

ATTACHMENTS

ORDINARY COUNCIL AGENDA

28 SEPTEMBER 2021

Attachment No. 1

Petition - Right of Way No. 5

Attachment No. 2

Special Council Minutes of 29 July 2021

Attachment No. 3

Ordinary Council Minutes of 24 August 2021

Attachment No. 4

- WALGA East Metropolitan Zone Meeting – Minutes 19 August 2021
- EMRC Ordinary Council Meeting – Delegates Report 26 August 2021

Attachment No. 5

Draft Licence – Movies by Burswood

Attachment No. 6

Draft Recovery of Sundry Debts Policy

Attachment No. 7

Draft Amended Purchasing Policy

Attachment No. 8

- Draft Councillor ICT Policy
- Councillor Allowances and Expenses Policy

Attachment No. 9

Draft Differential Rates Refund Policy

Attachment No. 10

- Minutes of the Special Electors' Meeting held on 31 August 2021
- Copy of Deputation - Mr Terry Blanchard

Attachment No. 11

Minutes of the Complaints Committee meeting held on 14 September 2021

Confidential Attachment No. 1

Confidential Report – Complaints Committee

Attachment No. 12

Minutes of the Audit and Governance Committee meeting held on 15 September 2021

Confidential Attachment No. 2

Attachment No. 13

List of payments July 2021 and August 2021

Attachment No. 14

Financial Reports for July 2021 and August 2021

Confidential Attachment No. 3

Service Review documentation

ATTACHMENT NO. 1

Petition of Electors of the Town of Bassendean

To the Mayor and Councillors of the Town of Bassendean

We the undersigned all being electors of the Town of Bassendean, do respectfully request that the Council:

1. Amends the Draft Rights of Way Strategy August 2021 (prior to advertising) to remove all references to a requirement for private property land to be ceded to the Town of Bassendean if and when the local government wishes to widen a ROW. The resumption of land references should be removed completely from this Strategy given there are additional provisions in Clause 6.2 allowing for alternative design options to retain and upgrade ROW's without widening to 6 meters that would affect adjoining landowners;
2. Amend the Draft Strategy for ROW no 5 from "Upgrade" to "Close";
3. As soon as practicable Provide the Petitioners with all relevant information pertaining to the closure of ROW no.5 including estimated value of the land to be determined by the Valuer General to assist in facilitating potential amalgamation of land into adjoining lots.

Reasons: An upgraded Right of Way no 5 provides little or no benefit to the wider community as it is closely surrounded by excellent road and path networks on Broadway and Scaddan Streets located less than 55 meters either side of the lane. This section of lane cannot provide a continuous thoroughfare to Railway Parade as other sections of the original ROW were built over some years ago. The signalers to this petition are of the opinion that upgrading ROW no 5 will escalate incidents of unsociable behavior as well as break-ins by providing an out of sight road enabling quick and easy vehicular access and escape routes to and from the rear of properties abutting the laneway it should also be noted by our decision makers that this ROW Strategy comes too late to have any meaningful benefit in respect to reducing battle-axe subdivision and crossovers. Over 70% of properties adjoining ROW no.5 have already subdivided their R20 blocks into battle-axe lots based on the previous advice of the Town's planners (as recently as three years ago) stating this laneway was too narrow to provide a dedicated rear access road to said lots. It should also be noted that there seems to be minimal difference in the volume of hard surfaces attributed to new crossovers associated with battle-axe subdivision compared the volume of hard surface created when a ROW is upgraded and bitumised.

Correspondence in respect to this petition should be addressed to: Name: Carol Seidel
 Address: Email: carol@prawn.com.au
 SS Broadway Bassendean - 6052

The name and address of petitioners are as follows: SS Broadway Bassendean

Date	Name	Address (street number, name and suburb)	Signature
23-8-21	KAREL HALMICH	9 IOLANTHE ST. BASSEDEAN	[Signature]
23/8/21	Guliana Spera	48 B Scaddan St, Bassendean	[Signature]
23/8/21	Andrew Streiberg	58A Scaddan Street, Bassendean	[Signature]
23/8/21	Danielle Streiberg	58A Scaddan St Bassendean	[Signature]
23/8/21	Kim Stower	54 A Scaddan St Bassendean	[Signature]

An elector may be one of the following:

- a resident owner or occupier enrolled to vote at State elections;
- an owner of rateable property (e.g. an absentee land owner or an owner of business premises, vacant land or other non-residential property);
- an occupier of rateable property (e.g. a tenant of business premises or other non-residential property).

Petition of Electors of the Town of Bassendean

To the Mayor and Councilors of the Town of Bassendean

We the undersigned all being electors of the Town of Bassendean, do respectfully request that the Council:

1. Amends the Draft Rights of Way Strategy August 2021 (prior to advertising) to remove all references to a requirement for private property land to be ceded to the Town of Bassendean if and when the local government wishes to widen a ROW. The resumption of land references should be removed completely from this Strategy given there are additional provisions in Clause 6.2 allowing for alternative design options to retain and upgrade ROW's without widening to 6 meters that would affect adjoining landowners;
2. Amend the Draft Strategy for ROW no.5 from "Upgrade" to "Close";
3. As soon as practicable Provide the Petitioners with all relevant information pertaining to the closure of ROW no.5 including estimated value of the land to be determined by the Valuer General to assist in facilitating potential amalgamation of land into adjoining lots.

Reasons: An upgraded Right of Way no.5 provides little or no benefit to the wider community as it is closely surrounded by excellent road and path networks on Broadway and Scadden Streets located less than 56 meters either side of the lane. This section of lane cannot provide a continuous thoroughfare to Railway Parade as other sections of the original ROW were built over some years ago. The signalones to this petition are of the opinion that upgrading ROW no. 5 will escalate incidents of unsociable behavior as well as break-ins by providing an out of sight road enabling quick and easy vehicular access and escape routes to and from the rear of properties abutting the laneway. It should also be noted by our decision makers that this ROW Strategy comes too late to have any meaningful benefit in respect to reducing battle-axe subdivision and crossovers. Over 70% of properties adjoining ROW no.5 have already subdivided their R20 blocks into battle-axe lots based on the previous advice of the Town's planners (as recently as three years ago) stating this laneway was too narrow to provide a dedicated rear access road to said lots. It should also be noted that there seems to be minimal difference in the volume of hard surfaces attributed to new crossovers associated with battle-axe subdivision compared the volume of hard surface created when a ROW is upgraded and bitumised.

Correspondence in respect to this petition should be addressed to: Name: Carol Scaiden
 Email: carolscaiden@inet.net.au
 Address: 55 Broadway Bassendean 6054

The name and address of petitioners are as follows:

Date	Name	Address (street number, name and suburb)	Signature
28/8/2021	Juan Xu Li	7 Jolanthe St Bassendean	
28/8/21	Liam Richards	61 Broadway, Bassendean	
28/8/21	David Long	54B SCADDAN STREET	
28/8/21	Ebonnie Landwehr	52A Scadden Street Bassendean	

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- an occupier of rateable property (e.g. a tenant of business premises or other non-residential property).

Petition of Electors of the Town of Bassendeau

To the Mayor and Councillors of the Town of Bassendeau

We the undersigned all being electors of the Town of Bassendeau, do respectfully request that the Council:

1. Amends the Draft Rights of Way Strategy August 2021 (prior to advertising) to remove all references to a requirement for private property land to be ceded to the Town of Bassendeau if and when the local government wishes to widen a ROW. The resumption of land references should be removed completely from this Strategy given there are additional provisions in Clause 6.2 allowing for alternative design options to retain and upgrade ROW's without widening to 6 meters that would affect adjoining landowners;
2. Amend the Draft Strategy for ROW no.5 from "Upgrade" to "Close";
3. As soon as practicable Provide the Petitioners with all relevant information pertaining to the closure of ROW no.5 including estimated value of the land to be determined by the Valuer General to assist in facilitating potential amalgamation of land into adjoining lots.

Reasons: An upgraded Right of Way no.5 provides little or no benefit to the wider community as it is closely surrounded by excellent road and path networks on Broadway and Scaddan Streets located less than 55 meters either side of the lane. This section of lane cannot provide a continuous thoroughfare to Railway Parade as other sections of the original ROW were built over some years ago. The signatories to this petition are of the opinion that upgrading ROW no.5 will escalate incidents of unsociable behavior as well as break-ins by providing an out of sight road enabling quick and easy vehicular access and escape routes to and from the rear of properties abutting the laneway. It should also be noted by our decision makers that this ROW Strategy comes too late to have any meaningful benefit in respect to reducing battle-axe subdivision and crossovers. Over 70% of properties adjoining ROW no.5 have already subdivided their R20 blocks into battle-axe lots based on the previous advice of the Town's planners (as recently as three years ago) stating this laneway was too narrow to provide a dedicated rear access road to said lots. It should also be noted that there seems to be minimal difference in the volume of hard surfaces attributed to new crossovers associated with battle-axe subdivision compared the volume of hard surface created when a ROW is upgraded and bitumised.

Correspondence in respect to this petition should be addressed to: Name: *Caol Sidiel*
 Address: *Apuraw Elnet.net.au*
 Email: *Apuraw Elnet.net.au*

The name and address of petitioners are as follows: *55 Broadway Bassendeau 6054*

Date	Name	Address (street number, name and suburb)	Signature
25-08-2021	DAINY HALEC	57A BROADWAY BASSENDEAN	<i>Dainy Halec</i>
23-08-2021	DIANA HALEC	57A BROADWAY BASSENDEAN	<i>Diana Halec</i>
24-08-2021	KATH HAMILTON	53 BROADWAY "	<i>Kath Hamilton</i>
24-08-2021	OLIVIA SUTTON	2 PENZANCE ST BASSENDEAN	<i>Olivia Sutton</i>
28-08-2021	MITZI UEHARA	63B BROADWAY, BASSENDEAN	<i>Mitzi Uehara</i>

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 • an occupier of rateable property (e.g. a tenant of business premises or other non-residential property).

Petition of Electors of the Town of Bassendean

To the Mayor and Councillors of the Town of Bassendean

We the undersigned all being electors of the Town of Bassendean, do respectfully request that the Council:

1. Amends the Draft Rights of Way Strategy August 2021 (prior to advertising) to remove all references to a requirement for private property land to be ceded to the Town of Bassendean if and when the local government wishes to widen a ROW. The resumption of land references should be removed completely from this Strategy given there are additional provisions in Clause 6.2 allowing for alternative design options to retain and upgrade ROW's without widening to 6 meters that would affect adjoining landowners;
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Correspondence in respect to this petition should be addressed to: Name: Carol Seidel
Email: carolseidel@inet.net.au
Address:

The name and address of petitioners are as follows: 55 Broadway Bassendean 6056

Date	Name	Address (street number, name and suburb)	Signature
25.3.21	Carol Seidel	55 Broadway Bassendean	<i>Carol Seidel</i>
23.8.21	JOHN SEIDEL	55 BROADWAY BASSENDEAN	<i>John Seidel</i>
2.09.21	LILLIANA CATALINI	50 SCADDEN ST BASSENDEAN	<i>Lilliana Catalini</i>
04.09.21	MICHELLE FAR	65 BROADWAY BASSENDEAN	<i>Michelle Far</i>

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- an occupier of rateable property (e.g. a tenant of business premises or other non-residential property).

ATTACHMENT NO. 2

TOWN OF BASSENDEAN

MINUTES

SPECIAL COUNCIL MEETING

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON THURSDAY 29 JULY 2021 AT 6.00PM

The purpose of the meeting was for Council to consider the Implementation of Differential Rates and adoption of the 2021/22 Annual Budget.

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

Nil

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Councillors

Cr Renee McLennan, Mayor
Cr Kathryn Hamilton, Deputy Mayor
Cr Chris Barty
Cr John Gangell
Cr Sarah Quinton
Cr Jai Wilson

Officers

Ms Peta Mabbs, Chief Executive Officer
Mr Paul White, Director Corporate Services
Mr Luke Gibson, Director Community Planning
Mr Phil Adams, Exec Manager Infrastructure

Mr Brice Campbell, Coordinator Recycling & Waste
Ms Elizabeth Kania, Manager Governance & Strategy
Mrs Amy Holmes, Minute Secretary

Public

Approximately two members of the public were in attendance.

Press

Nil

Leave of Absence

Cr MacWilliam

4.0 DECLARATIONS OF INTEREST

Nil

5.0 PRESENTATIONS OR DEPUTATIONS

Mr David Gear, of 67 Wilson Street, Bassendean was in attendance to provide a deputation on Differential Rates.

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

Nil

8.0 REPORTS

Item No. 8.1	Implementation of Differential Rates – Consideration of Submissions
Property Address (if applicable)	Various
Landowner/Applicant (if applicable)	Various
File Ref/ROC	RAT & Vac/FEECHAG/3
Previous Council Reports (if applicable)	18 June 2019, 23 July 2019, 20 August 2019, 3 September 2019, 10 September 2019 and 27 April 2021
Directorate	Corporate Services
Authority/Discretion	<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.
Attachment No. 1	<ul style="list-style-type: none"> a) Letter sent to owners of vacant land within the Town of Bassendean b) Statement of Objects and Reasons c) Proposed Differential Rates 2021/22 – Submissions Received

Purpose

The purpose of this report was for Council to consider submissions received in response to the advertising of proposed differential rates for 2021/22.

Council Resolution/Officer Recommendation – Item 8.1 **SCM – 1/7/21**

MOVED Cr Hamilton, Seconded Cr Wilson, that Council:

1. Considers the written submissions received in response to the advertised proposed differential rates for 2021/22;
2. Adopts the differential rates for the purpose of the 2021/22 Proposed Annual Budget set out in the following table:

Rating Category	Rate in Dollar	Minimum Payment
Improved – Residential, Commercial and Industrial (GRV)	8.4895	\$1,106
Vacant Land – Residential, Commercial and Industrial (GRV)	12.7342	\$1,106

3. Adopts the Objects and Reasons for the differential rates for 2021/22, attached to this report; and
4. Requests the CEO develop a Policy for Council that provides for the owners of vacant land to make application for a concession up to the additional rates paid

due to the imposition of differential rates where the property is developed within a specified period of time.

CARRIED BY AN ABSOLUTE MAJORITY 4/2

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

Item No. 8.2	Adoption of the 2021/22 Annual Budget
Property Address (if applicable)	
Landowner/Applicant (if applicable)	
File Ref/ROC	
Previous Council Reports (if applicable)	
Directorate	Corporate Services
Authority/Discretion <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, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment No. 2	a) Proposed Annual Budget for 2021/22 b) Proposed Fees and Charges for 2021/22 c) Proposed Capital and Operational Projects
Confidential Attachment No. 1	a) Confidential Attachment: Proposed Operational Projects 2021/22 (Including Project Budgets) b) Confidential Attachment: Proposed Capital Budget 2021/22 (Including Project Budgets)

Purpose

This report provides:

- The strategic context for the Town of Bassendean's proposed 2021-22 Annual Budget together with supporting schedules, including proposed rates and minimum payments, fees and charges, and operational and capital projects; and

- An overview of the proposed 2021-22 Annual Budget presented in its statutory form for Council adoption in accordance with the *Local Government Act 1995* (Act), the *Local Government (Financial Management) Regulations 1996* (Regulations) and Australian Accounting Standards (Standards).

Cr Gangell left the meeting at 6.40pm and returned at 6.45pm.

Cr Quinton left the meeting at 6.58pm and returned at 7.00pm.

Cr Hamilton left the meeting at 7.00pm and returned at 7.01pm.

Cr Wilson moved the officer recommendation.

Officer Recommendation – Item 8.2

MOVED Cr Wilson, Seconded Cr Hamilton, that Council:

1. 2020-21 Annual Budget

Adopts, pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and part 3 of the *Local Government (Financial Management) Regulations 1996* and the *Local Government (COVID-19 Response) Order 2020*, the Budget for the Town of Bassendean for the 2021/22 financial year, as contained in Attachment 1 to 3, which includes the following:

- a) Statement of Comprehensive Income by Nature or Type showing a net deficit for the year of \$3,067,837
- b) Statement of Comprehensive Income by Program showing a net deficit for the year of \$3,067,837;
- c) Statement of Cash Flows showing cash at the end of the year of \$1,060,409;
- d) Rate Setting Statement showing the amount required to be raised from rates of \$13,889,479;
- e) Notes to and Forming Part of the Budget;
- f) Transfers to Reserve Accounts totalling \$2,978,455 and from Reserve Accounts totalling \$4,569,585;
- g) Operational Projects - \$808,500, as detailed in the Confidential Attachment: *Proposed Operational Projects 2021/22 (Including Project Budgets)*;
- h) Capital Expenditure and New Initiatives - \$5,741,000, inclusive of Carried Forward Projects of \$2,006,729, as detailed in the Confidential Attachment: *Proposed Capital Budget 2021/22 (Including Project Budgets)*.

2. Rates, Instalment Payment Arrangements, Administration Fees and Interest

- a) For the purpose of yielding the deficiency disclosed by the 2021/22 Annual Budget, pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* and the *Local Government (COVID-19 Response) Order 2020*, imposes the differential rates and minimum payment for 2021/22 that were advertised by public notice on 6 May 2021, as follows:

Rating Category	Rate in Dollar	Minimum Payment
Improved – Residential, Commercial and Industrial (GRV)	8.4895	\$1,106
Vacant Land – Residential, Commercial and Industrial (GRV)	12.7342	\$1,106

- b) Adopts the Objects and Reasons for the above Differential Rates for 2021/22, attached to the report for Item No. 8.1.
- c) Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment of rates in full, and service charges by instalments:

	Due Date
Full payment and 1st instalment	1 October 2021
2nd quarterly instalment	3 December 2022
2nd half instalment and 3rd quarterly instalment	4 February 2022
4th and final quarterly instalment	8 April 2022

- d) Imposes, in accordance with section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, an instalment administration charge where the owner has elected to pay rates (or service charges) through an instalment option, of \$12 for each instalment after the initial instalment is paid;
- e) Imposes, in accordance with section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, an additional interest rate of 5.5% applicable to rate and service charge instalment arrangements, subject to this additional interest rate cannot be applied to an excluded person, as defined in the *Local Government (COVID-19 Response) Order 2020*, that has been determined as experiencing genuine financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy;

- f) Imposes, in accordance with section 6.51(1) of the *Local Government Act 1995* and clause 8 of the *Local Government (COVID-19 Response) Order 2020*, an interest rate of 7% applicable to overdue and unpaid rate and service charges subject to this interest rate cannot be applied to an excluded person as defined in the *Local Government (COVID-19 Response) Order 2020*, that has been determined as experiencing genuine financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy.

3. Fees and Charges

Pursuant to section 6.16 of the *Local Government Act 1995*, section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and regulation 53(2) of the *Building Regulations 2012*, adopts the Fees and Charges included in the 2021/22 Annual Budget as attached to, and forming part of, this report.

4. Elected Members' fees and allowances

- a) Pursuant to section 5.98 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, adopts the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:
 - i) Mayor \$25,342; and
 - ii) Councillors \$16,367;
- b) Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, adopts the Information and Communication Technology allowance of \$3,500 for Elected Members;
- c) Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, adopts the annual local government allowance of \$36,957 to be paid to the Mayor in addition to the annual meeting allowance; and
- d) Pursuant to section 5.98A of the *Local Government Act 1995* and regulation 33A of the *Local Government (Administration) Regulations 1996*, adopts the annual local government allowance of \$9,239 to be paid to the Deputy Mayor in addition to the annual meeting allowance.

5. Reserves – Change in Purpose, Change in use of funds

Pursuant to section 6.11 of the *Local Government Act 1995*, Council approves:

- a) Creation of a Waste Processing/Disposal Reserve: “*To accrue funds to accommodate fluctuations in annual waste collection costs and start-up costs of new waste processing (or reduction) programs*”;

- b) Creation of a Waste Asset Reserve: *“To accrue funds for the long term asset renewal and purchase of new waste management assets”*;
- c) Creation of a Waste Programs: *“To implement programs and projects identified in the Strategic Waste Plan”*;
- d) Creation of a Natural Area Reserve: *“To provide for the future restoration of Natural Area Reserves”*;
- e) A change in use of part of the funds in the Waste Management Reserve (\$377,288), for the Waste Processing/Disposal Reserve;
- f) A change in use of part of the funds in the Waste Management Reserve (\$200,000), for the Waste Asset Reserve;
- g) A change in use of part of the funds in the Waste Asset Reserve (\$575,663), for the Waste Programs Reserve;
- h) A change in use of part of the funds in the Waste Asset Reserve (\$250,000), for the Natural Area Reserve;
- i) Closure of the Waste Management Reserve; and
- j) A change in the purpose of the Community Facilities Reserve to: *“To accrue funds for major expenditure in the provision of community facilities”*.

6. Loan – Underground Power

Pursuant to section 6.20 of the *Local Government Act 1995*, approves the CEO making application to the Western Australian Treasury Corporation for a loan of up to \$2,454,568 and to draw down on that loan as and when required to enable the Town to meet its cash call obligations under the co-funding agreement with Western Power, as amended.

7. Materiality

Adopts a material variance of \$5,000 or 10% of the appropriate base, whichever is the higher, for the 2021/22 Financial Activity Statement, for the purpose of reporting under regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality.

The following amendments were considered.

Council Resolution/Amendment – Item 8.2(a) **SCM – 2/7/21**

MOVED Cr Hamilton, Seconded Cr McLennan, that Land Acquisition be amended from \$1,470,000 to \$100,000 to reflect updated financial figures.

CARRIED UNANIMOUSLY 6/0

REASON: Financial figures confirmed after discussion with the Director Community Planning.

Council Resolution/Amendment – Item 8.2(b)
SCM – 3/7/21

MOVED Cr Hamilton, Seconded Cr McLennan, that Provision of FOGO Bins for Six Schools be amended from \$40,000 (typo entry error) to \$6,720.

CARRIED UNANIMOUSLY 6/0

REASON: Entry error confirmed by Town staff.

Council Resolution/Amendment – Item 8.2(c)
SCM – 4/7/21

MOVED Cr Hamilton, Seconded Cr McLennan, that Purchase of Renewable Energy and Carbon Credits be amended from \$53,000 to \$43,000 in line with the calculation provided previously that the actual cost totals \$39,500, however \$43,000 provides a buffer amount.

CARRIED UNANIMOUSLY 6/0

REASON: This reduction is based on updated calculations of actual costs plus there is an additional \$20,000 in the Capital Spreadsheet for Energy Efficiency Upgrades that provides for energy reduction programs.

Amendment – Item 8.2(d)

MOVED Cr Hamilton, Seconded Cr Wilson, that MARKYT Community Survey be deferred for consideration in the 2022/23 budget.

LOST 3/3

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

REASON: A new Council will be on board in October 2021. There are significant community surveys underway for the draft Town Centre Master Plan and LPS11 in coming months that require resourcing and staffing.

Council Resolution/Amendment – Item 8.2(e)
SCM – 5/7/21

MOVED Cr Hamilton, Seconded Cr Wilson, that FOGO General Waste Bin 240L Option be increased by \$50 from \$470 to \$520 per annum.

CARRIED UNANIMOUSLY 6/0

Council Resolution/Amendment – Item 8.2(f)
SCM – 6/7/21

MOVED Cr Hamilton, Seconded Cr Wilson, that Residential/Garaged Food Business Surveillance be reduced from \$107 to \$75.

CARRIED 4/2

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

Council Resolution/Amendment – Item 8.2(g)
SCM – 7/7/21

MOVED Cr Hamilton, Seconded Cr McLennan, that point 5.(d) Creation of a Natural Area Reserve be amended to include Natural Area Reserves at Point Reserve and Bindaring Park.

CARRIED 5/1

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

Amendment – Item 8.2(h)

MOVED Cr Hamilton, Seconded Cr Wilson, that point 5.(h) be amended to include a change in use of part of the funds in the Waste Asset Reserve (\$250,000) for the Natural Area Reserve at Point Reserve and Bindaring Park.

LOST 3/3

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

REASON: The funding has always been intended to facilitate works programs in both Point Reserve and Bindaring Park fulfilling both a future works program and previous commitments made to the ratepayers of the town.

Council Resolution/Amendment – Item 8.2(i)
SCM – 8/7/21

MOVED Cr Hamilton, Seconded Cr Wilson, that point 5 be amended to include:

- 5.(k) Creation of a Jubilee Asset Replacement Reserve, to accrue funds for major expenditure in the provision of community facilities at Jubilee Reserve; and
- 5.(l) Provision of \$50,000 to be allocated to the new Jubilee Asset Replacement Reserve.

CARRIED UNANIMOUSLY 6/0

REASON: In anticipation that the Town will be required to either part fund or fully fund asset renewal at Jubilee Reserve, establishing a reserve account specifically for this purpose demonstrates the Town's commitment to asset renewal in this area.

Council Resolution/Amendment – Item 8.2(j)
SCM – 9/7/21

MOVED Cr McLennan, Seconded Cr Wilson, that Office Relocation be removed from the Capital Budget and allocated \$30,000 from the Operational Project Budget for preparation of a detailed project plan including project costs for consideration by Council and allocation of \$220,000 to the Future Projects Reserve to provide funds for the project should Council endorse the project plan.

CARRIED UNANIMOUSLY 6/0

REASON: To allow Council to commit to the planning stage of the office colocation project but require Council endorsement of the proposed plans before approving funding for the implementation.

Council Resolution/Amendment – Item 8.2(k)
SCM – 10/7/21

MOVED Cr Wilson, Seconded Cr Hamilton, that the amount allocated for Minutes and Agendas be reduced by \$10,000.

CARRIED 4/2

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

Council Resolution/Amendment – Item 8.2(l)
SCM – 11/7/21

MOVED Cr Wilson, Seconded Cr Quinton, that the Noongar Heritage Agreement/Cultural Compact Agreement and Workshop be deferred to the 2022/23 financial year.

CARRIED UNANIMOUSLY 6/0

REASON: The South West Aboriginal Land and Sea Council and WALGA have already developed an agreement for use by LG's, however the agreement cannot be finalised until next year when the other party, the Wadjuk Regional Corporation, come into existence.

The meeting was adjourned at 7.43pm for a short break. The meeting recommenced at 7.58pm.

Council Resolution/Amendment – Item 8.2(m)
SCM – 12/7/21

MOVED Cr Hamilton, Seconded Cr Wilson, that the Rate in Dollar be reduced from 2% to 1.4%.

Rating Category	Rate in Dollar	Minimum Payment
Improved – Residential, Commercial and Industrial (GRV)	8.4395	\$1,106
Vacant Land – Residential, Commercial and Industrial (GRV)	12.6593	\$1,106

CARRIED 5/1

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

Cr Wilson moved the officer recommendation, with amendments.

Council Resolution/Amended Officer Recommendation – Item 8.2

MOVED Cr Wilson, Seconded Cr Hamilton, that Council:

1. 2020-21 Annual Budget

Adopts, pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and part 3 of the *Local Government (Financial Management) Regulations 1996* and the *Local Government (COVID-19 Response) Order 2020*, the Budget for the Town of Bassendean for the 2021/22 financial year, as contained in Attachment 1 to 3, which includes the following:

- a) Statement of Comprehensive Income by Nature or Type showing a net deficit for the year of \$3,067,837
- b) Statement of Comprehensive Income by Program showing a net deficit for the year of \$3,067,837;
- c) Statement of Cash Flows showing cash at the end of the year of \$1,060,409;
- d) Rate Setting Statement showing the amount required to be raised from rates of \$13,889,479;
- e) Notes to and Forming Part of the Budget;
- f) Transfers to Reserve Accounts totalling \$2,978,455 and from Reserve Accounts totalling \$4,569,585;

- g) Operational Projects - \$808,500, as detailed in the Confidential Attachment: *Proposed Operational Projects 2021/22 (Including Project Budgets)*;
- h) Capital Expenditure and New Initiatives - \$5,741,000, inclusive of Carried Forward Projects of \$2,006,729, as detailed in the Confidential Attachment: *Proposed Capital Budget 2021/22 (Including Project Budgets)*;
- i) **Land Acquisition be amended from \$1,470,000 to \$100,000 to reflect updated financial figures;**
- j) **Provision of FOGO Bins for Six Schools be amended from \$40,000 (typo entry error) to \$6,720;**
- k) **Purchase of Renewable Energy and Carbon Credits be amended from \$53,000 to \$43,000 in line with the calculation provided previously that the actual cost totals \$39,500, however \$43,000 provides a buffer amount;**
- l) **Office Relocation be removed from the Capital Budget and allocated \$30,000 from the Operational Project Budget for preparation of a detailed project plan including project costs for consideration by Council and allocation of \$220,000 to the Future Projects Reserve to provide funds for the project should Council endorse the project plan;**
- m) **The amount allocated for Minutes and Agendas be reduced by \$10,000;**
- n) **The Noongar Heritage Agreement/Cultural Compact Agreement and Workshop be deferred to the 2022/23 financial year.**

2. Rates, Instalment Payment Arrangements, Administration Fees and Interest

- a) For the purpose of yielding the deficiency disclosed by the 2021/22 Annual Budget, pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* and the *Local Government (COVID-19 Response) Order 2020*, imposes differential rates and minimum payment for 2021/22 , as follows:

Rating Category	Rate in Dollar	Minimum Payment
Improved – Residential, Commercial and Industrial (GRV)	8.4395	\$1,106
Vacant Land – Residential, Commercial and Industrial (GRV)	12.6593	\$1,106

- b) Adopts the Objects and Reasons for the above Differential Rates for 2021/22, attached to the report for Item No. 8.1.

- c) Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment of rates in full, and service charges by instalments:

	Due Date
Full payment and 1st instalment	1 October 2021
2nd quarterly instalment	3 December 2022
2nd half instalment and 3rd quarterly instalment	4 February 2022
4th and final quarterly instalment	8 April 2022

- d) Imposes, in accordance with section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, an instalment administration charge where the owner has elected to pay rates (or service charges) through an instalment option, of \$12 for each instalment after the initial instalment is paid;
- e) Imposes, in accordance with section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, an additional interest rate of 5.5% applicable to rate and service charge instalment arrangements, subject to this additional interest rate cannot be applied to an excluded person, as defined in the *Local Government (COVID-19 Response) Order 2020*, that has been determined as experiencing genuine financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy;
- f) Imposes, in accordance with section 6.51(1) of the *Local Government Act 1995* and clause 8 of the *Local Government (COVID-19 Response) Order 2020*, an interest rate of 7% applicable to overdue and unpaid rate and service charges subject to this interest rate cannot be applied to an excluded person as defined in the *Local Government (COVID-19 Response) Order 2020*, that has been determined as experiencing genuine financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy.

3. Fees and Charges

Pursuant to section 6.16 of the *Local Government Act 1995*, section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and regulation 53(2) of the *Building Regulations 2012*, adopts the Fees and Charges included in the 2021/22 Annual Budget as attached to, and forming part of, this report, **with the following amendments:**

- **That FOGO General Waste Bin 240L Option be increased by \$50 from \$470 to \$520 per annum.**
- **That Residential/Garaged Food Business Surveillance be reduced from \$107 to \$75.**

4. Elected Members' fees and allowances

- a) Pursuant to section 5.98 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, adopts the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:
 - i) Mayor \$25,342; and
 - ii) Councillors \$16,367;
- b) Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, adopts the Information and Communication Technology allowance of \$3,500 for Elected Members;
- c) Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, adopts the annual local government allowance of \$36,957 to be paid to the Mayor in addition to the annual meeting allowance; and
- d) Pursuant to section 5.98A of the *Local Government Act 1995* and regulation 33A of the *Local Government (Administration) Regulations 1996*, adopts the annual local government allowance of \$9,239 to be paid to the Deputy Mayor in addition to the annual meeting allowance.

5. Reserves – Change in Purpose, Change in use of funds

Pursuant to section 6.11 of the *Local Government Act 1995*, Council approves:

- a) Creation of a Waste Processing/Disposal Reserve: *“To accrue funds to accommodate fluctuations in annual waste collection costs and start-up costs of new waste processing (or reduction) programs”*;
- b) Creation of a Waste Asset Reserve: *“To accrue funds for the long term asset renewal and purchase of new waste management assets”*;
- c) Creation of a Waste Programs: *“To implement programs and projects identified in the Strategic Waste Plan”*;
- d) Creation of a Natural Area Reserve: *“To provide for the future restoration of Natural Area Reserves **at Point Reserve and Bindaring Park**”*;
- e) A change in use of part of the funds in the Waste Management Reserve (\$377,288), for the Waste Processing/Disposal Reserve;
- f) A change in use of part of the funds in the Waste Management Reserve (\$200,000), for the Waste Asset Reserve;
- g) A change in use of part of the funds in the Waste Asset Reserve (\$575,663), for the Waste Programs Reserve;

- h) A change in use of part of the funds in the Waste Asset Reserve (\$250,000), for the Natural Area Reserve;
- i) Closure of the Waste Management Reserve;
- j) A change in the purpose of the Community Facilities Reserve to: *“To accrue funds for major expenditure in the provision of community facilities”*;
- k) **Creation of a Jubilee Asset Replacement Reserve: *“To accrue funds for major expenditure in the provision of community facilities at Jubilee Reserve;***
- l) **Provision of \$50,000 to be allocated to the new Jubilee Asset Replacement Reserve.**

6. Loan – Underground Power

Pursuant to section 6.20 of the *Local Government Act 1995*, approves the CEO making application to the Western Australian Treasury Corporation for a loan of up to \$2,454,568 and to draw down on that loan as and when required to enable the Town to meet its cash call obligations under the co-funding agreement with Western Power, as amended.

7. Materiality

Adopts a material variance of \$5,000 or 10% of the appropriate base, whichever is the higher, for the 2021/22 Financial Activity Statement, for the purpose of reporting under regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality.

CARRIED BY AN ABSOLUTE MAJORITY 5/1

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

9.0 CLOSURE

There being no further business, the Presiding Member declared the meeting closed, the time being 8.09pm.

ATTACHMENT NO. 3

TOWN OF BASSENDEAN

MINUTES

ORDINARY COUNCIL MEETING

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

ON TUESDAY 24 AUGUST 2021 AT 6.00PM

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

Since the July Council meeting, John Gangell has submitted his resignation from Council effective Friday 13 August 2021. John will be running for a seat on Council in the City of Swan and we wish him all the best for his future endeavours.

Five seats will be vacated at the upcoming elections for Bassendean. Nominations open on 2 September 2021 and close 9 September 2021. The caretaker period will take effect from 9 September 2021 until the local government elections.

The consultation around the Town Centre Master Plan is currently open. Details are on the Town website and there will also be a display at this weekend's markets.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Councillors

Cr Renee McLennan, Mayor
Cr Kathryn Hamilton, Deputy Mayor
Cr Chris Barty
Cr Hilary MacWilliam
Cr Sarah Quinton
Cr Jai Wilson

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
Ms Donna Shaw, Manager Development & Place
Ms Rachael Mackey, Strategic Communications Officer
Mrs Amy Holmes, Minute Secretary

Public

Approximately five members of the public were in attendance.

Press

Nil

Leave of Absence

Council Resolution – Item 3.0 **OCM – 1/8/21**

MOVED Cr Wilson, Seconded Cr Hamilton, that Cr McLennan be granted a leave of absence from the commencement of the caretaker period on 9 September 2021 until the local government elections on 16 October 2021.

CARRIED UNANIMOUSLY 6/0

4.0 DECLARATIONS OF INTEREST

Cr Hamilton declared a proximity interest for Item 12.6 as her property adjoins a right of way.

5.0 PRESENTATIONS OR DEPUTATIONS

Nil

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

Nil

8.0 PETITIONS

Nil

9.0 CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held on 27 July 2021

Council Resolution/Officer Recommendation – Item 9.1(a)
OCM – 2/8/21

MOVED Cr Quinton, Seconded Cr Wilson, that the minutes of the Ordinary Council Meeting held on 27 July 2021, be received.

CARRIED UNANIMOUSLY 6/0

Council Resolution/Officer Recommendation – Item 9.1(b)
OCM – 3/8/21

MOVED Cr Wilson, Seconded Cr Barty, that the minutes of the Ordinary Council Meeting held on 27 July 2021, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

10.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

11.0 EXTERNAL COMMITTEE REPORTS/UPDATES

Item No. 11.1	Receipt of External Committee and Organisation Minutes
Property Address (if applicable)	Not applicable
Landowner/Applicant (if applicable)	Not applicable
File Ref/ROC	INFM/INTPROP/1
Previous Council Reports (if applicable)	Not applicable
Directorate	Chief Executive
Authority/Discretion <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	Nil.

Council Resolution/Officer Recommendation – Item 11.1 **OCM – 4/8/21**

MOVED Cr Quinton, Seconded Cr McLennan, that Council notes that there are no External Committee or Organisation Minutes to consider 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, 12.12, 12.13, 12.15, 12.16 & 12.17 be removed from the en-bloc table and considered separately.

Council Resolution/Officer Recommendation – Item 12.1 **OCM – 5/8/21**

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

Item	Report
12.4	Draft Local Planning Strategy and Local Planning Scheme No. 11 – Progress update
12.8	Draft Amended Council Policy – Community Funding
12.9	Draft amended Council Policy - Community Awards

CARRIED UNANIMOUSLY 6/0

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

Item	Report
12.2	Jubilee Reserve Masterplan
12.3	Heritage Conservation Notice – 1 (Lot 223) River Street, Bassendean
12.5	Proposed Heritage Areas and Draft Local Planning Policy – Heritage and Character
12.6	Draft Rights of Way Strategy
12.7	Proposed Cats Local Law 2021
12.10	Supply, Preparation and Installation of Turf and Turf Renovation Services (RFT 03/2021)
12.11	Construction of Sandy Beach Reserve Play Space (RFT 01/2021)
12.12	Draft Property Management Policy and Community Leasing Framework
12.13	Councillor Information and Communications Technology (ICT) Policy
12.14	Review of Delegations Register
12.15	Quarterly Report for Period Ended 30 June 2021
12.16	Common Seal
12.17	Calendar for August/September 2021
16.1	Eastern Metropolitan Regional Council Establishment Agreement
16.2	Regional Waste Collection Services
16.3	CEO Key Performance Indicators 2021/2022

Item No. 12.2	Jubilee Reserve Masterplan
Property Address	N/A
Landowner/Applicant	N/A
Ref	CINDEV/REPRNG/3
Directorate	Community Planning
Authority/Discretion	<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 permits, 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.
Attachment 2	Draft Jubilee Reserve Masterplan

Purpose

The purpose of this report was for Council to consider adopting the draft Jubilee Reserve Masterplan.

Cr Hamilton moved the officer recommendation with an amendment to point 4 as shown in bold.

