

# ATTACHMENTS

## ORDINARY COUNCIL AGENDA

### 15 DECEMBER 2020

#### Attachment No. 1

Ordinary Council Minutes of 24 November 2020

#### Attachment No. 2

WALGA – East Metropolitan Regional Zone Minutes 26 November 2020

#### Attachment No. 3

Amendment to Development Application – Place of Worship

- Location Plan
- Development Application Plans
- Written Agreement for reciprocal parking arrangement
- Parking Management Plan

#### Attachment No. 4

Photographs of Tree - 199 (Lot 800) West Road, Bassendean

#### Attachment No. 5

- Local Planning Policy No. 19 – Parking of Commercial Vehicles
- Draft amended Local Planning Policy No. 19 – Parking of Commercial

#### Attachment No. 6

Parking Restrictions Attachments

- Parker Street image
- Kenny Street image
- Old Perth Road image
- Yellow edge lines images
- McKinlay Lane mapping
- Pirani Lane, Pryde Way and Dobson Lane mapping
- Schedule of Submissions for McKinlay Lane Survey
- Schedule of Submissions for Pirani Lane, Pryde Way and Dobson Lane Survey
- Concept Plan provided by submitter
- Letter from landowner regarding Kenny Street

#### Attachment No. 7

- Policy 4.1 – Local Studies Collection Photographic Reproduction
- Policy 5.15 – Services to Young People

#### Attachment No. 8

Attendance at Events Policy – CEO and Councillors

#### Attachment No. 9

- Council Purchasing Policy (Current)
- Draft Council Purchasing Policy (Proposed)

#### Attachment No. 10

Draft ICT Strategy for 2020 to 2025

#### Confidential Attachment No. 1

ICT Strategic Plan 2020-2025

#### Attachment No. 11

Financial Statements - November 2020

#### Attachment No. 12

List of Payments

# **ATTACHMENT NO. 1**

# TOWN OF BASSENDEAN

## MINUTES

### ORDINARY COUNCIL MEETING

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

ON TUESDAY 24 NOVEMBER 2020 AT 6.00PM

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#### 1.0 DECLARATION OF OPENING; ACKNOWLEDGEMENT OF COUNTRY; ACKNOWLEDGEMENT OF VISITORS

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

#### 2.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Mayor acknowledged that there has been a lot of community interest in the matter of 1 Surrey Street and there has been some information circulating that is not entirely accurate. Hopefully this evening the staff can provide some clarification on this issue and the options available to Council.

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

##### Present

##### Councillors

Cr Renee McLennan, Mayor  
Cr Kathryn Hamilton, Deputy Mayor  
Cr John Gangell  
Cr Hilary MacWilliam  
Cr Sarah Quinton  
Cr Jai Wilson

### **Apologies**

Cr Chris Barty

### **Officers**

Ms Peta Mabbs, Chief Executive Officer  
Mr Paul White, Director Corporate Services  
Mr Luke Gibson, Director Community Planning  
Mr Phil Adams, Executive Manager Infrastructure  
Ms Elizabeth Kania, Manager Governance & Strategy  
Mr Jeremy Maher, Manager Sustainability & Environment  
Mrs Amy Holmes, Minute Secretary

### **Public**

Approximately 15 members of the public were in attendance.

### **Press**

Nil

## **4.0 DECLARATIONS OF INTEREST**

The CEO declared an Impartiality Interest for Item 16.4.

Cr McLennan declared an Impartiality Interest for Item 12.2 as a member of her extended family is on the board of the Perth History Association Inc which has provided a deputation indicating an intention to submit a tender, should Council support the officer recommendation.

## **5.0 PRESENTATIONS OR DEPUTATIONS**

Mark Johnston (President), Joyce Tasma and Ross McDonald of the Bassendean Historical Society Inc addressed the Council on Item 12.2 - Development and use of Town-owned site, 1 (Lot 50) Surrey Street, Bassendean.

## **6.0 STATEMENTS BY MEMBERS OF THE PUBLIC ON AGENDA ITEM**

*It should be noted that public statements are not recorded in the minutes.*

## **7.0 QUESTIONS FROM MEMBERS OF THE PUBLIC**

Mr Paul Bridges, 150 West Road, Bassendean

*In reference to the item on 1 Surrey Street, why was transferring the site to the Crown not listed as an option and would Council consider deferring this item to allow this option to be explored?*

The CEO advised that option 1 can allow for divesting to the Crown.

The Mayor advised that Council has the option to defer this item should they choose to do so.

*Cr Gangell left the meeting at 6.27pm and returned at 6.29pm.*

Mrs Jennie Carter, 8 Hyland Street, Bassendean

*What does Council mean by 'dispose' and what makes you confident that if you transfer this asset at 1 Surrey Street from public to private ownership, you could keep it safe for the community in perpetuity?*

Luke Gibson, Director Community Planning, advised that the recommendation is to commence an exploratory process on what to do with the site. The decision tonight is not to actually dispose of the property, it is the commencement of a process. Staff will assess the merits of the proposals received and bring them to Council for determination. Any commitments of those proposals would need to be formalised under a legal agreement.

The Mayor commented that the staff have provided a number of options in the report. Council can choose any of them or an alternative to explore further. The options are very broad and it depends on what responses are received through the tender process.

*So, the possibility of selling or handing the property over has not been ruled out?*

The Mayor responded that it is one of the options included in the report.

Mr Ross McDonald, 26 Kenny Street, Bassendean

*I don't know of any protection under any caveat where you can regain control of freehold land that you have disposed of. Will you please look into this.*

**Ms Jennie Collins, 24 James Street, Bassendean**

*How much money have you spent on SIA Architects and other reports, around the 1 Surrey Street buildings, over the last 20 years?*

Mr Paul White, Director Corporate Services, advised that in the five years, ending 30 June 2020, the total expenditure on architectural fees is around \$39,500. Funds have also been spent on design and preparation being \$77,000, Project management expenditure of \$32,000, Tendering and contract expenditure of \$7,500, being a total of \$156,000. Also \$93,000 on regular costs associated with the asset, a total of \$250,000.

*How much has been spent in the last 20 years?*

The Mayor advised that staff will take that question on notice.

**Council Resolution**  
**OCM – 1/11/20**

MOVED Cr Wilson, Seconded Cr Quinton, that public question time be extended.

**CARRIED UNANIMOUSLY 6/0**

*What evidence does Council have to show that you actually care, support and value the preservation and conservation of built heritage in the Town?*

The Mayor made the following comments:

The Town has a dedicated Local History Librarian; the Town has worked with the Bassendean Historical Society; Town staff are working on the development of Design Guidelines; Improving relationships with the Indigenous people through the Wadjuk Working Group. There is evidence that we are heading in the right direction, however, we appreciate that there is more to be done but to say that the Council does not care about heritage is not a fair statement.

Mrs Anne Brinkworth, 19 Ida Street, Bassendean

*Where has all this come from? Who is driving this?*

The Mayor responded that the development of this site has a fairly long and convoluted history. The costs to restore and develop this site were far higher than what was estimated. Council has a huge number of ageing assets to manage. In response to the high cost, no tenders were accepted. Council needs to explore other avenues for the future of this site now the option of restoring it has proved to be financially unviable.

*There was no community consultation and the project was rushed through.*

The Mayor commented that this project has been going on for many years. There is a lot to be learnt from this project and if this entire project was to start again, there would need to be more broader community consultation. The Lotterywest grant was extended a number of times, hence the need to move along quickly. The high costs have meant we are no longer able to pursue this project.

## **8.0 PETITIONS**

Nil

## **9.0 CONFIRMATION OF MINUTES**

### **9.1 Ordinary Council Meeting held on 27 October 2020**

#### **Council Resolution/Officer Recommendation – Item 9.1(a)** **OCM – 2/11/20**

MOVED Cr MacWilliam, Seconded Cr Quinton, that the minutes of the Ordinary Council Meeting held on 27 October 2020, be received.

CARRIED UNANIMOUSLY 6/0

#### **Council Resolution/Officer Recommendation – Item 9.1(b)** **OCM – 3/11/20**

MOVED Cr Wilson, Seconded Cr Quinton, that the minutes of the Ordinary Council Meeting held on 27 October 2020, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

**9.2 Special Council Meeting held on 4 November 2020**

**Council Resolution/Officer Recommendation – Item 9.2(a)**  
**OCM – 4/11/20**

MOVED Cr Quinton, Seconded Cr MacWilliam, that the minutes of the Ordinary Council Meeting held on 4 November 2020, be received.

CARRIED UNANIMOUSLY 6/0

**Council Resolution/Officer Recommendation – Item 9.2(b)**  
**OCM – 5/11/20**

MOVED Cr Quinton, Seconded Cr MacWilliam, that the minutes of the Ordinary Council Meeting held on 4 November 2020, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

**10.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

**11.0 EXTERNAL COMMITTEE REPORTS/UPDATES**

<b>Item No. 11.1</b>	<b>Receipt of External Committee and Organisation Minutes</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>File Ref/ROC</b>	INFM/INTPROP/1
<b>Previous Council Reports (if applicable)</b>	Not applicable
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.

<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment No. 3	<ul style="list-style-type: none"> <li>• WALGA – Annual General Meeting Minutes – 25 September 2020</li> <li>• EMRC – Ordinary Council Meeting – Abridged Minutes – 22 October 2020</li> <li>• EMRC – Ordinary Council Meeting – Delegates Report – 22 October 2020</li> </ul>

## Purpose

The purpose of this report was for Council to consider minutes from external Committees and organisations.

### **Council Resolution/Officer Recommendation – Item 11.1** **OCM – 6/11/20**

MOVED Cr Hamilton, Seconded Cr MacWilliam, that Council notes the attached minutes from external Committee meetings held within the reporting period.

**CARRIED UNANIMOUSLY** 6/0

## **12.0**            **REPORTS**

### **12.1**            **Adoption of Recommendations En Bloc**

It was agreed that items 12.2, 12.3, 12.5, 12.6 & 12.13 be removed from the en-bloc table and considered separately.

### **Council Resolution/Officer Recommendation – Item 12.1** **OCM – 7/11/20**

MOVED Cr Wilson, Seconded Cr Hamilton, that Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Meeting Agenda:

Item	Report
12.4	Draft Amended Local Planning Policy No. 7 – Commercial and Mixed Use Development (Final Adoption)
12.9	Quarterly Report for Period Ended 30 September 2020
12.10	Bassendean Local Emergency Management Committee Meeting held on 7 October 2020
12.12	Monthly Financial Report – September and October 2020
12.14	Calendar for December 2020
12.15	Use of Common Seal

**CARRIED UNANIMOUSLY** 6/0

Council was then requested to consider the balance of the Officer recommendations independently.

Item	Report
12.2	Development and use of Town-owned site – 1 (Lot 50) Surrey Street, Bassendean
12.3	Additions to Small Bar - Patio and Café Blinds (Cork and Bottle)
12.5	Proposed Tree Preservation Order
12.6	Draft amended Council Policy 5.2 – Awards
12.7	Annual Budget 2020/21 – November Review
12.8	Meeting Schedule for 2021 - Council Meetings, Briefing Sessions, Committee Meetings and Citizenship Ceremonies
12.11	Audit and Governance Committee Meeting held on 4 November 2020
12.13	Accounts Paid – October 2020
13.1	Notice of Motion – Cr McLennan: 1 (Lot 223) River Street, Bassendean (Success Hill Lodge)
16.1	Use of the Bassendean Seniors and Community Centre Kitchen for the Community Kitchen Pilot Program
16.2	New Lease and Licence Agreements for Funtrain Enterprises Pty Ltd
16.3	Workforce Plan Minor Review (July to September 2020)
16.4	Services Review

<b>Item No. 12.2</b>	<b>Development and use of Town Owned Site – 1 (Lot 50) Surrey Street, Bassendean</b>
<b>Property Address (if applicable)</b>	1 (Lot 50) Surrey Street, Bassendean
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	28 July 2020
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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<b>Attachment No. 4</b>	Letter of Agreement - 24/3/2015

### Purpose

The purpose of this report was for Council to consider the future development and use of 1 (Lot 50) Surrey Street, Bassendean, which is currently owned by the Town.

### Officer Recommendation – Item 12.2

That Council:

1. Seeks to dispose of 1 (Lot 50) Surrey Street, Bassendean by public tender in accordance with section 3.58(2)(b) of the *Local Government Act 1995*, with the tender process to require interested parties to demonstrate a genuine community benefit associated with their intended acquisition, which may include financial, heritage restoration and/or community access benefits;
2. Advises Lotterywest that it wishes to relinquish the \$37,500 grant relating to the Pensioner Guard Cottage and thanks Lotterywest for its assistance and support in relation to 1 Surrey Street, Bassendean; and
3. Enters into an agreement with the Bassendean Historical Society to allow access to the Pensioner Guard Cottage.

*Cr Hamilton moved an alternation motion.*

### Council Resolution OCM – 8/11/20

MOVED Cr Hamilton, Seconded Cr Quinton, that:

1. Council seeks to dispose of 1 (Lot 50) Surrey Street, Bassendean by **Expression of Interest (EOI)** in accordance with section 3.58(3) of the *Local Government Act 1995*, with the **EOI** process to require interested parties to demonstrate a genuine community benefit associated with their intended acquisition, which **may include a public/private partnership with the Town of Bassendean and will include, heritage restoration, community access benefits and/or financial benefit;**

2. **The CEO writes to the West Australian branch of the National Trust to provide an update on the direction Council has taken with this resolution and thanks the National Trust for engaging with the Town this year;**
3. **The CEO writes to the Department of Planning, Lands and Heritage to seek their feedback on the potential for the Crown to acquire the property;**
4. Council advises Lotterywest that it wishes to relinquish the \$37,500 grant relating to the Pensioner Guard Cottage and thanks Lotterywest for its assistance and support in relation to 1 Surrey Street, Bassendean;
5. Council enters into an agreement with the Bassendean Historical Society to allow access to the Pensioner Guard Cottage; and
6. **The CEO provides Council with a report on the options available to the Town under the various types of restrictive covenants to protect community access and heritage considerations.**

CARRIED 5/1

*Crs Hamilton, Quinton, McLennan, MacWilliam and Wilson voted in favour of the motion. Cr Gangell voted against the motion.*

<b>Item No. 12.3</b>	<b>Additions to Small Bar - Patio and Café Blinds (Cork and Bottle)</b>
<b>Property Address (if applicable)</b>	Road reserve abutting 77-83 (Lot 144) Old Perth Road, Bassendean
<b>Landowner/Applicant (if applicable)</b>	Robert & Lorraine Hyde
<b>File Ref</b>	A3976
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input checked="" type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building permits, applications for other permits/licences (eg under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 5</b>	Development Plans – Cork and Bottle 19 November

## Purpose

The purpose of this report was for Council to consider a development application for Additions to Small Bar - Patio and Café Blinds in the road reserve abutting 77-83 (Lot 144) Old Perth Road, Bassendean (Cork and Bottle).

*Cr Quinton moved the officer recommendation with amendments to Points (e) & (f), as shown in bold.*

## **Council Resolution/Officer Recommendation – Item 12.3** **OCM – 9/11/20**

MOVED Cr Quinton, Seconded Cr Wilson, that Council:

1. Approves the application for development approval for Additions to Small Bar - Patio and Café Blinds (Cork and Bottle) abutting 77-83 (Lot 144) Old Perth Road, Bassendean subject to the following conditions:
  - a) The applicant must hold a current Public Liability Insurance Policy with indemnity of not less than \$20,000,000. If requested, the applicant is to provide a Certificate of Currency to the Town of Bassendean prior to the construction activity commencing;
  - b) The proposed development being kept in good condition and maintained at all times (i.e. no tears, rips etc. to café blinds) to the satisfaction of the Town of Bassendean;
  - c) The road and footpath pavement areas must be kept clean and free of litter at all times;
  - d) Prior to applying for a Building Permit, an Infrastructure Services – Application for Permit for the proposed stormwater disposal must be submitted to and approved by the Town of Bassendean, including the payment of fees in accordance with the Council’s Schedule of Fees and Charges. Any paving removed to accommodate stormwater infrastructure is to be reinstated to the satisfaction of the Town of Bassendean;
  - e) The landowner/applicant must ensure that no damage or obstruction is caused to a **maintenance hole**, inspection pit, fire hydrant, water, gas, electrical or communications infrastructure, drainage or other service, within the **road reserve**;
  - f) Prior to applying for a Building Permit, the landowner/applicant shall pay to the Town of Bassendean the amenity value of the tree to be removed (\$2,264.80) in accordance with Council Policy 1.8 – Street Trees **and for the tree to be transplanted and for the funds to be deposited into the tree reserve account**;

- g) When not being used for any activity authorised by a permit under the Town's *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010*, the blinds are to remain up, so as to allow free and unimpeded access through the area.
2. Advises the applicant that in accordance with Condition (d) of the approval granted on 25 August 2015, the structure shall be removed on written notice of the Town, if it no longer required for use in connection with the small bar; and
3. Advises the applicant that the use of the space requires the issuance of a permit under the Town's *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010*.

CARRIED 4/2

*Crs Quinton, Wilson, Gangell, MacWilliam voted in favour of the motion. Crs McLennan and Hamilton voted against the motion.*

<b>Item No. 12.4</b>	<b>Draft Amended Local Planning Policy No. 7 – Commercial and Mixed Use Development (Final Adoption)</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	LUAP/POLCY/12
<b>Previous Council Reports (if applicable)</b>	29 September 2020 (Res 10/09/20)
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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<b>Attachment No. 6</b>	<b>Draft Local Planning Policy No. 7 – Commercial and Mixed Use Development</b>

## Purpose

The purpose of this report was for Council to consider adopting draft amended Local Planning Policy No. 7 – Commercial and Mixed Use Development.

### **Council Resolution/Officer Recommendation – Item 12.4**

#### **OCM – 10/11/20**

MOVED Cr Wilson, Seconded Cr Hamilton, that Council, pursuant to Clause 4(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts draft Local Planning Policy No. 7 – Commercial and Mixed Use Development (as amended following advertising) as contained in the attachment.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-7/11/20 6/0**

<b>Item No. 12.5</b>	<b>Proposed Tree Preservation Order</b>
<b>Property Address</b>	36 (Lot 50) Anzac Terrace, Bassendean
<b>Landowner/Applicant</b>	Vicki Andrews & Genevieve Errey
<b>File Ref</b>	ENVM/NOTIF/1
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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<b>Attachment No. 7</b>	Photographs of Trees - 36 (Lot 50) Anzac Terrace, Bassendean

## Purpose

The purpose of this report was for Council to consider making Tree Preservation Orders (TPO) for five trees located at 36 (Lot 50) Anzac Terrace, Bassendean.

*Cr Hamilton moved the officer recommendation with an amendment as shown in bold.*

**Council Resolution/Officer Recommendation – Item 12.5**  
**OCM – 11/11/20**

MOVED Cr Hamilton, Seconded Cr Quinton, that Council, pursuant to Clause 4.7.7.2 of Local Planning Scheme No. 10, makes Tree Preservation Orders for **four trees** (Tree 1 – Tuart (*Eucalyptus gomphocephala*), Tree 3 – Cape Lilac (*Melia azedarach*), **Tree 4 – Tuart (*Eucalyptus gomphocephala*)** and Tree 5 – String bark (*Eucalyptus gigantean*) located at 36 (Lot 50) Anzac Terrace, Bassendean.

**CARRIED UNANIMOUSLY 6/0**

<b>Item No. 12.6</b>	<b>Draft amended Council Policy 5.2 – Awards</b>
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>File Ref/ROC</b>	COMR/AWADP/2
<b>Previous Council Reports (if applicable)</b>	Nil.
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
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<b>Attachment No. 8</b>	<ul style="list-style-type: none"> <li>• Current Council Policy 5.2 – Awards</li> <li>• Draft amended Council Policy 5.2 – Community Awards</li> </ul>

**Purpose**

The purpose of this report was for Council to consider amending Council Policy 5.2 - Awards (CP 5.2).

**Council Resolution/Officer Recommendation – Item 12.6**  
**OCM – 12/11/20**

MOVED Cr Quinton, Seconded Cr MacWilliam, that Council amends the existing *Council Policy 5.2 - Awards* by replacing it with the draft amended *Council Policy 5.2 – Community Awards*.

CARRIED UNANIMOUSLY 6/0

*Cr Gangell left the meeting at 8.13pm.*

<b>Item No. 12.7</b>	<b>Annual Budget 2020/21 – November Review</b>
<b>Directorate</b>	Corporate Services
<b>File Ref/ROC</b>	FINM/BUGTG/2
<b>Authority/Discretion</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment No. 9</b>	<ul style="list-style-type: none"> <li>• Statement of Financial Activity</li> <li>• List of Proposed Budget Amendments included in November Budget Review 2020/21</li> <li>• Amendment to Library Fees and Charges 2020/21</li> </ul>

**Purpose**

The purpose of this report was to present the first review to the Annual Budget 2020/21 for adoption (the November Budget Review).

**Council Resolution/Officer Recommendation – Item 12.7**  
**OCM – 13/11/20**

MOVED Cr MacWilliam, Seconded Cr Wilson, that Council adopts the November Budget Review, as outlined in this report and detailed in the attached list of Proposed Budget Amendments.

CARRIED BY AN ABSOLUTE MAJORITY 5/0

<b>Item No. 12.8</b>	<b>Meeting Schedule for 2021 - Council Meetings, Briefing Sessions, Committee Meetings and Citizenship Ceremonies</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	GOVN/CCLMEET/1
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes & policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<input type="checkbox"/> Information	For the Council/Committee to note.
<b>Attachment</b>	Nil

## Purpose

The purpose of this report was for Council to consider the proposed Meeting Schedule for 2021, for Council meetings, Briefing Sessions, Committee meetings and Citizenship Ceremonies.

## **Council Resolution/Officer Recommendation – Item 12.8** **OCM – 14/11/20**

MOVED Cr Quinton, Seconded Cr MacWilliam, that:

1. Council endorses the following meeting dates and Citizenship Ceremonies for 2021:
  - Briefing Sessions be held on Tuesdays in the Council Chambers, 48 Old Perth Road, Bassendean, commencing at 6.00pm on the following dates:

February	16
March	16
April	20
May	18
June	15
July	20
August	17

September	21
October	19
November	16
December	14

- Ordinary Council Meetings be held on Tuesday in the Council Chambers, 48 Old Perth Road, Bassendean, commencing at 6.00pm on the following dates:

February	23
March	23
April	27
May	25
June	22
July	27
August	24
September	28
October	26
November	23
December	21

- Audit and Governance Committee meetings be held on a Wednesday in the Council Chambers, 48 Old Perth Road, Bassendean, commencing at 5.30pm on the following dates: - 10 March, 9 June, 1 September and 1 December;
  - Bassendean Emergency Management Committee meetings be held on a Wednesday in the Council Chambers, 48 Old Perth Road, Bassendean, commencing at 3.30pm on the following dates: - 3 February, 5 May, 4 August and 3 November;
  - Citizenship Ceremonies be held on:  
Tuesday, 26 January 2021– at Sandy Beach Reserve, West Road, Bassendean; commencing at 9.30am;  
Sunday, 23 May 2021, (venue to be confirmed) commencing at 3.00pm incorporating the inaugural presentation of the Town of Bassendean Community Awards during National Volunteer Week;  
Monday 6 September 2021, 6pm, Bassendean Community Hall. On the night the Town will be commemorating Australian Citizenship Day. (Opportunity for the general community to re-affirm their citizenship);
2. A Special Council Meeting to swear in new Councillors be held on Monday 18 October 2021 in the Council Chambers, 48 Old Perth Road, Bassendean, commencing at 6.00pm; and
  3. The commencement times of Briefing Sessions and Ordinary Council Meetings, be amended to 6pm in Policy 6.2 – Council Meeting Schedule.

CARRIED BY AN ABSOLUTE MAJORITY 5/0

<b>Item No. 12.9</b>	<b>Quarterly Report for Period Ended 30 September 2020</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans, reports and strategies, accepting tenders, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 10</b>	<ul style="list-style-type: none"> <li>• Quarterly Report</li> <li>• Outstanding Resolutions for Deletion</li> </ul>

### Purpose

The purpose of this report was for Council to receive the Quarterly Report for the period ended 30 September 2020.

### **Council Resolution/Officer Recommendation – Item 12.9**

#### **OCM – 15/11/20**

MOVED Cr Wilson, Seconded Cr Hamilton, that Council:

1. Receives the Quarterly Report for the quarter ending 30 September 2020; and
2. Deletes the Outstanding Council Resolutions attached to the Quarterly Report for the period ending 31 October 2020, that are marked for deletion.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-7/11/20 6/0**

<b>Item No. 12.10</b>	<b>Bassendean Local Emergency Management Committee Meeting held on 7 October 2020</b>
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>File Ref/ROC</b>	GOVN/CCLMEET/12
<b>Previous Council Reports (if applicable)</b>	Nil.
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 11</b>	Notes of the Bassendean Local Emergency Management Committee Meeting held on 7 October 2020

## Purpose

The purpose of this report was for Council to receive the notes on the Bassendean Local Emergency Management Committee Meeting held on 7 October 2020.

## **Council Resolution/Officer Recommendation – Item 12.10** **OCM – 16/11/20**

MOVED Cr Wilson, Seconded Cr Hamilton, that Council notes that the Bassendean Local Emergency Management Committee meeting scheduled for 7 October 2020 did not achieve a quorum and receives the notes from the informal meeting of the Bassendean Local Emergency Management Committee held on 7 October 2020.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-7/11/20 6/0**

<b>Item No. 12.11</b>	<b>Audit and Governance Committee Meeting held on 4 November 2020</b>
<b>Property Address (if applicable)</b>	
<b>Landowner/Applicant (if applicable)</b>	
<b>File Ref/ROC</b>	GOVN/CCLMEET/18
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 12</b> <b>Confidential No. 1</b>	Minutes of the Audit and Governance Committee meeting held on 4 November 2020 Request for Concession - Westcare Audit Risk Register OAG Interim Audit Letter, including Attachment A: Findings Identified During the Interim Audit and Attachment B: Findings Identified During the Information Systems Audit

### **Purpose**

The purpose of this report was for Council to receive the report on the meeting of the Audit and Governance Committee held on 4 November 2020.

### **Council Resolution/Officer Recommendation – Item 12.11** **OCM – 17/11/20**

MOVED Cr Hamilton, Seconded Cr MacWilliam, that Council:

1. Grants a 50% rate concession to Westcare for the property at 28 Hanwell Way, Bassendean for 2020/21 and 2021/22; and

2. Receives the report on the Audit and Governance Committee meeting held on 4 November 2020.

**CARRIED BY AN ABSOLUTE MAJORITY 5/0**

<b>Item No. 12.12</b>	<b>Monthly Financial Report – September and October 2020</b>
<b>File Ref/ROC</b>	FINM/AUD/1
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 13</b>	Monthly Financial Report – October 2020 Monthly Financial Report – September 2020

### **Purpose**

The purpose of this report was for Council to receive the monthly financial report for September and October 2020.

### **Council Resolution/Officer Recommendation – Item 12.12** **OCM – 18/11/20**

MOVED Cr Wilson, Seconded Cr Hamilton, that Council receive the monthly financial reports for September and October 2020.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-7/11/20 6/0**

*Cr Gangell returned to the meeting at 8.16pm.*

<b>Item No. 12.13</b>	<b>Accounts Paid – October 2020</b>
<b>File Ref/ROC</b>	FINM/CREDTS/4
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 14</b>	List of Accounts

### Purpose

The purpose of this report was for Council to receive the list of payments for October 2020.

### **Council Resolution/Officer Recommendation – Item 12.13** **OCM – 19/11/20**

MOVED Cr MacWilliam, Seconded Cr Hamilton, that Council receive the list of payments for October 2020.

**CARRIED UNANIMOUSLY 6/0**

<b>Item No. 12.14</b>	<b>Calendar for December 2020</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>File Ref/ROC</b>	INFM/INTPROP/1
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment</b>	Nil

### Purpose

The purpose of this report was for Council to consider the calendar for October 2020.

### **Council Resolution/Officer Recommendation – Item 12.14** **OCM – 20/11/20**

MOVED Cr Wilson, Seconded Cr Hamilton, that Council adopt the calendar for November 2020.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-7/11/20 6/0**

<b>Item No. 12.15</b>	<b>Use of Common Seal</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>File Ref/ROC</b>	INFM/INTPROP/1
<b>Previous Council Reports (if applicable)</b>	Not applicable
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.

<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment</b>	Nil

## Purpose

The purpose of this report was for Council to note the documents affixed with the Common Seal during the reporting period.

