:19 PM	European red fox (<i>Vulpes vulpes</i>)
	9/11/2017	8:19 AM	Australian Magpie (<i>Cracticus tibicen</i>)
Camera 7	8/11/2017	6:28 PM	Recreational walker
	9/11/2017	10:01 AM	Australia Raven (<i>Corvus coronoides</i>)
	9/11/2017	3:01 PM	Domestic dog (<i>Canis lupus familiaris</i>) and walker
	10/11/2017	6:57 AM	Recreational walker
	10/11/2017	9:02 AM	White-faced Heron (<i>Egretta novaehollandiae</i>)
	10/11/2017	4:00 PM	Domestic dog (<i>Canis lupus familiaris</i>) and walker
	10/11/2017	5:49 PM	Domestic dog (<i>Canis lupus familiaris</i>) and walker
	10/11/2017	6:05 PM	Domestic dog (<i>Canis lupus familiaris</i>) and walker
	11/11/2017	10:47 AM	White-faced Heron (<i>Egretta novaehollandiae</i>)
	12/11/2017	6:13 AM	Domestic dog (<i>Canis lupus familiaris</i>) and walker
	12/11/2017	7:28 AM	Australia Raven (<i>Corvus coronoides</i>)
	12/11/2017	8:03 AM	Domestic dog (<i>Canis lupus familiaris</i>) and walker
	12/11/2017	10:45 AM	Australia Raven (<i>Corvus coronoides</i>)
	12/11/2017	1:49 PM	Australia Raven (<i>Corvus coronoides</i>)
	12/11/2017	6:11 PM	Domestic dog (<i>Canis lupus familiaris</i>) and walker
	13/11/2017	5:47 AM	Domestic dog (<i>Canis lupus familiaris</i>) and walker

4.0 Recommendations

Two foxes were recorded during the monitoring event, once in the Town of Bassendean managed areas near French Street and once near the drain on WAPC land (Table 2). As there were no signs of carcasses or dens, it is likely that foxes are using the area as a corridor to access other areas along the Swan River rather than a den or hunting location. Due to the low levels of fox activity and high numbers of dogs recorded off lead at this site, trapping is not recommended due to the risks of injury domestic animals and the low cost/benefit ratio of a trapping program.



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Quotation for fox monitoring and trapping program

Date: 3/05/2018
Quote No.: 2018 04 27 Rev1
Attention: Jeremy Walker
Company: Town of Bassendean/Department of Planning, Lands and Heritage
Email: jwalker@bassendean.wa.gov.au
Project: Ashfield Flats fox monitoring and trapping program
Prepared by: Ben Cocker
Phone: 0488 297 560
Email: ben.cocker@naturalarea.com.au

The following quotation is provided to the Town of Bassendean and Department of Planning, Lands and Heritage for the monitoring and control of foxes within Town of Bassendean managed land at Ashfield Flats. Foxes will be targeted with the use of soft jaw leg hold traps and euthanized in-situ in a humane and ethical manner by method of firearm. A 5 day pre-trap monitoring program followed by a 5 day trapping program will be undertaken.

Methodology

Monitoring

Prior to the application of any soft jaw leg hold traps, a preliminary site assessment will be undertaken to identify areas of feral pest activity; locating possible den sites, areas of high activity (scats, tracks, carcasses) and potential trap locations. A 5 day pre-trapping monitoring program will be undertaken with the use of infra-red motion sensor trail cameras to ascertain pest numbers, travel pathways taken and time of visitations. Free feed baiting will be undertaken to attract foxes to the trap sites and establish a feeding routine. Any dens located onsite will be collapsed upon inspection. Trail cameras will be reviewed regularly, and free feed applied to the area to continue activity to the selected trap sites.

Trapping

Given the site location and zoning, an 'Application for permit to trap declared vertebrate pest animals' form must be completed as prescribed under Regulation 45 of the Biosecurity and Agricultural Management Act (2007), for use of soft jaw leg hold traps. Victor 1.5 soft jaw leg hold traps for fox capture will be left set 'live' in the ground for the duration of the trapping program. Protective lids will be used to cover the soft jaw leg hold traps throughout the day until the late afternoon where they will be removed and the trap will be 'live'. Trapping locations will be marked with flagging tape and GPS coordinates recorded for reference.

All traps will be checked each morning for the duration of the program. All traps to be checked and reset no later than 3 hours after sunrise. In the event that non-target native species are captured, the animal shall be



Quotation for fox monitoring and trapping program

inspected for potential injury prior to being released. Any suspected injured native animals will be transported to the nearest veterinary clinic for assessment.

Caution signage will be erected at all potential access points no later than 72 hours prior to traps being installed. Trapped feral animals will be euthanized in-situ with a firearm which is licenced under Natural Area's Corporate Firearms Licence. A firearms risk assessment and shoot plan will be conducted for the site prior to any shooting works. Notification of firearm use will be provided to the nearest police station and Town of Bassendean contact before the firearm is discharged to euthanise pests. No open ground shooting will occur other than at trapped pests. Destroyed pests will be buried at a suitable location onsite at a minimum depth of 600mm below ground level.

Table 1: Cost schedule

Item	Unit	Qty	Unit Cost (\$ ex GST)	Total Cost (\$ ex GST)
Pre-trapping monitoring	item	1	1,800.00	1,800.00
Trapping program	item	1	3,250.00	3,250.00
Report	ea.	1	400.00	400.00
			Total ex GST	5,450.00
			GST	545.00
			Total inc GST	5,995.00

Note: Pending the results of pre-trapping monitoring works, if domestic animals are highly likely to be affected by trapping activities, the Town will be consulted to determine whether trapping should proceed. If it is decided that trapping should not proceed, invoicing will reflect pre-trapping monitoring works only.

Ashfield Flats Works Program: 2018-2023 – Version 4



Overview: Ashfield Flats - treatment of areas

Area	Details	Priority	Funding
Foreshore	<ul style="list-style-type: none"> Remediate foreshore areas near boardwalk that have been severely affected by erosion and implement erosion control measures subject to approval by DBCA. Proposed remediation techniques to include stabilisation of the foreshore using hessian bags filled with locally sourced material, brush walling, infill with local sand, brush matting, coir matting and revegetation using endemic riparian species. Research and monitoring will be undertaken to assess whether treatment is effective 	High (within 1 year)	DPLH ~\$50k
	<ul style="list-style-type: none"> Maintain existing areas where foreshore stabilisation and revegetation works have been carried out including additional plantings, signage, ongoing weed management and installation of fencing to protect revegetated areas from dogs and pedestrian traffic 		~\$40k
	<ul style="list-style-type: none"> Work in conjunction with SRT to develop species list, signage and staged plan of implementation (may be suitable for SRT funding) Revegetate back ~20m from the foreshore with medium density vegetation (to enable some access by pedestrians). Minimum of 5 year program, yearly plantings, fencing and ongoing maintenance will be required for this 		~\$40k

	<ul style="list-style-type: none"> area Remove the existing path along the foreshore – boardwalk to remain in place 		
	<ul style="list-style-type: none"> Re-alignment of the pathway along the foreshore and relocation of benches above the area of tidal influence to allow for the creation of a wider strip of native riparian vegetation along the foreshore 	Medium/High (Within 1-2 yrs)	DPLH ~300k
Revegetated Woodland	<ul style="list-style-type: none"> Undertake revegetation program to create an open woodland corridor using appropriate species such as <i>Eucalyptus rudis</i> - develop a suitable species list in conjunction with Swan River Trust and Bassendean Preservation Society New sealed path to be on a lateral alignment with revegetated area. Path to double as fire access track as needed and be developed in stages Fire Access Track along northern border Maintain as a public open space Continue program of weed mapping, targeted weed management, weed monitoring and slashing of open grassed areas 	Medium/High (Within 1-2 yrs)	DPLH ~\$30k
Fringing Woodland	<ul style="list-style-type: none"> Path at northern boundary further delineated Maintain and enhance existing woodland areas with supplementary planting and weed management Undertake fire hazard reduction works where necessary to reduce fuel loads in the margins of the reserve, consideration of the ecological values of the site must be considered prior to scheduling work of this nature Continue program of weed mapping, targeted weed management, weed monitoring and slashing of open grassed areas 	Low (Within 3 yrs)	DPLH ~\$30k
Samphire Wetland and Stormwater Treatment Areas	<ul style="list-style-type: none"> Investigate options to infill Water Corporation drains and redirect flows to mimic the historical hydrology of the wetlands including a revegetated area for stormwater treatment and sediment capture - hydrology study required Investigate options to include a stormwater treatment area on ToB held Lots adjacent to Iveson Place, Bassendean Consider potential environmental impacts and feasibility of providing a walking trail incorporating boardwalks and a viewing platform Planting of fringing vegetation around Samphire Wetland area to reduce invasion by weeds and provide cover for fauna Ongoing weed management 	Low (Within 3 yrs)	DPLH/ Water Corp \$TBA
Viewing Area	<ul style="list-style-type: none"> Continue revegetation/ stabilisation program and weed management on the steep bank and lookout at Villiers St West Potential to subdivide out of Lot 821 and cede to Crown with Management Order to ToB 	Medium/High (Within 1-2 yrs)	DPLH/ ToB
Fire Access Tracks And Bushfire Management	<ul style="list-style-type: none"> Construction of strategic fire access tracks for emergency response vehicles, location of limestone access tracks to be determined through consultation with relevant stakeholders Recognise the use of Helitac equipment during fire response as best practice – able to use river water due to wetland vegetation Prescribed burning unlikely due to Wetland area and Bush Forever status Undertake opportunistic weed control and revegetation after fire events Must work with ToB to manage vegetation on their Lots 3 and 12 at rear of Hardy Rd properties – consider transfer to WAPC to consolidate area Maintain fences, bollards and access gates to restrict unauthorised vehicle access 	Medium/High (Within 1-2 yrs)	DPLH
Consultation and Heritage	<ul style="list-style-type: none"> Undertake consultation with stakeholders and traditional owners with historical connections and knowledge relevant to Ashfield Flats 	Medium/High (1-2 yrs)	N/A

Fragmented Areas	<ul style="list-style-type: none"> • Consolidate fragmented land parcels and unmade roads to create well defined management areas for the appropriate land managers to maintain and improve 	Low (Within 3 yrs)	N/A
Acid Sulphate Soils	<ul style="list-style-type: none"> • High probability of ASS and PASS onsite • Best approach is to minimise disturbance • Infill of Water Corp drain may reduce acidification processes 	Low (Within 3 yrs)	N/A

ATTACHMENT NO. 19

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN YOUTH ADVISORY COUNCIL MEETING
HELD AT BASSENDEAN YOUTH SERVICES
CORNER WEST AND GUILDFORD ROADS, BASSENDEAN
ON FRIDAY, 23 FEBRUARY 2018 AT 5.02PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Mr Matthew Pearson volunteered to be Chairperson. He declared the meeting open at 5:02pm, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Mr Matthew Pearson (Chairperson)
Mr Michael Young
Mr Peter Stead
Mr Ethan Collins
Mr Adam Foster

Officers

Greg Neri, Manager Youth Services
Ayden Mackenzie, Youth Development Officer

Members of the Public

Mr Andrew Harrison
Mr Clayton Oxenham

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Youth Advisory Council meeting held on 29 September 2017

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Ethan Collins, Seconded Michael Young, that the minutes of the Bassendean Youth Advisory Council meeting held on 29 September 2017, be confirmed as a true record.

CARRIED

5.0 WORKSHOP TOPIC

5.1 Gravit8 Youth Festival Review

The YAC reviewed the Gravit8 Youth Festival. The YAC felt that the Friday evening event in February again worked and we should stick with this date.

The Facebook and school advertising was successful with over 500 people in attendance. It was suggested that next year we should see if a banner can be placed at both Hampton and Governor Stirling Senior High Schools.

Having the VMBs was a success for both advertising in the lead up to the event and on the day.

Positive feedback was received about the virtual reality 'have-a-go' and it was felt this should be included in future events. The Racing Seat using the projector and screen was popular and this should be included again.

The online registrations for the skate, scooter and bmx competition worked and there were not too many issues noted with this. The YAC felt the extended event times allowed for more competitors and more free skate time.

The '3on3' basketball competition was more popular this year and the YAC felt this was due to it being included in the advertising.

Overall, the YAC felt the event was a resounding success.

6.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil.

7.0 REPORTS

Nil.

8.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

9.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil.

10.0 CLOSURE

The meeting closed at 6.32pm.

The next meeting is to be held on Friday, 25 May 2018 at Bassendean Youth Services, corner Guildford & West Roads, Bassendean, commencing at 5.00pm.

ATTACHMENT NO. 20

TOWN OF BASSENDEAN
MINUTES
ECONOMIC DEVELOPMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON TUESDAY 8 MAY 2018, AT 7.00PM

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

Acknowledgement of Traditional Owners

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

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

Present

Cr John Gangell, Presiding Member
Stuart Ridgeway, Deputy Presiding Member
Cr Bob Brown
Michael Gordon, Community Representative
Elliott Brannen, Community Representative
Petra Richardson, Community Representative
Kim Veale, Community Representative

Officers

William Barry, Senior Economic Development Officer
Amy Holmes, Minute Secretary

3.0 **DEPUTATIONS**

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Economic Development Committee Meeting held on 6 March 2018

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Cr John Gangell, Seconded Elliott Brannen, that the minutes of the Economic Development Committee meeting held 6 March 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 REPORTS

8.1 Senior Economic Development Officer Report

Festival of Local Business Report

A comprehensive review of the event has been completed and is documented in the festival report.

The concept of the event emerged from research around localism. Localism is a concept which strives to empower a community and give greater value and consideration to the business owners, operators in their own region. It aims to create a business friendly environment which encourages professionalism, learning and ambition.

As can be seen in the report, the festival successfully set a platform from which these lofty ideals can be achieved, but to strengthen the motivation and energy the Town should follow up with a Festival of Local Business in 2019.

Overall the Committee was very supportive of the event continuing. Concerns were raised around the cost of the festival and if this was excessive and around the timing of the event including clashes with competing events, being held on a Sunday and clashing with family time.

Recommendations offered:

- *Restructure the event, break up the activities over a few days and finish with a celebration day.
This would potentially open the event up to a bigger audience since greater choice of dates would be available
This may be a solution to clashing with conflicting events*
- *Restructure the event and host workshops and presentations at host venues
This would potentially reduce the cost of the event and also add an extra level of interest. It would make it possible to engage with larger businesses – as hosts*

Website

The refreshed business website was officially launched at the Business Festival.

As mentioned at the EDC meeting in February, the layout and design of *BassendeanMeansBusiness* has received a complete makeover. The design is much fresher but has stronger branding and alignment to the localism approach for economic development. The featuring of our own businesses operators makes it recognisable and accessible for locals. This boosts engagement and activity on the site. Since the launch 76 businesses have registered onto the business directory. Another 57 have completed stage 1 of their registration.

The design of the site mirrors the new logo and identity.

The messages of the brand are:

- Bassendean is a great place to work;
- Bassendean has a thriving business network;
- The Town of Bassendean want to nurture local business through strategic initiatives;

Is aimed at three key audiences:

- Bassendean residents who are thinking of starting a business;
- Business owners who have a business in Bassendean already;

- Business owners who are considering moving their business to Bassendean;

The desired outcomes from this refresh are to demonstrate that the town is forward thinking and business friendly, to facilitate an understanding of the benefits of localism across the Bassendean Community and, to create a positive connection between the Town and the localism approach.

Our measures of success are:

- Sign-ups to the Business Directory;
- Attendance numbers at networking events, training workshops; and
- Number of appointments with the ED Officer.

Bassendean Local Economic Overview

The overview is a snapshot of social, economic and environmental elements for our Community and our economy. It has been developed using data sourced from the Town of Bassendean Business survey, ABS 2016 Census, REIWA and WA Planning Commission data. The data is accompanied by analysis and extrapolated to identify future factors and underlying trends in the Bassendean region.

The purpose of this report is to understand current conditions and to determine a set of interventions to assist in improving long term outcomes for the residents and for industry located in Bassendean. The information assists in our urban planning documents and will inform the new Economic and Commercial Activity Strategy which is a key project of this Committee.

The research and analysis is required to assist and to develop options for the local economy and identify common and unique characteristics of places that are relevant for decisions about local service delivery, funding and governance.

How will it be used?

This intelligence can influence residential developers, investors and funders and understanding the local markets for individual projects.

Monitoring this data

While this report offers a significant insight into the current factors for the region, the data is continuously changing. Accordingly, the Town receives ongoing analysis of certain data through a number of sources. The principle source is the national census by ABS. In between census years the ABS provide estimates and updates. Additionally, REIWA continuously monitor property sales data and release this on a monthly basis.

This report will be presented to the May Ordinary Council Meeting for endorsement.

COMMITTEE RECOMMENDATION – ITEM 8.1

EDC – 1/5/18

MOVED Cr John Gangell, Seconded Cr Bob Brown, that the Committee:

1. Encourages the Council to conduct the Bassendean Festival of Local Business again in 2019 and considers providing a budget allocation for the event in the 2018/2019 Budget;
2. Expresses its thanks to the organisers and contributors of the Bassendean Festival of Local Business;
3. Notes the Economic Development Officers Report.

CARRIED UNANIMOUSLY 7/0

9.0 GENERAL BUSINESS

Document tabled by Stuart and Michael for consideration and general discussion. Will be included as an agenda item for the next meeting.

Businesses in Bassendean believe that the following will help the Town attract more people and new business into the area:

1. *Bold branding of Bassendean*
2. *An inviting tagline*
3. *Signage to attract people into Old Perth Road*
4. *Signage to highlight types of business and activities*
5. *Development of a business hub/space*

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

12.0 **CONFIDENTIAL BUSINESS**

Nil

13.0 **CLOSURE**

The next meeting is to be held on 10 July 2018 commencing at 7.00pm.

There being no further business, the Presiding Member closed the meeting at 8.15pm.

ATTACHMENT NO. 21

TOWN OF BASSENDEAN

MINUTES

AUDIT AND GOVERNANCE COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 16 MAY 2018, AT 5.30PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Cr Kathryn Hamilton, Presiding Member
Cr Jai Wilson
Ian Walters
Tom Klaassen
Ron Back, Financial Advisor (left at 7.50pm)

Staff

Michael Costarella, Director Corporate Services
Ken Lapham, Manager Corporate Services
Tim Dayman, Recreation Development Officer
Amy Holmes, Minute Secretary

Apologies

Cr Melissa Mykytiuk
Cr Bob Brown
Salvatore Siciliano, A/Director Community Development

3.0 DEPUTATIONS

Ms Anne Cheng from Moore Stephens was in attendance to discuss the Internal Audit and answer questions from the Committee.