Council Resolution/Officer Recommendation – Item 12.2 **OCM – 6/8/21**

MOVED Cr Quinton, Seconded Cr Barty, that Council:

1. Adopts the draft Jubilee Reserve Masterplan;
2. Notes that the detailed design of any future facility will be subject to a Council decision and will be based upon, but not necessarily the same as, the concept design contained within the Jubilee Reserve Masterplan;
3. Is prepared to consider up to 25% (capped at \$2 million) to the implementation of the Jubilee Reserve Masterplan, as it relates to the replacement of the existing Stan Moses Pavilion and the improvements to the immediate surrounds of the proposed new building (including lighting), with the remaining funds to be sourced from external sources;

4. Requests that the Chief Executive Officer advocate for external funding to enable the implementation of the Jubilee Reserve Masterplan funding from **including but not limited to** the Federal and State Governments; and
5. Advises that the future implementation of the Jubilee Reserve Masterplan, as it relates to the Bassendean Caledonian Soccer Clubrooms, will depend on financial resources, user demand and prioritisation relative to other projects, and will be subject to a further review of proposed design.

CARRIED UNANIMOUSLY 6/0

Item No. 12.3	Heritage Conservation Notice – 1 (Lot 223) River Street, Bassendean
Property Address	1 (Lot 223) River Street, Bassendean (Success Hill Lodge)
Landowner/Applicant	Michael John Murphey
Ref	DABC/BDVAPPS/2011-224
Directorate	Community Planning
Authority/Discretion	<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 & 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 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.
Attachment	Nil.

Purpose

The purpose of this report was for Council to consider giving a heritage conservation notice (HCN) to the owner of 1 (Lot 223) River Street, Bassendean (Success Hill Lodge), to ensure the maintenance and conservation of the heritage place.

Council Resolution/Officer Recommendation – Item 12.3
OCM – 7/8/21

MOVED Cr Hamilton, Seconded Cr Quinton, 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 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), to be completed by 30 June 2022:

- 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 for termite control.

CARRIED 4/2

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

Item No. 12.4	Draft Local Planning Strategy and Local Planning Scheme No. 11 – Progress update
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref	LUAP/PLANNG/24
Directorate	Community Planning
Authority/Discretion	<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 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.
<input checked="" type="checkbox"/> Information	For the Council/Committee to note.
Attachment	Nil.

Purpose

The purpose of this report was for Council to note the status of the draft amended Local Planning Strategy and draft Local Planning Scheme No. 11 (LPS 11).

Council Resolution/Officer Recommendation – Item 12.4

OCM – 8/8/21

MOVED Cr Hamilton, Seconded Cr Barty, that Council notes the status update on the draft amended Local Planning Strategy and draft Local Planning Scheme No. 11.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/8/21 6/0

Item No. 12.5	Proposed Heritage Areas and Draft Local Planning Policy – Heritage and Character
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
Ref	LUAP/POLCY/24
Directorate	Community Planning
Authority/Discretion	<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 & 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 permits, 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.
Attachment No. 3	Draft Local Planning Policy – Heritage and Character

Purpose

The purpose of this report was for Council to consider designating Heritage Areas and to consider a new Local Planning Policy – Heritage and Character, for the purposes of advertising.

Cr Wilson moved the officer recommendation with the addition of a Point 3.

Council Resolution/Officer Recommendation – Item 12.5
OCM – 9/8/21

MOVED Cr Wilson, Seconded Cr Hamilton, that Council:

1. Pursuant to Clause 9(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, advertises the proposed Old Perth Road Heritage Area, Devon Road Heritage Area and Kenny Street Heritage Area as shown on the attached map;
2. Pursuant to Clause 5(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, advertises the draft Local Planning Policy - Heritage and Character Conservation, as attached to this report; and
3. **Requests the Town produce a visual reference guide to assist the community to understand and comply with the design elements of the policy.**

CARRIED UNANIMOUSLY 6/0

Item No. 12.6	Draft Rights of Way Strategy
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref	ROAD/STMNGT/4
Directorate	Community Planning
Authority/Discretion	<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 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 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.
<input type="checkbox"/> Information	For the Council/Committee to note.
Attachment No. 4	Draft Rights of Way Strategy Existing Council Policy 1.20 – Right of Way Closure

Cr Hamilton declared a proximity interest and left the meeting at 6.45pm.

Purpose

The purpose of this report was for Council to consider a draft Rights of Way (ROW) Strategy for the purpose of advertising.

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

Council Resolution/Officer Recommendation – Item 12.6 **OCM – 10/8/21**

MOVED Cr McLennan, Seconded Cr Quinton, that Council adopts the draft Rights of Way Strategy, for the purposes of advertising, **subject to it being modified, to the satisfaction of the Chief Executive Officer, to remove any references to the need for ceding land or the widening of any existing Rights of Way.**

CARRIED 4/1

Crs McLennan, Quinton, Barty & MacWilliam voted in favour of the motion. Cr Wilson voted against the motion.

REASON: Council does not support the ceding of land for the purpose of widening Rights of Way.

Cr Hamilton returned to the meeting at 6.59pm.

Item No. 12.7	Proposed Cats Local Law 2021
Property Address	N/A
Landowner/Applicant	N/A
Ref	LAWE/LOCLWS/2
Directorate	Community Planning
Authority/Discretion	<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 & 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 permits, 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.
Attachment No. 5	Responsible Cat Ownership Local Law Draft Cats Local Law 2021 Schedule of Submissions

Purpose

The purpose of this report was for Council to consider making the Town of Bassendean Cats Local Law 2021.

Council Resolution/Officer Recommendation – Item 12.7

OCM – 11/8/21

MOVED Cr Wilson, Seconded Cr Barty, that Council:

1. In accordance with Section 3.12(4) of the *Local Government Act 1995*, makes the Town of Bassendean *Cats Local Law 2021*, as attached, and authorises the Common Seal to be affixed to the local law;
2. Notes the progression of the remaining actions to finalise the local law adoption process as detailed in Section 3.12 of the *Local Government Act 1995*; and
3. Notes that the Town will engage the DPLH in discussions regarding resourcing and management of the Ashfield Flats as it relates to feral foxes and cats, dogs and mosquitos, and the potential drafting of a Memorandum of Understanding for the shared use of resources in this respect.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

Item No. 12.8	Draft Amended Council Policy – Community Funding
Property Address (if applicable)	NA
Landowner/Applicant (if applicable)	NA
File Ref/ROC	
Previous Council Reports (if applicable)	Nil.
Directorate	Community Planning
Authority/Discretion <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, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment No. 6	<ul style="list-style-type: none">• Council Policy 1.18 - Financial Incentives for Municipal Heritage Inventory Listed Buildings• Council Policy 4.4 - Fee For Service, Community Groups, Public Events• Council Policy 5.16 - Use of Community Facilities• Council Policy 6.11 - Sponsorship and Grants• Draft Council Policy – Community Funding

Purpose

The purpose of this report was for Council to consider adopting a new Council Policy – Community Funding and revoking the following existing Council Policies:

- Council Policy 1.18 - Financial Incentives for Municipal Heritage Inventory Listed Buildings Policy (CP 1.18)
- Council Policy 4.4 - Fee For Service, Community Groups, Public Events Policy (CP 4.4)
- Council Policy 5.16 - Use of Community Facilities Policy (CP 5.16)
- Council Policy 6.11 – Sponsorship and Grants (CP 6.11)

Council Resolution/Officer Recommendation – Item 12.8 **OCM – 12/8/21**

MOVED Cr Hamilton, Seconded Cr Barty, that Council adopts a new Council Policy – Community Funding and revokes the following existing Council Policies:

- Council Policy 1.18 - Financial Incentives for Municipal Heritage Inventory Listed Buildings Policy;
- Council Policy 4.4 - Fee For Service, Community Groups, Public Events Policy;
- Council Policy 5.16 - Use of Community Facilities Policy; and
- Council Policy 6.11 – Sponsorship and Grants.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/8/21 6/0

Item No. 12.9	Draft amended Council Policy - Community Awards
Property Address (if applicable)	NA
Landowner/Applicant (if applicable)	NA
File Ref/ROC	
Previous Council Reports (if applicable)	27 April 2021
Directorate	Community Planning
Authority/Discretion <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, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment No. 7	<ul style="list-style-type: none"> • Current Council Policy – Community Awards • Draft Amended Council Policy – Community Awards

Purpose

The purpose of this report was for Council to consider amending Council Policy – Community Awards.

Council Resolution/Officer Recommendation – Item 12.9

OCM – 13/8/21

MOVED Cr Hamilton, Seconded Cr Barty, that Council amends the existing *Council Policy – Community Awards*, as contained as Attachment 2 to this report.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/8/21 6/0

Item No. 12.10	Supply, Preparation and Installation of Turf and Turf Renovation Services (RFT 03/2021)
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref/ROC	PARE/TENDNG/73
Previous Council Reports (if applicable)	
Directorate	Corporate Services
Authority/Discretion <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.
Confidential Attachment No. 1	RFT 03/2021 Tender Evaluation Report

Purpose

The purpose of this report was to present to Council a summary of tenders received for RFT 03/2021 Supply, Preparation and Installation of Turf and Turf Renovation Services for the Town of Bassendean and recommend appointment of the contractor considered to provide the best value for money to the Town.

Council Resolution/Officer Recommendation – Item 12.10 **OCM – 14/8/21**

MOVED Cr Barty, Seconded Cr Wilson, that Council accepts the tender submitted by GTF Pty Ltd t/a Greenacres Turf Group (Conforming Offer) for the supply, preparation and installation of turf and turf renovation services for the Town of Bassendean as specified in tender 03/2021 at the submitted schedule of rates for a period of four (4) years with annual price variations subject to the percentage change in the Perth Consumer Price Index (All Groups).

CARRIED BY AN ABSOLUTE MAJORITY 6/0

Item No. 12.11	Construction of Sandy Beach Reserve Play Space (RFT 01/2021)
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref/ROC	(PARE/TENDNG/72)
Previous Council Reports (if applicable)	
Directorate	Corporate Services
Authority/Discretion <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.
Confidential Attachment No. 2	RFT 01/2021 Tender Evaluation Report

Purpose

The purpose of this report was to present to Council a summary of tenders received for RFT 01/2021 Construction of Sandy Beach Reserve Play Space for the Town of Bassendean and recommend appointment of the contractor considered to provide the best value for money to the Town.

Cr Quinton moved the officer recommendation and spoke to the motion.

Council Resolution – Item 12.11(a) **OCM – 15/8/21**

MOVED Cr Wilson, Seconded Cr McLennan, that Cr Quinton be granted an extension of time to speak on this item.

CARRIED UNANIMOUSLY 6/0

Council Resolution/Officer Recommendation – Item 12.11(b)
OCM – 16/8/21

MOVED Cr Quinton, Seconded Cr Hamilton, that Council accepts the tender submitted by Phase3 Landscape Construction for the Construction of Sandy Beach Reserve Play Space as specified in tender 03/2021 at its submitted lump sum price with works to be completed within nine (9) months from the date of letter of acceptance.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

Item No. 12.12	Draft Property Management Policy and Community Leasing Framework
Property Address (if applicable)	Various
Landowner/Applicant (if applicable)	Town of Bassendean
File Ref/ROC	
Previous Council Reports (if applicable)	
Directorate	Corporate Services
Authority/Discretion <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. 8	<ul style="list-style-type: none"> • Draft Property Management Policy • Draft Community Leasing Framework

Purpose

The purpose of this report was for Council to consider the draft Property Management Policy and draft Community Leasing Framework.

Council Resolution/Officer Recommendation – Item 12.12
OCM – 17/8/21

MOVED Cr Quinton, Seconded Cr McLennan, that Council adopts the draft Property Management Policy and draft Community Leasing Framework, as attached to this report.

CARRIED UNANIMOUSLY 6/0

Item No. 12.13	Councillor Information and Communications Technology (ICT) Policy
Property Address (if applicable)	n/a
Landowner/Applicant (if applicable)	n/a
File Ref/ROC	
Previous Council Reports (if applicable)	
Directorate	Corporate Services
Authority/Discretion <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. 9	1. Draft Councillor ICT Policy 2. Councillor Allowances and Expenses Policy

Purpose

The purpose of this report was for Council to consider the draft Councillor Information and Communications Technology (ICT) Policy.

Officer Recommendation – Item 12.13

That Council adopts the draft Councillor Information and Communications Technology Policy, attached to this report.

Cr McLennan moved an alternative motion.

Council Resolution – Item 12.13

OCM – 18/8/21

MOVED Cr McLennan, Seconded Cr Hamilton, that Council:

1. Defers consideration of a Councillor Information and Communication Technology (ICT) Policy until the September 2021 Ordinary Council Meeting; and
2. Requests the CEO explore options for the Councillor ICT Policy to accommodate multiple/BYO devices.

CARRIED UNANIMOUSLY 6/0

REASON: Whilst acknowledging the need to reduce cyber security risk, maximise efficiency as well as the benefits of a consistent approach, it is also acknowledged that Councillors will wish to access the Councillor portal and their Town of Bassendean email from a variety of devices. There would be benefit in further exploration of how best to manage the use of multiple devices as well as any resourcing and security implications associated with BYOD for potential inclusion in a revised draft Councillor ICT Policy.

Item No. 12.14	Review of Delegations Register
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref/ROC	GOVN/CCLMEET/6
Previous Council Reports (if applicable)	27 October 2020
Directorate	Chief Executive
Authority/Discretion <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, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Attachment No. 10	Delegations Register

Purpose

The purpose of this report was for Council to review the delegations to the Audit and Governance Committee, the Complaints Committee, and to the Chief Executive Officer under s. 5.46(2) of the *Local Government Act 1995*.

Cr Hamilton moved the officer recommendation with amendments to Item 1.2.11 Expressions of Interest for Goods and Services and 1.2.12 Tenders for Goods and Services.

Council Resolution/Officer Recommendation – Item 12.14 **OCM – 19/8/21**

MOVED Cr Hamilton, Seconded Cr Wilson, that Council:

1. In accordance with Section 5.46(2) of the Local Government Act 1995, reviews its delegations to the Audit and Governance Committee, Complaints Committee, and those delegations to the Chief Executive Officer; and
2. In accordance with Section 5.42(1) of the Local Government Act 1995, adopts the amended delegations of authority to the Chief Executive Officer as provided in the attachment to this report **with amendments to the following items:**

1.2.11 Expressions of Interest for Goods and Services

Council Conditions on this Delegation.

Delete 'Nil' and insert:

- **Delegates exercising this delegation must comply with:**
 - **The Town of Bassendean Purchasing Policy**
 - **The Town of Bassendean Procurement Guidelines**
- **Prior to going to market, notification to Councillors through the CEO Bulletin of the nature of the goods and the estimated cost sought.**

1.2.12 Tenders for Goods and Services

Function (2)

Amend the following to include additional text:

- **Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement (F&G reg 11(f)) up to a maximum of \$50,000, with sole supplier proposals in excess of \$50,000 to come before Council for determination.**

CARRIED BY AN ABSOLUTE MAJORITY 4/2

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

Item No. 12.15	Quarterly Report for Period Ended 30 June 2021
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref/ROC	
Previous Council Reports (if applicable)	
Directorate	Chief Executive
Authority/Discretion <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.
Attachment No. 11	<ul style="list-style-type: none"> Quarterly Report, including Outstanding Resolutions Recommended for Deletion

Purpose

The purpose of this report was for Council to receive the Quarterly Report for the period ended 30 June 2021.

Council Resolution/Officer Recommendation – Item 12.15 **OCM – 20/8/21**

MOVED Cr Hamilton, Seconded Cr Barty, that Council:

1. Receives the Quarterly Report for the quarter ending 30 June 2021; and
2. Deletes the Outstanding Council Resolutions attached to the Quarterly Report that are marked for deletion.

CARRIED UNANIMOUSLY 6/0

Item No. 12.16	Use of Common Seal
Property Address (if applicable)	Not applicable
Landowner/Applicant (if applicable)	Not applicable
File Ref/ROC	INFM/INTPROP/1
Previous Council Reports (if applicable)	Not applicable
Directorate	Chief Executive
Authority/Discretion <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.
Attachment	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 12.16 **OCM – 21/8/21**

MOVED Cr McLennan, Seconded Cr Barty, that Council notes that the Common Seal was not affixed to any documents during the reporting period.

CARRIED UNANIMOUSLY 6/0

Item No. 12.17	Calendar for August/September 2021
Property Address (if applicable)	Not applicable
Landowner/Applicant (if applicable)	Not applicable
File Ref/ROC	INFM/INTPROP/1
Previous Council Reports (if applicable)	
Directorate	Chief Executive
Authority/Discretion <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.
Attachment	Nil

Purpose

The purpose of this report was for Council to consider the calendar for August/September 2021.

Council Resolution/Officer Recommendation – Item 12.17 **OCM – 22/8/21**

MOVED Cr McLennan, Seconded Cr MacWilliam, that Council adopt the calendar for August/September 2021, **with the following amendment:**

- Audit & Governance Committee – **rescheduled to Wednesday 15 September 2021 @ 5.30pm.**

CARRIED UNANIMOUSLY 6/0

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

15.0 URGENT BUSINESS

Nil.

16.0 CONFIDENTIAL BUSINESS

Council Resolution – Item 16.0(a)

OCM – 23/8/21

MOVED Cr Wilson, Seconded Cr MacWilliam, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 7.46pm.

CARRIED UNANIMOUSLY 6/0

Item No. 16.1	Eastern Metropolitan Regional Council Establishment Agreement
Property Address (if applicable)	
Landowner/Applicant (if applicable)	
Ref	LEGL/AGMT/44
Directorate	Environment and Sustainability
Authority/Discretion	<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.
Confidential Attachment No. 3	Draft EMRC Establishment Agreement

Purpose

The purpose of this report was for Council to consider the Eastern Metropolitan Regional Council's (EMRC's) draft Establishment Agreement (EA) and provide feedback to the EMRC.

This matter was considered with members of the public excluded from the Chambers under Clause 5.23 (2) (c) of the Local Government Act 1995, as the report discusses a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Council Resolution/Officer Recommendation – Item 16.1
OCM – 24/8/21

MOVED Cr Quinton, Seconded Cr Hamilton, that Council adopts those decisions made, as per the Confidential Minutes attached to the Ordinary Council Minutes of 24 August 2021.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

Item No. 16.2	Regional Waste Collection Services
Property Address (if applicable)	
Landowner/Applicant (if applicable)	
Ref	WSTMNGT/SVPROVN/9
Directorate	Environment and Sustainability
Authority/Discretion	<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.
Confidential Attachment No. 2	EMRC Draft ACCC Regional Waste Collection Submission

Purpose

The purpose of this report was for Council to consider the Eastern Metropolitan Regional Council's (EMRC's) application to the Australian Competition and Consumer Commission (ACCC) for Regional Waste Collection Services.

This matter was considered with members of the public excluded from the Chambers under Clause 5.23 (2) (c) of the Local Government Act 1995, as the report discusses a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Council Resolution/Officer Recommendation – Item 16.2
OCM – 25/8/21

MOVED Cr Hamilton, Seconded Cr Barty, that Council adopts the decision made, as per the Confidential Minutes attached to the Ordinary Council Minutes of 24 August 2021.

CARRIED UNANIMOUSLY 6/0

Item No. 16.3	CEO Key Performance Indicators 2021/2022 - Confidential
Property Address	N/A
Landowner/Applicant	N/A
File Ref	
Directorate	Office of the CEO
Authority/Discretion	<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 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 permits, 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.
Attachment No. 5	Standards for CEO Recruitment, Performance and Termination Policy

Mr Paul White, Mr Luke Gibson, Mr Phil Adams, Ms Donna Shaw, Ms Elizabeth Kania and Ms Rachael Mackey left the meeting at 8.00pm and did not return.

Purpose

Council was requested to approve the Key Performance Indicators for the Chief Executive Officer (CEO) for 2021/22. This is in line with Council's adopted 'Standards for CEO Recruitment, Performance and Termination' Policy (OCM 25.5.2021) and the *Local Government Act 1995*.

This matter was considered with members of the public excluded from the Chambers under Clause 5.23 (2) (c) of the Local Government Act 1995, as the report discusses a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Council Resolution/Officer Recommendation – Item 12.3

OCM – 26/8/21

MOVED Cr Hamilton, Seconded Cr Barty, that Council adopts those decisions made, as per the Confidential Minutes attached to the Ordinary Council Minutes of 24 August 2021.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

Council Resolution – Item 16.0(b)

OCM – 27/8/21

MOVED Cr MacWilliam, Seconded Cr Barty, that the meeting come from behind closed doors, the time being 8.12pm.

CARRIED UNANIMOUSLY 6/0

17.0 CLOSURE

The next Briefing Session will be held on Tuesday 21 September 2021, commencing at 6pm. The next Ordinary Council Meeting will be held on Tuesday 28 September 2021, commencing at 6pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 8.12pm.

ATTACHMENT NO. 4



East Metropolitan Zone

Minutes

19 August 2021

East Metropolitan Zone

Hosted by the City of Belmont

Function Room, 215 Wright Street Cloverdale – Phone 9477 7222

Thursday 19 August 2021. Commenced at 6:30 pm

Minutes

MEMBERS

3 Voting Delegates from each Member Council

City of Bayswater

Cr Catherine Ehrhardt
Cr Giorgia Johnson

City of Belmont

Mayor Phil Marks
Cr George Sekulla
Cr Bernie Ryan

City of Kalamunda

Cr Brooke O'Donnell - **Chair**
Cr Janelle Sewell

Shire of Mundaring

Cr Jason Russell
Cr Simon Cuthbert
Cr Doug Jeans

City of Swan

Cr Patty Jones

WALGA Secretariat

Mayor Tracey Roberts, President
Mr Ian Duncan, Executive Manager Infrastructure
Ms Gemma Cook, Program Coordinator-Regional Climate Alliances

Guest Speakers

Catherine Lezer, President, Strata Community Association

APOLOGIES

Town of Bassendean

Cr Sarah Quinton
Cr Chris Barty
Ms Peta Mabbs, Chief Executive Officer non-voting delegate

City of Bayswater

Cr Stephanie Gray
Mr Andrew Brien, Chief Executive Officer non-voting delegate

City of Belmont

Mr John Christie, Chief Executive Officer non-voting delegate

City of Kalamunda

Ms Rhonda Hardy, Chief Executive Officer

Shire of Mundaring

Cr Kate Driver
Mr Jonathan Throssell, Chief Executive Officer non-voting delegate

City of Swan

Cr Rod Henderson
Cr Cate McCullough
Mr Jeremy Edwards, Chief Executive Officer non-voting delegate

DLGSC Representative

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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. President's Report
4. Standing Orders

1. DECLARATION OF INTEREST

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.

Nil

2. DEPUTATIONS

2.1 Apartment Living and Legislation

A request was received from Catherine Lezer, President, Strata Community Association, (City of Perth) and approval was sought through the Chair of the East Metropolitan Zone as to have an opportunity to provide a deputation, in regards to apartment living and recent changes to legislation.

Catherine Lezer provided a brief deputation as per above.

3. CONFIRMATION OF MINUTES

RESOLUTION

Moved: Cr Giorgia Johnson
Seconded: Cr Catherine Ehrhardt

That the Minutes of the East Metropolitan Zone meeting held 22 April 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED

4. BUSINESS ARISING

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

Noted

5. STATE COUNCIL AGENDA - MATTERS FOR DECISION

(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 3 September 2021](#)

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 External Oversight of Local Level Complaints

That WALGA advocate for an external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.

5.2 Tender Exemption Provisions – General Practitioner Services

That WALGA:

1. Adopt a new Advocacy Position Statement under 'Local Government Legislation - Tender Exemption General Practitioner Services':

WALGA advocates for the inclusion of a tender exemption for General Practitioner (GP) services under Part 4, Division 2 of the Local Government (Functions and General) Regulations 1996, to support Local Governments to secure and retain necessary primary health care services for their communities; and

2. Undertake additional research in support of the Advocacy Position with the following aims:
 - a. Identify State and Federal Government policy settings and other factors contributing to gaps in primary health care services in regional communities; and
 - b. Quantify the number of regional Local Governments that have current contracts, or are proposing to enter into contracts, for General Practitioner services and the associated costs to Local Government incurred.

5.3 Phase 2 Planning Reform Submission

That the submission to the Department of Planning, Lands and Heritage on Phase 2 Planning Reform be endorsed.

RESOLUTION

Moved: Cr Catherine Ehrhardt
Seconded: Cr Janelle Sewell

That the East Metropolitan Zone

1. Supports all Matters for Decision as listed above in the September 2021 State Council Agenda; and
2. Notes all Matters for Noting and Organisational Reports as listed in the September 2021 State Council Agenda.

CARRIED

6. BUSINESS

6.1 Abandoned Shopping Trolleys

BACKGROUND

- This is a state-wide issue, which affects all Local Governments and WALGA should take a leading role in the advocacy of state-wide issues.
- The enforcement of existing local laws is administratively cumbersome and therefore provides limited impact on shopping trolley numbers across Local Government areas.
- A dedicated Local Law or other suitable mechanism will provide greater powers for Local Governments to effectively manage the issue of abandoned shopping trollies which create safety and amenity issues in local communities.

RESOLUTION

Moved: Cr Patty Jones
Seconded: Cr Catherine Ehrhardt

That the East Metropolitan Zone requests WALGA to lead an advocacy program to the State Government and major retailers on behalf of Local Governments for improvements related to the management of shopping trolleys in public spaces. This could include an amendment to the Local Government Act, which includes the power for a dedicated shopping trolley containment system Local Law to be created, or any other suitable mechanism that will reduce the number of abandoned shopping trolleys.

CARRIED

6.2 Regional Telecommunications Review

By Jo Burges, Senior Advisor Intergovernmental Relations and Risk, WALGA

BACKGROUND

A Regional Telecommunications Independent Review Committee (the Committee) is established every three years under Part 9B of the *Telecommunications (Consumer Protection and Service Standards) Act 1999* to conduct a review into telecommunications services in regional, rural and remote parts of Australia.

The Committee for the 2021 Regional Telecommunications Review (the Review) was appointed on 1 June 2021.

The 2021 Committee is comprised of the Hon Luke Hartsuyker (Chair); Ms Kristy Sparrow; Professor Hugh Bradlow; Mr Michael Cosgrave; and Ms Sue Middleton.

The Committee is also conducting consultation sessions and as the dates for these are announced via their website Local Governments within the area being consulted are being advised via email of the upcoming process and encouraged to participate.

As part of the Review, the Committee will consider:

- the impact of Government policies and programs to improve regional connectivity and digital inclusion;
- insights from COVID-19 on the changing digital needs of regional, rural and remote areas;
- service reliability issues which impact regional communities and options for mitigating them;
- the role of emerging technologies in delivering telecommunications services in regional Australia;
- ways of encouraging further investment in regional telecommunications;
- the role of telecommunications in supporting broader regional development goals;
- ways to improve co-ordination between government and industry in telecommunications investment; and
- consumer awareness and education regarding telecommunications options in regional areas.

The full Terms of Reference for the Review are at Appendix B of the Issues Paper.

The Consultation Period runs from 6 July, 2021 09:00 to September 30, 2021 with WALGA receiving submissions until COB Thursday 16 September 2021.

WALGA Engagement Process

Local Governments were advised in mid-July, via Councillor Direct, of the appointment of the Committee and the release of the Issues Paper, and that WALGA would be developing a sector wide submission.

WALGA, in developing a submission to this important review is seeking the views of members to address the wide range of telecommunications issues outlined by the Committee in the Regional Telecommunications Review 2021 – Issues Paper (the Issues Paper).

<https://www.communications.gov.au>

Local Governments have been requested to provide their submissions or information to inform the sector wide submission to the Association to ensure all matters are addressed.

This agenda item provides a Zone level opportunity to provide feedback to the WALGA submission to assist in ensuring all Local Governments have had a chance for input.

COMMENT

Zones are requested, however not limited to, consider the items outlined at the dot points and /or the individual questions outlined at the end of each section or at Appendix A of the Issues Paper or provide input on any related matter for inclusion in the submission.

By way of example the WALGA Submission will include, in part, commentary on Question 12 that asks:

‘How can different levels of Government, the telecommunications industry and regional communities better co-ordinate their efforts to improve telecommunications in regional Australia?’

The Association response will include an example of the Regional Telecommunications Resilience Working Group established in May comprising key planning/technical staff from Telstra, Optus, Western Power, Horizon Power, WALGA, DFES and DPIRD. This working group will share data more

openly to allow robust and coordinated planning which results in better overall service delivery and value for money for all concerned. The working group began its work in June 2021 and have scheduled monthly meetings that increase as Funding programs or issues emerge.

WALGA advocates on specific issues identified by its members at the Working Group, in particular to explore opportunities for sustainable solutions e.g. Stand Alone Power provision, utilising a combination of solar, batteries and generators.

The Association is keen to provide a comprehensive submission on this important matter and welcomes Zone input.

RESOLUTION

Moved: Cr Janelle Sewell
Seconded: Cr Simon Cuthbert

That the East Metropolitan Zone;

1. Notes the Regional Telecommunication Review 2021; and

2. Provides the following input to the WALGA submission:

- **The East Metropolitan Zone would like an independent telecommunications committee to be established to deal with black spots and telecommunications issues in peri urban and metropolitan areas.**

CARRIED

6.3 Social Housing Economic Recovery Package Grant Funding

By Kelly McManus, Principal Policy and Advocacy WALGA

BACKGROUND

The \$319 million [Social Housing Economic Recovery Package \(SHERP\)](#) is part of the State Government's COVID-19 Recovery Plan announced in June 2021.

The Program aims to provide safe and secure housing outcomes for vulnerable Western Australians by supporting the construction of new community housing properties and the refurbishment of existing properties to extend their useful life or increase their capacity. Grants are also available to fund maintenance works within remote Aboriginal communities.

Local Governments are eligible to apply for SHERP grants and partner with existing social housing providers and community groups within their communities.

The next round of SHERP funding opens on Monday 1 September 2021.

COMMENT

Further information on the eligibility requirements and application process for the SHERP grants will be provided by the Department of Communities at a webinar to be hosted by WALGA on **Monday 1 September** from 1.30pm – 2.30pm.

Local Government officers wishing to attend the register for the Webinar [here](#) or through the [WALGA events page](#).

The Livestream presentation from the 11th August is available to view on the Department of Communities website and provides valuable information about the grant process.

In preparation for the session, we encourage local governments to: Visit the Department of Communities website on the 1st September to familiarise yourself with the grant guidelines, application process and frequently asked questions.

Submit any questions you have in advance through the registration form. There will also be the opportunity to ask additional questions on the day.

Further information on the SHERP program is available on the [Department of Communities website](#) or by contacting Kelly McManus, Principal Policy and Advocacy, WALGA on 0429 483 273 or kmcmanus@walga.asn.au.

RESOLUTION

Moved: Cr Janelle Sewell
Seconded: Cr Catherine Ehrhardt

That the Zone notes:

- **Local Governments are eligible for grants to support the construction, refurbishment and maintenance of community housing properties as part of the State Government's Social Housing Economic Recovery Package (SHERP) Program.**
- **The next round of SHERP grants open on Monday 1 September 2021.**
- **The Department of Communities will provide further information on the SHERP grants at a WALGA webinar to be held at 1:30pm on Monday 1 September.**

CARRIED

6.4 2021 Local Government Elections – Zone Office Bearer Elections

By Chantelle O'Brien, Zone Executive Officer

BACKGROUND

With the bi annual Local Government elections being held Saturday, 16 October 2021, Zones will also be required to hold an election process for State Council representatives.

A chronological overview of the process is detailed below:

- Local Government elections occur on Saturday, 16 October 2021.
- Member Councils to elect/appoint their Zone Delegates and to advise the Zone Executive Officer, as soon as possible but preferably by 5 November 2021.
- For the purpose of electing their representatives and deputy representatives to the WALGA State Council, the zones are required to hold these elections at their November 2021 meeting.
- Zones to advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the 2021 November Zone meeting.
- State Councillor Induction Session – morning of **1 December 2021**.
- New State Council will take office at the Ordinary Meeting of State Council on **1 December 2021**.
- The position of President and Deputy President of WALGA, will be elected at the March 2022 State Council Meeting.

In relation to the nominations and election process to be followed by each Zone in electing a representative and deputy representative to the WALGA State Council, the below process has been instituted by State Council:

1. *Zone Executive Officer to write to all Member Councils no later than 1 month prior to the Zone meeting at which the election is to be held calling for nominations from delegates to the Zone for the positions of representative and deputy representative to State Council. The*

correspondence is to state that all nominations are to be made in writing to the Zone Executive Officer, and only Elected Members who are a nominated Zone delegates are eligible to nominate. The time period for the receipt of nominations is to be **one week prior** to the Zone meeting at which the election will be held.

2. Zone Executive Officer to receive written nominations from Zone delegates for the positions of representative and deputy representative to State Council and then provide written confirmation to Member Councils of the nominations received.
3. Elections are to be held at the next Zone meeting as the first item of business. Where there is more than one nomination for each vacant position, an election will be conducted using a secret ballot, with the Zone Executive Officer to represent WALGA as the returning officer for the election. Prior to the ballot, nominees for each position are to be extended the opportunity to provide a 2 minute election bid to delegates.
4. All voting delegates to the Zone are entitled to cast one (1) vote in the ballot process. The candidate with the greater or greatest number of votes is elected to the office.
5. **Tied vote** – in the event of a tied vote, election will be determined by drawing names from a box. The Secretariat will put the names of the candidates concerned in a box and the first name drawn is the Elected Member.
6. Zone Executive Officer to advise WALGA in writing immediately following the Zone meeting of the outcome of their elections.

If you have any questions or require further information in relation to the above mentioned process, please contact Tony Brown, Executive Manager Governance and Organisational Services on 9213 2051 or email tbrown@walga.asn.au.

RESOLUTION

Moved: Cr Simon Cuthbert
Seconded: Cr Patty Jones

That the East Metropolitan Zone notes the process for election of Zone Representative and Deputy Representative to the WALGA State Council.

CARRIED

6.5 Office of the Auditor General

The Office of the Auditor General has offered to present at a future Zone meeting, as follows:

The Office of the Auditor General is now responsible for all WA Local Government and regional council financial audits. If your zone has any questions about our financial audit process or performance audit program/reports, we would be happy to provide a presentation at one of your future meetings.

RESOLUTION

Moved: Cr Giorgia Johnson
Seconded: Cr Doug Jeans

That the East Metropolitan Zone INVITES a representative from the Office of the Auditor General to present at a future meeting.

CARRIED

7. OTHER BUSINESS

7.1 Elected Member Training

Cr Ehrhardt suggested that WALGA training courses for Elected Members be run on some Saturdays to make them more accessible for Elected Members who often have other jobs and commitments on weekdays and evenings.

RESOLVED

That WALGA be requested to consider providing some Elected Member training on Saturdays.

8. EXECUTIVE REPORTS

8.1 WALGA President's Report

The WALGA President, Mayor Tracey Roberts presented the President's Report.

Noted

8.2 State Councillor's report to the Zone

WALGA State Councillor, Cr Catherine Ehrhardt presented on the previous State Council meeting.

Noted

8.3 Department of Local Government, Sport and Cultural Industries Update

The Department of Local Government, Sport and Cultural Industries representative was an apology for the meeting.

Noted

9. NOTICE OF MOTIONS FOR THE FOLLOWING MEETING

10. DATE, TIME AND PLACE OF NEXT MEETING

That the next ordinary meeting of the East Metropolitan Zone be held on Thursday 18 November 2021 at the City of Belmont commencing at 6:30pm.

Noted

11. CLOSURE

There being no further business the Chair declared the meeting closed at 8:15pm.

TOWN OF BASSENDEAN

Delegates Report

The following report is based on the 26 August 2021 meeting of the EMRC Council.

1 INFORMATION BULLETIN

1.1 WASTE EDUCATION UPDATE (ITEM 6)

Overview

- FOGO rollout in the City of Bayswater to residential properties, multi-unit dwellings and businesses has commenced, with EMRC waste education staff currently relocated to assist.
- Research for FOGO collections in schools has commenced with a trial anticipated for 17 schools in the region.
- Infrastructure for aerosol and polystyrene recycling expected to be operational by end of April.
- Bin tagging in both the City of Bayswater and Town of Bassendean commenced in Mid May.
- The EMRC's waste plan was endorsed by DWER.
- All graphic design finalised for the 2021/2022 Waste and Recycle Guides.
- Battery and CFL at higher yields than last year.
- Tours of Red Hill Waste Management Facility lower than expected due to FOGO rollout.

FOGO Update

- The City of Bayswater caddy distribution commenced 8 March, for a period of three weeks;
- Members of the Waste Education team are assisting the City of Bayswater with their FOGO roll out;
- The first section of the City of Bayswater's FOGO collection commenced 22 March with the second section of the City's FOGO collection planned to start on 12 April;
- A trial has been proposed to introduce a FOGO collection to 12 - 17 schools in the region. Two schools in the City of Kalamunda, four schools in the Town of Bassendean and four schools in the City of Bayswater are likely to be included in the initial trial;
- The trial is being carried out in consultation with the Department of Education and DWER; and
- An audit of one school in the trial has been undertaken to ascertain the existing bin configuration at the school, the types and volumes of waste and the collection timing.

Consistent Communications Collective (WALGA Working Group)

- Some of the current initiatives being undertaken include:
- WasteSorted
 - ⇒ WasteSorted Grant round opens in August 2021 and will be open for 6 weeks;

- ⇒ DWER is moving towards SmartyGrants, which is an online management system for all DWER grant programs; and
- ⇒ The GREAT sorts behaviour campaign is currently being evaluated. So far there has been a reach of 9 million (which includes 4.5 million on social media/YouTube, 1 million on radio, 150K on regional TV, and 2.7 million through national recycling channels).
- SUEZ Sharps Collections
 - ⇒ SUEZ used to provide a free bin for sharps containers to the chemists they supplied sharps containers to. This came at a considerable cost to SUEZ;
 - ⇒ Sharps containers are sold for about \$4.00 - \$5.00 per unit (which is close to at cost). Chemists add their mark-up and on sell them; and
 - ⇒ SUEZ brought in a charge of \$25.00 per bin lift. Majority of chemists have not continued with this service since. Currently about 300 Chemists use the bin service, however that does not guarantee they take sharps containers from the Community.
- Cleanaway
 - ⇒ Cleanaway have launched their Greenius E-learning Platform and Recycling Behaviours Report;
 - ⇒ The e-learning platform has a WA specific webpage. Some Local Governments have highlighted that there are:
 - ⇒ Inconsistencies of messaging with CCC A-Z List (particularly regarding non-beverage/container glass); and
 - ⇒ No information provided for FOGO or GO bins.
- Battery Stewardship Scheme Update
 - ⇒ The Battery Stewardship Scheme (the Scheme) is looking to launch early January 2022 (including beginning levy contributions by importers), with a public launch in February 2022;
 - ⇒ 2020 data from the Battery Stewardship Council (BSC) shows that only around 10% of batteries that are imported are recovered in Australia currently;
 - ⇒ The levy paid by importers will be passed on to consumers at retail in a transparent manner (similar to the Paintback Scheme);
 - ⇒ If Local Governments would like to be part of the Scheme, they will need to register their battery collection points as accredited collection sites (no cost to do). This approach is so the BSC can keep track of all aspects of the Scheme, plus the sites can receive promotional materials and be included on the online battery network mapping;
 - ⇒ Schools will need to be accredited but not publicly listed;
 - ⇒ Rebate through the Scheme are available for accredited battery transporters, battery sorters and battery processors; and
 - ⇒ HHW facilities will be required, through the HHW Program, to sign up to be accredited collection points (the attachments are for Local Governments who want to sign up for the Scheme).