### **Council Resolution/Officer Recommendation – Item 12.15** **OCM – 21/11/20**

MOVED Cr Wilson, Seconded Cr Hamilton, that Council notes the affixing of the Common Seal during the reporting period.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-7/11/20 6/0**

## **13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

### **13.1 Notice of Motion – Cr McLennan: 1 (Lot 223) River Street, Bassendean (Success Hill Lodge)**

#### **Council Resolution – Item 13.1** **OCM – 22/11/20**

MOVED Cr McLennan, Seconded Cr Wilson and Cr Quinton, that Council:

1. Revokes OCM-18/10/20), which reads:

*“That Council, in accordance with Clause 13(2) of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, gives the landowner of 1 (Lot 223) River Street, Bassendean (Success Hill Lodge) a Heritage Conservation Notice requiring the landowner to do the following:*

1. *Carry out the following in accordance with the development approval dated 6 October 2020 (Ref: 2020-117) by 31 March 2021:*
  - *Re-roofing to the main building;*
  - *Provide stormwater drainage away from the building;*
  - and*

- *Replacement of the fascia and guttering of the main roof.*
2. *Obtain development approval for, and thereafter carry out, the following specified repairs to the heritage place in accordance with the Conservation Management Strategy (dated 17 May 2019) by 30 June 2021, specifically:*
    - *Repairs to the Dining Room west wall (internally and externally);*
    - *Repairs to the double hung windows to the Dining Room;*
    - *Reconstruction and stabilisation works, and removal of air vent pipes to the verandah; and*
    - *Investigation and treatment of time for terminate control.”*
  2. In accordance with Clause 13(2) of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, gives the landowner of 1 (Lot 223) River Street, Bassendean (Success Hill Lodge) a Heritage Conservation Notice requiring the landowner to carry out the following in accordance with the development approval dated 6 October 2020 (Ref: 2020-117) by 31 March 2021:
    - Re-roofing to the main building
    - Provide stormwater drainage away from the building
    - Replacement of the fascia and guttering of the main roof
  3. Request the landowner to lodge an application and obtain development approval for, and thereafter carry out, the following specified repairs to the heritage place in accordance with the Conservation Management Strategy (dated 17 May 2019) by 30 June 2021, specifically:
    - Repairs to the Dining Room west wall (internally and externally);
    - Repairs to the double hung windows to the Dining Room;
    - Reconstruction and stabilisation works, and removal of air vent pipes to the verandah; and
    - Investigation and treatment of time for terminate control,

by which date, if the works are not substantially commenced a report will be brought back to Council to consider the issuing of a Heritage Conservation Notice for the above works.

CARRIED UNANIMOUSLY 6/0

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

Nil

**15.0 URGENT BUSINESS**

Nil

**16.0 CONFIDENTIAL BUSINESS**

*Cr Quinton left the meeting at 8.20pm.*

**Council Resolution – Item 16.0(a)**  
**OCM – 23/11/20**

MOVED Cr Wilson, Seconded Cr Hamilton, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 8.20pm.

**CARRIED UNANIMOUSLY 5/0**

*Cr Quinton returned to the meeting at 8.21pm.*

<b>Item No. 16.1</b>	<b>Use of the Bassendean Seniors and Community Centre Kitchen for the Community Kitchen Pilot Program</b>
<b>Property Address (if applicable)</b>	50 Old Perth Road, Bassendean
<b>Landowner/Applicant (if applicable)</b>	Town of Bassendean
<b>File Ref</b>	COUP/USAGE/7
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
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<b>Confidential Attachment No. 2</b>	Assessment Report1 (Oct) Assessment Report2 (Nov)

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

**Council Resolution/Officer Recommendation - Item 16.1**  
**OCM – 24/11/20**

MOVED Cr McLennan, Seconded Cr Hamilton, that Council:

1. Discontinue the Community Kitchen Pilot Program;
2. Advise Mr Grau that any future use of the commercial kitchen will be subject to (i) the Town's standard arrangements for the hire of community facilities, including the payment of the applicable fees and charges relating to community usage and (ii) acquiring all relevant health approvals ; and
3. Classify the commercial kitchen at 50 Old Perth Road, Basssendean, as a small room hire, as per the 2020/21 Fees and Charges.

**CARRIED 4/2**

*Crs McLennan, Hamilton, MacWilliam & Quinton voted in favour of the motion. Crs Gangell & Wilson voted against the motion.*

<b>Item No. 16.2</b>	<b>New Lease and Licence Agreements for Funtrain Enterprises Pty Ltd</b>
<b>Property Address (if applicable)</b>	128 Ivanhoe Street, Eden Hill
<b>Landowner/Applicant (if applicable)</b>	Town of Bassendean
<b>File Ref</b>	LEGL/AGMT/7
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Confidential Attachment No. 3</b>	<ul style="list-style-type: none"> <li>• Sample new lease agreement</li> <li>• Current licence agreement – Alf Faulkner Hall</li> </ul>

*This matter was considered as a confidential item under Clause 5.23(2)(b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.*

**Council Resolution/Officer Recommendation – Item 16.2**  
**OCM – 25/11/20**

MOVED Cr Hamilton, Seconded Cr Quinton, that Council endorse new lease and licence agreements to Funtrain Enterprises Pty Ltd (trading as Sparx Early Learning Centre) for the use of 128 Ivanhoe Street and Alf Faulkner Hall, Eden Hill (respectively) for a period from 5 February 2021 to 4 February 2023, with the option of extending both agreements from 5 February 2023 to 4 February 2025.

**CARRIED BY AN ABSOLUTE MAJORITY 6/0**

<b>Item 16.3</b>	<b>Workforce Plan Minor Review (July to September 2020)</b>
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>Directorate</b>	Office of the CEO
<b>Decision Type</b>	NA
<b>Confidential Attachment No. 4</b>	Workforce Plan Minor Review (July to September 2020)

**Council Resolution/Officer Recommendation – Item 16.3**  
**OCM – 26/11/20**

MOVED Cr McLennan, Seconded Cr Quinton, that Council notes the Workforce Plan Minor Review (July to September 2020) attached to the Ordinary Council Agenda of 24 November 2020.

**CARRIED UNANIMOUSLY 6/0**

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

<b>Item No. 16.4</b>	<b>Services Review</b>
<b>Property Address (if applicable)</b>	
<b>Landowner/Applicant (if applicable)</b>	
<b>File Ref/ROC</b>	COMS/SVPOVN/12
<b>Previous Council Reports (if applicable)</b>	Confidential report on 26 March 2019
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>

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

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

### **Council Resolution**

#### **OCM – 27/11/20**

MOVED Cr Quinton, Seconded Cr MacWilliam, that Council:

1. Endorses the Officer's Recommendation shown in the Confidential Report attached to the Ordinary Council Agenda of 24 November 2020; and
2. Resolves that the Confidential Report and its recommendations/resolutions remain confidential until the Plans and Strategies are developed and endorsed by Council.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

### **Council Resolution – Item 16.0(b)**

#### **OCM – 28/11/20**

MOVED Cr Quinton, Seconded Cr Hamilton, that the meeting come from behind closed doors, the time being 8.48pm.

CARRIED UNANIMOUSLY 6/0

**17.0            CLOSURE**

The next Briefing Session will be held on Tuesday 8 December 2020. The next Ordinary Council Meeting will be held on Tuesday 15 December 2020.

There being no further business, the Presiding Member declared the meeting closed, the time being 8.48pm.

# **ATTACHMENT NO. 2**



# East Metropolitan Zone

## Minutes

26 November 2020

# East Metropolitan Zone

Hosted by the City of Kalamunda

2 Railway Road, Kalamunda – Phone 9257 9999

Thursday 26 November 2020, commenced at 6:00 pm

## Minutes

### MEMBERS

### 3 Voting Delegates from each Member Council

Town of Bassendean	Cr Chris Barty Cr John Gangell Cr Sarah Quinton Ms Peta Mabbs, Chief Executive Officer non-voting delegate
City of Bayswater	Cr Catherine Ehrhardt Cr Stephanie Gray Cr Giorgia Johnson Mr Andrew Brien, Chief Executive Officer non-voting delegate
City of Belmont	Mayor Phil Marks Cr George Sekulla Cr Bernie Ryan Mr John Christie, Chief Executive Officer non-voting delegate
City of Kalamunda	Cr Brooke O'Donnell - <b>Chair</b> Cr Janelle Sewell Ms Rhonda Hardy, Chief Executive Officer
Shire of Mundaring	Cr Jason Russell Cr Simon Cuthbert Cr Doug Jeans (Deputy) Mr Jonathan Throssell Chief Executive Officer non-voting delegate
City of Swan	Cr Rod Henderson Cr Patty Jones Cr Cate McCullough
WALGA Secretariat	Mr Ian Duncan, Executive Manager Infrastructure Ms Susie Moir, Senior Community Policy Advisor
Guest Speakers	Cesar Rodriguez, Manager Heritage Projects, Department Planning, Lands and Heritage

### APOLOGIES

Shire of Mundaring	Cr Kate Driver
City of Bayswater	Cr Stephanie Gray
City of Belmont	Mayor Phil Marks Cr George Sekulla
Town of Bassendean	Cr Sarah Quinton

City of Swan

Cr Patty Jones  
Mr Mike Foley Chief Executive Officer non-voting delegate

DLGSC Representative

Laura Tracey Senior Project Officer

## **ANNOUNCEMENTS**

Zone Delegates were requested to provide sufficient written notice, wherever possible, on amendments to recommendations within the State Council or Zone agenda prior to the Zone meeting to the Chair and Secretariat.

Agenda Papers were emailed 7 days prior to the meeting date to your Council for distribution to Zone Delegates.

Confirmation of Attendance An attendance sheet was circulated prior to the commencement of the meeting.

Acknowledgement of Country All attendees acknowledged the traditional owners of the land that the meeting is held on and paying respects to Elders past, present and future.

## **ATTACHMENTS WITHIN THE AGENDA**

1. Draft Minutes of the previous meeting
2. Zone Status Report
3. Tennis West Correspondence
4. President's Report
5. Standing Orders

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## **1. DECLARATION OF INTEREST**

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Elected Members must declare to the Chairman any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Councillors and deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

Ms Rhonda Hardy declared a declaration of interest on Item 5.5 (CEOs).

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## **2. DEPUTATIONS**

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*All Deputations have a time limit of 20 minutes, which includes questions time.*

Nicole O'Neill, Manager Customer and Public Relations, presented on programs in the City of Kalamunda.

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### **2.1 Western Australian Disability Enterprises**

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Lil Paskos from Western Australian Disability Enterprises was scheduled to present at this Zone meeting, however her position within the organisation, at the time of this meeting is no longer being funded.

Lil wanted to thank the Zone for providing an opportunity to present.

**Noted**

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## 2.2 Aboriginal Cultural Heritage Bill – Department of Planning, Lands and Heritage

---

Cesar Rodriguez presented to the Zone on the Aboriginal Cultural Heritage Bill.

**NOTE:** As per previous East Metropolitan Zone resolution, Darryl Nichols, Co-Founder of Grow it Local who has been scheduled to present to the Zone, has confirmed that due to Covid restrictions, will not be able to present to the East Metropolitan Zone until July 2021. This will hopefully be a good time as the WA border restrictions may be relaxed and interstate travel possible.

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## 3. CONFIRMATION OF MINUTES

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### RESOLUTION

Moved: Cr Catherine Ehrhardt  
Seconded: Cr Kate McCullough

That the Minutes of the Ordinary Meeting of the East Metropolitan Zone held 27 August 2020 be confirmed as a true and accurate record of the proceedings.

CARRIED

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## 4. BUSINESS ARISING

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A Status Report outlining the actions taken on the Zone's resolutions is enclosed as an attachment.

Noted.

Noted that Item re Racism Working Group will be reconsidered by Policy Team in December 2020.

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## 5. STATE COUNCIL AGENDA - MATTERS FOR DECISION

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*(Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council)*

The full State Council Agenda can be found via link: [State Council Agenda December 2020](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

### Matters for Decision

#### 5.1 Local Government Act Review Advocacy Paper – Key Issues From Recent Inquiries into Local Government

That:

1. Ongoing advocacy relating to the Review of the Local Government Act 1995 be noted; and,
2. The Advocacy Positions for a New Local Government Act: Key issues from recent Inquiries into Local Government – be endorsed.

### MOTION

Moved: Cr John Gangell  
Seconded: Cr Jason Russell

The voting system should be preferential.

**Amended Motion**

**Moved:** Cr John Gangell  
**Seconded:** Cr Jason Russell

The voting system should be preferential contingent upon voting in Local Government sector being compulsory.

The motion was deferred.

**Substantive Motion**

**Moved:** Cr Giorgia Johnson  
**Seconded:** Cr Catherine Ehrhardt

It should be compulsory to vote in Local Government elections.

**CARRIED**

**Amended Motion**

**Moved:** Cr Jason Gangell  
**Seconded:** Cr Jason Russell

The voting system should be preferential contingent upon voting in Local Government sector being compulsory.

**CARRIED.**

**Substantive Motion**

**Moved:** Cr Rod Henderson  
**Seconded:** Cr Doug Jeans

Online voting is not supported as it is uncertain and unstable.

**LOST**

**RESOLUTION**

**Moved:** Cr Catherine Ehrhardt  
**Seconded:** Cr Janelle Sewell

**That:**

- 1. Ongoing advocacy relating to the Review of the Local Government Act 1995 be noted; and,**
- 2. The Advocacy Positions for a New Local Government Act: Key issues from recent Inquiries into Local Government – be endorsed, subject to the following amendments:**
  - a) It should be compulsory to vote in Local Government elections.**
  - b) The voting system should be preferential contingent upon voting in Local Government sector being compulsory.**

**CARRIED**

## **5.2 Submission – Registration of Building Engineers in WA**

That WALGA:

1. Advise the Department of Mines Industry Regulation and Safety (DMIRS) that the registration of Building Engineers in WA is supported.
2. Request that DMIRS also consider the registration of Electrical Engineers, Façade Engineers, Energy Assessors, Bush Fire Consultants, Access consultants, Swimming pool, Patio installers and Demolition contractors.
3. Request that DMIRS clarify that dilapidation reports may only be undertaken by Registered Engineers.
4. Provide this report to Department of Mines Industry Regulation and Safety as feedback on the Consultation Regulatory Impact Statement.

## **5.3 Family and Domestic Violence and the Role of Local Governments**

That:

1. WA Local Governments recognise the prevalence, seriousness and preventable nature of family and domestic violence and the roles that Local Governments can play in addressing gender equity and promoting respectful relationships in their local community.
2. WALGA advocates to the State Government:
  - a. to define and communicate the role, responsibilities and expectations of Local Governments in family and domestic violence.
  - b. for adequate funding for family and domestic violence programs and services, particularly in regional areas.
  - c. for appropriate resources and funding be allocated to Local Governments to implement any particular roles and actions addressing family and domestic violence as defined in the State Strategy.
  - d. to provide support to Local Government in the broader rollout of the Prevention Toolkit for Local Government.
  - e. to continue advocacy to the Commonwealth Government for additional funding and support.
3. WALGA organises presentations for Local Governments that address family and domestic violence, as part of relevant events or webinars.

## **5.4 Underground Power**

That Local Government supports the:

1. continuation of cooperative arrangements between the State Government, Western Power and Local Government to progressively replace the overhead electricity distribution network in residential areas with underground power.
2. development of a new approach to identifying and prioritizing areas for investment in underground power, initiated by the need to invest in the overhead network to meet safety, reliability and capability requirements.
3. development of a new approach to allocating State Government resources to facilitate projects proceeding in areas with a high electricity network need and lower economic capacity of ratepayers while retaining a commitment to funding an average of 25% of program costs.
4. opportunity for Local Governments to initiate projects to convert areas to underground power be retained with Western Power to continue to contribute the amount recoverable as an efficient investment as calculated by the New Facilities Investment Test (NFIT).

## **5.5 CEO Recruitment and Selection, Performance Review and Termination Standards Regulations**

1. That WALGA support the establishment of CEO Recruitment, Selection and Performance Review Standards subject to:

- a) removal from the Regulations the requirement to re-advertise CEO positions after 10 year's continual service;
  - b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;
  - c) The retention of Regulation 18C of the *Local Government (Administration) Regulations*;
  - d) Deletion of the requirement under Regulation 18FB(4) to provide a copy of a council resolution certifying compliance with the CEO standards to the Departmental CEO;
  - e) The conduct of an independent assessment of potential industrial and employment law consequences arising from the proposed regulations under Schedule 2, Division 4 'Standards for termination of employment of CEOs'; and
  - f) Deferral of Regulation 18FC pending an independent assessment of the Schedule 2, Division 4 'Standards for termination of employment of CEOs'.
2. Seek that the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened to oversee the development of CEO Standards Regulations.

Ms Rhonda Hardy declared an interest in State Council Item 5.5

#### **MOTION**

**Moved:** Cr Janelle Sewell  
**Seconded:** Cr Cate McCullough

**The East Metro Zone resolves to remove subparagraph (a) from Item 5.5 so that CEO positions are re-advertised after 10 years.**

**WITHDRAWN**

#### **RESOLUTION**

**Moved:** Cr Jason Russell  
**Seconded:** Cr Janelle Sewell

**The East Metro Zone supports Item 5.5 as drafted.**

**CARRIED**

**Cr Janelle Sewell left the meeting at 7.46pm.**

#### **5.6 Model Code of Conduct for Council Members, Committee Members and Candidates Regulations**

That WALGA generally supports the *Local Government (Model Code of Conduct) Regulations 2020* with the following recommendations:

- a) Amend Division 2, Clause 4(d) to read *'identify and appropriately manage any conflict of interest'*;
- b) Does not support the inclusion of local level complaints about alleged behavioural breaches and Local Governments dealing with complaints provisions in Division 3, Clauses 10 and 11; and

Supports an external oversight body to manage local level complaints involving council members as prefaced in the *Local Government Review Panel Report, City of Perth Inquiry Report and Select Committee into Local Government Report*, to be considered in a future Local Government Act.

## RESOLUTION

**Moved:** Cr Cate McCullough  
**Seconded:** Cr Catherine Ehrhardt

**The East Metro Zone supports Item 5.6 as drafted.**

**CARRIED**

### Matters for Noting

- 6.1 Submission to the Infrastructure WA State Infrastructure Strategy Discussion Paper
- 6.2 Draft Amendments to the Planning and Development (Local Planning Scheme) Regulations 2015
- 6.3 Interim Review – State Planning Policy 3.1 Residential Design Codes
- 6.4 State and Federal Budgets
- 6.5 Noongar Heritage Agreement for Local Government
- 6.6 Aboriginal Cultural Heritage Bill Consultation
- 6.7 Local Government Animal Welfare in Emergencies Grant Program
- 6.8 2020 Annual General Meeting
- 6.9 COVID-19 - Update

## RESOLUTION

**Moved:** Cr Catherine Ehrhardt  
**Seconded:** Cr Jason Russell

**That the East Metropolitan Zone:**

- 1. Supports Matters for decision for Items 5.2 to 5.6 as listed above in the 2 December 2020 State Council Agenda; and**
- 2. Notes all Matters for Noting and Organisational Reports as listed in the 2 December 2020 State Council Agenda.**

**CARRIED**

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## **6. BUSINESS**

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### **6.1 2021 Proposed Schedule of Meetings**

*By Chantelle O'Brien, Zone Executive Officer*

#### **BACKGROUND**

A schedule of the proposed meeting dates for the East Metropolitan Zone 2021 has been prepared and is set out below. The dates have been set to coincide with the WALGA State Council meetings.

Please note that the week of Zone meetings has been shifted back by one week. This change has been made to allow the secretariat to provide feedback from Zones to State Council members, with an appropriate time frame to consider the responses before State Council meeting.

The proposed meeting dates for the East Metropolitan Zone for 2021 require adoption by delegates.

As with previous years, the venue for each meeting has been rotated amongst Members.

NOTICE OF MEETINGS  
EAST METROPOLITAN ZONE MEETING  
2021

Zone Meeting Date Thursday	Time	HOST COUNCIL	State Council Meeting Date 2021
<b>18 February</b>	Thursday 6.00 pm	Shire of Mundaring	Wednesday 3 March 2021
<b>22 April</b>	Thursday 6.00 pm	City of Swan	Regional Metro Wednesday 5 May 2021
<b>24 June</b>	Thursday 6.00 pm	Town of Bassendean	Wednesday 7 July 2021
<b>19 August</b>	Thursday 6.00 pm	City of Bayswater	Regional Meeting 2-3 September 2021
<b>18 November</b>	Thursday 6.00 pm	City of Belmont	Wednesday 1 December 2021

**RESOLUTION**

**Moved:** Cr John Gangell  
**Seconded:** Cr Catherine Ehrhardt

**That the 2021 meetings of the East Metropolitan Zone be held at 6.30pm at the EMRC in accordance with the amended schedule below.**

NOTICE OF MEETINGS  
EAST METROPOLITAN ZONE MEETING  
2021

Zone Meeting Date Thursday	Time	HOST COUNCIL	State Council Meeting Date 2021
<b>18 February</b>	Thursday 6.30 pm	EMRC	Wednesday 3 March 2021
<b>22 April</b>	Thursday 6.30 pm	EMRC	Regional Metro Wednesday 5 May 2021
<b>24 June</b>	Thursday 6.30 pm	EMRC	Wednesday 7 July 2021
<b>19 August</b>	Thursday 6.30 pm	EMRC	Regional Meeting 2-3 September 2021
<b>18 November</b>	Thursday 6.30 pm	EMRC	Wednesday 1 December 2021

**CARRIED**

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**6.2 Request to Present – NBN Co.**

*By Chantelle O'Brien, Zone Executive Officer*

Zone Executive Officer for the East Metropolitan Zone has received a request from Corrine Hawke, NBN Co, to request if there would be an opportunity to present to the Zone as well as all Metropolitan Zones and provide information on their services.

NBN Co is the company that is building and operating Australia's national broadband network (nbn), the digital platform upon which we are delivering digital connectivity to every home and business. Our new purpose is to 'lift the digital capability of Australia' and part of our approach is to support digital literacy in our communities, ensure a positive experience for our customers, and assist them to maximise the social and economic benefits of the nbn for themselves, their families, their business and communities.

They would like to present on the following topics, providing an overview on:

- The nbn business grade products and services available to local businesses to support innovation, productivity, jobs growth and local economic recovery in your communities
- How NBN Co is supporting residents, small business owners, seniors and vulnerable community members and groups with digital literacy to build their skills, knowledge and know-how and helping them to live, learn and work in a digital society.

Case studies and examples of our work will be provided to demonstrate how our Community Ambassadors and community engagement team is delivering value in digital literacy.

## **RECOMMENDATION**

**That the East Metropolitan Zone supports the opportunity for Corrine Hawke, from NBN Co to provide a presentation to the Zone at the February 2021 Zone meeting.**

**MOTION LAPSED FOR WANT OF A MOVER AND SECONDER**

---

### **6.3 Request to Present – Department of Planning, Lands and Heritage**

*By Chantelle O'Brien, Zone Executive Officer*

WALGA has been working with the South West Aboriginal Land and Sea Council, Department of Planning, Lands and Heritage (DPLH) and Department of Premier and Cabinet (DPC) to develop a template Noongar Heritage Agreement for use by Local Governments within the area of the South West Native Title Settlement (SWNTS).

The Draft Agreement was endorsed by State Council by Flying Minute on 6 August 2020.

A representative from the DPLH would like to attend the February 2021 East Metropolitan Zone meeting to provide a presentation on this matter and answer any queries the Zone may have.

## **RESOLUTION**

**Moved: Cr John Gangell**  
**Seconded: Cr Catherine Ehrhardt**

**That a representative from the Department of Planning, Lands and Heritage attend the February 2021 East Metropolitan Zone and provide a presentation.**

**CARRIED**

---

### **6.4 Request to Present – Tennis West**

*By Chantelle O'Brien, Zone Executive Officer*

Please refer to Agenda attachment in regards to correspondence received from Tennis West to attend a future Zone meeting and provide a presentation.

Taking into account that should the Zone support the previous two presentations at the February Zone meeting, Tennis West could present at the April East Metropolitan Zone meeting if deemed appropriate.

## RECOMMENDATION

That the East Metropolitan Zone supports inviting Tennis West to attend the April 2021 Zone meeting and provide a presentation.

MOTION LAPSED FOR WANT OF A MOVER AND SECONDER

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## 7. OTHER BUSINESS

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Nil

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## 8. EXECUTIVE REPORTS

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### 8.1 WALGA President's Report

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The WALGA State Councillor or WALGA representative presented the President's Report.

**Noted**

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### 8.2 State Councillor's report to the Zone

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WALGA State Councillor, Cr Cate McCullough presented on the previous State Council meeting.

**Noted**

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### 8.3 Department of Local Government, Sport and Cultural Industries Representative Update Report.

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The Department of Local Government, Sport and Cultural Industries representative was an apology for this meeting. Please see link below to the full update for November:

[Local Matters November 2020](#)

**Noted**

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## 9. NOTICE OF MOTIONS FOR THE FOLLOWING MEETING

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Nil

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## 10. DATE, TIME AND PLACE OF NEXT MEETING

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That the next ordinary meeting of the East Metropolitan Zone be held on 18 February 2021 at the EMRC at 6:30pm.

**Noted**

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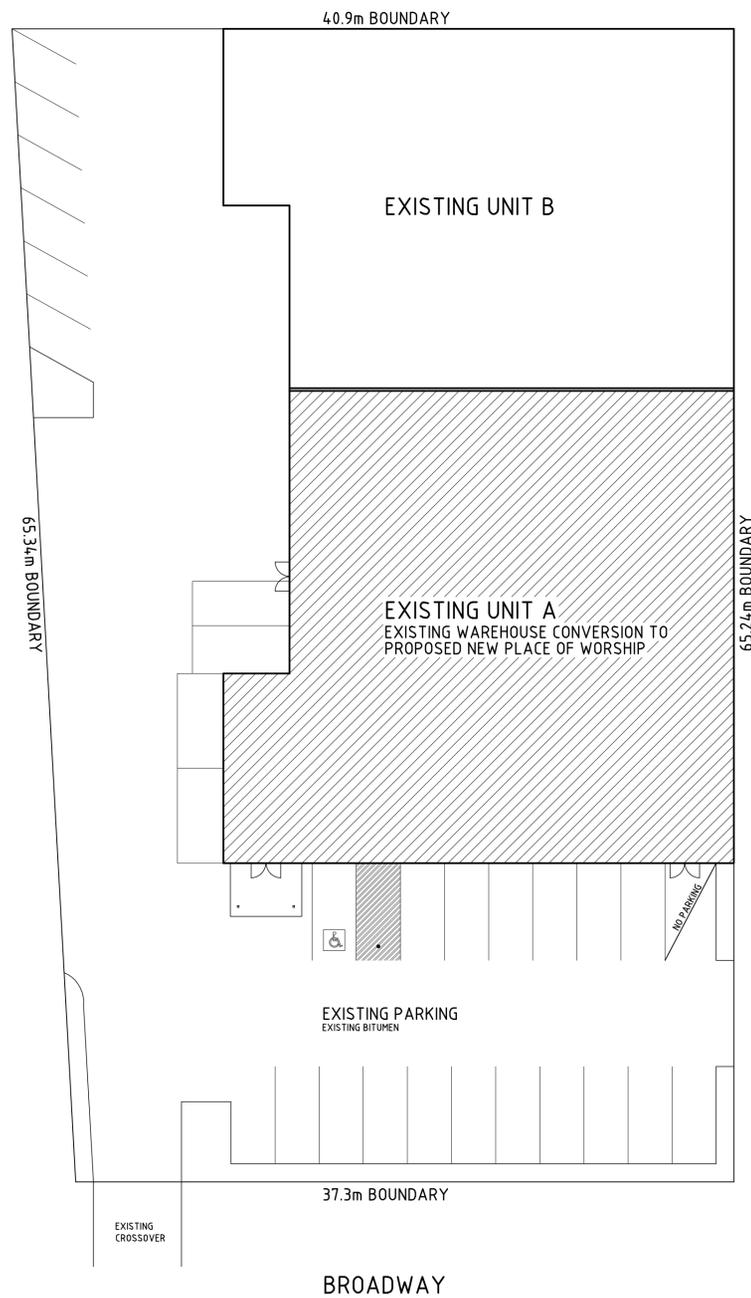
## 11. CLOSURE

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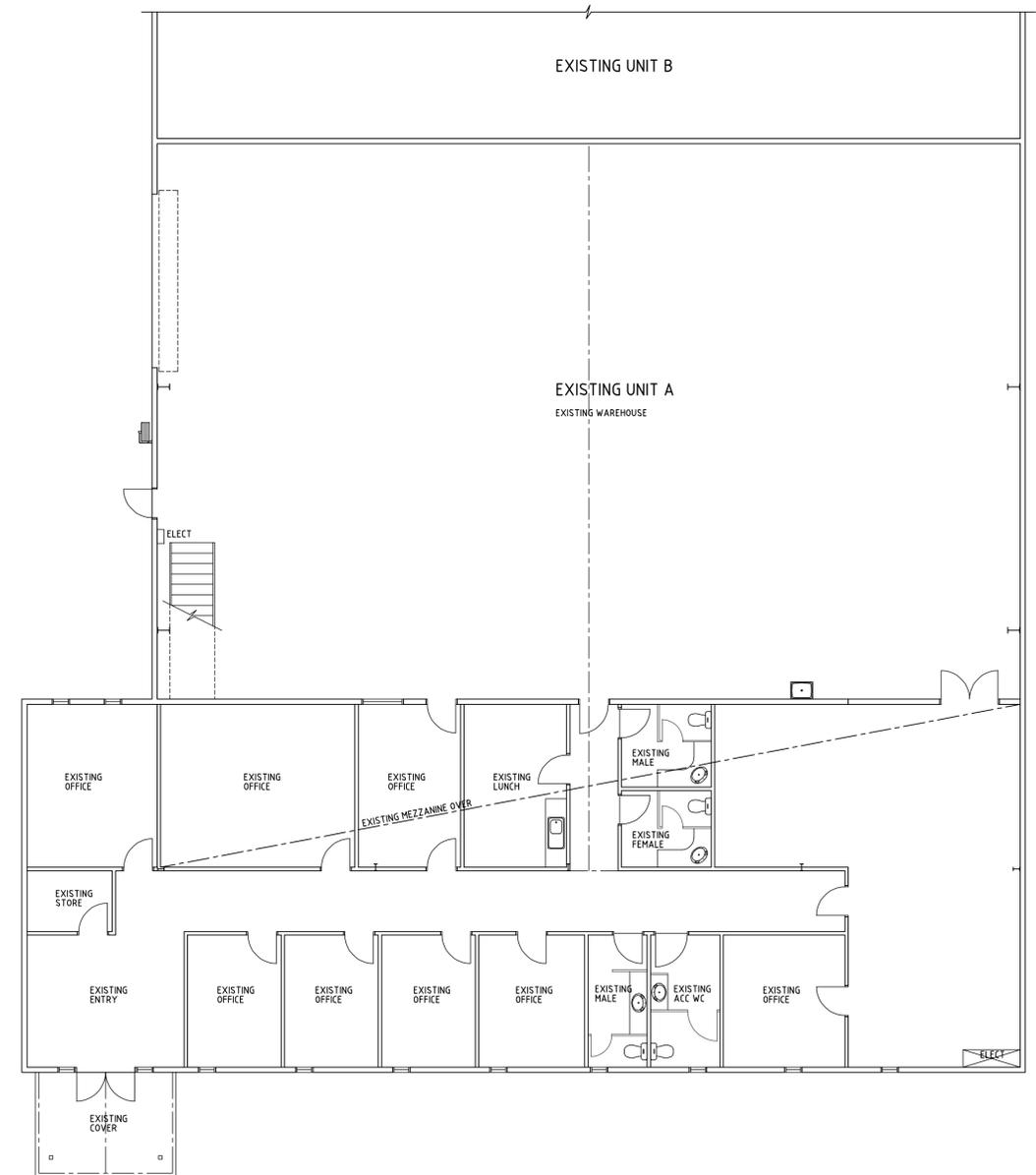
There being no further business the Chair declared the meeting closed at 8.03pm.