Mr Tony Macri and Mr Suren Herathmudalige from Macri Partners were in attendance to discuss the Interim Audit Report and answer questions from the Committee.

4.0 CONFIRMATION OF MINUTES

4.1 Audit and Governance Meeting held on 14 March 2018

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Ian Walters, Seconded Tom Klaassen, that the minutes of the Audit and Governance Committee meeting held 14 March 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 4/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 REPORTS

8.1 Internal Audit – Moore Stephens (Ref: FINM/AUD/1, Ken Lapham, Manager Corporate Services)

APPLICATION

The purpose of this report is to provide Council, through the Audit and Governance Committee, with the Internal Audit Report and provide management comments and information on the remedial action taken.

ATTACHMENT

2018 Internal Audit Report – Moore Stephens WA Pty Ltd

BACKGROUND

Under the Financial Management Regulations of the Local Government Act (Section 6.10), efficient systems and procedures are to be established by the Chief Executive Officer (CEO) of a local government.

Furthermore, the CEO is required to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

In September 2016, Moore Stephens were appointed to undertake an internal audit for the ensuing 4-year period.

COMMENT

Prior to the commencement of the 2018 Internal Audit, Moore Stephens requested that Management of the Town provide a scope of the 2018 objective of what areas were required to be reviewed.

The items listed for review:

Revenue:

- Leases & agreements for the use of Council Buildings, Council reserves & other Council facilities
- Fines imposed by Council Rangers
- Town Planning Fees
- Fees from Childcare Services

In each of the areas covered, the Internal Auditors consider the controls and procedures in place are adequate, however, they have raised a number of issues that require improvement.

Officers have reviewed the initial report findings, prepared by the Internal Auditors and provided Management actions (listed in the Internal Audit – Revenue report) to ensure that these actions are administratively acted upon.

STRATEGIC IMPLICATIONS

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

STATUTORY REQUIREMENTS

The Local Government Act 1995
Local Government (Financial Management) regulations 5(2)
(c)

FINANCIAL CONSIDERATION

The 2017/18 Budget includes an amount for the internal audit contract.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

AGC-1/05/18

MOVED Cr Jai Wilson, Seconded Tom Klaassen, that the Audit and Governance Committee recommends to Council that it receives the 2018 Internal Audit Report from Moore Stephens, and notes the managements' comments.

CARRIED UNANIMOUSLY 4/0

8.2

2017/18 Interim Audit – Macri Partners (Ref: FINM/AUD1) Ken Lapham, Manager Corporate Services

APPLICATION

The purpose of this report is to provide Council, through the Audit and Governance Committee, with details of the 2017/18 Interim External Audit Report and provide management comments and information on the remedial action taken.

ATTACHMENTS

Confidential - 2017/18 Interim Audit Report
2017/18 Fraud and Error Assessment

BACKGROUND

In March 2018, Macri Partners Auditors reviewed the following functions:

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

STRATEGIC IMPLICATIONS

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

FINANCIAL CONSIDERATIONS

Funding to meet costs associated with the 2018 External Audit exists in the 2017/18 Budget.

COMMENT

The Interim Audit of systems and processes provides a level of assurance to auditors, the CEO, the Committee and Council in relation to the level of controls that are in place and staff adherence to those controls.

In each of the areas covered, the Auditors consider the controls and procedures in place are adequate, however, have raised a number of issues that require improvement.

A summary of the issues identified by the Auditor is included as an attachment to the agenda. Management comments in response to the issues raised by Macri Partners have been submitted to Macri, and are included in the report. Appropriate action to have the various recommendations implemented will be undertaken.

Fraud & Error Assessment – Under the Australian Auditing Standards, Auditors have specific responsibilities to communicate with the Audit Committee.

Australian Auditing standard ASA240, *The auditors responsibilities relating to fraud in an audit of a financial report* and ASA 260 – *Communication with those charged with Governance* now makes it mandatory for Auditors to make enquiries of management and those charged with Governance (Audit Committee) regarding matters that are indicated on the template form.

The enquiries with those charged with Governance (Audit Committee) are made in part to corroborate the responses to the enquiries of Management.

The standard requires the Auditor to consider the risk that fraud could occur within the Council. This was undertaken during the Interim Audit risk assessment in relation to the audit for the year ending 30 June 2018. A copy of the statement is included as an attachment to this report. The Statement will then be signed by the Audit and Governance Committee Chairperson and on forwarded to the Auditor.

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

The relatively small number of issues raised reflects that the procedures in force at the Town are very sound.

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

OFFICER RECOMMENDATION – ITEM 8.2

That the Audit and Governance Committee recommends to Council that it receives:

1. Interim Audit Report for the 2017/18 financial period, from Macri Partners; and
2. Statement on the Fraud and Error Assessment, and authorises the Chairperson of the Audit and Governance Committee to sign the Statement and on forward it to the Auditors – Macri Partners.

The Committee queried what processes are being implemented by management to ensure that annual leave accruals are being dealt with to reduce financial risk.

Town staff will report back on outstanding annual leave and proposed strategies, as soon as possible.

COMMITTEE RECOMMENDATION – ITEM 8.2

AGC-2/05/18

MOVED Ian Walters, Seconded Cr Jai Wilson, that the Audit and Governance Committee recommends that:

1. Council receives the Interim Audit Report for the 2017/18 financial period, from Macri Partners;
2. Signing of the Statement on the Fraud and Error Assessment be deferred to allow Town staff to ascertain the necessity of this document.
3. An analysis on all outstanding leave entitlements be undertaken and forwarded to the Audit and Governance Committee, including proposed strategies to reduce financial liability.

CARRIED UNANIMOUSLY 4/0

8.3 **Annual Closed Circuit Television (CCTV) Report (Ref: INFT/ACQ/1 - Sharna Merritt, Senior Ranger)**

APPLICATION

The purpose of this report is to present the annual reportable statistics for the Towns' installed CCTV systems as required in the Closed Circuit Television (CCTV) Management & Operational Manual.

BACKGROUND

In April 2012 (OCM 10/04/2012) Council adopted the Closed Circuit Television (CCTV) Management & Operational Manual. This document provides for the annual reporting of listed items to keep the Town updated on the effectiveness of CCTV installations throughout Council owned facilities.

The Manual states that '*CCTV Management Practices establish the operational objectives and reporting indicators for CCTV Operations, with a focus on nominated outcomes relevant to camera locations and other defined target areas*'.

Key indicators include the number of requests for footage, the time taken in responding to requests for footage, the number of requests for maintenance and the time taken to repair systems.

This data allows for the Town to quickly identify trends concerning fundamental operations, which may require early intervention or closer monitoring.

This information can then be used to determine if the installation is still necessary or if it has served its purpose in reducing reportable incidents in the area and can be re-installed elsewhere if needed.

COMMENT

Customer Service Centre CCTV

This system is running effectively and provides security for front of counter staff when dealing with customers to the Town.

The CCTV System installed at the Customer Service Centre located at 35 Old Perth Road, Bassendean has received one Police request for footage which was provided to the requesting officer at a later date and has not had any maintenance or repair issues during this reporting period.

Library CCTV

This system is currently operational and captures external footage under the library as well as internal footage inside the Library.

The CCTV System installed in the Library located at 46 Old Perth Road, Bassendean has received three Police requests for footage with the data provided to the requesting officer at a later date. There have been no maintenance or repair issues during this reporting period.

Youth Services CCTV

The system at Youth Services continues to be used to deter and as necessary, record evidence, of any anti-social or criminal behaviour located in and around the site.

The CCTV system installed at the Bassendean Youth Services located at the corner of West Road and Guildford Road, Bassendean has received one Police request for footage and the data was collected by the requesting officer at a later date. The CCTV system had one maintenance issue due to a power outage at the facility that resulted in 72 hours of non-operation in the reporting period.

Seniors & Disabilities CCTV

The system at this location is running effectively and provides security for the staff at this location and also provides a deterrent against break-ins.

The CCTV System installed at the Seniors and Disabilities Office located at 2 Colstoun Road, Ashfield has not received any Police requests for footage nor had any system repair issues during this reporting period.

Depot CCTV

The system in this location is running effectively and provides coverage of areas inside the Depot Compound.

The CCTV system installed at the Depot Compound located at 69 Scaddan Street, Bassendean has received one Police request for footage which was provided to the requesting officer at a later date and has not had any maintenance or repair issues in the reporting period.

Mobile CCTV Trailer

The trailer is designed to be deployed at random locations throughout the Town where it can be secured and monitored to prevent and deter anti-social and criminal behaviour. The Town has a schedule for deployment that can be adjusted to include any new hotspot locations as necessary and as per the Closed Circuit Television (CCTV) Management & Operational Manual guidelines.

The Trailer has received several requests from the WA Police at the Kiara Police Station to be stationed around the Town to assist with evidence gathering activities and Rangers continue to liaise with Kiara Police to prioritise the requested locations and deploy the trailer in line with Management Policies and Practices.

The CCTV trailer has also been used during the last twelve months to monitor Town of Bassendean Assets and Events to deter and prevent damage, theft and gather evidence as required.

There have been several maintenance and repair issues with the trailer over the reporting period which resulted in the trailer being unavailable for several months throughout the year.

In December 2017, a Stronger Communities Programme grant to upgrade the software and hardware on the Mobile CCTV trailer, totalling \$8,500 inc GST, of which 50% is grant funded and 50% Council funded was received. At the April 2018 Ordinary Council Meeting, the 2017/2018 budget was amended to permit the works to proceed. This CCTV trailer upgrade has been scheduled to be completed by the end of May 2018.

Administration Building – 48 Old Perth Road

This installation captures images to the rear of the building, along the Public Access Way between the Library carpark and James Street, and out into the BIC Reserve / War Memorial area.

The system has been operating effectively for the reporting period with no Police requests for footage, and no maintenance or repair issues in the reporting period.

Mary Crescent Reserve and Jubilee Reserve CCTV

The Town received the Safer Communities Programme grant funding to install CCTV systems at Mary Crescent Reserve around Alf Faulkner Hall and at Jubilee Reserve around the community buildings. In July 2017, Council (SCM – 6/7/17) allocated the funds in the adopted 2017/18 Budget.

Cameras at Alf Faulkner Hall cover the immediate area around the building and the cameras at Jubilee Reserve cover the immediate area around Stan Moses Pavilion, a second installation covers the immediate area around the Kiosk and the third covers the area immediately outside the Caledonians Soccer Club facility.

The installation of the new systems was completed in February 2018 and they have been operating effectively with no Police requests for footage and no maintenance or repair issues in this reporting period.

STRATEGIC IMPLICATIONS

The Bassendean Strategic Community Plan 2017-2027 states under Priority 1 : Social:

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.3 Plan for a healthy and safe community	1.3.1 Facilitate safer neighbourhood environments	Community / Stakeholder Satisfaction Survey (Safety, Health and Well-being)
	1.3.2 Promote and advocate community health and well-being	

One strategy used to do this is that Council continue to deploy Close Circuit Television (CCTV) in accordance to legislative requirements and Council's Management and Operational Manual.

In order to meet this objective the Town needs to continually re-evaluate its current CCTV installations to ensure they are still performing correctly and in accordance with guidelines and accepted practices.

STATUTORY REQUIREMENTS

Closed Circuit Television (CCTV) Management & Operational Manual

FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

AGC-3/05/18

MOVED Ian Walters, Seconded Tom Klaassen, that the Audit & Governance Committee recommends to Council that it receives the CCTV Management and Operation Annual report.

CARRIED UNANIMOUSLY 4/0

8.4 Notice of Motion – Cr Hamilton: Differential Rates (Ref: RAT&VAL/ENQS/1 – Ken Lapham, Manager Corporate Services)

APPLICATION

The purpose of this report is to provide information to Council on the implementation & application of differential rates under the following:

- Vacant land to encourage development
- On contaminated sites to encourage remediation
- On certain categories of industry to offset higher costs
- On properties that are subject to revitalisation.

COUNCIL RESOLUTION – ITEM 11.3 OCM 28/3/2018

MOVED Cr Hamilton, Seconded Cr Quinton, that Council requests staff to provide a report on Differential Rates for Council's consideration at the April OCM, in particular addressing issues specific to the Town of Bassendean and the potential for differential rates to address the following:

- a) Any long term vacant land zoned for commercial or industrial purposes where the application of higher differential rates may encourage development of vacant land especially within the Activity Centre's of the Town of Bassendean;

- b) Any long term identified contaminated industrial/commercial land where application of higher differential rates may encourage remediation;
- c) Any noxious industry such as concrete batching plants where there is a need to offset the higher level of costs incurred by the Town in servicing properties in this category including transport infrastructure by the application of higher differential rates;
- d) Possible exemption from a higher differential rate where a property is undergoing significant approved revitalisation within a specific timeframe.

STRATEGIC IMPLICATIONS

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

COMMENT

The overall objective of imposing rates & charges in the town is to provide for the funding requirement to meet the councils operational & capital requirements. The Towns Rates database is based on gross rental valuation (GRV) provided by Landgate. The GRV is determined by rental evidence collected and is used to determine the fair rental value for each property. Vacant land valuations are based on market sales in the applicable area. A statutory valuation of three per cent of the unimproved value is applied to residential properties and five per cent for commercial and industrial properties.

These values are reassessed every three years. The most recent revaluation was undertaken by Langate valuers and was applied in the current financial period (17/18).

In order to address the points raised in Councils resolution, the following details are provided:

- a) *Any long term vacant land zoned for commercial or industrial purposes where the application of higher differential rates may encourage development of vacant land especially within the Activity Centres of the Town of Bassendean;*

The purpose and reasoning of imposing a differential general rate between improved and vacant properties in the commercial & industrial areas (all rated on GRV valuations) is to obtain a fair income from unimproved land within that particular category.

Statistics on the commercial, industrial and Bassendean activity areas are:

Category	Total # of property's	Number of Vacant Property's
Commercial Zone	92	2
Industrial Zone	231	9
Vacant residential (activity area)	5	5

The numbers of vacant property's for commercial, industrial & the Bassendean Activity area are very low, therefore the reasons on creating a differential rate for vacant land based on the statistics would be difficult to support.

A Specified Area Rate (SAR) may be imposed under Section

6.37 of the *Local Government Act 1995* for the purpose of meeting the cost of providing a higher standard of landscaping, capital infrastructure, specific work or facility that the Council considers has benefited or will benefit the ratepayers or residents within the specified area.

The Department of Local Government Rating policy on Differential rates identifies that if there are fewer than thirty ratepayers who will be subject to the differential general rate, each affected ratepayer has to be informed in writing by the Local government.

- b) *Any long term identified contaminated industrial/commercial land where application of higher differential rates may encourage remediation*

In regard to contaminated industrial/commercial land, only a single property meets this criteria. Ratable value on this property is \$3,200.

Based on this fact that this is an isolated property the expectation that this requires a differential rate would not supported.

- c) *Any noxious industry such as concrete batching plants where there is a need to offset the higher level of costs incurred by the Town in servicing properties in this category including transport infrastructure by the application of higher differential rates*

It can be argued that commercial & industrial areas generate high traffic volumes with heavy loads and therefore should contribute at a higher level than residential for road construction, maintenance & drainage systems. This is the case in more dense & larger commercial & industrial areas of larger councils, such as Joondalup, Swan, and Cockburn where heavy traffic volumes can be factors in contributing to Infrastructure deterioration.

However, the Bassendean commercial/ industrial areas are small compared to the previous examples mentioned.

From a financial perspective, the variance in asset depreciation on roads and other infrastructure located in a commercial/industrial area compared to a residential area is minimal.

There is not sufficient statistical data to support a differential rate being imposed on Industry. The Town does not have a Zoning for noxious industry, the batching plant is zoned General industry.

- d) *Possible exemption from a higher differential rate where a property is undergoing significant approved revitalisation within a specific timeframe.*

In this particular category if a property was undergoing "revitalization", for example if a shopping Centre was demolished and was left vacant for a period of time, there would be a drop in the GRV, which would mean a drop in the Rateable value. A specific example of this is with the recently refurbished Bassendean Shopping centre, during the renovation period Landgate reassessed the property by decreasing the GRV during renovations. After the renovations were completed, the GRV was increased, reflecting the increased capacity of the facility.

In considering the levying of the differential rate, Council would need to consider the level of service provided to substantiate the additional differential levy that can be no more than twice the lowest general rate. Council would also need to consider whether the characteristics of the land (held or use) would be such that the Town would incur additional costs to justify the differential rates.

Again, it would also be incumbent on Council to justify the additional services that it provides to each of the properties to warrant a differential rate, and seek the Minister's approval for a differential rate.

Council would also be required to provide information that would substantiate the budget deficiency that occurred and the requirement to levy a differential rate to recover the additional costs associated with the properties.

STATUTORY REQUIREMENTS

Section 6.33 of the Local Government Act 1995 sets out the provisions in relation to differential rating. The Town is able to apply separate rates in the \$ for different categories of property based on:

- (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
- (b) a purpose for which the land is held or used as determined by the local government; or
- (c) whether or not the land is vacant land; or

- (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.

Section 6.36 of the Local government Act requires that if the Town is going to apply differential rating it must advertise the differentials it intends to apply with local public notice for a period of 21 days and invite submissions in relation to the proposed differentials.

A document is required to be made available for inspection by electors and ratepayers that describes the objects of, and reasons for each proposed rate and minimum payment.

The advertising may be published within a period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency.

The Town is then required to consider any applications received and may make a final resolution in relation to the setting of the rates in the \$ and the adoption of the budget.

FINANCIAL CONSIDERATIONS

The Town currently levies a general rate to all properties of \$0.07165 cents and a minimum rate of \$1,085. The general rates levied for the 2017/18 consists of the following categories of properties:

General Rate 5,769 properties that will raise \$11,329,482
Minimum rate 1,368 properties that will raise \$ 1,484,280

OFFICER RECOMMENDATION — ITEM 8.4

That Council continues to impose a general rate in the dollar for all rateable properties within the Town of Bassendean.

COMMITTEE/OFFICER RECOMMENDATION — ITEM 8.4

AGC-4/05/18

MOVED Cr Jai Wilson, Seconded Ian Walters, that staff provide a report identifying the number of vacant lots, including zonings, and undertake an analysis of differential rating for those properties.

CARRIED UNANIMOUSLY 4/0

8.5 Review of the Instrument of Appointment for the Audit and Governance Committee- (Ref GOVN/CCLMEET/18-Mike Costarella, Director Corporate Governance)

APPLICATION

The purpose of this report is to address the Committee recommendation of the 14 February 2018 relating to the review of the Instrument of Appointment and Delegation and consideration of a recommendation to Council of a new Instrument of Appointment and Delegation.