Aerosol/Polystyrene Recycling

- Due to increased recovery of polystyrene seen at all participating facilities, we ordered an extra 100 bulk bags (which fit into the collection frames) to ensure continuity of service;
- The metal bin surrounds for receiving and temporary storing of empty aerosols were delivered at the end of April;

- Delivery of 240 litre wheelie bins to be used as collection inserts for the aerosol metal bin surrounds;
- Standard Operating Procedure and guidance on site specific risk assessments for the recovery and storage of empty aerosols generated and circulated for comment.
- All sites participating in the polystyrene initiative are seeing a continued increase in recovered material;
- Current contributions are maximising the throughput capabilities of the polystyrene compaction unit; and
- Consultation with the Member Councils' to identify new locations for the empty aerosol metal bin surrounds.

Bin Tagging

- 2021 Bin tagging commenced in May 2021 in both Bassendean and Bayswater.
 - ⇒ 2000 households in the City of Bayswater and in the Town of Bassendean will participate in the program;
 - ⇒ 10 casual bin taggers were trained;
 - ⇒ A Bin tagging is coming and thank-you postcard were updated;
 - ⇒ A taping procedure created to assist taggers out in the field;
 - ⇒ A Bin tagging report was submitted to WALGA outlining the City of Bayswater's findings.

Earth Carers

- First Earth Cares course in 18 months was held from 6-20 May, with 24 attendees;
 - ⇒ 9 people completed all five sessions, thereby graduating;
 - ⇒ 1 person who participated in the October 2019 course returned to complete the course and graduated;
 - ⇒ 15 participants participated but did not attend all five sessions; and
 - ⇒ 6 people registered for the course but did not attend at all.

Waste Plans

- The EMRC's waste plan was endorsed by DWER; and
- Ongoing assistance to the Shire of Coolgardie with the generation of their waste plan.

Waste and Recycling Guides

- All Waste and Recycle have been completed and delivered to member councils;
- Very positive feedback from DWER on the use of GREAT sort images and messaging; and
- A digital version now available on the Rgang website.

Public Recycling Updates (Public place collection data for June and Financial Year to Date)

a Public Place Battery Collection Program

Battery Recycling - Public Places	June 2020/2021	June 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	0.0	0.0	1040.4	778.8
Bayswater	296.6	106.4	3335.8	2646.4
Belmont	211.8	0.0	2639.4	2061.6
Kalamunda	356.0	157.0	3567.6	2943.6
Mundaring	127.1	65.2	1418.0	1460.0
Swan	133.3	88.4	3197.8	2712.4
TOTAL (kg)	1124.8	417.0	15199.0	12602.8

b Schools Battery Collection Program

Battery Recycling - Schools	June 2020/2021	June 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	0.0	81.2	328.5	419.2
Bayswater	0.0	0.0	693.3	900.0
Belmont	127.5	0.0	443.9	202.8
Kalamunda	158.8	201.4	1474.0	1827.2
Mundaring	105.8	20.8	1623.6	1153.8
Swan	210.5	45.4	1772.5	1809.8
TOTAL (kg)	602.6	348.8	6335.8	6312.8

c CFL Collection and Recycling Program

CFL Recycling - Public Places	June 2020/2021	June 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	10.3	13.2	611.7	454.2
Bayswater	77.7	40.2	1634.1	1453.8
Belmont	0.0	5.6	1331.7	1171.8
Kalamunda	20.3	31.4	1520.8	1259.8
Mundaring	37.4	16.8	829.8	838.4
Swan	94.6	5.6	1732.3	1307.0
TOTAL (kg)	240.3	112.8	7660.4	6485.0

Tours of Red Hill Waste Management Facility and Education Centre – April to June 2021

Name of Group	Council Region	Number of Participants	Program
April 2021			
City of Bayswater Staff	Bayswater	5	Site visit and Education Centre
Kalamunda Happy Hatters	Kalamunda	16	Site visit and Education Centre
May 2021			
Hills Garden Group	Kalamunda	20	Site visit and Education Centre
Harman Park Community Centre Senior Group	Belmont	12	Site visit and Education Centre
City of Kalamunda Community tour	Kalamunda	50	Site visit and Education Centre
Darlington Primary School	Mundaring	49	Site visit and Education Centre
Earth Careers	Perth Metro	15	Site visit and Education Centre
June 2021			
Malvern Springs Primary School	Swan	99	Site visit and Education Centre
St Mary's Anglican Girls' School	Stirling	38	Site visit and Education Centre
Heritage College	Kalamunda	20	Site visit and Education Centre
Holy Cross College	Swan	14	Site visit and Education Centre
Parkville Primary School	Mundaring	50	Site visit and Education Centre
	Total	388	

School and Community Engagement/Events - April – June 2021

- School Events – April – June 2021
 - ⇒ Waste and Recycling Incursion – Greenmount Primary School- 23 April 2021;
 - ⇒ Waste and Recycling Incursion – Walliston Primary School - 23 April 2021 postponed due to the COVID-19 three-day lock down;
 - ⇒ Waste Audit Incursion- Silver Tree Steiner School – 14 June 2021; and
 - ⇒ Promotion of the Battery Program Presentation- Clayton View Primary School – 16 June 2021.

Community Events and Requests – April – June 2021

- Coventry Markets FOGO stall City of Bayswater - 8 April 2021;
- Get to know FOGO talk at the City of Bayswater – 9 April 2021;
- Swan -Aveley Community Festival- 10 April;
- Swan- Mother's Day Crafts- 22 April;
- Grow it Local at the Town of Bassendean How to make an instant garden bed- 24 April 2021 postponed- due to the COVID-19 three-day lock down;
- Garden Festival – 7 May 2021;



- Cyril Jackson Health Festival- Town of Bassendean- 19 May 2021; and
- Grow it Local Crop Swap - Town of Bassendean- 27 June 2021- cancelled due to weather.
- RAC Retirees Presentation- 10 June 2021- attended; and
- FOGO, Waste and Recycling talk for Max Solutions – 15 June 2021 – attended.

EMRC Waste Education – April – June 2021

- Earth Carer Reconnect event– 14 April 2021;
- RRRC Community Tour – 21 April 2021;
- Earth Carers course –6-20 May 2021;
- Community Tour City of Kalamunda- 8 May 2021;
- RRRC community tour -20 May 2021; and
- Grow it Local workshop with Lindsay Miles- 29 May 2021;
- RRRC community tour -17 June 2021;
- Grow it Local workshop with Peg Davies- 19 June 2021; and
- Sustainability – Strategies for Improvements at Work– 28 June- postponed due to COVID-19.

Waste Education Networking/Promotion/Collaboration Activities – April – June 2021

- Best Practice Biohazardous Waste Management- 22 April 2021;
- Consistent Communications Collective (CCC) meeting - 28 April 2021;
- Waste Educators Networking Group- 4 May 2021;
- Recycle Right meeting - 5 May 2021;
- Climate Clever Information Session – 6 June 2021;
- WA Climate Science Initiative Workshop 22 June 2021;
- Consistent Communications Collective - 23 June 2021;
- Become a Pre-Loved Pro Workshop- 24 June 2021; and
- Low waste Living on a Budget Webinar- 29 June.

Waste Education Loan Resources Utilisation – April – June 2021

- Book Box, Early Years Resource Box, Mini Bin Waste Sort, Natures Recyclers and Paper Making Kit– Gooseberry Hills Primary School (Kalamunda) – 23 June – 2 July 2021.

1.2 URBAN AND NATURAL ENVIRONMENT TEAMS UPDATE (ITEM 7)

Overview

The Urban and Natural Environment Teams partner with member Councils and key stakeholders to facilitate strategies, projects and activities and provide services (where appropriate) for the benefit and sustainability of Perth's Eastern Region.

Two advisory groups meet regularly to consider regional economic and integrated transport projects and initiatives and assist in guiding EMRC strategies. Representation from each participating member Council and the EMRC constitute each group's membership with an expanded membership of the Regional Integrated Transport Strategy Implementation Advisory Group including numerous key stakeholders with an interest in transport.

The two advisory groups currently operating are the:

- Economic Development Officers Group (EDOG); and
- Regional Integrated Transport Strategy Implementation Advisory Group (RITS IAG).

Regular progress reports are provided to advisory groups, committees and councils to ensure ongoing and effective communication.

Report

The progress report provided below is firstly grouped according to the actions relevant to all councils, followed by actions applicable to individual member Councils or participating Councils on Urban and Natural Environment activity for the period April to June 2021. This will be the final report on activities undertaken by the Natural Environment team as the Eastern Region Catchment Management Program was re-housed with Perth NRM as of 1 July 2021.

Key Regional Actions (Relevant to all Councils)

- Completed the region's Road Safety Card which summarises Main Roads WA data from 2015 to 2019. Published via social and print media.
- Continued participation in the hydrogen cluster meeting for supporting hydrogen as a fuel for transport. Submitted EMRC's support for the cluster's submission to National Energy Resources Australia (NERA).
- Representing the region and the six-member Councils in Department of Transport's trackless tram consortium.
- Held the Regional Integrated Transport Strategy Implementation Advisory Group (RITS IAG) on 16 March 2021; presentations by Freight Logistics Council of WA and WALGA.
- Investigating options for an electric vehicle (EV) charging station at 226 Great Eastern Highway.
- Met design consult for TransafeWA heavy vehicles safety campaign.
- Met with City of Canning representative for working out better freight solutions for the region. Mapping the region's key freight routes for similar research.
- Started the process of developing the RFQ for installing the electric charging station at 226 Great Eastern Highway.
- Developing a freight network map for the region indicating the key freight routes, key freight ports and key and neighbourhood centres.
- Mapped the overall crash analysis for the region.
- Preparation of an award submission for Australian Road Safety Foundation on Share the Space campaign.

- Organised the first Circular Economy Masterclass in WA on 9-10-11 June at Optus Stadium. WA Circular Economy Masterclass Alumni has been created in order to continue to collaborate on an ongoing basis.
- Joined an online Critical Infrastructure summit. Information surrounding infrastructure lifecycle, construction, asset management, and disaster resilience. Post COVID-19 recovery, opportunities and challenges.
- Promoted events on Perth's Eastern Region webpage platform; 5 community events were registered and posted on our event page.
- Attended 'Indigenous Creative Commune', discussion surrounding the use of Indigenous creative work, processes and respectful communication.
- Attended Reconciliation Australia's 'RAP impact – Telling the Story' session on key findings from the report and reflections on the upcoming National Reconciliation Week 2021
- A RAPWP meeting held on the 27 May, discussion surrounding new Innovate RAP vision, actions and deliverables.
- Review and finalisation of reporting for the Respect RAP.
- Review and submission of the draft Innovate RAP to Reconciliation Australia.
- Design layout and concepts of the new Innovate RAP were provided by consultant.
- Participated in Aerometrex Bushfire Load Mapping virtual meeting with City of Kalamunda, Shire of Mundaring, and other local governments.
- Hosted a virtual information session for member Councils about the Climate Clever program.
- Joined and attended the inaugural meeting of WALGA's Climate Change Collaborative of local government officers.
- Participated in DWER's WA Climate Science Initiative workshop and provided summary to member Councils.
- Hosted New Water Ways 'Water Sensitive Urban Design (WSUD) for the Hills' training at Ascot Place for member councils and other Perth hills local governments.

Town of Bassendean

- Developing new 5-year Waterwise Council Action Plan.
- Held Quarterly Performance Reviews for water and energy.
- Completed research into carbon offsets via purchasing of ACCU's.
- 'Flood Aware, Be Prepared' campaign development in progress; video and brochures drafted and reviewed by councils, and marketing plan completed. Quarterly progress report submitted to DFES for NDRP funding.
- Submitted application for WA Government's Clean Energy Future Fund for building energy efficiency, lighting and streetlighting upgrades, for Town of Bassendean, City of Bayswater and Shire of Mundaring.
- Postponed collaborative EDOG and RITS IAG meeting due to impacts of COVID-19.
- Draft Economic Report card for EDOG members were distributed for feedback, Card was created using REMPLAN platform and Profile ID economic tools.
- Economic Report Card for Bassendean was finalised and final PDF copy distributed.



- Arranged with Engineering and Manufacturing Industry Cooperative Limited (EMICoL) to host a small business event on Thursday 20 May - strategic tendering, project management and procurement. This event had approximately 25 attendees and was well received.
- Coordinated with the Town of Bassendean to understand the freight and community problems in their local government area.

ATTACHMENT NO. 5

Licence for Movies by Burswood, Bassendean: Reserve 21150

Town of Bassendean

Movies by Burswood Inc.



McLEODS

Barristers & Solicitors

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Details

Parties

Town of Bassendean

of 48 Old Perth Road, Bassendean, Western Australia
(**Town**)

Movies by Burswood Inc. trading as Community Cinemas

of PO Box 6008, East Perth Western Australia
Registration Number A101062H
(**Licensee**)

Background

- A The Town is the management body of the Reserve under a management order.
- B The Town has agreed to grant to the Licensee a licence of the Licensed Area for the purpose of the Outdoor Movies, on the terms and conditions of this Licence.

Agreed terms

1. Definitions & Interpretation

1.1 Definitions

In this Licence, unless otherwise required by the context or subject matter:

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Licensee; and
- (b) any person visiting the Licensed Area with the express or implied consent of any person mentioned in paragraph (a).

Conditional Approval means that approval granted by the Health Services of the Town in respect of the Outdoor Movies.

Environmental Noise Regulations means the *Environmental Protection (Noise) Regulations 1997*.

Health Act means the *Health (Miscellaneous Provisions) Act 1911*.

Licence means this deed as supplemented, amended or varied from time to time.

Licensed Area means that part of the Reserve to be licensed to the Licensee for the Outdoor Movies, as shown depicted on the sketch annexed hereto as **Annexure 1**.

Litter Act means the *Litter Act 1979*.

Outdoor Movies means the Outdoor Movies and associated entertainment and activities the subject of this Licence to be known as ‘Community Cinemas’ to be staged by the Licensee on the Licensed Area.

Outdoor Movie Season means the following periods during the Term and the Further Term (if any):

- (a) TERM:
 - (i) 25 November 2021 to 9 April 2022;
 - (ii) 22 November 2022 to 25 April 2023;
- (b) FURTHER TERM:
 - (i) 23 November 2023 to 6 April 2024.

Party means the Town or the Licensee according to the context.

Public Building Regulations means the *Health (Public Building) Regulations 1992*.

Reserve means land known as BIC Reserve, Reserve 21150, being Lot 500 on Deposited Plan 63754 being land the whole of the land comprised in Crown Land Title Volume LR3159 Folio 765.

Schedule means the Schedule to this Licence.

Term means the term of this Licence as specified in **Item 1** of the Schedule.

Town Officers means any person employed or instructed by the Town.

1.2 Interpretation

- (1) In this Licence, unless expressed to the contrary:
- (a) Words importing:
 - (i) the singular include the plural;
 - (ii) the plural include the singular; and
 - (iii) any gender includes each gender;
 - (b) A reference to:
 - (i) a natural person includes a body corporate or local government;
 - (ii) a body corporate or local government includes a natural person;
 - (iii) a professional body includes a successor to or substitute for that body;
 - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
 - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
 - (vi) a right includes a benefit, remedy, discretion, authority or power;
 - (c) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (d) this Licence or provisions of this Licence or any other deed, agreement, instrument or contract includes a reference to:
 - (i) both express and implied provisions; and
 - (ii) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
 - (e) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;

- (f) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
 - (g) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Licence;
- (2) The covenants and obligations on the part of the Licensee not to do or omit to do any act or thing include:
- (a) covenants not to permit that act or thing to be done or omitted to be done by an Authorised Person; and
 - (b) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done.
- (3) Except in the Schedule, headings do not affect the interpretation of this Licence; and
- (4) If a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

2. Grant of Licence

Subject to the other provisions of this Licence, the Town grants to the Licensee a licence to use the Licensed Area for the Outdoor Movie Season for the purpose of:

- (a) staging the Outdoor Movies; and
- (b) setting up and dismantling the facilities and structures required for the Outdoor Movies.

3. No Assignment

The Licensee shall not assign or otherwise transfer any rights granted pursuant to this Licence. If the Licensee breaches this clause the Town shall be at liberty to immediately terminate this Licence without penalty and without prejudice to any other remedy it may have against the Licensee.

4. Fees & Charges

The following fees and costs are payable by the Licensee to the Town:

- (a) statutory licence fees specified in **Item 3** and **Item 6** of the Schedule; and
- (b) a licence fee of \$1.00 per year of the Term payable on demand.

5. Duration of Outdoor Movies

The Licensee covenants and agrees to strictly limit the duration of the Outdoor Movies to the screening times set out in **Item 2** of the Schedule.

6. Licences, approvals and compliance with statutes

6.1 Certificate of Approval

- (1) The Licensee covenants and agrees to apply for and obtain a Certificate of Approval under the *Health (Public Building) Regulations 1992* for the Outdoor Movies (the **Certificate of Approval**).
- (2) The Town will not refuse to issue the Certificate of Approval if the Licensee has complied with all necessary requirements:
 - (a) at law;
 - (b) of the Town; and
 - (c) of any other party whose consent or approval is required under the terms of this Licence.
- (3) The Licensee will ensure that the number of people attending the Outdoor Movies does not at any time exceed the maximum accommodation numbers specified in the Certificate of Approval.

6.2 Compliance with Statutes

The Licensee covenants and agrees to:

- (a) strictly comply with the requirements of the *Environmental Protection (Noise) Regulations 1997*;
- (b) strictly comply with the *Food Act 2008* for all food businesses on the Licensed Area;
- (c) comply promptly with all statutes, regulation and local laws from time to time in force relating to the use of the Licensed Area by the Licensee or the staging of the Outdoor Movies and ancillary activities thereto;
- (d) apply for, obtain and maintain in force all consents, approval, authorities, licences and permits relating to use of the Licensed Area by the Licensee or the staging of the Outdoor Movies and ancillary activities thereto;
- (e) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays relating to the use of the Licensed Area or staging of the Outdoor Movies and ancillary activities; and
- (f) comply promptly with all orders, notices, requisitions or directions of the to the use of the Licensed Area or staging of the Outdoor Movies and ancillary activities thereto.

6.3 Indemnity if Licensee Fails to Comply

The Licensee indemnifies the Town and the Minister for Lands against:

- (a) failing to perform, discharge or execute any of the items referred to in this clause; and
- (b) any claims, demands, costs or other payments of or incidental to any of the matters specified in this clause.

6.4 Provision of Certificates

The Licensee covenants and agrees to provide to the Town's Manager of Development Services prior to the commencement of each Outdoor Movie Season:

- (a) a practising Structural Engineers' Certificate of Compliance for all temporary structures; and
- (b) a Certificate of Electrical Compliance in the form of Form 5 - Schedule 2 of the *Health (Public Building) Regulations 1992* and a separate Electrical Compliance Certificate for:
 - (i) the kiosk to be erected on the Licensed Area; and
 - (ii) all other ground electrical work inclusive of lighting towers and electrical cabling put in place for the Outdoor Movies.

6.5 Noise Levels

The Licensee agrees that noise levels must be in accordance with **Item 5** of the Schedule.

6.6 Liquor Licensing

- (1) The Licensee must apply for and obtain an appropriate liquor licence if it intends to sell alcohol at the Outdoor Movies or from the Licensed Area.
- (2) The Licensee acknowledges the Town will not support an application for a liquor licence which seeks to allow the serving and consumption of alcoholic drinks after 10.30pm.
- (3) The liquor licence must be produced for verification to the Town's Manager Development Services by the time specified in **Item 6** of the Schedule, subject to it being issued in a timely manner by the relevant licensing authority, but no later than 1 week prior to the commencement of each Outdoor Movie Season.

6.7 Food and drink outlets

Approval for any food and drink outlets in the Licensed Area shall be obtained in accordance with **Item 9** of the Schedule.

7. Insurance

7.1 Insurance

The Licensee must effect and maintain adequate public liability insurance (noting the Town's and the Licensee's respective rights and interest in the Licensed Area) for the duration of each Outdoor Movie Season:

- (a) for a sum not less than the sum set out in **Item 7** of the Schedule in respect of any one claim;
- (b) which covers the Licensee's structures; and
- (c) which is appropriate for events of the nature of the Outdoor Movies.

7.2 Details and Receipts

In respect of the insurance required by this clause the Licensee must:

- (a) promptly pay all premiums and produce to the Town each certificate of currency and each receipt for premiums paid; and
- (b) notify the Town immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim; or
 - (ii) any cancellation of the policy.

7.3 Not to Invalidate

The Licensee must not do or omit to do any act or thing which might render the insurance required by this clause void or voidable.

8. Indemnity

8.1 Indemnity

- (1) The Licensee agrees to indemnify the Town, the State of Western Australia and the Minister for Lands and its agents from and against all claims, demands, writs, actions and suits of any kind which may be brought or made against the Town, the State of Western Australia or the Minister for Lands and its agents as a result of, or anyway related to, the Licensee's use of the Licensed Area.
- (2) The Parties agree that nothing in this clause shall require the Licensee to indemnify the Town, its officers, servants, or agents, the State of Western Australia and/or the Minister for Lands and its agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Town, or its servants, agents, contractors or invitees, the State of Western Australia, or the Minister for Lands and its agents.

8.2 Indemnity Unaffected by Insurance

The Licensee's obligation to indemnify the Town, the State of Western Australia and the Minister for Lands and its agents under this Licence or at law is not affected by the Licensee's obligation to insure under **clause 7** or at law and the indemnity under this clause is paramount.

8.3 Receipt of Insurance Money

If insurance money is received by the Town for any of the obligations set out in this clause, then the Licensee's obligations under this clause will be reduced by the extent of such payment.

8.4 Indemnity for Costs

The Licensee indemnifies the Town, the State of Western Australia and the Minister for Lands and its agents against any claims or demands for all costs, on a solicitor client basis, incurred by the Town, the State of Western Australia and the Minister for Lands and its agents by reason of any claim in relation to any matters set out in this clause.

9. Use

9.1 Restrictions on Use

The Licensee must not suffer or permit a person to:

- (a) (i) use the Licensed Area or any part of it for any purpose other than for the purposes set out at **clause 2** of this Licence; or
- (ii) use the Licensed Area for any purpose which is not permitted under any local planning scheme or any law relating to health;
- (b) do or carry out on the Licensed Area any harmful, offensive or illegal act, matter or thing.

10. Layout and Construction

10.1 Layout & Construction

The Licensee must obtain approval from the Town for:

- (a) the Site layout, including locations for Projection screen, Bio Box (being the area from which the projection, lighting and sound are controlled) and kiosk; and
- (b) details of the screen and its construction,

in accordance with the requirements set out in **Item 3** of the Schedule.

10.2 No alterations

Other than alterations approved by the Town pursuant to **clause 10.1**, the Licensee must not:

- (a) make or cause, suffer or permit to be placed upon the Licensed Area or part thereof any improvements or buildings other than specified under the terms of this Licence, or existing with the Town's consent prior to this Licence; or
- (b) carry out any modifications to the Licensed Area or part thereof unless such modification has the prior written approval of the Town and all necessary approvals, licences and permits have been obtained.

11. Town's Obligations

The Town covenants and agrees to:

- (a) provide access to toilets, power and water, at no cost to the Licensee for the Outdoor Movie Seasons for the Term;
- (b) clean the Licensed Area, surrounds and toilets, and provide waste management services at no cost to the Licensee; and
- (c) irrigate, maintain, and mow the Licensed Area and care for the Licensed Area surrounds, including removing rubbish between movie screenings.

12. Noise

12.1 Noise Levels

- (1) Noise levels at all times during the Term of this Licence, including without limitation during the Outdoor Movies, must not exceed the levels specified in *the Environmental Protection (Noise) Regulations 1997*.
- (2) Penalties in respect of a breach of this clause are set out in **Item 4** of the Schedule.

12.2 Liaison Person

- (1) The Licensee must appoint a liaison person (to be approved by the Town) to be responsible for noise control.
- (2) Such liaison person must have appropriate authority to deal with any matter in connection with noise levels and must be contactable immediately at all times during the Term of this Licence, including without limitation during the Outdoor Movies screenings.

12.3 Noise Monitoring

- (1) The Town may arrange for authorised personnel to monitor the Outdoor Movies noise.
- (2) The Licensee must provide to the Town's satisfaction a system of communication via mobile phone to enable immediate contact by Town officers and/or authorised personnel with the operator.

13. Security arrangements

The Licensee must:

- (a) provide details of the security firm or firms to be engaged; and
- (b) provide evidence to the Town's satisfaction that the security firm or firms are duly licensed under State Acts for the provision of such services.

14. Emergency Services

14.1 Notify Authorities

The Licensee shall notify the police, Department of Fire and Emergency Services and St John Ambulance at least 14 days in advance from the commencement of the season as specified in the definition of 'Outdoor Movie Season' in clause 1.1 of this Lease.

14.2 Fire Fighting Equipment

Fire fighting apparatus must be supplied by the Licensee:

- (a) for buildings in accordance with the Building Code of Australia; and
- (b) as specified in Conditional Approval issued by Health Services.

14.3 Provision of Information to Town

Details of arrangements for the provision of fire fighting apparatus must be supplied to the Town at least one week prior to the commencement of each Outdoor Movie Season.

15. Public Transport

The Licensee must encourage the use of public transport by patrons.

16. Licensee to advertise

- (1) The Licensee may advertise the Outdoor Movies, but all advertising signage shall first be approved by the Town in writing.
- (2) The Town shall not unreasonably withhold any approval required by **clause 16(1)**, and shall advise the Licensee of the outcome of any request for approval under **clause 16(1)** within ten (10) working days of receipt of the request.

17. Access by Town

Town officers shall have full and unrestricted access to the Licensed Area for:

- (a) monitoring sound levels;
- (b) inspecting food and drink outlets;
- (c) inspecting other facilities;
- (d) pre-inspection of Licensed Area with the Licensee as outlined in **clause 23.1**; and
- (e) post-inspection of the Licensed Area as outlined in **clause 23.2**.

18. Water taps

The Town shall provide water taps in accordance with previous arrangements agreed by the Town and the Licensee. The Licensee shall provide all hoses required.

19. Exits

- (1) All exits from the Licensed Area shall be kept clear at all times during the Term of this Licence.
- (2) All paths of travel to exits and aisles shall be kept clear of obstruction and electrical apparatus at all times.
- (3) All exit signs shall be clearly visible.

20. Customer Feedback Service

The Town will provide a customer feedback service for persons who wish to provide feedback on the activities associated with the Outdoor Movies.

21. Rubbish removal

The Licensee shall undertake rubbish removal as stipulated in **Item 8** of the Schedule.

22. Yield up and Restore Licensed Area

- (1) At the expiry of each Outdoor Movie Season the Licensee must:
 - (a) peacefully surrender and yield up to the Town the Licensed Area in a condition consistent with the condition of the Licensed Area at the commencement of the relevant Outdoor Movie Season, including without limitation the dismantling and removal of all structures erected on the Licensed Area by the Licensee; and
 - (b) if applicable, surrender to the Town all keys and security access devices and combination for locks providing an access to or within the Licensed Area held by the Licensee whether or not provided by the Town.
- (2) The Licensee's obligation under this clause will survive termination of this Licence.

23. Inspection of Licensed Area

23.1 Pre-Inspection

A pre-inspection of the Licensed Area, including its grounds and facilities will be carried out by representatives of the Licensee and the Town prior to the commencement of each Outdoor Movie Season.

23.2 Post-Outdoor Movies Inspection

A further inspection of the Licensed Area including its grounds and facilities will be carried out by representatives of the Licensee and Town Officers at the conclusion of each Outdoor Movie Season.

23.3 Purpose of Inspections

The inspections referred to in **clauses 23.1** and **23.2** are to be undertaken for the purpose of ascertaining compliance by the Licensee with its obligations under this Licence and remedial works needed to be undertaken by the Town pre and post inspection.

24. Termination for Breach

If the Licensee breaches any provision of this Licence, which breach is in the reasonable opinion of the Town a significant breach, the Town may immediately terminate this Licence without penalty and without prejudice to any other remedy it may have against the Licensee.

25. No warranty by Town

- (1) The Town does not give any warranty and the Licensee hereby acknowledges that no promise, representation or warranty assurance or undertaking has been given by or on behalf of the Town as to the suitability of the Licensed Area for the use to which the Licensee seeks to carry out thereon, nor in respect of the grant or refusal by any authority of any approval required in order to conduct the Outdoor Movies.

- (2) The Licensee accepts the Licensed Area for the Term of this Licence with full knowledge of and subject to the state and condition thereof and shall have or take no action pursuant to any claim or demand against the Town in respect of the need for or refusal of any consent or any delay in or conditions attached to the grant of any consent required for the Outdoor Movies.

26. No Fetter

Notwithstanding any other provision of this Licence, the Licensee acknowledges that the Town is a local government established by the *Local Government Act 1995* (WA), and in that capacity, the Town may be obliged to determine an application for approvals having regard to statutes governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Town shall not be taken to be in default under this Licence by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Licence fetter the Town in performing its statutory obligations or exercising any discretion.

27. Further Term

If at the date of expiration of the Term:

- (a) there is no outstanding breach of this Licence by the Licensee; and
- (b) the Licensee has given notice to the Licensor of its intention to extend the Licence for the Further Term, no more than six (6) months and no less than one (1) month, prior to expiration of the Term,

the Licensor may in its discretion grant to the Licensee a further licence of the Licensed Area for the Further Term specified in **Item 1** of the Schedule upon and subject to the same terms, covenants and conditions as are contained or implied in this Licence except this **clause 27**.

28. Special Clauses

The Parties must comply with the terms of the Special Clauses in **Item 10** of the Schedule.

29. GST

Where applicable, payments made by the Licensee to the Town, as specified in the Schedule, are inclusive of goods and services tax, where applicable.

30. Schedule

The Schedule forms a part of this Licence and has effect according to its terms.

31. Governing Law

This Licence is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

32. Land Administration Act 1997

This Licence is subject to and conditional upon the approval in writing of the Minister for Lands under section 18 of the *Land Administration Act 1997*, a copy of which is annexed to this Licence as **Annexure 2**.

Schedule

Item 1 Term & Further Term

Term

The two Outdoor Movie Seasons in the period commencing on 25 November 2021 and expiring on 25 April 2023.

Further Term

The Outdoor Movie Season commencing 23 November 2023 and expiring on 6 April 2024.

Item 2 Screening Times

During the Outdoor Movie Season, Wednesdays to Sunday, between the hours of 6.30pm and 10.30pm, unless otherwise agreed by the Town in writing.

Item 3 Application Forms

Application to Construct, Extend or Alter a Public Building

The Licensee must submit an Application to Construct, Extend or Alter a Public Building accompanied with details of the event, event layout, contact details, stages, structures, food traders, and any other details required by Development Services.

The completed Application Form and further details shall be received by Development Services by 1 November prior to the commencement of each Outdoor Movie Season, together with the prescribed fee of \$250.00 (as amended from time to time).

An Application to Sell Food

An Application to Sell Food must be completed and submitted to Development Services. Applications shall be received at least 7 days prior to proposed trading, accompanied with the Application Fee of \$50 per application (as amended from time to time) and the required trading fee.

Item 4 Breach of Noise Limits

In the event that during the Outdoor Movies the Licensee or a representative of the Licensee apparently with control over amplified noise levels, is directed by an Authorised Officer or Inspector under the *Environmental Protection Act 1986* to lower the amplified noise level, and that direction is not immediately complied with, the Town may impose penalties on the Licensee in accordance with the table below:

Table

1 st failure to comply with a direction:	\$250
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2nd and subsequent failure to comply with a direction

\$500

In the event of a fifth failure to comply with a direction, the Town may immediately terminate this Licence.

Item 5 Noise Levels

Noise levels at all times must comply with the assigned levels stipulated in the *Environmental Protection (Noise) Regulations 1997*.

Item 6 Time of provision of certificates

Unless otherwise specified in this Licence, by 1 November prior to the commencement of each Outdoor Movie Season.

Should the Licence require any section 39 certificates, written application is required to be made to Development Services with the prescribed fee of \$54.00 (as amended from time to time) per application. Applications for section 39 Certificates are to be submitted to Development Services by 1 November prior to the commencement of each Outdoor Movie Season.

Item 7 Public liability insurance

Public Liability Insurance to the value of \$20 million (\$20,000,000) is required to be held by the Licensee. A certificate of Currency must be provided to the satisfaction of the Town.

Item 8 Rubbish removal

Places which must be cleared of rubbish by the Licensee are:

- (a) Inside the venue on screening nights;
- (b) Immediate surroundings of the venue on screening nights.

Item 9 Food and drink outlets

Persons wishing to provide food and drink outlets must make written application to Development Services for approval to sell food within the Town of Bassendean. The completed application forms must be submitted by 1 November prior to the commencement of each Outdoor Movie Season.

Any applications received after this date may not be approved. Only approved applicants may trade at the Outdoor Movies. The Licensee shall remove any food traders that have not been approved.

Item 10 Special clauses

Noise Management

All Outdoor Movies noise must immediately cease at 10.30pm.

The Licensee shall additionally submit a Noise Management Plan to the Town for approval no less than two months prior to commencement of the Term. The Town may require modifications or amendments to the Noise Management Plan. The Licensee shall comply with the Noise Management Plan as approved by the Town.

Abnormal Events

The finishing time specified within this Licence may be extended, provided that:

- (a) it is not reasonable and practicable to comply with the finishing time because an abnormal event occurs during the Outdoor Movies; and
- (b) an authorised person from the Town is advised of the abnormal event as soon as is practicable after the abnormal event occurs and provides approval for a time extension.

Note: An “abnormal event” means an unexpected incident, resulting in a substantial disruption to the Outdoor Movies, the occurrence of which is beyond the immediate control of Movies by Burswood (such as an accident or emergency, a breakdown of essential plant or equipment, or any other incident identified as a safety concern in the Risk Management Plan for the Outdoor Movies).

Lighting

Ground lighting must be provided inside the venue to assist with the safety of Outdoor Movies patrons.

Entrance lighting must be provided to assist with patron entry and exit.

Aesthetic Improvements

The Licensee shall undertake the following mandatory aesthetic improvements to the presentation of the temporary outdoor movie structure:

As agreed between both parties where feasible, that:

- (a) festoon lighting will be installed within the cinema venue;
- (b) printed shade cloth displaying both the community cinemas logo and the Town of Bassendean logo to be wrapped around the perimeter fence of the cinema venue; and
- (c) a community art installation be conducted within the cinema venue.

Non Disparagement

The Parties shall refrain from:

- (a) making, causing to be made, publishing, ratifying or endorsing any and all disparaging remarks and derogatory statements or comments made to anyone with respect to the other Party; and
- (b) making a public or non-confidential statement relating to a claim or complaint against the other Party to this Licence Agreement without first obtaining that Party's consent.

General Conduct

In general, the Parties agree to adhere to the following principles of conduct:

- (a) act with reasonable care and diligence;
- (b) act with honesty and integrity;
- (c) act lawfully;
- (d) base decisions on relevant and factually correct information;
- (e) treat others with respect and fairness;
- (f) not make any comments to the print or electronic media, including social media platforms on behalf of one another, other than for the purpose of promoting the designated market through suitable media channels; and
- (g) maintain good working relationships with the community and other stakeholders.

Publications and Publicity

The Licensee is to acknowledge the Town of Bassendean in all communications and promotions relating to the Outdoor Movies.

Signing page

EXECUTED

day of

2021

The Common Seal of the Town of Bassendean was hereunto affixed in the presence of:

Signature of Chief Executive Officer

Full Name of Chief Executive Officer

Signature of Mayor

Full Name of Mayor

THE COMMON SEAL of Movies by Burswood Inc was affixed pursuant to the constitution of Movies by Burswood Inc in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in Movies by Burswood Inc indicated under his or her name -

Office Holder Sign

Office Holder Sign

Office held

Office held

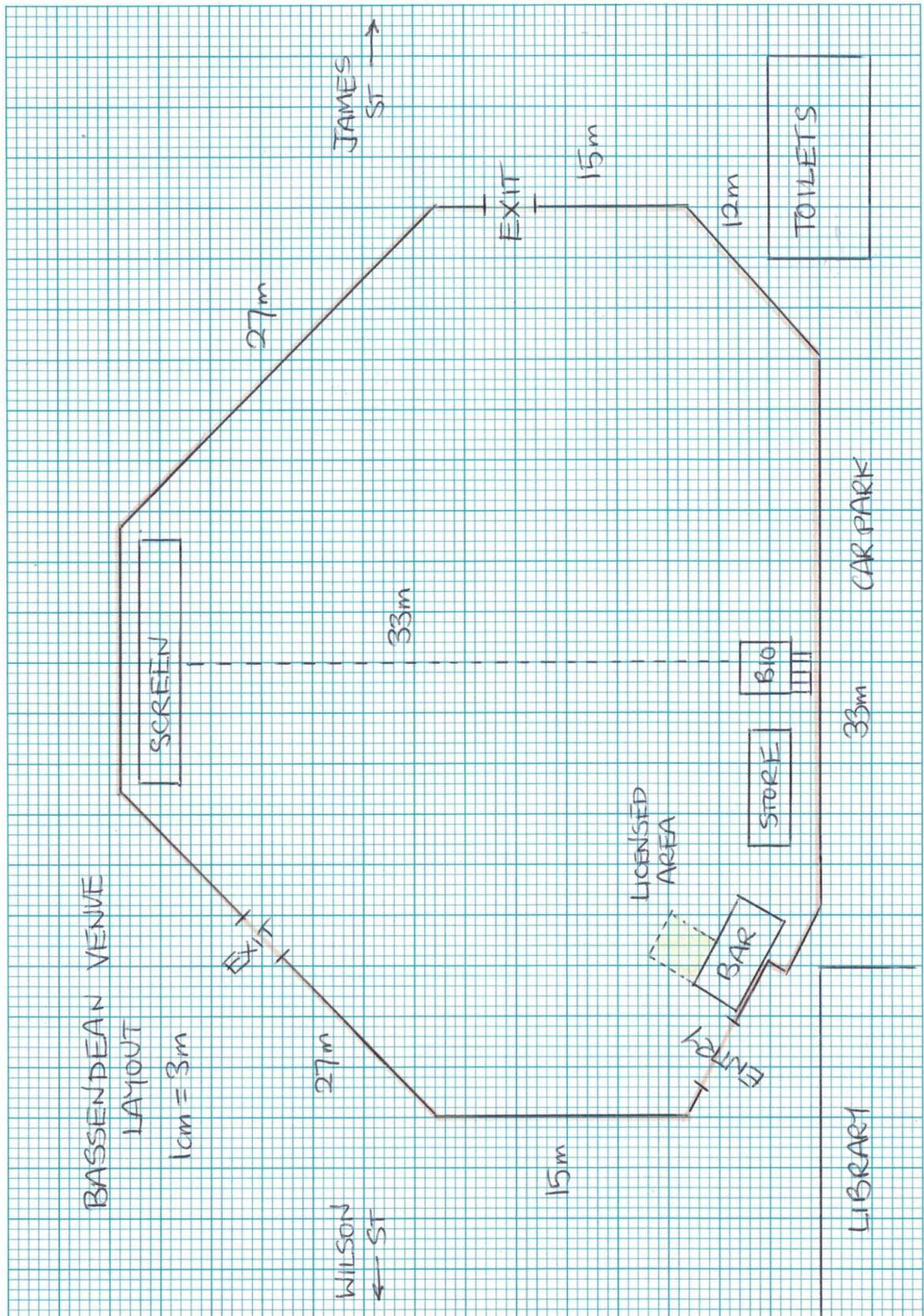
Full name

Full name

Address

Address

Annexure 1 – Licensed Area



Annexure 2 – Consent of the Minister for Lands

ATTACHMENT NO. 6

DRAFT

Recovery of Sundry Debts Policy

Policy Objective

The Town of Bassendean aims to ensure that all payments due to the Town are received by the due date for payment and, through close monitoring of aged accounts, to reduce the likelihood of sundry debts becoming unrecoverable. Sometimes, however, sundry debts to the Town remain outstanding after the due date for payment.