# **ATTACHMENT NO. 3**





SITE PLAN  
SCALE 1:200



EXISTING FLOOR PLAN  
SCALE 1:100



B	ISSUED FOR PLANNING APPROVAL	14.07.2017
A	ISSUED FOR CLIENT APPROVAL AND CHECKING	11.07.2017
No.	REVISION	DATE
EXISTING WAREHOUSE CONVERSION TO PROPOSED NEW PLACE OF WORSHIP ON LOT 143 (UNIT A 105) BROADWAY, BASSENDEAN		SCALE: 1:100
		DATE: JULY 2017
		BASSENDEAN DWG
SITE PLAN & EXISTING FLOOR PLAN		DWG No: A01 B
		PRINT AT 'A1'





**LANDSCAPING PLAN**  
**LOT 143 (No. 105) BROADWAY**  
**BASSENDAN**

COPYRIGHT RESERVED BASE PLAN COURTESY OF LANDGATE

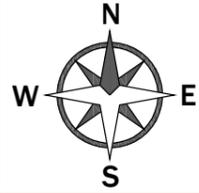


SCALE: 1:500 @ A3  
 DATE: 1st OCTOBER 2020  
 FILE: 678\_1.10.2020.dwg  
 DRAW: - SB  
 CHECKED: -

e: admin@dynamicplanning.net.au  
 t: (08) 9275 4433  
 f: (08) 9275 4455  
 SUITE 15, 29 COLLIER ROAD  
 MORLEY WA 6062  
 ABN: 99 169 411 705

**DYNAMIC PLANNING AND DEVELOPMENTS**

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Pastor James Tin Kung  
Perth Chin Baptist Church Inc  
Unit 1 105 Broadway  
BASSENDEAN WA 6054

Dear Pastor James

Thank you for your letter regarding using additional car parking spaces on Sunday afternoons.

I have pleasure in letting you know that the number of bays available for you has been increased to 30 bays subject to the terms of our current agreement. We will amend the agreement we have with you to reflect this change.

It is a pleasure to assist a sister Church in this way.

Kind Regards

A handwritten signature in black ink that reads "Terry Hicks". The signature is fluid and cursive, with a horizontal line extending to the right from the end of the name.

Terry Hicks  
Business Manager  
11<sup>th</sup> August 2020

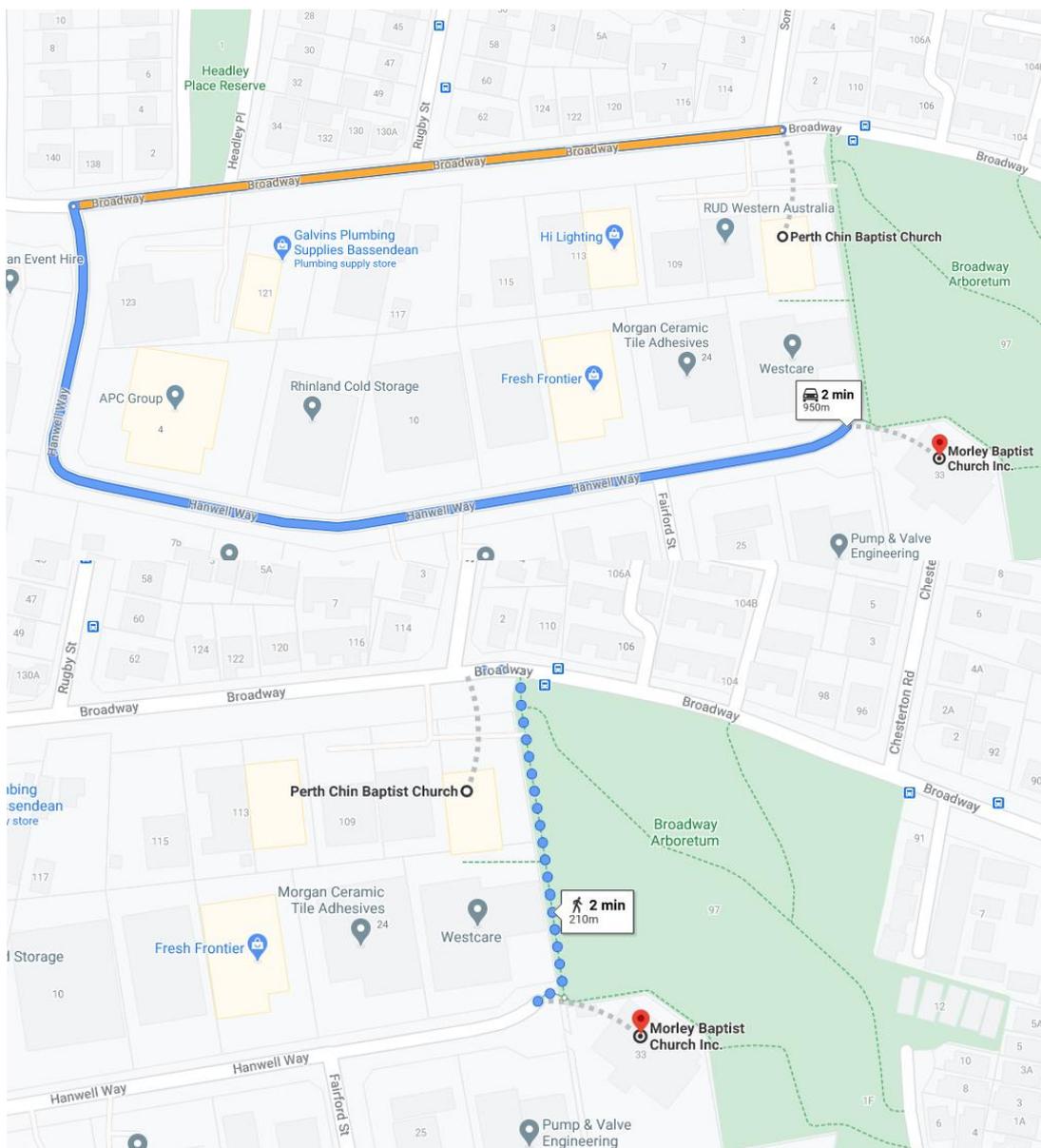
## **PERTH CHIN BAPTIST CHURCH** **SUNDAY SERVICE PARKING MANAGEMENT PLAN**

### **To Patrons**

Perth Chin Baptist Church has an established legal agreement with Morley Baptist Church to utilise a total of 30 car parking bays during our Sunday service at their property at 33 Hanwell Way, Bassendean. Should you attend the service and realise no parking exists on site please make your way to Morley Baptist Church by:

1. Turning left onto Broadway;
2. Turning left onto Hanwell Way and driving along Hanwell Way until the end of the cul-de-sac where Morley Baptist Church is location; and
3. Once parked, please utilise the pedestrian paths through Broadway Arboretum back to the Perth Chin Baptist Church.

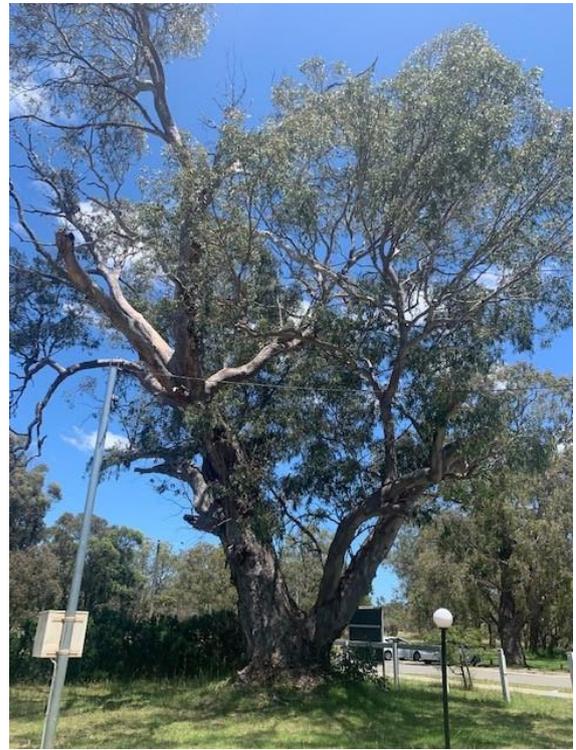
A map noting the directions to Morley Baptist Church is noted below.



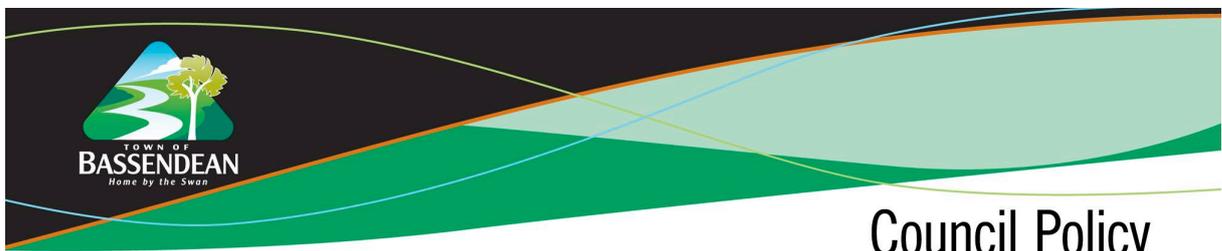
# **ATTACHMENT NO. 4**

**ATTACHMENT**

**Photographs of Tree - (Lot 800) 199 West Road, Bassendean**



# **ATTACHMENT NO. 5**



## LOCAL PLANNING SCHEME NO. 10

---

# LOCAL PLANNING POLICY NO. 19 - PARKING OF COMMERCIAL VEHICLES

## 1.0 OPERATION OF THIS PLANNING POLICY

- (a) This planning policy has been prepared in accordance with Part 2 of the Town Planning Amendment Regulations 1999.
- (b) This policy does not bind the Council in respect of any application for planning approval but the Council will have due regard to the provision of the policy and the objectives which the policy is designed to achieve before making its determination.
- (f) This policy applies only to variation to Scheme requirement for the parking of commercial vehicles under Clause 5.7.11 on land zoned Residential, Town Centre and Local Centre as designated on the gazetted Scheme map.
- (g) This policy may also be used as a guide to operators of commercial vehicles making application to park within the Town.

## 2.0 PURPOSE OF THIS POLICY

The purpose of this policy is to:

1. Clearly outline the criteria under which Council will consider variations to its Scheme requirements for the parking of Commercial Vehicles.
2. To provide information to residents and potential residents seeking to park commercial vehicles within the Town.
3. Enable a consistent and therefore equitable basis for decision making in regard to commercial vehicle parking within the Town.
4. Allow the delegated approval of planning applications that meet policy requirements.

### **3.0 APPLICATION OF THE POLICY**

This policy shall be applicable where to all land zoned Residential Town Centre and Local centre. There are no restrictions to the size number, and type of commercial vehicles parked on the Industrial zoned land within the Town.

### **4.0 BACKGROUND**

The parking of commercial vehicles within the Town is governed by Clause 5.7.11 of Local Planning Scheme No.10 which states inter alia that:

- 1. No person shall park, or cause to be parked or permit to be parked any commercial vehicle in excess of three (3) tonnes combined tare weight on any lot within the Residential, Town Centre or Local Shopping zones without the planning approval of Council.*

The above clause allows 'as of right' commercial vehicles to be parked on private property within the Town up to a maximum of combined tare weight of 3-tonnes.

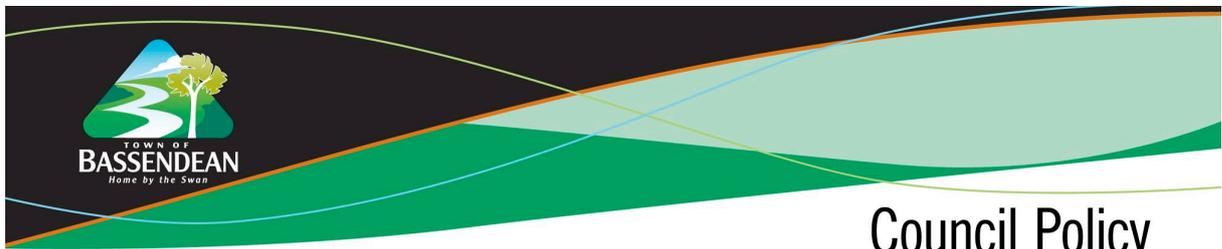
The Local Planning Scheme also states that in cases where vehicles are in excess of 3 tonnes, that Council may approve commercial vehicle parking within the Town to a maximum as prescribed in the following Scheme extract;:

- 2. The parking of any commercial vehicle on any lot within the residential, Town Centre or Local Shopping zones, shall at all times comply with the following standard requirements:*
  - (a) The commercial vehicle shall not exceed 9 metres in length and 3 metres in height; and*
  - (b) There shall be a limit of one (1) commercial vehicle per lot.*

### **5.0 POLICY PROVISIONS**

Council is prepared to consider the parking of commercial vehicles that exceed 9-metres in length and more than 3-metres in height subject to the following;

1. The commercial vehicle is not a Prime Mover.



## Council Policy

2. There is sufficient space on the lot to park the commercial vehicles behind the building line.
3. There are no objections by immediately adjoining/affected neighbours to the proposal following a 14 day consultation period
4. The commercial vehicles will not operate to and from the site between 11:00pm and 7:00am Monday to Sunday.
5. Approval is restricted to parking only, with servicing and repairs not being carried out on site.
6. The commercial vehicle is parked on a single residential lot.
7. The combined tare weight does not exceed 5-tonnes.
8. The commercial vehicles can access the lot via a constructed crossover to Council specifications.

### **6.0 ASSESSMENT PROCEDURE**

The assessment of any planning application for the parking of a commercial vehicle shall take into account the criteria set down under section 5 above.

The applicant shall provide the following relevant information with any application made to park a commercial vehicle;

1. Accurate dimensions and tare weight of the commercial vehicle along with a copy of the registration paper and a photograph of the commercial vehicle.
2. A site plan that indicates the location the commercial vehicle will be parked. Buildings are to be at least outlined.
3. A letter justifying the variations to the Scheme requirements outlined above and the hours of operation.
4. The letter should also indicate that no repair or maintenance works are to be undertaken on the site and that the nature of the business in which the commercial vehicle will be used for.

Any approval granted by the Town is subject to all other provisions under Clause 5.7.11 (3) of Local Planning Scheme No.10.

**Policy Number: Local Planning Policy No. 19**  
**Policy Title: Parking of Commercial Vehicles**

**1. Citation**

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 19 – Parking of Commercial Vehicles.

**2. Policy Statement**

The purpose of this Policy is to set out the objectives and policy provisions / criteria which the Town shall have due regard to in the assessment and determination of applications for Commercial Vehicle Parking, having regard to Clause 4.7.11 of Local Planning Scheme No. 10.

**3. Policy Objective**

To provide opportunities for the parking of commercial vehicles in a manner that does not detrimentally impact on the amenity of the surrounding area.

**4. Application**

This policy applies to all applications for the parking of Commercial Vehicles with a combined tare weight of greater than three tonnes, on land zoned Residential, Town Centre or Local Shopping.

**5. Definitions**

Commercial Vehicle: *means a vehicle whether it is licensed or not and which is used in conjunction with a trade of profession and shall include trailers, tractors and their attachments, buses and earth moving machines whether self-propelled or not but shall not include a passenger car derivative as defined by the Vehicle Sales Regulations 1976 (as amended), a van, utility or light truck which is rated by the manufacturer as being suitable of carrying loads of up to 1.5 tonnes.*

Commercial Vehicle Parking: *means premises used for parking of one or two commercial vehicles but does not include:*

- (a) any part of a public road used for parking or for a taxi rank; or*
- (b) parking of commercial vehicles incidental to the predominant use of the land.*

## **6. Policy Requirements**

### **6.1 Consultation**

- (a) All applications for development approval for the parking of a commercial vehicle (or vehicles) that involve variations to the requirements of this Policy will be subject to community consultation prior to determination.
- (b) Community consultation will be for a period of 14 days and will involve advertising to nearby landowners that, in the opinion of the assessing officer, may be impacted by the proposal.

### **6.2 On-site Parking and Access**

- (a) On land zoned Residential, a commercial vehicle may be parked on a property containing a single house only, and not as part of a grouped or multiple dwelling (strata) development.
- (b) The commercial vehicle must be parked entirely within the property behind the building setback line, unless otherwise screened from view of the street and from neighbouring properties.
- (c) Access to the property on which the commercial vehicle is to be parked is to be via a crossover that has been constructed to the Town's specifications.
- (d) Commercial vehicle parking shall not preclude domestic passenger vehicles from parking at the property.
- (e) The intended frequency of movement of the vehicle to its parking location should not unreasonably impinge on the function or prevailing traffic conditions in the locality.
- (f) The traffic movements associated with the commercial vehicle must not exceed the capability and capacity of the local road network, as determined by the Town.

### **6.3 Use and Movement**

- (a) On land zoned Residential, no commercial vehicle is to be brought to or taken from the property between 9:00pm and 7:00am.
- (b) The parking of a commercial vehicle that is, or has been, used for the transportation of animals, liquid wastes, or other dangerous, hazardous or contaminated substances (which either requires a special permit for their transportation, or which if spilled or discharged from the vehicle, would cause pollution or pose a danger or threat to the health of inhabitants of the locality), is not supported.
- (c) Vehicle loads and equipment must not be stored separately on-site.
- (d) The parking of a commercial vehicle shall not detrimentally impact on the amenity of neighbouring properties, the streetscape and/or the surrounding area, including by way of noise, fumes, odours and/or visual impact.

## 6.4 Conditions of Development Approval

Where an application for Commercial Vehicle Parking is approved, the Town may impose conditions relating to any or all of the following:

- (a) Restricting the hours during which the vehicle may be started (including the length of any idling time) and enter or leave the property.
- (b) The approval being personal to the applicant and not transferable or assignable to any other person or property.
- (c) Restricting the nature and extent of any cleaning or servicing of the commercial vehicle on the property.
- (d) Prohibiting the commercial vehicle being laden when parked on the property, or restricting the nature of any item, equipment, goods or material that may be carried by the commercial vehicle when parked on the property.
- (e) Prohibiting persons other than the designated occupants of the dwelling on the property driving the commercial vehicle to or from the property.
- (f) Requiring the commercial vehicle to be parked in its designated location at all times when on the property, unless otherwise required for any permitted cleaning or servicing.
- (g) Major repairs are not to be undertaken on the property and any minor repairs, servicing or cleaning of the commercial vehicle shall be carried out in areas which are screened from view from the property.
- (h) Activities such as spray painting, panel beating or mechanical repairs that have the potential to adversely impact upon the amenity of the locality by the emission of noise, odours, by-products or otherwise, are not permitted.

### Document Control

<b>Directorate</b>	Community Planning
<b>Business Unit</b>	Development and Place
<b>Inception Date</b>	[Insert OCM RESOLUTION NO & DATE]
<b>Version</b>	
<b>Next Review Date</b>	[Insert date – maximum 2 years generally is considered good practice]

# **ATTACHMENT NO. 6**

**Attachment 1**

Location : 10,12 and 14 Parker Street, Bassendean

Restriction : No Parking on Road / No Stopping on Road



**Attachment 2**

Location : 119 Kenny Street, Bassendean

Restriction : No Stopping on Road



### Attachment 3

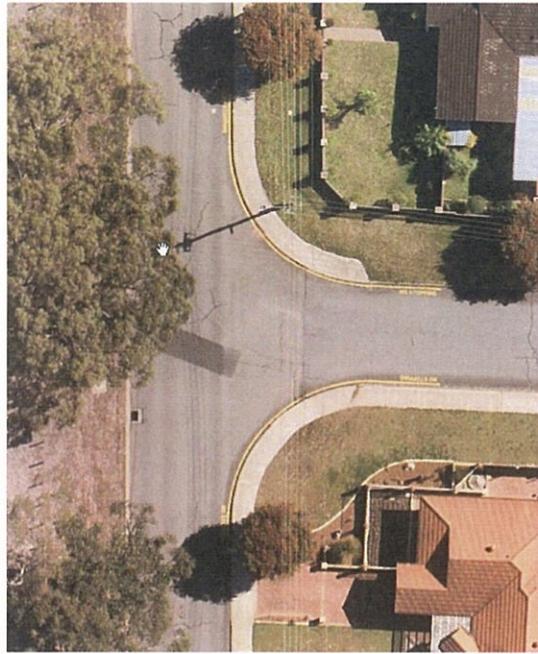
Location : Old Perth Road Bassendean WA  
Restriction : No Parking on Verge



Attachment 4



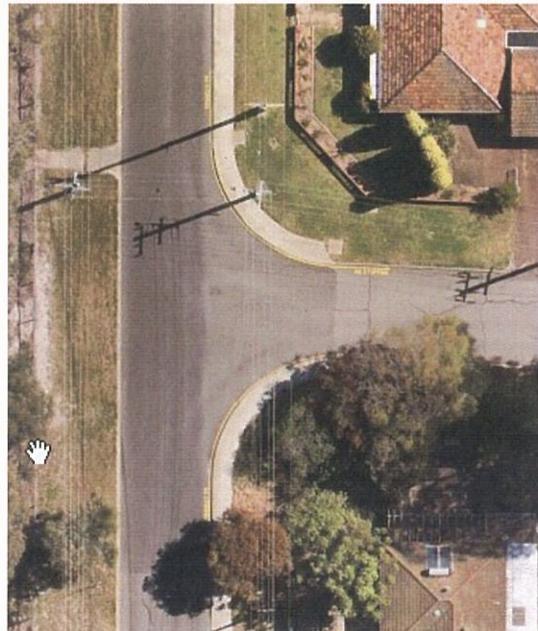
Robinson Road / Padbury Way, Eden Hill



May Road / Atkins Way, Eden Hill



May Road / Chedworth Way, Eden Hill



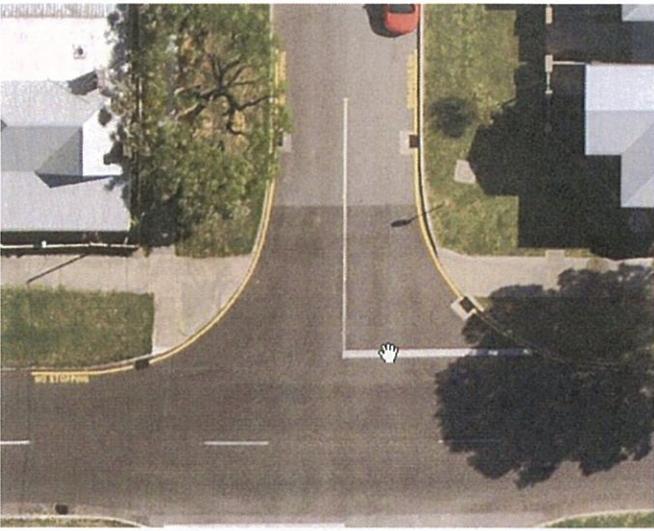
May Road / Walkington Way, Eden Hill



May Road / Jubilee Avenue



Iolanthe Street / Robinson Road and Robinson Road / May Road , Eden Hill



First Avenue / Anzac Terrace, Bassendean



First Avenue / Walter Road East, Bassendean



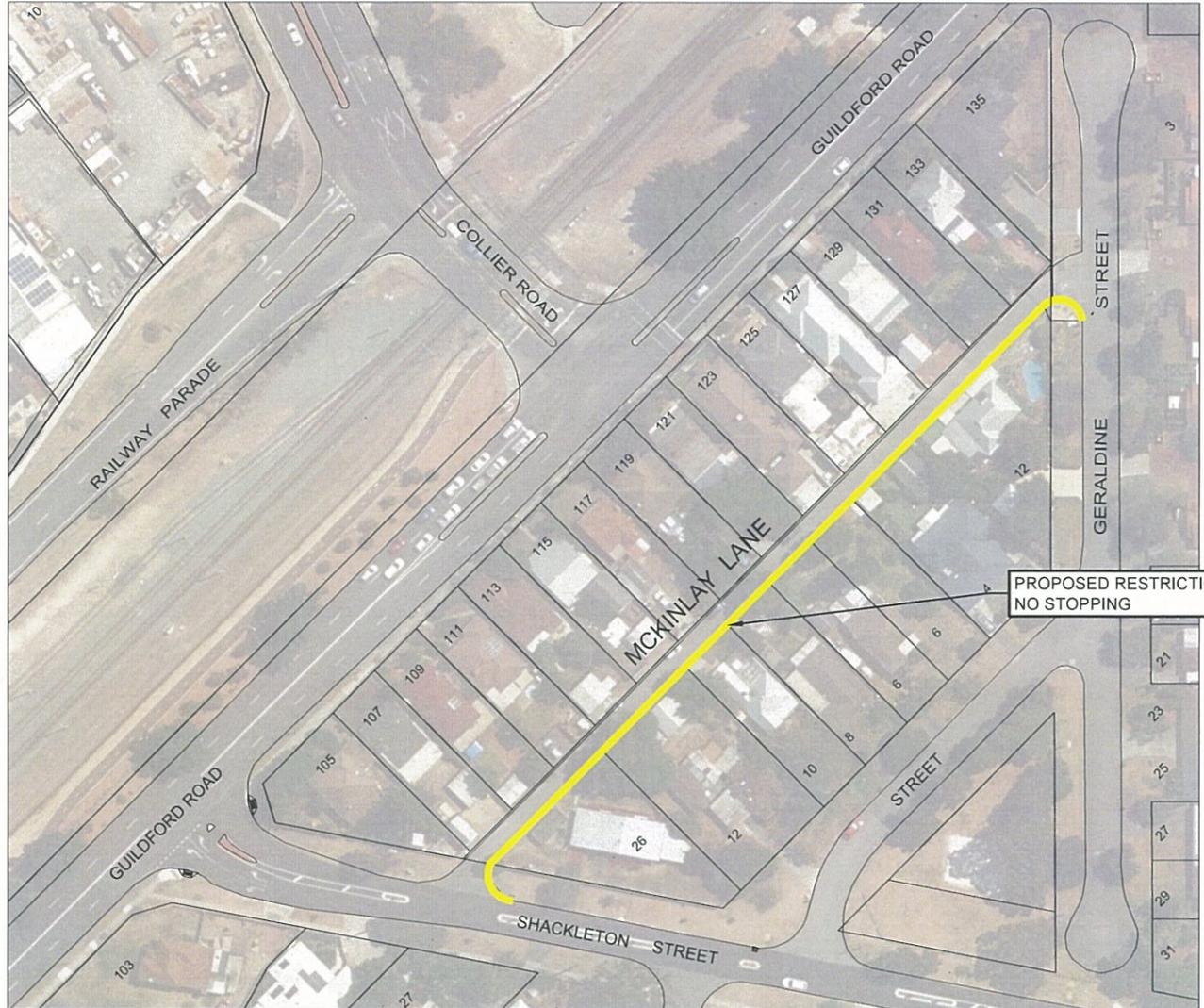
Old Perth Road / Brook Street, Bassendean



Colstoun Road / Haig Street, Ashfield



Guildford Road / Fisher Street, Ashfield



PROPOSED RESTRICTION  
NO STOPPING

— NO STOPPING



**TOWN OF BASSENDEAN**  
ASSET SERVICES

48 OLD FIKYTH RD  
BASSENDEAN WA 0054  
AM 20 347 000 100  
Telephone: 080 9377 9000  
Facsimile: 080 9379 5436  
Email: mail@bassendean.wa.gov.au  
www.bassendean.wa.gov.au

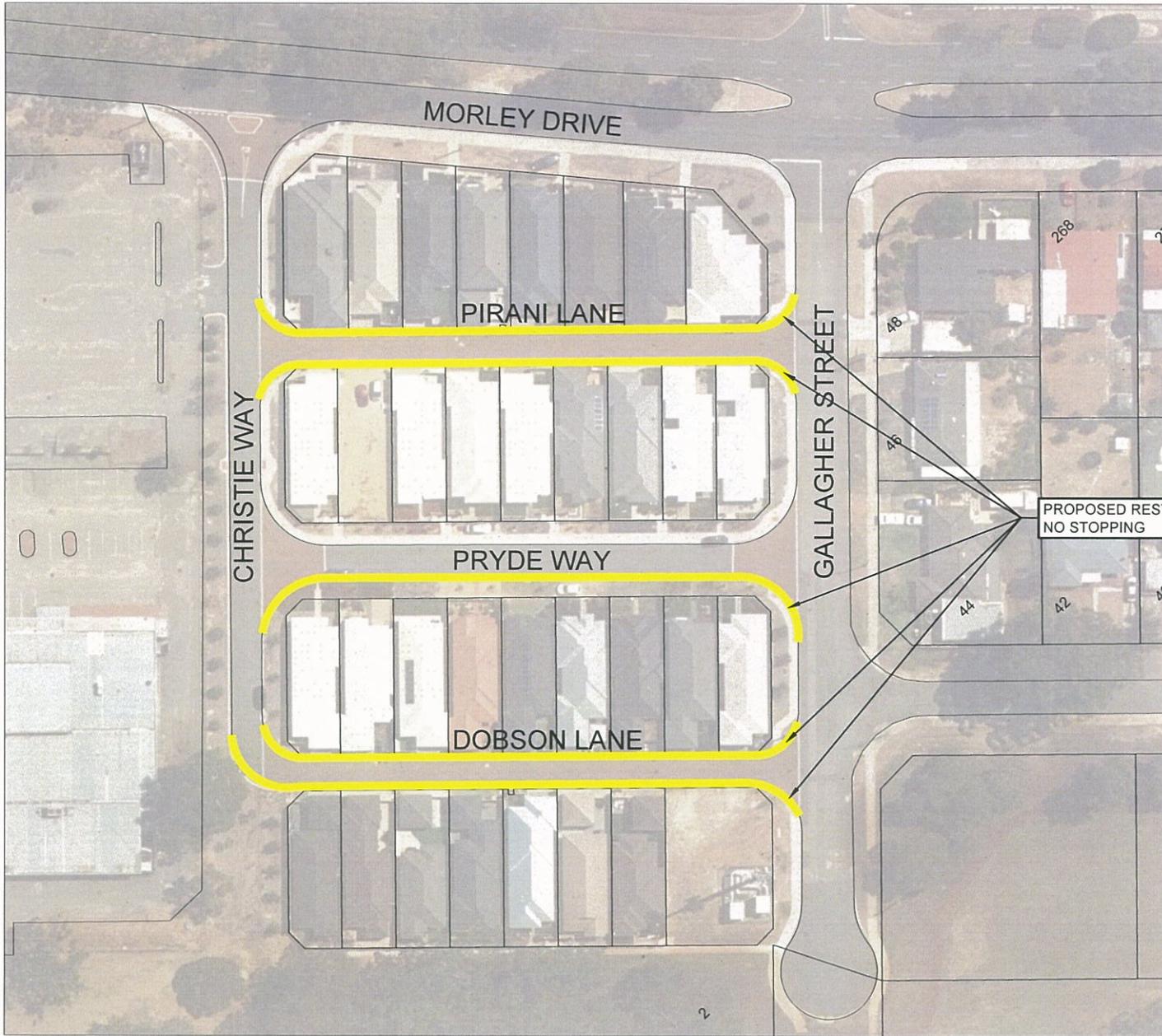
AMENDMENTS
G.
F.
E.
D.
C.
B.
A.