ATTACHMENTS

Draft Instrument of Appointment provided by Cr Hamilton on Thursday 10 May 2018

BACKGROUND

The Committee resolved (AGC - 1/02/18) MOVED Ian Walters, Seconded Cr Mykytiuk, that the Audit and Governance Committee's Instrument of Appointment & Delegation be reviewed by the Committee and presented to Council for endorsement.

CARRIED UNANIMOUSLY 5/0

COMMUNICATION & ENGAGEMENT

The Instrument of Appointment and Delegation is a matter for Council and whilst the Committee comprises of community members, no community comment has been sought at this stage.

STRATEGIC IMPLICATIONS

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

COMMENT

At the March 2018 Audit and Governance Committee meeting, there were 3 examples of the Instrument of Appointment and Delegation tabled for the Committee's information.

This included:

- Example provided by Cr Hamilton;
- Draft Instrument of Appointment prepared by Staff using the example presented by Cr Hamilton- with some minor amendments;
- Another example prepared by Cr Hamilton and Community member Mr. Tom Klaassen; and
- Terms of Reference from the Shire of Serpentine - Jarradale recommended by Mr Ron Back

Following the March meeting, Staff prepared a draft Instrument of Appointment based on the Shire of Serpentine–Jarradale which reflects the activities of the Committee.

A further document was received from Cr Hamilton on the 10 May 2018, which also provides detailed information on the activities of the Committee.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

Nil

OFFICER RECOMMENDATION — ITEM 8.5

AGC-5/05/18 MOVED Tom Klaassen, Seconded Ian Walters, that the Audit and Governance Committee recommends that Council adopts the Instrument of Appointment and Delegation as attached to the Audit & Governance Committee Minutes of the 16 May 2018.

CARRIED UNANIMOUSLY 4/0

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

11.0 CONFIDENTIAL BUSINESS

Ron Back left the meeting, the time being 7.50pm and did not return.

11.1 Various Debts Write-off Ref: FINM/DBTOS/2- (Ken Lapham – Manager Corporate Services)

This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (e) (iii) of the Local Government Act as the officer report discusses a matter that if disclosed, would reveal information about a business, professional, commercial or financial affairs of a person.

OFFICER RECOMMENDATION – ITEM 11.1

AGC-6/05/18

MOVED Ian Walters, Seconded Tom Klaassen, that Council writes off debtors of \$512.10 as listed in the Confidential Report to the Audit & Risk Management Committee Agenda of 16 May 2018.

CARRIED BY AN ABSOLUTE MAJORITY 3/1

Cr Wilson voted against the motion.

11.2 Stan Moses Pavilion Management Group Inc. Management & Lease & Agreement (Ref: COUP/LEASNGO/3 - Salvatore Siciliano, Manager Recreation and Culture and Tim Dayman, Recreation Development Officer)

In order to maintain the confidentiality of the Stan Moses Pavilion Management Group Inc., this report was discussed with members of the public excluded under Section 5.23 (2) (b) of the Local Government Act.

COMMITTEE RECOMMENDATION – ITEM 11.2

AGC-7/05/18

MOVED Tom Klaassen, Seconded Ian Walters, that the Audit and Governance Committee recommends to Council the recommendations shown in the Confidential Minutes attached to the Audit and Risk Management Committee Minutes of 16 May 2018.

CARRIED UNANIMOUSLY 4/0

12.0 CLOSURE

The next meeting is to be held on Wednesday 8 August 2018, commencing at 5.30pm.

There being no further business, the Presiding Member closed the meeting at 7.58pm.



TOWN OF
BASSENDEAN
Home by the Swan

DRAFT

AUDIT AND GOVERNANCE COMMITTEE

INSTRUMENT OF APPOINTMENT

1. PURPOSE OF THE INSTRUMENT OF APPOINTMENT

The purpose of the Instrument of Appointment is to:

- 1.1 Facilitate the operation of the Audit and Governance Committee;
- 1.2 Support the Council in fulfilling its responsibilities in relation to:
 - a. risk management systems
 - b. internal control structure
 - c. financial reporting
 - d. compliance with laws and regulations
 - e. internal and external audit functions

2. INTRODUCTION

The Audit and Governance (AG) Committee has been established in accordance with part 7 of the *Local Government Act 1995*.

The Audit and Governance Committee is an advisory committee formally appointed by the Council and is responsible to the Council. The AG committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. The AG committee does not have any management functions and is therefore independent of management.

3. OBJECTIVES

The AG Committee's primary objective is to support the Council in discharging its legislative responsibility associated with governing the Town's affairs and overseeing the allocation of the Town's finances and resources.

The AG Committee will promote transparency and accountability in the Town's financial reporting and promote effective and responsible management of risks to protect the Town's assets.

The AG Committee will report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

More specifically, the objectives of the AG committee are to oversee:

- 3.1 The integrity of external financial reporting, including accounting policies.
- 3.2 The scope of work, objectivity, performance and independence of the external auditor.
- 3.3 The establishment, effectiveness and maintenance of controls and systems to safeguard the Town's financial and physical assets.
- 3.4 The framework and systems that are designed to ensure the Town comply with relevant statutory and regulatory requirements.
- 3.5 The framework for recognising risks arising from the Town's operations and strategies, and consider the adequacy of measures taken to manage those risks.
- 3.6 The framework and systems which protect the Council against fraud and irregularities.

The AG committee must also add to the credibility of Council by promoting ethical standards through its work.

4. AUTHORITY

The AG committee has the authority of Council to:

- 4.1 Review the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken;
- 4.2 Formally meet with the Town's appointed external auditor as necessary;
- 4.3 Ensure that any matters raised by external audit that require action are actioned; and
- 4.4 Advise Council on any or all of the above as deemed necessary.

5. COMPOSITION

- 5.1 The AG Committee will comprise of five (5) members, three (3) Elected Members and two (2) external independent members.
- 5.2 An external member will be a person independent of the Town of Bassendean, and will not have provided paid services to the Town either directly or indirectly.

- 5.3 External independent members will be selected based on the following criteria:
- a) a demonstrated high level of expertise and knowledge in financial management, reporting, governance and audit; and
 - b) relevant skills and experience in providing independent expert advice.
- 5.4 Appointments of external independent members will be made following a public advertisement, and all nominations will be provided to Council for consideration.
- 5.5 The Council will appoint all members of the AG Committee.
- 5.6 Members shall be appointed for a period of up to two (2) years terminating on the day of the Local Government Ordinary Council Elections.
- 5.7 The Presiding Member and Deputy Presiding Member will be appointed by the AG Committee, biennially by election by all committee members after the Local Government Ordinary Council Elections.
- 5.8 The quorum for a meeting shall be a minimum of 3 Committee members.
- 5.9 AG Committee members are required to abide by the Local Government Act and Code of Conduct in observing the requirements of declaring any proximity, financial or impartiality interests that relate to any matter to be considered at each meeting.
- 5.10 Reimbursement of expenses approved by Council may be paid to an external person who is a member of the AG committee.

6. MEETINGS

The AG Committee shall meet every three (3) months or more regularly as required at the discretion of the Presiding Member of the AG committee, the Mayor, or the CEO.

- 6.1 All AG committee members are expected to attend each meeting in person.
- 6.2 Elected Members, who are not part of the AG committee are invited to observe AG committee meetings, however they are not entitled to participate in the meeting.
- 6.3 The members of the AG committee are to elect a Presiding Member from amongst themselves at the first meeting of the committee following an Ordinary Local Government Election.

- 6.4 The Presiding Member will preside at all meetings.
- 6.5 Each member of the Committee at a meeting will have one vote. The Presiding Member will have a casting vote and simple majority will prevail.
- 6.6 A committee recommendation does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.
- 6.7 The CEO, or his delegate, the Director Corporate Services, is to attend all meetings to provide advice and guidance to the committee, however the CEO and employees are not members of the committee.
- 6.8 The CEO will invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary.
- 6.10 The AG committee meetings are generally open to the public unless the Presiding Member or CEO deem it necessary to proceed behind closed doors pursuant to section 5.23 of the Local Government Act 1995.
- 6.11 Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.
- 6.12 Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation.
- 6.13 Reports and recommendations of each committee meeting shall be presented to the next ordinary council meeting.

7. RESPONSIBILITIES

The AG committee will carry out the following responsibilities:

7.1 Risk management

- 7.1.1 Review whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification and management of the Town's business and financial risks, including fraud.
- 7.1.2 Assess whether a sound and effective approach has been followed in managing the Town's major risks including those associated with individual projects, program implementation, and activities.
- 7.1.3 Assess the impact of the Town's enterprise risk management framework on its control environment and insurance arrangements.
- 7.1.4 Review the process of developing and implementing the Town's fraud control arrangements and satisfy itself the Town has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.

7.2 Business continuity

- 7.2.1 Assess whether a sound and effective approach has been followed in establishing the Town's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

7.3 Internal Control

- 7.3.1 Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- 7.3.2 Review whether management has in place relevant policies and procedures and that they are periodically reviewed and updated.
- 7.3.3 Assess whether the appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with.
- 7.3.4 Review whether appropriate policies and supporting procedures are in place for the management and exercise of delegations.
- 7.3.5 Consider how management identifies any required changes to the design or implementation of key internal controls.

7.4 Financial Report

- 7.4.1 Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.
- 7.4.2 Review with management and the external auditors the results of the audit, including any difficulties encountered.
- 7.4.3 Review the annual financial report and performance report of the Town of Bassendean and consider whether it is complete, consistent with information known to AG committee members, and reflects appropriate accounting principles.
- 7.4.4 Review with management and the external auditors all matters required to be communicated to the AG committee under the Australian Auditing Standards.
- 7.4.5 Review the draft Annual Financial Statements and recommend the adoption of the Annual Financial Statements to Council, in accordance with the timeframes as prescribed.
- 7.4.6 Review the mid year budget review and recommend the adoption of the budget review to Council.

7.5 Compliance

- 7.5.1 Review the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
- 7.5.2 Keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to those findings.
- 7.5.3 Obtain regular updates from management about compliance matters.
- 7.5.4 Review the annual Compliance Audit Return and report to the Council the results of the review.

7.6 Internal Audit

- 7.6.1 Review with management the terms of reference, activities and resourcing of the internal audit function.
- 7.6.2 Review and recommend the annual internal audit plan for approval by the Council and all major changes to the plan.
- 7.6.3 Monitor processes and practices to ensure that the independence of the audit function is maintained.
- 7.6.4 Annually review the performance of the internal audit including the level of satisfaction with internal audit function having consideration of the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.
- 7.6.5 Review all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.
- 7.6.6 Monitor management's implementation of internal audit recommendations.
- 7.6.7 Regularly review a report given to it by the CEO under regulation 17 (3) of the Local Government (Administration) Regulations 1996.

7.7 External Audit

- 7.7.1 Develop and recommend to Council a process to be used to select and appoint a person to be an auditor.
- 7.7.2 Recommend to Council the person or persons to be appointed as the external auditor.
- 7.7.3 Develop and recommend to Council a written agreement for the appointment of the external auditor in accordance with Local Government (Audit) Regulation 7.

- 7.7.4 Note the external auditor's proposed audit scope and approach for financial performance audits.
- 7.7.5 Consider the findings and recommendations of relevant Management Letters undertaken by the external auditor and ensure the Shire implements relevant recommendations.
- 7.7.6 Provide an opportunity for the AG committee to meet with the external auditors to discuss any matters that the AG committee or the external auditors believe should be discussed privately.
- 7.7.7 Annually review the performance of external audit including the level of satisfaction with external audit function.
- 7.7.8 Monitor management's implementation of external audit recommendations.

7.8 Reporting Responsibilities

- 7.8.1 Report regularly to the Council about AG committee activities, issues, and related recommendations through circulation of minutes.
- 7.8.2 Monitor that open communication between the external auditor and the Town's management occurs.

7.9 Other Responsibilities

- 7.9.1 Perform other activities related to this terms of reference as requested by the Council.
- 7.9.2 Annually review and assess the adequacy of the AG committee terms of reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.

Internal Audit - Revenue Report

Town of Bassendean
March 2018

Contents

1.0	Engagement Overview.....	3
2.0	Executive Summary	4
3.0	Review Findings and Recommendations.....	5
4.0	Revenue Review – Services & Fees Process Controls	12
5.0	Other Matters	13
	APPENDIX A – Legislative Background	14

1.0 Engagement Overview

Introduction

As part of the 2016 – 2019 Internal Audit agreement between the Town and Moore Stephens, an internal audit of Revenue – Fees and Charges was conducted in January 2018.

Fees are primarily generated from the following core categories:

- Fee for service – i.e. Childcare, recreation, disability services and building services;
- Statutory – i.e. Fines and penalties, license fees, health inspections; and
- Town services – i.e. waste collection, requests for private works and use of facilities.

Objective

The audit objective was to review the appropriateness and effectiveness of internal controls in line with *Local Government (Financial Management) Regulations 1996 Section 5(2)(c)* pertaining to processes key to Revenue – Fees and Charges, and to recommend process improvements where applicable.

Scope

The auditor is to carry out such work as necessary to evaluate the adequacy and effectiveness of internal controls in the current financial year including governance over:

- Fee establishment;
- Fee initiation;
- Fee collection including overdues;
- Recording of fees in G.L. and reconciliation procedures with finance records; and
- Compliance with approved policies and procedures, regulations and relevant legislation.

Following an initial risk assessment during audit planning, the focus for this audit will be in the areas below:

- Revenue from Leases & Agreements for the use of Council buildings, Council Reserves and other Council Facilities;
- Fines imposed by Council Rangers;
- Town Planning fees; and
- Fees from Childcare Services.

Approach / methodology

The process included:

- Onsite discussions and review of documentation from 10 to 12 January 2018;
- Understanding of existing policies and procedures in place and walkthroughs of key controls;
- High level and detailed testing across fee categories (24 samples were tested); and
- Provision of a draft report to the Director, Corporate Services.

2.0 Executive Summary

Background

The approved fees adopted by Council are published on the Town website as Fees & Charges (2017-2018).

Administration of fees (i.e. fee initiation, follow-up of outstanding fees and recordkeeping) is currently handled by the respective Town Service department with recording of payments into the Town's ERP system (Synergy Soft) supported by Finance staff. The annual setting of fees is co-ordinated by Finance in consultation with the appropriate managers from the Town Service department with recommendations made to Council for their approval.

Overall Results

The evaluation of the internal control environment including observations and verification of current practices supporting the administration and collection of fees, concluded that Town of Bassendean comply with the various local laws and legislative requirements when setting fees and their collection thereof with minor exceptions detailed in this report.

The review highlighted opportunities to improve on existing practices by implementing more structured processes and procedures in the following areas:

1. Implementation of a documented methodology and approach to the annual review of fees to ensure:
 - a more fulsome review of all service areas for new fees required either through legislation or for cost recovery purposes, and appropriateness of using previous year's fees; and
 - the fee strategy for the upcoming budget year is documented and available to support the recommendation for Council approval.
2. Tighter controls over fee administration with respect to:
 - managing lease expiry dates and lease agreements to ensure timely renewal (e.g. Community Services);
 - monitoring of overdue and outstanding fees/fines (e.g. Ranger Services); and
 - fee recovery from third parties (e.g. Ranger Services).

The review noted some positive observations such as encouraging community compliance through education and communication versus taking a punitive approach over infringements by Ranger Services. It was also noted that management of Childcare Services were well controlled with respect to capture of services, co-ordination with Finance over fee collections and fee recovery from government sources.

Due to the complexity and nature of the numerous programs under Senior and Disability Services, detailed testing was not conducted over the determination of the fee structure.

Recommendations have been discussed with Management for their consideration. Details of the above are outlined in Section 3.0 Review Findings and Recommendations.

3.0 Review Findings and Recommendations

NO	OBSERVATION	RISK CONSIDERATIONS	RATING	RECOMMENDATION	AGREED MANAGEMENT ACTION	ACTION OWNER & DUE DATE
FEE STRATEGY						
1.0	<p>Review of Annual Fees – Methodology & Approach</p> <p>Legislation regarding Fees & Charges is complex as depicted by the decision tree illustrated in Appendix A.</p> <p>Through discussions with respective Managers involved in setting fees, it was confirmed that the review for fees and charges is performed in conjunction with the annual budgeting process and not formally documented.</p> <p>The above approach does not fully consider the following factors which may influence the amount of fee for the new budget year:</p> <ul style="list-style-type: none"> confirmation that the historical rate is still appropriate and/or that there have been no changes to the legislated amount; whether there are any new fees that should be considered; and the fee strategy for the upcoming budget year for fees not specifically legislated. 	<p><i>Lost opportunity costs in revenue generation.</i></p> <p><i>Lack of transparency</i></p>		<p>1.1 The rationale for the respective fees should be documented and presented as part of the approval process to Council.</p>	<p>The larger fees such as waste, children’s services and HACC are based on cost recovery. The audit observation relates to minor fees and charges such as hall hire, ground hire and sale of mulch.</p>	<p>Finance Manager 30 June 2018</p>

3.0 Review Findings and Recommendations (continued)

NO	OBSERVATION	RISK CONSIDERATIONS	RATING	RECOMMENDATION	AGREED MANAGEMENT ACTION	ACTION OWNER & DUE DATE
FEES ADMINISTRATION - OPERATIONAL						
2.0	<p>Administration of Leases and Agreements</p> <p>The following control deficiencies were noted regarding fees generated from leasing and other long term arrangements:</p> <ul style="list-style-type: none"> There is no current master list of leases held by the Town to ensure all fees due are captured and monitored for receipt on a timely basis; 2 of 4 lease payments tested were not calculated correctly resulting in 1 overpayment of \$403.45 (over five years) and 1 underpayment of \$107.24 (over two years); 1 lease agreement totalling \$50,000 expired on 1 January 2018; as of 19 January, the lease has not been finalised (Casa Mia Montessori). root cause: responsible officer not aware of expiry on timely basis to initiate renewal. <p>There does not appear to be a documented approach for the renewal of leases.</p>	<p>Incorrect fees.</p> <p>Lack of transparency in determining lease agreements.</p>		<p>2.1 Create and maintain a master list of leases / agreements to track renewal planning and monitoring payments. Responsibility for the master list should be assigned to a specific role to ensure accountability.</p> <p>2.2 Review the master list and ensure lessees have paid the correct amounts and adjust difference accordingly (where appropriate).</p> <p>2.3 Finalise the Casa Mia Montessori lease agreement.</p>	<p>2.1 Agreed. Staff are reviewing the Central Records system to cater for Lease documents as an initial step. ITVISION have a Lease and Contracts module which includes alerts and will assist in monitoring Leases. Staff will discuss this with ITVISION to implement the module.</p> <p>2.2 Adjustments will be made where appropriate when the master list has been set-up and reviewed.</p> <p>2.3 Council approved a 5 year lease in July 2017, however there were issues relating to the adjacent property and the final agreement was signed in March 2018.- No further action required.</p>	<p>30 June 2018 (2.1 and 2.2)</p>

3.0 Review Findings and Recommendations (continued)

NO	OBSERVATION	RISK CONSIDERATIONS	RATING	RECOMMENDATION	AGREED MANAGEMENT ACTION	ACTION OWNER & DUE DATE
FEES MANAGEMENT - SUPERVISORY						
3.0	<p>Reconciliation of Fees between relevant Town Services and Finance</p> <p>There does not appear to be a formal/ documented procedure for Town Services and Finance to determine whether the fees initiated, levied or collected are reconciled back to payment records (except for Childcare Services which are reconciled and tracked in a spreadsheet).</p> <p>A reconciliation process would assist Finance with visibility over the fees initiated/expected and collected for cashflow purposes and to ensure that significant shortcomings or negative trends are flagged and investigated on a timely basis.</p>	Errors may not be detected on a timely basis.		<p>3.1 Where appropriate develop templates which capture fees payable and/ or paid with fee payments received. This will provide Finance with assurance that the service area has received fees for the services performed.</p> <p>This information can then be used as a reasonability check when Finance is performing its semi-annual budget review.</p>	Reconciliations will be maintained by Services as appropriate.	30 June 2018
4.0	<p>Outstanding and Overdue Fines</p> <p>Overall, the review of procedures for monitoring outstanding and overdue fees by the respective Town Service indicate outstanding amounts are appropriately risk managed.</p> <p>The review noted that the process for following up on 'unpaid' fines and infringements within Ranger Services could be improved.</p>	Lost revenue		<p>4.1 Assess the feasibility of the system to provide the necessary detail to enable analysis of infringement data.</p> <p>This should provide insight into current recovery rates and whether a change to</p>	<p>Discussion with IT Vision on the reporting capability will be done.</p> <p>Further staff training for rangers will be implemented.</p>	30 June 2018

3.0 Review Findings and Recommendations (continued)

NO	OBSERVATION	RISK CONSIDERATIONS	RATING	RECOMMENDATION	AGREED MANAGEMENT ACTION	ACTION OWNER & DUE DATE
	<p>Currently, there is no capability to provide a report for Ranger Services to track infringements issued against infringement paid on a summary basis or by defined period. The status of individual infringements can be determined but not on an aggregated basis.</p> <p>This makes it difficult to track the overall success or recovery rate of recoverable infringements, in particular vehicle infringements. .</p>			existing procedures need to be changed to increase collectability.		