The purpose of this policy is to provide a clear, accountable, and transparent process for the Town's sundry debt management and collection practices and ensure consistency for all sundry debt recovery.

Policy Scope

This policy applies to all debts due to the Town except debts in respect of rates and service charges.

Definitions

In this policy unless the contrary intention appears:

Debtor – means an individual, organisation or other party that transacts with the Town where goods or services are provided, use of facilities are made available, fines and licence fees are levied or any other transaction that results in an expected future payment to the Town.

Financial Hardship – A person will be considered to be in financial hardship if paying their rates, service charges or sundry debts due to the Town will affect their ability to meet their basic living needs.

Payment Agreement – means an arrangement whereby the debtor pays amounts over a period, agreed to by the Town, to pay the total amount outstanding. A payment agreement would normally require payments to be made by direct debit and be structured to clear the debt due to the Town within a period of 12 months.

Sundry Debt – means any debt due to the Town other than rates or service charges.

Policy Statement

1. Debt Recovery

- (a) Sundry debts not received by the due date shall be recovered in accordance with this Policy and any relevant legislation.
- (b) Where the Town has not entered into a payment agreement with the debtor, the Town will adopt the following process to recover outstanding sundry debts due to the Town:
 - i. Issue an invoice to the debtor;
 - ii. If payment has not been received within thirty (30) days of the invoice date, issue a Reminder Notice to the debtor requesting payment within fourteen (14) days;
 - iii. If payment has not been received by the due date shown on the Reminder Notice, attempt to contact the debtor by other means, including telephone and email, regarding payment of the debt;
 - iv. Where contact was not possible or did not result in payment of the debt or the Town entering into a payment agreement with the debtor, issue a Final Notice to the debtor requiring payment within fourteen (14) days;
 - v. If payment has not been received by the due date shown on the Final Notice, issue a "Notice of Intention to Claim" demanding immediate payment; and
 - vi. The Town may lodge a Minor Case Claim (where the debt is less than \$10,000) or a General Procedure Claim (where the debt is \$10,000 or more) with the Magistrates Court. Should the debtor not respond within the timeframes established by the Court, default judgment may be requested. Where a General Procedure Claim has been lodged and default judgement requested and granted, a Property Seizure and Sale Order (PSSO) may be lodged. The PSSO authorises the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt wholly.

The Town may engage a debt collection agency and/or legal representative to act on its behalf in taking debt recovery action.

2. Payment Agreement

Debtors who are unable to pay outstanding debts by the due date may apply in writing to the Town to enter into a payment agreement to make periodical payments. The payment agreement will generally be structured to clear the outstanding debt within twelve (12) months and require payments to be made by direct debit.

Where the debtor fails to adhere to a payment agreement and has not contacted the Town to discuss the payment agreement or negotiate an amended payment agreement, the Town may commence debt recovery in accordance with this Policy. Where legal action had commenced, but had been suspended due to the debtor entering into a payment agreement, the legal action may be reactivated.

The Town may decline to enter into a payment agreement with a debtor and may restrict access to Town services that may give rise to further debt.

The Manager Finance may enter into payment agreements with debtors for the Town where the payment agreement will result in payment of the outstanding debt within twelve (12) months. Payment agreements outside of these terms will be at the discretion of the Director Corporate Services.

Interest will continue to be payable on outstanding debts that are subject to a payment agreement with the Town, at the rate determined by Council.

3 Financial Hardship

Where a debtor is experiencing financial hardship and is unable to enter into a payment agreement to pay the outstanding debt within twelve (12) months, application can be made for financial hardship support under the Town's Financial Hardship Policy.

3. Provision of Doubtful Debts

Aged debts will be reviewed regularly and accounted for in accordance with the relevant Australian Accounting Standard, AASB 9 Financial Instruments that deals with provisions for doubtful debts.

4. Write-Off of Bad Debts

~~Section 6.12(c) of the Local Government Act 1995 provides that a Local Government may, by absolute majority, write off any amount of money.~~

~~The Director Corporate Services will make recommendations to Council for Council to write off debts owed to the Town. Such recommendations will be when the Town~~

~~has exhausted reasonable attempts at recovery commensurate with the size of the debt.~~

Section 6.12(c) of the *Local Government Act 1995* provides that a Local Government may write off any amount of money.

The CEO or delegate may write off debts in accordance with any delegation by Council.

Where the proposed debt write-off is not within the delegated authority of the CEO or delegate, a report will be prepared for Council with recommendations for Council to write off debts owed to the Town. Such recommendations will be made when the Town has exhausted reasonable attempts at recovery commensurate with the size of the debt.

5. Financial/Budget Implications

Debt recovery costs incurred by the Town will be passed on to the debtor wherever possible.

Legislation

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Director Corporate Services</p> <p>First Adopted: 26 May 2020 OCM – 15/5/2020</p> <p>Last Reviewed: 22 June 2021</p> <p>Version: 2</p> <p>Next Review due by: 30 September 2023</p>
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ATTACHMENT NO. 7

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"> • The specified requirement for the goods or services required; and • Value for money criteria. <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 (RFQ).</p> <ul style="list-style-type: none"> • 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. • The RFQ must be sought from either: <ul style="list-style-type: none"> ○ Open market; ○ WALGA Preferred Supplier Arrangement; ○ WA Disability Enterprise or an Aboriginal owned business. • The RFQ processes must be conducted by the Town's Procurement Unit and is subject to formal evaluation, review and approvals.
Over \$250,000	<p>Request for Tender (RFT)</p> <ul style="list-style-type: none"> • 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

Purchase Value Threshold (<i>ex GST</i>)	Sourcing Requirement
	<p>sufficient number of quotes from suitable suppliers to ensure a competitive field.</p> <ul style="list-style-type: none"> • The RFT must be sought from either: <ul style="list-style-type: none"> ○ Open market; ○ WALGA Preferred Supplier Arrangement; ○ WA Disability Enterprise or an Aboriginal owned business. <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~~ **\$50,000**;
- (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~~ **\$50,000** 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 not include a purchase that was not planned for due to time constraints.

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

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

The CEO shall approve an emergency purchase.

4.9 Anti-Avoidance

The Town will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value 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.

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

5.1 Environmentally Sustainable Procurement

The Town recognises the need to protect the environment. 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 if the goods or services are supplied by a Noongar business registered with the Noongar Chamber of Commerce and Industry, where consideration under the contract is \$250,000 or less.

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.

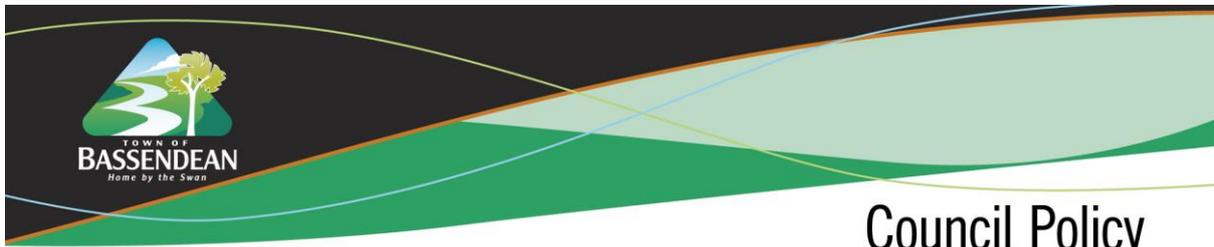
7. PURCHASING POLICY NON-COMPLIANCE

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:	December 2020 (OCM-11/12/20)	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. 8



Councillor ICT Policy

Policy Objective

The objectives of this policy are:

- (a) To provide elected members with an appropriate ICT allowance, pursuant to section 5.99A of the *Local Government Act 1995* and regulation 31 of the Local Government (Administration) Regulations 1996; and
- (b) To set out the additional ICT entitlements of elected members to ensure they are able to effectively fulfil their role.

Policy Scope

Town of Bassendean elected members.

Policy Statement

1. Annual ICT Allowance

- 1.1. An elected member is entitled to an annual allowance for telecommunications expenses in accordance with the annual determination of the Salaries and Allowances Tribunal. The ICT Allowance is an allowance in lieu of reimbursement of actual expenses, and will be paid quarterly in arrears.
- 1.2. The ICT Allowance covers the expenses incurred by elected members in performing a function under the express authority of the Town or in performing a function in the elected member's official capacity for:
 - mobile phone call charges and data;
 - telephone rental and call charges;
 - internet connection and service provider fees;
 - printer/scanner; and
 - print consumables.
- 1.3. The Town will pay all elected members an annual ICT allowance equal to the maximum allowance under the Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members.
- 1.4. The Town will reimburse elected members for reasonable ICT expenses incurred in excess of the allowance, on production of documentation verifying the expense.

2. Provision of ICT Equipment for Councillors

- 2.1. The Town will provide elected members with one laptop device and large screen monitor for Council business, including the electronic distribution of agendas, minutes and other Council documents, email communication and for researching information through the internet.
- 2.2. In line with the Town's commitment to sustainability and the environment, elected members will receive and view information electronically, use the Town provided laptop **or registered BYO device** in lieu of paper documents for attendance at meetings, and utilise their Town email address for carrying out Councillor duties.
- 2.3. Reasonable personal use of the Town-provided laptop will be permitted, however, the device shall not be used for business or commercial purposes.
- 2.4. At their own expense, elected members may 'bring their own device', subject to it complying with the Town's cybersecurity controls, including the requirement that the operating system of the device is appropriately updated and patched, the device does not have any detected malware/malicious code installed, and is enrolled into the Town's security platform.
- 2.5. Elected members may securely access the Town's Councillor portal (once operational) and the Town's Office365 platform using personal devices with multi-factor authentication, however confidential Council documents should not be downloaded from these portals onto a non-Town of Bassendean device (such as a personal or work mobile phone).

3. Maintenance of ICT Equipment

- 3.1. The Town will provide maintenance and support for ICT equipment which has been provided to elected members, unless the need for maintenance arises from the use of software that has not been installed by or with the permission of the Town.
- 3.2. Should Town provided ICT equipment require repair or replacement, it must be returned to the Town prior to staff organising its repair/replacement.
- 3.3. The Town will not provide maintenance or support for ICT equipment that has not been supplied by the Town.

4. Replacement and Retention

- 4.1. ICT equipment provided by the Town remains the property of the Town, and will be replaced in line with the Town's ICT Equipment lifecycle.
- 4.2. An elected member leaving their position at the expiry of a full term may purchase their Town-provided laptop and/or monitor and retain it for their own use. The purchase price will be the greater of the written down book value or \$250 for the laptop, or \$100 for the monitor.

5 Software

- 5.1 Town provided laptops will be pre-installed with software required to undertake Councillor duties, including:
 - 5.1.1 Microsoft Outlook for use with Councillor Town of Bassendean email address;
 - 5.1.2 Microsoft Office suite (Word, Excel etc);

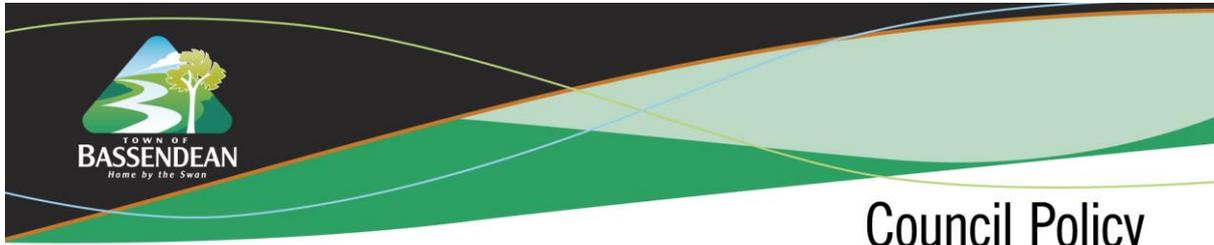
5.1.3 Anti-virus/anti-malware protection; and

5.1.4 Other software as required, such as access to a Councillor portal.

6 Information Technology Training for Councillors

6.1 Appropriate training will be provided to assist elected members in the effective and efficient use of Town provided ICT equipment and software.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive Officer
Inception Date:	September 2021 (OCM _/_/_)	Decision Maker:	Council
Review Date:	30 September 2023	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		



Council Policy

Councillor Allowances & Expenses

Objective

To provide Council members with an appropriate level of remuneration and reimbursement of expenses to ensure that they are able to effectively fulfil their role, this policy sets out the entitlements of Councillors to receive fees, allowances and reimbursement of expenses.

The policy complies with the requirements of the Local Government Act 1995 ("the Act") and Local Government (Administration) Regulations 1996("the Regulations").

Strategy

Fees and Allowances

Mayoral Allowance

Section 5.98(1) of the Act and Administration Regulation 30

The Mayor is entitled to be paid a Mayoral Allowance in accordance with the annual determination of the Salaries and Allowances Tribunal.

The Mayoral Allowance to be paid quarterly in arrears.

Mayoral Sitting Fee

Section 5.98(5) of the Act and Administration Regulation 33

The Mayor is entitled to a Mayoral Sitting Fee in accordance with the annual determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

Deputy Mayor Allowance

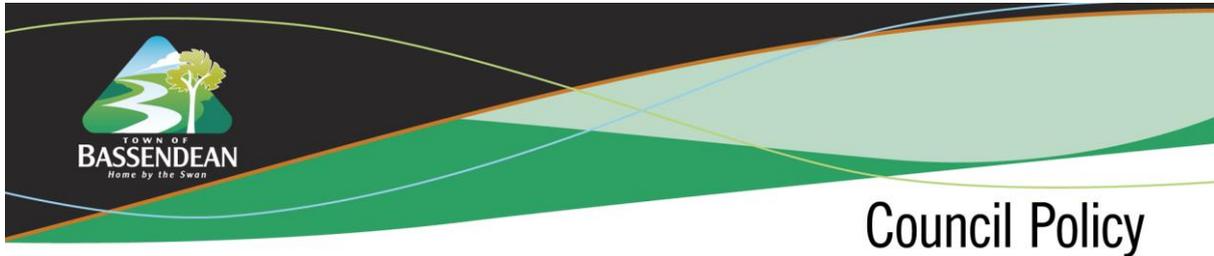
Section 5.98A of the Act and Administration Regulation 33A

The Deputy Mayor is entitled to a Deputy Mayoral allowance in accordance with the annual determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

Annual Fee in Lieu of Sitting Fees

Section 5.99 of the Act and Administration Regulation 34

A Councillor is entitled to an Annual Fee in Lieu of Meeting Fees in accordance with the annual determination of the Salaries and Allowances Tribunal to be paid quarterly in arrears.



Telecommunication/ Information Technology (ICT) Allowance

Section 5.99A of the Act and Administration Regulation 31

A Councillor is entitled to an annual allowance in lieu of reimbursement of telecommunications expenses of in accordance with the annual determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

The Telecommunications Allowance is an allowance in lieu of reimbursement. This Allowance covers the expenses incurred by Councillors in performing a function under the express authority of the Town or in performing a function in the Councillor's official capacity for:

- telephone rental charges;
- call charges;
- line rental;
- costs for installation of additional line (if required by the Councillor); and,
- service charges.

Information Technology for Councillors

On request the Town of Bassendean provides Councillors with appropriate information technology to enable the distribution of Agendas and Minutes by electronic means, for email communication and for seeking information through the internet.

The equipment will remain the property of the Town of Bassendean and will be maintained by the Town. Councillors must not install software that is not the property of the Town of Bassendean.

Information Technology Training for Councillors

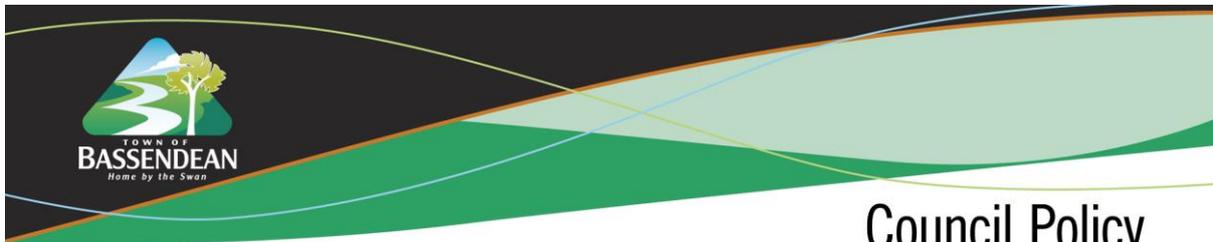
Appropriate training will be provided to Councillors to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and Committee meetings utilising the software provided.

Any Councillor leaving their position with Council shall return, within ten working days any computing equipment provided by the Council.

Business Cards

Each Council member will be allocated sufficient business cards. The business cards will be printed in accordance with the Town's Corporate Style. Business cards must be used for Council business only and must not be used for electioneering purposes. The Business Card may include a passport size photo.

Access to Council Chambers and Councillor Facilities



Council Policy

A Councillor will be provided with an access key and security card providing access to the Councillor's Dining area and Council Chamber as soon as possible following election to office. The access is provided for the convenience of Councillors for meeting with their constituents and other Councillors during office hours. Any loss of access key or card is to be reported to the CEO as soon as practicable.

A Councillor must return their access key and security card within 5 working days of ceasing to be a Council member.

Handling of Councillor Addressed Correspondence

The Town of Bassendean is required to comply with the State Records Act and Council's adopted Records Management Plan in relation to Councillor addressed and initiated correspondence.

Correspondence containing information about business activities of the Town in any format (e.g. by post, fax, e-mail, courier, hand-delivered) internal or external, are evidence of business activity in a court of law. Correspondence addressed to Elected Members and received at the Town Administration Offices is to be opened by designated officers, unless it is expressly marked Private, Confidential, Personal or Himself/Herself etc. If correspondence is expressly marked Private, Confidential, Personal or Himself/Herself the correspondence is to be forwarded unopened placed in a sealed envelope to the Councillor.

Reimbursement of Expenses

Reimbursement for Statutory Child Care Expenses

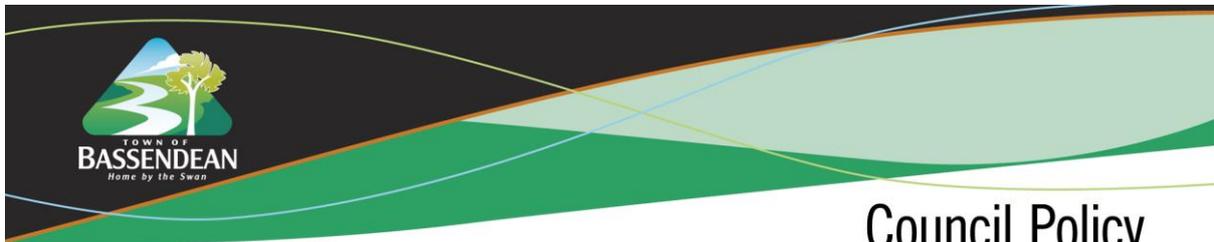
Section 5.98(2) of the Act and Administration Regulation 31

A Councillor has a statutory entitlement to be reimbursed for childcare expenses incurred by the Councillor as a result of attendance at a Council meeting, a meeting of a committee of which he or she is member or authorised training and Council related business. The Town of Bassendean will reimburse childcare expenses, verified by sufficient information, in accordance with a Councillor's statutory entitlement.

Reimbursement of Statutory Travel Expenses

Section 5.98(2) of the Act and Regulation 31

A Councillor has a statutory entitlement to be reimbursed for travel expenses incurred by the Councillor as a result of attendance at a council meeting or a meeting of a committee of which he or she is member.



Council Policy

The Town of Bassendean will reimburse travel expenses, verified by sufficient information, in accordance with a Councillor's statutory entitlement.

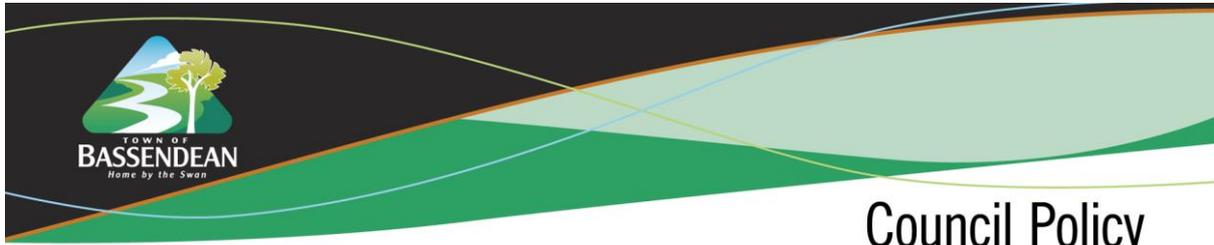
Reimbursement of Other Expenses

Section 5.98(3) of the Act and Regulation 32

A Councillor is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

- in performing a function under the express authority of the Town of Bassendean;
 - by reason of being accompanied by no more than one other person while performing an official function where the Chief Executive Officer considers it to be appropriate; or
 - in performing a function in the Councillor's official capacity; and
- the expense is verified by sufficient information.

TYPE OF EXPENSE	EXTENT OF REIMBURSEMENT
Travelling Expenses and Child Care Costs not Covered By Statutory Entitlement Travelling expenses and child care costs incurred by a Council member travelling to and from or attending: <ol style="list-style-type: none"> a. any conference, b. any official function that the Councillor is invited to attend in their capacity as a Councillor; c. any official function, meeting or event that the Council requests the Councillor to attend; or d. any meeting of a group or body on which the Council member is a delegate or representative. e. Any authorised training or Council related business 	The actual expense incurred.
Carer's Costs Where a Councillor personally cares for a person who has a disability, mental illness, chronic condition or who is frail aged, the costs of a replacement carer incurred by a Councillor from attending: <ol style="list-style-type: none"> a. any Council or committee meeting; b. any official function that the Councillor is invited to attend in their capacity as a Councillor; or c. any official function, meeting or event that the Council requests the Councillor to attend; 	The actual expense incurred.
SUNDRY CONFERENCE EXPENSES	The actual expense incurred
Breakfast expenses	
Lunch expenses	
Dinner expenses	
Other conference expenses not reimbursed by Council Drinks Mini-bar Non business telephone calls Dry cleaning Personal grooming	



Payment of Councillor Expenses

The Chief Executive Officer is delegated authority to approve reimbursements for actual expenses incurred upon the production of documentary substantiation of actual costs in accordance with this Policy.

Application

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

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer and Director Corporate Services
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: September 2017 Version 2
	Next Review due by: May 2020



Council Policy

ATTACHMENT NO. 9

Differential Rates Refund Policy

Policy Objective

This Policy ensures that land owners who develop their land within the specified period are not penalised through the imposition of differential rates. It achieves this by providing for the refunding of additional rates, levied on unimproved (vacant) land due to the imposition of differential rates, where land is satisfactorily developed.

Policy Scope

The Policy applies to all unimproved (vacant) lots within the district that attract a differential rating premium, in accordance with the adopted 2021/22 Annual Budget.

Policy Statement

Owners of unimproved (vacant) land within the district are entitled to a refund of the differential rates, where:

- The subject lot is developed with a single house or some other form of residential, commercial or industrial development with an estimated value of greater than \$200,000;
- All appropriate applications for approvals and permits, including (but not limited to) development approvals and building permits, were applied for by 30 June 2022;
- The development has been completed in accordance with the issued approvals and permits; and
- The application for a refund is made within 12 months of the issue of the Interim Rates Notice by the Town, following revaluation of the property by Landgate.

A refund provided under this policy will be calculated from the date of issue of the latest relevant approval to the date of the Interim Rates Notice issued by the Town.

Document Control box			
Document Responsibilities:			
Owner:	Director Corporate Services	Owner Business Unit:	Corporate Services
Inception Date:	September 2021 (OCM _/_/_)	Decision Maker:	Council
Review Date:	31 October June 2023	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		

ATTACHMENT NO. 10

TOWN OF BASSENDEAN

MINUTES

SPECIAL MEETING OF ELECTORS

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

ON TUESDAY 31 AUGUST 2021 AT 7.15PM

1.0 WELCOME

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.

The Mayor gave an overview of the purpose of the meeting and advised that the meeting was requested by Electors through Mr Terry Blanchard, following a report considered by Council at its June 2021 Ordinary Council meeting to address parking restrictions and address issues associated with football parking and other special events at Bassendean Oval. The report was considered by Council and deferred to allow the Town administration to undertake further investigation and provide a new report within six months.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Present

Councillors

Cr Renee McLennan, Mayor
Cr Kathryn Hamilton, Deputy Mayor
Cr Chris Barty
Cr Hilary MacWilliam

Officers

Ms Peta Mabbs, Chief Executive Officer
Mr Paul White, Director Corporate Services
Mr Luke Gibson, Director Community Planning
Mr Phil Adams, Exec Manager Infrastructure
Ms Donna Shaw, Manager Development & Place
Ms Elizabeth Kania, Manager Governance & Strategy
Ms Rachael Mackey, Strategic Communications Officer
Mrs Amy Holmes, Minute Secretary

Public

Approximately 18 members of the public were in attendance.

Press

Nil

Apologies

Cr Sarah Quinton
Ms Lori Saint, West Road

Not Present

Cr Jai Wilson

3.0 INTRODUCTION OF ELECTED MEMBERS AND OFFICERS PRESENT

The Mayor introduced the Councillors and Staff in attendance.

4.0 DECLARATIONS OF INTEREST

Nil.

5.0 BUSINESS

5.1 Council Agenda Item 12.6 and Associated Report

The Director Community Planning, Mr Luke Gibson, provided an overview of report item 12.6 and the associated parking restrictions around Bassendean Oval.

Council considered report item 12.6 in June 2021 to make changes to parking restrictions, generally around Bassendean Oval by replacing parking signs with yellow painted lines down one side of the road, with the exception of Devon Road, as the residents did not support the yellow lines. Council resolved to defer the matter to allow staff to investigate a number of issues in relation to parking and traffic management. Staff are working on matters and it is expected that the report will be brought back to Council in November 2021.

6.0 GENERAL BUSINESS

6.1 Deputations

Deputations can be extended by resolution of the electors present.

Motion

SEM-1/08/21 MOVED Mr Terry Blanchard, Seconded Mr Paul Poliwka, that the deputation time of 10 minutes be extended to 20 minutes.

CARRIED

Mr Terry Blanchard gave a deputation on report item 12.6 of the June 2021 Ordinary Council Meeting and the associated parking restrictions.

6.2 Statements

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

6.3 Questions

Jane Dundas, 13 Briggs Street, Bassendean

Was the review of the parking restrictions undertaken in association with the proposed Town Centre Master Plan.

The Director Community Planning advised that the review of parking restrictions was undertaken separately to the Town Centre Master Plan. They are separate bodies of work, which are happening at the same time.

Irena Willcox, 111 Old Perth Road, Bassendean

What level of consultation was undertaken for the parking restrictions. My neighbours are not aware of the consultation or any audit being undertaken.

The Director Community Planning advised that 377 surveys were distributed in March 2021 to affected owners/occupiers. A second round of consultation was undertaken for Devon Road residents before bringing the report to Council in June 2021.

What is the proposal for Rosetta Street.

The Mayor advised that the proposed restriction for Rosetta Street is to replace the existing signage with yellow painted lines. Nine residents were in favour of this proposal and four against.

The Director Community Planning clarified that the nine in favour and four against was raw data and when adjusted to account for submissions from directly affected residents, it was three in favour and three against.

You're saying that residents have provided their feedback on proposed ways forward but I have never been approached about this issue by the Council.

The Mayor advised that the Town will check that Ms Willcox's residence is on the database. There may be other opportunities for engagement in the future.

Mr Terry Blanchard, 5 Devon Road

Do the staff have any evidence that painting yellow lines on a road works better than appropriate signage?

The Director Community Planning responded, not right now, no.

Mr Paul Poliwka, 193 West Road

Were safety concerns a driver for undertaking this parking audit.

The Director Community Planning advised that there were no significant concerns around existing safety. There were general considerations around amenity and the visual clutter of signs and are they easy to see and interpret and what would best serve those looking to park in the streets and how this would affect the residents in those streets.

Was the community consultation critical for a decision by Council and was there an indication that the community wanted to depart from the status quo.

The Director Community Planning responded that for all but one of the proposals there was little feedback from the community. There wasn't an obvious preference either way and the public consultation was an important informing piece for Council.

7.0 MOTIONS

Motion

SEM-2/08/21 MOVED Terry Blanchard, Seconded Jane Dundas, that the electors request Council not make any changes or amendments to the existing parking restrictions in the streets detailed in report item 12.6 of the June OCM, with the exception of Rosetta Street.

CARRIED

Motion

SEM-3/08/21 MOVED Terry Blanchard, Seconded Paul Poliwka, that the electors request that if problems arise with the existing parking restrictions in the streets detailed in report item 12.6 of the June 2021 Ordinary Council meeting, that the Town's Chief Executive Officer will form a working group with resident representatives from those streets to assess the problems and consider solutions.

CARRIED

Motion

SEM-4/08/21 MOVED Lauren Aitken, Seconded Terry Blanchard, that in future analysis, the intersections versus the mid-block links be considered separately in terms of the restrictions that are applied.

CARRIED

8.0 CLOSURE

There being no further business, the Presiding Member declared the meeting closed, the time being 8.30pm.

Presentation Report to the Special Electors' Meeting
Held 31 August 2021 at 7:15 pm

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1. Introduction

This report is in response to Officers' report to Council Meeting 22 June 2021.

1.1. Deputation to Council's Meeting of 22 June 2021

The following is a brief outline of the deputation and the notes to Council at its meeting of 22 June 2021. The deputation spoke to these notes briefly to advise Council of the need for Item 12.6 to be deferred for at least one month.

- *"No intention of **focussing** on any **officer or Councillor** in this deputation.*
- ***I get excited** when passionate about issues so I apologise if I ark up at some point – I will try and keep this low key.*
- ***I do not intend to debate** anything in the report other than to highlight a couple of issues for Council to think about.*
- ***This deputation was never intended** a few weeks ago but somehow the residents only were able access the report on 18 June but we did try on 11 June.*
- ***To update Council** I have gained over 40 signatures on Sunday to petition the Town to hold a Special Electors Meeting on this subject. I will get the 100 in about a week so that is definitely coming.*
- ***Take Devon Road** and the extension of the restrictions to ban parking on the North side every weekend for the whole year. Why? For a possible future event.*
- ***Christmas Day** or Father's day for example no luncheons with family Christmas Day*
- *To cover special events at the oval. So residents are restricted all year in case there is a special event. **MENTIONED HOW TO SOLVE THIS.***
- *The **yellow line- origin** IPWEA around 1998 did not extend it across the community*
 - *Can't be **seen at night** unless street lighting density is high*
 - *Can't be **seen in rain** – the line is where the gutter flow occurs.*

-
- **WE HAVE HAD CONTACT WITH Wimbledon in London** and the UK have not implemented this system for nearly 10 years.
 - **No stopping** – dropping off passengers in cars – causes problems with children’s’ birthdays Mother’s Day, Father’s Day, Easter Egg Hunts, Christmas, New Year etc.
 - **Operates all year** in case there is a future major event at the oval.
 - Your report says the **funds** for the proposal will be listed in the next financial year’s budget so there is **no hurry for a decision** on this issue tonight.
 - **I ask respectfully that the Mayor and Councillors defer this item for at least one month** as this will allow for the Special Electors Meeting to be held and the outcome considered as part of the process.”

1.2 Resolution of Council at the Meeting of 22 June 2021

MOVED Cr Hamilton, Seconded Cr MacWilliam, that Council defers this item requesting the administration to further investigate the following:

1. Signage to encourage greater utilisation of existing parking spaces currently marked "Drop Off Zone" on the west side of West Road adjoining Bassendean Primary School;
2. Identify opportunities to create additional parking in and around those streets listed in the current report to assist in addressing the loss of street parking created by a transition to "No Stopping" zones;
3. Identify opportunities to potentially increase parking and/or chicanes, median strips etc that may accommodate additional tree planting and reduce the speed of vehicles entering and exiting North Road via Guildford Road with a view to improve overall street amenity and functionality; and
4. 4. Requests a new report outlining the aforementioned investigations and any other means to improve parking functionality in the subject area be provided to Council within six months.

2. Survey for Information and Feedback

The town sent out letters with new proposals to change the existing parking restrictions. There were 370 letters sent out with a return number of 33 – 8.9%

For Long term employees in Local Government this response is within what could be expected as the standard response figures generally range between 7% and 12% and the Town’s responses are within that range.

It is not reasonable to assume that the remaining 91% don't care what happens. If the explanations given are fine for some residents but others just don't understand. Also many residents just don't take Local Government letters seriously if there is not a bill attached.

This is why a good process is to call a meeting and give interested parties an opportunity for come in and have their say. Also if the message has been misunderstood the Town can correct those problems. Face to face community consultation.

The request (petition) for a Special Electors Meeting has 106 signatures, without going to every affected street, has more responses than those responses returned to the Town.

Note should be made that no contact was made with the Swan Districts Football Club. While the parking restriction changes will have no direct impact on the club they have information on the football schedules and procedures to be implemented in the near future. These changes at the SDFC impacts the decisions within the parking restriction report these have not been considered as part of the information given to Council.

3. Traffic Safety

The accidents data has been gathered from The Main Roads Western Australia CARS Program which details reported accidents in intersections and midblock lengths of streets between various intersections on the relevant streets. The current data is for the 5 year period 2016 to 2020 inclusive.

3.1 Accidents

Accidents are generally reported and stored in the MRWA program as intersection accidents and/or mid block accidents. The numbers in the following tables do not reflect any specific type of accident unless stated as the numbers are so low the accidents shown are clearly not impacting the streets in question or how the proposed parking restrictions will reduce any accidents at all.

3.1.1 Intersection Accidents

The following table shows the accidents at the various intersections associated with the streets in question. The bold text indicates that there are the reported accidents at intersections at the ends of those streets. The details are taken from the MRWA CARS program for the past 5 years – 2016 to 2020.

Street	Intersection	No. Accidents	Date
North Road	Guildford Rd	3	2016/2020
	Brooks St	0	2016/2020
	Prowse St	0	2016/2020
Brooks Street	Old Perth Road	0	2016/2020
	North Road	0	2016/2020
Prowse Street	Old Perth Road	0	2016/2020
	North Road	0	2016/2020
West Road	Old Perth Road	2	2016/2020
	Devon Road	0	2016/2020
Rosetta Street	Old Perth Road	0	2016/2020
Briggs Street	Devon Road	0	2016/2020
	Old Perth Road	0	2016/2020
Calnon Street	Surrey Street	0	2016/2020
Thompson Road	Guildford Rd	1	2016/2020
	Nurstead Road	0	2016/2020
	Lamb Street	0	2016/2020
Lamb Street	At Tee Junction	0	2016/2020
Railway Parade	Lord Street	10	2016/2020
	Fifth Avenue	0	2016/2020
	Fourth Avenue	0	2016/2020
Devon Road	Briggs Street	0	2016/2020
	Carnegie Street	0	2016/2020
	North Road	0	2016/2020

The following table shows some detailed information for each accident at the date, day, and location with type of accident:

Street	Location	Date	Day	Type of Accident
North Road	At Guildford Rd	28 March 2016	Monday	Right Angle
	At Guildford Rd	28 September 2018	Friday	Right Angle
	At Guildford Rd	26 June 2019	Wednesday	Right Angle
West Road	Old Perth Road	28 September 2016	Wednesday	Rear End
	Old Perth Road	23 February 2019	Saturday	Hit object

The ten accidents at the Lard Street/Railway Parade have not been fully investigated as they have no effect on the parking in Railway Parade and should be dealt with under normal traffic management criteria.

3.1.2 Mid Block Accidents

The following table shows the reported accidents, from the MRWA Cars program at the various mid block sections within the associated streets in question. The bold text indicates that there are reported accidents at intersections at the ends of those streets and these are from the last 5 years – 2016 to 2020.

Some investigation needs to be carefully carried out as the program adds the accidents at intersection numbers when analysing mid block accidents. This has been done in the following figures.