0 5 10 15 20 25 30 35 40 45 50  
ORIGINAL DRAWING SIZE IS A1

SURVEY	FIELD BOOK
DESIGN	CAD DRAWING
DRAWN	DATE
CHECKED	DATE
APPROVED	DATE
HORIZONTAL SCALE	N.T.S
VERTICAL SCALE	VERTICAL SCALE

DRAWING NAME	
TOWN OF BASSENDEAN	
MCKINLAY LANE	
PROPOSED PARKING RESTRICTION	
DRAWING NUMBER	SHT
TOB -2020	
REV	A1



PROPOSED RESTRICTION  
NO STOPPING

— NO STOPPING

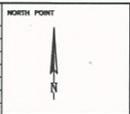


**TOWN OF BASSENDEAN**  
ASSET SERVICES

48 OLD PERTH RD  
BASSENDEAN WA 6054  
08 947 408 000

Telephone 08 937 9900  
Facsimile 08 9279 5416  
Email [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)  
[www.bassendean.wa.gov.au](http://www.bassendean.wa.gov.au)

AMENDMENTS	
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B.	
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ORIGINAL DRAWING SIZE IS A1

SURVEY	FIELD BOOK
DESIGN	CAD DRAWING
DRAWN	DATE
CHECKED	DATE
APPROVED	DATE
HORIZONTAL SCALE	N.T.S.
VERTICAL SCALE	

DRAWING NAME		REV.	
TOWN OF BASSENDEAN			
PIRANI LANE, PRYDE WAY, DOBSON LANE			
PROPOSED PARKING RESTRICTION			
DRAWING NUMBER	SHT	REV.	
TOB -2020			A1

### Schedule of Submissions

#### Proposed Parking Restrictions – Yellow Edge Line on the Southern Side of McKinlay Lane, Bassendean

<b>1</b>	<b>Affected Property:</b> 105 (Lot 1) Guildford Road BASSENDEAN	<b>Postal Address:</b> 22A Parker Street BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for the proposal		Noted. Response received after the submission period closed.

<b>2</b>	<b>Affected Property:</b> 111 (Lot 4) Guildford Road (24 McKinlay Lane) BASSENDEAN	<b>Postal Address:</b> 111 (Lot 4) Guildford Road BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for the proposal.		
2.1	We have actually never seen anyone parking on the south side of the lane. That would completely block the passage and is definitely not okay. Are you sure you don't mean the north side? People park there all the time. We think that is fine. However, sometimes people don't park close enough to the north side and it is hard to get past. Maybe they need a guide line.	Noted. The yellow line on the south side is to formalise the restriction in accordance with the Parking Local law as technically vehicles can park on the South side as long as 3 metres is maintained between vehicles. This is often detrimental to vehicles using the lane and can be a risk to drivers and residents.

<b>3</b>	<b>Affected Property:</b> 117 (Lot 7) Guildford Road BASSENDEAN	<b>Postal Address:</b> 15 Broadway BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for the proposal		
3.1	This has been a long term concern with residents unable to reverse or enter their driveways due to cars being parked on an extremely narrow laneway. Potential for accidents has been high. Thank you for addressing this matter.	Noted. Response received after the submission period closed.

<b>4</b>	<b>Affected Property:</b> 123 (Lot 10) Guildford Road (12 McKinlay Lane) BASSENDEAN	<b>Postal Address:</b> 123 (Lot 10) Guildford Road BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for the proposal		
4.1	I do sort of agree with this approach however, the issue isn't where the proposed "yellow line" is going to be drawn. The issue is people parking on the left hand side of the laneway blocking traffic entering towards Geraldine St. People should be parking in their driveways!!	Noted. The parking local law allows vehicles to be parked in laneways in accordance with the requirements. The proposed yellow line is to restrict vehicles to the north side only for safety and parking consistency. Vehicles must be parked at least 10 meters from any intersection.

<b>5</b>	<b>Affected Property:</b> 125 (Lot 11) Guildford Road BASSENDEAN	<b>Postal Address:</b> 125 (Lot 11) Guildford Road BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Objection to the proposal		
5.1	We live on a main Road. We have the laneway to access our houses safely. I understand if cars are parked for more than 24 hours but to say we cannot stop in front of our own houses is wrong.	Noted. The yellow line restriction is for the south side of the lane only. It allows for residents to park at their properties on the lane way on the north side only.

<b>6</b>	<b>Affected Property:</b> 4 (Lot 32) Cyril Street BASSENDEAN	<b>Postal Address:</b> 4 (Lot 32) Cyril Street BASSENDEAN WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for the proposal		
5.1	I have a garage entrance to McKinlay Lane and have had issues with parking blocking my access. I support the proposals.	Noted.

**Schedule of Submissions**

**Proposed Parking Restrictions –**

**Proposal 1 – Yellow Edge Lines on both sides of Pirani Lane, Eden Hill**

**Proposal 2 – Yellow Edge Lines on the southern side of Pryde Way, Eden Hill**

**Proposal 3 – Yellow Edge Lines on both sides of Dobson Lane, Eden Hill**

<b>1</b>	<b>Affected Property:</b> 3 (Lot 425) Pryde Way EDEN HILL	<b>Postal Address:</b> 3 (Lot 425) Pryde Way EDEN HILL WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for proposal 1		
Support for proposal 2		
Support for proposal 3		
1.1	Please consider no stopping zone next to the mobile tower. Plenty of cars are parked here. (area Highlighted in the picture). Thanks	

<b>2</b>	<b>Affected Property:</b> 7 (Lot 423) Pryde Way EDEN HILL	<b>Postal Address:</b> 7 (Lot 423) Pryde Way EDEN HILL WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Objection to proposal 1		
Objection to proposal 2		
Objection to proposal 3		
2.1	Parking is restricted in that area already. Adding these yellow lines will restrict it even more. People just need to be considerate while parking on these streets to ensure people are able to drive through.	

<b>3</b>	<b>Affected Property:</b> 9 (Lot 422) Pryde Way EDEN HILL	<b>Postal Address:</b> 9 (Lot 422) Pryde Way EDEN HILL WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for proposal 1		

Support for proposal 2	
Support for proposal 3	
3.1 This will be great - can't wait to see it installed! Thanks	Noted.

<b>4</b>	<b>Affected Property:</b> 12 (Lot 414) Pryde Way EDEN HILL	<b>Postal Address:</b> 12 (Lot 414) Pryde Way EDEN HILL WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for proposal 1		
Objection to proposal 2		
Support for proposal 3		
4.1	We park on our verge & if you put yellow road markings on the other side we will get blocked in by other cars parking in front of our house.	Noted. Response received after the submission period closed.  Vehicles that currently utilise the verge for parking should be encouraged to park on the road instead, as driving on/across the footpath to access the verge area should be discouraged to prevent damage to the footpath and increase pedestrian safety.  These properties would have the permitted parking on their side of the road so the vehicle would still be parked in front of the residence it belongs to.

<b>5</b>	<b>Affected Property:</b> 13 (Lot 420) Pryde Way EDEN HILL	<b>Postal Address:</b> 13 (Lot 420) Pryde Way EDEN HILL WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for proposal 1		
Support for proposal 2		
Support for proposal 3		
5.1	About bloody time!!! I requested something be done over 3 Yrs ago!	Noted.

<b>6</b>	<b>Affected Property:</b>	<b>Postal Address:</b>
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	18 (Lot 417) Pryde Way EDEN HILL	162 Altone Road BEECHBORO WA 6063
<b>Summary of Submission</b>		<b>Comment</b>
Objection to proposal 1		Noted.
Objection to proposal 2		Noted.
Objection to proposal 3		Noted.

<b>7</b>	<b>Affected Property:</b> 17 (Lot 418) Pryde Way EDEN HILL	<b>Postal Address:</b> 93 Barbarossa Drive CAVERSHAM WA 6055
<b>Summary of Submission</b>		<b>Comment</b>
Objection to proposal 1		Noted.
Objection to proposal 2		Noted.
Objection to proposal 3		Noted.

<b>8</b>	<b>Affected Property:</b> 16 (Lot 416) Pryde Way EDEN HILL	<b>Postal Address:</b> 16 (Lot 416) Pryde Way EDEN HILL WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Support for proposal 1		Noted.
Support for proposal 2		Noted.
Support for proposal 3		Noted.

<b>9</b>	<b>Affected Property:</b> 18 (Lot 417) Pryde Way EDEN HILL WA 6054	<b>Postal Address:</b> 18 (Lot 417) Pryde Way EDEN HILL WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Objection to proposal 1		
Objection to proposal 2		
Objection to proposal 3		

9.1	<p>Visitor Parking is currently an issue as it already is. Visitors used to park in the empty car park next door, but since it is completely closed off, visitors are forced to park on the street. Provide residents with ample parking and the roads won't be so congested. Visitors also used to park on the front verge, but then cherry blossom trees were planted. "No Stopping" restrictions does not solve anything. (Bandaid solution.)</p>	<p>Noted. Visitor parking will still be available on the north side of Pryde Way and on Christie Way and Gallagher Street.</p>
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<b>10</b>	<p><b>Affected Property:</b> 8 (Lot 430) Dobson Lane EDEN HILL</p>	<p><b>Postal Address:</b> 8 (Lot 430) Dobson Lane EDEN HILL WA 6054</p>
<b>Summary of Submission</b>		<b>Comment</b>
<p>Nil Response to proposal 1</p> <p>Nil Response to proposal 2</p> <p>Objection to proposal 3</p> <p>10.1 Currently there is no where else for visitor to park.</p>		<p>Noted. Visitor parking will still be available on Christie Way and Gallagher Street.</p>

<b>11</b>	<p><b>Affected Property:</b> 260A (Lot 404) Morley Drive EDEN HILL</p>	<p><b>Postal Address:</b> 260A (Lot 404) Morley Drive EDEN HILL WA 6054</p>
<b>Summary of Submission</b>		<b>Comment</b>
<p>Objection to proposal 1</p> <p>Objection to proposal 2</p> <p>Objection to proposal 3</p> <p>11.1 No visitor parking was provided for houses facing Morley Dr when area built. Visitors have to park very far away near the park (Jubilee Reserve) not safe in dark and cars get broken into.</p>		<p>Noted. Response received after the submission period closed.</p> <p>Visitor parking will still be available on Christie Way and Gallagher Street which are boundary roads to the length of houses facing Morley Drive as well as verge parking (where permitted by the resident) on Morley Drive itself, which is directly in front of each of the houses.</p>

<b>12</b>	<p><b>Affected Property:</b> 258A (Lot 402) Morley Drive EDEN HILL</p>	<p><b>Postal Address:</b> 401/60 Riversdale Road RIVERVALE WA 6103</p>
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Summary of Submission	Comment
<p>Objection to proposal 1</p> <p>Support for proposal 2</p> <p>Objection to proposal 3</p> <p>12.1 The council gave approval for high density housing with no proper regard for parking issues. Pirani Lane only has a grass strip in front of its houses that adjoin a footpath. There is no other parking available except in the laneway for mothers with young children to get in their houses with prams, shopping, etc. There are social issues with the park over the road so no one would want to arrive at the front of their houses on a main road, at night, and leave their car out there.</p>	<p>Noted. Response received after the submission period closed.</p> <p>Visitor parking will still be available on Christie Way and Gallagher Street. Owners and tenants have single and double carports in addition to the available on-street parking.</p>

13	<p><b>Affected Property:</b> 15 (Lot 419) Pryde Way EDEN HILL</p>	<p><b>Postal Address:</b> 15 (Lot 419) Pryde Way EDEN HILL WA 6054</p>
Summary of Submission	Comment	
<p>Nil Response to proposal 1</p> <p>Nil Response to proposal 2</p> <p>Nil Response to proposal 3</p> <p>13.1 The proposed 'No Stopping' yellow edge line restrictions is a cheap and thoughtless approach to this sections parking issues.</p> <p>We built our home and have loved living here for the past 4 years. Unfortunately due to the estates rushed plan design this area feels unfinished and has parking issues that need to be addressed. This could be an opportunity to make this section thrive.</p> <p>Some information for your consultation:</p> <ul style="list-style-type: none"> <li>• Some of our neighbours have large families.</li> <li>• There are a lot of rentals with multiple tenants.</li> <li>• Most people park inside their garages but some have no option to do so.</li> </ul>	<p>Noted. No Survey Response submitted – response via email comment only, refer attachment 9 to report. This plan includes major road works to install on-street parking bays and the creation of a new road to access the southern side of the houses that front onto Mary Crescent Reserve. Works such as these would be expensive and are not currently within the budget to consider.</p> <p>Visitor parking will still be available on Christie Way and Gallagher Street. Owners and tenants have single and double carports in addition to the available on-street parking.</p>	

- Visitors, delivery drivers, trades and service people already struggle to access these properties.

- Dobson Lane doesn't have a road in front of homes and therefore have to use laneway for the above mentioned people.

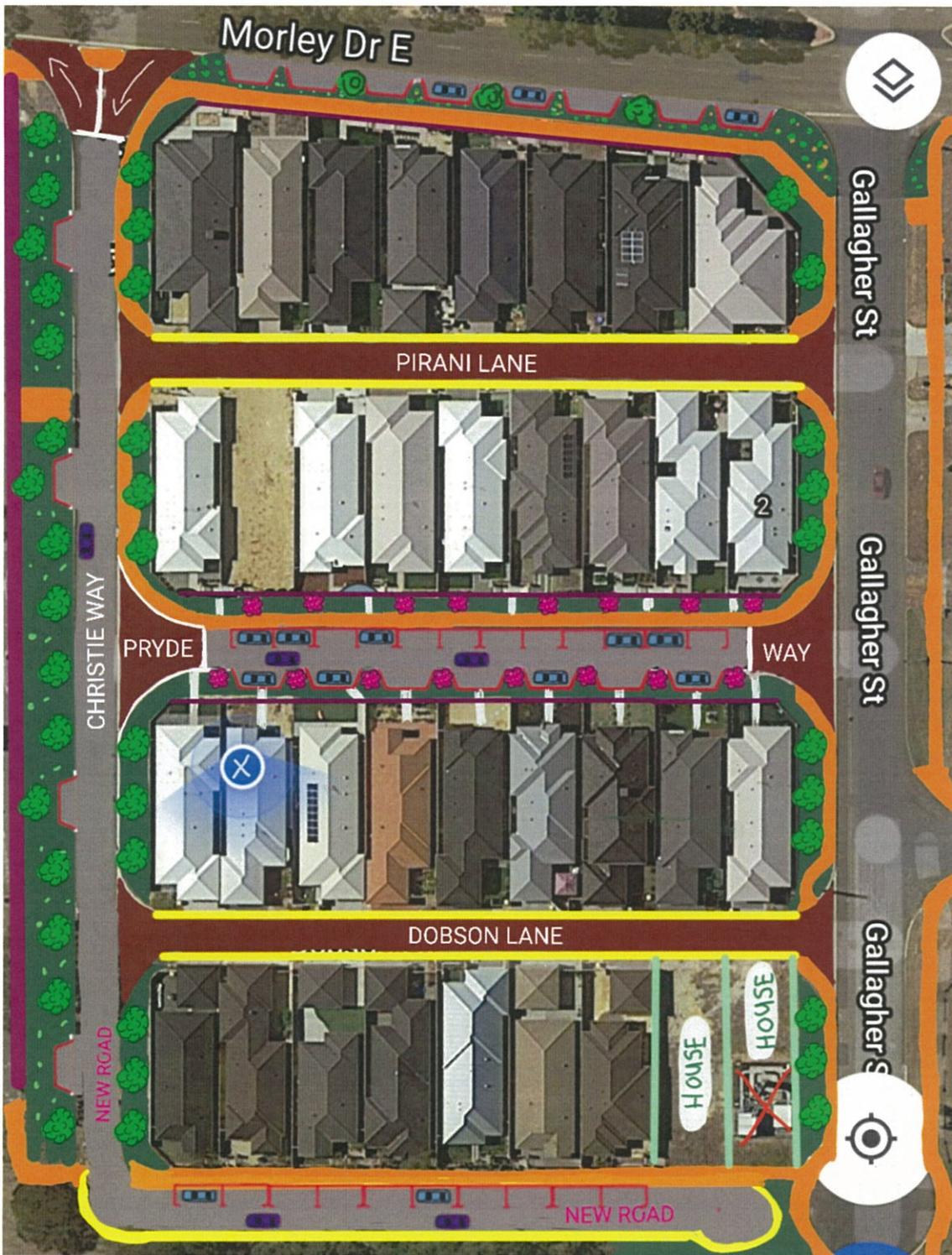
I have put together a concept plan of this area that could resolve these issue. It includes building parking bays, improving verge vegetation by adding more street trees and native under planting and safer access friendly pathways. It also shouldn't effect mature trees.

I understand budgeting issues and that this wouldn't be a small project. I also acknowledge the move away from cars but zero parking would be penalising us for choosing compact living and highlights poor urban design. Painted lines is a bandaid solution and will only cause more issues.

Thank you for your time and consideration.

Please see concept plan attached.

14	<b>Affected Property:</b> 11 (Lot 421) Pryde Way EDEN HILL	<b>Postal Address:</b> 11 (Lot 421) Pryde Way EDEN HILL WA 6054
<b>Summary of Submission</b>		<b>Comment</b>
Objection to proposal 1		
Support for proposal 2		
Objection to proposal 3		
14.1	<p>No Stopping on one side would address the problem but no stopping on both sides moves the problem else where.</p> <p>Where are visitors meant to park? What is proposed?</p> <p>I have been away until today 18/11/2020</p>	<p>Noted. Response received after the submission period closed.</p> <p>Visitor parking will still be available on the north side of Pryde Way and on Christie Way and Gallagher Street. The problems reported are due to vehicles parking in these locations, obstructing other residents.</p>



# KEY

-  PATHWAYS
-  NO PARKING
-  PARKING LINES ON ROAD
-  PARKING BAYS
-  STREET TREES
-  PARKED CARS
-  MOVING CARS

Joy Thomson  
119 Kenny Street  
Bassendean WA 6054

Document #: ILET-18013020  
Date: 25.11.2020  
Officer: PETA MABBS  
File: TRAF/SIGNS/1



To Peta Mabbs  
CEO  
Town of Bassendean

Dear Council

I have a "no Standing" sign at the front of my home, on my side only, from 119 Kenny Street.

This was put in place by a Council Resolution about 3 years ago presented by former Councillor Pule and passed by Council.

The reason for the no standing sign is because my exit from my drive onto the road is very dangerous, as it is on the down side of the hill, preventing clear vision from approaching cars coming along Kenny Street.

My drive slopes up from below the road and I cannot see approaching vehicle due to the crest of the hill and before the no standing sign was erected, obstruction of view due to parked vehicles on the crest.

This is made even more dangerous if there are cars parked at my front or further up the hill back towards the Bassendean side.

Officers of the Town have mentioned to me that they are considering removing the no standing sign, which has caused me a great deal of concern.

I am now more elderly than I was three years ago and in even more need of the safety clear visibility to see approaching vehicles.

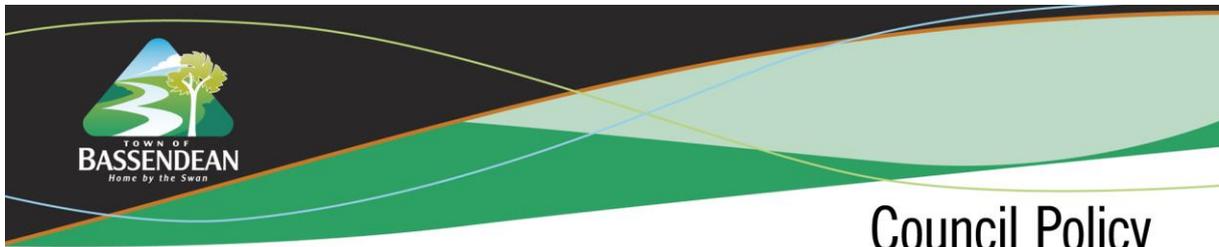
To make matters worst, directly across the road there is a large white van that is regularly parked there and restricts the Kenny Street lane to one lane. This is doubly more dangerous for me.

After the three years, I have found that the no standing signs greatly helps me when I am exiting my drive.

I would respectfully request Council, not only to ensure that the no standing signs stay, but if possible be extended to at least 115 Kenny Street.

*Mrs J. V. Thomson  
age 90 years.*

# **ATTACHMENT NO. 7**



## Council Policy

### 4.1 Local Studies Collection Photographic Reproduction Policy

#### Objectives

To enable private and commercial access to and reproduction of images held within the Bassendean Local Studies Collection.

#### Strategies

It is Council policy that provided copyright is not infringed, private and commercial reproduction of images from the Bassendean Local Studies Collection be allowed.

In this policy, personal and private use is defined as the reproduction of up to 5 copies of an image and multiple/commercial use is defined as the reproduction 6 or more copies of an image for a person or institution or business.

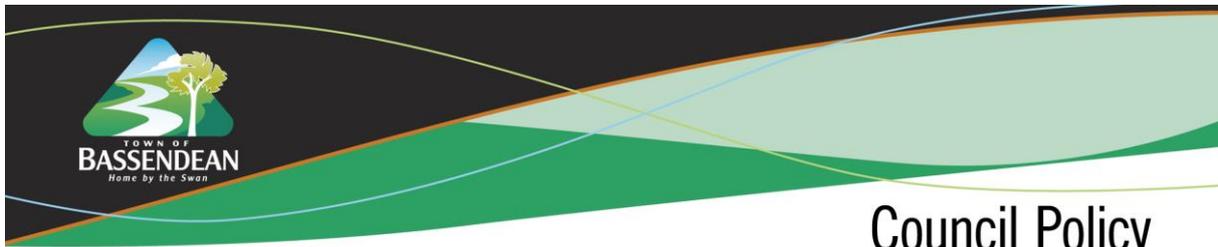
The Local Studies Collection will provide images in electronic form on a CD for a fee which incorporates a cost recovery component and a reproduction fee.

The fee will be reviewed annually by the Bassendean Local Studies Collection Management Committee and included in the Town of Bassendean Schedule of Fees and Charges, as required by the Local Government Act.

#### Application

Responsibility for the implementation of this Policy rests with the CEO, with input from relevant Town of Bassendean staff. The Policy is to be reviewed every three years to reflect changes in community expectations, changes in state and federal government legislative, policy and guidelines

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Arts, Heritage and Culture</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted:</b> OCM 34/11/06</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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### 5.15 Services to Young People

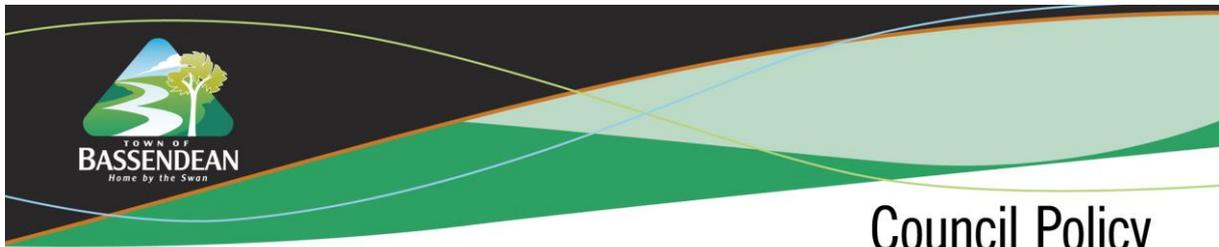
#### Objectives

The Town of Bassendean undertakes to empower young people to realise their potentials by providing assistance in a safe, non- threatening environment.

Council recognises that young people require services that assist them in achieving their quality of life and provide them with opportunities to fulfil their individual potential.

The Town of Bassendean aims:

- To encourage young people to remain in safe, stable, caring and supportive environments, to foster the provision of a broad range of accessible accommodation options for young people and to assist in minimising youth homelessness within the Town and the NE Metropolitan region.
- To ensure that young people as valued community members, are regularly consulted about relevant issues, participate in Council decisions affecting their lives and benefit from positive recreational opportunities.
- To maximise the opportunities for young to participate in employment, education and training and to assist young people to overcome barriers to participation.
- To work independently and in partnership with other agencies and spheres of government to maximise the coordination and funding of services and programs for young people in Bassendean and the NE Metropolitan Region.
- To encourage young people to establish and maintain healthy lifestyles by making informed choices about their behaviours.
- To encourage greater communication and understanding between young people, their families and carers and the police, and ensure that young people have access to legal information and are aware of their legal rights and responsibilities.
- To support and encourage the provision of a diverse range of structured, unstructured and leisure and entertainment options which can be readily accessed by the Town's young people.
- To foster communication and understanding between young people and the wider community and ensure that young people are accepted and encouraged to use safe and accessible public spaces.



## Council Policy

- To support and encourage young people to celebrate and further develop their own forms of expression and to contribute to the cultural life of the Town through arts projects and public events

### Strategy

The Town of Bassendean aims to enhance the quality of young people's lives as valued members of the community by ensuring that Council processes are inclusive of young people and that young people have access to a range of quality facilities and support services which are responsive to their diverse needs.