3.0 Review Findings and Recommendations (continued)

NO	OBSERVATION	RISK CONSIDERATIONS	RATING	RECOMMENDATION	AGREED MANAGEMENT ACTION	ACTION OWNER & DUE DATE
FEES MANAGEMENT - SUPERVISORY						
5.0	<p>Recovery of Expenses from Property Owner</p> <p>Sample testing of three Bushfire Infringements highlighted one instance where procedures need to be improved to ensure that expenses incurred on behalf of rate payers are fully recovered.</p> <p>The exception involved a property owner who did not comply with the Infringement notice and for safety reasons, the Town hired a contractor to remove the hazard. Due to significant late receipt of the invoice from the contractor, the Town was not able to recoup the costs incurred from the ratepayer as it was deemed that too much time had elapsed since the works had been done to pass on the costs.</p> <p>The total costs of \$1,050 represents an unavoidable financial loss which has been incurred due to a lapse in internal controls.</p>	<p>Risks mitigated at cost to Town.</p>		<p>5.1 Procedures should be re-enforced regarding the recovery of costs.</p>	<p>This was an isolated incident and generally these charges are included on the rates notice.</p> <p>Staff have been advised to be more timely with recovery of expenses in such cases.</p>	<p>Closed</p>

3.0 Review Findings and Recommendations (continued)

NO	OBSERVATION	RISK CONSIDERATIONS	RATING	RECOMMENDATION	AGREED MANAGEMENT ACTION	ACTION OWNER & DUE DATE
FEES MANAGEMENT – IMPROVEMENT OPPORTUNITIES						
6.0	<p>Town Planning – Spreadsheet Controls</p> <p>A spreadsheet has been developed by Town Planning for Customer Service staff to ensure that the correct rates have been applied based on the estimated value of the building works.</p> <p>Review of the spreadsheet noted that the cells containing formulae are not locked down to prevent accidental or unauthorised changes.</p>	Potential for incorrect fees to be levied.		6.1 Formulae should be locked down to prevent errors.	Agreed. Formulae now locked down.	Closed
7.0	<p>Audit testing of the Fees and Charges 2017-2018 published on the Town website and agreed back to the relevant local law/Act noted one anomaly (sample tested = 50):</p> <ul style="list-style-type: none"> Health (<i>Offensive Trades Fees</i>) Regs 1976 for Fish processing establishments is \$298. Fees and Charges has fee set at \$307. <p>The above discrepancy was due to an estimate being made on the anticipated statutory fee increase which typically occurs after the Fees & Charges have been presented to Council for approval.</p>	Incorrect fees being levied.		7.1 It is suggested that any statutory fees which may be subject to change following the annual fee setting process should be denoted as TBA (To be Advised). The previous year's fees could be provided as reference.	Agreed – Fees and Charges document has been corrected.	Closed

Rated minor due to additional reviews performed by Planning Services.

3.0 Review Findings and Recommendations (continued)

Classification of Review Findings

The following framework has been used to assist Management with prioritising internal audit findings according to their relative significance and in consideration of their impact to the business process.



Issue represents a control weakness which will/may have an adverse effect on the ability to achieve business objectives and/or is in significant breach with legislative requirements. Requires immediate management action.



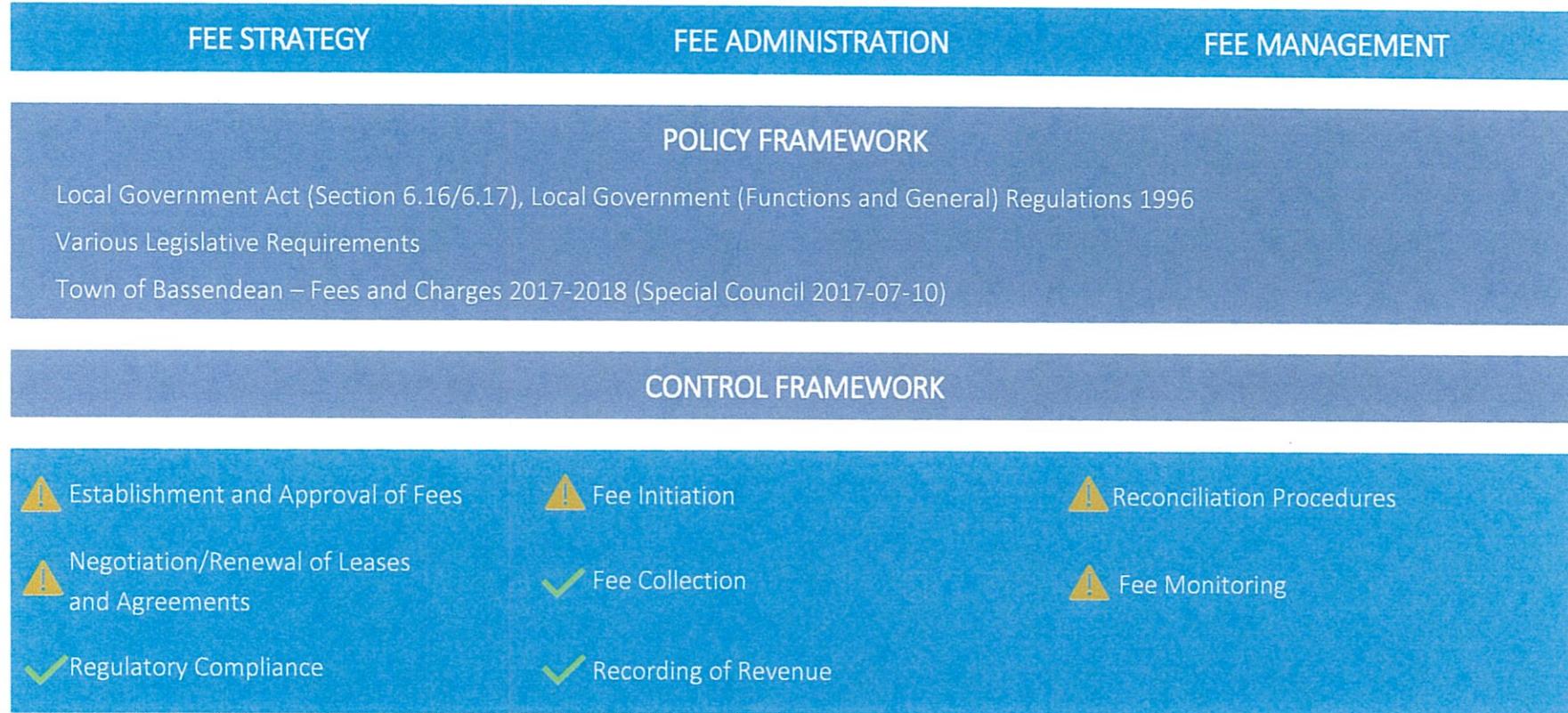
Issue represents a control weakness which may become more serious if not addressed. Requires management action within a reasonable time period.



Issue represents an opportunity for improvement. Management should consider cost benefit analysis within a reasonable time period.

4.0 Revenue Review – Services & Fees Process Controls

The following chart depicts the key processes and supporting controls reviewed during the audit.



 Controls are Adequate

 Improvement to Control Identified

5.0 Other Matters

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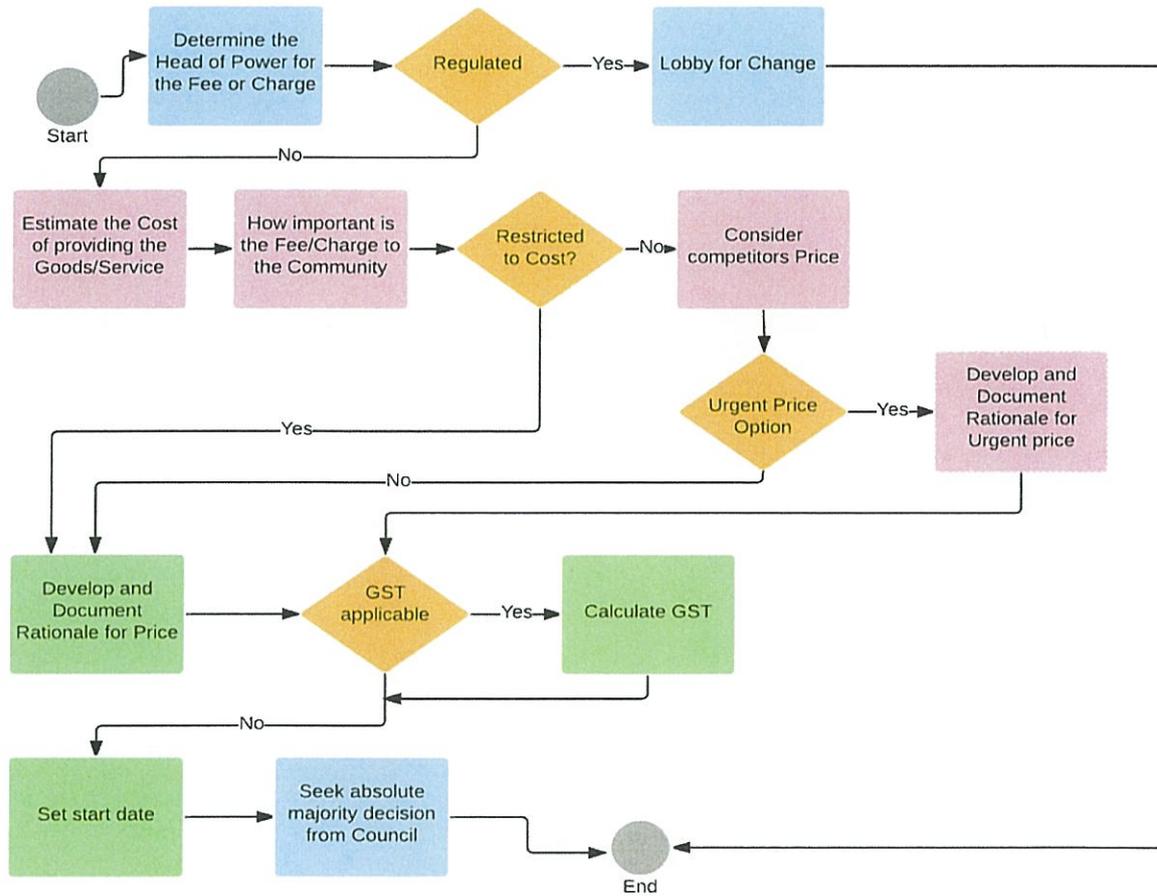
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DOCUMENT

Status: Draft | V1.6
Date: 20 February 2018

APPENDIX A – Legislative Background

The Act deals with fees and charges from LGA S6.16 to 6.19 which can be summarised in the following diagram.



MACRI PARTNERS

2018 FRAUD & ERROR
ASSESSMENT

TOWN OF BASSENDEAN

Explanatory Information

The purpose of this form is to contribute towards the effective two-way communication between auditors and the Council's Audit Committee, as 'those charged with governance'. The report covers some important areas of the auditor risk assessment where we are required to make enquiries of the Audit Committee under auditing standards.

Background

Under the Australian Auditing Standards, auditors have specific responsibilities to communicate with the Audit Committee.

Australian Auditing Standards ASA 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of a Financial Report* and ASA 260 *Communication with Those Charged with Governance* now make it mandatory for auditors to make enquiries of management and those charged with governance (audit committees) regarding matters that are indicated in the template form. The enquiries with those charged with governance (audit committees) are made in part to corroborate the responses to the enquiries of management.

Respective Responsibilities

The primary responsibility to prevent and detect fraud rests with both the Audit Committee and management. Management, with the oversight of the Audit Committee, needs to ensure a strong emphasis on fraud prevention and deterrence and encourage a culture of honest and ethical behaviour. As part of its oversight, the Audit Committee should consider the potential for override of controls and inappropriate influence over the financial reporting process.

As auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error. We are required to maintain professional scepticism throughout the audit, considering the potential for management override of controls.

Communication

As part of our risk assessment procedures we are required to obtain an understanding of management processes and the Audit Committee's oversight to address fraud risk.

This form includes a series of questions on each area with provision for responses from both management and the Audit Committee.

We suggest that Management complete the relevant sections before submitting these responses to the Audit Committee.

The Audit Committee should consider whether these responses are consistent with its understanding, before completing the relevant sections applicable to them.

Fraud and Error Assessment – Management

TOWN OF BASSENDEAN

FOR THE YEAR ENDING 30 JUNE 2018

1. Has management assessed the risk of material misstatement in the financial statements due to fraud? What are the results of this process?

Response:

Management has made an assessment to ensure that the annually adopted accounting policies continue to be appropriate to the Towns circumstances and if they have been consistently applied and adequate disclosure has been undertaken.

The reasonableness of significant accounting estimates made by the Chief Financial Officer; and the overall presentation of the financial statements is undertaken on a regular monthly basis. Council also undertakes the required budget review process to ensure that the originally adopted accounting estimates are on target.

The Financial Statements are developed on a monthly basis, there are numerous credit and debit transactions that are scrutinised through Contracts management procedures, and processes as well as authorisation of invoices that require two senior Officers to give the final approval before any funds are transferred to the Contractor. The Town Officers maintain a consistent check on new creditors through ASIC searches and ensures that any changes to BSB or Bank Account numbers are fully authorised by two Officer prior to any changes being made to the Creditor. These measures will assist in any misstatements in the financial statements. Where Council is required to adjust the budget, a report is provided giving an overview of the need for an adjustment to a particular item or items. Council needs to pass such amendment by absolute majority.

2. What processes does management have in place to identify and respond to risks of fraud?

Response:

Management undertakes a rigorous internal audit program with a respected Auditing firm, not associated with the External Audit to ensure probity. Combined with the internal audit program, and internal review of processes Management has enhanced and monitors the effectiveness of internal controls. The findings of these audits are reported to the Audit and Governance Management Committee, and then to Council, so that any identified adverse trends or deficiencies are rectified.

Fraud and corruption control and management is an integral component of the Towns Governance framework and Policy's which builds upon the requirement for transparent and accountable processes consistent with sound business practices and organisational standards of compliance. Additionally through this governance process management aim to create a culture of honesty and ethical behaviour within the Town.

The Town has established internal financial, information systems and management controls, which require staff to follow standard practices when conducting business, to act in accordance with best practice, and to adhere to agreed internal control systems. Applicable internal controls include:

- *suitable recruitment procedures (e.g. contacting referees Diversified selection panels)*

- reporting and management of conflicts of interest (As per LG.Act)
 - appropriate procurement practices
 - segregation of duties
 - security of records and information systems
 - consideration of risk and risk management strategies (Reviewed by Audit Committee)
 - supervision and internal checks
 - approvals within delegated authority
 - reconciliations
 - budget control
 - regular review of management reports
 - Internal audit.
- The Town's Code of Conduct, which applies to all officers, is a reflection of the Towns commitment to create an environment and culture in which ethical conduct is expected, encouraged, supported and achieved.
 - As stated in the Code of Conduct, staff must report suspected fraudulent and/or corrupt activity. Any staff member who suspects such activity must immediately notify his/her supervisor or those responsible for investigation. In situations where the supervisor is suspected of involvement in fraudulent and corrupt activity, the matter should be notified to the next highest level of supervision.

The Town's response to fraud and corruption allegations or matters will vary, according to the nature and seriousness of the alleged conduct. A full investigative response will be undertaken where the conduct, if proved, could result in dismissal or demotion. At the other end of the spectrum are complaints best dealt with by prompt managerial action.

3. Have any specific fraud risks, or areas with a high risk of fraud, been identified and what has been done to mitigate these risks?

Response:

The use of Credit cards has been identified in other local authorities as a potential fraud risk. In response to this potential risk, the Town reviewed credit card limits, number of cards issued to officers, and the procedures govern the use of the cards. Credit Card procedures were reviewed in March 2018. Credit Card holders were provided with revised card guidelines, which were signed off by the cardholder.