Street	Midblock	No. Accidents	Date
North Road	Guildford - Brooks	1	2016/2020
	Brooks - Prowse	0	2016/2020
Brooks Street	North – Old Perth Rd	0	2016/2020
Prowse Street	North – Old Perth Rd	0	2016/2020
West Road	Old Perth Rd - Palmerston	0	2016/2020
	Palmerston - Devon	0	2016/2020
	Old Perth – Cul de sac	0	2016/2020
Rosetta Street	Old Perth – Cul de sac	0	2016/2020
Briggs Street	Old Perth - Devon	1	2016/2020
Calnon Street	Surrey – Tee Junction	0	2016/2020
Thompson Road	Guildford - Lamb	0	2016/2020
	Lamb - Nurstead	0	2016/2020
	Nurstead to Railway	0	2016/2020
	Lamb – Tee Junction	0	2016/2020
Lamb Street	Lamb – Southern	0	2016/2020
	Lamb - Northern	0	2016/2020
Railway Parade	Lord - Fifth	1	2016/2020
	Fifth - Fourth	0	2016/2020
Devon Road	West - Briggs	0	2016/2020
	Briggs - Carnegie	0	2016/2020
	Carnegie - North	0	2016/2020

The following table shows the mid block accidents with the same criteria as for the intersection table.

Street	Location	Date	Day	Type of Accident
North Road	30 metres from Guildford Road	15 February 2018	Thursday	Hit object
Briggs Street	Near POS on Old Perth Rd corner	12 April 2019	Friday	Damage when parking
Railway Parade	Near Fifth Ave	22 October 2018	Monday	No information available

3.1.3 Conclusions on Total Accidents

From the Main Roads crash data none of the accidents recorded in the past 5 years can be directly or indirectly associated with traffic generated from spectators attending the football and parking in adjacent streets.

Accordingly accidents within the area concerned do not pose a traffic safety issue and should not be used as criteria for implementing changes to the current parking restrictions for the staging of football matches at Bassendean Oval.

3.2 Traffic Volumes

All the streets except North Road, West Road, Railway Parade are designated as Access Streets which under the standard criteria allows for up to 3,000 vpd.

The exceptions should be designated as local distributor road which can take traffic volumes greater than the 3000 vpd.

It was requested for the purposes of inclusion in this report that the Town supply a copy of the Town's road hierarchy plan and any traffic volumes, 85th percentile speed for each of the streets involved in these parking restrictions. However not having those details supplied it is assumed they are not available within the Town's records.

The calculation of traffic volumes for North Road, West Road and Railway Parade will use approximately 50% of the total number of properties within the whole length of those streets. This assumes that half the traffic trips will be shared with each end of the streets. In the case of Brooks Street the number of properties will include 50% of the actual street plus those on Old Perth Road from West Road to Brook Street proper.

Thompson Street has properties from Nurstead Way as these two streets have a common access to Guildford Road.

Also Thompson Street must include the traffic volume from Lamb Street as Thompson Street is the only way residents in Lamb Street can access Guildford Road.

The following table shows a calculated traffic volume for each street based on the number of properties on those streets using the planning criteria. Traditionally each property generates 10 vehicle trips per day but under recent times that figure has been reduced to 8 vehicle trips per day is currently being used based on improved public transport and uses of new transport options.

Street Name	No. Properties	Calculated Traffic Volumes (vpd)	
		Volume @ 10 Trips per day	Volume @ 8 trips per day
West Road + 50% of properties to Sandy Beach Reserve	118	1,180	944
Rosetta Street	28	280	224
Calnon Street + 20 Units	49	490	392
Prowse Street	11	110	88
Brooks Street + 50% Old Perth	34	340	272
North Road 50% of properties to the south of Hn19	107	1,070	856
Thompson Street + Lamb, + Nurstead	59	590	472
Lamb Street	17	170	136
Briggs Street	21	210	168
Railway Parade + 50% from 5 th Ave to Railway Station	25	250	200
Devon Road(Not calculated as the Town supplied these details	76	439 Actual traffic count	

All these streets are well under the allowable volume of 3,000 vpd for access streets even though some streets are at a higher hierarchy and could have higher acceptable volumes.

While this exercise is very general it gives some indication of possible traffic volumes that could be expected in the relevant streets. It could be argued that the number of properties in each street is too high or too low they are a rough indication of property numbers. To reach 3,000 vehicles per day at 10 trips per day streets would have to have 300 properties within its length. The only factor that could increase numbers of traffic in a street is the number of “through” trips per day. Unless an origin – destinations survey is completed using vehicle number plates and a computer program this remains unknown.

It is reasonable to take the volumes in the table as being a reasonable assessment of traffic volumes for the purposes of this report.

However, the figures are based on the number of properties along each streets and the internal generation of vehicle trips per day. For streets like Railway Parade and to a lesser extent West Road and North Road there is no idea of how many vehicles could use those streets as “through” travelling through the area. These figures for those streets are considered low.

3.3 Traffic Speeds

The 85th percentile speeds in the affected streets can only be assessed using appropriate traffic devices which record this speed.

The only street that I have been given speed counts for is Devon Road which has an 85th percentile speed of 53.4 km/hr. Devon Road is a reasonably long straight section of road with a 7.4 metres width so it is reasonable to assume its speed count would be at the higher end other than for maybe North Road, West Road and Railway Parade. However, only North Road doesn't have a high traffic volume so it stands alone. The other streets do have a higher traffic volume and congestion would suggest that the speeds would probably not exceed that of Devon Road.

While traffic congestion may pose a problem it does inhibit traffic speeds and thus it is reasonable to state that traffic speeds within the affected streets is not an issues. Note must be made that all appropriate traffic management criteria uses the 85th percentile speed which is an internationally used criterion for such counts.

3.4 Through Traffic Percentage

In normal situations when origin – destination surveys are done the threshold for intervention on through traffic is 30% which is considered unacceptable. The streets in question other than Devon Road, West Road, Briggs Street and Railway parade do not warrant such surveys to be completed.

It should be noted that through traffic is traffic that passes through an area but has no right to be in that area. Local Residents passing through to get the major roads and facilities do not fit this definition.

3.5 Traffic Safety Conclusions

The traffic volumes are well below the acceptable levels and as traffic speeds would appear to be well below the acceptable limits these two factors are not of concern. There is no evidence to suggest that through traffic causes a problem. The traffic volumes should reflect any through traffic and give rise to volumes well outside those expected for those streets. Based on the data in several tables there is not a problem with traffic safety in the affected streets.

However, while the accidents at some intersections and the two mid block accidents may be of concern the data shows that these accidents were not affected by traffic generated by the football games on Bassendean Oval.

The accidents at Lord Street/Railway Parade need to be investigated and appropriate traffic management scenarios put in place to reduce the number and severity of those accidents.

3.6 Residents Can Park on their Verge

Report states residents can still park on their verge. This is true but residents can park on their verges now so that is not a compensation for removing the ability to park on the roadway.

Also some residents maintain their verge which in turn reduces costs for the Town. Some residents may not want to have vehicles parked on their verge and under the attest laws they can prevent that. Thus the removal of street parking does impact on their living conditions.

Take Railway Parade which in some sections has a 3.4m verge width, 1.9 metres path leaving 1.5 metres of verge parking without interfering with the path. Not feasible and report just ignores this fact. Removing on road parking in this location generally means no parking in front of the properties at all. However, residents and their friends can park on the opposite side of Railway Parade and then walk across the street to properties they wish to enter. Now this is a traffic safety issues particularly for children

4. North Road Restrictions

The report states that in 2018 Council passed resolution for parking restrictions at all times on eastern side north road between Guildford Rd and 19 North Road. Inspections show there is currently no operational restriction on site. What happened?

There are two scenarios in this situation.

4.1 The Administration has not implemented the Council Resolution

This scenario, whilst it could have happened, it would raise questions of why the Administration did not follow through on the Council resolution. However item 1.3.2

of this report explores other reasons why these parking restrictions were not implemented.

4.2 Further Report to Council Removed the Previous Restrictions and the Latest Proposal

In discussion with those with a long time connection to the Town indicates that a further report was put to Council and reversed the initial decision. This is a very plausible explanation of why the parking restrictions are currently non - existent. However the report 12.6 put to Council on 22 June 2021 does not mention either of these scenarios and the reasons why the initial parking restrictions were not implemented. The report appears to go back against the latest decision without explanation even though the last decision was made within the last 3 years.

5. “No Stopping” Parking Restriction – What Does it Actually Mean?

If changes to the existing parking restrictions are required there would need to be data showing:

1. How the existing restrictions are failing the parking needs of the residents and football events in existing streets:
2. There needs to be data detailing how the new restrictions will be implemented and enforced.

Regardless of how the “No Stopping” restriction is implemented and designated the actual restriction is out of line with normal residential streets and living environments.

This restriction is generally implemented on roads that have large volumes of traffic and where traffic flow is essential. This restriction prevents drivers from stopping and slowing traffic flows on roads similar to the Guildford Road which has traffic volumes around 40,000 vehicles per day (vpd).

The report states the “No Stopping”\restriction will be implemented in place of the existing “No Parking” Saturdays March to August 8:00 am to 6:00 pm but it will operate 24 hours per day for 365.25 days per year. This approach will be discussed further in this report.

Residents were clearly advised that this restriction would be in place all year but that advice has not been fully understood by the residents and most still believed that the restrictions only operated for football hours.

While it is commendable that the Town would not just issue infringements for drivers violating the restriction but the Town would educate them. The approach requires drivers to be educated to obey a parking restriction that should not be there in the first instance. This restriction and the options to ensure it is not put in place are discussed in other sections of this report.

5.1 Implementation of “No Stopping” Parking Restriction

The responses from Devon Road residents highlighted that the painting of yellow lines in the street gutters was an infringement on the aesthetics of a normal residential street.

The report states that:

“The advantages of using yellow edge lines to control the parking instead of signage include:

- *It reduces visual clutter associated with the over-proliferation of signage;*
- *They require less maintenance, do not go missing or get vandalised;*
- *They are clearly visible to all road users;*
- *They are not confusing with specific days, months and times; and*
- *The installation of permanent restrictions to one side of the street also ensures that there will always be a clear line of sight along the road when vehicles are parked on the street”*

5.1.1 “Clutter” in Streets

The report has some emotional wording on why the new restrictions are required.

The term “clutter” actually refers to residents, their friends and family vehicles when visiting properties plus the parking restriction signs.

It should be stated that the administration that implemented the current restrictions did a great job. The signage has been kept to a minimum with signs at extremities of the restriction plus one or two mid block signs which has been obeyed by football traffic for years.

If any analysis of the street aesthetics is carried out the painting of yellow lines on gutter lines certainly adds to the visual clutter in streets. In fact it could be emotionally considered as formal graffiti painted out into the streets by a formally designated authority.

The issue of painting parking restrictions on gutter lines was brought from England by a study tour involving several engineers from the Institute of Public Works Australia (now Australasian) when the study visited Europe and the British Isles in the mid to late 1990’s.

The Institute referred the proposal to a working party but did not formally approve the process due to the following:

1. Where streets lighting is not adequate the lines cannot be seen at night;
2. When it is raining the water tends to make the road surface look like glass and the lines cannot be seen;

3. Debris from trees and general dust and dirt collect in the gutters on a road and extra street sweeping is required which in turn has its own problems for the parking restriction lines. Street sweepers use steel or very stiff brushes to remove dirt and grime and the extra sweeping will damage the parking line. Thus the maintenance of the parking lines will require replacement in about every two to three years. This gives a high maintenance cost and thus the process was not recommended



The above photos show the debris on the corner of Brooks Street and Old Perth Road where the yellow line and writing is covered.

5.1.2 Sight Lines

The issues of sight lines is only reasonable in two streets)North Road – Northern end where there is a back to back curve, and the hair bend corner between Brooks Street and Old Perth Road. However, sight lines on those curves when viewed on site are more than adequate.

The remainder of the streets are straight and have clear sight lines in their current condition.

5.2 Impact of “No Stopping” Restrictions

The impact of the “No Stopping” restriction is very harsh. Once implemented residents and their visitors are unable to stop at all in front of their properties, all year round, every day, all day and all night. This has no justification based on football matches and special events at Bassendean Oval.

This report will demonstrate that there is no need to change the existing parking restrictions at all.

Especially on Sundays these new proposals impact Sunday parking for events such as Mother’s and Father’s days. It impacts even Easter egg hunts on Easter Sunday. The question arises about what happens when Christmas Day, Boxing Day, New Year’s Eve and New Years Day fall on a Sunday.

The year round restrictions impacts all events within the streets for birthdays, general parties and other events normally carried out within residences in the residential areas of the Town.

When children’s parties are held on the restriction side of the street party goers must be dropped off on the other side of the road and they have to cross the road to go to the event. That is against all child safety and traffic safety criteria. Where a need to cross a road (no matter where or traffic volumes are small) it should be removed.

5.3 Conclusion Relating to “No Stopping” Parking Restrictions

The implementation of “No Stopping” parking restrictions is too harsh for residential streets where traffic flow is not required for transportation purposes or general traffic moving through these streets. These streets are residential access streets and don’t require such parking restrictions for any reasons stated in the report put to Council on 22 June 2021. From the data collected there is virtually no through traffic volumes (use Devon Road as an example) in these streets.

Without appropriate data the implementation of the “No Stopping” parking restriction should not be supported by Council at this point in time.

6 Extension of Existing Parking Restrictions for Sunday Football and Special Events at Bassendean Oval

Report states these issues require 24 hour/52 weeks per year parking restriction to cater for Women’s football on Sundays and the possible need for extra parking restriction for special events to be held at Bassendean Oval.

6.1 Sunday Parking Restrictions for Ladies Football Matches.

During the early to mid 1980’s the major match between SDFC and West Perth attracted over 18,000 spectators. On the 19 June 2021 the attendance (from the WAFL website) was 2,904 and there was not one car parked in Devon Road all day on either side of the road.

Advice from the SDFC says that the spectator numbers are not likely to increase in any degree in the future. The following table shows the schedule of both male and female football matches at Bassendean Oval for the 2021 season up to the 3 July 2021. By this date the ladies football fixtures and games were completed for 2021.

Date	Day	Women's Team	Men's Team	Crowd
21 February 2021	Sunday	Home		
28 February 2021	Sunday	Away		
6 March 2021	Saturday	Away		
14 March 2021	Sunday	Away		
21 March 2021	Sunday	Home		
27 March 2021	Saturday	Home		
03 April 2021	Saturday		Home	1923
10 April 2021	Saturday	Away	Away	
11 April 2021	Sunday	Away		
17 April 2021	Saturday	Home	Home	1618
1 May 2021	Saturday		Away	
2 May 2021	Sunday	Away		
8 May 2021	Saturday		Away	
9 May 2021	Sunday	Home		
15 May 2021	Saturday	Home		
22 May 2021	Saturday		Home	1478
23 May 2021	Sunday	Away		
29 May 2021	Saturday	Home	Home	1069
5 June 2021	Saturday		Away	
13 June 2021	Sunday	Away		
19 June 2021	Saturday		Home	2904
20 June 2021	Sunday/Final	Home		
28 June 2021	Saturday		Away	
27 June 2021	Sunday/Final	Home		
3 July 2021	Saturday	Away		
Sunday	Women	Home	3 Home & Away + 2 Finals 1 Before March 2021	
Saturday		Home	4	
Saturday	Men	Home	5	

The table shows that the first ladies game was on 21 February 2021 but there were only two other home and away games on a Sunday (21 March 2021, 9 May 2021). If parking for the two finals games (20 June 2021 & 27 June 2021) are analysed the author of this report spent hours in the streets adjacent to Bassendean Oval where there was virtually no parking issues without any parking restrictions existing at the time.

The Report put to Council in June 2021 recommends added parking restrictions for the ladies games on Sunday. It recommends a 24 hour, 7 days a week, 52 weeks of the year for 3 ladies matches on a Sunday and maybe 2 extra matches for finals, if the Ladies team makes the finals by finishing in an appropriate position on the ladder.

These facts show that the Sunday parking restrictions are not warranted based on the matches played at Bassendean Oval in 2021.

6.2 Future Fixtures for Ladies Matches to be Played on Saturdays

The SDFC indicates they are trying to get ladies' games on Saturdays so they have a full day from Colts, Reserves, Ladies and Senior Men's football all day Saturday. This would reduce parking for ladies football, on Sundays to zero, reducing any requirement for parking restrictions.

This actually happened on Saturday 20 May 2021 when Colts, Reserves, Ladies and men all played on the one day (Saturday 29 May 2021). The attendance figures for that day are shown by the WAFL results as being 1069 which is well under the expectations for changing parking restriction times.

Football crowds have diminished dramatically from the pre AFL time to today. West Perth and Swan Districts are ajor rivals and in te early to mid 1980s there were crowds over 18,000 to watch these two teams play. On 19 June 2021 the same teams played with a crowd of 2,904.

The ladies football if played on a Saturday will not add to that number greatly to suggest extra parking restrictions are required.

6.3 Parking Restrictions for Other Major Events

Over the past 25 years there has been a Rolf Harris concert and two Sound Wave events that the author of this report can recall. The town placed temporary parking restrictions in appropriate streets. When the events were competed these restrictions were removed and the residents went back to living their lives under what is considered normal conditions without any impingement from extra parking restrictions.

As a condition of approval for the events the promoter should pay or contribute in some manner for temporary parking which applies to that event only and has no effect on residents at any other times.

This process has been used in Claremont for the royal Show, the relocated Sound Wave and other major events. This is very much a common sense approach whereby the parking environment for the events is temporary and the parking environment for residents is constant before and after the events.

This approach is very much a common sense decision based on the timing and size of each event. There are many instances where this process is used and it has been around for decades.

There is no need for parking restrictions for major events to be in place all year round at times when Bassendean Oval is not in use.

6.4 Effect of Sunday Parking Restrictions

The actual impact of Sunday perking restrictions impinges on the living conditions that residents have experienced for decades with and without football matches and also there have been several major events without parking problems.

The data in this report clearly shows that ladies football on Sundays is having no affect on parking within the local area and the streets shown in Report 12.6 to Council on 22 June 2021. Any parking across property accesses can be dealt with under the Road Traffic Code without the whole street having a year round parking restriction in place.

In summary the tension parking restrictions into Sundays because there might be a special event on Bassendean Oval is dramatically over states and can affect the following:

1. Mothers' Day
2. Fathers' Day
3. Easter Sunday
4. Possible Christmas day on a Sunday
5. Possible Boxing Day on a Sunday
6. Possible New Year's Day on a Sunday
7. Children's' and adult birthday parties on a Sunday
8. Special family and general celebrations on a Sunday

6.5 Effect of "No Stopping" Parking Restrictions

Careful note should be made that if the proposed "No Stopping" restriction comes into effect 365.35 days per year all the above events, no matter on which day they fall, will be impeded. This is a scenario that is quite intolerable to the residents and without appropriate evidence the need is not there for these types of restrictions to be justified.

It should also be noted that where the "No Stopping" restrictions are in place a driver cannot stop to deliver goods or passengers to those properties facing those restrictions. If "No Parking" restrictions are used as is the case existing scenario vehicles are unable to park in those zones. However, if a driver wishes to drop off a passenger or there is a delivery of goods etc. this can be done as long as there is no long term parking.

6.6 Extension of Parking Restrictions Outside Football Operating Hours

Residents have questioned why any parking restriction for football parking needs to have a 24 hour time line and there is no reasonable information to require such a parking restriction.

If football parking impacts so badly on the streets why would there be a requirement for parking restrictions when football is completed for the day and the crowd leaves taking their vehicles with them. This approach does not make sense and the proposal should not be entertained by Council.

Devon Road residents successfully argued that the yellow line for the "No Stopping" parking restrictions should not be implemented so the report proposes to remove the existing "No Parking Saturday March to August from 8"00 am to 6"00 pm" and replace them with No Parking Saturdays and Sundays. This is all day, both weekend days for 52 weeks of the year.

The report states residents can still park during the week and on their verges. This is not a concession as this parking is available now under the current restrictions.

6.7 Conclusion on Sunday Restrictions and the "No Stopping" Restrictions Plus Extending Current Parking Restriction Hours

From the data and information from the SDFC it is considered that the “No Stopping” parking restrictions proposed in Item 12,6 to the Council Meeting on 22 June 2021 should not be accepted by Council and these restrictions not be implemented.

The impact of all grades of football does not warrant any changes to the current parking arrangements.

Special events should have individual parking plans completed and any further parking restrictions required for those events should be done on a temporary basis only.

There is no evidence to show there is a need for extending current parking restrictions outside football operating hours and so the proposals for these amendments should be rejected by Council.

7 Public Transport Authority – Bus Service in Devon Road

The issue of the parking conflicting with the bus service in Devon Road was dispelled at the street meeting by the Town of Bassendean. The Town’s contact with the PTA revealed that there were no complaints from the bus drivers and it is noted that the current situation is satisfactory for the bus service to operate.

8 Parking Signs Costs and Maintenance

The report gives some indicative figures for parking sign replacement and maintenance which is estimated at \$800 per annum.

To highlight the exaggeration of costs the following is offered for consideration.

Taking Devon Road alone which has approximately 60 properties excluding units along its length. The rates charged to these properties is around \$2,500 to \$3,000 per annum. If the refuse charges and other fees are taken out of the total rates there is about \$1,500 per property going into general revenue. At 60 properties that gives a total of \$90,000 per annum. If 1% of those general rates are used it supplies funding of \$900 per annum to maintain the signs. The maintenance costs for the parking signs with several streets contributing is very small and should not play a part in making a decision between painted lines and parking signs. The maintenance cost is minimal.

8.1 Parking Sign Audit

The report also states the following:

“If Council elects to maintain all existing signage but with different restrictions, it will involve an initial cost of approximately \$3,350, for new signs, in addition to ongoing and regular maintenance, repair and replacement, which, at present, costs approximately \$800 a year.”

A full parking sign audit has been completed and the results are in the following table:

Street Location	Existing Restriction	Parking Sign Maintenance Audit	Road Width metres
Briggs Street (east side)	No Parking, Saturdays, March to August	Photos 12, 13, and 14 show signs are virtually new as well as the poles. No maintenance required	7.4
Brook Street (south side)	No Parking, Saturdays, March to August	Photos, 1 and 3 show signs are virtually new as well as the poles. No maintenance required.	7.3
Calnon Street (east side)	No Parking, Saturdays, March to August	Photos, 20, sign is bent, 21 and 22 show signs are virtually new as well as the poles. No other maintenance required.	7.4
Devon Road (north side)	No Parking, Saturdays, March to August	Photos, 9, 10 and 11 show signs are virtually new as well as the poles. No maintenance required.. Photo 8 shows the sign is faded	7.3
Lamb Street (south side - 4 Thompson Street to tee in Lamb Street)	No Parking, Saturdays, March to August.	Photo 30 shows sign is good and pole doesn't require maintenance. Photo 31 shows the sign is faded.	7.4
Lamb Street (east side - 13 to 21 Lamb Street)	No Parking, Saturdays, March to August	Photo 33 shows sign and pole are in good condition and no maintenance is required.	7.4
Lamb Street (west side - opposite 11 and 11 a Lamb Street)	No Parking, Saturdays, March to August	Photo 32 shows the sign is bent and could be straightened or replaced.	3.0
North Road (east side - 1 to 19 North Road)	No restriction	<i>Currently there are no parking restrictions. The proposal addresses the left hand bend but ignores the right hand bend over the hill. A restriction could be extended to HN 25.</i>	8.1
North Road (west side - 309 Guildford Road to 26 North Road)	No Parking, Saturdays, March to August	Photo 1 shows the sign is good as well as the pole. Photo 4 also shows the sign and pole don't need maintenance but the pole is leaning.	8.1
Prowse Street (south side)	No Parking, Saturdays, March to August	Photos 18 and 19 shows the signs and poles are in good condition and no maintenance is required.	5.5
Railway Parade (north side - 28 to 40 Railway Parade)	No Parking, Saturdays, March to August	Photos 22, 23, 24, 25, 26, 27 show signs and poles are all in good condition so no maintenance is required.	7.45
Rosetta Street (east side)	No Parking, Saturdays, March to August	Photos 15, 16 and 17 show all signs and poles are in good condition and require no maintenance.	6.35
Thompson Road (east side)	No Parking, Saturdays, March to August	Photos 28 and 29 show signs and poles are in good condition so no maintenance is required.	7.4
West Road (east side - Old Perth Road to Devon Road)	No Parking, Saturdays, March to August	Photos 6 and 8 show signs and poles are in good condition and no maintenance is required. Photo 7 shows the sign is faded and requires upgrade or replacement.	7.4

From the audit carried out on the 33 existing parking signs there are 3 faded signs, one pole leaning. There are also two signs that are bent on the corners and these could be straightened or replaced. The other signs are in reasonable condition and at this stage there is no need for any action on them.

The Parking Sign Audit photos are in appendix A and these show the condition of the parking signs. One sign at the corner of Lamb and Thompson Streets could not be photographed clearly due to the shade of the overhanging tree. (Photo 30)

9 Who owns the streets?

The ownership of the streets within a Local Authority is not disputed and the Local Government Act 1995 gives Council the care control and management but the street environment belongs to the residents as they live in those streets and should have major input into anything happening within their street.

This issue should have been discussed with residents via the appropriate Director (NOT HIS Staff) forming a working group with residents from the affected streets and the problems highlighted and the group formulating a parking plan to reflect solutions to problems if in fact there are any.

10 Conclusions from Data in This Report

Based on the facts and figures produced in this report it is recommended that the existing parking restrictions remain at this point in time and any amendments from the Special Electors Meeting be implemented and if changes in the future are required the appropriate Director (NOT HIS STAFF) form a working group with residents from the affected streets to discuss the problems with the existing restrictions and formulate a parking proposal acceptable to the residents.

Appendix A

Existing Parking Sign Audit

Photos



No. 1 - Corner North Road & Prowse St



No. 2 - Corner North Road & Brook St



No. 3 - Brook Street
Mid-Block



No. 4 Corner North Road & Guildford RD



No. 5 - Bend Brook Street & Old Perth Rd



No. 6 - Corner West Road & Old Perth Rd



No. 7 Corner West Road & Devon Rd



No. 8 Corner of Devon Road & West Rd



No. 9 Devon Mid-Block HN-44



No. 10 Corner Devon Road & Briggs St



No. 11 Devon Road Mid-Block Towards North Rd HN-6/8



No. 12 Corner Briggs Street & Devon Rd



No. 13 Briggs Street Mid-Block HN-9



No. 14 Corner Briggs Street & Old Perth Rd



No. 15 Corner Rosetta Street & Old Perth Rd



No. 16 Rosetta Street Mid-Block-HN-9



No. 17 Rosetta Street Cul-de-Sac



No. 18 Corner Prowse Street & Old Perth Rd



No. 19 Corner Prowse Street & North Rd



No. 20 Corner Calnon Street & Surrey St



No. 21 Calnon Street Mid-Block-HN-9



No. 22 Calnon Street near Cul-de-sac Head



No. 23 Corner Railway Parade & Lord St



No. 24 Railway Parade & Fifth Ave (East)



No. 25 Railway Parade & Fifth Ave (West) ¶



No. 26 Railway Parade Mid-Block HNos 38/40 ¶



No. 27 Railway Parade & Fourth Ave (East) ¶



No. 28 Corner Thompson Road & Guildford Rd ¶



No. 29 Thompson Road at Railway Reserve ¶



No. 30 Corner of Lamb Street & Thompson Rd ¶



No. 31 Lamb Street Mid-Block HN 7 ¶



No. 32 Lamb Street Tee Southern Leg ¶



No. 33 Lamb Street Tee Northern Cul-de-sac ¶

ATTACHMENT NO. 11

TOWN OF BASSENDEAN

MINUTES

COMPLAINTS COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON TUESDAY 14 SEPTEMBER 2021, AT 6.05PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Director Corporate Services opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBERS

The Director Corporate Services conducted the election of the Presiding Member and Deputy Presiding member under delegated authority of the Chief Executive Officer.

One nomination was received for Presiding Member from Cr Renee McLennan. The Director Corporate Services declared Cr Renee McLennan elected as Presiding Member.

One nomination was received for Deputy Presiding Member from Cr Hilary MacWilliam. The Director Corporate Services declared Cr Hilary MacWilliam elected as Deputy Presiding Member.

3.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

4.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Members

Cr McLennan, Presiding Member
Cr MacWilliam, Deputy Presiding Member
Cr Barty
Cr Hamilton
Cr Quinton

Officers

Joe Baskwell, Complaint Assessor
Paul White, Director Corporate Services
Elizabeth Kania, Manager Governance & Strategy
Amy Holmes, Minute Secretary

Apology

Cr Wilson

5.0 DECLARATIONS OF INTEREST

Nil

6.0 PUBLIC QUESTION TIME

Nil

7.0 CONFIDENTIAL REPORT

Committee Recommendation – Item 7.0(a)
CC – 23/9/21

MOVED Cr Barty, Seconded Cr MacWilliam, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 6.06pm.

CARRIED UNANIMOUSLY 5/0

Item No. 7.1	Code of Conduct – Alleged Breach by a Councillor
Property Address (if applicable)	
Landowner/Applicant (if applicable)	
File Ref/ROC	GOVN/COUNCLS/21
Previous Council Reports (if applicable)	
Directorate	Corporate Services
Authority/Discretion <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 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. 2	Code of Conduct for Council Members, Committee Members and Candidates
Confidential Attachment No. 1	Complaint Report with Annexures, Australia Wide Investigations dated 2 September 2021

This matter is to be considered with members of the public excluded from the Chamber under Clause 5.23 (2) (a) of the Local Government Act as the officer report discusses a matter affecting an employee or employees.

Officer Recommendation – Item 7.1

That the Complaints Committee:

1. Finds that the Councillor breached Section 9 (e) of the Code of Conduct;
2. Consults with the Councillor regarding the following action plan:
 - a. That the Councillor make an apology to the CEO at the September 2021 Ordinary Meeting of Council;
 - b. Communication protocols be reviewed in relation to individual Councillors dealing with the Administration; and
 - c. Induction/training for Councillors in relation to the Code of Conduct be reviewed to ensure there is a clear understanding by Councillors to recognise the need to acknowledge and respond to an actual, potential or perceived conflict of interest.

Committee Recommendation – Item 7.1 **CC-2/9/21**

MOVED Cr Quinton, Seconded Cr Barty, that the Complaints Committee:

1. Finds that the Councillor breached Section 9 (e) of the Code of Conduct.
2. Requests the Councillor make an apology to the CEO by 30 September 2021.
3. Requires that Communication protocols, between Councillors and the Administration, be reviewed by the CEO in consultation with Council; and

4. Requires that induction/training for Councillors in relation to the Code of Conduct be reviewed to ensure there is a clear understanding by Councillors to recognise the need to acknowledge and respond to an actual, potential or perceived conflict of interest.

CARRIED UNANIMOUSLY 5/0

Committee Recommendation – Item 7.0(b)
CC – 3/9/21

MOVED Cr Barty, Seconded Cr MacWilliam, that the meeting come from behind closed doors, the time being 7.20pm.

CARRIED UNANIMOUSLY 6/0

8.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

10.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at 7.20pm.

ATTACHMENT NO. 12

TOWN OF BASSENDEAN

MINUTES

AUDIT AND GOVERNANCE COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 15 SEPTEMBER 2021, AT 5.30PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Members

Cr Hilary MacWilliam, Presiding Member
Cr Kathryn Hamilton
Cr Chris Barty
Elliott Brannen, Community Representative

Staff/Consultants

Paul White, Director Corporate Services
Elizabeth Kania, Manager Governance & Strategy
Alex Evans, Manager Information & Technology
James Adams, RSM
Alasdair Whyte, RSM
Jay Teichert, Office of the Auditor General
Amy Holmes, Minute Secretary

Apologies

Cr Renee McLennan
Martin Le Tessier, Community Representative
Tom Klaassen, Community Rep

4.0 DECLARATIONS OF INTEREST

Nil

5.0 PRESENTATIONS OR DEPUTATIONS

Nil

6.0 CONFIRMATION OF MINUTES

6.1 Audit and Governance Meeting held on 9 June 2021

Committee/Officer Recommendation – Item 6.1 AGC-1/9/21

MOVED Cr MacWilliam, Seconded Cr Barty, that the minutes of the Audit and Governance Committee meeting held on 9 June 2021, be confirmed as a true record.

CARRIED UNANIMOUSLY 4/0

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 REPORTS

Item No. 8.1	Annual Closed Circuit Television (CCTV)
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref/ROC	INFT/ACQ/1
Previous Council Reports (if applicable)	N/A
Directorate	Community Planning
Authority/Discretion <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.
Attachment	Nil.

Purpose

The purpose of this report is to present the 2020/21 annual statistics for the Town's existing CCTV systems, as per the requirements of the Closed Circuit Television (CCTV) Management & Operational Manual.

Background

In April 2012 (OCM-10/4/2012), Council adopted the Closed Circuit Television (CCTV) Management & Operational Manual. This document provides for the annual reporting of listed items to keep the Town updated on the effectiveness of CCTV installations throughout Council owned facilities.

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

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

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

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

It should be noted that the Town is in the process of reviewing the Manual, which will likely be the subject of a further report to Council.

Strategic Implications

Priority Area 1 – Strengthening and connecting our community

Direction	Potential Strategies	What Success Looks Like
Creating an environment where people feel welcome and safe	<ul style="list-style-type: none"> • Create public spaces and transport routes that encourage people to linger, interact and enjoy (including evening use) • Encourage the adoption of a collective responsibility towards safety 	<ul style="list-style-type: none"> • Increased use of public transport by different demographics • Increased active transport by different demographics • Reduced antisocial incidents

Priority Area 5: Facilitating people-centered services

Direction	Potential Strategies	What Success Looks Like
Deliver efficient and well-connected internet and computer technology systems	Improve efficiency of internet and computer technology systems for community-facing services	<ul style="list-style-type: none"> • Improved efficiency of online services for community • Improved efficiency of online services for administration • Increased customer base for online services • Ability to deliver core work and services via non-contact methods

Comment

Customer Service Centre CCTV

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

The CCTV System installed at the Customer Service Centre located at 35 Old Perth Road, Bassendean has received no requests for footage.

Whilst there have been some issues with the display, this has not resulted in downtime of the system.

Library CCTV

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

The CCTV System installed in the Library located at 46 Old Perth Road, Bassendean, has received one request for footage with the data provided to the requesting Police Officer. There have been no maintenance or repair issues in the reporting period.

Youth Services CCTV

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

The CCTV system installed at the Bassendean Youth Services located at the corner of West Road and Guildford Road, Bassendean, has received one request for footage and the data was submitted via the online submission tool. There have been no maintenance or repair issues in the reporting period.

Seniors & Disabilities CCTV

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

The CCTV System installed at the Seniors and Disabilities Office located at 2 Colstoun Road, Ashfield, has received 1 request for footage with the data provided to the requesting Police Officer. There have been no reported system repair issues during this reporting period.

Depot CCTV

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

The CCTV system installed at the Depot Compound located at 69 Scaddan Street, Bassendean, has received one request for footage, with no system repair issues during this reporting period.

An additional camera has been installed in this system in the reporting period to increase the coverage area.

Mobile CCTV Trailer

The Town has a mobile CCTV trailer which it deploys at specific problem areas throughout the district at the request of the WA Police or based on potential 'crime hotspots'.

The trailer has been deployed in liaison with the WA Police at the Kiara Police Station to assist with evidence gathering activities, and Rangers continue to liaise with Kiara Police to identify locations and deploy the trailer in line with management policies and practices.

The CCTV trailer has been used during the last 12 months to monitor the Town of Bassendean's assets and identified locations to deter and prevent damage, theft and gather evidence as required.

The trailer has had a minor repair issue in the reporting period with no requests for footage.

Administration Building – 48 Old Perth Road

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

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

Alf Faulkner and Jubilee Reserve CCTV

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

There were two requests for footage at the Caledonian Soccer Club during the reporting period, but as the cameras were not operational during the events, the footage was not able to be provided.

The remaining cameras and systems have been operating effectively for the reporting period with one request for Alf Faulkner Hall, with the footage provided to the requesting Police officer. There has been no other maintenance and repair issues in the reporting period.

Statutory Requirements

Section 5.12 of the Closed Circuit Television (CCTV) Management and Operational Manual states:

“5.12 Monitoring, Review & Audit Reports and Protocols

5.12.1 Annual Review and Reporting

In accordance with AS4806.1:2006 Part 3.5 a report should be prepared on an annual basis to provide information on the operation and performance of the CCTV system. Except where there is a legitimate reason for non-disclosure or where restricted or classified by a government agency.”

Financial Considerations

Nil.

The manual is under review. The manual will be presented to the Committee on an annual basis.

Committee/Officer Recommendation – Item 8.1
AGC-2/9/21

MOVED Cr MacWilliam, Seconded Cr Barty, that the Audit & Governance Committee receives the Annual CCTV Report.

CARRIED UNANIMOUSLY 4/0

Item No. 8.2	Audit Risk Register
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref/ROC	GOVN/CCLMEET/1
Previous Council Reports (if applicable)	N/A
Directorate	Corporate Services
Authority/Discretion <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 checked="" 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.
Confidential Attachment No. 1	Audit Risk Register

Purpose

The purpose of this report is to provide the Audit and Governance Committee with the Town's Audit Risk Register, with updated actions since the meeting of the Committee on 9 June 2021.

Background

Creation of an Audit Risk Register was a recommendation arising from the 2019 review of the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management, internal controls and legislative compliance pursuant to Regulation 17 of the Local Government (Audit) Regulations 1996.

Proposal

For the Audit and Governance Committee to receive the Audit Risk Register and consider the action taken or proposed to address the identified risks.

Communication and Engagement

Nil.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

<p>Make brave decisions in line with a risk appetite</p>	<ul style="list-style-type: none"> • Early identification of potential risks / issues/opportunities • Embed opportunity cost considerations 	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Efficient and effective Council meetings • Defensible decision making that is based on the identification of opportunities and benefits as well as negative impacts <p>LONG TERM</p> <ul style="list-style-type: none"> • Examples of being first adopters
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Comment

The Audit Risk Register presents a summary of the audit risks and recommendations made in recent internal and external audit reports relating to the Town and provides an update on actions taken or proposed to address the identified risks.

The Audit Risk Register will continue to be updated and provided for each meeting of the Committee.

Statutory Requirements

Local Government (Audit) Regulations 1996, Regulation 16, states:

“An audit committee has the following functions:

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*

- (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law."*

Financial Considerations

Implementation of some audit recommendations may require additional funds and will be the subject of separate budget submissions as and when required. The Town's Purchasing Policy and Procurement Framework will govern any required engagements.

Risk Management Implications

Nil.

Committee/Officer Recommendation – Item 8.2
AGC-3/9/21

MOVED Cr Barty, Seconded Elliott Brannen, that the Audit and Governance Committee receives the Audit Risk Register and notes the action taken or proposed to address the identified risks.

CARRIED UNANIMOUSLY 4/0

Item No. 8.3	Interim Audit – OAG Management Letter and Audit Findings
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref/ROC	FINM/AUD1
Previous Council Reports (if applicable)	N/A
Directorate	Corporate Services
Authority/Discretion <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 checked="" 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.
Confidential Attachment No. 2	OAG Interim Audit Letter and Attachment One: Findings Identified During the Final Audit

Purpose

The purpose of this report is to provide Council, through the Audit and Governance Committee, with the Interim Audit Report for 2020/21 furnished by the Office of the Auditor General, and the management comments provided in response to address the identified risks.