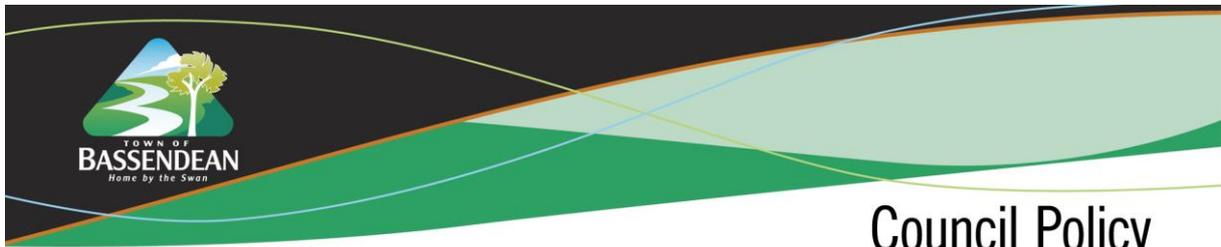
The Town of Bassendean readily accepts that it has a major role in creating and developing a strong, cohesive community where people support each other and work together to achieve their desired quality of community life. The identification and satisfaction of young people's needs are seen by Council as critical to the development of a strong healthy community and an important investment in the Town's future success. The fulfilment of the Town's vision as a preferred community in which to live, work and visit which involve young people fulfilling their potential, minimizing harmful behaviours, making valuable contributions to the community and becoming the future leaders of the community.

Council's key role is to advocate, facilitate/resource and co-ordinate the development and delivery of services and facilities for young people. The Town of Bassendean strives to achieve these objectives by:

- Utilising needs analysis for existing and new services for young people in order to ensure the most effective allocation of resources.
- Delivering responsive, holistic services to young people in a safe and non-threatening environment.
- Continually developing a philosophical position in relation to identifying strategic direction and monitoring performance
- Advocating, and where appropriate, working in partnerships to attract funding for services and facilities for young people and ensuring compliance with funding requirements.
- Building on positive relationships with all stakeholders including funding bodies, other agencies, families and young people.

### Application

- Responsibility for the implementation of this policy rests with all councillors, staff, volunteers and contractors of the Town of Bassendean.

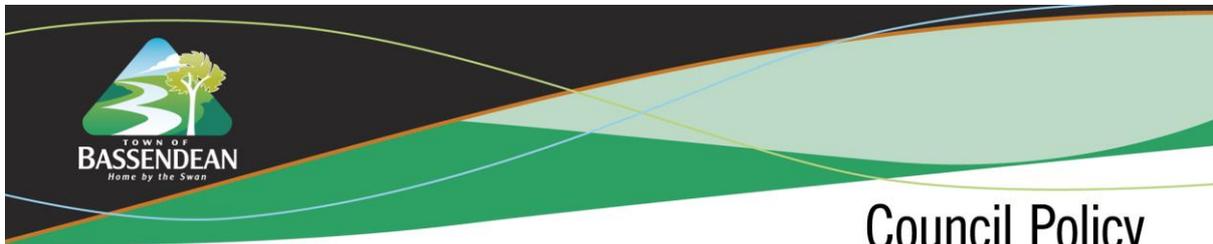


## Council Policy

- This policy applies to all services delivered directly to young people, as well as providing background for decision making regarding future initiatives and infrastructure development.
- The policy will be reviewed three yearly and reflect changes in community expectations, industry standards and the legislative environment.

<p><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p><b>Policy Owner:</b> Director Community Development</p> <p><b>Adopted:</b> 8/4/99</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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# **ATTACHMENT NO. 8**



## Council Policy

DRAFT 9/12/20

# Attendance at Events Policy

## Policy Objective

The Town of Bassendean (the Town) is required under section 5.90A of the *Local Government Act 1995* to adopt a policy on attendance at events for Elected Members and the Chief Executive Officer (CEO).

Elected Members and the CEO as representatives of the local government may be requested to attend events or may be offered tickets to events by third parties. In order to carry out their functions impartially, Elected Members and the CEO are required to demonstrate that they are not improperly influenced by third parties through the acceptance of invitations to these events.

The policy aims to provide transparency concerning the attendance at events by Elected Members and the CEO.

## Policy Scope

This policy applies to attendance at events by Elected Members and the CEO of the Town of Bassendean, attending in their capacity as an Elected Member or CEO and includes –

- Approval for attendance at events and the criteria for approval;
- The provision of tickets to events; and
- Payments in respect of event attendance.

The policy does not apply to Town of Bassendean officers (other than the CEO).

## Policy Statement

### Definitions –

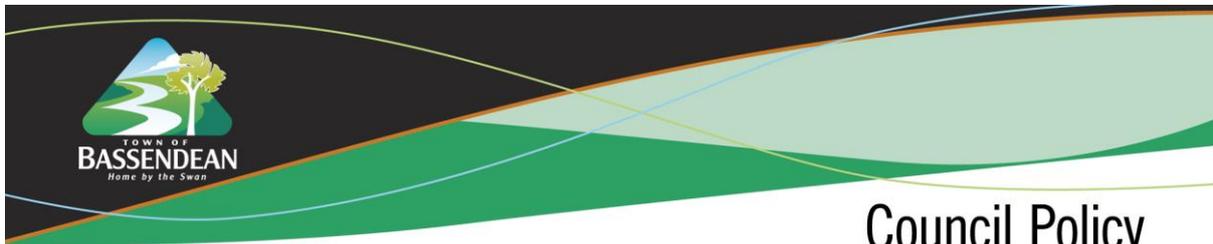
**Chief Executive Officer** means the Chief Executive Officer of the Town of Bassendean;

**Elected Member** means the Mayor and Councillors of the Town of Bassendean;

**Event** has the meaning given to it under the *Local Government Act 1995*.

**Gift** has the meaning given to it under the *Local Government Act 1995*.

**Ticket** includes an admission ticket to an event or an invitation to attend an event, or a complimentary registration to an event offered by a third party.



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## 1. Pre-approved events

Elected members and the CEO are authorised to accept invitations, including tickets, from third parties to attend events where the ticket is offered by the following –

- (a) The Western Australian Local Government Association (WALGA);
- (b) The Australian Local Government Association (ALGA);
- (c) Local Government Professionals (WA);
- (d) A department of the WA public service;
- (e) Events conducted by a local government or regional local government, State or Federal Government department or agency;
- (f) A State or Federal Member of Parliament, other than for party political events or fundraisers;
- (g) Town of Bassendean hosted events; and
- (h) A civic/cultural, community organisation within the Town of Bassendean.

Attendance at pre-approved events covered by this policy are considered “excluded gifts” as defined in section 5.62(1B) of the *Local Government Act 1995*.

## 2. Other Events

An invitation to an event accepted by an Elected Member or CEO without payment, where a member of the public is required to pay, unless noted as a pre-approved event in this policy, will generally be classified as a gift to which the declaration of interest provisions apply.

Where an event is a free event to the public then no action is required by the recipient. If the event is ticketed and the Elected Member or CEO pays the full ticketed price and does not seek or obtain reimbursement then no action is required by the recipient.

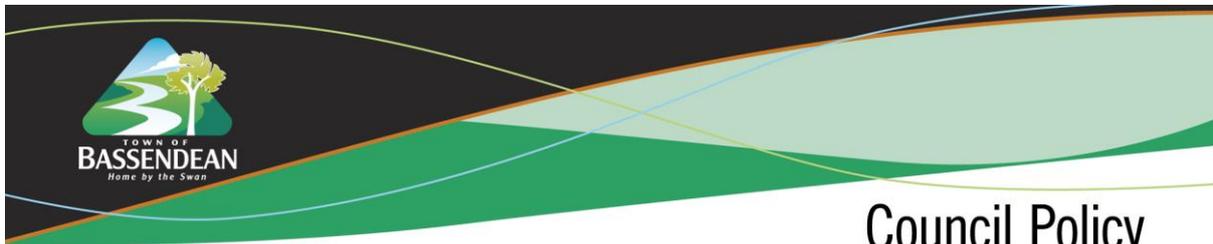
## 3. Approval Process (Event metropolitan)

All invitations or offers of tickets for an Elected Member to attend an event must be forwarded in writing and addressed to the CEO for approval.

Where an invitation or offer of a ticket is for the CEO, it must be forwarded to the Mayor for approval.

In making a decision on attendance at an event, the following matters must be taken into consideration –

- a) The provider of the invitation or ticket to the event, including whether the provider is undertaking or may seek to undertake an activity involving a Council decision;
- b) The location of the event in relation to the local government (within the district or out of the district);
- c) The role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;



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- d) Whether the event is sponsored by the Town;
- e) The benefit of local government representation at the event;
- f) The number of invitations/tickets received;
- g) Alignment to the Town's Strategic Community Plan ; and
- h) The cost to attend the event, including the cost of the ticket (or estimated value of The event per invitation) and any other expenses such as travel and accommodation.

Events that will not be considered for approval include –

- Political party events and fundraisers;
- Entertainment events that do not have any relevance to the Town or to the business of local government; or
- An event that benefits an Elected Member or CEO in a personal capacity.

#### 4. Approval Process (Event intrastate, interstate and overseas)

Council is required to approve attendance at events held intrastate, interstate or overseas.

#### 5. Complimentary tickets and benefits under sponsorship agreements

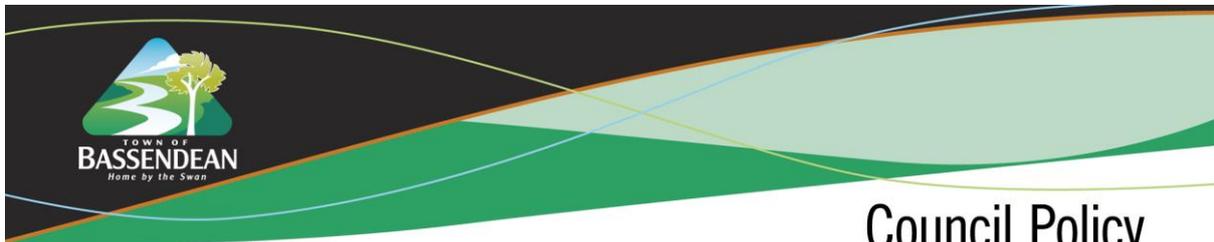
Where an entitlement to complimentary tickets or other benefit exists under a sponsorship agreement between the Town and a third party, the CEO shall manage the allocation of tickets or benefits.

#### 6. **Payments in respect of attendance**

Where an Elected Member is approved to attend an event, he/she may be reimbursed for travel and reasonable incidental expenses associated with their attendance in accordance with Council Policies – Councillor Allowance Policy, and Councillor Training and Professional Development Policy. Where the CEO is approved to attend an event, he/she may be reimbursed for travel and reasonable incidental expenses associated with their attendance at the event in accordance with the CEO's employment contract.

Accompanying persons attending an event with an Elected Member or the CEO, must do so at no cost to the Town.

Attendance by Councillors at conferences shall be in accordance with Council Policy – Councillor Training and Professional Development. Attendance by the CEO at conferences shall be in accordance with the CEO's employment contract.



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## 7. Distribution of Tickets

Where an invitation to attend a pre-approved event, including tickets, is extended to the Town and is addressed to the Mayor, and the Mayor is unable to attend the event, the CEO may with the consent of the event organiser, distribute the ticket to the Deputy Mayor or another Elected Member.

Where an invitation to attend a pre-approved event, including tickets, is extended to a specific Elected Member, and the individual Elected Member is unable or does not wish to attend the event, the CEO is to advise the event organiser of their inability to attend, and if the event organiser agrees, the CEO may nominate another Elected Member.

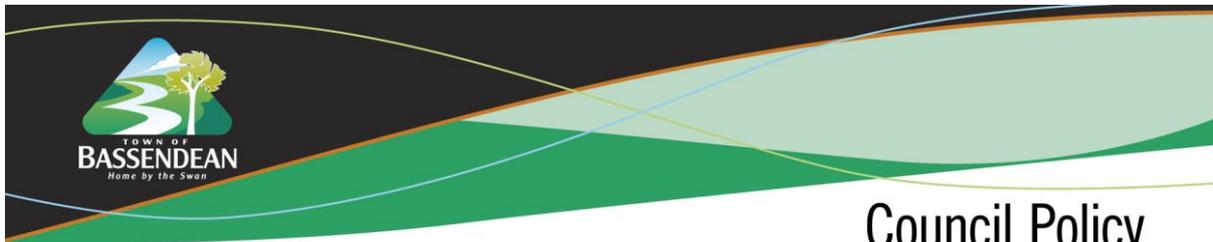
Where an invitation to attend a pre-approved event, including tickets, is extended to the CEO, and the CEO is unable, or does not wish to attend the event, the CEO is to advise the event organiser of their inability to attend and may, if the event organiser agrees, distribute the invitation to a nominated officer.

## 8. Reporting

Gifts received by Elected Members and the CEO will be listed in the Town's Gift Register in accordance with section 5.87A and section 5.87B of the Local Government Act 1995.

Document Control box			
Document Responsibilities:			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive Officer
<b>Inception Date:</b>	December 2020 OCM __/__/20	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	Annual	<b>Repeal and Replace:</b>	N/A
Compliance Requirements:			
<b>Legislation:</b>	<i>Local Government Act 1995</i>		

# **ATTACHMENT NO. 9**



## 6.14 Purchasing Policy

### Objective

This policy:

1. Ensures compliance with the *Local Government Act 1995* and the Local Government (Functions and General) Regulations 1996 to establish a framework of operational standards for contracts to purchase goods and services;
2. Provides guidance to all Council employees on all levels of procurement to ensure ethical behavior, and to ensure probity, and transparency;
3. Ensures that the Town receives value for money as a result of its purchasing activities;
4. Aims to deliver a high level of accountability whilst providing a flexible, efficient and effective and transparent procurement framework;
5. Ensures that the Town considers the environmental and sustainability implications of the procurement process across the life cycle of goods and services; and
6. Ensures that all purchasing transactions are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Town.

### Strategy

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

- Enhance our natural and built environment by purchasing products and services that demonstrate environmental best practice and will reduce negative impacts;
- Enhance our economic environment by ensuring value for money in all contracting and purchasing;
- Ensure Good Governance by maintaining transparency in contracting and purchasing, minimising the risk to the Town of Bassendean through the application of a robust risk management mechanisms ensuring that the products and services it purchases are in line with the Town's objectives; and
- Where appropriate, the Town shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace sustainable business practices.
- Where possible suppliers operating within the Town of Bassendean are to be given the opportunity to quote for goods & services required by the Town.

## Records Management

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

For a tender process, this includes:

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

For a direct purchasing process this includes:

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

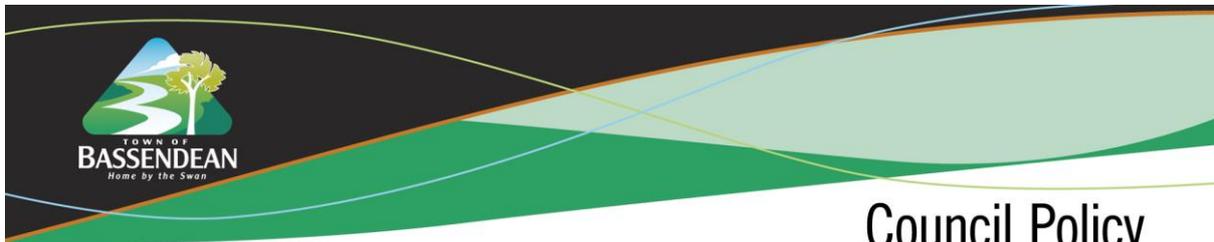
Retention of records shall be in accordance with the minimum requirements of the State Records Act, and the Town of Bassendean's internal records management procedures.

## **Purchasing Threshold**

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

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

<b>Monetary Threshold (excluding GST)</b>	<b>Purchasing Method Required</b>
Up to \$1,999 Annually	Irregular and Non-Recurrent Purchases - goods and services valued up to \$1,999 per year, no competitive process is required, although <b>one</b> verbal quote must be obtained prior to purchasing. An exception is where goods are purchased by Corporate Credit Card.
\$2,000 to \$ 4,999 Annually	Irregular and Non-Recurrent Purchases - purchases goods and services valued between \$2,000 and \$4,999 per year, no competitive process is required, although <b>one written</b> quote must be obtained prior to purchasing.
\$5,000-\$19,999 Annually	Irregular and Non-Recurrent Purchases - For goods and services valued between \$5,000 and \$19,999 a purchase, <b>2 x written quotations</b> are required. Where rates are reasonable and consistent with similar products, officers must occasionally undertake market testing to ensure best value for money is obtained.
\$20,000 - \$59,999 ( <b>over 3 years</b> )	<b>Minimum 3 written quotations are required and Manager or Director approval required</b> , informal evaluations could include OHS requirements, financial viability, experience and referees.



## Council Policy

<p>\$60,000-149,999 Formal RFQ required</p>	<p>Formal Request For Quotation (RFQ) is required to be issued by the Contract Support Officer. A sufficient number of written quotations are to be sought (minimum of three 3 written quotations.).</p> <p>A quote must be sought from either:</p> <ul style="list-style-type: none"> <li>• The open market; or</li> <li>• A supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• Other suppliers that are accessible under another tender exempt arrangement (WA Disability Enterprise or an Aboriginal owned business).</li> </ul>
<p>\$150,000 and above RFT Required</p>	<p>Request for Tender (RFT) is to be issued in accordance with the Local Government Act 1995 (Section 3.57) unless expressly exempted under clause 11 (2) of the Regulation.</p> <p>Request for Tender must be sought from either:</p> <ul style="list-style-type: none"> <li>• The open market (must be publicly advertised statewide); or</li> <li>• A supplier included in the relevant WALGA Preferred Supplier Arrangement (link on Intranet). All suppliers of those particular services registered on the WALGA Portal must be given the opportunity to provide a response to our request, unless Director has approved otherwise; or</li> <li>• Other suppliers that are accessible under another tender exempt arrangement (WA Disability Enterprise or an Aboriginal owned business) and State or Commonwealth Government contracts.</li> </ul>

### 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.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b></p> <p>Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer</p> <p><b>Last Review Date:</b> September 2017 August 2018 and June 2019</p> <p><b>Version 4</b> <b>Next Review due by:</b> December 2019</p>
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## Purchasing Policy

### 1. OBJECTIVE

The objectives of this Policy are to:

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

### 2. SCOPE

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

### 3. POLICY STATEMENT

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

### 4. POLICY DETAILS

#### 4.1 Ethics & Integrity

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

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

#### 4.2 Value for Money

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

#### 4.3 Procurement Risk

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

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

## 4.4 Purchasing Thresholds and Practices

### 4.4.1 Defining the Purchasing Value

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

- (a) Exclude Goods and Services Tax (GST);
- (b) Use the estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations;
- (c) If a purchasing threshold is expected to be reached within three years for a particular supplier, the higher threshold is to be used to determine the purchasing requirements;
- (d) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements; and
- (e) Requirements must not be split to avoid purchasing or tendering thresholds.

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

### 4.4.2 Purchasing Thresholds

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

Purchase Value Threshold ( <i>ex GST</i> )	Sourcing Requirement
Up to \$2,000	Obtain at least One (1) verbal quotation from a suitable supplier.
From \$2,001 and up to \$5,000	Obtain at least one (1) written quotation from a suitable supplier. A record of the purchasing decision must be kept in accordance with the Town's Record Keeping Plan.

Purchase Value Threshold ( <i>ex GST</i> )	Sourcing Requirement
From \$5,001 and up to \$100,000	<p>Seek at least three (3) written quotations (including through an electronic procurement portal or email) from suitable suppliers using the applicable RFQ documentation specified in the Town's Procurement Manual.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> <li>• The specified requirement for the goods or services required; and</li> <li>• Value for money criteria.</li> </ul> <p>Quotations received are subject to relevant evaluation, review and approvals using the documentation specified in the Town's Procurement Manual.</p> <p>A record of the purchasing decision must be kept in accordance with the Town's Record Keeping Plan.</p>
From \$100,001 and up to \$250,000	<p>Request For Quotation (<b>RFQ</b>).</p> <ul style="list-style-type: none"> <li>• Conduct an RFQ process in accordance with this Policy and the Town's Procurement Manual by seeking at least three (3) written quotations from suitable suppliers using the applicable RFQ documentation specified in the Town's Procurement Manual.</li> <li>• The RFQ must be sought from either: <ul style="list-style-type: none"> <li>○ Open market;</li> <li>○ WALGA Preferred Supplier Arrangement;</li> <li>○ WA Disability Enterprise or an Aboriginal owned business.</li> </ul> </li> <li>• The RFQ processes must be conducted by the Town's Procurement Unit and is subject to formal evaluation, review and approvals.</li> </ul>
Over \$250,000	<p>Request for Tender (<b>RFT</b>)</p> <ul style="list-style-type: none"> <li>• Conduct a public RFT process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this Policy and the Town's Procurement Manual by seeking a sufficient number of quotes from suitable suppliers to ensure a competitive field.</li> <li>• The RFT must be sought from either:</li> </ul>

Purchase Value Threshold ( <i>ex GST</i> )	Sourcing Requirement
	<ul style="list-style-type: none"> <li>○ Open market;</li> <li>○ WALGA Preferred Supplier Arrangement;</li> <li>○ WA Disability Enterprise or an Aboriginal owned business.</li> </ul> <p>The RFT processes must be conducted by the Town's Procurement Unit and is subject to formal evaluation, review and approvals.</p>

#### 4.5 Inviting Tenders Though not Required to do so

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

#### 4.6 Unique Nature of Supply (Sole Supplier)

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

- (a) Purchasing value is estimated to be over \$5,000 and less than \$250,000;
- (b) Purchasing requirement has been documented in a detailed specification;
- (c) Specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (d) Market testing process and outcomes of supplier assessments are documented, including the rationale for the supply being considered unique and why the goods or services cannot be sourced through more than one potential supplier.

The CEO may approve a sole supplier arrangement for purchases of up to \$250,000 and a Director may approve a sole supplier arrangement for purchases up to \$100,000. A sole supplier arrangement may be approved for a maximum period of one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that only one potential supplier still genuinely exists.

#### 4.7 Expressions of Interest

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

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

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

#### **4.8 Emergency Purchases**

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

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

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

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

The CEO shall approve an emergency purchase.

#### **4.9 Anti-Avoidance**

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

#### **4.10 Procurement Governance**

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

## **4.11 Purchasing Procedures**

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

## **5. SUSTAINABLE PROCUREMENT**

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

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

### **5.1 Environmentally Sustainable Procurement**

The Town recognises the need to protect the environment. Priority Area Two in the Town's 2020-2030 Strategic Community Plan (SCP) is Leading Environmental Sustainability.

When procuring goods and services, the Town will support businesses that demonstrate environmentally sustainable practices in its overall assessment of value for money.

The Town's procurement of goods and services will be in compliance with the objectives and spirit of Council's Single Use Plastics and Balloons Policy.

### **5.2 Social Outcomes**

The Town recognises the importance of social and community outcomes. Priority Area One in the Town's SCP is Strengthening and Connecting Our Community. This includes creating a resilient and adaptable community and treating people equitably with access to programs and services, regardless of advantage or ability.

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

#### **5.2.1 Aboriginal Businesses**

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

Where possible, Aboriginal businesses are to be invited to quote for the supply of goods and services under the tender threshold.

## 5.2.2 Australian Disability Enterprises

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

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold.

## 5.3 Local Economic Benefit

The Town recognises the economic benefits local business and local employment brings to the community and is committed, through its SCP, to supporting the local economy. The Town seeks to encourage development of competitive local businesses within its boundaries. Where appropriate, the Town will seek participation of local business in its supply chain in line with the strategic objectives of the SCP.

When procuring goods and services, the Town will support businesses that provide local economic benefits, through being a local business, the use of local sub-contractors or local employees, for example.

## 6. RECORD KEEPING

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

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

## 7. PURCHASING POLICY NON-COMPLIANCE

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

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

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive Officer
Inception Date:	November 2020	Decision Maker:	Council
Review Date:	30/06/2023	Repeal and Replace:	
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>		

**ATTACHMENT NO. 10**



# Draft ICT Strategy 2020-2025





**Ngalak kaadtitj nidja boodja  
Baal Whadjuk Noongar  
boodja Ngalak nyininy**

**We-together know this land.  
It Whadjuk Noongar land.  
We together sitting.**

In the language of the first people of this land we say that we know we are gathered together here on the land of the Whadjuk Noongar people. Always was, always will be.

# EXECUTIVE SUMMARY

## OVERVIEW

The Information Communication Technology (ICT) Strategy outlines the strategic direction for the use of Information and Communication Technology by the Town of Bassendean from 2020 to 2025.

The ICT Strategy provides a vision for how the Town would like to utilise technology to deliver ICT services and improve business performance over the next five years.

This is the first formal ICT Strategy developed by the Town. The ICT Strategy will guide the Town's future investment in Information and Communication Technology to provide a stable, robust and secure ICT platform that will adequately support the unique operational requirements of the Town into the future.

The ICT Strategy is supported by the ICT Strategic Plan, which outlines key projects and actions for each of the five years of the ICT Strategy.

## BACKGROUND

The appointment of a new CEO in 2018 and Executive team in 2019 has brought recognition that the Town's current ICT systems are inadequate, unstable and inhibit efficient business processes. The Executive team and Council now have a strong desire for investment in technology to provide a stable and secure ICT platform into the future and to improve the efficiency of the Town's operations.

Council allocated funds in the 2018/19 annual budget for a Strategic Information Systems Review and the Town engaged BroadReach Consulting to conduct the review. The deliverable was an IT Roadmap with recommendations to guide ICT investment and decision-making.

BroadReach conducted the review between October and December 2019. BroadReach held individual sessions and group workshops with staff from all business units within the Town (47 persons in 14 meetings) to discover the current ICT related barriers to efficiency and opportunities to invest to improve the quality of service delivery by the Town. The work also included a review of available ICT policies and procedures, consultation with the primary software provider and strategic input from the Town's Council and Executive.

BroadReach assessed the current state, identified key ICT priorities for the Town, and proposed a roadmap to help guide future investment in ICT.

General observations regarding the current state included:

- Reliability and performance of communications paths and the lengthy upgrade process for the remote desktop configuration significantly impacts the effectiveness of the central ICT system in every business unit
- Desktop and telephony devices are aged, inconsistent and constrain functionality
- Mobility is poorly enabled and not integrated with core systems workflow
- Employees using their own devices are poorly supported
- Outsourcing of key functionality has been effective for several business units but is not integrated with the core system
- ICT operating costs are very low (<1% of business expenses, compared to the industry average of 3.8% according to a survey by Deloitte) (Source: BroadReach Consulting report: Information Technology (IT) Strategy and Roadmap, 2019).

Significantly, BroadReach identified the need for greater investment to stabilise the ICT environment, and to improve the efficiency and quality of service delivery. BroadReach recommended a “program of change that will stabilise the current environment and improve the efficiency and quality of service delivery”, and suggested a moderate rate of change with an emphasis on “lean investments in projects that deliver maximum value to the Town”.

The Town created a new position of Manager Information and Technology, and appointed the current Manager in April 2020. The Town also made provision for a second IT Support Officer in the 2020/21 annual budget. The new Manager commissioned a Network Audit, which was undertaken by Stott and Hoare. The purpose of the network audit was to identify the root cause(s) of the network performance issues identified in the Information Services Review. Stott and Hoare identified a number of critical security and network performance issues and recommended remedial action as a priority.

Around the same time, the Auditor-General appointed new auditors for the Town, RSM Australia, and instructed RSM to include an ICT audit as part of its interim audit of the Town. RSM conducted the ICT audit in June 2020 and made similar recommendations to those made by Stott and Hoare. The Town has included the findings and recommendations of both audits in the Towns Audit Risk Register for quarterly reporting to the Audit and Governance Committee.

This ICT Strategy builds on the work undertaken by BroadReach, Stott and Hoare and RSM to deliver a strategy tailored to the Town’s operations, in the context of the Town’s priorities, budget and capacity for change.

## WHY WE NEED AN ICT STRATEGY

Information and the technology systems that support it, underpins almost every aspect of the Town's operations and service delivery.

Appropriate investment in ICT infrastructure and the adoption of contemporary software systems and technologies over the next five years, is critical to ensure the Town has a reliable and secure platform that enables the efficient and effective delivery of its services, and is able to support the priority areas and strategies as outlined in the Strategic Community Plan.