No other specific fraud risks have been identified in the review period

4. Are internal controls, including segregation of duties, in place and operating effectively? If not, where are the risk area's and what mitigating actions have been taken?

Response:

Management reviews internal controls and internal audit reviews. The segregation of duties in regards to procurement, tender assessment, payment authorisation, security access on the town's financial systems, authorisation of accounts & engagement & monitoring of contracts are frequently reviewed.

5. Are there any areas where there is a potential for override of controls or inappropriate influence over the financial reporting process (e.g. because of undue pressure to achieve financial targets such as a surplus position or better performance indicators)?

Response:

The end of year process & preparation of the annual financial statements is reviewed thoroughly by Audit. The Financial ratio's that are reported in the Annual Financial Statements are subject to audit.

6. What arrangements are in place to report fraud issues and risks to the Audit Committee?

Response:

The Town of Bassendean Code of Conduct for Councillors Committee Members & Employees (Section 6) deals with Fraudulent or Corrupt behaviour. Appropriate arrangements where this situation arises.

A role of the Town of Bassendean – Audit & Governance Committee – Instrument of Appointment, Risk management provides that it will review the process of developing & implementing fraud control arrangements and satisfy itself it has appropriate processes and systems in place to detect, capture and effectively respond to fraud related information.

7. How does the Council communicate and encourage ethical behaviour of its staff and contractors?

Response:

The Town of Bassendean's Code of Conduct (for Councillors, Committee Members & Employees) reinforces to individuals the importance and significance of ethical behaviour.

This is clearly listed in the code of conduct, under General Principles and Ethical standards. Further to this, the Town's corporate vision statements enforce a code of behaviour by staff that includes excellence in behaviour, professionalism, & teamwork.

8. How do you encourage staff to report their concerns about fraud? Have any significant issues been reported?

Response:

As stated above, the Town of Bassendean's code of conduct (Section 6.0 6.1) deals with this matter.

In regards to the second part of this question, no issues have been reported in the current reporting period.

9. Are you aware of any related party relationships or transactions that could give rise to risks of fraud?

Response:

Management are not aware of any related party relationships that may lead to fraud. Related party relationships will evolve in 2018/19 once new Accounting standards requirements and Local government Department requirements move into a higher level of compliance.

10. Are you aware of any instances of actual, suspected or alleged, fraud, within the Council since 1 July 2017? If yes, provide details of what occurred and who was involved.

Response:

No instances of actual, suspected or alleged, fraud within the Council have occurred since 1 July 2017.

11. Please advise if there have been any matters reported to the CCC (Corruption and Crimes Commission) by the Town.

Response:

During the 2017/18 reporting period, no matters have been referred to the CCC.

Signature: _____
Name: Mr Bob Jarvis
Position: CEO
Date: 11th May 2018

Fraud and Error Assessment – Audit Committee TOWN OF BASSENDEAN

FOR THE YEAR ENDING 30 JUNE 2018

The Australian Auditing Standards require us to consider the risk that fraud could occur within the Council. We are preparing to perform our Interim Audit risk assessment of your Council in relation to the audit for the year ending 30 June 2018. We would appreciate if you could briefly answer the following questions in the spaces provided, and return this signed letter.

1. Has the Council's management communicated to you its processes for identifying/responding to risks of fraud?

Response:

Yes. Council has adopted a code of conduct with advice from the Public Sector Commission and which has provision for the definition of fraud and misconduct.

2. How does the Audit Committee exercise oversight over management's processes for identifying and responding to risks of fraud?

Response:

Matters relating to internal audits and investigations are referred to the Audit and Governance Committee

3. Is the Audit Committee aware of any actual, suspected or alleged fraud? If yes, please provide details.

Response:

During the reporting period, there has been no any actual, suspected or alleged fraud that required the reporting to the Audit and Governance Committee.

Signature: _____

Name: _____

CR K HAMILTON

Position: _____

CHAIRPERSON

Date: _____

Examples of Circumstances that Indicate the Possibility of Fraud

The following are examples of circumstances that may indicate the possibility that the financial report may contain a material misstatement resulting from fraud.

Discrepancies in the accounting records, including:

- Transactions that are not recorded in a complete or timely manner or are improperly recorded as to amount, accounting period, classification, or entity policy.
- Unsupported or unauthorised balances or transactions.
- Last-minute adjustments that significantly affect financial results.
- Evidence of employees' access to systems and records inconsistent with that necessary to perform their authorised duties.
- Tips or complaints to the auditor about alleged fraud.

Conflicting or missing evidence, including:

- Missing documents.
- Documents that appear to have been altered.
- Unavailability of other than photocopied or electronically transmitted documents when documents in original form are expected to exist.
- Significant unexplained items on reconciliations.
- Unusual balance sheet changes or changes in trends or important financial statement ratios or relationships – for example receivables growing faster than revenues.
- Inconsistent, vague, or implausible responses from management or employees arising from enquiries or analytical procedures.
- Unusual discrepancies between the entity's records and confirmation replies.
- Large numbers of credit entries and other adjustments made to accounts receivable records.
- Unexplained or inadequately explained differences between the accounts receivable sub-ledger and the control account, or between the customer statements and the accounts receivable sub-ledger.
- Missing or non-existent cancelled cheques in circumstances where cancelled cheques are ordinarily returned to the entity with the bank statement.
- Missing inventory or physical assets of significant magnitude.
- Unavailable or missing electronic evidence, inconsistent with the entity's record retention practices or policies.
- Fewer responses to confirmations than anticipated or a greater number of responses than anticipated.
- Inability to produce evidence of key systems development and program change testing and implementation activities for current-year system changes and deployments.

Problematic or unusual relationships between the auditor and management, including:

- Denial of access to records, facilities, certain employees, customers, vendors, or others from whom audit evidence might be sought.
- Undue time pressures imposed by management to resolve complex or contentious issues.
- Complaints by management about the conduct of the audit or management intimidation of engagement team members, particularly in connection with the auditor's critical assessment of audit evidence or in the resolution of potential disagreements with management.
- Unusual delays by the entity in providing requested information.
- Unwillingness to facilitate auditor access to key electronic files for testing through the use of computer-assisted audit techniques.

- Denial of access to key IT operations staff and facilities, including security, operations, and systems development personnel.
- An unwillingness to add or revise disclosures in the financial report to make them more complete and understandable.
- An unwillingness to address identified deficiencies in internal control on a timely basis.

Other

- Unwillingness by management to permit the auditor to meet privately with those charged with governance.
- Personal financial pressure
- Vices such as substance abuse and gambling
- Extravagant purchasing or lifestyle
- Real or imagined grievances against the organisation or management
- Increased stress, irritable, defensive and argumentative
- No vacations / sick leave / excessive overtime
- Dominant personality
- Protective of area of administration and missing documents and files from the staff's area
- Accounting policies that appear to be at variance with industry norms.
- Frequent changes in accounting estimates that do not appear to result from changed circumstances.
- Tolerance of violations of the entity's Code of Conduct.

ATTACHMENT NO. 22



FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

30 April 2018

TOWN OF BASSENDEAN

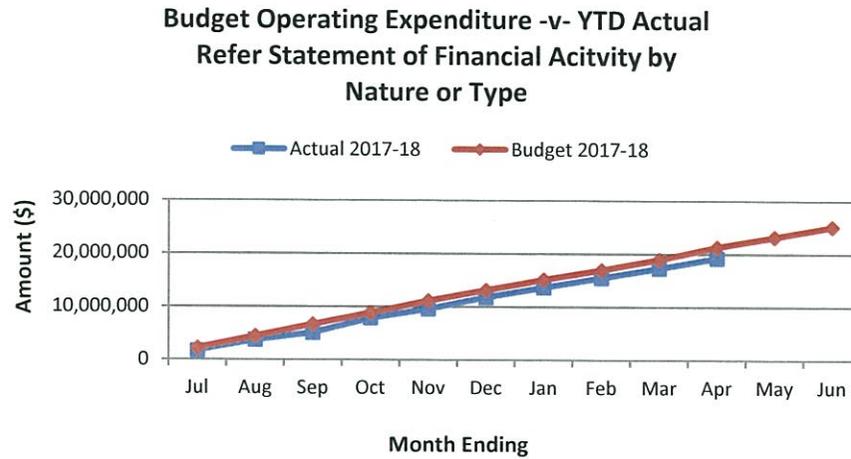
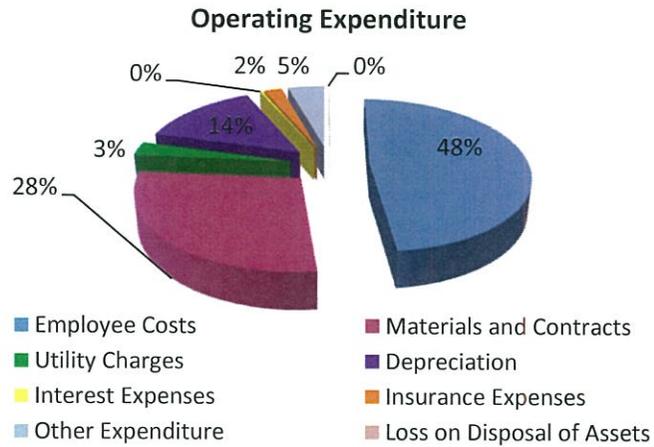
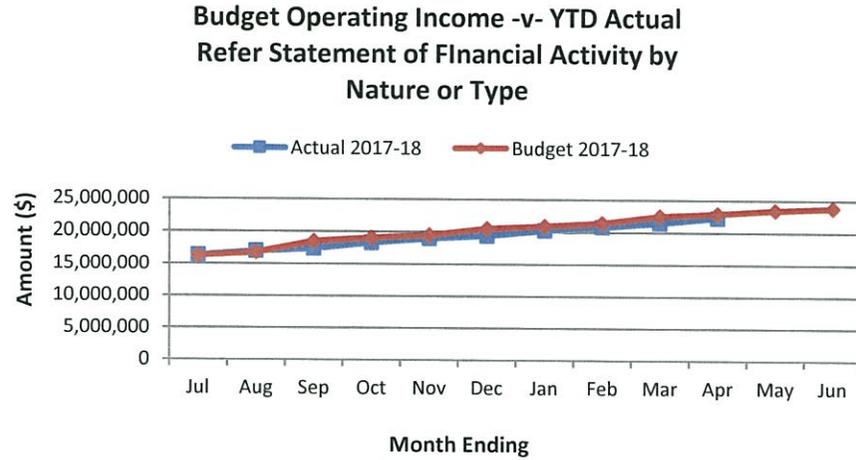
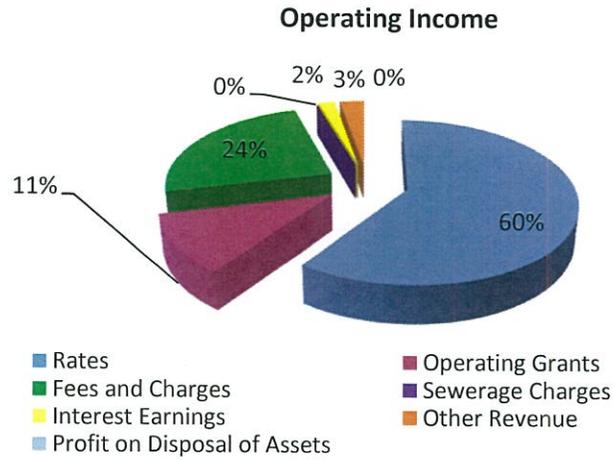
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 April 2018

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

TABLE OF CONTENTS

Summary Graphs		2
Statement of Financial Activity by Program		3
Statement of Financial Activity By Nature or Type		4
Statement of Financial Activity by Corporate Business Plan		5
Statement of Financial Position		6
Statement of Changes in Equity		7
Statement of Cash Flows		8-9
Note 1	Reporting Classifications	10-11
Note 2	Rating Information	12
Note 3	Net Current Funding Position	13
Note 4	Information on Borrowings	14
Note 5	Investments	15
Note 6	Current Recievables and Payables	16
Note 7	Cash Backed Reserves	17
Note 8	Capital Works Program	18-20
Note 9	Budget Amendments	21
Note 10	Disposal of Assets	22
Note 11	Trust	23
Note 12	Statement of Financial Position Notes	24-26
Note 13	Project and Consultancies List	27-28

**Town of Bassendean
Information Summary
For the Period Ended 30 April 2018**



TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 April 2018

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
			\$	\$	\$	%
Opening Funding Surplus(Deficit)	3	2,531,579	2,184,379	2,184,379	2,184,379	0.00%
Revenue from operating activities						
Governance		30,000	31,000	26,500	15,013	(43.35%)
General Purpose Funding - Rates	8	12,935,762	12,911,262	12,881,262	12,904,542	0.18%
General Purpose Funding - Other		900,491	861,888	687,411	742,498	8.01%
Law, Order and Public Safety		131,500	131,500	117,950	108,627	(7.90%)
Health		2,657,320	2,674,170	2,674,070	2,675,249	0.04%
Education and Welfare		4,653,710	4,783,364	4,249,263	4,544,383	6.95%
Community Amenities		136,500	105,000	82,590	116,853	41.49%
Recreation and Culture		317,650	440,650	414,600	281,640	(32.07%)
Transport		131,315	87,094	86,394	52,541	(39.18%)
Economic Services		131,176	100,976	79,380	81,489	2.66%
Other Property and Services		198,900	158,900	151,183	84,981	(43.79%)
		22,224,324	22,285,804	21,450,603	21,607,816	0.73%
Expenditure from operating activities						
Governance		(932,446)	(1,020,446)	(951,095)	(726,269)	23.64%
General Purpose Funding		(850,094)	(850,094)	(710,566)	(639,201)	10.04%
Law, Order and Public Safety		(693,558)	(694,128)	(582,273)	(477,245)	18.04%
Health		(3,225,954)	(3,102,554)	(2,621,262)	(2,316,478)	11.63%
Education and Welfare		(5,099,480)	(5,098,217)	(4,260,343)	(4,266,817)	(0.15%)
Community Amenities		(1,451,670)	(1,346,170)	(1,164,368)	(952,046)	18.23%
Recreation and Culture		(6,615,908)	(6,674,584)	(5,697,535)	(4,820,330)	15.40%
Transport		(5,619,401)	(5,609,853)	(4,696,491)	(4,491,638)	4.36%
Economic Services		(565,288)	(555,338)	(479,042)	(430,408)	10.15%
Other Property and Services		(108,689)	(109,021)	(90,614)	(90,410)	0.22%
		(25,162,489)	(25,060,406)	(21,253,590)	(19,210,841)	9.61%
Operating activities excluded from budget						
Add back Depreciation		3,266,812	3,266,812	2,722,214	2,731,995	0.36%
Adjust (Profit)/Loss on Asset Disposal	10	18,023	18,023	-	12,313	
Movement in Leave Reserve		24,000	24,000	24,000	6,279	(73.84%)
Amount attributable to operating activities		370,670	534,234	2,943,227	5,147,562	
Investing Activities						
Non-operating Grants, Subsidies and Contributions						
Non-operating Grants, Subsidies and Contributions		1,478,462	1,470,398	1,375,398	598,707	(56.47%)
Proceeds from Disposal of Assets	10	605,150	605,150	-	28,035	
Land and Buildings	8	(1,198,500)	(1,084,250)	(966,586)	(323,203)	(66.56%)
Infrastructure Assets - Roads	8	(902,542)	(902,542)	(902,542)	(424,324)	(52.99%)
Infrastructure Assets - Footpaths	8	(93,500)	(87,189)	(87,189)	(57,541)	(34.00%)
Infrastructure Assets - Other	8	(1,173,500)	(1,176,741)	(1,083,071)	(312,611)	(71.14%)
Infrastructure Assets - Drainage	8	(1,430,700)	(1,369,274)	(1,360,944)	(140,649)	(89.67%)
Plant and Equipment	8	(118,880)	(97,045)	(97,045)	(124,386)	28.17%
Furniture and Equipment	8	(181,682)	(200,740)	(200,740)	(135,139)	(32.68%)
Amount attributable to investing activities		(3,015,692)	(2,842,233)	(3,322,719)	(891,110)	
Financing Activities						
Self-Supporting Loan Principal		19,779	19,779	14,711	14,711	-
Transfer from Reserves	7	1,077,343	1,251,662	-	-	-
Repayment of Debentures	4	(123,994)	(123,994)	(107,404)	(107,404)	-
Transfer to Reserves	7	(821,362)	(985,504)	(79,196)	(79,196)	-
Amount attributable to financing activities		151,766	161,943	(171,889)	(171,889)	
Closing Funding Surplus(Deficit)	3	38,324	38,324	1,632,999	6,268,942	

TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 April 2018

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
Opening Funding Surplus (Deficit)	3	2,531,579	\$ 2,184,379	\$ 2,184,379	\$ 2,184,379	% 0.00%
Revenue from operating activities						
Rates	2	12,935,762	12,911,262	12,881,262	12,904,542	0.18%
Operating Grants, Subsidies and Contributions		2,364,274	2,532,126	2,367,286	2,465,679	4.16%
Fees and Charges		5,838,490	5,788,040	5,305,770	5,234,024	(1.35%)
Interest Earnings		452,821	452,321	373,664	406,082	8.68%
Other Revenue		632,977	602,056	522,621	593,716	13.60%
Profit on Disposal of Assets		-	-	-	3,773	
		22,224,324	22,285,805	21,450,603	21,607,816	0.73%
Expenditure from operating activities						
Employee Costs		(11,383,091)	(11,478,832)	(9,566,781)	(9,262,005)	3.19%
Materials and Contracts		(8,304,553)	(8,108,055)	(7,004,256)	(5,372,686)	23.29%
Utility Charges		(711,844)	(707,544)	(588,760)	(551,060)	6.40%
Depreciation on Non-Current Assets		(3,266,812)	(3,266,812)	(2,722,214)	(2,731,995)	(0.36%)
Interest Expenses		(61,115)	(61,115)	(51,356)	(42,870)	16.52%
Insurance Expenses		(462,957)	(428,331)	(398,267)	(403,510)	(1.32%)
Other Expenditure		(954,094)	(991,693)	(921,956)	(830,631)	9.91%
Loss on Disposal of Assets		(18,023)	(18,023)	-	(16,086)	
		(25,162,489)	(25,060,406)	(21,253,590)	(19,210,841)	9.61%
Operating activities excluded from budget						
Add back Depreciation		3,266,812	3,266,812	2,722,214	2,731,995	0.36%
Adjust (Profit)/Loss on Asset Disposal		18,023	18,023	-	12,313	
Movement in Leave Reserve		24,000	24,000	24,000	6,279	(73.84%)
Amount attributable to operating activities		370,670	534,234	2,943,228	5,147,562	
Investing activities						
Grants, Subsidies and Contributions		1,478,462	1,470,398	1,375,398	598,707	(56.47%)
Proceeds from Disposal of Assets	10	605,150	605,150	-	28,035	
Land and Buildings	8	(1,198,500)	(1,084,250)	(966,586)	(323,203)	(66.56%)
Infrastructure Assets - Roads	8	(902,542)	(902,542)	(902,542)	(424,324)	(52.99%)
Infrastructure Assets - Footpaths	8	(93,500)	(87,189)	(87,189)	(57,541)	(34.00%)
Infrastructure Assets - Other	8	(1,173,500)	(1,176,741)	(1,083,071)	(312,611)	(71.14%)
Infrastructure Assets - Drainage	8	(1,430,700)	(1,369,274)	(1,360,944)	(140,649)	(89.67%)
Plant and Equipment	8	(118,880)	(97,045)	(97,045)	(124,386)	28.17%
Furniture and Equipment	8	(181,682)	(200,740)	(200,740)	(135,139)	(32.68%)
Amount attributable to investing activities		(3,015,692)	(2,842,233)	(3,322,719)	(891,110)	
Financing Activities						
Self-Supporting Loan Principal		19,779	19,779	14,711	14,711	0.00%
Transfer from Reserves	7	1,077,343	1,251,662	-	-	
Repayment of Debentures	4	(123,994)	(123,994)	(107,404)	(107,404)	0.00%
Transfer to Reserves	7	(821,362)	(985,504)	(79,196)	(79,196)	0.00%
Amount attributable to financing activities		151,766	161,943	(171,889)	(171,889)	
Closing Funding Surplus (Deficit)	3	38,324	38,324	1,632,999	6,268,942	