Background

The Auditor General became responsible for the Town's external audit from the 2018/19 financial year. The Auditor General may contract out the audit but maintains overall responsibility for the audit and the audit opinion. The Auditor General appointed RSM Australia (**RSM**) as the Town's auditors.

RSM conducted the interim audit for 2020/21 and will shortly conduct the annual financial audit for the Town, with oversight and final audit sign off by the Auditor General. The interim audit included an audit of risks, processes and controls for finance and information systems.

RSM and the Town agreed on the Audit Planning Memorandum, which details the proposed approach by RSM. The APM was tabled at the meeting of the Committee on 14 April 2021.

RSM conducted the interim audit in April and May 2021. The focus of the audit was to:

Evaluate the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to out audit of the annual financial report.

The Auditor General provided the Interim Audit Report on 13 September 2021, which identified some deficiencies in internal control, assessed as having moderate or minor implication. The Interim Audit Report includes management comments on the remedial action taken or proposed to address the identified risks, provided to RSM by the Town in response to the findings.

The OAG Management Letter and audit findings, with management comments, are confidential attachments to this report.

Proposal

That the Audit and Governance Committee receives the Interim Audit Report for 2020/21 and notes the findings and recommendations, and the management comments on the remedial action taken or proposed to address the identified risks.

Communication and Engagement

The Town and RSM engaged in regular communication during the conduct of the interim audit and in relation to draft findings, recommendations and management comments.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

<p>Make brave decisions in line with a risk appetite</p>	<ul style="list-style-type: none"> • Early identification of potential risks / issues/opportunities • Embed opportunity cost considerations 	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Efficient and effective Council meetings • Defensible decision making that is based on the identification of opportunities and benefits as well as negative impacts <p>LONG TERM</p> <ul style="list-style-type: none"> • Examples of being first adopters
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Comment

The findings and recommendations from the interim audit will be included in the Town’s Audit Risk Register, which will continue to be updated and tabled at each meeting of the Committee.

Statutory Requirements

Section 7.2 of the *Local Government Act 1995* states:

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

The *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* govern the annual audit requirements for local government.

Financial Considerations

Funding to meet the costs associated with the 2021 interim audit exists in the 2021/22 annual budget. Implementation of some audit recommendations may require additional funds and will be the subject of separate budget submissions as and when required.

Risk Management Implications

The OAG made eight findings as part of the audit, four of which are rated ‘moderate’ risk and four rated ‘minor’ risk. The attached Management Letter and audit findings details the risks associated with each of the findings.

Committee/Officer Recommendation – Item 8.3 AGC-4/9/21

MOVED Cr Barty, Seconded Elliott Brannen, that the Audit and Governance Committee recommends that Council receives the Interim Audit Report for 2020/21 and notes the findings and recommendations, and the management comments on the remedial action taken or proposed to address the identified risks.

CARRIED UNANIMOUSLY 4/0

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

11.0 CONFIDENTIAL BUSINESS

**Committee Recommendation – Item 11.0(a)
AGC-5/9/21**

MOVED Cr Barty, Seconded Cr MacWilliam, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 5.54pm.

CARRIED UNANIMOUSLY 4/0

Alex Evans, James Adams, Alasdair Whyte & Jay Teichert left the meeting and did not return.

Item No. 11.1	Report of Minor Misconduct
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
File Ref/ROC	HR/GRIEV
Previous Council Reports (if applicable)	N/A
Directorate	Chief Executive Office
Authority/Discretion <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.

Committee Recommendation – Item 11.1
AGC-6/9/21

MOVED Cr Barty, Seconded Cr MacWilliam, that the Audit and Governance Committee note the Confidential Report attached to the Audit and Governance Committee Minutes of 15 September 2021.

CARRIED UNANIMOUSLY 4/0

Committee Recommendation – Item 11.0(b)
AGC-7/9/21

MOVED Cr Barty, Seconded Cr Hamilton, that the meeting come from behind closed doors, the time being 6.05pm.

CARRIED UNANIMOUSLY 4/0

The Director Corporate Services tabled an Audit Update from the Office of the Auditor General. The document has been distributed to Committee members. Relevant items will be included for discussion at the next meeting with an update from the Auditor General.

12.0 CLOSURE

The next Audit and Governance Committee meeting is to be held on Wednesday 1 December 2021, commencing at 5.30pm.

There being no further business, the Presiding Member closed the meeting at 6.15pm.

ATTACHMENT NO. 13

**LIST OF PAYMENTS
FOR PERIOD
ENDED 31st July 2021**

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

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT and Direct Debits 01-31 July 2021	43807 – 44092	2,547,354.93
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	86302 – 86308	24,482.49
		<hr/>
		\$2,571,837.42
		<hr/> <hr/>

DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 28th September 2021. 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 July 2021
to
31st July 2021

Chq/EFT	Date	Name	Description	Amount
EFT43807	06/07/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions	-\$ 155.40
EFT43808	06/07/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-\$ 119,799.00
EFT43809	06/07/2021	LGRCEU	Payroll Deductions	-\$ 61.50
EFT43810	06/07/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-\$ 892.00
EFT43811	16/07/2021	B1 HOMES (PURE HOMES T/AS)	Development Bond Refund	-\$ 3,448.00
EFT43812	16/07/2021	BASSENDEAN WELLNESS CLINIC (BASSENDEAN CHIROPRACTIC)	Development Bond Refund	-\$ 1,850.00
EFT43813	16/07/2021	DALE ALCOCK HOMES PTY LTD	Security Bond Refund	-\$ 2,805.00
EFT43814	16/07/2021	DEPARTMENT OF PLANNING, LAND AND HERITAGE	Dap Fees Adjustment	-\$ 241.00
EFT43815	16/07/2021	FIONA ELLISON	Key Bond Refund	-\$ 50.00
EFT43816	16/07/2021	KIA DOSTANIC	Hall & Key Bond Refund	-\$ 1,000.00
EFT43817	16/07/2021	LINDA MUNROE	Security Bond Refund	-\$ 2,768.00
EFT43818	16/07/2021	MAXIM HOMES PTY LTD	Security Bond Refund	-\$ 2,805.00
EFT43819	16/07/2021	NICOLA SWALLOW	Development Bond Refund	-\$ 2,700.00
EFT43820	16/07/2021	TAINIE HALL	Key Bond Refund	-\$ 50.00
EFT43821	16/07/2021	THE GREY COMPANY	Hall & Key Bond Refund	-\$ 1,050.00
EFT43822	16/07/2021	THE SLATTER GROUP WA	Development Bond Refund	-\$ 2,000.00
EFT43823	16/07/2021	THOMAS BUILDING P/L	Security Bond Refund	-\$ 2,805.00
EFT43824	16/07/2021	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Internal Transfer - rates payments receipted to Trust Acc in-correctly	-\$ 1,000.00
EFT43825	16/07/2021	TRIUMPH HOMES	Security Bond Refund	-\$ 2,805.00
EFT43826	16/07/2021	VINSAN CONTRACTING PTY LTD	Security Bond Refund	-\$ 2,805.00
EFT43827	16/07/2021	A. M BOLTS & NUTS	Hardware items	-\$ 88.22
EFT43828	16/07/2021	AAA GARDEN SERVICES WA	Seniors - Home & Garden Maintenance	-\$ 1,260.00
EFT43829	16/07/2021	ALSCO PERTH	Linen Services - Administration	-\$ 160.20
EFT43830	16/07/2021	AMAZING BRICK PAVING	Brick Paving	-\$ 2,343.00
EFT43831	16/07/2021	ANNE YARDLEY	Oral History Interview	-\$ 660.00
EFT43832	16/07/2021	AYDEN MACKENZIE	Reimbursements	-\$ 500.00
EFT43833	16/07/2021	BASSENDEAN BOWLING CLUB INC	Insurance Claim from LGIS	-\$ 2,898.00
EFT43834	16/07/2021	BASSENDEAN TENNIS CLUB	Grass Court Maintenance	-\$ 2,291.30
EFT43835	16/07/2021	BCITF	Building & Construction Industry - Levy Collected	-\$ 4,748.80
EFT43836	16/07/2021	BEN NASH SURVEYS	Surveying Charges	-\$ 660.00

1st July 2021
to
31st July 2021

Chq/EFT	Date	Name	Description	Amount
EFT43837	16/07/2021	BOC LIMITED	Monthly Container Service	-\$ 44.87
EFT43838	16/07/2021	CDM AUSTRALIA PTY LTD	Consumables	-\$ 148.50
EFT43839	16/07/2021	CHURCH OF CHRIST BASSENDEAN	Thrive - Delivery Charges	-\$ 2,500.00
EFT43840	16/07/2021	COLES SUPERMARKETS AUSTRALIA	Food Supplies - Ashfield Wind in the Willows	-\$ 2,764.03
EFT43841	16/07/2021	COMMAND-A-COM PTY LTD	Panasonic VOIP Power Supply	-\$ 206.80
EFT43842	16/07/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building & Construction Industry - Levy Collected	-\$ 8,422.53
EFT43843	16/07/2021	DIAL A NAPPY (BUSICLEAN)	Chemicals & Cleaning Supplies	-\$ 792.10
EFT43844	16/07/2021	DOUGLAS MCCAULEY	Reimbursement for damaged caused by Ryde car	-\$ 284.00
EFT43845	16/07/2021	FIND WISE LOCATION SERVICES	Service Location	-\$ 1,940.40
EFT43846	16/07/2021	GARRY BUTLER	Rates Refund	-\$ 5,678.56
EFT43847	16/07/2021	GREENSTEAM AUSTRALIA	Steam Weeding of Roads	-\$ 50,710.00
EFT43848	16/07/2021	GREG NERI	Vehicle Fuel	-\$ 75.42
EFT43849	16/07/2021	IMMACULATE SWEEPING PTY LTD	Road Sweeping Services -Various Locations	-\$ 75,000.00
EFT43850	16/07/2021	JEFFREY SOMES	Pest Control Supplies	-\$ 92.44
EFT43851	16/07/2021	KATE CAMPBELL	Verge Program Refund	-\$ 175.00
EFT43852	16/07/2021	MARK TROY	Rates Refund	-\$ 447.45
EFT43853	16/07/2021	MICHAEL ELLARD	Council Crossover Contribution	-\$ 550.00
EFT43854	16/07/2021	QUALITY TRAFFIC MANAGEMENT PTY LTD (QTM)	Traffic Management for Community Event	-\$ 478.78
EFT43855	16/07/2021	TGC LAWYERS (ZAKON HOLDINGS P/L T/AS)	Legal Fees	-\$ 10,000.00
EFT43856	16/07/2021	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Kerbside General Waste - Landfill At Red Hill	-\$ 42,459.12
EFT43857	16/07/2021	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home & Garden Maintenance	-\$ 844.96
EFT43858	16/07/2021	JULIAN CHARLES RICHARDS	Seniors - Home & Garden Maintenance	-\$ 800.00
EFT43859	16/07/2021	LJR MAINTENANCE SERVICES	Excavator Hire	-\$ 770.00
EFT43860	16/07/2021	MT LAWLEY MILK	Milk for Various Offices	-\$ 261.30
EFT43861	16/07/2021	OFFICE LINE	Office Chairs	-\$ 6,897.00
EFT43862	16/07/2021	OFFICE OF THE AUDITOR GENERAL	Roads to Recovery 30 June 2020 Audit Certification Costs	-\$ 2,200.00
EFT43863	16/07/2021	PILATES FLOW (KAVAN LONDON)	Pilates Courses - Relax Programme Term 3 Costs	-\$ 2,200.00
EFT43864	16/07/2021	PRIME LOCATE PTY LTD	Service Location	-\$ 1,540.00
EFT43865	16/07/2021	RAYMOND MICHAEL HARRIS	Market Signage - Install And Remove	-\$ 500.00
EFT43866	16/07/2021	RETECH RUBBER	Maintenance at Playground	-\$ 2,282.50

1st July 2021
to
31st July 2021

Chq/EFT	Date	Name	Description	Amount
EFT43867	16/07/2021	ROSS WENN & CRISTA PRIEST	Bobcat Works At Parks	-\$ 1,600.00
EFT43868	16/07/2021	RURAL STONE COMPANY WA PTY LTD	Boulders	-\$ 2,722.50
EFT43869	16/07/2021	SAMMYS LANDSCAPING	Street Landscaping	-\$ 4,907.00
EFT43870	16/07/2021	SOS - SWITCHED ONTO SAFETY	Chemwatch Licence	-\$ 1,925.00
EFT43871	16/07/2021	TECHNOLOGY ONE LTD	Updates To Waste Dates Map Builder	-\$ 2,156.00
EFT43872	16/07/2021	THE SCIENCE MUM	Science Mum Activities	-\$ 250.00
EFT43873	16/07/2021	TRILLION TREES	Plants Procurement	-\$ 6,917.59
EFT43874	16/07/2021	UMESH THAPA	Library Cleaning Expenses	-\$ 2,430.00
EFT43875	16/07/2021	VENUS PLUMBING	Plumbing Works at Hyde Retirement Village	-\$ 387.20
EFT43876	16/07/2021	WA TEMPORARY FENCING SUPPLIES	Temporary Fencing	-\$ 9,869.20
EFT43877	16/07/2021	WATER2WATER PTY LTD	Filtered Water Contract	-\$ 99.00
EFT43878	16/07/2021	XPRESSO LANE CAFE	Catering for Council Briefing Session	-\$ 184.80
EFT43879	20/07/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions	-\$ 129.50
EFT43880	20/07/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-\$ 91,672.00
EFT43881	20/07/2021	LGRCEU	Payroll Deductions	-\$ 61.50
EFT43882	20/07/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-\$ 832.00
EFT43883	21/07/2021	CREATING COMMUNITIES AUSTRALIA PTY LTD	Consultancy Fees - Town Centre Revitalisation Masterplan	-\$ 7,713.75
EFT43884	23/07/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Guarantee Fee	-\$ 1,730.27
EFT43885	26/07/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	Interest Payment - Library Redevelopment	-\$ 6,037.49
EFT43886	28/07/2021	DIANNE LAURITSEN	Key Bond Refund	-\$ 50.00
EFT43887	28/07/2021	GARY MITCHELL	Security Bond Refund	-\$ 2,800.00
EFT43888	28/07/2021	JAMES EADON	Security Bond Refund	-\$ 5,000.00
EFT43889	28/07/2021	KELLEY & OLIVER PAYNE	Hall & Key Bond Refund	-\$ 550.00
EFT43890	28/07/2021	LIGHTHOUSE CHURCH	Hall & Key Bond Refund	-\$ 400.00
EFT43891	28/07/2021	MICHAEL ELLARD	Security Bond Refund	-\$ 2,805.00
EFT43892	28/07/2021	MICHAEL SIMMONDS	Security Bond Refund	-\$ 2,805.00
EFT43893	28/07/2021	NORI-LYNN MUNOZ	Security Bond Refund	-\$ 2,300.00
EFT43894	28/07/2021	REDINK HOMES	Security Bond Refund	-\$ 2,805.00
EFT43895	28/07/2021	REMO GULLOTTO	Development Bond Refund	-\$ 2,000.00
EFT43896	28/07/2021	SHANE & KATE PAUL	Security Bond Refund	-\$ 3,000.00

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EFT43897	28/07/2021	SHAUN & TRUDI WALSH	Security Bond Refund	-\$ 2,000.00
EFT43898	28/07/2021	SHENG KOH	Security Bond Refund	-\$ 1,200.00
EFT43899	28/07/2021	SUSAN & RHOD PEARSON	Security Bond Refund	-\$ 1,000.00
EFT43900	28/07/2021	TAHLEESHA INSTANCE	Hall & Key Bond Refund	-\$ 1,050.00
EFT43901	28/07/2021	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Internal Transfer - Infrastructure Security Bond transferred to Municipal Funds for Damage to Verge	-\$ 2,442.50
EFT43902	29/07/2021	AAA GARDEN SERVICES WA	Seniors - Home & Garden Maintenance	-\$ 1,680.00
EFT43903	29/07/2021	AARO GROUP PTY LTD	Pipe Cleaning	-\$ 4,061.20
EFT43904	29/07/2021	ABCORP AUSTRALASIA PTY LTD (ABNOTE)	Barcode Labelling Costs	-\$ 517.00
EFT43905	29/07/2021	ALINEA INC (T/AS PARAQUAD INDUSTRIES)	Metropolitan Interlibrary Loan Courier Service	-\$ 6,793.60
EFT43906	29/07/2021	ALL PRINTERS AND CARTRIDGES PTY LTD	Photocopier Repairs	-\$ 0.60
EFT43907	29/07/2021	ALLSPORTS LINEMARKING	Line Marking At Bassendean Oval	-\$ 440.00
EFT43908	29/07/2021	ALSCO PERTH	Linen Services - Administration	-\$ 80.10
EFT43909	29/07/2021	AMAZING BRICK PAVING	Brick Paving	-\$ 2,615.00
EFT43910	29/07/2021	ARBOR BEAUTY TREES	Removal of Trees	-\$ 1,650.00
EFT43911	29/07/2021	ARMSIGN PTY LTD	Eight Track Audio Unit	-\$ 5,929.00
EFT43912	29/07/2021	ASPHALTECH PTY LTD	Road Repair from Tree Root Drainage and Asphalt Works	-\$ 81,145.23
EFT43913	29/07/2021	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee - Asset Management	-\$ 11,349.25
EFT43914	29/07/2021	AUSTRALIA POST	Postal Charges	-\$ 4,667.81
EFT43915	29/07/2021	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	To Replace Outdoor Fan & PCB	-\$ 3,788.95
EFT43916	29/07/2021	AUSTRALIAN OFFICE (AUSTRALIAN PAPER)	Folding Machine Envelopes	-\$ 74.67
EFT43917	29/07/2021	AXIIS CONTRACTING	Supply Concrete Footpath - Mary Crescent -	-\$ 11,218.36
EFT43918	29/07/2021	BAILEYS FERTILISER	Supply & Spray Foliar Fertilizer	-\$ 799.48
EFT43919		Cancelled		
EFT43920	29/07/2021	BASSENDEAN NEWSAGENCY (AUM HOLDINGS (WA) PTY LTD)	Library - Magazines	-\$ 197.40
EFT43921	29/07/2021	JESSICA MODE	Bassendean Green Trail Gallery 2021 - Artist Fee	-\$ 250.00
EFT43922	29/07/2021	JOHANNA GALLAGHER	Rates Refund	-\$ 410.48
EFT43923	29/07/2021	KIM NGUYEN	Bassendean Green Trail Gallery 2021 - Artist Fee	-\$ 250.00
EFT43924	29/07/2021	NIKKI DENNERLEY (HAPPY FEET FITNESS)	Happy Feet Monthly Incursion Ashfield	-\$ 125.00
EFT43925	29/07/2021	PATRICIA FLETCHER (FAMILY TRUST)	Relax Term 2 - Zumba And Metafit	-\$ 4,100.00
EFT43926	29/07/2021	PHILLIP JAMES HEALEY	Bassendean Green Trail Gallery 2021 - Artist Fee	-\$ 250.00

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EFT43927	29/07/2021	ROSLYN ANN JONES	Bassendean Green Trail Gallery 2021 - Artist Fee	-\$ 250.00
EFT43928	29/07/2021	RUBY 9 PTY LTD (SALLY RIDDELL)	Relax Term 2 - Thurs Yoga	-\$ 1,050.00
EFT43929	29/07/2021	SHAUN CHANDRAN	Relax Program - Term 2 Online UKE 123	-\$ 2,055.90
EFT43930	29/07/2021	SKYLAR JANE	Bassendean Green Trail Gallery 2021 - Artist Fee	-\$ 250.00
EFT43931	29/07/2021	BARBARA HELENA HOSTALEK	Extension Activity - July School Holiday Event	-\$ 150.00
EFT43932	29/07/2021	BASSENDEAN WELLNESS CLINIC (BASSENDEAN CHIROPRACTIC)	Seniors - Podiatry Home Visits	-\$ 205.00
EFT43933	29/07/2021	BEAVER TREE SERVICES	Power line Clearance Pruning	-\$ 47,843.07
EFT43934	29/07/2021	BENARA NURSERIES	Jacaranda Mimosifolia	-\$ 26,143.65
EFT43935	29/07/2021	BIDVEST FOOD SERVICE	Day Centre Groceries	-\$ 150.51
EFT43936	29/07/2021	BOLINDA DIGITAL PTY LTD	Eaudio High Demand Value Plan	-\$ 129.69
EFT43937	29/07/2021	BOLINDA PUBLISHING PTY LTD	For Supply of Large Print And Audio Books	-\$ 143.06
EFT43938	29/07/2021	BORVEK PTY LTD T/AS ABLE WESTCHEM	Consumables	-\$ 332.75
EFT43939	29/07/2021	BROMELLI (LUCY BROMELL)	Green Trail Project - Reimbursement	-\$ 409.50
EFT43940	29/07/2021	BUDGET PEST CONTROL (QUELL PTY LTD T/AS)	Pest Control Services at Operational Site	-\$ 396.00
EFT43941	29/07/2021	BUNNINGS GROUP LIMITED	Cleaning Material	-\$ 1,627.85
EFT43942	29/07/2021	BUNZL LTD	Toilet Paper Rolls	-\$ 277.13
EFT43943	29/07/2021	CAREALOT HOME HEALTH SERVICES	Seniors - Home & Garden Maintenance	-\$ 510.88
EFT43944	29/07/2021	CASA SECURITY PTY LTD	Quarterly Monitoring July to September 2021 and Various Callouts	-\$ 6,618.11
EFT43945	29/07/2021	CASTLE PROJECTS	Fit out Construction - Men's Shed Community Space	-\$ 62,399.73
EFT43946	29/07/2021	CENTRECOURT RENOVATORS	Youth Centre - Half Court Line Marking	-\$ 1,200.00
EFT43947	29/07/2021	CITY OF BAYSWATER	Mosquito Control Services - The East Swan River -MOU	-\$ 3,693.09
EFT43948	29/07/2021	CJD EQUIPMENT PTY LTD	Equipment Fault Investigation	-\$ 360.90
EFT43949	29/07/2021	CLEAR BRIDGE GROUP PTY LTD	Marquee Weights	-\$ 766.46
EFT43950	29/07/2021	COLES SUPERMARKETS AUSTRALIA	Food Supplies - Ashfield Wind in the Willows	-\$ 2,188.58
EFT43951	29/07/2021	COMMISSIONER OF POLICE	Volunteers - Police Checks	-\$ 200.40
EFT43952	29/07/2021	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical	-\$ 217.80
EFT43953	29/07/2021	CORSIGN WA PTY LTD	Roads To Recovery Signs	-\$ 696.30
EFT43954	29/07/2021	DAILY LIVING PRODUCTS	Seniors - Lift Chair for HCP Client	-\$ 3,500.00
EFT43955	29/07/2021	DAIMLER TRUCKS PERTH	Equipment Fault Investigation	-\$ 6,129.21
EFT43956	29/07/2021	DATA3	Office 365 Subscriptions	-\$ 2,434.37

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EFT43957	29/07/2021	DAVID A HEANEY	Supply & Install Limestone Rock	-\$ 1,243.00
EFT43958	29/07/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES	Library - Annual FES Monitoring	-\$ 1,881.00
EFT43959	29/07/2021	DEPARTMENT OF TRANSPORT	Vehicle Ownership Checks	-\$ 10.20
EFT43960	29/07/2021	BUNNINGS GROUP LIMITED	Consumables	-\$ 231.73
EFT43961	29/07/2021	CAPITAL RECYCLING	Supply of Premix Concrete Footpath Repair	-\$ 531.30
EFT43962	29/07/2021	DRAINFLOW SERVICES PTY LTD	Jet Washing of Stormwater Drainage Lines	-\$ 1,848.00
EFT43963	29/07/2021	DS WORKWEAR & SAFETY	Safety Boots	-\$ 883.90
EFT43964	29/07/2021	DVG AUTO PARTS (BUICK HOLDINGS PTY LTD)	Siding Door Window	-\$ 670.45
EFT43965	29/07/2021	E FIRE & SAFETY (WA)	Fire Equipment Inspection	-\$ 2,761.00
EFT43966	29/07/2021	EASIFLEET	Payroll Deductions	-\$ 1,707.40
EFT43967	29/07/2021	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Kerbside General Waste - Landfill At Red Hill	-\$ 35,579.76
EFT43968	29/07/2021	EFTSURE PTY LTD	Eftsure Annual Subscription	-\$ 5,016.00
EFT43969	29/07/2021	EMPRISE PTY LTD	Seniors - Single Valve Cushion for HCP Client	-\$ 1,015.00
EFT43970	29/07/2021	ENVIRO & ECO SAFE PEST CONTROL	Bee Hive Removal	-\$ 1,100.00
EFT43971	29/07/2021	ENVIRONMENT HOUSE INCORPORATED	Plastic Free July Hamper Contents	-\$ 236.00
EFT43972	29/07/2021	ENVISIONWARE PTY LTD	Onestop Software On Existing X11 For RFID	-\$ 165.00
EFT43973	29/07/2021	EPOCH TRAINING	Relax Term 2 - Wu Tao Courses	-\$ 450.00
EFT43974	29/07/2021	FELTON INDUSTRIES (FELTON INTERNATIONAL GROUP)	Delivery Cost For Picnic Shelter	-\$ 539.00
EFT43975	29/07/2021	FLYER SQUAD	Distribution Of W&R Calendar	-\$ 1,140.00
EFT43976	29/07/2021	FORPARK AUSTRALIA	Park Equipment	-\$ 199.32
EFT43977	29/07/2021	FUJI XEROX AUSTRALIA PTY LTD	Library - Lease Photocopier/Printer	-\$ 359.70
EFT43978	29/07/2021	GRAFTON GENERAL PRODUCTS	Lock Box & Service Fee for HCP Client	-\$ 192.50
EFT43979	29/07/2021	GRO-CORP	Children Dining Chairs For WIW Bassendean	-\$ 1,919.27
EFT43980	29/07/2021	GRONBEK SECURITY	Equipment Fault Investigation	-\$ 390.51
EFT43981	29/07/2021	HEATLEY SALES PTY LTD	Safety Boots	-\$ 88.51
EFT43982	29/07/2021	HOME CHEF	Seniors & Disability Services - Meal At Home	-\$ 1,027.83
EFT43983	29/07/2021	HUMES WEMBLEY CEMENT (HOLCIM)	Supply & Deliver of Concrete Covers	-\$ 3,744.95
EFT43984	29/07/2021	HYGIENE CONCEPTS	Hygiene Services at Sandy Beach Reserve Public Toilets	-\$ 7,555.46
EFT43985	29/07/2021	ILONKA FOODS (MOLTONI ENTERPRISES PTY LTD T/AS)	Purchase Of Meat Products For Day Centre	-\$ 89.60
EFT43986	29/07/2021	IMAGESOURCE DIGITAL SOLUTIONS	Letterheads	-\$ 867.90

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EFT43987	29/07/2021	INTELFIFE GROUP LIMITED	Cleaning Facilities -Various Sites	-\$ 13,857.52
EFT43988	29/07/2021	IT VISION USER GROUP (INC)	IT Vision User Group - Membership Subscription	-\$ 748.00
EFT43989	29/07/2021	JAMES CRASTER	Bobcat Hire - Mary Crescent	-\$ 3,000.00
EFT43990	29/07/2021	JOHN PAPAS TRAILERS (AUSTRALIA) PTY LTD	Equipment Parts	-\$ 64.00
EFT43991	29/07/2021	JULIAN CHARLES RICHARDS	Various HGM Services	-\$ 475.00
EFT43992	29/07/2021	KLEENIT PTY LTD	Trip Hazard Removal	-\$ 8,903.51
EFT43993	29/07/2021	KWIK KOPY PRINTING CENTRE MALAGA (AVIKS PTY LTD ATF F/T T/AS)	Infrastructure Requisition Books	-\$ 591.72
EFT43994	29/07/2021	LANDCARE WEED CONTROL (JOHN DERRICK LODGE T/AS)	Weed Control	-\$ 29,913.32
EFT43995	29/07/2021	LANDGATE	Consultancy Charges	-\$ 910.15
EFT43996	29/07/2021	LEADERSHIP WESTERN AUSTRALIA	Leadership Program	-\$ 4,000.00
EFT43997	29/07/2021	LG SOLUTIONS PTY LTD	Long Term Financial Plan- Consultants Fee	-\$ 5,830.00
EFT43998	29/07/2021	LGIS	Marine Cargo Insurance Schedule	-\$ 275.00
EFT43999	29/07/2021	LIFE CARE HOME CARE (HOME CARE PHYSIOTHERAPY - LIFE CARE PHYSIO TRUST)	Home Care Package - Physio Session	-\$ 1,540.00
EFT44000	29/07/2021	LIFE READY MOBILE PTY LTD	Home Care Package - Physio Session	-\$ 833.00
EFT44001	29/07/2021	LJR MAINTENANCE SERVICES	Unblock Drains	-\$ 143.00
EFT44002	29/07/2021	LOCAL GEOTECHNICS T/AS R & R ENGINEER CONSULTANTS PTY LTD	Permeability Testing on Site	-\$ 3,905.00
EFT44003	29/07/2021	LOCAL GOVERNMENT PLANNERS ASSOCIATION	Local Government Planners Association Membership	-\$ 400.00
EFT44004	29/07/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Local Government Professionals Membership	-\$ 531.00
EFT44005	29/07/2021	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	Analytical Services	-\$ 4,046.80
EFT44006	29/07/2021	LYPA PTY LTD	Supply & Installation of Playground equipment	-\$ 38,849.01
EFT44007	29/07/2021	M & B SALES PTY LTD	Wood Boards For Gallery	-\$ 925.16
EFT44008	29/07/2021	M P ROGERS & ASSOCIATES PTY LTD	Drainage Rectification Design	-\$ 6,496.35
EFT44009	29/07/2021	MACKIE PLUMBING AND GAS PTY LTD	Various Plumbing Works	-\$ 20,140.89
EFT44010	29/07/2021	MANHEIM PTY LTD	Reclaim Fees For Impounded Vehicles	-\$ 55.00
EFT44011	29/07/2021	MARIA DANIELS	Relax Term 2 - Samba Drumming	-\$ 1,200.00
EFT44012	29/07/2021	MARIE MOLLOY	Creative Support - Student Workshops	-\$ 1,800.00
EFT44013	29/07/2021	MARISSA VERMA	Extension Activity- Naidoc Dreaming Stories	-\$ 550.00
EFT44014	29/07/2021	MARKETFORCE PTY LTD	Advertisement for Differential Rates	-\$ 1,594.10
EFT44015	29/07/2021	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	HCP Clients -OT Assessment	-\$ 1,166.00
EFT44016	29/07/2021	MCLEODS & CO	Legal Professional Fees	-\$ 1,218.44

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EFT44017	29/07/2021	MEI SWAN LIM	Art Component - Sound Designer	-\$ 5,000.00
EFT44018	29/07/2021	MIDLAND MINICRETE T/AS HIGGO NOMINEES PTY LTD	Supply of Premix Concrete For Footpath Repair	-\$ 1,398.10
EFT44019	29/07/2021	MIDLAND RUBBER STAMPS	Rubber Stamps	-\$ 35.15
EFT44020	29/07/2021	MINT CIVIL PTY LTD T/A KALAMUNDA SWEEPING	Town Street Sweeping	-\$ 20,464.84
EFT44021	29/07/2021	MORLEY FLOORING CENTRE	Carpet Replacement	-\$ 4,895.00
EFT44022	29/07/2021	MORLEY MOWER CENTRE (SOGICO PTY LTD)	Guide Bar	-\$ 204.95
EFT44023	29/07/2021	MORLEY SIGNWORKS	Speed Signs	-\$ 178.00
EFT44024	29/07/2021	MT LAWLEY MILK	Milk for Various Offices	-\$ 174.20
EFT44025	29/07/2021	N & N J HAEUSLER	Supply of Newspapers	-\$ 82.48
EFT44026	29/07/2021	NAPA AUTO PARTS	Spare Parts	-\$ 472.14
EFT44027	29/07/2021	NATURAL AREA HOLDINGS T/AS ENVIROWEST DISTRIBUTORS	Winter Plant Installation	-\$ 50,814.71
EFT44028	29/07/2021	NUTRIEN WATER	Reticulation Parts	-\$ 815.19
EFT44029	29/07/2021	OFFICEWORKS SUPERSTORES PTY LTD	Office Stationery	-\$ 1,532.05
EFT44030	29/07/2021	OIL TECH WA PTY LTD	Consumables	-\$ 195.80
EFT44031	29/07/2021	ONEMUSIC AUSTRALIA (AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD T/AS) (APRA)	APRA Annual Licence Fee	-\$ 2,241.60
EFT44032	29/07/2021	OZ COMMERCIAL MAINTENANCE SERVICES PTY LTD	Mulch Of Green Trail and Tipper Hirer	-\$ 3,158.75
EFT44033	29/07/2021	P & M AUTOMOTIVE EQUIPMENT	Maintenance expenses	-\$ 253.00
EFT44034	29/07/2021	PARAMOUNT ELECTRICAL SERVICES (LEBONNE PTY LTD T/AS)	Various Electrical Repairs	-\$ 19,714.60
EFT44035	29/07/2021	PB LEASING DEPARTMENT (PITNEY BOWES CREDIT AUSTRALIA	Franking Machine Ink	-\$ 311.30
EFT44036	29/07/2021	PEP TRANSPORT (REDMETRO PTY LTD T/AS)	Courier Services - Document Delivery	-\$ 14.91
EFT44037	29/07/2021	PERTH BRAKE PARTS PTY LTD	Vehicle Repairs	-\$ 55.00
EFT44038	29/07/2021	PERTH ELECTRIC BIKE CENTRE	E-Bike Service	-\$ 497.80
EFT44039	29/07/2021	PLANTRITE (PLANT FORCE INVESTMENTS PTY LTD T/AS)	Plant Supply For Greentrail	-\$ 9,823.33
EFT44040	29/07/2021	PRECISION PANEL & PAINT	Please Repair Door As Per Quote 19446	-\$ 630.30
EFT44041	29/07/2021	PRESTIGE PROPERTY MAINTENANCE	Mowing of Active and Passive Turf Areas	-\$ 10,018.80
EFT44042	29/07/2021	PRODUCT RECOVERY INDUSTRIES PTY LTD (RESOURCE RECOVERY SOLUTIONS)	Disposal Fee For Concrete, Sand and Rubble	-\$ 1,412.40
EFT44043	29/07/2021	QEC DISTRIBUTION (AUSTRALIA)	DVD cases	-\$ 644.50
EFT44044	29/07/2021	QUALITY TRAFFIC MANAGEMENT PTY LTD (QTM)	Traffic Management	-\$ 1,037.64
EFT44045	29/07/2021	RECOMMENDED TOWING PTY LTD	Removal Of Abandoned Vehicles	-\$ 198.00
EFT44046	29/07/2021	RED SAND SUPPLIES PTY LTD	Red Brick Fines for Mary Crescent Reserve	-\$ 6,594.50

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EFT44047	29/07/2021	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program	-\$ 170.50
EFT44048	29/07/2021	REPCO	Vehicle Repairs	-\$ 170.41
EFT44049	29/07/2021	RICOH AUSTRALIA PTY LTD	Consumables	-\$ 1,800.15
EFT44050	29/07/2021	ROADS 2000	Blow Asphalt For Road Maintenance	-\$ 471.53
EFT44051	29/07/2021	ROBERT DE VITA	Labour Hire Various Sites Tree Planting	-\$ 3,255.00
EFT44052	29/07/2021	ROBERT WALTERS PTY LTD	Contract Staff Expenses	-\$ 3,531.41
EFT44053	29/07/2021	ROYAL WESTERN AUSTRALIAN HISTORICAL SOCIETY (INC)	Annual Subscription	-\$ 95.00
EFT44054	29/07/2021	RSEA PTY LTD	Safety Boots	-\$ 169.00
EFT44055	29/07/2021	SCM EARTHMOVING CONTRACTORS	Excavator Hire	-\$ 5,931.75
EFT44056	29/07/2021	SCOTT PRINTERS PTY LTD	Thrive - Printing Charges	-\$ 1,409.10
EFT44057	29/07/2021	SEEK LIMITED	Recruitment Advertisement	-\$ 324.50
EFT44058	29/07/2021	SEMINARS AUSTRALIA PTY LTD	Training Expenses	-\$ 550.00
EFT44059	29/07/2021	SETON AUSTRALIA PTY LTD	Consumables	-\$ 29.35
EFT44060	29/07/2021	SIGNING HANDS	Signing Hands	-\$ 450.00
EFT44061	29/07/2021	SINGTEL OPTUS PTY LTD	Optus Mobile Phone Charges	-\$ 1,129.89
EFT44062	29/07/2021	SLICERZ	Community Sausage Sizzle	-\$ 180.90
EFT44063	29/07/2021	STOTT AND HOARE	IT Service Agreement	-\$ 16,808.11
EFT44064	29/07/2021	STRATAGREEN	Consumables	-\$ 407.04
EFT44065	29/07/2021	STYLUS DESIGN	Graphic Design	-\$ 36.30
EFT44066	29/07/2021	SUEZ RECYCLING & RECOVERY PTY LTD	General Waste, Recycling and FOGO Collection	-\$ 83,619.40
EFT44067	29/07/2021	SUPERCHARGE BATTERIES	Consumables	-\$ 478.35
EFT44068	29/07/2021	SUPREME SHADES	Maintenance expenses	-\$ 220.00
EFT44069	29/07/2021	SWAN DISTRICTS FOOTBALL CLUB	Cleaning Expenses	-\$ 837.00
EFT44070	29/07/2021	SYNERGY	Street Lighting Power Charges	-\$ 36,446.95
EFT44071	29/07/2021	T-QUIP	Consumables	-\$ 912.60
EFT44072	29/07/2021	TENDERLINK	Tendering Expenses	-\$ 60.50
EFT44073	29/07/2021	TOP OF THE LADDER GUTTERMAN	Gutter Cleaning Expenses	-\$ 561.00
EFT44074	29/07/2021	TOTALLY WORKWEAR MIDLAND	Staff Uniforms	-\$ 176.55
EFT44075	29/07/2021	TRUGRADE MEDICAL SUPPLIES (RELIABLE HEALTHCARE)	HCP Clients -Medical Expenses	-\$ 306.94
EFT44076	29/07/2021	UMESH THAPA	Library Cleaning Expnses	-\$ 1,160.00