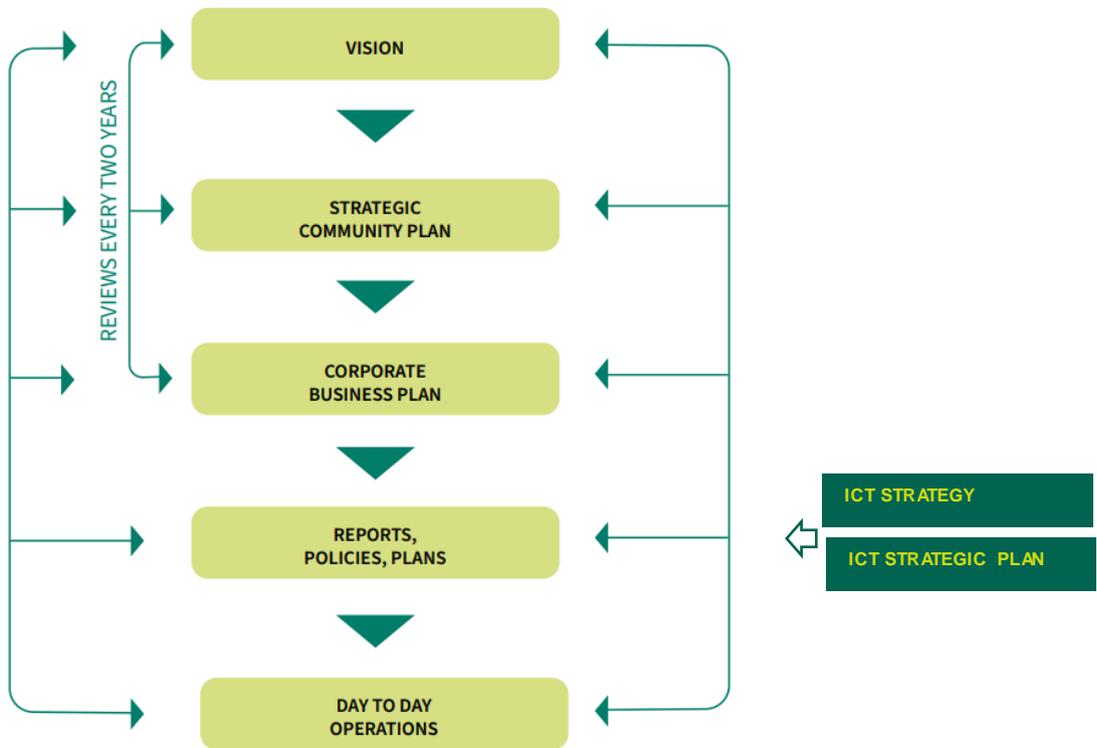
Lack of investment in ICT by the Town over many years has resulted in aged infrastructure, systems and equipment. This is having a significant impact on the efficiency of operations, and inhibiting the adoption of contemporary technologies and practices such as online services, mobile computing, electronic work flows, automation of business processes, reporting dashboards and analytical capability.

With an ever-increasing reliance on information and communication technology, having a robust ICT Strategy in place will provide the Town with an important roadmap to the strategic ICT improvements and investments required to ensure effective operations and reliable service delivery into the future. The ICT Strategy will allow the Town to more effectively budget for ICT investment and plan and implement ICT improvements.



## STRATEGIC ALIGNMENT

The ICT Strategy has been developed in line with Council's Strategic Community Plan (SCP) and Corporate Business Plan, and establishes a framework to ensure ICT services and systems are consistent with Town's vision and strategic priorities, and are closely aligned with the operational requirements of each area of the Town's operations.



Council adopted the Town's new 10-year SCP in July 2020. The SCP outlines seven priority areas, developed in consultation with the community and refined during workshops with Councillors and staff.



1. Strengthening and connecting our community



2. Leading environmental sustainability



3. Creating a vibrant town and precincts



4. Driving financial sustainability



5. Facilitating people-centred services



6. Providing visionary leadership and making great decisions



7. Building community identity by celebrating culture and heritage

The ICT Strategy, together with the ICT Strategic Plan, strongly supports the priority areas and strategies outlined in the SCP, and projects and actions outlined in the Corporate Business Plan, by delivering a program of works to significantly upgrade and improve the Town's information systems and technology platform, to ensure it is sufficiently capable of adequately supporting the Town's priorities and strategies.

Specifically the ICT Strategy supports the following Priority Areas of the SCP and Corporate Business Plan as follows:

**SCP Priority Area 1: Strengthening and Connecting our Community**

Direction 1.3 Treating people equitably with access to programs and services, regardless of advantage or ability

Strategy 1.3.2 Enable programs and services that cater for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people

**SCP Priority Area 5: Facilitating People-Centred Services**

Direction 5.1 Ensure community members know where and how to access services

Strategy 5.1.1 Improve communication regarding where community members can receive services, advice and provide feedback

Direction 5.2 Deliver efficient and well-connected internet and computer technology systems

Strategy 5.2.1 Improve efficiency of internet and computer technology systems for community-facing services

**Corporate Business Plan**

- Implement agenda preparation module
- Prepare policy addressing Councillor ICT requirements
- Undertake records management review to align to ICT Strategy'

Strategy 5.2.2 Explore online options for services that currently require physical presence

**Corporate Business Plan**

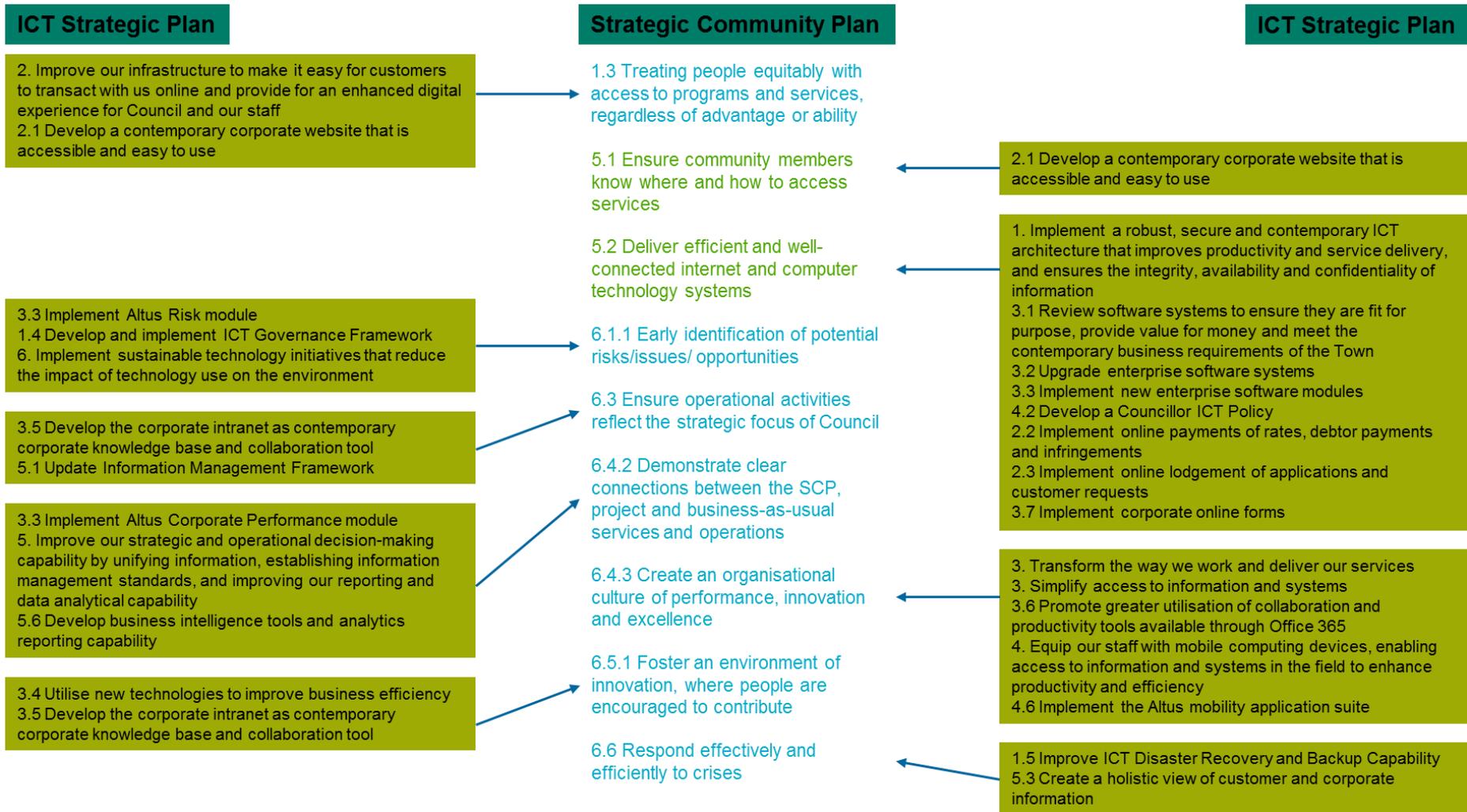
- Facilitate online applications, lodgements and payments
- Improve website functionality

## SCP Priority Area 6: Providing Visionary Leadership and Making Great Decisions

- Direction 6.1 Making brave decision in line with a risk appetite
- Strategy 6.1.1 Early identification of potential risks/issues/opportunities
- Direction 6.3 Ensure operational activities reflect the strategic focus of Council
- Strategy 6.3.1 Ensure clear communication and flow of information from decision makers to operational staff
- Direction 6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the Community
- Strategy 6.4.2 Demonstrate clear connections between the SCP, project and business-as-usual services and operations
- Strategy 6.4.3 Create an organisational culture of performance, innovation and excellence
- Direction 6.5 Foster an environment of innovation and leadership
- Strategy 6.5.1 Foster an environment of innovation, where people are encouraged to contribute
- Direction 6.6 Respond effectively and efficiently to crises



# STRATEGIC COMMUNITY PLAN/CORPORATE BUSINESS PLAN/ICT STRATEGY ALIGNMENT



## VISION

**TRANSFORM:** Through modernising technology and automating processes

**SIMPLIFY:** Simplify access to information, systems, and data

**INNOVATE:** Identify better ways to use information and technology

## GUIDING IT PRINCIPLES

- Principle 1:** We will use our ICT Strategy to guide our ICT investments and decisions
- Principle 2:** We will treat our information as a key strategic asset
- Principle 3:** We will provide a contemporary, stable and secure ICT platform
- Principle 4:** We will treat business and user requirements as a key consideration in all ICT decisions
- Principle 5:** We will be transparent in our decision-making and resource use
- Principle 6:** We will foster and enable the Town's culture of innovation and collaboration
- Principle 7:** We will adopt cloud platforms and use commodity ICT services where appropriate
- Principle 8:** We will embrace a Green ICT approach in line with the Towns One Planet living sustainability framework

## VALUE FOR MONEY

The key projects and actions outlined in this ICT Strategy will be assessed for risk, sustainability, business outcomes and value for money. Key projects and actions will be considered as part of annual budget processes and procurement activity will be conducted in compliance with Council's Purchasing Policy and the Town's Procurement Manual.

The ICT Strategy will be supported by annual IT Operational plans and budget submissions.

# KEY PRIORITIES

## Modern & Secure ICT Architecture

Implement a robust, secure and contemporary ICT architecture that improves productivity and service delivery, and ensures the integrity, availability and confidentiality of information

## Access Anywhere, Anytime

Improve infrastructure to make it easy for customers to transact with us online and provide for an enhanced digital experience for Council and staff

## Transform and Simplify

Transform the way we work and deliver our services. Simplify access to information and systems

## Mobility

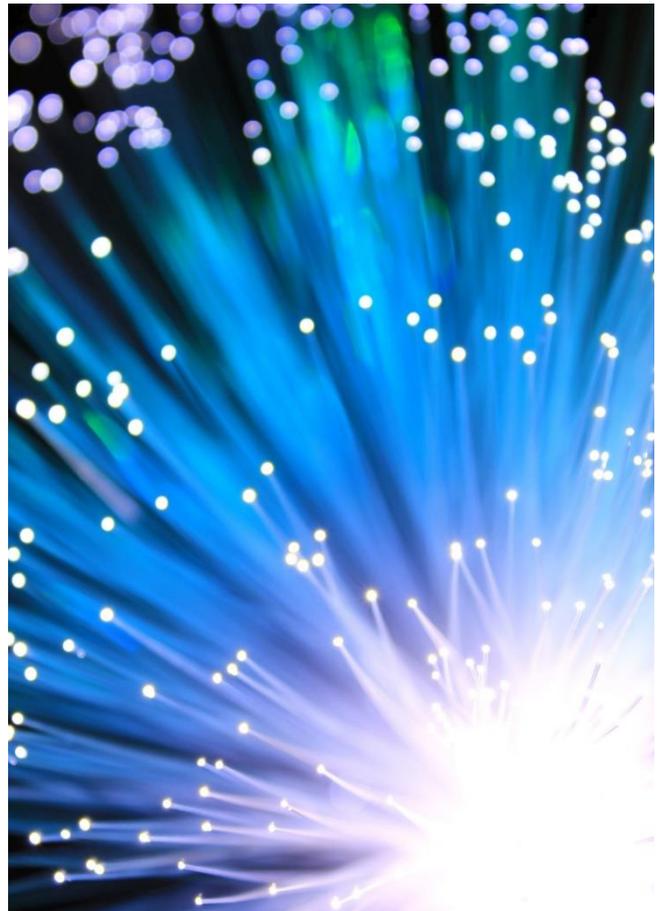
Equip our staff with mobile computing devices, enabling access to information and systems in the field to enhance productivity and efficiency

## Information Management

Improve strategic and operational and decision-making capability by unifying information, establishing information management standards, and improving our reporting and data analytical capability

## Sustainable IT

Implement sustainable technology initiatives that reduce the impact of technology use on the environment



# Priority 1: Modern and Secure ICT Architecture

## Objective

Implement a robust, secure and contemporary ICT architecture that improves productivity and service delivery, and ensures the integrity, availability and confidentiality of information

## Key Outcomes

A secure, stable and reliable IT platform

Improved network stability and performance

Improved disaster recovery and business continuity capability

Reduced risk

Improved network performance

Reliable and stable telecommunications

Supports flexible working and pandemic response

## Key Projects

Invest in cyber security infrastructure to ensure the availability, integrity and confidentiality of our information, systems and network

Improve staff cyber security awareness and capability

Stabilise network connectivity and performance

Develop and Implement an IT Governance Framework

Improve our ICT Disaster Recovery and backup capability

Upgrade the data links between the Town's various locations

Consolidate and upgrade internet links

Stabilise voice communications

Move from on premise to cloud based infrastructure

Implement IT Equipment lifecycle management

## Priority 2: Access Anywhere, Anytime

### Objective

Improve infrastructure to make it easy for customers to transact with us online and provide for an enhanced digital experience for Council and our staff

### Key Outcomes

Improved website accessibility and functionality

Compliance with website accessibility standards

Improved customer experience by enabling online payments

More convenient and streamlined building application lodgement and processing

Online development application tracking and real time application status

Customer requests to be lodged anywhere anytime

### Key Projects

Develop a contemporary corporate website that is accessible and easy to use

Implement online payment of rates, debtor payments and infringements

Implement online lodgement of building licence, permit lodgement and tracking

## Priority 3: Transform and Simplify

### Objective

Transform the way we work and deliver our services

Simplify access to information and systems

### Key Outcomes

Software provides ongoing value for money and meets the contemporary business requirements

Replace paper inspection processes and enable staff to schedule, undertake and report using a modern digital platform

Improved risk identification, mitigation and management

Enhanced decision making, predictive business analysis and proactive risk management

Enhanced digital live streaming experience

Simplified business processes and automation of manual process

A digital environment that improves the Councillor and staff experience

Improved communication between Council and Administration

Greater use of enterprise collaboration, planning and productivity tools

Better management of ICT asset registers and ICT equipment lifecycle

### Key Projects

Review and update software systems to ensure they are fit for purpose, provide value for money and meet the contemporary business requirements of the Town

Upgrade of the enterprise application system

Implement new enterprise software modules

Utilise new technologies to improve business efficiency

Develop the corporate intranet as a contemporary corporate knowledge base and collaboration tool

Promote greater utilisation of collaboration and productivity tools available through Office 365

Implement Council Agenda and Minutes software

Implement corporate online forms

Centralisation of ICT procurement

## Priority 4: Mobility

### Objective

Equip our staff with mobile computing devices, enabling access to information and systems in the field to enhance productivity and efficiency

### Key Outcomes

Enable staff to work effectively regardless of location

Supports more flexible and mobile work arrangements

Provides clarity in the application of Councillors communication allowance

Outlines Councillor information recording requirements

Provides secure access to the Towns information and systems on mobility devices

More efficient and effective business operations

Reduced duplication of effort and streamlines business processes

Improved asset management and asset condition assessment

More informed decision-making capability

### Key Projects

Invest in mobile computing devices such as tablets or laptops based on business need

Develop a Councillor ICT Policy

Develop a BYOD policy

Implement a secure corporate Wi-Fi network across the Towns office locations

Implement mobile security technologies such as multi-factor authentication and VPN

Implement a mobility application suite

# Priority 5: Information Management

## Objective

Improve strategic and operational and decision-making capability by unifying information, establishing information management standards, and improving our reporting and data analytical capability

## Key Outcomes

Improved Information Management and capability

Improved discoverability and searchability of information

Consistent standards for naming of documents

One centralised location for information

Provides a holistic view of available information

Compliance with legislation

Better informed strategic and operational decision making

## Key Projects

Review and update the Information Management Framework

Improve information search capability

Create a holistic view of customer and corporate information

Implement a compliant email archive solution

Improve management and use of spatially enabled information and GIS capability

Business intelligence and analytical capability

Foster a paper appropriate culture

# Priority 6: Sustainable ICT

## Objective

Implement sustainable technology initiatives that reduce the impact of technology use on the environment

## Key Outcomes

Support the Towns One Planet Sustainability initiatives

Reduced environmental impact

Reduced electricity consumption

Promotes repurposing and reuse of IT Equipment

Minimise E-waste going to landfill

Reduced printing costs

## Key Projects

Implement energy efficient technology where appropriate to the business environment

Sustainable ICT Procurement

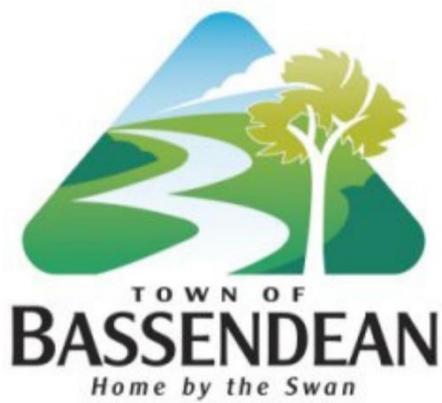
Reduction of E-Waste and improved Recycling

Implement corporate wide smart printing initiatives



**ONE PLANET  
LIVING PRINCIPLES**





**35 Old Perth Road, Bassendean, WA 6054**  
**PO Box 87, Bassendean, WA 6934**

(08) 9377 8000



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



[bassendean.wa.gov.au](http://bassendean.wa.gov.au)



[facebook.com/bassendeancouncil](https://facebook.com/bassendeancouncil)

# **ATTACHMENT NO. 11**



# **FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED**

**30 November 2020**

# TOWN OF BASSENDEAN

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 November 2020

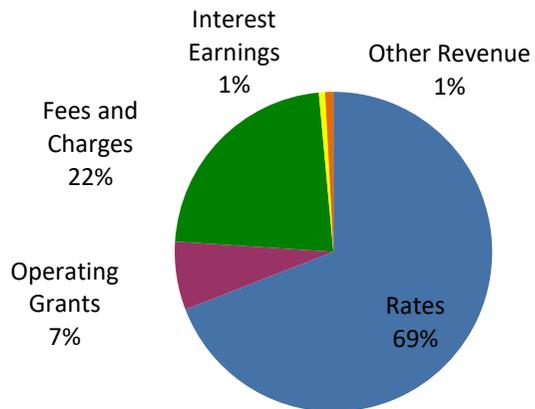
LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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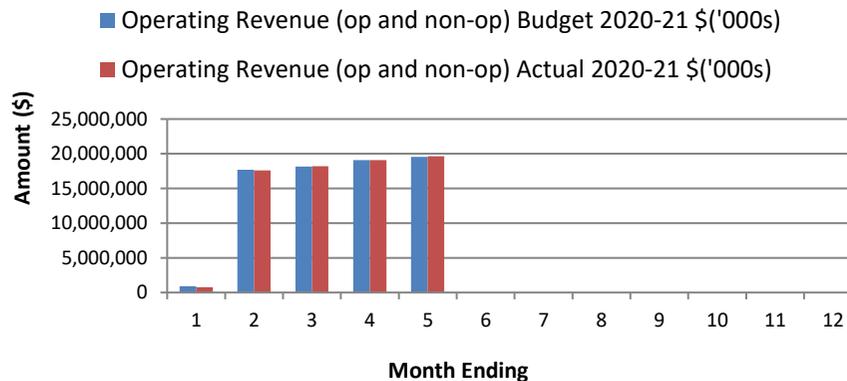
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**Town of Bassendean  
Information Summary  
For the Period Ended 30 November 2020**

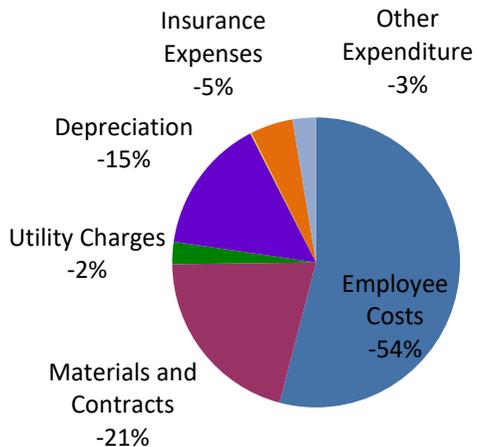
**Operating Revenue**



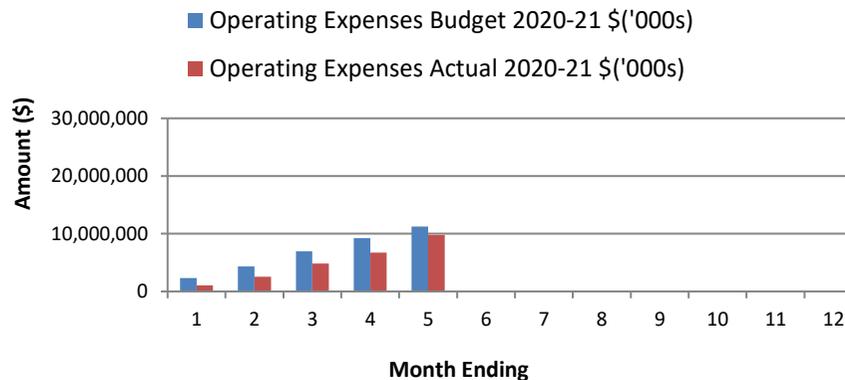
**Budget Operating Revenue -v- YTD Actual  
Refer Statement of Financial Activity by  
Nature or Type**



**Operating Expenditure**



**Budget Operating Expenditure -v- YTD Actual  
Refer Statement of Financial Activity by  
Nature or Type**



**TOWN OF BASSENDEAN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 November 2020**

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
		\$	\$	\$	%
<b>Opening Funding Surplus(Deficit)</b>	3	745,317	745,317	796,266	6.84%
<b>Revenue from operating activities</b>					
Governance		35,375	30,522	25,125	(17.68%)
General Purpose Funding - Rates	2	13,480,660	13,451,495	13,464,515	0.10%
General Purpose Funding - Other		793,178	453,616	390,540	(13.91%)
Law, Order and Public Safety		114,110	59,590	56,743	(4.78%)
Health		2,835,170	2,868,589	2,872,323	0.13%
Education and Welfare		5,046,381	2,243,740	2,327,923	3.75%
Community Amenities		112,300	67,605	107,853	59.53%
Recreation and Culture		186,812	66,965	44,072	(34.19%)
Transport		104,081	84,249	96,981	15.11%
Economic Services		78,222	50,046	43,950	(12.18%)
Other Property and Services		103,771	37,665	51,104	35.68%
		<b>22,890,060</b>	<b>19,414,082</b>	<b>19,481,128</b>	0.35%
<b>Expenditure from operating activities</b>					
Governance		(1,014,745)	(487,918)	(374,019)	23.34%
General Purpose Funding		(893,276)	(393,734)	(372,323)	5.44%
Law, Order and Public Safety		(716,355)	(325,187)	(257,248)	20.89%
Health		(3,910,909)	(1,519,560)	(1,158,106)	23.79%
Education and Welfare		(5,986,717)	(2,574,020)	(2,390,668)	7.12%
Community Amenities		(1,495,045)	(560,301)	(562,796)	(0.45%)
Recreation and Culture		(5,962,215)	(2,526,841)	(2,158,613)	14.57%
Transport		(6,305,828)	(2,610,596)	(2,347,794)	10.07%
Economic Services		(549,407)	(198,001)	(182,112)	8.02%
Other Property and Services		(63,000)	(53,290)	(24,239)	54.52%
		<b>(26,897,497)</b>	<b>(11,249,448)</b>	<b>(9,827,918)</b>	12.64%
<b>Operating activities excluded from budget</b>					
Add back Depreciation		3,559,374	1,492,014	1,491,307	(0.05%)
Adjust (Profit)/Loss on Asset Disposal		301,505	(13,000)	-	(100.00%)
Movement in Leave Reserve		2,706	2,706	2,720	0.52%
<b>Amount attributable to operating activities</b>		<b>(143,852)</b>	<b>9,646,354</b>	<b>11,147,237</b>	
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions					
Proceeds from Disposal of Assets	10	1,837,947	123,250	145,440	18.00%
Land and Buildings	8	(1,500,504)	(1,067,916)	(748,675)	29.89%
Infrastructure Assets - Roads	8	(1,834,854)	(1,563,410)	(1,210,046)	22.60%
Infrastructure Assets - Footpaths	8	(184,531)	(42,500)	-	100.00%
Infrastructure Assets - Other	8	(1,856,166)	(772,484)	(19,506)	97.47%
Infrastructure Assets - Drainage	8	(319,718)	(161,930)	-	100.00%
Plant and Equipment	8	(76,000)	-	-	
Furniture and Equipment	8	(643,574)	(468,994)	(234,163)	50.07%
<b>Amount attributable to investing activities</b>		<b>(3,062,400)</b>	<b>(3,053,984)</b>	<b>(1,166,949)</b>	
<b>Financing Activities</b>					
Self-Supporting Loan Principal		24,130	10,555	10,555	0.00%
Transfer from Reserves	5	4,158,458	700,000	700,000	0.00%
Repayment of Borrowings	4	(97,006)	(32,917)	(32,917)	0.00%
Transfer to Reserves	5	(1,620,000)	(1,024,812)	(1,024,812)	0.00%
<b>Amount attributable to financing activities</b>		<b>2,465,582</b>	<b>(347,174)</b>	<b>(347,174)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>4,647</b>	<b>6,990,513</b>	<b>10,429,380</b>	

**TOWN OF BASSENDEAN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 November 2020**

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
		\$	\$	\$	%
<b>Opening Funding Surplus (Deficit)</b>	3	745,317	745,317	796,266	6.84%
<b>Revenue from operating activities</b>					
Rates	2	13,480,660	13,451,495	13,464,515	0.10%
Operating Grants, Subsidies and Contributions		2,619,115	1,289,055	1,345,181	4.35%
Fees and Charges		6,031,127	4,278,830	4,384,460	2.47%
Interest Earnings		285,208	122,060	124,236	1.78%
Other Revenue		441,131	242,642	162,736	(32.93%)
Profit on Disposal of Assets	10	32,819	30,000	-	
		<b>22,890,060</b>	<b>19,414,082</b>	<b>19,481,128</b>	0.35%
<b>Expenditure from operating activities</b>					
Employee Costs		(13,476,198)	(5,623,875)	(5,315,865)	5.48%
Materials and Contracts		(7,327,227)	(2,979,688)	(2,035,349)	31.69%
Utility Charges		(696,582)	(301,257)	(244,613)	18.80%
Depreciation on Non-Current Assets		(3,559,374)	(1,492,014)	(1,491,307)	0.05%
Interest Expenses		(32,689)	(13,458)	(10,518)	21.84%
Insurance Expenses		(492,162)	(482,213)	(472,401)	2.03%
Other Expenditure		(978,941)	(339,943)	(257,864)	24.14%
Loss on Disposal of Assets	10	(334,324)	(17,000)	-	100.00%
		<b>(26,897,497)</b>	<b>(11,249,448)</b>	<b>(9,827,918)</b>	12.64%
<b>Operating activities excluded from budget</b>					
Add back Depreciation		3,559,374	1,492,014	1,491,307	(0.05%)
Adjust (Profit)/Loss on Asset Disposal		301,505	(13,000)	-	(100.00%)
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Infrastructure Assets - Drainage	8	(319,718)	(161,930)	-	100.00%
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<b>Closing Funding Surplus (Deficit)</b>	3	<b>4,647</b>	<b>6,990,513</b>	<b>10,429,380</b>	