Town of Bassendean
STATEMENT OF FINANCIAL ACTIVITY
(Corporate Business Plan)
For the Period Ended 30 April 2018

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL
	Sum of Original Budget	Sum of Amended Budget	Sum of YTD Actual
Built Environment	7,372,528	7,267,608	5,392,241
Capital Expenditure	1,467,442	1,347,357	789,319
Operating Expenditure	6,860,339	6,813,804	5,335,774
Operating Income	(955,253)	(893,553)	(732,852)
Economic	318,441	323,421	209,766
Capital Expenditure	18,500	23,480	6,483
Operating Expenditure	433,311	433,311	304,528
Operating Income	(133,370)	(133,370)	(101,245)
Good Governance	(12,109,545)	(11,973,180)	(12,356,163)
Capital Expenditure	66,000	65,062	9,062
Operating Expenditure	1,648,238	1,723,438	1,262,323
Operating Income	(13,823,783)	(13,761,680)	(13,627,549)
Natural Environment	5,544,975	5,306,944	2,271,336
Capital Expenditure	1,672,382	1,634,233	396,907
Operating Expenditure	6,787,563	6,634,496	4,654,367
Operating Income	(2,914,970)	(2,961,785)	(2,779,938)
Social	5,432,608	5,297,191	3,004,990
Capital Expenditure	1,874,980	1,847,649	316,081
Operating Expenditure	9,433,038	9,455,356	7,650,168
Operating Income	(5,875,410)	(6,005,814)	(4,961,259)
Grand Total	6,559,007	6,221,984	(1,477,830)
Less Depreciation	(3,266,812)	(3,266,812)	(2,731,995)
Plus Opening Surplus	(2,531,579)	(2,184,379)	(2,184,379)
Transfer from Reserves	(1,077,343)	(1,251,662)	-
Proceeds from Disposal of Ass	(605,150)	(605,150)	(28,035)
Employee Accruals	(24,000)	(24,000)	(6,279)
P& L on sale of assets	(18,023)	(18,023)	(12,313)
Loan Principal Repayments	123,992	123,992	107,404
Transfer to Reserves	821,361	985,503	79,196
Self Supporting Loan	(19,779)	(19,779)	(14,711)
TOTAL SUMMARY	(38,324)	(38,324)	(6,268,942)

Town of Bassendean
STATEMENT OF FINANCIAL POSITION
For the Period Ended 30 April 2018

	2017/18	2016/17
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	13,691,496	10,475,121
Trade and other receivables	1,391,560	1,023,023
Inventories	24,417	13,333
TOTAL CURRENT ASSETS	<u>15,107,473</u>	<u>11,511,477</u>
NON-CURRENT ASSETS		
Financial Assets	108,332	108,332
Other receivables	556,527	571,885
Property, plant and equipment	56,271,022	56,216,070
Infrastructure	104,576,683	105,885,479
Interests in Joint Ventures	7,538,343	7,538,343
TOTAL NON-CURRENT ASSETS	<u>169,050,907</u>	<u>170,320,108</u>
TOTAL ASSETS	<u>184,158,380</u>	<u>181,831,585</u>
CURRENT LIABILITIES		
Trade and other payables	2,843,098	3,402,911
Current portion of long term borrowings	16,590	123,994
Provisions	2,108,798	2,110,469
TOTAL CURRENT LIABILITIES	<u>4,968,486</u>	<u>5,637,374</u>
NON-CURRENT LIABILITIES		
Long term borrowings	811,380	811,380
Provisions	201,834	201,834
TOTAL NON-CURRENT LIABILITIES	<u>1,013,213</u>	<u>1,013,213</u>
TOTAL LIABILITIES	<u>5,981,699</u>	<u>6,650,587</u>
NET ASSETS	<u>178,176,680</u>	<u>175,180,997</u>
EQUITY		
Retained surplus	34,732,973	31,816,485
Reserves - cash backed	4,880,509	4,801,314
Revaluation surplus	138,563,195	138,563,196
TOTAL EQUITY	<u>178,176,680</u>	<u>175,180,997</u>

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

TOWN OF BASSENDEAN
STATEMENT OF CHANGES IN EQUITY
For the Period Ended 30 April 2018

	RETAINED SURPLUS \$	RESERVES CASH/INVESTMENT BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 30 June 2017	31,888,675	4,673,019	114,000,341	150,562,035
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	-	-
Balance as at 30 June 2018	31,816,487	4,801,314	138,563,195	175,180,997
Comprehensive income				
Net result	2,995,682	-	-	2,995,682
Transfers from/(to) reserves	(79,196)	79,196	-	-
Balance as at 30 April 2018	34,732,973	4,880,510	138,563,195	178,176,680

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

TOWN OF BASSENDEAN
STATEMENT OF CASH FLOWS
For the Period Ended 30 April 2018

	2017/18 Actual \$	2017/18 Budget \$	2016/2017 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts:			
Rates	12,898,236	12,882,806	12,649,066
Operating grants, subsidies and contributions	2,465,679	2,372,274	3,072,445
Fees and charges	4,170,166	5,838,490	5,492,673
Interest earnings	410,528	452,821	524,551
Goods and services tax	909,945	-	971,140
Other revenue	593,716	632,977	720,383
	<u>21,448,270</u>	<u>22,179,368</u>	<u>23,430,258</u>
Payments:			
Employee costs	(9,386,344)	(11,377,547)	(11,234,999)
Materials and contracts	(5,372,686)	(8,040,124)	(6,552,966)
Utility charges	(551,060)	(711,844)	(692,324)
Interest expenses	(48,573)	(61,115)	(66,527)
Insurance expenses	(403,510)	(462,957)	(513,844)
Goods and services tax	(824,996)	-	(1,027,898)
Other expenditure	(830,631)	(954,094)	(1,047,411)
	<u>(17,417,800)</u>	<u>(21,607,681)</u>	<u>(21,135,969)</u>
Net cash provided by (used in)			
operating activities	<u>4,030,470</u>	<u>571,687</u>	<u>2,294,289</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Receipts:			
Non-operating grants, subsidies and contributions	598,707	1,478,462	1,086,544
Proceeds from sale of assets	28,035	605,150	5,500
Payments:			
Payments for purchase of property, plant & equipment	(582,728)	(1,499,062)	(580,054)
Payments for construction of infrastructure	(935,125)	(3,600,242)	(1,647,718)
Net cash provided by (used in)			
investment activities	<u>(891,110)</u>	<u>(3,015,692)</u>	<u>(1,135,728)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts:			
Proceeds from self supporting loans	14,711	19,779	18,509
Deferred Income Sports Club	-	-	8,000
Transfer from Trust	169,705	200,000	(89,488)
Payments:			
Repayment of debentures	(107,404)	(123,995)	(115,710)
Net cash provided by (used in)			
financing activities	<u>77,012</u>	<u>95,784</u>	<u>(178,689)</u>
Net increase (decrease) in cash held	3,216,372	(2,348,221)	979,872
Cash and cash equivalents at beginning of year	10,475,121	10,656,168	9,495,249
Cash and cash equivalents			
at the end of the year	<u>13,691,496</u>	<u>8,307,947</u>	<u>10,475,121</u>

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

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

NOTES TO THE CASH FLOW STATEMENT

(a) Reconciliation of Cash

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

	2017/18 Actual \$	2017/18 Budget \$	2016/2017 \$ Actual
Cash and Cash Equivalents	13,691,496	8,307,947	10,475,121

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

Net Result	2,995,680	(1,459,702)	56,108
Depreciation	2,731,995	3,266,812	3,314,436
(Profit)/Loss on Sale of Asset	12,313	18,023	9,000
(Increase)/Decrease in Receivables	(1,054,634)	(44,956)	(198,106)
(Increase)/Decrease in Inventories	(11,084)	-	6,545
Increase in Investment in Joint Venture	-	-	(202,422)
Decrease in Investment in WALGA House Trust	-	-	16,888
Increase/(Decrease) in Payables & Accruals	(45,093)	264,429	(26,879)
Increase/(Decrease) in Employee Provisions	-	5,544	405,266
Grants/Contributions for the Development of Assets	(598,707)	(1,478,462)	(1,086,544)
Net Cash from Operating Activities	4,030,470	571,687	2,294,289

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

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.

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.

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.

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 1 Reporting Classifications

Function/Activity Classifications

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 BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

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
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	7.1650	5,769	158,122,563	11,330,584	87,162	3,600	11,421,347	11,329,482	120,000	2,000	11,451,482
Sub-Totals		5,769	158,122,563	11,330,584	87,162	3,600	11,421,347	11,329,482	120,000	2,000	11,451,482
Minimum Payment	Minimum \$										
Minimum Rate	1,085	1,368	18,858,081	1,483,195	-	-	1,483,195	1,484,280	-	-	1,484,280
Sub-Totals		1,368	18,858,081	1,483,195	-	-	1,483,195	1,484,280	-	-	1,484,280
		7,137	176,980,644	12,813,779	87,162	3,600	12,904,542	12,813,762	120,000	2,000	12,935,762
Amount from General Rates							12,904,542	12,813,762			12,935,762
Totals							12,904,542	12,813,762			12,935,762

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 extent of any increase in rating over the level adopted in the previous year. The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

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

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing	Current
	30 June 2017	30 Apr 2018
	\$	\$
Current Assets		
Cash Unrestricted	3,699,827	6,667,300
Cash Restricted	4,801,314	4,880,509
Restricted Cash - Trust	1,973,980	2,143,685
Rates Outstanding	754,709	1,164,886
Sundry Debtors	135,775	179,086
GST Receivable	112,759	27,809
Inventories	13,333	24,417
	11,491,698	15,087,693
Less: Current Liabilities		
Sundry Creditors	(1,050,259)	(508,439)
Accrued Interest on Debentures	(5,703)	-
Accrued Salaries and Wages	(122,668)	-
Rates in Advance	(250,300)	(190,974)
Hyde Retirement Village Bonds	(173,600)	(213,600)
Bonds and Other Deposits	(1,800,380)	(1,930,085)
Current Employee Provisions	(2,110,469)	(2,108,798)
	(5,513,380)	(4,951,896)
Net Current Assets	5,978,318	10,135,797
Less: Cash Reserves	(4,801,314)	(4,880,509)
Plus : Liabilities funded by Cash Backed Reserves	1,007,375	1,013,654
Net Current Funding Position	2,184,379	6,268,942

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 4 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2017	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$
Recreation and Culture							
Loan 156 - Civic Centre Redevelopment	129,324	43,775	43,775	85,549	85,549	7,284	9,021
Loan 160A - Civic Centre Redevelopment	384,383	33,488	45,010	350,895	339,373	17,471	25,987
Loan 160B- Civic Centre Redevelopment	153,009	15,430	15,430	137,579	137,579	7,077	8,720
Self Supporting Loans							
Loan 157 - Ashfield Soccer Club	19,158	3,210	4,316	15,948	14,842	903	1,177
Loan 162 - TADWA	249,498	11,501	15,462	237,997	234,036	10,136	16,211
	935,372	107,404	123,994	827,968	811,378	42,870	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 March 2018**

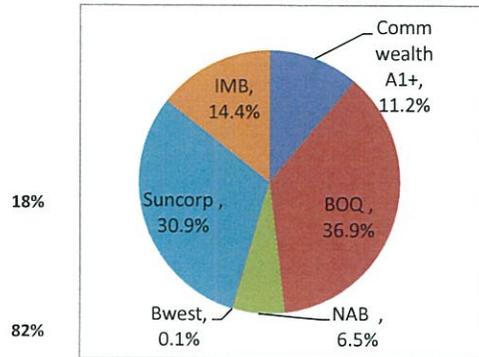
Note 5 : CASH INVESTMENTS

Deposit Ref	Deposit Date	Maturity Date	S & P Rating	Institution	Term (Days)	Rate of Interest	Amount Invested (Days)				Total	Expected Interest
							Up to 30	30-60	60-90	90-120+		
Municipal												
4191405	20/02/2018	4/04/2018	A1	Suncorp	43	1.96%		500,000	-	-	500,000	1,155
499810	20/03/2018	18/04/2018	A2	Bank of Queensland	29	1.80%		1,700,000	-	-	1,700,000	2,431
48028	6/02/2018	14/05/2018	A2	IMB	97	2.40%				2,000,000	2,000,000	12,756
497940	6/03/2018	18/04/2018	A2	Bank of Queensland	43	1.90%		2,000,000	-	-	2,000,000	4,477
							-	4,200,000	-	2,000,000	6,200,000	20,819
Reserve												
473732	29/03/2018	29/06/2018	A2	Bank of Queensland	92	2.55%				1,026,723	1,026,723	6,599
4191815	27/03/2018	29/06/2018	A1	Suncorp	94	2.45%				2,305,505	2,305,505	14,547
164115	12/02/2018	29/06/2018	A1+	Commonwealth Bank	137	2.30%				1,548,281	1,548,281	13,366
							-	-	-	4,880,509	4,880,509	34,512
Trust												
089-062126-4	26/02/2018	26/06/2018	A1+	Bankwest	120	1.50%				11,670	11,670	58
94-401-6261	26/02/2018	29/06/2018	A1+	NAB	123	2.48%				885,285	885,285	7,399
491987	30/01/2018	30/05/2018	A2	Bank of Queensland	120	2.45%				400,000	400,000	3,222
4191599	9/03/2018	8/05/2018	A1	Suncorp	60	2.32%				1,500,000	1,500,000	5,721
							-	-	1,500,000	1,296,955	2,796,955	16,399
							-	4,200,000	1,500,000	8,177,464	13,877,464	71,729

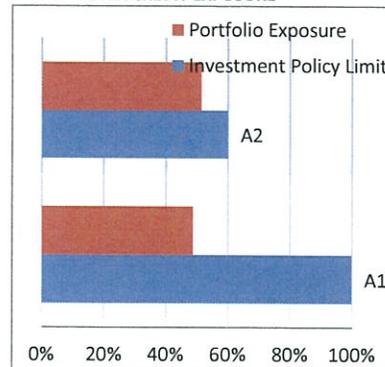
ENVIRONMENTAL COMMITMENT

Depositing Institution	Value Invested
Fossil Fuel Lending ADI	
Commonwealth	\$1,548,281
NAB	\$885,285
Bankwest	\$11,670
	\$2,445,236
Non Fossil Fuel Lending ADI	
B of Queensland	\$5,126,723
IMB	\$2,000,000
Suncorp	\$4,305,505
	\$11,432,228
Total Funds	\$13,877,464

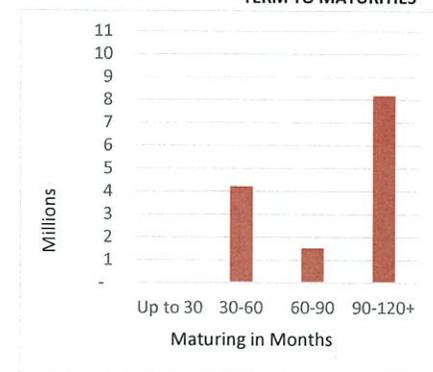
INDIVIDUAL INSTITUTION EXPOSURE



TOTAL CREDIT EXPOSURE



TERM TO MATURITIES

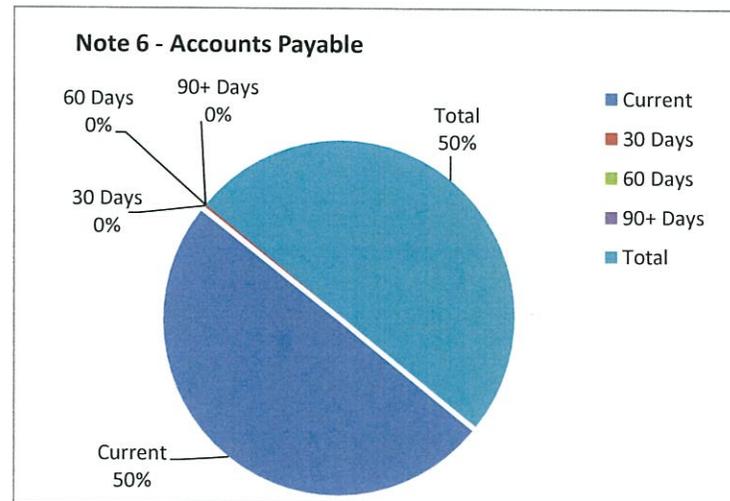
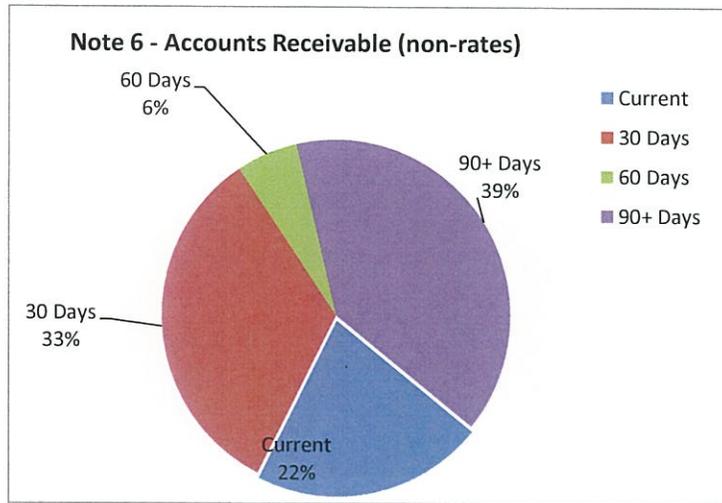


TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 6: Receivables and Payables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	22,399	34,487	5,932	41,037	103,855

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	258,180	971	0	(50)	259,101



Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 7: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Revised Budget Transfers In (+)	Revised Budget Transfers Out (-)	Actual Transfers In (+)	Actual Interest Earned	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant And Equipment Reserve	379,103	8,634	-	(29,000)		(6,000)	-	7,936	387,039
Recreation Development Reserve	37,139	14,512	-	-			-	778	37,916
Land And Buildings Infrastructure Reserve	1,843,265	41,982	550,000	(800,000)	550,000	(786,903)	-	38,590	1,881,856
Waste Management Reserve	288,744	11,815	100,000	-	100,000		-	6,045	294,789
Wind In The Willows Child Care Reserve	53,361	1,215	-	(40,000)	14,142	(39,124)	-	1,117	54,478
Aged Persons Reserve	470,210	10,709	-	-			518	9,844	480,572
Youth Development Reserve	27,529	627	-	-			-	576	28,105
Cultural Events Reserve	5,162	-	-	(5,162)		(5,162)	-	109	5,271
Self Insurance Reserve	8,199	-	-	(8,199)		(8,199)	-	172	8,370
Underground Power Reserve	79,452	1,810	-	-			-	1,663	81,116
Employee Entitlements Reserve	1,007,375	-	24,000	-	24,000	(90,000)	-	6,279	1,013,654
Roads And Drainage Infrastructure Reserve	114,111	2,599	-	-			-	2,389	116,500
Hacc Asset Replacement Reserve	151,861	3,459	-	(65,000)		(58,182)	-	3,179	155,040
Unspent Grants Reserve	335,803	-	50,000	(129,982)	200,000	(258,092)	-	-	335,803
	4,801,314	97,362	724,000	(1,077,343)	888,142	(1,251,662)	518	78,678	4,880,509

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 8: Capital Acquisitions

Assets	Account	YTD Actual			Budget					Funding Source	Funding Amount
		New/ Upgrade	Renewal	Total YTD	Purchase Order Value	Annual Budget	Revised Budget	YTD Budget	YTD Variance		
		\$	\$	\$		\$		\$	\$		
Summary of Capital Acquisitions											
Land and Buildings		-	323,203	323,203	318	1,198,500	1,084,250	966,586	(643,383)		
Plant and Equipment		-	124,386	124,386	-	118,880	97,045	97,045	27,341		
Furniture and Equipment		-	135,139	135,139	12,405	181,682	200,740	200,740	(65,601)		
Roadworks		-	424,324	424,324	135,602	902,542	902,542	902,542	(478,218)		
Drainage		-	140,649	140,649	25,663	1,430,700	1,369,274	1,360,944	(1,220,295)		
Footpaths		-	57,541	57,541	-	93,500	87,189	87,189	(29,648)		
Parks, Gardens and Reserves		312,611	-	312,611	19,491	1,173,500	1,176,741	1,083,071	(770,460)		
Totals		312,611	1,205,241	1,517,852	193,478	5,099,304	4,917,781	4,698,117	(3,180,265)		
LAND											
LAND PURCHASE 97 KENNY ST(WIND UP TPS4A)	AL1701		-	-	-	5,000	5,000	5,000	(5,000)		
LAND PURCHASE 13 HATTON(WIND UP TPS4A)	AL1702		-	-	-	6,000	6,000	6,000	(6,000)		
Land Total		-	-	-	-	11,000	11,000	11,000	(11,000)		
Buildings											
11 HAMILTON STREET, BASSENDEAN - REROOFING	AB1701		66,902	66,902	-	80,000	66,903	66,903	(1)	Reserves	80,000
COMMUNITY HALL BASSENDEAN - RENEWAL TO ALUMINIUM ENTRY DOORS	AB1702		18,378	18,378	-	20,000	20,215	20,215	(1,837)		
STAN MOSES PAVILLION, EDEN HILL - ENTRY DOORS	AB1703		13,489	13,489	-	15,000	14,838	14,838	(1,349)		
COMMUNITY FACILITY - REPLACE LIGHTING WITH LED LIGHTING (MLA COMM)	AB1705		14,554	14,554	-	15,000	14,554	14,554	(0)	Grant	15,000
DEPOT - UPGRADE WORKSHOP SWITCHBOARD	AB1706		4,854	4,854	-	7,000	4,854	4,854	(0)		
SENIOR CITIZENS HALL - UPGRADE OF AIR CONDITIONING SYSTEM (MLA COMM)	AB1708		11,600	11,600	-	15,000	11,600	11,600	-	Grant	15,000
BASSENDEAN BOWLING CLUB - ELECTRICAL REWIRE & REPLACE WITH LED LIGHTING	AB1709		22,000	22,000	-	18,000	22,000	22,000	-		
DUDLEY ROBINSON CENTRE (YOUTH SERVICES) - REPLACING AIR CONDITIONING	AB1710		15,600	15,600	-	16,000	15,600	15,600	-		
BOWLING CLUB BASSENDEAN - RENEW ENTRY DOORS TO BOWLING CLUB	AB1711		16,614	16,614	-	19,500	18,276	18,276	(1,662)		
DEPOT OFFICE - UPGRADE DATA CABLE EQUIPMENT	AB1713		-	-	-	6,000	6,000	6,000	(6,000)		
COMMUNITY HALL KITCHEN - REPLACE KITCHEN ROLLER SHUTTER WITH SLIDING DOORS	AB1714		4,950	4,950	-	5,000	5,000	5,000	(50)		
ASHFIELD COMMUNITY CENTRE - REPLACE CARPET WITH SUITABLE FLOORING	AB1715		18,575	18,575	-	20,000	18,575	18,575	-		
INSTALLATION OF EMERGENCY EVACUATION PA/INTERCOM SYSTEM - ADMINISTRATION	AB1716		9,062	9,062	-	10,000	9,062	9,062	(0)		
ASHFIELD COMMUNITY CENTRE - UPGRADE TO LED LIGHTING	AB1717		19,739	19,739	-	20,000	19,739	19,739	(0)		
BILL WALKER STAND - UPGRADE OF MAIN ELECTRICAL SWITCH BOARD, SEWERAGE	AB1718		23,685	23,685	-	25,000	23,685	23,685	-		
35 OLD PERTH ROAD - UPGRADE	AB1719		4,439	4,439	-	150,000	50,000	50,000	(45,561)		
WIND IN THE WILLOWS UPGRADES -BABIES AREA, CARPETS,PAINTING	AB1720		9,985	9,985	-	10,000	9,985	9,985	-	Reserves	10,000
48 OLD PERTH ROAD - UPGRADE OF COMMITTEE ROOM KITCHEN	AB1721		16,364	16,364	-	20,000	16,364	16,364	(0)		
WIW ASHFIELD BUILDING UPGRADE	AB1722		19,074	19,074	-	10,000	20,000	20,000	(926)	Reserves	10,000
YOUTH SERVICES FLOORING AND PAINTING	AB1723		10,590	10,590	-	11,000	11,000	9,166	1,424		
CONSTRUCTION OF NEW MENS SHED- SCADDAN STREET	AB1724		2,750	2,750	318	695,000	695,000	579,170	(576,420)	Res. \$170K, Grant \$500k	670,000
Buildings Total		-	323,203	323,203	318	1,187,500	1,073,250	955,586	(632,383)		

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 8: Capital Acquisitions

Assets	Account	YTD Actual			Budget					Funding Source	Funding Amount
		New/ Upgrade	Renewal	Total YTD	Purchase Order Value	Annual Budget	Revised Budget	YTD Budget	YTD Variance		
		\$	\$	\$		\$		\$	\$		
Furniture and Equipment											
IT CAFE UPGRADE - BASSENDEAN YOUTH CENTRE	AE1701		20,099	20,099	-	20,000	20,000	20,000	99	Grant	20,000
LIBRARY - ONE STOP SELF SERVICE CIRCULATION SERVICE UNIT	AE1702		-	-	5,700	7,000	7,000	7,000	(7,000)		
REPLACING RAINBIRD FLOW METERS AND CONTROLLERS FOR THE AUTOMAT	AE1703		14,760	14,760	-	15,000	14,760	14,760	-		
IT INFRASTRUCTURE UPGRADE (C/O FROM 2016-1 AE11601)	AE1704		-	-	-	50,000	50,000	50,000	(50,000)		
CCTV MARY CRESCENT	AE1705		42,868	42,868	-	44,841	49,824	49,824	(6,956)	Reserves	44,841
CCTV JUBILEE RESERVE	AE1706		57,412	57,412	-	44,841	49,823	49,823	7,589	Reserves	44,841
HACC NON RECURRENT FUNDING EXPENDITURE	AE1707		-	-	6,705	-	9,333	9,333	(9,333)	Reserves	9,333
Furniture and Equipment Total		-	135,139	135,139	12,405	181,682	200,740	200,740	(65,601)		
Plant and Equipment											
P1105 - POLMAC TRAILER (REC & CUL)	AF1701		2,745	2,745	-	3,100	2,740	2,740	5	Trade-In	350
P270 - POLMAC TRAILER	AF1702		1,339	1,339	-	1,800	1,340	1,340	(1)	Trade-In	200
PP7195 - KUBOTA RIDE ON MOWER	AF1703		42,100	42,100	-	23,000	-	-	42,100	Reserves	23,000
RYDE PROGRAM - NEW VEHICLE (MLA COMMITMENT)	AF1704		19,990	19,990	-	19,980	19,980	19,980	10	Grant	19,980
SECURITY SYSTEM UPGRADE DEPOT FENCE LINE	AF1705		21,224	21,224	-	25,000	25,000	25,000	(3,776)		
P151 - POLMAC FIBERGLASS B TRAILER	AF1707		1,890	1,890	-	2,500	1,890	1,890	(0)	Trade-In	500
PP7170 - COX RIDE-ON MOWER	AF1708		-	-	-	5,000	5,000	5,000	(5,000)	Trade-In	1,000
2 X METRO COUNT 5600 TRAFFIC COUNTERS	AF1709		10,433	10,433	-	6,000	10,433	10,433	0	Reserves	6,000
TRAILER FOR MARKETS TRAFFIC MANAGEMENT SIGNS	AF1711		6,483	6,483	-	7,500	8,616	8,616	(2,133)		
VEHICLE UTE ASHFIELD HANDY MAN (SENIORS & DISABILITY SERVICES) REPLA	AF1712		18,182	18,182	-	25,000	18,182	18,182	(0)	Reserves	25,000
CCTV TRAILER UPGRADE (STRONGER COMMUNITIES GRANT)	AF1713		-	-	-	-	3,864	3,864	(3,864)	Grant	3,864
Plant and Equipment Total		-	124,386	124,386	-	118,880	97,045	97,045	27,341		
Infrastructure - Roads											
COLSTOUND - GUILDFORD RD TO HAIG ST RESURFACING	AR1701		57,454	57,454	4,943	85,000	85,000	85,000	(27,546)	Grant	48,406
COLSTOUND - HAIG ST TO MARGARET ST - MILL AND REPLACE	AR1702		13,502	13,502	-	46,000	46,000	46,000	(32,498)		
PALMERSTON ST - HAMILTON ST TO GUILDFORD RD RESURFACING	AR1703		90,492	90,492	8,684	180,000	180,000	180,000	(89,508)	Grant	119,929
SHACKLETON ST - GERALDINE ST TO WEST OF KENNY ST ROUNDABOUT - RESI	AR1704		5,306	5,306	12,689	111,000	111,000	111,000	(105,694)	Grant	65,032
SHACKLETON ST - GUILDFORD RD TO GERALDINE ST RESURFACING	AR1705		4,782	4,782	83,778	97,350	97,350	97,350	(92,568)	Grant	64,896
SHACKLETON ST - MEDIUM TRAFFIC ISLAND REPLACEMENT	AR1706		-	-	-	30,000	30,000	30,000	(30,000)		
WEST ROAD - UPGRADE TRAFFIC CALMING DEVICES & PARKING IMPROVEME	AR1707		70,311	70,311	-	90,000	90,000	90,000	(19,689)	Grant	90,000
WEST ROAD - OLD PERTH ROAD TO GUILDFORD ROAD - RESURFACING	AR1708		90,343	90,343	24,198	122,192	122,192	122,192	(31,849)	Grant	81,461
WEST RO/OLD PERTH RD ROUNDABOUT - RESURFACING	AR1709		38,008	38,008	1,310	76,000	76,000	76,000	(37,992)	Grant	21,738
SCADDAN STREET - PUBLIC CAR PARK RECONSTRUCTION AND RESURFACING	AR1710		54,125	54,125	-	65,000	65,000	65,000	(10,875)		
Roads Total		-	424,324	424,324	135,602	902,542	902,542	902,542	(478,218)		
Infrastructure - Footpaths											
CONCRETE APRON REMOVAL - POINT RESERVE LEADING TO 33 NORTH RD	AT1702		3,967	3,967	-	4,500	4,500	4,500	(534)		
WALTER ROAD EAST (#63) - IDA STREET TO MARION STREET - FOOTPATH UPC	AT1703		17,784	17,784	-	21,000	20,738	20,738	(2,954)		
WALTER ROAD EAST (#419) - TO IVANHOE STREET - FOOTPATH UPGRADE	AT1704		15,729	15,729	-	16,000	16,835	16,835	(1,106)		
GUILDFORD ROAD (#276) - TO WEST ROAD - FOOTPATH UPGRADE	AT1705		15,286	15,286	-	22,000	15,116	15,116	170		
HATTON COURT - BRIDSON ST PAW - CONSTRUCTION OF NEW PATH THROUC	AT1711		-	-	-	25,000	25,000	25,000	(25,000)		
PAW SOLAR BOLLARD INSTALLATION	AT1712		4,775	4,775	-	5,000	5,000	5,000	(225)		
Infrastructure - Footpaths Total		-	57,541	57,541	-	93,500	87,189	87,189	(29,648)		

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 8: Capital Acquisitions

Assets	Account	YTD Actual			Budget					Funding Source	Funding Amount
		New/ Upgrade	Renewal	Total YTD	Purchase Order Value	Annual Budget	Revised Budget	YTD Budget	YTD Variance		
		\$	\$	\$		\$		\$	\$		
Infrastructure - Drainage											
ANZAC ROAD PIPE BETWEEN FIRST & SECOND AVE	AD1702		-	-	-	80,000	80,000	80,000	(80,000)		
17 BROADWAY - DRAINAGE PIPE REMOVAL	AD1703		-	-	-	25,000	-	-	-		
SHACKLETON STREET - SWALES AND UNDERGROUND STORAGE	AD1704		-	-	-	170,000	170,000	170,000	(170,000)		
OLD PERTH ROAD AND BRIGGS ST - DRAINAGE UPGRADE	AD1705		6,370	6,370	10,277	200,000	200,000	200,000	(193,630)	Grant	100,000
VILLIERS STREET WEST - RELINING	AD1706		240	240	-	49,700	49,700	49,700	(49,460)		
SUCCESS ROAD - RELINING	AD1707		-	-	-	84,000	84,000	84,000	(84,000)		
WHITFIELD STREET - RELINING	AD1708		-	-	-	182,000	182,000	182,000	(182,000)		
ANZAC TERRACE DRAINAGE DISCHARGE UPGRADE	AD1709		106,121	106,121	10,436	250,000	250,000	250,000	(143,879)	Res. \$40.3K,	
VILLIERS STREET WEST - CONSTRUCTION OF NEW STORM WATER DRAINAGE	AD1710		4,400	4,400	-	130,000	130,000	130,000	(125,600)	Grant \$44.7K	85,022
SUCCESS HILL - DRAINAGE OUTLET UPGRADE	AD1711		14,895	14,895	-	210,000	210,000	210,000	(195,105)		
WEST RD - GUILDFORD RD TO OLD PERTH ROAD - DRAINAGE UPGRADES	AD1713		8,623	8,623	4,950	50,000	13,574	5,244	3,379		
Infrastructure - Drainage Total		-	140,649	140,649	25,663	1,430,700	1,369,274	1,360,944	(1,220,295)		
Infrastructure - Park Plant & Equipment											
DUDLEY ROBINSON CENTRE - NEW GARRISON FENCE	AP1701	6,995		6,995	-	7,000	6,995	6,995	-		
DEPOT - PERIMETER FENCE RENEWAL	AP1702	62,180		62,180	-	60,000	62,180	62,180	-		
BASSENDEAN OVAL - REFURBISHING PICKET FENCE	AP1703	63,401		63,401	-	85,000	85,000	85,000	(21,599)		
SANDY BEACH - UPGRADE OF RETICULATION	AP1704	19,084		19,084	-	25,000	25,000	25,000	(5,916)		
JUBILEE RESERVE - RETICULATION UPGRADE	AP1705	14,000		14,000	-	15,000	15,000	15,000	(1,000)		
BASSENDEAN BOWLING CLUB - CHAIN FENCE RENEWAL WITH GARRISON	AP1706	19,501		19,501	1,273	22,500	19,501	19,501	(0)		
48 OLD PERTH ROAD, BASSENDEAN COMMUNITY HALL - POND REPAIR AND F	AP1708	-		-	-	10,000	10,000	10,000	(10,000)		
SUCCESS HILL RESERVE UPGRADE OF SHELTERS, ABORIGINAL HISTORY SIGNA	AP1710	-		-	-	7,000	7,000	7,000	(7,000)		
JETTY RENEWAL AFTER FLOOD DAMAGE	AP1711	106,926		106,926	-	102,000	106,926	106,926	(0)	Insurance	102,000
WIW WILSON STREET PLAYGROUND UPGRADE	AP1712	19,138		19,138	-	20,000	19,139	19,139	(1)	Reserves	20,000
POST AND BEAM BOLLARD UPGRADE	AP1713	1,386		1,386	18,218	20,000	20,000	18,000	(16,614)		
SANDY BEACH NATURE BASE PLAYGROUND	AP1714	-		-	-	550,000	550,000	458,330	(458,330)	Reserves	550,000
STAGE 1 PLAYGROUND RENEWAL- MARY CRESEENT	AP1715	-		-	-	250,000	250,000	250,000	(250,000)	CIL	250,000
Infrastructure - Park Plant & Equipment Total		312,611	-	312,611	19,491	1,173,500	1,176,741	1,083,071	(770,460)		
Capital Expenditure Total		312,611	1,205,241	1,517,852	167,815	5,099,304	4,917,781	4,698,117	(3,180,265)		

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 9: Budget Amendments

GL Account Code	Description	Original Budget	Amended Budget	Budget Movement	Reason
				\$	
212359	EXPENSE - SPORT & REC - CONTRACT SERVICES GEN	32,333	44,333	12,000	Additional funds required to cover leave period.
121562	EXPENSE - SPORT & REC - CLUB CONNECT GEN	7,300	2,800	(4,500)	Reallocation of Budget
	EXPENSE - SPORT & REC - SUBSCRIPTIONS &				
121389	MEMBERSHIPS GEN	8,100	5,600	(2,500)	Reallocation of Budget
	EXPENSE - SPORT & REC - OTHER MINOR EXPENSES				
121390	GEN	7,000	5,500	(1,500)	Reallocation of Budget
	EXPENSE - PUBLIC EVENTS - COMMUNITY EVENTS				
181506	SPONSORSHIP GEN	6,000	2,500	(3,500)	Reallocation of Budget
182184.030	INCOME - PUBLIC EVENTS - AUSTRALIA DAY INC	(21,000)	(11,000)	10,000	Reallocation of Budget between IE Codes within same account
182181.030	INCOME - PUBLIC EVENTS - NAIDOC WEEK INCOME	(28,000)	(18,000)	10,000	Reallocation of Budget between IE Codes within same account
182184.005	INCOME - PUBLIC EVENTS - AUSTRALIA DAY INC	-	(10,000)	(10,000)	Reallocation of Budget between IE Codes within same account
182181.005	INCOME - PUBLIC EVENTS - NAIDOC WEEK INCOME	-	(10,000)	(10,000)	Reallocation of Budget between IE Codes within same account
				-	

BUDGET AMENDMENTS

Sport and Rec - Contract Services.