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DD19416.1	01/07/2021	ONHOLD MAGIC	For Telephone Messages On Hold	-\$ 138.80
DD19420.1	06/07/2021	AWARE SUPERANNUATION	Superannuation Contributions	-\$ 44,789.04
DD19420.2	06/07/2021	VIC SUPER	Superannuation Contributions	-\$ 242.29
DD19420.3	06/07/2021	MLC SUPER FUND	Superannuation Contributions	-\$ 460.51
DD19420.4	06/07/2021	COLONIAL FIRST STATE	Superannuation Contributions	-\$ 788.72
DD19420.5	06/07/2021	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-\$ 157.16
DD19420.6	06/07/2021	ANZ SMART CHOICE SUPER	Superannuation Contributions	-\$ 342.43
DD19420.7	06/07/2021	AMP SUPERLEADER	Superannuation Contributions	-\$ 123.29
DD19420.8	06/07/2021	DIY MASTER PLAN	Superannuation Contributions	-\$ 467.33
DD19420.9	06/07/2021	REST SUPERANNUATION	Superannuation Contributions	-\$ 1,466.58
DD19420.10	06/07/2021	NGS SUPER	Superannuation Contributions	-\$ 320.32
DD19420.11	06/07/2021	MLC SUPER FUND	Superannuation Contributions	-\$ 206.85
DD19420.12	06/07/2021	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-\$ 95.17
DD19420.13	06/07/2021	SUN SUPER	Superannuation Contributions	-\$ 289.85
DD19420.14	06/07/2021	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-\$ 741.65
DD19420.15	06/07/2021	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-\$ 228.87
DD19420.16	06/07/2021	BT SUPER FOR LIFE	Superannuation Contributions	-\$ 294.66
DD19420.17	06/07/2021	LGIA SUPER	Superannuation Contributions	-\$ 501.18
DD19420.18	06/07/2021	FUTURE SUPER FUND	Superannuation Contributions	-\$ 378.40
DD19420.19	06/07/2021	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-\$ 124.07
DD19420.20	06/07/2021	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-\$ 1,019.98
DD19420.21	06/07/2021	TWU SUPERANNUATION	Superannuation Contributions	-\$ 297.83
DD19420.22	06/07/2021	B & L SUPER FUND	Superannuation Contributions	-\$ 424.55
DD19420.23	06/07/2021	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-\$ 5,958.28
DD19420.24	06/07/2021	HOST PLUS	Superannuation Contributions	-\$ 1,876.98
DD19420.25	06/07/2021	MANIC SUPERANNUATION SUPER FUND	Superannuation Contributions	-\$ 745.97
DD19420.26	06/07/2021	HESTA SUPER FUND	Superannuation Contributions	-\$ 2,935.09
DD19443.1	09/07/2021	SHERIFFS OFFICE	Fines To Be Lodged With FER	-\$ 795.00
DD19467.1	15/07/2021	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases	-\$ 13,108.08
DD19472.1	20/07/2021	AWARE SUPERANNUATION	Superannuation Contributions	-\$ 44,344.33

1st July 2021
to
31st July 2021

Chq/EFT	Date	Name	Description	Amount
DD19472.2	20/07/2021	VIC SUPER	Superannuation Contributions	-\$ 242.29
DD19472.3	20/07/2021	MLC SUPER FUND	Superannuation Contributions	-\$ 468.99
DD19472.4	20/07/2021	COLONIAL FIRST STATE	Superannuation Contributions	-\$ 803.94
DD19472.5	20/07/2021	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-\$ 243.18
DD19472.6	20/07/2021	ANZ SMART CHOICE SUPER	Superannuation Contributions	-\$ 345.67
DD19472.7	20/07/2021	AMP SUPERLEADER	Superannuation Contributions	-\$ 203.23
DD19472.8	20/07/2021	DIY MASTER PLAN	Superannuation Contributions	-\$ 467.33
DD19472.9	20/07/2021	REST SUPERANNUATION	Superannuation Contributions	-\$ 1,459.53
DD19472.10	20/07/2021	NGS SUPER	Superannuation Contributions	-\$ 320.32
DD19472.11	20/07/2021	MLC SUPER FUND	Superannuation Contributions	-\$ 192.27
DD19472.12	20/07/2021	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-\$ 76.14
DD19472.13	20/07/2021	SUN SUPER	Superannuation Contributions	-\$ 271.62
DD19472.14	20/07/2021	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-\$ 853.27
DD19472.15	20/07/2021	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-\$ 233.45
DD19472.16	20/07/2021	BT SUPER FOR LIFE	Superannuation Contributions	-\$ 297.75
DD19472.17	20/07/2021	LGIA SUPER	Superannuation Contributions	-\$ 681.60
DD19472.18	20/07/2021	FUTURE SUPER FUND	Superannuation Contributions	-\$ 327.19
DD19472.19	20/07/2021	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-\$ 124.07
DD19472.20	20/07/2021	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-\$ 1,019.98
DD19472.21	20/07/2021	TWU SUPERANNUATION	Superannuation Contributions	-\$ 298.89
DD19472.22	20/07/2021	B & L SUPER FUND	Superannuation Contributions	-\$ 211.26
DD19472.23	20/07/2021	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-\$ 6,078.93
DD19472.24	20/07/2021	HOST PLUS	Superannuation Contributions	-\$ 1,862.28
DD19472.25	20/07/2021	MANIC SUPERANNUATION SUPER FUND	Superannuation Contributions	-\$ 785.13
DD19472.26	20/07/2021	HESTA SUPER FUND	Superannuation Contributions	-\$ 3,450.08
DD19499.1	02/07/2021	COMMONWEALTH CREDIT CARDS	Credit Card June 2021	-\$ 14,916.42

LIST OF PAYMENTS
FOR PERIOD
ENDED 31st August 2021

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

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT and Direct Debits 01-31 August 2021	44093 – 44288	1,654,535.19
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	86309 – 86310	3,421.67
		<hr/>
		\$1,657,956.86
		<hr/> <hr/>

DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 28th September 2021. 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 August 2021
to
31st August 2021

Chq/EFT	Date	Name	Description	Amount
EFT44093	03/08/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions	-\$ 129.50
EFT44094	03/08/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-\$ 87,002.00
EFT44095	03/08/2021	LGRCEU	Payroll Deductions	-\$ 61.50
EFT44096	03/08/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-\$ 832.00
EFT44097 to EFT44103	Cancelled			
EFT44104	16/08/2021	A W BATES	Property Data Report	-\$ 480.00
EFT44105	16/08/2021	A. M BOLTS & NUTS	Hardware items	-\$ 202.29
EFT44106	16/08/2021	AAA GARDEN SERVICES WA	Seniors - Home & Garden Maintenance	-\$ 2,200.00
EFT44107	16/08/2021	ADVANCE PRESS (2013) PTY LTD	Postcards for Town Centre Master Plan Engagement	-\$ 803.00
EFT44108	16/08/2021	ALLSPORTS LINEMARKING	Line Marking At Bassendean Oval	-\$ 220.00
EFT44109	Cancelled			
EFT44110	16/08/2021	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee - Asset Management	-\$ 4,752.00
EFT44111	16/08/2021	BASSENDEAN PHYSIOTHERAPY PTY LTD	HCP Clients - Hydrotherapy	-\$ 70.00
EFT44112	16/08/2021	BASSENDEAN STATE EMERGENCY SERVICES	ECL Operating Grants	-\$ 12,130.25
EFT44113	16/08/2021	BEAVER TREE SERVICES	Mulch	-\$ 3,080.00
EFT44114	16/08/2021	BREATHE-EASY CARPET & FABRIC CARE	Cleaning Expenses	-\$ 689.70
EFT44115	16/08/2021	BUNNINGS GROUP LIMITED	Hardware items	-\$ 349.07
EFT44116	17/08/2021	BOLINDA PUBLISHING PTY LTD	For Supply of Large Print And Audio Books	-\$ 231.90
EFT44117	17/08/2021	CAREALOT HOME HEALTH SERVICES	Seniors - Home & Garden Maintenance	-\$ 1,399.75
EFT44118	17/08/2021	CDM AUSTRALIA PTY LTD	Consumables	-\$ 386.10
EFT44119	17/08/2021	CENTRAL SIGNS	Signage Installation	-\$ 2,376.00
EFT44120	17/08/2021	CIVIC LEGAL PTY LTD	Facilitation of CEO Performance Appraisal	-\$ 9,900.00
EFT44121	17/08/2021	CLEANAWAY (TOX FREE)	Aerosol Drums	-\$ 764.60
EFT44122	17/08/2021	CLEAR HEALTH PARTNERS PTY LTD	Psychological Consultations	-\$ 880.00
EFT44123	17/08/2021	CLOSE THE LOOP OPERATIONS	Recycling of cartridges and toners from library collection box	-\$ 118.53
EFT44124	17/08/2021	COLES SUPERMARKETS AUSTRALIA	Food Supplies - Ashfield Wind in the Willows	-\$ 790.22
EFT44125	17/08/2021	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical	-\$ 1,526.80
EFT44126	17/08/2021	CORSIGN WA PTY LTD	Signage Installation	-\$ 110.00
EFT44127	17/08/2021	CREATING COMMUNITIES AUSTRALIA PTY LTD	Consultancy Fees - Town Centre Revitalisation Masterplan	-\$ 2,959.00
EFT44128	17/08/2021	CUSTOM CARS	Vehicle Repairs- Tip Truck	-\$ 803.00

1st August 2021
to
31st August 2021

Chq/EFT	Date	Name	Description	Amount
EFT44129	17/08/2021	DAILY LIVING PRODUCTS	Seniors - Mobility Equipment for HCP Clients	-\$ 6,209.00
EFT44130	17/08/2021	DAVID A HEANEY	Supply & Install Limestone Rock	-\$ 346.50
EFT44131	17/08/2021	DIRECT IMAGE DIGITAL PRINTING	Printing Expenses	-\$ 519.20
EFT44132	17/08/2021	DISCUS DIGITAL PRINT	Media Banner	-\$ 1,485.00
EFT44133	17/08/2021	DOMUS NURSERY	Supply of various plants	-\$ 559.84
EFT44134	17/08/2021	DRAINFLOW SERVICES PTY LTD	Jet Washing of Stormwater Drainage Lines	-\$ 2,376.00
EFT44135	17/08/2021	DS WORKWEAR & SAFETY	Staff Uniforms	-\$ 401.55
EFT44136	17/08/2021	DVG AUTO PARTS (BUICK HOLDINGS PTY LTD)	Vehicle Repairs- Switch Lights	-\$ 239.46
EFT44137	17/08/2021	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Supply of Liner rolls	-\$ 16,885.84
EFT44138	17/08/2021	FELTON INDUSTRIES	Park Shelter	-\$ 8,982.60
EFT44139	17/08/2021	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home & Garden Maintenance	-\$ 441.00
EFT44140	17/08/2021	GRAEME DAVIES	Project Maintenance Consultants	-\$ 4,080.00
EFT44141	17/08/2021	GRAINGER GARDEN SUPPLIES	Supply of white sand	-\$ 300.00
EFT44142	17/08/2021	GREEN WORKZ PTY LTD	Consumables	-\$ 1,048.30
EFT44143	17/08/2021	GRILLEX PTY LTD	Park Stools	-\$ 1,247.40
EFT44144	17/08/2021	H DAPS FOODS P/L (THE OLD TROUT)	Meal Vouchers for Volunteers	-\$ 300.00
EFT44145	17/08/2021	HATCHET PTY LTD ATF DM TRUST	Development of Ryde Software and Update Youth Services Website	-\$ 363.01
EFT44146	17/08/2021	HEATLEY SALES PTY LTD	Safety Boots	-\$ 170.20
EFT44147	17/08/2021	HOME CHEF	Seniors & Disability Services - Meal At Home	-\$ 949.27
EFT44148	17/08/2021	HYGIENE CONCEPTS	Hygiene Services	-\$ 511.50
EFT44149	17/08/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions	-\$ 129.50
EFT44150	17/08/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-\$ 93,729.00
EFT44151	17/08/2021	LGRCEU	Payroll Deductions	-\$ 93.71
EFT44152	17/08/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-\$ 832.00
EFT44153	17/08/2021	HOME CHEF	Seniors & Disability Services - Meal At Home	-\$ 38.00
EFT44154	17/08/2021	ILLION (AUSTRALIA)	D&B credit checks on RFTs	-\$ 336.60
EFT44155	17/08/2021	IMAGESOURCE DIGITAL SOLUTIONS	Business Cards	-\$ 228.80
EFT44156	17/08/2021	INSTANT WINDSCREENS	Vehicle Repairs- Glass & Tint	-\$ 625.00
EFT44157	17/08/2021	INTELFIFE GROUP LIMITED	Cleaning Various Town Facilities	-\$ 14,242.61
EFT44158	17/08/2021	JAMES CRASTER	Bobcat Hire - Mary Crescent	-\$ 700.00

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31st August 2021

Chq/EFT	Date	Name	Description	Amount
EFT44159	17/08/2021	JAYBRO PTY LTD	Consumables	-\$ 197.78
EFT44160	17/08/2021	JULIAN CHARLES RICHARDS	Various HGM Maintenance Services	-\$ 462.50
EFT44161	17/08/2021	KLEENIT PTY LTD	Graffiti Removal	-\$ 577.50
EFT44162	Cancelled			
EFT44163	17/08/2021	LIFE READY MOBILE PTY LTD	Home Care Package - Physio Session	-\$ 952.00
EFT44164	17/08/2021	LJR MAINTENANCE SERVICES	Excavation Works at Palmerstone Reserve	-\$ 440.00
EFT44165	17/08/2021	LOCAL GOVERNMENT PLANNERS ASSOCIATION	Local Government Planners Association Events	-\$ 195.00
EFT44166	18/08/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-\$ 170.00
EFT44167	19/08/2021	AMANDA GREENLAND	Refund of Development Bond	-\$ 2,000.00
EFT44168	19/08/2021	BGC AUSTRALIA PTY LTD (T/AS BGC CONCRETE)	Refund of Development Bond	-\$ 10,000.00
EFT44169	19/08/2021	DALE ALCOCK HOMES PTY LTD	Refund of Development Bond	-\$ 2,000.00
EFT44170	19/08/2021	JENNIFER ALLAN & DARREN COUSINS	Refund of Sub-division Bond	-\$ 1,500.00
EFT44171	19/08/2021	WEBSON HOLDINGS PTY LTD	Refund of Security Bond	-\$ 2,500.00
EFT44172	23/08/2021	BRIGHT BYTES - MICHAEL STEVENSON	Cleaning Expenses	-\$ 154.00
EFT44173	23/08/2021	MACKIE PLUMBING AND GAS PTY LTD	Various Plumbing Works	-\$ 754.42
EFT44174	23/08/2021	MARKETFORCE PTY LTD	Advertisement for Tenders	-\$ 1,724.81
EFT44175	23/08/2021	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	HCP Clients -OT Sessions	-\$ 588.50
EFT44176	23/08/2021	MCLEODS & CO	Legal Professional Fees	-\$ 535.28
EFT44177	23/08/2021	MIDLAND MINICRETE T/AS HIGGO NOMINEES PTY LTD	Supply of Premix Concrete For Various Locations	-\$ 270.60
EFT44178	23/08/2021	MT LAWLEY MILK	Milk for Various Offices	-\$ 87.10
EFT44179	23/08/2021	MULTILEC ENGINEERING PTY LTD	Callout charges for Library lift repairs	-\$ 547.25
EFT44180	23/08/2021	PARAMOUNT ELECTRICAL SERVICES (LEBONNE PTY LTD T/AS)	Various Electrical Repairs	-\$ 423.10
EFT44181	23/08/2021	PRECISION PANEL & PAINT	Repair of accident damage	-\$ 1,972.85
EFT44182	23/08/2021	PRESTIGE PROPERTY MAINTENANCE	Verti Drain of Bassendean Oval	-\$ 2,201.10
EFT44183	23/08/2021	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal Fee For Concrete, Sand and Rubble	-\$ 345.40
EFT44184	23/08/2021	QUALITY TRAFFIC MANAGEMENT PTY LTD (QTM)	Traffic Management for Community Event	-\$ 2,707.53
EFT44185	23/08/2021	QUICK CORPORATE AUSTRALIA PTY LTD	Pantry Expenses	-\$ 177.45
EFT44186	23/08/2021	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program	-\$ 170.50
EFT44187	23/08/2021	RICOH AUSTRALIA PTY LTD	Consumables	-\$ 1,873.74
EFT44188	23/08/2021	ROADS 2000	Blow Asphalt For Road Maintenance	-\$ 109.25

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to
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Chq/EFT	Date	Name	Description	Amount
EFT44189	23/08/2021	ROBERT DE VITA	Labour Hire Various Sites Tree Planting	-\$ 3,832.50
EFT44190	23/08/2021	ROBERT WALTERS PTY LTD	Contract Staff Expenses	-\$ 3,547.50
EFT44191	23/08/2021	RURAL STONE COMPANY WA PTY LTD	Boulders	-\$ 1,738.00
EFT44192	23/08/2021	WA LIMESTONE CO (PMR QUARRIES PTY LTD TRUSTEE FOR / TAS)	Crushed limestone	-\$ 5,154.39
EFT44193	25/08/2021	EMMA LASHMAR	Hall Bond Refund	-\$ 1,050.00
EFT44194	25/08/2021	JONATHAN WILLIAM GRAHAM	Hall Bond Refund	-\$ 550.00
EFT44195	25/08/2021	KYKK FAMILY TRUST	Demolition Bond Refund	-\$ 5,503.35
EFT44196	25/08/2021	RICHARD K MORELAND	Development Bond Refund	-\$ 1,000.00
EFT44197	25/08/2021	YONNA LEE SUNDERLAND	Demolition Bond Refund	-\$ 2,805.00
EFT44198 to	Cancelled			
EFT44202	26/08/2021	HANNAH LAURA THOMAS	Development Bond Refund	-\$ 2,805.00
EFT44203	26/08/2021	JESSICA LYNCH	Hall Bond Refund	-\$ 1,050.00
EFT44204	26/08/2021	JOHN MORRIS	Hall Bond Refund	-\$ 550.00
EFT44205	26/08/2021	MARION BALLOCH	Development Bond Refund	-\$ 3,150.00
EFT44206	26/08/2021	RENEE LINTERN	Hall Bond Refund	-\$ 550.00
EFT44207	26/08/2021	STEVEN TURNER	Hall Bond Refund	-\$ 50.00
EFT44208	30/08/2021	CATHY RUILING HA	Council crossover contribution	-\$ 442.50
EFT44209	30/08/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building services levy collected	-\$ 2,746.63
EFT44210	30/08/2021	JODY MICHELLE DRAYSON	Verge transformation program	-\$ 175.00
EFT44211	30/08/2021	KYLE JAMES MYINT	Council crossover contribution	-\$ 550.00
EFT44212	30/08/2021	LIGHTHOUSE CHURCH	Refund of Hire fees due to COVID lockdown	-\$ 111.00
EFT44213	30/08/2021	LOUISE JOESBURY	Verge transformation program	-\$ 175.00
EFT44214	30/08/2021	MIDLAND TOYOTA - BUICK HOLDINGS PTY LTD	Vehicle Service Charges	-\$ 1,150.57
EFT44215	31/08/2021	AAA GARDEN SERVICES WA	Seniors - Home & Garden Maintenance	-\$ 1,120.00
EFT44216	31/08/2021	AUSTRALIA POST	Postal Charges	-\$ 1,747.09
EFT44217	31/08/2021	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	Air conditioner repairs at various locations	-\$ 2,650.45
EFT44218	31/08/2021	BASSEDEAN CRICKET CLUB	Turf Wicket Maintenance at Jubilee Reserve	-\$ 20,285.00
EFT44219	31/08/2021	BASSEDEAN NEWSAGENCY (AUM HOLDINGS (WA) PTY LTD)	Library - Magazines	-\$ 90.26
EFT44220	31/08/2021	BASSEDEAN STATE EMERGENCY SERVICES	ESL operating grants received from DFES	-\$ 495.00
EFT44221	31/08/2021	BATTERY SPECIALTIES (AUST) PTY LTD-WA	Consumables	-\$ 27.50

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Chq/EFT	Date	Name	Description	Amount
EFT44222	31/08/2021	BBC ENTERTAINMENT	Citizenship ceremony expenses	-\$ 715.00
EFT44223	31/08/2021	BEAVER TREE SERVICES	Callout for Fallen Tree Pruning	-\$ 5,456.55
EFT44224	31/08/2021	BOC LIMITED	Monthly Container Service	-\$ 35.92
EFT44225	31/08/2021	BOLINDA PUBLISHING PTY LTD	For Supply of Large Print And Audio Books	-\$ 44.42
EFT44226	31/08/2021	BUNNINGS GROUP LIMITED	Hardware items	-\$ 219.10
EFT44227	31/08/2021	BUNZL LTD	Toilet Paper Rolls	-\$ 345.51
EFT44228	31/08/2021	CAREALOT HOME HEALTH SERVICES	Seniors - Home & Garden Maintenance	-\$ 1,177.00
EFT44229	31/08/2021	CAREWEST	Training Expenses	-\$ 450.00
EFT44230	31/08/2021	CASA SECURITY PTY LTD	Security Monitoring Call out Fee	-\$ 104.50
EFT44231	31/08/2021	CENTRAL SIGNS	Signage Charges	-\$ 474.10
EFT44232	31/08/2021	CHIVERS ASPHALT PTY LTD	Asphalt Supplies	-\$ 2,420.00
EFT44233	31/08/2021	CITY OF SOUTH PERTH	Pound Fees	-\$ 1,101.60
EFT44234	31/08/2021	CLEAR HEALTH PARTNERS PTY LTD	Employee Assitance Program	-\$ 528.00
EFT44235	31/08/2021	COLES SUPERMARKETS AUSTRALIA	Food Supplies - Ashfield Wind in the Willows	-\$ 3,014.09
EFT44236	31/08/2021	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical	-\$ 1,036.20
EFT44237	31/08/2021	CUSTOM CARS	Vehicle Repairs- Shade Cloth Tarp Covers	-\$ 1,303.50
EFT44238	31/08/2021	DIAL A NAPPY (BUSICLEAN)	Cleaning Supplies	-\$ 903.30
EFT44239	31/08/2021	DS WORKWEAR & SAFETY	Staff Uniforms	-\$ 514.65
EFT44240	31/08/2021	E FIRE & SAFETY (WA)	Electrical works at Library	-\$ 1,523.50
EFT44241	31/08/2021	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Kerbside General Waste - Landfill At Red Hill	-\$ 39,496.03
EFT44242	31/08/2021	ELLENBY TREE FARM PTY LTD	Purchase of Trees	-\$ 247.50
EFT44243	31/08/2021	EMPRISE PTY LTD	Seniors - Mats for HCP Client	-\$ 286.00
EFT44244	31/08/2021	FUJI XEROX AUSTRALIA PTY LTD	Library - Lease Photocopier/Printer	-\$ 1,733.60
EFT44245	31/08/2021	GRAFTON GENERAL PRODUCTS	Seniors - Railing for HCP Client	-\$ 607.28
EFT44246	31/08/2021	GRONBEK SECURITY	Padlocks supplied	-\$ 809.43
EFT44247	31/08/2021	HANSON CONSTRUCTION MATERIALS PTY LTD	Supply of bricklayers sand	-\$ 1,871.87
EFT44248	31/08/2021	HEATLEY SALES PTY LTD	Consumables	-\$ 69.32
EFT44249	31/08/2021	HOME CHEF	Seniors & Disability Services - Meal At Home	-\$ 59.15
EFT44250	31/08/2021	IMAGESOURCE DIGITAL SOLUTIONS	Letterheads	-\$ 488.95
EFT44251	31/08/2021	INSTANT PRODUCTS HIRE	Equipment Hire - Disabled Toilets	-\$ 584.80

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31st August 2021

Chq/EFT	Date	Name	Description	Amount
EFT44252	31/08/2021	J SWIFT MAINTENANCE	Renovations to store room at Youth Services	-\$ 2,750.00
EFT44253	31/08/2021	JAMES CRASTER	Installation of limestone to assist drainage supply	-\$ 1,840.00
EFT44254	31/08/2021	JAYBRO PTY LTD	Reflective orange cones	-\$ 1,824.90
EFT44255	31/08/2021	JSM CONSTRUCTION WA	Repairs to Administration Roof	-\$ 1,864.50
EFT44256	31/08/2021	JULIAN CHARLES RICHARDS	Seniors - Home & Garden Maintenance	-\$ 750.00
EFT44257	31/08/2021	MINT CIVIL PTY LTD T/A KALAMUNDA SWEEPING	Town Street Sweeping	-\$ 9,567.09
EFT44258	31/08/2021	NIKKI DENNERLEY (HAPPY FEET FITNESS)	Happy Feet Monthly Incursion Ashfield	-\$ 125.00
EFT44259	31/08/2021	LIFE CARE HOME CARE (HOME CARE PHYSIOTHERAPY - LIFE CARE PHYSIO TRUST)	Home Care Package - Physio Session	-\$ 660.00
EFT44260	31/08/2021	M & B SALES PTY LTD	Wood Boards For Gallery	-\$ 925.16
EFT44261	31/08/2021	M P ROGERS & ASSOCIATES PTY LTD	Bassendean foreshore Assessment Soft and Hard asset river management plan	-\$ 12,331.72
EFT44262	31/08/2021	MACKIE PLUMBING AND GAS PTY LTD	Various Plumbing Works	-\$ 203.32
EFT44263	31/08/2021	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	HCP Clients -OT Assessment	-\$ 247.50
EFT44264	31/08/2021	MCLEODS & CO	Legal Professional Fees	-\$ 10,290.76
EFT44265	31/08/2021	MT LAWLEY MILK	Milk for Various Offices	-\$ 224.45
EFT44266	31/08/2021	OZ COMMERCIAL MAINTENANCE SERVICES PTY LTD	Labour & tip truck hire for spreading of mulch - Railway Parade	-\$ 2,250.00
EFT44267	31/08/2021	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal Fee For Concrete, Sand and Rubble	-\$ 112.20
EFT44268	31/08/2021	RICOH AUSTRALIA PTY LTD	Consumables	-\$ 2,243.91
EFT44269	31/08/2021	SEEK LIMITED	Recruitment Advertisement	-\$ 1,160.50
EFT44270	31/08/2021	SIMPLY UNIFORMS	Staff Uniforms	-\$ 1,612.93
EFT44271	31/08/2021	SOILS AINT SOILS PTY LTD	Mulch Supplied	-\$ 1,155.00
EFT44272	31/08/2021	STARLET NAPERY	Staff PPE	-\$ 432.00
EFT44273	31/08/2021	SUEZ RECYCLING & RECOVERY PTY LTD	Bulk General Waste Collection	-\$ 21,586.77
EFT44274	31/08/2021	SUPERCHARGE BATTERIES	Consumables	-\$ 95.25
EFT44275	31/08/2021	SWAN TAXIS PTY LTD	HCP Clients - Transport	-\$ 2,052.35
EFT44276	31/08/2021	T-QUIP	Consumables	-\$ 927.10
EFT44277	31/08/2021	TECHNOLOGY ONE LTD	Updates To Syncframework Software	-\$ 1,886.50
EFT44278	31/08/2021	TECHNOLOGY TREE PTY LTD	Provision of WIFI Service for Public Access	-\$ 655.60
EFT44279	31/08/2021	THE SCIENCE MUM (CARMEN PIGGOTT)	Science Mum Extension Activities	-\$ 250.00
EFT44280	31/08/2021	TOP OF THE LADDER GUTTERMAN	Gutter Cleaning Expenses	-\$ 5,336.10
EFT44281	31/08/2021	UNIFORMS @ WORK AUSTRALIA PTY LTD	Staff Uniforms	-\$ 429.88

1st August 2021
to
31st August 2021

Chq/EFT	Date	Name	Description	Amount
DD19526.1	02/08/2021	ONHOLD MAGIC	For Telephone Messages On Hold	-\$ 138.80
DD19529.1	03/08/2021	AWARE SUPERANNUATION	Superannuation Contributions	-\$ 41,797.42
DD19529.2	03/08/2021	VIC SUPER	Superannuation Contributions	-\$ 242.29
DD19529.3	03/08/2021	MLC SUPER FUND	Superannuation Contributions	-\$ 460.51
DD19529.4	03/08/2021	COLONIAL FIRST STATE	Superannuation Contributions	-\$ 765.48
DD19529.5	03/08/2021	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-\$ 173.70
DD19529.6	03/08/2021	ANZ SMART CHOICE SUPER	Superannuation Contributions	-\$ 323.04
DD19529.7	03/08/2021	AMP SUPERLEADER	Superannuation Contributions	-\$ 203.23
DD19529.8	03/08/2021	DIY MASTER PLAN	Superannuation Contributions	-\$ 467.33
DD19529.9	03/08/2021	REST SUPERANNUATION	Superannuation Contributions	-\$ 1,462.88
DD19529.10	03/08/2021	NGS SUPER	Superannuation Contributions	-\$ 320.32
DD19529.11	03/08/2021	MLC SUPER FUND	Superannuation Contributions	-\$ 284.32
DD19529.12	03/08/2021	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-\$ 73.94
DD19529.13	03/08/2021	SUN SUPER	Superannuation Contributions	-\$ 244.48
DD19529.14	03/08/2021	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-\$ 847.84
DD19529.15	03/08/2021	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-\$ 233.45
DD19529.16	03/08/2021	BT SUPER FOR LIFE	Superannuation Contributions	-\$ 297.10
DD19529.17	03/08/2021	LGIA SUPER	Superannuation Contributions	-\$ 501.18
DD19529.18	03/08/2021	FUTURE SUPER FUND	Superannuation Contributions	-\$ 327.19
DD19529.19	03/08/2021	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-\$ 135.65
DD19529.20	03/08/2021	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-\$ 1,049.52
DD19529.21	03/08/2021	TWU SUPERANNUATION	Superannuation Contributions	-\$ 297.97
DD19529.22	03/08/2021	B & L SUPER FUND	Superannuation Contributions	-\$ 67.84
DD19529.23	03/08/2021	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-\$ 7,130.93
DD19529.24	03/08/2021	HOST PLUS	Superannuation Contributions	-\$ 1,796.74
DD19529.25	03/08/2021	MANIC SUPERANNUATION SUPER FUND	Superannuation Contributions	-\$ 745.97
DD19529.26	03/08/2021	HESTA SUPER FUND	Superannuation Contributions	-\$ 2,736.55
DD19569.1	17/08/2021	AWARE SUPERANNUATION	Superannuation Contributions	-\$ 41,638.45
DD19569.2	17/08/2021	VIC SUPER	Superannuation Contributions	-\$ 242.29
DD19569.3	17/08/2021	MLC SUPER FUND	Superannuation Contributions	-\$ 460.51

ATTACHMENT NO. 14



FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 July 2021

TOWN OF BASSENDEAN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 July 2021

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

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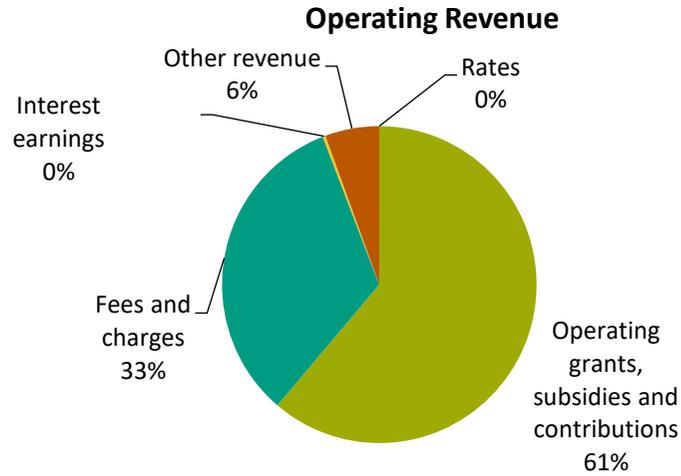
TOWN OF BASSENDEAN
STATEMENT OF COMPREHENSIVE INCOME
By Nature and Type
For the Period Ended 31 July 2021

	2021/22 Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	\$
Revenue					
Rates	13,830,537	0	0	0	
Operating grants, subsidies and contributions	2,620,978	186,836	611,306	424,470	227%
Fees and charges	6,836,618	264,303	328,831	64,528	24%
Interest earnings	186,903	14,335	2,744	(11,591)	(81%)
Other revenue	229,451	11,034	55,658	44,624	404%
	<u>23,704,487</u>	<u>476,508</u>	<u>998,539</u>	<u>522,031</u>	<u>110%</u>
Expenses					
Employee costs	(13,478,467)	(1,029,943)	(713,953)	315,990	(31%)
Materials and contracts	(8,230,996)	(630,156)	(396,589)	233,567	(37%)
Utility charges	(688,434)	(59,672)	(38,743)	20,929	(35%)
Depreciation on non-current assets	(3,891,328)	(324,305)	(309,493)	14,812	(5%)
Interest expenses	(33,089)	(1,817)	(1,265)	552	(30%)
Insurance expenses	(496,374)	(268,982)	(930)	268,052	(100%)
Other expenditure	(1,156,113)	(73,479)	(22,054)	51,425	(70%)
	<u>(27,974,801)</u>	<u>(2,388,354)</u>	<u>(1,483,027)</u>	<u>905,327</u>	<u>(38%)</u>
Subtotal	<u>(4,270,314)</u>	<u>(1,911,846)</u>	<u>(484,488)</u>	<u>1,427,358</u>	<u>(75%)</u>
Non-operating grants, subsidies and contributions	1,408,141	79,202	4,545	(74,657)	(94%)
Profit on asset disposals	100	0	0	0	
Loss on asset disposals	(40,426)	0	0	0	
	<u>1,367,815</u>	<u>79,202</u>	<u>4,545</u>	<u>(74,657)</u>	<u>(94%)</u>
Net result	<u>(2,902,499)</u>	<u>(1,832,644)</u>	<u>(479,943)</u>	<u>1,352,701</u>	<u>-74%</u>
Other comprehensive income					
Changes on revaluation of non-current assets	0	0	0	0	0%
Total other comprehensive income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total comprehensive income	<u>(2,902,499)</u>	<u>(1,832,644)</u>	<u>(479,943)</u>	<u>1,352,701</u>	<u>(74%)</u>

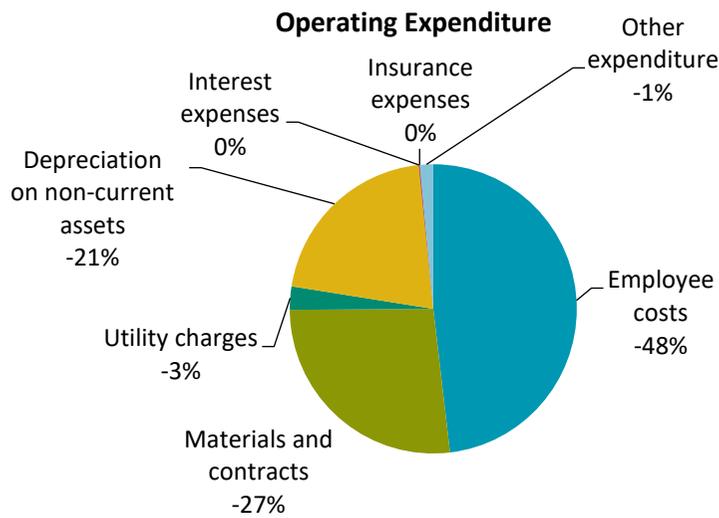
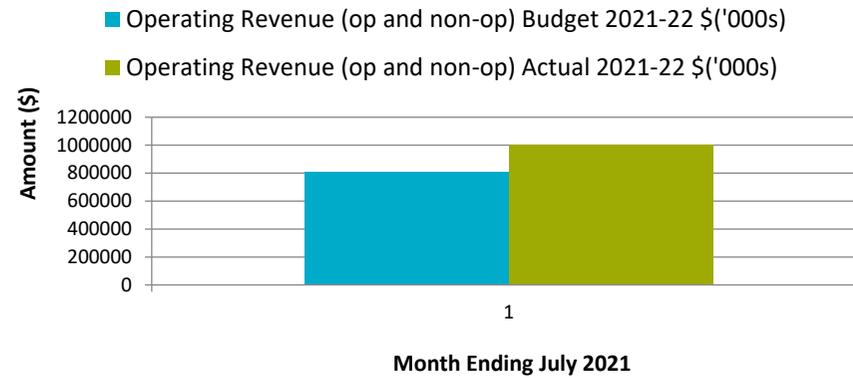
TOWN OF BASSENDEAN
RATE SETTING STATEMENT
By Nature and Type
For the Period Ended 31 July 2021

	2021/22 Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$		\$		\$
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)	3,379,043	3,379,043	1,774,919	(1,604,124)	(47%)
Revenue from operating activities (excluding rates)	3,379,043	3,379,043	1,774,919	(1,604,124)	(47%)
Operating grants, subsidies and contributions	2,620,978	186,836	611,306	424,470	227%
Fees and charges	6,836,618	264,303	328,831	64,528	24%
Interest earnings	186,903	14,335	2,744	(11,591)	(81%)
Other revenue	229,451	11,034	55,658	44,624	404%
Profit on asset disposals	100	-	-	-	
	9,874,050	476,508	998,539	522,031	110%
Expenditure from operating activities					
Employee costs	(13,478,467)	(1,029,943)	(713,953)	315,990	(31%)
Materials and contracts	(8,230,996)	(630,156)	(396,589)	233,567	(37%)
Utility charges	(688,434)	(59,672)	(38,744)	20,928	(35%)
Depreciation on non-current assets	(3,891,328)	(324,305)	(309,493)	14,812	(5%)
Interest expenses	(33,089)	(1,817)	(1,264)	553	(30%)
Insurance expenses	(496,374)	(268,982)	(930)	268,052	(100%)
Other expenditure	(1,156,113)	(73,479)	(22,054)	51,425	(70%)
Loss on asset disposals	(40,426)	-	-	-	
	(28,015,227)	(2,388,354)	(1,483,027)	905,327	(38%)
Non-cash amounts excluded from operating activities	4,054,352	324,305	309,493	(14,812)	(5%)
Amount attributable to operating activities	(10,707,782)	1,791,502	1,599,924	(191,578)	(11%)
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	1,408,141	79,202	4,545	(74,657)	(94%)
Payments for property, plant and equipment	(3,097,500)	(80,791)	(4,353)	76,438	(95%)
Payments for construction of infrastructure	(1,223,500)	(311,376)	(67,569)	243,807	(78%)
Proceeds from disposal of assets	15,100	-	1,314	1,314	
Proceeds from self-supporting loans	21,000	-	-	-	
Amount attributable to investing activities	(2,876,759)	(312,965)	(66,063)	246,902	(79%)
Amount attributable to investing activities	(2,876,759)	(312,965)	(66,063)	246,902	(79%)
FINANCING ACTIVITIES					
Repayment of borrowings	(97,696)	-	-	-	
Transfers to cash backed reserves (restricted assets)	(3,248,455)	-	-	-	
Transfers from cash backed reserves (restricted assets)	3,199,585	-	-	-	
Amount attributable to financing activities	(146,566)	-	-	-	
Budgeted deficiency before general rates	(13,731,107)	1,478,537	1,533,861	55,324	4%
Estimated amount to be raised from general rates	13,830,537	0			
Net current assets at end of financial year - surplus/(deficit)	99,430	1,478,537	1,533,861	55,324	4%