**Town of Bassendean**  
**STATEMENT OF FINANCIAL POSITION**  
**For the Period Ended 30 November 2020**

	2020-21	2019-20
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	19,101,555	13,223,484
Trade and other receivables	4,875,180	1,762,273
Inventories	8,350	9,037
Other assets	-	41,240
<b>TOTAL CURRENT ASSETS</b>	<u>23,985,085</u>	<u>15,036,035</u>
<b>NON-CURRENT ASSETS</b>		
Financial assets	124,637	124,637
Trade and other receivables	495,557	506,113
Property, plant and equipment	57,064,114	56,339,210
Infrastructure	105,282,812	105,286,633
Right of use assets	318,281	318,281
Investment in Associate	7,852,617	7,852,617
<b>TOTAL NON-CURRENT ASSETS</b>	<u>171,138,016</u>	<u>170,427,489</u>
<b>TOTAL ASSETS</b>	<u>195,123,101</u>	<u>185,463,524</u>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	5,470,247	5,574,582
Contract liabilities	455,426	455,426
Lease liabilities	152,712	152,712
Borrowings	64,089	97,006
Employee related provisions	2,256,350	2,258,170
<b>TOTAL CURRENT LIABILITIES</b>	<u>8,398,823</u>	<u>8,537,896</u>
<b>NON-CURRENT LIABILITIES</b>		
Contract liabilities	29,286	29,286
Lease liabilities	167,151	167,151
Borrowings	452,310	452,310
Employee related provisions	215,344	215,344
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>864,090</u>	<u>864,090</u>
<b>TOTAL LIABILITIES</b>	<u>9,262,913</u>	<u>9,401,986</u>
<b>NET ASSETS</b>	<u>185,860,188</u>	<u>176,061,538</u>
<b>EQUITY</b>		
Retained surplus	36,390,555	26,916,717
Reserves - cash backed	6,484,501	6,159,688
Revaluation surplus	142,985,133	142,985,132
<b>TOTAL EQUITY</b>	<u>185,860,188</u>	<u>176,061,538</u>

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

**TOWN OF BASSENDEAN**

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

**For the Period Ended 30 November 2020**

<b>Statement of Financial Position Detailed</b>	<b>2020/2021</b> \$	<b>2019/2020</b> \$
<b>CASH AND CASH EQUIVALENTS</b>		
Unrestricted	9,656,547	4,050,777
Restricted	9,445,007	9,172,708
	19,101,555	13,223,484

The following restrictions have been imposed by regulations or other externally imposed requirements:

Employee Entitlements Reserve	234,945	232,226
Plant & Equipment Reserve	375,874	373,872
Community Facilities Reserve	54,839	54,568
Land & Building Infrastructure Reserve	2,230,100	1,921,462
Waste Management Reserve	1,398,980	1,393,497
Wind in the Willows Childcare Reserve	40,927	40,683
Aged Persons Reserve	563,647	560,864
Youth Development Reserve	29,893	29,746
Underground Power Reserve	86,277	85,851
Drainage Infrastructure Reserve	127,133	126,402
Street Tree Reserve	93,257	92,670
Bus Shelter Reserve	21,731	21,623
Information Technology Reserve	200,000	200,000
Future Projects Reserve	511,708	511,708
HACC Assets Replacement	114,756	114,083
Unspent Grants Reserve	400,432	400,432
Hyde Retirement Village Retention Bonds	200,872	218,450
Other Bonds & Deposits	2,274,922	2,309,859
Contract Liabilities from contracts with customers	484,712	484,712
	9,445,007	9,172,708

**TRADE AND OTHER RECEIVABLES**

**Current**

Rates Outstanding	5,518,642	1,223,711
Sundry Debtors - General	56,184	178,957
GST Receivable	75,093	222,238
Accrued Interest	-	12,105
Sundry Debtors - SSL	24,130	24,130
Long Service Leave Due from Other Councils	101,132	101,132
Proceeds from Disposal	(900,000)	-
	4,875,180	1,762,273

**TOWN OF BASSENDEAN**

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

**For the Period Ended 30 November 2020**

	<b>2020/2021</b>	<b>2019/2020</b>
	<b>\$</b>	<b>\$</b>
<b>Statement of Financial Position Detailed</b>		
<b>Non-Current</b>		
Rates Outstanding - Pensioners	325,083	325,083
Loans - Clubs/Institutions	170,475	181,030
	495,557	506,113
 <b>FINANCIAL ASSETS</b>		
Investments - Government House	124,637	124,637
 <b>INVESTMENT IN ASSOCIATE</b>		
Investments- EMRC	7,852,617	7,852,617
 <b>INVENTORIES</b>		
<b>Current</b>		
Fuel and Materials	8,350	9,037
	8,350	9,037
 <b>OTHER ASSETS</b>		
<b>Current</b>		
Prepayments	-	41,240
	-	41,240
 <b>PROPERTY, PLANT AND EQUIPMENT</b>		
Land and Buildings		
Land	36,381,646	36,381,646
- Additions	701,376	-
	37,083,022	36,381,646
 Buildings	 26,823,688	 26,275,931
- Additions	47,299	547,758
Less: accumulated depreciation	(8,983,593)	(8,773,190)
	17,887,394	18,050,499
 Total Land and Buildings	54,970,416	54,432,145
 Furniture and Equipment	 1,050,861	 446,515
- Additions	234,163	604,346
Less Accumulated Depreciation	(215,035)	(200,323)
	1,069,989	850,538

**TOWN OF BASSENDEAN**

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

**For the Period Ended 30 November 2020**

<b>Statement of Financial Position Detailed</b>	<b>2020/2021</b>	<b>2019/2020</b>
	<b>\$</b>	<b>\$</b>
Plant and Equipment	2,646,459	2,627,975
- Additions	-	37,975
- Less Disposals	-	(19,491)
Less Accumulated Depreciation	(1,685,370)	(1,652,551)
	<u>961,089</u>	<u>993,908</u>
 Art Works	 62,620	 62,620
	<u>62,620</u>	<u>62,620</u>
	 <b><u>57,064,114</u></b>	 <b><u>56,339,210</u></b>
 <b>INFRASTRUCTURE</b>		
Roads	85,249,199	84,599,588
- Additions	1,210,046	649,611
Less Accumulated Depreciation	(20,223,764)	(19,599,139)
	<u>66,235,481</u>	<u>65,650,060</u>
 Footpaths	 10,378,616	 10,332,111
- Additions	-	46,506
Less Accumulated Depreciation	(3,829,992)	(3,727,755)
	<u>6,548,624</u>	<u>6,650,862</u>
 <b>INFRASTRUCTURE</b>		
Drainage	40,496,204	40,475,300
- Additions	-	20,905
Less Accumulated Depreciation	(18,910,224)	(18,660,758)
	<u>21,585,981</u>	<u>21,835,447</u>
 Parks & Ovals	 18,491,383	 18,392,206
- Additions	19,506	99,177
Less Accumulated Depreciation	(7,598,162)	(7,341,118)
	<u>10,912,726</u>	<u>11,150,265</u>
	 <b><u>105,282,812</u></b>	 <b><u>105,286,633</u></b>

**TOWN OF BASSENDEAN**

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

**For the Period Ended 30 November 2020**

	<b>2020/2021</b>	<b>2019/2020</b>
	<b>\$</b>	<b>\$</b>
<b>Statement of Financial Position Detailed</b>		
<b>RIGHT OF USE ASSETS</b>		
Leased Furniture and Equipment	165,062	165,062
Less Accumulated Depreciation	(29,808)	(29,808)
	135,254	135,254
Leased Plant and Equipment	340,232	340,232
Less Accumulated Depreciation	(157,205)	(157,205)
	183,027	183,027
	<b>318,281</b>	<b>318,281</b>
<b>TRADE AND OTHER PAYABLES</b>		
<b>Current</b>		
Sundry Creditors	1,712,702	1,245,542
Accrued Interest on Debentures	-	2,938
Accrued Salaries and Wages	-	355,606
Rates in Advance	139,644	300,080
Deferred Revenue (Grants)	1,142,107	1,142,107
Bonds & Other Deposits	2,274,922	2,309,859
Hyde Retirement Village Bonds	200,872	218,450
	5,470,247	5,574,582
<b>CONTRACT LIABILITIES</b>		
<b>Current</b>		
Contract Liability - Current	455,426	455,426
	455,426	455,426
<b>Non-Current</b>		
Contract Liability - Non-Current	29,286	29,286
	29,286	29,286

**TOWN OF BASSENDEAN**

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

**For the Period Ended 30 November 2020**

<b>Statement of Financial Position Detailed</b>	<b>2020/2021</b>	<b>2019/2020</b>
	<b>\$</b>	<b>\$</b>
<b>LEASE LIABILITIES</b>		
<b>Current</b>		
Lease Liability - Current	152,712	152,712
	<u>152,712</u>	<u>152,712</u>
<b>Non-Current</b>		
Lease Liability - Non-Current	167,151	167,151
	<u>167,151</u>	<u>167,151</u>
<b>BORROWINGS</b>		
<b>Current</b>		
Loan Liability - Current	64,089	97,006
	<u>64,089</u>	<u>97,006</u>
<b>Non-Current</b>		
Loan Liability - Non Current	452,310	452,310
	<u>452,310</u>	<u>452,310</u>
<b>EMPLOYEE RELATED PROVISIONS</b>		
<b>Current</b>		
Provision for Annual Leave	1,032,762	1,034,582
Provision for Long Service Leave	1,223,588	1,223,588
	<u>2,256,350</u>	<u>2,258,170</u>
<b>Non-Current</b>		
Provision for Long Service Leave	215,344	215,344
	<u>215,344</u>	<u>215,344</u>
<b>RECONCILIATION</b>		
TOTAL CURRENT ASSETS	23,985,085	15,036,035
TOTAL NON CURRENT ASSETS	171,138,016	170,427,489
<b>TOTAL ASSETS</b>	<b>195,123,101</b>	<b>185,463,524</b>
TOTAL CURRENT LIABILITIES	8,398,823	8,537,896
TOTAL NON CURRENT LIABILITIES	864,090	864,090
<b>TOTAL LIABILITIES</b>	<b>9,262,913</b>	<b>9,401,986</b>
<b>NET ASSETS</b>	<b>185,860,188</b>	<b>176,061,538</b>

**TOWN OF BASSENDEAN  
STATEMENT OF CASH FLOWS**

	<b>2020/21 Actual \$</b>	<b>2020/21 Budget \$</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Receipts:</b>		
Rates	11,300,715	13,680,660
Operating grants, subsidies and contributions	1,345,181	2,619,115
Fees and charges	2,215,666	6,031,127
Interest	136,341	285,208
Goods and services tax	735,765	960,483
Other revenue	162,736	441,131
	15,896,404	24,017,724
<b>Payments:</b>		
Employee costs	(5,705,270)	(13,411,106)
Materials and contracts	(1,526,261)	(7,354,227)
Utility charges	(244,613)	(696,582)
Interest expenses	(13,456)	(32,689)
Insurance expenses	(472,401)	(492,162)
Goods and services tax	(556,641)	(925,575)
Other expenditure	(257,864)	(978,941)
	(8,776,506)	(23,891,282)
<b>Net cash provided by (used in) operating activities</b>	7,119,898	126,442
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
<b>Receipts:</b>		
Non-operating grants, subsidies and contributions	145,440	1,837,947
Proceeds from sale of assets	900,000	1,515,000
<b>Payments:</b>		
Payments for purchase of property, plant & equipment	(982,838)	(2,220,078)
Payments for construction of infrastructure	(1,229,551)	(4,195,269)
<b>Net cash provided by (used in) investment activities</b>	(1,166,949)	(3,062,400)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
<b>Receipts:</b>		
Proceeds from self supporting loans	10,555	24,494
Transfer from Trust	(52,515)	-
<b>Payments:</b>		
Repayment of borrowings	(32,917)	(97,370)
Payments for principal portion of lease liabilities	-	-
<b>Net cash provided by (used in) financing activities</b>	(74,877)	(72,876)
<b>Net increase (decrease) in cash held</b>	5,878,072	(3,008,834)
Cash and cash equivalents at beginning of year	13,223,484	12,653,905
<b>Cash and cash equivalents at the end of the year</b>	19,101,555	9,645,071

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 related items in the balance sheet as follows:

	<b>2020/21 Actual \$</b>	<b>2020/21 Budget \$</b>
Cash and Cash Equivalents	19,101,555	9,645,071

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

Net Result	9,798,650	(2,169,490)
Depreciation	1,491,307	3,559,374
(Profit)/Loss on Sale of Asset	-	301,505
(Increase)/Decrease in Receivables	(4,320,488)	200,000
(Increase)/Decrease in Inventories	687	(2,000)
Increase/(Decrease) in Payables & Accruals	297,003	(25,000)
Increase/(Decrease) in Employee Provisions	(1,820)	100,000
Grants/Contributions for the Development of Assets	(145,440)	(1,837,947)
<b>Net Cash from Operating Activities</b>	<b>7,119,898</b>	<b>126,442</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2020**

**Note 1: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget, whichever is higher than \$5000 or 10%.

⊕ More Revenue OR Less Expenditure  
⊖ Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenue</b>	\$	%			
Governance	(5,397)	(18%)	⊖	Timing	Timing of income
General Purpose Funding - Rates	13,020	0%		Timing	Interim and back rates tracking above YTD budget
General Purpose Funding - Other	(63,077)	(14%)	⊖	Timing	Timing of insurance and interest income offset by late payment fees for rates above budget
Law, Order and Public Safety	(2,847)	(5%)			Within variance threshold
Health	3,734	0%			Within variance threshold
Education and Welfare	84,183	4%		Timing	WVW income and grant funding for Seniors tracking above YTD budget
Community Amenities	40,248	60%	⊕	Timing/ Permanent	Development application fees and property and zoning enquiries above YTD budget offset by timing of disposal of assets
Recreation and Culture	(22,893)	(34%)	⊖	Timing	Hall hire fees tracking above the YTD budget offset by public events income and reimbursement of expenses under budget due to timing
Transport	12,732	15%	⊕	Timing	Timing of operating grant
Economic Services	(6,096)	(12%)	⊖	Timing	Timing of building income
Other Property and Services	13,439	36%	⊕	Timing	Private works income tracking above the YTD budget
<b>Operating Expense</b>	\$	%			
Governance	113,899	23%	⊕	Timing	Building maintenance and administration costs currently under the YTD budget
General Purpose Funding	21,411	5%		Timing	Timing of administration expenses
Law, Order and Public Safety	67,939	21%	⊕	Timing	Timing of disposal of asset, administration expenses and payment of the grant to SES
Health	361,454	24%	⊕	Timing	COVID-19 expenses, waste collection charges and environmental projects currently tracking under the year to date budget
Education and Welfare	183,352	7%		Timing	WVW salaries and Seniors are under the YTD budget
Community Amenities	(2,495)	(0%)			Within variance threshold
Recreation and Culture	368,228	15%	⊕	Timing	Projects, reserve and building maintenance under the YTD budget
Transport	262,802	10%	⊕	Timing	Maintenance programs, street lighting charges and street tree program under the YTD budget
Economic Services	15,889	8%		Timing	Building employee costs under YTD budget
Other Property and Services	29,051	55%	⊕	Timing	Timing of administration expenses
<b>Operating activities excluded from budget</b>					
Depreciation	707	(0%)		Timing	Within Variance Threshold
Adjust (Profit)/Loss on Asset Disposal	13,000	(100%)		Timing	Timing of disposal of assets
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	22,190	18%	⊕		Timing of grant payments
Proceeds from Disposal of Assets	0	0%			Within variance threshold
<b>Capital Expenses</b>					<i>Refer to Note 8 for Capital expenditure detail</i>
Land and Buildings	(319,241)	30%		Timing	Timing of projects
Infrastructure - Roads	(353,364)	23%		Timing	Timing of projects
Infrastructure - Footpaths	(42,500)	100%		Timing	Timing of projects
Infrastructure Assets - Other	(752,978)	97%		Timing	Timing of projects
Infrastructure Assets - Drainage	(161,930)	100%		Timing	Timing of projects
Plant and Equipment	0				Within Variance Threshold
Furniture and Equipment	(234,831)	50%		Timing	Timing of projects
<b>Financing</b>					
Self-Supporting Loan Principal	0	0%			Within variance threshold
Transfer from Reserves	0	0%			Within variance threshold
Repayment of Borrowings	0	0%			Within variance threshold
Transfer to Reserves	0	0%			Within variance threshold
<b>Opening Funding Surplus(Deficit)</b>	50,949	7%		Timing	Timing, end of year processes not complete

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2020**

Note 2: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual			Annual Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
General Rate	8.3230	4,911	129,473,404	10,776,078	32,059	5,296	10,813,433	10,776,078	50,000	3,500	10,829,578
<b>Sub-Totals</b>		<b>4,911</b>	<b>129,473,404</b>	<b>10,776,078</b>	<b>32,059</b>	<b>5,296</b>	<b>10,813,433</b>	<b>10,776,078</b>	<b>50,000</b>	<b>3,500</b>	<b>10,829,578</b>
<b>Minimum Payment</b>											
Minimum Rate	1,106	2,397	28,207,128	2,651,082	-	-	2,651,082	2,651,082	-	-	2,651,082
<b>Sub-Totals</b>		<b>2,397</b>	<b>28,207,128</b>	<b>2,651,082</b>	<b>-</b>	<b>-</b>	<b>2,651,082</b>	<b>2,651,082</b>	<b>-</b>	<b>-</b>	<b>2,651,082</b>
<b>Amount from General Rates</b>		<b>7,308</b>	<b>157,680,532</b>	<b>13,427,160</b>	<b>32,059</b>	<b>5,296</b>	<b>13,464,515</b>	<b>13,427,160</b>	<b>50,000</b>	<b>3,500</b>	<b>13,480,660</b>
<b>Totals</b>							<b>13,464,515</b>				<b>13,480,660</b>

**Comments - Rating Information**

The general rates 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.

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 due date for the payment of rates is the 25 September 2020, 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 2020/21 are:

- 1st: 25 September 2020
- 2nd: 27 November 2020
- 3rd: 29 January 2021
- 4th: 1 April 2021

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2020**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	<b>Last Years Actual Closing</b>	<b>Current</b>
	<b>30 June 2020</b>	<b>31 July 2020</b>
	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	6,435,138	12,041,260
Cash Restricted	6,159,688	6,484,500
Restricted Cash - Trust	628,659	575,794
Rates Outstanding	1,223,711	5,518,642
Sundry Debtors	304,219	181,446
GST Receivable	222,238	75,093
Accrued Interest	12,105	-
Prepayments	41,240	-
Inventories	9,037	8,350
	15,036,034	24,885,085
<b>Less: Current Liabilities</b>		
Sundry Creditors	(1,245,542)	(1,712,702)
Accrued Interest on Borrowings	(2,938)	-
Accrued Salaries and Wages	(355,606)	-
Rates in Advance	(300,080)	(139,644)
Hyde Retirement Village Bonds	(218,450)	(200,872)
Bonds and Other Deposits	(2,309,859)	(2,274,922)
Contract liabilities	(455,426)	(455,426)
Deferred Revenue	(1,142,107)	(1,142,107)
Current Employee Provisions	(2,258,170)	(2,256,350)
	(8,288,177)	(8,182,022)
<b>Net Current Assets</b>	<b>6,747,857</b>	<b>16,703,063</b>
Less: Cash Reserves	(6,159,688)	(6,484,501)
Less: SSL Borrowings Repayments	(24,130)	(24,130)
Plus : Liabilities funded by Cash Backed Reserves	232,226	234,945
<b>Net Current Funding Position</b>	<b>796,266</b>	<b>10,429,380</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2020**

**Note 4 : Information on Borrowings**

	2021
	\$
<b>(a) Borrowings</b>	
Current	64,089
Non-current	452,310
	<b>516,398</b>

**(b) Borrowing Repayments**

Particulars	01 Jul 2020	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Budget	Actual	Annual Budget
		\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>							
Loan 160A - Civic Centre Redevelopment	240,296	13,295	54,471	227,001	185,824	3,667	13,891
Loan 160B- Civic Centre Redevelopment	103,860	9,067	18,405	94,792	85,454	1,893	5,745
<b>Self Supporting Loans-Governance</b>							
Loan 157 - Ashfield Soccer Club	5,285	1,288	5,285	3,997	-	87	224
Loan 162 - TADWA	199,875	9,267	18,846	190,608	181,029	4,872	12,829
	549,316	32,917	97,006	516,398	452,308	10,518	32,689

**(b) New Borrowings**

The Town will be establishing an overdraft facility with the Western Australian Treasury Corporation as part of the COVID-19 pandemic Short-Lending Facility. The facility is not intended to be in use as at 30 June 2021.

Council has entered into a Network Renewal Underground Program Pilot (NRUPP) Co-funding Agreement with Western Power to provide underground electricity distribution to parts of the Town.

The Town is required to make the following cash calls to Western Power under the co-funding agreement:

29 September 2021	\$1,137,264
29 September 2022	\$1,137,264
	\$2,274,528

The Town proposes to seek a loan from WATC for the full amount of the cash calls and to draw down on that loan as and when required.

**(c) Unspent Borrowings**

The Town has no unspent borrowings funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

**(d) Overdraft Facility**

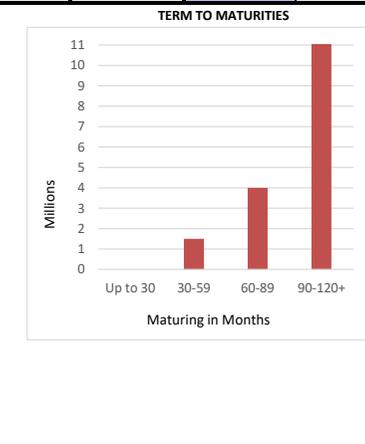
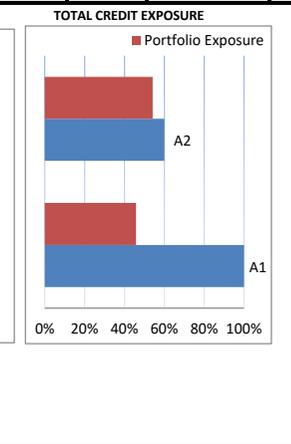
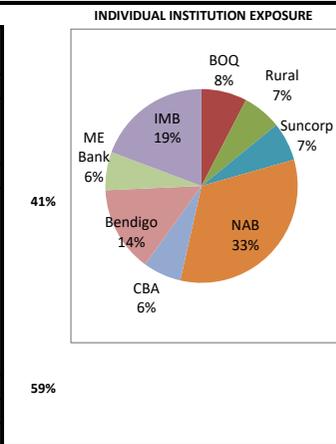
It is anticipated that this facility will not be required in the 2020/21 financial period.

**Town of Bassendean  
Monthly Investment Report  
For the Period Ended 30 November 2020**

**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 29	30-59	60-89	90-120+		
<b>Municipal</b>												
745260755	4/11/2020	4/12/2020	A1	NAB	30	0.15%	-	500,000.00	-	-	500,000.00	61.65
10732398	30/11/2020	29/01/2021	A1	NAB	60	0.25%	-	-	1,000,000.00	-	1,000,000.00	410.96
4200474	29/09/2020	27/01/2021	A1	Suncorp	120	0.60%	-	-	-	1,000,000.00	1,000,000.00	1,972.60
52824	30/11/2020	2/03/2021	A2	IMB	92	0.40%	-	-	-	1,000,000.00	1,000,000.00	1,008.22
3477794	29/09/2020	24/12/2020	A2	Rural	86	0.65%	-	-	1,000,000.00	-	1,000,000.00	1,531.51
0201130126110	30/11/2020	1/12/2021	A1	CBA	1	0.01%	-	1,000,000.00	-	-	1,000,000.00	0.27
<b>Restricted - Bonds and Deposits:</b>												
286015	30/07/2020	29/01/2021	A2	BOQ	183	0.80%	-	-	-	400,000.00	400,000.00	1,604.38
10731055	23/11/2020	24/05/2021	A1	NAB	182	0.45%	-	-	-	1,000,000.00	1,000,000.00	2,243.84
10731412	23/11/2020	24/05/2021	A1	NAB	182	0.45%	-	-	-	500,000.00	500,000.00	1,121.92
755365673	7/07/2020	7/01/2021	A1	NAB	184	0.85%	-	-	-	8,774.12	8,774.12	37.60
							-	1,500,000.00	2,000,000.00	3,908,774.12	7,408,774.12	9,992.95
<b>Reserve</b>												
286016	30/07/2020	29/01/2021	A2	BOQ	183	0.80%	-	-	-	788,919.87	788,919.87	3,164.33
145265771	24/09/2020	23/12/2020	A1	NAB	90	0.62%	-	-	-	1,366,182.04	1,366,182.04	2,088.57
3473066	24/09/2020	23/12/2020	A2	Bendigo	90	0.50%	-	-	-	900,000.00	900,000.00	1,109.59
52574	24/09/2020	22/01/2021	A2	IMB	120	0.50%	-	-	-	1,002,507.71	1,002,507.71	1,647.96
52543	17/09/2020	16/12/2020	A2	IMB	90	0.55%	-	-	-	1,000,000.00	1,000,000.00	1,356.16
220138	13/10/2020	10/02/2021	A2	ME Bank	120	0.60%	-	-	-	992,764.93	992,764.93	1,958.33
3522185	19/11/2020	19/05/2021	A2	Bendigo	181	0.55%	-	-	-	1,324,800.15	1,324,800.15	3,613.26
							-	-	-	7,375,174.70	7,375,174.70	14,938.20
<b>Trust</b>												
	19/11/2020	19/05/2021	A1	NAB	181	0.45%	-	-	-	743,094.03	743,094.03	1,658.22
							-	-	-	743,094.03	743,094.03	1,658.22
<b>Total</b>							-	1,500,000.00	2,000,000.00	12,027,042.85	15,527,042.85	26,589.37

COMMITMENT	
Depositing Institution	Value Invested
<b>Fossil Fuel Lending ADI</b>	
BOQ	1,188,919.87
NAB	5,118,050.19
	<b>6,306,970.06</b>
<b>Non Fossil Fuel Lending ADI</b>	
CBA Green	1,000,000.00
Rural	1,000,000.00
IMB	3,002,507.71
Suncorp	1,000,000.00
ME Bank	992,764.93
Bendigo	2,224,800.15
	<b>9,220,072.79</b>
<b>Total Funds</b>	<b>15,527,042.85</b>

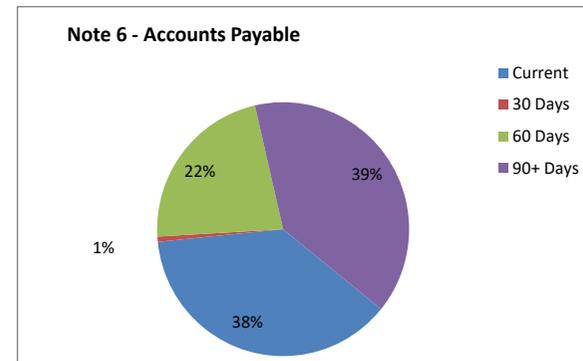
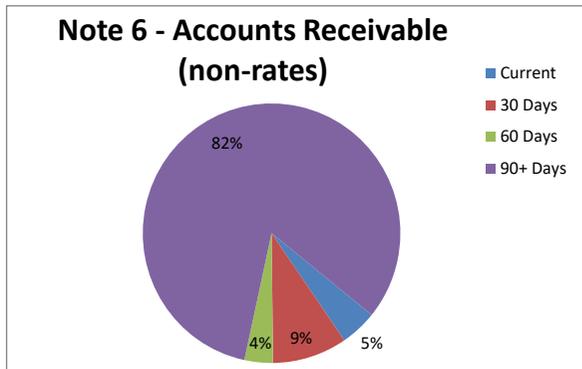


**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 November 2020

**Note 6: Receivables and Payables**

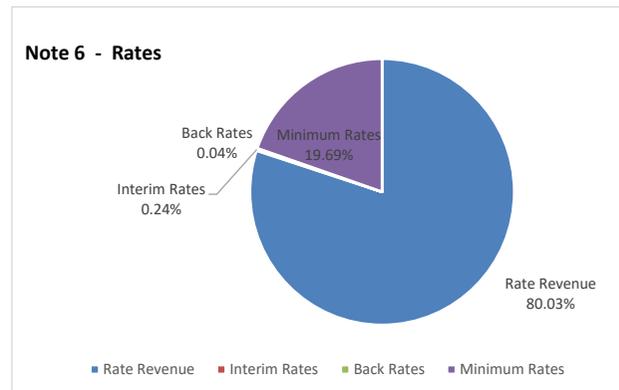
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	2,437	4,952	1,888	43,550	52,828
<b>Balance per Trial Balance</b>					
Sundry Debtors					44,910
<b>Total Receivables General Outstanding</b>					<b>44,910</b>

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	23,853	422	14,177	25,034	63,485
<b>Balance per Trial Balance</b>					
Sundry Creditors					63,485
<b>Total Payables General Outstanding</b>					<b>63,485</b>



**Comments/Notes - Receivables General**

The above amounts include GST where applicable.