G/L 212359 Sport and Rec Contract Services requires an additional budget of \$12,000 to cover contractor engaged during leave period. These Funds will be reallocated from G/L 121562 \$4,500, G/L 121389 \$2,500, G/L 121390 \$1,500 and G/L 181506 \$3,500.

Public Events

G/L 182184 Australia Day Income and GL 181818 Naidoc Day Income require reallocation of budget within the same accounts from IE 030 Stallholder Income to IE 005 State Gov Grants to account for Lotterywest Funding.

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

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	-	-	-	-	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	-	-	-	-	15,750	15,000	-	(750)
AIT0801	Metrocount Traffic Counter	88	3,860	3,772	-	-	-	-	-
270	Tipping Trailer	647	647	0	-	-	-	-	-
		39,539	28,035	3,772	(16,086)	623,173	605,150	225	(18,248)

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 11: Trust Fund

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

Description	Opening Balance 1/07/2017	Amount Received	Amount Paid	Closing Balance 30/04/2018
	\$	\$	\$	\$
Public Open Space	870,624	14,661	-	885,285
BCITF	700	32,979	(33,712)	(33)
BRB	5,221	37,042	(40,003)	2,259
Total Uncontrolled Trust Funds	876,545	84,682	(73,715)	887,511

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

Description	Opening Balance 1/07/2017	Amount Received	Amount Paid	Closing Balance 30/04/2018
Hyde Retirement Village Retention Bonds	173,600	95,169	(55,169)	213,600
<u>Other Bonds and Deposits</u>				
Sundry	234,145	110,911	(25,006)	320,049
Securities	785,707	190,943	(158,264)	818,386
Hall Hire Bonds	28,141	39,050	(39,500)	27,691
Crossover Deposits	104,675	4,000	-	108,675
Landscaping Bonds	622,849	201,471	(194,449)	629,870
Stormwater Deposits	23,346	1,990	(990)	24,346
Lyneham Hostel Residents Trust	1,050	-	-	1,050
Iveson Hostel Residents Trust	18	-	-	18
Total Other Bonds and Deposits	1,799,930	548,364	(418,209)	1,930,085
Total Controlled Trust Funds	1,973,530	643,533	(473,378)	2,143,685

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 30 April 2018

Note 12 : Statement of Financial Position Notes	2017/2018 \$	2016/2017 \$
CASH AND CASH EQUIVALENTS		
Unrestricted	6,667,300	3,699,827
Restricted	7,024,194	6,775,294
	<u>13,691,494</u>	<u>10,475,121</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Leave Reserve	1,013,654	1,007,375
Plant & Equipment Reserve	387,039	379,103
Recreation Development Reserve	37,916	37,139
Muni Building & T P Reserve	1,881,856	1,843,265
Waste Management Reserve	294,789	288,744
Wind in the Willows Reserve	54,478	53,361
Aged Persons Reserve	480,572	470,210
Youth Development Reserve	28,105	27,529
Cultural Events Reserve	5,271	5,162
Self Insurance Reserve	8,370	8,199
Underground Power Reserve	81,116	79,452
Drainage Reserve	116,500	114,111
HACC Assets Replacement	155,040	151,861
Unspent Portion of Grants	335,803	335,803
Hyde Retirement Village Retention Bonds	213,600	173,600
Other Bonds & Deposits	1,930,085	1,800,380
	<u>7,024,194</u>	<u>6,775,294</u>
TRADE AND OTHER RECEIVABLES		
Current		
Rates Outstanding	1,164,886	754,709
Sundry Debtors - General	118,453	123,652
GST Receivable	27,809	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)
	<u>1,391,560</u>	<u>1,023,022</u>
Non-Current		
Rates Outstanding - Pensioners	323,008	323,008
Loans - Clubs/Institutions	233,519	248,877
Other Deferred Debtors - Clubs Contributions	-	-
	<u>556,527</u>	<u>571,885</u>
Investments - Government House	<u>108,332</u>	<u>108,332</u>
Investments- EMRC	<u>7,538,343</u>	<u>7,538,343</u>

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 30 April 2018

Note 12 : Statement of Financial Position Notes	2017/2018 \$	2016/2017 \$
INVENTORIES		
Current		
Fuel and Materials	24,417	13,333
	<u>24,417</u>	<u>13,333</u>
PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings		
- Independent Valuation 2017 - Level 2	36,357,000	36,357,000
Buildings at:		
- Independent Valuation 2017 - Level 3	25,757,805	25,757,805
- Additions after valuation - cost	323,203	-
Less: accumulated depreciation	(7,703,517)	(7,301,045)
	<u>18,377,491</u>	<u>18,456,760</u>
Total Land and Buildings	<u>54,734,491</u>	<u>54,813,760</u>
Furniture and Equipment - Management Valuation 2016	165,239	165,239
- Additions after valuation - cost	239,254	104,115
Less Accumulated Depreciation	(116,515)	(95,764)
Less Accumulated Depreciation	<u>287,978</u>	<u>173,590</u>
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	237,126	112,740
Less Accumulated Depreciation	(1,539,444)	(1,538,536)
-Less Disposals after Valuation	(124,679)	(21,035)
	<u>1,185,933</u>	<u>1,166,100</u>
Art Works		
- Independent Valuation 2015 - Level 2	62,620	62,620
	<u>62,620</u>	<u>62,620</u>
	<u>56,271,022</u>	<u>56,216,070</u>
INFRASTRUCTURE		
Roads - Independent Valuation 2017	83,500,078	83,500,078
- Additions after valuation - cost	424,324	
Less Accumulated Depreciation	(16,398,492)	(15,181,450)
	<u>67,525,910</u>	<u>68,318,628</u>
Footpaths - Independent Valuation 2017	10,233,801	10,233,801
- Additions after valuation - cost	57,541	
Less Accumulated Depreciation	(3,202,632)	(3,002,330)
	<u>7,088,710</u>	<u>7,231,471</u>

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 30 April 2018

Note 12 : Statement of Financial Position Notes	2017/2018 \$	2016/2017 \$
INFRASTRUCTURE		
Drainage - Independent Valuation 2017	39,635,969	39,635,969
- Additions after valuation - cost	140,649	-
Less Accumulated Depreciation	<u>(17,376,729)</u>	<u>(16,891,455)</u>
	22,399,889	22,744,514
Parks & Ovals - Independent Valuation 2015	13,667,875	13,667,875
- Additions after valuation - cost	1,260,211	947,600
Less Accumulated Depreciation	<u>(7,365,911)</u>	<u>(7,024,609)</u>
	7,562,175	7,590,866
	<u>104,576,684</u>	<u>105,885,478</u>
TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	508,439	1,050,259
Accrued Interest on Debentures		5,703
Accrued Salaries and Wages		122,668
Rates in Advance	190,974	250,300
Bonds & Other Deposits	1,930,085	1,800,380
Hyde Retirement Village Bonds	<u>213,600</u>	<u>173,600</u>
	2,843,098	3,402,910
LONG-TERM BORROWINGS		
Secured by Floating Charge		
Loan Liability - Current	<u>16,590</u>	<u>123,994</u>
	16,590	123,994
Non-Current		
Secured by Floating Charge		
Loan Liability - Non Current	<u>811,380</u>	<u>811,380</u>
	811,380	811,380
PROVISIONS		
Current		
Provision for Annual Leave	940,416	942,087
Provision for Long Service Leave	<u>1,168,382</u>	<u>1,168,382</u>
	2,108,798	2,110,469
Non-Current		
Provision for Long Service Leave	<u>201,834</u>	<u>201,834</u>
	201,834	201,834

TOWN OF BASSENDEAN
MONTHLY FINANCIAL REPORT
For the Period Ended 30 April 2018

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

Note 13		2017/18 Budget	2017/18 Actual	FUNDING SOURCE
RECREATION & CULTURE				
121562	SPORT & REC - CLUB CONNECT	7,300	1,000	COUNCIL
121563	SPORT & REC - KIDS SPORT	19,000	12,118	\$5,000 GRANT
121359	SPORT & REC - EVENT CONSULTANT	15,000	14,371	COUNCIL
121359	SPORT & REC - FACILITY NEEDS ASSESSMENT	17,000	17,969	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	669	COUNCIL
151360	CULTURE - REVIEW CULTURAL PLAN	20,000	14,417	COUNCIL
181496	PUBLIC EVENTS - 2 MAJOR EVENTS	85,000	51,521	COUNCIL
181504	PUBLIC EVENTS - NAIDOC DAY	57,000	63,189	\$10,000 GRANT
181505	PUBLIC EVENTS - AUSTRALIA DAY	116,000	126,939	\$11,000 GRANT
181506	PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP	6,000	1,185	COUNCIL
181507	PUBLIC EVENTS - CHILDREN WEEK	1,700	1,264	COUNCIL
181508	PUBLIC EVENTS - VISUAL ART AWARD	50,000	34,506	\$7,000 FEES
181509	PUBLIC EVENTS - SENIORS WEEK	6,000	6,801	COUNCIL
181510	PUBLIC EVENTS - AVON DECENT	4,500	4,845	\$4,500 GRANT
181511	PUBLIC EVENTS - ANZAC DAY	15,000	12,733	COUNCIL
181512	PUBLIC EVENTS - SUMMER OUTDOOR MOVIES	22,000	17,532	COUNCIL
	TOTAL RECREATION & CULTURE	\$681,500	\$392,008	
LIBRARY				
141302	TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION	35,000	3,163	COUNCIL
	TOTAL LIBRARY	\$35,000	\$3,163	COUNCIL
ASSET SERVICES				
211309	ASSET MANAGEMENT	60,000	35,533	COUNCIL
211359	GRAFFITI REMOVAL PROGRAM	20,000	12,160	COUNCIL
211272	BIKE BOULEVARD STUDY	50,000	15,584	\$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	52,853	COUNCIL
611302	COMMUNITY SURVEY -ROADS & PARKS	20,000	-	COUNCIL
	TOTAL TRANSPORT	\$390,000	\$124,010	
DEVELOPMENT SERVICES				
261359	SWAN RIVER TRUST PRECINCT PLAN REVIEW	20,000	23	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	55,270	COUNCIL
261368	TOD PLANS -(STRATEGIC)	70,000	-	COUNCIL
	TOTAL DEVELOPMENT SERVICES	\$369,500	\$55,293	

TOWN OF BASSEDEAN
MONTHLY FINANCIAL REPORT
For the Period Ended 30 April 2018

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

Note 13		2017/18 Budget	2017/18 Actual	FUNDING SOURCE
ECONOMIC DEVELOPMENT				
271502	ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN	43,000	50,272	COUNCIL
271504	OLD PERTH RD INITIATIVES - PLACE ACTIVATION	59,400	40,163	COUNCIL
271506	BUSINESS PLAN - DIGITAL TECHNOLOGY	35,500	28,451	COUNCIL
271508	EMRC PROJECTS - REGIONAL EVENTS	14,000	-	COUNCIL
TOTAL ECONOMIC DEVELOPMENT		\$151,900	\$118,886	
GOVERNANCE				
401361	EMPLOYEE ASSISTANCE PROGRAM	35,000	6,666	COUNCIL
401605	RECONCILIATION ACTION PLAN CONSULTATION	40,000	30,179	COUNCIL
401606	ASHFIELD ACTION PLAN - ASHFIELD CAN	10,000	10,000	COUNCIL
401333	GOVERNANCE - SATISFACTION SURVEY	38,000	15,976	COUNCIL
311325	RATING INCENTIVE SCHEME	5,000	5,000	COUNCIL
391401	COUNCIL ELECTIONS	51,000	44,385	COUNCIL
401494	OCCUPATIONAL HEALTH & SAFETY	5,000	2,638	COUNCIL
391361	REVIEW COMMUNITY CONSULTATION POLICY & CBP	40,000	6,167	COUNCIL
TOTAL GOVERNANCE		\$224,000	\$121,011	
HEALTH				
741465	MOSQUITO CONTROL PROGRAM	35,000	163	COUNCIL
741466	PEST - RAT ERADICATION PROGRAM	4,000	1,296	COUNCIL
TOTAL HEALTH		\$39,000	\$1,459	
RANGERS				
531504	CONSTABLE CARE PROGRAM	5,000	5,000	COUNCIL
541504	DFES - NDFR GRANT FOR FLOOD MARKINGS	5,000	-	COUNCIL
TOTAL RANGERS		\$10,000	\$5,000	
ENVIRONMENT				
751359	CONTAMINATED SITES INVESTIGATIONS (271 Hamilton)	200,000	179,474	COUNCIL
751504	(ACER) CARBON EMISSION REDUCTION PROGRAM	11,600	15,000	COUNCIL
751506	INTEGRATED TRANSPORT STUDY	6,000	-	COUNCIL
751508	WATER CAMPAIGN	13,000	12,811	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	12,000	COUNCIL
761592	REUSABLE SHOPPING BAGS & EDUCATIONAL PROG	5,000	3,690	Hawaiian/Suez/Council
761593	WASTE MANAGEMENT SURVEY FOR FUTURE NEEDS	30,000	15,420	
761594	WASTE MANAGEMENT STICKERS	15,000	-	
TOTAL ENVIRONMENT		\$316,600	\$246,635	
TOTAL PROJECTS INCLUDED IN OPERATING EXPENDITURE		\$2,217,500	\$1,067,465	

ATTACHMENT NO. 23

BEWARE

ONLINE PAYMENT 'SCAM'/FRAUD

We have become aware of a recent increase in activity associated with online payment scams/frauds and thought it relevant to provide a warning to all local governments.

There have been several instances where local governments have been advised a creditor has changed/amended banking details and a new BSB and account number is provided.

Whilst such a request may, from time to time be genuine and require action, we know of two specific instances where it was not and the local government in question suffered a loss. We knew of one other instance where the change was acted upon to an extent but no loss was suffered.

In all cases, the local governments in question had an internal process to manage changes to creditor payment details.

In all cases, the internal processes were either not strong enough or not followed completely.

In all cases, local government officers acted in good faith and were mindful of ensuring the change was a valid one.

Yet the scam/fraud was still successful.

It is imperative, if such requests are received a robust internal process is followed prior to any changes being made.

How do these requests appear?

Generally, an unsolicited email or phone call requesting a change to bank account details for an existing creditor in your system.

How is the perpetrator aware of the creditor name?

They scan minutes freely available on your website to find a high value creditor you pay regularly.

What are the actions you should follow when such requests are received?

Step 1

- Do not respond to any such unsolicited request received via email.
- If the unsolicited request is via telephone, inform the caller you can only initiate such requests if they are received in writing. You must also insist this written notification is received as an original on company/business letterhead.

Step 2

- In either instance, review internal records to find a contact name and telephone number from your supplier and contact them directly to enquire if the initial contact (either via email or telephone) was from them.
- This contact number should be cross referenced with other sources where possible (ie google search), other internal databases.



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Step 3

- When contact is made with the supplier, enquire if they initiated the request. Be aware, only discuss the matter if it is clear you have initiated the call. Do not allow yourself to be "called back".

Step 4

If the supplier confirms they have indeed initiated the request reiterate you are only able to initiate the change if it is received in writing, is an original and is on company/business letterhead.

Do not feel perturbed if they make you feel uncomfortable and complain about 'red tape'.

Simply explain the increased incidence of frauds of this nature and the procedure is to ensure appropriate controls are in place.

Step 5

Review the original documents requesting the change when received and contact the individual who has signed the request.

Ensure the contact is made via your own contact numbers and not those on the letter request to hand.

When contact is made, confirm it is genuine.

Step 6

Online payment transfer details should also be present on official invoices and you should insist invoices are amended before payments are made to the new account details.

As an aside, these details should be checked every time a transfer is made for all creditors (it is effectively the same as a name on a cheque).

Step 7

Remove payment lists from minutes published on the website. As it is a statutory requirement to present these to Council and include in the minutes, they should still form part of the "official" minute register.

We are advocating to the Department of Local Government and Communities (in the interests of increased fraud control) to have Financial Management Regulations amended to only require the list to be presented to Council and not be required to form part of the official record.

Step 8

If at any time, you are sceptical or become suspicious in any way that something does not seem correct at any of the steps above, escalate your concerns so they can be followed up appropriately.

We are ever hopeful such instances do not occur and we all generally perform our day to day duties in "good faith".

Nonetheless, given the increased occurrence of this type of "scam"/fraud it pays to complement the internal control process outlined above with a level of "professional scepticism" to such requests.

Whilst at first glance the steps we have outlined may appear excessive, it is better to receive complaints about unnecessary 'red tape' than be left 'red faced'.

Should you require any further advice in this regard, please contact David Tomasi on +61 8 9225 5355 or via email at dtomasi@moorestephens.com.au.