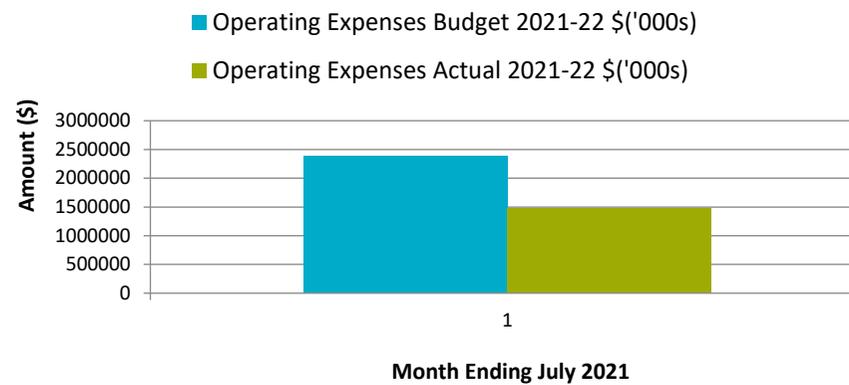
**Town of Bassendean
Information Summary
For the Period Ended 31 July 2021**



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



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



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

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 by Nature or Type	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)	(1,604,124)	(47%)	⊖	Timing	Surplus position lower than expected with increased contract liabilities, deferred revenue, provisions in addition to accruals for invoices received late
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions	424,470	80%	⊕	Timing	Grants for Mens Shed and Seniors Disability Services received earlier than expected. This is deemed to be a timing issue mainly
Fees and charges	64,528	217%	⊕	Timing	Lower income from Sanitation and Instalment Fees for Rates which were issued in August and lower than expected Hall Hire utilisation
Interest earnings	(11,591)	(51%)	⊖	Timing and Permanent	Lower Interest Income from Outstanding Rates and Interest Income generated from Investments with approved Deposit Institutions
Other revenue	44,624	583%	⊕		Reimbursement for Staff on Jury Duty from Office of the Sheriff and payment from City of Bayswater for Long Service entitlement paid to staff member
Profit on asset disposals	0				
	<u>522,031</u>	<u>182%</u>	<u>⊕</u>		
Expenditure from operating activities					
Employee costs	315,990	(17%)	⊕	Timing and Permanent	Variance related to vacancies and lower than expected Capital Recoveries. Some vacancies are covered by contractors who are costed as Contractor costs under Materials and Contracts
Materials and contracts	233,567	(37%)	⊕	Timing	Lower costs in Sanitation, ICT Software Licensing and Maintenance
Utility charges	20,928	(10%)	⊕	Timing	Lower Utility costs incurred at Jubilee Reserve Building and various Reserves and lower Telephone costs in Governance service area
Depreciation on non-current assets	14,812	(5%)	⊕	Timing	Variance due to Capitalisation of assets which will be captured in the later part of the year once the external audit is completed
Interest expenses	553	(77%)	⊕	Timing	Within reporting threshold
Insurance expenses	268,052	(100%)	⊕	Timing	The first instalment bill has not yet posted to the financials.
Other expenditure	51,425	(49%)	⊕	Timing	Variance is due to overhead allocations
Loss on asset disposals	0				
	<u>905,327</u>	<u>(26%)</u>	<u>⊕</u>		
Non-cash amounts excluded from operating activities	(14,812)	(5%)	⊖	Timing	Variance due to Capitalisation of assets which will be captured in the later part of the year once the external audit is completed
Amount attributable to operating activities	(191,578)	398%	⊖		
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	(74,657)	(97%)	⊖	Timing	State Government Grant pending
Payments for property, plant and equipment	76,438	(88%)	⊕	Timing	Tender for Sandy Beach Ablutions awarded in August 2021 and RFQ for IT Equipment issued in September 2021
Payments for construction of infrastructure	243,807		⊕	Timing	Delay in start to projects with inclement weather
Proceeds from disposal of assets	1,314		⊕	Timing	Sale of minor equipment. To be treated as other income. Adjusted in September 2021
Proceeds from self-supporting loans	0	(89%)			
Amount attributable to investing activities	<u>246,902</u>	<u>(89%)</u>	<u>⊕</u>		
FINANCING ACTIVITIES					
Repayment of borrowings	0				
Transfers to cash backed reserves (restricted assets)	0				
Transfers from cash backed reserves (restricted assets)	0				
Amount attributable to financing activities	<u>0</u>				
Budgeted deficiency before general rates	<u>55,324</u>	<u>4%</u>	<u>⊕</u>		
Estimated amount to be raised from general rates	<u>0</u>	<u>23%</u>			
Net current assets at end of financial year - surplus/(deficit)	<u>55,324</u>	<u>23%</u>	<u>⊕</u>		

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

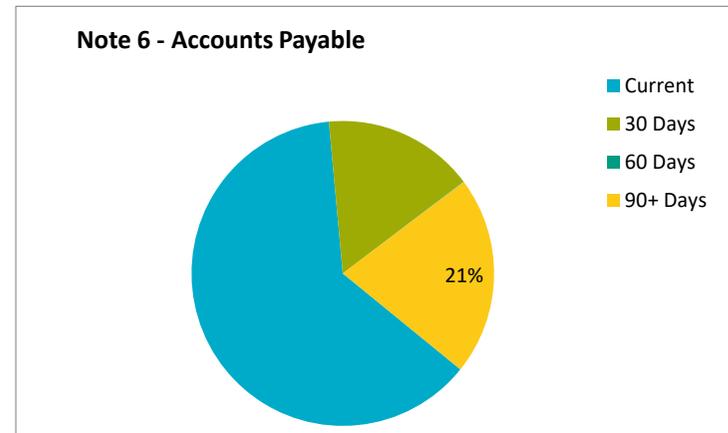
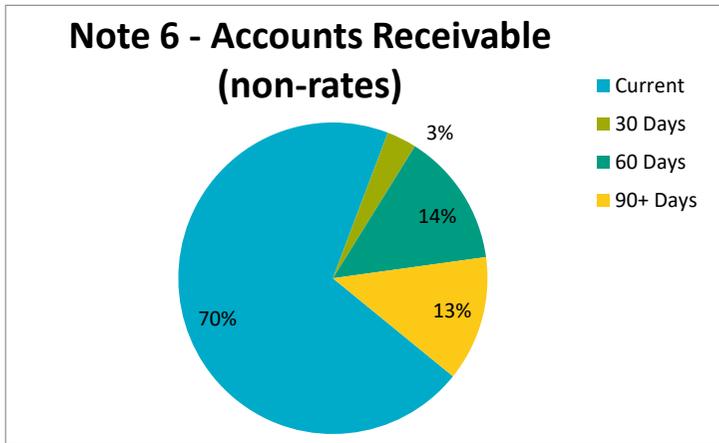
	Last Years Actual Closing	Current
	30 June 2021	31 July 2021
	\$	\$
Current Assets		
Cash - Other	7,542,879	6,215,445
Cash Restricted - Reserves	6,875,891	6,876,926
Restricted Cash - Trust	496,215	444,327
Rates Outstanding	604,796	424,618
Sundry Debtors	214,196	371,635
GST Receivable	118,211	29,190
Accrued Interest	9,872	9,872
Prepayments	23,724	23,724
Inventories	6,298	11,636
	15,892,082	14,407,374
Less: Current Liabilities		
Sundry Creditors	(1,257,206)	(432,519)
Accrued Interest on Borrowings	(2,550)	(2,550)
Accrued Salaries and Wages	(304,261)	-
Rates in Advance		
Current Loan Liability	(97,696)	(92,924)
Hyde Retirement Village Bonds	(102,500)	(102,500)
Bonds and Other Deposits	(2,213,743)	(2,161,855)
Current Lease Liabilities	(152,712)	(152,712)
Contract liabilities	(628,512)	(628,512)
Deferred Revenue	(425,947)	(425,947)
Current Employee Provisions	(2,434,492)	(2,434,492)
	(7,619,620)	(6,434,011)
Net Current Assets	8,272,462	7,973,364
Less: Cash Reserves	(6,875,891)	(6,876,926)
Less: SSL Accrued Interest	-	-
Less: SSL Borrowings Repayments	(20,130)	(20,130)
Loan Liability - Current	97,696	92,923
Lease Liability - Current	152,711	152,711
Other Misc Adjustments	(86,703)	(22,854)
Plus : Liabilities funded by Cash Backed Reserves	234,774	234,774
Net Current Funding Position	1,774,919	1,533,861

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 4: Receivables and Payables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	183,178	8,150	36,449	34,054	261,830

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	40,861	10,529	(33)	13,748	65,105



Comments/Notes - Receivables General

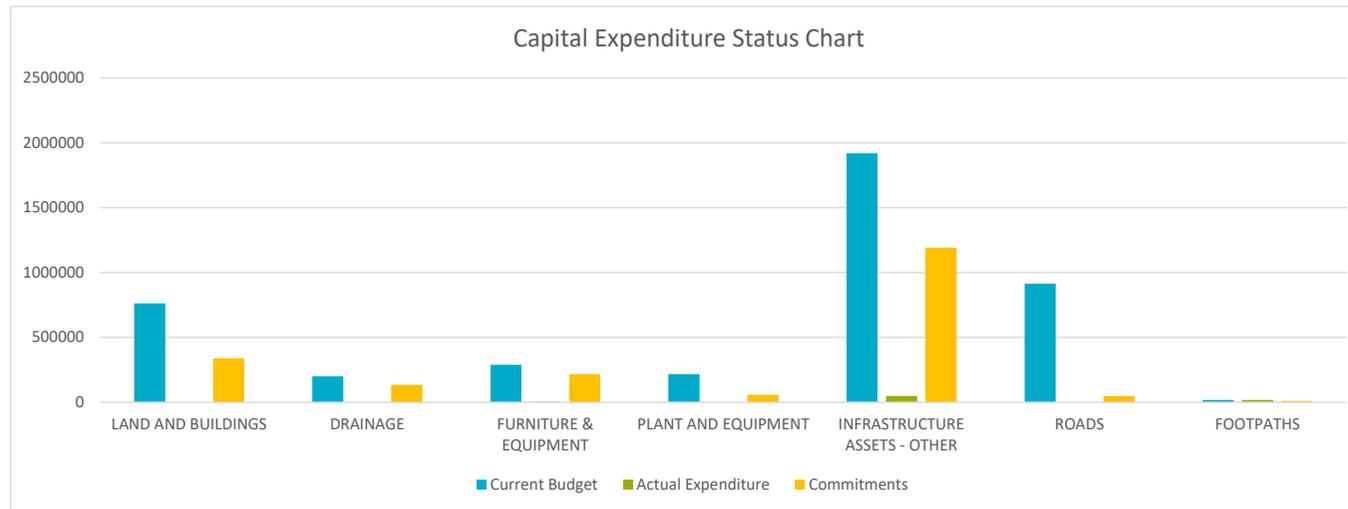
The above amounts include GST where applicable.

TOWN OF BASSENDEAN
CAPITAL PROJECTS
31/07/2021

Note 5: Capital Projects

Highlighted projects (Column L) exceed approved budget.

Capital Expenditure Summary	2021/22 Original Budget	Budget Amendments	2021/22 Current Budget	YTD Actual	Purchase Orders	Total Inc Purchase Orders	Budget Remaining	% Total to Annual Budget
LAND AND BUILDINGS	\$762,500.00	\$0.00	\$762,500.00	\$0.00	\$339,490.20	\$339,490.20	\$423,009.80	45%
DRAINAGE	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$134,470.92	\$134,470.92	\$65,529.08	67%
FURNITURE & EQUIPMENT	\$290,000.00	\$0.00	\$290,000.00	\$4,353.28	\$216,405.63	\$220,758.91	\$69,241.09	76%
PLANT AND EQUIPMENT	\$216,000.00	\$0.00	\$216,000.00	\$0.00	\$57,884.76	\$57,884.76	\$158,115.24	27%
INFRASTRUCTURE ASSETS - OTHER	\$1,919,500.00	\$0.00	\$1,919,500.00	\$48,910.56	\$1,191,435.49	\$1,240,346.05	\$679,153.95	65%
ROADS	\$915,000.00	\$0.00	\$915,000.00	\$0.00	\$48,989.49	\$48,989.49	\$866,010.51	5%
FOOTPATHS	\$18,000.00	\$0.00	\$18,000.00	\$18,658.00	\$10,090.91	\$28,748.91	-\$10,748.91	160%
TOTAL	\$4,321,000.00	\$0.00	\$4,321,000.00	\$71,921.84	\$1,998,767.40	\$2,070,689.24	\$2,250,310.76	47.92%



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 6: Budget Amendments

GL Account Code	Description	Current Budget	Amended Budget	Budget Movement	Reason
NET CHANGE IN AMENDMENTS				\$ -	NIL CHANGE TO SURPLUS

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 7: Disposal of Assets

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Plant & Equipment	1,314	1,314	-					
Land								
	1,314	1,314	-	-	-	-	-	-



FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 August 2021

TOWN OF BASSENDEAN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 August 2021

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

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TOWN OF BASSENDEAN
STATEMENT OF COMPREHENSIVE INCOME

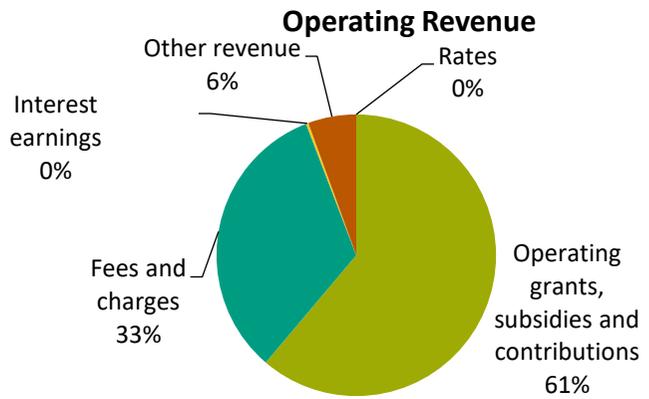
By Nature and Type
For the Period Ended 31 August 2021

	2021/22 Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	\$
Revenue					
Rates	13,830,537	13,830,537	13,796,236	(34,301)	(0%)
Operating grants, subsidies and contributions	2,620,978	437,946	789,888	351,942	80%
Fees and charges	6,836,618	3,682,093	3,672,965	(9,128)	(0%)
Interest earnings	186,903	31,680	15,499	(16,181)	(51%)
Other revenue	229,451	27,662	188,991	161,329	583%
	<u>23,704,487</u>	<u>18,009,918</u>	<u>18,463,579</u>	<u>453,661</u>	<u>3%</u>
Expenses					
Employee costs	(13,478,467)	(2,562,666)	(2,129,684)	432,982	(17%)
Materials and contracts	(8,230,996)	(1,277,791)	(800,790)	477,001	(37%)
Utility charges	(688,434)	(108,487)	(97,739)	10,748	(10%)
Depreciation on non-current assets	(3,891,328)	(648,606)	(618,925)	29,681	(5%)
Interest expenses	(33,089)	(5,379)	(1,265)	4,114	(76%)
Insurance expenses	(496,374)	(269,049)	(930)	268,119	(100%)
Other expenditure	(1,156,113)	(140,064)	(71,145)	68,919	(49%)
	<u>(27,974,801)</u>	<u>(5,012,042)</u>	<u>(3,720,478)</u>	<u>1,291,564</u>	<u>(26%)</u>
Subtotal	<u>(4,270,314)</u>	<u>12,997,876</u>	<u>14,743,101</u>	<u>1,745,225</u>	<u>13%</u>
Non-operating grants, subsidies and contributions	1,408,141	79,202	4,545	(74,657)	(94%)
Profit on asset disposals	100	0	0	0	
Loss on asset disposals	(40,426)	0	0	0	
	<u>1,367,815</u>	<u>79,202</u>	<u>4,545</u>	<u>(74,657)</u>	<u>(94%)</u>
Net result	<u>(2,902,499)</u>	<u>13,077,078</u>	<u>14,747,646</u>	<u>1,670,568</u>	<u>13%</u>
Other comprehensive income					
Changes on revaluation of non-current assets	0	0	0	0	0%
Total other comprehensive income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total comprehensive income	<u>(2,902,499)</u>	<u>13,077,078</u>	<u>14,747,646</u>	<u>1,670,568</u>	<u>13%</u>

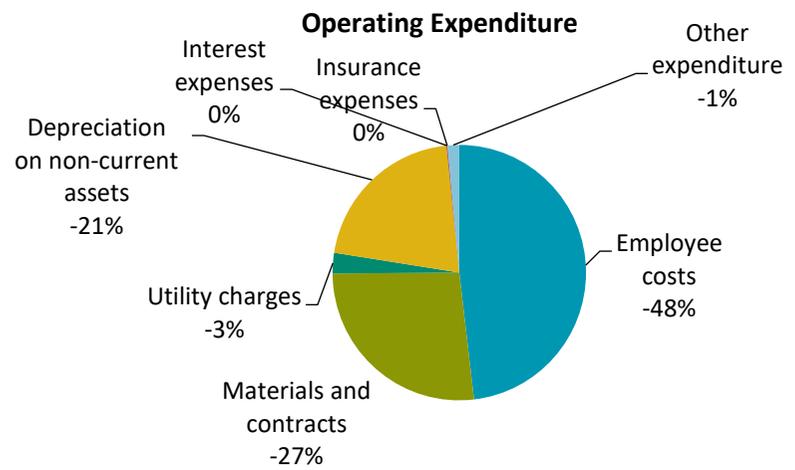
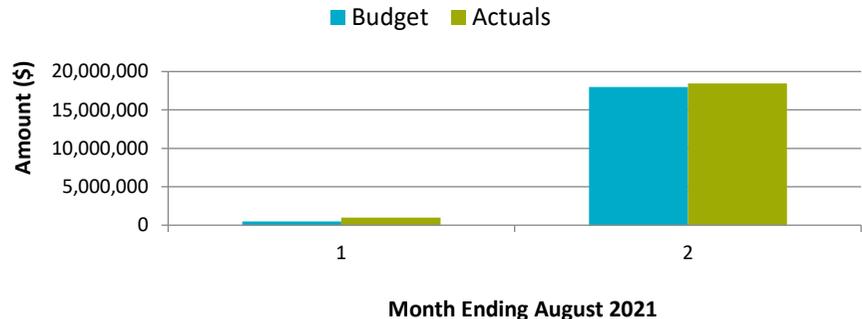
TOWN OF BASSENDEAN
RATE SETTING STATEMENT
By Nature and Type
For the Period Ended 31 August 2021

	2021/22 Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$		\$		\$
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)	3,379,043	3,379,043	1,774,919	(1,604,124)	(47%)
	3,379,043	3,379,043	1,774,919	(1,604,124)	(47%)
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions	2,620,978	437,946	789,888	351,942	80%
Fees and charges	6,836,618	3,682,093	3,672,965	(9,128)	(0%)
Interest earnings	186,903	31,680	15,499	(16,181)	(51%)
Other revenue	229,451	27,662	188,991	161,329	583%
Profit on asset disposals	100		-	-	
	9,874,050	4,179,381	4,667,343	487,962	12%
Expenditure from operating activities					
Employee costs	(13,478,467)	(2,562,666)	(2,129,684)	432,982	(17%)
Materials and contracts	(8,230,996)	(1,277,791)	(800,790)	477,001	(37%)
Utility charges	(688,434)	(108,487)	(97,739)	10,748	(10%)
Depreciation on non-current assets	(3,891,328)	(648,606)	(618,924)	29,682	(5%)
Interest expenses	(33,089)	(5,379)	(1,264)	4,115	(77%)
Insurance expenses	(496,374)	(269,049)	(930)	268,119	(100%)
Other expenditure	(1,156,113)	(140,064)	(71,144)	68,920	(49%)
Loss on asset disposals	(40,426)	-	-	-	
	(28,015,227)	(5,012,042)	(3,720,475)	1,291,567	(26%)
Non-cash amounts excluded from operating activities	4,054,352	648,606	618,924	(29,682)	(5%)
Amount attributable to operating activities	(10,707,782)	3,194,988	3,340,711	145,723	5%
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	1,408,141	79,202	4,545	(74,657)	(94%)
Payments for property, plant and equipment	(3,097,500)	(161,582)	(4,203)	157,379	(97%)
Payments for construction of infrastructure	(1,223,500)	(568,752)	(70,922)	497,830	(88%)
Proceeds from disposal of assets	15,100	-	1,314	1,314	
Proceeds from self-supporting loans	21,000	-	-	-	
Amount attributable to investing activities	(2,876,759)	(651,132)	(69,266)	581,866	(89%)
Amount attributable to investing activities	(2,876,759)	(651,132)	(69,266)	581,866	(89%)
FINANCING ACTIVITIES					
Repayment of borrowings	(97,696)	-	-	-	0%
Transfers to cash backed reserves (restricted assets)	(3,248,455)	-	-	-	0%
Transfers from cash backed reserves (restricted assets)	3,199,585	-	-	-	0%
Amount attributable to financing activities	(146,566)	-	-	-	0%
Budgeted deficiency before general rates	(13,731,107)	2,543,856	3,271,445	727,589	29%
Estimated amount to be raised from general rates	13,830,537	13,830,537	13,796,236	(34,301)	(0%)
Net current assets at end of financial year - surplus/(deficit)	99,430	16,374,393	17,067,681	693,288	4%

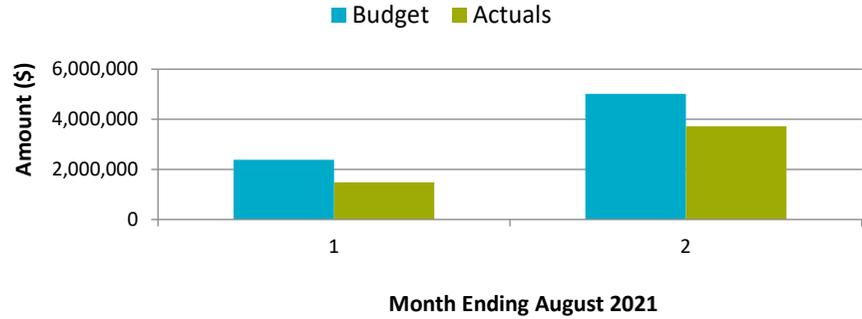
**Town of Bassendean
Information Summary
For the Period Ended 31 August 2021**



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



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



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

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
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)	(1,604,124)	(47%)	⊖	Timing	Surplus position lower than expected with increased contract liabilities, deferred revenue, provisions in addition to accruals for invoices received late
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions	351,942	80%	⊕	Timing	Grants for General Purpose 1st Quarter Payment, Mens Shed and Seniors Disability Services received earlier than expected. This is deemed to be a timing issue mainly
Fees and charges	(9,128)	(0%)	⊖	Timing	Recognition of Rental Income for Hyde Residential Village for the month is pending
Interest earnings	(16,181)	(51%)	⊖	Timing and Permanent	Lower Interest Income from Outstanding Rates and Interest Income generated from Investments with approved Deposit Institutions
Other revenue	161,329	583%	⊕	Permanent	EMRC Dividend \$110K, Reimbursement for Staff on Jury Duty from Office of the Sheriff \$19K and payment from City of Bayswater for Long Service entitlement paid to staff member \$20K
Profit on asset disposals	0				
	<u>487,962</u>	12%	⊕		
Expenditure from operating activities					
Employee costs	432,982	(17%)	⊕	Permanent	\$374K - Salaries and Wages and \$44K Superannuation, mainly related to vacancies and lower than expected Capital Recoveries.
Materials and contracts	477,001	(37%)	⊕	Timing	\$294K - Waste collection costs - various services, \$126K - Infrastructure Maintenance, \$70K ICT Software Licencing costs
Utility charges	10,748	(10%)	⊕	Timing	Lower Utility costs incurred at Jubilee Reserve Building and various Reserves and lower Telephone costs in Governance service area
Depreciation on non-current assets	29,682	(5%)	⊕	Timing	Variance due to Capitalisation of assets which will be captured in the later part of the year once the external audit is completed
Interest expenses	4,115	(77%)	⊕	Timing	Within Reporting Threshold
Insurance expenses	268,119	(100%)	⊕	Timing	The first instalment bill has not yet been posted to the financials.
Other expenditure	68,920	(49%)	⊕	Timing	Variance is due to overhead allocations
Loss on asset disposals	0				
	<u>1,291,567</u>	(26%)	⊕		
Non-cash amounts excluded from operating activities	(29,682)	(5%)	⊖		
Amount attributable to operating activities	145,723	5%	⊕		
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	(74,657)	(97%)	⊖	Timing	State Government Grant pending
Payments for property, plant and equipment	157,379	(88%)	⊕	Timing	Tender for Sandy Beach Ablutions awarded in August 2021 and RFQ for IT Equipment issued in September 2021
Payments for construction of infrastructure	497,830		⊕	Timing	Delay in start to projects with inclement weather
Proceeds from disposal of assets	1,314		⊕	Timing	Sale of minor equipment. To be treated as other income. Adjusted in September 2021
Proceeds from self-supporting loans	0	(89%)			
Amount attributable to investing activities	<u>581,866</u>	<u>(89%)</u>	⊕		
Amount attributable to investing activities	581,866	(89%)	⊕		
FINANCING ACTIVITIES					
		0%			
Repayment of borrowings	0	0			
Transfers to cash backed reserves (restricted assets)	0	0			
Transfers from cash backed reserves (restricted assets)	0	0			
Amount attributable to financing activities	0	0			
Budgeted deficiency before general rates	<u>727,589</u>	<u>29%</u>	⊕		
Estimated amount to be raised from general rates	<u>(34,301)</u>	<u>4%</u>	⊖		
Net current assets at end of financial year - surplus/(deficit)	<u>693,288</u>	<u>4%</u>	⊕		

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing	Current
	30 June 2021	31 August 2021
	\$	\$
Current Assets		
Cash - Other	7,542,879	6,321,066
Cash Restricted - Reserves	6,875,891	6,990,283
Restricted Cash - Trust	496,215	394,598
Rates Outstanding	604,796	18,580,836
Sundry Debtors	214,196	306,177
GST Receivable	118,211	43,956
Accrued Interest	9,872	9,872
Prepayments	23,724	23,724
Inventories	6,298	498
	15,892,082	32,671,010
Less: Current Liabilities		
Sundry Creditors	(1,257,206)	(3,145,078)
Accrued Interest on Borrowings	(2,550)	(2,550)
Accrued Salaries and Wages	(304,261)	-
Rates in Advance		
Current Loan Liability	(97,696)	(92,924)
Hyde Retirement Village Bonds	(102,500)	(102,500)
Bonds and Other Deposits	(2,213,743)	(2,117,477)
Current Lease Liabilities	(152,712)	(152,712)
Contract liabilities	(628,512)	(628,512)
Deferred Revenue	(425,947)	(425,947)
Current Employee Provisions	(2,434,492)	(2,434,492)
	(7,619,620)	(9,102,192)
Net Current Assets	8,272,462	23,568,819
Less: Cash Reserves	(6,875,891)	(6,990,283)
Less: SSL Accrued Interest	-	-
Less: SSL Borrowings Repayments	(20,130)	(20,130)
Loan Liability - Current	97,696	92,924
Lease Liability - Current	152,711	152,712
Other Misc Adjustments	(86,703)	28,866
Plus : Liabilities funded by Cash Backed Reserves	234,774	234,774
Net Current Funding Position	1,774,919	17,067,681

**Town of Bassendean
Monthly Investment Report
For the Period Ended 31 August 2021**

Note 3 : CASH INVESTMENTS

Deposit Ref	Deposit Date	Maturity Date	S & P Rating	Institution	Term (Days)	Rate of Interest	Amount Invested (Days)				Total	Expected Interest	
							Up to 30	30-59	60-89	90-120+			
Municipal													
13156679	2/08/2021	2/09/2021	A1	CBA	31	0.20%		-	200,000.00	-	200,000.00	33.96	
13156679	9/08/2021	9/09/2021	A1	CBA	31	0.20%		-	2,500,000.00	-	2,500,000.00	424.66	
3722049	28/06/2021	27/09/2021	A2	Bendigo	91	0.20%		-	-	1,000,000.00	1,000,000.00	498.63	
302115	12/07/2021	10/09/2021	A2	ME Bank	60	0.40%		-	-	1,000,000.00	-	657.53	
Restricted - Bonds and Deposits:													
347112	29/01/2021	29/10/2021	A2	BOQ	273	0.40%		-	-	-	400,000.00	1,196.71	
283125	24/05/2021	22/11/2021	A1	ME Bank	182	0.45%		-	-	-	500,000.00	1,121.92	
755365673	6/07/2021	3/11/2021	A1	NAB	120	0.27%		-	-	7,824.67	-	6.95	
Restricted - Contract Liabilities/Deferred Revenue (Grants)													
302116	12/07/2021	11/10/2021	A2	ME Bank	91	0.40%		-	217,574.90	-	-	216.98	
							Total	-	217,574.90	3,707,824.67	1,900,000.00	5,825,399.57	4,157.34
Reserve													
347130	29/01/2021	29/10/2021	A2	BOQ	273	0.40%		-	-	-	792,084.20	2,369.74	
10755633	21/06/2021	20/09/2021	A1	NAB	91	0.29%		-	-	-	1,357,780.33	982.42	
313505	20/08/2021	18/11/2021	A2	ME Bank	90	0.35%		-	-	903,147.84	-	779.43	
4201993	23/07/2021	21/10/2021	A2	Suncorp	90	0.27%		-	-	-	1,000,000.00	665.75	
312958	16/08/2021	15/11/2021	A2	ME Bank	91	0.35%		-	-	-	703,571.22	613.94	
13156679	16/08/2021	16/11/2021	A1	CBA	92	0.20%		-	-	300,000.00	-	151.23	
407254	26/07/2021	23/11/2021	A2	BOQ	120	0.35%		-	-	-	598,828.54	689.06	
312996	17/08/2021	15/11/2021	A2	ME Bank	90	0.35%		-	-	-	1,329,723.63	1,147.57	
POS Funds													
10761249	17/08/2021	15/11/2021	A1	NAB	90	0.28%		-	-	-	745,303.17	514.57	
							Total	-	217,574.90	4,910,972.51	8,427,291.09	13,556,842.89	12,071.05

Variance in Reserve Inv & Reserve GL 011808

\$ 6,986,140.15	Muni Investment
\$ 7,097,115.35	GL 011806
<u>-\$ 110,975.20</u>	Natural Area Reserve funds to be trsf'd to an investment next maturity

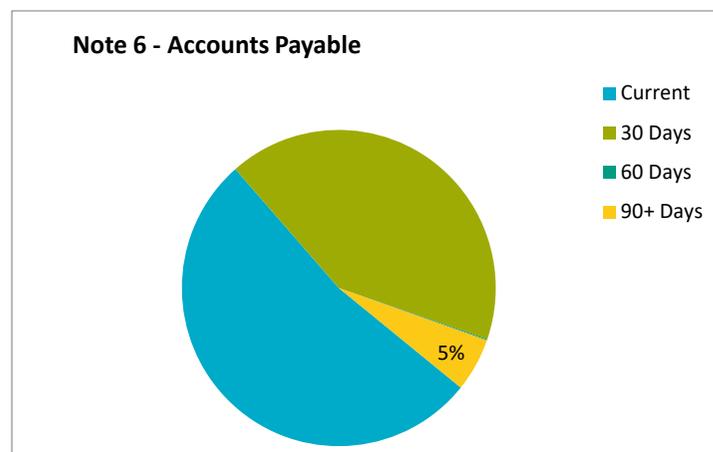
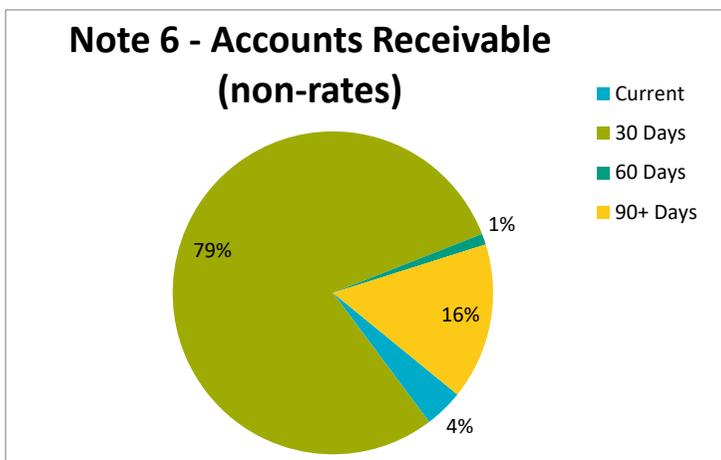
ENVIRONMENTAL COMMITMENT	INDIVIDUAL INSTITUTION EXPOSURE	TOTAL CREDIT EXPOSURE	TERM TO MATURITIES																
<p>Depositing Institution Value Invested</p> <table border="1"> <tr> <td>BOQ</td> <td>1,790,912.74</td> </tr> <tr> <td>NAB</td> <td>2,111,912.56</td> </tr> <tr> <td>CBA</td> <td>3,000,000.00</td> </tr> <tr> <td>Total</td> <td>6,902,825.30</td> </tr> </table> <p>51%</p> <p>Fossil Fuel Lending ADI</p> <table border="1"> <tr> <td>Suncorp</td> <td>1,000,000.00</td> </tr> <tr> <td>ME Bank</td> <td>4,654,017.59</td> </tr> <tr> <td>BendigoAdelaide</td> <td>1,000,000.00</td> </tr> <tr> <td>Total</td> <td>6,654,017.59</td> </tr> </table> <p>49%</p> <p>Total Funds 13,556,842.89</p>	BOQ	1,790,912.74	NAB	2,111,912.56	CBA	3,000,000.00	Total	6,902,825.30	Suncorp	1,000,000.00	ME Bank	4,654,017.59	BendigoAdelaide	1,000,000.00	Total	6,654,017.59			
BOQ	1,790,912.74																		
NAB	2,111,912.56																		
CBA	3,000,000.00																		
Total	6,902,825.30																		
Suncorp	1,000,000.00																		
ME Bank	4,654,017.59																		
BendigoAdelaide	1,000,000.00																		
Total	6,654,017.59																		

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 4: Receivables and Payables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	7,662	155,555	2,147	30,765	196,129

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	198,982	157,380	431	20,664	377,456



Comments/Notes - Receivables General

The above amounts include GST where applicable.

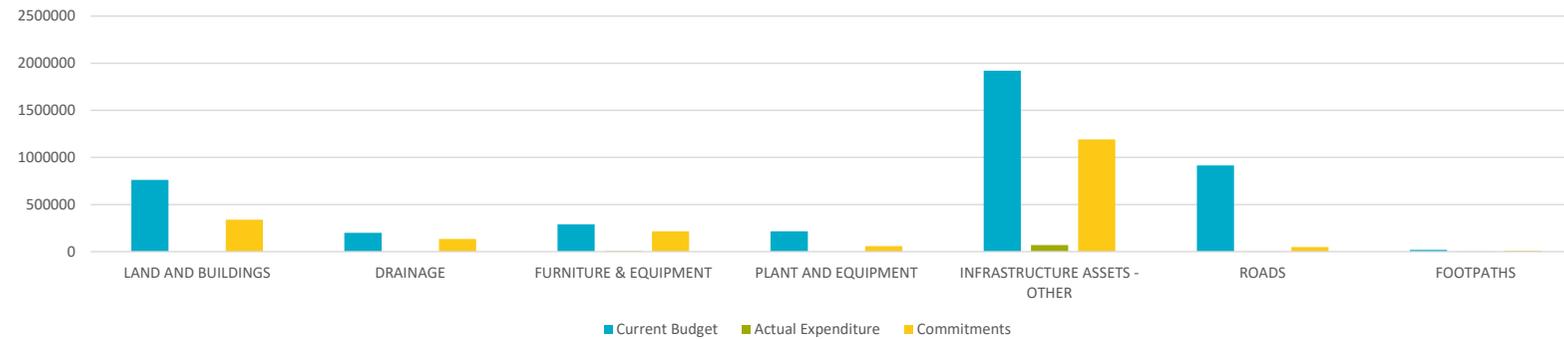
**TOWN OF BASSENDEAN
 CAPITAL PROJECTS
 31/08/2021**

Note 5: Capital Works Program

Highlighted projects (Column L) exceed approved budget.

Capital Expenditure Summary	2021/22 Original Budget	Budget Amendments	2021/22 Current Budget	YTD Actual	Purchase Orders	Total Inc Purchase Orders	Budget Remaining	% Total to Annual Budget
Project Number	\$762,500.00	\$0.00	\$762,500.00	\$0.00	\$339,490.20	\$339,490.20	\$423,009.80	-55%
DRAINAGE	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$134,470.92	\$134,470.92	\$65,529.08	-33%
FURNITURE & EQUIPMENT	\$290,000.00	\$0.00	\$290,000.00	\$4,203.28	\$216,405.63	\$220,608.91	\$69,391.09	-24%
PLANT AND EQUIPMENT	\$216,000.00	\$0.00	\$216,000.00	\$0.00	\$57,884.76	\$57,884.76	\$158,115.24	-73%
INFRASTRUCTURE ASSETS - OTHER	\$1,919,500.00	\$0.00	\$1,919,500.00	\$68,615.89	\$1,191,435.49	\$1,260,051.38	\$659,448.62	-34%
ROADS	\$915,000.00	\$0.00	\$915,000.00	\$719.70	\$48,989.49	\$49,709.19	\$865,290.81	-95%
FOOTPATHS	\$18,000.00	\$0.00	\$18,000.00	\$1,587.00	\$10,090.91	\$11,677.91	\$6,322.09	-35%
TOTAL	\$4,321,000.00	\$0.00	\$4,321,000.00	\$75,125.87	\$1,998,767.40	\$2,073,893.27	\$2,247,106.73	-52.00%

Capital Expenditure Status Chart



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 6: Budget Amendments

GL Account Code	Description	Current Budget	Amended Budget	Budget Movement	Reason
NET CHANGE IN AMENDMENTS				\$ -	NIL CHANGE TO SURPLUS

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 7: Disposal of Assets

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Plant & Equipment	1,314	1,314	-					
Land								
	1,314	1,314	-	-	-	-	-	-