**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 November 2020

**Note 7: Cash Backed Reserves**

Name	Opening Balance Original Annual Budget	Original Annual Budget Transfers In (+) Including Interest	Original Annual Budget Transfers Out (-)	Original Annual Budget Closing Balance	Actual Opening Balance 01/07/2020	Actual Transfers In (+) Including Interest	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	373,483	4,343	(68,000)	309,826	<b>373,872</b>	2,002	-	375,874
Community Facilities Reserve	54,620	635	(27,000)	28,255	<b>54,568</b>	271	-	54,839
Land and Buildings Infrastructure Reserve	1,923,292	1,522,367	(1,389,731)	2,055,928	<b>1,921,462</b>	1,008,637	(700,000)	2,230,100
Waste Management Reserve	1,741,533	20,252	(722,824)	1,038,961	<b>1,393,497</b>	5,483	-	1,398,980
Wind In The Willows Child Care Reserve	30,000	349	(30,000)	349	<b>40,683</b>	243	-	40,927
Aged Persons Reserve	561,281	6,527	-	567,808	<b>560,864</b>	2,783	-	563,647
Youth Development Reserve	29,774	346	(4,000)	26,120	<b>29,746</b>	148	-	29,893
Underground Power Reserve	85,933	999	(20,000)	66,932	<b>85,851</b>	426	-	86,277
Employee Entitlements Reserve	232,721	2,706	(24,250)	211,177	<b>232,226</b>	2,720	-	234,945
Drainage Infrastructure Reserve	126,542	1,472	(126,620)	1,394	<b>126,402</b>	731	-	127,133
HACC Asset Replacement Reserve	120,914	1,406	(5,000)	117,320	<b>114,083</b>	673	-	114,756
Unspent Grants Reserve	1,858,865	-	(1,397,033)	461,832	<b>400,432</b>	-	-	400,432
Street Tree Reserve	-	-	-	-	<b>92,670</b>	587	-	93,257
Bus Shelter Reserve	21,644	252	(4,000)	17,896	<b>21,623</b>	108	-	21,731
Information Technology Reserve	200,000	2,326	(200,000)	2,326	<b>200,000</b>	-	-	200,000
Future Projects Reserve	517,708	6,020	(140,000)	383,728	<b>511,708</b>	-	-	511,708
Marine Assets Reserve	-	50,000	-	50,000	-	-	-	-
	<b>7,878,310</b>	<b>1,620,000</b>	<b>(4,158,458)</b>	<b>5,339,852</b>	<b>6,159,688</b>	<b>1,024,812</b>	<b>(700,000)</b>	<b>6,484,501</b>

Town of Bassendean  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30 November 2020

Note 8: Capital Works Program

Assets	Budget		YTD Actual					YTD Variance Budget to Actual
	Annual Budget	YTD Budget	New/ Upgrade	Renewal	2020/2021 Capital Expenditure Total YTD	Purchase Order Value		
Land and Buildings	\$ 1,500,504	\$ 1,067,916	\$ 709,907	\$ 38,768	\$ 748,675	\$ 18,053	\$ (319,241)	
Plant and Equipment	\$ 76,000	\$ -	\$ -	\$ -	\$ -	\$ 25,960	\$ -	
Furniture and Equipment	\$ 643,574	\$ 468,994	\$ 234,163	\$ -	\$ 234,163	\$ 6,893	\$ (234,831)	
Roadworks	\$ 1,834,854	\$ 1,563,410	\$ 1,204,374	\$ 5,671	\$ 1,210,046	\$ 127,780	\$ (353,364)	
Drainage	\$ 319,718	\$ 161,930	\$ -	\$ -	\$ -	\$ 49,225	\$ (161,930)	
Footpaths	\$ 184,531	\$ 42,500	\$ -	\$ -	\$ -	\$ -	\$ (42,500)	
Parks, Gardens and Reserves	\$ 1,856,166	\$ 772,484	\$ 17,866	\$ 1,640	\$ 19,506	\$ 15,526	\$ (752,978)	
	<b>\$ 6,415,347</b>	<b>\$ 4,077,234</b>	<b>\$ 2,166,310</b>	<b>\$ 46,079</b>	<b>\$ 2,212,389</b>	<b>\$ 243,437</b>	<b>\$ (1,864,845)</b>	

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2020**

**Note 9: Budget Amendments**

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

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2020**

**Note 10: Disposal of Assets**

Asset Class	Original Annual Budget				YTD Actual			
	Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
	Value	Proceeds			Value	Proceeds		
Plant & Equipment	41,505	15,000	2,819	(29,324)	-	-	-	-
Land	1,775,000	1,500,000	30,000	(305,000)	-	900,000	-	-
	<b>1,816,505</b>	<b>1,515,000</b>	<b>32,819</b>	<b>(334,324)</b>	<b>-</b>	<b>900,000</b>	<b>-</b>	<b>-</b>
<b>Program</b>								
Law, Order and Public Safety	24,000	7,000	-	(17,000)	-	-	-	-
Community Amenities	1,775,000	1,500,000	30,000	(305,000)	-	900,000	-	-
Recreation and Culture	17,324	5,000	-	(12,324)	-	-	-	-
Transport	181	3,000	2,819	-	-	-	-	-
	<b>1,816,505</b>	<b>1,515,000</b>	<b>32,819</b>	<b>(334,324)</b>	<b>-</b>	<b>900,000</b>	<b>-</b>	<b>-</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2020**

**Note 11: Trust, Bonds and Deposits**

Trust 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 1/07/2020	Amount Received	Amount Paid	Closing Balance 30/11/2020
	\$	\$	\$	\$
Public Open Space	739,976	3,118	-	743,094
<b>Total Uncontrolled Trust Funds</b>	<b>739,976</b>	<b>3,118</b>	<b>-</b>	<b>743,094</b>

Bonds and Deposits held at balance date over which the Town has control are as follows:

Description	Opening Balance 1/07/2020	Amount Received	Amount Paid	Closing Balance 30/11/2020
Hyde Retirement Village Retention Bonds	218,450	250	(17,828)	200,872
<u>Other Bonds and Deposits</u>				
Sundry	387,166	4,772	(3,219)	388,718
Securities	1,151,678	183,105	(192,657)	1,142,126
Hall Hire Bonds	28,711	20,700	(14,200)	35,211
Crossover Deposits	108,675	-	-	108,675
Landscaping Bonds	601,965	22,680	(57,117)	567,528
Stormwater Deposits	30,596	3,000	(2,000)	31,596
Lyneham Hostel Residents Trust-T614	1,050	-	-	1,050
Iveson Hostel Residents Trust-T614	18	-	-	18
<b>Total Other Bonds and Deposits</b>	<b>2,309,859</b>	<b>234,257</b>	<b>(269,193)</b>	<b>2,274,922</b>
<b>Total Controlled Trust Funds</b>	<b>2,528,309</b>	<b>234,507</b>	<b>(287,021)</b>	<b>2,475,794</b>

# **ATTACHMENT NO. 12**

**LIST OF PAYMENTS  
FOR PERIOD  
ENDED 30<sup>th</sup> NOVEMBER 2020**

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

## SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
<b>MUNICIPAL / TRUST</b>		
<b>EFT and Direct Debits</b> 01-30 November 2020	42114 – 42296	2,675,962.37
<b>TRUST FUND</b>		
<b>Cheques</b> Commonwealth 6100-1015-9136	0	0.00
<b>MUNICIPAL BANK</b>		
<b>Cheques</b> Commonwealth 6100-1015-9128	86241 – 86243	2,966.42
		<hr/>
		<b>\$2,678,928.79</b>
		<hr/> <hr/>

### DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 15<sup>th</sup> December 2020. The List of Payments has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.



\_\_\_\_\_  
DIRECTOR CORPORATE SERVICES

1st November 2020  
to  
30th November 2020

Chq/EFT	Date	Name	Amount
EFT42114	11/11/2020	AUSTRALIAN SERVICES UNION	-155.40
EFT42115	11/11/2020	AUSTRALIAN TAX OFFICE (PAYG)	-90,004.00
EFT42116	11/11/2020	CHILD SUPPORT AGENCY	-236.27
EFT42117	11/11/2020	LGRCEU	-61.50
EFT42118	11/11/2020	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	-932.00
EFT42119	13/11/2020	B1 HOMES	-2,000.00
EFT42120	13/11/2020	JONATHON SWARBRICK & KIA DOSTANIC	-1,050.00
EFT42121	13/11/2020	MR TIMOTHY JOHN ALLEN	-9,550.00
EFT42122	13/11/2020	SHELLEY DALE	-50.00
EFT42123	13/11/2020	A. M BOLTS & NUTS	-239.64
EFT42124	13/11/2020	ADVANCE PRESS (2013) PTY LTD	-665.50
EFT42125	13/11/2020	ALLTOOLS (WA) PTY LTD	-220.00
EFT42126	13/11/2020	AMAZING BRICK PAVING	-2,272.00
EFT42127	13/11/2020	ANDREW HARVEY	-77.72
EFT42128	13/11/2020	ASPHALTECH PTY LTD	-58,936.88
EFT42129	13/11/2020	BASSENDEAN MEN'S SHED INC	-640.00
EFT42130	13/11/2020	BASSENDEAN PRESERVATION GROUP	-2,500.00
EFT42131	13/11/2020	BASSENDEAN SETTLEMENTS	-50,000.00
EFT42132	13/11/2020	BASSENDEAN TENNIS CLUB	-2,291.30
EFT42133	13/11/2020	BLUE FORCE PTY LTD	-20.00
EFT42134	13/11/2020	BOWDEN TREE CONSULTANCY	-924.00
EFT42135	13/11/2020	CAROLINE EASTON	-40.00
EFT42136	13/11/2020	COLES SUPERMARKETS AUSTRALIA	-3,029.60
EFT42137	13/11/2020	CTI RISK MANAGEMENT	-272.25
EFT42138	13/11/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	-4,826.81
EFT42139	13/11/2020	DIAL A NAPPY	-386.30
EFT42140	13/11/2020	DIRECT IMAGE DIGITAL PRINTING	-440.00
EFT42141	13/11/2020	EASTERN METROPOLITAN REGIONAL COUNCIL	-70,291.50
EFT42142	13/11/2020	GINO'S ALL ROUND HANDYMAN SERVICE	-191.66
EFT42143	13/11/2020	ILLION (AUSTRALIA)	-336.60

1st November 2020  
to  
30th November 2020

Chq/EFT	Date	Name	Description	Amount
EFT42144	13/11/2020	INCLUSIVE BUILDING CONSULTANTS	Building Surveying Services - Contractor	-1,782.00
EFT42145	13/11/2020	INTELFIE GROUP LIMITED	Various Buildings Cleaning - October 2020	-16,161.19
EFT42146	13/11/2020	IVOR LADWIG	Rates Refund	-2,209.18
EFT42147	13/11/2020	LJR MAINTENANCE SERVICES	Anzac Tce Reserve - Repair Damaged Drink Fountain	-275.00
EFT42148	13/11/2020	LOUIS NOEL GERARD DADA	Council Crossover Contributions	-592.00
EFT42149	13/11/2020	MARTIN LE TESSIER	Partial Refund Relax Program - Cancelled Class	-40.00
EFT42150	13/11/2020	NEIL D'SOUZA	Seniors Client - Reimbursement Of Electricity Account	-67.43
EFT42151	13/11/2020	ONE 2 ONE PTY LTD	Seniors Client - Account Paid Twice In Error	-432.29
EFT42152	13/11/2020	PROGRAMMIMED PROPERTY SERVICES	Various Sites - Streetscape Watering	-4,890.56
EFT42153	13/11/2020	RJ BACK	Audit & Risk Management Committee - 2019/2020	-1,848.00
EFT42154	13/11/2020	ROSEMARY COLLINS	Council Crossover Contributions	-250.50
EFT42155	13/11/2020	SANYATI PROPERTY SERVICES	Library - Cleaning Of All Public And Staff Computers	-143.00
EFT42156	13/11/2020	SD & VH FINDLAY	Various Sites - Painting Interior & Exterior	-1,831.00
EFT42157	13/11/2020	SINGTELOPTUS PTY LTD	Seniors - Support Workers - Mobile Phone Charges - September 2020	-1,129.89
EFT42158	13/11/2020	STAR TRAINING & ASSESSING PTY LTD	Depot - Staff Training - Onsite Safety Training (Plant)	-3,000.00
EFT42159	13/11/2020	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-28,992.43
EFT42160	13/11/2020	TENDERLINK	Tenderlink Portal - Online Tenders Uploaded	-181.50
EFT42161	13/11/2020	TPG NETWORK PTY LTD	Various Sites - Telephone Charges	-3,638.20
EFT42162	13/11/2020	WEST TIP WASTE CONTROL PTY LTD	Depot - General Waste Skip Bin - October 2020	-1,435.50
EFT42163	13/11/2020	ZIPFORM PTY LTD	Bassendean Annual Rates, Instalments & Final Notices 2020/2021	-5,984.47
EFT42164	13/11/2020	ZIRCODATA PTY LTD	Records - Document Bin Rental & Storage Fees - October 2020	-105.39
EFT42165	16/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 162 - Self Supporting Loan 162 Tadwa	-7,918.44
EFT42166	24/11/2020	AUSTRALIAN SERVICES UNION	Payroll Deductions	-155.40
EFT42167	24/11/2020	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-97,515.00
EFT42168	24/11/2020	CHILD SUPPORT AGENCY	Payroll Deductions	-236.27
EFT42169	24/11/2020	LGRCEU	Payroll Deductions	-61.50
EFT42170	24/11/2020	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-932.00
EFT42171	25/11/2020	ANN WAKEFIELD	Key Bond Refunds	-50.00
EFT42172	25/11/2020	DAVE KELLY MLA	Hall & Key Bond Refund	-1,050.00
EFT42173	25/11/2020	DEBBIE GRAVE	Hall & Key Bond Refund	-1,050.00

1st November 2020  
to  
30th November 2020

Chq/EFT	Date	Name	Description	Amount
EFT42174	25/11/2020	DIANNE & EDDIE VARINDA	Hall & Key Bond Refund	-2,805.00
EFT42175	25/11/2020	ELINOR SILVER	Reserve & Key Bond Refund	-500.00
EFT42176	25/11/2020	GEMMILL HOMES	Security Bond Refund	-2,768.00
EFT42177	25/11/2020	WILDLINK ENTERPRISES PTY LTD	Development Bond Refund	-53,000.00
EFT42178	25/11/2020	A PLUS TRAINING SOLUTIONS	Depot Staff Training - Chainsaw Ticket	-375.00
EFT42179	25/11/2020	ABACUS CALCULATORS (WA) PTY LTD	Planner - Canon Scanner & Plotter Lease	-213.82
EFT42180	25/11/2020	ACTION GLASS AND ALUMINIUM	Bassendean Bowling Club - Front Door Glass Repairs - Break In	-1,413.78
EFT42181	25/11/2020	ALSCO PERTH	Office Linen And Laundry Services	-120.15
EFT42182	25/11/2020	ANNE YARDLEY	Library - Local Studies - Oral History Transcript	-275.00
EFT42183	25/11/2020	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee - Asset Management	-4,937.63
EFT42184	25/11/2020	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Various Sites - Air Conditioning Repairs & Maintenance	-2,314.40
EFT42185	25/11/2020	BARK ENVIRONMENTAL PTY LTD	Success Hill Reserve - Dieback Treatment	-1,980.00
EFT42186	25/11/2020	BARKERS BEDDING & FURNITURE	Seniors - Client Independent Living Supplies	-499.00
EFT42187	25/11/2020	BASSENDAN MEN'S SHED INC	The Bassendean Mens Shed - Reimbursement For Shed Fitout	-2,930.18
EFT42188	25/11/2020	BASSENDAN NEWSAGENCY	Library - Subscriptions - October 2020	-139.42
EFT42189	25/11/2020	BASSENDAN PHYSIOTHERAPY PTY LTD	Seniors Client - Hydrotherapy Session	-35.00
EFT42190	25/11/2020	BCITF	Building & Construction Industry - Levy Collected - October 2020	-2,648.57
EFT42191	25/11/2020	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-4,821.30
EFT42192	25/11/2020	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-35.44
EFT42193	25/11/2020	BUDGET PEST CONTROL	Infant Health Clinic - Ant Infestation	-185.00
EFT42194	25/11/2020	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies & Equipment	-1,033.94
EFT42195	25/11/2020	CAI FENCING	Ashfield Reserve - Repair Fencing Alongside Playground	-352.00
EFT42196	25/11/2020	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-4,164.40
EFT42197	25/11/2020	CITY OF SOUTH PERTH	Ranger Services - Pound Fees	-650.63
EFT42198	25/11/2020	FUEL DISTRIBUTION OF WESTERN AUSTRALIA PTY LTD	Depot - Fuel Supplies	-10,398.36
EFT42199	25/11/2020		Cancelled	0.00
EFT42200	25/11/2020	PRESTIGE PROPERTY MAINTENANCE	Various Ovals - Turf Renovations And Top Dressing	-53,320.30
EFT42201	25/11/2020	R GEDDIS	Rates Refund	-91.19
EFT42202	25/11/2020	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-4,411.05
EFT42203	25/11/2020	T-QUIP	Depot - Fleet Vehicle - Parts	-335.85

1st November 2020  
to  
30th November 2020

Chq/EFT	Date	Name	Description	Amount
EFT42204	25/11/2020	TAYLOR BOW	Council Crossover Contribution	-442.50
EFT42205	25/11/2020	TECHNOLOGY ONE LTD	Intramaps Subscription - Mapbuilder License	-842.69
EFT42206	25/11/2020	CLEANAWAY	Depot - Dispose Dangerous Goods	-609.33
EFT42207	25/11/2020	CLUB BUSY BLOKES	Children Services - Mud Kitchen For The Toddler Garden	-2,310.00
EFT42208	25/11/2020	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-525.93
EFT42209	25/11/2020	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-871.20
EFT42210	25/11/2020	COUPLERS MALAGA	Depot - Minor Fleet Vehicle Parts	-64.41
EFT42211	25/11/2020	CREATING COMMUNITIES AUSTRALIA PTY LTD	Consultancy Fees - Town Centre Revitalisation Masterplan	-18,372.08
EFT42212	25/11/2020	DAILY LIVING PRODUCTS	Seniors - Client Independent Living Supplies	-536.50
EFT42213	25/11/2020	DINGO BUS CHARTER	Bus Hire - Red Hill Tour	-462.00
EFT42214	25/11/2020	DONEGAN ENTERPRISES PTY LTD	Playground - Replace Baby Swing Set	-121.00
EFT42215	25/11/2020	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-678.15
EFT42216	25/11/2020	E FIRE & SAFETY (WA)	Library - Annual Thermal Imaging Scan Of Distribution Board	-984.50
EFT42217	25/11/2020	EASIFLEET	Payroll Deductions	-1,663.38
EFT42218	25/11/2020	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-478.13
EFT42219	25/11/2020	ELISABETH RICHARDSON	Bassendean Markets - Coordinator Services	-4,630.00
EFT42220	25/11/2020	ELLIOTTS IRRIGATION PTY LTD	Bic Reserve - Reticulation Iron Filter Service	-253.00
EFT42221	25/11/2020	ENVIRONMENTAL INDUSTRIES PTY LTD	Steam Weeding Kerbline For Low Priority Roads	-2,156.00
EFT42222	25/11/2020	FLAGS AND CANOPIES AUSTRALIA	Fogo - Events Kit - Marquees, Flags, Etc	-3,843.28
EFT42223	25/11/2020	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-6,427.15
EFT42224	25/11/2020	GRAINGER GARDEN SUPPLIES	Children Services - Playground White Sand	-90.00
EFT42225	25/11/2020	GREENACRES TURF GROUP	Bassendean Oval - Turf Repairs	-23,185.50
EFT42226	25/11/2020	GRONBEK SECURITY	Various Sites - Restricted Keys & Coding	-302.18
EFT42227	25/11/2020	HATCHET PTY LTD	Various Website Developments	-429.00
EFT42228	25/11/2020	HOME CHEF	Seniors - Clients - Meals On Wheels	-1,341.00
EFT42229	25/11/2020	HYGIENE CONCEPTS	All Sites - Hygiene Services - Quarterly Charge	-8,768.24
EFT42230	25/11/2020	IMAGE DATA	Bassendean Walking Group - Name Badges	-26.90
EFT42231	25/11/2020	JAYBRO PTY LTD	Depot - Safety Equipment And Signage	-4,365.90
EFT42232	25/11/2020	JEFF GREEN TREE LOPPING	Various Sites - Street Tree Removal	-1,870.00
EFT42233	25/11/2020	KENNARDS HIRE	Bassendean Markets - Hire Led Solar Light Towers	-700.00

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EFT42234	25/11/2020	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-8,954.00
EFT42235	25/11/2020	AUSTRALIA POST	Various Business Units - Postal Charges - October 2020	-3,086.61
EFT42236	25/11/2020	LANDGATE	Rates - Gross Rental Evaluations	-70.83
EFT42237	25/11/2020	LIFE CARE HOME CARE	Seniors - Client - Physiotherapy Session	-1,089.00
EFT42238	25/11/2020	LIFE READY MOBILE PTY LTD	Seniors - Client - Physiotherapy Session	-952.00
EFT42239	25/11/2020	LYPY PTY LTD	Various Reserves - Play Equipment	-13,120.80
EFT42240	25/11/2020	M P ROGERS & ASSOCIATES PTY LTD	Ashfield Parade - Drainage Rectification Design	-1,070.63
EFT42241	25/11/2020	MACKIE PLUMBING AND GAS PTY LTD	Various Sites - Plumbing Repairs	-4,440.62
EFT42242	25/11/2020	MAIN ROADS WESTERN AUSTRALIA	Depot Staff - Training - Road Safety Engineering	-495.00
EFT42243	25/11/2020	MARKETFORCE PTY LTD	Various Business Units - Advertising And Printing	-7,458.42
EFT42244	25/11/2020	MARTINS TRAILER PARTS	Various Fleet Vehicles - Parts	-17.85
EFT42245	25/11/2020	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	Seniors - Independent Living - Initial Assessment	-371.25
EFT42246	25/11/2020	METRO MOTORS	Various Fleet Vehicles - Servicing	-3,996.85
EFT42247	25/11/2020	MIDLAND MINICRETE	Various Sites - Supply Concrete For Footpath Repairs	-2,603.70
EFT42248	25/11/2020	MINT CIVIL PTY LTD	Various Sites - Street Sweeping Services	-9,897.09
EFT42249	25/11/2020	MIRROR MOMENTS	Keen On Halloween - Photography	-500.00
EFT42250	25/11/2020	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-281.40
EFT42251	25/11/2020	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-174.66
EFT42252	25/11/2020	NAPA AUTO PARTS	Depot - Minor Fleet Vehicle Parts	-403.82
EFT42253	25/11/2020	NATURAL AREA HOLDINGS	Various Sites - Revegetation Plant	-4,383.62
EFT42254	25/11/2020	NATURE PLAY SOLUTIONS	Sandy Beach - Design Documentation	-2,589.73
EFT42255	25/11/2020	NETLINK GROUP PTY LTD	Depot - Onsite Visit - Investigate Phones Not Working	-518.38
EFT42256	25/11/2020	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-2,305.04
EFT42257	25/11/2020	NRH EARTHMOVING	Jubilee Reserve - Remove Lawn Clippings	-605.00
EFT42258	25/11/2020	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-982.29
EFT42259	25/11/2020	PARAMOUNT ELECTRICAL SERVICES	Various Sites - Electrical Repairs & Maintenance	-387.75
EFT42260	25/11/2020	PB LEASING DEPARTMENT	Records - Franking Machine Lease - Quarter	-429.00
EFT42261	25/11/2020	PERTH REWIND INDUSTRIES	Depot - New Submersible Pump & Cables	-1,023.00
EFT42262	25/11/2020	PERTH SAFETY PRODUCTS PTY LTD	Depot - Safety Equipment And Signage	-1,174.80
EFT42263	25/11/2020	PORTNER PRESS PTY LTD	Human Resources - Employment Law Handbook Update	-97.00

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EFT42264	25/11/2020	MCLEODS & CO	Land Purchase - 27 Hyland Street Bassendean - Settlement	-651,375.62
EFT42265	26/11/2020	MCLEODS & CO	Professional Fees - Legal Advice	-4,259.87
EFT42266	26/11/2020	PRODUCT RECOVERY INDUSTRIES PTY LTD	Council Recycle Waste - Concrete, Bricks, Sand & Hotmix	-290.40
EFT42267	26/11/2020	QUICK CORPORATE AUSTRALIA PTY LTD	Fogo - New Printer	-1,046.32
EFT42268	26/11/2020	RAECO INTERNATIONAL PTY LTD	Library - Stationery Supplies	-132.00
EFT42269	26/11/2020	REBECCA J FLANAGAN	Childrens Week - Walk Entertainment	-350.00
EFT42270	26/11/2020	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-341.00
EFT42271	26/11/2020	REPCO	Depot - Minor Fleet Vehicle Parts	-979.00
EFT42272	26/11/2020	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-1,064.14
EFT42273	26/11/2020	ROADS 2000	Various Sites - Road Repairs - Supply Asphalt	-580.80
EFT42274	26/11/2020	ROTARY CLUB OF SWAN VALLEY	Bassendean Markets - Management	-1,400.00
EFT42275	26/11/2020	SAFEMASTER SAFETY PRODUCTS	Various Buildings - Roof Anchor Inspections	-3,644.66
EFT42276	26/11/2020	SIGNING HANDS	Children Services - Signing Hands Incursion	-600.00
EFT42277	26/11/2020	SOILS AINT SOILS PTY LTD	Various Sites - Garden Soil Supplies	-1,222.00
EFT42278	26/11/2020	SPORTROPHY	Council - Update To Honour Boards	-60.00
EFT42279	26/11/2020	STARLET NAPERY	Depot - Uniforms & Safety Gear	-129.00
EFT42280	26/11/2020	STATEWIDE CLEANING SERVICES PTY LTD	Various Sites - Cleaning Products	-175.22
EFT42281	26/11/2020	SUCCESS PRINT	Ranger Services - Written Warning Books Printing	-911.00
EFT42282	26/11/2020	SUEZ RECYCLING & RECOVERY PTY LTD	Various Sites - Bin Rubbish Collection & Bulk Rubbish Collection	-167,308.51
EFT42283	26/11/2020	SUPERCHARGE BATTERIES	Depot - Minor Consumables Tools	-165.53
EFT42284	26/11/2020	SUPREME SHADES	Children Services - Storm Damaged Shade Sails Insurance Claim	-4,009.50
EFT42285	26/11/2020	SURESHANK PTY LTD	Children Services - Plant Maintenance Schedule	-88.00
EFT42286	26/11/2020	TOTAL EDEN PTY LTD	Various Sites - Reticulation Supplies	-534.79
EFT42287	26/11/2020	TRILLION TREES	Various Street Garden Sites - New Plants	-1,839.64
EFT42288	26/11/2020	TRUGRADE MEDICAL SUPPLIES	Seniors - Client - Medical Supplies	-426.20
EFT42289	26/11/2020	WA CORPORATE SIGNS PTY LTD	Addition Bins - Bin Stickers	-1,595.00
EFT42290	26/11/2020	WATER2WATER PTY LTD	Water Dispenser Rental Maintenance Agreement	-99.00
EFT42291	26/11/2020	WATTS WESTERN RUBBER	Various Fleet Vehicle - Tyre Repairs & Replacements	-187.00
EFT42292	26/11/2020	WESTBOOKS	Library - Book Purchases	-302.89
EFT42293	26/11/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Councillors Training - Understanding Local Government	-390.00



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DD18812.1	02/11/2020	ONHOLD MAGIC	Messages On Hold - November 2020	-138.80
DD18884.1	03/11/2020	COMMONWEALTH CREDIT CARDS	Credit Cards - October 2020	-12,989.22
DD18823.1	10/11/2020	AWARE SUPERANNUATION	Payroll Deductions	-43,723.38
DD18823.2	10/11/2020	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-727.32
DD18823.3	10/11/2020	VIC SUPER	Superannuation Contributions	-230.17
DD18823.4	10/11/2020	MLC SUPER FUND	Superannuation Contributions	-433.48
DD18823.5	10/11/2020	COLONIAL FIRST STATE	Superannuation Contributions	-86.94
DD18823.6	10/11/2020	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-230.17
DD18823.7	10/11/2020	ANZ SMART CHOICE SUPER	Payroll Deductions	-580.91
DD18823.8	10/11/2020	AMP SUPERLEADER	Superannuation Contributions	-132.70
DD18823.9	10/11/2020	DIY MASTER PLAN	Payroll Deductions	-472.54
DD18823.10	10/11/2020	NGS SUPER	Superannuation Contributions	-304.31
DD18823.11	10/11/2020	MLC SUPER FUND	Superannuation Contributions	-205.86
DD18823.12	10/11/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-55.74
DD18823.13	10/11/2020	SUN SUPER	Superannuation Contributions	-117.87
DD18823.14	10/11/2020	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-396.74
DD18823.15	10/11/2020	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-160.54
DD18823.16	10/11/2020	BT SUPER FOR LIFE	Superannuation Contributions	-279.92
DD18823.17	10/11/2020	MLC WRAP SUPER	Superannuation Contributions	-51.86
DD18823.18	10/11/2020	LGIA SUPER	Superannuation Contributions	-388.21
DD18823.19	10/11/2020	PLUMMER SUPERANNUATION FUND	Payroll Deductions	-1,023.02
DD18823.20	10/11/2020	TWU SUPERANNUATION	Superannuation Contributions	-282.94
DD18823.21	10/11/2020	B & L SUPER FUND	Superannuation Contributions	-218.15
DD18823.22	10/11/2020	AUSTRALIAN/WESTSCHEME SUPER	Payroll Deductions	-6,338.63
DD18823.23	10/11/2020	HOST PLUS	Superannuation Contributions	-1,697.27
DD18823.24	10/11/2020	REST SUPERANNUATION	Superannuation Contributions	-1,673.91
DD18823.25	10/11/2020	HESTA SUPER FUND	Superannuation Contributions	-2,167.72
DD18846.1	11/11/2020	SHERIFFS OFFICE	Ranger Services - Fines To Be Lodged	-385.00
DD18844.1	16/11/2020	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - November 2020	-14,879.48
DD18864.1	24/11/2020	AWARE SUPERANNUATION	Payroll Deductions	-47,162.73





